



LK Parking Registration System

Automated Parking Registration System is a computer based database that is used to register vehicles for authorization to park in visitor parking lot. The system is accessible 24 hours a day, 7 days a week using any touch tone telephone or via internet.

How to register a vehicle

To register a vehicle you will need to know the address of the building, the unique location code and vehicle's license plate number. The 3-digit Location Code for your building is displayed on the sign(s) located in the parking area. Automated system will tell you if visitor has authorization to park and will provide you with a unique 4 digit permit number upon successful registration. Please record permit number.

How to register your vehicle via Internet

1. Access on-line at www.LKPARKING.com. Please read General Regulations and click "I Agree".
2. Enter Location Code which is displayed on visitor parking signs and follow instructions.
3. At the end of registration please record, print or e-mail Permit number.

How to register a vehicle via Telephone

1. Using a touch tone phone, dial **(416) 628-5066**.
2. The system will ask you to enter 3-digit Location Code which is displayed on visitor parking signs. Enter the location code.
3. The system will state the address of the location. To confirm press "1". To re-enter location press "2".
4. The system will ask for you to enter numeric code for every character of vehicle's license plate. Using provided table of codes, enter the number that corresponds with the letter or number of the license plate, followed by the star key "*". Repeat this procedure for every character of the license plate. Press "#" when you have finished entering the complete license plate number.

Table of Codes for Registration via Telephone				
Letters				Numbers
A = 21*	H = 42*	O = 63*	V = 83*	1 = 1*
B = 22*	I = 43*	P = 71*	W = 91*	2 = 2*
C = 23*	J = 51*	Q = 72*	X = 92*	3 = 3*
D = 31*	K = 52*	R = 73*	Y = 93*	4 = 4*
E = 32*	L = 53*	S = 74*	Z = 94*	5 = 5*
F = 33*	M = 61*	T = 81*		6 = 6*
G = 41*	N = 62*	U = 82*		7 = 7*
First number of the code represents the telephone button corresponding with the character. Second number of the code represents the sequence of the character on selected button.				8 = 8*
				9 = 9*
				0 = 0*

Example: License plate number "BCE-234". Enter: "22*23*32*2*3*4**" and then press "#".



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5. System will then replay license plate number. To confirm the license plate number press “1”. If the license plate number entered is incorrect, press “2” to re-enter the license plate number.
6. Upon confirmation of the license plate number, system will then state message informing you of time and date vehicle is authorized to park till and will issue unique parking Permit number. Please record this number. It is your only confirmation that you have authorization to park the vehicle.
If vehicle has exceeded the number of allocated parking permits allowed, system will state message informing person “Do not park your vehicle or it will be tagged and towed at your expense”.

General Regulations

1. **All permits expire at 11:00 am.**
2. User registering vehicles must listen to all messages to obtain permit. Do not hang up the phone until the system has issued permit number and/or stated “Good Bye”.
3. All prompts are played three times and if the system receives no response it will disconnect.
4. All calls must be under 6 minutes or the system will disconnect.
5. **User must ensure that the license plate number played back is the correct license plate number. If one character is incorrect, vehicle will be issued a parking ticket.**
6. If busy signal is received when trying to contact the system, please call back as someone else is also trying to register their vehicle.
7. Vehicle registration system is based on 24 hour cycle that commences everyday at 6:00 am. Example: Vehicle that registers at or before 6:00 am will receive permit that expires at 11:00 am the same day. Vehicle that registers at or after 6:10 am will receive permit that expires at 11 am the next day. New permit week commences every Monday at 12:00 am (if applicable).
8. **User must register vehicle immediately upon parking. Do not leave vehicle unattended without registering.**
9. If you require a long-term permit, please contact Property Manager or Service Representative.
10. In cases where telephone system appears down, please use on-line registration.
11. LK Protection Inc., its agents, and/or its clients assume no responsibility or liability whatsoever for the vehicle and its contents. The parking permit / registration authorizes you to park one vehicle in compliance with parking regulations in the parking area at your own risk.
12. Parking is prohibited on roadways and in all areas other than designated parking areas. Parking regulations, as posted on parking signs throughout the property, are enforced 24 hours a day. Any vehicle parked in contravention of parking regulations is subject to Municipal parking violation ticket and/or towing at the vehicle owner’s expense.

Should you require any further information or if you have a concern, please feel free to contact LK Parking via e-mail at info@lkparking.com. Please note that registrations sent to this e-mail address will not be accepted and may result in vehicle being tagged and/or towed at owner’s expense.