



# PeopleNet Connected Tablet™

MS5 Model
QUICK REFERENCE GUIDE



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### **OVERVIEW**



Home Button The Home button brings you back to the Home Screen.

Power The power button turns the device off and on. When powered on, you will notice the transparent image on the button light up.

Volume + The Volume + button will turn your volume

Volume - The Volume - button will turn your volume down.

Home The home button on the right side of the device will bring you back to the main menu screen on the PeopleNet Connected Tablet.



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## **OVERVIEW**

#### STATUS ICONS



GPS Signal Present



Cellular Present (flashing during data call)

No Cellular Available

Failed Data Call



Satellite Communications

No OBC Communication

New Message Notification

Wi-Fi Network is in Range

#### TABLET DOCKING STATION

The PeopleNet Connected Tablet is designed to use with tablet docking station together. Please do not use it without tablet docking station.

#### SOFT KEYBOARD

The soft keyboard can be displayed by selecting the Keyboard icon to the right of the Information Bar or by selecting the keyboard key on the TABLET keypad or the bottom far right PeopleNet Display.4 device button.

The user can toggle between alpha characters and numbers by selecting the far right key in the middle row.

Selecting the red X key (lower right key) will close the soft keyboard, as well as pressing the keyboard key on the TABLET keypad or the bottom far right PeopleNet Display.4 device button.

The soft keyboard display can be moved up and down across the screen by pressing any space between the keys and then sliding up or down across the screen. This can be useful to view data that may be covered up on the screen by the soft keyboard.



## UN-DOCKING (TABLET)

Undocked, not connected to another WiFi source



Docked to the PMG but not fully synched



Docked, Synced, Communicating



Connected to WiFi that is NOT the PMG's network





### **USING THE DISPLAY**

The display's graphical touch screen provides quick access to any feature by touching items on the screen. The following segments describe how to use the touch screen to navigate.

#### HOME SCREEN

The **Home** screen is the default screen, with ten shortcuts to menu categories. You return to the Home screen whenever you press the Home button at the top left.



### **SCREEN HEADER**

Every screen has three features. From left to right they are:

- HOME screen button press HOME to return to the Home screen.
- Current menu or screen name to identify where you are currently at.
- BACK button press BACK to return to the previous screen or menu.



### **ACTION BAR**

Many screens also have an action bar across the bottom, providing quick access to related screens. This is in addition to the standard navigation buttons.



### **USING THE DISPLAY**

#### **CUSTOM FLEET HOME SETUP**

You can replace the default *Home* screen by customizing the buttons on the Fleet Home screen for one-touch access to your most commonly used applications, screens, and functions.

- Select the FLEET HOME SETUP shortcut from the System menu to begin setup of the Fleet Home.
- Check the Enable Fleet Home box to configure your preferred shortcuts.



- Select SHORTCUTS from the list on the right and press the LEFT ARROW to remove them from your custom Fleet Home screen. Shortcuts with an asterisk (\*) are feature menu items.
- Select SHORTCUTS from the list on the left and press the RIGHT ARROW to add them to your custom Fleet Home screen.

NOTE: You may have up to 8 custom buttons on your Fleet Home screen.

 Select OK to save your changes. Now, when you press the HOME button, you will be brought to your custom Fleet Home screen.



### **USING THE DISPLAY**

#### RETURNING TO DEFAULT HOME

You may decide you want to have access to the default shortcuts. The bottom right shortcut on your custom Fleet Home screen is Default Home, which brings you to the Default Home screen.



To only use the Default Home screen,

- 1. Uncheck the Enable Fleet Home box in Fleet Home Setup.
- 2. Select OK to save your changes.

### SAFE MODE

Safe Mode limits driver interaction with the system while the vehicle is moving. Safe Mode is activated by the fleet administrator who configures the unit from the PeopleNet Fleet Manager and sets the parameters for use.



When Safe Mode is activated the services available are:

- In-Cab Navigation
- · Change User
- Border Cross
- . Onboard Event Recorder
- · Safe Mode Messaging

### eDRIVER® LOGS

If the driver utilizes eDriver Logs, Drive Time Available, On-Duty Time Available, Cycle Time Available, Time Until 30 Minute Break and Off-Duty (PC) for Personal Conveyance will be visible in Safe Mode.

