Electric Vehicle Charging Stations Information and Instructions

http://www.chargepoint.com/library/ChargePass-User-Guide.pdf

Availability and Location

The City of Salem offers eight Chargepoint Level 1 & 2 EV charging stations available for public use in the two municipal garages. Using your Chargepoint access card or calling the ChargePoint phone number will unlock the station for charging. Once in the garage the stations are **free of charge** and have an unlimited duration of use.

Level 1 & 2
Four stations on ground level
South Harbor Downtown Garage
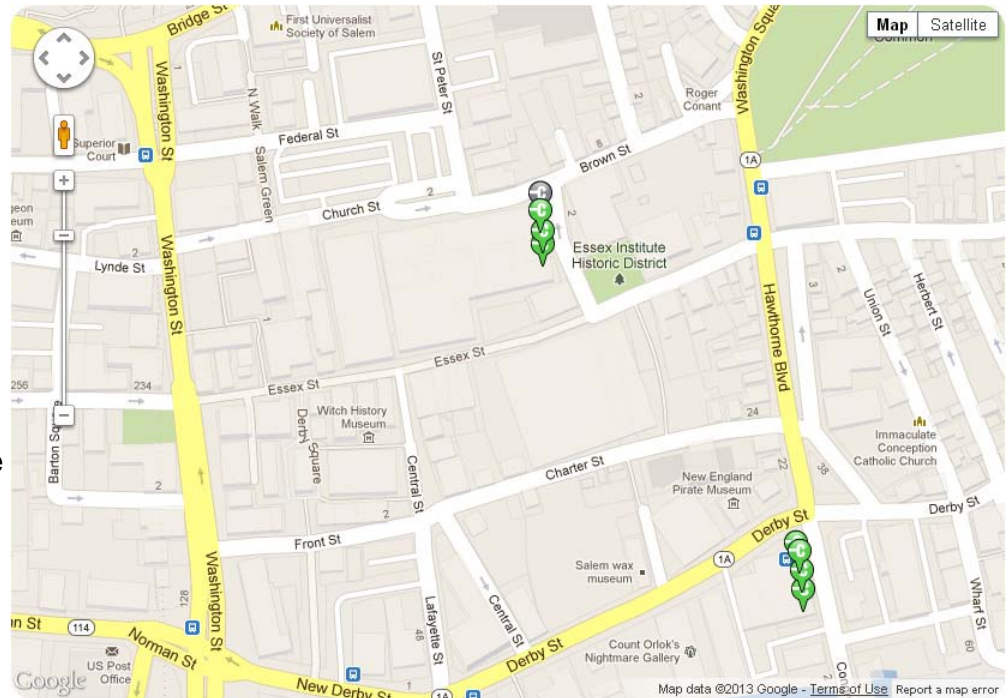245 Derby St.
Salem, MA 01970

Level 1 & 2
Four stations on level 1A
Museum Place Waterfront Garage
1 New Liberty St.
Salem, MA 01970

Parking Information

ChargePoint electric vehicle charging station parking spaces are for electric vehicles **only.***
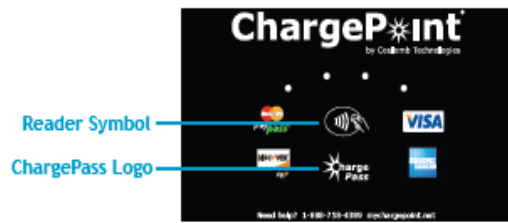
*violators will be ticketed

Charging your electric vehicle is free; **however,** users must still pay for parking either with your parking ticket and attendant at the Museum Place Garage or at the meter in the South Harbor Garage.

Please read the following instructions. If you have additional questions, please contact Jeff Elie, Energy & Sustainability Manager at jelie@salem.com or 978-619-5685.

Look for the ChargePass logo

Tap your new ChargePass™ card against the scan symbol on any charging station displaying the ChargePass logo:
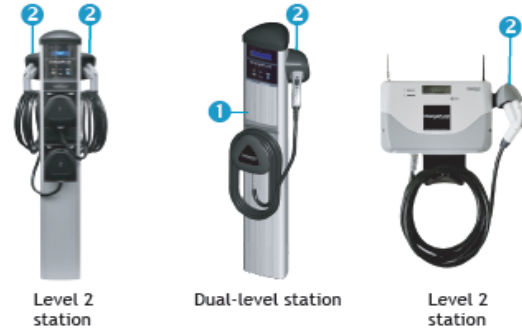

Reader Symbol
ChargePass Logo

IMPORTANT! You must use the same ChargePass card to start and stop charging.

If you see a ChargePoint charging station without the scan symbol (for example, a home charging station), you won't need your ChargePass card—charging is as simple as plugging the station's connector into your vehicle.

