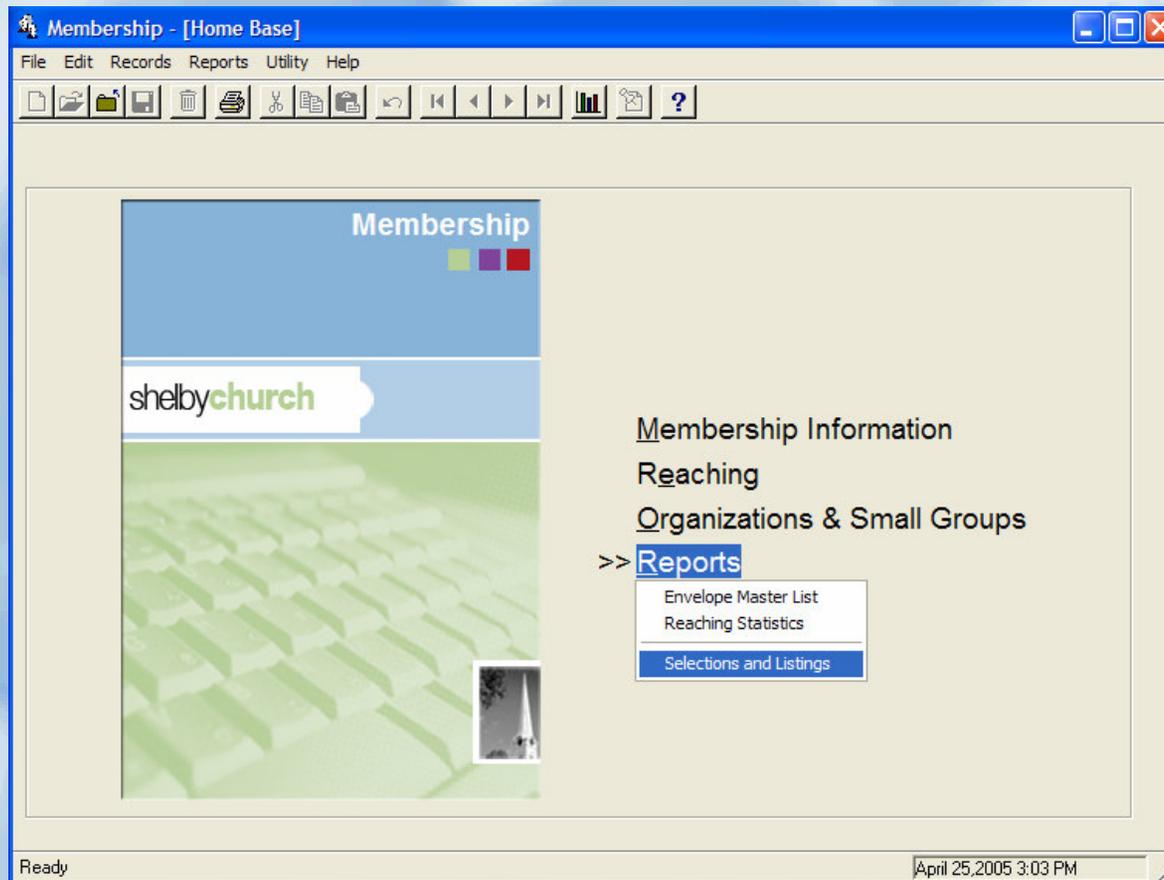


# Using Shelby Mailroom to send bulk mail!

# In Membership go to Reports > Selections & Listings



# To begin Create a New Report

Shelby Selections and Listings -- Started from Membership

File Records Help

Company: First Church In The City

Applications: Membership/Misc. Names/Prospects

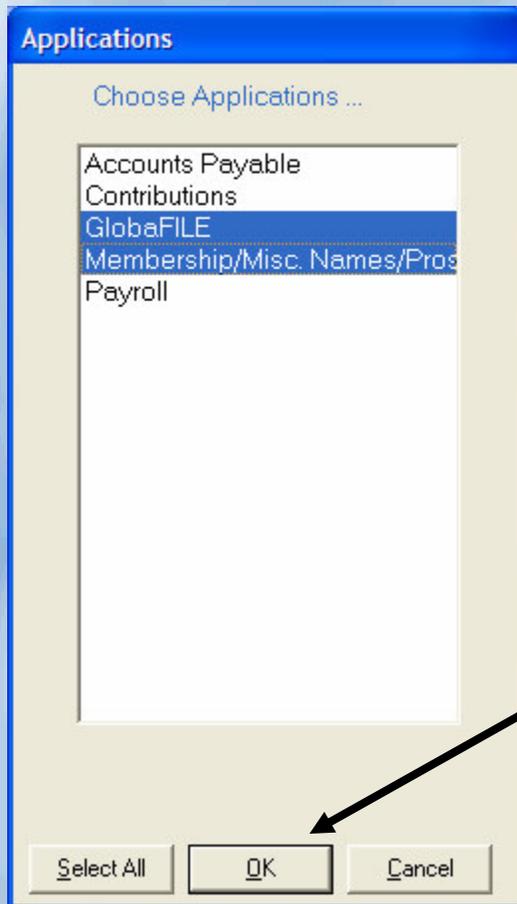
Report Group: Glynda's Reports

Find reports beginning with:

	Report Name	Group	Application	Date Run	# Selected	Sorts	Criteria	Reports
▶	Mailing Labels	Glynda's Reports	MB	08/16/2005	193	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Mailroom labels	Glynda's Reports	MB	04/25/2005	213	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

 To add a new report, click New. To make changes, highlight the report and click Open. To delete a report, highlight the report and click Delete.

# Select Applications



Then Click OK

# Select Report Group and Name Report

**Report Information**

File Help

Company: First Church In The City

Report Group:  ...

Report Name:  Password Required for:  Password:

Application Selections

1. Criteria/Reports    2. Sort    3. Print Parameters    4. Memo

All Applications Selected

Criteria	Reports
<input type="checkbox"/> Activity Center # (MB)	<input type="checkbox"/> Address List (ALL)
<input type="checkbox"/> Additional Comments Memo	<input type="checkbox"/> Attendance Rolls (MB)
<input type="checkbox"/> Address (Specific)	<input type="checkbox"/> Attendance to Date (MB)
<input type="checkbox"/> Address (Type)	<input type="checkbox"/> Build Presort (ALL)
<input type="checkbox"/> Address, Carrier Route	<input type="checkbox"/> Class Cards (MB)
<input type="checkbox"/> Address, City	<input type="checkbox"/> Directory (ALL)
<input type="checkbox"/> Address, E-mail Address	<input type="checkbox"/> Envelopes (ALL)
<input type="checkbox"/> Address, Last Updated Date	<input type="checkbox"/> Export To Phone Tree (ALL)
<input type="checkbox"/> Address, Location	<input type="checkbox"/> Formatted (ALL)

Update Criteria    Clear All Criteria    Update Reports    Clear All Reports

 Double-click Criteria or Reports you want to add. Add Sort fields by choosing the desired sort field and clicking the right-pointing hand. Remove sort fields by clicking the left-pointing hand. Up and down-pointing hands change the order in which the fields are sorted.



