22. To add an additional option, go to step 8. To exit, press **1** and go to step 23 to complete the procedure.

> **Speed dial:**   **001**
> **Press One Touch Key**
> **to enter or**
> **[Enter] to skip**

23. To link this Speed Dial Number to a One Touch key, press the desired **One Touch Key;** or to skip this step, press **Enter** .

> *Note:*   *If you select an assigned One Touch number, you have the option of deleting or retaining the information previously stored.*

24. To assign additional Speed Dial numbers, repeat steps 2 – 23.

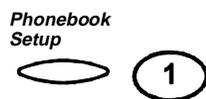25. When you have completed the Speed Dial assignment, press **Stop** to return to the Standby Mode.

Modifying or Deleting Speed Dial Numbers

Use this procedure to change or delete a previously assigned Speed Dial number. When you enter the Speed Dial number you want to change or delete, the "Speed dial number Already assigned" message displays.

To modify or delete a Speed Dial number:

1. Open the Access Cover and press:

Phonebook Setup   **1**

> **Enter Speed Dial Nbr**
> **or**
> **[<] Back to previous**
> **[Stop] to complete**

2. Enter the Speed Dial number you want to modify, then press **Enter**.

> **Speed dial number**
> **1. Delete**
> **2. Modify**
> **3. Retain**

3. To delete the Speed Dial number, press (**1**) .

   To modify the number information, press (**2**) .

   To retain the number information, press (**3**) .

   Refer to the previous procedure, "Presetting Speed Dial Numbers," to update the speed dial information.

4. The Enter Speed Dial screen redisplays. Press **Stop** to return to the Standby Mode.

> **Note:** *When modifying a Speed Dial number that is tied to a One Touch key, you do not have to re-apply the number to the One Touch. If you do, the machine prompts you to retain/delete the original one touch setting.*