### SAFE MODE

#### INSTANT FUEL EFFICIENCY

Safe Mode displays the instant fuel efficiency, which can be configured for Miles per Gallon (MI/GAL) or Liters per 100 Kilometers (L/100KM) through the Settings screen.

#### TRIP AVERAGE

Safe Mode displays the trip average fuel efficiency. This measurement can be configured for Miles per Gallon (MI/GAL) or Liters per 100 Kilometers (L/100KM) through the Settings screen.

Reset the TRIP AVERAGE from the Engine Data screen.

# MILES TODAY AND ADDITIONAL INFORMATION

Safe Mode defaults the bottom data box to MILES TODAY, the distance travelled for the current day, which can be configured for Miles or Kilometers through the Settings screen. Also, if safe mode is configured to do so on the PFM, drivers can cycle through additional information:

- · Speed
- Ambient Temp
- RPM
- Compass Heading
- Next 34 Hr Reset

### **BRIGHTNESS CONTROL**

Control bright and dim settings in Safe Mode screen using the soft buttons.





By default, screen brightness is set to auto-dim, which automatically dims the display when the sun is six degrees below the horizon (based on GPS location), and automatically brightens when the sun returns to six degrees above the horizon however, the **DIM** soft button is also available on the *Safe Mode* screen.

Unless previously adjusted in the Settings screen or with a change to Safe Mode, pressing the **DIM** soft button dims the display down two more levels. Once the dimmest setting is reached, the soft button becomes a **BRIGHT** key, allowing you to brighten the screen until the maximum brightness level is reached.

The brightness setting set from the Safe Mode screen defaults to the Settings screen once Safe Mode is no longer active.

### NIGHT/DAY MODE

Use the **NIGHT MODE** soft button to apply a special low light color scheme





to the display, which allows for better viewing at night. If the display is at maximum brightness, the display lumens are reduced by 86%; at minimum brightness, the lumens are reduced by 57%. When you press the **NIGHT MODE** soft key, it changes to a **DAY MODE** soft key, which you press to return to the standard display.

(Night/Day Mode screen on next page.)

### SAFE MODE



#### SAFE MODE MESSAGING

For additional hands-free safety in the cab, play messages from Safe Mode while driving.

If there are any new unread messages in the Inbox before or while the truck is moving and Safe Mode is active, then the new message quantity displays in the on-screen **New Message Indicator** box, and the **PLAY** function will appear.

- 1. Select PLAY by pressing the PLAY soft button.
- 2. The oldest unread message will be played from the Inbox.

NOTE: Only new messages are read oldest to newest from the Inbox.

NOTE: Messages that have already been read from the Inbox or any other mailbox will not be available in Safe Mode.

NOTE: In order to aid the driver, tapping anywhere on the screen (other than another soft key) will also PLAY the message.

- PAUSE is available using the same soft button at any time a message is being played.
- Select the PAUSE soft button at any time and resume when ready by reselecting PLAY.
- Once the message has been played completely through, the message becomes available for REPLAY.
- Select the REPLAY soft button, to replay the last message that was just completely played.
- Once the next new message has been played completely, then it is available for REPLAY, and so forth.

NOTE: Make sure the device's volume is not set to Mute before entering Safe Mode and playing messages.



### **DRIVERS & USERS**

The **Current Driver** is the user that is associated with the engine data collected, including miles driven.

For vehicles using eDriver Logs, determination of the **Current Driver** is based on the following:

- 1. The driver in Driving duty status.
- If no drivers are in Driving status, the Current Driver is the user that was last in the Driving status.
- If neither of the above statements is true, the first user to login into the device is the Current Driver.

NOTE: Change Current Driver will appear only if there are two drivers logged in and you are a non-eDriver logs user.

The **Active User** differentiates which user is currently interacting with the device. For vehicles using eDriver Logs, the **Active User's** information will be shown when viewing eDriver Logs data, graphs, and summary information.

### LOGGING IN

TABLET starts up automatically with the truck's ignition switch and displays the Login screen.

1. If no drivers are currently logged in, the Login screen will appear.



- If another driver is already logged in, select the LOGIN shortcut from the Driver menu to display the Login screen.
- 3. Enter DRIVER ID AND PASSWORD.

