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OVERVIEW

1 Status Lights  The status lights are located in the lower left corner of the on screen display.

2 Application Soft Buttons  The functions of the soft buttons along the sides of the touch screen are defined by each application. The name on each soft button indicates the button’s purpose. The images contain definitions for the action to be performed (e.g. Delete).

3 Menu Bar  The universal menu bar consists of two rows. The top row is the menu path and indicates position within the menu hierarchy, and the bottom row contains the available options for the current menu in the menu path.

4 Navigation Buttons  The dedicated navigation buttons along the right side of the device are used to navigate within the menu hierarchy.

5 Information Bar  The information bar includes the current date and time, as well as content provided by applications such as PACOS, or the Login Manager. For instance, the information bar may display distance and direction to a location, or the name of the active user.

6 Soft Keyboard Button  The Soft Keyboard Button is displayed in the far right application button row. Selecting this option brings up the onscreen soft keyboard.

STATUS LIGHTS

(From Left to Right: 1st light, 2nd light, 3rd light, 4th light)

1st Light
- **Flashing Green** – Powering up
- **Solid Green** – Powered up and running
- **Flashing Red** – Powering down
- **Solid Amber** – Running on internal battery or initial power up

2nd Light
- **Solid Green** – Ready to send/receive data call
- **Flashing Green** – Active data call
- **Solid Red** – Low or no cell communications

3rd Light
- **Flashing Blue** – New mail notification
- **Solid Purple** – During initial power up

4th Light
- **Solid Blue** – In standby; power applied
- **Flashing Blue** – Low temp. mode only occurs at start up
- **Solid Purple** – During initial power up

SOFT KEYBOARD

The soft keyboard can be displayed by selecting the “Keyboard” application button (far right soft application button) or by selecting the Soft Keyboard button (bottom far right device button).

The user can toggle between alpha characters and numbers by selecting the far right key in the middle row.

Selecting the red X key (lower right key) will close the soft keyboard, as well as pressing the keyboard key located on the device keypad.

The soft keyboard display can be moved up and down across the screen by pressing any space between the keys and then sliding up or down across the screen. This can be useful to view data that may be covered up on the screen by the soft keyboard.

<table>
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<th>Device Button</th>
<th>Operation</th>
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<tr>
<td>Left: Top</td>
<td>Button disabled</td>
</tr>
<tr>
<td>Left: Second</td>
<td>F1 key on the keyboard and the top Application Soft Key button</td>
</tr>
<tr>
<td>Left: Third</td>
<td>F2 key on the keyboard and the second from the top Application Soft Key button</td>
</tr>
<tr>
<td>Left: Fourth</td>
<td>F3 key on the keyboard and the third from the top Application Soft Key button</td>
</tr>
<tr>
<td>Left: Fifth</td>
<td>F4 key on the keyboard and the bottom Application Soft Key button</td>
</tr>
<tr>
<td>Left: Sixth</td>
<td>Panic Alert button</td>
</tr>
<tr>
<td>Right: Top</td>
<td>Button disabled</td>
</tr>
<tr>
<td>Right: Second</td>
<td>F5 key on the keyboard and the top Application Soft Key button</td>
</tr>
<tr>
<td>Right: Third</td>
<td>F6 key on the keyboard and the second from the top Application Soft Key button</td>
</tr>
<tr>
<td>Right: Fourth</td>
<td>F7 key on the keyboard and the third from the top Application Soft Key button</td>
</tr>
<tr>
<td>Right: Fifth</td>
<td>F8 key on the keyboard and the bottom Application Soft Key button</td>
</tr>
<tr>
<td>Bottom: Green</td>
<td>Opens/Closes the on-screen Soft Keyboard</td>
</tr>
<tr>
<td>Bottom: Red</td>
<td>Power Button, will reboot the device if held down for greater than 5 seconds</td>
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<tr>
<td>Bottom: Directional</td>
<td>Keyboard arrow keys</td>
</tr>
<tr>
<td>Bottom: Round</td>
<td>Keyboard ENTER key</td>
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USING THE DISPLAY

BLU.2’s graphical touch screen provides quick access to virtually anything by touching items on the screen. Navigation can also be done by using the keyboard or the navigation buttons. The following segments describe how to use the device buttons to navigate throughout BLU.2.

