



## APU @ New Campus Covered Parking Procedures

### Procedures Upon Entry

Step 1	Stop your vehicle in front of the parking barrier gate.
Step 2	<p>Tap your APU Card on the sensor located at the parking entrance. The barrier gate will open and the sensor will display your remaining balance.</p> <div data-bbox="304 913 1070 1417"></div> <div data-bbox="304 1487 810 1865"></div> <p>Note: Please hold for at least 2 seconds in order for the reader to complete reading your</p>

	<p>card.</p> <p>a. If the barrier gate does not open during this process, it will be due to:</p> <ul style="list-style-type: none"><li>• Your card is not activated.</li><li>• You card has an invalid status due to incomplete entry-exit cycle. (Note: Please refer to the Exit Procedures and please ensure that you follow the Exit Procedures to avoid this issue from happening).</li><li>• You have an insufficient balance on your card.</li></ul>  <p>b. If the scenarios above happen, please redirect your vehicle to the visitor parking and please proceed to Payment Counter at Level 3, Spine to activate your card/top up the balance of your card.</p>
Step 3	<p>Proceed to the designated parking floor:</p> <ul style="list-style-type: none"><li>• Students: Level 2</li><li>• Staff: Level 1</li></ul>

## Procedures Upon Exit

Step 1	<p>Stop your vehicle in front of the parking barrier gate.</p> <p>Note: Due to safety reasons, if your distance with the car ahead of you is too near, the barrier gate will remain open. Please stop and do not attempt to exit the parking without tapping your card at the sensor.</p>
Step 2	<p>Tap your APCard on the sensor located at the parking exit. The barrier gate will open and the sensor will display your remaining balance.</p> <p>If the barrier gate is open before this process, please continue to tap your card on the sensor to complete your entry-exit process. Failure to do so will result in your card being unable to be recognised at your next entry. If you are under the Daily Parking scheme, failure to complete your entry-exit cycle within the same day will also result in your balance being deducted for multiple daily parking rates, as if you have parked overnight.</p> <div data-bbox="304 1059 1070 1563"></div> <p>Note: Please hold for at least 2 seconds in order for the reader to complete reading your card.</p> <p>c. If the barrier gate does not open during this process, it will be due to:</p> <ul style="list-style-type: none"><li>• You have an insufficient balance on your card.</li></ul>



- d. If the scenario above happens, please proceed to Payment Counter at Level 3, Spine to activate your card/top up the balance of your card.

Step 3

Upon successful completion of Step 2, please exit the parking.