

Nzone Notes 2016-17

The Nzone Notes are designed to answer frequently asked questions for the mailroom and shipping and receiving.

Campus Mail

Campus mail is put up as soon as it arrives. Large distributions may take longer.

Please do not send cash, food or other non-NEMCC business items through campus mail.

- 1.) Please **write the person's first and last names on mail**—there are several Angie's, Kathy's, and Michael's. There is also more than one M. Miller, A. Langley, etc.
- 2.) **If you are redirecting campus mail, be sure to clearly mark for whom the mail is intended.** We often get mail with two or three names on it and are not sure to which name the mail belongs.
- 3.) By using campus mail for dorm students, you can save on your postage expenses. Please remember to include the student's dorm and room number.

Incoming U.S. Mail

Mail arrives about 8:45 a.m. each day. It is usually up by 10:30 on Mondays and by 9:30 Tuesday thru Friday.

Outgoing Mail/Packages

- 1) **Fill out gold slip** (available in the Nzone) **with postage #, sign and date.** (If you don't know your code number, please ask.) Please **attach your gold slip to mail with paper clip or rubber band.** People sometimes stack loose mail in the outgoing box, and if your mail is "loose" you may be charged for someone else's loose mail.
- 2) **Outgoing mail, in order to go out that same day, must be in mailroom by:**
1:45 pm Monday thru Thursday (Mail leaves at 2:45 pm) and by
10:30 am on Fridays (Mail leaves at 11:30 am).
- 3) **UPS packages (including next day letters) must be in mailroom:**
By noon Monday thru Thursdays (Packages are picked up by UPS starting at 1:30 pm.)
Packages must be in as early as possible on Fridays, as they will go out when UPS does their morning deliveries.
- 4) **Standard mail outs** (formerly known as bulk) are no longer available. Please contact this office for more information.
- 5) Due to **changes in U.S. Postal shaped-based rates,** please contact this office or Brandy Webb for postage reduction ideas before you design your new mail outs.
- 6.) The **deadline for large mail outs** to be mailed before holidays is at noon two days before the holiday begins.

Mail Preps and Sorting

- 1.) Campus mail (for faculty, staff, administration, and dorm students) goes into the campus bin.
- 2.) Outgoing mail requires postage, so a **GOLD FORM w/Postage Code** must be completed. Be sure that you **do not mix campus mail in with outgoing mail.** If my students do not catch campus letters that are in the outgoing box, your account will be charged as the letters will have been run through the postage meter.
- 3.) All large envelopes must be sealed. All booklets or pamphlets must be sealed with tape or postage seals. The Post Office does not want us to use staples.
- 4.) **All business (#10) envelopes must face the same direction with the FLAPS DOWN behind each envelope (not overlapping). Please do not "hide" a sealed envelope in a stack of unsealed**

ones. If a hidden sealed envelope is not caught, the postage machine may tear or mutilate that sealed envelope.

5.) **All International mail and Overseas Military Mail (APO/FPO) flats** (large envelopes) **must be separated. International mail requires more postage and requires that the country's name appears on the envelopes.** Both **require an additional form** that must be completed due to new postal regulations. Please see me about this.

UPS Shipments

Arrive each day anytime from 9:30 am to 2 pm daily.

NE has a shipping arrangement with UPS, and therefore, UPS does pick up shipments daily. Please remember that UPS does not deliver to P.O. Box addresses; **shipments must have a street address.** Expedited packages must include complete address including suite and floor numbers. UPS wants packages in cardboard boxes—PLEASE DO NOT WRAP in brown paper.

Federal Express / Fed Ex Ground

Fed Ex Overnight delivers 10 am to 1 pm, usually every day.

Fed Ex Ground delivers 11 am to 3:30 pm, usually every day.

We DO NOT have a shipping agreement with these carriers; Northeast cannot ship by them.

However, you may leave a package to be picked up in the Nzone for these carriers **IF you have a prepaid label** on the package. If you call them for a pick up, you (personally) may incur a pickup charge. Please note that **you are responsible for keeping up with the tracking info on these packages.**

Personal Packages/Mail

We do not accept personal packages (including JC Penney, Amazon, etc.) in the Nzone. The above carriers will have to deliver direct to you.

Please have personal mail such as credit card statements, bank statements, store catalogs, and other bills sent to your home.

You may still drop off your personal outgoing mail provided it has the correct postage on it. Please note that personal stamped packages that weigh 13 ounces or more must be taken to the Booneville Post Office due to new postal regulations.

The Nzone DOES NOT meter personal mail or packages.

Nzone Receiving

When a package is received in the Nzone, a blue slip is placed in the recipient's mailbox. If the package is an expedited one, an email or phone call is placed. (If time permits, I try to email for the ground packages also.) Each person is responsible for picking up their packages. Large packages will be delivered by Nzone work study students or custodial/maintenance personnel when available.

Please pick up your packages on a regular basis.

Mailboxes

Please check your mail daily or at least once a week, twice if you get lots of mail. If several people share a mailbox, it will need to be checked daily. If your mailbox becomes full, your mail will be bundled and placed in your supervisor's mailbox, and a notice will be sent to your supervisor and division head.

Please **BRING YOUR KEY** when you pick up your mail. Only Nzone personnel are allowed in the mail distribution room and Nzone staff is not available to distribute mail from mailboxes.

Official School Mailing Address for all letters or deliveries

Is as follows:

Your name or department

101 Cunningham Blvd.

NEMCC Box ##### *(see note below)

Booneville, MS 38829

* The Booneville U.S. Postmaster prefers that we do **not** use our NEMCC box numbers, as mail gets mixed up with the Booneville U.S. Post Office Boxes. **The Nzone is not a U.S. Post Office outlet, and our boxes are not P.O. Boxes.**

If you feel compelled to use your box number, please list it **below** our street address.

Physical address for the school's deliveries (other than the cafeteria, bookstore or Bldg. & Grounds) is Ramsey Hall, Nzone Receiving.

Websites –helpful for tracking purposes:

UPS (United Parcel Service) www.ups.com

USPS (United States Postal Service) www.usps.com

Site is also useful for finding zip codes and other mail issues.

Federal Express/Ground www.fedex.com

The Nzone is located on the 1st Floor of Ramsey Hall, Room #119.

We are closed daily from noon to 1 pm.

Please feel free to call me for any questions or concerns.

Thanks,

Gerrie Hurley

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