



Campus Directory 2009



GENERAL INFORMATION
229-333-5800



INTERNET
www.valdosta.edu

INTERNAL CALLS

- Listen for dial tone
- Dial four digit extension
- Phones with a 219 prefix cannot be dialed by the four digit extension

OUTGOING LOCAL CALLS

- Listen for dial tone
- Dial 9
- Listen for dial tone
- Dial desired number

TOLL FREE CALLS

- Listen for dial tone
- Dial 9
- Listen for dial tone
- Dial 1-800-(Number)

OUTGOING LONG DISTANCE CALLS

- Dial 9-1-area code-number. *(For official business only)*

TRANSFERRING CALLS

- Depress Flash Key once
- Listen for dial tone, dial desired extension
- Extension Answers — Announce call
- Hang up

ADD-ON CALL

- Depress Flash Key once
- Listen for dial tone
- Dial desired extension
- Extension Answers
- Depress Flash Key once — Three way connection is established (first or second party may hang up at any point in call without breaking the connection).

Transferring Calls, Add-on Calls, & Consultation Hold Calls: If called party fails to answer or station is busy — depress flash key twice, you will be reconnected to the original calling party.

VSU INFORMATION

Listen for dial tone — Dial 5800

TELEPHONE REPAIR

1-800-977-3627

EMERGENCY

- University Police Office — 333-7816
- For Emergency Calls Only — 259-5555 Tip Line 293-6263**

CONFERENCE CALLS

Contact Telecommunication at telecom@valdosta.edu.

DIRECTORY CHANGES

This directory has been compiled by Auxiliary Services. The alphabetical listings were created from data supplied by Human Resources.

GOOD TELEPHONE MANNERS

Remember when using the telephone that courtesy pays. In many instances the only contact an off-campus person has with the University is through the voice at the other end of the wire. You have the opportunity to make a friend for Valdosta State University if you will just follow a few simple rules:

- 1 **Always answer promptly, "Valdosta State University."**
- 2 **Always identify yourself, for example: "University Relations, Miss Watkins, may I help you?"**
- 3 **Offer to take a message if the party being called is not in, or ask if someone else might be able to help.**
- 4 **Try to refer callers to the proper University office if you cannot provide the information requested.**
- 5 **Keep phone calls to the point and as brief as possible remembering to be friendly and helpful.**

NEED MORE DIRECTORIES?

Portable Document Format (PDF) copies of this Campus Directory may be downloaded from the Web at:
www.valdosta.edu/news/Directory/