USING MENUS

Home Menu

The Home menu is the topmost menu in the menu hierarchy. It is identified by “Home” in the top row of the menu bar.

The content of the Home menu is displayed in the second row of the menu bar. These menu items represent either application screens or submenus.

Submenus

Submenus are identified by the menu path in the top row of the menu bar.

For example, the Driver menu appears as “Home >> Driver” in the top row.

The menu items in the second row are determined by the last item in the menu path, the Driver menu in this case.

If the selected item requires further input from the user, it will display submenu options within the selected option (System ➔ Settings from the Home menu).

NOTE: All menu items can be selected by touching the menu directly.

Returning to the Home Menu

Return to the Home screen from anywhere on BLU.2 by pressing the SECOND BUTTON on the right hand side of the device until “Home” is the only menu name displayed in the top row of the menu bar.

USING SOFT AND HARD BUTTONS

Every screen will have a choice of actions, which are represented by soft buttons.

To select an action:

1. Press the SOFT BUTTON on the display screen, or
2. Press the HARD BUTTON to the left of the associated soft button on the BLU.2 device, or
3. Press the FUNCTION KEY on your keyboard associated with the soft and hard buttons:
   • F1 for the second topmost hard button.
   • F2 for the third topmost hard button.
   • F3 for the fourth topmost hard button.
   • F4 for the fifth hard button.

NOTE: If a soft button is blank, both it and its corresponding hard button and function key are inactive.

USING SHORT CUTS

Short cuts allow for one-touch access to commonly-used BLU.2 applications, screens, or functions and are configurable by driver.

NOTE: Up to six driver configurations can be held on BLU.2 at one time, based on the previous six logins.

1. Press the SHORT CUT on the display screen, or
2. Press the NUMBER KEY on the keyboard associated with the short cut position as shown on the image on the next page.
USING THE DISPLAY

Configurable short cuts available:

1-day Calendar    In-Cab Scanning    Border Crossing
Create Email      Drive Status      Home Screen
Inter-Trip Inspection    OBC Diagnostics    On Duty Status
In-Cab Training    Settings      System
7-day Calendar    Address Book      Change Driver
Create Form      Duty Status Change    Hot Keys
Login      On-Board Event Recorder      Outbox
eDriver Log Remarks    Shipping      Trailer
8-day Calendar    Diagnostics      Change User
DOT Inspection    Engine Data      Inbox
Logout      Off Duty Status      PACOS
Saved Messages    Sleeper Berth      Citation
14-day Calendar    Information      Inspection
Drafts      Fault Codes      Pre-Trip Inspection
In-Cab Navigation    Off Duty PC Status      Post-Trip Inspection
Sent Messages    eDriver Log Summary

DELETING A SHORT CUT

1. Press the DELETE button to view the list of short cuts currently configured on the device.

2. Select the short cut(s) to delete and press the NEXT button.

3. To confirm the deletion of the selected short cuts press the YES button.

4. The short cut is deleted and immediately removed from the Home screen.
USING THE DISPLAY

ADDING A SHORT CUT

**NOTE:** The ADD soft button is only available when space is available on the Home screen.

1. **Press the ADD button** to view the Add a New Short Cut screen.

2. Select the short cut(s) to add and **press the SELECT button.**

3. The short cut is added and displays immediately on the Home screen.

RETURNING SHORT CUTS TO DEFAULT SETTINGS

The Default short cuts for all users are: Inbox, Saved, Create Mail, Create Form, Engine Data, Fault Codes, Logout, and Settings.

1. **At any time when viewing the Home screen,** **press the DEFAULTS button** to return the short cuts to the default settings.

SAF E MODE

Safe Mode limits driver interaction with the system while the vehicle is moving. Safe Mode is activated by the fleet manager who configures the unit from the PeopleNet Fleet Manager and sets the parameters for use.
SAFE MODE

When Safe Mode is activated the services available are:

• Navigation
• Change User
• Border Cross
• Onboard Event Recorder
• Safe Mode Messaging

IN-CAB NAVIGATION

In-Cab Navigation in partnership with Maptuit® NaviGo™ is available to subscribers only. Please contact your fleet administrator for more information on how to become an In-Cab Navigation subscriber.

