



# **DRIVER TERMINAL QUICK REFERENCE GUIDE**

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## TABLE OF CONTENTS

|                                   |    |
|-----------------------------------|----|
| TABLE OF CONTENTS.....            | II |
| DRIVER MESSAGING SYSTEM .....     | 1  |
| SAFETY INSTRUCTIONS .....         | 1  |
| THE DRIVER TERMINAL .....         | 2  |
| THE DRIVER TERMINAL KEYBOARD..... | 3  |
| SCREEN ELEMENTS.....              | 5  |
| INBOX/MESSAGE LIST .....          | 6  |
| CREATE/EDIT MESSAGE .....         | 7  |
| OUTBOX MESSAGE LIST .....         | 8  |
| SAVED MESSAGE LIST .....          | 9  |
| DRIVER TERMINAL CONTROL .....     | 10 |
| RSU CONTROL.....                  | 11 |

## Driver Messaging System

The Driver Terminal (DT) operates the Driver Messaging System. Use the DT to receive, read, create and send messages to and from your dispatcher. You may (if authorized by your company) also send and receive messages directly to other trucks in your company's fleet. This manual will guide you through use of the DT.

The Driver Messaging System will make your job easier.

- You can communicate with your dispatcher without having to find, and wait for a pay phone.
- The Driver Messaging System also tells your dispatcher where you are. Loading and unloading appointments are made with more precision so you will spend less time waiting for loads and more time driving.
- Breakdowns are less difficult. You send a message to your dispatcher identifying the problem. By knowing your exact location service can be quickly dispatched with less confusion. You can send the repair charge amount to your dispatcher and then receive a cash-advance number for quick and exact payment of the repair bill.

## Safety Instructions

Proper use of the Driver Terminal is essential for the safety of you the driver, the public, your truck, as well as for the correct function of the unit.

Throughout this document there may be blocks of text printed in bold or in italic type. These blocks are warnings, cautions, and notes. They are used as follows:



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**WARNING! – A WARNING indicates the potential for bodily harm and tells how to avoid the problem.**

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**CAUTION! – A CAUTION indicates either potential damage to the system or tractor and tells you how to avoid the problem.**

