



PLEASE READ THE FOLLOWING BEFORE USING THE SOUNDPOINT IP 330/320 PHONE.

A. POWER SUPPLY UNITS

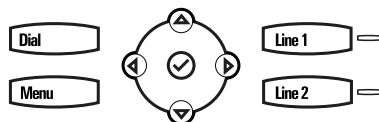
If your SoundPoint IP 330/320 phone is found to be defective and must be returned to Polycom for repair or replacement under RMA, do not ship the power supply unit with the phone. (The power supply unit is purchased separately when the phone is installed in an infrastructure where Power over Ethernet (PoE) is not available.) Failure to follow this procedure may result in loss of the power supply unit. Any failed power supplies should be returned in a separate return shipment, under a separate RMA.

B. MESSAGES KEY

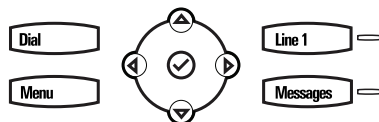
The SoundPoint IP 330/320 phones were designed with the four feature keys, namely **Dial**, **Menu**, **Line 1** and **Line 2**. Your organization may supply you with a **Messages** key, which you can swap for the **Line 2** key. Your administrator will indicate when you can swap the keys.

To change the key:

1. Using your fingernails or a small screwdriver, remove the **Line 2** key cap by pulling up gently with your fingers or lightly twisting the screwdriver to raise the key cap from its installed location.



2. Position the **Messages** key cap where the **Line 2** key cap was and press gently. Ensure that the key cap is secure in its new location.



3. Press the **Messages** key and verify that it now invokes the voice mail service.