SPTU-1

Quick Reference Guide

Version 2.0

PassTime™

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Please read the following Notices below regarding FCC rules and regulations:

NOTE: *This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.*

NOTICE:

This device complies with Part 15 of the FCC Rules [and with RSS-210 of Industry Canada].

Operation is subject to the following two conditions:

(1) this device may not cause harmful interference, and
(2) this device must accept any interference received, including interference that may cause undesired operation.

NOTICE:

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

NOTICE:

Changes or modifications made to this equipment not expressly approved by PassTime™ may void the FCC authorization to operate this equipment.

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This document serves as a quick reference guide to adding a new PassTime Plus™ customer via the Web-based application. For more information on the PassTime™ products, including code descriptions, or for detailed instructions on other PassTime Plus functions, please see the *PassTime™ Online Code Management System User Reference Manual*.

Using PassTime Plus

Logging In to PassTime

To log in to PassTime and access the PassTime Plus module:

1. In your Web browser location bar, enter the Web URL **https://secure.passtimeusa.com**; then press the ENTER key on your keyboard. The PassTime Online Code Management System login screen displays.

2. To make it easier next time you want to access the PassTime Online Code Management System, you can save the Web URL to your desktop or Favorites folder. (Specific procedures vary depending on what browser you are using. For instructions on how save the URL to you desktop or Favorites folder, refer to your Web browser Help.)

3. At the PassTime login screen, enter your account number, login ID, and login password; then click **Login**. The PassTime welcome screen displays.

4. In the PassTime menu bar, click **Add New Customer**. The **Select a PassTime Product** screen displays.

5. Click the **PassTime Plus** icon. The **Add New Customer – PassTime Plus** screen displays. (See screenshot on next page.)

   Note: Your screen may differ from this image. Only the products used by your dealership will display on your screen.

Adding a New Customer

On the **Add New Customer – PassTime Plus** screen:

1. Enter the customer, vehicle and payment information.

   Notes:

   • The start date must be the current date or a future date.

   • If you don't enter a first or last name, the account becomes "Blank Blank."

2. If the account should be assigned to a particular division, select the dealership division from the **Division** list. (This is only applicable if you have enabled Divisions. (For more information, see the *Glossary* listing for "Divisions.")

3. In the **Select Serial Number and Code Type** section:

   • **Serial Number:** From the **Serial Number** drop-down list, select the unit's serial number.

Note: PassTime Plus unit serial numbers are from 1 to 999,999. If the serial number does not appear in the list, contact PassTime Support at (800) 865-3260 for assistance.

- **Turn On Diesel Mode:** The PassTime Plus unit can be installed on diesel vehicles. To enable this feature, click **Turn On Diesel Mode**.

- **Turn Off Anti-Theft:** The PassTime Plus unit comes with the anti-theft feature enabled. To disable it, click **Turn Off Anti-Theft**. (For more information on the Anti-Theft feature, see the *PassTime Online Code Management System User Reference Manual*.)

- **Turn Off Diesel Mode:** To disable Diesel mode, click **Turn Off Diesel Mode**.

- **Turn On Anti-Theft:** To enable Anti-Theft mode, click **Turn On Anti-Theft**.

