1. CERN car sharing principles
2. First login
3. How to update your profile
4. How to reserve a vehicle
5. Confirmation of your reservation
6. How to modify a reservation
7. How to cancel a reservation
8. How to get started
9. During your trip
10. Ending your trip
11. Assistance
12. Things to remember
CERN car sharing Principles

- OPEN to members of the CERN personnel and contractors' personnel with:
  - a contractual link to CERN
  - an e-mail registered in the CERN databases
  - an authorisation to drive a CERN vehicle (V)

- Registration at GS Car Pool (B. 130) (RFID card)
- Reservation via web application.
- Free of charge
- For professional use only
- Conditions of use: Operational circular No.4
- Maximum continuous period of 4 hours per day
- Vehicles must be returned to the initial pick-up point

<table>
<thead>
<tr>
<th>Current pick-up points</th>
<th>No. of cars</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.33</td>
<td>4</td>
</tr>
<tr>
<td>B. 4</td>
<td>2</td>
</tr>
<tr>
<td>B. 40</td>
<td>3</td>
</tr>
<tr>
<td>B. 30</td>
<td>2</td>
</tr>
<tr>
<td>B. 124</td>
<td>6</td>
</tr>
<tr>
<td>B. 129</td>
<td>1</td>
</tr>
<tr>
<td>B. 513</td>
<td>3</td>
</tr>
<tr>
<td>B. 892</td>
<td>1</td>
</tr>
<tr>
<td>B. 864</td>
<td>1</td>
</tr>
<tr>
<td>B.874</td>
<td>1</td>
</tr>
<tr>
<td>B.866</td>
<td>1</td>
</tr>
<tr>
<td>B. 36</td>
<td>3</td>
</tr>
<tr>
<td>B. 54</td>
<td>2</td>
</tr>
</tbody>
</table>
First login with your username

Go to http://cern.eileo.org

If your password does not work, click on « Forgotten password » and enter your e-mail address to receive a new one.

Welcome to the CERN car sharing

- The use of CERN vehicles is governed by Operational Circular no 4;
- All drivers of CERN vehicles must hold an authorization issued by CERN (https://ecch.cern.ch/Document/General/ACRQ; category CERN vehicle driving license (V));
- For a maximum continuous period of four hours during the day;
- Only for professional use;
- Cars must be returned to the initial pick-up point;
- User guide.

Important Security Warning: do NOT replace the car sharing password by your NICE password.

The e-mail address should be your CERN e-mail address or an e-mail address registered in the CERN databases. Do not change it.
How to update your profile

Please update your profile on « About me ».

Enter your CERN GSM phone number (+41 76 487 xxxx)
How to reserve a vehicle

1. Click on « Reservations »
2. Select Date / Time / Car park
3. Click on Availability or Choose for me
4. Select available car
5. Check your reservation
6. Confirm by clicking on « Confirm »

If you have a problem entering the Date / Time, please click on the language flag (Top left).
Confirmation of your reservation

Confirmation e-mail

When you confirm

SMS (CERN mobiles only)

The history of your reservation can be found in «my reservations»
How to modify a reservation

• Go to « my reservations » and click on Modify

• MODIFICATIONS CAN be made ONLY before the planned start of the reservation.
• If you exceed the period of your reservation, the system will automatically modify your reservation.
How to cancel a reservation

- Go to « my reservations » and click on Cancel

- Cancellation MUST be done before the planned start of the reservation.
- After this point, call 77777 or send an e-mail to service-desk@cern.ch to cancel the reservation.
- Note that an automatic cancellation of the booking will be done in case of late pickup after 30 mn of no show.
Getting started

1. User receives e-mail/SMS confirming vehicle location (car park) and car registration number.

2. Proceed to the car park.

3. Use your RFID card to open the car by swiping it in front of the card reader positioned behind the windscreen.

4. Follow the prompts on the help screen located next to the steering wheel. Use the ignition key to start the car.

5. User closes vehicle with RFID access card by swiping the card in front of the card reader positioned behind the windscreen.
During your trip

- If you need to fill up with fuel please use the CERN fuel card attached to the car key.

- If the key is not placed in the ignition for more than 2 minutes, the immobiliser will prevent the car from starting. Simply re-swipe your card.

- When you stop the car, the question “Have you completed your reservation?” will appear on the help screen. If you have not completed your reservation, please click on “No”.

- To extend the reservation please use the help screen.
Ending your trip

- Once you are ready to return the car, please park it where you picked it up.
- Stop the engine.
- Remember to end your reservation by following the prompts on the help screen.
- Lock the door by swiping your card in front of the card reader positioned behind the windscreen.
Assistance

For any assistance call 77777
Pour l'assistance appeler
Outside working hours 0848 811 010
En dehors des heures ouvrables
Follow the guidelines below for the benefit of all users:

- Keep the car clean
- Immediately report any damage to the car
- Return the car on time
- Cancel your reservation if you no longer need the car
- Respect the maximum reservation period of 4 hours
- Please leave at least a quarter of a tank of fuel in the vehicle

We count on you to keep things running smoothly