NOTE: The In-Cab Navigation shortcut appears in Safe Mode (see image above) if In-Cab Navigation is running prior to the vehicle’s movement.

1. Accept the LIABILITY STATEMENT for In-Cab Navigation to be considered running and available.
2. When In-Cab Navigation provides spoken turn-by-turn instructions, the map appears on the display.
3. To bring Safe Mode to the front, press any hard button on BLU.2.

eDRIVER® LOGS

If the driver utilizes eDriver Logs, Drive Time Available, On-Duty Time Available, and Off-Duty (PC) for Personal Conveyance will be visible in Safe Mode.

INSTANT FUEL EFFICIENCY

Safe Mode displays the instant fuel efficiency, which can be configured on BLU.2 for Miles per Gallon (MI/GAL) or Liters per 100 Kilometers (L/100KM) through the Settings screen.

TRIP AVERAGE

Safe Mode displays the trip average fuel efficiency. This measurement can be configured for Miles per Gallon (MI/GAL) or Liters per 100 Kilometers (L/100KM) through the Settings screen.

Reset the TRIP AVERAGE from the In-cab PerformX screen on BLU.2.

BRIGHTNESS CONTROL

Control bright and dim settings in Safe Mode screen using the hard or soft button.

By default, BLU.2’s screen brightness is at the maximum brightness level. For this reason, the DIM soft button is visible on the Safe Mode screen.

Unless previously adjusted in the BLU.2 Settings screen or from a previous Safe Mode change, this setting in Safe Mode dims from the maximum down two more levels. Once BLU.2 reaches the dimmest setting, then the soft button becomes a BRIGHT key, and when selected brightens the screen until the maximum brightness level is reached.

The brightness setting set from the Safe Mode screen holds as the setting in the BLU.2 Settings screen once Safe Mode is no longer active.

SAFE MODE MESSAGING

For additional hands-free safety in the cab, play messages from BLU.2 Safe Mode while driving.

If BLU.2 has any new unread messages in the Inbox before or while the truck is moving and Safe Mode is active, then the new message quantity displays in the on-screen New Message Indicator box, and the PLAY function is made available.

1. Select PLAY by pressing the second hard button.
2. BLU.2 plays the oldest unread message from the Inbox.

NOTE: Only new messages are read oldest to newest from the Inbox.

NOTE: Messages that have already been read from the Inbox or any other mailbox will not be available in Safe Mode.

3. PAUSE is available using the same top most hard button at any time a message is being played.
4. Select the PAUSE hard button at any time and resume when ready by reselecting PLAY.
5. Once a message has been played completely through, the message becomes available for REPLAY.
6. Select the REPLAY hard button, which is the third hard button from the top to replay the message that was just completely played.
7. Once the next new message has been played completely, then it is available for REPLAY, and so forth.

NOTE: For maximum safety, PeopleNet recommends that drivers use the hard buttons while the vehicle is in motion.

NOTE: Make sure BLU.2 is not set to Mute before entering Safe Mode and playing messages.
BLU.2 **Drivers** and **Users** are differentiated by the applications, screens, and functions they are associated with.

The **Current Driver** is the user logged in that is associated with the PerformX engine data collected by BLU.2, including miles driven.

For vehicles using eDriver Logs, determination of the **Current Driver** is based on the following:

1. The driver in Driving duty status.
2. If no drivers are in Driving status, the **Current Driver** is the user that was last in the Driving status.
3. If neither of the above statements is true, the first user to login into BLU.2 is the **Current Driver**.

**NOTE:** Change Current Driver will appear only if there are two drivers logged in and you are a non-eDriver logs user.

The **Active User** is considered the user interacting with the device. For eDriver Logs, the **Active User’s** information will be shown when viewing eDriver Logs data, graphs, and summary information.

**LOGGING IN**

BLU.2 starts up automatically with the truck’s ignition switch and displays the **Login** screen.

1. If no drivers are currently logged in, the **Login** screen will appear.

![Login screenshot](image)

2. If another driver is already logged in, **select Driver ➔ Login** in the menu bar to display the **Login** screen.

![Login menu bar](image)

3. **Enter DRIVER ID AND PASSWORD.**
4. **Press the DONE** button to initiate a data call to receive driver information.

