

Parking Pay Station Instructions (revised-7/25/16)

VISITORS' PARKING IN REGENTS GARAGE IS LOCATED ON THE ROOF OF THE GARAGE

PLEASE REMEMBER TO ENTER VALIDATION CODE IMMEDIATELY AFTER PARKING

Park in a 4 digit numbered space and follow the instructions below -

- Press the OK button
- Enter in your parking space number
- The first screen appears with the following options:
 - New transactions (Option 1) – Usually select this option
 - Add parking time (Option 2)
- When option 1 is chosen the following screen options appear:
 - 15 min Free parking (Option 1)
 - Pay by the Hour (\$3) (Option 2)
 - Pay Daily Maximum (\$15) (Option 3)
 - Adm validation code (Option 4) - **DO NOT CHOOSE**
 - More Selections (Option 5) **Select this option for more parking options**
- If Option 5 is chosen then the following screen appears: **Pick appropriate time (don't underestimate!)**
 - 1 Hr. Validation code (Option 1)
 - 2 Hr. Validation Code (Option 2)
 - 3 Hr. Validation Code (Option 3)
 - 4 Hr. Validation Code (Option 4)
 - More Selections (Option 5) **Select this option if parking for more than 4 hours**
- If Option 5 is chosen the following screen appears:
 - 5+ Hr. validation code
 - Pay per 15 Min. (\$.75) (Option 1)

PLEASE GET A RECEIPT FOR YOUR TRANSACTION