

# RICOH MANAGED SERVICES

## Contact Us

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**RICOH**  
*Service Excellence*

**RICOH**  
imagine. change.

## OUR COMMITMENT

**We will go above  
and beyond to see  
that your request is  
met. We are  
committed to your  
satisfaction.**

**[www.ricoh-usa.com](http://www.ricoh-usa.com)**

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# TIGER POST

**PRINTER SERVICES**

**MAIL & SHIPPING**

**PACKAGE LOCKERS**

**403 MAIN ST.  
GRAMBLING, LA 71245  
TIGERPOST@GRAM.EDU  
(318) 274-2255**

**HOURS OF OPERATION:**  
**MONDAY – THURSDAY: 8:00 AM TO 5:00 PM**  
**FRIDAY: 8:00 AM TO 12:00 PM**  
**\*FRONT COUNTER CLOSED 10:00AM-2:00PM DAILY\***  
**CLOSED WEEKENDS**

## INTRODUCTION

Ricoh is pleased to offer various postal and print services for GSU. Our qualified staff is willing to answer questions you may have. Please feel free to contact us. We welcome the opportunity to help you with your shipping and printing needs.

## PRINT SERVICES

Printing Services can be requested through the PrintNet System.

- B/W Copy/Prints
- Color Copy/Prints
- Binding
- Laminating
- Business Cards
- Flyers
- Yard Signs
- Posters (up to 34 in.)

**QUESTIONS?** Contact the Tiger Post at [tigerpost@gram.edu](mailto:tigerpost@gram.edu) or 318-274-2255. One of our Team Members will be glad to assist you with your shipping and printing concerns.

## MAILING & SHIPPING SERVICES

Shipping is quick and easy with Ricoh. We are pleased to provide Grambling State University Mail and Shipping services through the U.S. Postal Services (USPS) and FedEx.

We have a limit of 70 lbs and 108" (girth and length combined). Let us know in advance for larger items.

### HOW DO I RECEIVE MAIL OR PACKAGES?

Please have all mail and packages addressed as below:

<FIRST NAME> <LAST NAME>  
Grambling State University  
403 Main St.  
Grambling, LA 71245

Your mail will only be delivered to the Tiger Post. Mail will not be delivered to your dorm room or other campus address.

To register for mail services please visit the Mail Service webpage: <http://www.gram.edu/student-life/services/mailroom/>

Tiger Post will email you when mail or a package is waiting for you.

## PACKAGE LOCKERS

You will receive an email notification with instructions on how to pick up your package from the Student Package Locker Bank at the Tiger Post.

Here is a quick user guide.

### Step 1: Receive Email Notification

**Step 2: Go to the Tiger Post Package Locker location according to email instructions**

**Step 3: Log in at Package Locker using one of the following methods: scan emailed QR Code or enter PIN Code.**

**Step 4: Locker door will open, retrieve package(s) and make sure to close locker door. Please do not leave trash in lockers.**

The package pick-up window will expire in 48 hours. When the package pick-up window expires, the package will be available for pick up at the Tiger Post front counter.

If you are having any difficulty, please call us at 318-274-2255.