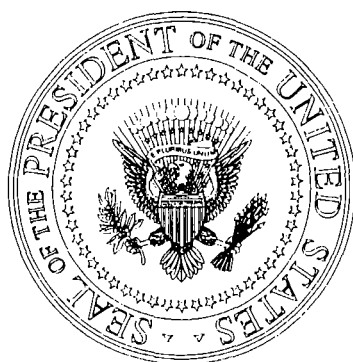
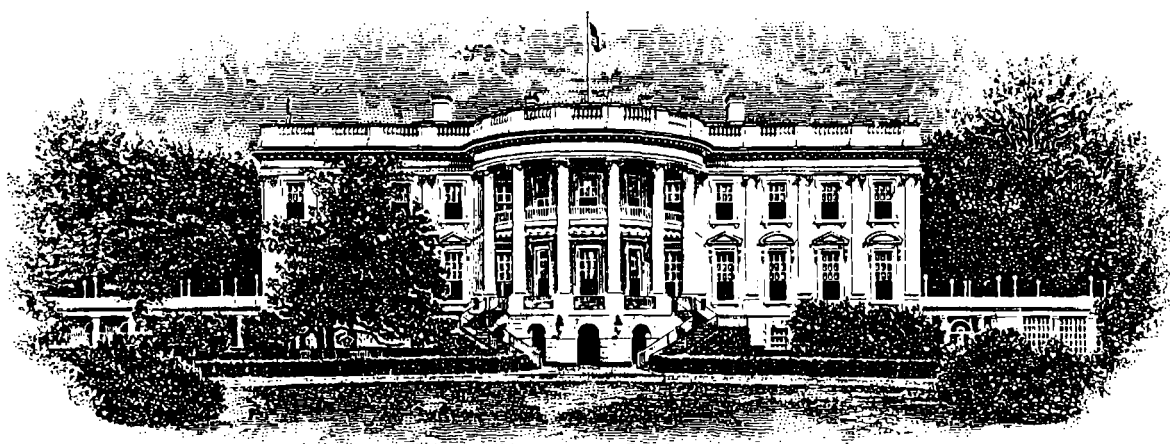


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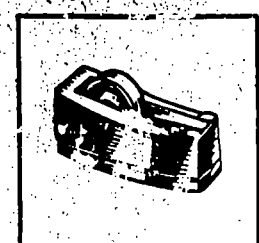
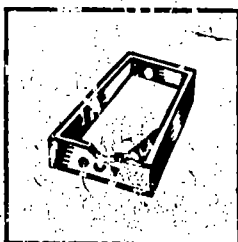
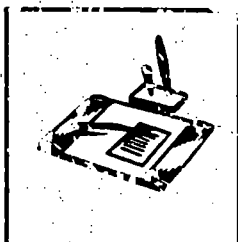
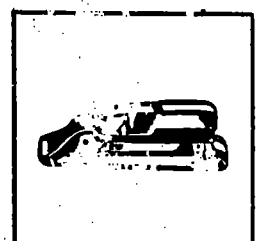
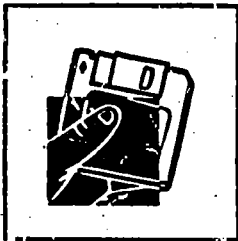
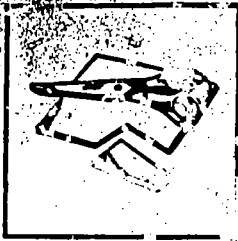
Telephone x52622

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- Orders received by 10:00 AM will be delivered on the same day.
- Orders received after 10:00 AM will be delivered the next business day.
- Please make requests for copier paper separately from other items.
- Interns and volunteers must make requests in the name of permanent staff members.

Revised 4/97

DRAFT



*Customer
Supply
Catalog*

*May
1997*

General Information

Our goal is to provide EOP customers with cost-effective office supplies. We serve our customers from an offsite location at the Anacostia Naval Air Station, and our customers should have the following delivery expectations:

- Orders faxed to us by 10:00 AM will be delivered by the close of the business day.
- Orders received after 10:00 AM will be delivered the next business day.

Please call us at x52622 on business days between the hours of 9:00 AM and 5:00 PM. Our fax number is ~~x54519~~ X 5-4562.

Fax Order Process

Orders are placed by writing the stock number and description found in the catalog on a fax order form (along with delivery information). The form should then be faxed to the supply operation.

Please let us know if you do not understand the description of an item in our catalog. If our customers don't understand the terminology, then we want to improve the wording of the description. It's best to let us know this information via e-mail to the SUPPLY account.

Interns and volunteers must request supplies in the name of a permanent staff member. The employee who holds your office's supply card should sign as the approving official (interns cannot sign for supply purchases). If you have lost your office's supply card, please call us and we'll make another one for you.

Proactive Supply Planning

Since we no longer maintain on-site stores within the EOP complex, it is not possible to provide emergency items at a moment's notice. Therefore, we recommend that EOP offices review their supply needs periodically. If you would be adversely impacted if you ran out of a particular item (such as a printer or fax cartridge), then please keep a spare in your supply cabinet. You should immediately place a reorder once you use the spare.

Supply Policies

We update our product line to reflect the changing needs of our customers. Please let us know your recommendations for new products. We are especially interested in knowing about your new faxes, printers, or copiers (we also need to know what you're phasing out). Please let us know of changes in your office equipment configuration. This information helps us to order supplies in appropriate quantities — and to know what to discontinue.

In order to manage our inventory effectively, we have standardized the items we carry. If a specific item you desire is not included in the catalog, we hope that you will find another item which will serve your needs.

Agencies are charged for the cost of their supply purchases. But if you feel that we have made a mistake on a supply receipt, we'll work with you to make the appropriate correction.

We carry supply items which are used in at least two EOP offices; we don't carry items which are used only by one office in the EOP. Therefore, if your office is the only one in the EOP with a certain copier model then your office should process its own orders for the toner and developer cartridges (we can help you determine your needs).

Copier Paper Deliveries

Orders for copier paper should be placed on separate order forms from all other supplies. Since copier paper cartons are too heavy to incorporate with the interoffice mail runs, we have scheduled the following delivery days for copier paper distribution:

OEOP: Wednesdays and Fridays

NEOP: Tuesdays and Thursdays

The OA mail service currently oversees the copier paper maintained in the East Wing and West Wing. We will schedule copier paper deliveries to other EOP buildings.

Environmentally Friendly Supplies

In keeping with the administration's recycling goals, we offer many environmentally-friendly products. We especially encourage use of recycled toner cartridges and unbleached paper.

Used toner cartridges should be returned for recycling. When you replace a toner cartridge, just put the old cartridge in the carton and write "RETURN FOR RECYCLING" on the outside. The mail staff will pick it up in the interoffice mail and deliver it to supply.

Customer Service

Please call us with any questions about our supply procedures or policies. We'll work with you and your agency's administrative staff to find the best way to serve your needs.

We are especially interested in hearing recommendations from our customers. And if you're unhappy about any aspect of our operations, we want to know about it.

Bulletin Board



Executive Office of the President
Office of Administration

Fax Orders to: 395-4562

Telephone x52622

Requisition for Supplies

Requestor's Name										Date													
Account Code				Agency/Division						Building/Room				Phone				Fax No.					
Catalog Item Number								Catalog Page		Description										Unit of Issue		Quantity	
										Approving Official (Print)													
										Approving Official's Signature (I certify that the items listed on this slip are for official business of the U.S. Government)													

- Orders received by 10:00 AM will be delivered on the same day.
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ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Adhesives

0398132	GLUE STICK (0.17 OZ.)	\$.28	EA
2918625	RUBBER CEMENT (4 OZ.)	\$1.16	BT

Batteries

9002139	BATTERY, 9 VOLT	\$1.10	EA
9857845	BATTERY, AA	\$.22	EA
8264798	BATTERY, AAA	\$.29	EA
9857846	BATTERY, C	\$.49	EA
8357210	BATTERY, D	\$.75	EA
L000689	BATTERY, N	\$.25	EA

Binders

2815972	BINDER LABEL HOLDER, 1"	\$.91	BX
2723044	BINDER LABEL HOLDER, 2"	\$.90	BX
L000630	BINDER, .5" BLACK, 8.5"x11"- W/ VIEW COVER	\$1.46	EA
L000119	BINDER, .5" WHITE, 8.5"x11"- W/ VIEW COVER	\$1.46	EA
L000631	BINDER, 1" BLACK, 8.5"x11"- W/ VIEW COVER	\$1.46	EA
2816180	BINDER, 1" BLACK, CLOTH, 8.5"x11"	\$1.52	EA
L000121	BINDER, 1" WHITE, 8.5"x11"- W/ VIEW COVER	\$1.82	EA
5792751	BINDER, 2" BLACK, 8.5"x11"- W/ METAL HINGES	\$2.92	EA
L000122	BINDER, 2" WHITE, 8.5"x11"- W/ VIEW COVER	\$2.20	EA
L000500	BINDER, 3" WHITE, 8.5"x11"- W/ VIEW COVER	\$3.60	EA
9908884	BINDER, 6 PART PRESSBRD, 8.5"x11"	\$.85	EA
L000632	BINDER, BLACK 2" 8.5"x11"- W/ VIEW COVER	\$2.20	EA
L000633	BINDER, BLACK 3" 8.5"x11"- W/ VIEW COVER	\$3.60	EA
9652443	BINDER, COMPUTER (PRINTOUTS) 11"x14"	\$1.67	EA
5824201	BINDER, PRESSBOARD, SIDE OPENING, 11"x8.5"	\$.82	EA
2814309	BINDER, PRESSBOARD, SIDE OPENING, 8.5"x11"	\$.93	EA
2814314	BINDER, PRESSBOARD, SIDE OPENING, 8.5"x14"	\$1.00	EA
1711123	REINFORCEMENT RING 1/4-HOLE	\$.42	PK
2855422	REINFORCEMENT RING 3/8-HOLE	\$.72	PK

Boxes

1178249	BOX, 14"x12"x9"- (USED FOR ARCHIVING)	\$2.02	EA
L000172	BOX, 24"x14"x12"- (USED FOR MOVING)	\$.99	EA

Bulletin Boards

L000137	BULLETIN BOARD, 18"x24" CORK	\$12.31	EA
L000136	BULLETIN BOARD, 24"x36" CORK	\$18.20	EA
L000160	BULLETIN BOARD, ADHESIVE 18"x24"	\$5.20	EA

Calendars (Current Year)

3636705	CALENDAR, DAILY APT BOOK 5"x9" REFILL	\$2.31	EA
3634996	CALENDAR, GSA DAILY 3"x5" REFILL	\$2.02	EA
3374702	CALENDAR, GSA MONTHLY ACTIVITY SCHEDULE	\$.32	EA

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
3374697	CALENDAR, GSA WEEKLY APT BOOK 8.5"x11"	\$1.76	EA
7892455	CALENDAR BOARD	\$2.10	EA
1626156	CALENDAR STAND, 3"x5" CALENDAR, GREY	\$2.10	EA
L000139	CALENDAR, 17"x24" DESK TYPE	\$2.34	EA
L000001	CALENDAR/APPOINTMENT BOOK, DAILY MINDER	\$5.97	EA
L000005	CALENDAR/APPOINTMENT BOOK, MONTHLY MINDER	\$4.74	EA
L000007	CALENDAR/APPOINTMENT BOOK, WEEKLY MINDER	\$4.17	EA
L000006	CALENDAR/APPOINTMENT BOOK, WEEKLY MINDER 8"x11"	\$6.57	EA
2851765	CALENDAR HOLDER, BINDER, 5"x6"	\$1.51	EA
3374706	WALL CALENDAR, GSA	\$.36	EA
3635000	POCKET PLANNING SET	\$3.50	SE

Canon Supplies

L000415	CANON 6030 TONER F41-9101-000	\$42.00	EA
L000411	CANON 6060 TONER NPG-3	\$96.00	EA
L000416	CANON A-30 TONER F41-4102-730	\$110.00	EA
L000933	CANON EJ FAX CARTRIDGE, BC-02	\$19.00	EA
L000932	CANON BJ FAX CARTRIDGE, BX-2	\$20.00	EA
L000928	CANON COLOR WASTE LINER, FY-0211-000	\$40.00	EA
L000920	CANON COLOR CARTRIDGE, BLACK, F41-6801-100	\$88.00	EA
L000923	CANON COLOR TONER CARTRIDGE, CYAN	\$88.00	EA
L000922	CANON COLOR TONER CARTRIDGE, MAGENTA	\$88.00	EA
L000921	CANON COLOR TONER CARTRIDGE, YELLOW	\$88.00	EA
L000930	CANON COLOR TRANSPARENCY, TRN-0010	\$48.00	EA
L000669	CANON NP1200	\$54.00	BX
L000079	CANON NP7000/8000 TONER	\$60.00	EA
L000406	CANON STAPLES FOR 3050 COPIER, B-1	\$5.00	BX
L000407	CANON STAPLES FOR 4050/80 COPIERS	\$30.00	BX
L000924	CANON STARTER DEVELOPER, BLACK, F41-6802-100	\$32.00	EA
L000927	CANON STARTER DEVELOPER, CYAN, F41-6812-000	\$32.00	EA
L000926	CANON STARTER DEVELOPER, MAGENTA	\$32.00	EA
L000925	CANON STARTER DEVELOPER, YELLOW, F41-6832-100	\$32.00	EA
L000931	CANON TONER BLACK, NP1010/1020, F41-6601-000	\$26.00	BX
L000405	CANON TONER FOR 3050 COPIERS, NP5	\$43.00	BT
L000408	CANON TONER FOR 4835 COPIER	\$71.00	BT
L000905	CANON TONER GP55, F41-8601-000	\$36.01	EA
L000410	CANON TONER, 2120 COPIER, NPG-1	\$51.00	BX
L000404	CANON TONER, 4050/4080 COPIERS (F418001000)	\$41.00	BT
L000409	CANON TONER, 9800 COPIER, NPG-2 (F41-7701-00)	\$70.00	BX
L000929	CANON, COLOR SILICON OIL, KF8-9376-000	\$30.00	EA
L000904	CANON, NPG-10 (6050)	\$88.00	EA