5. If you are using the **Right To Cure** (RTC) feature:

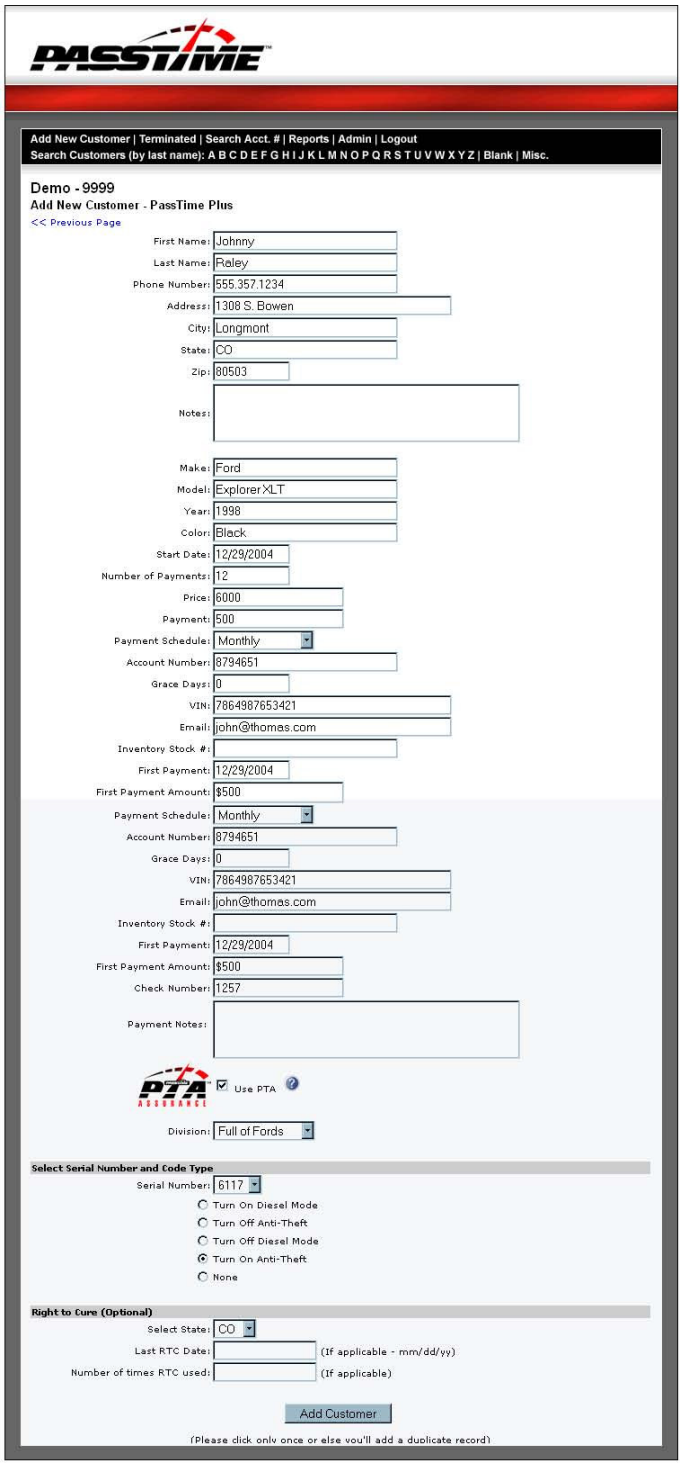
   Note: This applies to *Right to Cure* states only. For assistance, contact PassTime Support at (800) 865-3260.

   - **Select State:** From the drop-down menu, select your state.

   - **Last RTC Date:** If applicable, enter the date in mm/dd/yy format; e.g., 01/05/06

   - **Number of times RTC used:** If applicable, enter the number of times RTC can be used.

6. To process the information you entered, click **Add Customer**. The **First Code** confirmation screen displays the following information:
   - Your account name and number.
   - Customer name.
   - RF code for Set Date.
   - RF code(s) for Set Date. Diesel or Anti-Theft mode(s) if enabled or disabled in step 3.



7. You can now click the link to generate a Next code for this vehicle, return to the **Customer Details** screen, or select from the PassTime Plus menu to perform other functions.

Entering Codes into the Vehicle

If you selected an option that generated an RF code on the **First Code** confirmation screen, you must enter the RF code(s) in the order displayed on the confirmation page. If you have left the confirmation page, you can find the codes at the bottom of the **Customer Detail** page.

Note: The codes are in reverse order on this page! Remember to enter codes in the following order:

1) Set Date 2) Anti-Theft Mode (On or Off) 3) Diesel Mode (On or Off)

To enter a code into the vehicle:

1. Take the remote out to the vehicle and point the remote towards the vehicles ignition.
2. To enter the Set Date code, push CLEAR on the remote; then enter the 15-digit Set Date code.
3. Once the Set Date code as been accepted, return to the computer to generate a Next (Pay) code.

Generating a Next (Pay) Code

You can generate a Next (Pay) code at any time after generating a Set Date code (see **Adding a New Customer** on page 2).

1. On the **First Code** confirmation screen, click **Return to Customer Details**. The **Customer Details** screen displays.

2. In the red tool bar, click **Next/Pay Code**. The **Next Code** screen displays.

3. Enter or select information as described below.

   Note: Where indicated, certain fields require that you enter data or select an option.

