GPS Navigation for Windows Laptops and Tablet PCs

CoPilot® TRUCK 9
LAPTOP

User Manual

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Welcome to CoPilot Truck | Laptop 9!

CoPilot Truck | Laptop 9 is ALK Technologies' latest version of our CoPilot® software that provides GPS in-vehicle navigation and route guidance from your laptop PC. CoPilot Truck | Laptop 9 transforms your laptop or Tablet PC into an advanced GPS nav system. You'll receive spoken, turn-by-turn directions to any address. With a brilliant 3D map display to guide you and the ability to detour around sudden traffic, you'll never want to be on the road again without your CoPilot!

System Requirements

-- Microsoft® Windows® 2000, ME, or XP.
-- 400 MHz Pentium® II processor or equivalent.
-- 16X CD-ROM (12X recommended if using Data Disc as data source).
-- 128 MB of RAM and a hard drive with at least 250 MB of available disk space. For best performance of "talking maps" and GPS track files, we recommend 256 MB RAM.
-- A Serial, USB, Compact Flash or Bluetooth connection (depending on receiver type).
-- CoPilot's voice recognition requires a microphone and a low-noise environment. For best results, an external microphone is recommended (plug in before starting CoPilot).
-- Minimum 800 x 600 resolution.
-- If you are using a third-party GPS receiver rather than ALK's CoPilot receiver, it must be NMEA 0183 v.2.0 protocol.

Package Contents

-- Install / Data Discs
-- Printed *Quick Start Guide*
-- GPS receiver and suction cup for securing receiver to windshield *(not in software-only packages)*
-- In-vehicle power adapter *(only in Bluetooth receiver packages)*

How Reliable is CoPilot?

The CoPilot map database is remarkably accurate, providing comprehensive, detailed street information. From the most populated cities to the smallest hamlets, CoPilot map data has been created to support your travels wherever they may take you.

Data Corrections

ALK continually updates the CoPilot map database as we strive to provide you with the highest quality product. If you encounter missing or inaccurate map data, please contact us and let us know so that we can include it in our updates. See *Data Corrections* p. 69 for complete instructions.

About GPS Technology

The Global Positioning System (GPS) is a tracking and navigation system developed by the U.S. Department of Defense. The system uses 24 satellites that orbit the earth, sending out radio waves that can be picked up by GPS sensors (hardware devices for receiving data). Normally, a GPS sensor relies on receiving signals from four satellites simultaneously to track its position. Each signal contains an identifier for the satellite that emitted it and the exact time it was emitted (to the nanosecond). GPS relies on the fact that radio waves travel at the speed of light to calculate distances and the exact location of the sensor is figured by combining the data received from three or four satellites.

Given the right conditions, a GPS sensor can identify your geographic position anywhere in the world. GPS is able to give you the latitude, longitude and elevation of your present location, as well as your road speed and direction of travel on a route.

GPS Accuracy

The GPS signal CoPilot receives from the constellation of satellites has a rated accuracy of 10 meters. This means that 95% of the time the reported location is within 10 meters (30 feet) of your exact position. CoPilot takes this location information and enhances it further by "snapping" it to our street and highway network. Occasionally, CoPilot will place you on the wrong road. If this occurs, keep driving and CoPilot will automatically correct itself and find your proper position.

At times, CoPilot's GPS tracking will be less accurate or fail to work at all because the unit is unable to receive satellite signals. However, the unit is resilient; eventually, it finds itself. Its ability to report your location is directly proportional to its ability to receive accurate line-of-sight satellite signals. **Heavy foliage, buildings, tunnels, or any other structures obstructing satellite communications will interfere with CoPilot's ability to track your**

location. Like your car radio, GPS tracking can also be affected by weather conditions if severe. CoPilot will continue tracking as soon as adequate signals are available.

NOTE: The GPS unit should be placed far forward on the dashboard to maximize the satellite reception area.

> **WARNING:**
> CoPilot navigation instructions are only computer-generated advisories and may contain errors. Obey all traffic regulations even if they are completely contradictory to the navigation suggestions. **Keep your eyes on the road and hands on the wheel!** Do not attempt to look at the screen if you are the driver. ALK® assumes no responsibility for any damage or injury resulting from the use of this product.

How CoPilot Uses GPS

CoPilot uses the GPS positional data it receives from the GPS receiver to display your current position and route on a map as you drive. This is called "tracking." CoPilot also uses the GPS data it receives to "navigate," that is, to guide you along your planned route, provided you enter a destination.

If you enter a destination you will be given navigation instructions, and your route will be tracked on the map. If you do not enter a destination, your route will be tracked as you drive, but you will not be given directions as CoPilot has no way of knowing your destination.

A Safety Warning

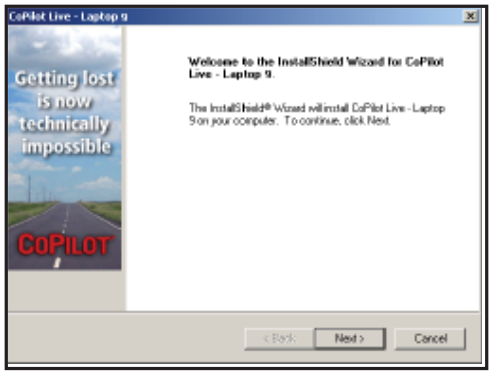
Do not use this product in any way that interferes with safe and attentive operation of a vehicle. When used in a vehicle, do not place the GPS receiver, antenna, power supply, or your computer where it may strike the driver or passengers if the vehicle turns sharply or stops abruptly. This product is designed, manufactured, and intended as an aid to planning, tracking, and following routes in privately owned vehicles.

The accuracy of the map data, driving directions, and GPS tracking system is insufficient for this product to be used for automated navigation or in any situation in which the failure of the product could lead directly to death, personal injury, or physical or environmental damage. The driver must remain alert at all times to actual road conditions and obey all posted signs and traffic regulations. ALK Technologies and its suppliers specifically disclaim any express or implied warranty of fitness of this product for automated navigation or for aiding in the operation of other than a privately owned vehicle.

Installation

NOTE: If you are updating from an older version of CoPilot®, you may want to uninstall the older version first (see *Uninstalling*, p. 8). This is not required, however. CoPilot Truck | Laptop 9 can be installed while another version of CoPilot remains on your computer.

1. To install CoPilot, first turn on your computer (and the external CD-ROM drive if necessary). Have your **Installation Product Key** ready (this code can be found on the front of the printed *Quick Start* that came with your product). **Do not lose this Product Key, you will need it for installation and registration.**



2. Insert the CoPilot **Install Disc** into your CD-ROM drive. The installation will start automatically within a few seconds.

3. Choose a language (for example, "English (United States)"), click **OK**, then follow the Installation Wizard instructions.

4. After clicking **Yes** (twice) to accept the License Agreement, enter your Installation Product Key (see Step 1) when prompted, then click **Next**.

5. Follow the instructions, clicking **Next** to go from one screen to the next in the Installation Wizard. As the installation proceeds, you will be given the choice to install CoPilot map data. **It is recommended that you install the Map Data to your hard drive**. A full installation of the data can require up to **1 GB** of available space depending on which region you're installing. If space is unavailable, you can run the program by inserting the **Data Disc** into your CD-ROM drive after you open the CoPilot application. **NOTE:** Once a region (for example, North America or Europe) is installed it cannot be changed.

5. At the end of the installation process you will be prompted to activate the software. CoPilot must be activated **within 15 days after installation** in order for you to continue using it. Follow the instructions. Follow the instructions in the *Software Activation* section below.

6. Plug the GPS receiver into your laptop. See *Hardware Setup*, p. 9-11.
NOTE: The receiver must be attached before you can use CoPilot for guidance.

7. Make sure the date and time are set correctly on your computer. This is extremely important for CoPilot Truck to function properly. To check and/or change the date and time, go to the Windows **Start** button, **Settings**, **Control Panel**, **Date/Time**.

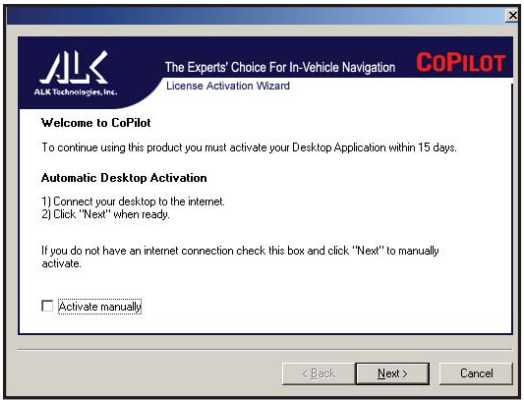
To start CoPilot, double-click on the **CoPilot Truck | Laptop 9** icon that was created on your laptop when you installed the program. To quit at any time, select **Exit** from the **File** menu in Planning Mode, or **Exit** in the Guidance Mode navigation control panel.

NOTE for XP Users: If you are installing CoPilot on a computer running Windows XP, you may be prompted to connect your GPS receiver during installation. If you are using the USB GPS receiver, Windows XP will pop up a message warning you about Windows Logo testing. Click **Continue Anyway** if this warning appears.

Software Activation

At the end of CoPilot's installation process, you will be prompted to activate the software. CoPilot must be activated before you can use it. **NOTE:** You can install and activate CoPilot on your desktop computer (for trip planning) and your laptop (for in-vehicle guidance) using the same Installation Product Key.

Follow the steps below to activate your software:



1. At the end of the software installation, the License Activation Wizard will appear. If you cancel this screen, it will appear again the first time you open CoPilot. For automatic activation, follow the on-screen instructions and click **Next**.

2. In the next screen, enter your e-mail address and click **Next**. CoPilot will be activated within seconds provided you established a connection to the internet in Step 1. You will see the message "**License activated successfully**" when the process is finished. Click **Finish** to begin using CoPilot.

To Activate Manually:

1. Check **Activate Manually** in Step 1 above, then click **Next**.

2. The next screen is the Activation Code screen, where you'll see your Product Key and License ID. You'll need this information to manually activate CoPilot as follows:

a) If your laptop is connected to the internet you can click the link to ALK's activation web page.

i) On the ALK activation page, enter your **Installation Product Key**, **License ID**, and **e-mail** address, then click **Submit**. Your Activation Code will appear on-screen and an e-mail that contains your Activation Code will be sent to you.

ii) Enter your Activation Code in the blank field in the Activation Code screen and click **Activate**.

b) If your laptop isn't connected to the internet you can visit ALK's activation web page (**http://activate.alk.com**) on another personal computer. Follow steps i) and ii) above.

c) If you do not have internet access you can call, fax, or e-mail ALK. Technical support is available to registered users from 9:00am-5:00pm Mon.-Fri.

For ALK Technologies contact information, see *Technical Support*, p. 70.

Adding a Data Region

If you have purchased an additional data region after your initial purchase of CoPilot, you will need to modify the original ("Base") installation and activate the new region.

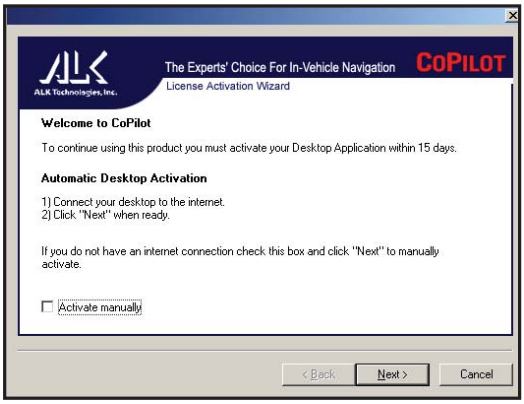
IMPORTANT: You can only use your Expansion Product Key AFTER you have installed CoPilot with a Base Installation Product Key. If you have not yet installed CoPilot, please do so first and then follow the instructions below. The Base Installation Product Key can be found on the printed *Quick Start Guide* that comes with CoPilot.

1. Insert your CoPilot **Install Disc** into your CD-ROM drive.

2. Select **Modify** and click **Next** when the InstallShield Wizard appears.

3. Enter your Expansion Product Key when prompted to enter a **Product Key**.

4. Follow the on-screen instructions.



5. The Activation Wizard will appear at the end of installation. Activation occurs just as it did when you originally installed CoPilot.

Deactivation and License Update:

If you're planning to uninstall CoPilot from one computer and install the same version on another computer, you need to deactivate the software on the first computer before installing it again. To do this, open CoPilot and choose **Update License** from the File menu. Then click **Deactivate** in the License Manager. When you re-install CoPilot on another computer, you will be asked to activate it again.

Uninstalling

The following steps outline the procedure for uninstalling CoPilot® 2003 and older versions of CoPilot:

To uninstall the CoPilot software:

1. Exit out of any programs that are running.
2. On your desktop, double-click on **My Computer**.
3. Double-click on **Control Panel**.
4. Double-click on **Add/Remove Programs**.
5. Scroll down the list of applications until you see **CoPilot [Version]**. Click on it to highlight it, then click on the **Add/Remove** button. You will then be asked "Are you sure you want to completely remove the selected application and all of its components?" Click **Yes**. This will start the uninstall process. If prompted to remove all **shared files** select **No to All.**
6. When this is finished, click on **Finish**. **Then restart your computer.**

To Uninstall Data From Previous Versions of CoPilot:

NOTE: Data is automatically removed as part of the CoPilot 2002 or later uninstall. For earlier versions of CoPilot, this process is not required but you may want to do this if you have uninstalled the application.

1. Exit out of any other programs that are running.
2. On your desktop, double-click on **My Computer**.
3. Double-click on **Control Panel**.
4. Double-click on **Add/Remove Programs**.
5. Scroll down the list of applications until you see **CoPilot 2001 Data CD** or **Data CD setup for CoPilot 2000**. Click on it to highlight it, then click on the **Add/Remove** button. You will then be asked "Are you sure you want to completely remove the selected application and all of its components?" Click **Yes**. This will start the uninstall process. If prompted to remove all shared files select **No to All.**
6. When this is finished, click on **Finish**. **Then restart your computer.**

Hardware Setup

WARNING: Never leave your GPS receiver in a closed vehicle that exceeds 140^{o} F. Excessive heat may damage it.

See page 22 to set up a **USB receiver**. See p. 11 to set up a **Serial receiver**. (Although these instructions are specific to CoPilot receivers, connecting third-party receivers should be very similar.) For **Bluetooth** receiver setup see p. 10, or for more details refer to the *GPS Receiver Guide* that came with your product.

The GPS unit should be placed far forward on the dashboard of your vehicle to maximize the satellite reception area. The GPS receiver works like a radio antenna, so place it at least two feet away from possible sources of interference (for instance, a cellular phone antenna).

The first time you use your GPS receiver it can take up to 15 minutes to acquire a satellite fix. After you use it once, the receiver should initialize within a few minutes.

Bluetooth Receiver Setup

1. Pair your Bluetooth GPS receiver with your PC's Bluetooth software. It is important that you connect the Bluetooth GPS receiver to a virtual serial port (also known as a "COM port"). See your Bluetooth software's user manual for specific instructions.
If you are prompted for a security code to pair your Bluetooth GPS, use 0183.

2. Open CoPilot and find the GPS signal.

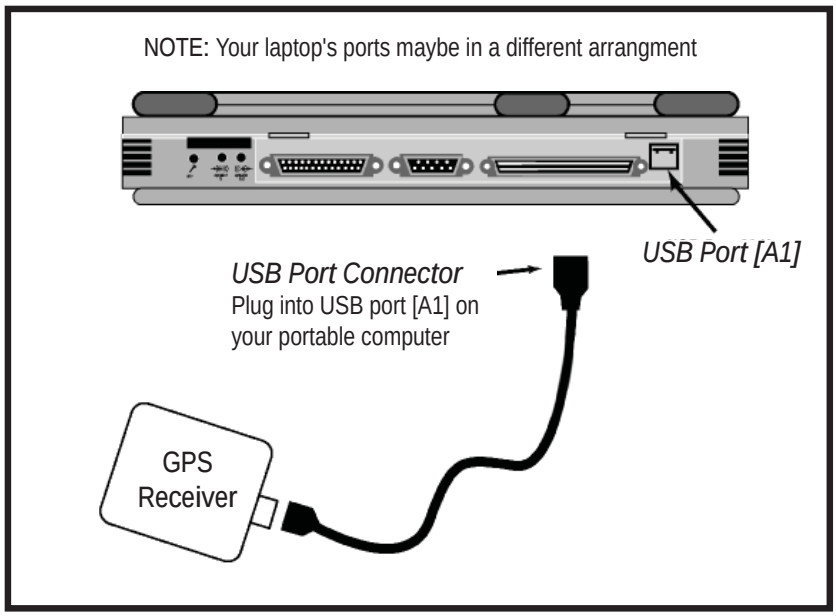
   a. Option 1: Select Find GPS to automatically scan through your PC's COM ports until it finds the Bluetooth GPS connection.

   b. Option 2 (Advanced): If you know the number of the virtual serial port to which the Bluetooth GPS is connected, go to Guidance Mode and select Options. Then select GPS Status and set the GPS COM Port (ex: "COM 10").

USB Connection

If you are using a USB connection you will have one wire which attaches the GPS receiver to the laptop through its USB port. Plug the receiver into the laptop after Windows is finished booting up.

