

# Pay By Space Parking Instructions

To begin you must have: **THE CORRECT SPACE NUMBER WHERE YOU ARE PARKED, CASH OR CREDIT CARD** or **YOUR RECEIPT IF YOU ARE GOING TO ADD TIME**. This lot is 75 cents per 30 minutes.

TWO HOUR DAILY LIMIT in LOT C.

RECEIPT ON DASHBOARD IS NOT NECESSARY.

## To Pay for Parking if you just arrived:

Press “Start” Button to Pay for Parking if you have just arrived.

Press “1”, Enter space number, Press “OK”, To pay with cash or coin insert cash or coin (**30 minute minimum and 30 minute increments. No change given.**) To pay with Credit Card insert Credit Card, Remove Credit Card when prompted to do so. Press the “+” button to add time (in 30 minute increments) Press the “MAX” button to add maximum time allowed (Lot C has a 2 hour time limit)

Press Green Print Button to complete transaction. Take receipt for own record, no need to return to vehicle.

## To Extend time (Must have original receipt to add time)

Press “Start” Button to extend time. Press “2”, Enter lot number (found on original receipt), Press “OK”, Enter space number, Press “OK”, Enter Code (found on original receipt), Press “OK” to pay with cash or coin insert cash or coin (**30 minute minimum and 30 minute increments. No change given.**)

To pay with Credit Card insert Credit Card, remove Credit Card when prompted to do so. Press the “+” button to add time (in 30 minute increments) Press the “MAX” button to add maximum time allowed (Lot C has a 2 hour time limit)

Press Green Print Button to complete transaction. Take receipt for own record, no need to return to vehicle.

## To Use Validation Code:

- Press the “Yellow” Validation button to begin
- Enter Space number, then press the “Green” Button
- Enter Validation Code, then press the “Green” Button
- Take receipt for your records

