BEACON
INNOVATIONS GROUP INC.

*ZOOM*Log

Operator's Guide

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*ZOOM*Log Driver's Guide

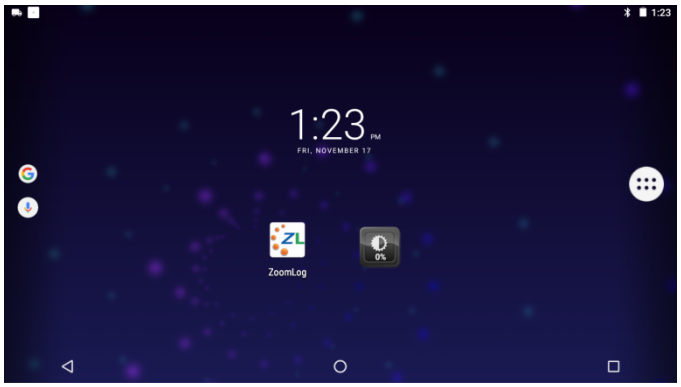
Login

NOTE: It is important that the following steps be performed in the specified sequence

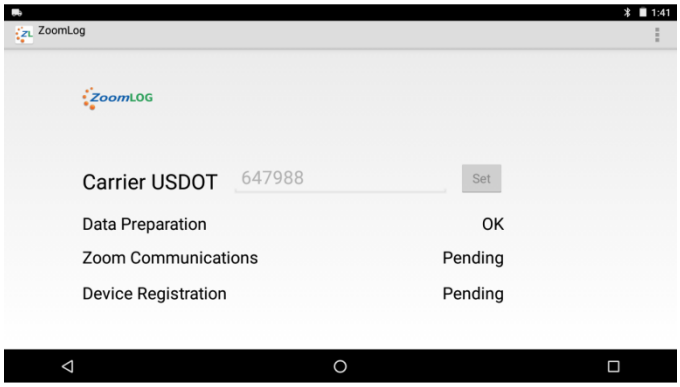
1. **Power on the tablet.**
   We recommend that power be connected to the tablet at all times when it is in the cab.

