

**YOU'VE
GOT
MAIL**



Check out the newly improved Package Notification System at Rutgers

Download the "Rutgers Student Package Locker"
Smartphone App
Available in iTunes and the Google Play Store

How to Address Mail & Packages

Student Name
Hall Name
Address, Apt #
City, State, Zip code

Examples:

Jane Student
Woodward Hall
91 Bleeker St, Apt 123
Newark NJ 07102

John Student
University Square
155 University Ave, Apt. 123
Newark, NJ 07102

Jane Student
Talbot Hall
101 Bleeker St., Apt. 123
Newark, NJ 07102

John Student
15 Washington St., Apt. 123
Newark, NJ 07102

Jane Student
180 West Market St., Apt. 123
Newark, NJ 07103



HOW IT WORKS

- Address all items to your registered name and assigned address; See addressing standards on front of this form.
- Items will be received and processed at our receiving center and transferred to your Dorm Building for delivery to the Locker System.
- You have two ways to receive notifications: Email & the Rutgers Student Package Lockers App. Please download our free app "Rutgers Student Package Lockers" from iTunes or the Google Play store. For more information about our app and how it works please visit our website <https://ipo.rutgers.edu/mail-services>
- Your notification will provide the location of and locker bank number where your item was delivered. When you receive your notification proceed to the locker bank listed. Once there you will swipe your card or touch the screen to begin and then use one of the following methods to retrieve your item:
 1. 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 item in the mailroom or any other locker banks.
 2. Enter the Pin from the Rutgers Student Package Lockers smartphone App or the email notification on the kiosk screen & the door that your item is in will open.
 3. Scan the QR barcode from the Rutgers Student Package Lockers smartphone app with the door mounted scanner and the door your item is in will open.
 4. Click on the Remote Unlock button in the Rutgers Package app. If you are within 5 meters of the kiosk the button at the bottom of the package info screen will display the the door number. Click on the button and the door your item is in will open.

Packages will remain in a locker for a 72 hour period. After 72 hours packages will be removed and held in the Bradley Hall Post Office located at 110 Warren Street. Students who do not retrieve their packages in the 72 hour time frame will receive an email with instructions and the hours of operation for the Bradley Hall Post Office where their package may be picked up.

