

Summer 2008

The University of Iowa
Business Services
quarterly newsletter

into print

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Print Services overhaul in full swing



Big changes are under way at Print Services. Old equipment has been removed, what remains has been relocated, and new equipment is coming in. A better ability to meet customer needs and an improved work environment are the goals.

The two Heidelberg presses that printed large-sheet, higher volume work were sold and removed in April. By today's standards the presses were dinosaurs, and the operators demonstrated great skill, producing pieces that many considered nothing short of miraculous. The presses will be replaced by a single, mid-size, four-color offset press.

"The press fills a business and a customer need. The printing industry overall has changed—color and print on demand have become standard," says Business Services assistant director Chris Kula.

The department's workhorses, the small presses which print UI stationery, envelopes, memos, and other small pieces, and the web press which prints forms, remain. They and some bindery equipment were moved around to create a more efficient workflow.

(continued on page 4)



Kevin Hunter, left, from Dayton Freight, discusses a delivery with Central Receiving supervisor Joel Tresslar. A UPS truck is on the right.

Central Receiving: the route to reduced campus traffic

Q. Ever wonder why you do not see many semi trucks on campus?

A. University of Iowa Central Receiving. Many trucks deliver University orders to the Mossman Business Services Building (MBSB), two miles from campus on Old Highway 218 South.

Q. Ever wonder why you *ever* see large semis on campus?

A. Departments may not be aware of—or are not taking advantage of—this service.

Central Receiving is a UI-funded service that ensures goods are received and delivered in a proper, safe, and expeditious manner. This reduces the shipping and receiving responsibilities of departments, enabling them to focus on their core missions. It has considerably reduced the number of vehicles on campus, as well.

About 3,000 tons of freight arrive each year, with up to twenty trucks coming in daily. Each might contain multiple UI orders. Our dock was designed to handle such traffic. It features eight dock doors and 6,000 square feet for staging. Freight is received, sorted, and reloaded, combining many shipments onto smaller UI trucks for efficient distribution.

Insurance coverage

Our \$1 million transportation insurance policy provides protection for shipments from MBSB to the end-user department or dock. If something happens enroute, the MBSB delivery unit would pay the deductible. In the last five years we have not had to use the policy. Central Receiving staff also handle freight claims for departments.

(continued on page 2)

Wide Media era ends



The last day for the Wide Media Service was June 30. The area had produced all blueprints and specification booklets for construction projects for UI.

While it was a difficult decision to close the unit, the wide-format industry was dictating a major change in the way blueprints are produced. Rapids Reproduction, in Cedar Rapids, is now producing the plans.

Chris Kula

Iowa, ISU to co-host Materials Management Fall conference



Materials Management officials throughout the country will gather in Iowa City in October to attend the annual Big Ten and Friends Materials Management Conference. The University of Iowa and Iowa State University are co-hosting it this year.

Topics to be discussed will include green initiatives, technology initiatives, and office supply contracts. The group will spend one day on the UI campus and another at ISU.

Junk mail not all bad



...according to USPS Postmaster General John Potter.

“People who use that term fail to comprehend how much of a contribution mail makes to the economy. The United States has over 40 percent of the world’s mail, and our ability to communicate and do commerce through the mail with confidence, whether that is responding to a catalog mailing, paying a bill, or getting a product delivered, is critical for our economy,” he says.

“When you look around the world, one of the first things new economies want to do is build a post and a logistics network that is connected both in their country and with the rest of the world. When people criticize the mail they don’t understand the relevance for our economy or how it contributes to the growth of our economy.”

Reprinted with permission from *MAIL: The Journal of Communication Distribution*. The Postmaster General’s comments were published in the May/June 2008 issue. For subscription information call 607-746-7600.



At left is a half-ton manhole cover that recently arrived at Central Receiving. The unit encourages departments to have orders shipped there, to reduce traffic on campus.

