

# EVC Charging Stations Instructions for Use



## **10-Bay Floor Standing Charging Station**

### To charge your device:

- Plug the device in using one of the provided charging cords within an open charging bay
- Close the door to the charging bay
- Select and enter a 4-digit code on the keypad of the bay your device is in
- After entering this code, hit the “Zephyr” button to the left of the keypad
  - The light on the charging bay door will flash green
- After the light flashes green, turn the knob to the left of the “Zephyr” button to lock the charging bay door - there will be a clicking sound as the door is locked

### To retrieve your device:

- Enter your 4-digit code on the keypad and then hit the “Zephyr” button to the left of the keypad
  - The light on the charging bay door will flash green and there will be a clicking sound as the door unlocks
- Turn the knob to open the charging bay door

### For assistance with retrieving your device:

- During business hours (Monday through Friday, 8:00am-5:00pm), contact the College Facilities Coordinator at (408)270-6405
- After business hours, contact the SJECCD Campus Police Department at (408)270-6468

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## **6-Bay Wall Mounted Charging Station**

### To charge your device:

- On the screen, touch the 'start' button to begin your session
- Select and enter a 10-digit code (i.e. a phone number) using the keypad on the screen
- Next, select and enter a 5-digit code (i.e. a zip code) using the keypad on the screen
- An available charging bay door will open automatically
  - Plug your device into one of the provided charging cords in the open bay
- After your device is plugged in, close the door to lock it and the device will begin to charge

### To retrieve your device:

- On the screen, touch the 'retrieve' button to end your session
- When prompted, enter your 10-digit code using the keypad on the screen
- Next, when prompted, enter your 5-digit code using the keypad on the screen
- Your charging bay door will open automatically allowing you to retrieve your device
- After retrieving your device, close the charging bay door

### For assistance with retrieving your device:

- Call the number on the main screen for an operator to assist you. The operator is available 24 hours a day, 7 days a week