We would like to express our warmest welcome to all of you for joining us. Hope that you will enjoy the days and nights living with our residents!

I am pleased to provide you some tips for your easy adaptation to Robert Black Hall. Let’s start!

1. When you first come to HKIEd, you should get a staff card. Once received, please bring it to the hall management office (C004) at RBH ground floor during office hour (08:30 to 17:20), our staff will help you to encode your card. After that you can use the staff card to access the hall.

2. You must buy a value card for activating the air conditioner and washing machine. Please find the “IEdSmart Add Value Machine” in the campus (e.g. outside the coffee shop) and insert HKD$20 to buy a value card. Then insert another HKD$20 to add value into the card. After that bring it to the hall management office for encoding.
3. **TO ACTIVATE THE AIR CONDITIONER, PLEASE FOLLOW THE STEPS BELOW:**
   A. Press the red button for setting/operation
   B. Press the green button to check card balance.
   C. Press the yellow button to select the amount, press until the chosen amount appears on the display screen. (amount include $1, $4, $7, $10, $13, $16, $19)
   D. Put the value card on the card reader (i.e. the HKIEd Logo) after selected the amount.
   E. Activate the air conditioner.
   F. The hourly rate of air conditioner is $1.3

4. **TO ACTIVATE THE AIR CONDITIONER, PLEASE FOLLOW THE STEPS BELOW:**
   A. Put the clothes inside the washer, add washing powder, close the door.
   B. Choose the card reader of the selected washing machine, press the yellow button and put the value card on the card reader to pay the fee.
   C. Press the green button of the washing machine to activate.
   D. It takes 45 minutes to complete the whole laundry process.
   E. The charge for a laundry cycle is HKD$5.

5. **TO ACTIVATE THE DRYER, PLEASE FOLLOW THE STEPS**
   A. The charge of dryer is HKD$2/10mins
   B. Put the clothes inside the dryer, close the door.
   C. Choose the reader of the selected dryer, press the yellow button to choose the amount, press until the chosen amount appears on the screen. ($2, $4, $6, $8, $10, $12, $14, $16, $18)
   D. Put the value card on the card reader to pay the fee.
   E. Press the ✖️ button to activate the dryer.
If you have ever encountered any difficulties during your stay in here, please don’t hesitate to contact us.

RBBH Reception Counter:
Tel: 2948 0221 (24 Hrs)

Hall Manager: Kero Ko
Email: kowy@ied.edu.hk
Tel: 3125 6150 (8:30am to 5:20pm)

Hall Clerk: Debbie Leung
Email: kwleung@ied.edu.hk
Tel: 3125 5701 (8:30am to 5:20pm)

You may also find the hall attendant if you are in need, they will contact the hall manager for providing immediate assistance.

We are looking forward to seeing you!

Prepared by
Kero Ko
Hall Manager
Robert Black Hall