

Launch of Residences Parcel Lockers

Couriers delivering parcels for those living in halls will be able to use the new 'Parcel Pending' lockers for your deliveries.



Note: You will be unable to select these lockers for delivery when checking out online as a specific delivery location. All couriers will be asked to deliver to the lockers when they arrive at Queen Mary, you will then receive an email with a collection code to visit the lockers and collect your parcel. Please ensure you address parcels correctly with your **flat and room** quoted.

Your Parcel Pick Up Guide

How to use the lockers

STEP

1

Scan your <u>pick-up barcode</u> sent via email ...



You have a parcel waiting for you at Queen Mary

You had a parcel delivered to Residences Parcel
Lockers unit 02.
Don't worry. It's asie and secure in its locker.
Please retirieve your package as soon as possible.
Your locker is located outside the laundry
In France House
Your locker and waiting the parcel Pending
You rocker and the parcel pending
You can also scan pickup barcode below to

... or type in your pick-up code
on the screen

STEP 7

Note the <u>location</u> of the locker your parcel is located within from the screen



STEP

3

Collect your parcel

and close the locker door

