



WE'RE HERE TO HELP

Location: **Frick Center – Lower-Level**

Hours: **Mon–Fri, 8:00am – 5:00pm**

Email: **mailroom@elmhurst.edu**

Phone: **630-617-3126**

CANON TEAM

Robert Moore, **Mailroom Manager**

Syed Sharief, **Service Specialist**

**We look forward to
supporting you!**



GO BLUE JAYS!



CAMPUS MAIL CENTER REFERENCE GUIDE

Welcome!

Your on-campus resource for mail and shipping — in the lower level of the Frick Center. **Canon Business Process Services** is proud to support **Elmhurst University** students, faculty, and staff.



STUDENT SERVICES

Mailroom Processing

Mailroom staff receive and sort all student mail and packages. Students are notified by email once USPS inbound mail is processed. Letter mail must be picked up at the mailroom window. Unclaimed mail will be returned to the sender after 90 days.

Package Handling

Packages and tracked items are placed in secure lockers, with notifications sent via email and text (if applicable). Expired locker packages are moved to the mailroom, and an email notification will be sent.

Outgoing Mail & Shipping

The mailroom does not ship or forward mail unless prepaid postage is included. Staff can assist with weighing and measuring outgoing packages for postage requirements.

Addressing Mail/Packages

Student Full Name (as enrolled at Elmhurst,
no nicknames)

Contact Phone Number (cell preferred)
Elmhurst University

Frick Center Mailroom, Lower Level
190 Prospect Avenue
Elmhurst, IL 60126-3126

Reminders

Check your mailbox regularly for letter mail notifications.

Due to limited storage space, please pick up packages promptly after receiving notification.