2. **Start your truck**

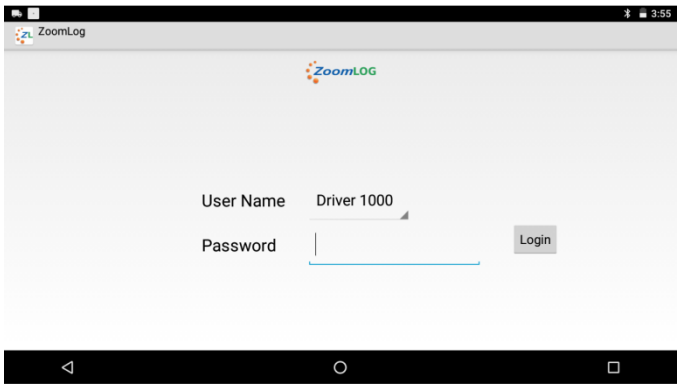
3. **Tap the ZoomLog icon**



4. **The tablet will connect to the ECM and register the device**

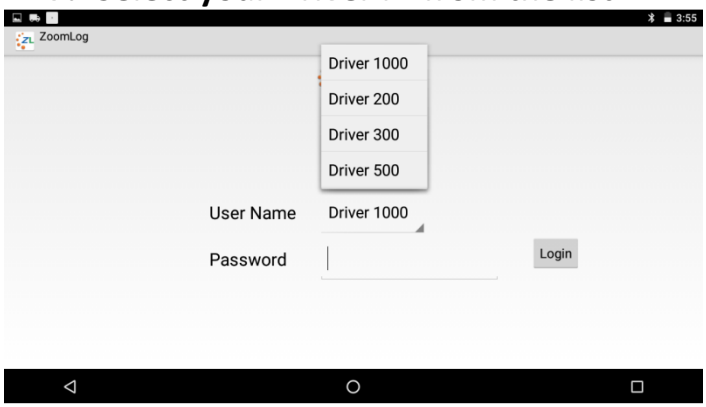


5. **The driver login page will be displayed**



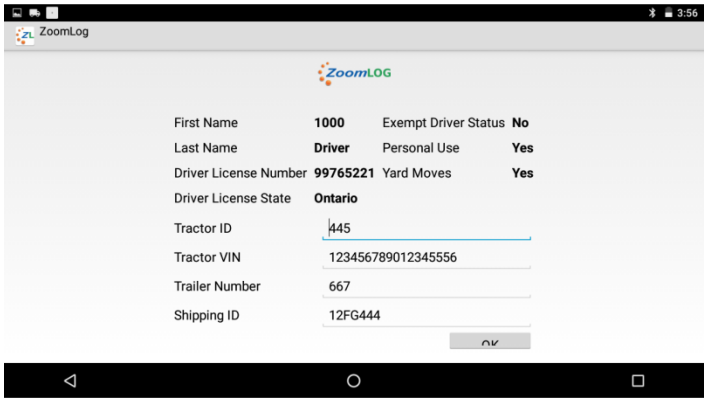
6. **Tap the arrow to the right of the User Name displayed.**

7. **Select your Driver ID from the list**

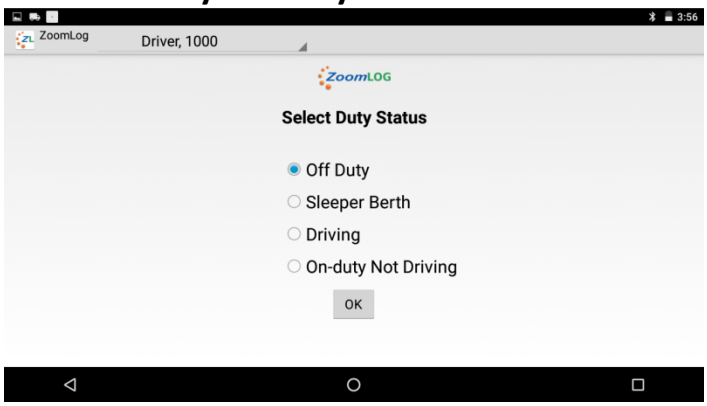


8. **Enter your password and tap *Login.***

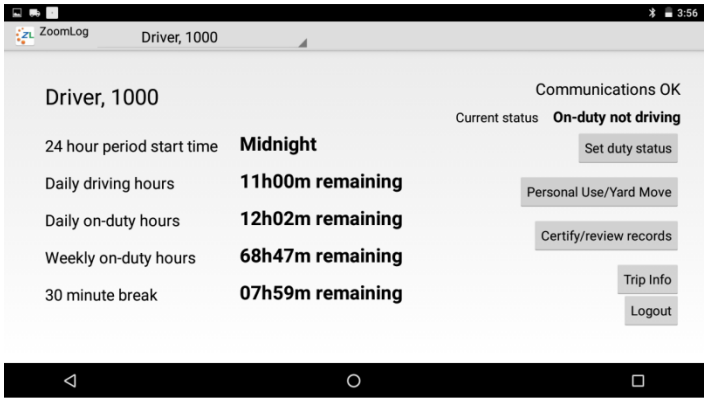
9. **Enter/Edit Trip information that is missing or incorrect. Press OK**



