

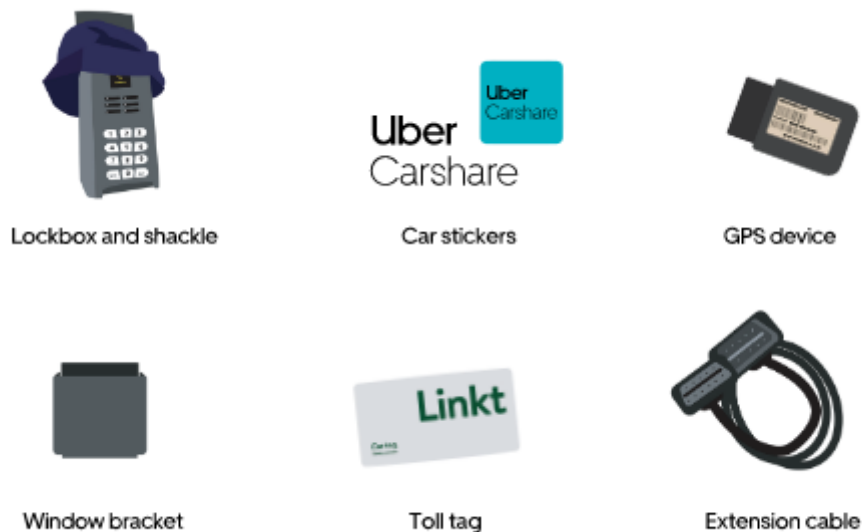
Your Instant Keys kit instructions

Your Instant Keys kit is what helps makes car sharing easy. Setting up the technology is simple and should take around 20 minutes.

Your Instant Keys kit contains:

- A toll tag
- A GPS device
- A lockbox

There's also an extension cable, a window bracket for placing the lockbox on the car's window, and some stickers to help inform borrowers.



Let's get started

If you're setting up the kit, it's best to follow our step-by-step guide in your car's profile.

1. Go to **Cars**
2. Select **Manage this car**
3. Then select **Listing**
4. Select **Instant Keys**.

1. Take photos of codes on the devices

Take photos of the codes on the devices first, or note them down. You'll need to enter these codes during the kit installation process.

2. Attach toll tag

1. Take a photo of the code first
2. Stick the holder to the windscreen near the rearview mirror
3. Slide the toll tag into the holder



If you already have your own toll tag in the car, please remove it and replace it with the one supplied. Don't leave it in the glovebox as it's possible both toll tags could be charged.

3. Plug in the GPS tracker

The GPS tracker helps us record the distance borrowers drive and to locate your car. It's a small black box with a port on one end, which you'll plug in.



Before you plug it in

- Make sure your car is turned off
- Find your car's diagnostic port

You'll usually find the diagnostic port below the dashboard, between the steering wheel and pedals. To find the location for your make and model, try searching online, for example, Google 'Toyota Corolla diagnostic port'.

Plug it in now

Now you can plug it in and check if it fits securely.

If it doesn't fit securely

If it sticks out or doesn't fit securely in the port, you can use the extension cable.

You could also unclip the port from its plastic bracket – just push the port backwards and it should pop out.

Our how-to video shows how to plug a GPS tracker into a diagnostic port. In the video they use a splitter cable – you can just plug the tracker directly into the port, or use the extension cable in your kit. Visit <https://youtu.be/4hVB4I18JfA>.

Checking the GPS is working

1. Now you can turn on your car
2. Look at the lights on the GPS tracker, they should start flashing.
If not, make sure the GPS is sitting securely in the port.
3. Open the app
4. Go to **Cars**
5. Select **Get location**

It should show your car's current location on a map.

It may take up to 30 minutes for the device to verify the location after you've plugged it in, so try again later if it doesn't work right now.

Secure your GPS

Once you've verified it works, make sure the GPS is secure in the port.

You can use something like cable ties, rubber bands, tape or hair ties if necessary to hold it in tight.

Then hide the device behind a panel so it's not visible or in the way.

Take a photo of the device in place

1. Take a photo of the device in its location
2. Then send it to us

This helps us know its location in case there are issues with it later.

Now let's get the lockbox ready.

4. Put the lockbox in place

First, take a photo of the lockbox barcode or write down the serial number – you'll need it later when you finish setting up your profile.

If you're hanging the lockbox on the vehicle

1. Wind the front passenger window down halfway and hook the window bracket over the edge
2. Roll the window back up so the lockbox is held in place by the closed window

If you're leaving the lockbox on your property

1. Log in to the app
2. Go to **Cars**
3. Then select **Listing**
4. Now select **Instructions**
5. Under the Lockbox instructions, press the button to generate a code
6. Enter the code to open the lockbox
7. Test that the lockbox works (that you can open and close it)
8. Go back to the app and update the Lockbox location in your car's profile so borrowers know where to find it

5. Put the key in the lockbox

Remove any key rings or fobs from your spare key. If you need to put a garage fob and the key in the lockbox, use rubber bands to tie them together.

1. Go back to **Cars** in the app
2. Enter the lockbox code to open the lockbox
3. Put the key in the lockbox
4. Close the lockbox
5. Check the lockbox is shut

If you can't close it, check if there's something blocking it

Your lockbox may contain a grey key insert. If your key is too big to fit inside the insert, just remove the insert by pulling it out and put the key in the lockbox without the insert.

If the lockbox doesn't respond

If your lockbox looks like this:



It's likely in sleep mode and needs to be woken up.

1. Insert a credit card-sized card into the slot at the bottom of the lockbox
2. You should hear the lockbox beep
3. Now enter the code

If your lockbox looks like this:



1. Hold the **Return** icon
2. The keypad should light up and beep
3. Now enter the code

As part of setting up your car listing, you can also apply stickers to your car. If you haven't done so already, make sure to upload condition photos of your car too.

Need help?

If you're having trouble, call us on (02) 8035 8000. We're available to help 24/7.