



Bluetooth™ Satellite Navigation for Symbian S60 Smartphones

# COPILOT® live<sup>6</sup>

## Symbian S60



# User Manual



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# Welcome to CoPilot!



**Imagine...** a CoPilot at your side that always knows where you are, where you're going, and exactly how to get there. Now confidently drive anywhere while CoPilot, using the latest, most accurate GPS technology, shows you all the correct turns to take to reach your destination.

Better yet, if you should miss a turn, encounter heavy traffic, or simply decide to go a different way, CoPilot's dynamic directions automatically provide you with an updated route to your destination. Keep your eyes on the road and your hands on the wheel as CoPilot's unique voice technology speaks the directions to you. In addition, detailed street maps show your passengers the current street location and the route to your destination.

## About GPS Technology

The Global Positioning System (GPS), developed by the U.S. Department of Defense, is a constellation of 24 satellites that orbit the Earth twice daily. Each satellite contains an atomic clock that is accurate to the nanosecond and constantly emits radio waves toward Earth. GPS sensors (hardware devices for receiving data) can receive these signals from the satellites and, using their own internal clock, can calculate the amount of time it has taken for the signal to be received. 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 four satellites.

Using the data from these four satellites, GPS is able to give you the latitude, longitude and elevation of your present location, and also your road speed and direction of travel on a route. Given the right conditions, a GPS sensor can identify your geographic position anywhere in the world within a few meters.

## How CoPilot Uses GPS

CoPilot uses the GPS positional data that it receives from your hardware unit to display your current position on a map as you drive. This is called "tracking". CoPilot also uses the GPS data it receives to guide you along a planned route if you enter a destination on your Smartphone. CoPilot guides you with audible prompts and on-screen directions as you drive.

## GPS Accuracy

The GPS signal CoPilot receives from the constellation of satellites has a rated accuracy of within 5 - 10 meters. This means that 95% of the time the reported location is within 15 - 30 feet of your exact position. If CoPilot initially places you on the wrong road (this happens only rarely), keep driving and CoPilot will automatically correct itself and find your proper position.

Occasionally, CoPilot's GPS tracking will be less accurate or fail to work at all because your GPS receiver is unable to receive satellite signals. Heavy foliage, tall buildings, or any other structures obstructing 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. Despite these limitations, you can expect CoPilot to provide you with useable and accurate information most of the time. CoPilot will alert you if accurate information is unavailable.

CoPilot's personal, portable GPS navigation system gives you the freedom to explore and the confidence that you'll never get lost again!

## Safety Warning

**Always keep your hands on the steering wheel and eyes on the road when driving!**

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 and navigating routes. 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 assumes no responsibility for any damage or injury resulting from the use of this product.**

## Getting Started

This *User Guide* includes complete instructions for installing your CoPilot software and using CoPilot on your phone to guide you to your destination or to plan trips.

## Requirements

### Desktop PC Requirements

To install CoPilot on your desktop or laptop PC, you must have:

- Microsoft Windows 2000, ME, or XP
- 400 MHz processor or better
- 16X CD-ROM or better
- 128 MB of RAM and a hard drive with 1 GB of available disk space for map data
- Nokia PC Suite for transferring map data or other files to or from your mobile phone (supplied with your phone by Nokia)

### Smartphone and GPS Requirements

- Symbian S60 2nd Edition phone
- Bluetooth GPS receiver

## Connecting Your Smartphone

**NOTE:** If a Quickstart installation memory card was included with your purchase of CoPilot, you do not need to do this before installing.

In order to successfully transfer data from your desktop or laptop PC to your mobile phone, you must have Nokia PC Suite installed on the PC. This software is necessary to connect the two machines and is provided by your phone manufacturer. You will need to have this software installed if:

- 1) You are installing CoPilot Live using CoPilot installation CDs (rather than a Quickstart installation memory card);
- 2) You need to download map data to your phone; or
- 3) You need to transfer pictures or other files from your phone to your desktop or laptop PC.

Follow the steps below to connect your PC and your mobile phone:

1. Insert the Nokia PC Suite CD in your CD-ROM drive. Do not plug your phone into your PC until **AFTER** this software is installed on your computer.
2. Follow the steps in the Installation Wizard that opens.
3. Click **Finish** when the installation is complete.
4. Plug the USB cable that came with your phone into a free USB port on your computer.
5. Plug the other end of the cable into the Pop-port™ connector at the bottom of your phone.
6. Turn on your phone. Your phone and computer are now connected.

## Installing CoPilot

### Installing From a Quickstart Installation Memory Card:

1. Set up your phone and charge the battery following the instructions in your phone's manual.
2. You must set the correct date and GMT time on your phone for optimal GPS functionality.
3. Your CoPilot Live satellite navigation software is supplied pre-loaded on a storage card. Insert your CoPilot storage card into the slot of your phone.
4. On your Smartphone, open the File Manager and navigate to the memory card.
5. Select the .SIS file on the memory card and open it.
6. Click '**Yes**' to install on phone.
7. If you receive a security warning, click '**Yes**' to install anyway.
8. Press '**Yes**' when asked whether to 'Install CoPilot Live?'
9. Select '**Install**'.
10. Select whether to install to the **phone memory** or the **memory card**. It is recommended to install on your phone memory for slightly faster performance.
11. When the installation is complete, a CoPilot icon will be placed in the *Menu* screen on your phone.
12. To open CoPilot, press the menu key on the phone, then find and select the CoPilot application in the *Menu* screen.
13. You will be asked to activate CoPilot within 4 days the first time you open the application. Press **Activate** to activate now, or **Exit** to activate later

### Installing From CD's

You can install CoPilot to your desktop or laptop computer using the CoPilot Live CD's you received with your purchase. You can then use CoPilot's extensive desktop trip planning software on your PC to generate routes and printable driving directions and maps. The desktop installation also provides the necessary files to install CoPilot Live on your phone from the desktop if you choose.

Before installing, your desktop/laptop and Smartphone should both be turned on and the phone should be connected through either a USB or Serial port. You should also have the Nokia PC Suite software that came with your phone running on the PC.

To install, insert the CoPilot Live CD into your PC's CD-ROM. An Installation Wizard will open. Follow the instructions to install the desktop software. A CoPilot .SIS file will be placed in the CoPilot installation folder. To install CoPilot on your phone, double-click this file.

## Product Key Entry and Activation

The first time you launch CoPilot on your phone you will be prompted to enter your product key.

After entering your product key you will be asked to activate your CoPilot licence within 4 days. Press **Options** and select **Automatic** for automatic activation (requires that your phone is connected to the internet), **Manual** for manual activation (requires an internet-connected computer), **Telephone** to activate over the phone, or **Cancel** to activate later.

### Four Ways to Activate:

#### 1. Recommended: Automatic Activation using your phone's Wireless Internet Connection

- a. Press **Options** > **Automatic**.
- b. Enter your e-mail address and press **NEXT**. CoPilot will now activate over the Internet.
- d. Once complete, you will see the message '**licence activated successfully**'.
- e. Select **Done**. Activation is now completed.

#### 2. Automatic Activation via an Internet-connected Desktop PC or Laptop

Connect your Smartphone to an Internet-enabled Desktop or Laptop using the supplied Synchronisation cable. Make sure your desktop/laptop is connected to the Internet, then follow the steps outlined above.

#### 3. Manual Activation (requires an Internet-connected computer)

- a. Press **Options** > **Manual**.
- b. On the next screen you'll see your Product Key and Licence ID. You need this information to manually activate CoPilot as follows:

- c. On a desktop/laptop go to the Internet site **<http://activate.alk.com>** and enter the information. You will be given an activation code.
- d. Enter the activation code into the phone when prompted and select **Next**.
- e. Once complete, you will see the message '**licence activated successfully**'.
- f. Select **Done**. Activation is now completed.

#### 3. Phone Activation

- a. Press **Options** > **Telephone**.
- b. You will be asked to choose your region.
- c. Call the telephone number supplied in the next screen to contact a technical support representative at ALK Technologies who can process your CoPilot activation.

## Hardware Setup

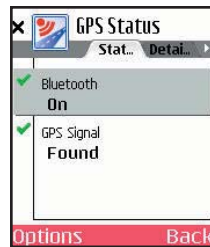
**WARNING:** Your GPS receiver is temperature-sensitive. Never leave your mobile phone or GPS receiver in a closed vehicle that exceeds 140° F.

### Configuring the Bluetooth GPS Receiver:




Once you have installed CoPilot Live on your phone, you will be prompted to set up your remote Bluetooth GPS receiver from the *GPS Status* screen. CoPilot uses the Bluetooth GPS receiver to enable you to obtain a GPS fix for CoPilot to calculate your route and provide navigation guidance.

**IMPORTANT NOTE:** Please ensure that the correct date and GMT time are set on your phone before commencing with setting up your Bluetooth GPS receiver.

1. Switch on your Bluetooth GPS receiver (slide the switch to 1). Green and blue lights should turn on if the GPS receiver is properly charged (see *Troubleshooting*, next page, on proper charging).
2. Open CoPilot. CoPilot will now check whether Bluetooth is switched on. If not, select **Options > Turn On Bluetooth**.
3. Search for your GPS receiver. Select **Options > Search for GPS**. After a few minutes the system should display a list of Bluetooth devices. Your Bluetooth receiver will be identified by a code **BTGPS xxxxxx**.
4. Highlight the GPS receiver and press **SELECT**. The GPS screen should now change to **'GPS Signal: Found'** and the GPS information displayed.
5. Select **Done**. Now you can enter a destination and start navigating!



### LED STATUS LIGHTS:

-  **Blue LED Light indicates the Bluetooth connection status.**  
Flashing every 1 second: GPS was just powered on and waiting for a connection. Flashing every 2 seconds: GPS is connected to mobile phone.
-  **Green LED Light indicates GPS status.**  
Light Constantly on: GPS was just powered on and attempting to acquire a GPS position. Light is Flashing: GPS has acquired a GPS position.
-  **Orange/Red LED Light indicates Battery status.**  
Red Light Constantly on: Battery is Low. Orange Light is Constantly on: Battery is charging. No Light (off): Battery is fully charged.

## GPS Troubleshooting:

### 1. Unable to switch on Bluetooth

- a. Close CoPilot by selecting **'Exit'** from the **Options** menu.
- b. Switch your phone off and then on again using the power button.
- c. **Restart CoPilot**, and select **GPS** from the *CoPilot Live* screen.
- d. You will be asked to activate Bluetooth, press **Yes**.
- e. Scroll down to **GPS Signal**, press **Options > Search for GPS**.
- f. Bluetooth should now be switched ON and your phone should be connected. If not, see below.

### 2. Proper Charging Techniques (IMPORTANT)

The Bluetooth GPS only needs to be charge for a maximum of 1 hour or until the Battery LED is off. Do not leave the Bluetooth GPS receiver connected to the charger at all times, as it will degrade the battery life and eventually drain the battery completely. Normal battery life is 8 hours.

### 3. 'No devices found' in search for GPS

- a. Close CoPilot by selecting **'Exit'** from the **Options** menu.
- b. Ensure that your Bluetooth GPS receiver is switched ON: Switch the GPS receiver off and on. The green and blue lights will turn on if the GPS receiver is charged up and working properly.
- c. **Restart CoPilot** and select **GPS** from the *CoPilot Live* screen.
- d. Select **Options > Search for GPS**.
- e. Your Bluetooth receiver should appear with the name **'BTGPS xxxx xxxx'**.

### 4. Unable to get a GPS Fix.

If you can't get a GPS signal after setting up your receiver, ensure that your Bluetooth GPS receiver is switched on, charged up, and working properly by switching it on and off. The green and blue lights will turn on if the GPS receiver is properly charged. To avoid unnecessary delays, make sure that your phone's date and time are properly set.

# Map Download to Your Smartphone

**NOTE:** If your CoPilot product came with a Quickstart installation memory card, you don't need to download map data (it's already on your Quickstart card). You can skip to *Using CoPilot for Guidance*, p. 14.

To download map data from your Desktop PC or Laptop to your mobile device, you select the data to download from one or more regions that you specify in the CoPilot application on your desktop. It's a simple process. See p. 7-10 for more detailed descriptions of the basic steps outlined below.

CoPilot gives you two options for downloading data:

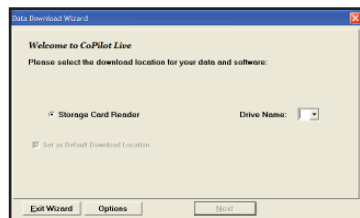
- Download directly to your Storage Card Reader — follow steps **(1)**, **(2)**, and **(3a)** below.
- Download to a hard drive on your computer, then manually copy the data to your Smartphone Storage Card using Nokia PC Suite — follow steps **(1)**, **(2)**, and **(3b)** below.

## (1) Choose a Storage Location:



1. Open the CoPilot application on your desktop/laptop, then click the **Data Download Wizard**

icon in the sidebar on the left. Make sure your Smartphone is synchronized. CoPilot will scan your computer to detect which drive options are available.



2. Click on the **Drive Name** pick list that appears and select either the drive letter of your Storage Card Reader (if you are using one) or the drive letter of your Hard Drive (e.g. C). Click **Next**.

## (2) Select a Data Area:

Select a data area using one of three methods (see *Selecting a Data Area* p. 7-9 for a description of each method):



**City Radius** to select an area around a town or city;



**Map Area** to select an area directly from the map;



**Trip** to select a corridor along a route between two places.



**Region** to select a whole region.

## (3) Download the Data:

**NOTE:** For more on data download options, see p. 10.

### (3a) Using a Storage Card Reader:

1. Make sure the Storage Card for your Smartphone is inserted in the Storage Card Reader.



2. Clicking the **Download** icon will take you to a screen where *Available Area(s)* for download are displayed on the left. To designate an area to include in the download, highlight it and then click on the right arrow button to move it to the *Data Included in This Download* list on the right. To take an area off the list, highlight it and click the left arrow button.

3. After confirming that the area(s) you would like to download are in the *Data Included in This Download* list, click **Download** to complete the map data download process (see *Data Download*, p. 10).

