

HOW TO USE THE CASHKEY

Step One: *Get A CashKey*

If you don't already have a CashKey, you can order one online (www.ParkAlbany.com) or in person at the Quackenbush parking garage on the corner of Orange and Broadway in downtown Albany.



Step Two: *See How Much Money Is On Your CashKey*

When you first put the CashKey in the meter, the meter will display how much money is currently stored on your CashKey (see **Step Four** to put more money on your CashKey).



Step Three: *Place Time On Your Meter*

After the meter displays the money left on your CashKey, pull the CashKey slightly out of the meter and re-insert it. Each time you remove the key (you do not need to remove it all the way) and re-insert it, another quarter's worth of time is placed on the meter.

If you leave the CashKey in the meter for too long, the meter will register "FAIL". Simply remove the key and re-insert it to begin the process again.

Step Four: *Put More Money On Your Key*

Recharging your CashKey with more money is as simple as ordering one. Go to www.ParkAlbany.com to make your payment online, and then bring your CashKey to the garage administrative office near the corner of Orange and Broadway to get your CashKey reloaded. You may also mail it to us in a padded envelope.

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