10. **Select your Duty Status. Press OK**

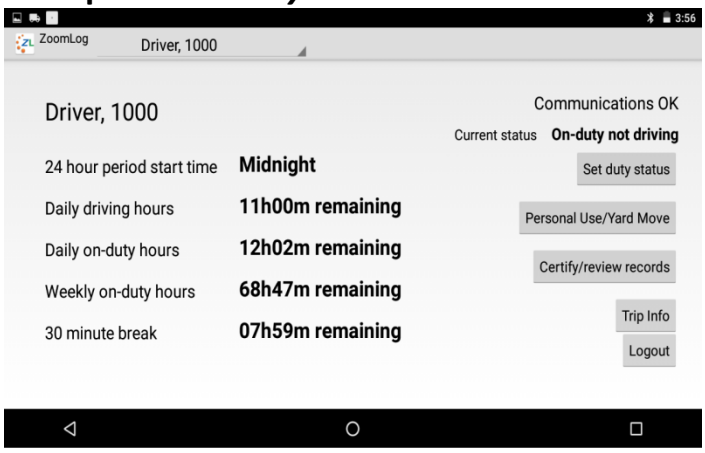


The RoDS Summary page is displayed
This screen is required to be visible at all times while the vehicle is in motion.

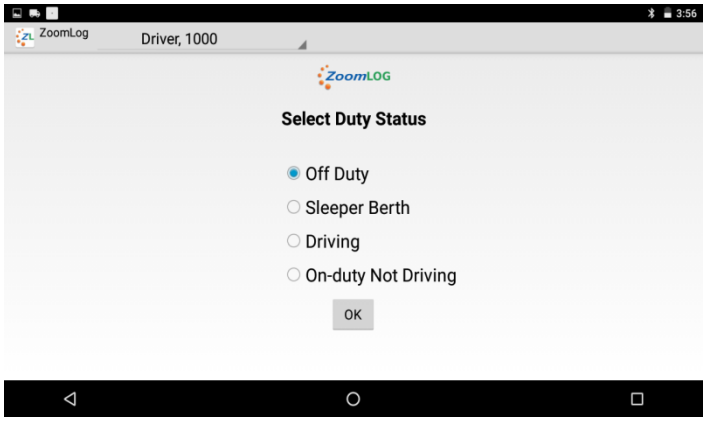


Change your Duty Status

1. **Tap the *Set Duty Status* button.**



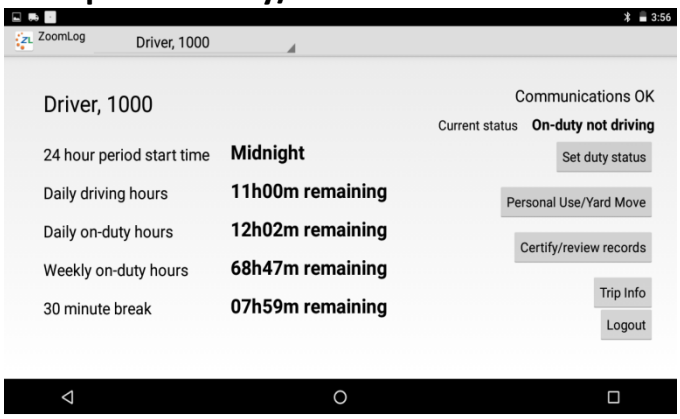
2. **Tap your status. Tap Ok.**



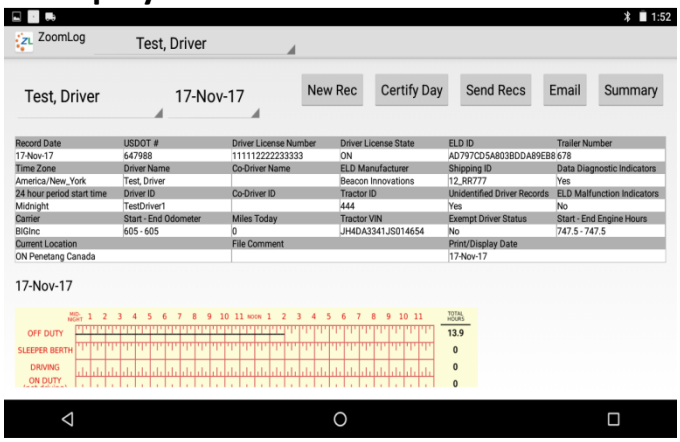
3. **The RoDS summary page will be displayed with your updated status**

