



## Address Information System Product



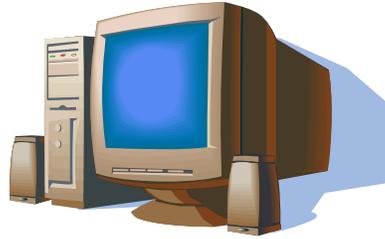
# **AIS VIEWER USER'S GUIDE**

Address Management  
National Customer Support Center  
United States Postal Service  
6060 Primacy Pkwy Ste 201  
Memphis, TN 38188-0001  
(800) 238-3150

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# TABLE OF CONTENTS

SYSTEM REQUIREMENTS .....	1
OVERVIEW .....	<b>Error! Bookmark not defined.</b>
AIS VIEWER ORDER FORM.....	3
LICENSE AGREEMENT.....	4
AIS VIEWER CD-ROM INSTALLATION INSTRUCTIONS.....	6
AIS Viewer Usage .....	8
Customer Key Code.....	8
Address Matching Engine.....	9
MENU FUNCTIONS .....	9
File .....	10
View.....	11
Reports.....	11
Tools .....	12
Installation.....	12
ReadMe .....	13
Help.....	13
AIS VIEWER REPORTS .....	14
Report Print Options .....	14
Address Lookup.....	15
Example: Report Results from Sample Address.....	15
City/State/Delivery Type Retrieval.....	16
Example: City Option Lookup.....	16
Delivery Type Lookup Options .....	17
Example: Report Result from Sample Lookup.....	17
County Name Retrieval.....	18
Example: Sample lookup screen for county name retrieval .....	18
Delivery Statistics Retrieval .....	19
Example: Sample lookup screen for Delivery Statistics.....	19
ZIP + 4 Retrieval.....	20
ZIP + 4 Retrieval Lookup Options .....	20
Example: Street and ZIP Code Option.....	20
GLOSSARY .....	21

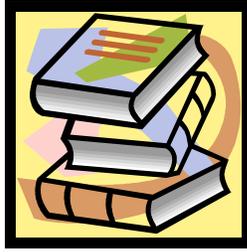


## **SYSTEM REQUIREMENTS**

The minimum requirements to run the AIS Viewer Application are listed below:

- 1.98 megabytes of available hard drive space
- 32MB of RAM or higher (128 recommended)
- Operating system Windows 95 or better

*Note: The AIS Viewer Application will not operate on a Macintosh computer.*



## OVERVIEW

AIS Viewer is an interactive CD-ROM, which includes five different AIS products: City/State/Delivery Type; County Name Retrieval; Delivery Statistics Retrieval; ZIP + 4® Retrieval; and Address Lookup. The CD-ROM provides the ability to retrieve, view, and print hardcopy reports, on demand, at a 5-digit ZIP Code level. The CD-ROM is updated monthly and the data is valid for 105 days from the product (monthly) cycle date providing a significant improvement in the content, accuracy, and currency of information over the obsolete Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. The data is encrypted and cannot be exported. Using the AIS Viewer with the "address lookup" option meets the 5-digit ZIP Code accuracy standard for addresses used on pieces in nonautomation Presorted rate First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter mailings.



## Address Information System (AIS) Viewer Order Form

### Customer Information *(Please print)*

Customer Name		
Company Name		
Street Address, P.O. Box, Rural/Hwy Contract, or Route Number		Apt/Suite
City	State	ZIP + 4 <sup>®</sup>
Country Name <i>(if outside the U.S.)</i>		Telephone Number <i>(include area code)</i>

### Ordering Instructions

Products available for purchase are the City/State/Delivery Type, County Name Retrieval, Delivery Statistics Retrieval, and ZIP + 4 Retrieval. The Address Lookup function is free with the purchase of at least one of the four other products. The Address Lookup function is not available for individual sale.

- Enter the quantity of each product. Multiply the quantity and the cost then enter the results in the purchase amount.

