

SXTV's Primary Responsibility at Headquarters

SXTV is responsible for ***telephone and voice messaging services*** and ***cabling installations for voice and data problems***, mostly within the National Capital Region.

Service Requests Handled by Other Divisions

Your service need may be outside SXTV's jurisdiction check below to see if another division can help you.

Service Need

Contact

C4 system installation

SXTC – 944-1975/992-9513

STU I-I-I installation/changes

SXTC – 944-1029

Power outlet relocation

SRAA – 996-7170

Move fax machine

SRAM – 996-7174

Install / repair fax machine

RICOH rep at pager - 719-3814

Obtain copy of DFAIT directory

Information services – 944-4000

Access DFAIT directory on-line

Check DFAIT's intranet at **<http://intranet.lbp/director-e/asp>** or for French, **director-f**. If you have any questions, contact information services – 944-4000.

Add name to DFAIT profiles

See your divisional secretary.

If your service need is not covered in this guide book, call the Information Technology Help Line at 944-1776 (1-1-2) and they will attempt to help you find the right contact.

