

# Return-to-Campus Guide



Fuld Hall Reception Desk  
Services



IAS

INSTITUTE FOR  
ADVANCED STUDY

## Hours of Operation & Key Contacts

The Reception Desk, located through the main entrance of Fuld Hall, is open for most services from 10 am to 1 pm and 2 pm to 4 pm Monday through Friday (except during holiday closures).

The Public Safety Officer is on duty at the Reception Desk Monday through Friday between 5 pm and 9 am, and 24 hours a day on weekends and during holiday closures.

Linda Munro  
Receptionist  
(609) 734-8000  
[lmunro@ias.edu](mailto:lmunro@ias.edu)

Public Safety  
(609) 947-5940 *(by cell)*  
or IAS ext. 5460  
[publicsafety@ias.edu](mailto:publicsafety@ias.edu)

*Please note: to allow time for the safe transition of staff using a shared space, services and/or staff may not be available during the hours of 9-10 am and 4-5 pm.*



## SERVICES AT THE RECEPTION DESK

When approaching the Reception window - please wear your mask and maintain social distancing.

### ITEMS THAT CAN BE PICKED UP AT RECEPTION AT ANY TIME

- Key packet envelopes upon arrival
- Lost and found items

### ITEMS LIMITED DURING BUSINESS HOURS (10am-4pm)

- Send or collect fax transmittals from the main fax machine
- Stamps – purchases will be charged directly to your IAS ID card. Please bring your card with you



## SERVICES

### ID Cards

- Family ID card request: Email a photo, preferably with a light background, to [idcards@ias.edu](mailto:idcards@ias.edu)
- Access to academic areas: Please contact your School Administrative Officer

### Report being locked out of your office or members housing apartment

- Contact Public Safety directly at (609) 947-5940 (cell) or IAS ext. 5940

### Report a problem with telephone service or request a change of service

- Send an email to the following address with your request: [telephone@ias.edu](mailto:telephone@ias.edu)



## SERVICES – Modifications

### Payments for services (rent, laundry, etc.)

- Payments will not be accepted at Reception
- Payments can be handled in the following ways:
  - Placed in inter-office mail to the attention of Accounts Receivable
  - Left in the drop box outside of the Comptroller's Office (ECP Building)
  - Mail payment via US Postal Service to the following address:
    - Institute for Advanced Study, Accounts Receivable,  
1 Einstein Drive, Princeton, NJ 08540

### Accounts Payable Payment Requisitions

- Requisitions will not be accepted at Reception
- Payments can be handled in the following ways:
  - Placed in inter-office mail to the attention of Accounts Payable
  - Email invoice and all backup to [acctpay@ias.edu](mailto:acctpay@ias.edu)
  - Left in the drop box outside of the Comptroller's Office (ECP Building)

### Merchandise Sales and Purchases

- Will take place online in the future