Product Description	Product ID	Quantity	X	Cost	=	Purchase Amount
City/State Delivery Type	ACS215R	<input type="text"/>	X	\$ 50.00	=	<input type="text"/>
County Name Retrieval	ACN215R	<input type="text"/>	X	\$ 50.00	=	<input type="text"/>
Delivery Statistic Retrieval*	ADS215R	<input type="text"/>	X	\$ 75.00	=	<input type="text"/>
ZIP + 4 Retrieval*	AZ4215R	<input type="text"/>	X	\$ 50.00	=	<input type="text"/>
Address Lookup	<i>Free with the purchase of at least one of the other four products.</i>					

\* Cost reflects an annual subscription with monthly updates.

- Add purchase amounts and enter the total amount due

**Total Amount Due**

### Payment Options

Indicate the method of payment and mail this completed form and payment to the address below. Please allow 10 business days for processing and delivery. Customers needing assistance may contact the Customer Care Department at 800-238-3150. Prices subject to change without prior notice. Returned checks will incur a \$25.00 fee.

<p style="text-align: center;"><b>Payment Method</b> Make check or money order payable to "United States Postal Service"</p> <p> <input type="checkbox"/> Check    <input type="checkbox"/> Money Order    <input type="checkbox"/> Visa    <input type="checkbox"/> MasterCard  <input type="checkbox"/> Discover    <input type="checkbox"/> Diners Club    <input type="checkbox"/> American Express         </p> <p>Card # <input style="width: 100%; height: 15px;" type="text"/></p> <p>Card expiration date: <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <i>(MM/YY)</i></p> <hr/> <p>Authorized Personnel <i>(please print)</i></p> <hr/> <p>Signature</p> <p style="font-size: small;"><i>The signature above indicates that signee accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.</i></p>	<p><b>Mail order form and payment to:</b></p> <p>ACCOUNTS RECEIVABLE—AIS PRODUCTS NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001 FAX: 901-681-4409</p> <hr/> <p style="text-align: center;"><b>USPS Use Only</b></p>
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Note: Once processed by the USPS, this Agreement and the authorization constitutes the complete agreement between you and USPS.

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**Manufacturer**

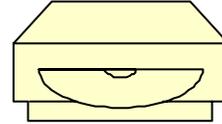
Manufacturer is United States Postal Service, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-6803. Should you have any questions concerning this PRODUCT or Agreement, please call our Customer Support Department at 1-800-238-3150 or make contact in writing to:

**CUSTOMER CARE DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001**

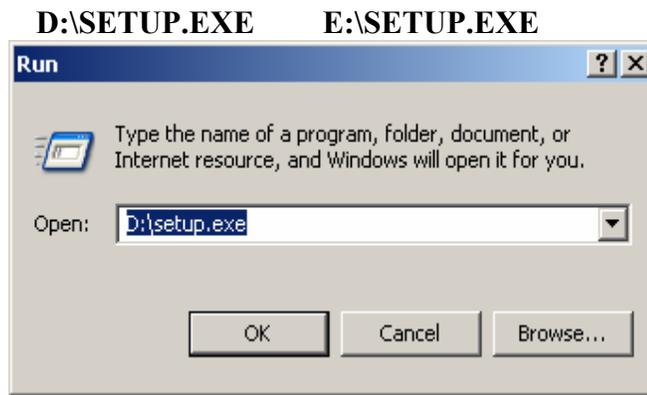
# AIS VIEWER CD-ROM INSTALLATION INSTRUCTIONS

**Note:** Before you start the installation process, please close any open application(s).

1. Insert the AIS Viewer CD into the CD-ROM drive.
2. Click the Start button, and then choose Run.
3. Type the letter of the CD-ROM drive plus: \setup.exe.



**Example:**



4. Click OK.
5. Follow the on-screen instructions.

**Note:** Complete installation may take several minutes depending on which Windows operating system your computer is using. Your system may reboot itself and then continue with the installation process. Please check "Yes" on the End User License Agreement Screen after reading and agreeing to the license. Continue to follow the instructions until you see the "Maintenance Completed" Screen. After clicking this, you will be returned to your desktop screen.

## AIS Viewer Usage



1. To open the AIS Viewer software, click the *Start* button.
2. Choose *Programs, AIS Viewer, AIS Viewer Application* or
3. Double click the *AIS Viewer Application desktop Icon*.

. The *AIS Viewer Manager* will appear on the screen to continue with the installation.