NOTE: Check SHOW PASSWORD to view your password. Uncheck to display the password as asterisks (\*\*\*\*\*\*).

 Press the OK button to initiate a data call to receive driver information.

NOTE: If a second user needs to log in at the same time, press the DRIVER2 button to redisplay the Login screen. Repeat steps 3 and 4.

### **DRIVERS & USERS**

#### CHANGING CURRENT DRIVERS

NOTE: Change Current Driver will appear only if there are two drivers logged in and you are a non-eDriver logs user.

 Select the CHANGE DRIVER shortcut in the Driver menu to display the Switch Current Driver screen.



Press the SWITCH soft button to make the other logged-in user the current driver.

NOTE: The Switch Current Driver screen remains visible until you press the BACK or HOME buttons.

### **CHANGING ACTIVE USERS**

 Select the CHANGE USER shortcut in the Driver menu to display the Switch Active User screen.



Press the SWITCH soft button to make the other logged-in user the active user.

NOTE: The Switch Active User screen remains visible until you press the BACK or HOME buttons.

# **DRIVERS & USERS**

#### LOGGING OUT

 Select the LOGOUT shortcut in the Driver menu to display the Logout screen. The Active User will be displayed as the logout recipient.



- . To log out and leave the truck, press the YES soft button.
- . To just log out, press the NO soft button.

### MESSAGES

#### **READING A NEW MESSAGE**

A new message is indicated in four ways:

- . The New Message icon in the lower left corner flashes.
- · A "You have a new message" pop-up appears.
- · An audible chime is heard.
- . A blue dot is shown next to the new message in the Inbox.



# **MESSAGES**

 To view the Inbox, select MESSAGING on the Home screen then select INBOX on the Messaging screen.



 The user can choose to display messages from newest to oldest or vice versa.



- All mailboxes are accessible from the Inbox; Saved, Outbox, Sent, and Drafts. Each mailbox provides a counter indicating how many messages are in the mailbox.
  - Press the SCROLL UP and SCROLL DOWN arrows to scroll through the list of messages.
  - · Orange brackets indicate the selected message.
  - A blue dot to the left of the message in the Inbox indicates the message has not been viewed, replied to, or listened to using text to speech.
  - An exclamation point (!) next to a message indicates that the message only allows a reply option. The message reply must be sent before doing other tasks.







### **MESSAGES**

- The short cut buttons at the bottom of the screen allow the driver to:
- PLAY/PAUSE a message using text to speech.



SAVE a message in the Saved folder.



REPLY to a message.



DELETE a message.
 VIEW a message.



EMAIL creates a new Email Message.



FORM creates a new Form Message.



· CONTACTS opens the Address Book.



HOT KEYS opens the Hot Keys form selection.



- 4. To see the full text of a message:
  - . Touch the MESSAGE PREVIEW on the screen.
  - . Press the VIEW button, or
  - . Double-click on a MESSAGE to open it.



While viewing the message, the driver may select PLAY, SAVE, REPLY, or DELETE.

### **MESSAGES**

#### SENDING A NEW MESSAGE

 Create a new email by either selecting the CREATE EMAIL short cut on the Messaging screen or by selecting the EMAIL short cut on the Inbox screen.



2. Select the TYPE OF EMAIL to be sent:

- · Personal Email
- · Standard Email

NOTE: Personal email must be enabled from the PFM. Contract your fleet administrator for questions about this feature.

On the Select Recipients screen, select the recipient's name, then press SELECT.

NOTE: Up to 20 recipients may be selected for a single email.

4. Press the OK button when all recipients have been selected.



- 5. Enter the MESSAGE TEXT (up to 2000 characters).
- 6. Press the SEND button to send the message.
- Press the DRAFTS button to hold the message until it is completed.



8. Press the CANCEL button to cancel the message.

# IMAGE CAPTURE (TABLET)

### **USING THE CAMERA**

NOTE: Image Capture is only available with TABLET.

Forms can contain image capture fields to attach pictures in the form. Selecting or highlighting the image capture field in the form will expand the picture field.

 Select the CAMERA button to activate the Camera Viewing screen.



