



Polycom® VVX® Expansion Module Directory Card Template

Use the directory card template to fill out line key information for your Polycom® VVX® Expansion Module, including line numbers, busy lamp field contacts, and favorites. You can also print a PDF directory card template from the Polycom Web Configuration Utility, with automatically generated line key information for your VVX Expansion Module. To learn how to print a directory card template with the Polycom Web Configuration Utility see [Generate the VVX Expansion Module Directory Card Template in the Polycom VVX Expansion Modules with Polycom VVX Business Media Phones Feature Profile 78960](#).



Note: The Directory Card Template Must Be Printed In the Actual Size Displayed

The directory card template must be printed at the actual size displayed for it to fit correctly into your VVX Expansion Module. Do not expand the table when you fill out line key information and print the template.

To use the directory card template:

- 1 Type line key information in the table cells which correspond to each line key.
- 2 Print the directory card template.
- 3 Cut out the directory card template with a paper-cutter or scissors.
- 4 Place the tip of a paper clip under the slot at the top right corner of the VVX Expansion Module plastic cover to remove the plastic cover.
- 5 Place the directory card template in your VVX Expansion Module.
- 6 Align the six tabs on either side of the plastic cover with the corresponding indents on the Expansion Module and bend the cover into place, to reinsert the plastic cover over the directory card template for protection.

Polycom VVX Expansion Module Directory Card Template

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