## Customer Key Code

The screenshot shows the "AIS Viewer Key Manager" dialog box. At the top, it says "To enable this application, please call the USPS National Customer Support Center at ( 1 800 238-3150 )". Below this, there are two main input areas: "Customer Key Code" and "AIS Viewer Client Key". The "Customer Key Code" area contains four text boxes with the characters "TPQ", "LWN", "N9I", and "G90". The "AIS Viewer Client Key" area contains five empty text boxes. Below these input areas is a table with three columns: "Feature", "Status", and "Days Remaining". The table lists five features, all of which are "Disabled" and have "0" days remaining. To the right of the table are two buttons: "Validate Client Key" and "Exit".

Feature	Status	Days Remaining
Address Lookup :	Disabled	0
City/State/Delivery Type :	Disabled	0
County Name Retrieval :	Disabled	0
Delivery Statistics Retrieval :	Disabled	0
ZIP+4 Retrieval :	Disabled	0

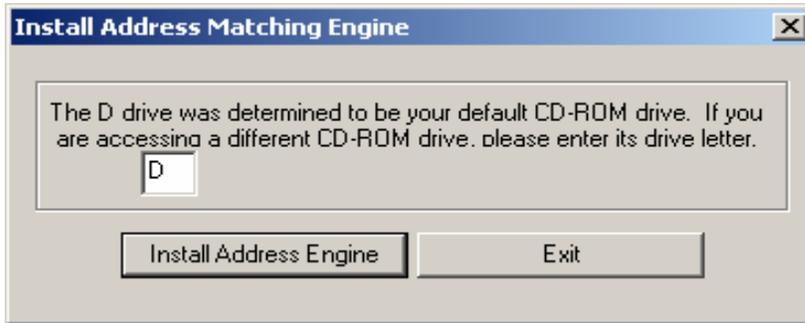
To continue with the installation of the AIS Viewer application, please contact our Customer Service Department at 800-238-3150 for the assigned *AIS Viewer Client Key*. This will enable the product and set the number of days the product is accessible.

*Note: When the number of days remaining is 0, and the feature is disabled, call our Customer Service Department to re-order the product(s).*

## ADDRESS MATCHING ENGINE INSTALLATION INSTRUCTIONS

After the application has been completely installed, the *Address Matching Engine* installs automatically to the default CD-ROM drive.

### Address Matching Engine



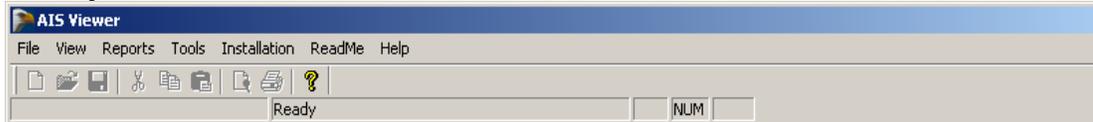
1. Click *Install Address Engine* and the selected features will be enabled.

*Note: Monthly reinstallation of the Address Matching Engine will be necessary to update your system with any current changes.*

## MENU FUNCTIONS

This section will help you navigate through the functions and reporting tools of the AIS Viewer Application Menu Bar. The Menu bar across the top of your screen contains the following functions: File, View, Reports, Tools, Installation and Help

