

Xerox Mail Center

Room WSB-39 -Ext. 21398 (prompt 4)

Quick Tips On Using The Mail Center

CODE –IT! *Always* use a mail code when sending or receiving mail. It's the most accurate way to know the mail piece's destination. It also speeds up delivery time! Mail without a code, can be delayed 2-3 days, and sometimes has to be "Returned to Sender."

Communication is key! If you move or add/remove people from your department, please send an email to the Mail Center. Purchasing.Xerox@uchospitals.edu
Hospital Email search under "*Xerox*"

We only receive US Postal mail. (USPS)

Other couriers are received at the receiving dock ext. 21925.

No personal packages

Please have them sent to your home.

OUTGOING MAIL THAT NEEDS POSTAGE should be addressed as below.

Be sure the cost center that the postage should be applied to is in the is in the **BOTTOM LEFT** corner. Be sure all flaps are folded down, we can seal them for you.

The University of Chicago Medicine
Kristen Smith
5841 S. Maryland Ave
mc 0977 –Room WSB-39
Chicago, Il. 60637

To: ABC Company
123 ABC Ave.
Chicago, Il. 60606

[XXX Cost Center here](#)

Mail Drop Slots located in or near the Lobby Security Desks, in the DCAM and CCD mailrooms, are collected **EVERY BUSINESS DAY** at 8:00am.

If you have mailing questions, please stop by the Mail Center room: WSB-39 or send us an email. Xerox.Purchasing@uchospitals.edu

Submit Copy Jobs To:

email:Purchasing.Xerox@uchospitals.edu

Hospital email search under "*Xerox*"

Include Your Cost Center, Directions, Type of Paper, Contact Name, Delivery Location, and Phone Number.

Copy Center and Mail Center

Room WSB-39:

Hours: Monday - Friday

8:00am-4:30pm

Phone: ext. 21398 (773) 702-1398



Contacts:

**Silencia Scoggins, Copy Center
Copy Center Site Coordinator**

ext.21398 (773) 702-1398, prompt 3 mc 0977

email: Silencia.Scoggins@uchospitals.edu

**Daniel Flores, Mail Center
Mail Center Site Coordinator**

ext.21398 (773) 702-1398, prompt 4 mc 0977

email: Daniel.Flores@uchospitals.edu

**Kristen Smith
Account Operations Manager**

Copy, Mail, & Report Distribution Operations

ext.57182 (773) 795-7182 mc 0977

email: Kristen.Smith@uchospitals.edu

**Bill Swanson
Sales Executive**

Xerox Machine Sales & Solutions

(847) 233-4962 , mc 0977

email: Bill.Swanson@xerox.com



Toner Recycle Locations:

Copy /Mail Center WSB-39

CCD Mail Station 00320

DCAM Mail Station 0006

Receiving Dock

Copy Center and Mail Center



WSB-39 (773) 702-1398
Mon.-Fri. 8am-4:30pm

Supply Chain

The University of Chicago
Medicine



THE UNIVERSITY OF
CHICAGO MEDICINE

Xerox Global Document
Outsourcing



Document Services

UCMC Supply Chain has partnered with Xerox Global Document Outsourcing to provide you with state of the art equipment, technology, and services.

Xerox Copy Center, Room WSB-39

Just some of our services include:

- Duplicating B/W and Color
- Reduce / Enlarge Images
- Posters and Banners
- Pastel and Neon Papers
- Cardstocks
- Printed Tabs for your document
- Labels
- Removable adhesive vinyl labels
- Tent Cards
- Pocket Folders
- Folding 5.5x 8.5 and 11x17
- Cutting / Trimming
- Stapling
- Drilling
- Signature Booklet Creation
- GBC, Wire-O, and Coil Binding
- Talk to us about pre-printed stocks
- Document management of extended Services & Mailings
- Padding
- Laminating :Luggage Tags, and Copies up to 11x17
- Scanning to PDF
- Kit fulfillment
- CD Burning and Duplication
- Binder Procurement for Copy Jobs

Email Copy Jobs to :
Purchasing.Xerox@uchospitals.edu

Xerox Services One Source.....One Number (773) 702-1398

Hours of Operation 8:00am-4:30pm Monday-Friday .
Room WSB-39 mc0977
email: purchasing.xerox@uchospitals.edu
In the UCMC address book search "Xerox"

1 To place a **Paper, Xerox Toner, or Xerox Supply Order**

2 To place a **Xerox Machine Service Call** or to **Order New Equipment**

3 To speak to a Xerox **Copy Center Representative**

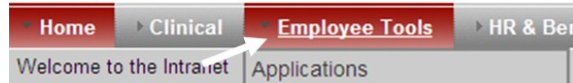
4 To speak to a Xerox **Mail Center Representative**

5 To repeat this menu, press 5 or wait on the line

Xerox Services One Source...One Number... Now... One Website!

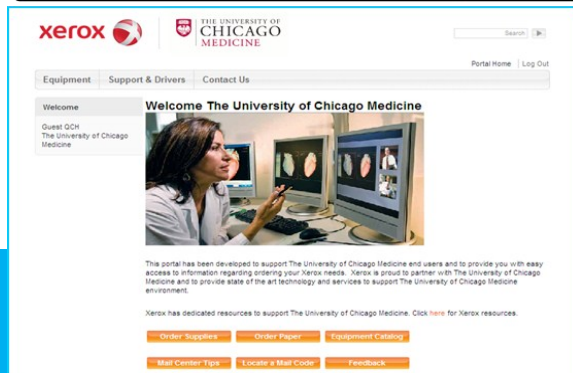
1 From the UCM Intranet home page click on **Employee Tools**

THE INTRANET: YOUR WORKPLACE RESOURCE.



2 Scroll down to **Purchasing**

3 Great Service is **Just A Click Away!**



Xerox Floor Copiers: Paper, Supplies, and Service Please contact the Copy Center: ext.21398 (773) 702-1398

- Paper (call the day **before** delivery)
Comer , American School, CCD, and DCAM
Tues & Thurs.
- Mitchell, Billings, Surgery Brain, American School and Wyler - **Mon & Wed.**
Off-site addresses (allow 3-5 business days)
- If you are experiencing any Xerox copier malfunctions. *Machines serviced under the contract have a large white label on top with a machine # .*
- For Training on a Xerox copier
- If you need Xerox copier, Xerox fax ,or Xerox Phaser printer supplies
- If you need an access number for a Xerox copier
- Instructions on how to obtain network connectivity for the Xerox color and b/w copiers in our Copy Center
- Clean Xerox machine optics
- Preventative maintenance on copier
- Additions/changes to access codes
- Monthly meter collection
- Escalation to Xerox technicians when needed.

Troubleshooting:

<http://www.xerox.com>
Click on "Support & Drivers"
Enter machine model number and