# For Report Select Build Presort

**Build Presort**

Mailroom labels

Use Shelby Integrated Presort

Option to Sort Other Selected Reports on Presort Results?

File Name: C:\Shelby\ssv5.dat\presort.sdf

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make Selections
<input type="checkbox"/>	<input type="checkbox"/>	Use Titles
<input type="checkbox"/>	<input type="checkbox"/>	Use Salutation
<input type="checkbox"/>	<input type="checkbox"/>	Post Office Format
<input type="checkbox"/>	<input type="checkbox"/>	Print All Relationships for Other Relationship
<input type="checkbox"/>	<input type="checkbox"/>	Use Address Counter for Address Certified Servic
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create One Entry Per Family

Do Not Print Greeting Type

Address to selected record and not relation

OK Cancel Delete

# The sort order will be determined in Mailroom

**Report Information**

File Help

Company: First Church In The City

Report Group: Glynda's Reports

Report Name: Build Presort

Password Required for: Unsecured

Application Selections

1. Criteria/Reports 2. Sort 3. Print Parameters 4. Memo

Unsorted Fields

- Address - Postal Code
- Address - Postal Code (First 5 Digits)
- Address - State
- Address - State/City
- Address - Street/Number
- Age
- Alphabetical (Last Name/Family #)

Sort Order

- Alphabetical (Full Name)

Page break on first sorted field

**i** Double-click Criteria or Reports you want to add. Add Sort fields by choosing the desired sort field and clicking the right-pointing hand. Remove sort fields by clicking the left-pointing hand. Up and down-pointing hands change the order in which the fields are sorted.

# Next Select Print Parameters

**Report Information**

File Help

Company: First Church In The City Application Selections

Report Group  ...

Report Name  Password Required for  Password

1. Criteria/Reports | 2. Sort | **3. Print Parameters** | 4. Memo

Address to use   Match to Address Selection (Criteria At Current Address)?

Combine Family

List Family

Profiles

Profile Comments   Profile Comments in Descending Order by Begin Date

Status of Individuals To Include

- Include Active Individuals
- Include Inactive Individuals
- Include Deleted Individuals

Types of Individuals To Include

- Include Members
- Include Prospects
- Include Misc

 Double-click Criteria or Reports you want to add. Add Sort fields by choosing the desired sort field and clicking the right-pointing hand. Remove sort fields by clicking the left-pointing hand. Up and down-pointing hands change the order in which the fields are sorted.

# Click Save Icon and then Close. To Run Report click Running Icon.

**Report Information** **Click Save**

File Help

   **Click Close**

Company: First Church In The City

Report Group:  Application Selections

Report Name:  Password Required for:  Password:

1. Criteria/Reports | 2. Sort | 3. Print Parameters | 4. Memo

All Applications Selected

Criteria		Reports	
<input checked="" type="checkbox"/>	Family Position	<input checked="" type="checkbox"/>	Build Presort (ALL)
<input type="checkbox"/>	Activity Center # (MB)	<input type="checkbox"/>	Address List (ALL)
<input type="checkbox"/>	Additional Comments Memo	<input type="checkbox"/>	Attendance Rolls (MB)
<input type="checkbox"/>	Address (Specific)	<input type="checkbox"/>	Attendance to Date (MB)
<input type="checkbox"/>	Address (Type)	<input type="checkbox"/>	Class Cards (MB)
<input type="checkbox"/>	Address, Carrier Route	<input type="checkbox"/>	Directory (ALL)
<input type="checkbox"/>	Address, City	<input type="checkbox"/>	Envelopes (ALL)
<input type="checkbox"/>	Address, E-mail Address	<input type="checkbox"/>	Export To Phone Tree (ALL)
<input type="checkbox"/>	Address, Last Updated Date	<input type="checkbox"/>	Formatted (ALL)

 Double-click Criteria or Reports you want to add. Add Sort fields by choosing the desired sort field and clicking the right-pointing hand. Remove sort fields by clicking the left-pointing hand. Up and down-pointing hands change the order in which the fields are sorted.

**Shelby Selections and Listings -- Started from Mem**

File Records Help

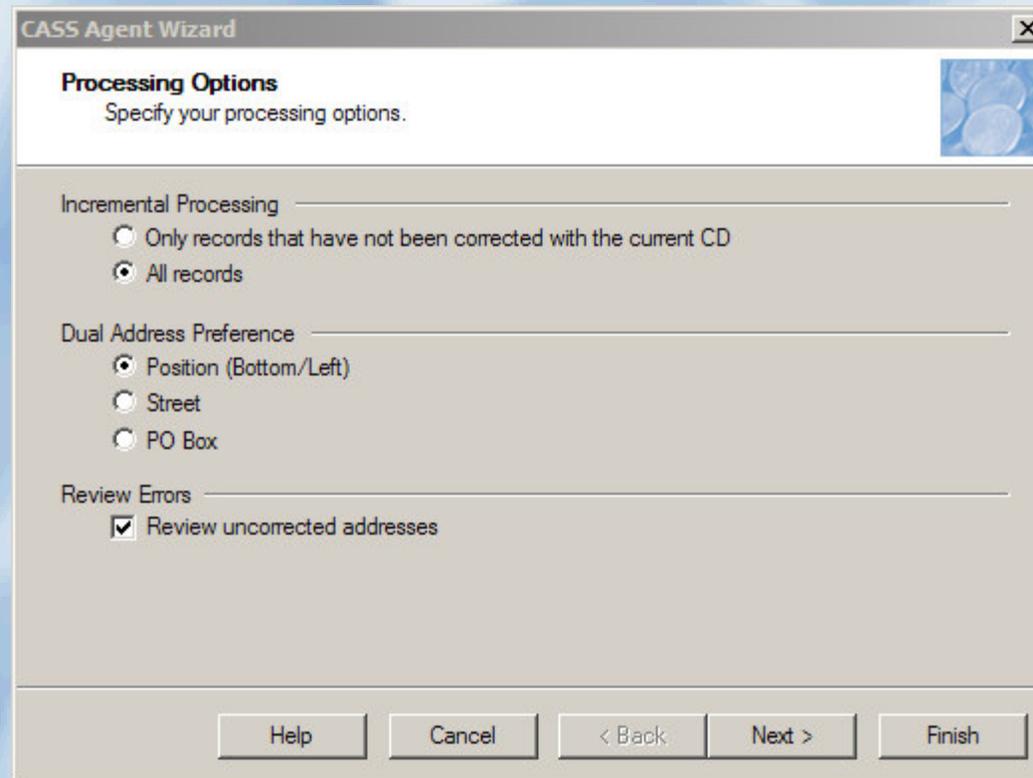
       

Company: First Church In The City

Applications:

**Click to Run**

# The CASS Wizard will begin your Mailroom processing.



The screenshot shows a dialog box titled "CASS Agent Wizard" with a close button (X) in the top right corner. The main heading is "Processing Options" with the instruction "Specify your processing options." and a small icon of three coins. The dialog is divided into three sections, each with a horizontal line separator:

- Incremental Processing**
  - Only records that have not been corrected with the current CD
  - All records
- Dual Address Preference**
  - Position (Bottom/Left)
  - Street
  - PO Box
- Review Errors**
  - Review uncorrected addresses

At the bottom of the dialog, there are five buttons: "Help", "Cancel", "< Back", "Next >", and "Finish".