4. Remove the Storage Card from the Storage Card Reader and insert it into the Smartphone. Your data is now ready to be used by CoPilot.

### (3b) Using Nokia PC Suite

1. Ensure that your Smartphone is connected to the desktop/laptop via Nokia PC Suite.



2. Clicking the **Download** icon will take you to a screen where *Available Area(s)* for download are displayed on the left. To designate an area to include in the download, highlight it and then click on the right arrow button to move it to the *Data Included in This Download* list on the right. To take an area off the list, highlight it and click the left arrow button.

3. After confirming that the area(s) you would like to download are in the *Data Included in This Download* list, click **Download** to complete the map data download process (see *Data Download*, p. 10).

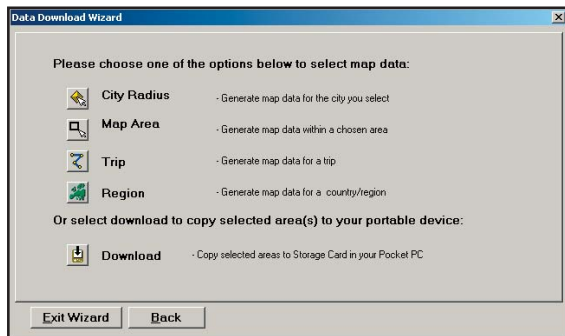
4. On the desktop, open Nokia PC Suite then click **File Manager**. Navigate to the drive letter you downloaded the data to. The data you downloaded will be in a folder named "CoPilot". For example, if you chose Drive C, the data would be in the folder "C:\CoPilot\".

5. Copy the CoPilot folder: right click on it and select **Copy**.

6. In Nokia PC Suite, navigate to the Smartphone's storage card. Right click on the storage card and select **Paste** to copy the folder.



# Selecting a Data Area



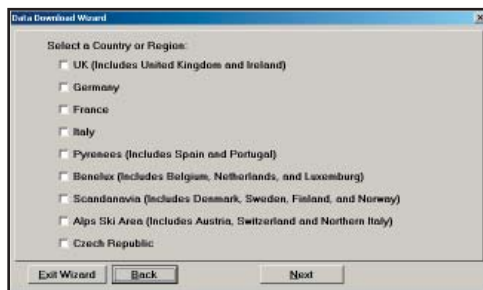
After you specify a location where the data will be stored, you will be prompted to select a region on the map to download. CoPilot gives you a choice of four ways to select a data region, described on p. 7-9 below.

## Region



To download a whole CoPilot data region, click the **Region** option in the Data Download Wizard, then select a region in the next screen and click **Next**.

The region you select must be included in the region that was installed on your Smartphone (if not, a warning will appear and you won't be able to proceed with the download). Region downloads generally take the longest amount of time, depending on the size of the selected region.

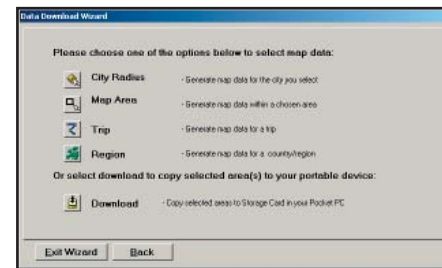


# City Radius

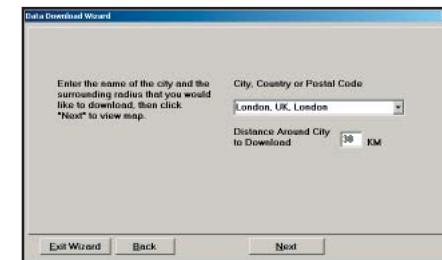
This method allows you to quickly select data in the shape of a circle surrounding any city on the map. In the Data Download Wizard you type a city name and state/country abbreviation or postal code and enter the number of miles/kilometers you would like the radius to extend around the city, then click **Next**.

The Wizard displays a map that shows the city and the radius you chose. At this point you can zoom the map in and out using zoom buttons and adjust the size of the data area by altering the radius of the circle.

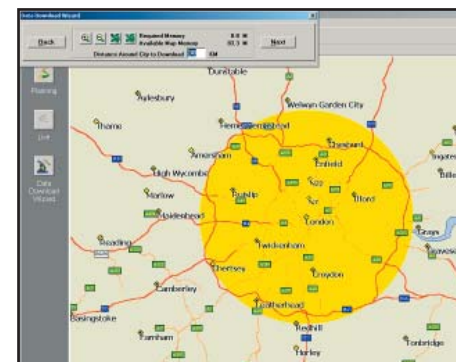
Follow these steps to download City Radius data:



1. Click the **City Radius** icon in the Data Download Wizard.

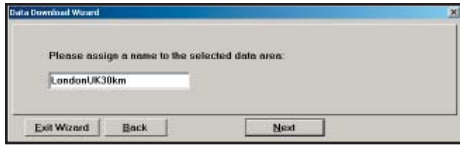


2. Enter a **City, Country or Postal Code**, and a **mile radius** around the area that you would like to download. Click **Next** to verify that the area is correct.

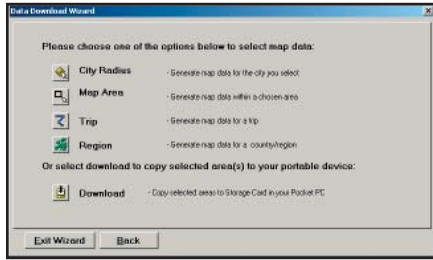


3. Using the Data Download Wizard toolbar you can zoom in or out, change the radius, or go back to the previous screen. When you are satisfied with your selection, click **Next**.

**Note:** CoPilot's available memory calculations subtract a certain amount from the available memory on your storage card (if you are using one) to account for support files.



4. Name the selection, then click **Next**.



5. You will return to the *Data Selection* menu where you can select another data area if you like, using any method. When you finish selecting data areas, click the **Download** icon and you will be taken to the final screen where you can build your download.

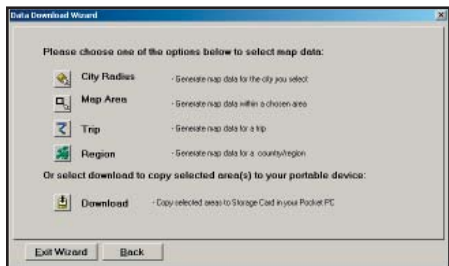
## Map Area

This method of selecting data allows you to choose an area of data by drawing a box on the Data Download Wizard's map screen.

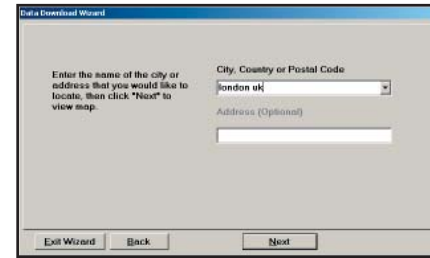
In the Wizard, you enter a city name near which you would like to select data, then click **Next**. The map will zoom to that location. Then you create a box around the desired area by clicking and dragging your mouse across the map. The street-level data within that box will be selected.

You can zoom the map in and out using the zoom buttons and adjust the size of the data area by redrawing the box.

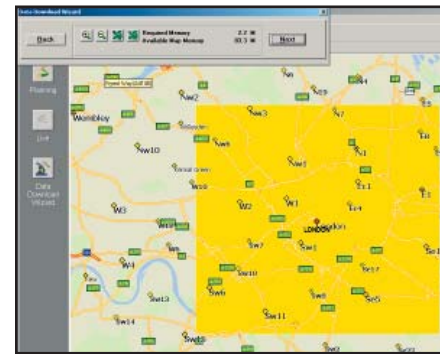
Follow these steps to download Map Area data:



1. Click the **Map Area** icon in the Data Download Wizard.

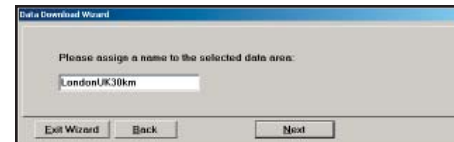


2. Enter a **City, Country or Postal Code** (address optional) within the area that you would like to download. Click **Next**.

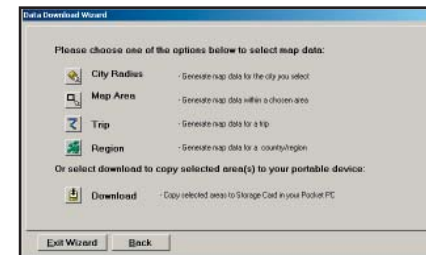


3. Click and hold the left mouse button and drag the cursor to draw a box around a desired area. The size of the area will be displayed in the toolbar. Click **Next**.

**Note:** CoPilot's available memory calculations subtract a certain amount from the available memory on your storage card (if you are using one) to account for support files.



4. Name the selection, then click **Next**.



5. You will return to the *Data Selection* menu where you can select another data area if you like, using any method. When you finish selecting data areas, click the **Download** icon and you will be taken to the final screen where you can build your download.

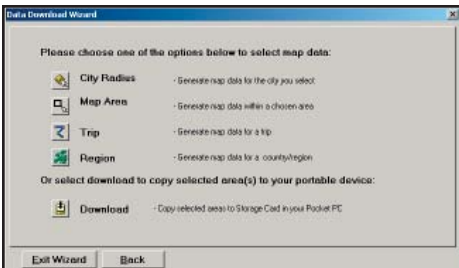
# Trip

This method of selecting data is by far the most customisable method. It allows you to run a trip and select street-level data specific to that trip, thereby avoiding unneeded data and saving valuable memory space.

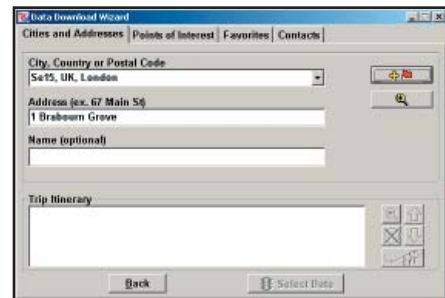
Once the trip is run, the Data Download Wizard automatically selects circles of data around your origin and destination, and a corridor of data along your route. You can then click **Options** to adjust the radius of the circles and the width of the corridor.

The Trip Itinerary for each trip you download will be stored on your Smartphone (see *Trip Transfer*, p. 11). Multiple trips can be downloaded to the Smartphone for later use.

Follow these steps to download Trip data:



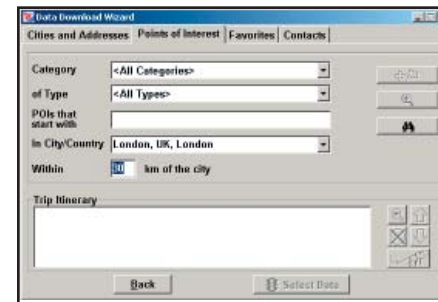
1. Click the **Trip** icon in the Data Download Wizard.



2. Enter at least a start and end place for your trip. In the *Cities and Addresses* tab, type a **City, Country or Postal Code** and press <Enter>. Optionally, you can enter an address in the same way. Click the **Add Stop** button to add this place to your trip.



You may enter one or multiple destinations. Use the buttons to the right of the Itinerary to zoom to a stop on the map, change the order of stops, or delete a stop.

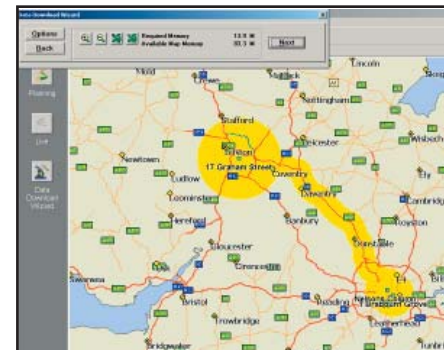


3. To search for a POI, click the *Points of Interest* tab, enter a **City, Country** or a Postal Code and click the **Find** button.



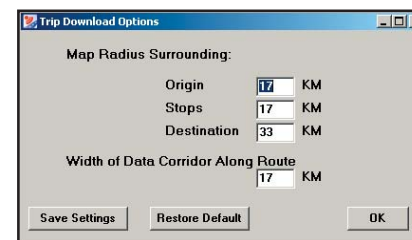
(You can speed up your search by selecting a **POI Category** and/or **Type**.) Then highlight a selection on the list, click **Select**, then **Add Stop** to add the POI as a stop.

**Note:** For a more detailed description of trip entry, open CoPilot Help from the desktop application (**Help** menu > **Help Contents and Search**).

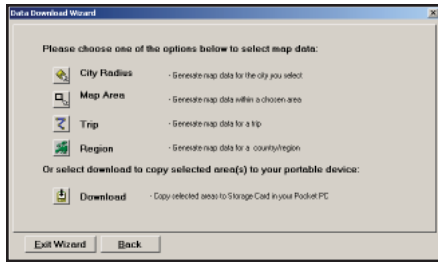


4. When all your stops have been entered, click **Select Data**.

By default a 20 mile (32 kilometer) radius around all stops and a width of 4 miles along the corridor which connects them will be highlighted. **Note:** CoPilot's available memory calculations subtract a certain amount from the available memory on your storage card (if you are using one) to account for support files.



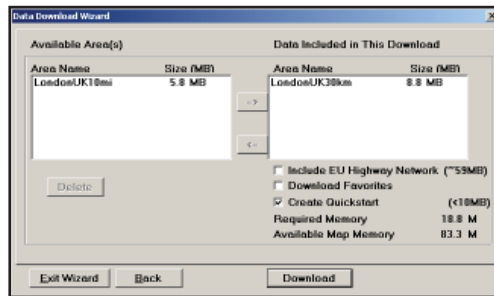
5. To customise these distances for any trip, click **Options** and type a distance in the appropriate box.



6. You will return to the *Data Selection* menu where you can select another data area if you like, using any method. When you finish selecting data areas, click **Download**. Trip itineraries that were created using the *Trip* download method will be transferred along with map data (see p. 11 for details).

## Data Download

When you're ready to execute a download, the Wizard will display a list of **Available Area(s)** for download on the left side of the window. To designate an area to include, click on it and then click on the right arrow button to move it to the **Data Included in This Download** list. If you need to move an area off the *Included* list, click on it and use the left arrow button.