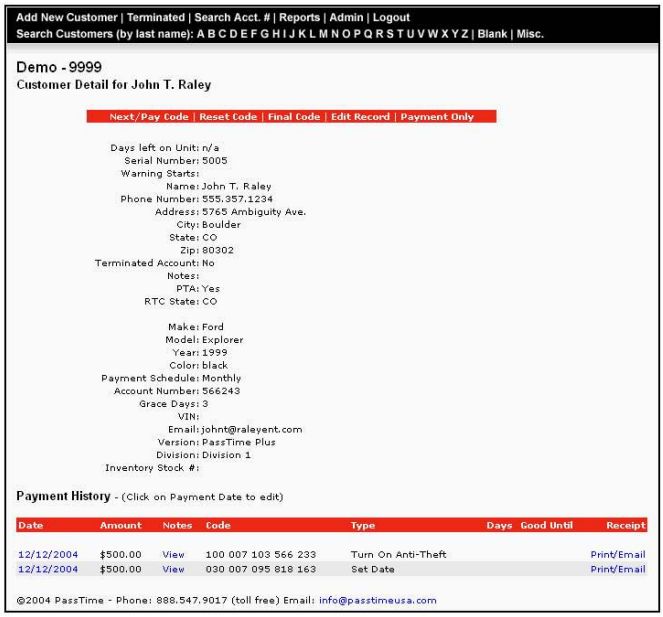
   • **Regular Days or Until Date:** *Required.* Enter the number of **regular days**; or enter a future date in the **Until Date** field. You can also click **Show Calendar** to select the date from the calendar. When the calendar displays, click the date, which will automatically enter it into the **Until Date** field.

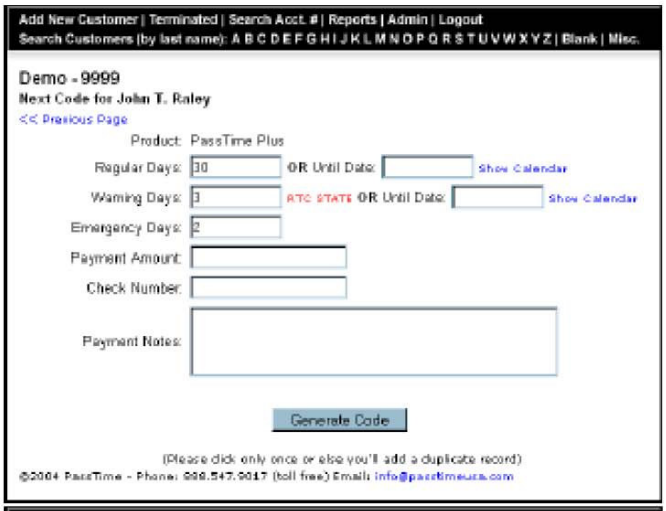
   • **Warning Days:** *Required.* Enter the number of warning days; or enter a future date in the **Until Date** field. You can also click Show Calendar to select the date from the calendar. You can also click **Show Calendar** to select the date from the calendar. When the calendar displays, click the date, which will automatically enter it into the **Until Date** field.

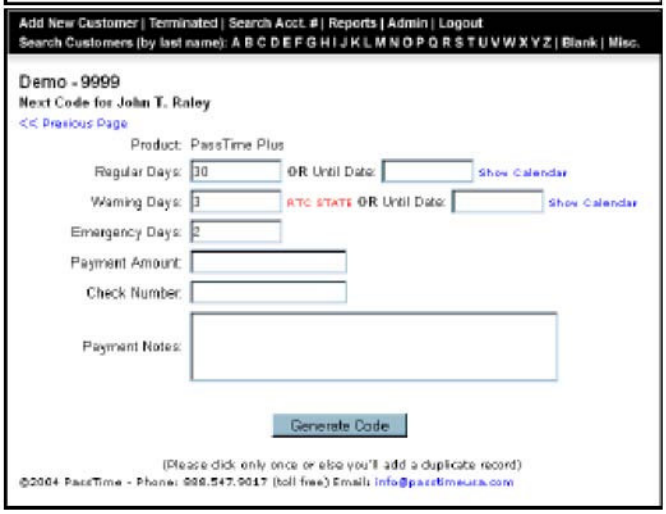
   • **Emergency Days:** *Required.* The default is two days. You can change the number of emergency days by highlighting the number in the text box and entering a new number.

