SUMMARY

P.3  CHECK THE VEHICLE

P.5  HOW TO TAKE A VEHICLE

P.9  HOW TO RETURN A VEHICLE

P.14  BASIC CONTROLS
You must check your vehicle for damage before using the vehicle, as you will be liable for any damage noticed during or after your booking.

Report the damage calling 020 3603 2259, stating where on the car it is, and immediately emailing photos through to info@ecarclub.co.uk. Then use the form on the next page to register the number of the call (given by our team, after report).
<table>
<thead>
<tr>
<th>On</th>
<th>Repaired by</th>
<th>Checked on</th>
<th>By</th>
<th>Reported damage</th>
<th>Report no.</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Operations - do not fill this part
<table>
<thead>
<tr>
<th>Day</th>
<th>Report no.</th>
<th>Reported</th>
<th>Checked</th>
<th>Repaired</th>
<th>By</th>
<th>On</th>
</tr>
</thead>
</table>

*Operations - do not fill this part*

Member

Reported damage (call 020 3603 2259)
<table>
<thead>
<tr>
<th>On</th>
<th>Repaired by</th>
<th>By</th>
<th>Checked on</th>
<th>Reported Damage</th>
<th>Report no.</th>
<th>3603 2259</th>
<th>(call 020 020)</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Operations - do not fill this part*
HOW TO TAKE A VEHICLE

1. ACCESS VEHICLE
   P.8

2. RETURN KEY/FOB
   P.9

3. DRIVE AWAY
   P.10
1. ACCESS VEHICLE

ARRIVAL AT THE CAR
When you first arrive at the car park, look for the car you have booked checking the licence plate.

SWIPE MEMBERSHIP CARD
Hold your membership card on windscreen reader. The red light will turn green.
2. RELEASE KEY/FOB

LOCATE THE CARD READER

When in the car, open the glove box and you will find the card reader.

ENTER PIN

Enter your personal pin into the card reader to release the key and fob.

Take keys from slot in the computer vehicle booked until 12/10/16, 15:00
3. DRIVE AWAY

START THE VEHICLE
Hold the car’s key next to the power button on the right of the steering wheel, press brake pedal and push the power button. The dashboard will illuminate and “READY” will show, to acknowledge the car has started.

RELEASE THE HANDBRAKE
While pressing the brake, release the handbrake.

SELECT DRIVE MODE AND GO!
While pressing the brake, select ‘drive mode’ moving the gear stick down. The ‘drive mode’ will be showed on the dashboard.
HOW TO RETURN A VEHICLE

1. STOP VEHICLE
   P.12

2. REFUEL VEHICLE
   P.13

3. RETURN KEY/FUEL CARD
   P.14

4. LOCK VEHICLE
   P.15
1. STOP VEHICLE

SELECT PARK MODE
After having parked, press the brake and select ‘park mode’. The ‘park mode’ will be showed on the dashboard.

PRESS STOP BUTTON
While pressing the brake, press stop button.

APPLY HANDBRAKE
2. REFUEL VEHICLE

CHECK FUEL LEVEL

At the end of the booking, be sure that there is at least 1/4 of a tank in the vehicle.

REFUEL VEHICLE

If the fuel level is too low, go to a fuel station, fill the vehicle up and pay for the fuel by presenting the fuel card to the checkout staff.
3. RETURN KEY/FUEL CARD

RETURN KEY/FUEL CARD

Open the glovebox and insert key and fob inside the card reader. Close the glovebox.
4. LOCK VEHICLE

TAP MEMBERSHIP CARD

Leave the car, close all the doors and swipe the membership card on the screen reader in order to lock the vehicle.

Please be aware that you are responsible for London Congestion Zone charges if you drive this car within the zone.
The fob is placed into the card reader at the end of the booking.
To change the driving mode, keep your foot on the foot brake pedal.

Use ‘drive’ mode to drive away.

When parked up, ensure that you have pressed the ‘P button’.
SPEED
TRANSMISSION
FUEL LEVEL
LIGHTS/INDICATORS
WINDSCREEN WIPERS