(continued from cover)

Central Receiving helps reduce campus traffic

Multiple benefits

Most UI buildings are not set up for deliveries by 53-foot long semis, nor do they have the staff or equipment to unload them. Some carriers refuse to deliver to parts of campus because of congestion and a lack of docking facilities. When docks are busy and access limited, semi deliveries may be delayed by an entire day. We schedule deliveries according to the dock schedules, often as early as 7:00 a.m. when the campus is quiet and docks are available.

Our experienced drivers know the people and the delivery locations on campus and can make sure the appropriate trucks and unloading equipment are used. They know which roads are open, which are closed, and where the docks and unloading facilities are located—and they have access to keys needed for some deliveries.

Sometimes departments use our dock facility as a preparation area to assemble equipment before delivery. Typically we do not need departments to provide additional help unloading large or cumbersome items.

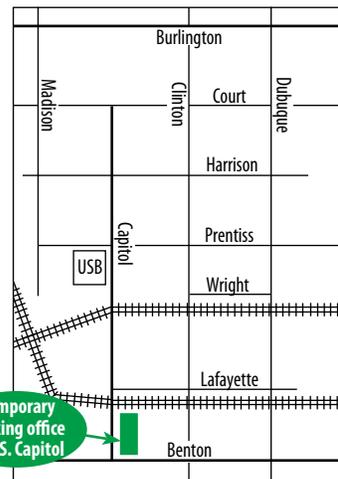
Freight delivery guidelines

1. Freight is delivered the same day or the next working day, depending on the time of receipt. Emergencies are given priority.
2. Careful handling, securing of loads, and proper transportation of freight is important to ensure damage-free delivery of goods. Central Receiving and Shipping assumes responsibility for the safe delivery of goods from the MBSB receiving dock to departments.
3. Central Receiving and Shipping personnel will not uncrate, unpack, remove merchandise from boxes, or do any assembly.
4. The signing department is given a copy of the freight bill. The original freight bill and any attendant documents must be returned to the delivery supervisor for filing.
5. Any damage or shortage identified once the shipment is unpacked is to be reported to Central Receiving and Shipping so that proper procedures can be followed and appropriate claims initiated. Immediate notification of damages is essential since there is typically a limited time period in which to file a claim.
6. Central Receiving and Shipping can ship out freight for departments. The freight must be accessible at a loading dock or outside door. If required, Central Receiving and Shipping will shrink wrap or band materials to pallets.
7. Every attempt will be made to communicate accurate and timely receiving and delivery information between Central Receiving and Shipping, the delivery carrier, the vendor, and the departmental requestor.

If you would like more information about this service, contact Gary Anderson, gary-anderson@uiowa.edu.

Parking Office still on Capitol St. temporarily

The IMU Ramp Parking Office is still at 868 South Capitol St. while its facility is being remodeled. It is scheduled to move back to the IMU Ramp on Aug 7. The office will be closed that day and will reopen on Friday, Aug 8. Contact the staff at 335-1475, parking-office@uiowa.edu, for more information.



2008 - 2009 rates in effect

Parking

Long-term permits

Monthly rates.....prev.....new	
AM/PM.....\$44.....\$46	
CHA meter,.....\$75.....\$82	
PY02s only	
Commuter.....\$19.....\$20	
Hancher/arena lot.....\$28.....\$32	
Night, weekend.....\$8.....\$10	
Physician.....\$160.....\$165	
R-permits (Law).....\$66.....\$69	
Ramp night.....\$44.....\$46	
Ramp reserved.....\$75.....\$82	
Storage.....\$30.....\$32	
Surface night.....\$22.....\$23	
Surface reserved.....\$44.....\$46	
Motorcycle.....\$75/yr.....\$81/yr	
20-exit booklet.....\$70/ea...\$80/ea	
7-day ramp pass.....\$38/ea...\$42/ea	

Temporary permits

Daily rates.....prev.....new	
Commuter.....\$2.....\$2	
F/S ramp.....\$7.....\$8	
F/S surface reserved.....\$4.....\$4.50	
Hancher/arena lot.....\$2.50.....\$3	
Storage.....\$3.....\$3	
Temp handicap.....\$22/mo...\$23/mo	

