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Introduction to Teletrac Drive

Teletrac Drive is a comprehensive application suite that offers users a variety of advanced in-vehicle apps, including turn-by-turn, voice guided navigation and two-way messaging. Teletrac tablets are fully equipped with the built-in Drive suite, allowing drivers to stay guided on an easy-to-use platform.

This guide describes how to use the Navigation and Messaging Apps.
Safety Information

Warning
When using an in-vehicle device, always practice safety and precaution to avoid risk of accident, personal injury or damage. Use an in-vehicle device only when the vehicle is parked in a designated zone. Pay attention to and follow traffic safety rules at all times.

Operating a Device
When operating a tablet, follow these guidelines:

- Avoid storing the device, including the battery, in extremely hot or cold temperatures, such as the inside of a car on a hot day, to prevent damage (for example, battery explosion);
- Keep the device, including the battery, away from water and moisture to prevent shock or malfunction;
- Do not bend, sit on or drop the device as this may cause the screen or body to break;
- Do not use the device if the screen or other parts are broken;
- Do not handle leaking batteries or disassemble the device in any way that may result in injury or damage;
- For more on operating guidelines and best practices, see the manufacturer’s safety and product manual for your specific device.
Application Settings

For general application settings, touch Apps. Next, touch Settings. The “Settings” menu opens to a variety of options: Settings, Diagnostics, and Administrator.

Adjusting Day / Night Mode
1. Touch Apps.
2. Touch Settings. The “Settings” screen opens.
3. If unchecked, touch the “Day/Night Auto” option.
4. Touch either “Day Mode” or “Night Mode” to select the current mode.

Diagnostics
For administrative/technician use only

Administrator
For administrative use only

Note: To navigate and return to a previous “Settings” screen, touch .
Messaging

Message Indicator
The messaging icon 📘 at the top right of a tablet’s screen notifies a driver when a message has been received. The icon tallies and displays the number of new messages: 📘. An alert sound quickly lets drivers know when new messages are waiting in the inbox; the tablet sounds off every minute until the driver reviews the message(s).

*Note:* The device’s sound settings must be on and registered on high volume for the alert feature to work properly.

Messaging Icons
The Messaging icons help drivers view and create messages on demand.

- Scroll up and search listed message options, including highlight.
- Scroll down and search listed message options, including highlight.
- Delete a message.
- Send or save a message.
- Exit a message screen and return to the “Inbox.”
- Create a Canned message.
- Create a Form-Fill or Free-Text message.

Viewing a Message
Quickly view new messages.

1. Touch 📘. The “Messaging Inbox” opens. The newest, unread messages are displayed first (top to bottom) in bold.

2. Touch a message to highlight your selection, or use the ⬛ or ⬠ to scroll and touch to select. The “View Message” window opens.

*Note:* Some messages may be six lines or more. To view an entire message, touch ⬛ or ⬠ to scroll and view content.

3. Touch Save 🎨 to keep the message, or touch Delete 🚫 to remove it from the list.
Creating and Sending Messages

Types of Messages
Drivers can send three types of messages from their tablets:

- **Canned** – Pre-installed messages that do not require data entry before sending. Useful for quick work updates, such as departure/arrival notices and lunch breaks.*
- **Form-Fill** – Template-based messages that require drivers to enter information into blank fields. These can be used to send delivery/pick-up information, such as a stop number, parcel number, weight of a parcel and time of pick-up.
- **Free-Text** – Non template-based messages that allow drivers to include up to 500 characters in free form. This option is useful for detailed customer or driver information.

*Canned and Form-Fill messages can be customized by contacting Teletrac.

Sending a Canned Message
Send an easy preset message at any time.

1. From the right side menu, touch 📩. The “Messaging Inbox” opens.
2. Touch **Canned Messages** 📩. The “Canned Messages” screen opens.
3. Touch a message to select, or use 👈 or 👉 to scroll and touch to select.
   The “Confirm Canned Message” screen opens.
4. Touch 🤝 to confirm your selection. A “Message Sent” confirmation appears in the message box.
Sending a Form-Fill Message
Send a quick template-based message at any time.

1. From the right side menu, touch 💌. The “Messaging Inbox” opens.

2. Touch Form Messages 📢. The “Form Messages” screen opens.

3. Touch a message to select, or use ⬆️ or ⬇️ to scroll and touch to select. The “Edit Message” screen opens.

4. Touch the blank field in the message. The keyboard opens. Enter the information. Touch Done to close the keyboard.
   
   Note: Information entered applies only to the blank field regardless of where you touch within the message box. If your form has more than one field, use ⬆️ or ⬇️ to move to the next or previous field.

5. Touch 📩. A “Message Sent” confirmation appears in the message box.

Sending a Free-Text Message
Send a detailed, free-form message (up to 500 characters) at any time.

1. From the right side menu, touch 💌. The “Messaging Inbox” opens.

2. Touch Form Messages 📢. The “Form Messages” screen opens.

3. Touch FREE TEXT to select, or use ⬆️ or ⬇️ to scroll and touch to select. The “Edit Message” screen opens.

4. Touch anywhere in the message box. The keyboard opens.

5. Enter your message (up to 500 characters).

6. Touch Done to close the keyboard.

Entering and Navigating to an Address

Using the Search Bar
1. From the side menu, select Navigation 🗺️. The navigation screen opens.
2. Select Where To?
3. Select Enter Search in the search bar.
4. Enter all or part of the search term (e.g. 7391 Lincoln, 7391 Lincoln Way, 7391 Lincoln Way Garden Grove, California, the Point of Interest [POI] name, latitude and longitude, etc.)
5. Select Search.
6. From the list of results, select the correct match. In the menu that drops down, select Go!

