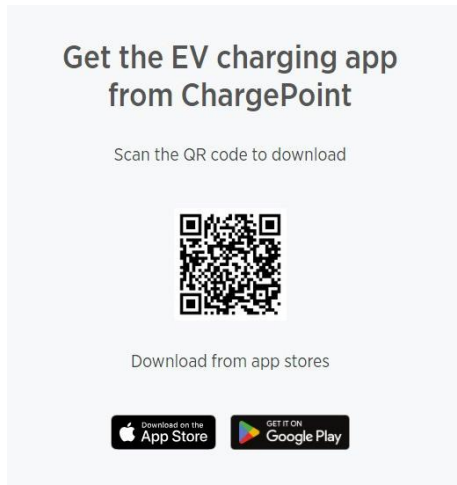


Visitor User Guide

Step 1:

Download ChargePoint Mobile App to your smart phone.



Follow the instructions to create a ChargePoint account. You will be asked to provide payment method (Credit Card, PayPal, or Apple Pay) when creating a new account.

Step 2:

Scan the following QR Code with you mobile camera.



This link will automatically re-route you to the ChargePoint app where you will be added to the Chesterford Research Park Tenant Driver Group.

Your addition to the group will then be approved.

<https://chargepoint.app.link/AZBaf27FXPb>

Step 3:

Search Chesterford Research Park into the 'Map' page.

This will locate CRP Charging stations.

Waitlist Guide

Step 1:

Open the app to locate the Chesterford Research Park stations and click the pin for the spot where you want to charge.

Step 2:

If all of the stations are busy, select the grey join waitlist bar from map view. Then hit the orange 'Join Waitlist' button.

Step 3:

You'll automatically be added to the waitlist for all Chesterford Stations.

Step 4:

Make sure that you've turned on notifications to get an update when a station becomes available.

Step 5:

When you get an alert that a space is free, accept the spot (you have 5 minutes to accept) and it will be reserved for you. Only accept the spot if you're ready to move your car straight away because the spot will only be reserved for 15 minutes.

Step 6:

If you're busy, hit 'snooze' to let the next person have the spot and keep your place in the queue. You can choose how long you would like to snooze. Only 2 opportunities are given to snooze.

Items to note

- Charging available to park tenants and visitors 24 hours a day once added to the Tenant or visitor Driver Groups
- Charged at 45p per Kwh including VAT
- £1 per minute overstay fee with a 30 minute grace period
- Notifications on: ChargePoint will send you automated reminders when your car is fully charged or your slot on the waitlist is available.
- There is a max fee of £75 set to all CRP Chargers.
- Charging receipts can be found on the ChargePoint app should these be required.