Two Types of Charging

Level 1 Plug your own charging cord into the standard 120V outlet located behind the station's locking door.

Level 2 Plug the station's SAE J1772™ connector into your vehicle to charge at 240V.

Level 2 station   Dual-level station   Level 2 station

Stations with more than one charging option can charge two vehicles at the same time. These stations sequentially display the status of each charging port as #1 and #2.

Using your ChargePass card to charge your electric vehicle

Level 1 Charging

Use this method to charge at 120V by plugging your own charging cord into the charging station's outlet.

To start a charging session:

1. Plug your charging cord into your vehicle.

2. Tap your ChargePass card on the station's reader symbol.

   When your card is authorized, the station displays a message indicating that the door is unlocked and you can insert the plug.

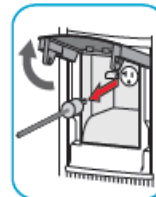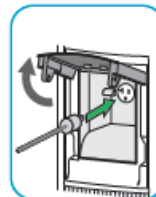   IMPORTANT! Cords with clear or transparent plugs will not work.

3. Lift the door and plug your charging cord into the socket.

4. Push the door closed to lock in place.

   Charging begins when the door locks. The station displays a message indicating the the vehicle is charging.

To stop a charging session:

1. Tap your ChargePass card on the station's reader symbol.

   The station displays a message indicating that the door is unlocked and that you can remove the cord.

2. Remove the cord from the station's socket.

3. Push the door closed to lock in place.

   REMEMBER! Remove your cord from your vehicle and take it with you.

Level 2 Charging

Use this method to charge at 240V by plugging the station's connector into your electric vehicle.

To start a charging session:

1. Tap your ChargePass card on the station's reader symbol.

   When your card is authorized, the station displays a message indicating that you can remove the connector from the holster and plug it into your vehicle.
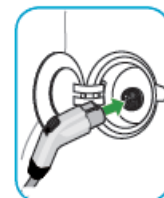
2. Remove the charging station's connector from its holster and plug it into your vehicle.

   The station displays a message indicating that the vehicle is charging.

To stop a charging session:

1. Tap your ChargePass card on the station's reader symbol.

   The station displays a message indicating that charging has finished and to return the connector to its holster.

2. Return the station's connector to its holster.

   The station displays the duration and cost (if any) of your charging session.

How to use a ChargePoint Station

Look for the reader symbol.

User your ChargePoint card, contactless credit card, or call the ChargePoint telephone number at any ChargePoint-ready charging station.

1. **Start a charging session:**
   Hold your ChargePoint card over the station's reader symbol. After the station authorizes you, remove the charging station's connector by pressing down on the button at the top of the handle while pulling the connector from the holster. Plug the connector into your electric vehicle. The station will display a message indicating the vehicle is charging.

2. **Stop a charging session:**
   Hold your card over the station's reader symbol. The station indicates that charging has completed. Return the connector to the station's holster by pressing down on the button at the top of the handle while pulling the connector from your electric vehicle. The station may display the charging duration and cost (if any) of your charging session.

Frequently Asked Questions

How much does it cost to use an EV station in the Salem Garages?

The EV stations in the Salem municipal garages are free to access for the first two years of operation. All stations can be accessed with a ChargePoint card, a contactless credit card or by calling the toll free number printed on the front of the charging station.

How do I obtain or activate a ChargePoint card?

A ChargePoint card may be obtained for a small fee by creating an account on-line at www.chargepoint.com. Creating a ChargePoint account will allow you to set up mobile and email notifications for vehicle charging updates. You will also be able to use the simple dashboard to track charging times, charging locations, fees (if any), energy (kWh) used, greenhouse gases saved and greenhouse emissions prevented.

What vehicle will work with the ChargePoint EV stations?

The ChargePoint Networked Charging Stations will work with any electric vehicle on the market. There is an industry standard for Level II charging: the SAE J1772™ connector that all new electric vehicles on the market will use. Even for older electric vehicles, charging at ChargePoint stations is still possible. So, whether your customers have one of the ChargePoint America program vehicles (the Chevrolet Volt, the Ford Transit Connect Electric and Ford Focus Electric, BMW ActiveE and the smart fortwo electric drive) or another electric vehicle, they will be able to charge at ChargePoint stations and utilize all the functions of the network.

What is Level 1 and Level 2 charging?

The level of the charging refers to the voltage used by the charging station. In the US, standard outlets are at 110 – 120 volts. All Level 1 charging is done at this voltage. Depending on the car and the level of charge on the battery, Level 1 charging can take as much as 8 – 16 hours to fully charge. Level 2 (220 – 240 volts) stations charge a car fully in 4-6 hours. All the Salem EV stations contain both a Level 1 and Level 2 option at each station.