**CASS = Coding Accuracy Support System**

# Select Address Formatting & Click Next

**CASS Agent Wizard** [X]

**Formatting Options**  
Specify your formatting options.

Unit Information Placement  
 On delivery address line     Above delivery address line

Address Element Format

Directionals:	<input checked="" type="radio"/> Abbreviate	<input type="radio"/> Full	<input type="radio"/> Abbreviate with punctuation
Street Suffix:	<input checked="" type="radio"/> Abbreviate	<input type="radio"/> Full	<input type="radio"/> Abbreviate with punctuation
Unit Designator:	<input checked="" type="radio"/> Abbreviate	<input type="radio"/> Full	<input type="radio"/> Abbreviate with punctuation
Rural Route/Hwy Contract:	<input checked="" type="radio"/> Abbreviate	<input type="radio"/> Full	<input type="radio"/> Abbreviate with punctuation

Casing  
 Mixed Case     UPPER CASE     lower case  
 Apply casing to business name  
 Apply casing to name fields

Uncorrected Addresses  
 Update city, state, and/or ZIP code when possible

Help    Cancel    < Back    Next >    Finish

# Fill-in your Mailing Information and Click Finish.

**CASS Agent Wizard** [X]

**Mailer Address**  
Specify the mailer's name and address.

List Processor \_\_\_\_\_

Processor Name:

Mailer \_\_\_\_\_

Company Name:

Address:

City, State, and ZIP Code:

# Those addresses not CASS certified can be reviewed

**CASS Results**

CASS Certifying

Database Date: February 2005  
Time Started: 03:59:10 PM  
Elapsed Time: 00:00:02  
Records Processed: 213

Exit  
Pause

Coded			Results		
Zip+4:	212	100%	Errors:	1	0%
5-Digit:	213	100%	Warnings:	6	3%
Car-Rt:	212	100%	Valid:	212	100%

**Review of 'CASS Records'**

Original Record: 346

9399 WOODCUTTER COVE

BARTLETT TN

38133

Name  
Company  
Address Line 1: 9399 WOODCUTTER COVE  
Address Line 2  
City, State: BARTLETT TN  
Zip, Car-Rt: 38133

LookUp  
Retry  
Keep

Records to be reviewed: 1

Exit  
Help

**Address Browser**

Original Address: 9399 WOODCUTTER COVE  
Bartlett TN 38133

Search Address

City/St/ZIP: Bartlett TN Find  
Street: Woodcutter Cv Clear  
Primary: 9399  
Secondary:

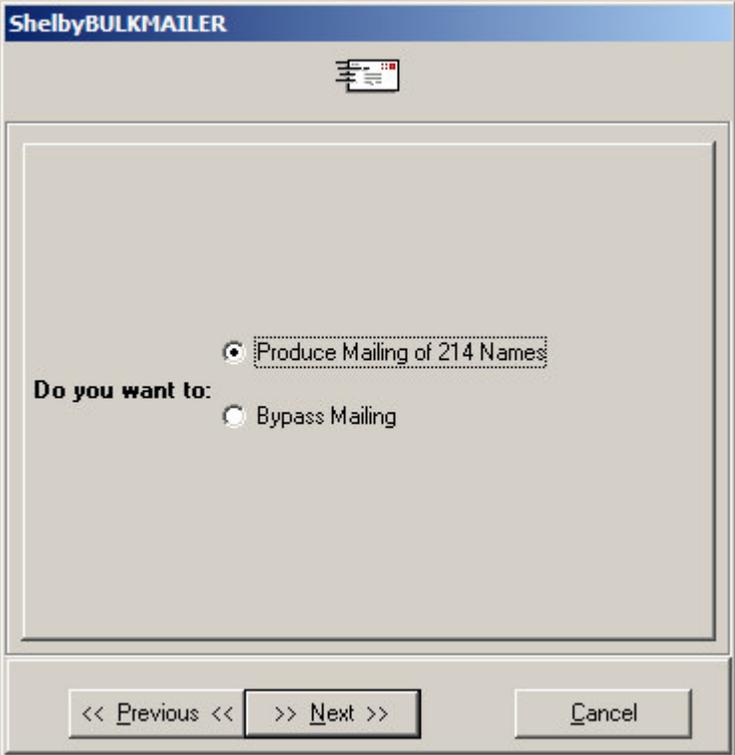
Result Address Update  
Cancel

Pre	Street	Suffix	Post
	Windy Trail	Cv	
	Wishing Star	Cv	
	Wolf Hollow	Dr	
	Wolf Lake	Dr	
	Wolf Pine	Ln	
	Wolf Shadow	Ln	
	Wolf Spring	Ln	
	Wolf Trace	Ln	
	Wolf Valley	Ln	
	Wolf Willow	Ln	
	Wolfcreek	Pkwy	
	Wolfden	Cir	
	Wolstenholme	Cv	
	Wolstenholme	Dr	
	Wood Berry	Ct	
	Wood Hearth	Ct	
	Wood Hearth	Cv	
	Wood Thrush	Cv	
	Wood Thrush	Dr	
	Woodfield Park	Rd	

**In this example there is not a street named WOODCUTTER COVE.**



**Once you close the Address Correction screen, you will begin the Presort Agent Process. Click Next to continue.**



The screenshot shows a dialog box titled "ShelbyBULKMAILER". The main content area contains the text "Do you want to:" followed by two radio button options: "Produce Mailing of 214 Names" (which is selected) and "Bypass Mailing". At the bottom of the dialog, there are three buttons: "<< Previous <<", ">> Next >>", and "Cancel".

