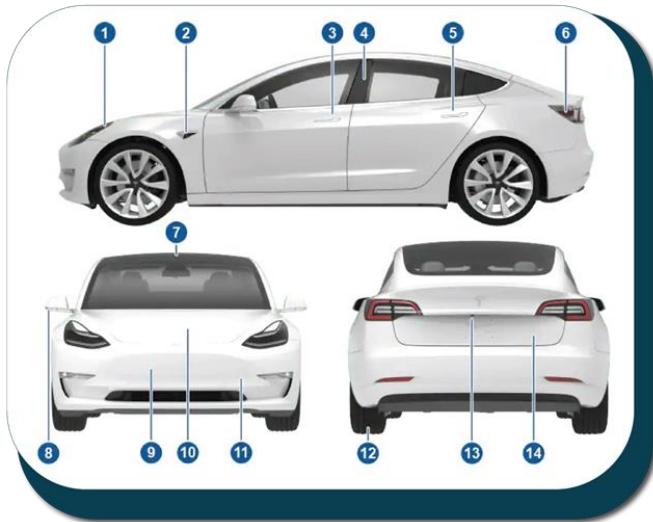


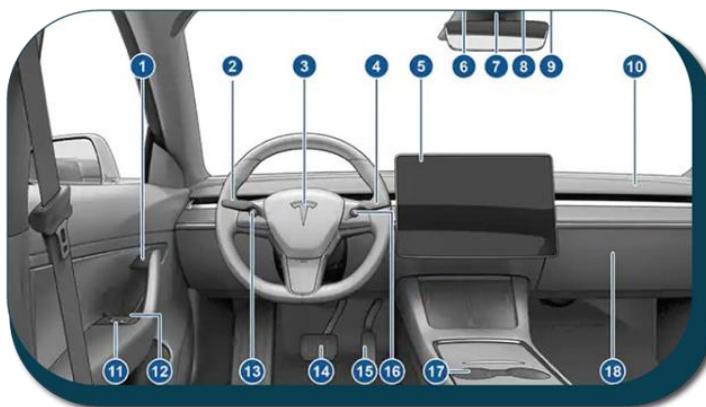
The Handy 'How-To' Guide for Operating the Tesla

Fig 1 - Exterior Overview



1. Exterior lights
2. Autopilot camera
3. Front door handle
4. Key card sensor
5. Rear door handle
6. Charge port
7. Autopilot cameras
8. Exterior mirrors
9. Radar sensor, if equipped
10. Hood/front trunk
11. Tow eye cover
12. Wheels and tires
13. Rear view camera
14. Rear trunk

Fig 2 - Interior Overview



1. Door open button
2. Turn signal stalk
3. Horn
4. Drive stalk
5. Touchscreen
6. Driver dome light
7. Cabin camera
8. Hazard warning flashers
9. Passenger dome light
10. Climate control vent
11. Power window switches
12. Manual door release
13. Left scroll button
14. Brake pedal
15. Accelerator pedal
16. Right scroll button
17. Center console
18. Glovebox

