

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

<p><b>1-STREET MAIN MENU</b> <b>1. ZIP+4</b></p> <p><b>2-TRAVEL/RELAY</b> 1-To route; 2-Within; 3-From route; 4-Relay time</p> <p><b>3-ACCOUNTABLE</b></p> <p><b>4-LOAD/UNLOAD @office</b></p> <p><b>5-PARCEL POST delivery time</b></p> <p><b>6-BREAK</b> 1-Break; 2-Lunch; 3-Personal needs, for example(comfort stop)</p> <p><b>7-COLLECTION TIME</b></p> <p><b>8-MISCELLANEOUS</b> 1-Customer contact 2-Backtrack 3-Animal interference 4-Gas vehicle 5-Wait relay 6-Wait transportation 7-Wait other (explain) 8-Temp detail 9-Misc. mgmt. Time A-Accident O-(Oh) Other (explain)</p> <p><b>9-DEADHEADING</b></p> <p><b>10-SPECIAL HOT KEYS</b> A-Add new address S-Search for address B-Back to address (after a search) K-Modify incorrect function (time OK) R-Review entries F3-Park Points A-To add (type) F4-Enter clock rings Ctrl V and F5-Vehicle miles CLEAR-End sub-func &amp; don't save or return to street menu E-Exit (end street, go to main menu)</p> <p><b>11 -INSIDE ZIP+4 SCREEN</b> K-Change delivery MODE T-Change delivery TYPE E-Edit current address P-Possible delivery changes (multiple deliveries only) M-Return to menu</p> <p><b>F1 Help Screen</b></p>	<p><b><u>Version 2.1 dated 2/3/2005</u></b></p>	<p><b>12-OFFICE HOT KEYS</b> CLEAR-End line item V-Volume entry R-Recall Menu K-Modify incorrect function F3-Create park points F4-Clock rings Ctrl T-Timeout</p> <p><b>13-DCD FUNCTIONS</b> V-View downloaded files, and check lithiums from opening screen. W-Walk through CLASS data from opening screen</p> <p><b>14-WARM REBOOT</b> Turn off DCD, press SHIFT+L; press and release ON/OFF key (All data will remain.)</p> <p><b>15-Cold Boot</b> Turn off DCD, press F1+F4+Enter, press and release On/Off key Data will be lost)</p> <p><b>16-BACK LIGHTING</b> Func + L (toggle on and off) Func + Sp (Dark)</p> <p><b>17-SCREEN CONTRAST</b> Func + Bksp (light)</p> <p><b>18-FINISHED WITH ROUTE?</b> Be sure to press F4 to enter clock rings <b>BEFORE</b> you Answer "Yes".</p> <p><b>19-BATTERY CHECK</b> 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</p> <p><b>20-DCD WILL NOT TURN-ON / OFF</b> Hold down the "ON" key for 30-45 seconds.</p>
<p style="text-align: center;"><b>CUT ALONG THE INSIDE BOX.</b></p> <p style="text-align: center;"><b>THIS WILL FIT ON EITHER THE LEFT OR RIGHT HAND SIDE OF THE DCD</b></p>		<p style="text-align: center;"><b>CUT ALONG THE INSIDE BOX.</b></p> <p style="text-align: center;"><b>THIS WILL FIT ON THE OTHER SIDE OF THE DCD</b></p>