Cashiered locations

Hourly rates.....prev.....new	
First hour.....70¢.....75¢	
Graduated rate.....\$2.40.....\$2.55	
Standard rate.....85¢.....90¢	
Maximum.....\$14/day \$15/day	
Library lot.....60¢.....60¢	

Printing..... find more prices at www.uiowa.edu/~printsvc/prices/prices.html

Business cards

Quantity	250	500	1000	1500	2000	2500	3000	3500	4000
Price	\$46	\$56	\$79	\$97	\$117	\$132	\$147	\$164	\$182

Includes University of Iowa, UIHC, and UI Children's Hospital

University of Iowa stationery

	250	500	1000	1500	2000	2500	3000	3500	4000
Letterhead	\$69	\$80	\$103	\$126	\$148	\$171	\$194	\$216	\$239
Envelopes	\$61	\$71	\$90	\$110	\$129	\$149	\$169	\$188	\$208
Memos	\$57	\$62	\$71	\$80	\$89	\$98	\$108	\$117	\$126

For office printers

Letterhead, ream of 500: shells: \$19, blanks: \$17
 Letterhead template: \$26 if ordered with printed letterhead, \$49 if separate
 Envelope template: \$26 if ordered with printed envelope, \$49 if separate

UIHC letterhead

Quantity	250	500	1000	1500	2000	2500	3000	3500	4000
Price	\$81	\$92	\$114	\$137	\$159	\$181	\$203	\$226	\$248

For office printers: \$17 per ream of 500 blank sheets

Meters

Hourly rates.....prev.....new	
Finkbine/Hawkeye.....20¢.....20¢	
Public.....85¢.....90¢	
Riverside Dr/.....20¢.....20¢	
Tennis Center	
Student.....60¢.....60¢	
Tennis courts.....40¢.....40¢	
Hooded meters.....\$15.50/day \$16/day	

Ramp passes

Hourly rates.....prev.....new	
1-hour.....\$0.85.....\$0.90	
2-hour.....\$1.70.....\$1.80	
4-hour.....\$3.40.....\$3.60	
10-hour.....\$8.50.....\$9.00	

Cards

Department request.....\$15.....\$20	issued
Replacement.....\$20.....\$20	key/card (lost)
Key deposit (return).....\$20.....\$20	
Contractor key.....\$100.....\$100	deposit (return)
Carpool/hang tag.....\$20.....\$20	replacement
Field Service.....\$25/hr.....\$26/hr	officer services

Placards

Yearly rates.....prev.....new	
Department or service vehicle	
Original.....\$264.....\$276	
Replacement.....\$30.....\$30	for lost/stolen
Pentacrest or temps.....0.....0	

Printing business reply mail? Contact Mail Services first

Mail Services can give you the correct zip+4 code for your business reply mail, so you don't pay more than you need to for the replies. There are three unique 4-digit add-ons to the zip code for business reply mail. Each signifies a different rate. Each rate is for different sizes of mail pieces.

One zip code—and rate—is for postcards up to 4¹/₄ inches. The next is for letter-size mail and includes envelopes that are #9 and #10, and those that measure up to 6x9 inches. The highest rate is for envelopes that are larger than 6x9 inches or contain return mail that weighs more than one ounce.

Send us a mock-up of your business reply piece before it's printed. We will tell you the correct add-on to use so that you don't pay more than you should for the replies. Call Kathy Batten, 384-3809, for more information.

There are three unique four-digit add-ons to the zip code for business reply mail. Each one signifies a different rate.

Laundry Service leads in green



The word of the day is *green*. Energy conservation has been and continues to be a priority at the Laundry Service. Over the years, the Laundry has purchased state-of-the-art equipment designed to use less water, steam, electricity, and natural gas.