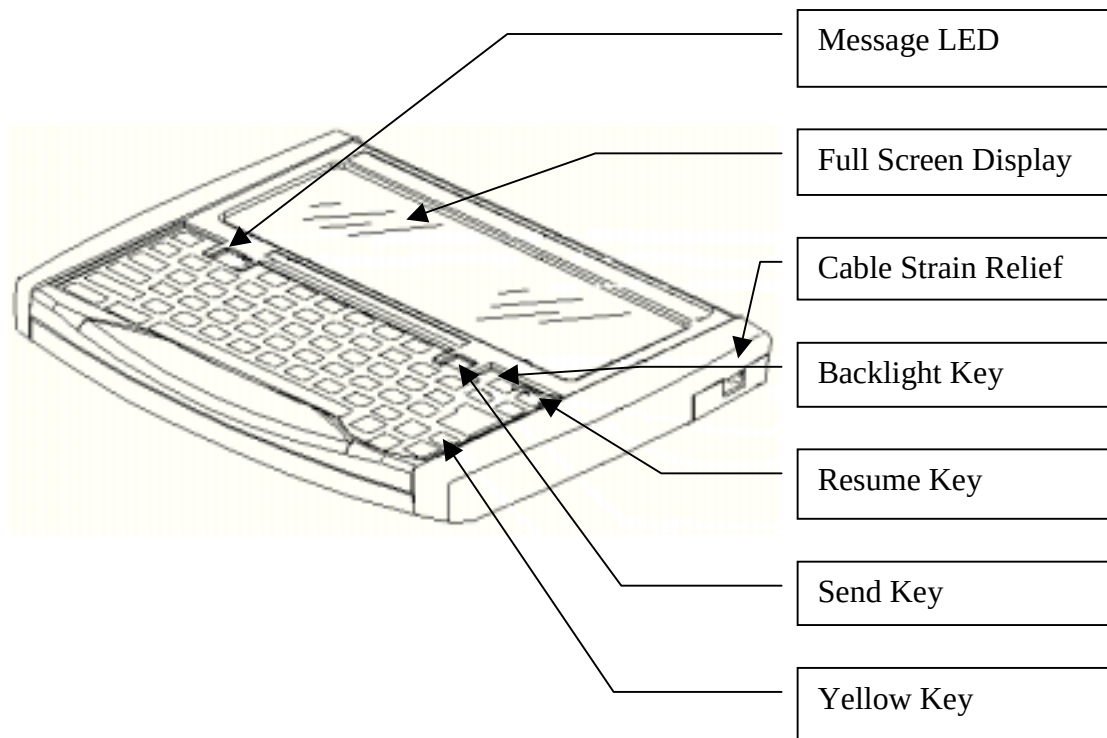


*NOTE – A NOTE indicates important information that helps you better understand a function feature or instruction.*

## The Driver Terminal



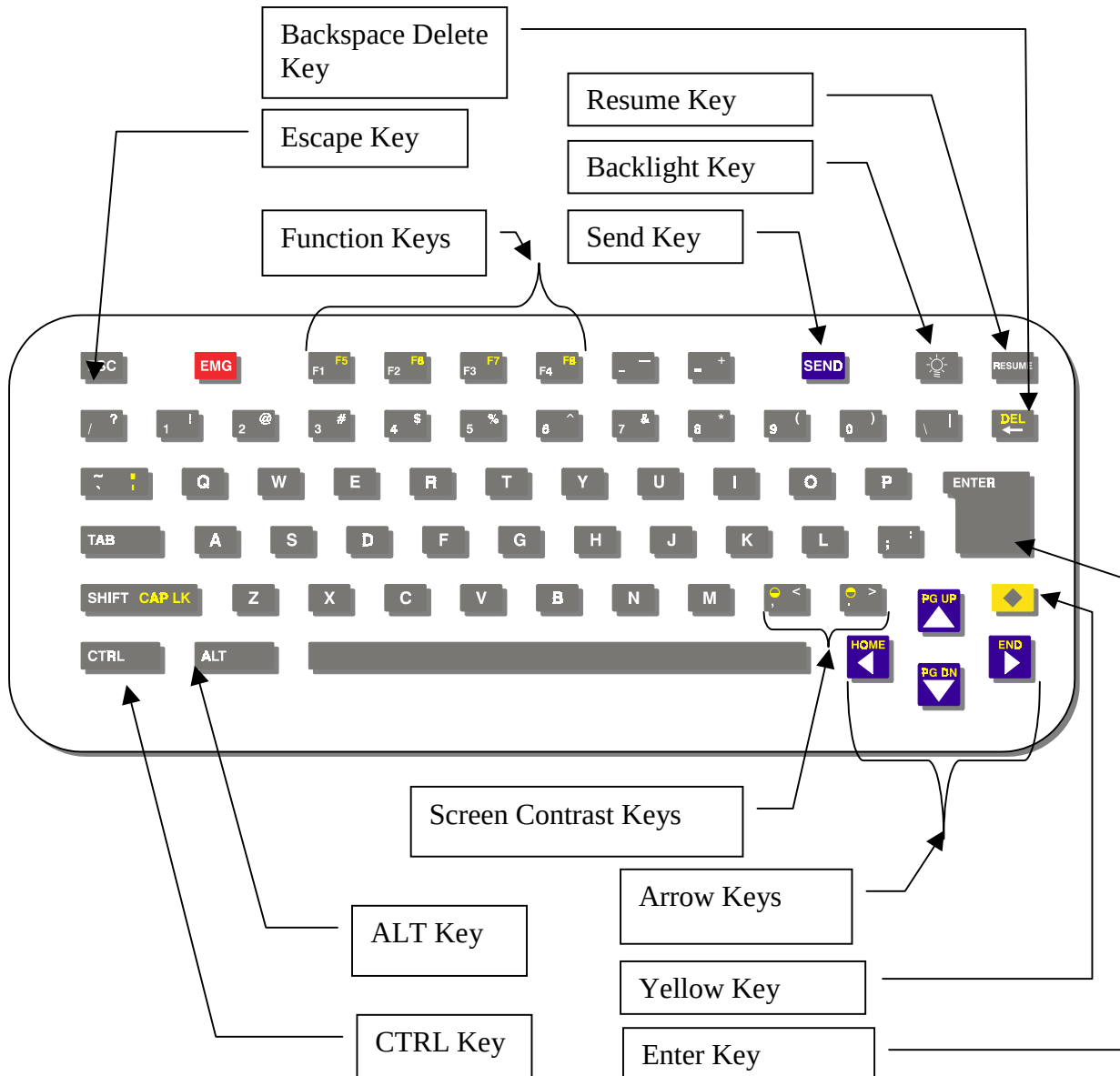
**CAUTION! – AVOID placing DT on the top of the dash, a rear seat window, or in direct sunlight as this may exceed the temperature limitations of the DT.**



