How to Operate Blackboard Laundry System

Washer Instructions

1) Go to the black Reader box located on the wall by the door.

2) Enter the number of the available machine you wish to use by using the reader’s keypad.
3) Swipe your student ID card.
   -Note: You will have to swipe your card within 10 seconds of choosing a machine, or your transaction will be canceled.

4) Go to the washer you selected, load it, add ¼ cup of detergent, and select your washing settings.
**Dryer Instructions**

1) Go to the black Reader box located on the wall by the door.

2) Enter the number of the available machine you wish to use by using the reader’s keypad.
3) Swipe your student ID card.
   -Note: You will have to swipe your card within 10 seconds of choosing a machine, or your transaction will be canceled.

4) Go to the dryer you selected, load it, and make your setting selections.
**Adding Additional Drying Time**  
Note: Time **must** be added to the cycle **before** the dryer shuts off or you will be charged for a full cycle

1) Go to the black Reader box located on the wall by the door.

2) Enter the number of the available machine you are using in the reader’s keypad.
3) Press the blue and white arrow button below “Add Time”

4) Swipe your student ID card
   -Note: You will have to swipe your card within 10 seconds of choosing a machine, or your transaction will be canceled.
5) Go to the machine you are using and press the button for the machine cycle that you are using.

* Note: Time **must** be added to the cycle **before** the dryer shuts off or you will be charged for a full cycle.

To report a problem or malfunction on the machines, or to get assistance, please contact your 24-hour Information Desk.