**NOTE:** If a second user needs to log in at the same time, **press the NEXT** button (not the navigation button) to redisplay the **Login** screen. Repeat steps 3 and 4.

**CHANGING CURRENT DRIVERS**

**NOTE:** Change Current Driver will appear only if there are two drivers logged in and you are a non-eDriver logs user.

1. **Select Driver ➔ Change Driver** in the menu bar to display the **Switch Current Driver** screen.

![Switch Current Driver](image)

2. **Press the SWITCH** soft button to make the other logged-in user the current driver.

![Switch Active User](image)

**NOTE:** The Switch Current Driver screen remains visible until you **press the CLOSE** soft button or display another screen.

**CHANGING ACTIVE USERS**

1. **Select Driver ➔ Change User** on the menu bar to display the **Switch Active User** screen.

![Switch Active User](image)
2. **Press the SWITCH** soft button to make the other logged-in user the active user and to return to the *Home* screen.

**NOTE:** The Switch Active User screen remains visible until you press the *CLOSE* soft button or display another screen.

**LOGGING OUT**

1. **Select Driver ➔ Logout** on the menu bar to display the *Logout* screen. The Active User will be displayed as the logout recipient.

• **To log out and leave the truck, press the YES** soft button.

• **To just log out, press the NO** soft button.

• **To cancel, press the CANCEL** soft button.

**MESSAGES**

**READING A NEW MESSAGE**

BLU.2 indicates a new message in four ways:

• The 3rd status light flashes blue.

• A “You have a new message” notification appears.

• An audible chime is heard.

• A blue dot is shown next to the new message in the Inbox.

1. To view the *Inbox*, **select INBOX** on the *Home* screen menu or the Inbox short cut if it is configured.

2. The *Inbox* lists messages in oldest-to-newest order.

3. All mailboxes are accessible from the *Inbox*: **Saved**, **Outbox**, **Sent**, and **Drafts**. Each mailbox provides a counter indicating how many messages are in the mailbox.

• **Press the SAVE** button to move a message to the *Saved* folder.

• **Press the REPLY** button to create a response to a message.

• **Press the DELETE** button to delete a message.

• **Press the VIEW** button to view the full text of a message.

• **Press the SCROLL UP and SCROLL DOWN** arrows to scroll through the list of messages.
MESSAGES

• The short cut buttons at the bottom of the screen allow the driver to:
  ○ PLAY/PAUSE a message using Text-to-Speech.
  ○ CREATE a new Email Message.
  ○ CREATE a Form Message.
  ○ VIEW the Address Book.
  ○ USE Hot Keys.
  ○ RETURN to the Home screen.

• Orange brackets indicate the selected message.

• A blue dot to the left of the message in the Inbox indicates the message has not been viewed, replied to, or listened to using text to speech.

• An exclamation point (!) next to a message indicates that the message only allows a reply option. The message reply must be sent before doing other tasks on BLU.2.

4. To see the full text of a message:
  • Touch the MESSAGE PREVIEW on the screen.
  • Press the VIEW button, or
  • Double-click on a MESSAGE to open it.

5. While viewing the message, the driver may select SAVE, REPLY, DELETE, or CLOSE.

SENDING A NEW MESSAGE

1. Create a new email by selecting either the CREATE EMAIL short cut on the Home screen or by selecting the CREATE EMAIL short cut on the Inbox screen.

2. Select the TYPE OF EMAIL to be sent:
   ○ Personal Email
   ○ Standard Email

   NOTE: Personal Messaging must be enabled from the PFM. Contract your fleet administrator for questions about this feature.

3. On the Select Recipients screen, select the recipient’s name, then press SELECT.

   NOTE: Up to 20 recipients may be selected for a single email.

4. Press the NEXT button when all recipients have been selected.

5. Enter the MESSAGE TEXT (up to 2000 characters).

6. Press the SEND button to send the message.

7. Press the DRAFTS button to hold the message until it is completed.

8. Press the CANCEL button to cancel the message.

9. Press the BACK button to return to the Select Recipients screen.
MESSAGES

SENDING A FORM

1. Create a new form by selecting either the CREATE FORM short cut on the Home screen or by selecting the CREATE FORM short cut on the Inbox screen.