Cards/Card Filing

2470318	INDEX CARD 3"x5" RULED, WHITE	\$.69	HD
2643723	INDEX CARD, 4"x6" RULED, WHITE	\$1.06	HD
2447459	INDEX CARD, 4"x6" UNRULED, WHITE	\$1.27	HD
2439437	INDEX CARD, 5"x8" RULED, WHITE	\$1.08	HD
2439436	INDEX CARD, 5"x8" UNRULED, WHITE	\$1.03	HD
3723110	INDEX CARDS, 3"x5" PERFORATED SWEAR NO MORE	\$3.10	PK
8611272	CARD SET 5"x8" ALPHA	\$1.15	EA

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
2613819	CARD SET FILE, 1/5 PLAIN	\$2.00	HD
0822635	CARD SET, GUIDE, FILE 1/3 CUT LEGAL SIZE	\$1.19	EA
9886521	CARD, GUIDE FILE, CENTER 1/3	\$18.26	HD
2346354	CARD FILE BOX PLASTIC, 5"x8"	\$6.99	EA
2853144	CARD FILE BOX, 3"x5"	\$10.57	EA
2853145	CARD FILE BOX, WOOD 3"x5" 10 IN..	\$18.20	EA
2346355	BOX VINYL FOR 4"x6" CARD	\$1.36	EA
2853143	BOX, WOODEN CARD FILE FOR 3"x5" CARDS.	\$6.99	EA
9855907	DOCUMENT FILE BOX (CARDBOARD).	\$7.79	EA
L000089	ROLODEX CARD, 2"x4"	\$5.57	PK
L000090	ROLODEX CARD, 3"x5"	\$6.68	PK
2074248	ROLODEX, ALPHABETICAL 2"x4" CARDS	\$5.25	SE
L000349	ROLODEX, ALPHABETICAL 3"x5" CARDS	\$6.25	SE
L000094	ROLODEX, ROTARY SWIVEL W/ 2"x4" CARDS	\$17.98	EA
L000092	ROLODEX, ROTARY SWIVEL W/ 3"x5" CARDS	\$27.65	EA
L000095	ROLODEX, ROTARY SWIVEL W/ COVER, 2"x4" CARDS.	\$20.03	EA
L000093	ROLODEX, V GLIDE W/ 2"x4" CARDS	\$10.37	EA
L000091	ROLODEX, V GLIDE W/ 3"x5" CARDS	\$12.82	EA

Cardboard

L000174	CARDBOARD SHEET, 11"x15"	\$4.95	PK
L000173	CARDBOARD SHEET, 36"x38"	\$2.66	SH
L000175	CARDBOARD SHEET, 6"x10"	\$5.29	PK
L000176	CARDBOARD SHEET, 9"x11"	\$4.15	PK

Clips

2855995	BINDER CLIP, LARGE	\$3.36	DZ
2236807	BINDER CLIP, MEDIUM	\$1.30	DZ
2828201	BINDER CLIP, SMALL	\$5.51	DZ
L000088	PAPER CLIP, LARGE "GEM" STYLE.	\$3.43	BX
1614292	PAPER CLIP, STANDARD	\$2.13	BX

Clipboards

2544610	CLIPBOARD, LEGAL SIZE	\$9.92	EA
2815918	CLIPBOARD, LETTER SIZE	\$1.44	EA

Cassettes

1060379	DICTATION CASSETTE, 120 MINUTES	\$1.32	EA
1060421	DICTATION CASSETTE, 60 MINUTES.	\$8.86	EA
1060422	DICTATION CASSETTE, 90 MINUTES	\$1.10	EA
2073883	DICTATION MICRO CASSETTE, 60 MINUTES	\$1.69	EA

Cleaning Supplies

1250725	CHEESECLOTH	\$1.48	EA
2073840	CLEANER FOR COMPUTERS, ANTI-STATIC	\$3.00	BT
9265280	CLEANER, GENERAL PURPOSE	\$5.66	BT

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
3340023	HAND CLEANER PADS	\$.84	BX
6044150	TACKY FINGER	\$.41	EA

Computer Accessories

3684809	MOUSE PAD, COMPUTER, BLUE	\$1.84	EA
3684810	MOUSE PAD, COMPUTER, GRAY	\$1.84	EA
3684808	MOUSE PAD, COMPUTER, RED	\$1.84	EA

Correction Supplies

0202806	CORRECTION FLUID	\$.77	BT
L000184	CORRECTION FLUID, LIQUID PAPER	\$.90	BT
L000183	CORRECTION FLUID, LIQUID PAPER/COPIES	\$.81	BT
2195753	CORRECTION RIBBON, IBM ORANGE	\$1.49	EA
1674362	CORRECTION TAPE, 1"	\$1.20	RO
2112666	CORRECTION TAPE, 1/3"	\$.71	RO
2112665	CORRECTION TAPE, 1/6"	\$.48	RO
0952184	IBM SELECTRIC II CORRECTABLE	\$.79	EA

Cutting Supplies

8925071	CRAFTMAN'S KNIFE	\$1.91	EA
2932865	CRAFTMAN'S KNIFE BLADES	\$.36	PG
2933444	SHEARS 6"	\$7.33	EA
2939199	SHEARS, 7"	\$6.96	EA
1616912	SHEARS, 9"	\$7.07	EA

Desk Accessories

2247238	DESK PAD, 19"x24"	\$2.34	EA
L000085	DESK PAD, 20"x36"	\$4.88	EA
2851801	DESK PAD, 24"x36"	\$14.79	EA
1528280	DESK BLOTTER PAD REFILL, CH. BROWN, 19"x24"	\$.28	EA
5594340	DESK BLOTTER PAD REFILL, CH. BROWN, 24"x38"	\$.74	EA
2223440	DESK BLOTTER PAD REFILL, MOSS GREEN, 19"x24"	\$.24	EA
2855840	DESK BLOTTER PAD REFILL, MOSS GREEN, 24"x38"	\$.55	EA
L000167	DESK TRAY ORGANIZER, PLASTIC	\$2.75	EA
4942447	DESKTRAY SUPPORTS	\$1.57	SE
0944309	DESKTRAY, PLASTIC, LEGAL SIZE	\$3.21	EA
0944307	DESKTRAY, PLASTIC, LETTER SIZE	\$2.03	EA
2326828	DESKTRAY, WOOD	\$13.50	EA
2855043	DESKTRAY, WOOD "EXECUTIVE" TYPE	\$33.70	EA
L000086	PEN AND PENCIL CUP	\$1.62	EA
1616211	SUPPLY CUP (PAPER CLIP DISH)	\$.31	EA
2645479	BOOK ENDS, METAL, GREY	\$1.51	SE
0687905	BOOK REST	\$2.52	EA
L000084	COPYHOLDER	\$19.95	EA
1394900	RACK, METAL DISTRIBUTION	\$6.59	EA
L000159	MEMODEX ORGANIZER	\$3.52	EA
2404841	LETTER OPENER, METAL	\$.51	EA
1828535	CALCULATOR, HAND HELD (SOLAR)	\$11.67	EA

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Diskettes

L000016	DISKETTE FILE HOLDER FOR THE 3.5" DISK	\$14.95	EA
L000403	DISKETTE, 3.5" EXTRA HD, DS	\$61.00	BX
L000012	DISKETTE, 3.5" DOUBLE DENSITY (MFD2DD)	\$6.25	BX
L000013	DISKETTE, 3.5" HIGH DENSITY (MF2HD)	\$4.00	BX
L000014	DISKETTE, 5.25" DOUBLE DENSITY (MD55001)	\$3.38	BX
L000015	DISKETTE, 5.25" HIGH DENSITY (MD2HD)	\$6.51	BX

Dividers

L000106	DIVIDER, 1/5th CUT CLEAR INSERTABLE TABS.	\$.21	SE
L000508	DIVIDER, 1/5th CUT COLOR INSERTABLE TABS.	\$.21	SE
9594441	DIVIDER, 1/5th CUT TABS, WHITE, 8.5"x11"	\$2.56	SE
L000107	DIVIDER, ALPHABETICAL LEATHER, 8.5"x11"	\$3.97	SE
L000108	DIVIDER, MONTHLY LEATHER, 8.5"x11"	\$2.14	SE
L000109	DIVIDER, NUMERICAL LEATHER, 8.5"x11"	\$2.78	SE
L000110	DIVIDER, STATELY LEATHER, 8.5"x11"	\$9.95	SE
2866984	DIVIDER, THREE RING SHEET W/OUT TAB, YELLOW	\$2.91	HD

Document Protectors

2861407	DOCUMENT PROTECTOR, 8.5"x11"- GSA	\$3.15	BX
L000702	DOCUMENT PROTECTOR, CLEAR, SEALED ON THREE SIDES	\$8.99	BX
3815300	DOCUMENT PROTECTOR, TOP LOADER, GSA.	\$6.95	BK
0841021	COVER SHEET, "EXECUTIVE CORRESPONDENCE"	\$4.61	BX

Envelopes

2866935	ENVELOPE, COIN.	\$5.30	BX
2866937	ENVELOPE, COIN (SMALL).	\$.31	BX
L000193	ENVELOPE, GREY, 17"x22"	\$.40	EA
L000190	ENVELOPE, KRAFT, 10"x15"	\$.08	EA
L000194	ENVELOPE, KRAFT, 6"x10"	\$.02	EA
L000195	ENVELOPE, KRAFT, 9.5"x12"	\$.07	EA
L000191	ENVELOPE, KRAFT, 12"x16"	\$.09	EA
L000192	ENVELOPE, KRAFT, 14.5"x18"	\$.10	EA
2223468	ENVELOPE, MESSENGER, LEGAL.	\$.14	EA
2223467	ENVELOPE, MESSENGER, LETTER SIZE	\$.07	EA
2866970	ENVELOPE, WHITE, SIZE 10	\$.02	EA
L000189	ENVELOPE, WHITE, SIZE 6	\$.04	EA
L000303	OA 10 ENVELOPE, WHITE	\$.00	EA
L000307	OA 10"x15" KRAFT ENVELOPE.	\$.00	EA
L000304	OA 9.5"x12" KRAFT ENVELOPE	\$.00	EA
L000352	OMB 10 KRAFT ENVELOPE	\$.00	EA
L000310	OMB 10 ENVELOPE, WHITE	\$.00	EA
L000621	OMB 10 WINDOW ENVELOPE	\$.00	EA
L000312	OMB 10"x15" KRAFT ENVELOPE	\$.00	EA
L000311	OMB 9.5"x12" KRAFT ENVELOPE	\$.00	EA
L000530	OMB ENVELOPE W/WINDOW, WHITE.	\$.00	EA

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Erasers

3328794	ERASER, MECHANICAL PENCIL (PDE-1)	\$4.22	TU
2237046	ERASER, PENCIL	\$1.12	EA
6345352	ERASER, PENCIL MOUNTABLE	\$0.03	EA

Extension Cords

9358799	EXTENSION CORD 8'	\$4.23	EA
1440091	EXTENSION CORD, 12'	\$5.75	EA
L000624	EXTENSION CORD, 15'	\$2.50	EA
0230120	EXTENSION CORD, 9'	\$3.92	EA
L000161	POWERSTRIP	\$8.23	EA

Fasteners

2356068	FASTENER, 2" CAPACITY	\$1.20	BX
2050806	FASTENER, 3" CAPACITY	\$3.70	BX
6342463	3" SLIDE FASTENER BASE	\$7.11	HD

Filing

2852916	EXPANDABLE FILING JACKET, LEGAL	\$14.25	BX
2852917	EXPANDABLE FILING JACKET, LETTER	\$13.00	BX
2861722	EXPANDABLE FOLDER, ALPHABETICAL DIVIDERS	\$6.42	EA
2861723	EXPANDABLE FOLDER, NUMERICAL DIVIDERS	\$8.57	EA
2814847	EXPANDING WALLET, W/TIE, LEGAL	\$1.01	EA
2863993	EXPANDING WALLET, W/TIE	\$0.92	EA
L000111	EXTEND-A-FILE, BLACK	\$1.28	EA
9890684	FILE 1/3 CUT LETTER SIZE 1ST & 3RD PCS.	\$0.15	EA
2852567	FILE BINDER PAGE, W/FASTENER, RED	\$9.16	BX
9886516	FILE CARD GUIDE, 1/3 CUT 2ND POS, LETTER	\$10.86	HD
9886520	FILE CARD GUIDE, 1/3 CUT, PLAIN, LEGAL	\$10.00	HD
9886515	FILE CARD GUIDE, 1/3 CUT, PLAIN, LETTER	\$10.86	HD
2613813	FILE CARD GUIDE, 5"x8" BUFF	\$1.80	SE
9890697	FILE CARD GUIDE, ALPHABETICAL/NUMERICAL, LEGAL	\$4.11	SE
9890698	FILE CARD GUIDE, ALPHABETICAL/NUMERICAL, LETTER	\$3.49	SE
2495969	FILE GUIDE CARD SET 3"x5"	\$1.07	SE
5747172	FILE GUIDE CARD SET NUMERICAL	\$1.05	SE
2861725	BOOK FILE, ALPHABETICAL, LEGAL	\$6.91	EA
2861726	BOOK FILE, ALPHABETICAL, LETTER	\$5.68	EA
2861724	BOOK FILE, NUMERICAL, LETTER	\$6.91	EA
L000620	DRAWER FRAME, UNIFRAME	\$5.75	EA