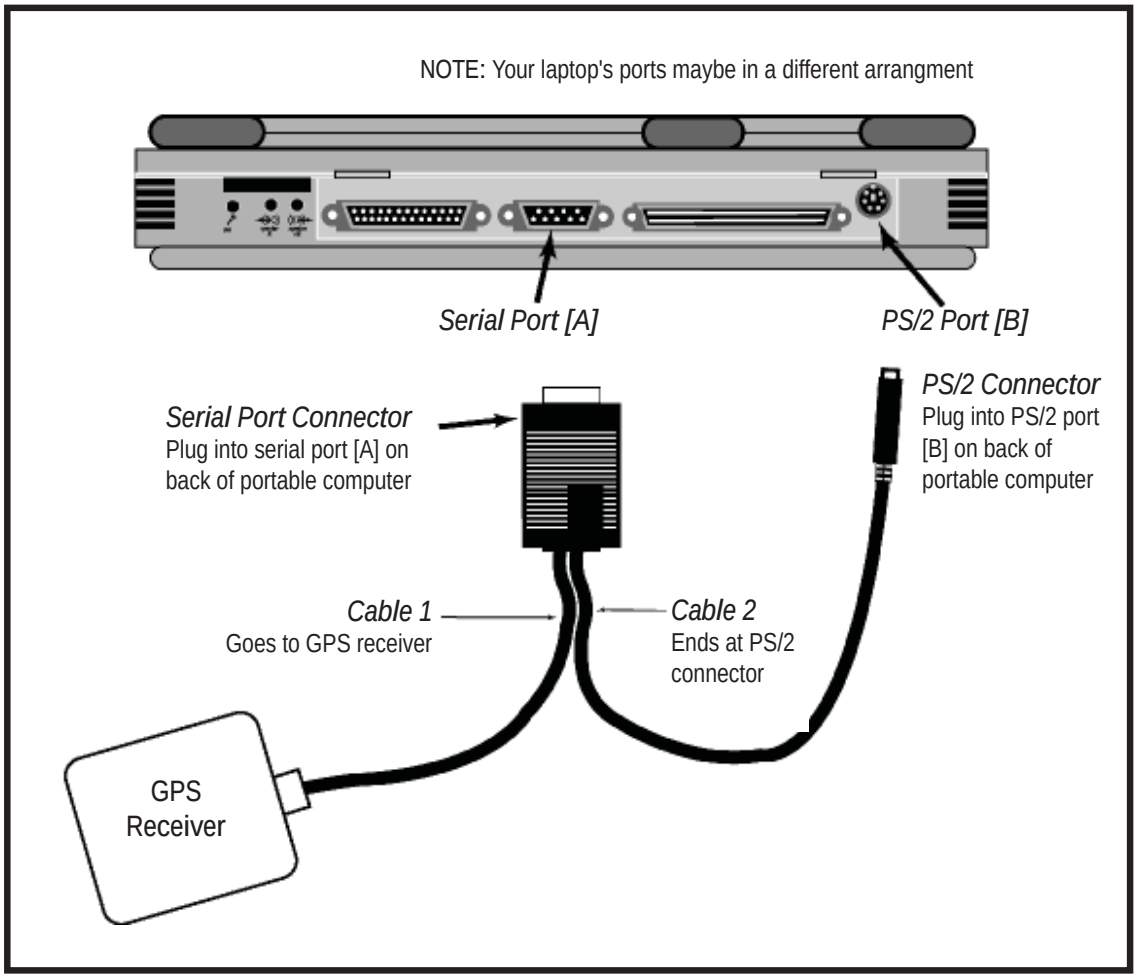
Windows XP Users: When you first connect your USB receiver, you might see a Windows message indicating that the drivers have not passed Windows Logo testing (or a similar warning). Ignore this message and click **Continue Anyway** if it appears.



Serial Connection

When connecting to a laptop through a serial port the receiver is powered through the laptop's battery. Plug the PS/2 port connector on your GPS unit into the PS/2 port of your laptop. Do not plug the serial port connector into your laptop until after Windows has finished booting up.

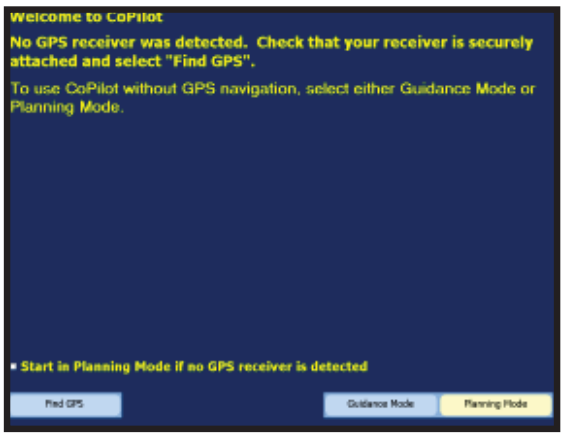
TIP: To see the serial ports available on your PC, open the **Control Panel**, select **System**, click on the **Device Manager** tab, then click on the plus sign next to **Ports** in the list of devices. The **Settings** box displays the hardware settings used by the COM port. The setting for your COM port should be **4800,8,N,1**. See diagram below for connection instructions.



CoPilot Truck Overview

CoPilot Truck can be used for in-vehicle navigation (Guidance Mode), trip planning (Planning Mode), and Live messaging/real-time tracking (from within Planning Mode).

If you launch the CoPilot application without first attaching your GPS receiver, a screen will appear (shown below) that lets you choose either Planning or Guidance Mode. Click **Planning** or **Guidance** to continue. If your GPS receiver is attached, you will be taken directly into Guidance Mode.



First View of CoPilot
Without GPS Receiver Attached

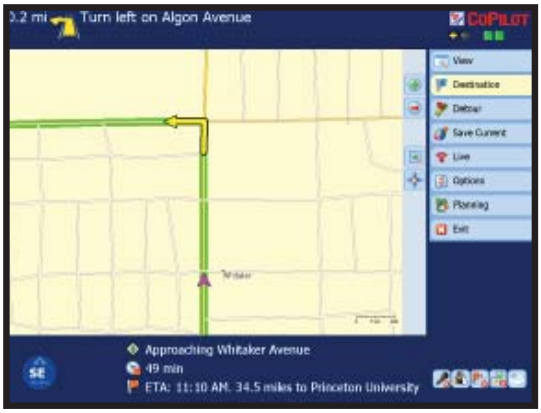
Guidance Mode is for in-vehicle navigation. For this mode to function you need to have your GPS receiver attached to your laptop and you must be receiving signals. CoPilot will guide you to your destination and any stops along the way using voice prompts and simple on-screen instructions, and track your position in real-time on a map.

Planning Mode is for trip planning. You do not need to have your GPS receiver attached in order to utilize Planning Mode. In this mode you can plan trips, print directions and maps, search for points of interest, add places to your database, set road preferences, and change system settings and trip options. Additionally, CoPilot's **Live** messaging and real-time tracking capabilities can be accessed from within Planning Mode.

Live Mode enables you to communicate with a driver who is operating CoPilot and see his or her position tracked in real-time on the map. Or, you can use the **Live Web** page on the internet (see p. 52).

TIP: CoPilot defaults to hiding the Windows Taskbar when in Guidance Mode. To change this, switch to Planning Mode and go to **Tools** > **Options** > **Guidance** and place a checkmark next to **Show Windows Taskbar**.

Moving Between Modes



Guidance Mode

To move from Guidance Mode to Planning Mode at any time, click the **Planning** button in the control panel on the right side of the screen.

Planning Mode

To move from Planning Mode to Guidance Mode at any time, click the **Guidance** button on the left side of the screen.

Guidance Mode

Entering a Destination

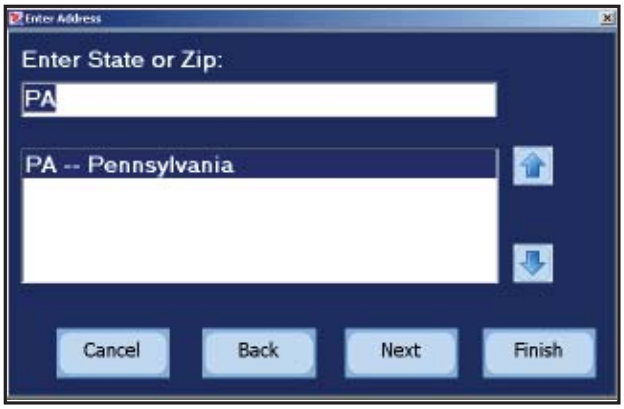
When you launch CoPilot for the first time with the GPS receiver attached, you'll be asked to enter a destination. Click Destination, select one of the destination options, then enter your destination. (You don't need to enter an origin, if the GPS receiver is picking up signals, CoPilot will automatically identify the start place.)

Destination Entry Options

Address

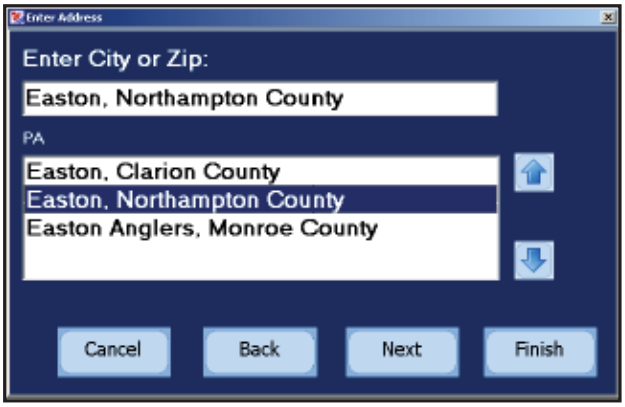
1. Click **Destination**, then click **Address**.

2. Type a state/country name or abbreviation. As you type, CoPilot's type-ahead feature will move to the correct state or country in the pick list below. When the correct state is highlighted, click **Next**.



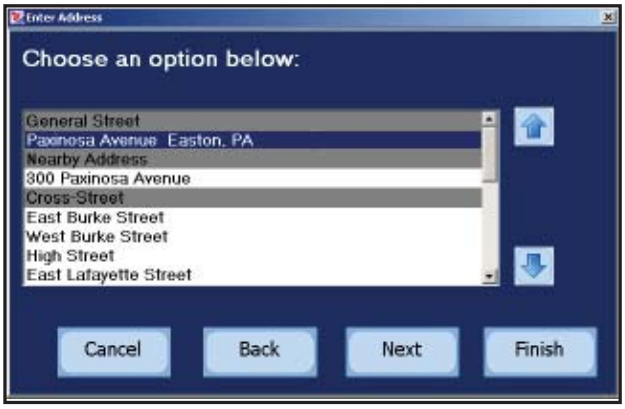
3. Type a city name or ZIP/postal code. As you type, possible matches will appear below. When the correct location is highlighted, click **Next**.

   TIP: Usually you will need to spell out words like “Saint”, “Mount”, “Fort”, etc. Place names generally need to be spelled out; for example, “John F. Kennedy International Airport” instead of “JFK Airport”.



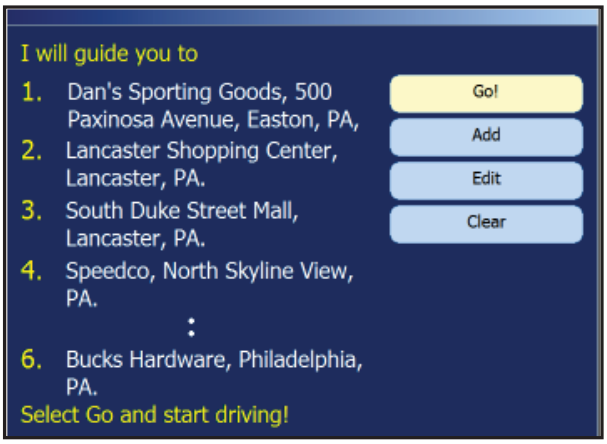
4. (Optional) Type a street address, with or without a street number. As you type, possible matches will appear below. When the correct location is highlighted, click **Next**.

   If an exact match is not found in CoPilot’s database, a list of possible options will appear. Scroll the list to see all options. Highlight one and click **Next**.



5. *(Optional)* Type a name for the place you entered and click **Next**.

6. The Trip Confirmation window appears every time you enter a new stop. You can enter as many as 50 stops in any given trip. The screen will display your next few stops, and your final destination. (To see all stops, click **Edit**. To return to the Trip Confirmation window from the Edit Stops screen, click **Go!**)



   Options in this screen are:

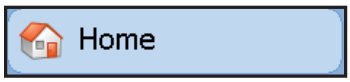
   · **Go!** to begin receiving guidance to the destination(s) you entered (your GPS receiver must be attached);

   · **Add** to add another stop to your trip;

   · **Edit** to change the stop order or remove stops;

   · **Clear** to delete all stops and start over.

TIP: If you are making a quick stop, there's no need to exit the application. Simply **close the lid** on your laptop and the operating system will enter **Suspend** mode. When you return to your vehicle, simply open the lid and **press any button** and the operating system will resume.



Home or Work

The first time you select the **Home** or **Work** button you will be prompted with an address entry window. Enter your home or work address as described on p. 14-16. In subsequent selections, choosing these buttons will automatically enter your home or work address as your destination.

NOTE: To edit your Home or Work address, switch to Planning Mode and use the **Favorites** tab in the Trip Planner window (see p. 38).

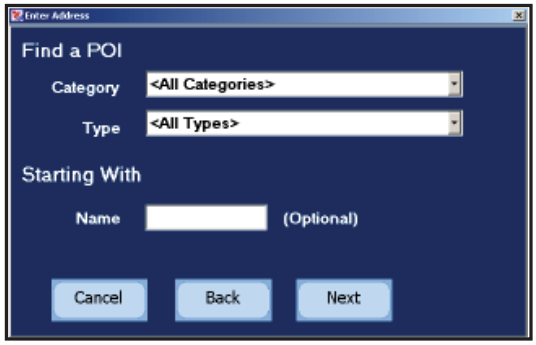
Favorite

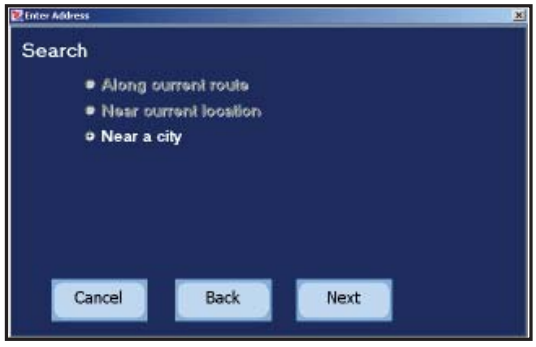
Every time you add a stop to your itinerary, it will automatically be added to a list of Favorites. To quickly enter one of these Favorites as a stop, click **Destination** then click **Favorite**. Highlight a place on the list and click **Add** to add it as a stop. To delete a Favorite from the list, highlight it and click **Delete**. If you exceed 50 favorites, the new Favorite will replace the oldest one (the one not accessed for the longest amount of time).

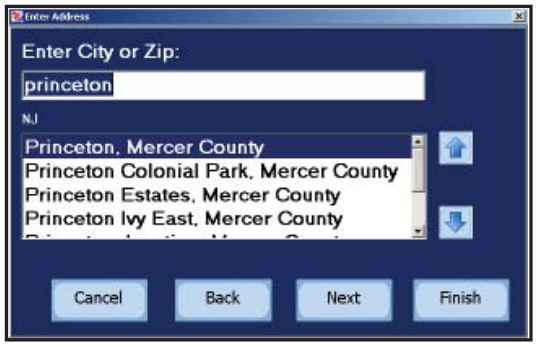
Saved Trip

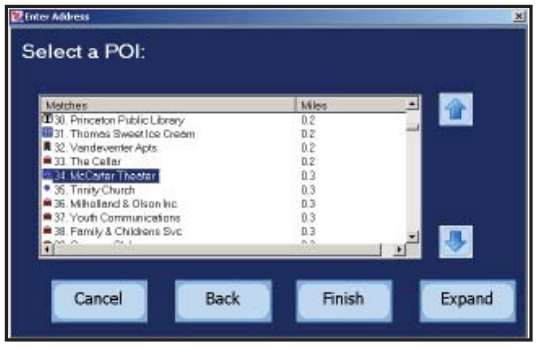
In Planning Mode you have the option of pre-planning trips and saving them to your hard drive. In Guidance Mode, you can enter a planned trip rather than entering individual stops:

1. Click **Destination**, then **Saved Trip**.
2. Highlight the trip you want on the list of saved trips.
3. Click **Open** to add the whole trip to your itinerary.
4. To edit the stops on your saved trip, click **Edit** in the Trip Confirmation window.









POI

To search the CoPilot database for Points of Interest:

1. Click **Destination**, then click **POI**.

2. To narrow the search, choose a **Type** and/or **Category** of POI from the pick lists. If you're looking for a specific place, you can also type the first few letters of its name in the **Name** field. Click **Next** when ready.

3. If your GPS receiver is attached and you are receiving signals, the next screen allows you to search for POI along your **current route** or near your **current location**.

Or, you can have CoPilot execute a search **Near a city** even if your GPS position is unknown. You will be asked to enter a state/country abbreviation and city name.

4. CoPilot will provide a list of all POI that meet the criteria you selected. At this point you can:

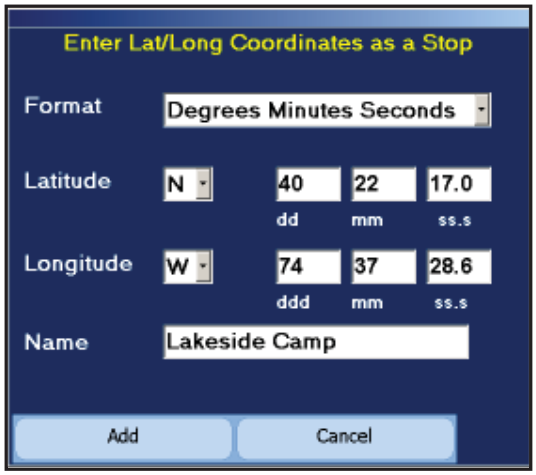
· highlight a POI and click **Finish** to add it as a stop;

· click **Back** to modify your criteria and search again;

· click **Expand** to search again within a wider area;

· or click **Cancel** to return to the list of trip entry options.

TIP: During the initial installation of the software you have to choose between installing the **Typical** or **Compact** POI set. The Typical set gives you more POIs to choose from. In order to go back and change this option at a later time, click on **Start** > **Settings** > **Control Panel** and double-click **Add/ Remove Programs**. Select CoPilot Truck from the list and click on **Change/Remove** > **Modify**. Select the POI set you want and deselect the other one.



Lat/Long

To enter a latitude/longitude point as a stop:

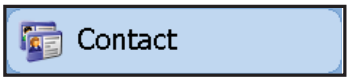
1. Click **Destination**, then click **Lat/Long**.

