School of Natural Sciences (SNS) Information

<u>Phone:</u>
- To call a campus phone, dial the four-digit extension.
- To get an outside line, dial 9. All outside calls require a 1 before the area code.
  - <u>Domestic call</u>, you would dial 9-1-Area Code-XXX-XXXX
  - <u>International call</u>, you would dial: 9 – 011 – Country Code – Phone#
- DO NOT dial 911 (this number is to report an emergency to local police). If you dial 911 in error, please do not hang up. Explain to the dispatcher that this number was dialed in error.
- IAS Directory: https://directory.ias.edu/ (requires IAS login)

To begin using the voicemail on your office phone, you must set your own password. The default password is the four-digit extension of your phone number (e.g. 8215). Press the message button on the bottom row on the telephone and enter the default four-digit extension and the # sign. Follow the verbal instructions to set your new voice mailbox password. NOTE: The extension number cannot be your password.

There will be a red light at the top of the telephone which indicates there is a voicemail message. After your new password has been set, press the message button to check your voicemail. Enter your four-digit extension followed by the # sign, and then your new password followed by the # sign.

<u>Important Contacts</u>:

Public Safety: Ext. 8241 or 609-947-5940

SNS Computing Help Desk: helpdesk@sns.ias.edu, Ext. 8030
www.sns.ias.edu/computing

Academic Assistants
Amanda Cenker (Astro) cenker@ias.edu, x8059, BH-123
Lisa Fleischer (Physics) lisa@ias.edu, x8215, BH-271
Audrey Smerkanich (Physics/Bio) audrey@ias.edu, x8118, BH-209

More information
https://www.ias.edu/sns/sns-member-faq
https://www.ias.edu/sns/visiting/sns-visitor-faq