

# KeyCard Access Basics



At the start of your reservation, hold your KeyCard against the Checkpoint reader until the lights flash green. The car doors will open with a beep. You have now been successfully logged-in and are ready to start your reservation.

Vehicle keys will be tethered around the ignition area inside the car.

If you leave the vehicle during your reservation, you must use your KeyCard to lock and unlock the doors and not the vehicle remote, buttons or keys. When you return, present your card at the Checkpoint reader to log back in and continue with your reservation.

Please ensure that you remove the keys from the ignition and fill out the trip log as usual at the end of your reservation, noting all the required details.



When finished, exit the vehicle and present your KeyCard at the Checkpoint. The lights will twice flash green and car doors will lock. You have now been logged out and our system recorded the vehicle as returned.



The ComUnit, located on the windshield, will display details, and can be used to adjust your reservation (an alternative to calling, using a smartphone or internet). See instructions on reverse. Note that if parked underground, the ComUnit may not display the latest details until it regains cellular coverage and updates.



During a reservation, if the car is left with the ignition turned off for a prolonged period of time without logging out with your KeyCard (e.g. unloading your trunk), it will automatically log you out. The vehicle will require a log-in before it can be driven again. Present your KeyCard again (inside or outside the car) to log-in and continue your reservation.

## AutoShare™

Reservation Hotline: 416.840.4444

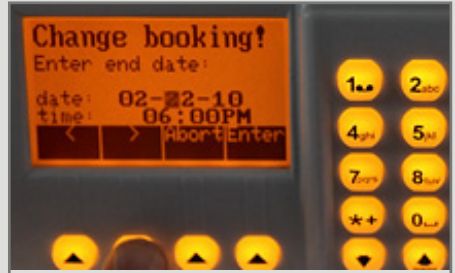
# ComUnit Reservation Changes

(Changes can only be made while vehicle ignition is turned off.)



## 1. Begin Change

Press the first arrow button titled "Res+", "Res -" to begin changing your reservation details.



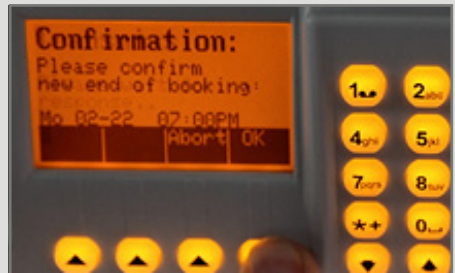
## 2. Choose Details to Change

Using the first and second arrow buttons, scroll to items in your reservations you wish to adjust.



## 3. Change Time/Date

Using the keypad on the right, change the details of items selected in the previous step.



## 4. Send Changes

Press the fourth arrow button titled "OK".



## 5. Transmission

Changes will be transmitted to our system.



## 6. Confirmation

A confirmation screen will be shown upon completion.