



# Cisco Jabber cheat sheet

## General

Shift + F10      Open right-click menu

Ctrl + Shift + ?      Access to inline window

Note: For above shortcut to work, View > Show inline window should be active.

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More information: [defkey.com/cisco-jabber-shortcuts](https://defkey.com/cisco-jabber-shortcuts)

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## Incoming calls

Ctrl + D      Reject calls

Ctrl + R      Answer calls with chat

Ctrl + L      Answer calls

## Active calls

Ctrl + Shift + H      Hold or resume calls

Ctrl + Shift + T      Forward call

Ctrl + Shift + +      Open or close other menu

Ctrl + Down arrow      Mute / unmute your voice

Ctrl + Shift + K      Toggle numeric keyboard

Ctrl + Shift + V      Start / stop video

Ctrl + Alt + P      Snap / remove call window

Ctrl + K      End calls

## Instant messages

Ctrl + Z      Undo

Ctrl + Y      Repeat

Ctrl + B      Bold

Ctrl + I      Italic

Ctrl + U      Underlined

Ctrl + X      Cut

Ctrl + C      Copy

Ctrl + V      Paste

Ctrl + W      Close chat window

## Screenshots

Press Tab to navigate to Send screenshot control, press Space and then use this shortcut:

Space + Arrow keys      Take screenshot

Press Enter to send the screenshot you've taken.