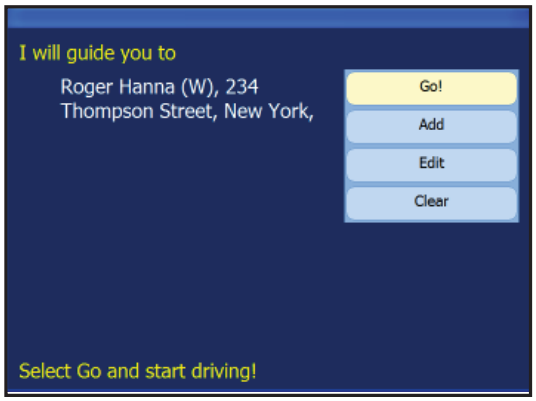
2. Choose a format from the first drop-down pick list. Lat/longs can be entered in **Decimal Degrees**, **Decimal Minutes**, or **Degrees Minutes Seconds** (DMS).

3. Enter a latitude and longitude in the appropriate format, using the drop-down pick lists for **N** or **S**, and **E** or **W**.

4. *(Optional)* Enter a name for the place.

5. Click **Add** to add the lat/long you entered as a stop.





Contact

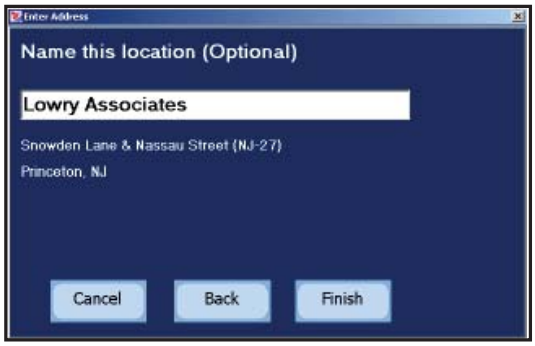
To enter an address from your Microsoft® Outlook Contacts database as a stop on your route:

1. Click **Destination**, then click **Contact**.

2. Narrow down your contact search by typing in the first few letters of the contact's first or last name and hit the **<Enter>** or **<Space>** key.

3. Select the contact you want from the list and preview the **Business**, **Home**, or **Other** address by selecting the corresponding radio button.

4. Click Next to add the contact's address as a stop. You will be taken through CoPilot's address entry screens, with your contact's address automatically filled in. You can edit the address if necessary. If an exact match is found, CoPilot will automatically add it to your itinerary. If an exact match is not found, CoPilot will display a list of possible address matches to choose from.



Intersection

To enter an intersection of two roads as a stop:

1. Click **Destination**, then click **Intersection**.

2. Enter a state/country and city name or postal code.

3. When prompted, enter the name of one of the intersecting streets and click **Next**.

4. Enter the name of the other street in the next screen, click **Next**.

5. Optionally, you can also assign a name to the intersection.

6. Click **Finish** to add the intersection as a stop on your route.

Editing Stops

To edit your existing stops, click **Destination** in the navigation control panel, then click **Edit** to bring up the Edit Your Stops window shown above. From this window you can do any of the following:

- Change the order of your stops. Highlight a stop, then click the **Move Up** or **Move Down** button.
- Delete a stop. Highlighting it on the list and click the **Delete** button.
- Change a stop to a waypoint, or vice versa (<<**Waypoint**). Waypoints can be used to guide your route, but CoPilot does not treat them like stops. The ETA and distance to next stop shown in Guidance mode do not consider waypoints as stops, though waypoints do appear in the Itinerary.
- Optimize the order of your stops for the most efficient route. If there are three or more stops on your itinerary, just click **Optimize**. **NOTE:** To keep your final destination fixed in a trip that has four or more stops, in Planning Mode select **Options** in the **Tools** menu, then in the **General** tab check "**Keep the destination fixed**" under "**Optimize**". The origin always stays the same.
- Click **Close** to return to the Trip Confirmation window where you can select **Go!** (Guidance), **Add** (add a stop), **Edit** (edit another stop) or **Clear** (delete all stops).

Start Driving!

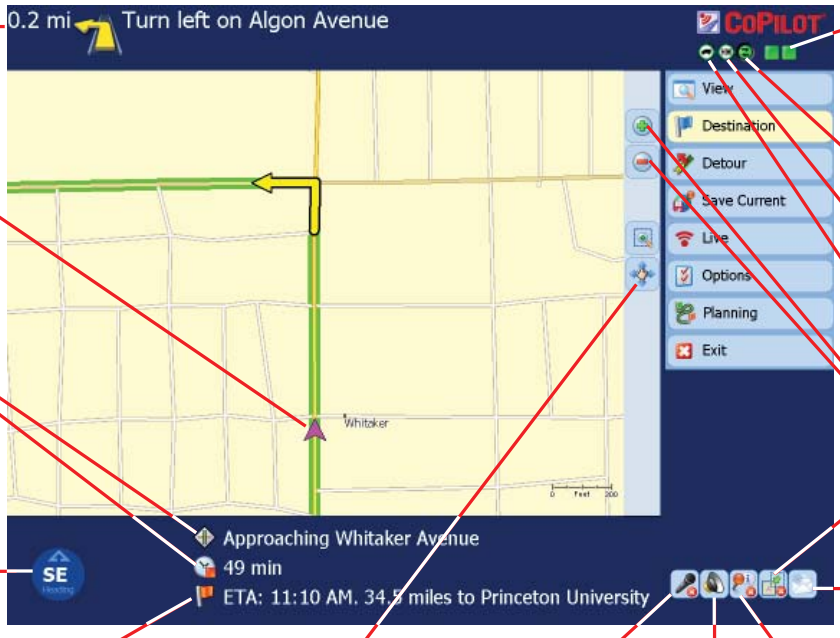
If your GPS receiver is attached and you have entered at least one destination, you're ready to start driving! The CoPilot navigation system will guide you to the destination(s) you enter and will automatically recalculate your route should you miss a turn or choose to follow your own variation of CoPilot's route.

Features of the Guidance Screen

In addition to spoken instructions, CoPilot's guidance screens provide you with on-screen navigation tools, driving directions, and prompts as you drive.

As you begin driving, the Driver Safety screen will appear when your speed exceeds 10 m.p.h. (the map in the guidance screen will disappear). This is an important safety feature of the software, you'll still receive verbal instructions as well as simple text directions on-screen as you drive. **NOTE: When driving in Australia**, all screen buttons are disabled in the Driver Safety screen.

IMPORTANT: The driver should pull over to the side of the road when looking at the map and/or the Navigation Control Panel. Even if a passenger operates the computer, for safety reasons, **the driver should never look at the computer screen while driving**.



Next Turn

Your Current Location

Customizable Display Lines *(see p. 29)*

Compass

Next Stop Information *(Estimated Time of Arrival, Distance To Go, and Name/Address)*

Map Mode Buttons

Listening On/Off *(see p. 31)*

Speaking On/Off

POI Alerts On/Off *(see p. 28)*

Message Alert *(see p. 56)*

Auto Snap *(see p. 24)*

Zoom Buttons

Truck Restriction On/Off Indicator

HazMat Indicator

Live Indicator

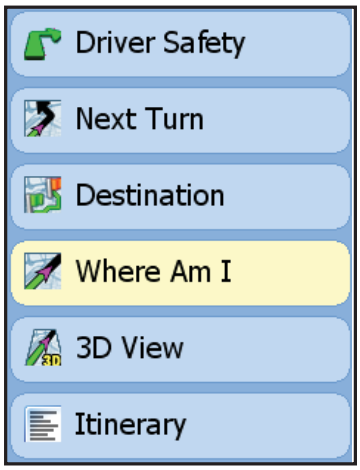
GPS Status:
Green = 3D Fix
Yellow = 2D Fix
Red = No Fix

Using the Navigation Control Panel

BUTTON	FUNCTION
View	Lets you pick a screen view (see below).
Destination	Opens a window that lets you add a destination or edit your existing destination(s), or delete all destinations to start over.
Detour	In case of traffic delays, enables you to run an alternate route.
Save Current	Saves your current location as a Favorite or Custom Place.
Live	Lets you change Live messaging options.
Options	Lets you view GPS status and modify routing and guidance preferences, voice options, and map orientation.
Planning	Switches to Planning Mode.
Exit	Exits CoPilot.

Screen Views

Click the **View** button at the top of the Navigation Control Panel to choose one of six guidance display options.



Driver Safety: Text only screen, switches to the map display below 10 m.p.h. (map displays Next Turn view).

Next Turn: Map screen frames your current position to the next turn. The map zooms in automatically as you approach your turn.

Destination: Map screen frames the view from your current position to your final destination. The map progressively zooms in as you approach your destination.

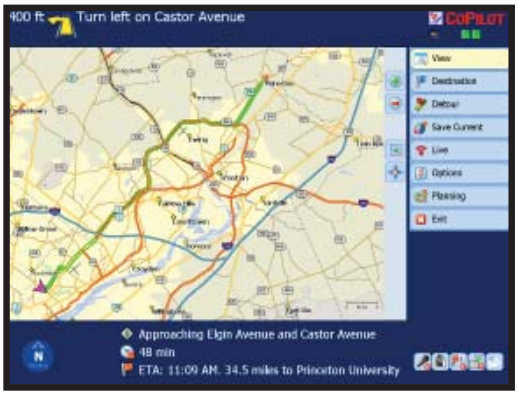
Where Am I: Map screen frames a close-up view of your current position. Zoom level is constant. (Use the Zoom In and Zoom Out commands to change the zoom level.)

3D View: Displays the map screen in 3D.

Trip Itinerary Screen: Basic text overview of all your upcoming turns.

Next Turn Map View

Where Am I? Map View



Destination Map View

3D Map View

Zooming Your Map View

Buttons to the right of the map let you zoom and shift your map view. The **Autosnap** button in the lower right corner automatically centers your current position on the map.

Zoom In: Click to zoom in one level.

Zoom Out: Click to zoom out one level.

Auto Snap: When on, your current position is always at the center of the map. Turn off when you want to view other areas on the map.

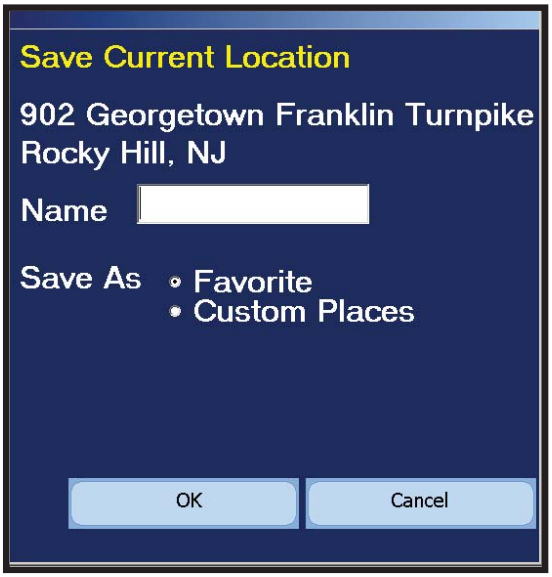
Box Zoom: Click to activate Box Zoom mode, which lets you zoom to an area on the map by drawing a box around it with the cursor. This mode is turned on by default.

Drag Map: Click to activate Drag Map mode, then place your cursor on the map and press, hold and drag to shift the visible area up, down, left, or right.

Detour

In Guidance Mode, clicking the **Detour** button will cause CoPilot to generate an alternate route around the next few miles of your trip. This is useful when you need to get around traffic jams, roadwork, or other unexpected traffic slow-downs but don't know whether or not you'll save any time by turning off your current route. The Detour button toggles to **Cancel Detour** after an alternate route is calculated, so that you can return to the original route at any time if you choose.

Save Current Location



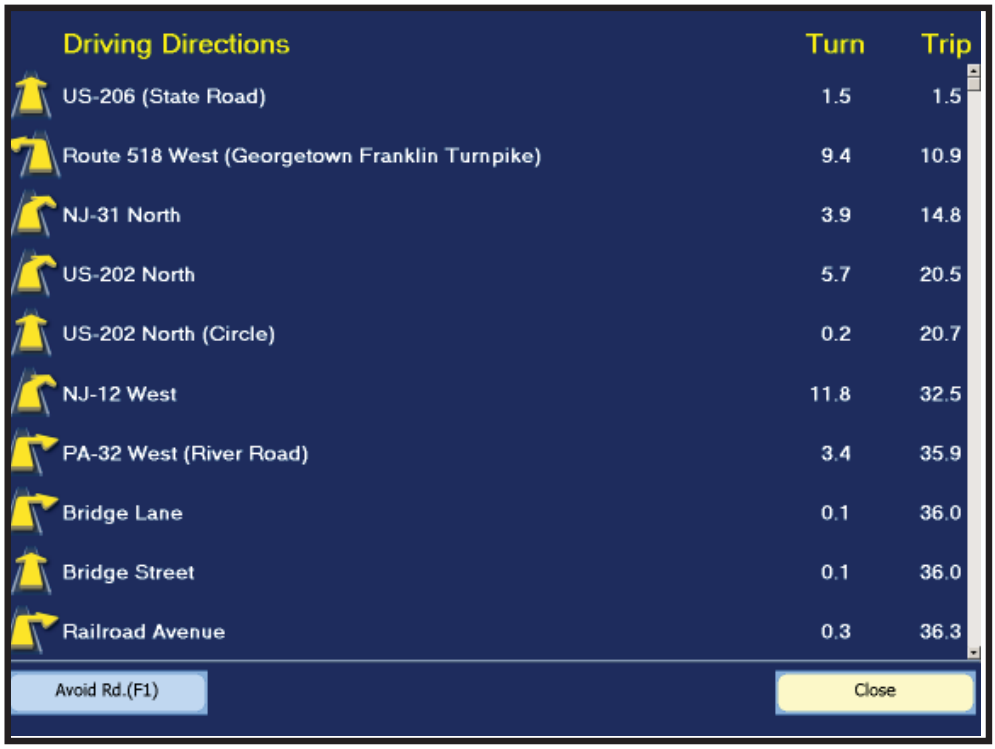
When you have a GPS fix in Guidance Mode, you can press the **Save Current** button in the control panel to save your current location.

CoPilot will ask you to give the location a name and will add it as either a Favorite or a Custom Place.

Using the Itinerary for Selective Routing

CoPilot enables you to be selective about the roads you take on your trip. You can customize your Itinerary so that entire segments of a trip can be avoided if you don't want to travel along the roads CoPilot has you taking. (Note that you can also use *waypoints* to guide a route along roads of your choosing, see p. 26.)

To avoid specific road segments, in Guidance Mode click **View** > **Itinerary** to bring up your turn-by-turn driving directions.

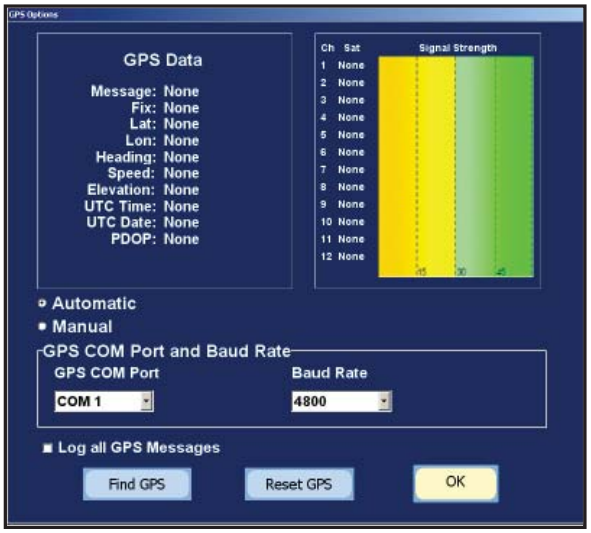


In the Itinerary screen, highlight the road you want to avoid, then press the **F1** key on your keyboard or click the **Avoid Rd.** button to avoid the highlighted road. You can return to your original route at any time during the trip by pressing **F2** or clicking **Original Rt.** (this button appears when you choose to avoid a road segment). Click **View** to close the Itinerary and choose a different view.

Options

In Guidance Mode, click the **Options** button to check your GPS status and change the settings that control map orientation, voice options, and routing and guidance preferences.

GPS Status



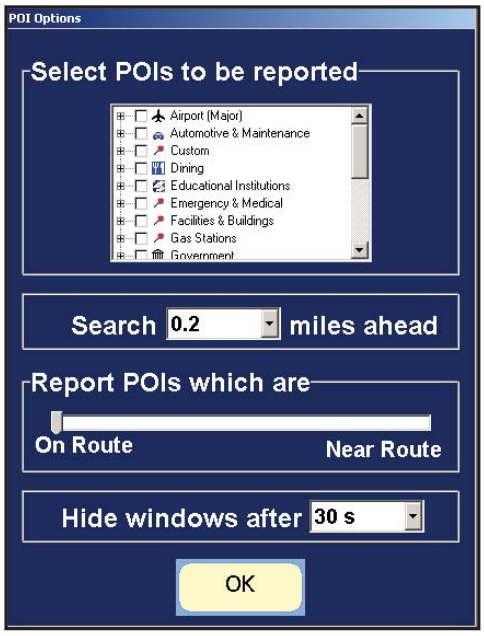
In the Options window, the **GPS Status** button opens a window that allows you to view GPS data and/or initiate a CoPilot search for your GPS receiver.

Choose **Manual** if you know the **COM Port** CoPilot should search and the **Baud Rate** of your receiver; otherwise, choose **Automatic** and CoPilot will automatically adjust these settings when it finds your receiver. Either way, click **Find GPS** to begin the scan.

Reset GPS lets you enter a city, state from where CoPilot can search for satellites. Typically this search is based off your last location, but Reset can speed up acquisition if you've traveled a long distance without using CoPilot (for example, if you've flown on a plane from New York to Los Angeles).

To create a log file of your GPS tracks, check **Log all GPS messages**. These will be saved in the "GPS Tracks" folder of your installation.