To delete an area from memory, click on it in the **Available Area(s)** list and click **Delete** below the list.

**IMPORTANT:** Each data download overwrites any data that was previously downloaded to your hard drive or storage card reader. Therefore, your download must include all areas that you wish to have available on your Smartphone.

Notice that the amount of available map memory and the memory required for all the areas on the *Included* list is shown beneath the list. **NOTE:** CoPilot's available memory calculations subtract a certain amount from your storage card (if you are using one) to account for support files.

Check **Include EU Highway Network** to download CoPilot's complete European Highway Network along with your data. This additional download requires approximately 71 MB of space on your Smartphone. When this network is loaded, major roads, cities, and some points of interest outside your selected data region will be shown on the map and you'll be able to receive guidance as you drive anywhere in the continental United States.

Check **Download Favourites** to download your Favourites list from the Trip Planner window on your desktop along with map data. These addresses will then be available as Favourites for trip entry on the Smartphone.

Check **Create QuickStart** to download a QuickStart version of CoPilot along with the map data. If the CoPilot application file (.SIS file) was deleted from your phone's memory card for any reason, the QuickStart version can be used to reinstall CoPilot on your phone. Once the .SIS file is downloaded, navigate to it using the File Manager or Explorer on your phone and press the scroll key to open it and install CoPilot.

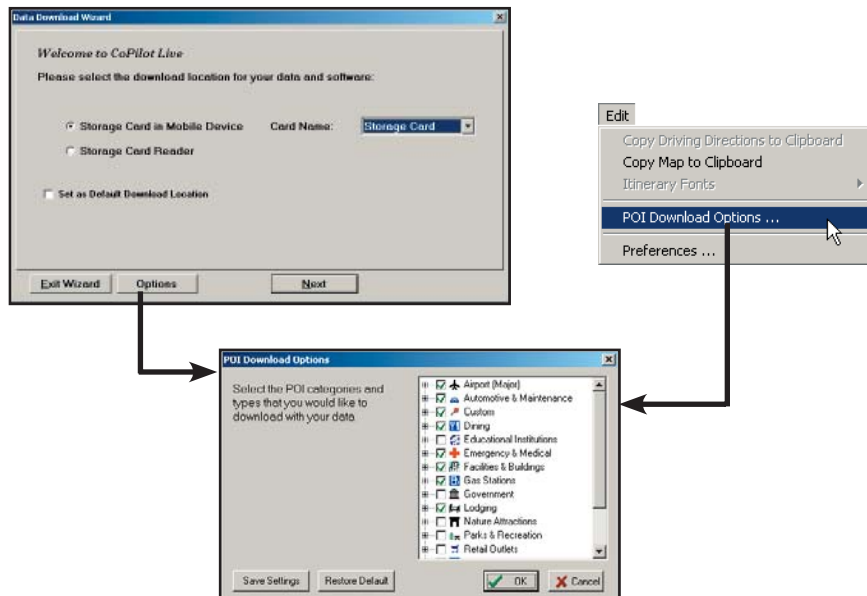
## POI Download Options

When you download a data region from your desktop PC, you get all roads within that region. Also included are regional points of interest (POI) such as gas stations, hotels, restaurants, visitor attractions, etc.

CoPilot now lets you control the number and types of POI that get downloaded along with map data. You can save space on your Smartphone by eliminating categories of POI that you're not interested in seeing.

To select which POI categories you want, choose **POI Download Options** from the **Edit** menu in the desktop application or, when you first open the Data Download Wizard, click the **Options** button in the Wizard. Check the categories you wish to select (click the plus sign next to each category to see the included sub-categories).

Click **Save Settings** to save the set of categories you create. Click **Restore Default** to return to CoPilot's default categories.



## Adding OV2 POI Sets

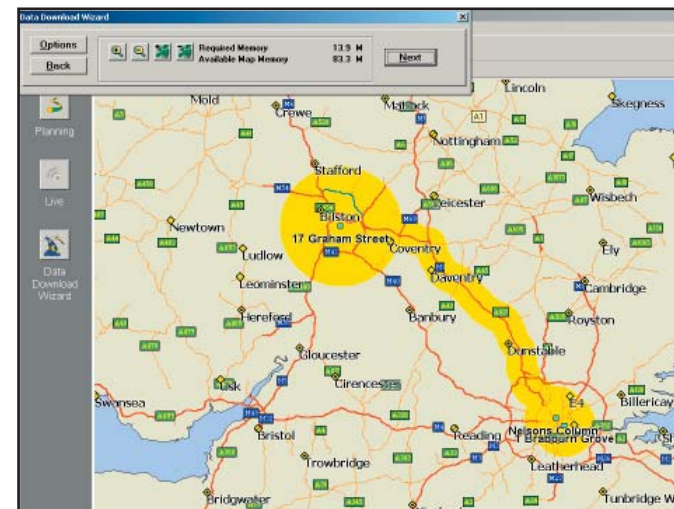
CoPilot supports OV2 POI files. You can copy any OV2 file into the CoPilot\Save folder on your storage card to get immediate access to the POIs it contains.

**EXAMPLE:** Copy an OV2 file named 'Speedcams' to Storage Card\CoPilot\Save. The next time you do a POI search you will see 'Speedcams' as a POI Type in the Custom Category.

## Trip Transfer

When you use the **Trip** download option, CoPilot transfers whole trips to your Smartphone. The trip you create, including its itinerary, is transferred along with the surrounding data corridor, and it becomes the current trip.

The **Trip** download option creates a .TRP file that is placed in the Save directory in the CoPilot installation folder on your Smartphone. Subsequent downloads will add more .TRP files to this folder. The number of trips that may be stored is limited only by the available memory on your Smartphone.



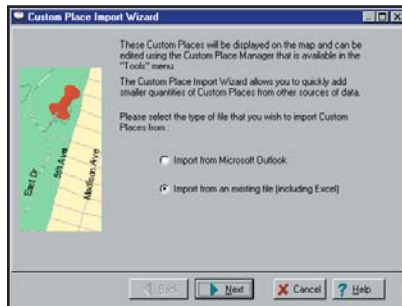
## Importing Custom Places

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 (the default category is "Custom"). Once in the database, they are displayed on maps as pushpins and included in search results when you search for points of interest on your Smartphone or in the Trip Planner window on your desktop/laptop.

**NOTE:** CoPilot now allows importing of multiple POIs with the same name (e.g. an entire database of "Starbucks").

To access the Wizard, choose **Import Custom Places** from the **Tools** menu in Planning Mode on the desktop, then follow the step-by-step instructions given by the Wizard.

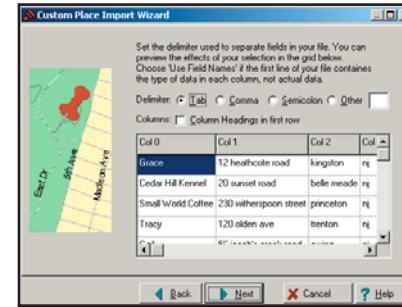
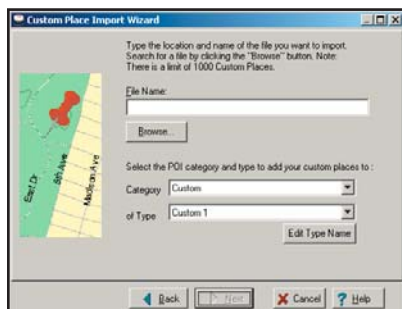
### Steps for Importing:



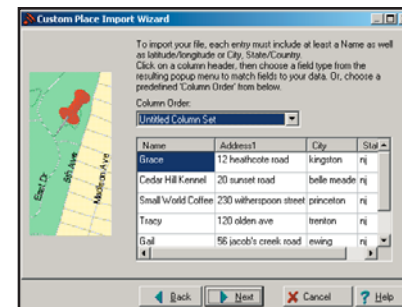
1. In Planning Mode on your desktop/ laptop, choose **Import Custom Places** from the **Tools** menu to open the Import Custom Places Wizard.

2. Choose **Import from Microsoft Outlook** or **Import from an existing file** (this can be a .txt or an Excel file). Click **Next**.

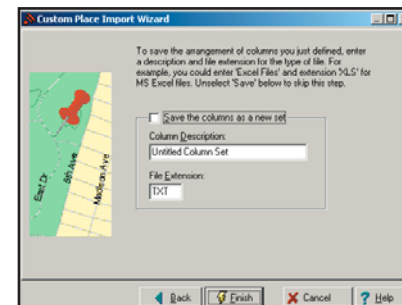
3. In the next Wizard screen, type the path to the file you want to import or **Browse** for it, and use the **Category** pick list to indicate a POI category for your imported places (by default they are assigned to "Custom"). You can also choose a **Type** from the pick list. To edit the type name, highlight it on the pick list and click **Edit Type Name** below. Click **Next** when ready.



4. In the next screen you'll see the data from your file sorted into columns. If the columns you see in the screen have not sorted the address data correctly, you need to indicate which delimiter CoPilot should recognize when it separates the fields in your file into columns. Each field — e.g. name, street address, city, state, etc. — needs to be separated by a delimiter such as a tab, semicolon, or comma. If your file uses a delimiter other than a comma, tab, or semicolon, click **Other** and type the delimiter in the box to the right. If the first row of your file consists of column headings, you should check **Column headings in first row**. Click **Next** when ready.

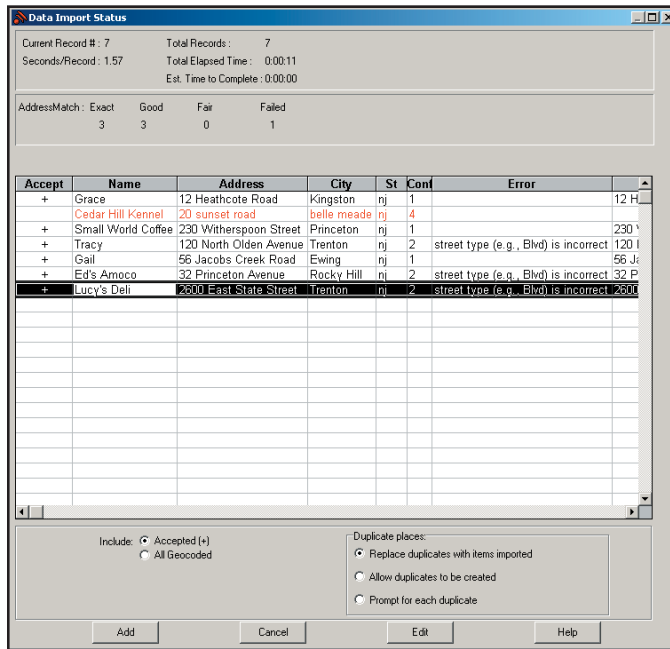


5. Now, following the instructions on the screen, click each column heading and match the column headings with your data. To be accepted by CoPilot, each imported place must have at least four fields: **Name**, **Address 1**, **City**, and **State**. Click **Next** when ready.



6. In the next screen, following the instructions, you can assign a name to the set of columns you just defined to save you time the next time you import addresses.

To skip this step, uncheck **Save the columns as a new set**. Click **Finish**.



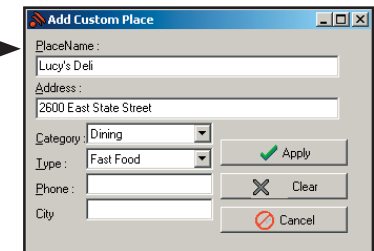
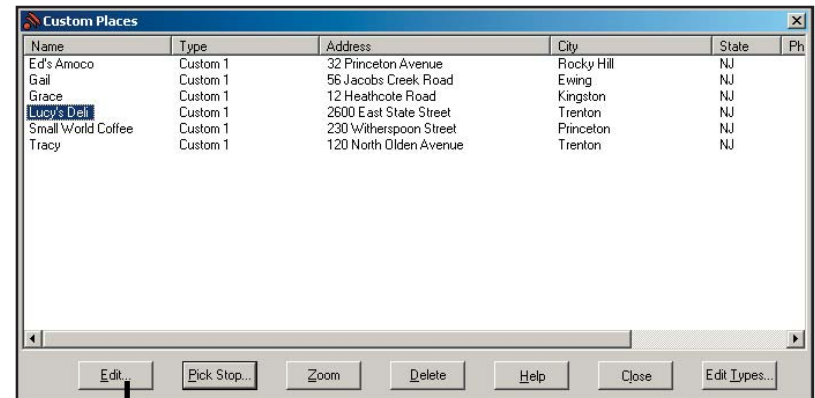
- When processing is finished, the Data Import Status window shows you how many places in your file were matched with addresses in the CoPilot database. A plus sign in the **Accept** column indicates a match. Places that failed to match appear in red and do not have a plus sign.
- To edit a failed or incomplete match, highlight it and click **Edit** (see *Editing Custom Places*, next page). POI addresses can also be edited after they are added to the database using the Custom Place Manager.
- When you are satisfied with the list of addresses, click **Add** to add these places to the CoPilot database.

Options below the list let you 1) choose whether to add all addresses on the list to the database, or just those that were accepted, and 2) determine how CoPilot will handle any address that duplicates one already in the database.

## 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.




# Using CoPilot for Guidance

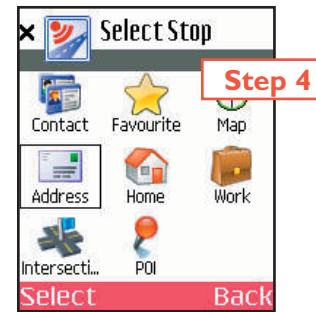
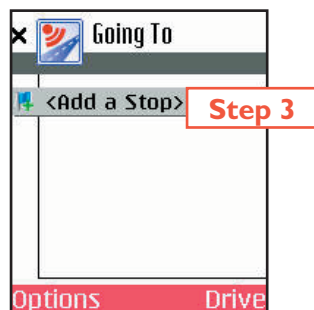
In CoPilot's Guidance Mode on your mobile phone, you will receive turn-by-turn route guidance information as you travel. For your safety, the *Safety View* screen will hide maps when your speed exceeds 16 k.p.h. to avoid distractions.




