

You will find three (3) different types of pay stations around town that can be used to pay for parking at the Lots & Garages in Morristown. Here's how to use them:

HOW TO USE PAY STATIONS

**De Hart Street Garage
Ann - Bank Garage
Dalton Garage**

**Lot 8 (Franklin & Elm)
Lot 9 (Vail Mansion)
Lot 10 (behind Post Office)
Lot 15 (Speedwell / Firehouse)**

Lot 3 (Train Station)



① Upon entering the garage you will receive an encoded ticket stub. **TAKE THE PARKING STUB WITH YOU** after you park your car

① Each space has a number -- after you park your car **REMEMBER YOUR SPACE NUMBER**

① Daily parking spaces are numbered -- after you park your car, **REMEMBER YOUR SPACE NUMBER**

② Upon returning to the garage **WALK TO ANY PAY STATION** -- before returning to your car

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③ **INSERT YOUR PARKING STUB** as directed -- with the brown stripe facing up and to the right

③ **ENTER YOUR SPACE NUMBER** -- then push the # key to proceed

③ **ENTER YOUR SPACE NUMBER** -- using the keypad

④ Follow instructions on the screen to **PAY THE REQUIRED PARKING FEE** -- you can use credit card, coins, or bills

④ **BEGIN PAYMENT** -- by inserting your credit card, coins, or bills

④ Follow instructions on the screen to **PURCHASE DESIRED PARKING TIME** -- you can use credit card, coins, or bills

⑤ **WAIT FOR MACHINE TO DISPENSE YOUR "PAID" PARKING STUB.** Take the "PAID" parking stub and return to your car -- it will remain valid for 20 minutes

⑤ **ADD TIME** by continuing to add coins or bills -- Credit Card users use BLUE button to add time

⑤ Machine will dispense receipt displaying the time of day your parking time will expire

⑥ Upon exiting the garage **INSERT THE PAID PARKING STUB INTO THE READER AS DIRECTED** -- the exit gate will open

⑥ **COMPLETE TRANSACTION** -- by pressing the GREEN button

⑥ Take receipt and **PROCEED TO YOUR DESTINATION** -- you DO NOT have to display the receipt on car dashboard

NOTE: CUSTOMERS USING CREDIT CARDS MAY BY-PASS THE PAY STATION and conduct their transaction from their car in the exit lane of the garage. Follow signs and instructions provided

⑦ Take receipt and **PROCEED TO YOUR DESTINATION** -- you DO NOT have to display the receipt on car dashboard

*Thank you for parking with us ...
Enjoy your stay in Morristown!*