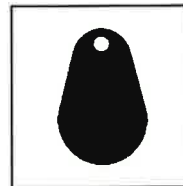


Guidance to use Laundry

Laundry FSB Bispeparken
April 2017

Washing machine



Choose the wash program and start the washing machine via the payment panel:

Choose washing machine, the wanted wash program and detergent on the payment panel.

Choose washing machine by light push on the icon on the screen and follow the guidance – You have to select, accept and finish for each machine.

Please note! The selected is displayed with **green beam** and checkmark ✓

1. Washing machine

- Load the machine
- Close the door



2. Payment panel ("buy" machine)

- Enter tag in panel – Used amount shows in top off screen
- Choose machine
- Choose washing program etc. 40°, 60°, 95° + optional option (Prewash/Express, wash etc.)
- Press confirm (or cancel)
- Choose (or reject) detergent or fabric softener
- Press confirm (or cancel), the machine will now start automatically
- The amount will be deducted the rent



NOTE!

- If you have forgotten to close the door on the washing machine before accepting the purchase on the payment panel, close the door, press the start button on the washing machine to start the machine
- If you want to change the spin speed, reduce the washing temperature. This should be done on the washing machine after the machine has been started ("buttons" No. 7 and 8)
- If you have forgotten a "red sock" after the machine has started, press / hold the key (key No. 14), the machine stops. Open door, pull out clothes, close door, press restart. The machine continues

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- Erhvervsrengøring

Automatic soap dispensing by payment panel:

Choose detergent or fabric softener by payment panel:

The desired wash and rinse aid and degree of contamination must be selected (or deselected) on the payment panel.

Choose wanted detergent etc. by light push on the icon on the screen and follow the guidance – You have to select, accept and finish for each machine.

Please note! The selected will be shown at **green beam** and checkmark ✓

Professional detergent and fabric softener is Svanemærket – without perfume and color

White wash:	White wash - For White clothes, with bleach
Color wash:	Color wash - For colored clothes. Without bleach
Wool- and fine wash:	For wool, hand- and fin wash. Glycerin is added to soften the clothing fibers, without enzymes and bleach
No Soap:	No soap - Using own detergent By own detergent – Add detergent in the drum together with the clothes
Fabric softener:	Fabric softener to be selected



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Dryer

Choose dryer on the payment panel:

Choose dryer by light push on the icon on the screen and follow the guidance – You have to select, accept and finish for each machine.

1. Payment panel ("buy" machine)

- Enter **tag** in panel – Used amount shows in top off screen
- Choose dryer
- 1 pressure = 10 min., more time required, 2 presses = 20 min., 3 presses = 30 min. etc. (However, max 6 periods at a time = 60 minutes)
- Press confirm (or reject), machine is now ready for use
- The amount is deducted the rent

2. Dryer

- Load the machine
 - Close the door
 - Choose program, press start
-
- More time - Enter **tag** in panel and choose dryer again – Se time on dryer panel

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Ironing board

Choose iron on the payment panel:

Choose iron by light push on the icon on the screen and follow the guidance – You have to select, accept and finish for each iron.

Payment panel (purchase of machine)

- Enter tag in panel – Used amount shows in top off screen
- Choose ironing (**Free**)
- 1 pressure = 20 minutes, 2 pressure = 40 minutes etc.

This is for safety reasons and to ensure that iron not driving unnecessarily.

Ironing iron:

- Select the desired temperature

The ironing roller is operated via foot pedal

Instructions for reserving washing machine

Washing machines can be booked in laundry, on web / internet and by (free) EASYLAUNDRY app for Smartphones.

- There are 8 periods of 2 hours per. day including 1 washing machine.
- Max. 2 reservations/machines at a time.
- Dryer cannot be booked, but is reserved for those who have reserved washing machine.
- The reservation must begin within 15 minutes from the start - otherwise the reservation will be lost.
- **NOTE! Washing machines no. 11, 12, 13 and 14 cannot be booked.**

Note! You cannot start a wash program, which goes into the next reservation if the next reservation are booked (to another user).