1. To launch CoPilot, press your phone's **Menu** key, then navigate to the CoPilot application in the *Menu* screen and press the scroll key  to select.



2. In the *CoPilot Live* screen, select **Going To**.
3. Press the scroll key  on **<Add a Stop>** in the *Going To* screen to enter a destination.



4. The *Select Stop* screen gives you eight ways to enter a destination. You can:
  - 1 Enter a new **Address**
  - 2 Enter your **Home** address
  - 3 Enter your **Work** address
  - 4 Select a **Favourite**
  - 5 Enter an **Intersection**
  - 6 Enter an **Outlook Contact**
  - 7 Search for a **Point of Interest (POI)**
  - 8 **Pick From Map**

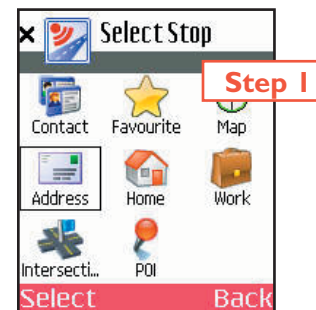
Press the scroll key  on the option you want (options are described on the following pages).

There's no need to enter a starting location. CoPilot uses GPS positioning to determine your location automatically.

When you have entered at least one stop in the *Going To* screen, you can select **Drive** and CoPilot will begin guiding you with on-screen and spoken directions.

If you take a wrong turn or decide to take a different route than the one CoPilot has generated, no problem! CoPilot will almost instantly automatically recalculate new directions from your current position. You simply won't be able to get lost using CoPilot!

## Address Entry



1. After opening CoPilot, press **Going To** and then **<Add a Stop>**. Then select **Address** in the *Select Stop* screen to enter a town or postal code and (optionally) a street address as a destination.






2. In the *Address* screen, enter a **Street Name** with or without a **House Number**, and a **City**. Scroll down to enter a **Country** or **Postal Code** — press left or right on the scroll key to scroll down or up the pick list of countries — then select **Done** to continue. **NOTE:** Street address entry is optional, if you like you can enter only a city-country or postal code.

To return to the *Select Stop* screen to start over, select **Back**.

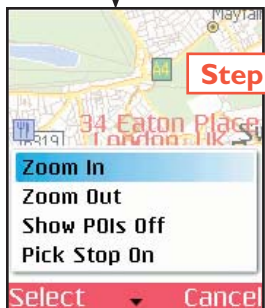


3. The *Address Matches* screen will display a list of matches that were found in the CoPilot database. Highlight your choice and press the scroll  key to continue.

To return to the *Address* screen, select **Back**.



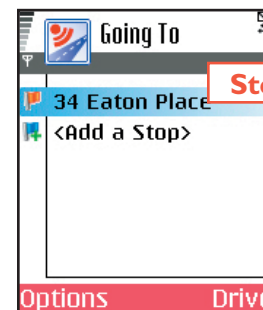
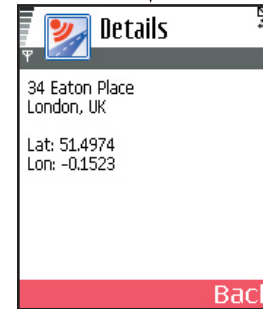
- 3a. To see any match on the map, select **Options > Map**.



- 3b. In the map screen, to zoom your view of a place in closer or out farther away, press **Options** and select one of the zoom options.



- 3c. To display the latitude/longitude of any match, select **Options > Details**. Press **Cancel** to return to the *Address Matches* screen.



4. You will see the destination you entered in the *Going To* screen.

Press **Drive** to begin receiving guidance, then start driving!

See *Start Driving!* on p. 21 for a description of CoPilot guidance screens.

## Stop Menu Options

In the *Going To* screen, press **Options** to access options that include adding, deleting, moving, editing, and optimising your stops.



To add another destination, choose **Add Stop** from the menu. (Another way to do this would be to simply highlight **<Add a Stop>** in the **Going To** list and press the scroll key (⬇).)



Select **Delete** to delete the highlighted stop, or **Delete All** to clear all stops from the list (you will be asked to confirm this action).



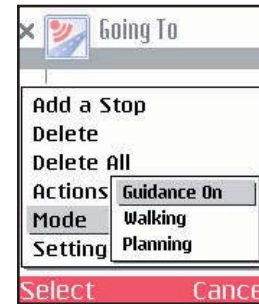
Select **Actions** > to access more stop options:

> **Move Up/Down** — Change the order of stops on your trip by moving the highlighted stop up or down on the list.

> **Set As Waypoint** — Turn the highlighted stop into a waypoint. The purpose of waypoints is to guide your route along roads you prefer. See p. 24 for more on waypoints.

> **Optimize Stops** — Reorder stops on the list to achieve the most efficient route, keeping your final destination the same.

> **Map** — See the highlighted stop on the map.



Select **Mode** to switch between **Guidance**, **Walking**, and **Planning** mode — see p. 28 for a description of each mode.



Select **Settings** to change routing options — see p. 25-27.



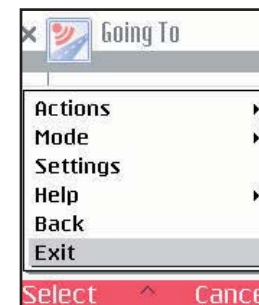
Scroll down the menu to see these other options:

Select **Help** and choose **Help** for on-screen instructions about basic CoPilot features.

Choose **About** for CoPilot version information.

Choose **Welcome** to return to the initial CoPilot Live welcome screen.

To close CoPilot, choose **Exit**.

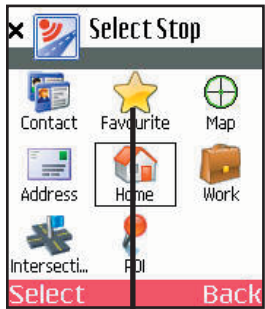


Press **Cancel** at the bottom of the screen to close the menu.

## Entering Your Home Address



To program your home address for quick trip entry, select **Home** in the *Select Stop* screen and enter your home address as you would a new address (p. 14). The next time you want to enter your home address as a stop, just select **Home** in the *Select Stop* screen and your address will be automatically entered.



To change your home address later, select **Favourite** in the *Select Stop* screen. Then highlight an address on the favourites list and press **Options > Set as Home**. If the address you want isn't on the list, you'll have to enter it first using the **Address** option in the *Select Stop* screen.



## Entering Your Work Address



To program your work address for quick trip entry, select **Work** in the *Select Stop* screen and enter your work address as you would a new address (p. 14). The next time you want to enter your work address as a stop, just select **Work** in the *Select Stop* screen and your address will be automatically entered.



To change your home address later, select **Favourite** in the *Select Stop* screen. Then highlight an address on the favourites list and press **Options > Set as Work** (you'll need to scroll the menu to see this option). If the address you want isn't on the list, you'll have to enter it first using the **Address** option in the *Select Stop* screen.



## Favourites



CoPilot automatically places every stop you enter on a list of favourite places for future quick trip entry. To enter one of these favourites as a stop, select **Favourites** in the *Select Stop* screen. In the next screen, choose one of the places on the scrollable list, then press **Select**.

### MENU OPTIONS:

Press **Options** at the bottom of the screen to access these options:

**Select** — Select the highlighted favourite.

**Map** — Zoom to the highlighted favourite.

**Details** — View or edit address data for the highlighted favourite.

**Delete** — Delete the highlighted favourite.

**Delete All** — Delete all favourites from your favourites list.

**Set as Home** — Set the highlighted favourite as your Home address for quick trip entry.

**Set as Work** — Set the highlighted favourite as your Work address for quick trip entry.

**NOTE: When the number of Favourites on your list reaches 50, each new address will replace the address that has been inactive for the longest period of time.**

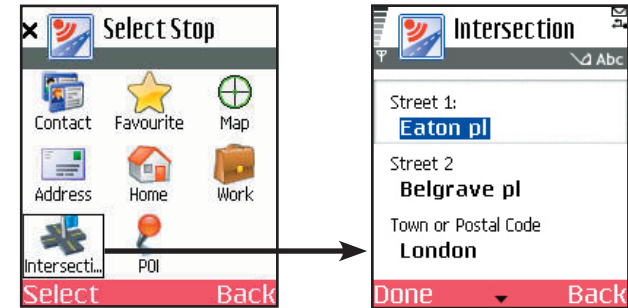


### To Save Your Current Location As a Favourite:

You must be receiving GPS data to save your current location as a favourite. In any display screen press **Options**, then select **Actions > Save GPS Location**.

## Intersections

Choose **Intersections** in the *Select Stop* screen to enter the intersection of two roads as a stop on your route. Intersections are entered just like addresses (see p. 14), except that instead of a house number you enter a “Street 1” and “Street 2”.



## Entering an Outlook Contact

CoPilot allows you to link directly to Microsoft® Pocket Outlook to retrieve address information. Within moments, you can enter a contact's home and/or work address as your destination.



To enter a contact, first select **Contacts** in the *Select Stop* screen. In the next screen you'll see your list of contacts.

To select a contact, enter the first few letters of the contact's first or last name. The submenu will display matches. Highlight the contact you want, then press **Done**.

Select **Back** to return to the *Select Stop* screen. To **view or edit a contact's address**, select **Details**.

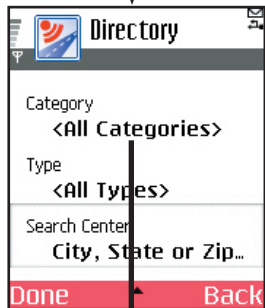
## Finding Points of Interest

CoPilot enables you to search for points of interest (POI) such as gas stations, hotels, restaurants, visitor attractions, etc. within the region for which map data was downloaded from your desktop/laptop computer. You can then choose a destination from the list of search results.



Select **POI** in the *Select Stop* screen to search for Points of Interest.

In the *Directory* screen, to narrow your search and cut down on the time the search takes, you can (optionally) type the first few letters of a place you have in mind in the **Name** field.

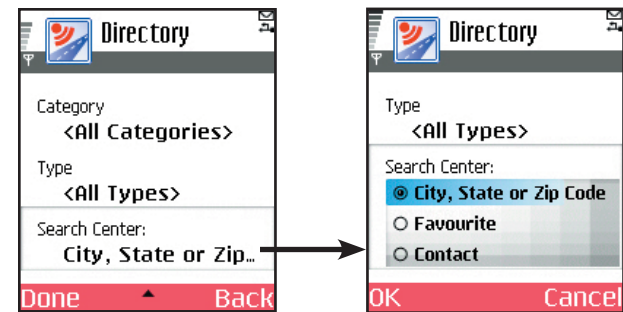


In the *Directory* screen you also have the option to choose a **Category** and **Type** of POI from the pick lists provided (use the arrows). Press the scroll key to see a pick list.

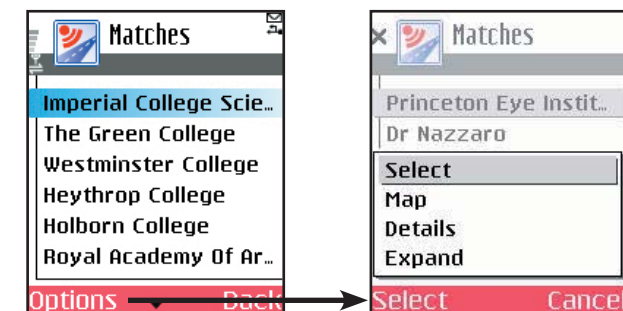


From the **Search Center** pick list, choose an area for CoPilot to search (use the arrows). Options are:

- **Current GPS Position** (search an area around your current location)
- **City or Postal Code** (in the next screen, enter a city-country or postal code)
- **Favourite** (in the next screen, choose a location you recently entered as a destination)
- **Contact** (in the next screen, choose an address from your Contacts list)

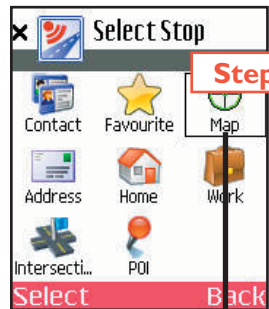


Press **Done** to begin the search. A list of POI will be generated. To add a POI on the list as a stop, select **Options > Select**. Or you can press **Options > Map** to zoom to it on the map, **Details** to see more address information, or **Expand** to expand your search to a wider area.

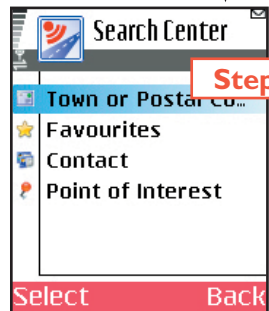


## Picking Stops From the Map

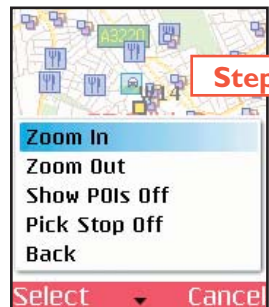
CoPilot enables you to pick a stop off the map when you don't know the exact address of your destination.



1. Select **Pick from Map** in the *Select Stop* screen.



2. CoPilot will prompt you to enter a location on the map where you can start searching for the place you have in mind. Highlight one of the options, press **Select**, and enter any necessary information.

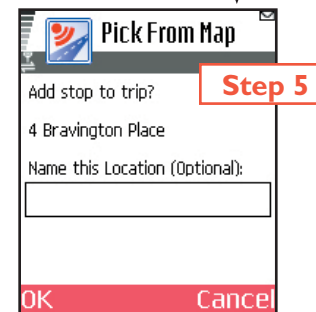


3. CoPilot will zoom to the place you chose to start from, and a crosshair cursor will appear on the map. Use the **Options** menu to **Zoom In** or **Zoom Out**.

The display of POI on the map can be toggled off using the **Options** menu if your map is too cluttered.



4. With the cursor on the location you want to pick, press **Select** to add this place as a stop.



5. You will be asked if you want to name this location. You can enter a name and press **OK**, or just press **OK** without adding a name. Either way, this place will be added to your list of stops.