One of the key green systems at the Laundry is the Kemco hot water reclamation system. Hot water used for washing is recycled back through equipment that captures ambient heat to raise the temperature of incoming well water. The heat rise is approximately 50 degrees, which means that hot water heaters use fewer BTUs of natural gas to raise the incoming water temperature to the required production levels.

In addition the Laundry consistently revises washing formulas as seasonal climate changes occur, which reduces the need for steam to maintain proper water temperature levels during wash cycles.

Improvements in the technology of hot water production used at the Laundry, in conjunction with excellent maintenance of the boiler equipment by Facilities Management staff, goes a long way toward reducing the overall use of natural gas.

Low-energy light fixtures, which were installed when the Laundry building was constructed, reduce electrical use. Making use of ambient heat generated from production equipment to help warm the building during the winter months also reduces natural gas consumption, saving thousands of dollars in heating costs.

Dave Gray



Parking sends abandoned bicycles to Surplus about twice a year, where they are sold at the regular public sale time: Thursdays, 10am-6pm.

One P&T task: deal with bicycles abandoned on campus



It's inevitable. Every year dozens of bicycles are abandoned at UI. The reasons vary but the result is the same: unwanted and sometimes broken bicycles are left on campus. To help free up bicycle parking spaces, Parking & Transportation (P&T) places a notice on ones that appear abandoned (have not moved for a period of time or have flat tires, rusty chains, etc). The notice informs the bicycle operator the bike appears to be abandoned and instructs him or her to contact Field Services.

Unclaimed bicycles are impounded after seven days and cross matched with Public Safety's record of lost or stolen bicycles. If a match is found, an officer contacts the person who made the report. If a match is not found and the bicycle is not claimed after 60 days, it is deemed abandoned and transferred to Surplus to be sold. The number of bicycles and when they are taken to Surplus varies, but most are sent in the spring and early fall.

Proactively, P&T provides free bicycle registration to help reunite owners with missing bicycles. This voluntary program is offered to all students, faculty, staff, and the general public. Registration serves as a deterrent to theft and assists in the identification of abandoned, lost, or stolen bicycles. You may register your bicycle at the Parking Office, by mail, or online.

Over the years, the reasons given for leaving bicycles on campus have varied. Some people thought it was okay to store their bicycle in a campus bike rack, others didn't want to take it home for the summer so just left it behind. We also have heard they forgot where they parked it, thought it was stolen, and left it because they didn't want to fix it.

To help reduce the number of abandoned bicycles, P&T publishes information in the *Daily Iowan* asking people not to abandon their bicycles on campus, and it places posters on Cambus buses, various University bulletin boards, and in residence halls.

A considerable number of abandoned bicycles are picked up near the residence halls, so University Housing has helped with the effort by posting notices informing residents to take their bicycles home with them. This has been effective, but P&T continues to look at ways to help reduce the number of abandoned bicycles on campus.

Michelle Ribble

(continued from cover)

Print Services overhaul in full swing

"We consolidated the bindery equipment in one area," Kula says. "We're looking to make it more uniform."

"The Copy Center [the former CopyHawk in the IMU] has been incorporated into the printing operation. We expanded our campus and courier delivery service so our customers

wouldn't see a difference in turnaround time with their print jobs. With the capability to send files electronically, it's seamless. The location shouldn't matter," says Kula.

A fervent housecleaning effort has gone on for weeks. Several truckloads of desks, shelves, cabinets, tables, and curiosities went to Surplus.

"We're getting rid of nonessentials to make things more efficient and less cluttered, to provide a better, safer work environment," Kula says.

Toward that end, the department disposed of its historical equipment. Printing transferred ownership of several antique pieces to the Center for the Book. It donated its historic Linotype, one of four that were shared by Printing Services and the *Daily Iowan* for many years, to the Johnson County Historical Society.

The Working Linotype Museum in Denmark, Iowa, purchased the remaining equipment to use for display and for teaching at its annual Linotype University.

