

**4.2 Special Phone Equipment Needs**

- Services:**
- i) Conference telephones — Short-term loan of sets.
  - ii) Telephone headsets — Purchasing for HQ staff.
  - iii) Cellular phones — Provider of service and sets to ADMs and above and to SXD staff; purchasing consultation service to all HQ divisions.
  - iv) Pagers — Rental of pagers for all HQ staff.

Item	Advance Notice
Conference Phones	1 working day in advance to reserve
Telephone Headsets	10 working days
Cellular phones	7 working days
Pagers	5 working days

**How to request:** Submit SXTV service request form 4B which can be found at: <http://sxtvweb/hqtel-e.htm> and displayed under service request form.

**Authorization:**

- Conference phones — Employee signature required at time of loan
- Telephone headsets — Deputy Director
- Cellular phones and pagers — Deputy Director

**General points:**

- Conference phones — Provided on a first come, first serve basis. *Short-term rental only:* Sets must be returned same day after use. SXTV can facilitate purchase for permanent installation on a cost recovery basis.
- Telephone headsets — Ordered via standing offers. SXTV covers purchases for ADMs and above, otherwise Divisions provide own funding.