POI Alerts



As you drive, CoPilot can alert you with a voice prompt and a message window on your screen each time you approach a Point of Interest. This features can be turned on and off by toggling the **POI Alerts** button in the lower right corner of the Guidance Mode screen.

Use the POI Options window to set preferences for this feature. In the **Select POIs to be reported** scroll list check all categories of POIs you want to know about. For example, you might only want to know about restaurants, gas stations, and nature attractions.

Use the **Search __ miles ahead** pick list to indicate how far up the road you want each POI to be when an alert is triggered. Use the sliding bar under **Report POIs which are** to indicate whether POIs trigger an alert only when precisely on your route, or if those close to your route will also be reported.

The **Hide windows after** pick list lets you select how long you want each POI alert to remain on your screen.

In the alert window, you can click the forward arrow to scroll through nearby POIs, click the Add Stop button to add this POI as a stop, or close the window.

Map Options

Click the **Map** button for map display options.

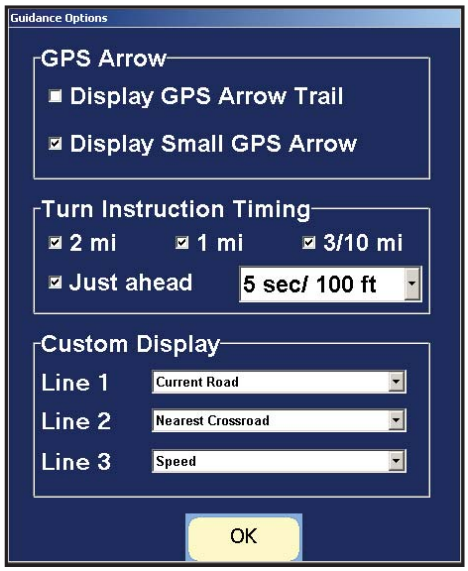
Heading Up tracks your position on the map moving upward as you drive, whereas **North Up** maintains north at the top of the screen.

With **Drag Map** selected, you can use the mouse to drag the map in any direction to a desired location. With **Box Zoom** selected, you draw a box around an area to zoom to it.

Display POIs and **Display Turn Restrictions** control whether POIs and turn restrictions are displayed on the map. If your map seems too cluttered, you may want to turn off these options.

Mode options control map appearance. Choices are: Day (default), Night (reduces glare for night driving) or Automatic (determines whether it is currently day or night using GPS, and switches automatically.

Guidance



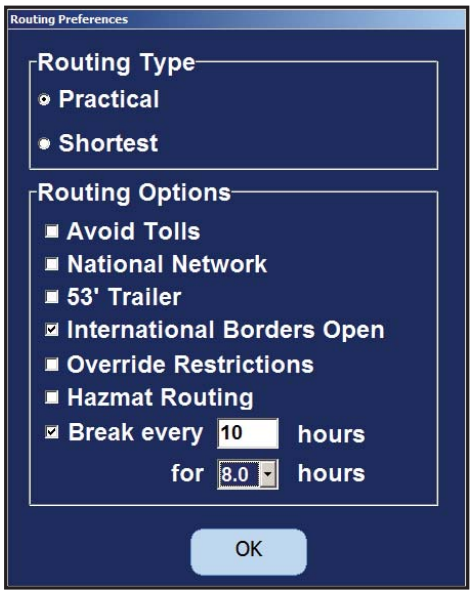
Click **Guidance** for guidance options settings.

Display GPS Arrow Trail controls whether the arrow that trails your position is displayed on the map as you drive. **Display Small GPS Arrow** controls the size of the tracking arrows on the map.

Speak Turn Warning At: Set how often CoPilot will give you next turn information out loud. All, none, or some boxes can be checked. **Just Ahead:** By default you will be alerted **5 sec/100 ft** before every turn (5 seconds or 100 feet, whichever is closest), but you can choose to have CoPilot speak to you sooner (2 - 8 seconds before each turn, or 100 ft.) using the pick list.

Custom Display: Select the information you want displayed on your screen as you drive. Choices are the same for each line: the current road, nearest crossroad, nearest major road, nearest town, ETA, or speed. (Line 3 only appears when the map is hidden in the Driver Safety view.)

Routing Preferences



To set routing preferences in Guidance Mode, click **Options**, then click **Routing** in the Options menu. Note that the changes you make here will carry over to Planning Mode, and vice versa.

Routing Type

NOTE: See *Appendix A, PC*MILER Route Types and Options* on p. 71 for more detailed descriptions of the route types and options available with CoPilot Truck.

Practical routes include distances and driving routes that a driver would normally take to minimize time and cost, based on efficiency in terms of road quality, terrain, and urban/rural classifications. Practical routing models the trade-off between taking the most direct path and staying on major, high quality highways.

Shortest routes include distances and driving routes that minimize total distance traveled while still following a reasonable route.

Routing Options

When **Avoid Tolls** is checked, CoPilot's route calculations will avoid toll roads where it is possible to do so while maintaining a reasonably practical and efficient route.

Check **National Network** for National Network routing or **53' Trailer** to get routing that is suitable for 53' and over-sized trailers.

Check **International Borders Open** to have routes cross international borders where this provides better routing. If this option is not checked, no borders will be crossed even where a route becomes impractical.

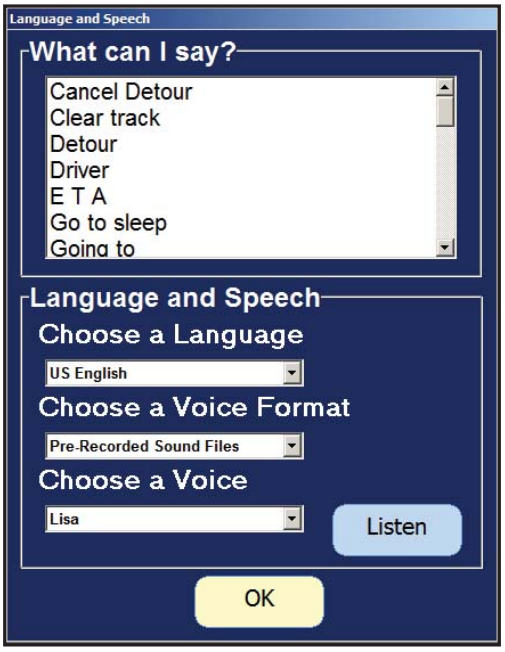
Check **Override Restrictions** to activate Light Vehicle routing. CoPilot Truck always avoids truck-prohibited roads, but checking this option allows truck-restricted roads to be considered for a route. If this option is left unchecked, Heavy Vehicle routing will be in effect, so both truck-prohibited and truck-restricted roads will always be avoided. In addition, Heavy Vehicle routing takes nationwide 13' 6" height restrictions into account. This setting affects which

roads trigger a truck restriction warning on your screen (see p. 33). When this option is checked, the Override Restrictions indicator in the upper right corner of the guidance screen will be gray.

Check **HazMat Routing** for a route that avoids roads where hazardous material route restrictions are in effect. This option provides industry-standard general hazardous materials truck-specific routes. See *Appendix A* on p. 71 and the CoPilot Truck Help files for details. When HazMat routing is in effect, the Hazmat Routing indicator will display in the upper right corner of the guidance screen.

To have breaks included in driving directions and ETA calculations on a route, check **Break Every** and enter time parameters.

Speech



Use the Language and Speech options to choose a language, voice format, and voice (male or female) for CoPilot's spoken directions. CoPilot not only speaks to you to inform you of upcoming turns, but also responds to a number of commands you speak out loud using voice recognition technology. Commands you can speak to get a response from CoPilot are listed in the **What can I say?** scroll list. See *Voice Commands*, next page, for descriptions.

NOTE: For CoPilot to listen and respond, the **Listening** button must be toggled on in the lower right corner of the Guidance screen. In the picture below, the red circle with an "x" indicates that Listening is off, and **Speaking** is on so CoPilot will speak directions out loud.

Voice Commands

NOTE: Background noise may affect CoPilot's ability to recognize spoken commands. You can use an external microphone with noise-cancellation technology to optimize your experience with CoPilot's listening device.

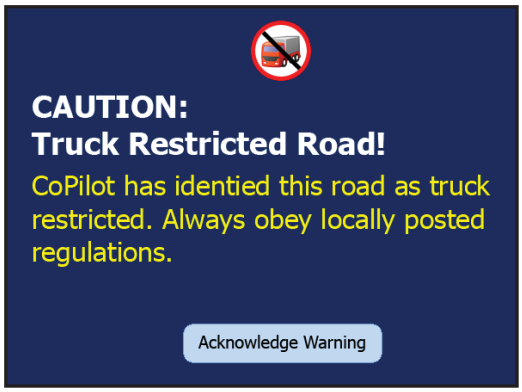
COMMAND	RESPONSE
Cancel Detour	Returns you to the original route after a detour has been generated.
Clear track	Clears the GPS arrow trail from the map.
Detour	CoPilot automatically calculates an alternate route.
Driver	Switches to the Driver Safety view.
ETA	CoPilot tells you the estimated time of arrival at your next stop.
Go to sleep	CoPilot will enter Sleep mode — the application stays open but is not active. Use the "Wake Up" command to reverse.
Going to	CoPilot tells you the name of your next stop.
Heading	CoPilot tells you which direction you are heading.
How far	CoPilot tells you the distance to your next stop.
Less detail	Each time spoken, the map will show less detail.
More detail	Each time spoken, the map will show more detail.
Mute	Turns CoPilot's spoken directions off.
Next Turn	CoPilot tells you when (estimated) and where you will make your next turn.
Pan down/left/right/up	Each time spoken, the map view will shift down, left, right, or up from the currently displayed area.
Passenger	Switches to "Next Turn" view.
Resnap	Recalculates your GPS position.
Speak all	Speaks useful statistics about your current positon and route.
Speaking off/on	Turns CoPilot's spoken instructions off/on (text instructions still appear on-screen when speech is turned off).
Speed	CoPilot tells you the speed at which you are currently traveling.
Thank you	"You're welcome!"
Wake Up	Brings CoPilot out of Sleep mode.
Where am I?	CoPilot tells you your current location along the route.
Zoom in/Zoom out	Zooms the view of the map in or out one level.

Speed Warning

You can tell CoPilot to alert you when your speed exceeds a limit that you specify. To do this, check "**Display a warning**" and use the pick list arrows or type in a speed limit, then click **OK**. Check "**Play a sound**" if you hear the warning.

CoPilot will then issue a warning on your screen and/or out loud when your speed exceeds the specified limit. Warnings appear in the lower right corner when the map is displayed, or the lower left corner in the Driver Safety View. The warning will disappear after 5 seconds, and won't reappear unless your speed has dropped below the limit and then risen above it again.

Truck Restriction Warning



CoPilot will issue a warning when you turn onto a truck prohibited road. Tap **Acknowledge Warning** to return to the guidance screen.

This alert will also appear when you drive on a truck restricted road unless Light Vehicle routing is activated. To activate Light Vehicle routing, in Guidance Mode click **Options** > **Routing** and check **Override Restrictions** (see p. 30).

A Sample Trip

Suppose you're delivering a load to the campus of Princeton University in Princeton, New Jersey. You know the address of your destination, but you're unfamiliar with the area. Never mind, CoPilot will guide you every step of the way!

First, you enter your destination. (You won't need to enter a starting place – if your GPS receiver is picking up signals, CoPilot already knows where you're starting from.) In Guidance Mode, you click **Destination**, then **Add**, then **Address**. You type "princeton university, nj" in the **City, State, or ZIP Code** box and click **Add**. In a few seconds, CoPilot finds "Princeton University" in the database. Then you click Go!

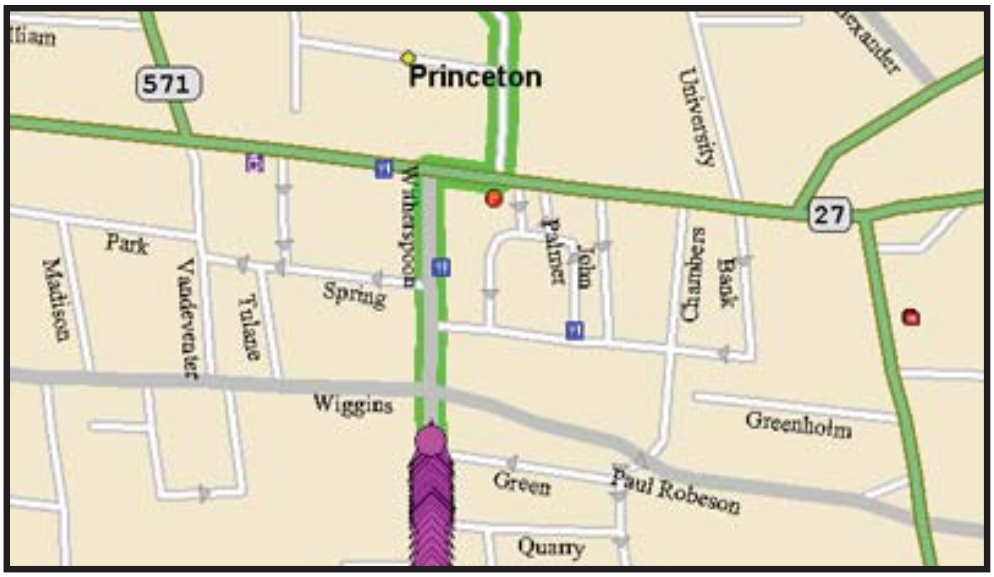
Now you're ready to drive to your destination.

Once the truck is moving, your location shows up as a series of arrows drawn on the map. A green-highlighted line from your present location to your destination shows the route for you to follow. In addition, CoPilot prompts you before each turn if **Speaking** is turned on.

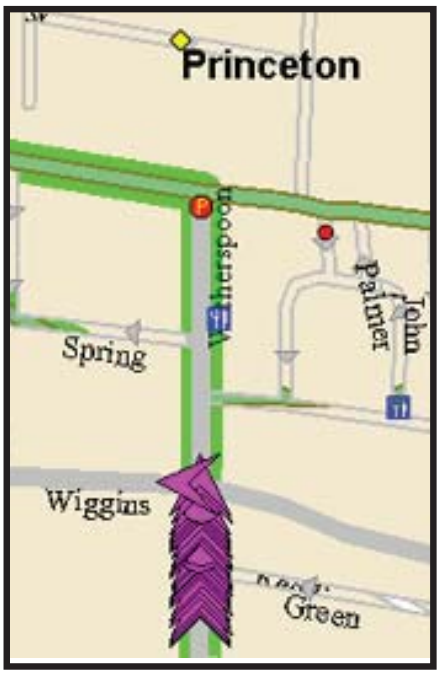
CoPilot leads you into Princeton without a problem. However, as you drive along Witherspoon Street approaching the center of town, you see a traffic jam caused by an accident up ahead. You decide to turn onto Wiggins Street in order to save some time.

No Problem! Within seconds, CoPilot tells you that you are no longer on the correct route and warns you to obey local traffic regulations. You acknowledge CoPilot's warning with a click of the mouse, then CoPilot automatically gives you new directions to follow from your new position. Your delivery arrives on time and you enjoy a relaxing trip.

Sample Trip on the Map



1. **Driving on Witherspoon Street into Princeton, NJ**

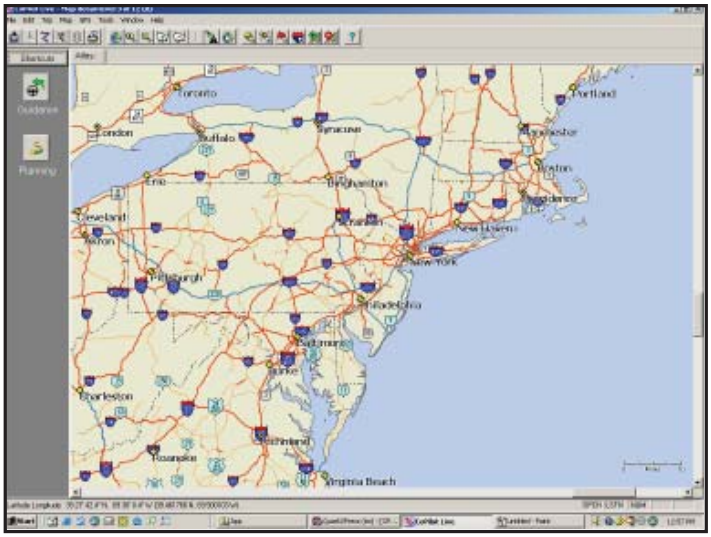


2. **Turning off CoPilot's route onto Wiggins Street**

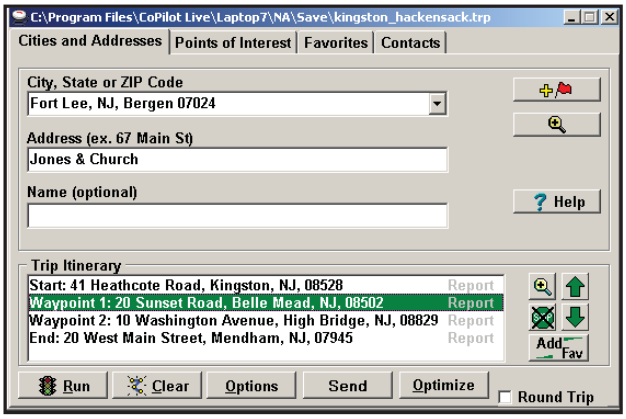
3. **CoPilot automatically creates a new route from your current position**

Planning Mode

After launching CoPilot you can access Planning Mode by clicking the **Planning Mode** button from the welcome screen or the **Planning** button in the guidance screen. In Planning Mode you can run trips on your desktop to print and take with you or save for a later time, search for points of interest, calculate fuel costs, add favorite places, add custom places, and much more. For additional information on Planning Mode see CoPilot's Help Files (select **Help Contents and Search** from the **Help** menu).



The Trip Planner Window



To access the Trip Planner window use either the **New Trip** button on the tool bar, or select **New Trip** from the drop-down **Trip** menu.