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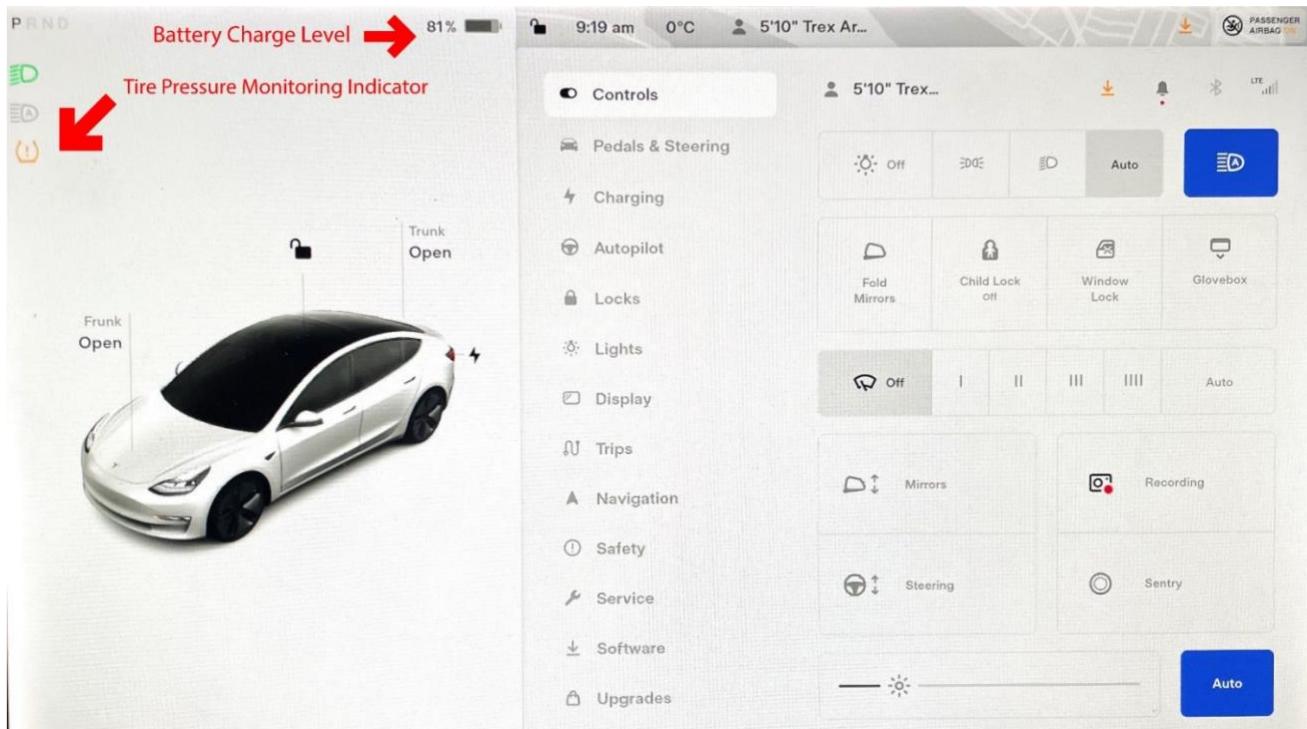
Planning your trip

You can use this website to preplan your trip to locate the Superchargers which are the preferred charging method for the Tesla https://www.tesla.com/en_CA/trips. If you are planning a trip where superchargers are not available, try planning a route with [ABRP \(abetterrouteplanner.com\)](http://abetterrouteplanner.com) to see if there other DC fast chargers but you will need to plan ahead for the charging networks you need access to, download the appropriate apps and setup accounts as needed. There is a CCS plug adaptor in the Tesla, do not plan to use CHADEMO charger connectors.

Before starting your trip, enter the destination using the vehicle's Navigation system even if you know where you're going. The navigation system accounts for things like current battery level, health, outside temperature, climate control settings, topology of the road, and driving style all to give the most accurate possible estimate for exactly how long and where to charge the car.

Getting comfortable with the Tesla

Before booking the Tesla for long duration trips we recommend taking the Tesla for a short trip locally. This will ensure that you are familiar with how to operate the Tesla and are comfortable with its driving operations. We also ask you to familiarize yourself with the Tesla Touchscreen.



Starting your trip & entering the Tesla

- **Complete Pre-Trip Inspection and Safety check:** Prior to starting your trip, do a walk around the Tesla to check for any damage or safety issues (Such as a flat tire). If there is an issue, reach out to the sustainability office at 250-852-7652 to report it or take a photo and email it to Sustain@tru.ca .
- **Is the Tesla currently charging?** If the Tesla is attached to the charging cable prior to entering, you will need to **unlock the car** to remove the cable. Once the car is unlocked, place your thumb on the charging gun over the icon to remove it.
- **Unlocking the Tesla:** To unlock the Tesla, place the Tesla card on the driver's side support column located alongside the driver's side window (Look for the small camera eye), this is also diagramed on the Tesla card. The car will respond with a **honk** along with deployment of the mirrors. The car is now **ON**.
- **Opening the Tesla:** Press your thumb on the right-hand side of the flush handle, the handle will pop out allowing you to pull the handle of the car open.

