

Charging Station Quick Reference Guide

Siemens Community Level II & Multi-Level

- **Activating a ChargePoint RFID Card**

Navigate to www.mychargepoint.net and click the  button. Use the guided three step process to create an account and activate your RFID card. Once completed, your ChargePoint RFID Card is ready for immediate use.

- **Using a ChargePoint RFID Card to authenticate a station**

Swipe your ChargePoint RFID card by the RFID symbol, . The station display will read “Authenticating...” Once your card is authorized the top line of the display will read “Authorized” and the bottom will read “Door Unlocked / Lift Door insert plug” or “Remove Connector from Holster”. You are now authorized and are ready to plug in your vehicle for charging.

- **Charging Status Indicators & Messages**

“#1:AVAILABLE / TAP CARD TO START” – Charging station is available for use. Swipe RFID enabled Credit card or ChargePoint card to begin a charging session.

“CHARGING 00:00:00 / 3.36 kW / TAP CARD TO END” – Vehicle is plugged in and connected to station. The connection time (HH:MM:SS) and the power consumption are displayed. The middle LED will glow green during a charging session.

“WAITING / VEHICLE NOT READY” – Station connected to vehicle but vehicle is not ready to charge.

“ENDED / PLUG-OUT AT CAR / TAP CARD TO OPEN” – Charging session has ended due to removal of charge connector.

“FINISHED / RETURN PLUG TO HOLSTER” – Charging has completed, return connector or remove cord set to end session.

“SUSPENDED GROUND FAULT / AUTO-RETRY IN 15:00” – Charging session has been stopped due to ground fault detection. Station will apply power and test for ground fault in 15 minutes. Middle LED will glow red during a ground fault event.

- **Inserting the Charge Connector**

Level I: Upon authorization, open front door, insert plug into station socket, shut front door, and plug J1772 charge connector into vehicle. The J1772 connector will click into place when seated correctly. The vehicle is now connected and ready to be charged.

Level II: Upon authorization, depress the thumb button located on the top of the J1772 connector and pull out the charge connector from the holster. Plug the charge connector into the charge port of the vehicle. The connector will click into place when firmly inserted. The vehicle is now connected and ready to be charged.

- **Removing the Charge Connector**

Depress the thumb button located on the top of the J1772 connector and pull out the charge connector from the vehicle charge port. Insert the J1772 charge connector into the holster on the charging station.

- **De-Activating a Charging Session**

Swipe your ChargePoint RFID card by the RFID symbol. The station display will read “ATTENTION / REALLY END SESSION / TAP CARD TO END”. Swipe your ChargePoint card again to end the session.

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