

Attended Oriented Parking Systems

Semi-Automated Parking Systems

Fully Automated Parking Systems



The
Automated
Parking
Company

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OPERATIONS GUIDE & MAINTENANCE



The Automated Parking Company



User Safety Warnings & Operational Guidelines

⚠ WARNING – Risk of Injury or Death

- Do not operate the system if people are on or near the platform.
- Only trained and authorized personnel are permitted to operate the lift.
- Read and understand all safety instructions before operating the vehicle lift system.

⚠ CAUTION – Safe Use Instructions

- Drivers and all passengers must fully exit the vehicle before operating the lift.
- Ensure the vehicle is completely and correctly positioned on the platform before initiating lift movement.
- Keep the area around the moving platform clear of people, tools, and other vehicles.
- Do not attempt to use the lift for oversized or overweight vehicles. Damage to the system and vehicle may occur.
- Only approved vehicle dimensions and weights may be used. It is your responsibility to confirm compatibility.

⚠ DANGER – Critical Safety Notices

- Maximum load capacity is 5500 lbs
Do not operate the system with any vehicle exceeding this weight limit. Structural failure and serious injury may result.
- Crush Hazard – Stay clear of moving platforms and mechanical components during operation.
- In the event of system malfunction or visible damage, do not use the lift. Immediately contact your site manager or TAPCO support.
- Children must never be allowed to play on or near the system under any circumstances.

i NOTE – Vehicle & System Fit Requirements

- It is the responsibility of the Property Manager to verify each vehicle meets the allowed dimensions (length, width, height, and weight). Failure to do so may result in significant damage to the system and vehicle.
- Vehicles with external attachments such as tow hitches, roof racks, bike racks, or ski racks are not recommended and may not fit within the designated space.
- Always refer to the posted allowable vehicle size limits prior to use.

✓ GENERAL USE GUIDELINES

- Always perform a visual inspection of your vehicle before and after use. Note any visible scratches, dents, or damage.
- Fold in mirrors and retract antennas (if applicable) to avoid contact with system components.
- If you have changed vehicles, you must notify the Property Manager or Ownership to re-verify the vehicle's compatibility with the system.
- For operational questions, safety concerns, or assistance, please contact: 877-TAPC611

Operating Instructions

IMPORTANT: Only trained and authorized personnel may operate this system. Always follow all safety protocols and pre-operation procedures. Misuse may result in damage or injury.

Parking a Vehicle

1. **Confirm Platform Availability**

- If the gate is already open, ensure no one is inside the module before proceeding.
- If the gate is closed, press and hold the button on your key fob for 3 seconds to initiate access.
- A white flash from the user kiosk will confirm your fob was recognized.
- If a vehicle is ahead of you, pressing your fob will place you in the queue. Wait until the previous transaction completes.

2. **Wait for Gate to Open**

- Once your turn begins, the gate will automatically open.
- A flashing red light indicates system activity. **DO NOT ENTER** until the light stops flashing, the gate is fully raised, and the system is idle.

3. **Perform a Visual Inspection**

- Confirm the platform is aligned at Ground level.
- Check that the area is free from:
 - People
 - Debris
 - Obstructions
 - Any visible signs of system damage

4. **Vehicle Alignment**

- Carefully drive forward or back into your parking space.
Ensure:
 - Your vehicle is centered.
 - All four wheels pass the wheel chocks and come to rest against the wheel stops.
 - Both side mirrors are folded and unobstructed.
 - Low Front Vehicles: Back-in parking is recommended to avoid front-end damage.

5. **Secure the Vehicle**

- Turn off the engine.
- Engage the parking brake.
- Ensure all passengers and pets have exited the vehicle, and doors are property closed.

6. **Complete the Parking Transaction**

- To close the gate, you may either:
 - Press the GREEN button on the user kiosk, or
 - Tap your key fob on the designated kiosk sensor.
- The gate will close, and your vehicle will be stored automatically.
- Only press the key fob inside the vehicle to begin or end access. It will not close the gate after exiting the car.



Retrieving a Vehicle

1. **At the Kiosk**
 - Tap the touchscreen to wake it.
2. **Enter Your Space Number**
 - Use the on-screen keypad to input your assigned space number and press **OK**.
3. **Wait for Retrieval**
 - The system will begin retrieving your vehicle.
 - Once ready, the safety gate will rise automatically.
 - Do not approach until the gate is fully raised and the red light stops flashing.

Safety Guidelines

General Safety Reminders

Always verify the platform remains level during movement.

Monitor overhead clearance during lift operations.

Do not use the system if any visible damage or malfunction is observed. Contact an authorized technician.

Ensure all persons are clear of the system before activation.

Prohibited Actions

Never enter or exit a module while the gate is moving or red light is flashing.

Do not operate the system if another vehicle/person is inside.

Never work underneath a raised platform unless gravity locks are fully engaged **and a TAPCO service technician is present.**

Never force open gates or bypass safety mechanisms.

Do not attempt to use the key fob to close the gate after exiting the vehicle.

Emergency Contacts & Support

For training, service, or support, contact:

 **The Automated Parking Company**

 **877-TAPC611**