

### **Automated Pay Station**

Automated Pay Station is the Spruce Street Parking Lot's newest parking management system. This station makes it easier for you to pay for your parking and quickly exit the parking lot. The Automated Pay Station is conveniently located and easy to use. It is equipped with a screen and audio instructions to guide you through the parking payment process. The pay on "foot" station accepts cash (up to \$20 bills), debit cards and major credit cards. The pay by "car" station at the exit gate **does not** accept cash only debit cards and major credit cards.

### **Where is the Automated Pay Station located?**

The Automated Pay Station is located for your convenience at the ticket lobby – lower level transportation center. A pay station is also located at the exit of the parking lot.

### **How Do I Use an Automated Pay Station?**

1. When entering the parking lot take a ticket from the entry terminal. Please take your ticket with you upon exiting your vehicle.
2. Pay "on foot" before returning to your vehicle:
  - Take your ticket to the Automated Pay Station at the ticket lobby and insert your entry ticket into the indicated slot. The machine will indicate the cost of parking for the time you have used.
  - Following the on-screen and audio instructions, insert cash or a credit card to pay the indicated amount.
  - Take your exit ticket from the Automated Pay Station. You have 15 minutes to exit the parking lot.
  - Drive to the exit and insert your exit ticket into the exit terminal and the gate will open.
3. Pay "by car" at the exit:
  - Proceed to the exit terminal by vehicle at the parking lot exit.
  - Insert parking ticket and make payment with credit card.
  - Remove receipt. Exit gate will open.
4. Lost Ticket: A "Lost Ticket" button is available on the pay station for parkers who misplace their parking lot ticket. The parking fee for a lost ticket is **\$105**, which is the maximum weekly parking fee.

### **Who Do I Contact if I have a Problem Using the Automated Pay Station?**

If you experience problems using the Automated Pay Station, press the HELP button that is conveniently located on the machine. This button will dial the Parking Office and a Parking Receptionist will be happy to assist you. This assistance is available 24 hours a day, 7 days a week.