<center>Interoffice Memorandum</center>

Date:

To: All Department Administrators

From: New Mail Runs, Improved Service

New hours for our mail room. Runs to and from the post office will take effect Monday, October 17. They should guarantee that we get all our mail the same day the post office secures it, and drop our outgoing mail in time so it will leave Bellevue that day. As you know, we haven't been doing very well at this recently.

Earlier Closing Will Make the Trains and Planes

The mailroom will close at 3:30 p.m. each day. That way our Mailing department can get the outgoing mail to the post office by 4:00 -- in enough time to meet the planes and trains.

As it has been, we've been getting our mail out too late, so it has had to sit in the post office overnight.

If your department has a massive mailing (leaflet and the like), please bring it to the mailroom by 2:30. That way it will be sure to go out with our afternoon drop.

If you have vital mail that doesn't make the 4 p.m. deadline, you may prefer to mail it yourself rather than have it heldup a day.

Pickup to Change to Afternoons

We'll convert from a morning to an afternoon pickup of mail. (On Mondays we'll have both, the morning pickup taking care of weekend mail that has amassed in the post office.)

The afternoon pickup will be right after we drop off our outgoing mail. That means all the mail the post office

secures on Monday, we receive on Monday. That will give
us time to sort it that evening or early the next
morning. As things have been, the morning pickup has
put a lot of pressure on us, and we've had to rush the
sorting procedure.

I believe each of you will see the refinement.

This same approach can be used to get help with any of the   function keys and sub-menus that are used in WordPerfect.   After you load the WordPerfect 5.0 program you may want to   experiment with getting HELP.

If you want to have hard copies of the help screens, simply   press <Shift Printscreen> while viewing the help screen and   it will output to your printer.

NOTE: Be sure your printer is on and has paper in it.