In the Trip Planner window you'll enter a start place, end place, and any stops in between on your trip.

Cities and Addresses

To enter a trip, begin by typing the name of the place where your trip will start or a postal code in the **City, State** (or **City, Country**) box (e.g. "**princeton, nj**" or "**paris, fr**" or "**08540**"), then press the **Enter** key. Do not include periods in the state/country abbreviation. A list of matches to your entry may appear; if so, highlight the one you want on the list and click **Select**.

TIP: You can click on the pick list arrow at the end of the **City/State** box to see a list of all locations that have previously been entered as stops. Select any location from the list to quickly enter it.

To enter a street address, click in the **Address** box. (This is not required. If no street address is entered, CoPilot will route from a point at the center of the city or town you selected.) Again, a list of matches to your entry may appear; if so, highlight the one you want on the list and click **Select**, or click **Map** to see it on the map. If you enter a street address you can also assign a name to the address by typing it into the **Name** box.

You can enter a **crossroad** as a stop by using an ampersand (**&**). Example: If you want to go to the corner of Main Street and Washington Street, type "**Main & Washington**" in the Address field. You might see a list of matches - these are addresses where the streets intersect.

Click the **Add Stop** button to put the place you entered in the **Trip Itinerary**. You can then highlight it and click the **Zoom To** button to see that place on the map.

HINT: If you need help with the spelling of a city name, type the first few letters (at least two) plus the state abbreviation and press **<Enter>**. Then highlight the place on the list and click **Select**. Spelling help for street names is accessed by entering the first two or more letters of the street name. The pick list will take longer to come up when there are more matches to your entry in the database.

Points of Interest

When you select the Points of Interest tab, it will open with the cursor in the **POIs that start with** box. The only field that is required to perform a POI search is **City/State** (or **City/Country**); all other fields are optional. Once you have entered a city, you can do one or more of the following to narrow down your search: select a POI **Category**, select an **of Type** option, or enter the first few letters of the Place name. You can also change the distance within which you want to search.

When you are finished entering in your search information, click the **Find** button to get a list of all possible matches within the database. To select one, highlight it by clicking on it and choose **Select** to add the place to your itinerary, **Cancel** to return to the search, **Map** to show the place's location on a map, or **Clear** to change your selection. For information on changing the POI set, see page 32.

Favorites

To save a place as a favorite you must first add it to your Itinerary using the **Cities and Addresses** or **Points of Interest** tab and then click **Add Fav**. When you click on the **Favorites** tab you will see a list of your previously saved favorite places. To add a favorite place to your trip, highlight it and click **Add Stop**. In this tab, you can also specify a **Home** and **Work** address. To do this, highlight an address on the list of favorites and click the circle next to **Home** or **Work** under the list. Now your home or work address can be quickly selected as a destination in Guidance Mode. Remember that while you can access your Home and Work address from Guidance Mode, they can only be changed through the **Favorites** tab in Planning Mode.

Contacts

You can access your Outlook Contacts database by clicking on the **Contacts** tab. Narrow down your contact search by typing in the first few letters of the contact's first or last name and hit the **<Enter>** or **<Space>** key. Select the contact from the list and preview the **Work**, **Home**, or **Other** address by selecting the corresponding radio button. Click on the **Add Stop** button and CoPilot will search for that contact's address. If an exact match is found, CoPilot will automatically update your itinerary. If an exact match is not found, CoPilot will display a list of possible address matches to choose from.

Itinerary Buttons

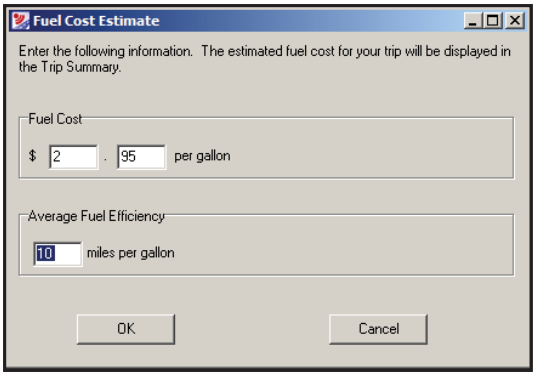
Regardless of the tab you select, the same commands will remain in the bottom of the Trip Planner window. To the right of the Itinerary you will see five buttons. Using the **Up/Down** arrows you can alter the order of the stops on your Itinerary. Using the **Zoom** button you can zoom to the selected stop on a map. The **Delete Stop** button allows you to remove stops from your trip. And the **Add Fav** button lets you add a stop entered on your Itinerary to your saved list of favorite places (see p. 38).

Stop Optimization

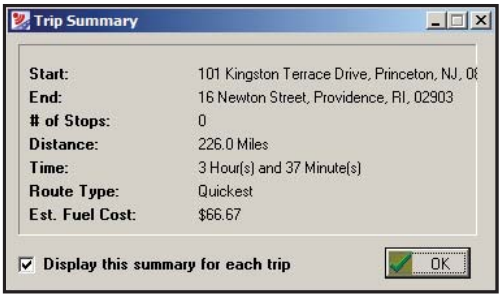
After you've added all your stops to the Trip Itinerary, you can click the **Optimize** button and CoPilot will automatically re-order the stops to create the most efficient route. If you don't optimize, your trip will be routed in the order in which the stops appear on the Itinerary. To always keep the last stop in your Trip Itinerary as your final destination, select **Tools** menu > **Options....** > **General** tab and check **Keep the destination fixed when optimizing a trip**.

Fuel Cost Calculator

To calculate an estimate of your fuel costs for a trip, select **Fuel Cost Calculator** from the **Trip** menu before you run your route. Fill in the average cost per gallon of fuel that you expect to pay, and the average number of miles per gallon you can expect to get in your vehicle. Click **OK**, then run your trip. A fuel cost will appear along with time and distance estimates in the trip summary CoPilot creates for every trip.



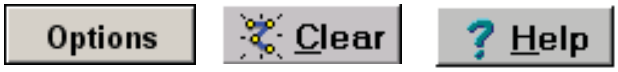
Fuel Cost Calculator



Trip Summary with Fuel Cost

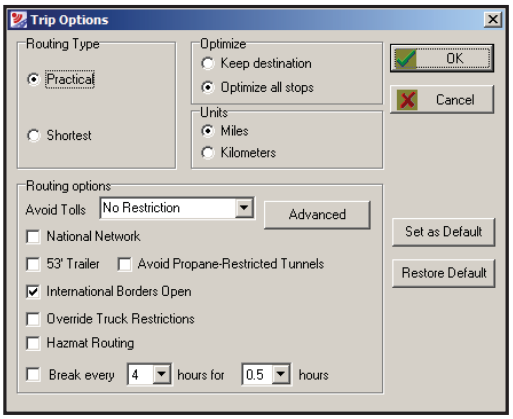
Running the Trip

To see a complete map of your trip, as well as detailed, turn-by-turn driving directions, click **Run**. To generate a round trip, click the **Round Trip** check box before clicking **Run**. A round trip includes all intermediate stops on the way to your destination, but routes directly from your destination back to your starting place.

Options, Clear, Help 

Click the **Options** button in the Trip Planner window to change your travel speeds, route type, and road preferences (see below for more on Trip Options). The **Clear** button cancels the trip you have been planning and allows you to start a new one. For more information about the Trip Planner window and trip planning, click the **Help** button.

Trip Options



Click **Options** in the Trip Planner window to change various routing preferences. The options here are the same as the routing options in Guidance Mode. Note that options set here affect route calculations in Guidance Mode and the reverse is also true.

Routing Type

Practical routes include distances and driving routes that a driver would normally take to minimize time and cost, based on efficiency in terms of road quality, terrain, and urban/rural classifications. Practical routing models the trade-off between taking the most direct path and staying on major, high quality highways. **Shortest** routes include distances and driving routes that minimize total distance traveled while still following a reasonable route. See *Appendix A* p. 71 for more on route types.

Routing Options

When **Avoid Tolls** is checked, CoPilot's route calculations will avoid toll roads where it is possible to do so while maintaining a reasonably practical and efficient route. Check **National Network** or **53' Trailer** to get routing that is suitable for 53' and over-sized trailers. Check **International Borders Open** to have routes cross international borders to provide better routing. If this option is not checked, no borders will be crossed.

Override Restrictions: Check to activate Light Vehicle routing. CoPilot Truck always avoids truck-prohibited roads, but checking this option allows truck-restricted roads to be considered for a route. If this option is left unchecked, Heavy Vehicle routing will be in effect, so both truck-prohibited and truck-restricted roads will always be avoided. In addition, Heavy Vehicle routing takes nationwide 13' 6" height restrictions into account.

HazMat Routing: Check to generate routes that avoid roads where hazardous material route restrictions are in effect. This option provides industry-standard general hazardous materials truck-specific routes. See the CoPilot Help files for more details (Planning Mode > **Help** menu > **Help Contents and Search**).

Check **Break Every** to include a break time that shows up in your on-screen itinerary and is added to the estimated time of arrival (ETA) calculations.

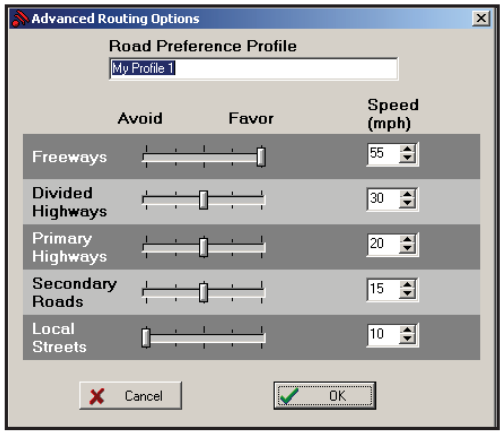
Units: Choose **Miles** or **Kilometers**.

Optimize: Use this option to set the default for stop optimization (see p. 39).

Avoid Propane-Restricted Tunnels: Check to avoid propane-restricted tunnels.

Advanced Options

Use the advanced routing options to completely change how CoPilot calculates routes. Advanced options include avoid/favor preferences and average speed settings for each road type CoPilot uses in route calculations.

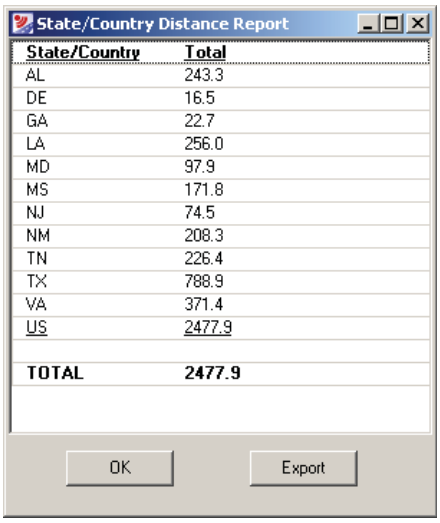


1) Click the **Advanced** tab.
2) Tap **New** to create a new Profile.
3) For each road type, use the slider bars to set the avoid/favor level and select or type a road speed. There are five levels of avoid/favor for each road type. From left to right they are: **Strongly Avoid, Avoid, Neutral, Favor, Strongly Favor.** Note that a road type that is heavily avoided will not be completely excluded — CoPilot will still use that road type if there is no other efficient alternative. **ALSO NOTE:** Even small changes to the avoid/favor balance will have a significant effect on how CoPilot calculates routes.
4) Type a name for this profile.
5) Click **OK**. Your new profile is now saved.
6) In the Routing Preferences window, check **Confirm Profile when Routing** if you want to be prompted to select a profile before each trip.

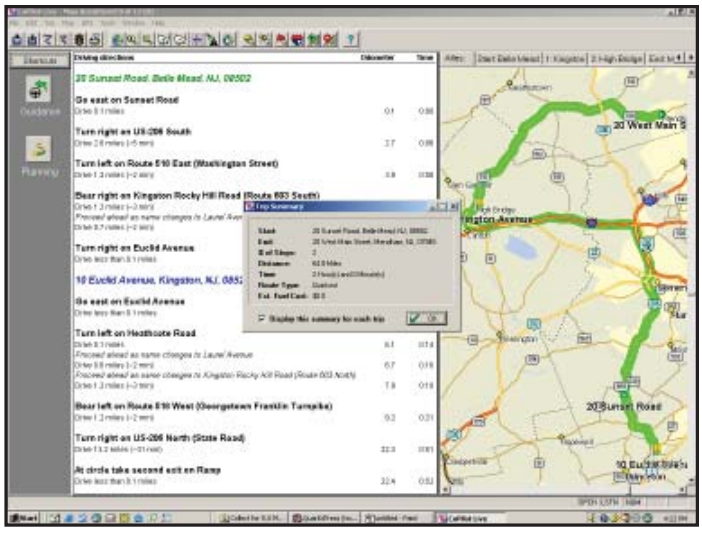
State Mileage Report

To generate a state mileage report for any trip you run in the Trip Planner window, open the **File** menu and choose **State Mileage Report**.

In the report window, click **Export** if you want to save your state mileages in a .txt file.



Printing Your Map or Driving Directions



After you run a trip, the Trip Summary window will pop up over a split screen displaying the map of your trip and detailed driving directions. Click **OK** to hide the Summary window (you can get it back again using the **View Trip Summary** option in the **Trip** menu). To alter the size of either the map window or the directions window, drag the gray bar that divides them to the right or left.

NOTE: To see the scroll bar in the driving directions window, you may have to click in the window.

The map and driving directions that CoPilot generates can be printed. To activate either window for printing, click on it (only the active window will be printed), then click the **Print** button on the tool bar or select **Print** from the **File** menu to print.

You can also select **Print TravPak** from the **File** menu to print a series of maps providing different views of your trip, plus detailed driving directions.

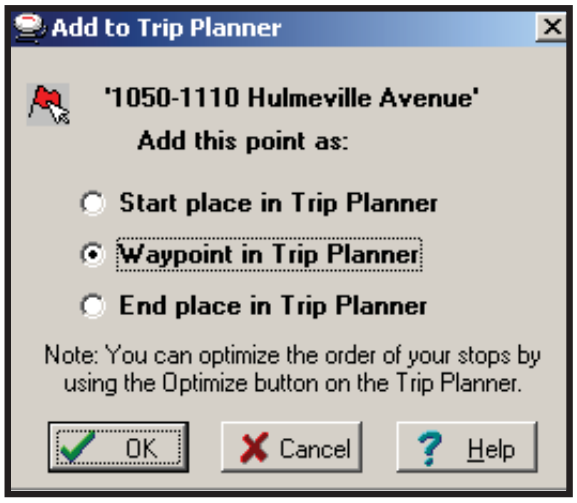
Beyond the Basics

If you're familiar with the basic features of CoPilot, you're probably ready to try some of the advanced features. Some of these features are briefly described on the following pages. For more information on advanced features see the **Legend** on page 59 of this manual, and see **Trip Planning: Beyond the Basics** in the Help Files (under **Planning Mode** in the Contents tab).

Picking Stops from the Map

To pick a stop from the map with the mouse, first zoom into the area from which you want to select a location. Then open the **Map** menu and select **Pick Stops** from the sub-menu of **Mouse Modes**, or click on the **Pick Stops** button on the tool bar. With Pick Stops turned on, click with the left mouse button on the location you want to add to your trip (it can be a city or any location, including a local address or latitude/longitude point).

When you pick a stop, the **Add to Trip Planner** dialog box will appear. You may add the location as 1) the start place, 2) a stop, or 3) the end place. (Note that any previously-entered start or end place will become a waypoint if a new start or end place is chosen.)



Now click on **OK** to close the dialog box, then select **Edit Trip** from the tool bar to bring the Trip Planner window forward. You'll see that the stop you picked now appears as either the start or end place, or an intermediate stop on your Trip Itinerary.

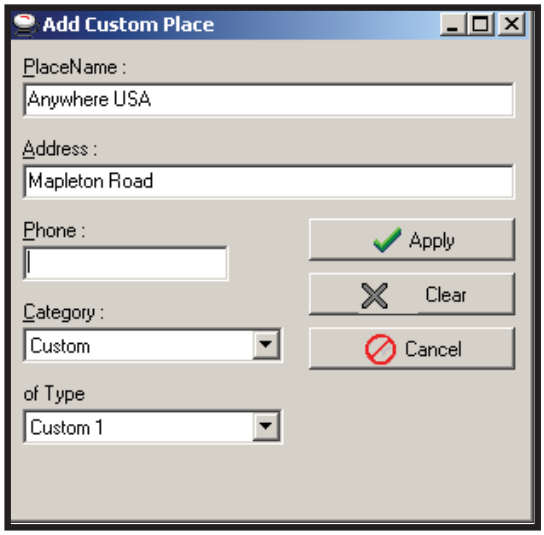
Click on the **Run** button to rerun your trip with the new stop. You can pick multiple stops from the map before re-running the trip if you wish.

Adding Custom Places

CoPilot gives you the ability to add new places with your own custom names to the map database. After adding your custom place to the map database, you'll be able to enter it as a start place, end place, or waypoint for any trip you run.

To add a new place, click on the **Add Custom Places** button on the tool bar or select **Add Custom Places** from the sub-menu of **Mouse Modes** in the **Map** menu. The map window should be open and active, and be at a zoom level of 10 or higher (look at the title bar, e.g. "Detail Level 10 of 12").

Now click on the spot on the map where you want your new place to be added. The **Add Custom Place** dialog box will appear.



Type your custom name for the place in the **PlaceName** box. The name you enter must be 50 characters or less, including spaces, and must start with a letter (not a number or symbol). You must also enter the address of the custom place. It does not need to be exact, it is only used to describe the custom place. Optionally, enter a phone number and choose which POI category this place should be included in. Click **Apply** to save the place and see it as a pushpin on the map.

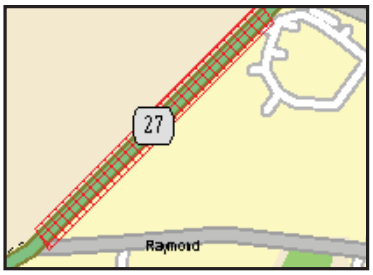
To access this place at a later time, select **Manage Custom Places...** from the **Tools** menu (see *Editing Custom Places*, p. 47).