Using Address
1. From the side menu, select Navigation 🗺️. The navigation screen opens.
2. Select Where To?
3. Select Address.
4. Enter the address number in Enter House Number. Select Done.
5. Enter the street name in Enter Street. Select Next.
6. From the list of results, select the correct match. In the menu that drops down, select Go!
**Setting a Home Address**

1. From the side menu, select Navigation. The navigation screen will open.
2. Select Where To?
3. Select the menu.
4. From the menu screen select **Set Home Location**.
5. Select from the three options:
   a. **Enter My Address** –
      1. Enter the address number in **Enter House Number**. Select **Done**.
      2. Enter the street name in **Enter Street**. Select **Next**.
      3. From the list of results, select the correct match.
      4. You will be shown the address on the map.
         1. If it is correct use **Select**.
         2. If it is incorrect use **Back** to return to the results.
   b. **Use Current Location** – Sets the current location as displayed by the device.
   c. **Recently Found** –
      1. Select the matching address from the list.
      2. You will be shown on the map the address.
         1. If it is correct use **Select**.
         2. If it is incorrect use **Back** to return to the results.

**Navigating to a Previous Location**

1. From the side menu, select Navigation. The navigation screen will open.
2. Select Where To?
3. Select Recent.
4. From the list of results, select the correct match. In the menu that drops down, select **Go!**
Clear Previous Location(s)
1. From the side menu, select Navigation. The navigation screen will open.
2. Select Where To?
3. Select Recent.
4. Select the menu.
5. Select Clear.
6. When prompted “Clear all items from the recent selections list?” select Yes.

Navigating to a Point on the Map
1. From the side menu, select Navigation. The navigation screen will open.
2. Select View Map.
3. Touch the map.
4. To zoom in or out use the – or + buttons to zoom in and out. To zoom in and out without using the zoom buttons use both the index and thumb to pinch (zoom in) or pull apart (zoom out). Swipe in any direction to scroll the map over.
5. Touch a location on the map. Select Go! to start navigation.
You can use the button to return to the current location. This is not visible if you have not touched the map recently.

Finding a Point of Interest
1. From the side menu, select Navigation. The navigation screen will open.
2. Select Where To?
3. By default, Restaurants, Gas Stations, and Shopping appear on the main menu. If you are looking for another type of POI, select Categories. Select the appropriate category type.
4. From the list of results, select the correct match. In the menu that drops down, select Go!
**Saving Places**

1. From the side menu, select Navigation. The navigation screen will open.
2. Select **Where To?**
3. Select **Enter Search** in the search bar.
4. Enter all or part of the search term (e.g. 7391 Lincoln, 7391 Lincoln Way, 7391 Lincoln Way Garden Grove, California, the Point of Interest [POI] name, latitude and longitude, etc.)
5. Select **Search**.
6. From the list of results, select the correct match. Select **Info**.
7. On the result, select the menu.
8. From the window select **Save**.
9. Enter the location’s name in **Enter Name**. Select **Done**.
10. When prompted “Landmark is Added to Saved Place” select **OK**.

**Navigating to Saved Places**

1. From the side menu, select Navigation. The navigation screen will open.
2. Select **Where To?**
3. Select **Saved**.
4. From the list of results, select the correct match. In the menu that drops down, select **Go!**

**Deleting Saved Places**

1. From the side menu, select Navigation. The navigation screen will open.
2. Select **Where To?**
3. Select **Saved**.
4. From the list of results, select the menu.
5. Select **Delete Saved Places**.
6. From the list check “Select All” to delete all saved places or check next to the item(s) to delete.
7. When complete select **Delete**.
8. When prompted select **Yes** to confirm deleting the saved place(s).
Planning a Route
In order to route to more than one location the route must already be active.
1. If no route is already active, please set a route (see: Entering and Navigating to an Address or Navigation to Saved Places).
2. Use the search, POI, or Saved Places to select another stop. When selecting Go! a prompt to Start New Route or Add to Active Route will be presented. Select Add to Active Route.
3. In Edit Route the stops will appear in the order in which they will be routed. Select and hold the arrow to drag and drop the items into the correct order if necessary.
4. Once completed select Done.

Viewing Active Route
Quickly view the remaining distance of an active route from your current location on the map. A route must already be active to use this feature.
1. From the side menu, select Navigation . The navigation screen will open.
2. Select View Map.
3. To zoom in or out use the – or + buttons. You can also use both the index and thumb to pinch (zoom in) or pull apart (zoom out). Swipe in any direction to scroll the map over.

You can use the button to return to the current location. This is not visible if you have not touched the map recently.

Stopping Navigation
1. From the side menu, select Navigation . The navigation screen will open.
2. Select View Map.
3. From the map, touch the menu .
4. In the options select Stop.

Adjusting Navigation Volume
1. From the side menu, select Navigation . The navigation screen will open.
2. Select View Map.
3. From the map, touch the menu .
4. In the options select Volume.
5. Adjust the volume slider up or down.
Help Desk
1.800.RYDER56 (1.800.793.3756)

DN: 1512009 NMRYD1
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