The Driver Terminal (DT) is a rugged terminal designed for use in the trucking environment. Even though the design is rugged, care should be taken when considering how the DT is going to be mounted and used on a daily basis. The DT should be used in an environment which is protected from temperatures above 122° F (50° C) or below 32° F (0° C). The unit must also be protected from water, moisture, and extreme shock. A few simple precautions can enhance the life of the product and minimize the potential for pre-mature or environment induced failures.

## The Driver Terminal Keyboard

The Driver Terminal Keyboard is a standard layout used by most computers. For space considerations there are some multi-function keys. There are also special purpose keys not found on a standard computer keyboard. Multi-function keys have white and yellow characters on the key face.



ESC- Escape Key, the ESC key cancels Pop-Up Menu boxes.

F1 through F4 – Function Keys, the function keys are used to go to the desired screen. A list of screens that appears in the Menu Box located below the screen box.

SEND – Send key transmits message in create/edit screen.



- Backlight Key, the backlight key turns the backlight on and off.

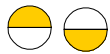
RESUME – Resume key turns the DT on.

♥ DEL - Backspace/Delete Key, while in the Create/Edit message box, moves the insertion-point one space to the left and deletes the left character. By using the Yellow Key and the Backspace Delete key deletes the character to the right of the insertion point. In the other screens the Backspace key deletes the highlighted message.

ENTER - The Enter Key is used to read the selected message or to accept selected menu command.

YELLOW – Yellow Key, is a combination key used to operate the multifunction keys. Multifunction keys appear as yellow over white with white representing the normal key function and yellow representing the function utilized by simultaneously pressing the Yellow key and the desired key.

↔- Arrow Keys are used to move to the desired menu selection or to move the insertion point without deleting.

