

**WELCOME**  
to the Village  
Parking Structure



**The "How-to's"  
Of Automated  
Self-service  
Cashiering**



**JUST  
TAKE A TICKET . . .**



Pull a  
ticket  
on  
your  
way in

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When you enter the garage, take a ticket and park your car. TAKE YOUR TICKET WITH YOU while you visit the Village. When you return to the parking structure, in either stair tower lobby on the first floor PAY BEFORE YOU RETURN to your car. After paying, your ticket will be encoded with a 15-minute grace period for you to exit the parking structure. As you drive out, just insert your paid ticket into the exit machine - the gate will automatically open.

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**. . . AND PAY  
THE PAY STATION**



Insert  
your  
ticket -  
then pay  
with cash  
or credit  
or debit  
card

Receive  
your  
change &  
receipt  
here

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When you pay at the pay station located in either stair tower, you can use cash or credit card (VISA®, Mastercard®, Discover®), or a debit card. The machine has the ability to issue change and a receipt. The machine will return your PAID ticket - hold onto this and use it to exit the parking structure by inserting it into exit machine.

*If you forget to pay at the pay stations in the stair towers, you can insert your unpaid ticket at the exit*

gate and pay with your credit or

## **OR - SKIP THE TICKET**

### **Use Credit/Debit Card In & Out**

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For your convenience, you can avoid dealing with a ticket or a pay station completely. When you enter the garage, instead of pushing the button for a ticket, just insert a valid credit or debit card into the reader at the entry machine. The gate will open.

When you leave the garage, insert the SAME credit or debit card into the reader at the exit gate. The station will calculate your parking fee, automatically charge your credit card and issue you a receipt.

*Note: this payment option cannot be used along with a business issued parking validation.*

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debit card only on the way out.



Insert your credit or debit card into the machine at entry & exit