


# Washing Machine Operating Instructions

## WASHING YOUR LAUNDRY STEP-BY-STEP INSTRUCTIONS

**1 LOAD MACHINE**



Load clothes loosely and securely close the door

\* Only load machine to half full for front load or to the top of the agitator for top load

**2 ADD DETERGENT**



Open dispenser and add no more than 1/4 cup of **he** liquid detergent  
OR  
Add one pod to the wash tub

**3 SELECT SETTINGS**



Select your desired cycle

\* For additional details on the cycle settings scan the QR Code below



**DOING THE FOLLOWING WILL DESTROY CLOTHES OR EQUIPMENT**

- ✗ OVERLOADING MACHINES
- ✗ WASHING RUGS OR BATH MATS
- ✗ SITTING ON MACHINES
- ✗ USING POWDER DETERGENT
- ✗ WASHING COMFORTERS

**4 MAKE PAYMENT**



If required

**5 START MACHINE**



Push the START button to begin washing

## BEST PRACTICES



Double-check clothing label for recommended temperature settings.

Leave the washer door open after each use to help the drum dry quickly.

Using powder detergent can lead to damaged clothes and equipment.

If using a pod, use one per load. Never place the pod in the soap tray.

**Caldwell & Gregory**

24 800.927.9274

caldwellandgregory.com



Scan the QR Code for videos and additional information.

## USING THE SPEED QUEEN APP TO TRACK LAUNDRY

**Caldwell & Gregory**

**DOWNLOAD**   
Download the Speed Queen app

**CREATE**  
Create an account

VIEW MACHINE AVAILABILITY, REMAINING CYCLE TIME, AND RECEIVE NOTIFICATIONS

**ADD**  
Add your location using the location pin: **UCMISS**

**LOCATE**  
Locate your laundry room and get started



Questions? Does a machine need service? | 800.927.9274 | service@caldwellandgregory.com

# Dryers- Operating Instructions

## DRYING YOUR LAUNDRY STEP-BY-STEP INSTRUCTIONS

**1 CLEAN LINT FILTER**



Remove all lint from the filter before using the dryer

\* A full lint trap is a fire hazard while a clean lint trap speeds up drying time


**2 LOAD DRYER**



Add your clothes to the dryer

\* 1 washer load = 1 dryer load

**3 SELECT TEMPERATURE**



Select your desired TEMP

\* Please reference your clothing labels for proper temperatures.

**DOING THE FOLLOWING WILL DESTROY CLOTHES OR EQUIPMENT**

- OVERLOADING DRYER
- DRYING FOOTWEAR
- SITTING ON MACHINES
- DRYING COMFORTERS

**4 MAKE PAYMENT**



If required

**5 START MACHINE**



Push the START button to begin drying

## BEST PRACTICES



Double-check clothing label for recommended temperature settings.



Sort clothes by types of fabrics and place similar fabrics together.



Remove your clothes promptly so others can use the machine.



Drying footwear can lead to damaged shoes and equipment.

**Caldwell & Gregory**

24 800.927.9274

caldwellandgregory.com



Scan the QR Code for videos and additional information.

## USING THE SPEED QUEEN APP TO TRACK LAUNDRY

**Caldwell & Gregory**

**DOWNLOAD** 

Download the Speed Queen app

**CREATE**  
Create an account

VIEW MACHINE AVAILABILITY, REMAINING CYCLE TIME, AND RECEIVE NOTIFICATIONS

**ADD**  
Add your location using the location pin: **UCMISS**

**LOCATE**  
Locate your laundry room and get started



Questions? Does a machine need service? | 800.927.9274 | service@caldwellandgregory.com

# Reporting Issues with Machines

## REPORT LAUNDRY ISSUES WITH SERVICEABILITY

Caldwell  
& Gregory

### DOWNLOAD

Download any QR Code reading app from the app store.

### SCAN

Scan the code on the machine

### CHOOSE

Choose an issue from the drop down menu and send it to our service team.



— OR USE THE SERVICE NUMBER/EMAIL TO REPORT ISSUES | 800.927.9274 | [service@caldwellandgregory.com](mailto:service@caldwellandgregory.com) —