

# In-Vehicle Parking Meter (IVPM) Instructions

**IMPORTANT:** Please protect your \$80 IVPM and \$20 TAP smartcard! We advise that you use an ATM protective card sleeve free from any bank to protect your TAP smartcard. Replacement charges are enforced for all lost and damaged equipment.

## How to park using your IVPM

1. Press the green “**OK/ON**” button and insert the Smart Card into the slot with the logo facing up, Gold-Chip first. The display will cycle through three (3) pieces of information in the following order: 1. The **current day of the week**; 2. **current time**; 3. “**Bank**”: the amount of parking time remaining the SmartCard's in hours and fractions of an hour. This is the only time you will see the **bank**-value stored on your SmartCard.
2. When you see the small “**Enter Zone**” prompt along with your parking status displayed, press the green “**OK/ON**” button again.
3. At the “**Pull Card**” prompt, remove your Smart Card from the meter. The IVPM is now **activated**. Keep the card in a safe place protected from heat, bending, and abrasions.
4. Using the hook which extends from the IVPM, hang your meter from the rear view mirror of your vehicle. If the hook does not work, the meter may also be displayed facing upward on the lower left-hand-side of your dashboard. Face flashing display towards the front of your vehicle so it may be easily seen by Parking Enforcement. **Check through the windshield to confirm IVPM is visibly flashing an LCD alternating display, if not, you may be cited.**



## When you finish parking

- Turn “**OFF**” the IVPM by pressing and HOLDING the small brown button until the display stops flashing... Your meter is now “**OFF**”

## FYI

- ▶ **Graduate Student Staff** must display an activated IVPM 7:30am-5pm Monday – Friday. A “**Night and Weekend parking permit**” is required during nights (M-F 5:01pm – 7:29am) and weekends (Saturdays & Sundays). **The activated IVPM will turn “OFF” automatically at 5 p.m.**
- ▶ **Faculty and Staff (non student)** must display an activated IVPM **7 days a week, 7:30am-midnight** except university administrative holidays. **Faculty and Staff activated meters will turn OFF automatically at Midnight.**
- ▶ Please refer to the reverse side of this sheet about where you may park and what to do when your meter runs out of hours

**Be advised: The maximum Continuous Parking Charge is 9.5 hours per day**

## **Error Messages and Other IVPM/Smartcard Issues**

**IMPORTANT:** If you are unable to get your meter started and cannot visit TAP please refer to the instructions on the back titled “How to Park when you have run out of hours.”

- “**BATT**” error in the lower left hand corner or in big letters on the second flash: your batteries are low. Please contact the TAP office immediately to receive free replacement batteries.
- “**BANK**” error: you are out of parking hours on your smartcard. If you have not reloaded your smartcard for the current quarter, please come into the TAP office for more hours.
- **A 01 CARD, S 01 CARD, G 02 CARD, or X 02 CARD** flashes: you have shared your IVPM with someone else or have the wrong IVPM. Please contact the TAP office for assistance.
- “**E009**” error: your smartcard is unclean or corrupted. Try wiping the gold chip with a clean soft cloth or bring the card to the TAP office to be reprogrammed or replaced.
- “**DATE**” error: you have not reloaded your smartcard in the last six months. Please come into the TAP office to update your smartcard at the reloading station.

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**Thank you for your time and attention learning the IVPM system**

Please contact [tap@tps.ucsb.edu](mailto:tap@tps.ucsb.edu) or call 893-2917 if you have any questions