### Example: Menu Bar



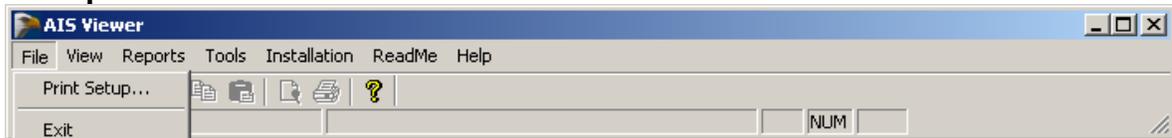
# MENU FUNCTIONS

## File

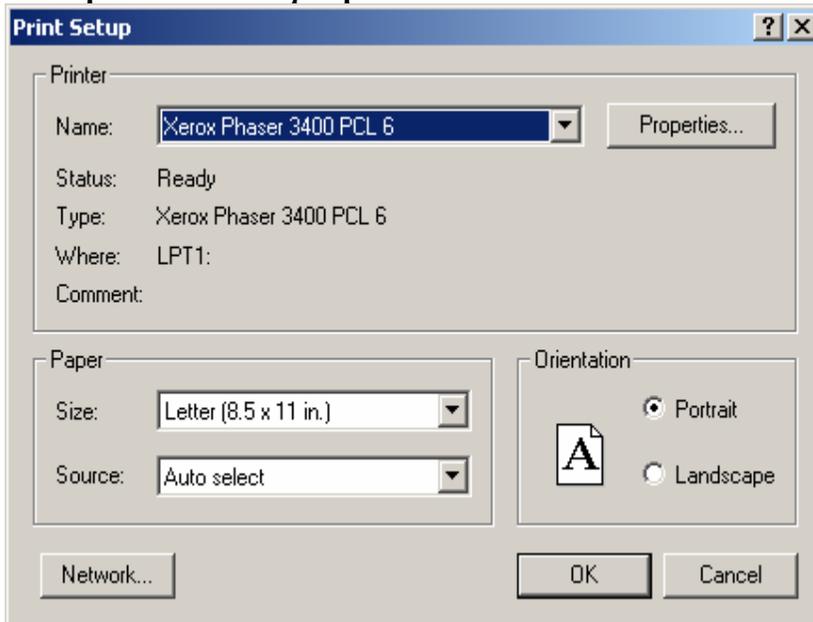
The toolbar *File* provides two options:

- *Print Setup* - allows you to select a printer, paper source and print orientation.
- *Exit* –closes *AIS Viewer Application*.

### Example: *File* from the Menu Bar



### Example: *Print Setup* Option



## MENU FUNCTIONS

### View

*View* provides the option to display the *Toolbar* or *Status Bar*. Clicking on either will allow you to see the setting of the screen.

#### Example: *View* from the Menu bar



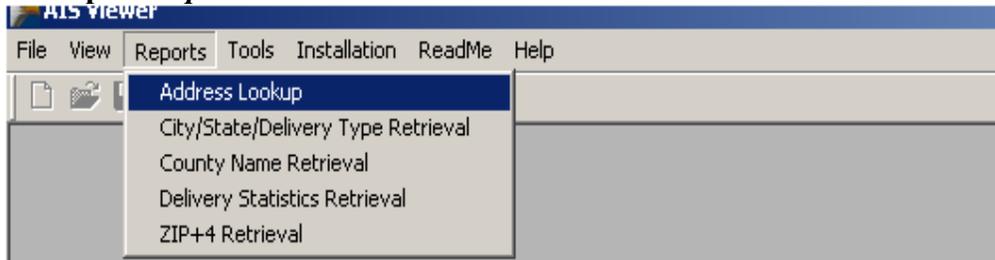
### Reports

*Reports* lists the five different products available.

- Address Lookup
- City/State/Delivery Type Retrieval
- County Name Retrieval
- Delivery Statistics Retrieval
- ZIP+4 Retrieval

*Note: For more information on Reports, please see the AIS Viewer Reports section of this guide.*

#### Example: *Reports* from the Menu bar



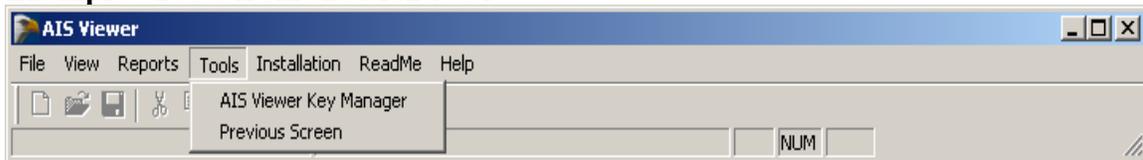
## MENU FUNCTIONS

### Tools

*AIS Viewer Key Manager* is used to retrieve the Customer Key Code when the product days have expired (0 days remaining) and the product is disabled, or to activate another product. Call Customer Service at 800-238-3150 to renew the subscription.

*Previous Screen* allows you to return to the previous screen from a report.

