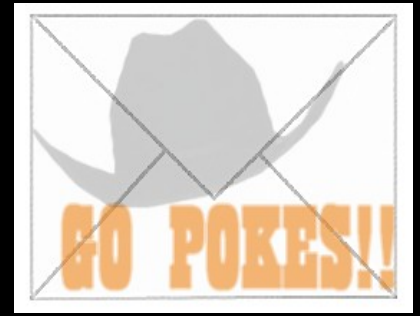


University Mailing Services

www.osuums.com

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Volume 1 Issue 3



*"With the **Secap Jet 1 Production System**, you can receive a **New Look** with a **Professional Appearance** on your mail piece."*

News from our Lettershop Department

University Mailing Services recently acquired state-of-the-art inkjet addressing equipment. The efficient **Secap Jet 1 Production System** produces professional-quality addressing and messaging for outgoing mailing projects.

The new equipment provides higher quality printing and more options in half the production time required by the previous addressing machine.

Key Members of our Team:

Donna Morris—Manager

Barbara Dobson—Coordinator

Pam Greenfield—Sr. Accounting
Specialist- Finance/Admin

Fred Evans—Postal
Foreman/Lettershop, Campus Sort
Drivers

Trudy Simank— Postal
Foreman/Student Union Contract
Station

Seth Becker—Postal
Foreman/FedEx, UPS, DHL, USPS

Sue Collington—OCES Publications

Jaime Wheat—Financial
Assistant/Billing

Daisha Nance—Sr. Admin Suppt
Asst/List Management

Higher Quality Addressing

- Printhead/Inkjet Cartridge
- Versatile Black
- Spot Color: Yellow, Blue, Green, Red
- Up to 30,000 #10 envelopes/hour in super draft quality

More Options

- Add a return address or indicia to mail pieces
- Print important messages on envelopes and invite recipients to open your mail
- USPS Barcode printing
- 12 scaleable fonts; 4-30 points in regular and bold print
- All Windows True Type fonts

With the **Secap Jet 1 Production System**, you can receive a *New Look* with a *Professional Appearance* on your mail piece.

Have your printer deliver your mail piece to us, e-mail your mailing list to Daisha Nance at daisha@okstate.edu, and she will help you complete your work order.



Fall Session begins August 20, 2007

With the new Fall 07 semester beginning this month, University Mailing would like to offer some suggestions for the various departments and individuals we assist to receive the best results from our services.

For starters, having a tracking number for a package you're attempting to locate will almost always prove the fast track.

Otherwise, we can search through hundreds of boxes for the one going to your address which can take a very long time, especially when your address is shared by the whole department!

If you want your outgoing mail to leave with the USPS each evening, then it has to be in the building by 3:30pm. Therefore, if your outgoing mail is not picked up until the afternoon and it needs to be metered, then there is a chance it will not leave for the post office until the following afternoon. If you're looking to have something postmarked for the day you placed it in outgoing mail, then you may want to consider walking it over to our office, the post office, or getting it in your mail for a morning pick up.

To avoid invoices for multiple pieces of mail, and not knowing why or where they were sent, we suggest you use a UMS work order. By filling out a work order form, either on our website or request a blank form by calling our office, you can give yourself backup information as to what was sent, where and why. Simply give your bulk mail a subject on the work order form, for example, "Thank You letters for last week's event." This subject will show on the invoice you receive for the mailing, and eliminate all the guessing, "who sent out 35 pieces of mail, and where?"

"...If your outgoing mail is not picked up until the afternoon and it needs to be metered, then there is a chance it will not leave for the post office until the following afternoon."

University Mailing Services Mission Statement:

University Mailing Services promotes the goals of Oklahoma State University by providing efficient and dependable services related to incoming and outgoing mail.

Vision Statement:

- Be a recognized leader in providing quality customer services.
- Be a recognized resource for information regarding applicable laws and regulations.
- Be acknowledged as contributing to the promotion and advancement of Oklahoma State University.



UMS introduces: Online Tracking Service!

Gone are the days of package tracking confusion! University Mailing has recently implemented an online tracking system that will give anyone with a campus login the ability to track a package after it has left the care of FedEx, UPS, etc. Now, after you check the status on the carrier's website and find the package has been delivered to our location, you can turn to Desktop Express. You will be able to find out the status of your package throughout the day. The status may vary:

- **Received**, indicates the package should be in our building or out for delivery to you. Select details to see if the package is still in the office or if it has been **Routed**, meaning it's on a truck for delivery.
- **Department listed**, we have taken the package to its destination and by selecting 'details' there will be a signature showing who signed for the item(s).