   • **Payment Amount:** *Optional.* Enter the amount of this payment.

   • **Check Number:** *Optional.* Enter the payment check number.







4. Click **Generate Code**. The **Next Code** confirmation screen displays the code you will enter into the unit. (See Entering Codes into the Vehicle.)

5. After the unit receives the code, the vehicle can be driven.

6. To generate and enter additional codes, or for instructions on starting the vehicle, refer to **Section 1, Basic Procedures** in the *PassTime Online Code Management System User Reference Manual*.

For additional information, refer to the *PassTime Online Code Management System User Reference Manual*.

Appendix

- **Field Descriptions for *Add New Customer* Screen**

  Descriptions of fields on the **Add New Customer** screen, including whether the field is required or optional.

- **Frequently Asked Questions**

  Questions often asked by PassTime Plus customers about features such as the Time Stamp, Serial Numbers, Warning Days, Right to Cure law, the Anti-Theft system and Diesel mode.

- **Glossary**

  Definitions of words and terms you may encounter in this documentation.

Field Descriptions for *Add New Customers* Screen

* Required for complete and adequate information. Although, some information may depend on whether an option is selected; for example, purchase of additional air time requires entry of credit card information.

** RTC available for Right to Cure states only.

Field Label	Field Description	Required?
First Name	**Customer first name**	**Required***
Last Name	**Customer last name**	**Required***
Phone Number	Customer office or home telephone number	Recommended
Address	Customer mailing address	Recommended
City	Customer city	Recommended
State	Customer state	Recommended
Zip	Customer zip+4	Recommended
Notes	Any notes pertaining to this customer	Optional
Make	Make of vehicle; e.g., Ford	Recommended
Model	Model of vehicle; e.g., Explorer XLS	Recommended
Year	Year of vehicle; e.g., 1999	Recommended
Color	Color of vehicle	Recommended
Start Date	**Payment start date**	**Default**
Number of Payments	Total number of payments	Optional
Price	Total price of vehicle	Optional
Payment	Amount of each payment	Optional
Payment Schedule	Schedule for each payment; i.e., monthly, weekly, bi-monthly	Optional
Account Number	**Customer account number**	**Required***
Grace Days	Account grace days; i.e., 3, 5, etc.	Optional
VIN	Vehicle Identification Number	Recommended
Email	Customer e-mail address	Recommended
Inventory Stock #	Inventory stock number	Optional
First Payment	Date of first payment	Optional
First Payment Amount	Amount of first payment	Optional
Check Number	Check number of payment	Optional
Payment Notes	Any notes pertaining to the payment	Optional
Division	Aggregate of customer locations in a specified area	Optional
Serial Number	**Unit serial number**	**Required***
Turn On Diesel Mode	Activate diesel mode	Optional
Turn Off Anti-Theft	Deactivate anti-theft mode	Optional
Turn Off Diesel Mode	Deactivate diesel mode	Optional
Turn On Anti-Theft	Activate anti-theft mode	Optional
None	Make no changes to existing anti-theft or diesel modes	Optional
Right to Cure		**Optional**
Select State	State for RTC	Optional
Last RTC Date**	If applicable; i.e., 06/06/05 for June 6, 2005	Optional
Number of times RTC used**	If applicable, enter number	Optional

Frequently Asked Questions

What is the Time Stamp?

The Time Stamp is the current date, which the PassTime unit uses (along with other things, such as the serial number) to create all codes. The unit's Time Stamp must match the computer's time stamp and must be set before a payment code can be accepted. Typically, you need to set the Time Stamp only during the initial installation or if power has been removed from the unit for more than five days.

To set the unit for the number of days needed, the dealer must enter two codes when initializing the unit: the Set Date code followed by a payment code.

Why do you need the serial number?

In addition to the Time Stamp, the system also uses a serial number to generate codes, which are specific to the unit's serial number. In order to generate a code for a unit, you must have the serial number of that unit. The serial number is located on the top of the unit, and each unit comes with an addition serial number label for the car visor or door jam.

Can I program a specific number of warning days?

