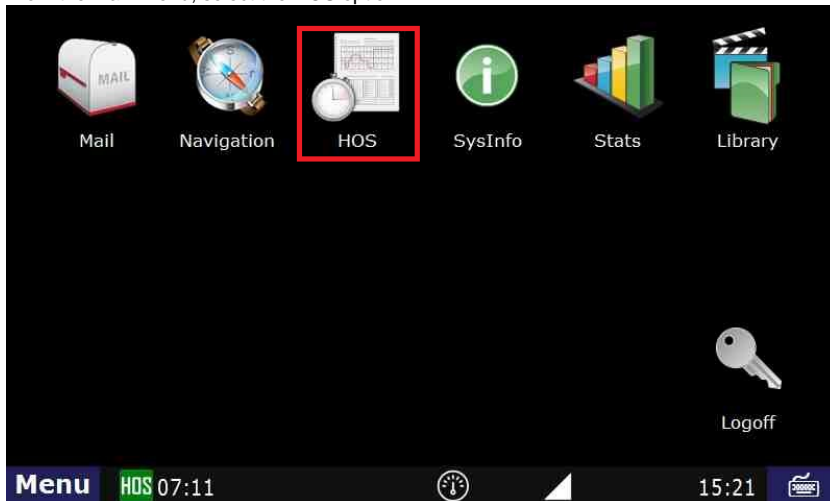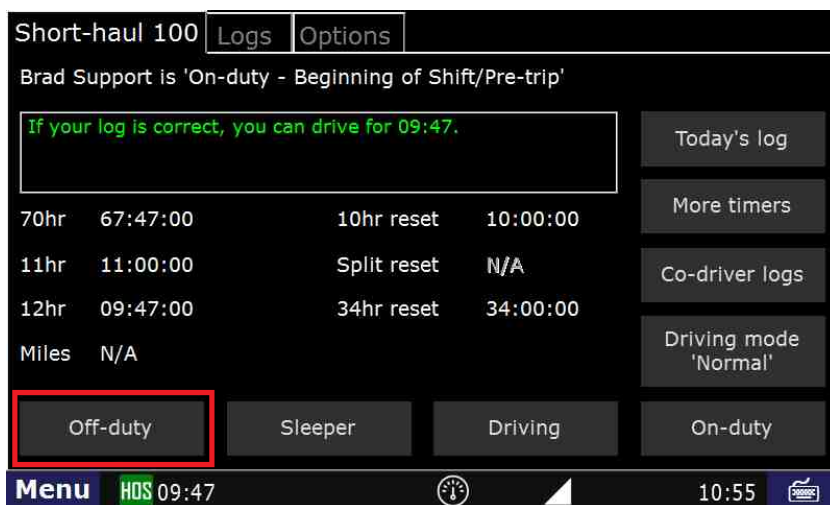# How-to go into Off-duty

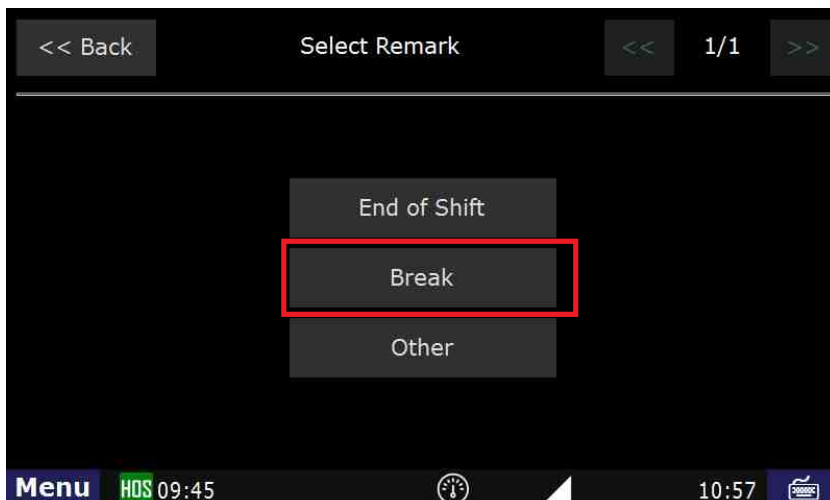## How-to go into Off-duty

Step-by-step guide

1. From the main Menu, select the HOS option.

2. From the US-8 screen (Short-haul 100 if you're local) in HOS, touch "Off-duty"
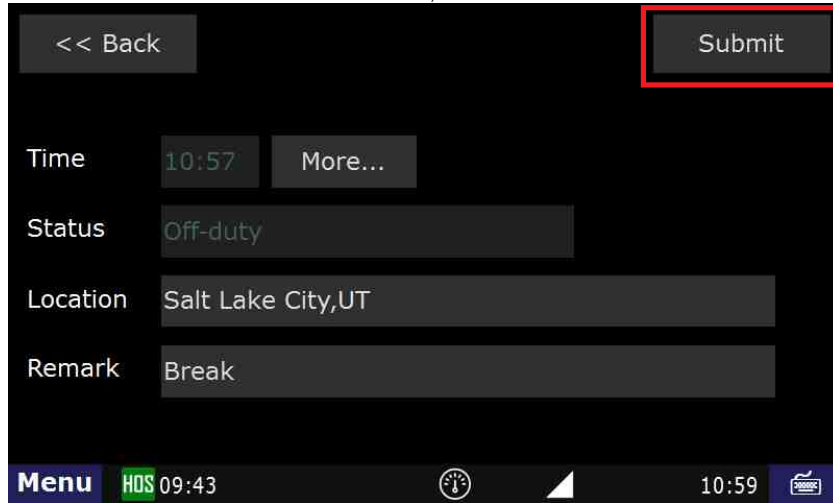

3. Next touch "End of Shift" if your duty day is complete, "Break" if you are taking a break, or "Other" for any other circumstance. In this example we will touch "Break".

How-to go into Off-duty

4. Review the details on the next screen. If correct, touch "Submit".

You are now in Off-duty, and on break.

Related articles

- How does the unit warn for Personal Use limits?
- How-to send HOS ELD logs to Enforcement Officer for Roadside Audit
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