Intelligent Inserter

This machine is used to fold and insert mail sets. These mail sets can be of differing page counts and up to 6 variable inserts. For example, Jane's mail could be 4 pages with 4 inserts and John's mail could be 5 pages with 3 inserts. It then seals and meters the mail piece prior to sorting. State Mail has two intelligent inserters that can insert at speeds up to 7,500 mail sets per hour.

Mechanical Inserter

This machine can take folded pages, 1/3 sheet inserts, or return envelopes and insert them into an outer envelope to create the same mail set over and over again. It also seals and meters the mail piece in preparation for sorting. State Mail has three of these machines.

Folder

This machine is used for folding sheets of paper in preparation for mailing or inserting. This machine can do several different folds, the most common of which is the letter fold. The letter fold is used in creating self-mailers and on the inserting machines. This machine will fold at speeds up to 29,000 pieces per hour.

Right-Angle Folder

This machine is used for folding 11’ X 17’ sheets of paper in preparation for mailing or inserting. This machine can perforate and do several different folds, the most common fold on this machine is folding the 11’ X 17’ sheet of paper in half and then into a letter fold. This creates a nice letter size self-mailer. This has been very beneficial in the redesign of the Jury Questionnaire.

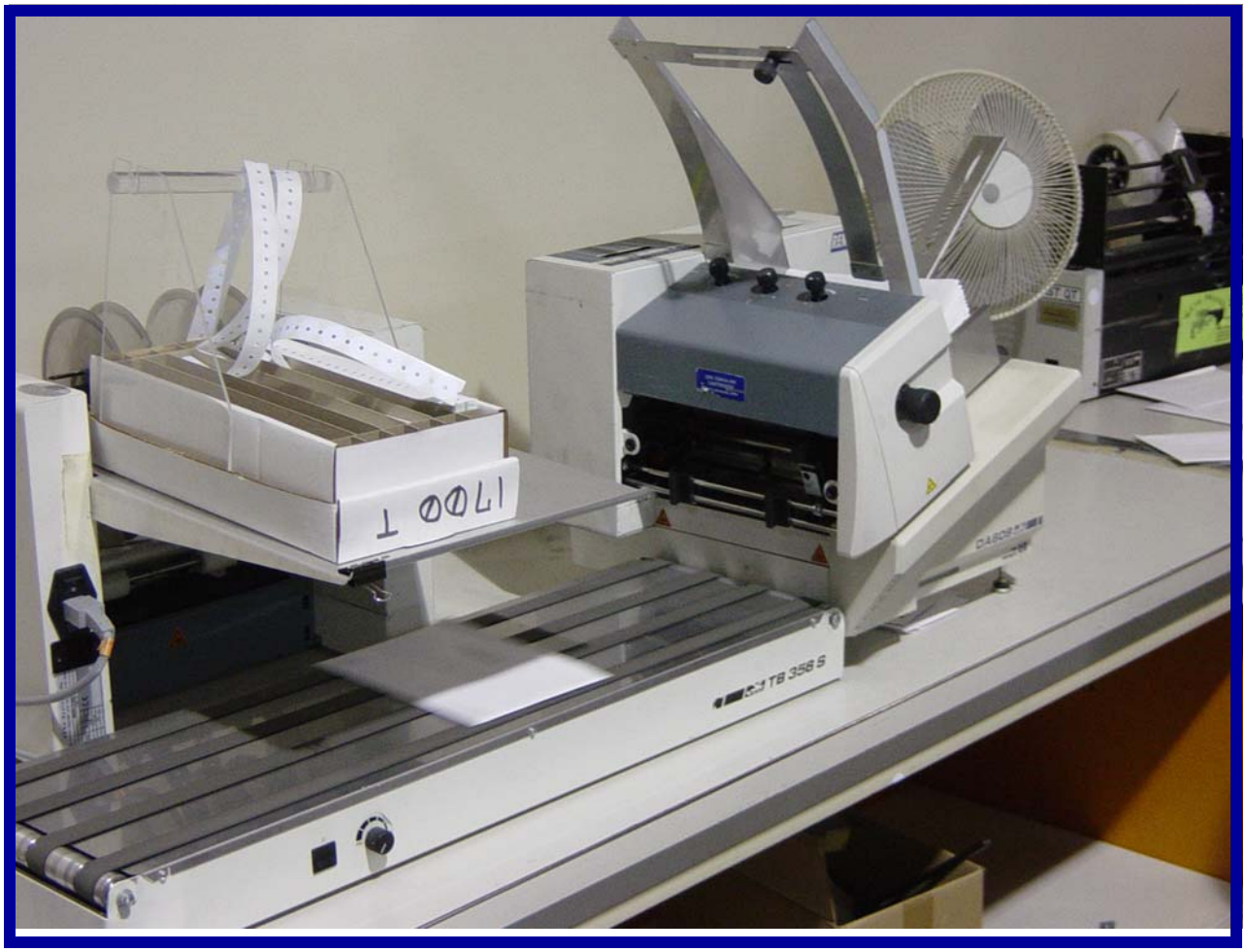
Optical Character Reader

This machine is used for sorting letters for postage discounts. The bottom two lines of each letter's delivery address is read and compared to the USPS database of addresses. If the address is valid a barcode is printed on the envelope and it is sorted into the proper zipcode bin. This is a work share program with the USPS and results in savings of up to $0.098/letter. This machine can run at speeds of up to 35,000/hr.