File Folders

2815939	FOLDER, 1/3 CUT KRAFT, 8.5"x11"	\$8.04	BX
2815940	FOLDER, 1/3 CUT KRAFT, 8.5"x14"	\$11.77	BX
2822507	FOLDER, 1/3 CUT MANILA, 8.5"x11"	\$5.93	BX
2822508	FOLDER, 1/3 CUT MANILA, 8.5"x14"	\$7.50	BX
L000273	FOLDER, 8.5"x11", BLUE	\$13.00	BX
L000262	FOLDER, 8.5"x11", GREEN	\$13.00	BX

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
L000261	FOLDER, 8.5"x11", ORANGE	\$13.00	BX
L000264	FOLDER, 8.5"x11", PINK	\$13.00	BX
L000345	FOLDER, 8.5"x11", PURPLE	\$13.00	BX
L000260	FOLDER, 8.5"x11", RED	\$13.00	BX
L000263	FOLDER, 8.5"x11", YELLOW	\$13.00	BX
L000272	FOLDER, 8.5"x14", BLUE	\$13.00	BX
L000269	FOLDER, 8.5"x14", GREEN	\$13.00	BX
L000270	FOLDER, 8.5"x14", ORANGE	\$13.00	BX
L000267	FOLDER, 8.5"x14", PINK	\$13.00	BX
L000271	FOLDER, 8.5"x14", RED	\$13.00	BX
L000268	FOLDER, 8.5"x14", YELLOW	\$13.00	BX
5842489	FOLDER, DOUBLE POCKET, DARK BLUE	\$.24	EA
5842491	FOLDER, DOUBLE POCKET, GREY	\$.24	EA
5842490	FOLDER, DOUBLE POCKET, LIGHT BLUE	\$.24	EA
5842492	FOLDER, DOUBLE POCKET, TAN	\$.24	EA
2683993	FOLDER, EXPANDING WALLET W/BAND, 9"x11"	\$1.08	EA
2683994	FOLDER, EXPANDING WALLET W/BAND, 9"x14"	\$.09	EA
2868570	FOLDER, HVY DTY 1/3 CUT GREEN, 8.5"x11"	\$.40	EA
2866924	FOLDER, HVY DTY 1/3 CUT GREEN, 8.5"x14"	\$.57	EA
2868571	FOLDER, HVY DTY 1/3 CUT GREEN, 8.5"x14"	\$.46	EA
2866923	FOLDER, HVY DTY, 1/3 CUT GREEN, 8.5"x11" W/IN	\$.49	EA
L000487	FOLDER, PURPLE, 8.5"x14"	\$13.00	BX
6630031	FOLDER, STRAIGHT CUT KRAFT, 8.5"x11"	\$6.91	BX
2004308	FOLDER, STRAIGHT CUT KRAFT, 8.5"x14"	\$7.69	BX
2910098	FOLDER, STRAIGHT CUT MANILA, 8.5"x11"	\$5.43	BX
2851732	FOLDER, STRAIGHT CUT MANILA, 8.5"x14"	\$7.69	BX
3649498	HANGING DRAWER FILE FOLDER, GREEN, 8.5"x11"	\$6.57	BX
3576855	HANGING DRAWER FILE FOLDER, GREEN, 8.5"x14"	\$7.58	BX

First Aid

L000913	FIRST AID KIT (COMMERCIAL)	\$17.25	EA
6561094	FIRST AID KIT (LARGE)	\$39.89	EA

Forms

L000125	OA 22 TRAVEL AUTHORIZATION	\$1.31	PK
1389110	OF 122 CLASSIFIED MATERIAL RECEIPT	\$6.61	HD
8238130	OF 23 CHARGE-OUT RECORD	\$3.60	HD
3177368	OF 99 FAX TRANSMITTAL MEMO (50 SHEETS/PD)	\$.40	PD
1489831	OF 102 COMMUNICATION CONTROL RECORD	\$2.48	HD
3519178	OF 612 OPTIONAL APPLICATION FOR FEDERAL	\$2.55	HD
L000318	OMB 29 SIGNATURE TAB	\$.00	PK
6826423	OPTIONAL FORM 11 REFERENCE REQUEST-FED	\$6.15	HD
6344265	OPTIONAL FORM 8 POSITION DESCRIPTION	\$1.11	HD
L000317	OMB FORM 87	\$.00	EA
L000126	PROPERTY PASS	\$1.80	PK
6344180	SF-1012 TRAVEL VOUCHER	\$1.25	HD
6344181	SF-1012A TRAVEL VOUCHER MEMO	\$1.36	HD
1594837	SF-122 TRANSFER ORDER, EXCESS PERSONAL	\$3.14	PD
1428758	SF-177 STATEMENT OF PHYSICAL DISABILITY FOR	\$2.64	HD
0199452	SF-215 DEPOSIT TICKET (OCR)	\$3.45	PG

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
0284828	SF-256 SELF IDENTIFICATION OF MEDICAL	\$1.10	HD
2316227	SF-2809 HEALTH BENEFITS REGISTRATION FORM	\$16.10	HD
2321234	SF-2810 NOTICE OF CHANGE IN HEALTH BENEFITS	\$6.67	HD
2315585	SF-2818	\$7.89	HD
2315586	SF-2819 NOTICE OF CONVERSION PRIVILEGE	\$1.30	HD
1316228	SF-2823 DESIGNATION OF BENEFICIARY (FGLD)	\$4.32	HD
2469252	SF-3102 DESIGNATION OF BENEFICIARY (FERS)	\$4.21	HD
2495577	SF-3106A CURRENT/FORMER SPOUSE'S NOTIFICATION	\$1.29	HD
9652379	SF-344 MULTIUSE STANDARD REQUISITIONING FORM	\$1.05	PD
3519173	SF-450 CONFIDENTIAL FINANCIAL DISCLOSURE	\$2.70	PG
3336236	SF-50 NOTIFICATION OF PERSONNEL ACTION	\$8.00	HD
3336238	SF-50-B NOTIFICATION OF PERSONNEL ACTION FIVE	\$29.19	BX
2223442	SF-66 PERSONNEL FOLDER	\$33.11	HD
2145372	SF-700 SECURITY CONTAINER INFORMATION	\$8.00	HD
2075536	SF-706 TOP SECRET LABEL (6/SH)	\$1.16	SH
2075540	SF-709 CLASSIFIED LABEL	\$1.19	SH
2075539	SF-710 UNCLASSIFIED LABEL	\$1.16	SH
6343964	SF-8 NOTICE TO FEDERAL EMPLOYEE ABOUT	\$1.10	HD
6344034	SF-83 CLEARANCE REQUEST AND NOTICE OF ACTION	\$1.63	HD
0993446	SF-181 RACE AND NATIONAL ORIGIN	\$1.41	HD
9856979	SF-225 REPORT OF OBLIGATIONS	\$1.44	HD
634426	SF-2808 DESIGNATION OF BENEFICIARY	\$2.87	HD
2495576	SF-3106 APPLICATION FOR REFUND OF RETIREMENT	\$14.64	HD
3519177	SF-510, APPLYING FOR A GOVERNMENT JOB	\$1.58	HD
9350999	SF-61B DECLARATION OF APPOINTEE	\$1.30	HD
6826750	SF-75 REQUEST FOR PRELIMINARY EMPLOYMENT DATA	\$3.15	HD
66826750	SF-75 REQUEST FOR PRELIMINARY EMPLOYMENT DATA	\$3.15	HD
6344211	SF1038 APPLICATION AND ACCOUNT FOR ADVANCE	\$1.91	HD
6344230	SF1080 VOUCHER FOR TRANSFERS BETWEEN	\$1.06	HD
6344234	SF1081 VOUCHER & SCHEDULE OF	\$7.19	HD
6344338	SF1150 RECORD OF LEAVE DATA	\$3.73	HD
6344340	SF1152 DESIGNATION OF BENEFICIARY	\$4.38	HD
6344356	SF1164 CLAIM FOR REIMBURSEMENT FOR	\$1.16	HD
1352376	SP1166 OCR, VOUCHER & SCHEDULE OF PAYMENTS	\$10.19	HD
5263709	SF1184	\$2.82	HD
0580224	SF1199A AUTHORIZATION FOR DEPOSIT OF	\$5.18	HD
6344074	SF120 REPORT OF EXCESS PERSONAL PROPERTY	\$9.24	HD
6344075	SF120-A CONTINUATION SHEET FOR SF120	\$8.27	HD
6344083	SF127 REQ. FOR OFFICIAL PERSONNEL FOLDER	\$8.00	HD
1528086	SF129 BIDDER'S MAILING LIST APPLICATION	\$1.11	HD
9357150	SF171 APPLICATION FOR FEDERAL EMPLOYMENT	\$5.18	HD
9357157	SF171A CONTINUATION SHEET FOR SF 171	\$1.59	HD
0083900	SF182 REQUEST AUTHORIZATION FOR TRAINING	\$9.16	HD
0708444	SF278 FINANCIAL DISCLOSURE REPORT	\$9.77	PK
6344249	SF2800 APPLICATION FOR DEATH BENEFITS	\$4.42	HD
6344250	SF2801 APPLICATION FOR RETIREMENT (CSRS)	\$20.16	HD
6344252	SF2803 APPLICATION TO MAKE DEPOSIT OR	\$2.44	HD
6344255	SF2806 INDIVIDUAL RETIREMENT RECORD (CSRS)	\$4.77	HD
1308501	SF2809-A FED. EMPLOY. HLTH. BEN.	\$5.25	HD
2314279	SF2811 TRANSMITTAL AND SUMMARY REPORT	\$4.33	HD
2314280	SF2817 LIFE INSURANCE ELECTION COVERAGE	\$6.24	HD
2315587	SF2821 AGENCY CERTIFICATION OF INSURANCE	\$8.49	HD

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
2315588	SF2822 REQUEST FOR INSURANCE	\$1.42	HD
1528070	SF30 PAPER FORMS CARDS CHECKS OR TICKETS	\$1.06	HD
2495574	SF3105 APP. FOR DIS. RETIREMENT UNDER FERS.. . . .	\$3.89	HD
3177369	SF3110 FORMER SPOUSE'S CONSENT TO FERS ELECT.	\$1.26	HD
6343995	SF39 CERTIFICATION FORM CONSISTS FOR PARTS	\$10.43	HD
3336239	SP52 REQUEST FOR PERSONNEL ACTION	\$1.30	HD
6344015	SP61 APPOINTMENT AFFIDAVIT	\$1.09	HD
6344018	SF63 MEMORANDUM OF CALL	\$5.56	HD
6343962	SF7 SERVICE RECORD CARD VISIBLE POCKET TYPE	\$3.89	HD
2137899	SF701 ACTIVITY SECURITY CHECKLIST	\$1.34	HD
2137900	SF702 SECURITY CONTAINER CHECK SHEET	\$5.18	HD
2137901	SF703 TOP SECRET COVER SHEET	\$4.12	HD
2137902	SF704 SECRET COVER SHEET	\$4.68	ED
2137903	SF705 CONFIDENTIAL COVER SHEET	\$8.72	HD
2075537	SF707 SECRET LABEL	\$8.86	SH
2075538	SF708 CONFIDENTIAL LABEL	\$.20	SH
7535067	SF71 APPLICATION FOR LEAVE	\$.71	HD
2805505	SF800 REQ.FOR BARRIER REMOVAL OR REASONABLE	\$17.75	BK
6344331	SF82 AGENCY REPORT OF MOTOR VEHICLE DATA	\$2.43	EA
6344036	SF66 SECURITY INVESTIGATION DATA	\$6.48	HD
2684828	SF86A CONTINUATION SHEET FOR SF 86	\$3.29	HD
6344037	SF87 OFFICE OF PERSONNEL MANAGEMENT	\$3.43	HD
1818368	SF93 REPORT OF MEDICAL HISTORY	\$1.30	HD
6344101	STATEMENT OF PRIOR FEDERAL CIVILIAN AND	\$3.29	RD

Kodak Supplies

L000700	KODAK 2110 HX BLACKTONER (8288581)	\$86.60	BX
L000701	KODAK 2110 HX DEVELOPER (8242547)	\$173.60	BX
L000049	KODAK DEVELOPER (1001247)	\$38.45	BT
L000708	KODAK HX2110 STAPLES 7108905	\$39.95	BX
L000077	KODAK K TONER (8109043)	\$86.72	BX
L000078	KODAK MONOCOMPONENT 90 TONER, 8401408	\$75.15	BX
L000400	KODAK MONOCOMPONENT 95 TONER (1386713)	\$87.00	BT
L000069	KODAK STAPLE CARTRIDGE (1438589)	\$27.50	BX
L000073	KODAK STAPLES (8176695)	\$33.95	BX
L000075	KODAK STAPLEWIRE (1755057)	\$42.45	BX