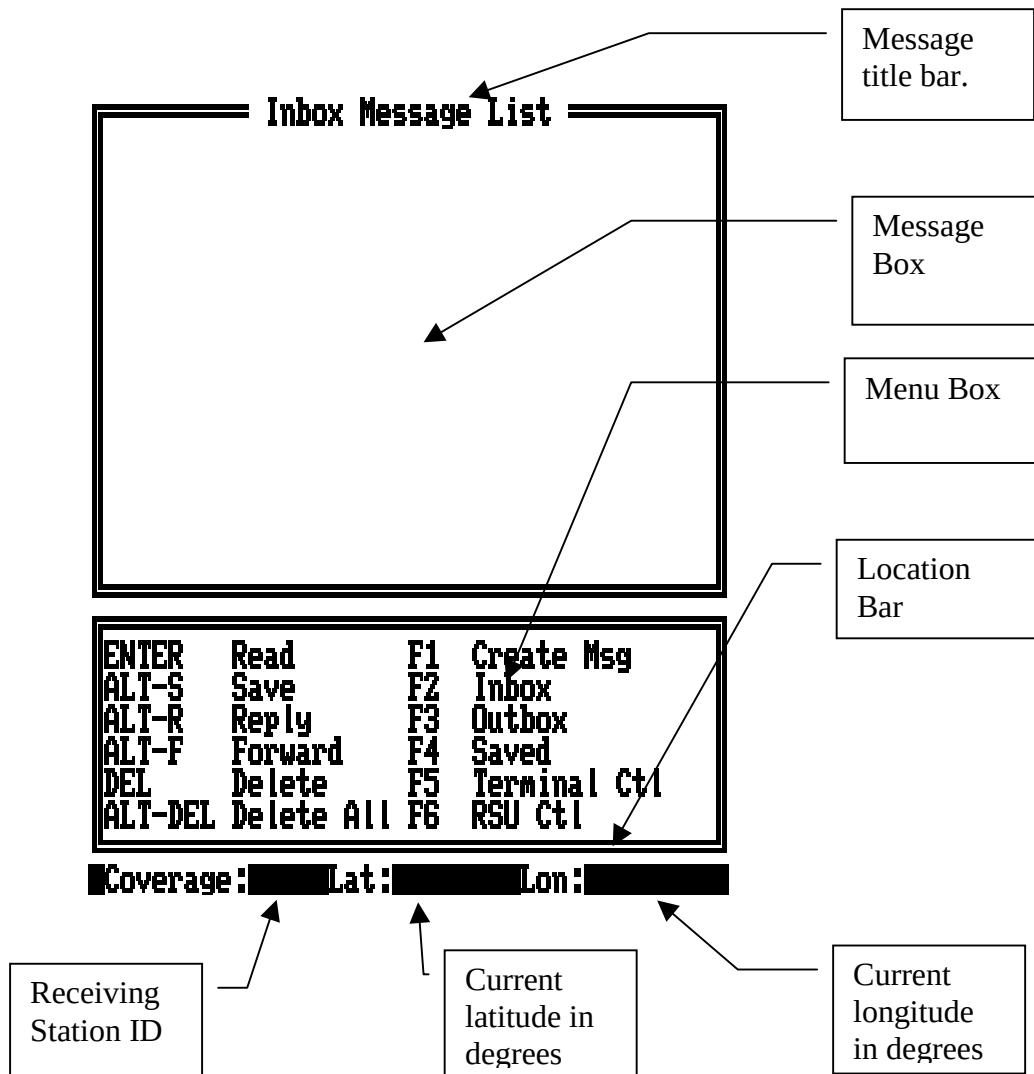


- Screen Contrast Keys are used to adjust the screen contrast. The  key lightens the screen and the  key darkens the screen. These are multifunction keys, to change the screen contrast press Yellow + [a screen contrast key]. The screen contrast can also be adjusted in the Driver Terminal Control Screen.

ALT & CTRL – Alternate and Control keys are combination keys that you hold while pressing another key in order to give a program command.

## Screen Elements

Messages are received, read, created and sent from different screens on the display screen. To increase the ease of operation each screen has common screen elements. This page shows the common screen elements.



1. MESSAGE TITLE BAR - The name of the current screen is shown here.
2. MESSAGE BOX – The message information is displayed here.
3. MENU BOX – A list of the keyboard commands appear here.
4. LOCATION BAR – The current location in latitude and longitude as well as the receiving station identification codes are displayed.

## Inbox / Message List

The first screen to appear when the Driver Messaging System activates is the Inbox Message List. You read new messages from the Inbox screen. From any other screen press the **F2** key and the Inbox screen will appear.