Reservation hours:

1. 07⁰⁰ - 09⁰⁰
2. 09⁰⁰ - 11⁰⁰
3. 11⁰⁰ - 13⁰⁰
4. 13⁰⁰ - 15⁰⁰
5. 15⁰⁰ - 17⁰⁰
6. 17⁰⁰ - 19⁰⁰
7. 19⁰⁰ - 21⁰⁰
8. 21⁰⁰ - 23⁰⁰

Washing machine:

Washing machine no. 1 to 10, 15 and 16 can be reserved.

Dryer:

Dryer and iron cannot be booked, but is reserved for those who have booked washing machines.

For reservation by panel in the laundry:

1. Enter **tag** in panel.
2. Choose Reservation icon lower left corner on screen. (This day appears).
3. Choose the calendar icon top center (and calendar appears), tap the desired date or leaf to the next month the arrow next to the calendar icon.
4. Choose the desired time
5. Press confirm (or cancel)

The reserved time is under the "MY RESERVATIONS" icon where it can be seen if you forget when you have reserved time. Here you can also cancel the reserved time. This is done by selecting (press) washing time and press cancel.

For reservation via internet:

NB! *To book via the Internet and by EASYLAUNDRY app, you must first activate your washing tag on the panel in the laundry and select "My Account" (icon at the top left of the screen). You can then book via the internet and app.*

1. Go too www.saniva.dk
2. Choose Laundrytime.
3. Page appears with choices of laundry.
4. Choose Laundry (FSB – Bispeparken) and then login in the user menu on the top.
5. Type the username: Rental (tag) no. And password: The first time you log in, your password = 1234. Subsequently, you will be prompted to switch to own chosen code.
6. Then you are "logged in" (remember to log off when you're done)
7. Then, in the user menu on the top, select reservation, my purchases, prices and status (the laundry is available right now), opening hours etc.
8. Choose Reservation and you get into the panel where you choose booking. (Current day appears).
9. Choose the calendar icon in the center, (this month/next month) tap the desired date or choose to the next month the arrow next to the calendar icon
10. Choose the desired time, press confirm (or cancel).

The reserved time is under the "MY RESERVATIONS" icon where it can be seen if one has "forgotten when you have reserved time, here you can also cancel the reserved time, this is done by selecting (press) washing time and press cancel.

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Reservation by (free) Easy Laundry Mobile APP for Smartphones:

Using our App for Android, Windows, and iPhone, you have only to click twice to see the laundry!

User can keep an eye with your expenses or see if the laundry is booked or not.



Please do the following:

- You can download Easy Laundry app'en using Google Play, Windows Store, and App Store – it is free of charge.
- On the front page of the website of your laundry (www.saniva.dk/laundry time) you can find a link to the app'en.
- It is very easy to use the app as it logs the user on automatically each time you open it. You can book laundry time by very few clicks.
- Using Easy Laundry for the first time you have to fill in an APP ID, the user name and password you use for the Internet login
- You can see the APP ID on "My account" when you log in via the normal Pc Internet interface.
- Please note that if you change your password it has to be changed in the app too. You can choose between Danish and English like normal and mobile interfaces.
- Click on the "OK" button when id and user name/password have been filled in then the menu is shown.
- In the menu you will find most of the functions of the normal interface.



NOTE! Registration via smartphone or tablets, on saniva.dk, select "normal" display instead of "mobile" view, otherwise registration can only be done via the "general" internet interface.

Guidance to see forgotten Password to your account by the internet:

Opening hours:

- The laundry may be used in the period 06.30 – 23.00

Please do the following:

1. Please activate your laundry card/tag on the panel
2. Choose "MY ACCOUNT" – icon at the top in the left corner of the screen
3. The following appears:

Monthly use Dkr
Card/tag id: Appartment No.: User No.: Card/Tag No.:
Internet login: User name: Password:

6. **Password:** Your password appears

If the machines are out of order:

- If the machines are out of order, please send info by payment panel (icon on top left side of the screen) or contact house caretaker.

Machines do not work – sent via panel:

1. Press "out of order icon" at the top of the screen to the left.
2. Choose the machine that does not work.
3. Choose type of failure and machine no.
4. Let the panel read the tag.

- **Prices:**

Washing machines 15kr/18kr incl. detergent and fabric softener
Dryers 2kr pr. 10 minuts
Strygerulle 0kr pr. periode (**free**)