ENTERING THE PARKING LOT

- Press the circle button below the card slot on the kiosk.
- A paper ticket will print from the card slot.
- The gate will open shortly after taking the paper ticket from the kiosk.

**WARNING:** Do not place the paper ticket next to your cell phone. Cell phones will demagnetize the card.

LEAVING THE PARKING LOT

- Please have your paper card and credit card ready when you approach the parking booth.
- If you have lost/damaged your paper ticket, you must visit the guards desk by the buildings main entrance, in order to be let out of the parking lot.
- If your department has made arrangements with VT Facilities to have your parking validated, please visit room 403 to have your ticket validated.

1. Insert the paper ticket into the card slot inside the circle.
2. Your total will on the screen above the circle.
3. Insert your credit card into the credit card slot located on the right side of the kiosk.
4. Once your payment had been accepted by the kiosk, your receipt will print out at the bottom of the kiosk. The gate will open shortly after.
5. If you encounter any problems at the parking booth, press the “i” button on the bottom right corner of the kiosk for assistance.