The unit can be programmed for a specific number of warning days. When programming a unit, you will be prompted to enter a number of regular days, warning days, and emergency days. You can program up to 90 regular days, 90 warning days and nine emergency days. When the unit enters the warning period, it will sound the warning alert every time the vehicle is started and turned off. The last day before unit is disabled, it will emit a different "French Ambulance" warning.

Does the unit comply with Right to Cure laws?

The PassTime™ Code Generator incorporates the Right to Cure parameters for each state. The unit's warning period will be programmed to correspond with the state's Right to Cure laws. Please note that it is an additional feature that must be turned on in the dealer's site.

Can you permanently turn off the anti-theft system?

You can turn off the Anti-Theft feature by generating and entering a specific RF code. This was instituted for dealer or rental agencies not interested in the anti-theft system.

Can the device be installed on a diesel car?

You can put the unit in Diesel mode to accommodate the delayed start in a diesel vehicle with the Anti-Theft portion of the PassTime™ device. To do so, generate a Turn On Diesel Mode code from the user interface.

How do I enter a Reset code?

You must be in the car with a PassTime™ remote to enter a Reset code. Press the CLEAR button; then enter the 15-digit code. The unit will respond with a positive tone upon completion.

How do I enter a Payment code?

You must be in the car with a PassTime™ remote to enter a payment code. Press the PAY

button; then enter the nine-digit code. The unit will respond with a positive tone upon completion.

Do I need to press the PAY button before entering an Emergency code?

No, just enter 999 999. The unit will respond with a positive tone upon completion. The PassTime™ Plus device will not take an Emergency code if there is time still remaining on the device from the Next/Pay code or a prior Emergency code.

Glossary

Anti-Theft Feature

The PassTime unit may include a state-of-the-art anti-theft system. Anti-theft mode is enabled by default, but can be disabled during the setup of a new customer account or later as a Reset code. If the Anti-Theft feature has been disabled, it can also be enabled with a Reset code. For detailed information, see the *PassTime Online Code Management System User Reference Manual*.

Code Generator

The PassTime application that generates the codes used by the PassTime units.

Daily Code Report

Lists codes generated on a specific day.

Diesel Mode

Allows start-up time necessary for diesel vehicles in conjunction with the Anti-Theft Mode. To change the Diesel mode (On/Off) for an existing account, go to the **Reset Code** screen from the **Customer Detail** screen.

Divisions

The Divisions function assists dealerships with multiple sites to allow viewing of some or all of their accounts by location. Division access is based on the user's site login permissions as configured during setup of each user account. A user can have one or all divisions associated to that login ID. Users without Divisions access will not have the Divisions option display on their viewed screens.

Double-Chirp

Sound indicating the vehicle is ready to start.

Emergency Codes

Six-digit number (999 999) that allows use of the vehicle for a 24-hour period.

Emergency Days

Number of days a customer can enter the emergency code after the unit has disabled the vehicle starter. Each code allows 24 hours of operation.

Grace Period

Number of days after the payment due date that the PassTime unit will still allow the vehicle

to start. Can be Regular or Warning days.

Negative Tone

Sound made by PassTime unit when code has not been accepted, or in response to having no time remaining after pressing the TIME button on the remote.

Network Server

A computer on your network that contains the PassTime database, making it available to connected workstations with access permission.

Payment Code

The nine-digit payment codes used to program the device to warn a customer, disable a vehicle, and determines the amount of Emergency codes given to a customer.

Positive Tone

Sound made by PassTime unit when code entered has been accepted.

Regular Days

Number of days during which the vehicle will operate normally before entering the customer reminder or warning period.

Remote

Portable device for entering codes into the PassTime unit; works via RF signal.

Reset Codes

Codes available from the Reset Codes menu screen: Anti-Theft (On/Off), Diesel mode (On/Off), and Set Date.

Set Date Code

The Set Date, or First, code is the first code to be entered into the unit and is generated when you add a new customer account. This code sets the correct Time Stamp for the unit.

To change the Set Date code for an existing account, go to the **Reset Code** screen from the **Customer Detail** screen.

Terminated Accounts

Inactive customer accounts.

TIME Button (Remote)

Allows customer to check the number of days before the PassTime unit will prevent vehicle from starting. Remote beeps once for each day remaining.

Warning Days

Number of days device will alert customer before vehicle starter is disabled. Each time vehicle is started or turned off, the alert sounds for 20 seconds.