

## Add-Value Station Instructions

### 1. Credit Box with Dispenser



#### To Add Value:

1. Insert your Laundry Card into the Card Reader.
2. Select the amount to add to your Laundry Card.
3. Select the option to print a receipt (Yes/No).
4. Select credit or debit.
5. Swipe your payment card through the Swipe Reader.
6. If using a debit card, enter the PIN #, then press enter.
7. Accept the revalue amount to continue.
8. Your balance will appear on the screen.
9. Remove your Laundry Card and receipt.

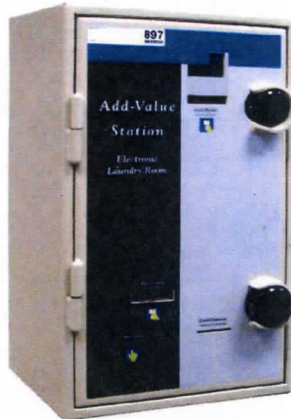
#### To Buy a Card:

1. Press the "Buy Card" button.
2. Select the option to print a receipt (Yes/No).
3. Select credit or debit.
4. If using a debit card, select checking or savings.
5. Swipe your payment card through the Swipe Reader.
6. If using a debit card, enter the PIN #, then press enter.
7. Accept the card price to continue.
8. Your new Laundry Card will be dispensed.
9. Remove your Laundry Card and receipt.

#### Installed at the following Locations:

\* Bldg. 160 – 420 Kula Gulf Apt: 105 and Village Office \* West Village Study Room

### 2. Cash Box with Dispenser (Does not take \$1-dollar bills nor make change)



#### To Add Value:

1. Insert your Laundry Card into the Card Reader.
2. Insert bill into the bill acceptor face up.
3. The value will be added to your card.
4. Your new balance will appear on the screen.
5. Remove your Laundry Card.

#### To Buy a Card:

1. Press the "Buy Card" button.
2. Insert a \$5 bill into the bill acceptor.  
(Note: only a \$5 bill can be used to purchase a new card)
3. Your new Laundry Card will be dispensed.

#### Installed at the following Locations:

Village Office

### 3. Code Based Revalue



#### Installed at the following Locations:

Bldg. 150 – 585 Red Oak Avenue  
Bldg. 164 – 735 West End Way  
Bldg. 168 – 335 Ohlone Way  
Bldg. L-8 – 747 Red Oak Avenue  
Bldg. L-7 – 735 Gooding Way  
Bldg. L2-755 Ohlone Way

LOCATION ID #:

536556

#### To Add Value:

1. Visit [www.washloadit.com](http://www.washloadit.com) to register your Laundry Card and purchase a 6-digit "Load It" code.
2. You will need the Location ID and Serial # found on the back of your laundry card.
3. Visit your closest "Load It" Station
4. Insert your laundry card into the card reader
5. Enter the exact amount you paid for your "Load It" Code, and press enter.
6. Enter your 6-digit "Load It" Code.
7. The value will be transferred to your Laundry card.
8. Remove your Laundry Card.

For Service  
Please Call:  
**800.824.7780**