# Where May TAP Members Park?

If you are...	VALID Parking Areas	INVALID Parking Areas
<p><b>Academic/Faculty</b></p> <p>Faculty/"A" Parking permit status.</p> <p>IVPM displays "A" or "F"</p>	<ul style="list-style-type: none"> <li>• Parking lots and structures with signs marked "Faculty Permit Only", "Faculty, Staff Permit Only" or "Visitor, Student, Faculty, Staff"</li> <li>• Spaces/areas marked "A" or "S" Permit Required at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Parking spaces/areas posted Restricted, Reserved, "B1", or Vendor Permit Required</li> <li>• Resident or Visitor spaces in <b>ALL</b> off-campus University Housing parking lots including Family housing, Graduate Student housing and Santa Catalina Residence Hall</li> <li>• Metered or Coastal Access spaces</li> </ul>
<p><b>Staff</b></p> <p>Staff /"S" Parking permit status.</p> <p>IVPM displays "S" or "E"</p>	<ul style="list-style-type: none"> <li>• Parking lots and structures with signs marked "Faculty, Staff Permit Only" or "Visitor, Student, Faculty, Staff"</li> <li>• Spaces/areas marked "A" or "S" Permit Required at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Parking spaces/areas posted Restricted, Reserved, "B1" or "A" Permit Required at all times, Faculty Permit Only, or Vendor Permit Only</li> <li>• Resident or Visitor spaces in <b>ALL</b> off-campus University Housing parking lots including Family housing, Graduate Student housing and Santa Catalina Residence Hall</li> <li>• Metered Coastal Access spaces</li> </ul>
<p><b>Graduate Student</b></p> <p>employed at least 45% or equivalent verified fellowship</p> <p>Staff /"S" Parking permit status.</p> <p>IVPM displays "G" or "X"</p>	<ul style="list-style-type: none"> <li>• Parking lots and structures with signs marked "Faculty, Staff Permit Only" or "Visitor, Student, Faculty, Staff"</li> <li>• Spaces/areas marked "A" or "S" Permit Required at all times</li> <li>• <b>After 5PM Monday- Friday and all day on weekends</b> in spaces/areas designated "S Enforced at All Times" must display valid <b>Night &amp; Weekend permit*</b> and <u>inactive</u> In-Vehicle Parking Meter</li> </ul>	<ul style="list-style-type: none"> <li>• Parking spaces/areas posted Restricted, Reserved, "B1" or "A" Permit Required at all times, Faculty Permit Only, or Vendor Permit Only</li> <li>• Resident or Visitor spaces in <b>ALL</b> off-campus University Housing parking lots including Family housing, Graduate Student housing and Santa Catalina Residence Hall</li> <li>• Lot 24 at all times</li> <li>• Metered or Coastal Access spaces</li> </ul>
<p><b>Student/Visitor</b></p> <p>with "Night &amp; Weekend" Parking Permit</p>	<ul style="list-style-type: none"> <li>• Valid Monday through Friday from 5PM to 12:00AM</li> <li>• Valid Saturday &amp; Sunday from 7:30AM to 12:00AM</li> <li>• Parking lots and structures with signs marked "Visitor, Student, Faculty, Staff"</li> <li>• Spaces/areas marked "C/S/A" Permit Required at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Enforced at All Times Spaces</li> <li>• Parking spaces/areas posted Restricted, Reserved, "B1" or "A" or "S" Permit Required at all times, Faculty Permit Only, or Vendor Permit Only</li> <li>• Resident or Visitor spaces in <b>ALL</b> off-campus University Housing parking lots including Family housing, Graduate Student housing and Santa Catalina Residence Hall</li> <li>• Metered Coastal Access spaces</li> </ul>

## HOW TO PARK IF YOU HAVE RUN OUT OF HOURS ON YOUR IVPM:

- 1) Visit a [Parking Permit Dispenser](#) located in any of our lots or structures and purchase a short term parking permit. When a valid short-term parking permit is properly displayed alongside an inactive IVPM it will allow TAP participants to park in **Staff** parking spaces throughout campus
- 2) Visit the [Permit Sales Office](#) (open Mon-Fri, 7:30-5:00, excluding University holidays) and purchase a permit corresponding with your parking status (**Faculty or Staff**). Faculty who want to purchase a Faculty short-term parking permit will need to do so at the Permit Sales Office.