Avoiding and Favoring Roads

CoPilot gives you the ability to avoid or favor specific road segments. This Planning Mode feature is handy when you want your route to avoid a traffic jam or road construction, and can also be used to guide a trip along a route you know you want to take.

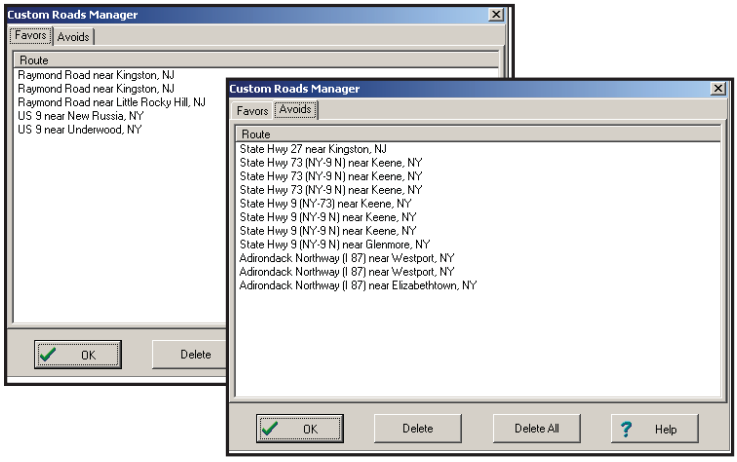
To avoid or favor a road, first click either the **Avoid** or **Favor** button on the tool bar, then click on a road segment on the map. Zoom your map view in as far as you need to in order to pick the right segment. You can pick one or several segments on th same road. Red cross-hatching indicates an avoided road segment, green cross-hatching indicates the segment is favored. The example below shows an avoided portion of Route 27 outside of Kingston, New Jersey.

No Avoid/Favor Modifications



Route 27 Will Be Avoided

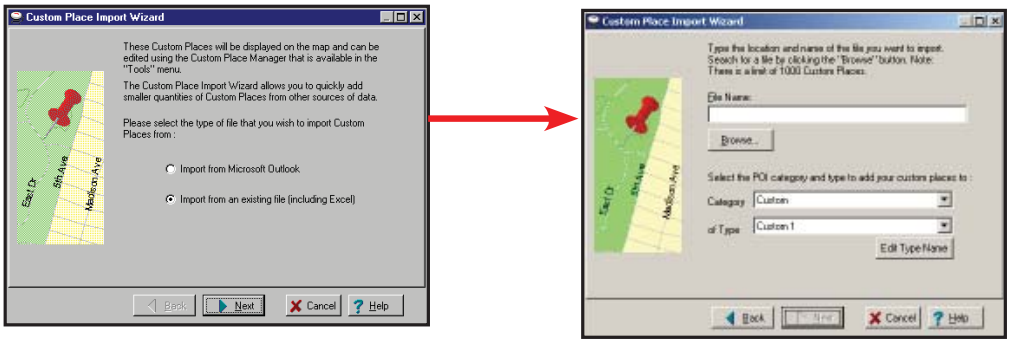
Avoid and favor preferences can be edited in the Custom Roads Manager. Select **Manage Custom Roads** from the **Tools** menu. Avoid/favor preferences you set in Planning Mode will be active in Guidance Mode.



Importing Custom Places

CoPilot's *Custom Place Import Wizard* enables you to import addresses from your Outlook Contacts database, an Excel file, or text file. (If you are using another type of database or contact manager, you can export your contacts/locations to an Excel or text file before importing them into CoPilot.) These points are then added to CoPilot's POI database, in a category and type of your choice. Once in the database, they are displayed on maps as pushpins and included in search results when you search for points of interest in either Planning or Guidance Mode. **NOTE:** CoPilot now allows importing of multiple POIs with the same name (e.g. an entire database of "Starbucks").

To import, choose *Import Custom Places* from the **Tools** menu in Planning Mode, then follow the step-by-step instructions given by the Wizard. Use the *Data Import Status* window to edit any addresses that were not accepted during the importing process, then click **Add** to import the final list of addresses. For more detailed instructions, refer to the CoPilot Help files on your desktop (*Help Contents and Search* in the Help menu).



.OV2 File Importing

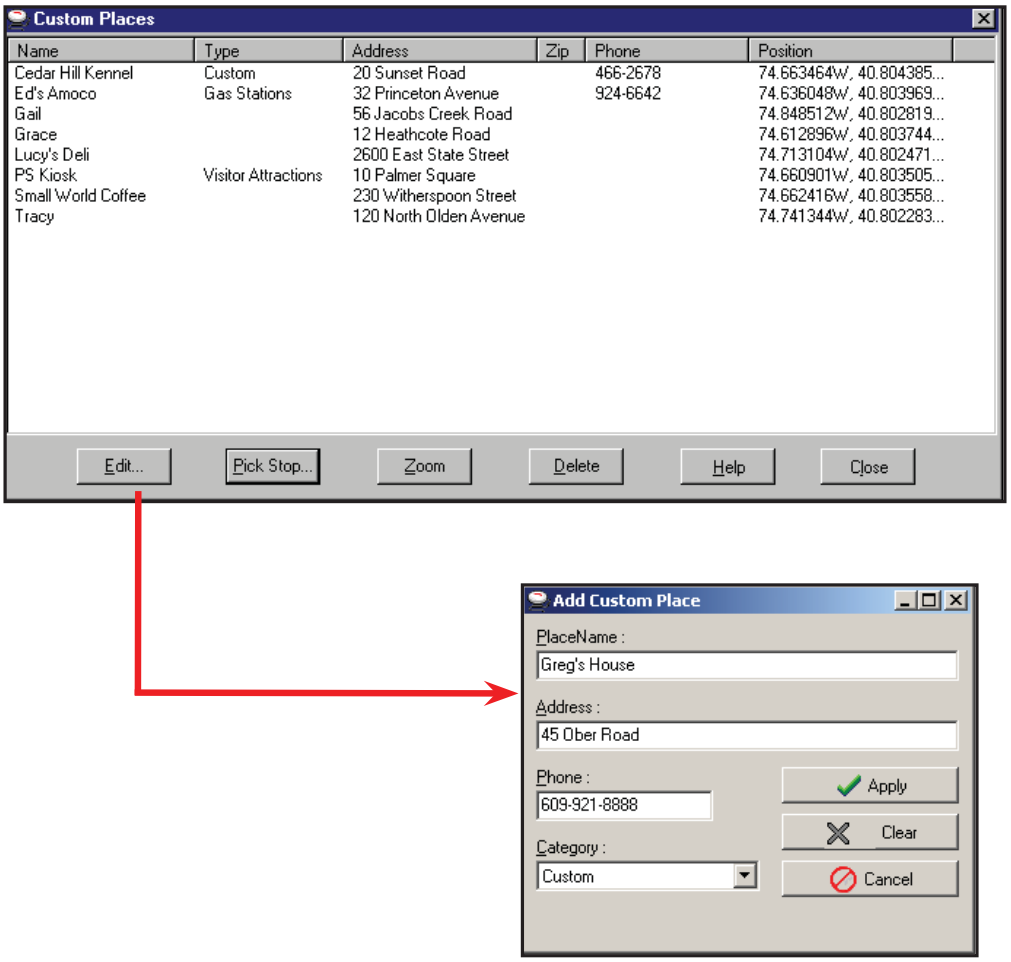
.OV2 file sets of POI can now be imported. Simply place the .OV2 file in the Save folder of your CoPilot installation (usually Program Files/CoPilot/Laptop 9/NA/Save), then restart CoPilot and you will see these POI on the map. To use your own bitmap to represent these POI, also place a bitmap file in the Save folder along with the .OV2 file. Note that both files will be deleted from the Save folder once CoPilot restarts.

Example: You have a file called 'walmarts.ov2' with all Walmart locations. If you load an image of a large W called 'walmarts.bmp' along with the ov2 file, CoPilot will display that image for that POI set.

Editing Custom Places

After custom places have been added to the database, they can be edited at any time. Select *Manage Custom Places* from the Tools menu, then highlight the custom place you wish to edit, click **Edit**, and make your changes. Click **Apply** when finished.

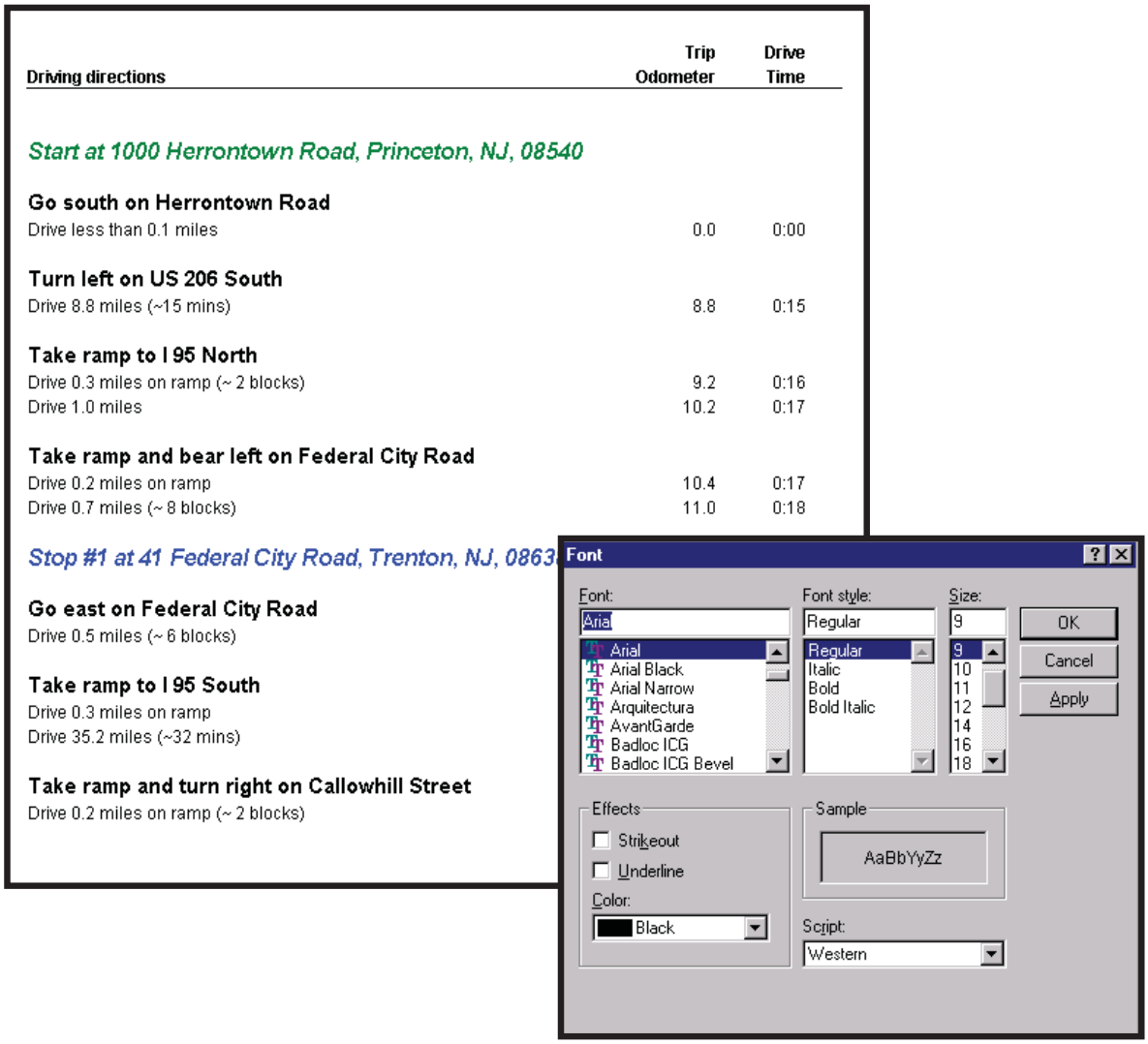
NOTE: By default, addresses entered as Custom Places are assigned to the Custom POI category. You can change this assignment at any time by selecting another **Category** from the drop-down pick list as you edit.

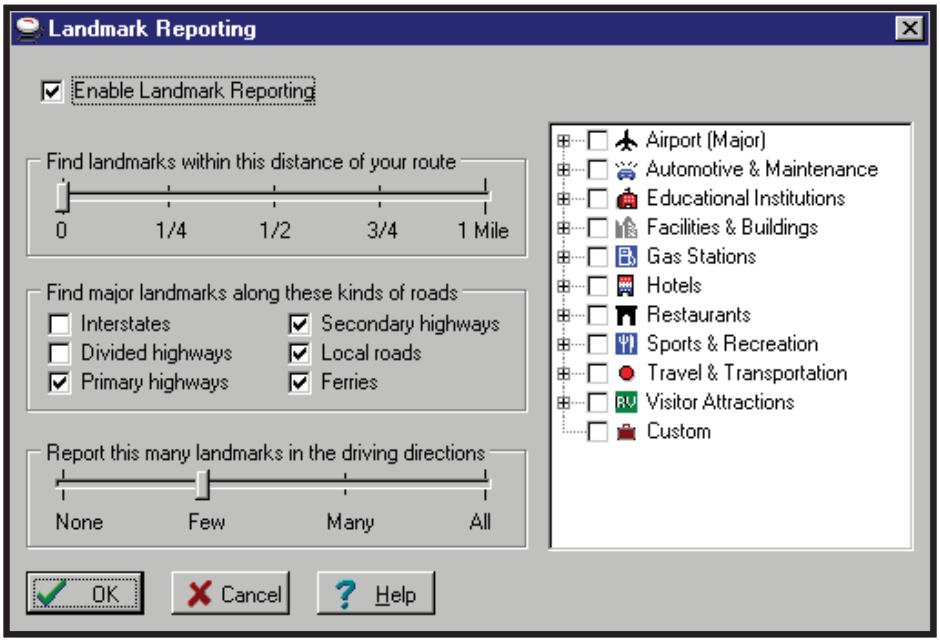


Customizing Your Driving Directions Display

CoPilot gives you precise, turn-by-turn driving directions, plus time and distance calculations for every trip you run between a start place and a destination. Print these directions, and/or customize them by editing the font CoPilot uses and by controlling the number of "nearby places" -- that is, landmarks or places of interest in the area surrounding your route -- that appear in the report.

To change the appearance of your driving directions, choose **Change Fonts** from the sub-menu of **Itinerary Fonts** in the **Edit** menu. This opens a standard Windows dialog box that allows you to change the size and style of the font in the driving directions as you would in any Microsoft Word document.





To control the number and type of landmarks reported, select **Landmark Reporting** from the **Trip** menu to open the Landmark Reporting dialog box.

NOTE: You can use these options in Planning Mode, but not in Guidance Mode.

Use the slide bar under **Find landmarks within this distance of your route** to control the size of the area around your route in which landmarks should be reported. If you simply want to exclude all landmarks from your driving directions to avoid clutter, move the slide to **0** and click **OK** to close the dialog box. You can also have landmarks reported only along certain types of roads. Under **Find landmarks when driving on these kinds of roads**, use the check boxes to include or exclude the listed road types.

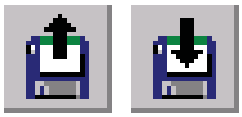
To increase or decrease the number of landmarks reported, use the slide bar under **Report this quantity of landmarks in the driving directions**.

TIP: The more places you want reported, the more time it will take to generate the driving directions and map for your trip.

You can also select which categories of landmarks you want reported. Place a checkmark next to each category to be included by clicking in the box next to the category name.

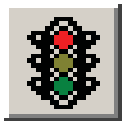
Legend

Planning Mode Tool Bar Buttons:



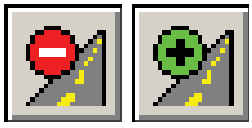
Open/Save Trip: Allows you to save a trip you have outlined in Planning Mode, or access a previously saved trip.

Edit/New Trip: Prompts the Trip Planner window where you can enter addresses, search for points of interest, and recall favorites.



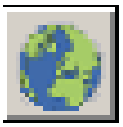
Run: After finalizing your Itinerary the Run button will calculate your trip and give you detailed instructions.

Print: Prints the active screen in Planning Mode. You can also use the Print command in the File menu.



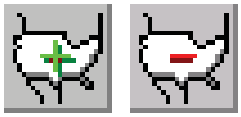
Avoid/Favor Road: Click one of these buttons, then click a road segment on the map to avoid or favor it.

Help: In any window, the Help button will direct you to the Help topic that describes how to use that window.

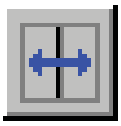


Zoom to Entire Region: Zooms to a map of the entire region selected in the Map menu.

Zoom In/Out: Allows you to zoom in or out for various views of your map.



More/Less Detail: Allows you to view the map with more or less detail. The more detail, the longer the map will take to load.



Toggle Trip Views: Cycles the window display from a split screen (Trip Map and Itinerary) to map only to itinerary only (available only after a trip has been run).

Refresh Map: Immediately redraws the current map for you.

Map Features: Prompts a dialog box where you can activate or deactivate certain features on your map.

Label Cities and Places: Allows you to label or unlabel cities within your map.

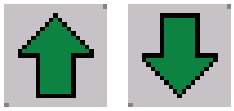
Pick Stops: Allows you to pick stops directly from the map and add them to your trip Itinerary.

Add Custom Places: Allows you to label specific places on the map and save them in your Points of Interest database (map detail level must be at least 7.)

Label Roads: Lets you determine whether individual roads on the map will be shown with or without names.

Buttons in the Trip Planner Window:

Zoom to Stop: Zooms your map view to the stop that is highlighted on the Trip Itinerary.



Scroll Up/Down: Moves the currently highlighted stop up or down in the Trip Itinerary.

Delete Stop: Removes the highlighted stop from your Itinerary.

