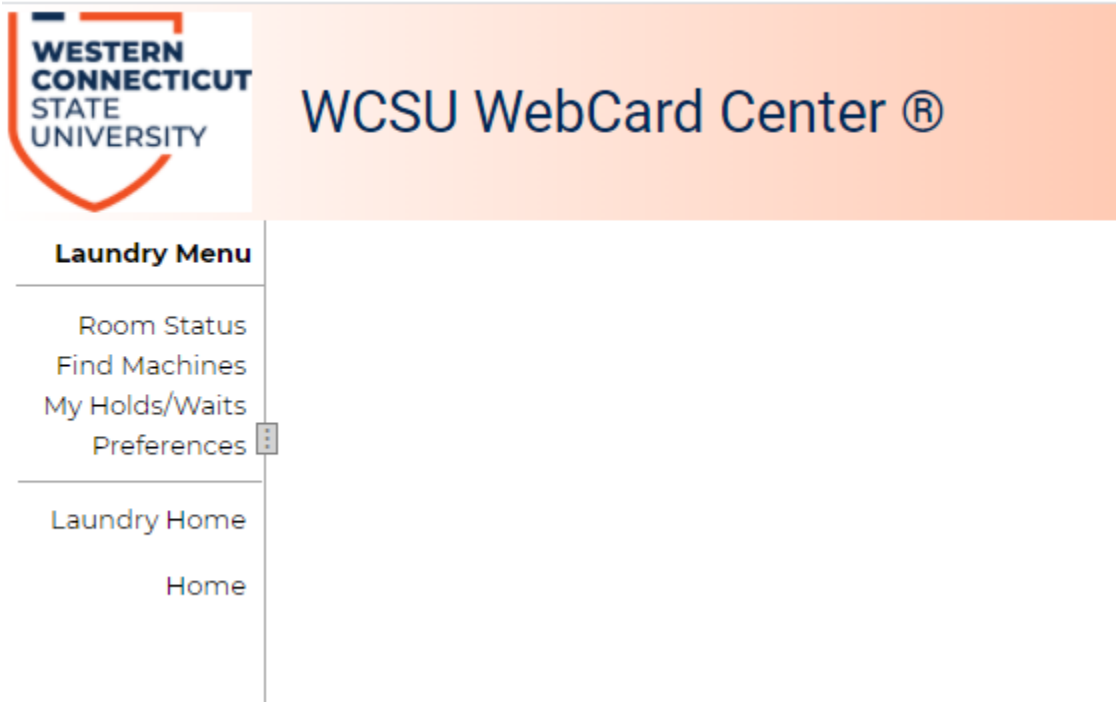


## Laundry Web Instructions

Using the web based interface you can manage laundry by the ability to see the status of machines, place a hold on machines, and set up your notification preferences related to laundry.

Choose Laundry from the left hand tool bar on the WCSU WebCard Center main page.

You will then be driven to the Laundry Menu



Find machines allows you to search by building name.

### Find Available Machines

Machine Type:  Washers  Dryers


Number of Machines:

Search For Rooms With Names Like:

Choose Room Status to select machines by building and floor.

### Laundry Room Status


Click a laundry room in the list below to see the status of washers and dryers in that area. Alternatively, you can [search](#) for washers and dryers to find out when they are available.




















 **Room View:** [All Rooms](#) [My Favorites](#) [Search](#)

Room	Favorite?	Washers		Dryers	
		Available / Total	People Waiting	Available / Total	People Waiting
<a href="#">Centennial Hall Laundry</a>	<input type="checkbox"/>	9 / 9	0	10 / 10	0
<a href="#">Fairfield Hall Laundry</a>	<input type="checkbox"/>	4 / 4	0	4 / 4	0
<a href="#">Grasso Hall 1st Floor Laundry</a>	<input type="checkbox"/>	3 / 5	0	5 / 5	0
<a href="#">Grasso Hall 3rd Floor Laundry</a>	<input type="checkbox"/>	4 / 4	0	4 / 4	0
<a href="#">Litchfield Hall Laundry</a>	<input type="checkbox"/>	6 / 6	0	6 / 6	0
<a href="#">Newbury Hall 2nd Floor Laundry</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Newbury Hall 3rd Floor Laundry</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Newbury Hall 4th Floor Laundry</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Newbury Hall 5th Floor Laundry</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Pinney Hall-1st Floor</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Pinney Hall-2nd Floor</a>	<input type="checkbox"/>	1 / 2	0	2 / 2	0
<a href="#">Pinney Hall-3rd Floor</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Pinney Hall-4th Floor</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Pinney Hall-5th Floor A</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Pinney Hall-5th Floor B</a>	<input type="checkbox"/>	2 / 2	0	2 / 2	0
<a href="#">Pinney Hall-6th Floor</a>	<input type="checkbox"/>	5 / 5	0	5 / 5	0

You can see if a machine is free in the status column. You may place a machine on hold. If you find the machine still has clothes in it, you can send an anonymous message to the user by selecting Notify Last User.

Room: [Centennial Hall Laundry](#)

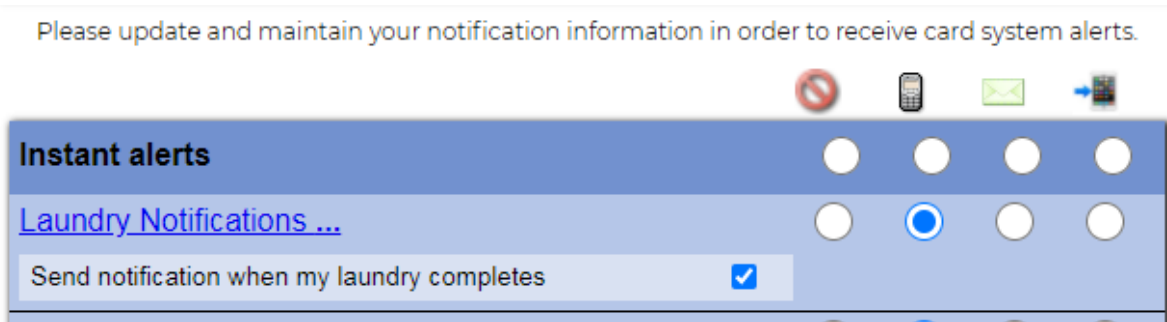

**Equipment View:** All [Washers](#) [Dryers](#)

Machine #	Machine Type	Status	# People Waiting	Expected Wait Time	Action	Not Empty?
10	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
11	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
12	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
13	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
14	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
15	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
16	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
17	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
18	 Washer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
19	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
20	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
21	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
22	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
23	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
24	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
25	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
26	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
27	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>
28	 Dryer	Available	0	-	<input type="button" value="Hold"/>	<input type="button" value="Notify Last User"/>

[Report a Problem With a Machine](#)


If you place a machine on hold, the system will automatically use the notification information you set up in your account profile, or it will prompt you for notification information.



Preferences allows you to set up Notifications as well.



To activate a machine and pay at the laundry room, download the CBORD Mobile ID App.

**CBORD Mobile ID™: All the power of your card, all the time.**


 CBORD Mobile ID™ is designed to allow you to do card transactions using only your smart phone. From within this app, you can open doors, use a vending machine, mark attendance at an event or class, and many more uses with the flexibility of the CBORD system. You will never have to worry again if you have your card or not.

**Configuring the Apps**

Option 1: Scan QR Codes

Mobile ID



Option 2: Enter this in the Server URL field:

csgold.wcsu.edu

Type at the server URL: <https://csgold.wcsu.edu>

then select Authenticate my device