**Please do not have personal mail and/or packages delivered to campus.**

***Outgoing and Incoming***

Picked up and delivered once a day:

Westgate in mailrooms E140 and E398

Eric J. Barron Innovation Hub in room 409

Graduate students are notified they have mail and where it can be picked up. If it is not picked up and has no forwarding address, it is discarded. If it has a forwarding address, it must be kept for 1 ½ years until discarded.

UPS, FedEx and DHL all have swipe access to the loading dock to drop packages and leave. If they need a signature, the companies are directed to push the red button next to W130A. The button automatically sends an email to select individuals notifying them a signature is needed. This email would require a rapid “reply to all” by the person responding to the signature indicating to the others not to respond. This prevents all of us ending up at the dock for a simple task.

***Branch Campus Mailings***

Mail is delivered to branch campuses several times a week. The maximum size permitted is 12 x 9 x 1 (magazine size). If the item is larger or you have multiple items going to the same location, that requires different packaging, you would need to fill out a Metered Mail Slip or FedEx Shipment Form.

***Preparing USPS***

* Go to <https://multimediaprint.psu.edu/campus-mail.>
* Scroll down to Incoming and Outgoing Mail > Metering and FedEx Services
* Select “Meter Slip form” in blue print.
  + Log in with your PSU credentials
  + Move your mouse to the left side of the screen and the gary area will expand
  + Select RTS
  + Enter the account number (8000000#####)
  + Enter the description (7080######)
  + Double click on “Desktop”
  + Enter your internal order
  + Enter Dispatch Options that may apply
  + Select “Next”
  + Select “Print”
* Attached printed slip to mailing
* Place in outgoing mail

***Preparing FedEx***

FedEx is the only company contracted by PSU.

* Go to <http://www.multimediaprint.psu.edu/addressing/metering.shtml>
* Scroll down and select “FedEx shipment form”
  + Log in with your PSU credentials
  + Complete the form as directed
  + Select “Generate Form”
  + Print the generated form
* Attached printed form to package
* Place in outgoing mail

If you have a ***pre-paid*** shipping label, call 1-800-GOFEDEX (or the company the label is for) to schedule a pick-up from your office.

If you need a ***return label***, please request it when completing the form, the original shipment label.

***All Other Shipping Companies***

* Prepare the package with prepaid shipping label.
* Call the company of choice to schedule a pick-up from your office.

If you have any questions pertaining to the mailroom, please email [facilities@ist.psu.edu](mailto:facilities@ist.psu.edu).