Add Fav: Adds the highlighted stop to your list of favorite places once it has been entered into the Trip Itinerary.

Clear: Clears all stops entered in the Trip Planner window to enable a new trip to be entered.

Options: Lets you change your trip type, travel speed, and roads which you want to favor or avoid.

Optimize: Click this button to reorder the stops in the Itinerary for the most efficient route (requires at least one stop).

Send: Sends the active trip via Live messaging.

CoPilot Live Communications

CoPilot Truck allows you to maintain two-way communication with drivers who are using CoPilot and to actually see where they are currently located. You can do this from the CoPilot Live web page.

Using CoPilot Live functionality requires the following:

1) **If you want to track and message other drivers from a desktop or laptop computer:** Your PC must be connected to the internet so that you can access our CoPilot Live web page through a normal web browser.
2) **If you want others to track and send messages to you:** CoPilot Live must be running on your laptop in your vehicle. You must have a wireless Internet connection.

About the CoPilot Live Web Page

As a CoPilot user, you can create an account on our website that allows your family, friends, and coworkers to "see" you and communicate with you anywhere in the world!

Through the website you can do all of the following:

- Send text messages to CoPilot users on the road, using large, customizable, one-touch response buttons to ensure driver safety.
- Real-time tracking of other people who are on the road. See their current location, destination, ETA and much more on a map.
- Send trip itinerary updates including new stops and revised destinations — you can coordinate a change in plans with someone who's on the road right now.
- Create an online account from where you can send temporary or permanent tracking numbers to friends and family, giving you tighter control of the security so you know who has access to you while you're on the road. You can also create and join groups with other CoPilot users, and manage all your account preferences.

To see a demo and read more about CoPilot's Live capabilities, visit ALK's CoPilot Live web page at **http://live.alk.com** (North America) or **http://live.alk.eu.com** (Europe). Click the **Demo** or **Help** button at the top of the home page.

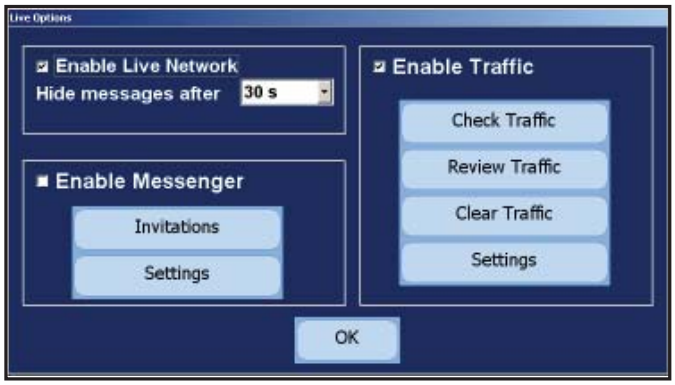
Set Up a CoPilot Live Web Account

To use Live capabilities, your laptop PC must have a wireless Internet connection. **To create your account** on the CoPilot Live website:

1. Go to the web site for your region:
   - North America: **http://live.alk.com**
   - Europe: **http://live.alk.eu.com**
2. Choose an Account Name and Password that you will use to login to the CoPilot Live network.
3. Fill in the rest of the required information.
4. Click "**Submit**" to create your account.

Set Up Live in CoPilot

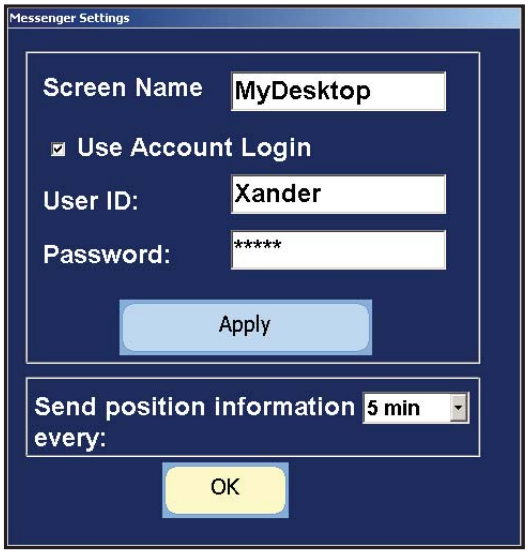
To enable tracking and messaging, you (the driver) must first create a login account using the CoPilot Live Web login page as described above. Once you have submitted a User Name and Password on the web, you then enter the same user name and password — once only — within the CoPilot application to complete the setup.



1. **Open a CoPilot Live account.**
Go to the CoPilot Live Web login page and set up a new account as described above.

2. **Set up Live in CoPilot.**
Open CoPilot. In Guidance mode, click the **Live** button. Once you are set up (see steps below), from this window you'll be able to turn the connection to the Live Network on or off, toggle messaging on or off, and specify how long Live messages are displayed if no action is taken to interact with the messages when they appear.

3. Check **Enable Live Network** to enable tracking, click **Enable Messenger** so messages can be sent and received, then click **OK**.



4. In the window that opens, enter a **Screen Name** that will identify you to the person on the other end for messaging and tracking. (This name can be changed as many times as you like.) You can also use the **Send position information** pick list to change the interval at which your vehicle's position will be updated as you are tracked. Click **OK** to continue.

5. The first time you do this, a message will pop up that informs you about the CoPilot Live setup process. After you have read the message, click **OK** to proceed.

6. Now you must enter the same **User Name** and **Password** that you entered when you created your account on the Live Web page. Click **Apply** to complete the driver-side setup process.

You are now set up for messaging and tracking. Your screen name and /or password can be changed as many times as you like. Your password must be changed from the Live Web page. Your screen name can be changed at any time from within CoPilot — click **Settings** in the Live Options window.

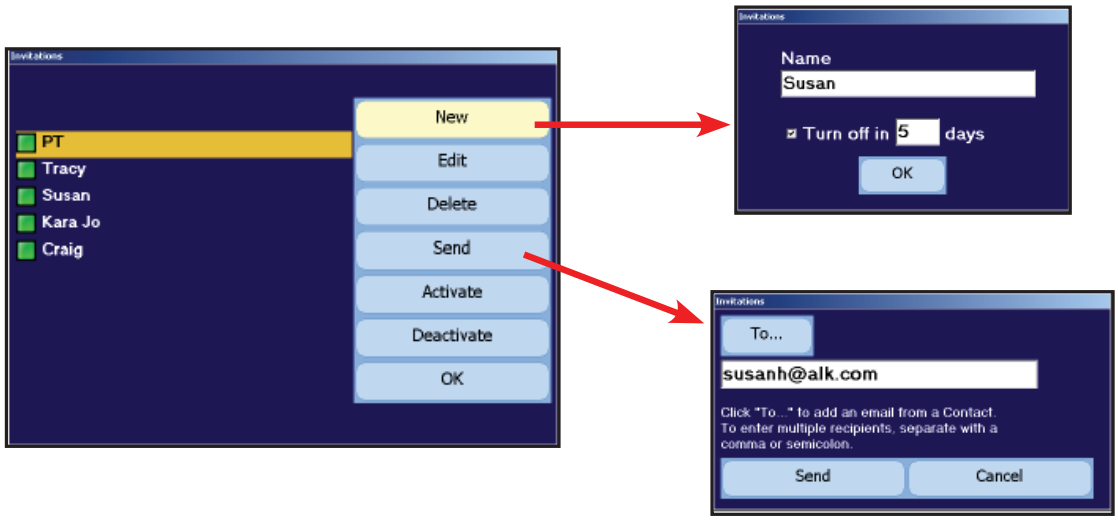
Your Live connection status is shown in the upper right corner of the Guidance Mode screen:

- **Green —** Good.
- **Yellow —** OK. Usually seen when first connecting or in poor GPRS coverage.
- **Red —** No connection. Check your GPRS network coverage and Live settings.

Driving with Live — Invitations

Using CoPilot Live's Invitations, you can send a tracking number to friends and family via e-mail so they can see where you are and communicate with you as you drive. Each e-mail Invitation — similar to an e-card — contains a link to the CoPilot Live Web page, a tracking number, and an invitation to the recipient to log on to the CoPilot Live Network. (To see an Invitation, try sending yourself one using the instructions below.)

Only those who have access to your tracking number can see you and send/receive messages on the Web. CoPilot gives you the option to turn off any tracking number you send so that it becomes invalid after a specified number of days. For the recipient of an Invitation to see you, both of you must have an internet connection and you must be using CoPilot and receiving GPS signals in your vehicle.



To send an invitation:

1. In the Guidance screen, click **Options > Live > Invitations > New**.

2. Enter the name of the recipient (this will appear in the e-mail) and, if you want to set an expiration date for the tracking number, check "**Turn off in**" and enter a number.

3. Click **Send**, then type the recipient's e-mail address and click **Send**.

You can invalidate a tracking number manually at any time before it's due to expire: highlight the invitation and click **Deactivate**. To restore it, click **Activate**.

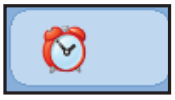
To delete an invitation from the list, highlight it and click **Delete**. To edit the name of the recipient, click **Edit**.

Driving with Live - Receiving Messages

When you are the driver and a message is sent to you, CoPilot displays it on top of all other windows. CoPilot's text-to-speech engine will speak the text of the message out loud when the message is received. If you hit the **Defer** button (see below) or do not respond within the time limit you have set (see p. 54), the message will be put in a queue and the **Hidden Messages** button in the lower right corner of the Guidance screen will light up. Click this button to read the message. If other messages have been queued behind it, messages will appear in the order they were sent.

On the top are the four **Standard Response Buttons**, which appear on every message:

Speak Message: CoPilot's text-to-speech engine speaks the text of the message.



Defer Message: Defers the message, which will reappear later. Useful when you need to concentrate on the turn instructions and the road.

More Information: Sends a response back that you need more information.

Delete Message: Deletes the message. Notice of the delete is sent back.

You can also tap one of the **Customizable Response Buttons** that the message sender has included at the bottom of the screen. The text on the button is sent back as the response.

Driving with Live - Receive Trip Itinerary Updates

When you are the driver and a Trip Itinerary Update is sent to you, CoPilot displays it on top of all other windows. CoPilot's text-to-speech engine will speak the itinerary update when it is received.

You have the option to use the four Standard Response Buttons (see p. 56).

You can also **Accept** or **Decline** the change to your trip itinerary. If you accept, CoPilot Live will automatically start giving route guidance from your current location using the new itinerary.

CoPilot Live Real-time Traffic Reporting

NOTE: Traffic is an optional additional-cost service and is not available in all areas.

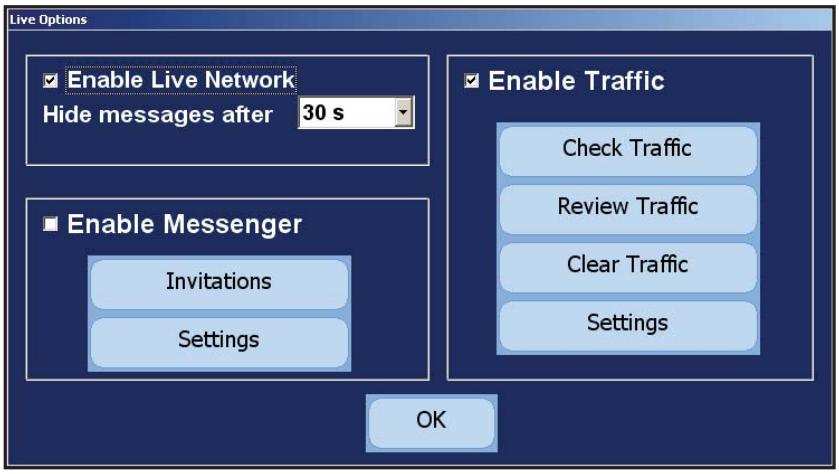
In addition to providing pre-trip planning, GPS route guidance, and Live messaging capabilities, CoPilot Truck uses wireless Live communications to automatically send real-time information to drivers, notifying them of traffic incidents along the route ahead and creating potential alternate routing. In *Guidance Mode*, CoPilot Live can provide you with regularly updated traffic incident reports and alternate routes based on your destination and route ahead. (Note that CoPilot must have GPS acquisition, a user-inputted destination, and Internet access in order to provide real-time traffic information.)

There are two ways to receive real-time traffic feeds with CoPilot Live:

1. Use a wireless Internet (GPRS) connection to receive traffic incidents through a traffic service provider.
2. Use a TMC-enabled traffic receiver to obtain traffic incidents through a dedicated FM band.

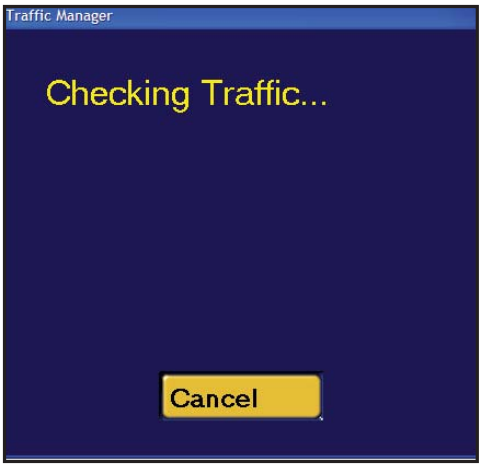
Getting Live Traffic Data in Guidance Mode

Begin by launching CoPilot Truck on your laptop. CoPilot must have GPS acquisition, a user-inputted destination, and a traffic feed (GPRS or TMC). In Guidance mode, click the **Live** button, check **Enable Live Network** and check **Enable Traffic** to turn traffic reporting on. Use the Traffic buttons to check, review, and edit your alerts and to change settings as described on p. 62-63.



Check Traffic

Click the **Check Traffic** button to see all traffic incidents on the route ahead between your current position and your destination. CoPilot will take a few seconds to check for incidents. If any incidents are found, they are reported one by one beginning with the one closest to you. You will see them on the map (see p. 61) and can decide whether you want CoPilot to continue along the current route or to generate an alternate route around the reported congestion (you'll be able to accept or reject the alternate route).



If you want CoPilot to generate an alternate route around an incident, click the **Avoid** button. If you wish to ignore the incident, click one of the two arrows. The forward arrow takes you to the next incident (if there is one) and the back arrow takes you to the previous incident (if there is one).

If you do not respond to a message, it will be automatically hidden after the amount of time you set in the Live Options window (p. 54) — or after 30 seconds by default. When that happens, CoPilot will either ignore or route around the incident based on how you have set your options — see *Traffic Settings*, p. 60.

Review and Clear Traffic

The **Check Traffic** button in the Live Options window brings up only new incidents along your route that have not been reported yet. To review the traffic incidents that were already reported, click the **Review Traffic** button. To clear the traffic incident queue so that Check Traffic brings up every incident, click **Clear Traffic**.

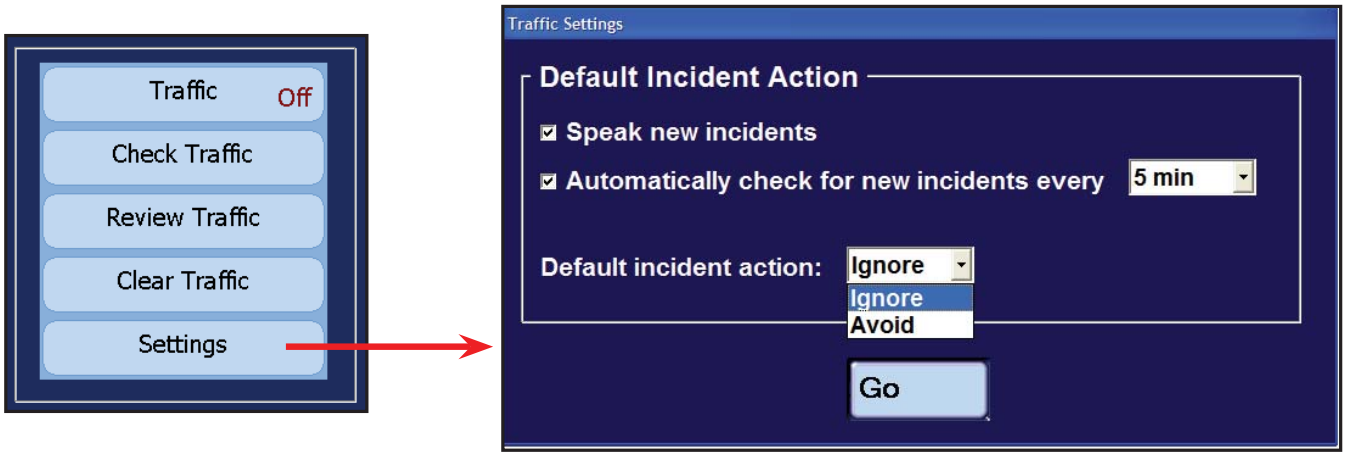
Traffic Settings

Click **Settings** in the Traffic section of the Live Options window to set additional options that tell CoPilot how to handle incident reporting.

The **Speak new incidents** check box controls whether CoPilot speaks each incident message out loud when it appears. Check **Automatically check for new incidents** if you want to be notified about congestion without having to manually check it yourself. Choose a time interval for automatic reporting from the pick list.

When CoPilot hides an incident alert that did not receive a response, by default that incident will be ignored. If you would like CoPilot to automatically generate an alternate route for each alert you do not respond to, choose **Avoid** from the **Default incident action** pick list.

Click **Go** to save your settings.



Map Display of Incidents

Traffic incidents are represented on CoPilot Live's maps by the triangular icons shown below. These icons reflect the location(s) and type of traffic congestion ahead on your route.

General Incident

Accident

Road Construction

Weather

Traffic Jam

Creating/Using Your Own Voice

You can create your own voice or load voices that other CoPilot users have created and posted online. To do this, create a folder with any name you want and copy sound files with the exact names of the CoPilot sound files.