# Next select to Create a New Template or Use an Existing one.

**PRESORT Agent Wizard** [X]

**Sort Templates**  
You can save your settings as a template for future use.

Template Selection \_\_\_\_\_

Do not use template

Create new template    Name:

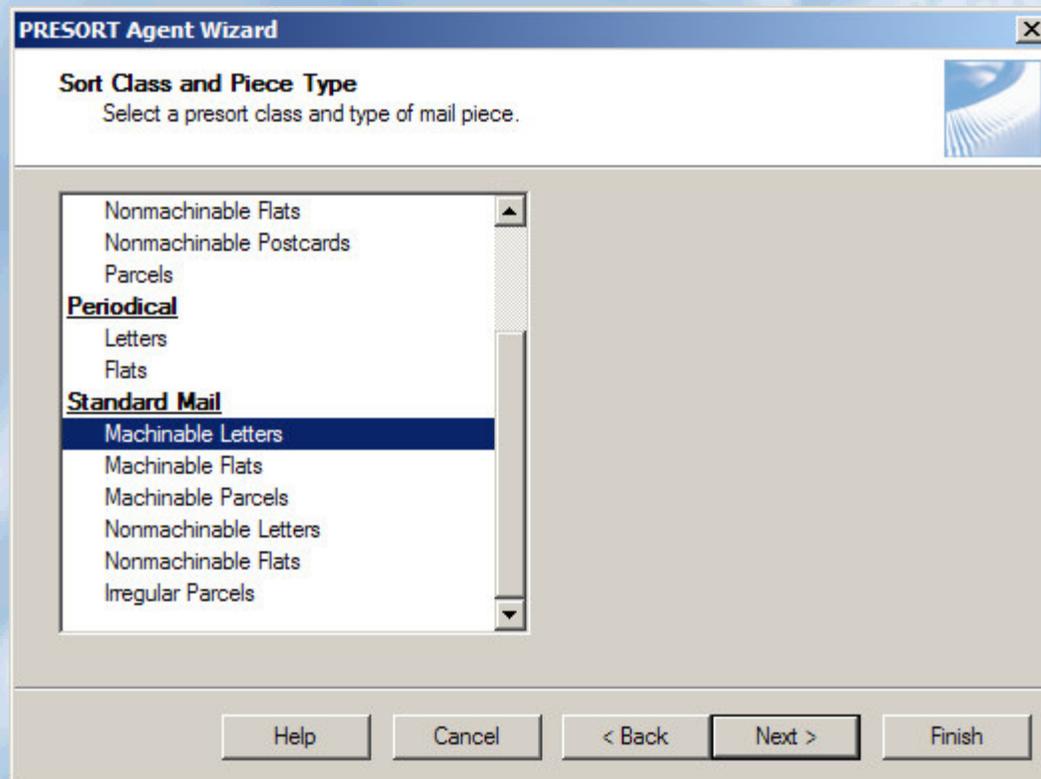
Use existing template

 Copy     Delete

Name	Last Modified
Statements	01/20/06
Periodicals	01/20/06
Standard	01/20/06
Monthly News	01/20/06

Help    Cancel    < Back    Next >    Finish

# I will be using a Template for Standard Mail

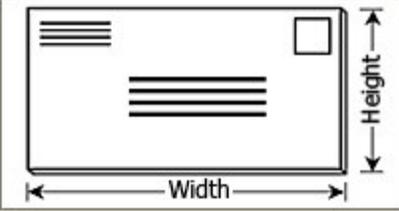


# On the Next Tab enter Mail Piece Information

**PRESORT Agent Wizard**

**Mail Piece Information**  
Enter the dimensions and weight of your mail piece.

Piece Dimensions



Height: 4.125 in

Width: 9.5 in

Thickness: 0.04 in based on 1 piece(s)

Piece Weight

Fixed: 1 oz(s) based on 1 piece(s)

Help Cancel < Back Next > Finish

# The Next Tab will have Settings for Sort levels and other sorting options

**PRESORT Agent Wizard** [X]

**Sorting Preparation**  
Select sort levels and define sorting options.

Sort Levels

First sort level: Carrier Route (Auto) [v]

Second sort level: Automation [v]

Third sort level: Presort [v]

Advanced Options

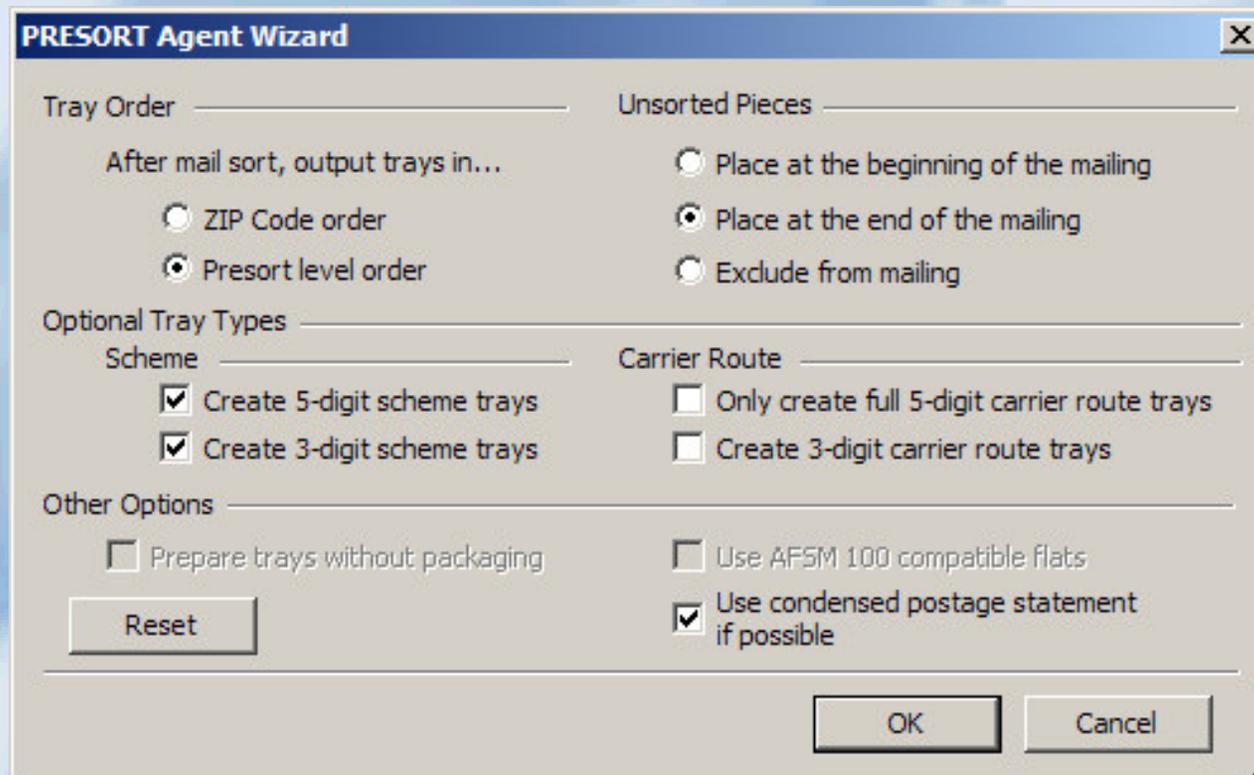
Sorting... [v]

Trays... Use 1' and 2' Trays; 6.00 in. max packages

Pallets... Not using pallets

Help Cancel < Back Next > Finish

# Under Advanced Options Sorting, select desired Options



**PRESORT Agent Wizard** [X]

Tray Order \_\_\_\_\_

After mail sort, output trays in...

