Professional Digital Two-Way Radio System

*MOTO**TRBO**™* DP 3400 / DP 3401
Non-Display Portable

Quick Reference Guide

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DP 3400/3401 Portables
Quick Reference Guide

Important Safety Information

**Product Safety and
RF Exposure Compliance**

⚠️ **Caution**

Before using this product, read the operating instructions for safe usage contained in the Product Safety and RF Exposure booklet enclosed with your radio.

ATTENTION!

This radio is restricted to occupational use only to satisfy ICNIRP/FCC RF energy exposure requirements. Before using this product, read the RF energy awareness information and operating instructions in the Product Safety and RF Exposure booklet enclosed with your radio (Motorola Publication part number 6864117B25) to ensure compliance with RF energy exposure limits.

For a list of Motorola-approved antennas, batteries, and other accessories, visit the following website:

http://www.motorola.com/governmentandenterprise

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Your Quick Reference Guide

This Quick Reference Guide covers the basic operation of the MOTOTRBO Portable.

However, your dealer or system administrator may have customized your radio for your specific needs. Check with your dealer or system administrator for more information.

Throughout this publication, two icons are used to differentiate Analog mode and Digital mode only features:

Indicates a conventional **Analog Mode-Only** feature.

Indicates a conventional **Digital Mode-Only** feature.

NOTE: For features that are available in **both** conventional Analog and Digital modes, **no** icon is shown.
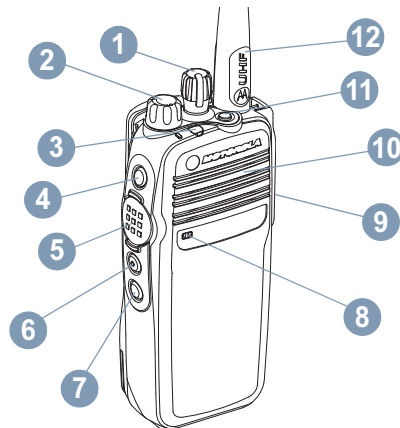
Selected features are also available on the single-site trunking mode, Capacity Plus.

Radio Controls

Record your radio's programmable button functions in the blanks provided.

SP represents Short Press.
LP represents Long Press.

1 Channel Selector Knob

2 On/Off/Volume Control Knob

3 LED Indicator

4 Side Button 1 (Programmable)
SP: _____
LP: _____

5 Push-to-Talk (**PTT**) Button

6 Side Button 2 (Programmable)
SP: _____
LP: _____

7 Side Button 3 (Programmable)
SP: _____
LP: _____

8	Microphone
9	Universal Connector for Accessories
10	Speaker
11	Emergency Button (Programmable) **SP**: _____ **LP**: _____
12	Antenna

Powering Up and Down the Radio

Rotate the On/Off/Volume Control Knob clockwise until you hear a click to turn the radio on, and counterclockwise until you hear a click to turn it off.

Adjusting the Volume

Turn the On/Off/Volume Control Knob clockwise to increase volume or counterclockwise to decrease volume.

LED Indicator

Blinking red – Radio is transmitting at low battery condition, receiving an emergency transmission or has failed the self-test upon powering up.

Solid yellow – Radio is receiving a request for a Private Call, or monitoring a channel. Also indicates fair battery charge when programmable button is pressed.

Blinking yellow – Radio is scanning for activity or receiving a Call Alert.

Double blinking yellow – Radio is no longer connected to the repeater while in Capacity Plus or all Capacity Plus channels are currently busy.

Rapidly blinking yellow – Radio is searching for a new site. 🔵

Solid green – Radio is transmitting. Also indicates full charge of the battery when programmable button is pressed.

Blinking green – Radio is powering up, receiving a non-privacy-enabled call or data, or detecting activity over the air.

Rapidly blinking green – Radio is receiving a privacy-enabled call or data. 🔵

For Capacity Plus, there is no LED indication when the radio is detecting activity over the air.

Audio Indicators for Programmable Buttons

Some programmable buttons use audio indicators to indicate the change as they alternate between two different choices.