Adjusting the Tesla for driving ease

- **Seat adjustment:** To move the seat forward, backwards or to adjust the seat angle, use the 1st of three buttons located on the left-hand side of the driver's seat (On the seat base). The headrest can be adjusted using the 2nd button from the front while lumbar support can be accessed via the 3rd button.
- **Mirror adjustment:** Adjust the exterior mirrors via the central touch screen, select the **car icon in lower left>controls>mIRRORS**. Press the left scroll button on the steering wheel to choose whether you are adjusting the left or right mirror. Then use the left scroll button as follows to adjust the selected mirror to its desired position: To move the mirror up or down, roll the left scroll button up or down. To move the mirror inward or outward, press the left scroll button to the left or right. The touch screen will also indicate mirror adjustments.

How to start & drive the Tesla

- **Activating the Tesla for driving:** To start the Tesla, place the keycard on the center console behind cup holder and in front of the center cubby compartment where the RFID transmitter can read it. Keep the card here for the remainder of your trip.
- **Fill out the logbook** at the beginning of your trip and enter the odometer reading.
- **Driving:** Press the brake pedal and select the drive mode by moving the right drive stalk down for drive or fully up for reverse. Use the accelerator pedal and brake pedals as normal.
***Note – Regenerative braking:** When you release your foot from the accelerator pedal you will notice that the Tesla will automatically start slowing down, this is called regenerative braking.
- **Signal Stock:** Use the left turn signal stock and press down/up gently to signal 3 times or press down/up to fully engage the turn signal.

How to end your trip and exit the Tesla

- **Parking:** Ensure the Tesla is in park by pressing the grey button located at the end of the right driving stock.
- **Exiting the Tesla:** To exit the Tesla, press the open car door button located on the driver door.
- **Charging:** When parked at a charging station, follow instructions below to enable charging prior to leaving the Tesla at the end of your trip. Follow instructions included on the charging station to enable power.
- **Complete the Post-trip inspection and fill out the logbook** at the end of your trip and enter the updated odometer reading.
- **Locking:** To lock the Tesla, place the Tesla card on the support column until you hear a beep, and the mirrors fold in. The car will remain **ON** until you complete these locking steps.
- In the event of a dead battery or if door open button doesn't work then use the manual door release [Fig 2 (12)].

Charging the Tesla with a Tesla Charger

- Ensure the Tesla is **unlocked** and in park.
- Remove the charging cable from the station, by lifting up gently.
- Press the button on the Tesla Charger shown below and the Tesla port door will open automatically.
- If this does not work, open the charge port door by gently pressing on the port door manually. Alternatively, you can use the central touch screen to navigate to controls> charging> open charge port.
- Plug the connector to the charge port. At the TRU Tesla car share parking spot, charging will begin automatically. When done, press the button on the charge gun icon and the port door will close automatically or gently press to close.
- Alternatively, if you are not using a Tesla branded charger, you may need to download the app related to the charging station you are parked.



Supercharging

- The interactive trip planner in your vehicle can help you locate a Supercharger site while you are on the road.
- To enable Trip Planner on your touch screen, touch **Settings > Navigation > Trip Planner**.

- Once you have selected a sight your vehicle will navigate you to nearest entrance to the Supercharger station.
- The Supercharger cables are short, so back in as close as you can to the Supercharger.
- Remove the charger, press the button on the Tesla Supercharger and the Tesla port door will open automatically.
- Plug in the charger until charged to a max of 85%.
- To confirm the Tesla is charging the T will show green. If the T shows red the car is not charging. If the T Is blue the Supercharger Is pending.
- Press the button to release the charger and it will automatically close the Tesla port door.
- Payment is automatically processed from the payment method connected in the Tesla app.
- Check the trip planner for an estimated charge time. Charging usually takes about 15 minutes.
- If your vehicle is parked at the Supercharger 5 minutes past a full charge, idle fees start being charged.