Focus the camera on the subject and click the YELLOW BUTTON on TABLET to take the picture.



You can edit the Image Name by highlighting the Image Name field and entering a new name.



 If you wish to retake the picture, clicking the Camera button will bring you back to the Camera Viewing screen and you can take another photo.



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# IMAGE CAPTURE (TABLET)

Click SAVE to add the image to the form. A thumbnail picture of the image will appear in the image capture field on the form.



If you wish to remove the picture from the form, highlight the IMAGE CAPTURE field and click the CLEAR button.

### IMPORTING AN IMAGE

Images can be imported to the form from a USB device that contains pictures.

 Select the IMPORT button to import an image from an external USB device or a previously saved image on the TABLET.



Plug the external USB device into the TABLET and select the EXTERNAL SOURCE button.



## IMAGE CAPTURE (TABLET)

3. All photo images on the external USB device will be displayed.



- Highlight the desired image to import to the form and click the OK button.
- A thumbnail picture of the image will appear in the image capture field on the form.



# SIGNATURE CAPTURE (TABLET)

NOTE: Signature Capture is only available with TABLET.

Forms can contain signature capture fields to attach signatures in the form. Selecting or highlighting a signature capture field in the form will expand the field.

1. Select the CAPTURE button to enter a signature on the form.



## SIGNATURE CAPTURE (TABLET)

Enter the signature and click the OK button to save the image to the form.



Click the CLEAR button to erase the signature if you wish to re-sign in the field.

NOTE: Once the signature has been saved, it can no longer be changed or edited by the user.

 A thumbnail picture of the image will appear in the signature capture field on the form.



# USING THE BAR CODE SCANNER (TABLET)

While the cursor is located on any data entry field, the bar code scanner can be activated.

NOTE: Requires TABLET premium with built in bar code scanner.



# USING THE BAR CODE SCANNER (TABLET)

- 1. Place the cursor on a data entry field.
- Click the "SCAN" button on TABLET to activate the bar code scanner.

### IN-CAB PRINTING & PDF VIEWING (TABLET)

NOTE: In-Cab Printing and PDF viewing are only available with TABLET.

PDF files can be attached to incoming forms as attachments that can be viewed and printed in the cab. Selecting or highlighting the attachment field in the form will expand the field.

 Select the VIEW button to open the PDF viewer and review the attached document.



Clicking Zoom In or Zoom Out will resize the display of the attached document.



Click the PRINT button to send the document to an attached USB printer.

NOTE: To setup the system to print, go to System, Settings screen and ensure the Default Printer has been setup correctly.

### **ENGINE DATA**

View real-time engine performance information for a trip, leg or any report duration from the Engine Data screen.

 Select the ENGINE DATA shortcut from the Vehicle menu to display the engine data assigned to the Active User.



Press the VEHICLE button to view vehicle engine data for all drivers

DURATION: Accumulated time since the last reset.

NOTE: Use the CLEAR button to reset your in-cab averages and trip information (hours : minutes).

**ODOMETER:** Odometer reading.

MPG: Average Miles Per Gallon.

AVG SPEED: Average speed.

MAX SPEED: Highest speed recorded.

MILES: Number of miles traveled.

ENGINE: Time engine has been running.

IDLE: Time spent idling (hours : minutes).

MOVE: Time spent moving (hours : minutes).

**OVER RPM**: Time spent exceeding company RPM goals. The number after RPM is the company target (hours: minutes).

**OVER SPEED:** Time spent over company speed goals. The number after Speed is the company target (hours: minutes).

**EXCESS SPEED:** Time spent exceeding what your company has determined to be an unsafe speed. The number after Speed is the company limit (hours: minutes).

LONG IDLE: Time spent idling longer than the threshold set by your company (hours: minutes).

LONG IDLE %: Percentage of time spent in long idle.

NO. LONG IDLES: Number of times vehicle idled longer than the company-set threshold.

IDLE THRESHOLD: Number of minutes used to split long and short idle events.

### **ENGINE DATA**

SHORT IDLE: The amount of time you have idled less than the company goal (hours : minutes).

SHORT IDLE %: Percentage of time spent in short idle.

NO. SHORT IDLES: The number of times you have idled less than the company goal.