Labels

5774368	LABEL, FILE, FOLDER, BLUE	\$.46	PG
5774374	LABEL, FILE FOLDER, GOLD	\$.66	PK
5774369	LABEL, FILE FOLDER, GREEN	\$.46	PG
5774370	LABEL, FILE FOLDER, ORANGE	\$.77	PG
5774371	LABEL, FILE FOLDER, RED	\$.46	PG
5774376	LABEL, FILE FOLDER, WHITE	\$.77	PG
5774372	LABEL, FILE FOLDER, YELLOW	\$.77	PG
9820062	LABEL, BLUE, 3.5"x1 1/8"	\$.82	PK
9820064	LABEL, RED ADDRESS 3.5"x1 1/8" (248/PKG)	\$.82	PK
9820066	LABELS, ADDRESS, 1"x3.5", WHITE	\$.76	PG
0822661	LABEL, CONTINUOUS ADDRESS 15/16"x3.5"	\$8.74	BX
0822662	LABEL, CONTINUOUS ADDRESS 1 7/16"x4"	\$14.00	BX

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
L000626	LABELS, BLANK INSERT FOR HANGING FILE FOLDER	\$.25	PK
L000115	LABELS, BLANK INSERTABLE, 42" CLEAR TAB	\$1.50	PK
L000116	LABELS, BLANK INSERTABLE, 43.5" CLEAR TAB	\$1.50	PK
L000198	LABELS, LASER PRINTER, AVERY #5197 5.25 DISK	\$9.20	BX
L000196	LABELS, LASER PRINTER, AVERY 5160/3330	\$7.13	BX
L000758	LABELS, LASER PRINTER, AVERY 5161/3331 1"x4"	\$7.13	BX
L000197	LABELS, LASER PRINTER, AVERY 5162/3332	\$7.13	BX
L000503	LABELS, LASER PRINTER, AVERY 5366 2/3 x 3 7/16	\$29.74	BX
L000066	LABELS, XEROX 24-UP (3R4471)	\$15.23	BX
L000067	LABELS, XEROX 33-UP (3R4469)	\$15.23	BX
L000065	LABELS, XEROX 8-UP (3R4472)	\$15.23	BX
L000099	LASER LABEL ROLODEX 3x5 CARD	\$24.00	BX
L000627	LASER PRINTER, AVERY #5196 3.5 DISK	\$9.20	BX
2852828	LABEL HOLDER, DESK TRAY	\$.59	EA
L000185	DOTS, BLUE	\$5.10	BX
L000186	DOTS, GREEN	\$5.10	BX
L000507	DOTS, ORANGE	\$5.10	BX
L000187	DOTS, RED	\$5.10	BX
L000188	DOTS, YELLOW	\$5.10	BX

Light Bulbs

L000148	LIGHT BULB, 3 WAY (50/100/150)	\$1.41	EA
L000150	LIGHT BULB, 60 WATT	\$.42	EA
L000151	LIGHT BULB, 75 WATT	\$.42	EA

Mailing Accessories

L000158	MAILING TUBE, 24" LENGTH	\$1.25	EA
2900340	SHIPPING BAG, SIZE 0	\$.89	EA
4986619	SHIPPING BAG, SIZE 000	\$.05	EA
2900343	SHIPPING BAG, SIZE 2	\$.16	EA
1179869	SHIPPING BAG, SIZE 2 W/ ADHESIVE SEALING FLAP	\$.09	EA
2811168	SHIPPING BAG, SIZE 4	\$.19	EA
2811436	SHIPPING BAG, SIZE 5	\$.22	EA
2811167	SHIPPING BAG, SIZE 6	\$.30	EA
2811169	SHIPPING BAG, SIZE 7	\$.33	EA

Magnets

9164209	MAGNETIC HANGER (EXTRA LARGE)	\$2.30	EA
9164206	MAGNETIC HANGER, SIZE A, (SMALL) 2.5 LB.	\$.81	EA
9164207	MAGNETIC HANGER, SIZE B, (MEDIUM) 4 LB.	\$1.12	EA
9164208	MAGNETIC HANGER, SIZE C, (LARGE) 8 LB.	\$1.42	EA

Markers

0790285	MARKER (BROAD TIP) BROWN	\$.28	EA
3527321	MARKER (6/SET W/ ERASER FOR WYTEBOARDS)	\$5.86	SE
9731059	MARKER FELT TIP (BROAD TIP) BLACK	\$.22	EA
9731060	MARKER FELT TIP (BROAD TIP) BLUE	\$.22	EA
9731061	MARKER FELT TIP (BROAD TIP) GREEN	\$.22	EA

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
9731062	MARKER FELT TIP (BROAD TIP) RED	\$.22	EA
0790286	MARKER, FELT TIP ORANGE (BROAD TIP)	\$.28	EA
0790287	MARKER, FELT TIP PURPLE (BROAD TIP)	\$.28	EA
9041268	MARKER FELT TIP (TUBE TYPE) BLUE	\$1.78	DZ
9041267	MARKER FELT TIP (TUBE TYPE) GREEN	\$2.11	DZ
9041266	MARKER FELT TIP (TUBE TYPE) RED	\$1.78	DZ
9041265	MARKER FELT TIP (TUBE TYPE) BLACK	\$2.11	DZ
9350982	MARKER FELT TIP (TUBE TYPE) PURPLE	\$1.87	DZ
L000251	MARKER, SHARPIE, EXTRA FINE BLK	\$6.64	DZ
L000252	MARKER, SHARPIE, EXTRA FINE TIP BLUE	\$6.64	DZ
L000253	MARKER, SHARPIE, EXTRA FINE TIP RED	\$6.64	DZ
L000247	MARKER, SHARPIE, FINE TIP BLACK	\$6.64	DZ
L000248	MARKER, SHARPIE, FINE TIP BLUE	\$6.64	DZ
L000249	MARKER, SHARPIE, FINE TIP GREEN	\$6.64	DZ
L000250	MARKER, SHARPIE, FINE TIP RED	\$6.64	DZ
L000911	MARKER, WHITEBOARD FINE POINT	\$6.50	SE
L000233	HIGHLIGHTER, MAJOR ACCENT, BLUE (25010)	\$.40	EA
L000234	HIGHLIGHTER, MAJOR ACCENT, GREEN (25026)	\$.40	EA
L000235	HIGHLIGHTER, MAJOR ACCENT, PINK (25009)	\$.40	EA
L000236	HIGHLIGHTER, MAJOR ACCENT, YELLOW (25025)	\$.40	EA
L000242	HIGHLIGHTER, YELLOW, POCKET ACCENT (27005)	\$7.95	BX

Moisteners

2412981	MOISTENER, TUBE TYPE	\$.39	EA
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Notebooks

0607511	NOTEBOOK, 3.5"x4.5" RULED (TOP BOUND)	\$.80	EA
2866952	NOTEBOOK, 8.5"x11" SPIRAL	\$.72	EA
L000215	NOTEBOOK, REPORTER'S	\$.64	EA
2237939	NOTEBOOK, STENO	\$.99	EA

Organizers

2074057	ORGANIZER, 30 DAY	\$8.31	EA
2074058	ORGANIZER, 60 DAY	\$8.37	EA
2074059	ORGANIZER, 90 DAY	\$8.41	EA
2074061	ORGANIZER, IN AND OUT SCHEDULER BOARD	\$6.29	EA

Pads

2853090	PAD, 3"x5" WHITE UNRULED, GUMMED TOP	\$.13	EA
L000199	PAD, 5"x8" WHITE RULED, PERFORATED TOP	\$4.80	DZ
2398479	PAD, 5"x8" WHITE UNRULED, GUMMED TOP	\$.54	EA
1245660	PAD, 8.5"x11" RULED, GUMMED TOP	\$8.52	DZ
L000200	PAD, 8.5"x11" WHITE RULED, PERFORATED TOP	\$4.80	DZ
L000201	PAD, 8.5"x14" WHITE RULED, PERFORATED TOP	\$9.00	DZ
1247632	PAD, 8.5"x14" RULED YELLOW	\$11.52	DZ
2220078	PAD MEMORANDUM BOOK, 3"x6"	\$.89	EA
L000227	MESSAGE PADS, CARBONLESS 2/PAGE	\$3.35	BK
L000228	MESSAGE PADS, CARBONLESS 4/PAGE	\$2.82	BK

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Paper

2866894	PAPER LOOSE LEAF, BLANK DIVIDER SHEET	\$2.68	HD
2855836	PAPER, 3"x5" WHITE BLANK	\$1.24	PK
L000652	PAPER, 8.5"x11" WHITE VIRGIN PAPER	\$33.00	BX
6167284	PAPER, BOND 25%	\$4.45	RM
L000206	PAPER, COPYING, 11"x17" WHITE (REAM)	\$4.20	RM
L000208	PAPER, COPYING, 8.5"x11" BLUE (REAM)	\$3.41	RH
L000209	PAPER, COPYING, 8.5"x11" GREEN (REAM)	\$3.41	RM
L000210	PAPER, COPYING, 8.5"x11" PINK (REAM)	\$3.41	RM
L000207	PAPER, COPYING, 8.5"x11" WHITE 3 HOLE DRILLED	\$2.50	RH
L000211	PAPER, COPYING, 8.5"x11" YELLOW (REAM)	\$3.41	RM
2864338	PAPER, LOOSE LEAF, RULED 6"x9"	\$1.19	HD
L000212	PAPER, RECYCLED, 8.5"x11" 50% (BOX)	\$26.50	BX
L000213	PAPER, RECYCLED, 8.5"x11" 50% (REAM)	\$2.65	RH
L000796	PAPER, RECYCLED, 8.5"x11" WHITE (BOX)	\$28.39	BX
L000557	PAPER, RECYCLED, 8.5"x11" WHITE (REAM)	\$3.25	RH
L000536	PAPER, RECYCLED, 8.5"x14" 50% (BOX)	\$24.00	BX
L000205	PAPER, RECYCLED, 8.5"x14" WHITE (BOX)	\$27.20	BX
L000558	PAPER, RECYCLED, 8.5"x14" WHITE (REAM)	\$2.72	RH
L000559	PAPER, RECYCLED, 8.5"x14" WHITE (BOX)	\$27.00	BX
1450414	COMPUTER PAPER, 11"x14"	\$40.43	BX
8000996	COMPUTER PAPER, 9"x11"	\$29.98	BX
L000232	FAX PAPER ROLL 1/4" DIA.(SMALL)	\$3.30	RO
L000231	FAX PAPER, ROLL	\$6.40	RO
2864339	FILLER PAPER, 8.5"x11" RULED 3 HOLE	\$1.45	PK
2903407	WRAPPING PAPER, KRAFT, 24" WIDTH	\$21.86	RO
1607764	WRAPPING PAPER, KRAFT, 36" WIDTH	\$26.37	RO

Pens

3576841	PEN, FINE, RUBBERMAID	\$5.97	DZ
L000243	PEN, ALPCO RAZOR TIP, BLACK	\$2.65	DZ
L000244	PEN, ALPCO RAZOR TIP, BLUE	\$2.65	DZ
L000245	PEN, ALPCO RAZOR TIP, GREEN	\$2.65	DZ
L000246	PEN, ALPCO RAZOR TIP, RED	\$2.65	DZ
3576842	PEN, BALLPOINT, RED, MEDIUM RUBBERMAID	\$5.43	DZ
9357136	PEN, BALLPOINT, FINE RETRACTABLE, BLACK	\$3.13	DZ
9357135	PEN, RETRACTABLE BALL POINT, BLACK FINE	\$3.10	DZ
L000254	PEN, UNIBALL MICRO TIP, BLACK	\$6.50	DZ
L000255	PEN, UNIBALL MICRO TIP, BLUE	\$6.50	DZ
L000256	PEN, UNIBALL MICRO TIP, RED	\$6.50	DZ
L000257	PEN, UNIBALL, BLACK	\$6.70	DZ
L000258	PEN, UNIBALL, BLUE	\$6.50	DZ
L000259	PEN, UNIBALL, RED	\$6.50	DZ
3576840	PENS, SKILLCRAFT RUBBERIZED BALL POINT	\$5.97	DZ
3576843	PENS, SKILLCRAFT RUBBERIZED BALL POINT, BLUE	\$5.48	DZ
3576844	PENS, SKILLCRAFT RUBBERIZED BALL POINT, BLACK	\$4.96	DZ
3527309	RETRACTABLE PEN, BALL POINT BLACK, FINE	\$6.85	DZ

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Pencils

2865755	PENCIL 2 (MEDIUM SOFT)	\$1.19	DZ
2865750	PENCIL 2.5 FIRM	\$2.12	DZ
L000087	PENCIL SHARPENER, ELECTRIC	\$19.97	EA
1626178	PENCIL SHARPENER, MANUAL	\$5.81	EA
2865757	PENCIL, 1	\$1.00	DZ
2815234	PENCIL, 2	\$1.05	DZ
2815235	PENCIL, 3	\$1.01	DZ
3176421	MECHANICAL PENCIL LEAD, .5mm.	\$.47	TU
3861581	MECHANICAL PENCIL, .5mm	\$12.71	BX

