

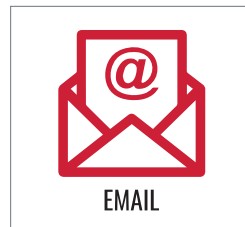


# RUTGERS

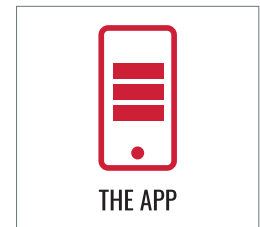


## Check out how the package notification system works at Rutgers!

There are **TWO** ways to receive package notifications:



OR



When you receive a package, you will receive a notification providing the location and locker bank number where your item was delivered. Go to that location and choose one of the following **FOUR** methods to retrieve your item:

### METHOD 1:



Enter the Pin you received from the Rutgers Student Package Locker app or the email Notification on the kiosk screen and the door that your item is in will open.

### METHOD 2:



Scan the QR barcode from the Rutgers Package app with the door mounted scanner and the door your item is in will open.

### METHOD 3:



Click on the Remote Unlock button in the app. If you are within 5 meters of the kiosk, the button at the bottom of the package info screen will display the door number. Click on the button and the door your item is in will open.

### METHOD 4:



Swipe your ID card in the card reader. The kiosk will allow you to retrieve any item delivered under your ID number, the system will also display if you have an item in the mailroom or any other locker banks.



## How to Address and Mail Packages at Rutgers!

A properly formatted campus mailing label looks like this:

Student Name  
Campus Address  
City, State, Zip

Your **Campus Address** is comprised of 2 components:

The last 4 digits of your  
**Student ID** Number...

+

The **Campus Designator** for  
the campus you live on.

**Campus Designators:**

- Busch = BPO Way Piscataway NJ 08854
- Cook = CPO Way New Brunswick NJ 08901
- Douglass = DPO Way New Brunswick NJ 08901
- Livingston = LPO Way Piscataway NJ 08854
- College Ave = RPO Way New Brunswick NJ 08901

### Examples:

Jane Student lives on College Ave campus and her student ID is 123456789

Her Address would be:

Jane Student  
6789 RPO Way  
New Brunswick NJ 08901

John Student lives on Busch campus and his student ID is 987654321

His Address would be:

John Student  
4321 BPO Way  
Piscataway NJ 08854

Questions? Contact us @ [mailquestions@ipo.rutgers.edu](mailto:mailquestions@ipo.rutgers.edu)