North and West Garage Access & Parking Information

- Enclosed is your vehicle transponder device that will grant you access to park in the University North and West Garages. Please refer to the instructions on the other side to properly install the device inside your vehicle.

- When parking in the North or West Garages, the transponder must remain inside the vehicle at all times. This includes times when the access control equipment (gate arms) may already be in the open position.

- If you do not have your transponder when arriving at the garage—even if you are registered to park there—you must park in:
  - Lot 20 (West Garage permit holders)
  - Lot 21 (North Garage permit holders)

- You may transfer a single transponder between multiple registered vehicles.

- For convenience, you may request a second mounting bracket, free of charge, or an additional transponder may be obtained for a $50 refundable deposit by contacting Transportation & Parking Services.

- There is a $100 replacement fee for lost or damaged transponders.

For additional information, please visit www.princeton.edu/transportation.

Transponder Assembly & Installation

1. Insert the transponder, blank side facing down, into the mounting bracket (Figure A). The transponder will click into place (Figure B).

2. Remove the wax film from the base of the mounting bracket, exposing the adhesive strip.

3. From inside the car, position the bracket with transponder onto the windshield in the lower left area (driver side) (Figure C).

4. Press the bracket firmly onto the windshield. The side with markings (dark gray) should be facing the driver.

Slown down as you approach the transponder reader. Wait until the gate arm is fully raised before passing through.

NOTICE
All vehicles entering and exiting the North or West Garage must be equipped with a transponder at all times.