



Accessibility Features In Cisco Unified Personal Communicator for Macintosh, Release 1.2: Keyboard Navigation

This document lists key commands that are unique to Cisco Unified Personal Communicator.

Key command categories are:

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Standard operating system key commands may also apply.

General Controls

The following commands are independent of the active window.

Action	Key Command
Bring the main console to the front and make it the active window	Command - /
Show my information	Command - Option - I
Show a preview of my video image	Command - Option - C
Open Preferences	Command - , (Comma)



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Making and Receiving Calls

Action	Key Command
Answer the incoming call	Command - L This command applies when there is an incoming call.
Call the selected person using audio only	Command - 1 ¹
Call the selected person using audio and video	Command - 2 ¹
Open the dialer to call any number	Command - D ²
Redial the last number you called	Command - R ²

1. This command applies to names or recent calls selected in the main console, or to the person with whom you have an active instant messaging session.
2. This command is independent of the active window and the selected person.

Actions During Calls

The following commands apply during an active conversation.

Action	Key Command
Paste copied numbers or letters as touch tones Examples: <ul style="list-style-type: none"> • A password or PIN number that you must enter during a call • A Meeting Identification number when joining a Cisco Unified MeetingPlace meeting 	Command - Shift - V
Mute your audio	Command - Option - down arrow
Put the call on hold	Command - Shift - H
Resume a held call	
End the call	Command - K

Messaging

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Initiating Messages

Action	Key Command
Send an instant messaging to the selected person	Command - 3
Send an e-mail message to the selected person	Command - 4

Working with Instant Messages

All commands apply to the active instant messaging window.

Action	Key Command
Open the fonts dialog box	Command - T
Make the text bold	Command - B
Make the text italic	Command - Shift - I
Make the italic text not italic	
Underline the text	Command - U
Make the text bigger	Command - +
Make the text smaller	Command - —
Send the message	Return
Open the colors dialog box	Command - Shift - C
Make a different tab active. (Each chat session with a separate person appears in a different tab.)	Select Next Tab: Command - Option - right arrow Select Previous Tab: Command - Option - left arrow
Save the message. If you have multiple tabs, save the top, active chat.	Command - Shift - S

Voice Mail

All commands apply to the open, active voice mail window, except as noted.

Action	Key Command
Open and play a voice mail message	Command - Option - P ¹
Open the voice mail window but do not initiate playback	Return ¹
Play the voice mail message	Spacebar
Pause message playback	Spacebar
Increase playback volume	Command - up arrow
Decrease playback volume	Command - down arrow
Rewind	Command - left arrow
Fast Forward	Command - right arrow
Mark the voice mail item as unread	Command - Shift - U ¹

1. This command applies to a voice mail item that is selected in the Recent Communications pane, when the console is the active window.

Working with Recent Communications

The following items apply to the selected item in the Recent Communications pane, except as noted.

Action	Key Command
Work with voice mail items	See the “Voice Mail” section on page 4 .
Delete Item	Command - Backspace
Erase all deleted items	Command - Shift - Backspace You can perform this action at any time if you have deleted items that are not yet erased.

Working With Contacts

The following commands apply to the person selected in the main console, except as noted.

Action	Key Command
Search the corporate directory	Command - F This command is independent of the active window and the selected person.
Get more information about the selected person, including a list of phone numbers	Command - I

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