# Data Collection Device (DCD)
## Job Aid – DCD Cheat Sheet

### 1-STREET MAIN MENU
1. ZIP+4
2. TRAVEL/RELAY
   - 1-To route; 2-Within;
   - 3-From route; 4-Relay time
3. ACCOUNTABLE
4. LOAD/UNLOAD @office
5. PARCEL POST delivery time

### 6-BREAK
1-Break; 2-Lunch;
3-Personal needs, example (comfort stop)

### 7-COLLECTION TIME

### 8-MISCELLANEOUS
1-Customer contact
2-Backtrack
3-Animal interference
4-Gas vehicle
5-Wait relay
6-Wait transportation
7-Wait other (explain)
8-Commission, Time
9-GENERAL
10-ACCIDENT

### 9-DEADHEADING
10-SPECIAL HOT KEYS
   - A-Add new address
   - S-Search for address
   - B-Back to address (after search)
   - K-Modify incorrect function (time OK)
   - R-Review entries
   - F3-Park Points
   - F4-Enter clock rings
   - Ctrl T-Time out
   - CLEAR-End sub_func & don’t save or return to street menu
   - E-Exit (end street, go to main menu)

### 11-INSIDE ZIP+4 SCREEN
K-Change delivery MODE
T-Change delivery TYPE
E-Edit current address
P-Possible delivery changes (multiple deliveries only)
M-Return to menu

### 12-OFFICE HOT KEYS
CLEAR-End line item
V-Volume entry
R-Recall Menu
K-Modify incorrect function
F3-Create park points
F4-Clock rings
Ctrl T-Time out

### 13-DCD FUNCTIONS
V-View downloaded files, and check lithiums from opening screen.
W-Walk through CLASS data from opening screen

### 14-WARM REBOOT
Turn off DCD, press
SHIFT+F; press and release
On/Off key
(All data will remain)

### 15-COLD REBOOT
Turn off DCD, press F1+F4+
Enter, press and release
On/Off key Data will be lost

### 16-BACK LIGHTING
Func + L (toggle on and off)
Func + Sp (Off)

### 17-SCREEN CONTRAST
Func + Bksp (light)

### 18-FINISHED WITH ROUTE?
Be sure to press F4 to enter clock rings BEFORE you Answer “Yes”.

### 19-BATTERY CHECK
Turn DCD off; hold down
A+D;
Press and release the
On/Off key.
1) Press ENTER for self test
2) Press ENTER for config screen 1
3) Check lithium and 9v; if either is bad, replace
4) Press CLEAR
5) Do WARM REBOOT

### 20-DCD WILL NOT TURN-ON / OFF
Hold down the “ON” key for 30-45 seconds.

---

**Version 2.1 dated 2/3/2005**

---

**CUT ALONG THE INSIDE BOX.**

**THIS WILL FIT ON EITHER THE LEFT OR RIGHT HAND SIDE OF THE DCD**