

Conversation and Instant Messaging

Press this key	To do this
CTRL + J	Change conversation subject
ALT + I	Invite someone to join conversation
ALT + R	Rejoin instant messaging conference
CTRL + SHIFT + ENTER	Call contact
CTRL + D	Escalate to video call
CTRL + F	Send a file
CTRL + W	Show/hide instant messaging area
CTRL + R	Show/hide participants list
CTRL + K	Lock/unlock conversation
CTRL + N	Start OneNote
CTRL + S	Save contents of instant message
CTRL + X	Cut selected text
CTRL + C	Copy selected text
CTRL + V	Paste selected text
CTRL + A	Select all text
SHIFT + ENTER	Add line break
ENTER	Send instant message
DELETE	Delete text
CTRL + Z	Undo action
CTRL + Y	Redo action
CTRL + SHIFT + T	Transfer call
CTRL + SHIFT + H	Place call on hold/resume call


Instant Messaging (Rich Text)

Press this key	To do this
CTRL + B	Bold selected text
CTRL + I	Italicize selected text
CTRL + U	Underline selected text
CTRL + T	Strikethrough selected text
CTRL +]	Increase font size of selected text
CTRL + [Decrease font size of selected text
CTRL + SHIFT + F	Change font


Quick Reference Card for Keyboard Shortcuts

Getting Started with Keyboard Shortcuts

Keyboard shortcuts are combinations of two or more keys that, when pressed, can be used to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to interact with your computer, saving you time and effort as you work with Windows and the Internet. Check the menus of programs for shortcuts. If a letter is underlined in a menu, it means that pressing the ALT key in combination with the underlined key will produce the same effect as clicking that menu item.

 When you see the Windows symbol in this card, press the Windows logo key (the key that features this symbol).



Open/Close

Press this key	To do this
 + Q	Open Communicator
ALT + F4	Minimize Communicator

Voice Controls

Press this key	To do this
ALT + Q	End call
ALT + C	Accept invitation
ALT + D	Decline invitation
CTRL + SHIFT + I	Turn on/off High Importance alert

Invitation Alerts

Press this key	To do this
 + T	Navigate to an invitation alert that appears on your screen
 + A	Accept an invitation alert that appears on your screen

Search Results

Press this key	To do this
ENTER	Open Conversation window without calling selected contact
CTRL + ENTER	Call selected contact

Contact List

Press this key	To do this
ENTER	Open Conversation window without calling selected contact
CTRL + ENTER	Call selected contact
DELETE	Delete selected contact
ALT + SPACEBAR	Open System menu
ALT + up arrow	Move group up
ALT + down arrow	Move group down
ALT + ENTER	Open Contact Card
ESC	Close Contact Card
CTRL + SHIFT + ENTER	Call last dialed number of selected contact
CTRL + C	Copy selected item
CTRL + V	Paste selected item
F1	Open contextual Help
TAB	Navigate through Communicator
SHIFT + TAB	Reverse navigation direction
SHIFT + ENTER	Add line break in Type a note area
SHIFT + up arrow	Select multiple contiguous contacts
SHIFT + down arrow	Select multiple contiguous contacts
CTRL + left arrow	Collapse group
CTRL + right arrow	Expand group

PRINT SETTINGS For best results, set printer options to: Paper Size: **Legal (8.5x14")** / Orientation: **Landscape**
2-sided printing options: **Two-sided, flip on short side**