TIGER POST
MAIL
▮AND▮
PRINT
SERVICES

403 MAIN STREET | GRAMBLING, LA 71245

CONTENTS

INTRODUCTION

Ricoh is pleased to offer various postal and print services for GSU. Our qualified staff is willing to answer questions you may have. Please feel free to contact us. We welcome the opportunity to help you with your shipping and printing needs.

SERVICES WE OFFER

Full service printing is available for faculty, staff, students, and community. Orders are placed online through Ricoh Print Services PrintNet website. Student prints are paid for by credit card and GSU faculty/staff is paid through your GSU account and organization number.
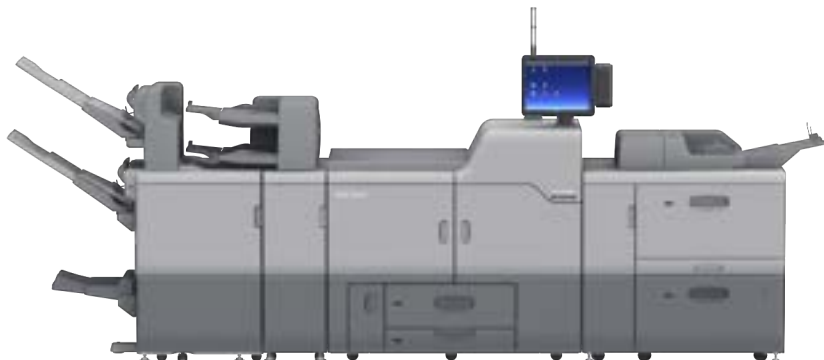
- Copies
- Scan to PDF
- Scan to Print
- Bindery
- Finishing
- Cut-Sheet Printing

Coroplast Signs

- 18" x 24"
  (With and without bleed, H-Stakes available upon request)

- 24" x 36"
  (bleeds not supported)

Foam Board

- 18" x 24"
  (With and without bleed)

- 24" x 36"
  (bleeds not supported)

SHIPPING
AND BULK MAILING

FOR ALL YOUR USPS, UPS AND CAMPUS MAIL NEEDS!

MAIL SERVICES

MAILING & SHIPPING SERVICES

- Shipping is quick and easy with Ricoh. We are pleased to provide Grambling State University Mail and Shipping services through the U.S. Postal Services (USPS) and FedEx.

- We have a limit of 70 lbs and 108" (girth and length combined). Let us know in advance for larger items.

MAILBOX SURVEY REGISTRATION (STUDENTS)

- **Renew mailbox registration EACH school term:** spring, fall and summer sessions in order to continue receiving mail. To obtain a mailbox, students must submit the mailbox survey in their student account (banner web). Students must be "registered" before a mailbox is assigned. Steps to complete the mailbox survey are available on the university mailroom website.

MAILROOM POLICIES AND PROCEDURES (STUDENTS)

Mailbox keys are no longer issued. A box number will be assigned once registered. You will receive your box registered number on banner web under **Personal Information** > **View Addresses** and it must say the current semester and year. Assignment will occur only after the required survey fields are completed.

*Students should check their student account
to obtain their mailbox assignment.*

HOW TO RECEIVE MAIL AND/OR PACKAGES? (STUDENTS)

Please have all mail and packages addressed as below:

**First Name and Last Name
403 Main St. (Box Number)
Grambling, LA 71245**

Mail will only be delivered to the Tiger Post mailroom and not delivered to a dorm room or other campus address.

To register for mail services please visit the Mail Service webpage: **http://www.gram.edu/student-life/services/mailroom/**

Tiger Post will EMAIL your GSU email account when mail or a package is waiting for you.

PACKAGE LOCKERS

You will receive an email notification with instructions on how to pick up your package from the Student Package Locker Bank at the Tiger Post.

TIGER POST LOCKER QUICK REFERENCE GUIDE

Step 1: Receive Email Notification

Step 2: Go to the Tiger Post Package Locker location according to email instructions

Step 3: Log in at Package Locker using the PIN Code provided in the email.

Step 4: Locker door will open, retrieve package(s), verify **ALL** packages have been removed, and make sure to close locker door. Please do not leave trash in lockers. **BE SURE TO CHECK FOR MULTIPLE PACKAGES IN YOUR LOCKER BEFORE CLOSING THE LOCKER**

The package pick-up window will expire in 48 hours. When the package pick-up window expires, the package will be held for two days before it is returned to sender at the Tiger Post front counter.

FAQs

- Please note that any letter or package received without proper addressee information will be immediately returned to sender. Addressee information should include First and Last name and correct mailbox number.

- The mail center does not keep records of sender information on returned mail or packages. Information on received mail or Packages will not be given over the Phone. Mail center staff is not at liberty to disburse such information. If you wish to inquire about the whereabouts of your mail, please provide the proper tracking number.

