Appendix I

**Operation Guide for Smartmeter of Air Conditioner:**
*(for Jockey Club Humanity Hall, HSBC Prosperity Hall & Alumni Civility Hall)*

The Octopus Smartmeter operates the air-conditioner in student rooms.

**To Use Air Conditioners:**

Please obtain one Octopus Card in any one of the MTR Customer Service Centres. The function of Octopus Card not only limited to Air Conditioner fare payment, but for local public transport, supermarket and convenience store payment as well.

**How to use:**

1. The Hostel Payment Kiosk with Octopus Smartmeter are located on G/F, 4/F, 8/F & Laundry Room of each hall;

2. Press ‘Check local payment transaction’ for remaining value of the Octopus Card you possess to the Octopus Card Reader;
3. Press ‘Air-conditioning in Room’ button on the Main Menu;

4. Choose the appropriate Floor No.;
5. Choose the appropriate Room No. you wished to add value;

6. Enquiry for Air-Conditioner balance in your room. Please select:
7. Choose the payment amount you wished to add in and select “Payment”. (Maximum account balance in each room is HK$200)
8. Present your Octopus Card (with positive remaining value) in the Octopus Card Reader;

9. No refund after confirmation of your payment amount.
The Octopus Smartmeter operates the washer and dryer.

To Use Laundry Service:

Please obtain one Octopus Card in any one of the MTR Customer Service Centres. The function of Octopus Card not only limited to Air Conditioner fare payment, but for local public transport, supermarket and convenience store payment as well.

How to use Washer:

1. The Hostel Payment Kiosk with Octopus Smartmeter are located on G/F, 4/F, 8/F & Laundry Room of each hall;

2. Press ‘Laundry Service’ button on the Main Menu;
3. Choose the appropriate Washer No. and select “Payment”;

4. Present your Octopus Card (with positive remaining value) in the Octopus Card Reader;
5. Press “start” button on washer’s panel.

How to use Dryer:

1. The Hostel Payment Kiosk with Octopus Smartmeter are located on G/F, 4/F, 8/F & Laundry Room of each hall;

2. Press ‘Laundry Service’ button on the Main Menu;
3. Choose the appropriate Dryer No.;

4. Choose the payment amount for drying, $1 per 4 minutes. ($2, $3, $4, $5, $10, $15, $20 can be chosen.)
5. Present your Octopus Card (with positive remaining value) in the Octopus Card Reader;

6. Press “start” button on dryer’s panel.