



## SHSU Parking Garage Hourly Customers Entry and Exit Instructions

1. Unless you have a plastic garage contract card, press the green "Ticket" button to receive an entry ticket.



2. When the entry ticket dispenses, pull it from the machine. Gate will open. KEEP THIS TICKET as it is needed to exit the garage. Park in any space not marked "Reserved."



3. To exit the garage, insert the ticket you received at entry into the exit machine, with arrow on top and pointing inward as shown.



4. Once entry ticket is inserted into the machine, your parking fee will be computed, amount due shown, and green light will glow around the credit card slot.



5. Insert credit card as shown, with mag stripe facing down and on the right side. MACHINES DO NOT ACCEPT CASH. MasterCard, Visa, Discover, and American Express are accepted. If you desire a transaction receipt, press the "Receipt" button.



6. Gate will open. Take your receipt and exit the garage.



**If your credit card shows "declined" or "damaged," press the "cancel" button to retrieve your entry ticket, and then press the "I" intercom button for assistance. Back away from the lane, with your entry ticket in your possession, so as to not impede others from exiting.**

**If you lost your entry ticket, or the entry ticket is damaged, press the "I" intercom button for assistance.**