

# ConferZoom

## HOT KEYS AND KEYBOARD FOR CONFERZOOM

### PREREQUISITES

- Must be running [Zoom version 3.5.19869.0701](#) or higher on Windows
- Must be running [Zoom version 3.5.19877.0701](#) or higher on Mac

### ABOUT

The following are a list of hot keys than can be used once in a ConferZoom meeting. Pressing the following combination of keys will allow you to do the following actions.

### WINDOWS

- **F6**: Navigate among popped up panels
- **Ctrl+Alt+Shift**: Move focus to Zoom's meeting controls
- **ESC**: Exit full-screen whenever available
- **PageUP/PageDown**: View next or previous 25 video stream in gallery view
- **Alt**: Turn on/off the option 'Always show meeting control toolbar' in "Settings">>"Accessibility"
- **Alt+F1**: Switch to active speaker view in video meeting
- **Alt+F2**: Switch to gallery video view in video meeting
- **Alt+V**: Turn on/off Video
- **Alt+A**: Mute/unmute audio
- **Alt+M**: Mute/unmute audio for everyone except host **Note**: For the meeting host only
- **Alt+S**: Launch share screen window and stop screen share **Note**: Will only work when meeting control toolbar has focus
- **Alt+Shift+S**: Start/stop new screen share **Note**: Will only work when meeting control toolbar has focus
- **Alt+T**: Pause or resume screen share **Note**: Will only work when meeting control toolbar has focus
- **Alt+R**: Start local recording
- **Alt+C**: Start cloud recording
- **Alt+P**: Pause or resume recording
- **Alt+N**: Switch camera

- **Alt+F**: Enter or exit full screen
- **Alt+H**: Toggle In-Meeting Chat panel
- **Alt+U**: Toggle Participants panel
- **Alt+I**: Open Invite window

## MAC

- **Command(⌘)+`**: Navigate among popped up panels
- **Control+P**: View next or previous 25 video stream in gallery view
- **Control+N**: Siew next or previous 25 video stream in gallery view
- **Command(⌘)+Shift+M**: Switch to thumbnail view
- **Command(⌘)+Shift+W**: Switch to active speaker view
- **Command(⌘)+Shift+W**: Switch to gallery video view
- **Command(⌘)+Shift+V**: Turn on/off video
- **Command(⌘)+Shift+A**: Mute/unmute audio
- **Command(⌘)+Control+M**: Mute audio for everyone except host **Note**: For the meeting host only
- **Command(⌘)+Control+U**: Unmute audio for everyone except host **Note**: For the meeting host only
- **Command(⌘)+Shift+S**: Start/stop screen share
- **Command(⌘)+Shift+T**: Pause or resume screen share
- **Command(⌘)+Shift+R**: Start local recording
- **Command(⌘)+Shift+C**: Start cloud recording
- **Command(⌘)+Shift+P**: Pause or resume recording
- **Command(⌘)+Shift+N**: Switch camera
- **Command(⌘)+Shift+F**: Enter or exit full screen
- **Command(⌘)+Shift+H**: Toggle In-Meeting Chat Panel
- **Command(⌘)+U**: Toggle Participants panel
- **Command(⌘)+I**: Open invite window