- ZIP Code order
- Presort level order

Unsorted Pieces \_\_\_\_\_

- Place at the beginning of the mailing
- Place at the end of the mailing
- Exclude from mailing

Optional Tray Types \_\_\_\_\_

Scheme \_\_\_\_\_

- Create 5-digit scheme trays
- Create 3-digit scheme trays

Carrier Route \_\_\_\_\_

- Only create full 5-digit carrier route trays
- Create 3-digit carrier route trays

Other Options \_\_\_\_\_

- Prepare trays without packaging
- Use AF5M 100 compatible flats
- Use condensed postage statement if possible

Reset [OK] [Cancel]

# Click Next to set up a Permit Template

**PRESORT Agent Wizard**

**Mailing and Permit Information**  
Enter mailing information and select/create a permit.

This Mailing

Mailing Drop ZIP Code:  Job ID:

Mailing Date:  Sequenc

Federal A

Permit Holder

New  Edit  Copy  Delete

Permits
Statements
Periodicals
MonthlyNews

Help Cancel < Back

**PRESORT Agent Wizard**

Permit Agent Organization

Enter your mailing permit information.

Permit Information

Permit Number:  Type:

Issuing Post Office:  Date Issued:

Permit Holder Address

Contact Name:

Company Name:

Address:

City, St, ZIP Code:

Telephone:  Email:

CAPS Customer ID:

OK Cancel Clear Help

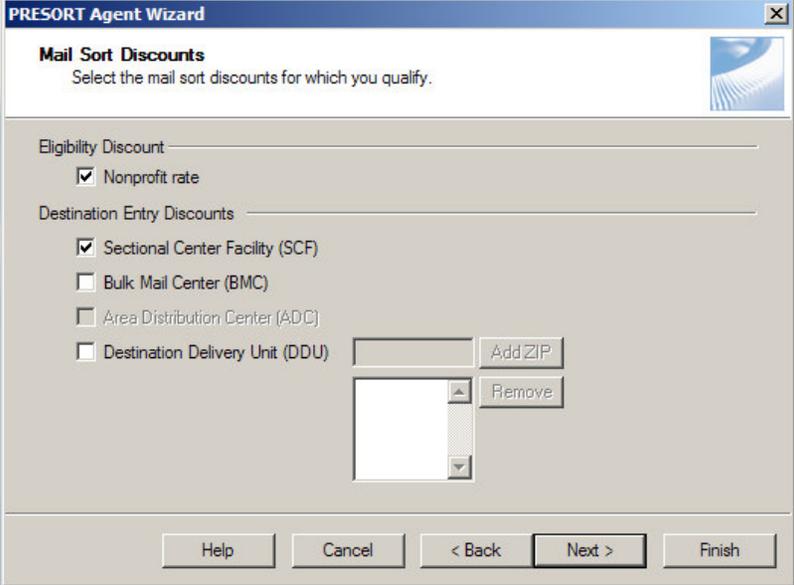
# Click Entry Points to assign any Applicable Discounts

**DDU (destination delivery unit) rate** —  
A discount/rate available to Periodicals and Standard

Mail (A) that is properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

**SCF (sectional center facility)** — A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

**Bulk Mail Center (BMC):** A highly mechanized mail processing plant that distributes Standard Mail and Package Services in piece and bulk form. Also see auxiliary service facility.



The screenshot shows a window titled "PRESORT Agent Wizard" with a sub-header "Mail Sort Discounts". Below the sub-header is the instruction "Select the mail sort discounts for which you qualify." The window contains two sections: "Eligibility Discount" with a checked checkbox for "Nonprofit rate", and "Destination Entry Discounts" with checkboxes for "Sectional Center Facility (SCF)", "Bulk Mail Center (BMC)", "Area Distribution Center (ADC)", and "Destination Delivery Unit (DDU)". To the right of the "Destination Delivery Unit (DDU)" checkbox is an "Add ZIP" button and a list box. Below the list box is a "Remove" button. At the bottom of the window are buttons for "Help", "Cancel", "< Back", "Next >", and "Finish".

# Click Next to setup the Tray Label

**PRESORT Agent Wizard** [X]

**Tray Label Layout**  
Describe your label stock.

Printer Type  
 Laser or Inkjet  Dot Matrix

Label Layout  
New Edit Copy Delete

Layouts	Paper:	8.5" x 11.0"	Details...
2x5 Sheet 1	Label Size:	3.25" x 2.00"	
2x5 Sheet 2	Layout:	2 x 5	

Mailer Information  
Company Name:   
City, State & ZIP Code:

Help Cancel < Back Next > Finish

# The next screen will allow you to view Presort results, Select Reports to Print, and setup a Label Template.

**Progress**

Job Information

Presort Template: Standard Elapsed Time: 00:00:00  
Phase: Sort Completed

100%

Sort Information

Presort	Count	Trays
Level 1: Carrier Route (Auto)	0	0
Level 2: Automation	207	4
Level 3: Presort	1	1
Level 4:		
Remainder:		
Total:	208	5

Reports

Required

- Qualification Report
- Postage Report
- Container Labels
- Save to file ...

Recommended

- Mail Sort Summary
- ZIP Code Listing

Labels and Envelopes

New Copy Delete

Template	Modified
Periodical Konica	11/16/2005
New Template Ink-Jet	11/18/2005
MonthlyMailingPitneyBowes	11/18/2005
Envelope With Return A...	12/01/2005

Preview Print... Save As PDF... Preview Print... Close

# Click New to setup a new Label Template

**Progress**

Job Information

Presort Template: Standard

Phase: Sort Completed

Sort Information

Presort	Count
Level 1: Carrier Route (Auto)	0
Level 2: Automation	207
Level 3: Presort	1
Level 4:	
Remainder:	
Total:	208

Reports

Required

- Qualification Report
- Postage Report
- Container Labels
- Save to file ...

Recommended

- Mail Sort Summary
- ZIP Code Listing

Labels and Envelopes

Template

- Periodical Konica
- New Template Ink-Jet
- MonthlyMailingPitney
- Envelope With Return

**Label Designer Wizard**

**Print Mail Template Type**

Select the type of output to be generated by this template.

Template Type

- Label - Sheet or Continuous  
Select this option to print cut-sheet or continuous-form mailing labels on laser, inkjet, or dot matrix printers.
- Envelopes - Graphical Output  
Select this option to print envelopes and mailing pieces on a laser or inkjet printer. You can also select this option if you are using a direct-impression printer that supports Windows print drivers.
- Envelopes - Plain-Text Output  
Select this option to send generic text to older-model direct impression printers or printers that require a text file. You can also use this option to control the address location using the printer settings.

# Select type of Label or Mail Piece

**Label Designer Wizard**

**Label Options**  
Select the layout. Choose Create New Layout to define a new layout if your labels are not listed.

Label Layout

New

Name	Layout	Height	Width
Avery 5159	2 x 7	1 1/2"	4"
Avery 5160	3 x 10	1"	2 5/8"
Avery 5161	2 x 10	1"	4"
Avery 5162	2 x 7	1 1/3"	4"
Avery 5260	3 x 10	1"	2 5/8"
Avery 5261	2 x 10	1"	4"
Avery 5262	2 x 7	1 1/3"	4"
Avery 5560	3 x 10	1"	2 5/8"
Avery 5810	3 x 10	1"	2 5/8"
Avery 5922	2 x 7	1 1/3"	4"
Avery 5960	3 x 10	1"	2 5/8"

Name: Avery 5159  
Layout: 2 x 7  
Label: 1 1/2" x 4"  
Paper Size: 8 1/2" x 11"

Details...

