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.

Substitute 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
e-mail: Silencia.Scoggins@uchospitals.edu

Daniel Flores, Mail Center
Mail Center Site Coordinator
ext.21398 (773) 702-1398, prompt 4 mc 0977
e-mail: Daniel.Flores@uchospitals.edu

Kristen Smith
Account Operations Manager
Copy, Mail, & Report Distribution Operations
ext.57182 (773) 795-7182 mc 0977
e-mail: Kristen.Smith@uchospitals.edu

Bill Swanson
Sales Executive
Xerox Machine Sales & Solutions
(847) 233-4962, mc 0977
e-mail: Bill.Swanson@xerox.com

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

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.

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. Purchasing.Xerox@uchospitals.edu
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 5.5x8.5 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
2. Scroll down to Purchasing
3. Great Service is Just A Click Away!

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"

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.
- 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
- 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