"We will be working on prepress next. We're getting ready for a computer-to-plate system," says Kula. The changes are "going to provide a more stable work environment at Print Service. This will allow us to move forward, meeting our customers' wishes for the next ten to fifteen years."



Printing employees Jerry Kilts, background, and Mike Woodhouse adjust the saddle stitcher after moving it to the bindery's new location.

Legend

-  central mail
-  equipment rental
-  general stores
-  laundry
-  parking & transportation
-  printing
-  surplus

Looking back

Computerized tracking arrives at Printing

Sometimes it's easy to take improvements for granted—electronic tracking, for example. At Printing, tracking was all mechanical until 1991. The following is excerpted from the January issue of *Into Print* that year:

One of our department's biggest changes is a new, computerized tracking system. Back in the old days, two or so years ago, the preparation and production areas had large wooden boards on the walls, with different parts of them representing different areas of the plant.

Orders were recorded on small cards, which we hung on the boards. As each order moved through the plant, we moved its card to the corresponding area on the board. Finding the cards when they had to be moved took time, and gusts of wind were potential disasters.

Customers who called about their job waited while someone would dash off to the board and scan the cards to locate the right one. Nowadays, thankfully, all it takes is a click of the mouse—and, still, a job number!



Mail Services employee Cindy Yenter, above left, spots College of Business booklets coming off the LaserJet at 14,000 pieces per hour, looking for sortation breaks. Student employees Bart Scagnelli and Sean Loch bag them for delivery to the Post Office. The black gloves help prevent ink smudges on the glossy paper.



New address requirements for certain mail pieces in '09



New Postal Service requirements for automated, presorted, and carrier-route flat-size mail are scheduled to take effect in March 2009. Compliance will be necessary to receive discounts.

The new standards specify that delivery addresses must be big enough, spaced properly, and placed right-side up within the top half of the mail piece. Polywrapped inserts must maintain this position through processing and delivery.

The top is defined as either of the shorter edges, or the upper edge with the spine on the right, irrespective of the design or orientation of the piece to the user. The permit imprint or meter must be in the upper right corner of the mail piece or address area and the return address in the upper left corner, with both oriented in the same direction as the delivery address.

All presorted and carrier route flats must be addressed using at least 8-point type. Flats using an 11-digit POSTNET or

an Intelligent Mail barcode may use 6-point type if the address is printed in all capital letters. Addresses on automation pieces cannot have overlapping characters, touching or overlapping lines, or more than five blank spaces between elements.

The new standards do not apply to first-class or single-piece mail. Visit the Mail Services website at www.uiowa.edu/~fucsmail/reference/flats09.pdf for more information and to see illustrations. Contact Kathy Battin, kathy-battin@uiowa.edu, at Mail Services or USPS mail piece design analyst Laurie Bribriescio, laurie.l.bribriescio@usps.com, with questions.

Mail piece design analysts are Postal Service employees who advise customers on mail piece acceptability for automated rates, review pieces to confirm adherence to Postal Service standards, test paper and samples for thickness, color, flexibility, and barcode tolerances, and analyze pieces for readability.

Flood updates Mail Services

Sending mail to relocated departments: When you send mail to individuals who have moved due to flooding, please continue to use their old campus mail address. We will reroute items to their new locations.

If your department has returned to its original location: Please let Mail Services know. Contact manager Kathy Battin with information or if you have questions.

Laundry Services

Laundry washed uniforms for the Army and Air National Guard while they assisted with flood control in Iowa City and Coralville, it cleaned draperies for Mayflower dormitory, and it is drying uniforms for men's athletics.

Our main focus continues to be high-level service to all our customers, yet make modifications to ease the burden during flood recovery and clean up. Contact Dave Gray, 335-4940, with questions about changes in service or delivery.

Jo Anne Worley

Character Counts



Meet Jim Sayre

The new associate director for Parking and Transportation, Jim Sayre, has had quite an initiation to his new hometown. An ice storm, record snowfall, tornadoes, endless rain, and a flood that left his department scrambling for creative solutions didn't scare off this Arizona native.