Help Cancel < Back Next > Finish

# Select Address Block Options

**Label Designer Wizard** [X]

**Address Block Options**  
Select the type of address block to include in this template.

Address Block \_\_\_\_\_

- Create a blank template.
- Add a basic address block.
- Add an address block with the endorsement line.
- Add an address block with the barcode.
- Add an address block with the barcode and endorsement line.
- Add a custom address block:

Address Block Location \_\_\_\_\_

Left Indent:  inches

Top Indent:  inches

# Enter Title for new template

**Label Designer Wizard Summary** 

Review the settings of your template to confirm they are correct, then save the template.

Summary \_\_\_\_\_

Type: Labels - Sheet or Continuous

Printer: \\printserver\Support 2

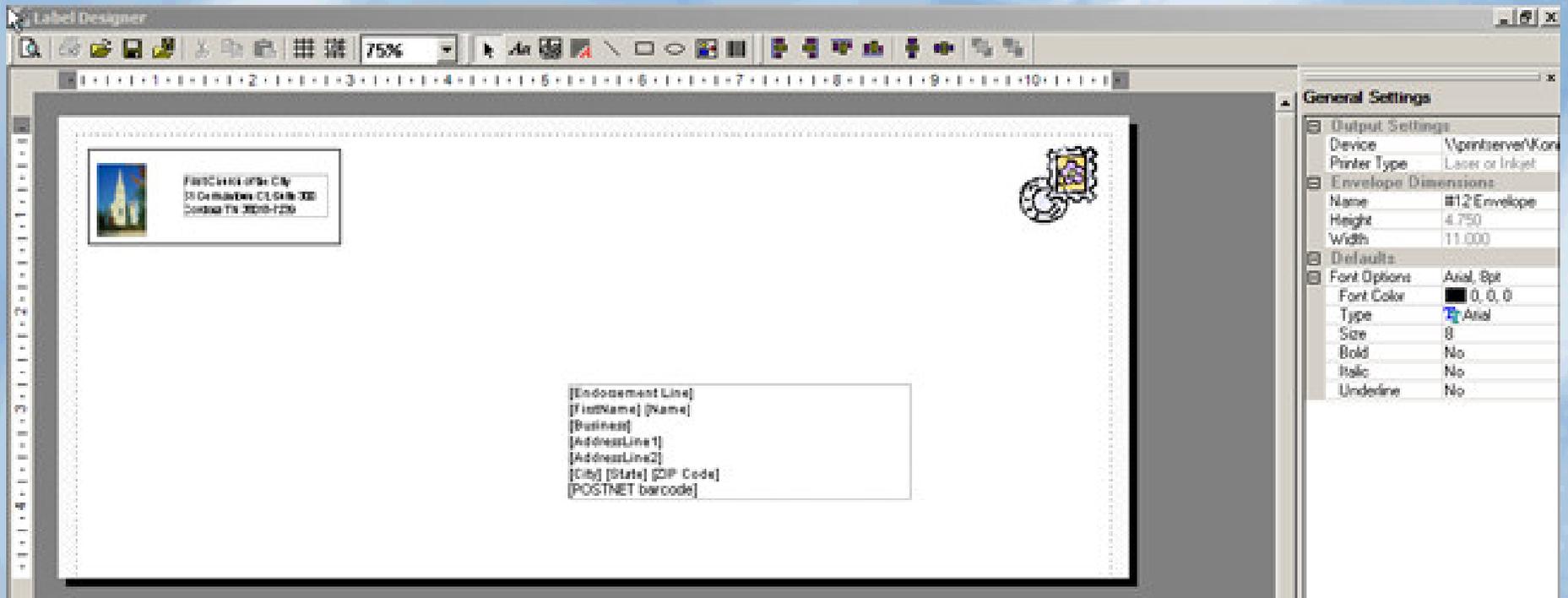
Layout: Avery 5159

Address block with endorsement line and barcode selected.