2. Select the FORM from the Forms List screen, then press the NEXT button.

3. On the Select Recipients screen, select the RECIPIENT’S NAME, then press the SELECT button.

   NOTE: Up to 20 recipients may be selected for a single message.

4. Complete the FORM FIELDS.

   NOTE: A field highlighted in orange indicates a required field.

   NOTE: Use the red “X” to completely delete an entry in a field.

   5. Press the SEND button.

   NOTE: The SEND button functions when all required fields have been completed.

   6. Send options are determined by the form. A pop-up message appears showing what options are available.

   7. To accept the default send option, do nothing. The pop-up screen goes away after 15 seconds and the form is moved to the Outbox until the next data call.

USING THE ADDRESS BOOK

The Address Book contains personal and corporate contacts for the driver. Personal contacts are available only when Personal Messaging is enabled from the PFM. Contact your fleet administrator for more information on the Personal Messaging feature.

1. Select the ADDRESS BOOK by choosing the short cut from the Home screen (if it is configured as a short cut) or from the bottom of any mailbox or View Message screen.

2. Contacts are displayed in the following order:
   - Special characters (example: IDispatch)
   - Numbers (00, 01, 02…10, 11)
   - Alphabetically (A-Z)

   NOTE: Email addresses will only be displayed for personal contacts, not corporate contacts.

   3. Press the ADD button to add a new contact to the Address Book.
MESSAGES

4. Enter the CONTACT’S NAME AND EMAIL ADDRESS, then press SUBMIT.

5. Press the EDIT button to make changes to a personal contact.

NOTE: Corporate contacts are not editable.

6. Press the DELETE button to delete a personal contact.

7. Press the CLOSE button to close the Address Book and return to the Message List screen.

HOT KEYS

Hot Keys enable the driver to access commonly-used forms by pressing a function key (F1, F2...). Hot Keys are configured by the fleet administrator.

1. Select the HOT KEYS short cut on the Home screen, or

2. Select the HOT KEYS short cut at the bottom of any mailbox or View Message screen.

NOTE: The Hot Keys short cut will not appear if Hot Keys have not been configured by the fleet administrator.

3. The Hot Keys screen shows the names of forms that have been assigned to certain function keys.

4. To use a Hot Key and create the message, select the FUNCTION KEY that corresponds to the form.

TEXT TO SPEECH

1. Press the PLAY button at the bottom of the View Message screen to hear an audio version of the message on screen.

2. While the message is playing, the PLAY button will change to a PAUSE button, and revert back to PLAY when PAUSE is selected.
PERFORMX – ENGINE DATA

View real-time engine performance information for a trip, leg or any report duration from the In-Cab PerformX screen.

1. **Select PerformX** ☸ **Engine Data** in the menu bar to display the engine data, or
2. **Select the ENGINE DATA** short cut from the Home screen.

**DURATION:** Accumulated time since the last reset.

**NOTE:** Use the CLEAR button to reset your averages and trip information (hours : minutes).

**ODOMETER:** Odometer reading.

**MPG:** Average Miles Per Gallon.

**AVG SPEED:** Average speed.

**MAX SPEED:** Highest speed recorded.

**MILES:** Number of miles traveled.

**ENGINE:** Time engine has been running.

**IDLE:** Time spent idling (hours : minutes).

**MOVE:** Time spent moving (hours : minutes).

**OVER RPM:** Time spent exceeding company RPM goals. The number after RPM is the company target (hours : minutes).

**OVER SPEED:** Time spent exceeding company speed goals. The number after Speed is the company target (hours : minutes).

**EXCESS SPEED:** Time spent moving at an unsafe speed. The number after Speed is the company target (hours : minutes).

**LONG IDLE:** Time spent idling longer than the threshold set by your company (hours : minutes).

**LONG IDLE %:** Percentage of time spent in long idle.

**NO. LONG IDLES:** Number of times vehicle idled longer than the company-set threshold.

**IDLE THRESHOLD:** Number of minutes used to split long and short idle events.

**SHORT IDLE:** The amount of time you have idled less than the company goal (hours : minutes).

**SHORT IDLE %:** Percentage of time spent in short idle.

**NO. SHORT IDLES:** The number of times you have idled less than the company goal.

---

**ONBOARD EVENT RECORDING (OER)**

Onboard Event Recording® must be enabled by the fleet administrator in order to record events. Please contact your fleet administrator for more information about OER.