Post It Notes

3152021	POST-IT FLAG, BLUE (CONTAINS 50)	\$1.19	PG
3152020	POST-IT FLAG, GREEN (CONTAINS 50)	\$1.19	PG
3152023	POST-IT FLAG, ORANGE (CONTAINS 50)	\$1.19	PG
3152019	POST-IT FLAG, RED (CONTAINS 50)	\$1.19	PG
3152024	POST-IT FLAG, YELLOW (CONTAINS 50)	\$1.19	PG
3158656	POST-IT FLAGS, SIGN HERE (CONTAINS 120)	\$4.00	PG
1167866	POST-IT NOTES, 1.5"x2", YELLOW	\$1.82	PD
1167867	POST-IT NOTES, 3"x3", YELLOW	\$3.40	DZ
1167865	POST-IT NOTES, 3"x5", YELLOW	\$5.15	DZ
1660878	POST-IT NOTE TRAY	\$4.44	EA
2074351	POST-IT NOTE TRAY (BLACK)	\$4.68	EA
3152022	POST-IT FLAG WHITE TAB	\$1.19	PG

Punches

1393902	PUNCH, 2 HOLE	\$4.81	EA
2633425	PUNCH, 3 HOLE, LARGE	\$20.87	EA
1632563	PUNCH, 3 HOLE, SMALL	\$14.05	EA
1633425	3 HOLE PUNCH, SMALL	\$20.08	EA

Record Books

2223521	BOOK, MEMORANDUM 5"x8"	\$1.50	EA
2223525	RECORD BOOK, 8"x10.5", WHITE RULED PAGES	\$2.25	EA

Reference Books

1429051	REFERENCE BOOK, DICTIONARY	\$6.83	EA
2075543	REFERENCE BOOK, SECRETARIAL HANDBOOK	\$8.72	EA
5142927	REFERENCE BOOK, THESAURUS	\$7.94	EA

Report Covers

5825398	REPORT COVER, PAPER STOCK, BLUE	\$.50	EA
5825399	REPORT COVER, PAPER STOCK, GREY	\$.50	EA
5825400	REPORT COVER, PAPER STOCK, TAN	\$.50	EA

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Ribbons

L000622	RIBBON CORRECTION CANON	\$1.33	BX
L000623	RIBBON, B168 FOR CANON TYPEWRITER	\$3.61	EA
L000180	RIBBON, CORRECTABLE, IBM (1337765)	\$2.71	EA
L000221	RIBBON, IBM 1299095/2195753 SEL.II/III	\$1.92	EA
L000029	RIBBON, IBM 1299463 (5218 DISPLAYWRITER)	\$7.71	EA
L000216	RIBBON, IBM 1299508	\$4.87	EA
L000223	RIBBON, IBM 1299790	\$8.34	EA
L000224	RIBBON, IBM 1299933	\$12.95	EA
L000028	RIBBON, IBM 1319300 (5204 QUIETWRITER)	\$10.47	EA
L000219	RIBBON, IBM 1380999/GSA-2192309	\$7.30	EA
L000031	RIBBON, NUKOTE BM56 (TELECOPIER)	\$20.46	EA
L000138	RIBBON, NUKOTE BMSOC	\$1.51	EA
L000225	RIBBON, XEROX MEMORYWRITER SERIES 60	\$6.40	EA
L000182	RIBBON, CORRECTION XEROX MEMORYWRITER SERIES	\$18.30	BX
L000222	RIBBON, CORRECTION IBM 1337765	\$8.02	EA
L000181	RIBBON, CORRECTION, IBM 1136433	\$7.01	BX

Rubber Bands

LOC0162	RUBBER BAND, SIZE 117 (7"x1/8")	\$.75	BG
2433437	RUBBER BAND, SIZE 18 (3"x1/16")	\$.34	BG
2051438	RUBBER BAND, SIZE 19 (3.5"x1/16")	\$.53	BG
2433434	RUBBER BAND, SIZE 32 (3"x1/8")	\$.47	BG
2433435	RUBBER BAND, SIZE 64 (3.5"x1/4")	\$.41	BG

Rulers

1616215	RULER, 12" WOOD	\$.62	EA
9351005	RULER, PLASTIC	\$.42	EA
2450301	MEASURING TAPE	\$1.79	EA

Stamps & Ink

2074118	STAMP, SELF INKING, (TOP SECRET)	\$9.95	EA
2074202	STAMP, SELF INKING, (ENTERED)	\$3.86	EA
2074212	STAMP, SELF-INKING, (COPY FOR YOUR	\$3.95	EA
2074211	STAMP, SELF-INKING, (DRAFT)	\$3.44	EA
2074223	STAMP, SELF-INKING, (DUPLICATED)	\$3.94	EA
2074205	STAMP, SELF-INKING, (EXPEDITE)	\$3.98	EA
2074150	STAMP, SELF-INKING, (FILE COPY)	\$3.88	EA
2074209	STAMP, SELF-INKING, (FILE)	\$3.78	EA
2074203	STAMP, SELF-INKING, (FILED)	\$4.08	EA
2074237	STAMP, SELF-INKING, (FIRST CLASS)	\$3.63	EA
2074213	STAMP, SELF-INKING, (OFFICIAL)	\$3.76	EA
2074112	STAMP, SELF-INKING, (PRIORITY)	\$3.30	EA
2074231	STAMP, SELF-INKING, (RECEIVED)	\$3.95	EA
2074107	STAMP, SELF-INKING, (RUSH)	\$3.30	EA
2074119	STAMP, SELF-INKING, (SECRET)	\$9.95	EA
2074242	STAMP, SELF-INKING, (UNCLASSIFIED)	\$3.95	EA
2074216	STAMP, SELF-INKING, (URGENT)	\$3.30	EA

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
2074185	STAMP, SELF-INKING, (AIR MAIL)	\$3.92	EA
2074196	STAMP, SELF-INKING, (APPROVED)	\$3.90	EA
2074228	STAMP, SELF-INKING, (CANCELLED)	\$3.87	EA
2074230	STAMP, SELF-INKING, (CERTIFIED)	\$3.79	EA
L000346	STAMP, SELF-INKING, (CLASSIFIED)	\$3.30	EA
2074111	STAMP, SELF-INKING, (COMPLETED)	\$3.30	EA
2074151	STAMP, SELF-INKING, (CONFIDENTIAL)	\$5.95	EA
2074108	STAMP, SELF-INKING, (COPY)	\$3.30	EA
L000347	STAMP, SELF-INKING, (ENCLOSURE)	\$3.30	EA
L000348	STAMP, SELF-INKING, (ORIGINAL)	\$3.30	EA
5261740	STAMP PAD, UNINKED, LARGE (4"x7")	\$1.73	EA
5261742	STAMP PAD, UNINKED, SMALL (2"x4")	\$.44	EA
2074190	STAMP TRAY, SELF INKING RUBBER STAMPS	\$1.29	EA
2074187	DATE STAMP, SELF INKED (LINE DATER)	\$13.74	EA
2073961	INK, SELF INKING STAMP REFILL, BLACK	\$1.63	EA
2073959	INK, SELF INKING STAMP REFILL, BLUE	\$1.64	BT
2073960	INK, SELF INKING STAMP REFILL, RED	\$1.24	EA
1614237	INK, STAMP PAD REFILL, BLACK	\$.77	EA
1614236	INK, STAMP PAD REFILL, BLUE	\$.60	EA
1614240	INK, STAMP PAD REFILL, RED	\$.72	EA

Staplers

L000096	STAPLER, ELECTRIC	\$52.39	EA
2405727	STAPLER, HAND	\$3.65	EA
2431780	STAPLER, HEAVY DUTY	\$26.99	EA
2815895	STAPLER, STANDARD	\$5.65	EA

Staples & Removers

2729410	STAPLES, 1/2" HEAVY DUTY	\$4.55	BX
2757217	STAPLES, 1/4" HEAVY DUTY	\$4.05	BX
2729409	STAPLES, 3/8" HEAVY DUTY	\$3.88	BX
L000097	STAPLES, ELECTRIC (CARTRIDGE)	\$3.73	EA
2729662	STAPLES, STANDARD	\$.69	BX
1626177	STAPLE REMOVER	\$.35	EA

Stationery

L000305	OA LETTERHEAD STATIONERY 8.5"x11"	\$.00	RH
L000306	OA PAD, 4"x5"	\$.00	EA
L000308	OA PAD, 5"x8"	\$.00	EA
L000309	OA ROUTE SLIP, 5"x8"	\$.00	EA
L000511	OMB DEPUTY DIRECTOR'S STATIONERY 8.5"x11"	\$.00	RH
L000512	OMB DIRECTOR'S STATIONERY 7"x8"	\$.00	EA
L000510	OMB DIRECTOR'S STATIONERY 8.5"x11"	\$.00	RH
L000313	OMB LETTERHEAD STATIONERY, 8.5"x11"	\$.00	RH
L000314	OMB PAD 4"x5"	\$.00	EA
L000315	OMB PAD, 5"x8"	\$.00	EA
L000316	OMB ROUTE SLIP 5"x8"	\$.00	EA

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Tabs

2814450	TAB INDEX, ADHESIVE, GREY CLOTH	\$.35	PG
L000118	TAB, HANGING FILE, CLEAR 1/3RD CUT 3.5"	\$1.21	PK
L000117	TAB, HANGING FILE, CLEAR 1/5TH CUT, 2"	\$1.21	PK
2814450	TABS, GREY CLOTH INDEX (25/PG)	\$.35	PG
3754510	TABS, HANGING FILE FOLDER 3-1/2", CLEAR	\$.70	PG
2826926	TABS, WHITE ADHESIVE INDEX (50/PG)	\$.45	PG

Tapes

2223455	TAPE, ADDING MACHINE, 2 1/4"	\$.58	EA
2908036	TAPE, FILAMENT, 1"	\$1.29	RO
1594450	TAPE, FILAMENT, 2"	\$2.63	RO
2708717	TAPE, KRAFT GUMMED WRAPPING, 3"	\$3.06	RO
2666712	TAPE, MASKING, 1"	\$.84	RO
2666710	TAPE, MASKING, 2"	\$1.45	RO
5519823	TAPE, SCOTCH TRANSPARENT, 1"	\$1.60	RO
5519825	TAPE, SCOTCH TRANSPARENT, 3/4"	\$.83	RO
2402417	TAPE DISPENSER, DESK TYPE, 3" CORE	\$4.54	EA
2402411	TAPE DISPENSER, DESK TYPE, 3/4" CORE	\$1.65	EA
2402408	TAPE DISPENSER, PLASTIC HAND HELD, 3/4" CORE	\$.48	EA
5799053	TAPE DISPENSER, STRAPPING TAPE, 3" CORE	\$2.33	EA
5986097	3" GUMMED TAPE	\$3.28	RO
L000143	VHS TAPE 120 MINUTE	\$3.17	EA

Toner

L000070	TONER CARTRIDGE, FX-2, Hii-6321-22	\$73.00	EA
L000020	TONER CARTRIDGE LASER, HPii, iID, AND iii PRI	\$45.00	EA
L000023	TONER CARTRIDGE LASER, HPiii <i>si</i> PRINTER RECYCLED	\$94.50	EA
L000502	TONER CARTRIDGE, FX-1 RECYCLED	\$33.00	BX
L000435	TONER CARTRIDGE, HP 4 RECYCLED	\$79.00	BX
L000401	TONER CARTRIDGE, QM3 860 (1710043-001)	\$170.00	BX
L000060	CARTRIDGE, DESJET 1200 C HP51640C CYAN	\$28.50	EA
L000048	CARTRIDGE, DESJET 1200C HP51640A BLACK	\$24.90	EA
L000050	CARTRIDGE, DESJET 1200C HP51640H MAGENTA	\$28.50	EA
L000068	CARTRIDGE, DESJET 1200C HP51640Y YELLOW	\$28.50	EA
L000990	MURATEC DKT 100 FAX CARTRIDGE, FOR MURATEC 86	\$238.00	EA

Trash Recepticals

2627363	BURN BAG, RED STRIPE	\$.13	EA
2855416	TRASH CAN, METAL, BROWN	\$6.37	EA
2051857	TRASH CAN, METAL, LOBBY SIZE, GREY	\$11.73	EA

Visual Aids

6198880	EASEL PAD, 27"x34"	\$8.14	EA
L000178	POSTER BOARD	\$2.86	EA
3786825	TRANSPARENCY MOUNTING FRAME (50/PG)	\$7.53	PG

