Lexmark Multi Function Devices - Managing Shortcuts

1. From the Home screen choose the Menu button in the bottom right corner

2. Use the down arrow button to scroll to the bottom

3. Select Manage Shortcuts
4. Select the appropriate shortcut option to manage

5. Using the radial buttons choose the shortcut you wish to delete and choose the Delete Entry selections.

**WARNING!!**

If the selection of [Delete Entry] is chosen it will delete the contents of the entire list even if only one entry had been selected. This is not reversible. Use with caution.

6. To exit press the home button