Jim, who came to Iowa from a similar position at Arizona State University in Phoenix, oversees Field Services (the enforcement of parking regulations) and Parking Services (the permit program). He thoroughly enjoys it, particularly his interaction with people.

"Parking is very personal—people love their cars. Some customers are not very satisfied with parking on campus, so we have a discussion with them and try to provide them with options. I like being able to talk to people about our services and tell them why we do things the way we do." Some of the options are lower rates if they use a parking lot further from campus, free Cambus, and reduced-price bus passes.

Jim enjoys Geocaching, a web-based international game, in his spare time. Individuals hide a container with a log book and often something else inside, then give its GPS coordinates and hints to the location on the web. Hunters who find the cache sign the log book and document it on the web.

His wife, Tara, a teacher, will begin work at an Iowa City elementary school in August. Jim says they moved here because they were looking for a place to raise a family—away from the violence and other problems common to large cities.

"Soon after my wife arrived we were watching the evening news and the big headline was that a local high school sports team won a state championship. We just looked at each other and laughed," he says. That, and leaving behind the Arizona heat, have helped make it a good move.

And the people. "I'm happy to be here. I've met a lot of great people and look forward to working with them," he says.

Mortland joins Laundry management team



The Laundry Service recently hired Michael Mortland as supervisor in the uniforms and dust control area. His background in the commercial laundry industry includes more than fifteen years as a marketing manager and as a plant manager.

Mike is an Iowa State University graduate (We won't hold that against him!), with a degree in Industrial Management. He was awarded a full scholarship in track and excelled in Big 12 competition. An avid music lover, Mike earned money in college by singing and playing guitar at local events and establishments.

His management philosophy focuses on dedication to customer service, staff, operational efficiency, and organizational management. Feel free to contact him at 335-4960 or michael-mortland@uiowa.edu.



Dave Gray

IT manager returns to Business Svcs

Information Technology manager **Dagong Wang** has returned to UI after two years at Rockwell. In his position, he provides IT support to General Stores, Equipment Rental, Laundry Service, Parking and Transportation, Print and Mail Services, and Surplus.

Wide Media supervisor to PD&C

Wide media supervisor Janet Wieland has taken a position with Planning, Design, and Construction in Facilities Management. She had worked for the Printing Department in the Copy Centers, accounting, and, most recently, Wide Media, for more than 27 years.

**The UI Employee
Van Pool
is 30 years old
in August.
Celebrate!**

Administration

www.uiowa.edu/~businsvc
 Mary Jane Beach, director...335-0060
 Gary Anderson,
 associate director...384-3917
 Chris Kula, assistant director...384-3715

Human resources

Rhonda Weaver...384-3711

Information Technology

Dagong Wang...384-3752
 Terrell Hunter...384-3734
 Ed Godar...384-3710

Marketing

Jenean Arnold...384-3723

Copy Center Services

www.uiowa.edu/~printsvc/docsvcs/copyctrs.html
 Chris Kula, assistant director...384-3715

Copy Centers

CC#2...162 MBSB
 (formerly CopyHawk)
 dcimu-printing@uiowa.edu
 335-2699, fax 384-3707
 CC#3...C102 PBB
 dcpbb-printing@uiowa.edu
 335-0861, fax 353-2733
 CC#5...3110 ML
 dcml-printing@uiowa.edu
 335-8788, fax 353-4118
 CC#10...180 BLB
 dcblb-printing@uiowa.edu
 335-9138, fax 335-9984
 UPACS and Copyright Services...
 118 MBSB
 upacs-printing@uiowa.edu
 335-3410, fax 384-3727
 Pick up and delivery
 Larry TeBockhorst...331-5968

Equipment Rental

www.uiowa.edu/~fusmm/rental.html
 184 MBSB
 Fax 384-3924
 Gerry Miller, manager...384-3922
 Edward Allgood...384-3923
 Steve Fulwider...384-3925