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Xerox Supplies

L000071	XEROX (8R1177) 1045/48/50/5052 STAPLES	\$32.42	CT
L000072	XEROX (8R2253) 5328/5065/1065/5350 STAPLES	\$67.80	CT
L000524	XEROX (8R4023) 5365/5352C STAPLES	\$92.15	EX
L000034	XEROX 1012 COPY CARTRIDGE (13R8)	\$295.05	EX
L000040	XEROX 1025 DEVELOPER (5R142)	\$167.00	ST
L000051	XEROX 1025/1038 DRY INK (6R121)	\$46.00	CT
L000041	XEROX 1040 DEVELOPER (5R139)	\$82.00	ST
L000052	XEROX 1040/1045/1048 DRY INK (6R112)	\$44.00	BX
L000042	XEROX 1045 DEVELOPER (SR11)	\$82.00	ST
L000062	XEROX 1045 FUSER LUBRICANT (BR111)	\$13.75	CT
L000043	XEROX 1048 DEVELOPER (5R127)	\$156.00	ST
L000044	XEROX 1050 DEVELOPER (5R140)	\$97.00	CT
L000053	XEROX 1050 DRY INK (6R113)	\$46.00	CT
L000045	XEROX 1065 DEVELOPER (5R167)	\$97.00	CT
L000054	XEROX 1065/5056 DRY INK (6R229)	\$95.00	CT
L000063	XEROX 1075 FUSER LUBRICANT (8R983)	\$11.55	CT
L000046	XEROX 1075/1090 DEVELOPER (5R302)	\$138.00	EX
L000055	XEROX 1075/1090 DRY INK (6R301)	\$67.00	CT
L000074	XEROX 1075/1090 STAPLEWIRE (8R2958)	\$58.20	CT
L000047	XEROX 2700 DEVELOPER (5R136)	\$31.00	EX
L000056	XEROX 2700 DRY INK (6R99)	\$29.00	CT
L000521	XEROX 4213 DRY INK CARTRIDGE & DEVELOPER	\$215.25	BX
L000522	XEROX 4213 PRINT CARTRIDGE (13R48)	\$226.10	EX
L000520	XEROX 4213 TONER CARTRIDGE B (6R341)	\$84.00	BX
L000035	XEROX 5012/14 COPY CARTRIDGE (13R19)	\$243.60	BX
L000057	XEROX 5012/5014 DRY INK (6R257)	\$98.00	CT
L000058	XEROX 5018/5028 DRY INK (6R244)	\$76.50	CT
L000036	XEROX 5028 COPY CARTRIDGE (13R9)	\$248.00	CT
L000059	XEROX 5046 DRY INK (6R135)	\$91.35	CT
L000061	XEROX 5046 FUSER AGENT (8R2955)	\$34.92	CT
L000802	XEROX 5065/5365 DEVELOPER (5R138)	\$104.00	BX
L000749	XEROX 5113, 5114 TONER, 6R751	\$129.00	EA
L000695	XEROX 5314/5312 COPY CARTRIDGE (13R62)	\$247.80	BX
L000801	XEROX 5314/5312 DRY INK (6R379)	\$96.60	BX
L000685	XEROX 5340/5350 DEVELOPER (5R311)	\$235.00	EX
L000684	XEROX 5340/5350 DRY INK (6R396)	\$92.00	EX
L000528	XEROX 5345/55 DRY INK (6R726)	\$117.00	EX
L000037	XEROX 7020 FAX CARTRIDGE (8R2254)	\$81.00	EX
L000030	XEROX 7020 FAX CARTRIDGE REFILL (SR3626)	\$54.00	EX
L000038	XEROX 7024 FAX CARTRIDGE REFILL (8R3816)	\$45.00	EX
L000039	XEROX 7032/3 FAX CARTRIDGE REFILL (8R3683)	\$47.00	EX
L000741	XEROX 7041 DRUM CARTRIDGE	\$117.00	EA
L000789	XEROX 7041/7042 FAX CARTRIDGE	\$46.75	EX
L000527	XEROX RED DEVELOPER 5340/50/43C/52C (5R206)	\$60.00	BX
L000526	XEROX RED DRY INK 5340/50/43C/52C (6R365)	\$20.00	EX
L000064	XEROX SILICON FUSER OIL (8R79)	\$19.35	CT
L000744	XEROX STAPLE CARTRIDGES, SR4023	\$12.50	EX
L000080	XEROX TRANSPARENCY, CLEAR (3R2780)	\$34.70	BX

ITEM NO.	DESCRIPTION	PRICE	UNIT CODE
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Miscellaneous

8989730	BADGE, PIN ON	\$9.67	B
L000147	CHAIRSLIDE, PLASTIC	\$23.00	EA
0468848	CLOCK, BATTERY OPERATED, WALL TYPE	\$12.97	EA
9078277	DOOR STOP, RUBBER	\$.82	EA
2569912	FAN, OSCILLATING, 120 BLADES	\$28.88	EA
3467462	PADLOCK	\$3.68	EA
9031843	PICTURE FRAME, 9"x12"	\$3.78	EA
9400935	PUSH PINS	\$1.89	BX
2335984	TWINE, BALL	\$2.91	EA

Unit of Issue

BD.....	Bundle
BK.....	Book
BT	Bottle
BX	Box
CT	Carton
DZ	Dozen
EA.....	Each
HD	Hundred
PD	Pad
PK	Package
RM.....	Ream
RO	Roll
SE.....	Set

Service Information for Fax Machines and Copiers

For all new machines (room 224 fax machine) call Cannon at 703-807-3250.

For all copiers call Cannon at 703-807-3250.

For all other fax machines call Fax Plus at 703-527-2500

Serial Numbers:

Room 224-

Fax- UFL05659

Copier- NJE16236

Room 216-

Fax- UBK07679

Room 212-

Fax- UBW60419

Copier- NJE32135

Room 217-

Fax- UBK09695

If you have any other questions, Courtland (62009 or 62861) can help.

What kind of toner cartridge should we order?

Printers:

HP Laser Jet 4 or 5

Deanne, Leanne, Tom, Mary, Andrea, Cynthia, Irene, Eric, Chris, Essence, J.B., Sarah, Devorah, Andy, Karin, Zoe, Kendra, Bethany

Fax Machines:

Cannon FX-2

216 fax, 217 fax

Cannon FX-4

224 fax, 212 fax

Copiers:

For all DPC copiers, order Cannon NPG-14 (224, 212)

Date of Meeting: _____
 Time: _____ To: _____

All reservation forms should be submitted at least 48 hours prior to events.

Name of Individual Hosting Event: _____		Office/Agency: _____	
Staff Contact: _____	Extension No.: _____	Pager No.: _____	Room No.: _____
Type of Event: ☐ Meeting ☐ Reception ☐ Other _____			
Name/Description of Event: _____			
Number of Outside Guests: _____	In Attendance:		
Total Number of Attendees: _____	☐ President ☐ First Lady ☐ Vice President ☐ Mrs. Gore		
Room(s) Requested: ☐ Roosevelt Room ☐ Room 180 ☐ Room 472 ☒ Room 474 (Indian Treaty Room) ☐ Room 476 ☒ Room 450 ☐ Room 459			
General Services: ☐ Elevator Service (elevator #4)			
Time Reserved: _____ ☐ Podium ☐ Flags			
Special Room Arrangements for the Indian Treaty Room: ☐ Conference Style ☐ Theatre Style ☐ Other _____			
Number of Chairs: _____ Number of Table(s): _____			
Entrance/Gate Preferred: ☒ Pennsylvania Avenue (OEOb) ☐ East Visitors Gate Note: the 17th & "G" Street entrance is wheelchair accessible.			
Additional Requirements or Requests: _____ _____ _____			

* Roosevelt Room Reservation Forms must be returned to the West Wing receptionist (FAX # 6-1210)

OEOb Room Reservation Forms must be returned to Room 1, OEOb (FAX # 6-6472)

6- Room

All reservation forms should be submitted at least 48 hours prior to events.



Mail Services Guide



**Office of Administration
General Services Division**

Ava' ab e Services

Interoffice Mail

This service consists of delivery of correspondence within the EOP complex.

Correspondence must be put in interoffice mailing envelopes ("holey joes") with full name and room number for prompt delivery. Interoffice mail is delivered within three hours of pickup by mail staff.

1

Red Tag (Recorded Deliveries)

This service consists of picking up and delivering mail or packages for which a record of delivery is required. Red tags should not be applied to routine mail; they should only be applied to items for which a delivery record needs to be maintained. Red tags within the EOP complex are delivered within two hours from the time they are picked up by mail staff.

Immediate hand-carried delivery is not possible for every item. Red tags may be delivered on the interoffice floor runs if we can do so within the two-hour delivery standard.

To request a red tag delivery call the mailroom serving your area of the complex (OEOB: x57005; NEOB: x54722; White House: x52615).

Incoming Mail and Bulk Items

All mail and bulk items are initially delivered to OA's Remote Delivery Site at the Anacostia Naval Station for security screening by the U.S. Secret Service. After clearance, items destined for the EOP complex are taken to the nearest mailroom to be delivered by the end of the business day.

Express Overnight Mail

Outgoing overnight express mail is processed according to guidelines established by each agency's administrative office, and a form must be completed for each outgoing package to ensure correct billing. Outgoing packages should be delivered to the mailrooms in OEOB 54 or NEOB G-1 by 6:00 pm each evening.

Incoming express overnight mail letters are processed and delivered to EOP offices by 2:00 pm each day. Incoming freight packages which undergo security screening at the Remote Delivery Site are delivered by the close of the business day.

Outgoing Postal Mail

Outgoing postal mail (except for White House Office mail) is metered each afternoon by the NEOB mail room; the cost is billed to the agency listed on the stationery. Mail staff assume that outgoing postal mail is routine and not time-sensitive; therefore, bulk packages are sent by the most economical rates available unless mailroom staff are directed otherwise.

Addressing...

EOP Agency Zip Codes

Please do not ask people to send mail to:

John Doe
The White House
1600 Pennsylvania Avenue
Washington, DC 20500

EOP agency/staff mail simply addressed to "The White House" is included in the incoming Presidential mail from the general public. This may result in delayed delivery time and an increased likelihood of misdelivery. Zip code 20500 is reserved for the public to correspond directly with the President and the First Family; it is exclusively for their use.

GEA	20502
GEQ	20503
NSC	20504
OA	20503
OMB	20503
ONDCP	20503
OPD	20502
OSTP	20502
OVP	20501
PHAB	20502
USTR	20508
WHO	20502

3

Mail Office Operation Hours

OFFICE	LOCATION	OFFICE HOURS	TELEPHONE
OEOB Mail Center	OEOB 54	Monday - Friday: 8:00 am - 6:30 pm Saturday: 8:00 am - 12:00 noon	x57005
West Wing Mailroom	West Wing Basement	Monday - Friday: 8:00 am - 6:30 pm Saturday: 8:00 am - 12:00 noon	x52615
East Wing Mailroom	East Wing Basement	Monday - Friday: 9:00 am - 5:00 pm	x52918
NEOB Mailroom	NEOB SB-221	Monday - Friday: 8:30 am - 5:00 pm	x54722
Courier Receiving Facility	NEOB G-1	Monday - Friday: 8:00 am - 7:00 pm Saturday deliveries should be directed to OEOB's 17th and G Lobby	x53332

Procedures

Interoffice

Definition

Correspondence for delivery to addressee within EOP complex.

Each office should designate a single delivery site, located near the door, for mail deliveries. If boxes are being delivered, you may ask the mail clerk to place them in a convenient spot within 20 feet of your designated delivery site. Please do not ask mail staff to make deliveries to personal work spaces or to take boxes up or down stairs.

How to Send

Place in an interoffice "holey joe" envelope, indicating the full name and room number. Reusable messenger envelopes are more cost-effective than agency stationery for routine interoffice mail.

OA Courier Deliveries

Definition

Enveloped correspondence to agencies or businesses within the Washington beltway.

Outgoing mail should be delivered to OEOB 54 by 9:00 am to make the morning mail run, 12:30 pm to make the mid-day mail run, and 3:00 pm to make the afternoon mail run.

Offices which send more than ten courier packages at a single time should consult with the dispatcher (x57005) at least four hours prior to the scheduled delivery time.

Deliveries to residences or to offices outside the beltway should be sent via express overnight mail.

How to Send

Addressee's full name, room number, agency, street address, and telephone number are required, and must be placed in an official agency envelope with a red tag. Sender's name and telephone extension should be indicated on the left hand top corner of the envelope. Outgoing deliveries should be logged in at OEOB 54 by the sending office.

Red Tag Service within EOP Complex

Definition

Packages/envelopes for which signatures are required and recorded upon receipt.

Red Tag Service Hours:

West Wing: 8:30 am - 6:30 pm

East Wing: 9:00 am - 4:30 pm

OEOB: 9:00 am - 5:30 pm

NEOB: 9:00 am - 4:30 pm

How to Send

Addressee's name and room number should be listed with a red tag affixed nearby.

Please do not overuse the red tag service by sending routine mail or non-time-sensitive mail. This will only slow down delivery of truly time sensitive mail.

