



## Hot Keys

Hot keys differ from accelerator keys in that you can modify the definition of these keys plus you do not need to have input focus on the *CCC Confer* window to use them (they are available system wide). By default, six hot keys have been defined for the commonly used features in *CCC Confer*.

You can use the default hot keys (listed below) or you can define your own under Tools > Preferences > General > Hot Keys (for Windows, Linux and Solaris) or under CCC Confer menu > Preferences > General > Hot Keys (for Mac).

Function	Windows, etc. Key	Mac Key
Press/release <b>Talk</b> button	Ctrl+F2	^ F2
Show/hide Mini-Controller	Ctrl+F9	^ F9
Function	Windows, etc. Key	Mac Key
Start/stop video transmission	Ctrl+F3	^ F3
Send Application Sharing snapshot to Whiteboard	Ctrl+Print Screen	^ F13
Take back control of Application Sharing	Ctrl+Space	^ Space
Terminate Application Sharing	Ctrl+End	^ End



Num Lock and Caps Lock must be turned off for Hot Keys to work in *Confer* session running on Solaris or Linux.

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If your function keys do not work on your Mac laptop or aluminum Apple keyboard, hold down the 'Fn' key as part of the keystroke, or select the *Use all F1, F2, etc. keys as standard function keys* option in the Keyboard pane of the System Preferences.

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The default Hot Key assignments were defined with an extended (full) keyboard layout in mind. If your keyboard does not have a key used in a default Hot Key definition, you will need to redefine the Hot Key.

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