Three types of vehicle events can be recorded while driving:

**Sudden acceleration (SA):** records 60 seconds before and 30 seconds after vehicle accelerates beyond a pre-set threshold.

**Sudden deceleration (SD):** records 60 seconds before and 30 seconds after vehicle decelerates beyond a pre-set threshold.

**Manual trigger (MT):** records 170 seconds before and 30 seconds after the event. This capability must be activated by the safety manager. A notification of the manual event appears.

View a listing of recorded events from the OER screen.

**Option 1: Recording Events (manual trigger)**

1. **Select the OER short cut.**
2. **Press RECORD** to manually trigger OER.
3. **Press CLOSE** to exit out of the OER screen.

**Option 2: Recording Events (manual trigger)**

1. **Select PerformX ☸ OER** in the menu bar to display the OER data.
2. **Press CLOSE** to exit out of the OER screen.
**PERFORMX – ENGINE DATA**

**FAULT CODES**

Fault codes are assigned MIDs/PIDs triggered by the ECM.

1. *Select PerformX ➔ Fault Codes* to display the fault codes that have been triggered (if applicable).

2. *Select CLOSE* to exit out of the Fault Codes screen.

**SYSTEM DIAGNOSTICS**

System diagnostics displays the information relating to the OBC and BLU.2.

1. *Select System ➔ Settings* to display options for configuration for the system.

   ![System Settings](image)

   **NOTE:** Use this option if TripPak remains in a Pending state and cannot be resolved. TripPak must be in a Ready state to scan and submit documents for In-Cab Scanning.

   For OBC diagnostic information:

   1. *Select System ➔ OBC Diagnostic* to display menu options for OBC.

   ![OBC Diagnostic](image)

   For BLU.2 diagnostic information:


   ![BLU Information](image)

   2. *Press SERVICES* to access troubleshooting options for BLU.2 and In-Cab Scanning.


   4. *Select CLEAR TRIPPAK TRANSACTION* to clear a pending scanned document transaction that has been sent from BLU.2.

   **NOTE:** When collecting vehicle data with the PerformX Multi-bus Adapter, the user will have the option to display either J1708 or J1939 fault codes from this screen.

   ![OBC Diagnostic](image)

   ![System Settings](image)

   ![BLU Version](image)
PACOS users can take advantage of Automated Workflow and viewing of dispatches directly from BLU.2. The Automated Workflow feature requires no driver interaction and has three configurable geo-fences for pre-defined stops within a dispatch:

**Approaching:** BLU.2 records and transfers the date, time, and location information. The event is either transferred urgent or deferred, and no driver prompt is provided. The approaching event occurs automatically as BLU.2 detects distance from the stop location as configured by dispatch.

**Arrived:** BLU.2 notifies the driver upon arrival at the stop (if you have reached the destination and have not been prompted to arrive, manually arrive the stop). Some dispatches may require confirmation of arrival; others are configured to automatically arrive.

**Departed:** BLU.2 records and transfers the date, time, and location information. Some dispatches may require confirmation of departure; others are configured to automatically depart.

Messages may accompany the dispatch(es). All dispatch messages should be saved, these messages may or may not be presented upon arriving at the stop and a response may be required. BLU.2 will prompt the driver upon arrival of a stop configured with a PACOS dispatch.

**NOTE:** There are many options available to dispatch for PACOS and how stop actions for Arrive and Depart are presented. Please consult your fleet administrator for information.

1. **Select PACOS** from the menu bar to display current dispatches (trips), or
2. **Select the PACOS** shortcut from the Home screen.

**NOTE:** If there are no dispatches the PACOS menu option will not be available.

3. Once a trip is selected BLU.2 displays a message “Would you like to start trip: Dispatch 1000?” **Press YES** to start trip.

