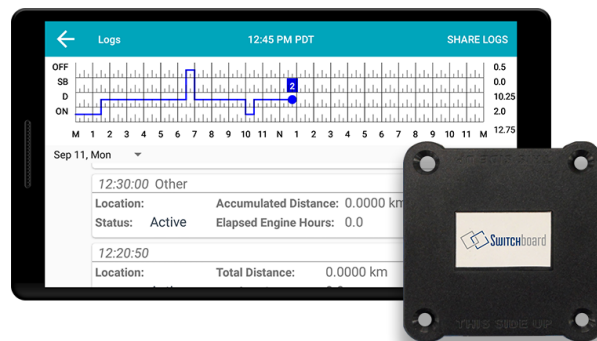




## Instruction Manual for Drivers



**Important: Per FMCSA rules, this guide must be kept in the vehicle at all times.**

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## Logging In to Switchboard

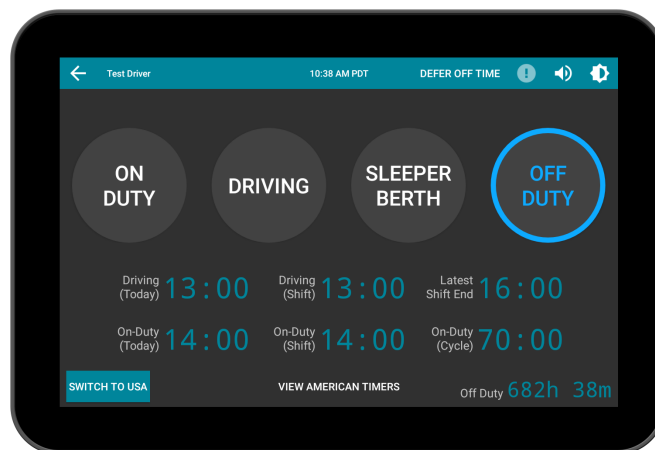
- 1 Turn on the Tablet by pressing and holding the PWR button on the side of the tablet
- 2 Select the Launch Switchboard button
- 3 To log in, use the username and password you got from your dispatcher (you may have received it on your phone as a text message)
- 4 Enter your username and password, then select Sign In

## Selecting Vehicle & Cycle Rules

- 1 When asked to enter your Vehicle Id, enter the vehicle Id for the vehicle you're in (this is usually your truck number).
- 2 For **Cycle (Canada)**: select the Hours-of-Service that you're using in Canada (*this is usually Canada 7/70 [South of 60°]*)
- 3 For **Cycle (US)**: select the Hours-of-Service that you're using in the United States (*this is usually USA Property 8/70*)
- 4 You are able to adjust your cycle rules in your Settings page later.

## Setting Duty Statuses

- 1 Select the **Driver** Button
- 2 Select **ON DUTY**, **DRIVING**, **SLEEPER BERTH**, or **OFF DUTY**
- 3 Select any relevant **annotations**, or enter your own **additional comments**
- 4 Click **CHANGE DUTY**



## Completing a Pre-Trip

- 1 Select the **Driver** Button
- 2 Select **ON DUTY**
- 3 Click **Pre-Trip**, then select **CHANGE DUTY**
- 4 Add any truck defects or trailer defects
- 5 Enter your **name** at the bottom
- 6 Select **FINISH**

## Editing Your Logs

Switchboard allows you to fix errors on your electronic logbook. You can edit everything, except **Driving Time**.

- 1 Select the **View Logs** button
- 2 Select the **View Logs** button again
- 3 Select the **Blue Pencil button** on the bottom right
- 4 To edit a specific time period to a certain duty status, choose a **Start Time** and **End Time**, then click the **Duty Status**
- 5 Select **COMPLETE**



## Unassigned Time

- 1 When your vehicle has been detected to be **driving**, and you have **not logged in**, then you will have “Unassigned Time”. This unassigned time must be assigned to a driver.
- 2 Select the **View Logs** button
- 3 Select the **Unassigned Time** button

## Accepting or Rejecting Log Edits from the Office

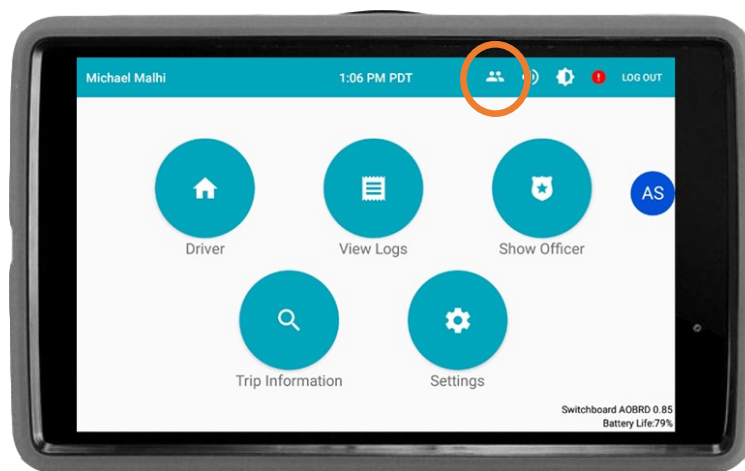
Your **office** may have requested to **edit** your log.  
You have the choice to **accept or reject** these edits.