## Start Driving!

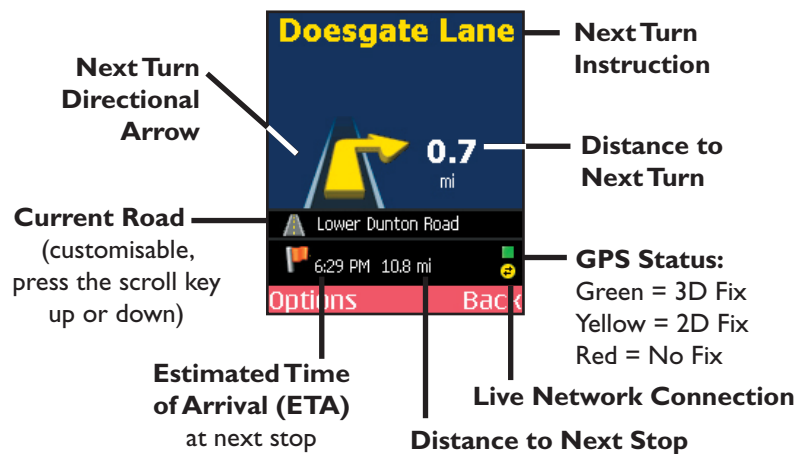
Once you have entered at least one stop in the *Select Stop* screen, you're ready to start driving with CoPilot! You'll receive turn-by-turn directions and maps to guide you safely to your destination. As you drive, CoPilot's dynamic directions will instantly recalculate your route if you take a wrong turn or decide to go a different way. In addition, CoPilot can calculate a detour from your current position, giving you the option to accept the new route or to cancel it and return to your original route at any time. CoPilot speaks directions out loud to you, and also displays them on your Smartphone screen.

There are three guidance screen views to choose from: 1) **Safety View**, 2) **Map** (three views), and 3) **Itinerary**. Press **Options > View** to change your view.

### Safety View

The **Safety View** displays a text-only screen when your speed exceeds 16 k.p.h. and is the recommended view for safe driving. CoPilot automatically switches to the map screen when you're within 1 kilometer of a turn or driving less than 16 k.p.h.

The Safety View screen can be customised to show your current road, nearest crossroad, nearest major road, nearest town, ETA, or speed — press the scroll key up or down to scroll through these options.



## Map Views

The CoPilot map screen automatically displays when you are traveling at less than 16 k.p.h. or 1 kilometer before each turn. It combines a detailed map display with concise text instructions.

In any of the three map views, your current GPS position is displayed and you are tracked in real time as you drive. To choose a map view, press **Options > View** and make your selection:

**Last Stop Map** — Frames your current location up to the next turn on your route.

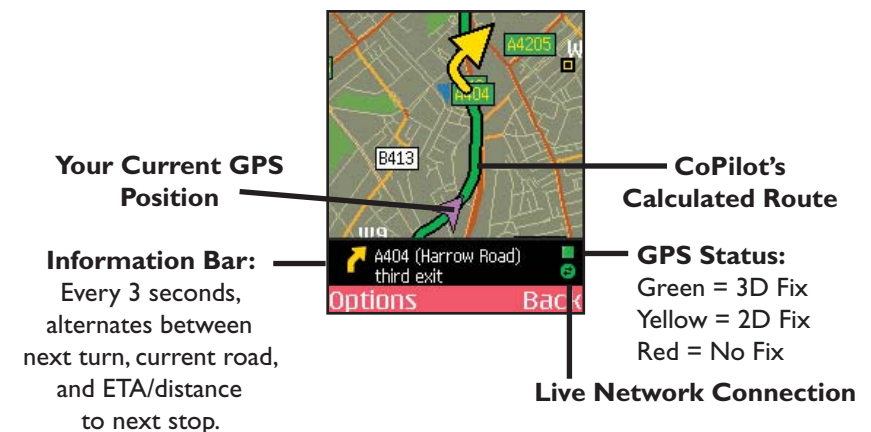
**Start Stop Map** — Frames a close-up view of your current location.

**Trip Map** — Frames your route from your current location to the next stop.

### Zooming and Shifting Your Map View

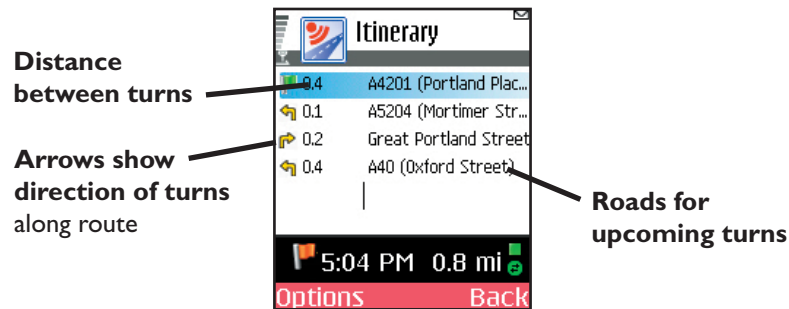
To zoom your view of the map in or out, press **Options** and select **Zoom In** or **Zoom Out**. This action can be repeated until the minimum or maximum zoom level is reached.

To navigate to another area of the map, use the scroll key on your phone as a navigation pad: press up, down, left, or right as many times as needed.



## Itinerary View

Press **Options > View** to get to the trip Itinerary. The Itinerary is a scrollable set of driving directions for the current trip. Individual roads on your Itinerary can be avoided using the **Options** menu in this screen — highlight the road to avoid and select **Options > Actions > Avoid Road**. To cancel this setting, select **Options > Actions > Cancel Avoid Road**.



## Trip Editing

To make changes to your trip at any time from the guidance screens, press **Options** and choose **Edit Trip**. This returns you to the *Going To* screen where all your stops are listed. Highlight a stop, press **Options** again, and select a trip editing option from the menu:

**Add a Stop** Add a stop after the highlighted stop.

**Delete** Delete the highlighted stop.

**Delete All** Delete all stops on the list.

**Actions > Move Up:** Moves the highlighted stop up on the list.

**Move Down:** Moves the highlighted stop down.

**Set As Waypoint:** Turns the highlighted stop into a waypoint (see *Getting ETA's and Distances*, p. 24 for a description of waypoints).

**Optimize Stops:** Reorganizes stops in the most efficient order, keeping the last stop the same. This action is not reversible.

**Map:** Zooms to the highlighted stop on the map.

**Mode >** Opens the Mode menu — see p. 28.

**Settings** The **Settings** menu lets you change routing, mapping, and guidance settings — see p. 25-27.

*(Scroll down to see more options)*

**Help > Help:** Accesses CoPilot Help topics.

**About:** Shows CoPilot version number and copyright.

**Welcome:** Returns to the CoPilot Welcome screen.

**Back** Returns you to the guidance screen.

**Exit** Closes CoPilot.





## Menu Options on the Road

From any guidance screen, you can zoom your map view in and out, edit your trip, calculate a detour, save your location as a favourite, and more. Press **Options** and select any of the following options:

**Zoom In/Out** In the map screen, zooms your view in/out.

**View >** Lets you change the guidance screen view. Choices are Safety View, Itinerary, or one of the map views (see p. 21).

**Edit Trip** Navigates to the *Going To* screen for trip editing (see p. 22).

**Actions > Detour/Cancel Detour:**

Calculates an alternate route, or cancels the detour that has been calculated and returns to the original route.

**Avoid Road/Cancel Avoid Road:** In the Itinerary screen, this option will recalculate your route to avoid the road that is highlighted. Or cancel this action and return to the original route.

**Save GPS Location:** Saves your current GPS location as a Favourite so you can enter it as a stop in the future.

**Pick Stop:** Enables you to enter a stop by picking it directly from the map — see p. 20.

**Traffic >** Displays real-time traffic information settings if this service is available in your region and included with your CoPilot purchase. See *Real-Time Traffic Information*, p. 38-39.

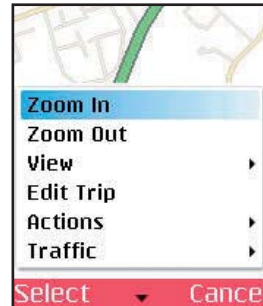
*(Scroll down to see more options)*

**Mode >** Opens the Mode menu — see p. 28.

**Options >** Opens the **Options** menu to change routing, mapping, and guidance settings — see p. 25-27.

**Help >** Displays CoPilot Help topics.

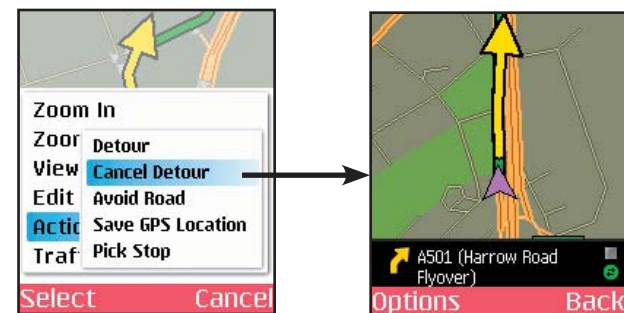
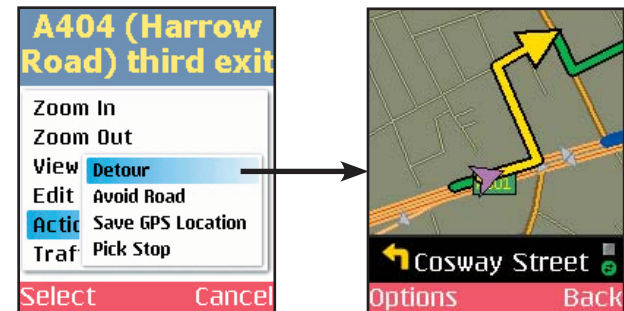
**Exit** Closes CoPilot.



## Calculating a Detour

If for any reason you find that you want to take an alternate route around a particular road segment — no problem! CoPilot can calculate a detour on command, tell you how much longer it will be, and then give you the option to accept the new route or cancel it and return to the original route at any time.

To have CoPilot generate a detour from any guidance screen, select **Options > Actions > Detour**. You will see the new route appear on the map (your old route will be drawn in blue). To reject the new route and return to the original route at any time, select **Actions > Cancel Detour**.



## Avoiding Roads

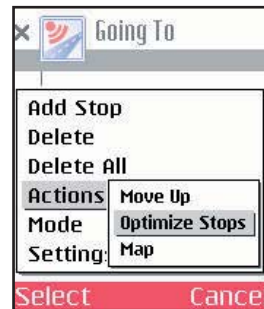
To avoid an individual road and have CoPilot calculate another route around that road, you must be in the **Itinerary** screen. From there, find the road you want to avoid in the scrollable list and highlight it, then press **Options** and select **Actions > Avoid Road**.

To cancel any road preferences that have been set and return to your original route, select **Actions > Cancel Avoid**.



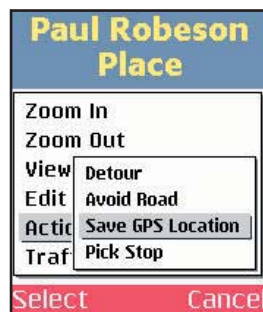
## Optimising Your Stop Order

To rearrange the stops on your trip in the most efficient order, in the *Going To* screen select **Options > Actions > Optimize Stops**. You must have at least three stops to optimise — the destination always remains the same.



## Saving a Current Location as a Favourite

To save your current location as a Favourite, from any guidance screen select **Options > Actions > Save GPS Location**.



## Getting ETA's and Distances

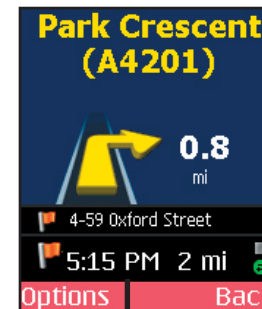
The estimated time of arrival (ETA) and distance to your next stop will always be shown at the bottom of the SafetyView screen. To bring up the SafetyView screen, enter one or more stops, press **Drive**, then select **View > Safety View**.

If your trip has multiple stops and you want to know the ETA for a destination that is not the next stop, designate the stops between your current location and the target stop as waypoints as follows:

- 1) From any guidance screen press **Options > Edit Trip**.
- 2) In the *Going To* screen highlight a stop, then select **Options > Actions > Set as Waypoint**.
- 3) Repeat step 2 for all intermediate stops. When all intermediate stops have been changed to waypoints, the SafetyView screen will display the ETA to your final destination.

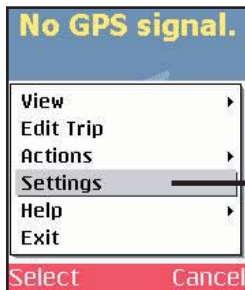
The waypoints you created can be easily changed back to stops — highlight each one and select **Options > Actions > Set as Stop**.

Waypoints are not treated like stops in the Itinerary for your trip, their purpose is to guide CoPilot route calculations along roads that you prefer. On the Itinerary, a waypoint is distinguished by a round icon instead of the flag icon that appears next to a stop, and distance to the waypoint is not calculated.



ETA and Distance to Next Stop

## General Options



Press **Options** in the *Going To* screen or any guidance screen, then select **Settings** to access a menu of CoPilot program options and settings.



### GPS

Select **GPS** in the *Settings* screen. The **GPS** screen provides tools for setting up and viewing your Smartphone's GPS functionality.

Select **Options > Turn On Bluetooth** to turn your phone's Bluetooth connection on from within CoPilot.

Select **Options > Search for GPS** to have CoPilot search for your Smartphone's GPS receiver. When your receiver is detected, you'll see the name of the receiver along with any other Bluetooth devices. Highlight the receiver and press **Select**.

Once the receiver is detected, you can scroll right to the **Details** tab to see your current lat/long position and GPS status.



### Routing

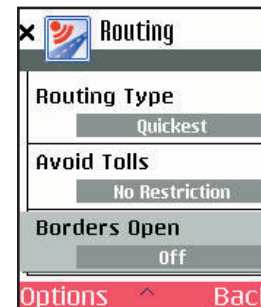
Select **Options > Settings > Routing**. Options in the *Routing* screen are:

**Vehicle Type** — Press to choose **Automobile** or **RV**. RV routes favor major roads and avoid urban areas, sharp turns and U-turns wherever possible. *In the U.S. only*, RV routing avoids 12' 6" height restrictions on highways.

