

RAB Runner Instructions

2024

Scheduling and Maintenance

Marketing Material/Driver Approval

1. All product literature requests are to be made through the Marketing Services link. However, please remember that all products inside the Runner have QR codes next to them so customers can view sell sheets online.
2. Custom flyers can be designed (*for you to print*) for your events including social media images and email blasts. Please contact patricia.zavala@rablighting.com with the following information - date of event, start & end time, location (Distributor name, address). If any food or drinks will be provided and this should be advertised, please let Patricia know.
3. All persons operating the vehicle must be approved by RAB. Please complete the Motor Vehicle Authorization form and send a copy of the front & back of the individual's driver's license to patricia.zavala@rablighting.com.

Maintenance of Runner - *Diesel Fuel Only*

1. If the "DEF Fluid" indicator light goes on on the dashboard, diesel exhaust fluid **MUST** be added. If it is not added, the Runner will lock down and be unable to drive after three start up attempts. If DEF fluid is full but warning lights are on, this may require service. **Please do not ignore warning signs.**
2. From time to time, assistance may be needed to service the vehicle. **Please do not ignore warning signs.** All maintenance of Runners can be requested through Motorlease Services. Our contact is Barnett Chou, 860-677-9711 x327. If he is not available, please contact the main line, (800) 243-0182 option 3 from 8:30am - 5pm EST. You must provide the VIN number and vehicle ID which are located on the keychain provided with the Runner. Motorlease will help locate a service station in your area. Only use emergency roadside assistance during after hours: 800-367-6372.

Troubleshooting Issues

1. Any accidents, damage, or broken fixtures, please contact Patricia Zavala at patricia.zavala@rablighting.com or (551) 231-0188.

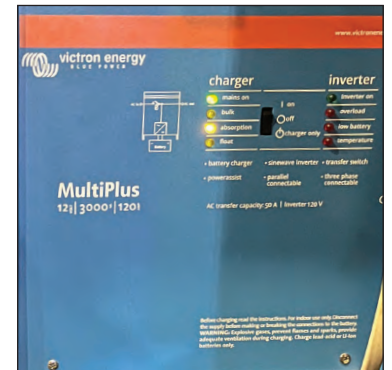
Reimbursement

1. If needed, please submit gas receipts and car wash receipts to patricia.zavala@rablighting.com.
2. As a basic guideline RAB will provide reimbursement for food/catering for runner events based on registrants at up to \$10 per person. All receipts must include name and date of event.

Operating Instructions

Step 1: Operating the Inverter (*Blue Box*)

1. This is located in the back cabin of the vehicle and operates all power to the fixtures.
2. Turn the Inverter to either the "ON" position or the "CHARGE ONLY" position. A green flashing light will illuminate. Please allow a few minutes for it to start up.
 - In the "ON" position, you are using only the battery charge (*up*).
 - In the "CHARGE ONLY" position you would be using power source (*down*).
 - ***Always turn this to "OFF" at the end of every event to ensure recharge of the battery (middle).***



Step 2: Operating the Circuit Breaker

1. Turn all switches on the circuit breaker to the "ON" position.
2. Once connected, all fixtures/Lightcloud/iPad can be turned on using appropriate switches.
3. ***Turn all switches to the "OFF" position at the end of every event.***

Step 3: Connecting Power Source

1. When available, please connect vehicle to a power source. The plug is located under the passenger seat or on the outside of the driver's side door, and you would turn the inverter switch to the "CHARGE ONLY" down position.
2. An extension cord is provided, as well as a yellow connector, located under the passenger seat. ***Note: AC will only operate using power source with a 20A circuit.***

Step 4: Latch to Ramp

1. Please be careful when unlocking the latch for the ramp. Gently unhook the top part of the latch from the ramp. Once unlatched, you can now guide the ramp to a tractable position.
2. Two people are needed to guide ramp to a tractable position, and to close and lock ramp after use. If this breaks for any reason, it must be repaired ASAP as it is an insurance liability. Please contact patricia.zavala@rablighting.com.

Operating Instructions (cont.)

Step 5: Using the AC Unit/Heating/Diesel Heating

1. Turn the AC switch in the main circuit breaker to the "ON" position (*can only be used with shore power*).
2. **COOLING:** Turn the switch to low or high setting, then rotate the button on the right to the blue to adjust the temperature. (*instructions vary for different Runners*)
3. **HEAT:** Turn the switch to the heat setting, then rotate the button to red to adjust the temperature.
4. **FAN ONLY:** Turn the control switch to low/high fan only.
5. **DIESEL HEATER:** Only needed if the temperature is very cold. The on/off button is located in the center of the control panel. To turn on, press the center button and the green light will come on. To change the temperature setting, use the arrows on the panel. The regular heater in the Runner can be used for average temperatures.

Step 6: Closing the Vehicle

1. Turn all light switches in the back of the cabin to the "OFF" position.
2. Turn the inverter switch to the "OFF" position.
3. Put all fixtures back into designated locations.
4. Confirm that all items in back cabin are secured for driving.
5. Confirm that registration and insurance card are in glove box and are up to date. All vehicles are equipped with an EZ Pass (***please do not remove***). If anything is missing, please contact at patricia.zavala@rablighting.com or (551) 231-0188.

Lead Retrieval

You have these options for lead retrieval:

1. Have customers text RABROCKS to 88202. This will connect them to a link to complete the registration form.
2. Scan and copy business cards, create a spreadsheet with info and send to Patricia Zavala.