Accessibility Features in Cisco Jabber for Windows

Review accessibility features such as keyboard shortcuts and accessible availability icons.

Grayscale Status Icons

Grayscale status icons are monochrome and use symbols to show availability.

To use grayscale status icons, select **View** > **Show status in grayscale**.

The following table shows standard and grayscale status icons:

Standard Icon	Grayscale Icon	Description
		Available
		Away
		Do Not Disturb
		Unavailable

Font Smoothing

Administrators who install and configure Cisco Jabber for Windows can control how font smoothing occurs.

The ForceFontSmoothing parameter specifies whether the client or the operating system applies anti-aliasing to text. By default, the client applies anti-aliasing to smooth text.

If you want the operating system to apply anti-aliasing to text, set the ForceFontSmoothing parameter in the client configuration as follows:

```
<Policies>
  <ForceFontSmoothing>false</ForceFontSmoothing>
</Policies>
```

Keyboard Shortcuts

Global Shortcuts

Operation	Keyboard Shortcut

Access the docked window
 	
Tip   To show the docked window:
 	
    1 Open the main Cisco Jabber window.
 	
    2 Select **View** > **Show docked window**.
	CTRL + Shift + ?

Open the context menu	Menu key Shift + F10

Incoming Calls

Operation	Keyboard Shortcut
Answer calls	CTRL + L
Decline calls	CTRL + D
Reply to calls with chat	CTRL + R

Active Calls

Operation	Keyboard Shortcut
End calls	CTRL + K
Enter or exit full screen mode	CTRL + SHIFT + F

Operation	Keyboard Shortcut
Show or hide self-view video	CTRL + SHIFT + B
Mute or unmute your audio	CTRL + Down Arrow
Start or stop video	CTRL + SHIFT + V
Dock or undock the call window	CTRL + ALT + P
Hold or resume calls	CTRL + SHIFT + H
Open or close the keypad	CTRL + SHIFT + K **Tip** Enter numbers on the keypad with your keyboard.
Increase volume	CTRL + SHIFT + Up Arrow
Decrease volume	CTRL + SHIFT + Down Arrow
Open or close the More menu	CTRL + SHIFT + Plus
Open the Merge menu when calls are on hold	CTRL + M
Transfer a call	CTRL + SHIFT + T
Start a conference call	CTRL + SHIFT + C

Instant Messages

Operation	Keyboard Shortcut
Bold font	CTRL + B
Italic font	CTRL + I
Underline	CTRL + U
Copy	CTRL + C
Paste	CTRL + V
Cut	CTRL + X
Undo	CTRL + Z
Redo	CTRL + Y

Screen Captures

To take screen captures with your keyboard, do the following:

1 Use the Tab key to navigate to the **Send a screen capture** control on the **Conversations** window.

2 Press and hold the Space bar.

3 Use the arrow keys to highlight the region of the screen you want to capture.

4 Press the Space bar to take the screen capture.

Keyboard Navigation

Press the **Tab** key and arrow keys to navigate through items on:

- Main Cisco Jabber window
- Chat windows
- Call windows
- Contact lists
- Options window
- Docked window

Tip

- Use arrow keys to access lists and individual components.
- Use the **Tab** key to navigate through the general area, and **Shift + Tab** to navigate backwards.
- Use **Ctrl +Tab** to navigate through conversation windows when you have multiple conversations going.
- Press **Enter** to select items on windows or start chats with contacts in your contact list.

Navigate Call Controls

To navigate through call controls on call windows, do the following:

1 Use the **Tab** key to toggle between call controls.

2 Press the **Space** or **Enter** key to open secondary control menus.

3 Adjust settings with the arrow keys.

4 Press the **Esc** key to exit secondary control menus.

Navigate Contact Lists

When you navigate into the contact list with the **Tab** key, there are groups and contacts. To navigate between groups and contacts,

- Use the left and right arrows to expand and collapse groups.
- Use the down arrow to navigate through groups.
- Use the right arrow to navigate into a group.
- Use the left arrow to navigate out of a group.
- Use the up and down arrows to navigate through contacts in a group.