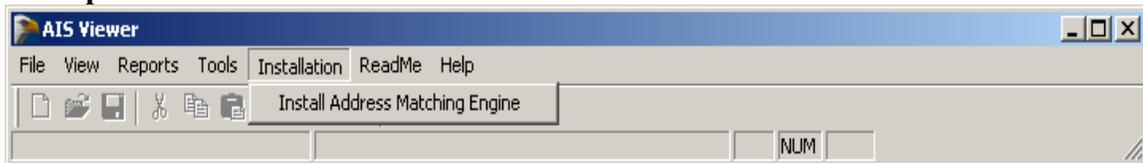
#### Example: *Tools* from the Menu bar



### Installation

Reinstallation of the *Address Matching Engine* should be updated monthly when you receive the updated CD-ROM product.

#### Example: *Installation* from the Menu bar



## MENU FUNCTIONS

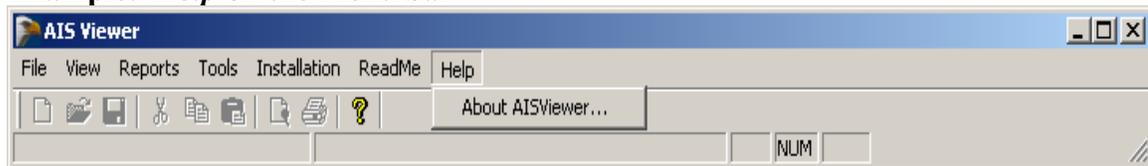
### ReadMe

This function provides documentation on the installation and user friendly procedures for the *AIS Viewer Application*.

### Help

*Help* provides the version number and United States Postal Service® copyright statement. *Information to be added at a later date.*

#### Example: *Help* on the Menu bar





## AIS VIEWER REPORTS

The report option on the Menu Bar list five options: *Address Lookup*, *City/State/Delivery Type Retrieval*, *County Name Retrieval*, *Delivery Statistics Retrieval* and *ZIP+4 Retrieval*. An optional sort routine is available to resort the output by sorting one header at a time. Click on a single column heading and the results can be sorted in alphabetical or numerical order.

## Report Print Options

Below is an example of a printout of a report that contains 82,839 records to be printed on 2128 pages. You can select pages to be printed from the *Print Review* screen by clicking on the printer Icon and selecting the page(s) to print.

### Example: Report Print Option sorted by the ZIP Code®

The screenshot shows the AIS Viewer application window. The title bar reads "Report Viewer". The menu bar includes "File". The toolbar shows a zoom level of 100% and page navigation controls. The main content area displays a report titled "ZIP+4 RETRIEVAL REPORT NATIONAL CUSTOMER SUPPORT CENTER AIS VIEWER CYCLE DATE 10/26/2003 Preferred City Name: MEMPHIS". The report header includes "DATE 12/01/2003 REC COUNT 82969 Page 1 of 2128".

The report data is presented in a table with the following columns: REC TYPE, ZIP CODE, CARR ID, PRE DIR, PRIMARY NAME, SUFFIX, PGST DIR, PRIMARY LOW, PRIMARY HIGH, E FIRM B NAME, SEC ARBR, SECONDARY LOW, SECONDARY HIGH, E B, ZIP ADD ON, and HIGH. The data is sorted by ZIP CODE.

A "Print" dialog box is overlaid on the report, showing the printer "System Printer (Lexmark Optra E310 (MS))". The "Print Range" section has "Pages" selected, with "From: 1" and "To:" fields. The "Copies" field is set to 1, and the "Collate Copies" checkbox is checked.

The Windows taskbar at the bottom shows the Start button, open applications including "AIS VIEWER USER.doc - ...", "Inbox - Microsoft Outlook", and "AIS Viewer - [AISvie1]", along with the system clock showing 4:25 PM.

# REPORTS

## Address Lookup

Address Lookup is a quick way of looking up a ZIP + 4 for an individual address. This function is addressing-specific. To save time, you can key in a ZIP Code or a city/state after you have keyed in the address. The report also provides you with the carrier route number, county number, delivery point code, and check digit.

*NOTE: The delivery point and check digit do not appear on multiple responses.*

### Example: Sample Address on Lookup Screen

Address Lookup

Enter an address

Company (required for company records)

Urbanization (Puerto Rico only)

Delivery Address (required) 2102 POPLAR

City \* MEMPHIS

State \* TN

ZIP Code

\* City and State are not required when a ZIP Code is given.

