

Cisco Jabber (Mac) cheat sheet

Navigating in the Hub window

Cmd + [1 - 9]	Navigate between tabs in hub windows
Cmd + /	Bring up main Cisco Jabber menu to the front
Shift + Cmd + T	Toggle expanded contact view
Cmd + D	Add contact
Shift + Cmd + H	Display or hide offline contacts

Active calls

To hold a call, use menus or use Tab or Shift + Tab to cycle between buttons and items.

Option + Cmd + T	Forward call
Option + Cmd + Down arrow	Mute / unmute your voice
Cmd + Up arrow	Increase volume
Cmd + Down arrow	Decrease volume
Cmd + Option + Shift + H	Toggle call control stip auto-fading (only available when VoiceOver is enabled)
Option + Cmd + T	Transfer call

Incoming calls

Cmd + L	Answer a call
To answer a call and see the caller ID, press Control + Cmd + J to open Cisco Jabber Status Menu. Use Down Arrow to move through options and select "answer call from [number]". Press Enter.	
Shift + Cmd + D	Reject calls
Tab or Shift + Tab	(when Conversation window is in focus) Move to Decline or Answer button

Instant messages

Cmd + B	Bold
Option + Cmd + I	Italic
Cmd + U	Underlined
Cmd + +	Bigger
Cmd + -	Smaller
Cmd + T	Show all fonts

Shift + Cmd + C	Show colors
Cmd + N	Start a chat with the selected contact
Option + Shift + Cmd + N	Start a group chat with multiple selected contacts
Control + Tab	Switch between chat tabs
Shift + Tab	Exit the messaging text entry field
Cmd + W	Close chat window

Global

These shortcuts will work even when the Cisco Jabber is in the background.

Control + Cmd + L	Answer a call
Shift + Option + Cmd + Down arrow	Toggle mute for active call

To change status, press Control + Command + J to open the Cisco Jabber status menu. Press down arrow to move through the options and Enter to select a status.

Voice messages

Del	Delete voice message
Option + Cmd + Del	Empty voice message trash
Option + Cmd + P	Play voice message (toggle play and pause)
Cmd + 4	View voice message tab

Call

Shift + Cmd + N	New call
Option + Cmd + C	Place a call to the selected contact in the contact list
Cmd + R	Redial

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More information: defkey.com/cisco-jabber-mac-shortcuts

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