Certify your logs (Sign you logbook)

1. **Tap the Certify/Review records button**

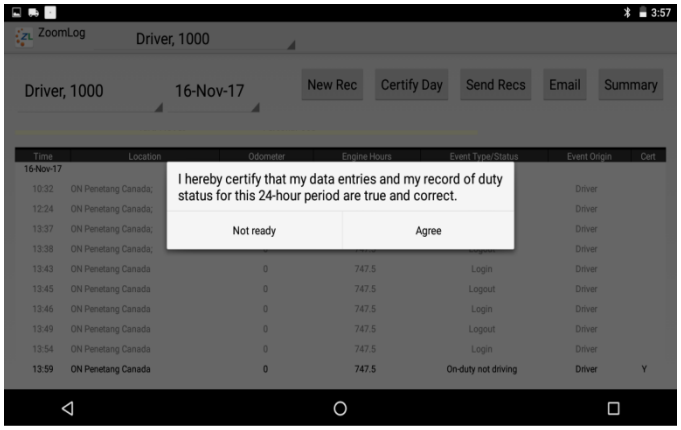


2. **The *Review/Certify Records* page is displayed**



3. **Push the screen up to see the record details for the day**

4. **If you agree that the records are correct press *Certify Day.* The certification statement will appear. Press Agree to accept the records or Not Ready to cancel the certification**



5. **If a records is incorrect, tap the record entry in the record list**
6. **The Edit record window will appear Make the necessary changes and save the record.**
7. **Press *Certify Day.* The certification statement will appear. Press *Yes* to accept the records**

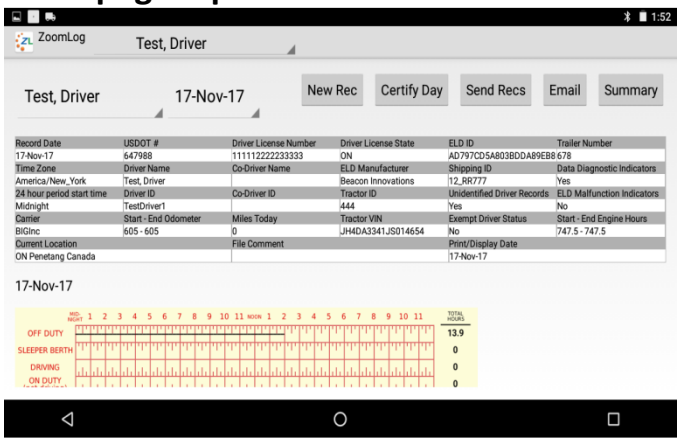
Finishing your trip

1. **<u>While the truck is still running,</u> set your duty status to Off Duty**
2. **Shut off the truck**
3. ***Press Logout***
4. ***Power off the tablet***

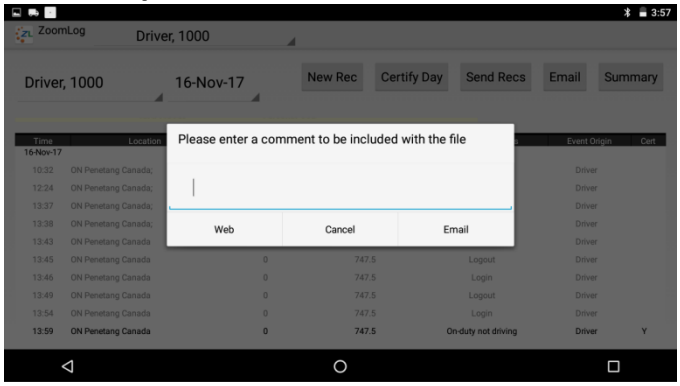
Roadside DoT data file transfer

To send a data file to DoT inspector at roadside:

1. **From the certify/review records page tap Send Recs**



2. **Enter a comment or reference number if provided by the DoT inspector**

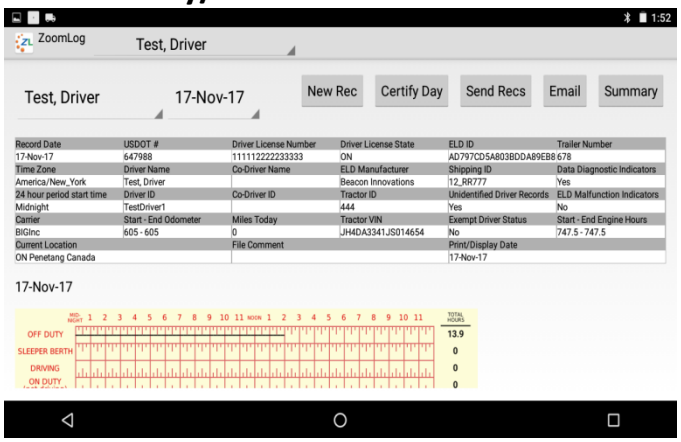


3. Tap Web for a web services transfer
   Tap email for an email transfer
   Tap Cancel to stop the transfer

Reviewing Unidentified Driver records

If a message appears during your login that indicates there a Unidentified Driver records you must review them

1. From the Summary page tap Certify/Review Records



2. Tap the driver name next to the date
3. Tap Unidentified Driver
4. Scroll down the page to view the records assigned to the Unidentified Driver
5. Tap each record that is yours and respond to the prompt to confirm that you are assuming the record

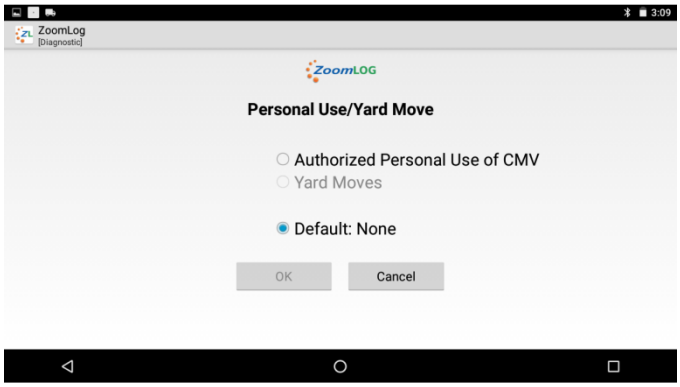
Setting personal Use and Yard Moves

Yard Moves and Personal use must be activated by your dispatch

Yard Moves can only be selected when you are On-Duty, not Driving

Personal Use can only be set when you are Off Duty.

1. From the Summary page tap Personal Use/ Yard Move

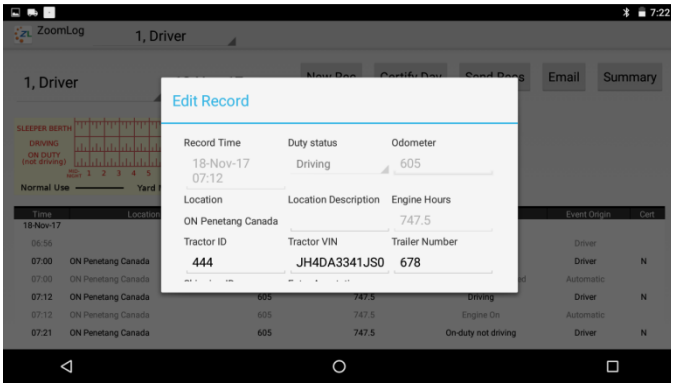


2. Tap the desired option
3. Enter the reason that you are choosing this option
4. Press Ok.

Edit/Add Record

Edit:

1. **From the Certify/review records page scroll down to the record details**
2. **Tap the record to be edited.**