SEAT BELT USE %: Percentage of time vehicle is in motion that the driver's seat belt has been buckled.

**HEADLIGHT USE** %: Percentage of time vehicle is in motion that the headlights were in use.

FUEL TANK LEVEL %: Percentage of fuel remaining in the primary and secondary fuel tanks.

**DIESEL EXHAUST FLUID TANK %:** Percentage of diesel exhaust fluid remaining.

**DIESEL PARTICULATE FILTER STATUS:** Status of the diesel exhaust particulate filter.

AMBIENT TEMPERATURE: Current temperature outside the truck (F for Fahrenheit, C for Celsius).

SPEED GOVERNOR SETTING: Maximum speed the vehicle's ECM will allow:

### ONBOARD EVENT RECORDING (OER)

Onboard Event Recording\* must be enabled by the fleet administrator in order to record events. Please contact your fleet administrator for more information about OER.

Three types of vehicle events can be recorded while driving:

Sudden acceleration (SA): records 60 seconds before and 30 seconds after vehicle accelerates beyond a pre-set threshold.

Sudden deceleration (SD): records 60 seconds before and 30 seconds after vehicle decelerates beyond a pre-set threshold.

Manual trigger (MT): records 170 seconds before and 30 seconds after the event. This capability must be activated by the safety manager. A notification of the manual event appears.

Stability Control (SC): records 60 seconds before and 30 seconds after the event. This capability requires the Vehicle Management Multi-bus Adapter and a stability system such as Bendix or Meritor/WABCO.

View a listing of recorded events from the OER screen.

### **ENGINE DATA**

### Option 1: Recording Events (manual trigger)

1. Select the OER short cut from the Home screen.



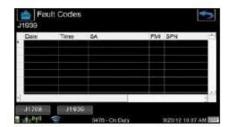
2. Press RECORD to manually trigger an OER event.



### **FAULT CODES**

Fault codes are assigned MIDs/PIDs triggered by the ECM.

 Select the FAULT CODES shortcut from the Vehicle menu to display the fault codes that have been triggered (if applicable).



NOTE: When collecting vehicle data with the Vehicle Management Multi-bus Adapter, the user will have the option to display either J1708 or J1939 fault codes from this screen.

Select the J1708 and J1939 buttons to switch the data bus displayed.

## SYSTEM DIAGNOSTICS

System diagnostics displays the information relating to the Onboard Computer (OBC) and the display.

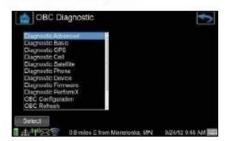
 Select the SETTINGS shortcut from the System menu to display options for configuration for the system.



NOTE: To change the language displayed, select from the dropdown in SETTINGS. The display will reboot and run in the new language until changed again.

For OBC diagnostic information:

 Select the OBC DIAGNOSTIC shortcut from the System menu for OBC menu options.



For device diagnostic information:

 Select the INFORMATION shortcut from the System menu for display information.



# SYSTEM DIAGNOSTICS

- Press SERVICES to access troubleshooting options for the display and In-Cab Scanning, Training, Delete All Messages, Touch Screen Calibration and Navigation.
- 3. Select REFRESH to reboot the display.
- Select CLEAR TRIPPAK TRANSACTION to clear a pending scanned document transaction that has been sent.

NOTE: Use this option if TripPak remains in a **Pending** state and cannot be resolved. TripPak must be in a **Ready** state to scan and submit documents for In-Cab Scanning.

Select the VERSION shortcut from the System menu to display device software versions.

### **BROWSING THE INTERNET**

You must be connected to a Wi-Fi hotsoot that has Internet connectivity before you can browse the internet.

 Select the INTERNET shortcut from the Oriver menu to open a browser.

NOTE: If you have not connected to a Wi-Fi hotspot, the INTERNET menu option will not be available.



2. The Internet browser will open.



Cick on the DROPDOWN in the address bar to show the list of prepopulated webpages.

NOTE: The prepopulated webpages are set by your company and cannot be changed from the device.

4. Cick on the WEB\$ITE NAME to go to that webpage.

# **BROWSING THE INTERNET**

The system will allow access to any websites setup in your PFM white list by your administrator. Attempting to access a webpage that is not white listed will result in the following screen.



