



VoIP Phone Expansion Program Sheet

Send completed expansion program sheet to tcom-request@tamu.edu with a completed [service order](#).

Phone Information

End-User Name: _____ NetID (Cisco Only): _____

Phone Number: _____ Phone System: Cisco VoIP Polycom

Phone Model: _____ Phone MAC Address: _____

Where's my MAC address? Find the 12 character alphanumeric MAC address on the back or bottom of the phone, or in Applications (button with gear icon) > Phone Information. The MAC is listed as "Host name" after the "SEP" prefix.

Current Location: Building Number: _____ Room Number: _____

Button	Display Name	Phone Number	Button Type
Button 1	_____	_____	SCA BLF
Button 2	_____	_____	SCA BLF
Button 3	_____	_____	SCA BLF
Button 4	_____	_____	SCA BLF
Button 5	_____	_____	SCA BLF
Button 6	_____	_____	SCA BLF
Button 7	_____	_____	SCA BLF
Button 8	_____	_____	SCA BLF
Button 9	_____	_____	SCA BLF
Button 10	_____	_____	SCA BLF
Button 11	_____	_____	SCA BLF
Button 12	_____	_____	SCA BLF
Button 13	_____	_____	SCA BLF
Button 14	_____	_____	SCA BLF
Button 15	_____	_____	SCA BLF
Button 16	_____	_____	SCA BLF
Button 17	_____	_____	SCA BLF
Button 18	_____	_____	SCA BLF

How many buttons should I fill out?

Cisco Expansion Module

- Up to 18 buttons per page
- 2 pages total (up to 36 buttons)

Polycom Expansion Module

- Up to 28 buttons total
- 1 page total

Button Types

SCA – Shared Call Appearance

Ability to answer other phone lines on the same phone system (i.e., main departmental line, supervisor line). Lights up red when on the phone.

BLF – Busy Lamp Field

Internal speed dials to other users on the Cisco VoIP phone system. Button will light up red if individual is on the phone.

Please note: SCA comes before BLF when programming a phone.



Button	Display Name	Phone Number	Button Type	
Button 19	_____	_____	SCA	BLF
Button 20	_____	_____	SCA	BLF
Button 21	_____	_____	SCA	BLF
Button 22	_____	_____	SCA	BLF
Button 23	_____	_____	SCA	BLF
Button 24	_____	_____	SCA	BLF
Button 25	_____	_____	SCA	BLF
Button 26	_____	_____	SCA	BLF
Button 27	_____	_____	SCA	BLF
Button 28	_____	_____	SCA	BLF
Button 29	_____	_____	SCA	BLF
Button 30	_____	_____	SCA	BLF
Button 31	_____	_____	SCA	BLF
Button 32	_____	_____	SCA	BLF
Button 33	_____	_____	SCA	BLF
Button 34	_____	_____	SCA	BLF
Button 35	_____	_____	SCA	BLF
Button 36	_____	_____	SCA	BLF

How many buttons should I fill out?

Cisco Expansion Module

- Up to 18 buttons per page
- 2 pages total (up to 36 buttons)

Polycom Expansion Module

- Up to 28 buttons total
- 1 page total

Button Types

SCA – Shared Call Appearance

Ability to answer other phone lines on the same phone system (i.e., main departmental line, supervisor line). Lights up red when on the phone.

BLF – Busy Lamp Field

Internal speed dials to other users on the Cisco VoIP phone system. Button will light up red if individual is on the phone.

Please note: SCA comes before BLF when programming a phone.

Notes: _____