3. **Edit the available field(s) requiring the change**
4. **Enter an annotation explaining the change**
5. **Tap Ok**

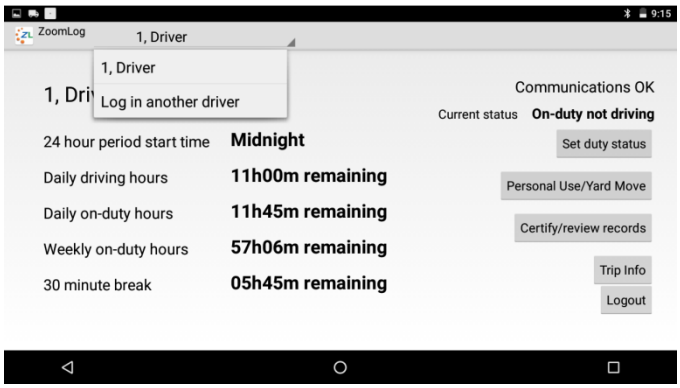
Add:

1. **From the Certify/review records page tap New Record**
2. **Enter the available field(s)**
3. **Enter an annotation explaining the addition**
4. **Tap Ok**

1.

Team Driver Login

1. **From the summary page tap the name of the logged in driver next to the ZoomLog logo**

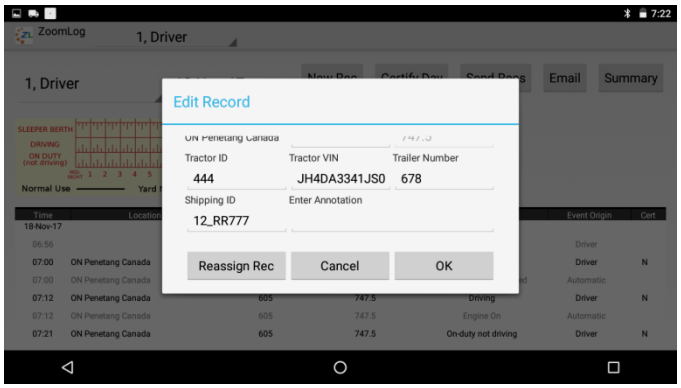


2. **Tap "Log in another driver"**
3. **Choose the desired driver ID from the list and login**

Team Driver Driving Record Reassignment

To reassign logs between team drivers:

1. **Open the Certify review records page for the driver with the driving log to be reassigned**
2. **Scroll down to the record details and tap the log entry to be reassigned**



3. **Tap Reassign record**
4. **Follow the prompts to confirm the reassignment of the record**

Malfunction and Data diagnostic indicators

If [Malfunction] or [Diagnostic] is displayed on the upper left corner of the summary page your ELD is not functioning correctly

When [Diagnostic] is displayed contact your dispatcher as soon as possible for instructions to correct the problem.

When [Malfunction] is displayed you ELD is not operating and you must:

(1) Note the malfunction of the ELD and provide written notice of the malfunction to your dispatcher within 24 hours

(2) Reconstruct your record of duty status for the current 24-hour period and the previous 7 consecutive days on graph-grid paper logs provided in the ELD package unless you already possesses the records or the records are retrievable from the ELD

(3) Continue to manually prepare a paper record of duty status until the ELD malfunction is corrected.

Obtaining a copy of your records

To obtain a copy of the current day and previous 7 days of your RoDS records

1. **From the Certify/review records page tap Email**
2. **Choose the current period or a subset of the current period**
3. **Enter your email address and tap Ok.**

Resetting the ELD

If the ELD becomes unresponsive:

1. **Press and hold the power button on the tablet. When the shutdown options appear press Power Off**
2. **Press and hold the MicroZoom reset button on the dash for 3 seconds**
3. **Wait 2 minutes**
4. **Turn the tablet back on**

*******If the tablet does not reconnect successfully follow the " When [Malfunction] is displayed you ELD is not operating and you must:" procedure on the previous page.*******