



PAY ON FOOT EQUIPMENT SITE CONFIGURATION DOCUMENT

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Registered in England No 2560839 VAT Registration Number GB 692344616
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1. System Configuration

Intercom Functionality

Detailed information about the function of the Xparc intercom functionality.

None	
Standard*	Phase 1 will deliver 24/07 manned control centre on site
Forwarding to external telephones Via ISDN	
Forwarding to external telephones Via SIP*	

If SIP selected above enter provider information:

Provider Name	
Gateway	
Username	
Password	

*By default a Snom 300 is shipped with the PMS and Intercom calls are connected to this phone.

**Euro ISDN telephone socket near server required + special ISDN modem connected via USB to the server.

***DSL internet connection and SIP account required. Please check if your ISP is blocking SIP service!

Behaviour in case of fire alarm

Barrier Action	Place an "X" against requirement below
Entry closed and locked + exit open and locked*	X – Fire alarm interface
Entry and exit closed and locked*	
Entry and exit opened and locked*	
Normal operation	

👉 The signal is connected to one device per fire alarm zone only!

*Any cabling required for connection to the Fire Alarms must be provided by the customer

Behaviour in case of CO alarm

Barrier Action	Place an "X" against requirement below
Entry closed and locked + exit open and locked*	
Entry and exit closed and locked*	
Entry and exit opened and locked*	
Normal operation	X

⚠ The signal is connected to one device only!

*Any cabling required for connection to the CO Alarm must be provided by the customer

Season Cards

Barcode Plastic Cards Required	Yes
If YES above enter quantity required	100
Mifare 1k Contactless Cards Required	HW not specified
If YES above enter quantity required	

*A quotation for the supply of the above cards will be provided if not already included in the original order

2. Equipment Details

Car Park Area Details

Area 1	
Car Park Name & Level:	The Glass Works MSCP
Total number of spaces:	480
Public spaces:	470
Full sign offset:	Supplier = VMS Car Solutions <i>[RA] – can end user provide a contact name / number for supplier as I cannot find such a company online – we will need to understand what protocols they are using to see if / how we can interface however please note this is outside of the scope of the current order</i>
Pre full sign offset:	
Acts as level *	

* If the Area is used as level for level counting you must not insert any information into this area!

Area 2	
Car Park Name & Level:	n/a
Total number of spaces:	
Public spaces:	
Full sign offset:	
Pre full sign offset:	
Acts as level *	Yes / No

* If any Area is used as level for level counting you must not insert any information into this area!

Entry Lane Details

Entry No.	Entry Location Name Reference	Entry Location	CCTV Y/N	ANPR Y/N
1	ENTRY 1	LHS	N	N
2	ENTRY 2	RHS	N	N
3				
4				
5				
6				

Other Information relating to entry lanes

Single entry or exit will have connection to Fire Alarm control board

Exit Lane Details

Exit No.	Exit Name Name Reference	Exit Location	CCTV Y/N	ANPR Y/N
1	EXIT 1	LHS	N	N
2	EXIT 2	RHS	N	N
3				
4				
5				
6				

Other Information relating to exit lanes

Single entry or exit will have connection to Fire Alarm control board

Pedestrian Door Reader Details

Entry No.	Name Reference	Entry Location	CCTV Y/N	ANPR Y/N
1	PEDESTRIAN 1		N	N

Pedestrian door reader will be connected to Sliding Door control board

Door reader will also have a connection to Fire Alarm

Grace time

Please enter the amount of free time in minutes that users are allowed before they are required to pay and the time that users are allowed between paying for their ticket and exiting the car park.

Grace times from entry to exit	15
Grace times from payment to exit	15

Paystation Details

Station No.	Paystation Name Reference	Paystation Location
1	POF 1	Level 2
2	POF 2	Level 2
3	POF 3	Level 3
4	POF 4	Level 4
5	POF 5	Level 5
6	POF 6	Level 6
7	POF 7	Level 7

Other Information relating to the installation or manufacture of the Payment Station

Nested Area (Private /Season /Contract Parking) (OPTIONAL)

Time Cushion		Penalty for improper use	
Entry to Nested Area	Nested Area to Exit	Fixed Fee (N/A or £)	Standard Tariff
N/A			

The above relates to requirements for contract parker to park in a specific area. The time cushion is the maximum time permitted between entry to the public parking and entry to the nested parking area. Users that do not enter the nested area within this time will then be required to pay a penalty. The same applied when exiting the site. These penalties can be a fixed fee or application of the standard tariff. Depending on the equipment ordered the fine may be payable at the manual cashier station or the pay on foot station.

Nested Area hours of operation

Nested Area No.	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Special days
n/a								
n/a								

Point of Sales Terminal Details

POS No.	Location
1	NOT ORDERED
2	

Will multiple users require access from different locations via their own PC's (to use Web Cashier)?	Yes/No
Is there a suitable internet connection and firewall settings to allow this?	Yes/No

Other Information relating to the installation or manufacture of the POS

3. Tariff Details

Please fill in the times that your tariffs apply the charging time bands and the relevant fees that are charged. Please note that some Tariffs may not be possible using standard configuration tables.