General Stores

www.uiowa.edu/~fusmm/ustores.html
 183 MBSB
 Fax 384-3918
 Customer service...384-3906
 Gary Anderson,
 associate director...384-3917
 OfficeMax Customer service...384-3908

Online ordering (MIGS, SIGS)

Judy Williams,
 office manager...384-3906

Central receiving, shipping

Joel Tresslar, supervisor...384-3905

Gas cylinders

1225 S Gilbert St.
 Phone 353-2916, fax 335-6100
 Steve Poggenpohl, manager

Laundry Service

www.uiowa.edu/~laundry
 100 L
 Phone 335-4940, fax 335-4945
 Dave Gray, manager...335-4951

General, health-care linen service

Monica Fuhrmeister,
 supervisor...335-4953

Uniforms, dust control service

Michael Mortland,
 supervisor...335-4960

Mail Services

www.uiowa.edu/~fucsmail
 178 MBSB
 central-mail@uiowa.edu, fax 384-3806
 Kathy Battin, manager...384-3809
 Helen Wilson,
 customer service...384-3802

Bulk mail...384-3802

Dan Coburn, Alex Pop, Joel Yedlik,
 Cindy Yenter

Campus Mail...384-3800

Mike Ealy, Roger Harris, Ron Jenn, Tom
 Lehman, Mark Robe, Ken Thimmesch,
 Florin Veltorean, Carol Waldschmidt
Mail metering, shipping...384-3804
 Jeff Britt, David Larsen,
 Patrick McDonald, Sanda Pop

Parking and Transportation

www.uiowa.edu/~parking
Administration
 Fax 335-6647
 David Ricketts, director...335-8628
 Jim Sayre, associate director...384-3413
 Ann Greenzweig...335-8880
 Starr Jennings...335-8663

Technical systems

LeAnna McGuire...353-5771

Cambus

cambus-dispatching@uiowa.edu,
 fax 335-6647
 Brian McClatchey, manager...335-8632
 Information...335-8633
 Bionic Bus...335-7595,
 bionic-bus@uiowa.edu
 Maintenance facility...335-5208

Commuter Programs

commuter-programs@uiowa.edu,
 fax 335-6649
 Michelle Ribble, manager...384-4457
 Information, ridesharing, bicycles,
 vanpooling...353-5770

Fleet Services

155 West Harrison St.
 motor-pool@uiowa.edu, fax 335-5865
 Mike Wilson, manager...335-5088
 Information, dispatch...384-0564
 Shops, service...335-5102

**Print Services**

www.uiowa.edu/~printsvc
 100 MBSB
 Phone 384-3700, fax 384-3707
 Chris Kula, assistant director...384-3715
 Steve Wilson, plant manager...384-3705

Customer Service

Susan Pauley...384-3708
 Stan Reuter...384-3729
 Kim Scott...384-3709
 Courier...331-5968

Accounting

Carol Iles, manager...384-3701

Color poster printing

Cynthia Freundt...384-3716

Digital color printing

Mike Cash...384-3724
 Kim Burda...384-3755

Design

Leigh Bradford...384-3737

Preparation

Sandie Herwig, manager...384-3713
 Joan Stearns, copy editor...384-3722

Prepress, preflight

Chris Swart, supervisor...384-3718

Production

Allan Bales, supervisor...384-3728

Scanning

Sandie Herwig, manager...384-3713

Publications Order Service

183C MBSB
 Phone 384-3808, fax 384-3918
 Debra Harland, coordinator

Surplus

www.uiowa.edu/~fusmm/surplus.html
 1225 S. Gilbert St.
 Phone 335-5001, fax 335-5482
 Matt Neely, computer sales...353-2961

Parking Facilities Operations

facilities-dispatch@uiowa.edu,
 fax 335-6649
 Jeff Rahn, manager...353-5774
 Information, dispatch, cashiering,
 maintenance...335-8312

