

**YOU'VE  
GOT  
MAIL**



*Download the "Rutgers Student Package Locker"  
Smart Phone App  
Available in iTunes and the Google Play Store*



## Check out the newly improved Package Notification System at Rutgers

### HOW IT WORKS

- Students living in Campus housing are automatically added to the system. If you live off campus or are a commuter and would like to use the system please contact us to setup an address.
- Address all items to your registered name and assigned address; See addressing standards on back of this form.
- Items will be received and processed at one of our receiving centers and transferred to your campus 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 informaton about our app and how it works please visit our website <https://ipo.rutgers.edu/mail-services>
- You will receive a notification which will provide the location and locker bank number where your item was delivered. Once you have received your notification proceed to the locker bank listed. When you arrive you will touch the screen to begin and then use one of the following methods to retrieve your item:
  1. Enter the Pin you received 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.
  2. Scan the QR barcode from the Rutgers Package app with the door mounted scanner and the door your item is in will open.
  3. 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 door number. Click on the button and the door your item is in will open.
  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 item in the mailroom or any other locker banks.



## How to Address Mail & Packages

### **Address Formatting:**

Student Name

Campus Address (*see instructions below to determine your campus address*)

City, State, Zip

- **How to determine your campus address:**

- Your Campus address is comprised of 2 components:

The last 4 digits of your Student ID Number and 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

### **Sample Addresses:**

Jane Student, Lives on College Ave Campus  
and her Student ID is 123456789

*Her Address would be:*

*Jane Student*

*6789 RPO Way*

*New Brunswinck 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*

**Packages will remain in the locker for a 72 hour period. After the 72 hour period packages will be expired from the locker and held at the service window of the Student Post Office where you reside.**

**Students that do not retrieve their package within the 72 hour timeframe will receive a notification that the package was removed with instructions and the hours of operation for the Student Post Office where their package can be picked up.**

Questions?

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



## MAIL SERVICES

A unit of Business and Auxiliary Services

For more information visit  
[ipo.rutgers.edu/bs/mail-services](http://ipo.rutgers.edu/bs/mail-services)  
or scan the QR Code above