# **DEVICE TRAINING VIDEOS**

- Select DEVICE TRAINING from the Driver menu to view the PeopleNet device training videos.
- 2. The list of available training videos will be displayed.



- 3. Highlight a video title and click the PLAY icon.
- The video will begin to play. Click the PAUSE button to pause the video, or the STOP button to exit and return to the list of available videos.



# IN-CAB NAVIGATION

1. Select NAVIGATION from the Home screen.

NOTE: In-Cab Navigation in partnership with ALK is an optional service. Please contact your fleet administrator to see if your fleet has activated this service for your fleet/vehicle

NOTE: If the ALK menu options do not become active (colored), but are grayed out, please contact your fleet administrator to see if you are authorized to use this service.

#### SEARCHING A LOCATION

1. Select WHERE TO? on the ALK menu screen.



2. Select LOCATION SEARCH to search for a new location.

NOTE: Select RECENT ADDRESSES for a searchable list of addresses recently searched for. A blue icon indicates locations that have been routed to previously.

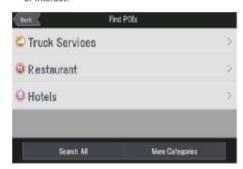
Type the destination address or custom Point of Interest in the FIND field.



 Press SEARCH. A data call begins to confirm the location search. Or,

# IN-CAB NAVIGATION

- Select POINTS OF INTEREST from the ALK menu screen to search by category, such as restaurants or truck stops.
- Choose where along the route to search for the Point of Interest.



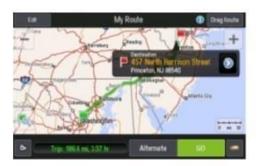
Select the CORRECT LOCATION from the CANDIDATE(S) FOUND list and press GO.



The Navigation View screen is displayed with the vehicle's current position indicated on the map.

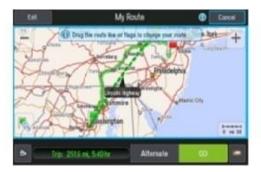


# **IN-CAB NAVIGATION**



Once address is selected, press go and the app will direct you in real time on the best route to take.

The user may also drag and drop the route should they wish to defer from the preferred directions provided by the application.



ALK CoPilot also fully integrated with your back-end TMA provider via the PeopleNet Open Interface for ease of use and navigation-included dispatching.

# IN-CAB TRAINING In Partnership with Pro-TREAD

To access In-Cab Training with Pro-TREAD:

1. Select the DRIVER TRAINING shortcut in the Driver menu.

NOTE: In-Cab Training in partnership with Pro-TREAD is an optional service. Please contact your fleet administrator to see if your fleet has activated this service for your fleet/vehicle.

2. Enter the DRIVER ID associated with your Pro-TREAD login.

NOTE: Contact your fleet manager for Driver ID assignment. PeopleNet Customer Support does not have access to this information.



- 3. Confirm DRIVER ID by entering it again.
- A data call will be placed to validate login and receive lesson progression from Pro-TREAD's web portal.



Once login is complete, select the lesson category PRO-TREAD or OSHA.

# IN-CAB TRAINING IN Partnership with Pro-TREAD



6. Select the LESSON to play from the menu.



From the lesson you can PLAY, PAUSE, go BACK, and STOP anywhere within the lesson.

NOTE: The Pro-TREAD application will cease playing any lesson if vehicle movement is detected.

 To quit the application, press STOP and Pro-TREAD will place a data call to submit lesson progression to the Pro-TREAD web portal.



 Once STOP is selected you will be prompted with a confirmation "Are you sure you want to quit?" Select YES to exit Pro-TREAD. Federal Communications Commission (FCC) Statement 15.21

You are cautioned that changes or modifications not expressly approved by the part responsible for compliance could void the user's authority to operate the equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

- 1) this device may not cause interference and
- 2) this device must accept any interference, including interference that may cause undesired operation of the device.

15.105(b)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- -Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- -Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- -Consult the dealer or an experienced radio/TV technician for help.
  FCC RF Radiation Exposure Statement: This Transmitter must not be colocated or operating in conjunction with any other antenna or transmitter. This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20 centimeters between the radiator and your body.