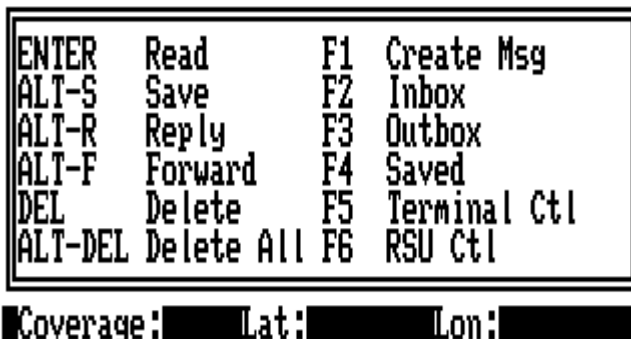


**WARNING! – DO NOT operate while vehicle is in motion.**

To read a message:

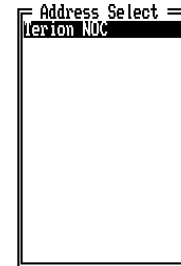


1. Use **UP** or **DOWN ARROW** key to select message you want to read.
2. Press the **ENTER** key and the full message appears.
3. Press **ENTER** or **ESC** and the message disappears.

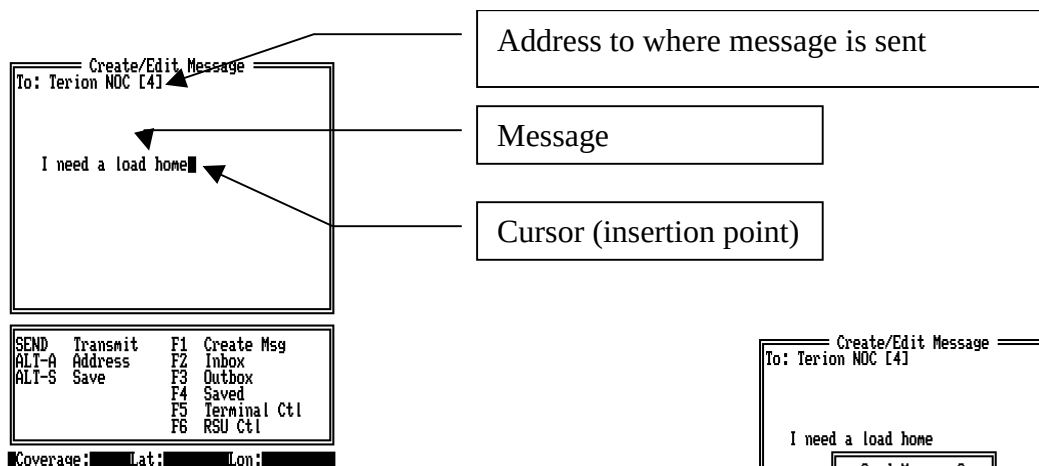


## Create/Edit Message

1. To create and send messages press the **F1** key. The Create/Edit command box appears.
2. If the address on the top of the box is correct type your message. Otherwise, simultaneously press **ALT + A**, and the Address Select box appears. In the Address Select box use the arrow keys to select the desired address and press enter to return to the Create/Edit screen with the new address on the To line.
3. In the Create/Edit screen type your message. When the message is complete press the **SEND** button.



➡ **NOTE** – There is a 41-character limit to outbound messages. A character includes a space. Example: This is a test. The example message is 15 characters. Eleven letters + three spaces + one period = 15 characters.