Example

Tariff 1		
Applies (state time and days of week)	<i>Mon – Fri , 0800 – 17.59</i>	
Maximum daily charge	<i>£11.50</i>	
Fee rates by time bands	<i>Time</i>	<i>Fee</i>
Band 1	<i>Up to 1 hour</i>	<i>£0.50</i>
Band 2	<i>1 to 4 hours</i>	<i>£2.00</i>
Band 3	<i>4 to 8 hours</i>	<i>£5.00</i>
Band 4		
Band 5		
Band 6		
Night Rate	<i>18.00 -08.00</i>	<i>£8.00 Flat Fee</i>
Lost Ticket		<i>£15.00 Flat Fee</i>
Special Days	<i>Bank Holidays</i>	<i>Free Parking</i>

Notes for Example Tariff

Night rate applicable for vehicles that enter after 18.00 and must exit before 09.00 hourly rate or night rate which ever is the lesser amount to apply.

Example:

- Enter at 17.30 leave at 23.00 hourly tariff, Charge £5.00
- Enter at 19.30 leave at 08.00 next day Charge £8.00

- Enter at 19.30 leave at 21.15 Charge £2.00

Tariff 1

Tariff applies to all areas	Yes
Each area has own tariff	No
Rounding type at POF:	Down Up Math (Default) (Delete as applicable)

Tariff 1		Standard
Applies (state time and days of week)		Mon – Fri 06:00 to 05:59
Maximum daily charge		£ 12
Fee rates by time bands	<i>Time Applicable</i>	<i>Cost</i>
Band 1	0 – 1 hour	£1.20 (charge to be pro rata to the minute)
Band 2	1 – 2 hours	£2.40 (charge to be pro rata to the minute)
Band 3	2 – 3 hours	£3.60 (charge to be pro rata to the minute)
Band 4	3 – 4 hours	£4.80 (charge to be pro rata to the minute)
Band 5	4 – 5 hours	£6.00 (charge to be pro rata to the minute)
Band 6	5 – 9 hours	£1.20 per hr (charge to be pro rata to the minute)
Night Rate	23:00 – 05:59	£5.00
Lost Ticket (On Paystation)	YES	£12.00
Special Days	FREE	FREE

Notes for Tariff 1

Please provide worked examples to confirm pricing structures e.g

Enter at 10am and leave at 1.15pm – charge would be: £3.90 (3 x full hours + 15 mins)

Enter at 2pm and leave at 4.55pm – charge would be: £3.30 (2 x full hours + 45 mins)

Enter at 4pm and leave at 10am the next morning – charge would be: £18.20 (5 hours + 2 hours + night rate + 4 hours)

ALL CHARGES TO BE PRO RATA TO THE MINUTE

Tariff 2

Tariff 2		Weekend – Public Charge
Applies (state time and days of week)		Sat – Sun 06:00 to 05:59
Maximum daily charge		N/A
Fee rates by time bands	<i>Time Applicable</i>	<i>Cost</i>
Band 1	0 – 1 hour	Free
Band 2	1 – 2 hours	Free
Band 3	2 – 3 hours	Free
Band 4	3 – 4 hours	Free
Band 5	4 – 5 hours	Free
Band 6	5 – 9 hours	Free
Night Rate	N/A	
Lost Ticket (On Paystation)	No	
Special Days	FREE	FREE

Notes for Tariff 2

Please provide worked examples to confirm pricing structures e.g

Enter at 10am and leave at 1.15pm – charge would be: £Free

Enter at 2pm and leave at 4.55pm – charge would be: £Free

Enter at 4pm and leave at 10am the next morning – charge would be: £4.80

Please attach additional sheets if more than 4 tariff structures are applicable.

Notes

1. If Tariff is to change then we advise that the public are given as much notice as possible to the changes.
2. Tariff boards are to be supplied by others.

Time Band Cushion

Please state the amount of extra time (if any) that will be allowed before the next charging band is applied i.e. when the user has stayed for 1 hour and 1 minute, are they charged for 1 hour's stay or two?

Time band cushion Minutes

Car Park Opening Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00 – 23:59	00:00 – 23:59	00:00 – 23:59	00:00 – 23:59	00:00 – 23:59	00:00 – 23:59	00:00 – 23:59

Public Holidays

As Sunday			

4. Validations on Point of Sales Computer

Please enter the position and name of the function required to be displayed to the user on the touch screen. In the rules table please enter the validity information and tariff to charge. The types of reductions / rules that can be applied are as follows;

- Time reduction (entry time moved)
- Time reduction (exit time moved)
- Fee reduction i.e. a fixed sum that is deducted from a variable parking charge
- Fixed fee i.e. a standard charge that is levied
- Percentage reduction
- Different tariff structure

Button Position on POS Terminal and Name to Display (Remove / amend where required)

