



Accessibility Features in Cisco Unified Personal Communicator 8.5

This document lists keyboard shortcuts and accessibility procedures unique to Cisco Unified Personal Communicator.

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Personal Communicator Main Window Navigation and General Controls

Operation	Menu Item	Keyboard Shortcut
Menu navigation		Access the menu by combining Alt plus the first letter of the menu name. For example, to access the File menu, use the combination Alt+F.
Menu item access		While the menu is pulled down, you can navigate to the required item using the arrow keys, or use an accelerator key. An accelerator key is defined for each item on main window menus, indicated by an underline. Press the Alt key to display the underline.



Operation	Menu Item	Keyboard Shortcut
Open the Options dialog box.	Options	Ctrl+Shift+P
Close the active window.		Alt+F4
Display the contextual menu associated with item. This is the right-click menu in some cases.		Shift+F10
Start a meeting with the selected contact.	Start Meeting	Ctrl+4
Open the selected chat room.	Right-click, Join	Enter
Open the Conversation History for selected contact.	Conversation History	Ctrl+Shift+H
Open the keypad.	Keypad	Ctrl+K
Toggle between displaying the Contacts list or the Rooms list.		Ctrl+Tab
Launch online help.	Help Topics	F1

Contact Management

The following commands apply to the selected contact on the Personal Communicator main window.

Operation	Menu Item	Keyboard Shortcut
Add a contact to your list from the corporate directory search results.	Add Contact	Ctrl+N
View more information about the selected contact, including a list of phone numbers.	View Profile	Ctrl+I
Remove the contact from the list.	Remove	Delete
Search the directory for a contact.	Search Directory	Ctrl+Shift+D

Video and Call Management

The following commands apply when the Personal Communicator main window is active.

Operation	Menu Item	Keyboard Shortcut
Initiate a call with the selected contact.	Call	Ctrl+2
Initiate a call with video enabled with the selected contact.	Call with Video	Ctrl+3

Actions During a Call

The following commands apply to the active conversation window.

**Note**

Keyboard shortcuts are only available in the active conversation window. With the exception of Esc, shortcuts are not available in full screen video mode.

Operation	Menu Item	Keyboard Shortcut
Show full screen video.	Show Full Screen	Alt+Shift+F
Exit full screen mode.		Esc
Add/Remove video from the call.	Add/Remove Video from Call	Alt+Shift+V
Add web conferencing to the call.	Start a Meeting	Ctrl+Shift+5
Put the call on hold.	Hold Call	Ctrl+H
Mute and unmute the active call.		F7
Transfer the call to a contact.	Transfer to Contact	Ctrl+F
Conference in a contact to active call.	Conference with Contact	Ctrl+M
Resume a held call.	Resume Call	Ctrl+H
Park the call.	Park Call	Ctrl+P
End the call.	End Call	Ctrl+E

Chat

The following command applies to the person selected on the Personal Communicator main window.

Operation	Menu Item	Keyboard Shortcut
Open a conversation window with the selected contact.	Chat	Ctrl+1 or Enter

The following command applies to the active instant messaging window.

Operation	Menu Item	Keyboard Shortcut
Send the message after entering text.		Enter

Getting More Information About Accessibility and This Product

For more information about accessibility and this product (for example, to request a United States government Section 508 VPAT (Voluntary Product Accessibility Template), contact Accessibility@Cisco.com.

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