Scheduled Delivery and Pickup Times

WHITE HOUSE

East Wing Interoffice

West Wing Interoffice

9:30 am

8:00 am

9:00 am

10:30 am

11:30 am

11:30 am

1:30 pm

1:30 pm

2:30 pm

3:30 pm

4:00 pm

EOEB

Interoffice Mail

OA Courier Deliveries

9:30 am

9:00 am

11:30 am

12:30 pm

1:30 pm

3:00 pm

3:30 pm

NEOB

Interoffice Mail

Other EOP Buildings

Jackson Place

9:30 am

10:00 am

10:30 am

11:30 am

2:30 pm

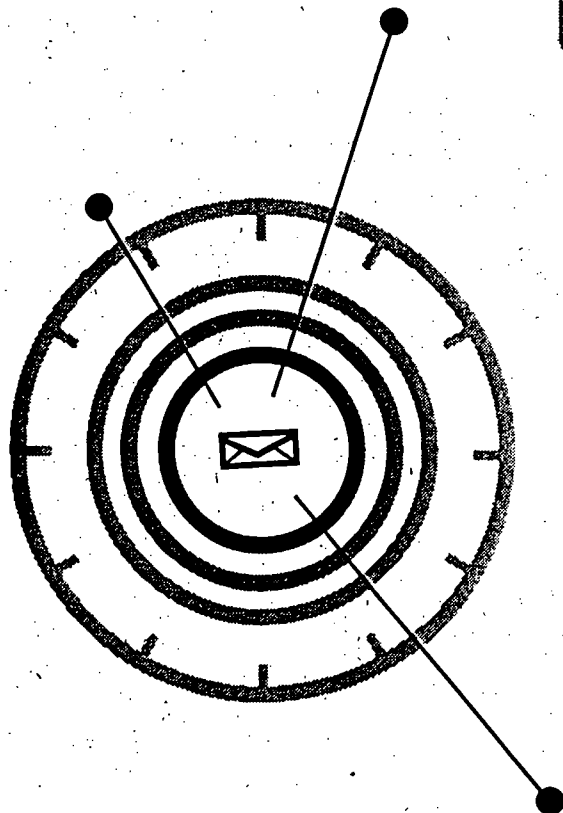
3:30 pm

1:30 pm

3:30 pm

Delivery Standards

- ★ Interoffice mail.....3 hours
- ★ Interoffice red tags2 hours
- ★ Courier delivery within Washington beltway.....3½ hours
- ★ Registered/certified/express3 hours
- ★ Freight received at Remote Delivery Site8 hours



7

The General Services Division's supply staff has compiled a suggested listing of everyday office supplies that individual employees will need in getting started in an office environment. Following is a listing of those supplies including initial and annualized costs:

Suggested Supply Items to Start Up an Office

ITEM NO.	ITEM	UNIT OF ISSUE	QUANTITY	FIRST YEAR COST 1998	ESTIMATED ANNUAL COST 1999
1626156	Calendar Stand and Calendar (Grey)	EA	1	\$2.10	\$2.20
7892455	Calendar Board	EA	1	\$2.10	
3374702	Calendar Monthly, Wall Type	EA	1	.36	.38
1828535	Calculator, Hand Held (Solar)	EA	1	\$4.75	
L000147	Chairslide, Plastic	EA	1	\$23.00	
0468848	Clock, Battery Operated, Wall	EA	1	\$15.18	
L000084	Copyholder	EA	1	\$9.10	
L000001	Daily Minder (Appointment Book)	EA	1	\$5.97	\$6.27
2855840	Desk Blotter Pad Refill-Moss Green- 24"x38"	EA	1	.55	.58
2851801	Desk Pad Holder 24"x36"	EA	1	\$14.79	
L000167	Desktray Organizer, Plastic	EA	1	\$2.75	
0944307	Desktray, Letter, Plastic	EA	1	\$2.03	\$2.13
1429051	Dictionary	EA	1	\$6.83	
L000012	Diskettes (box of 8 each)	BX	1	\$3.55	\$3.73
L000016	Diskette File Holder, 3.5 disk	EA	1	\$7.52	
2223467	Envelopes, Messenger (500/box)	BX	1	\$35.00	\$36.75
2822507	File Folder, 1/3 cut, Manila 8.5" x 11" (25/box)	BX	1	\$6.43	\$6.75
2404841	Letter Opener, Metal	EA	1	.51	
0202806	Liquid Paper/Correction Fluid	BT	1	.97	1.02
L000228	Message Pads, 4/page	PD	1	\$2.82	\$2.96
L000200	Pad, 8.5" x 11" White Ruled (12/pack)	PK	1	\$5.70	\$5.98
1614292	Paper Clip, Standard	PK	1	\$1.78	\$1.87
1393902	Paper Punch - 2 Hole	EA	1	\$4.07	
1632563	Paper Punch - 3 Hole (small)	EA	1	\$17.86	
L000086	Pen and Pencil Cup	EA	1	\$1.76	
2815235	Pencils #2 (12 per pack)	PK	1	\$1.05	\$1.10
L000243	Pens razor tip (12 per pack)	PK	1	\$5.31	\$5.58
1616215	Ruler 12"	EA	1	.62	.65
2939199	Scissors 7"	EA	1	\$7.04	
9265280	Spray Cleaner, General Purpose	BT	1	\$5.66	\$5.94
1626177	Staple Remover	EA	1	.35	.37
L000096	Stapler, Electric	EA	1	\$86.30	
L000097	Staples, (Electric/Cartridge)	BX	1	\$3.73	
1616211	Supply Cup (paper clip dish)	EA	1	.31	
2402408	Tape Dispenser, Plastic Hand Held	EA	1	\$1.17	
5519825	Tape, Scotch Transparent 3/4"	RO	1	.83	.87
2855416	Trash Can, Metal/Brown	EA	1	\$6.37	
Total				\$296.22	\$85.13

DOMESTIC POLICY COUNCIL (DPC) STAFF PHONE LIST

<u>Person</u>	<u>Phone</u>	<u>Fax</u>	<u>Office Location</u>
ADLER, Deborah Associate Director	6-5707	6-5557	216 OEOB
BENOS, Deanne Associate Director	6-5568	6-7028	224R OEOB
BERNSTEIN, Leslie Assistant Director	6-6580	6-7028	218R OEOB
BOSLAND, Julie Assistant Director	6-2948	6-7431	212L OEOB
BROOKS-FRENCH, Kendra Assistant Director	6-5228	6-5581	217L OEOB
BURKE, Marie Deputy Director, White House Council on Youth Violence	6-0717	6-0720	G-220 NEOB
CERDA III, Jose Special Assistant to the President			218L OEOB
CHANG, Caroline Associate Director	6-6547	6-5581	213½ OEOB
CHESSEN, Sonia Director, White House Council on Youth Violence	6-5796	6-0720	G-220 NEOB
CHOW, Barbara Deputy Assistant to the President for Domestic Policy	6-5803/5-4844	6-2878	2 FL/WW
DOAN, Julia Assistant Director	6-5594	6-5557	216 OEOB
HO, Christina Associate Director	6-1959	6-7431	207 OEOB
HOWARD, Heather Associate Director & Senior Policy Advisor to the First Lady	6-7263	6-2878	2 FL/WW
JENNINGS, Chris Deputy Assistant to the President	6-5560	6-5557	216L OEOB
KANE, Andrea Special Assistant to the President	6-5573	6-7431	212R OEOB
KULLMAN, Karin Special Assistant to the President and Chief of Staff	6-1732	6-7028	222 OEOB
LEWIN, Nick Associate Director, White House Council on Youth Violence	6-0718	6-0720	G-220 NEOB
LITTLE, Bethany Associate Director	6-5543	6-5581	217R OEOB
LUCAS, Sarah Assistant Director & Office Manager	6-5548	6-7028	224 OEOB
LUSSIER, David Associate Director			213 OEOB
MAYS, Cathy Executive Assistant	6-6515	6-2878	2 FL/WW
McGEE, Jennifer Assistant Director	5-4236/5-4844	6-2878	2 FL/WW
MORSE, Eric Assistant Director	6-0122	6-2878	2 FL/WW
O'LEARY, Ann Special Assistant to the President & Senior Policy Advisor to the First Lady	6-6275	6-2878	2 FL/WW
REED, Bruce Assistant to the President for Domestic Policy & Director DPC	6-6515	6-2878	2 FL/WW
RICHTER, Anna Assistant Director	6-5565	6-7028	220 OEOB
SEWELL, David Associate Director	6-0358		210 OEOB
SHIMABUKURO, Leanne Special Assistant to the President	6-5574	6-7028	224L OEOB
WALLER, Margy Associate Director and Senior Advisor for Welfare and Working Families	6-5586	6-7431	212C OEOB
GENERAL DPC NUMBER DPC CONFERENCE ROOM	6-2216 6-5564		211 OEOB

THE PRESIDENT'S CABINET

The Vice President	Albert Gore, Jr.....	456-2326
Department of State	Secretary Madeleine Albright.....	647-4000
Department of the Treasury	Secretary Robert E. Rubin.....	622-2000
Department of Defense	Secretary William E. Cohen....	(703) 545-6700
Department of Justice	Attorney General Janet Reno	514-2000
Department of the Interior	Secretary Bruce Babbitt.....	208-3100
Department of Agriculture	Secretary Daniel R. Glickman	720-8732
Department of Commerce	Secretary William M. Daley	482-2000
Department of Labor	Secretary Cynthia Metzler (Acting) ..	219-6666
	 Alexis Herman (Designate)	
Department of Health	Secretary Donna E. Shalala.....	619-0257
and Human Services		
Department of Housing	Secretary Andrew Cuomo.....	708-1112
and Urban Development		
Department of Transportation	Secretary Rodney Slater	366-4000
Department of Energy	Secretary Federico Peña	586-5000
Department of Education	Secretary Richard W. Riley.....	401-2000
Department of Veteran Affairs	Secretary Jesse Brown.....	273-5400
Environmental Protection Agency	Administrator Carol M. Browner....	260-2090
Council of Economic Advisors	Chair Janet Yellen (Designate)	395-5042
Office of Management and Budget	Director Franklin Raines.....	395-4840
U.S. Mission to the United Nations	Ambassador William Richardson ...	736-7555
United States Trade Representative	Ambassador Charlene Barshefsky...	395-3204
Office of National Drug Control Policy	Director Barry R. McCaffrey.....	395-6700
Small Business Administration	Administrator Aida Alvarez.....	205-6600
White House Chief of Staff	Ersine Bowles	456-6797
Counselor to the President	Thomas F. (Mack) McLarty.....	456-2000
Central Intelligence Agency	Director George Tenet	(703) 482-6363
	 (Acting and Designate)	
Federal Emergency Management Agency ..	Director James Lee Witt	566-1600

Useful Numbers:

White House Operator	456-1414 (Or "0" if you are in the building)
White House Signal	757-5000
WAVES	6-6742
Comment Line	6-1111
Computer Assistance	5-7370
White House Staff Mess	5-MESS (56377)
Intern Hotline	6-5122
Room Reservation	6-ROOM (67666)
Transportation	7-1467
Library	5-7000
Law Library	5-3397
Public Liaison	6-2930
Web Address	www.eop.gov

DIRECTORY OF SERVICES

If you don't know where to start for obtaining service assistance or answers to your questions about any administrative needs, start with the <i>Office of Administration</i>		395-3043
Athletic Center (White House Athletic Center - NEOB 2008).....		395-5688
Cafeterias:		
OEOB (Room 31)		395-6132
NEOB (Room 2211).....		842-3080
Child Care (U.S. Kids)		233-4623
Computer Assistance/Training.....		395-7370
Conference Room Reservations:		
White House Conference Center.....		456-7507
OEOB.....		456-2500
NEOB (rooms 2010 and 5104).....		395-1573
NEOB (rooms 8103, 9001, 9104 and 10103).....		395-7250
Credit Unions:		
White House Federal (OEOB 42)		456-2900
Budget Federal (NEOB 7217).....		395-4882
Employee Assistance Program		1-800-632-7643
Employment Hot Line (open positions in the EOP).....		395-5892
Equipment Repair (typewriters, copiers, fax machines, safes, etc.):		
EOP		395-1573
White House Office		456-2500
Facilities Management		395-2335
(moving, relocation coordination, decorator services, space planning, GSA liaison)		
Garage (NEOB)		395-3758
Graphic Design		395-3624
(design and layout of publications and visual aids)		
GSA/Maintenance and Cleaning		395-3675
(light bulbs, heating and air conditioning, electrical outages—7:30 A.M. to 5:30 P.M.—weekdays)		
After hours, weekends, and holidays.....		395-3364
Health Units:		
OEOB (Room 105)		757-2476
(9:00 A.M. to 11:30 A.M. and 1:00 P.M. to 4:00 P.M.—weekdays)		
After hours.....		395-4497
NEOB (Room 6101)		395-5064
Human Resources/Payroll Services.....		395-1088

DIRECTORY OF SERVICES *(Continued)*

Libraries:

OEOB	395-7000
NEOB	395-3654
Law (OEOB)	395-3397

Lost and Found	395-4497
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Mail and Messenger:

West Wing	395-2615
East Wing	395-2918
OEOB	395-7005
NEOB	395-4722
Courier Receiving (NEOB)	395-3332

Notary Public:

OEOB (Room 41)	456-7080
NEOB (Room 10202)	395-3084

Operator:

Within the EOP Complex	'0'
From outside the EOP Complex	456-1414

Paging:

WHCA Pagers Only	757-1111
WHCA Signal Operator	757-5000

Post Office (OEOB 52)	456-7126
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Presentation Supplies (overhead projectors, flip charts, etc.)

OEOB	395-2622
NEOB	395-3532

Procurement & Contracting:

EOP Agencies	395-3314
White House Office	456-2500

Publications by EOP Agencies:

Within the EOP Complex	395-3610
Calls from the public	395-7332

Printing and Publishing (for large quantity GPO jobs)

OEOB Print shop (OEOB 15)	395-3624
NEOB Print shop (NEOB SB-224)	395-2294
	395-3660

Records Management:

Presidential	456-2240
EOP Agencies	395-6471

DIRECTORY OF SERVICES *(Continued)*

Remote Delivery Site (RDS).....	395-5250
Supply Stores:	
OEOB.....	395-2622
NEOB.....	395-3532
TTY/TDD (Text telephones)	
Comment Line.....	456-6213
Equal Employment Opportunity Office (EEO).....	395-1160
Visitors Office	456-2121
Telephone Service Office:	
Service Orders (For new lines, reconfiguration or new equipment, contact your administrative officer for a facility request.).....	456-6400
Repairs	456-9611
Tours:	
West Wing (staff tour information line)	456-2002
White House (information line)	456-7041
OEOB (reservations).....	395-5895
Travel (reservations and ticketing)	456-2250
U.S. Secret Service	'0'
WAVES/Appointments (OEOB 562).....	456-6742
White House Conference Center	456-7507
White House Mess	395-6377(MESS)
WHCA Customer Service Center (OEOB 444)	757-1234

Get a free line without having to push a button or interrupt someone else's call. In addition, the lights next to line buttons makes it easy to keep track of call.