Tabber

This machine is used to put tabs and labels on letters and booklets. State Mail does many mailings each day that are not inserted into an envelope. We call these jobs self-mailers. A self-mailer is an option for some jobs and can save the customer the cost of envelopes. For more information please contact a State Mail representative.

Tabletop Inkjet



This small inkjet printer is used to print addresses on envelopes and postcards. State Mail uses a USPS certified address preparation software to prepare the address list prior to printing. Address lists can be sent via email to State Mail in a spreadsheet format (i.e. Excel, CSV, database, character delimited, fixed width, etc.) For more information please contact a State Mail representative.

Inkjet

This inkjet machine has some special features. As noted above the address files are prepared prior to printing and most jobs are run on this production inkjet machine. This machine has two separate printheads with 2 inches of print per head. The feeding mechanism is a vacuum shuttle feed and can feed postcards up to booklet size material (16’ X 16’ X 1’). For glossy coated material an onboard dryer has been installed and this machine can run at speeds of up to 15,000/hr.

Meter Machines

State Mail has 6 of these metering machines. These meters are equipped with a shape-based weighing module, which means the machine measures the length, width, and height of the mail piece as well as weighing it before applying the correct postage. Another nice feature is the machine will also seal letters. To take advantage of this feature please send the letters to State Mail with all the flaps either up or down, but not a combination of both.