The CoPilot sound file names and their associate dialogs are:

File Name	Dialogue
100y.wav	One Hundred Yards Ahead
150y.wav	One Hundred Fifty Yards Ahead
1kmWarning	1 Kilometer Ahead
1miWarning	1 Mile Ahead
200mWarning	200 Meters Ahead
200y.wav	Two Hundred Yards Ahead
250y.wav	Two Hundred Fifty Yards Ahead
2kmWarning	2 Kilometers Ahead
2miWarning	2 Miles Ahead
300y.wav	Three Hundred Yards Ahead
350y.wav	Three Hundred Fifty Yards Ahead
3tenthmiWarning	3/10ths of a Mile Ahead
400y.wav	Four Hundred Yards Ahead
450y.wav	Four Hundred Fifty Yards Ahead
500mWarning	500 Meters Ahead
500y.wav	Five Hundred Yards Ahead
50y.wav	Fifty Yards Ahead
Arrived	Approaching Stop
BearLeft	Bear Left
BearRight	Bear Right
CancelDetour	Cancelling Detour
CPWelcome	Welcome to CoPilot
Detour	Finding Detour
Fspcam.wav	Attention Fixed Automatic Safety Camera
Junction.wav	Take Motorway Junction
JustAhead	Just Ahead
Keepleft.wav	Keep Left
Keepright.wav	Keep Right
Keeps.wav	Keep Straight Ahead
LeftTurn	Turn Left

NextStop	Continuing to Next Stop
PoiAhead	Point of Interest Ahead
Rdestination.wav	You Have Reached Your Destination
RightTurn	Turn Right
Roundabout1	Take 1st Exit at Roundabout
Roundabout10	Take 10th Exit at Roundabout
Roundabout2	Take 2nd Exit at Roundabout
Roundabout3	Take 3rd Exit at Roundabout
Roundabout4	Take 4th Exit at Roundabout
Roundabout5	Take 5th Exit at Roundabout
Roundabout5	Take 6th Exit at Roundabout
Roundabout7	Take 7th Exit at Roundabout
Roundabout8	Take 8th Exit at Roundabout
Roundabout9	Take 9th Exit at Roundabout
SafetyCam	Safety Camera Ahead
SharpLeft	Make a Sharp Left
SharpRight	Make a Sharp Right
Spcam.wav	Speed Camera Ahead
TakeExit	Take Exit
Then	Then
TrafficWarning	Traffic Incident Reported
TurnAround	Turn Around
Waypoint	Approaching Stop

NOTE: The sound files must be saved in OGG or WAV format.

EXAMPLE:

- Create a folder—the name of the folder can be anything you want (for this example we'll use 'Fun Voice' as the folder name).

- Record sound files to replace some or all of the CoPilot sound files (CoPilot will use the default voice for sound files it does not find).

- Copy the folder with the new sound files to Storage Card\CoPilot\Save\[Choose a language folder].

- Now when you select that language, you'll see 'Fun Voice' as one of the voice options (see page 32 for details on changing your voice).

Trouble-shooting

First things to check: Are all cables properly secured? Do all components have adequate power? Does your GPS receiver have a clear view of the sky? (Buildings, mountains and heavy foliage may block your satellite reception.)

Why can't I get a satellite fix the first time I use CoPilot?

The first time the GPS receiver is used it can take approximately 15 minutes to acquire a signal. This should not be the case with subsequent uses.

Why does it take so long to find the satellites?

When the GPS unit is first initialized it can take several minutes for the receiver to locate the satellites in orbit. Be sure that the GPS receiver has an unobstructed view of the sky.

What do I do if the computer will not recognize my voice commands?

For CoPilot to listen and respond, the **Listening** button must be toggled on in the lower right corner of the Guidance screen. Background noise may affect CoPilot's ability to recognize spoken commands. You can use an external microphone with noise-cancellation technology to optimize your experience with CoPilot's listening device.

Listening On

Listening Off

What do I do if I can't hear CoPilot speaking?

To hear CoPilot speak to you, the **Speaking** button must be toggled on in the lower right corner of the Guidance screen.

Speech On

Speech Off

Most laptops come equipped with a sound card and built-in speakers. You can adjust the volume output from your laptop by using the Volume Control panel that comes with your system. Frequently, however, the small speakers on a laptop won't produce sufficient volume to be heard in a moving automobile. To amplify the output, you can plug something into the speaker jack, such as additional speakers.

Another alternative is to purchase an audio cassette adapter equipped with a cord and jack that you can plug into your laptop's speaker jack, then put the cassette into your car's stereo cassette player. This will channel CoPilot's commands through your car's stereo system if it's set to play audio tapes.
NOTE: Please don't drive with headphones on because this is unsafe!

When I try to run CoPilot I get a message that says "CoPilot Can't Find the Data Disc", and the program won't start. What can I do?

1. Is the Data Disc in the CD-ROM drive?

A. If yes, see question 2 below.

B. If no, place the Data Disc in your CD-ROM drive and try using CoPilot again. If you are still having trouble once the Data Disc is in your CD-ROM drive, see question 2 below.

2. Is the underside (the side without artwork) of the Data Disc clean?

A. If yes, see question 3 below.

B. If no (you see lint or finger prints), you can clean the CD by using a soft, clean piece of lint free material slightly moistened with water. Place the Data Disc in the CD-ROM drive once it is dry and try using your CoPilot program again.
If you're still having trouble, see question 3 below.

3. Is CoPilot looking at the right drive when trying to read the Data Disc? To check, please follow the instructions listed below:

A. First, we need to determine the drive letter of your CD-ROM drive. (If you already know your drive letter, move to step **B** on the next page.)

To do this:

1. Go to your **Start** button/**Programs**/**Windows Explorer**. In the upper left hand corner of your screen, you'll see a white box (it may have a drive displayed in it) with a black arrow just to the right of the white box.
2. Click once on the **black arrow** so that all of your drives are shown. Your **CD-ROM** drive is the one that has the **CD-ROM icon** next to it. And next to the CD-ROM icon, there should be a letter - **this is your CD-ROM drive letter**. **Please remember it and move to section B.**

B. Next, you need to check that CoPilot is looking to this drive to locate the Data Disc. In the example below, your CD-ROM is the D drive. Your drive letter may be different.

To do this:

1. Go to your **Start** button/**Programs**/**Windows Explorer** and click on the **drive letter** which corresponds to your hard drive (**usually C**).
2. Within drive **C**, find the folder **Program Files** and double-click on it so that all of your program folders are listed.
3. Find the "CoPilot Live" folder and double-click on it.
4. Find the “Laptop” folder and double-click on it.
5. Find the folder APP and double-click on it
6. You'll see a file named "data.cfg" listed among other folders. Double-click on the data.cfg file--Windows will open a new window and prompt you to select a program to open the file with. Scroll down the list of programs and select Notepad.
7. The second line of the file should read: "LRGridDir"="D:\Data". Make sure the letter between "=" and ":" is your CD-ROM drive letter. If the drive letter is incorrect, change it to the correct letter. Go to file and click on SAVE AS, and then click Save, and then click on Yes to save over existing file.
8. Close Windows Explorer and run CoPilot normally.

CoPilot keeps saying "No GPS signal. Please check the power connections". What should I do?

This indicates that CoPilot is not getting GPS data from the antenna/receiver either because the GPS unit is not getting power, or because the GPS data is not getting from the antenna/receiver into your laptop.

1. Is the GPS unit getting power?

A. If you are powering the GPS unit through your car's cigarette lighter, you car needs to be turned on and the adapter needs to fit snugly into the cigarette lighter.

B. If you are powering the GPS unit through your laptop's PS/2 port, make sure the connection is snug and that your laptop's battery has enough power. If you've checked the power supply, and it is sufficient, see question 2.

2. Is the GPS unit plugged into the serial or USB port?

A. The serial port is a 9-pin port usually on the back of your laptop. One end of the GPS unit cord should have a 9-pin head that should plug easily into your serial port. If you've checked the port connection, see question 3.

3. Are the port settings correct for the Com port?
NOTE: CoPilot uses Com 1 as the default Com port. Some computers may have more than one Com port. You will need to test each Com port starting with Com 1.

A. Click on the **Start** button, **Settings**, **Control Panel.**

B. Double-click on the **System** icon.

C. Click on the **Device Manager** tab.

D. Click on the "+" sign next to Ports.

E. Click on **Com 1** so it's highlighted and click on the **Properties** button below.

F. Under the **General** tab in **Device Manager** make sure it says this device is working properly under **Device Status**. Next, under **Device Usage** make sure there is no check mark in the box **Disable in this hardware profile**.

G. Click on the **Port Settings** tab. The settings should read as follows

-- Bits Per Second = 4800
-- Data Bits = 8
-- Parity = None
-- Stop Bits = 1
-- Flow Control = Hardware

If the settings are different you need to make the necessary changes, then click OK and restart your computer.

4. Are you using the correct Com port for the GPS unit?

To check which Com port to use with the GPS unit follow the directions below:

A. Go to your **Start** button/**Programs**/**Accessories**/**Communications**/**Hyperterminal**

B. Double-click on the file **Hyperterm.exe** to open the program.

C. Enter a name (any name) and click **OK**.

D. Next at the bottom where it says **Connect using** select **direct to Com 1** and click **OK.**

E. Next in the **Com Port Properties** window the settings should read:

-- Bits Per Second = 4800
-- Data Bits = 8
-- Parity = None
-- Stop Bits = 1
-- Flow Control = Hardware

If the settings are different you need to make the necessary changes and then click OK. If the GPS unit has power and is able to connect, you will see information flowing across the screen (random letter and numbers). If you do not see any information flowing across the screen, go back to **step E** above and repeat those same steps, trying other Com ports (2,3,4) until you find the correct one.

F. Once you have found the right Com port (1,2,3, etc.), please do the following:

1. Open CoPilot.

2. Go to the **GPS** menu and click on the **Status** tab.

3. Make sure that the Com port number is the same one you found above (1,2,3, etc.) in the **Hyperterminal**. If it is different use the drop down menu to change the Com port and click the **Close** button. Next exit the program to accept the changes. You should now be able to use CoPilot normally.

4. If you have a Palm Pilot, you need to close **Hot Sync**. **NOTE:** Hot Sync manager may be in your Start up folder causing the Hot Sync manager to enable each time you start your computer. If you do not wish to manually disable the Hot Sync manager each time you will need to delete it from the Start menu:

a. To disable the Hot Sync manager click on **My Computer**.

b. Click on your **C: Drive** or the drive Windows is installed to.

c. Click on the **Windows** folder.

d. Click on the **Start Menu** folder. (If no folders appear click on **Show Files**.)

e. Click on the **Programs** folder.

f. Click on the **StartUp** folder.

g. Now highlight the **Hot Sync** icon and **delete** it from the StartUp folder.

Data Corrections

The ALK map database undergoes constant revision as we strive to provide you with the highest quality product. Revisions include the addition of new roads, roadway upgrades, and the addition of new streets and addresses. If you encounter missing or inaccurate map data, please contact us so that we can include it in our updates.

The single best way to convey data corrections is through the submission of your GPS tracks — every time CoPilot is on it records a GPS track that contains position information that ALK uses to realign existing roads, fix one-way designations and add new roads.

To submit GPS tracks from within CoPilot:

1. Make sure you have Internet access from your desktop.
2. Open CoPilot on your desktop.
3. From the top toolbar select GPS > Submit GPS Tracks.
4. CoPilot pulls the GPS tracks from your computer and sends them to ALK electronically.

To submit GPS tracks by E-mail:
On your laptop your GPS tracks (files that end with .gps) are stored in your C:\Program Files\CoPilot\Laptop8\GPSTrack folder. Simply attach them to an email and send the email to **data@alk.com**.

Using the Data Corrections Form To Add Comments/Suggestions:
You can use our built-in Data Corrections form to supplement any GPS tracks you submit. This form has space to make notes regarding specific problems with map data.

1. Make sure your desktop is connected to the Internet
2. Open CoPilot on your desktop
3. From the top toolbar select Help > E-mail Data Corrections
4. Complete the form and click Send

Contact ALK by Mail/Fax:
You also have the option to write out any data corrections and/or create a CD with GPS tracks and mail/fax them to:

ALK Technologies
Attn: Data Corrections
1000 Herrontown Road · Princeton, NJ · 08540 USA
Fax: 609-252-8166 (North America only)
E-mail: data@alk.com or choose E-mail Data Corrections from the CoPilot Help menu in Planning Mode (North America only)

Using the CoPilot Help Files

In Planning Mode, CoPilot provides extensive built-in Help to guide you through the program. Click on the **Help** button in a window to open a Help topic that describes how to use that window. For example, if you're entering a stop in the Trip Planner window, the Help button will open to a topic that describes the Trip Planner window. From there, you can navigate through other topics, use the Help **Index**, or do a search using the **Search** feature.

Another way to access the Help files is through the **Help menu**. **Contents and Search** will display the main topics available and allow you to enter a search using the **Search** dialog box. **How to Use Help** provides Microsoft instructions about using Help files.

You also have the option of activating "bubble help" which automatically provides brief hints as you pass the cursor over certain areas. In the **Tools** menu, select **Options** and check **Show hints** in the **Interface** tab of the Options dialog box.

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Australia - (Travroute Australia Pty. Ltd.) Web: www.travroute.com.au, E-mail: support@travroute.com.au, Phone: 03-9855-1498

Appendix A: *PC*MILER Route Types & Options*

The industry-standard PC*MILER route types and options described below are included with CoPilot Truck.

PC*MILER Practical Routing

Practical Routes represent distances and driving routes that a driver would normally take to minimize time and cost. Practical Routes model the trade-off between taking the most direct path and staying on major, high quality highways. Interstate highways are given a higher priority than toll roads, which in turn are given a higher priority than secondary highways, and so on. Routing instructions and mileages can be used when actual travel distances and directions are needed.

Practical routings consider distance, road quality, terrain, urban/rural classifications, truck-restricted roads, and designated principal and secondary through routes.

PC*MILER Shortest Routing

Shortest Routes represent distances and driving routes that a vehicle would take to minimize total distance traveled while still following a reasonable route. For instance, Shortest Route mileages and routes will also avoid truck-restricted roads and, in some cases, may favor a beltway rather than traveling directly through a city.

PC*MILER National Network Routes

The National Network is a government-designated system of highways originally established by the Surface Transportation Assistance Act of 1982. This routing option is based on the federally-designated National Network system updated in the April, 1992 Code of Federal Regulations, Part 658, Appendix A. The National Network includes the Interstate System (several minor segments are not included), and many selected US and state highways. Highways continue to be added to the National Network by federal and state governments.

PC*MILER National Network routing represents distances and driving routes which are most reasonable and legal for the larger trucks authorized by the Surface Transportation Assistance Act of 1982.

National Network routing stays on the National Network to the maximum extent possible. Given that many areas are not directly served by the National Network, the origin and stop-offs of your route may not be on the National Network. In these cases PC*MILER routing takes the shortest reasonable path from the origin and stop-offs to the Network. Driving directions for PC*MILER National Network routes provide a warning wherever the route is forced to use a non-conforming link. These road segments should be checked before traveling.

National Network mileages tend to be higher than Shortest or Practical mileages.

These designated highways permit, at a minimum, 102” wide, single 48 ft. trailers and tandem 28 ft. trailers. The Interstate system and most, but not all, remaining designated routes are open to 80,000 pound vehicles. Certain states, notably Arkansas and Mississippi, have designated certain National Network segments with less than an 80,000 pound capacity.

In addition to the National Network highways, access routes and access policies are components of routing STAA dimensioned trucks. The Federal government has mandated that no state may prohibit travel from the National Network for a minimum of one road mile unless safety restrictions apply. Additionally, no state may deny reasonable access to terminals and facilities for food, fuel, repairs and rest.

Several states maintain more generous access policies and lists of specifically designated access routes to
terminals and facilities. Should you need to travel beyond the National Network and beyond the access roads, you must acquire the proper permit.

NOTE: These suggested National Network routings are based on official highway maps, the Code of Federal Regulations, and information provided by state governments. It is provided without a warranty of any kind. The user assumes full responsibility for any delay, expense, loss, or damage which may occur as a result of its use.

PC*MILER 53 Foot Trailer Routing

Because every mile equals money, PC*MILER offers enhanced routing specifically for 53’ trailers. The calculations for these routes are based on National Network routing, with the addition of roads that permit 53’ trailers. Driving directions for PC*MILER 53’ Trailer routes now provide a warning wherever the route is forced to use a non-conforming link.

PC*MILER Toll Discouraged Routing

For carriers who desire to avoid long stretches of toll roads, a Toll Discouraged routing option is provided. Toll Discouraged routing will avoid long stretches of toll roads but will not take long, impractical detours to avoid toll bridges and tunnels. For example, a routing from Boston, MA to Albany, NY will avoid the Massachusetts Turnpike, but a routing from Camden, NJ to Philadelphia, PA will include a toll bridge.

PC*MILER Heavy/Light Vehicle Routing

In addition to the five basic route types, the Heavy and Light Vehicle routing option is also a critical setting. (A “heavy vehicle” is one weighing at least 80,000 pounds; a “light vehicle” weighs less than 80,000 pounds.)

The **Override Restrictions** routing option controls this setting (**Guidance** Mode > **Options** > **Routing**). When checked, Light Vehicle routing is in effect. PC*MILER routing always avoids truck-prohibited roads, but Light Vehicle routing allows truck-restricted roads to be considered for a route. (Preference is normally given to Interstates, major highways, and major thru-roads where possible.) With Heavy Vehicle routing in effect, both truck-prohibited and truck-restricted roads will always be avoided. In addition, Heavy Vehicle routing takes nationwide 13' 6" height restrictions into account.

This setting affects which roads trigger a truck restriction warning on your screen.

When Light Vehicle routing is in effect, the Truck Restrictions indicator in the upper right corner of the guidance screen will be gray.

PC*MILER Hazardous Material Routing

PC*MILER hazardous materials routing calculates routes based on over thirty different hazmat road categories. Hazmat route types include General, Caustic, Explosives, Flammable, Inhalants, and Radioactive.

For a detailed description of how each hazmat routing type handles hazmat road categories, see the CoPilot Truck Help files. To access Help, in Planning Mode select **Help** menu > **Help Contents and Search**.

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