



RUTGERS



Check out how the package notification system works at Rutgers!

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



EMAIL

OR



THE APP

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 Lockers SmartphoneApp 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.



RUTGERS



How to Address and Mail Packages at Rutgers!

A properly formatted campus mailing label looks like this:

Student Name
Campus Address
City, State, Zip

If you reside in:

Ruth Bader
Ginsburg Hall (RBG)

Honors Living
Learning Community (HLLC)

University Square

Talbot Hall

Woodward Hall

180 W. Market St

Your address will be:

First Name Last Name
15 Washington St, Apt. XXX
Newark, NJ 07102

First Name Last Name
48 New St, Apt. XXX
Newark, NJ 07102

First Name Last Name
155 University Ave, Apt. XXX
Newark, NJ 07102

First Name Last Name
101 Bleeker St, Apt XXX
Newark, NJ 07102

First Name Last Name
91 Bleeker St
Newark, NJ 07102

First Name Last Name
180 W. Market St, Apt. XXX
Newark, NJ 07103

Questions? Contact us @ mailquestionsnewark@ipo.rutgers.edu

Mail Services is a unit of Business Services. For more information visit our website:
<https://ipo.rutgers.edu/business-services/mail-services>

RUTGERS
Institutional Planning
and Operations