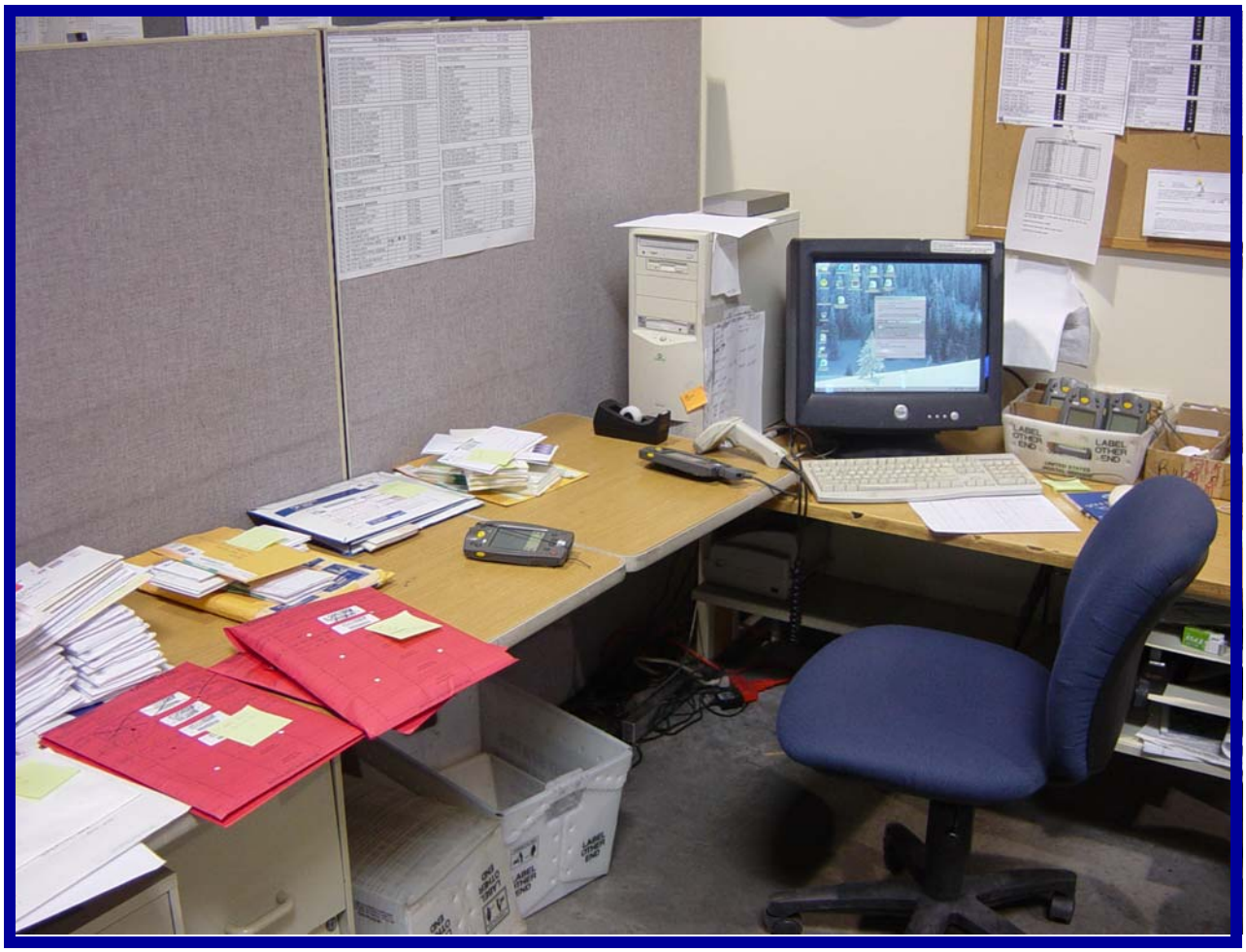
Sorting Bins

When most people think of State Mail, this may be what they picture. A room in the basement with walls of pigeon holes for sorting mail. Well State Mail is not in the basement, but there are over 500 bins to sort to. Each of these bins translates into a mail stop and the total miles driven each day by State Mail couriers is over 900.