**Routing Type** — CoPilot's **Quickest** routing type is based on the most practical route in terms of road quality, terrain, and urban/rural classifications. **Shortest** routing travels the least distance where possible while maintaining some level of practicality.

**Avoid Tolls** — Press to select **Always Avoid** to always avoid toll roads even when the resulting route is impractical or out-of-the-way, **Use if Necessary** to avoid tolls where practical, or **No Restriction** to ignore toll status of roads.

(Scroll down to see more options.)



**Borders Open** — (*U.S. only*) Turn this option on to have CoPilot route across international borders. When this option is turned off, your route won't cross borders even when it would be more practical.

**Congestion Zone Warning** — (*U.K. only*) Turn on to have CoPilot display a warning when your route will take you into the London Congestion Zone.



## Guidance

Select **Options > Settings > Guidance**.

The *Guidance* screen lets you indicate how far ahead of your next turn you want to be when you get a “Next turn” alert. Four different settings can be toggled on or off (scroll down to see the **Just Ahead** option).



## Map

Select **Options > Settings > Map**.

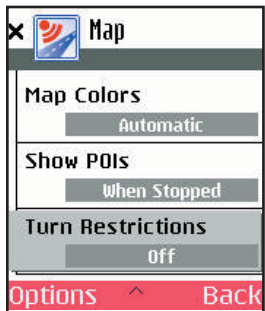
Settings in the *Map* options screen are:

**Units** — Press to choose **Miles** or **Kilometers** as the unit of distance.

**Map Rotation** — Press to choose **Heading Up** to have the map display always track your position moving upward, or **North Up** to always maintain north at the top of the map as you drive.

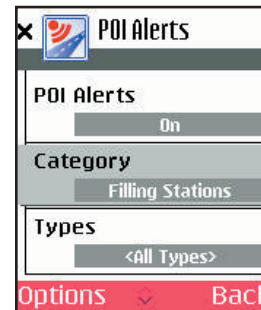
**Map Colors** — CoPilot offers **Day** and **Night** display modes. Colors are darker and glare is reduced in Night mode. Choose **Automatic** to have the mode switch automatically according to time of day.

(Scroll down to see more options.)



**Show POIs** — Press to choose when CoPilot will display points of interest (POI) on the map. Select **Always** to always have POI displayed. If your map is too cluttered, you may want to select **Never** or **When Stopped**.

**Turn Restrictions** — Turn this option on to have one-way streets and other turn restrictions noted on the map.



## POI Alerts

Select **Options > Settings > POI Alerts**.

Turn this option on if you want to be alerted as you approach points of interest.

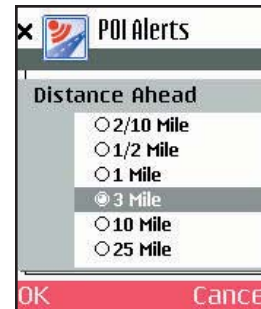
When POI Alerts is enabled, CoPilot will alert you with a verbal prompt each time you approach a Point of Interest on or near your route. A screen alert will also appear.

Toggling **POI Alerts** on takes you to a screen where you can set preferences:

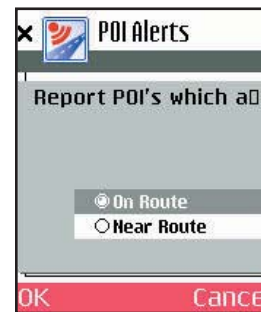
**Category** — Press to choose one category of POI you want to receive alerts for.

**Type** — Press to choose one type of POI you want to receive alerts for.

(Scroll down to see more options.)

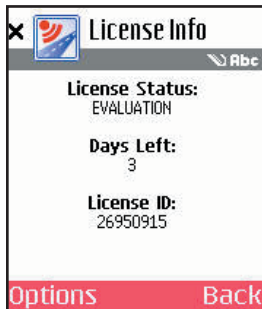


**Distance Ahead** — Press to set the distance at which you would like to receive an alert as you approach each POI.



Press **Report POIs which** to indicate whether you want to be alerted only to POI directly on your route (**On Route**) or also those that are nearby (**Near Route**).

(By default, CoPilot detects only POI that are directly on your route. Choosing Near Route will increase the number of POI that are detected.)



## License

Select **Options > Settings > License**.

This option displays your CoPilot licence information. Press **Options > Activate/Upgrade** in this screen to activate a new licence, or **Options > Deactivate** to deactivate CoPilot if you need to install the application on another phone.



## Favourites

Select **Options > Settings > Favourites**.

CoPilot automatically places every stop you enter on a list of favourite places for future quick trip entry. Press **Options** at the bottom of the screen to access these options:

**Map** — Zoom to the highlighted favourite.

**Details** — View or edit address data for the highlighted favourite.

**Delete** — Delete the highlighted favourite.

**Delete All** — Delete all favourites from your favourites list.

**Set as Home** — Set the highlighted favourite as your Home address for quick trip entry.

**Set as Work** — Set the highlighted favourite as your Work address for quick trip entry.

**NOTE: When the number of Favourites on your list reaches 50, each new address will replace the address that has been inactive for the longest period of time.**



## Backlight

Select **Options > Settings > Backlight**.

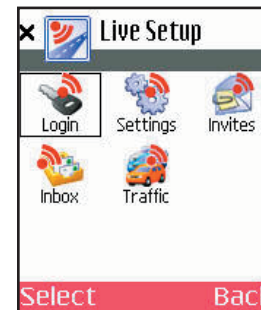
To keep your phone's backlight on in order to see CoPilot's on-screen maps and directions, you can choose from these options:

**With GPS** — Backlight is on whenever CoPilot is receiving GPS signals.

**Near Turn** — Backlight comes on when you approach your next turn.

**Always** — Backlight always on when CoPilot is running.

**Never** — Backlight is never on when CoPilot is running.



## Live

Select **Options > Settings > Live**.

CoPilot Live 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 our CoPilot Live web page.

See *CoPilot Live Communications*, p. 38-39, for a description of these features.

## CoPilot Modes

CoPilot has three modes of operation on your Smartphone. To switch modes, press **Options > Mode** in the *Going To* screen or any guidance screen.

### Guidance Mode

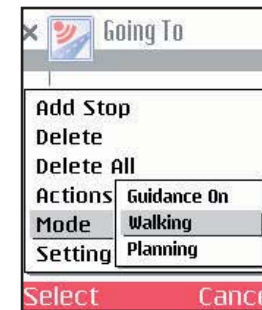
In Guidance Mode, you enter one or more destinations, then press **Drive** to start driving and receive guidance. This mode provides you with on-screen and spoken driving directions and other information relevant to your trip, such as estimated time of arrival (ETA) and distance to the next stop.

To receive driving directions and other data, you must have a GPS receiver that CoPilot recognizes and the receiver must be in a good position to receive signals.



### Walking Mode

Take CoPilot with you wherever you go! Walking Mode provides an as-the-crow-flies distance and direction line to your destination, directions that are perfect for walking. A GPS receiver must be attached and receiving signals.



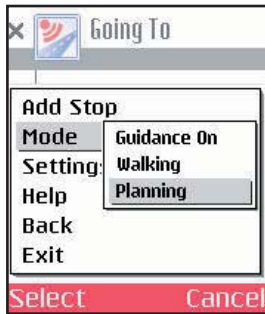
### Planning Mode

Planning Mode lets you use your Smartphone as a pre-trip planning tool or easy-to-use reference guide. Planning Mode lets you view static maps and directions without the need for a GPS receiver.



# Trip Planning On Your Smartphone

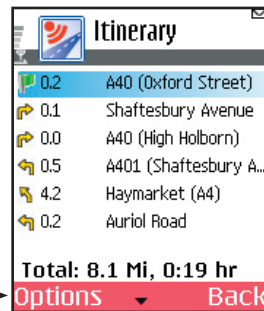
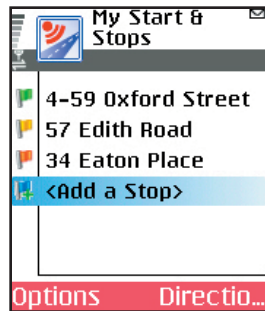
You can use CoPilot on your Smartphone for trip planning whether or not the GPS receiver is connected and receiving data. In Planning Mode you can run a trip even when you're not in your car. You'll get driving directions and maps to use as a reference before your trip begins.



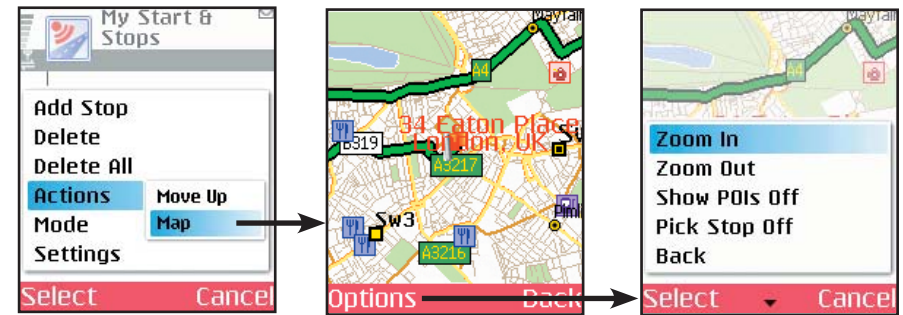
1. First turn on your Smartphone and launch CoPilot. Select **Plan Route**, or in the *Going To* screen or any guidance screen press **Options > Mode >** and select **Planning**.



2. The *My Start & Stops* screen will open. Select **<Add a Stop>**, then add stops to your trip as you would in Guidance mode.



3. The first stop in the *My Start & Stops* list is the starting point of your trip. Use the **Options** menu in this screen to change the position of the highlighted stop on the list, to optimise the stop order (there must be at least three stops to do this), or to see the highlighted stop on the map. Press **Directions** when all stops have been entered to generate an Itinerary.



4. Press **Options > Actions > Map** to see the highlighted stop on the map. In the Map screen, you can use the **Options** menu to zoom your view in and out or pick a stop off the map to add to the list in the *My Start & Stops* screen (see p.20). If the map is too cluttered, you can turn off the display of POI — select **Show POI** to toggle it off or on.



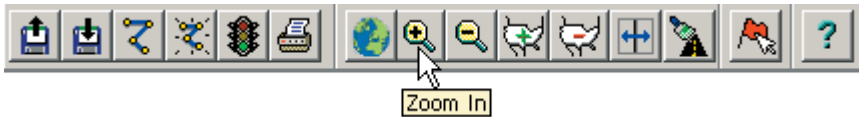
5. If you decide you want to begin driving and receive guidance on this planned route, simply select **Options > Mode > Guidance**. The *My Start & Stops* screen becomes the *Going To* screen. Just press **Drive** to start your trip.

# Trip Planning On Your Desktop

You can use CoPilot's desktop functions to map out routes and print maps and driving directions before getting on the road. Desktop trip planning is an additional feature of CoPilot that is in no way connected to using your Smartphone for route guidance.

On the following pages you will find brief descriptions of CoPilot's desktop trip planning capabilities. For more detailed descriptions, open CoPilot Help from the desktop application (**Help** menu > **Help Contents and Search**, or click the **Help** button on the toolbar). Go to **Desktop Trip Planning** in the **Contents** tab.

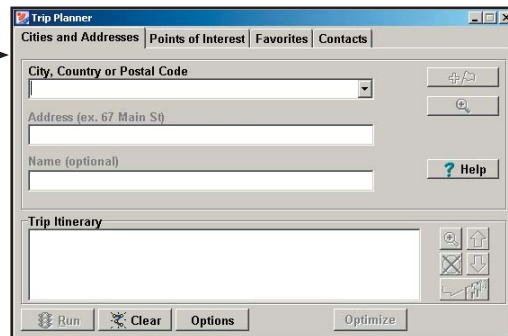
To begin planning a trip on your desktop, click the **Planning** icon in the sidebar to the left of the map. Using the drop-down menus you can select from a number of planning features. Many of these features can also be accessed from the toolbar. Place your cursor on any toolbar button without clicking to see what it does.



## New Trip



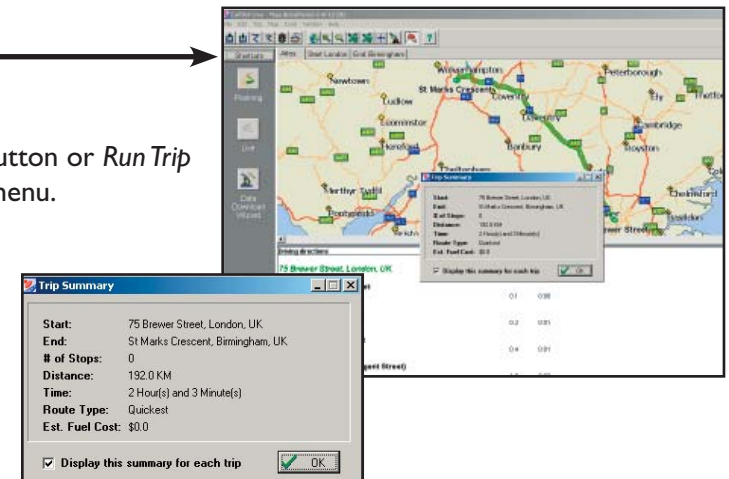
**New Trip** button or *New Trip* in the File menu.



## Run Trip



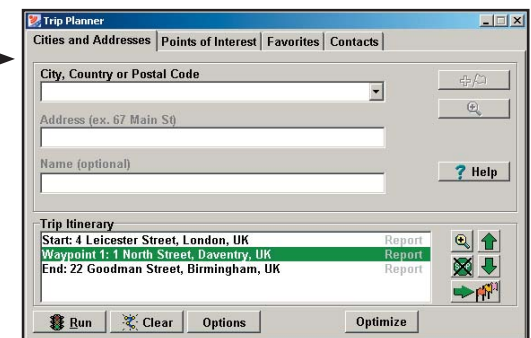
**Run Trip** button or *Run Trip* in the Trip menu.



