

*A step by step guide to*

## **Parking in Downtown Kamloops**

*Remember your Licence Plate number.*

*You do not need to display your receipt in the vehicle.*

### **1. Locate a City of Kamloops Parking Kiosk**

*(Generally located within 5 parking spaces)*

### **2. Press OK to start.**

### **3. Punch in your vehicle license plate**

*(Note: After you press the first key, there is a slight delay, but it has registered)*

### **4. Press OK to continue** *(screen says Processing...)*

### **5. Available Options:** Hourly: Press OK to continue

### **6. Payment:** Coins or credit card

## **Coin Transactions**

### **7. Add coins to buy time.** Minimum is .25c for 12 minutes up to a maximum of 3 hours.

### **8. Press OK to continue** *(screen says...printing in progress...)*

### **9. Retrieve receipt from bottom right of the kiosk.**

## **Credit Card Transactions**

### **10. Insert your credit card**

*(The credit card slot located on the bottom half of the machine)*

### **11. Remove card quickly when prompted**

### **12. Add/remove time** with the blue +/- buttons

### **13. Press OK when desired time reached.**

*Note: You may only buy a maximum of 3 hours at a time*

**(screen says...processing)**

*When the transaction is approved, the receipt will print.*

### **14. Retrieve receipt** from bottom right of the kiosk.

**Adding More Time:** Go to any kiosk and add additional parking time (maximum 3 hours). After you input your license plate, an option will come up to add more time. Choose this and then follow the steps above for continuing your transaction. (after 3 hrs if you have to do more activities downtown you can buy more time at your car's new destination)