Address Lookup

Clear Screen

Exit

### Example: Report Results from Sample Address

UNITED STATES  
POSTAL SERVICE

Address Lookup

02/15/2005

2102 POPLAR AVE  
MEMPHIS TN 38104-2806  
Carrier Route : C024 County : SHELBY  
Delivery Point : 02 Check Digit : 6

## REPORTS

### City/State/Delivery Type Retrieval

The city state portion is a comprehensive list of ZIP Codes and the city, county, and post office names associated with those ZIP Codes. It can be used to validate the city name and ZIP Code of a mailing address. You can search for information with the lookup options:

- City
- State
- City and State
- City Finance Number
- ZIP Code
- Delivery Type

Press *Enter* on the keyboard or click *Generate Report* on the report screen after the selected criteria has been entered. This will generate a report for viewing or printing. In order to view the entire report on screen, it will be necessary to use the scroll bars.

### Example: City Option Lookup

City/State Criteria

City: BAY CITY

State: [Dropdown]

Finance Number: [Text Box]

ZIP Code: [Text Box]

Lookup Options:

- City
- State
- City and State
- City Finance Number
- ZIP Code
- Delivery Type

Delivery Type Options:

- Street
- Rural
- PO Box
- General
- Unique
- Military
- Non Active
- All Deliveries

Generate Report

Clear Screen

Exit

City/State/Delivery Type Retrieval  
National Customer Support Center  
United States Postal Service  
1 (800) 238-3150  
Cycle Date 12/15/2003

ZIP Code	City	State	Mailing Ind	Preferred Last Line	County Number	County Name
48706	BAY CITY	MI	Y	BAY CITY	017	BAY

# REPORTS

## Delivery Type Lookup Options

### Example: Delivery Type Lookup option

City/State Criteria

City

State MI

Finance Number

ZIP Code 48706

Lookup Options

- City
- State
- City and State
- City Finance Number
- ZIP Code
- Delivery Type

Delivery Type Options

- Street
- Rural
- PO Box
- General
- Unique
- Military
- Non Active
- All Deliveries

Generate Report

Clear Screen

Exit

### Example: Report Result from Sample Lookup

City/State/Delivery Type Retrieval  
National Customer Support Center  
United States Postal Service  
1 (800) 238-3150  
Cycle Date 12/15/2003

ZIP Code	Street	Rural	PO Box	Gen/Del	Military	Unique	Non Active	County Number	County Name
48001	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48002 *	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48003	Y	Y	Y	N	N	N	N	087	LAPEER

# REPORTS

## County Name Retrieval

Example: Sample lookup screen for county name retrieval

County/State Criteria

County Name: BAY  
County Number:   
State: MI  
ZIP Code:

Lookup Options:  
 County Name and State  
 County Number  
 State  
 ZIP Code

Generate Report  
Clear Screen  
Exit

## Sample: County Name and State Report

County Name Retrieval  
National Customer Support Center  
United States Postal Service  
1 (800) 238-3150  
Cycle Date 12/15/2003

ZIP Code	County Number	County Name	State
48601*	017	BAY	MI
48604*	017	BAY	MI
48611	017	BAY	MI
48613*	017	BAY	MI

# REPORTS

## Delivery Statistics Retrieval

### Example: Sample lookup screen for Delivery Statistics

Delivery Statistics Criteria

County Name

County Number

ZIP Code

CRIDs

Lookup Options

ZIP Code

ZIP Code and County Name

ZIP Code and County Number

Generate Report

Clear Screen

Exit

### Example: Report result from sample lookup

Delivery Statistics Retrieval  
National Customer Support Center  
United States Postal Service  
1 (800) 238-3150  
Cycle Date 12/15/2003  
ZIP Code 48706

Carr ID	Possible Residential	Possible Business	Total	Active Residential	Active Business	Total	Finance Number	State	County Number
B001	28	29	57	21	21	42	250690	MI	017
B002	18	15	33	12	10	22	250690	MI	017
B003	30	37	67	24	29	53	250690	MI	017
B004	43	30	73	40	24	64	250690	MI	017
B005	51	23	74	42	22	64	250690	MI	017

# REPORTS

## ZIP + 4 Retrieval

ZIP + 4 Retrieval is used when you want to search for specific data or individual street information. You can search for a specific street name or all streets by:

- Street and ZIP Code
- Street, City, and State
- City and State
- ZIP Code

After you have made your selection criteria, you will need to press Enter or Click *Generate Report*. This will generate a report for viewing or printing. In order to view the entire report on your screen, it will be necessary to use the scroll bars.