Position	10000	10001	10002	10003	10004
Name					
Position	10100	10101	10102	10103	10104
Name					
Position	10200	10201	10202	10203	10204
Name					
Position	10300	10301	10302	10303	10304
Name					

Rules Required (Remove / amend where required)

Position	Button Name	Validity (Days)	Valid Times	Fixed Price £	Intended User	Create / Validate	Pay at Paystation (Y/N)
10000							
10001							
10002							
10003							
10004							
10100							
10101							
10102							
10103							
10104							
10200							
10201							
10202							
10203							

Position	Button Name	Validity (Days)	Valid Times	Fixed Price £	Intended User	Create / Validate	Pay at Paystation (Y/N)
10204							
10300							
10301							
10302							
10303							
10304							

Ticket Validator

If you have ordered a Validator (small desk mounted validation machine) for validating tickets please tell us how you would like us to apply this validation. Note that the validation can be a discount type (e.g 2 hours free parking, or £2.00 discount off the tariff, percentage reduction etc) or increment (e.g. for valet parking or car wash)

Example

Validation Letter	Value	Type	Details
A	100%	Fee Discount	Contractor
B	50%	Fee Discount	Staff
C	-£5.00 from day rate	Fee Discount	Hotel Guest
D			

Enter Validator Configuration Requirements here;

Validation Letter	Value	Type	Details
A	5 hours Free **	Fee Discount	Cinema User
B			
C			
D			

** 5 hours free parking applied to all cinema users. If a user stays beyond this time then the appropriate day / night rate banding applies.

5. Pay on Foot Machine

Coin Types

Denominations of coins to be accepted is as follows;

10p	20p	50p	£1	£2
-----	-----	-----	----	----

The following denominations of coin are given back as change.

10p	20p	50p	£1
-----	-----	-----	----

Float for Change Hoppers

A low warning value that will provide notification of low float values to Management System will be as follows;

Denomination	10p	20p	50p	£1.00
Max Float	£21.00	£46.00	£70.00	£140.00
Low warning	£2.00	£4.00	£10.00	£20.00

Note Types

Please state which UK bank notes and denomination will be accepted,

Sterling	Yes	Scottish	Yes
----------	-----	----------	-----

Please indicate notes to be accepted (default all three below)					
£5	Yes	£10	Yes	£20	Yes

Normally £50 acceptance is detrimental to the customer and operator as the number of coins returned, as change will be excessive for "Short stay" car park applications.

If notes of a different nationality are to be accepted please discuss with the Project Manager.

6. Card payment (Chip and PIN)

Please note that you will need to set up an agreement with a credit card clearing company, it is not the responsibility of METRIC Group to arrange this service.

You will also be required to install a dedicated communication link such as a broadband service, lead time for installation and setting up the agreement will need to be noted.

Please complete the relevant details below to ensure your Chip & Pin devices can be configured.

Please make your selections below and add the additional detail where required.

Ingenico iSelf Chip & Pin Device: Payment Service Provider must be **NMI (formerly CreditCall)**. Please ensure you have a contract setup and in place prior to the installation of equipment.

PSP = NMI

Acquiring Bank	Enter Yes / No
Global Payments	
First Data (Lloyds)	
Elavon	
AIB	YES
Barclays	
Worldpay	

Cards Accepted	Enter Yes / No
Visa / Mastercard	Yes
Maestro	Yes
JCB	Yes
American Express	
Diners Club	

Acquirer Account Details	Merchant Number
Global Payments	
First Data (Lloyds)	
Elavon	
AIB	011994933
Barclays	

7. Receipt Text

Please state the text that you need to be printed out on any receipt that you issue, this is in addition to location and VAT number

Top of receipt

T	H	A	N	K		Y	O	U									

Bottom of receipt

G	L	A	S	S	W	O	R	K	S								
B	A	R	N	S	L	E	Y										

8. Capacity Count

Do you wish to close entry lanes when full?

Yes ☐ No ☒

Will the "Closure" process also apply to Season cardholders?

Yes ☐ No ☐

Parking spaces and their distribution

Location Name	Total Spaces	Public Spaces	Nested/Season Areas
1.	480	470	N/A
2.			
3.			

9. Remote Support

In order for us to better respond to fault calls, training requirements, updates etc., it is required that a broadband line, with a FIXED / STATIC IP address, is installed in time for the installation.

This not only helps us to minimise our costs to yourself be not having to send an engineer to site, it also helps us respond much faster to your enquiry.

It is a requirement of any Maintenance Contract that you provide a line for remote support, please note that all costs and upkeep on the line are the responsibility of the site or managing agent.

Minimum line requirements are –

ADSL or ADSL+2 & 5mb Upload / Download (as a minimum)

This can be a dedicated line installed for this purpose or a shared line but not shared with your chip & pin device network as this must be segregated.

Is there an existing broadband line available with a fixed / Static IP address	Yes / No
If YES please provide the IP address for our records	
Does it meet with the min spec above?	Yes / No
Is it a shared line?	Yes / No
If no, When will the line be available (Date)	

10. Additional Information