September 13, 2011

MEMORANDUM

TO: Mānoa Administrative and Fiscal Officers

FROM: Andy Lachman, Interim Manager, Campus Mail Services

SUBJECT: New Barcoding Program

Campus Mail Services’ successful barcoding pilot project has led to the development of a barcoding program, which we are now expanding to include all Campus Mail users. Barcoding is part of our ongoing effort to reflect industry standards and deliver professional service to our customers. It enhances our ability to capture and provide metrics on the volume of pieces passing through our mailroom and has potential to be an effective deterrent to inappropriate use of services (personal mailings).

As of December 5, 2011, all mail requiring postage applied by Campus Mail Services must be barcoded. Mail without barcodes will not be accepted after that date.

Please read further for details on the new barcoding program.

Acquiring New Barcodes

To ensure that there is no interruption in services for your department, Campus Mail Services encourages you to submit the attached Barcode Request Form by September 30, 2011. We will give priority to departments who submit requests by this date and you will be guaranteed delivery of your barcode(s) by November 4.

How to obtain a barcode:

1. Complete Barcode Request Form and return to Campus Mail Services by September 30, 2011. Forms may be submitted via:
   a. Fax to 956-9204
   b. Email to mailsvcs@hawaii.edu
   c. Hand-delivery to 2442 Campus Road
2. Campus Mail Services will verify information on form and create barcode(s).
3. Requestor will receive email notification once the barcode(s) is/are set up.
4. Authorized fiscal officers can then log on and assign approved users access to the barcode(s).
5. Users will then log on to www.hawaii.edu/mailroom. On the home page, click on “Department Accounts” and follow the instructions.
Requesting Modifications to Existing Mail Barcodes or Related Information

Authorized fiscal officers can manage their own account(s) through the Campus Mail Services website from the “My Accounts” section. Each department’s fiscal officer is responsible for updating: Department Name, FMIS Account Number, and Campus Code for each account. For other modifications, please email mailsvcs@hawaii.edu.

Implementation Schedule

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 30, 2011</td>
<td>Priority deadline for barcode request</td>
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<tr>
<td>November 4, 2011</td>
<td>Priority issuance of department barcodes</td>
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Departments should begin submitting mail with barcode affixed.  |
| December 5, 2011   | Launch of new barcoding program.  
After December 5, 2011, mail without barcodes will not be accepted and will be returned to the department.  |

Additional Information

Campus Mail barcoding applies only to pieces requiring postage and mailing through the U.S. Postal Service; there is no change in procedure for on-campus and inter-campus deliveries to departments.

For additional information regarding Campus Mail Services’ barcode program, please visit www.hawaii.edu/mailroom or write us at mailsvcs@hawaii.edu.

Mahalo for your attention.