**NOTE:** To start the trip prior to the appointed start time, press the START button from the Trip Information screen.

4. A prompt displays once the vehicle is within the location geofence. **Press YES** to confirm arrival.

**NOTE:** If not prompted automatically, press the ARRIVE button for the stop to manually arrive.

5. If there is a message to be prompted, it will display immediately after the arriving at the stop.

6. Depart actions occur automatically without a prompt.

**NOTE:** To depart manually press the DEPART button.
PACOS

PACOS ROUTING WITH IN-CAB NAVIGATION

As a subscriber to In-Cab Navigation in partnership with Maptuit NaviGo®, PeopleNet provides routing functionality in PACOS. This is made available once NaviGo is launched and running, and the NaviGo Liability Statement is accepted.

1. **Select NAVIGATION** from the menu bar to launch the application, or

2. **Select the IN-CAB NAVIGATION** short cut from the Home screen.

3. In-Cab Navigation places a data call to verify login information automatically. Once verified, the Liability Statement appears. **Select ACCEPT** to accept the terms of this liability statement.

4. Press any hard key button on the side of the screen to send In-Cab Navigation to the background.

5. Use **Route** to have In-Cab Navigation route you to the selected stop on the PACOS Stop List screen.
   - **Press the ROUTE** soft button, or
   - **Press F1** on the keyboard.

6. Or, once arrived at a stop location, PACOS will prompt the driver to route to the next stop automatically using In-Cab Navigation.

7. **Press YES** or after 15 seconds of no response, the route will not be requested and the pop-up will close.

SEARCHING A LOCATION

1. **Select WHERE TO** on the NaviGo menu screen.

2. Select **LOCATION SEARCH** to search for a new location.

   **NOTE:** Select **RECENT ADDRESSES** for a searchable list of addresses recently searched for. A blue icon indicates locations that have been routed to previously.

3. **Type** the destination address in the **FIND** field.

4. **Press SEARCH**. A data call begins to confirm the location search.

NOTE: In-Cab Navigation in partnership with Maptuit NaviGo® is an optional service. Please contact your fleet administrator to see if your fleet has activated this service for your fleet/vehicle.

NOTE: If the NaviGo menu options do not become active (colored), but are grayed out, please contact your fleet administrator to see if you are authorized to use this service.
5. Select the CORRECT LOCATION from the CANDIDATES FOUND list and press GO.

6. The Navigation View screen is displayed with the vehicle’s current position indicated on the map.

PREVIEW ROUTE

1. Press the PREVIEW ROUTE button on the Navigation View screen or Safety View screen to preview maneuver steps for the route.

2. Route line with indicator of selected step’s maneuver.

3. Route steps with maneuver indicator and distance from prior maneuver. Select a specific step to display on the map.

4. Navigation View Button

5. Scroll steps list up or down by 1, by 5, and to the start or end.

6. Destination, including total steps and distance. Click to display the entire route on the map.

7. Location of selected step.

SAFETY ROUTE

1. Press the SAFETY VIEW button on the Navigation View screen or Preview screen to hide the map and increase the size of the Next and Then (Next + 1) maneuvers for greater visibility.

2. Route line with indicator of selected step’s maneuver.

3. Route steps with maneuver indicator and distance from prior maneuver. Select a specific step to display on the map.

4. Navigation View Button

5. Scroll steps list up or down by 1, by 5, and to the start or end.

6. Destination, including total steps and distance. Click to display the entire route on the map.

7. Location of selected step.
**FOLLOW ME**

1. **Select FOLLOW ME** to view and follow the current location of the vehicle.
2. The **Map Navigation** screen is displayed with the vehicle’s current position centered on the map.
3. The arrow indicates the vehicle’s position and moves as the vehicle continues to navigate.

**NOTE:** Verbal turn-by-turn instruction is not provided while in **Follow Me** mode.

**EXIT**

1. **Press any HARD KEY BUTTON** on the side of the screen to send In-Cab Navigation to the background.

**FEEDBACK FOR LOCATIONS (TO MAPTUIT)**

1. **Select FEEDBACK** on the NaviGo Menu screen to submit feedback to Maptuit about your experience with NaviGo.
2. Locations previously marked from the **Navigation View** screen will be listed with both address and the time they were marked. **Select GENERAL FEEDBACK** or one of the marked locations from the list.
3. **Select NEXT** to access the feedback entry screen. Type feedback in the text box provided.

