

LUISS ELECTRIC CAR SHARING

HOW TO START A RENT

1. Open the vehicle doors pressing the unlock button on the key.



2. Disconnect the cable from the charging station by pressing the green button on the charging station.



3. Unlock the socket of the charging cable by pressing the release button located inside the charging port compartment (at the front of the vehicle on the driver's side) and disconnect the charging cable from the car.



4. Open the luggage compartment by pressing the button on the key or pulling the release handle in the handle recess and swivel the tailgate up to open.



5. Stow the charging cable in the luggage compartment.



6. Get inside the vehicle and fasten the seat belts.

7. Start the vehicle by pressing the engine start/stop button located near the main display while keeping your foot on the brake pedal.



8. Select the driving mode. Keep your foot on the brake, then move the e-shift lever (located near the driver's right hand) to:

- D (Drive) to move forward
 - R (Reverse) to go backwards
 - N (Neutral), when you want to shift the car into neutral
- After selecting D or R, slowly release the brake pedal — the car will start to move.



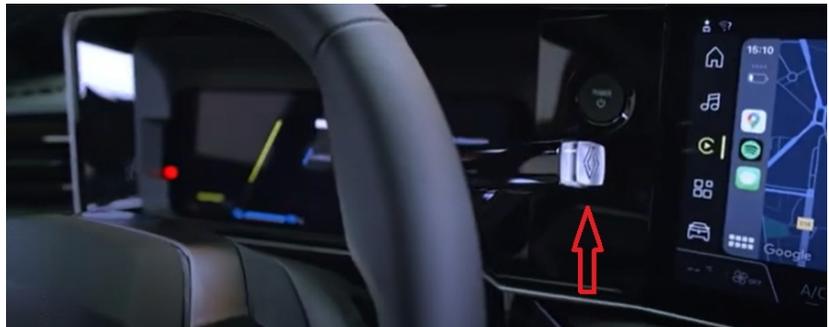
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HOW TO END A RENT

1. Park in front of a charging station.



2. Move the e-shift lever to park position "P".



3. Press the engine start/stop button and engage the parking brake.



4. Get off the vehicle and make sure you have properly closed the doors and windows.
5. Open the luggage compartment by pressing the button on the key or pulling the release handle in the handle recess and swivel the tailgate up to open.



6. Take the charging cable from the luggage compartment.



7. Insert the charging cable **first** into the vehicle plug and **after** into the charging station plug.

8. Close the vehicle by pressing the lock button of the key.



9. Remember to deliver the key to the LUISS security office in order to formally complete the rental procedure.

Important Remark: The above procedure must be slavishly followed.

Useful Numbers:

- Helpdesk 06 51 833 089 (helpdesk.luiss@aceaspa.it)
- In case of mechanical problems (warranty) 06 902 5 9000