

## Greenwald Laundry Card & Pinmate System Instructions

# MARLBORO COLLEGE

South Road, Marlboro, VT 05344

**Add Value Machine is Located: In the Basement at the Dining Hall**

VISA – MASTERCARD – DISCOVER

**PLEASE REGISTER YOUR LAUNDRY CARD – MAXIMUM VALUE ON CARD IS \$60.00**

### **To Add Value onto your Laundry Card using your Credit Card at the Box:**

Choose “Add Value” by pushing the left green button. Insert your laundry card into the reader (Bottom left corner) chip facing upward. Do not remove laundry card until it prompts you to do so. Select the amount to be added onto your card by choosing either **\$20.00/\$30.00/\$50.00**. Insert and remove your Credit Card into the reader. (Make sure your magnetic stripe is facing in proper direction) Select whether this is a Credit or Debit transaction. Wait until the transaction is approved. A receipt can be printed at this time. The machine will prompt you to **remove** your Laundry card. The money is now on your card. **You may press the “Red” Button to cancel any transaction.**

### **To Buy a New Laundry Card using your Credit Card at the Box:**

Choose the middle green button to buy a Laundry Card. Insert and remove your credit card into the reader. (Make sure magnetic stripe is facing in proper direction). Select Credit or Debit. Wait until the transaction is approved. A receipt can be printed at this time. A new Laundry Card will dispense out of Add Value Machine. The machine will prompt you to **remove** your Laundry card. **You may press the “Red” Button to cancel any transaction.**

### **To Add Value onto Laundry Card Online using a PinMate Code:**

Go to our website [www.automaticlaundry.com](http://www.automaticlaundry.com) and click on the Maroon & White card at bottom of page, click on “New Customer/Not Registered” Click here. Register your laundry Card and then click on finished. Then at top of page click on “Click here to Add Value to Your Laundry Card”. Fill out the credit card page and charge your credit card online and click on purchase, this will give you a six digit code in red. **Take this code and your laundry card to the Pinmate Box in your building.** Insert your laundry card into the machine, enter the 6-digit code that you received online and then press the “Enter Key”. Wait until the machine pops the card out before removing it.

### **Check or Money Order Payment:**

For those residents who would like to send in a check or money order with their laundry card. We will add the value of the check onto your laundry card and mail it back out to you the same day we receive it.

Please make sure your laundry card number and your phone number is on the check.

Automatic Laundry  
45 Border Street  
West Newton, MA 02465  
Attn: Customer Service

If you have any questions, please feel free to contact:  
Our Customer Service Dept – 617-969-4340 or [www.automaticlaundry.com](http://www.automaticlaundry.com)

**\*\*\*We are not responsible for lost or stolen cards – We do not refund laundry cards\*\*\*  
\*\*\*If you are moving out you must use up entire balance on card – We do not refund balance on card\*\*\***

