



## Univers<sup>®</sup> Shortcut Keys



Key or Combination of Keys	What it does
F1	Help
F3	Go to Car/Code/Year Search
F6	Go to Customer Search
F8	Go to AcquireRx search
F9	Go to Product Retrieval Search
Control+P	Print a Label
Control+M	Mix at Scale
Control+C	View Cumulative Weights
Control+N	View Non-Cumulative Weights
Control+S	Select a Different Quality
Control+D	View the next Variant
Control+U	View the Previous Variant
Control+T	View Shade Tips
Control+Z	Select Mix Size
Control+R	AcquireRx Search
Control+X	Exit
Control+Alt+X	X-Pert Dispense
Enter or Tab	Move to next field
Shift+Tab	Previous field
Alt+(underlined letter)	Access Menu Bar
Control+Alt+S	Search
Control+Alt+C	Color Chip Information