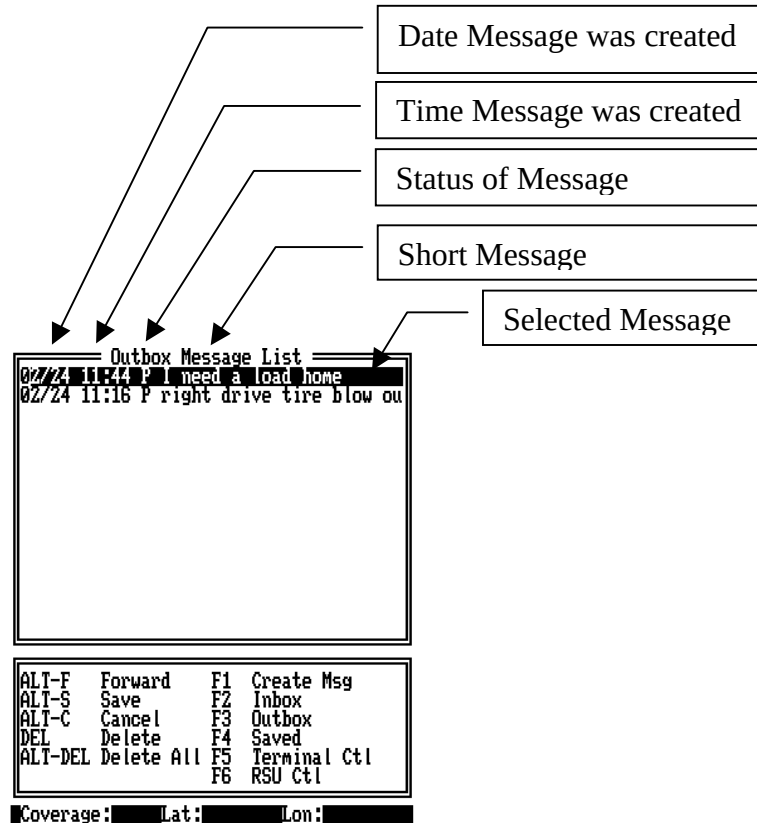
4. The Send Message box appears. With the OK box selected press **Enter** key and the Outbox Message List screen appear. If the selection is not what you want to do then press an arrow key to select the correct command.



5. At any time you wish to leave the Create/Edit Message screen press another function key such as **F2**. This will cause you to leave the Create/Edit screen and go to the Inbox screen. The Cancel Edit box appears. Select **OK** and **ENTER** and the screen will change to the desired screen. Select **Cancel** and the screen will return to Create/Edit.

## Outbox Message List

When a message is sent the screen changes to the Outbox Message List. The Outbox lists the sent messages and the status of those messages. The Outbox is used to check the status of and to delete or save those messages.



**DATE MESSAGE WAS CREATED** - The date the message was sent to the Outbox.

**TIME MESSAGE WAS CREATED** - The time the message was sent to the Outbox. Time is displayed in Central Standard Time.

**STATUS OF MESSAGE** - A "P" "S" or a blank field is displayed. P means the message is pending and has not been transmitted. S means the message is sending. A blank field means the message has been transmitted.

**SHORT MESSAGE** - The first 24 characters of a message are shown. To view the whole message press the **UP** or **DOWN** arrow key to select message then press the **ENTER** key.

**SELECTED MESSAGE** - the selected message is shown highlighted. Use the **UP** and **DOWN** arrow key to change selected message.

## Saved Message List

Many routine messages are the same. To avoid retyping the same message over and over again routine messages can be saved in the Saved Message List. Messages in the Saved Message List can be sent whenever needed without having to recreate a new message.

Messages are placed in the Saved Message List in three ways. Messages can be saved from the Inbox and the Outbox, or they can be created and saved directly from the Create/Edit Message screen.

To save a message from the Inbox:

1. Press the **F2** key and the Inbox appears.
2. Select the message with **UP** and **DOWN** arrow key.
3. Press **ALT + S** and the Save Message pop up menu appears.
4. Select OK, press **ENTER**, and the message is saved in the Saved Messages List.



➡ *NOTE – To save a message from the Outbox press F3 instead of F2 and follow the above steps.*

To save a message from the Create/Edit Message screen:

1. Press **F1** and the Create/Edit Message screen appears.
2. Create message as normal.
3. Press **ALT + S** and the Save Message pop up menu appears.
4. Select OK, press **ENTER**, the message is saved and the Saved Message List appears.

