



Campus Directory 2012

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/LONG DISTANCE CALLS

- Listen for dial tone
- Dial 9
- Listen for dial tone
- Dial 1-800-(Number)
- Dial 9-1-area code-number. *(For official business only)*

TRANSFERRING CALLS

- Depress Flash Key once
- Listen for dial tone
- Dial desired extension
- 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).

CONFERENCE CALLS

Contact Telecommunications at
telecomm@valdosta.edu

TELEPHONE REPAIR

1-877-482-3233

VSU INFORMATION

- Listen for dial tone - Dial 5800
- www.valdosta.edu

EMERGENCY

University Police Office - 333-7816

For Emergency Calls Only - 259-5555

Tip Line 293-6263

DIRECTORY CHANGES

- This directory has been compiled by Auxiliary Services. The alphabetical listings were created from data supplied by Human Resources.
- Please submit changes to Lynn Darsey at rlhortma@valdosta.edu.

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 line. You have the opportunity to make a friend for Valdosta State if you will just follow a few simple rules:

1. Always answer promptly, "Valdosta State University."
2. Always identify yourself, for example: "VSU Welcome Center, this is Jared, how may I help you?"
3. Offer to take a message or transfer them to their voicemail 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. From there you may print as many copies as you need.