- 1 Select the **View Logs** button
- 2 Select the **Edits Waiting** button
- 3 Select a particular edit
- 4 Choose to **IGNORE**, **REJECT**, OR **ACCEPT**



## Selecting a Co-Driver

- 1 At the Home Screen, select the icon of the **two people** at the top of the screen.
- 2 Choose the duty status that the driver will be in after switching.
- 3 **Sign In** with the co-driver account.



## Sending a Message to your Dispatcher

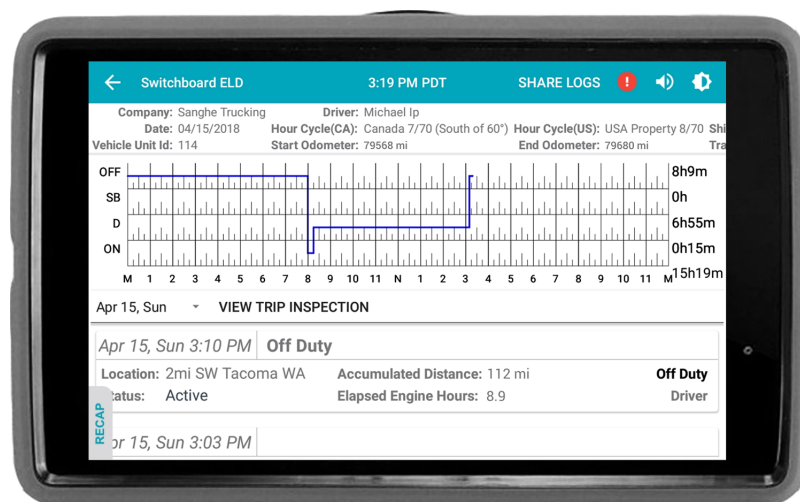
- 1 Select the **Blue Circle** with your dispatcher's initials
- 2 Enter your **message** at the bottom
- 3 Press the **send button** to send the message

## Showing Logs to Officers

- 1 Select the **Show Officer** button
- 2 Show the logs to the officer
- 3 If they request it, you can **email** or **fax** the logs. Select **SHARE LOGS** at the top right, and enter the officer's fax number or email to send.
- 4 To exit, select the **back button** on the top left. You need to enter your **password** to exit.

## Sending Logs via Email / Fax / Web Services

- 1 When in the **Show Officer** screen, select the **SHARE LOGS** button.
- 2 You will have the option to select from the following: "Send to DOT", "Email", and "Fax".



## How to recognize if your ELD is malfunctioning?

There are two ways in the system where you can identify if the engine module is working properly or not.

- 1 If you can look at the Switchboard Engine Module, ensure that the cable connected to it is plugged into your truck. You should be able to see a **red** or **green light** either flashing or solid from the side of the Engine Module.
- 2 On your Switchboard ELD app on your tablet or phone, if there are any errors detected you will see a **red exclamation (!) mark** near the top of the screen. Select it to determine the errors and how to resolve the error.

*If there is any Engine Module issues or errors, perform the Engine Module resetting procedure as described in the next page.*



**Switchboard ELD Engine Module**



## **Resetting your Switchboard ELD Engine Module**

- 1 Unplug the Switchboard Engine Module cable from your vehicle, and turn off your tablet or smartphone.
- 2 Wait 30 seconds (after the red/green lights on the Engine Module stop blinking)
- 3 Plug the Switchboard Engine Module cable back in and turn on your tablet or smartphone.

## What to do if ELD is malfunctioning?

- 1 Immediately contact Switchboard Support at **1-844-535-3387** or **support@onswitchboard.com** to troubleshoot the issue.
- 2 Note the malfunction and provide written notice to your fleet within 24 hours.
- 3 Keep a paper log for that day and until ELD is repaired or replaced. In the event of an inspection, display the previous 7 days logs from the Switchboard App.





Have any questions? Contact us below:

Email            **[support@onswitchboard.com](mailto:support@onswitchboard.com)**

Call              **1-844-535-3387**

Online          **[support.onswitchboard.com](https://support.onswitchboard.com)**