## Edit Trip

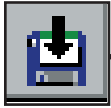


**Edit Trip** button or *Edit Trip* in the Trip menu.

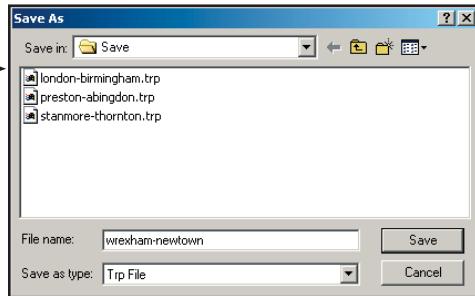




## Save Trip



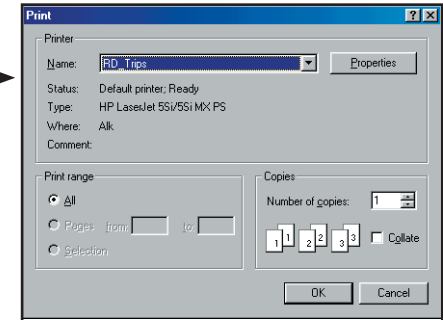
Save Trip button or Save Trip / Save Trip As... in the File menu.



## Print



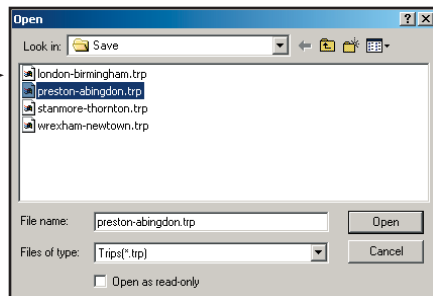
Print button or Print... in the File menu.



## Open Trip



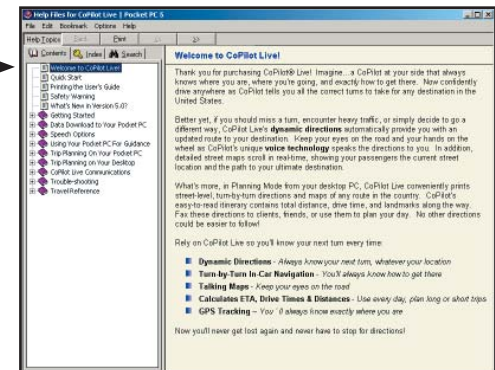
Open Trip button or Open Trip in the File menu.



## Help



Help button or Help Contents and Search in the Help menu.

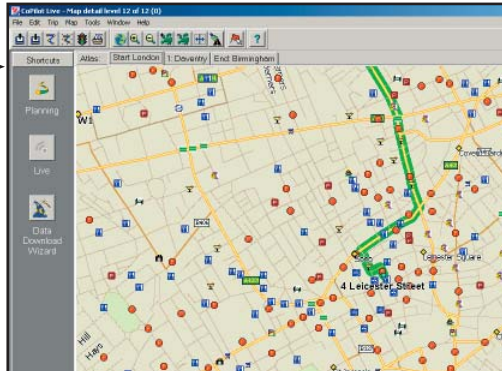


## Zoom In



**Zoom In** button or *Zoom In* in the Map menu.

Each time you click this button, your view will be zoomed in by one increment. The zoom level is shown in the title bar of the map window.

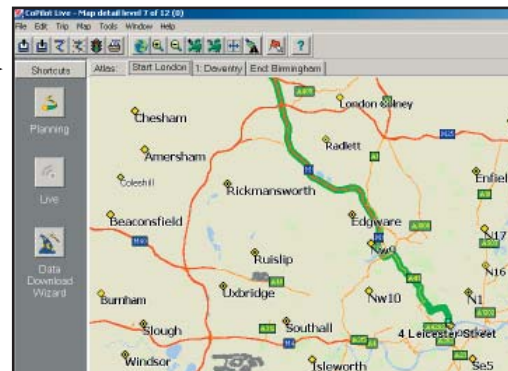


## Zoom Out

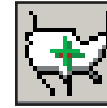


**Zoom Out** button or *Zoom Out* in the Map menu.

Each time you click this button, your view will be zoomed out by one increment. The zoom level is shown in the title bar of the map window.

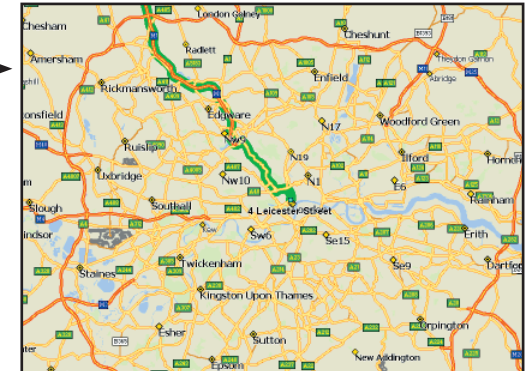


## More Detail



**More Detail** button or *Detail > Show More* in the Map menu.

Click to increase the level of detail you see on the map by one increment without changing the zoom level.



## Less Detail

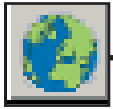


**Less Detail** button or *Detail > Show Less* in the Map menu.

Click to decrease the level of detail you see on the map by one increment without changing the zoom level.



## Zoom To Region



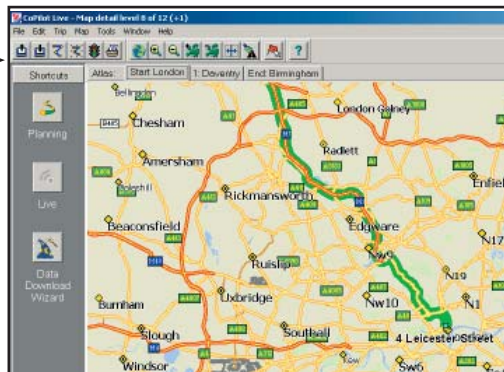
**Zoom to Region** button or *Zoom Region* in the Map menu. This function allows you to zoom your map view to a specific area. Choices in the sub-menu will depend on which CoPilot data region(s) were purchased.



## Refresh Map



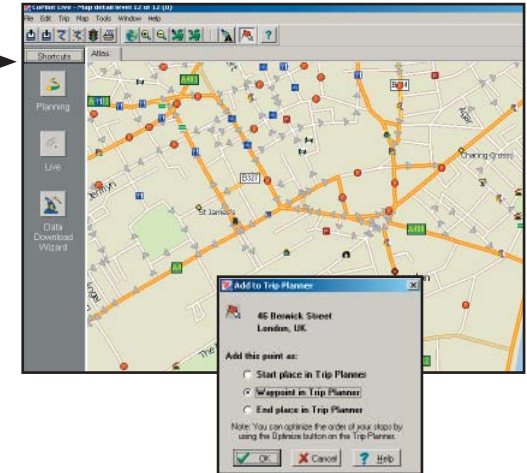
**Refresh Map** button or *Refresh Map* in the Map menu. When scrolling through a map you may notice it takes a few seconds for all the data to catch up. This function will snap the entire screen to a new map.



## Pick Stops

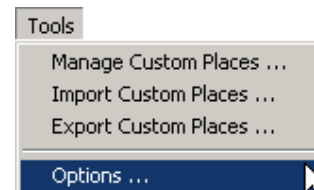


To turn on *Pick Stop* mode, click the **Pick Stops** button or right-click on the map and select *Pick Stops*. Then click on any point to enter it as a stop. Your map view must be zoomed in to level 11 or 12 (level is displayed in the CoPilot window title bar).

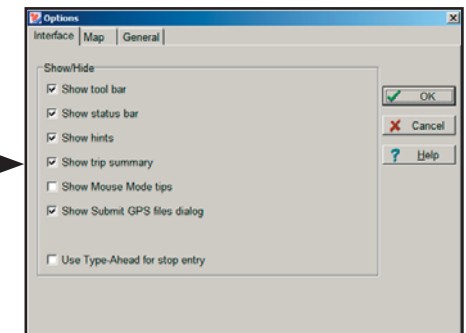


In the dialog that opens, you can choose to enter the point as a start place, a waypoint, or a destination.

## Options (Tools Menu)

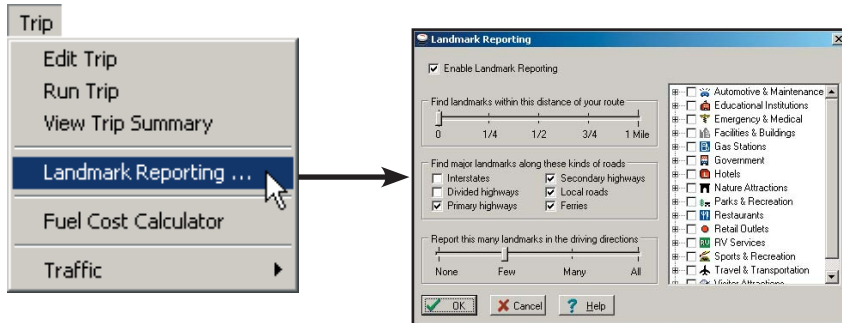


Select *Options* from the drop-down Tools menu.



In this window you can change the way you view your desktop maps and various application settings. For example, in the **General** tab you can choose the measure of distance (miles vs. kilometers), and the **Map** tab lets you adjust the appearance of features on the map such as roads and points of interest.

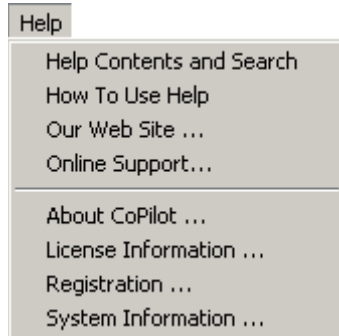
## Landmark Reporting



Select *Landmark Reporting* from the drop-down Trip menu.

In this window you can control how many landmarks CoPilot points out when generating driving directions.

## Help Menu

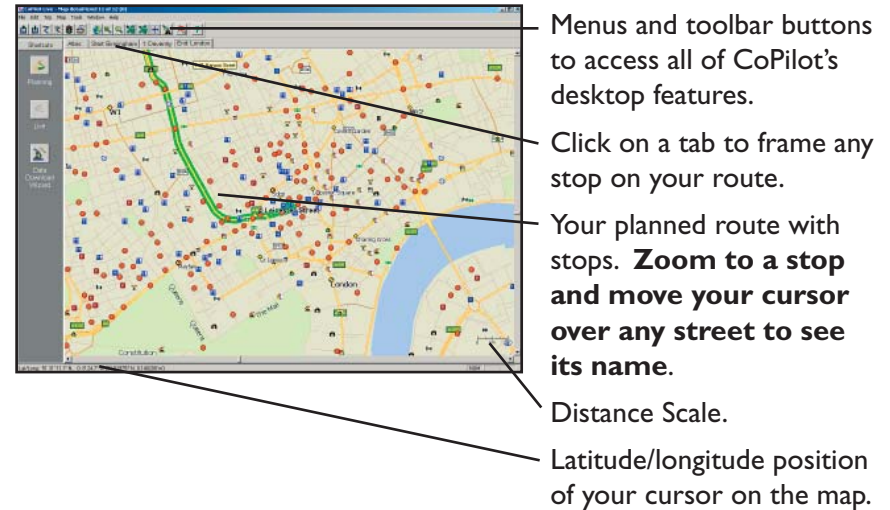


Use the drop-down **Help** menu to access CoPilot Help for assistance with all aspects of the software and to quickly access ALK's web site.

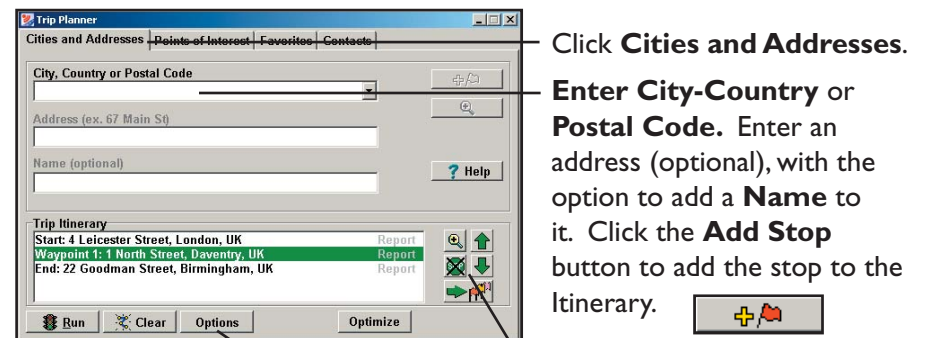
## Reference: CoPilot On Your Desktop

The following is a guide to the main screens you will see as you use CoPilot on your desktop/laptop computer for trip planning.

### Map Window



### Trip Planner Window (Cities & Addresses)



See p. 36 for routing options.

## Trip Planner Window (Points of Interest)



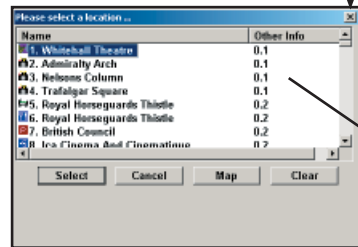
Click the **Points of Interest** tab.

**Enter a City-Country or Postal Code** in which you would like to search, a radius within which to search, and (optionally) choose a **category** and **type** from the drop-down menu.

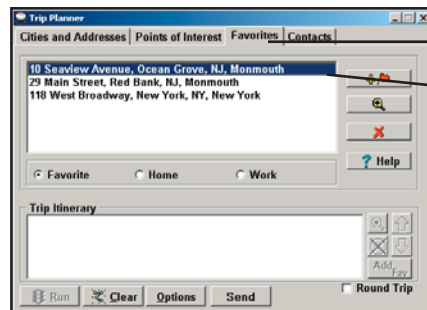
Click the binoculars to start the search.

You can also enter a name to narrow down the search in the **POIs that start with** box.

You will be given a list of matches to your search criteria. Highlight your selection and click **Select**. Click the **Add Stop** button to add it to your Itinerary.