- Any package delivered through USPS which requires signature upon receipt, will remain at the local U.S. Post office until picked-up by addressee. A package notification will available for the recipient

- All mail recipients must have a mailbox number and valid Grambling issued photo ID.

- Mail and packages delivered to recipients other than the registered person will be returned immediately.

- Items must be "in care of" the person to whom the box is registered. This includes but not limited to all phones, electronic devices, books, etc. A package notification will be available for the recipient.

- Only persons to whom the package is addressed may receive the package.

- Fed-Ex & UPS carriers deliver packages to the Tiger Post only. Tiger Post personnel is not in control of delivery times of these carriers. If you wish to inquire about your package, you **must** have the proper **tracking number** and carrier available.

- Packages delivered by fed-ex & UPS will be returned to sender if not picked-up within 3-5 days of delivery.

- Mail & packages delivered by the United States Postal service (USPS) will be retained for 3-5 days. If not picked-up in that time, mail & packages will be returned to sender in accordance with federal postal guidelines. If you wish to inquire about your package, you must have the proper tracking number available.

- Mail received through USPS, FedEx, and UPS is processed from 10:00 am - 2:00 pm. Please allow time for mail center staff to complete mail processing before inquiring about mail or packages.

- **NOTE:** *Delivery confirmation from the carrier to your personal email does not mean your package has been processed and ready for pick-up. Please wait until you receive an e-mail from Tiger Post indicating your package is ready for pick up.*

- The mail center does not keep records of sender information on returned mail or packages.

- Information on received mail or packages will not be given over the phone. Tiger Post staff is not at liberty to disburse such information.

SERVICES *WE* OFFER

FINISHING

- Shrink Wrapping
- Hole Punching
- Folding
- Cutting
- Lamination

PRINTING

- Tickets
- Menus
- RSVP
- Invitations
- Certificates
- Posters
- Labels
- Flyers
- Brochures
- Booklets
- Postcards
- Yard Signs
- Itineraries
- Print on to any flat surface up to 5" tall.
- AND MUCH MORE

PAPER OPTIONS

LETTER (8.5" X 11")
20lb .... White
24lb .... White
24lb .... Solar Yellow
24lb .... Terra Green
24lb .... Red
24lb .... Orange
65lb .... Solar Yellow
65lb .... Red (Cardstock)
65lb .... Green (Cardstock)
65lb .... Orange (Cardstock)

LETTER (8.5" X 11")
67lb .... Ivory Bristol Vellum
110lb .... Yellow

ARCH-B (12" X 18")
80lb .... Text Gloss: White
80lb .... Cover Matte: White

SUPER-B (13" X 19")
80lb .... Cover Gloss: White

PRINT NET: https://www.copynetsolutions.com/print/store/500283
gram.edu > Faculty Staff > Sites > Ricoh Print Services

QUESTIONS? Contact the Tiger Post at 318-274-2255. One of our Team Members will be glad to assist you with your shipping and printing concerns.

HOW TO
SUBMIT A PRINT JOB

Submitting a **PRINT REQUEST** from Grambling State University's Tiger Post.

1. **User has GSU credentials (faculty, staff, students)**
   a. Access the system by using the link below. Your gram.edu login will work. Proceed to Step 3.
   https://www.copynetsolutions.com/grambling/

2. User does not have GSU credentials (public users)
   a. Access the system by using the link below.
      Select *Register as a new user.*
      https://www.copynetsolutions.com/print/store/500283

   b. User will enter information to create a new account; then click *Register.*

3. After creating a new user account, **the system will proceed to the home page.**

4. To request a print job, click on ***Print Orders***. Screen below will be displayed.

   a. Enter ***Job Name*** and ***Order Quantity***. *(See figure 3)*
   b. Enter department budget code by accessing the dropdown menu. Select the correct ***Fund and Org Description***. The corresponding ***Fund and Org Code*** will auto-populate. Confirm the correct fund.

5. If you have a file to attach, select ***File*** from the dropdown menu. Click the + sign and locate your file.

6. After selecting your file, should see the image populated in the *Files* section to the right.

7. Select your specific job requirements i.e., int ***Paper Type/Color, Black & White, 1- or 2-sided, Binding, Covers,*** etc. from the drop-down menus.

8. Add ***Special Instructions*** if needed. Click ***Submit*** when finished entering all the details of your request.

9. Once you click submit, details of your order and cost associated will be displayed. You must agree to the terms of **Copyright Release and Information Form** to complete your request.

10. Your order is now complete.

MEET
THE STAFF

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https://www.gram.edu/student-life/services/mailroom/

RICOH
imagine. change.

**403 MAIN ST.
GRAMBLING, LA 71245**
PRINT: 274-4457 • MAIL: (318) 274-2255

HOURS OF OPERATION:
MONDAY – THURSDAY: 8:00 AM TO 4:30 PM
FRIDAY: 8:00 AM TO 12:00 PM
CLOSED WEEKENDS