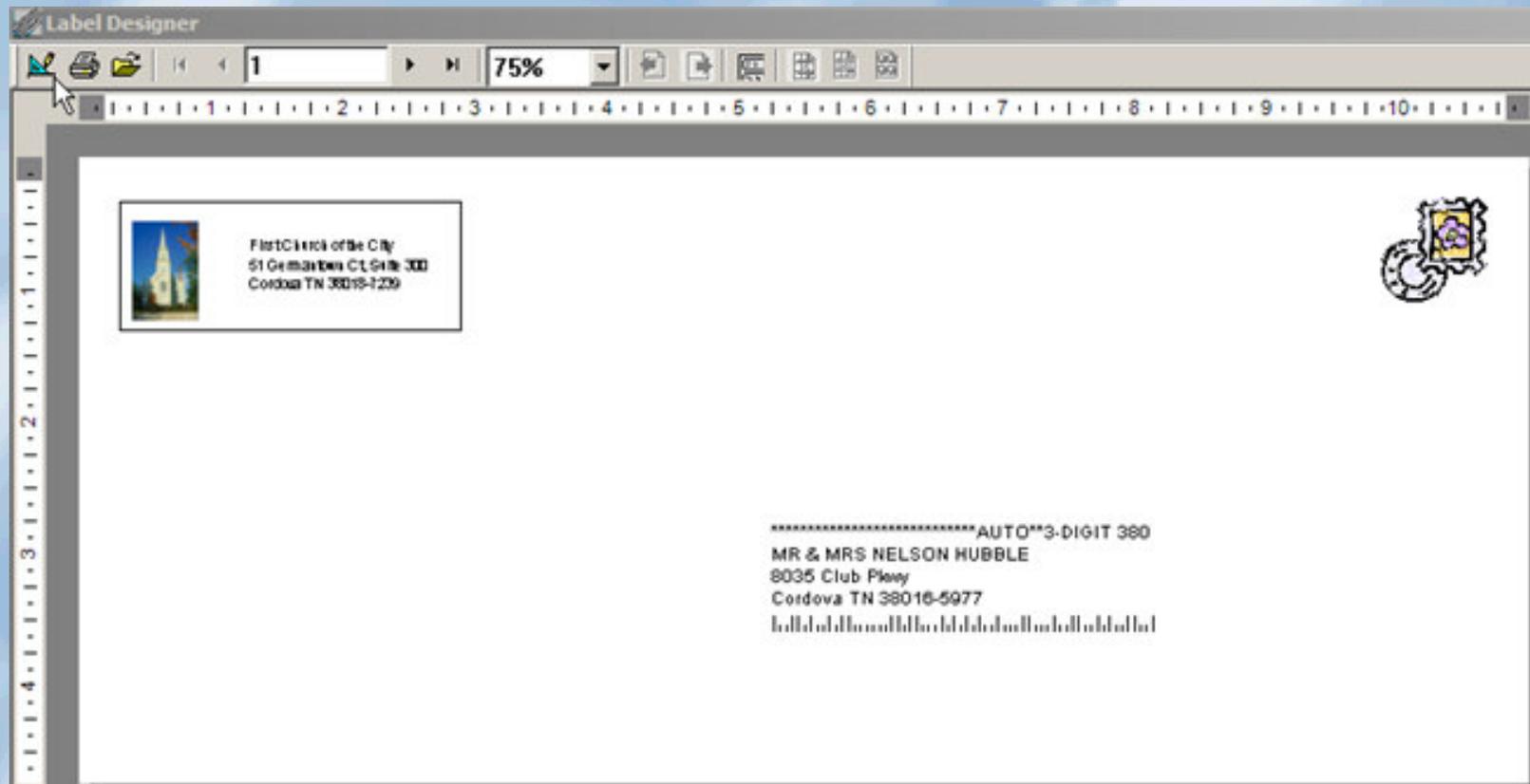
Template \_\_\_\_\_

Name:

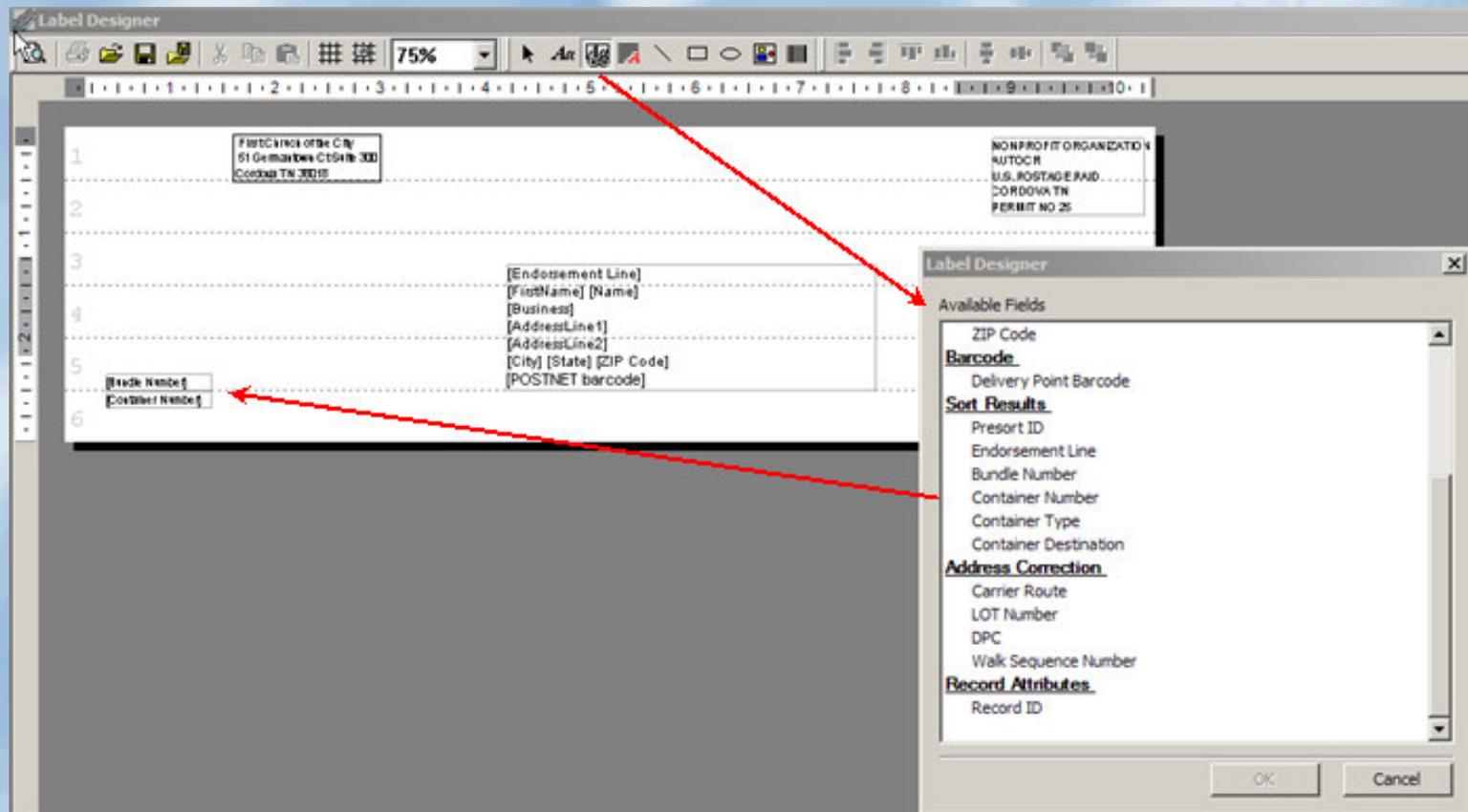
# Click Finish to see Label Designer



# To view design with Names and Addresses click on the Magnifying Glass

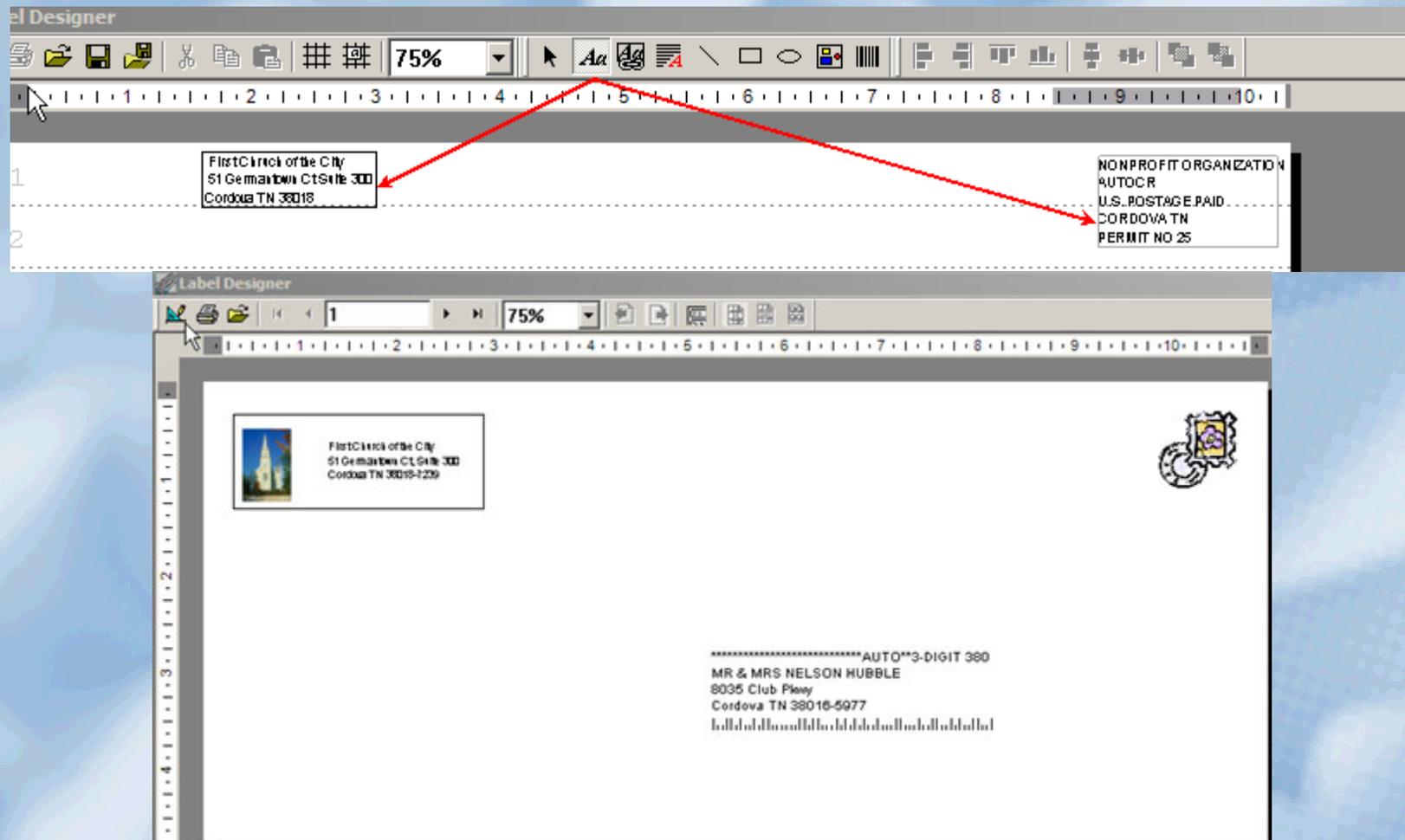


# You can add items to template using the Database Fields Menu to insert data.



# You can also add Static Text and Insert Picture to the mail piece.

[www.usps.com/businessmail101/postage/designPermit.htm](http://www.usps.com/businessmail101/postage/designPermit.htm)



# Glossary

**area distribution center (ADC)** - A mail processing facility that receives and distributes mail destined for specific ZIP Codes under the Managed Mail Program (MMP). An ADC is one of the points within the national MMP distribution network.

**automated area distribution center (AADC)** - A distribution center that uses multiline optical character readers (MLOCRs), barcode sorters (BCSs), and other equipment designed for processing automation-compatible mail.

**automation-compatible mail** - Mail that can be scanned and processed by automated mail processing equipment such as a barcode sorter.

**bulk mail** - Mail that is rated for postage partly by weight and partly by the number of pieces in the mailing. The term is generally used to refer to Standard Mail (A).

**bulk mail center (BMC)** - A highly mechanized mail processing plant that distributes Standard Mail in piece and bulk form.

**Coding Accuracy Support System (CASS)** - A service offered to mailers, service bureaus, and software vendors that improves the accuracy of matching to delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mail pieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems.

**delivery point barcode (DPBC)** - A POSTNET barcode that consists of 62 bars with beginning and ending frame bars and 5 bars each for the nine digits of the ZIP+4 code, the last 2 digits of the primary street address number (or post office box, etc.), and a correction digit. The DPBC allows automated sortation of letter mail to the carrier level in walk sequence.

**destination delivery unit (DDU) rate**- A rate available for Periodicals and Standard Mail that is properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

**destination sectional center facility (DSCF) rate**- A rate available for Periodicals (except In-County) and Standard Mail that is properly prepared and entered by the mailer at the sectional center facility (SCF) (or, for certain Parcel Post, at the BMC) that serves the delivery address on the mail.

**entry SCF** - The sectional center facility (SCF) at which mail is entered by the mailer or that serves the post office where the mail is entered. An SCF can have responsibility for an area covering either single- or multi-3-digit ZIP Codes.

# Glossary

**flat-size mail** - A mailpiece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for automation rate flat-size mail eligibility. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.

**letter-size mail** - A mail processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail (that is, 11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick).

**line-of-travel (LOT) sequence** - A presort for Enhanced Carrier Route rates in which mailpieces are arranged by ZIP+4 codes in the order in which the route is served by the carrier. The mailpieces are sequenced in delivery order.

**Machinable** - The capacity of a mailpiece to be sorted by mail processing equipment.

**nonmachinable** - The incapacity of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually.

**package** - A group of addressed pieces assembled and secured together to make up a basic unit of bulk mail for processing purposes.

**optional endorsement line (OEL)** - A series of specific printed characters on the top line of the address block that identifies the sortation level of a package or bundle and may contain an ACS participant code. The OEL is used in place of package labels.

**Periodicals** - A class of mail consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.

**Standard Mail (A)** - Standard Mail matter that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Enhanced Carrier Route Standard Mail, and Nonprofit Enhanced Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail (A) may be sent at presorted rates and at automation rates.

# Glossary

## **presort levels - Terms used for presort levels are defined as follows:**

**firm:** all pieces for delivery at the business address shown on the top piece of a package or bundle.

**carrier route:** all pieces for delivery on the same city route, rural route, highway contract route, post office box section, or general delivery unit.

**5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.

**5-digit scheme:** the 5-digit ZIP Codes identified in the USPS City State File and processed by the USPS as a single scheme and that, subject to standard, may be presorted together as a single group. The 5-digit scheme sort is always optional.

**3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits.

**3-digit scheme:** the ZIP Code on the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme and that, subject to standard, may be presorted together as a single group.

**entry SCF 3-digit(s):** the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the postal facility in whose service area the mailer is located.

**SCF:** the separation includes pieces for two or more 3-digit areas served by the same SCF.

**ADC/AADC:** all pieces are addressed for delivery in the service area of the same ADC or AADC.

**ASF/BMC:** all pieces are addressed for delivery in the service area of the same ASF or BMC.

**DSCF:** pieces sorted to and entered at the destination SCF. (Also see plant-verified drop shipment.)

**DDU:** pieces sorted to and entered at the destination delivery unit.

**BMC Presort:** pieces sorted to BMCs if Machinable or BMC/ASF if nonmachinable. Entered at a facility (other than BMC) that accepts bulk mail.

# Glossary

**OBMC Presort:** pieces sorted to BMCs if Machinable or BMC/ASF if nonmachinable. Entered at a BMC.

**mixed (BMC, AADC, etc.):** the pieces are for more than one presort destination.

**residual [pieces/packages/sacks]:** mail that is left over after completion of a presort sequence. Residual mail lacks the volume set by standard to require or permit package or bundle preparation to a particular destination. (Also called nonqualifying or working mail.)

**ZIP+4** - The nine-digit numeric code, established in 1981, composed of two parts: (a) The initial code: the first five digits that identify the sectional center facility and delivery area associated with the address, followed by a hyphen; and (b) the four-digit expanded code: the first two additional digits designate the sector (a geographic area) and the last two digits designate the segment (a building, floor, etc.). ZIP+4 is a USPS trademark.