Shipping Area

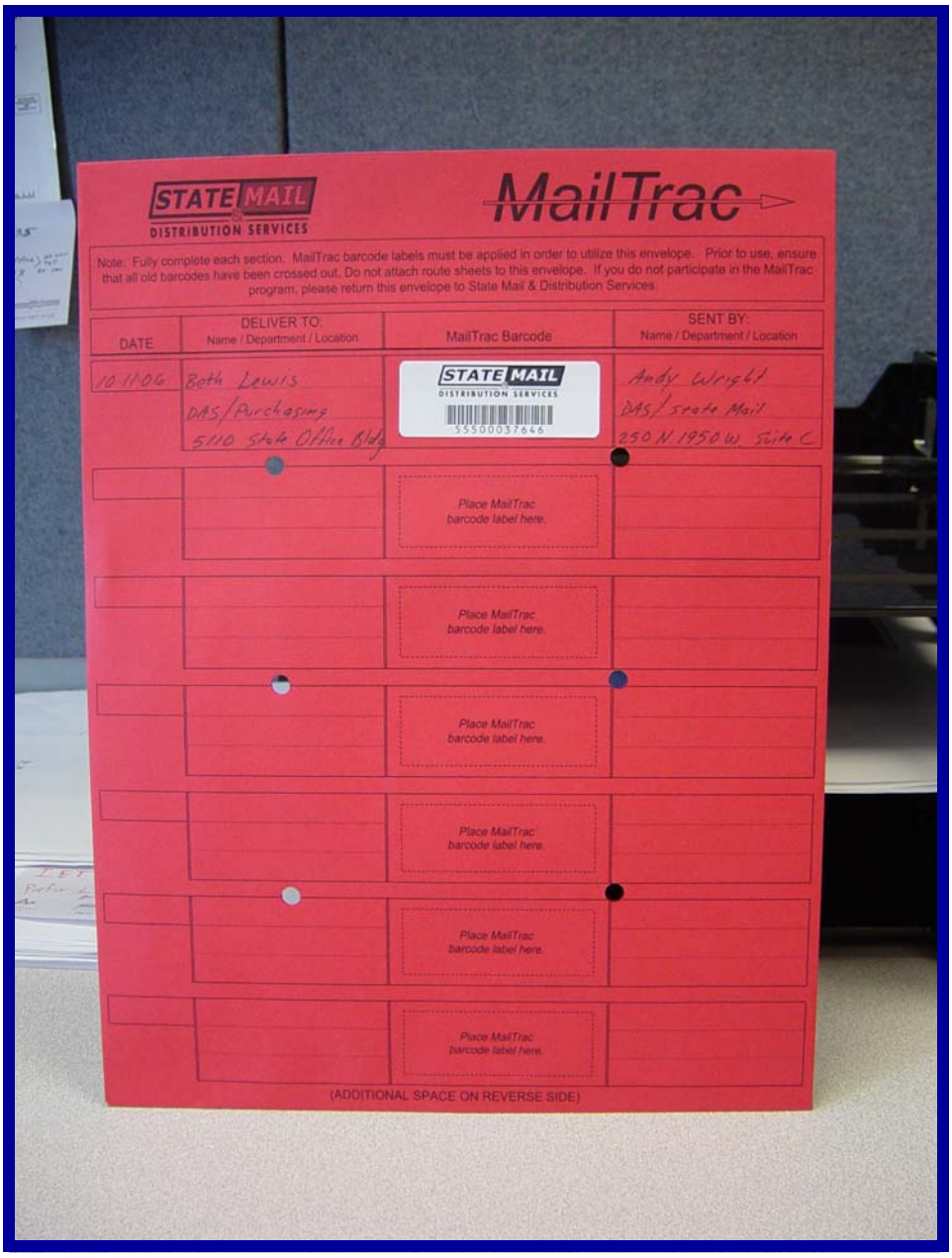
Purchasing has done a great job in securing a multiple award WSCA contract with FedEx and DHL. This contract has saved many State Mail customers' money and is even more competitive in the wake of the recent USPS postal rate increases. For more information on the WSCA contract and other State Mail shipping contracts please call a State Mail representative.

Package Tracking



State Mail uses a tracking system to keep track of all the signature mail that is picked up and delivered to their customers each day. This system includes scanning the tracking numbers into computer software and then downloading them into a palm scanner. The couriers then deliver the mail piece and collect a signature. At the end of each route the signatures are uploaded into the software for retrieval when necessary.

MailTrac Envelope



Using the signature mail tracking system already in place State Mail has designed a certified interoffice mail piece for use by State Mail customers free of charge. The purpose of this program is to meet the customer's certified needs without having to send a certified piece of mail to another State Mail customer.

X-ray Machine

For security reasons State Mail has invested in this x-ray machine. All incoming packages and any suspicious mail pieces are x-rayed prior to delivery. You may have received a package with a label that read scanned by State Mail with the date on it.