GUIDE TO LAUNDRY AT ST. THOMAS

This academic year, St. Thomas has upgraded all machines on campus for student use! Please follow the guide below to help you navigate this new laundry system.
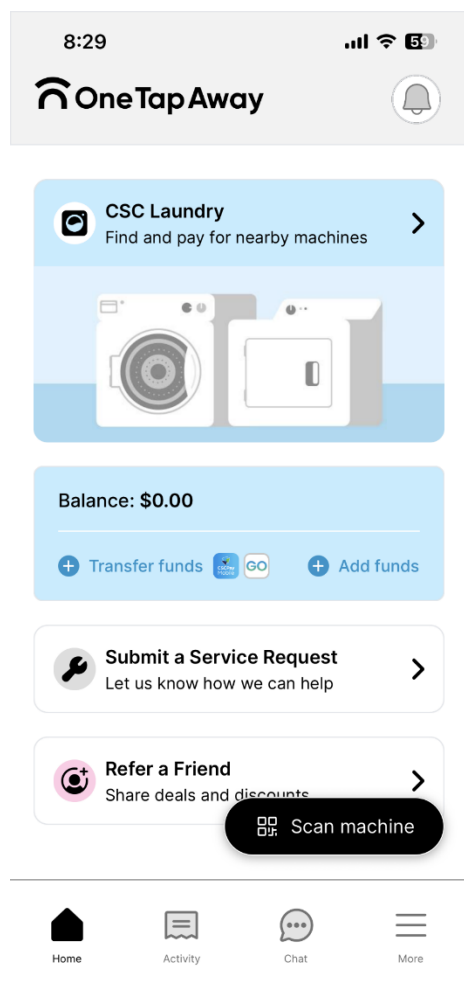

Step 1: Download the OneTapAway App.
This is available to you on all smart phone devices. The app icon looks like this:
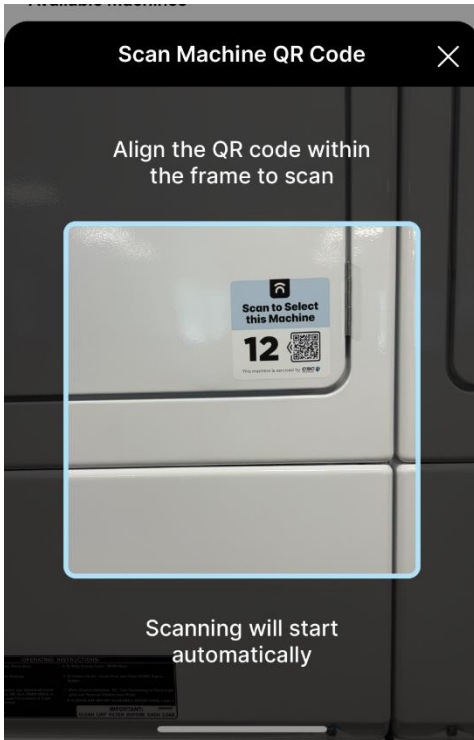
Step 2: Create an account.
- The app will ask you to create an account with your first name, last name, email address, and a password for your account. Once you have filled out the information, click "continue."

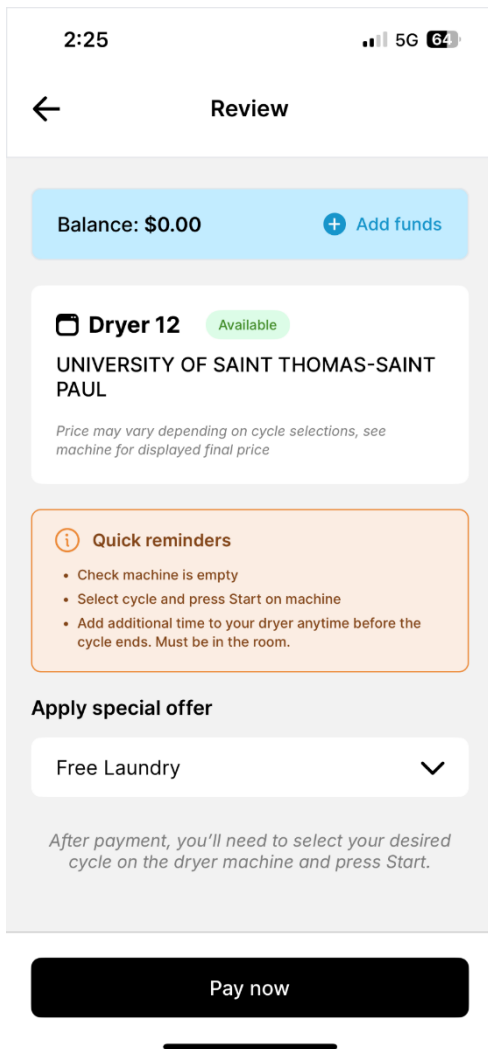**Step 3: Connecting to the Washer or Dryer.**
Each washer and dryer in the laundry room has a QR code on the bottom right of the machine. On the home screen of the app, at the bottom right of the screen there is a button that says, "scan machine."

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Click "scan machine" and a page will pop up that will allow you to scan the QR code that is on the machine.

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2:25   5G 64

←   **Review**

Balance: $0.00   ⊕ Add funds

Dryer 12   Available

UNIVERSITY OF SAINT THOMAS-SAINT PAUL

Price may vary depending on cycle selections, see machine for displayed final price

ⓘ **Quick reminders**
- Check machine is empty
- Select cycle and press Start on machine
- Add additional time to your dryer anytime before the cycle ends. Must be in the room.

Apply special offer

Free Laundry ⌄

After payment, you'll need to select your desired cycle on the dryer machine and press Start.

Pay now

Once the machine is connected to your phone, the "review" page will pop up. Click "pay now" at the bottom of the page. This page may ask you to add funds. DO NOT ADD FUNDS. Laundry is free for all students at St. Thomas, and you do not need to add funds to "pay" for the machine.

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Step 4: Start your machine.
Once you have clicked "pay now," the machine that you would like to start will make a loud beeping sound. You are now connected to this machine. You can now click your settings for your washing or drying cycle.

Once you have selected your cycle on the machine, click "start" on the physical machine.

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Information to note:

- You can keep track of how much time is left on your cycle in the "activity" tab of your app (see homepage photo above).
- You can see how many machines in your laundry room are currently being used in the "fine a machine" button on the homepage (see homepage photo above).
- If your machine is not working, you can submit a maintenance request in the app! Click "Submit a Service Request" button located on the main page of the app. You will then be directed to either scan the machine or manually enter the machine number located on the machine. It will give you the option to describe what is wrong with the machine. Click "submit" once you have described the issues with the machine.