4. **Select SEND** to deliver feedback information to Maptuit.

**NOTE:** Use this feature to send Maptuit information on road construction in a specific area, inaccurate road data, or an inconvenient route. Your feedback helps to make the NaviGo experience even better!

**VIEW MAP**

1. **Select VIEW MAP** to see a destination point on the map.
2. **Use VIEW MAP** after entering a Point Of Interest (POI) or address in the Find field to view the locations on the **View Map** screen.
3. If needed, **press the MOVE MARKER** button then select a point on the map to correct the location.
4. **Press the MOVE MARKER** button again to save changes to the location.
5. **Press the RESET** button to cancel any changes.

**OUT OF ROUTE INDICATOR**

1. If you are no longer on the NaviGo route, either drive back to the route or **select the REROUTE?** button on the screen (note you can only generate a new route by requesting it).
2. The **REROUTE?** button will display until the route is cancelled or you return to the original route.
To access In-Cab Training with Pro-TREAD:

1. **Select the PRO-TREAD** option on the *Main Menu*, or
2. **Select the IN-CAB TRAINING** short cut from the *Home* screen if configured.

**NOTE:** In-Cab Training in partnership with Pro-TREAD is an optional service. Please contact your fleet administrator to see if your fleet has activated this service for your fleet/vehicle.

1. **Enter the DRIVER ID** associated with your Pro-TREAD login.

**NOTE:** Contact your fleet manager for Driver ID assignment. PeopleNet Customer Support does not have access to this information.

2. **Confirm DRIVER ID** by entering it again.

3. A data call will be placed to validate login and receive lesson progression from Pro-TREAD’s web portal.

4. Once login is complete, select the lesson category **PRO-TREAD** or **OSHA**.

5. **Select the LESSON** to play from the menu.

6. From the lesson you can **PLAY**, **PAUSE**, **go BACK**, and **STOP** anywhere within the lesson.

**NOTE:** The Pro-TREAD application will cease playing any lesson if vehicle movement is detected.

7. To quit the application, press **STOP** and Pro-TREAD will place a data call to submit lesson progression to the Pro-TREAD web Portal.

8. Once **STOP** is selected BLU.2 will prompt with a confirmation “Are you sure you want to quit?” Select **YES** to exit Pro-TREAD.
To access In-Cab Scanning:

1. **Plug the TRIPPAK SCANNING SCANNER DEVICE** in the USB port on BLU.2.

2. **Select the TRIPPAK** option on the **Main Menu**, or

3. **Select the IN-CAB SCANNING** short cut from the **Home** screen if configured.

**NOTE:** In-Cab Scanning is an optional service. Please contact your fleet administrator to see if your fleet has activated this service.

4. **Calibrate the SCANNER**, if needed, by inserting the calibration paper from the TripPak scanner package.

**NOTE:** If the calibration paper is not available, use any document that is not blank.

5. **Scan the DOCUMENT.**

6. **Select the DOCUMENT TYPE** from the pop-up list.

**NOTE:** Document type options are not configurable. Please choose from this list as provided.
7. **Repeat STEPS #5 AND #6** for each document for the stop location.

8. **Press SUBMIT** once all documents have been scanned and doc typed.

9. When prompted, **Select TRIP AND STOP** from the pop-up list, or if no trips/stops are available, enter the trip and stop information manually. **Press the GREEN CHECKBOX** to submit.

10. A data call will begin to send the documents to your fleet.

**NOTE:** Depending on the number and size of the documents scanned, the data call can take up to several minutes, but should not disrupt your ability to use other applications.

11. The application will provide a **PENDING** status until TripPak confirms that the transaction has been successfully received, and a reference number provided.

12. Once the transaction is confirmed successful, the application will go back to a **READY** state and the next documents can be scanned.

13. **Go to TRANSACTION HISTORY** to view previous submissions.

14. **Use the REFERENCE ID** provided in the transaction history to view documents online at: [https://www.trippak.com/DriverView/](https://www.trippak.com/DriverView/)