

## **Mail Room**

### **Location**

Naio Building 101, Ground Floor next to Printshop.

### **Regular Hours**

Monday - Friday 7:45 AM - 4:30 PM

### **Mailboxes**

United States Postal Service (USPS) Mail and Campus Mail drop box is located in Naio 101, in the self service copy room and is for only official Kapi`olani Community College business correspondence. USPS Personal mail drop box is located next to the Bookstore in `Ohia building ground floor.

Days: Monday - Friday 7:45 AM to 4:30 PM.

### **Mailroom Operations**

Only OFFICIAL Kapi`olani Community College business correspondence will be metered; both envelopes and parcels must have the KCC address listed as the return address. Indicate a faculty/staff member's name and department under the KCC return address. This assists our personnel in determining which department is responsible for the postal charges. More importantly, it will assist us when mail is returned by the Postal Service as "undeliverable". Items without a name and department designation will be set aside and processed after we determine who the responsible person/unit is.

Seal thick envelopes before dropping them off in the mail bin. Our postage machine has difficulty in sealing thick envelopes and often this causes the machine to jam. A "jammed" machine essentially stops all out-going mail until it is repaired.

If you are mailing flyers out and are not using envelopes, you will need to put a tape sealing the center of the flyer so that it does not get caught in the postage machine.

If your mailing includes a large quantity of envelopes, please "nest" the envelopes (envelope flaps open and bunched together) so that the postage machine can be used to its full potential. This also saves our mailroom staff a lot of time and effort.

In order to ensure that our mail is properly metered and mailed (processed), we need to set a daily cutoff time of 1:00 p.m. Mail received by 1:00 p.m. will be processed on that day, provided that the postage machine is working properly. Mail received after 1:00 p.m. will be processed no later than the following day.

Share these procedures with your student assistants and any other temporary and new workers. They may not be aware of ways they can help speed up our mail processing operation.

According to the University of Hawai`i policy, we are not allowed to accept personal mail from USPS. If you have personal mail to send out, please go to the USPS mail drop box located on the ground floor of the `Ohia Building.