

How do I use this parking meter?

First, check to see what type of parking meter you have – Single? Or Double?

If you have a single space meter:



1. **For coin purchases**, insert coins to reach your desired amount. The display will show the time you have paid for. The rate is shown on the screen, which is currently \$0.50 for one hour, \$0.25 for 30 minutes, or less for fractions of an hour. Quarters, nickels, and dimes can be used. And that's it, you're paid! Your allotted time will be indicated on the parking meter's screen.

2. **For credit card purchases**, use the "+" button to add time and the "-" button to remove time until you reach the desired amount of time you want.

Insert and quickly remove your credit card.

To confirm, press "✓" and authorize the transaction. To cancel the transaction, press "X."

After you've confirmed, wait for the card to authorize (it will just take a few seconds.) The display will show the amount of the transaction and the countdown clock will start. And you're done!

3. If you are using the free **PassportParking Mobile Payment App**, simply locate the **Zone** and **Space Number** on the parking meter and follow the directions to input the information in the App.

If you have a double space meter:



1. Select your space by pressing the left arrow "←" or right arrow "→" pointing toward your vehicle.

When the screen shows the correct space selected, press confirm "✓".

2. **For coin purchases**, insert coins to reach your desired amount. The display will show the time you have paid for. The rate is shown on the screen, which is currently \$0.50 for one hour, \$0.25 for 30 minutes, or less for fractions of an hour. Quarters, nickels, dimes can be used. You're paid! Your allotted time will be indicated on the parking meter's screen.

3. **For credit card purchases**, use the "+" button to add time and the "-" button to remove time until you reach the desired amount of time you want.

Insert and quickly remove your credit card.

To confirm, press "✓" and authorize the transaction.

To cancel the transaction, press "X."

After you've confirmed, wait for the card to authorize (it will just take a few seconds.) The display will show the amount of the transaction and the countdown clock will start. And you're done!

4. If you are using the free **Passport Parking Mobile Payment App** – simply locate the **Zone** and **Space Number** on the parking meter and follow the directions to input the information in the App.