To begin using Desktop Express, access the following web address: <http://stw-deptfs/dems/>

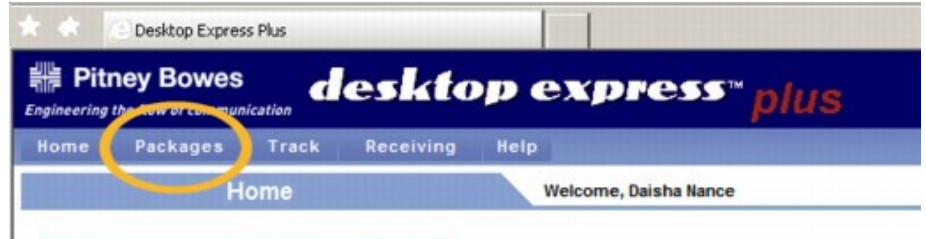
If this link is not working, please try:

This alternate link requires that you log in using your O-Key information, every time you want to use Desktop Express. <http://stw-deptfs.ad.okstate.edu/dems>

If a login prompt appears, please enter your O-Key login information (ex: first.last@okstate.edu).

Once logged in, you may utilize the tabs across the top of the page and follow the below steps to start tracking packages:

1. Select the "Packages" tab at the top of the page



2. Type in your tracking number

Packages Welcome, Daisha Ilance

Tracking# / ID: P.O. Number: Package Group: Date Period: [Advanced](#)

Inbound Packages: 1

Carrier	Pkg: Carrier Barcode	Service	Pkg: Origin Site	Date Received	Employee Name	Time Received
Details UPS	1ZA722W80264906078	2D	\$DEFAULT	7/12/2007	POLITICAL SCIENCE	9:20 AM

1

Outbound Packages: 0

3. Select "All Packages" from the drop down that defaults to "My Packages"

**The search begins automatically, and if nothing changes on screen, then your package is not in our system.

If you have any questions when using Desktop Express, please contact the UMS front office at x4-5385.

HAPPY TRACKING!!

Postal History Fun Facts!

1775 : U.S. postal system established

In 1775, the U.S. postal system is established by the Second Continental Congress, with Benjamin Franklin as its first postmaster general. Franklin (1706-1790) put in place the foundation for many aspects of today's mail system. During early colonial times in the 1600s, few American colonists needed to send mail to each other; it was more likely that their correspondence was with letter writers in Britain. Mail deliveries from across the Atlantic were sporadic and could take many months to arrive. There were no post offices in the colonies, so mail was typically left at inns and taverns.

In 1753, Benjamin Franklin, who had been postmaster of Philadelphia, became one of two joint postmasters general for the colonies. He made numerous improvements to the mail system, including setting up new, more efficient colonial routes and cutting delivery time in half between Philadelphia and New York by having the weekly mail wagon travel both day and night via relay teams. Franklin also debuted the first rate chart, which standardized delivery costs based on distance and weight.

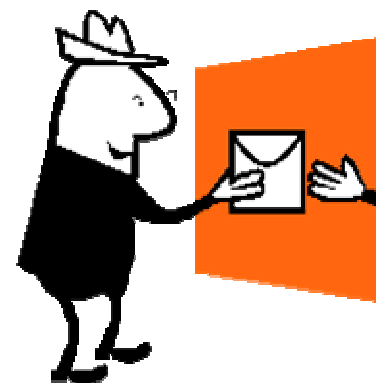
In 1774, the British fired Franklin from his postmaster job because of his revolutionary activities. However, the following year, he was appointed postmaster general of the United Colonies by the Continental Congress. Franklin held the job until late in 1776, when he was sent to France as a diplomat. He left a vastly improved mail system, with routes from Florida to Maine and regular service between the colonies and Britain.

President George Washington appointed Samuel Osgood, a former Massachusetts congressman, as the first postmaster general of the American nation under the new U.S. constitution in 1789. At the time, there were approximately 75 post offices in the country.

Today, the United States has over 40,000 post offices and the postal service delivers 212 billion pieces of mail each year to over 144 million homes and businesses in the United States, Puerto Rico, Guam, the American Virgin Islands and American Samoa. The postal service is the nation's largest civilian employer, with over 700,000 career workers, who handle more than 44 percent of the world's cards and letters. The postal service is a not-for-profit, self-supporting agency that covers its expenses through postage (stamp use in the United States started in 1847) and related products. The postal service gets the mail delivered, rain or shine, using everything from planes to mules. However, it's not cheap: The U.S. Postal Service says that when fuel costs go up by just one penny, its own costs rise by \$8 million.

Marsha Endre '99
Mail Center Manager
Butler University

"President George Washington appointed Samuel Osgood, a former Massachusetts congressman, as the first postmaster general of the American nation under the new U.S. constitution in 1789."



UMS would like to mention...

Do you have pick ups?

To put a pick up on the list, call:
4-5385 or 4-5323 BEFORE 4:30pm
If your package is for DHL, please indicate this
when calling in a pick up. DHL packages
leave OSU around 3:30pm.



NEED MAIL SUPPLIES?

Our staff is prepared to send you any mail
related materials, from certified mail flags,
to UPS and FedEx envelopes or boxes!!



JUST TELL US WHAT YOU NEED!

UNIVERSITY MAILING SERVICES

Oklahoma State University
120 Agriculture North
Stillwater, OK 74078

Phone:

405-744-5385

Fax:

405-744-7868

E-mail:

Daisha@okstate.edu

