



INSTRUCTIONS ON HOW TO USE THE ELECTRIC VEHICLE CHARGING STATIONS

Sign up with dealer to receive a ChargePass card or you may go on-line to sign up at www.mychargepoint.net.

HOW TO USE THE ELECTRIC VEHICLE CHARGING STATIONS

Two types of charging:

Level 1 - Slow-Charge (10-hour parking space)

To start the slow-charge session:

1. Tap your ChargePass card against the reader symbol on the charging station, then lift door. Using your charging cord that was supplied with your new electric vehicle, plug one end of the cord into your new vehicle and the opposite end into the charging station outlet located behind the station's locking door and follow the instructions on the digital message.
2. Charging begins when door locks. The station will display a message indicating the vehicle is charging.
3. The electric vehicle battery will charge 100% in 8 to 9 hours.

To stop the charging session:

1. Tap your ChargePass against the reader symbol. Following instructions.
2. Remove your charging cord from the station's socket.
3. Push the door closed to lock in place.

Don't forget to remove your charging cord from your electric vehicle and take it with you.

Level 2 - Fast-Charge (4-hour parking space)

To start the fast-charge session:

1. Tap your new ChargePass card against the reader symbol on the charging station. When your card is authorized for use the station will display a message indicating you can remove the connector labeled #2 from the holster and plug it into your electric vehicle.
2. The electric vehicle battery will charge 100% in 4 hours.

To stop the charging session:

1. Tap your ChargePass against the reader symbol. Following instructions.
2. Return the station's connector to its holster by pressing down on the button at the top of the handle while pulling the connector from your electric vehicle.

You must tap the ChargePass card to start and stop a charging session.

If you have any problems activating or using the ChargePass card, call the Customer Service number printed on the ChargePass card or electric vehicle charging station.

PARKING SPACES MUST BE PAID

1. When using the metered parking spaces that are designated for electric vehicles the space (s) must be paid while the vehicle is parked in the space. There is an additional cost to park in the space of \$.50 per hour.

THERE ARE FIVE ELECTRIC CHARGING STATION LOCATIONS IN THE CITY OF GRAND RAPIDS.

1. Government Center Ramp (300 Monroe, Ottawa level)
2. Ottawa Fulton Ramp (50 Ottawa, A level)
3. Gallery on Fulton Ramp (10 Commerce, A level)
4. Weston Commerce Ramp (38 Commerce, B level)
5. On the street, on Ottawa at Michigan