*Note: For a definition of the column headers, please refer to the Glossary.*

## ZIP + 4 Retrieval Lookup Options

*Note: When entering an address, do not enter the physical street number. Only enter the street name.*

### Example: Street and ZIP Code Option

### Example: Report Result from ZIP+4 Lookup screen

Rec Type	ZIP Code	Carr ID	Pre Dir	Street Name	Suffix	Post Dir	Prim Low	Prim High	OEB	Firm Name	Abbrev	Sec Low	Sec High	OEB	Add-on Low	Add-on High	County Number
H	48706	C005	S	Wenona	St		200	200	E	Allen Medical	Ste	194	195	B	8820	8820	017

## **GLOSSARY**

### **Abbrev (Abbreviations)**

Abbreviate directionals to the appropriate one or two character abbreviation.

### **Address Primary Name**

Primary Name of a street without a directional or suffix.

### **Asterisk**

The asterisk represents a wildcard to search by all carrier routes or all record types in the ZIP + 4 Retrieval option.

### **Carrier Route Delivery Number (Carr ID)**

This is also referred to as a *CRID* which is assigned to a mail delivery or collection route within a 5-digit ZIP Code. There are five types:

B = PO Box

H = Highway contract

R = Rural route

C = City delivery

G = General Delivery

### **County Number**

The Federal Information Processing Standards (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO and the record type is “S”, “H”, or “F”, the county number will be blank.

### **Delivery Point**

The Delivery Point Code is the finest depth of code to which a mail piece can be sorted by its address. It is usually the 11-digit numeric code formed from the ZIP+4 and represented by the delivery point barcode (DPBC).

### **Firm Name**

The firm name is the name of firm or business.

### **Menu Options**

This is the function that is displayed across the top of your screen. It includes: *File, View, Reports, Tools, Installation, ReadMe, and Help*. For a better understanding of these options, please see the section “Menu Functions”.

### **O/E/B**

The abbreviation O/E/B indicates if a ranged number contains odd, even, or both odd and even numbers in the range of numbers.

**Post Dir**

Post Directional indicator for street directions. (N, SE, E, W, NE, NW, SE, SW)

**Pre Dir**

Pre-directional indicator for street directions. (N, S, E, W, NE, NW, SE, SW)

**Prim Low (Primary Low)**

The Primary Low is the low-end address in a range of addresses – often referred to as house number.

**Prim High (Primary High)**

The Primary High is the high-end address in a range of addresses – often referred to as house number.

**Record Type**

An alpha value that identifies the type of data in the record. Record type codes include the following:

F = Firm or business address

G = General delivery

H = High-rise

P = PO Box

R = Rural route/highway contact

S = Street

**Sec Abbr**

A descriptive code used to identify the type of secondary address. (Apt, Ste, F1, etc.)

**Sec Low (Address Secondary Low)**

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The low-end secondary address component in a range of secondary addresses.

**Sec High (Address Secondary High)**

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The high-end secondary address component is in a range of secondary addresses.

**Status Bar**

The status bar is the strip along the bottom of the screen that may include the current date and time, the position of the cursor on your screen, etc.

**Street Name**

The street name is the official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directionals or suffixes.

**Suffix**

Suffix is a code that is the standard USPS abbreviation for the trailing designator in a street address. (ST, AVE, RD, etc)

**Tool Bar**

The tool bar is a horizontal strip of buttons near the top of a window that provides shortcuts for commonly used commands.

**ZIP Add-On High**

The ZIP add-on high number is the last four positions of a ZIP + 4 Code; the high end ZIP add-on of the last ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

**ZIP Add-On Low**

The ZIP add-on low is the last four positions of a ZIP + 4 code; the low-end ZIP add-on of the first ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

**ZIP Code**

A ZIP Code is a 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition), or a single building or company that has a very high mail volume. ZIP is an acronym for Zone Improvement Plan.