## Trip Planner Window (Favourites)



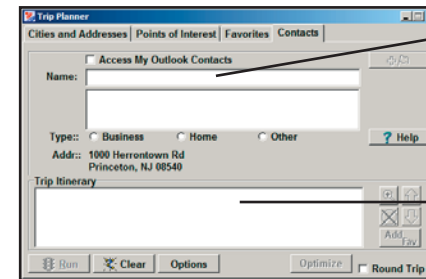
Select the **Favourites** tab.

**Highlight a selection** from your list of places by clicking on it. You can zoom to it on the map, or delete it from the list using the buttons to the right. Click the **Add Stop** button to add a favourite to your Itinerary.



See p. 36 for routing options.

## Trip Planner Window (Contacts)



Enter a contact's first or last name and press <Enter>. CoPilot will search your Contacts database for matches.

Select the Contacts address type (as defined in Outlook) to get the appropriate address, then click the **Add Stop** button to add it to your Itinerary.

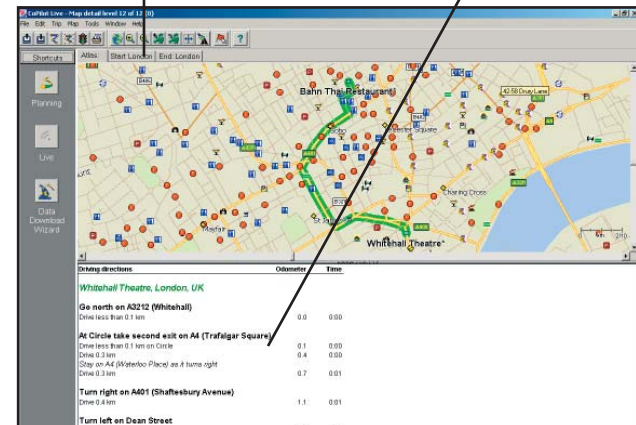


## Driving Directions and Map (Split Screen)

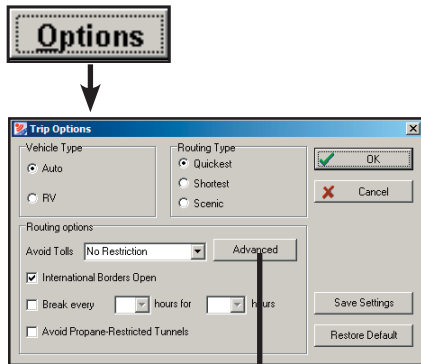
When you click **Run** in the Trip Planner window, your route will be calculated and driving directions and a map will display. To print either one, click on it and choose **Print** from the **File** menu. To print directions plus all map views, choose **TravPak Printing**.

**Atlas, Start, and End** tabs will zoom to the map view of those places respectively.

Driving directions give you turn-by-turn instructions including ramps and exits, and distance and time between turns.



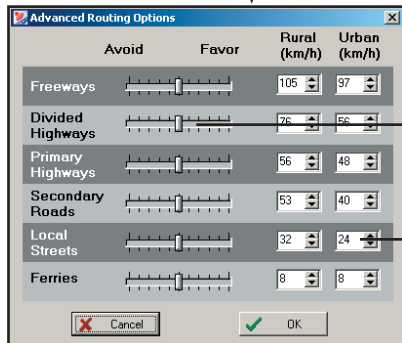
## Routing Options



Click the **Options** button in the Trip Planner window to access CoPilot routing options.

**Auto** and **Quickest** are the default settings, providing the quickest routing for automobiles based on practical considerations such as road quality, terrain, and urban/rural classifications. **RV** routing favors major roads and avoids sharp turns, U-turns, and urbanized areas where possible. *In the U.S. only*, RV routing avoids 12' 6" height restrictions on highways. **Scenic** routing avoids major roads and favors more rural and scenic roads wherever possible and practical.

Check **Avoid Propane Restricted Tunnels** if desired.

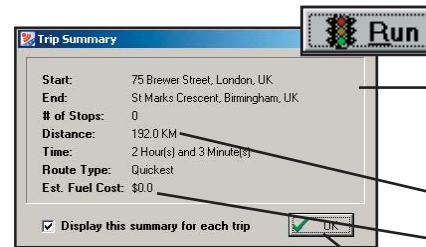


Click **Advanced** to set general road preferences.

Drag the sliding bars to the left or right to avoid or favor each road type.

Set the road speeds CoPilot uses in its route calculations for each type of road by either typing or clicking the up and down arrows under **Rural** and **Urban** for each road type.

## Trip Summary



Select **Run** in the Trip Planner window to run the trip.

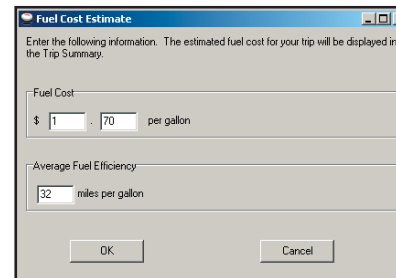
The Trip Summary will show start and end places, and the number of stops in between them.

Total distance and time for trip.

Estimated fuel cost for your trip based on entries in the Fuel Cost Calculator (Trip menu).

Click **OK** to view map and driving directions.

## 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 you expect to pay per gallon or liter of fuel, and the distance per gallon/liter you can expect to get in your vehicle. Click **OK**, then run your trip. A fuel cost estimate based on what you entered will be calculated and shown in the Trip Summary that CoPilot creates for every trip you run.

## CoPilot Live Communications

CoPilot Live 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 this 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 Smartphone 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, customisable, 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 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 **Help** button at the top of the home page.

## Set Up a CoPilot Live Web Account

To use Live capabilities, your Smartphone 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 a Username 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 Your Smartphone

Take advantage of your Smartphone’s wireless Internet (GPRS) connection for real-time traffic alerts, tracking, messaging, and itinerary updates.

First, create your Username and Password on the CoPilot Live website as described above. Then, on your Smartphone, open CoPilot and select **Options > Settings > Live Setup**. Live Setup options are:

- **Login:** Check **Enable Live Communications** and enter the Username and Password you created on the CoPilot Live website. The **Screen Name** is how others will identify you.  
**NOTE:** Your screen name, user name, and/or password can be changed as many times as you like. But you’ll need to change your user name or password on the Live Web page before changing them on your Smartphone. This is *not* required for your screen name.
- **Settings:** Choose the message timeout and how frequently you want to broadcast your position. Less frequent broadcasts will reduce the data traffic on your Internet plan.
- **Invites:** Invitations can be sent to e-mail recipients for real-time location tracking.
- **Inbox: View** or **Delete** messages received.
- **Traffic:** Where available. Select your traffic data source. If using a TMC traffic receiver, set tuner and frequency options. See *Real-Time Traffic Information*, p. 38-39.

Your Live connection status is shown by the round icon at the bottom right of the black information bar:

- **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.

## Real-Time Traffic Information

In addition to providing users with pre-trip planning and GPS route guidance capabilities, CoPilot uses wireless communications to automatically send real-time information to drivers, notifying them of traffic incidents along the route ahead and potential alternate routes. As soon as the user selects a destination, CoPilot will provide dynamic driving directions and regularly updated traffic incident reports.

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.

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

## Real-Time Traffic in Guidance Mode

Provided that CoPilot has GPS acquisition, a user-inputted destination, and a traffic feed (GPRS or TMC), it will provide regularly updated traffic incident reports in Guidance Mode. As soon as the user selects a destination, CoPilot begins providing dynamic driving directions as well as regularly updated traffic incident reports and alternate routes based on the user's destination and route ahead.

## Traffic Options

To configure traffic options, on your Smartphone select **Options > Settings > Live Setup > Traffic**.

- **Enable Traffic:** Switch on the Traffic service.
- **Automatically Check Traffic:** Select to have CoPilot automatically check for traffic incidents when you first run a route and periodically after that as you drive into new areas.
- **Default Action:** Choose either **Ignore** or **Avoid**. If a new traffic alert times out before you look at it, that incident will take the default action. The Avoid setting will generate an alternate route.



## Using Traffic

In Guidance Mode, press **Options** > **Traffic**. Options in this menu are:

- **Check Route:** Select **Check Route** to manually check for traffic incidents along your current route.
- **Find Traffic:** Select **Find Traffic** to search for traffic incidents around any location.
- **Review Traffic:** To view or change your traffic routing, press **Options** > **Traffic** > **Review Traffic**.
- **Clear Traffic:** To set all incidents to Ignore, press **Options** > **Traffic** > **Clear Traffic**.

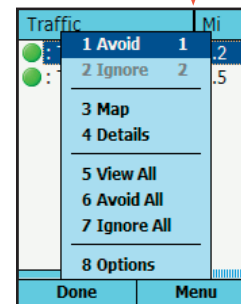
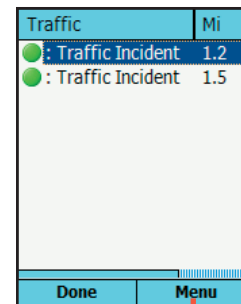
**Avoiding a Traffic Incident:** When CoPilot sends a traffic incident alert, pressing **9** will open a list of current traffic incidents. You can choose to **Avoid** or **Ignore** each incident — highlight it and press **Options** > **Avoid** or **Options** > **Ignore**. CoPilot will automatically route around any incident you choose to avoid.

## Traffic Icon Display

CoPilot obtains traffic content from a traffic server or TMC station and displays the information in its maps and itinerary. Incidents are displayed on the map using the following indicators:

-  **General Incident**
-  **Accident**
-  **Road Construction**
-  **Weather**
-  **Traffic Jam**

## Traffic Report Content



CoPilot Live alerts you when a traffic incident is detected on your route ahead. Press **9** to see a list of all current incidents.

In the Traffic screen, highlight an incident and press **Options** for response options.

If you choose to **Avoid** the incident, a new route will be calculated to avoid congestion. If you **Ignore** the incident, your route will continue unchanged. If an alert times out before you respond to it, CoPilot will use your default incident action for any unviewed incidents (see *Traffic Options* p. 38).

Select **Map** to see the location of the congestion on the map, and **Details** to see more information about the incident.

## 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 dialogues 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 5 for details on changing your voice).

## CoPilot Technical Support

After registering your software (see p.42), you're entitled to technical support and discounts on new versions of CoPilot. Check out ALK's web site for technical support documentation and posted answers to common questions. If the web site does not provide an answer to your question, technical support for registered users is available during standard business hours (9:00 am - 5:00 pm Monday-Friday). You should be at your computer and have your **Installation Product Key** available when you contact us (this Product Key can be found on the front or back cover of the printed *Quick Start Guide* that came with the product or on the supplied Product Key card).

Please be sure to reach us using the contact information for your region shown below. We are sorry, but our support staff in ALK's regional offices cannot respond to requests for assistance outside the areas they serve.

**North America** - Web: [www.alk.com](http://www.alk.com), E-mail: [cpsupport@alk.com](mailto:cpsupport@alk.com),  
Fax: 609-252-8166, Phone: 888-872-8768

**Europe** - Web: [www.alk.eu.com](http://www.alk.eu.com), E-mail: [uksupport@alk.eu.com](mailto:uksupport@alk.eu.com),  
Postal: Suite 8, 4 Bloomsbury Square, London WC1A 2RP, UK  
Phone: +44 (0)207 404 4222

**Australia** - Web: [www.travroute.com.au/support.html](http://www.travroute.com.au/support.html),  
E-mail: [support@travroute.com.au](mailto:support@travroute.com.au), Phone: 03-9855-1498

## Licence Upgrade

The CoPilot desktop software you purchased contains street-level maps for Europe or the United States. Licences are available for the following European and North American regions:

- (1) **Major region** - Detailed street-level maps for any of the following regions: Alps Ski Region, Benelux (Belgium, Canada, the Netherlands, and Luxembourg), Canada, France, Germany, Italy, Pyrenees, Scandinavia, and the United Kingdom.
- (2) **Pan-Europe** - Complete street-level maps for all of Europe
- (3) **United States** - Complete street-level maps for the entire U.S.

If you purchased CoPilot with a single region licence and later want to use street maps from other regions, you will need to purchase an upgrade licence from your dealer. After purchasing a CoPilot region, you will need to go through the activation process.

## 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 and activated CoPilot with a Product Key for the Base product. If you have not yet installed CoPilot, please do so first and then follow the instructions below.

### ON YOUR DESKTOP/LAPTOP:

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 for installing to your desktop and Smartphone.

5. The Activation Wizard will appear at the end of installation.  
Activation occurs just as it did when you originally installed CoPilot (see p. 4-5).

### **ON YOUR SMARTPHONE:**

**IMPORTANT:** You must install and activate CoPilot to your Smartphone using your Base Product Key AND you must have data downloaded to your Smartphone before using your Expansion Product Key.

1. Open CoPilot on your Smartphone.
2. From the bottom of the screen, select **Options > Settings > Licence**.
3. Enter your Expansion Product Key (found in your order confirmation e-mail) when prompted to enter a **Product Key**.
4. Follow the on-screen instructions.
5. Activation occurs just as it did when you originally installed CoPilot (see p. 4-5).

If you have any questions about this process, please visit our Support Center at **www.alk.com** (North America) or **www.alk.eu.com** (Europe) or send an e-mail to **support@alk.com**.

### **Region Selection**

If you purchased an additional data region, when downloading map data to your Smartphone from your desktop PC or laptop, you will need to make sure the proper region is active. To do this, on your desktop in Planning mode click the **Map** menu > **Region** > and check the desired region. Then restart CoPilot.

## **Using Help Files**

CoPilot provides extensive Help Files, available on your desktop/laptop and your Smartphone, to guide you through the program as you use it.

To access Help on your Smartphone, once the CoPilot application is launched, press **Options > Help**.

In the desktop application, click on the Help button in any window to open a Help topic that describes how to use that window, or use the **Help** menu and select **Help Contents and Search**.

## **Software Registration**

Registered users are entitled to technical support, discounts on new versions of CoPilot, new product information, and software enhancements.

**NOTE:** Software activation does NOT register your software, they are two separate processes.

**In North America:** Go to **www.alk.com** and click "Support Center"

**In Europe:** Go to **www.alk.eu.com** and click "Support Center".

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### CoPilot Live with NORTH AMERICAN DATA

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