Programmable Button	Positive Indicator Tone	Negative Indicator Tone
Zone	Currently in Zone 2	Currently in Zone 1
Repeater/ Talkaround	Currently in Talkaround mode	Currently in Repeater mode
Scan	Start Scan operation	Stop Scan operation
Squelch 🔴	Operating in tight squelch	Operating in normal squelch
Power Level	Transmitting at low power	Transmitting at high power
Tones and Alerts	All tones and alerts are on	All tones and alerts are off

Selecting a Radio Channel, Subscriber ID, or Group ID

1 Turn the On/Off/Volume Control Knob to power up your radio.

2 Turn the Channel Selector Knob to select the required channel, subscriber ID, or group ID.

Capacity Plus

Turn the Channel Selector Knob clockwise or counterclockwise to access channels with Capacity Plus.

Making a Group or Private Call

NOTE: Your radio must be programmed for you to initiate a Private Call. 📻

Press the programmed **One Touch Access** button and proceed to Step 2.
OR
Follow the procedure below.

1 Turn the Channel Selector Knob to select the channel with the active group ID.
OR

📻 Turn the Channel Selector Knob to select the channel with the active subscriber ID.

2 Hold the radio vertically 1 to 2 inches (2.5 to 5.0 cm) from your mouth.

3 Press the **PTT** button to make the call. The LED lights up solid green.

4 Wait for the Talk Permit Tone to finish (if enabled).
OR

📻 Wait for the **PTT** Sidetone to finish (if enabled).

5 Speak clearly into the microphone.

6 Release the **PTT** button to listen.

7 📻 If the Channel Free Indication feature is enabled, you will hear a short alert tone the moment the target radio releases the **PTT** button, indicating the channel is free for you to respond. Press the **PTT** button to respond.
OR

📻 If the Voice Interrupt feature is enabled, press the **PTT** button to stop the current call from the transmitting radio and free the channel for you to talk/respond.
OR
If there is no voice activity for a predetermined period of time, the call ends.

📻 For a Private Call, you hear a short tone when the call ends.

📻 Your radio must have the Privacy feature enabled on the channel to send a privacy-enabled transmission. Only target radios with the same Privacy Key OR the same Key Value and Key ID as your radio will be able to unscramble the transmission.

Making an All Call

Your radio must be programmed to allow you to use this feature. Users on the channel cannot respond to an All Call.

1 Turn the Channel Selector Knob to select the channel with the active All Call group ID.

2 Hold the radio vertically 1 to 2 inches (2.5 to 5.0 cm) from your mouth.

3 Press the **PTT** button to make the call. The LED lights up solid green.

4 Wait for the Talk Permit Tone to finish (if enabled).
OR

📻 Wait for the **PTT** Sidetone to finish (if enabled).

5 Speak clearly into the microphone.

6 If there is no voice activity for a programmed period of time, the call ends.

*When you **receive** an All Call, you cannot use any programmed button functions until the call ends.*

Scanning Channels

NOTE: This feature is not applicable in Capacity Plus.

Press the programmed **Scan** button to turn scan on or off.

During scan, the LED blinks yellow.

Making a Call Alert

1 Press the programmed **One Touch Access** button to send the Call Alert to a predefined ID.

2 The LED lights up solid green.

3 Two chirps indicate that the Call Alert acknowledge is successfully received.

Sending a Quick Text Message 🔘

1 Press the programmed **One Touch Access** button send a predefined Quick Text Message to a predefined ID.

2 The LED lights up solid green.

3 Two chirps indicate that the message is sent successfully.
   OR
   A low-pitch tone indicates that the message cannot be sent.

Sending an Emergency Alarm

1 Press the programmed **Emergency** button.

2 The LED lights up solid green.

3 When an Emergency Alarm acknowledgment is received, the

Emergency tone sounds. The LED blinks green.
OR
If your radio does not receive an Emergency Alarm acknowledgement, and after all retries have been exhausted, a low-pitch tone sounds.

4 Radio exits the Emergency Alarm mode.

If your radio is set to Silent, it will not display any audio or visual indicators during Emergency mode.

Privacy 🔘

Press the programmed **Privacy** button to toggle privacy on or off.

IP Site Connect 🔘

NOTE: This feature is not applicable in Capacity Plus.

1 Press the programmed **Site Lock On/Off** button to toggle automatic site roaming on or off.

2 The LED blinks yellow rapidly when the radio is actively searching for a new site, and turns off once the radio locks on to a site.

OR

1 Press the programmed **Manual Site Roam** button.

2 A tone sounds and the LED blinks green.

3 You hear a positive indicator tone and the LED turns off, indicating the radio is locked on to a site.
   OR
   You hear a negative indicator tone and the LED turns off, indicating the radio is unable to lock on to a site.

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