Parking facilities

Dental lot...335-8316
 Family Care Center...335-8746
 Field House lot...353-5648
 Hospital Ramp 1...335-8315
 Hospital Ramp 2...335-8300
 Hospital Ramp 3...335-9703
 Hospital Ramp 4...353-4273
 IMU Ramp...335-1472
 Library lot...335-5206
 Lot 13...353-5083
 Lot 14...353-5300
 Newton Road Ramp...384-4573
 North Campus Ramp...335-0271

Parking Services

parking-office@uiowa.edu,
 fax 335-2826
 Linda Hochstedler,
 assistant manager...335-3824
 Linda Noble, outreach...335-1473
 Information, permits, billing, bus
 passes, reporting:
 Field services...335-1481
 Hospital Ramp 2...335-8924
 IMU Ramp...335-1475

We have a few Print Services 2008 calendars left. If you lost yours in the flood and want a replacement, contact Jenean Arnold, 384-3723, jenean-arnold@uiowa.edu. The 2009 set will be available in October.

Address updates, anyone?

If the mailing address on the back of this page is incorrect or if you wish to be added to our mailing list, fill out this form and return it through Campus Mail to: *Into Print*, 126C MBSB, or e-mail jenean-arnold@uiowa.edu. This newsletter is also posted on the web at: www.uiowa.edu/~printsvc/intoprint/intoprint.html.

- Please correct my mailing label.
- Add my name to the Into Print mailing list.
- Delete my name from the Into Print mailing list.
- Make these changes on General Stores' mailing list.

name _____

department _____ room # _____ bldg _____

We are Business Services

Equipment Rental

General Stores

Laundry

Parking & Transportation

Print & Mail Services,

and Surplus, serving

The University of Iowa

community. *Into Print* is distributed free and on request to UI staff, faculty, and students. It is on the Web at www.uiowa.edu/~printsvc/intoprint/intoprint.html.

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TypeStrikes

Wash the incision with soap and water, rinse and pat dr.

News briefs

Mail Services no longer facilitates shipping

Accounts Payable, not Mail Services, now facilitates UPS and FedEx shipping orders. The change took place July 1.

Departments must first establish an account through Accounts Payable, then may order directly on the shipper's website. Outgoing packages must be taken to your building's shipping and receiving area. If it does not have one, they may go in Campus Mail. Mail Services will hold them for pick up at MBSB.

Your shipping history is still accessible on the

Mail Services website. Call Accounts Payable, 353-2503, with questions.

New vendor for safety glasses

The vendor for safety glasses, which some departments require their employees to wear while working, changed to UI Optical on July 28. It is on the second floor of Pomerantz Family Pavilion, near Elevator L and the Skywalk Corner Cafe. It is open Monday through Friday, 8:00 a.m. to 5:00 p.m. The phone number is 384-9922.

For more information see the General Stores website, www.uiowa.edu/~fusmm/stores/safe.html.

2008-09 desk calendars in stock at General Stores

The 2008-2009 UI events calendar (8½ x 11, published by the Registrar) is available

from General Stores. The stock number is 40000; the cost is 95 cents. Order online in SIGS, or fax a General Stores requisition to 384-3918. These are not the same as the Print Services calendar set, which will be available in October.

Herd books are usually available in November. General Stores does not take early orders for these. It will email ordering instructions to its listserv when they arrive.

Contact Judy Williams, 384-3906, judy-williams@uiowa.edu, with questions.

Library copiers updated

Library patrons are seeing new Bizhub 200 self-service copiers in many more locations, in a replacement project that began in the spring.

CopyHawk relocates to MBSB

The Copy Center at IMU (CopyHawk) has relocated to the Mossman Building due to the June flood. It will be known as Copy Center 2 while at MBSB. More than a dozen staff and students cleared all the paper and equipment from the Center in just two days.

Student employee Cara Clonch works to finish an Epidemiology order while evacuation activity takes place around her at CopyHawk. Beside her is Lizzie Ginsberg, also a student employee.



intoprint

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