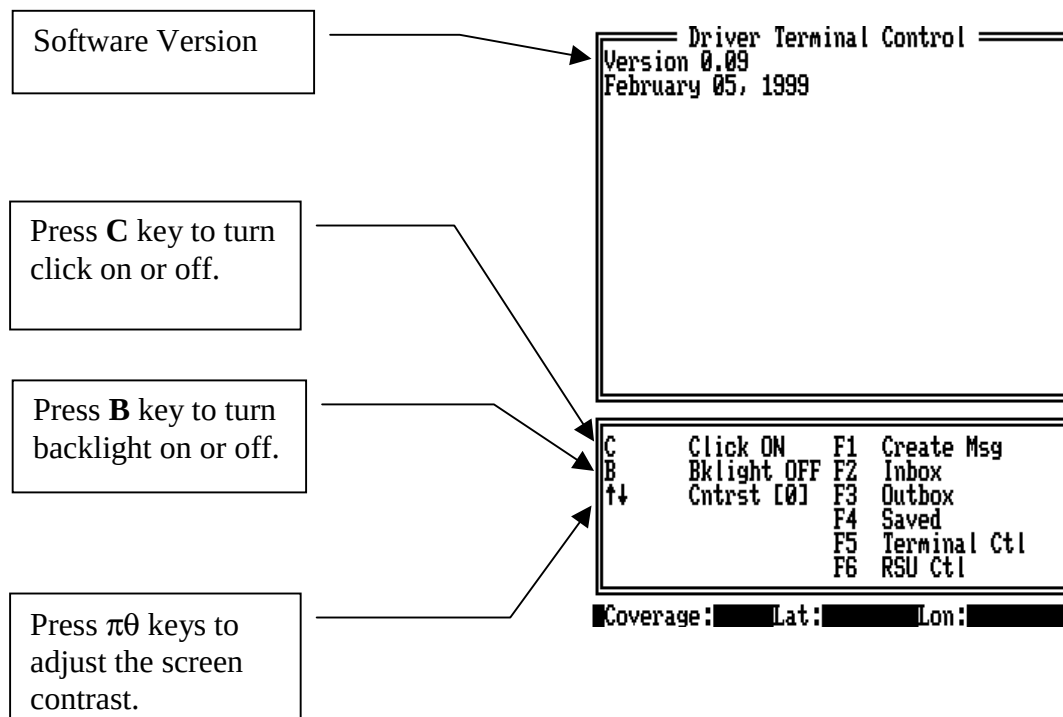
To send a message from the Saved Message list:

1. Press **F4** and the Saved Message List appears.
2. Select saved message.
3. Press **ALT + F**
4. The message appears in the Create/Edit Message screen.
5. Edit and transmit from the Create/Edit screen as normal.



## Driver Terminal Control

The Driver Terminal Control screen is used to control the DT's backlight, screen contrast and click. The backlight and contrast can also be controlled directly from the keyboard, while the click can only be controlled from the Driver Terminal Control screen.



**SOFTWARE VERSION** – The Driver Terminal software version is displayed in the Driver Terminal Control box. Please let the Terion Customer Service Representative know the software version when discussing any problems you may be having with the Driver Messaging System.

**CLICK** – Click is a feature where the DT makes a beep noise when a key is pressed.

**BACKLIGHT** – The backlight is a feature that allows for the use of the DT under low light conditions. When the backlight is on the screen and keyboard is illuminated from behind. The backlight can also be turned on and off by pressing the  [backlight] key on the keyboard.

**SCREEN CONTRAST** – Screen contrast can be adjusted from the Driver Terminal Control box by pressing the π [up] key to increase screen contrast and θ [down] to decrease contrast. The screen contrast can also be adjusted by pressing the Screen Contrast keys on the DT keyboard.

## RSU Control

There are no RSU Control functions that are normally utilized by the user. The RSU Control Screen is used to perform maintenance on the Driver Messaging System.

 **CAUTION! – DO NOT USE the RSU Control screen unless directed by Terion Customer Service or a trained technician.**

