

## How to Use Your Telematics Fob

Each time you start the vehicle, you will have to tap your fob on the telematics receiver – a small black box fastened to the dashboard next to the steering wheel.



### **If the receiver continues to beep after you have fobbed in, here's what it could mean:**

- Speed Warning: You're driving too fast.
  - The beeping will stop once speed has been reduced.
- Extended Idling: The vehicle has been left running for too long without moving.
  - Turn the vehicle off and restart it to stop the beeping.
- Seatbelt Not Fastened:
  - The system will continue to beep if the driver's seatbelt isn't buckled and the car is moving over 3mph.
- Fob Didn't Register: The receiver may not have detected your fob properly. Try again:
  - Tap the fob directly on the receiver
  - Try both sides of the fob if one doesn't work



### **Still Beeping?**

If none of the above resolves the issue, please call the Fleet Management Office for assistance using either of the contacts below.

#### **WV Fleet Management Division Main Office**

Ph #: 1 (855) 817-1910

E-mail: [fleet@wv.gov](mailto:fleet@wv.gov)

## ? FAQs

Do I need to tap the fob before or after starting the engine?

- You will need to tap the fob to the receiver **after** the engine has been started.

What happens if I drive without tapping the fob?

- The vehicle will still operate, but the device will continue to alert you until you tap your fob to receiver. **Fobbing in is required** when operating a vehicle rented from the Capitol Complex Motor Pool in accordance with our Rental Use Policies.

Is the fob linked to me specifically, or can any fob be used?

- Each telematics fob is assigned to an individual.
- If multiple people will be driving the vehicle, each driver must use their own fob.
- Additional drivers who have not previously rented from our motor pool must first create an account and notify FMD so their fob can be issued and placed in the vehicle prior to checkout.

What if I lose or forget my fob?

- Please contact FMD prior to your reservation so a replacement fob can be issued.
- If you have already checked out your vehicle and do not have your fob, contact FMD as soon as possible to have a new one issued and delivered to you at our rental kiosk at Laidley Field. This may result in a delay to your departure.

If you have any additional questions or need further assistance, please contact the Fleet Management Office.

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