

## Glossary of Terms

Welcome to your new  
HOURCAR experience!

This technology goes into service on  
August 6, 2015.

Please feel free to contact us with any  
questions at  
612-343-2277  
or  
info@hourcar.org

**Keypad**: a box on a cord found in the HOURCAR's glove compartment. It has slots for holding the car key and the gas card.



Keypad

**Remote**: can be found on the keychain or sometimes on the key itself. Use the buttons to lock and unlock the car. The red button is known as the “panic button” and will set off the horn honking and the lights flashing. Press any other button to stop the honking.



Prius Remote

**HOURCAR fob:** The dark-grey, triangular fob that HOURCAR issues you when you become a member. Has “AWID” embossed in a lighter-grey circle in the middle of the fob. Lives on YOUR keychain!



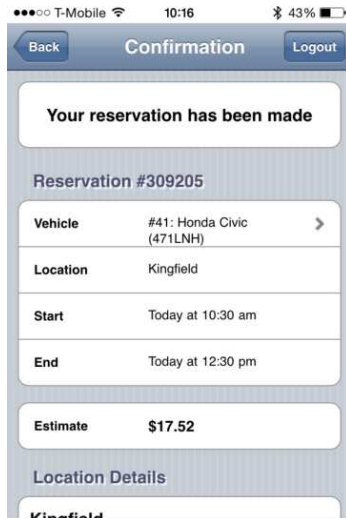
HOURCAR fob on a keychain

**Keypad fob:** A black fob with a white circle that inserts into the keypad in the glove box. The **Keypad fob should be left in the car at the end of a trip, with the key. Do not separate the keypad fob from car key.**



Keypad fob and a Honda key

Step 1: Make a reservation as usual.



Step 2: Go to the car for your scheduled reservation time. Please note that **the car will only let you in five minutes early. If your reservation starts at 2, the earliest you can get into the car is 1:55.**

Step 3: Swipe into the car



You will find the fob reader in the window near the driver's side of the vehicle – that hasn't changed. Hold your fob against the window briefly to trigger the reader. The yellow light on the reader will illuminate— this means that your fob has been read and you may remove it. If the red light flashes, it has not read the fob yet. When the green light illuminates, you'll hear the doors unlock. Go ahead and hop into the car!

#### Step 4: Get the key



In the glove box, you will find a keypad attached to a curly cord. Please take the keypad out of the glove box. You will read a question on the screen – please answer the question and follow the instructions to pull the keys out of their holder on the keypad.

Step 5: Use the key to start the car as usual and enjoy your trip!

Step 6: You've reached your first stop and need to leave the car. **Here's a big change, so heads up!**

Taking the key with you, exit the car. Step out of the car and use the car key or the car remote to lock the doors. **No need to fob out!** When you come back to the car, use the car key or the car remote to unlock the doors. **No need to fob in!**



## Step 7: Finishing your trip

When you're back at the hub, turn the car off. Open the glove box and remove the keypad. Answer a couple of questions on the keypad, then gently reinsert the round black and white fob on the keychain into its slot on the keypad.



Put the keypad back in the glove box and shut it, check that you have all of your belongings, then exit the car.

## Step 8: Swiping out

Hold your fob over the reader until the red light illuminates. Check the door handles to ensure that the car is locked!



If the car still won't lock using your HOURCAR fob, please make sure that you've returned the car keys to the keypad in the glove box. If the keypad fob is not reinserted into the keypad, the reader will not lock the car doors when you swipe your HOURCAR fob. You may be charged \$100 if you take the car keys with you! Avoid the fee – leave the key!

## Do you need to extend your trip?

From a safe parked spot (NOT while you are driving), take the keypad out of the glove box. Press the button with the **yellow circle** in the bottom right corner of the keypad, and choose the option to extend your reservation. Add as much time as you need and wait for a confirmation via the keypad.



If it says your reservation has been extended, you're good to go until the new end time. If it says it cannot extend your reservation, it is likely that there is another member with a reservation right after yours. Please call us at 612-343-2277 if you require assistance.

## Refilling the gas tank

When you need to refuel, use the gas card just as you always have. The only difference is that the gas card will be in the glove compartment stored in the keypad instead of on the visor. The steps below will help you refuel.

1. Park the car at the pump and turn the car off.
2. Open the glove box and remove the keypad.



3. Gently pull the gas card out from the bottom of the keypad. The Driver ID will show on the keypad. That's the Driver ID number that you need to enter at the pump, when prompted.



4. Use the gas card to buy gas and fill the tank.
5. Return the gas card to the keypad and put the keypad back in the glove box.

Please contact us at 612-343-2277 if you have any questions about our new technology! We are happy to help you with any and all questions so that you can have an easy and successful trip!

HOURCAR Member Services

M-F, 9-5 612-343-2277 x 1

Call center 24/7 612-343-2277 x 2

[info@hourcar.org](mailto:info@hourcar.org)