Keyboard shortcuts

Why use keyboard shortcuts

Keyboard shortcuts allow you to use Viso without taking your hands off the keyboard. Using keyboard shortcuts can also help in the prevention of repetitive strain injury. Keyboard shortcuts are only available if the corresponding menu or window is active. Viso has keyboard shortcuts for:

- General functionality
- The Sessions tab
- The Codes tab (Annotation Module)
- Record sessions
- Review sessions
- The menu

When you change the Viso terminology, the shortcut keys remain unchanged. For example, if you change ‘Locations’ into ‘Rooms’ the shortcut key to open the Rooms tab is still Alt+ L.

General functionality

Ctrl + L	Login / logout	
F1	Open Viso Help	
Alt + F4	Exit Viso	
Alt + D	Open Dashboard	
Alt + L	Open **Locations** tab	L
Alt + S	Open **Sessions** tab	
Alt + H	Open **Scheduler** tab	L
Alt + C	Open **Codes** tab	L,A
Alt + G	Open **Groups** window	L

L – available for users with a role that allows the action.

A – only available with Annotation Module.

You can see the shortcut keys by hovering with your mouse over the menu items.

The Sessions tab

Del	Delete sessions	L
F2	Rename session	L

L – available for users with a role that allows the action.

Please note that you need to select a session before you can use the shortcut keys. You can select a session by clicking the downwards or upwards arrow keys on your keyboard.

The Codes tab (Annotation Module)

Del	Delete codes lists	L

L – available for users with a role that allows the action.

Please note that you need to select a codes list before you can use the shortcut key.

Record sessions

Backspace	Exit session	L
Ctrl + Shift + R	Start / Stop Recording	L
Ctrl + [n]	Enable / disable PTZ in video [n]	L
Ctrl + Shift + [	Save 1st PTZ preset	L
Ctrl + Shift +]	Save 2nd PTZ preset	L
Ctrl + [	Return to 1st saved PTZ preset	L
Ctrl +]	Return to 2nd saved PTZ preset	L
Numpad 1	Move camera left-down	L
Numpad 2	Move camera down	L
Numpad 3	Move camera right-down	L
Numpad 4	Move camera left	L
Numpad 6	Move camera right	L
Numpad 7	Move camera left-up	L
Numpad 8	Move camera up	L
Numpad 9	Move camera right-up	L
Numpad +	Zoom in	L
Numpad -	Zoom out	L
Alt + [n]	Enable Push-to-talk in camera [n]	L
Ctrl + Shift + [n]	Only show video [n]. Press it again or press **Esc** to show all previously visible videos.	L
Esc	Show all previously visible videos (after double-clicking a video, or pressing **Ctrl + Shift + [n]**)	L
Ctrl + O	Select codes list	L,A
Ctrl + R	Add remark	L,A
Del	Delete marker, remark	L.A

Ctrl + Q	During annotating, switch between Subjects and Markers tab.	L,A
Page up	Open next location in carousel control	L,M
Page down	Open previous location in carousel control	L,M
Alt + C	Switch to Codes tab	L,A
Alt + E	Switch to Events tab	L,A
Alt + P	Switch to Participants tab	L
Shift + [n]	Mute/unmute video [n]	
Shift + M	mute/unmute all videos at once	

L – available for users with a role that allows the action.

A – only available with Annotation Module.

M - the Setup account selected multiple-location recording.

Control camera with CH products RS Desktop joystick

Viso supports the CH products RS Desktop joystick for Pan, Tilt, and Zoom control of IP cameras. The joystick and buttons are predefined in the following way:

Joystick	Pan, Tilt, Zoom	
1	Enable / disable PTZ in video [1]	L
2	Enable / disable PTZ in video [2]	L
3	Enable / disable PTZ in video [3]	L
4	Enable / disable PTZ in video [4]	L
5	Return to Preset 1	L
6	Return to Preset 2	L

L – available for users with a role that allows the action.

Review sessions

Spacebar	Play / pause	
Ctrl + Backspace	Quick review	
Backspace	Exit session	
Alt + B	Exit session	
Ctrl + Shift + [n]	Only show video [n]. Press it again or press **Esc** to show all previously visible videos.	
Esc	Show all previously visible videos (after double-clicking a video, or pressing **Ctrl + Shift + [n]**)	
Ctrl + O	Select codes list	L,A

Ctrl + R	Add remark	L,A
Del	Delete marker, remark	L,A
F2	Edit remark	L,A
F7	Create Highlight (only in event log)	
Ctrl + S	Save changes to the event log	L
Ctrl + ?	Skip to next event	
Ctrl + ?	Skip to previous event	
Alt + C	Switch to Codes tab	L,A
Alt + E	Switch to Events tab	L,A
Alt + P	Switch to Participants tab	L
Shift + [n]	Mute/unmute video [n]	
Shift + M	mute/unmute all videos at once	

L – available for users with a role that allows the action.
A – only available with Annotation Module

The menu

Alt + F	Open menu	
V	Open Viso Help	
T	Open Settings window	
U	Open User Management window	L
Alt + G	Add Groups	L
E	Open Export Audit Log window	L
O	Allows you to select Viso Home Page or Customer Support Center	
D	Open the Upgrade window	L
A	Open the About Viso window	
O + P	Open Viso Home page	
O + C	Open MyNoldus sign-in webpage	

L – available for users with a role that allows the action.
When you open the menu, the shortcut keys are shown as underscores for each menu item.

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