- Red light indicates line you are on.
- Green light indicates if line is free, busy, or on hold. Fast flashing = you put call on hold. Slower flashing = someone else put call on hold.

Touch either Intercom button to contact other connected to your MERLIN system.

Test functions of your voice terminal and program its features using the T/P switch.

Control the volume of both your speaker and ringer.

Dial special codes for additional features.

MERLIN AVAILABLE FEATURES*...

Program, buttons so that custom features, such as Do Not Disturb and Outside Auto Dial, Auto Intercom, Privacy, Cover Paths, etc. are yours with just one touch.

Using Conference, connect with up to two outside lines and two intercom extensions.

Transfer a call to another voice terminal within your MERLIN System.

Put calls on Hold.

Drop one party from a conference call.

Speakerphone has been disabled for security reasons.

Touch Recall to disconnect a call without hanging up the handset. With Centrex or PBX service, use Recall instead of a switchhook flash.

Call your attendant for messages when light is on.

DIALING INSTRUCTIONS

- Internal Calls: Dial the 4 digit number
- Local Area Call: Dial "9" plus desired number
- Long Distance Calls: Dial "8" plus area code plus desired number
- Assistance Call: Dial "0" for your operator
- Telephone Repairs: Dial "9" + 611
- AT&T Account Team: Dial extension 6400

2600 info

2523

1261
MAY 11 1978
or Sye wood
nd BGP

Executive Office of the President

Merlin Legend Communication System Users Guide

FEATURE	PROCEDURE
HOLD • To place a call on hold • To return to held call	• Press the "hold" button • Press the "line" or "intercom" button with fast flashing green light
TRANSFER • To transfer calls to another line within the 18 acres • To transfer calls to another extension within your Merlin System	• Press the "recall" button, you will hear 3 bursts of tone, then steady tone, dial the new 4 digit number, station answers, announce call and hang up • Press the "transfer" button, (call placed on hold) then dial the Merlin intercom number or press the Auto-Intercom button for that individual, press "transfer" again, hang up.
CONFERENCE • To add a 3rd party to a call • To drop a 3rd party, busy tone or no answer	• Press "conference" button, (call placed on hold) then press another outside "line" or "intercom" button, dial the appropriate number, then press "conference" button again to begin conference call. • Press "drop" button and touch the outside "line" or "intercom" button to disconnect either party.
INTERCOM • To place calls to individuals connected to your Merlin System	INTERCOM • Press either "intercom" button, lift handset, dial the intercom number or press the Auto-Intercom button.
SPEAKERPHONE • Speakerphone has been disabled for security reasons.	

EXECUTIVE OFFICE OF THE PRESIDENT
MERLIN LEGEND
COMMUNICATIONS SYSTEM
SYSTEM FEATURES

LIGHT INDICATORS ON YOUR PHONE:

NEXT TO A LINE

- Red = You get this line when you lift the handset.
- Steady Green = This line is in use.
- Flashing Green = A call in coming in on this line.
- Faster Flashing Green = Someone else's call on hold.
- Fastest Flashing Green = A call you have put on hold.

NEXT TO A FEATURE PROGRAMMED FEATURE

- Steady Green = That feature is activated.
- Light Off = That feature is deactivated.

NEXT TO AN AUTO INTERCOM BUTTON

- Steady Green = The phone is busy or person is using **Do Not Disturb**.
- Flashing Green = An intercom call coming to you from this phone.

RINGING INDICATORS ON YOUR PHONE:

RINGING PATTERNS

- Outside Call = 1 short and 1 long ring.
- Intercom Ring = 1 long ring.
- Transferred Call = 2 short and 1 long ring.

RING OPTIONS – Individual Lines

- Immediate Ring = *37
- Delayed Ring = *36
- No Ring = *35

RING OPTIONS – All Lines

- Immediate Ring = *347
- Delayed Ring = *346
- No Ring = *345

PROGRAMMING CODES
FOR AVAILABLE FEATURE BUTTONS:

SYSTEM FEATURE BUTTONS

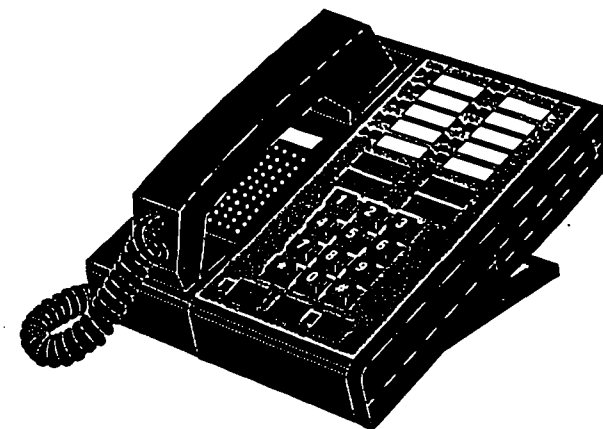
- Auto Answer All = *754 (GPA Connection to A/S Machine)
- Outside Auto Dial = *21+ Telephone Number
- Intercom Auto Dial = *22 + Intercom Number
- Do Not Disturb = *47
- Last Number Redial = *84
- Privacy = *31
- Saved Number Redial = *85
- Auto Line Selection = *14
- Primary Coverage = *40 + Intercom Number
- Secondary Coverage = *41 + Intercom Number
- Feature Button = *20
- Personal Speed Dial = *21 = Code (1-24) + Telephone Number
- Manual Signaling = *23 + Intercom Number

Call Forward

x 72

then 442 number

These feature buttons can be programmed using available spare buttons on your phone. Using the spare buttons; label the button, slide the program switch to the downward position, press the button you are programming and dial the program code. When programming is completed, slide program switch back to center position.



Merlin Legend
Users Guide

Executive Office
of the
President

QUESTIONS/ASSISTANCE

If you have questions or need assistance, please contact one of the following:

- Telecommunications Serving Office (TSO) on X6-6400
- Patricia A. Parker, Telephone Services Coordinator on X5-6089
- Sheryl L. Hall, EOP/COTR, Y2K Deputy Program Manager on X5-6460
- Telecommunications Representative (TR) for your agency

QUICK REFERENCES

ACTIVITY MENU	
Record and Send Messages (record, edit, address, deliver)	1
Get and Respond to Messages (retrieve, sort/save, respond)	ABC 2
Create Personal Greetings (record, edit, activate)	DEF 3
Check Outgoing Messages (retrieve, sort/save, review/modify, resend)	GHI 4
Change Password/Create Lists/Personal Directories (create, review/modify, scan)	JKL 5
Scan Messages Quickly (and/or headers)	PRS 7

BASIC COMMANDS

Help	*4 or *H
Restart at Activity Menu	*7 or *R
Wait	*8 or *W
Transfer to an extension	*9 or *T
Look up name/extension	**6 or **N
Exit system	**9 or **X
Transfer call to operator	*0
Delete	*3 or *D
Undelete (may not be available with your system)	**8 or **U
Hold message in category	**4 or **H
Re-log in	**7 or **R
Skip call answer greeting	1
Use while addressing:	
Alternate addressing (switch between name/ext.)	*2 or *A
Use mailing list	*5 or *L

PLAY-BACK CONTROLS

1	Rewind ABC 2	Play/Pause DEF 3
4 Louder GHI	5 Back Up JKL	6 Advance MNO
7 Softer PRS	8 Slower TUV	9 Faster WXY
.	Listen/Reply Open 0	Skip #
Press 3 to pause and 3 again to continue. Q=7 Z=9		

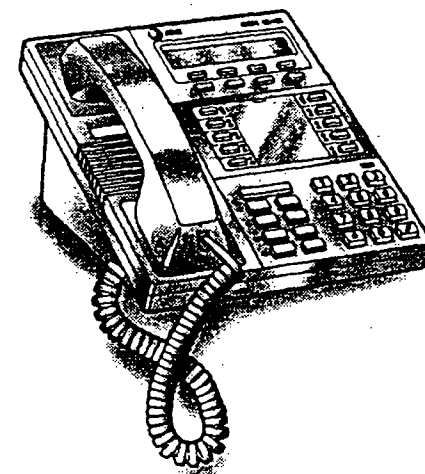
WASHINGTON, ESSENCE
OFFICE OF POLICY DEVELOPMENT
DOMESTIC POLICY COUNCIL
CECB
224

EXECUTIVE OFFICE OF THE PRESIDENT

INTUITY Quick Tips Guide



OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS & TECHNOLOGY DIVISION



The Executive Office of the President (EOP) Voice Mail System (395 and 456 exchanges only) has been upgraded to be in compliance with Y2K standards. The new "Intuity" Voice Mail System provides a platform for the multimedia messaging of the future and enhances personal greetings capability.

Beginning at 8:00 am on 6/26/99 until 11:59 pm on 6/27/99, all data from individual mailboxes in the old Audix System will be deleted. During the transition, the capability to store unanswered calls will be disabled. Therefore, there will be no voice mail coverage during this period of time.

The new system is similar to what has been in place, but does require "first time" log in activities by **all EOP** voice mailbox users. Beginning on **6/28/99**, three activities must be performed to set up your voice mailbox. They are the following:

1. Record your name.
2. Establish your password.
3. Create your personal greeting.

Before you can begin, you must **LOG IN** to the Voice Mail system. Below you will find directions to **LOG IN** to the system.

LOG IN

1. Touch the **AUDIX** button on your telephone; wait for the system to answer.
2. When asked, enter your extension number, e.g., 61234, followed by the **"#"** button.
3. When asked for your password, press the **"#"** button.

You are now logged in to your voice mailbox.

The system will now ask you to press the numeral **"1"** to record your name.

TO RECORD YOUR NAME

1. Press **"1"** to begin recording.
2. Speak **ONLY** your first name and last name (i.e., Jane Smith).
3. Press **"1"** to stop recording. The system will automatically replay your recorded name for you.
4. If you are satisfied with the recording of your name, press the **"#"** button, or press **"1"** to re-record your name.

TO PERSONALIZE YOUR PASSWORD

Once you have approved your name, the system will automatically ask you to select a personalized password.

The password you choose must be between six (6) and ten (10) digits, i.e., 782390. Do not use repeat numbers, i.e., 222222 or consecutive numbers, i.e., 345678 or your extension number. The password should be a unique number.

1. When asked, enter your personalized password followed by the **"#"** button.
2. When asked, re-enter your personalized password followed by the **"#"** button.

(The system will not tell you that your password has been changed. This is now your password to use when logging in.) You should now hear the choices on the **MAIN MENU** of the Voice Mail system. You will hear these choices every time you call the Intuity Voice Mail System.

They consist of the following three choices:

- To Record Messages, Press **1**
- To Get Messages, Press **2**
- To Administer Personal Greeting, Press **3**

At this point, you should record a personal greeting which will be heard by callers when you cannot answer your telephone.

TO RECORD YOUR PERSONAL GREETING

1. At the Main Menu, select option number **"3"**.
2. When the system prompts you, press **"1"** to create/change a greeting. The system will now prompt you for a greeting number.
3. Enter **"1"** for greeting number. The system will tell you to record your greeting at the tone, and when you are finished recording to either press the **"#"** button or press **"1"** to edit your greeting.
4. When finished recording your greeting, press **"1"** to edit your greeting.
5. At this point, you can press **"2"** then **"3"** to playback the greeting you just recorded. Press the **"#"** button to approve your greeting.

Press ***3** (or ***D**) to delete your greeting and record again.

6. Once you have approved your greeting, when prompted you **MUST** press **"1"** to activate the greeting.

The Intuity Voice Mail System will allow you to have as many as **9** different greetings at any one time. Once you have recorded different greetings, all you have to do is tell the system which greeting number you would like callers to hear when you cannot answer your phone. Initially, it is recommended that you record only one greeting until you become comfortable with the system.

AUTO ATTENDANT GREETING RECORDING INSTRUCTIONS

The following procedures should only be used by agencies or individuals with the Auto-Attendant feature.

1. Log on to the voice mail system for your Auto-Attendant.*
2. Enter the Auto-Attendant extension number and the password.
3. From the Main Menu, select option 3 (administer personal greeting).
4. Press 1 (to create a greeting).
5. Select a greeting number; for example: **1**.
6. Follow the instructions to begin recording.
7. Record the greeting.
8. When finished recording, Press **1**, (To play back press **2**, then press **3**).
9. Press the **"#"** button to approve the Auto Attendant greeting.
10. To activate this greeting, Press **1**.
11. You can now disconnect, or press the **"*"** button and the **"#"** button to return to the main menu of the Voice Mail System.

For Sub Auto-Attendants (multiple legs), repeat the instructions.

* INTUITY 1 - X60111
INTUITY 2 - X60222

CLINTON LIBRARY PHOTOCOPY

SARAH — C. — LUCAS@ opd.eop.gov

(202) 456-5548