

To Start Your Washers and Dryers, simply tap your laundry card on the machine's card reader.

Note: On some machines, you may be required to tap your Smart Card twice.

Please consult your laundry room's signage for further instructions.



Life just got a little simpler with Hercules "Smart Card" technology

**Instruction Guide
For Your New
Laundry Room**



The Smart Choice in Laundry

We thank you for taking the time to read these instructions. In a very short time you will use your new "Smart Card" with the greatest of ease. However, if you need any assistance, or if you have any questions regarding this or any other part of our installation – just call or e-mail.

**Need Help Or Service?
1-800-526-5760
service@hercnet.com
hercnet.com**

You Have Two Options to Add Value to Your Smart Card

Option 1

Credit card swipe in laundry room

1. Place your Smart Card in the card holder of the revaluing unit.
2. Your card balance will be displayed.
3. Swipe your credit/debit card with the magnetic strip to the left.
4. Select a pre-selected dollar amount or choose F3 on the revaluing unit to select other amounts.
5. If selecting from an “Other Amount” then type in the new dollar amount and press “ok”.
6. Follow the instructions on the screen.
7. “Add to card successful” will appear. Remove your card for use on the washers & dryers.

Purchasing a New or Additional Card

(Note – these Smart Cards are re-usable. You do not need to purchase a new card when your card no longer has value on it).

Please follow the simple steps below:

1. Press F3 button on the revaluing unit.
2. Swipe your credit/debit card with the magnetic strip to the left.
3. Your laundry card will be dispensed by the card dispenser.

Note: The revaluing unit does not provide a receipt.



Option 2

On-line at washboard.hercnet.com



1. Go to washboard.hercnet.com and select “Account Registration” and enter all required information including
 - Laundry Card # (7 digit # on card)
 - Laundry Card CVC (Last 3 digit # on bottom right of card)
2. Select Register & you will receive a notification that you have successfully registered to Washboard. You will now be asked to continue, by registering your credit card (a required step), enabling you to add value on-line.
3. If YES – complete all required information on the Credit Card Registration screen and click on Register Credit Card.
4. You are now ready to add value on to your Smart Card. **Click Add Value/Value Codes.** A drop down box will appear, in increments \$10, \$20, \$30...\$90). Click on the desired amount of money to be added (Please note – the maximum amount of money the card can hold is \$99.00).
5. Click on Submit and then see Payment Status, where a 7-digit Value Code will be provided to you.
6. Take your Smart Card to your laundry room, drop your Smart Card in the holder on the revaluing unit and press Value Code. The revaluing unit will automatically add the new value to your Smart Card.

Note: If the internet is down in your laundry room, you will need to punch in the 7-digit Value Code.