Video Tip: [Supercharging | Tesla](#)

Charging the Tesla at a Non-Tesla Charging Station

- The supercharger network is the preferred method of charging, but CCS or j1772 plugs may be used with the adaptor if a tesla charger is not available.
- There is a universal adaptor located in the center console.
- You will need to download and register for the app associated with your chosen charging station.
- Attach the adaptor to the charger and open the charging port door manually via the Touchscreen and plug in charger.
- While charging, the adaptor and plug will be locked to the vehicle. Unlock the tesla and stop charging to unlock the plug.
- Once you have completed charging, remove the charger, then the adaptor and gently close the port door.

Tips on How to Make Your Charge Last Longer

- Keep the battery charged and plug It In frequently to help with long term battery health.
- Use regenerative braking whenever possible.
- Avoid excessive acceleration.
- Avoid driving on mountainous roads or steep routes.
- Lower the cabin temperature and use the heated seats.

Additional Details

- 1) **Range:** The Tesla model 3 has a range of around 420 km. Prior to starting your trip we recommend planning your route in the car's navigation.
- 2) **Windshield wipers:** The Tesla windshield wipers will automatically detect and turn on if it is raining or when liquid is detected on the windshield. If they do not engage, manually turn them on by pressing the grey button at the end of the turn signal left stock once. Blade speed can be adjusted via the options on the central touch screen menu.
- 3) **Windshield washing:** Fully press and hold the button at the end of the turn signal left stock to enable.
- 4) **Headlights:** Headlights will automatically turn on and adjust in brightness depending on surrounding conditions (ie. Nighttime). To temporarily turn on the high beam's headlights, enable them by pulling the turn signal left stock towards you. You can also use the touchscreen to control the lights.
- 5) **Glovebox:** Via the central touch screen, select glove box. This should be in the bottom corner of the screen. The glove box will pop open, and the light will turn on. To close, manually press the glove box closed. Insurance papers can be accessed from here as well.
- 6) **Cruise control:** The Tesla is equipped with adaptive cruise control which is activated with the right drive stalk, the same as putting the car into drive.
- 7) **Climate controls:** Accessible via the bottom bar of the central screen, press on the current temperature to open climate options. Adjust A/C or heat or heated seats within this menu.
- 8) **Voice command:** Use voice command by choosing the microphone within the controls screen. You can push and hold the right button on the steering wheel to activate the voice control or activate the icon on the Touchscreen. Example speech commands can include "call home" or "lock the doors".
- 9) **Opening the front and rear trunk:** Access the trunk via the central screen where a visual of the car is displayed. Press the 'Open' text prompt above the truck you want to open.
- 10) **Owner's Manual** can be located on the Main Touchscreen **Service > Owner Manual**.
- 11) **Hazard Lights** can be activated by pressing the hazards button located in the ceiling above the rear-view mirror.

Tire Pressure

Tire Pressure Indicator light will appear on the Touchscreen when the tire pressure is low. Normal tire pressure is 42 psi as indicated on the inside of the driver's door. If tire pressure is low, go to the nearest tire shop add air.

Safety Steps in Case of a Roadside Issue

Take action

If you are having car trouble, take initial action by turning on your hazards lights.

Find a safe place to stop

If you haven't done so already, maneuver the Tesla to the right-hand lane and locate a safe spot to stop as soon as possible. Exiting the freeway or road completely is preferable. Try not to stop at corners or curves, at a bottom or top of a hill, or on a narrow shoulder of road.

Call for roadside assistance

Once safely parked off the road contact Tesla Roadside Assistance in Canada at **1-877-797-3752** or United States 1-877-798-3752. Provide them with

- Vehicle Identification Number **5YJ3E1EA5MF907713** _ TRU Sustainability Office
- Your exact location.
- The nature of your problem.

Don't exit until it is safe

- If you are having car trouble, you may feel rushed to assess the situation immediately. If the weather is hazardous and you are parked in a safe spot, remain in the vehicle until help arrives. If you need to exit the vehicle, ensure you are in a safe place before doing so and look for traffic before you open the door. Obtain the safety kit located in the trunk of the Tesla, place the traffic triangle located in the kit beside the Tesla and put on the safety vest. Walk to a location that is safely off the road, out of traffic and in viewing distance for when help arrives to assist.

Items included in safety kit

- Safety vest
- Flashlight
- First aid kit
- Traffic triangle
- Tools
- Blanket

