



Your Serial # _____

SUPPORT RESOURCES

support.companioncorp.com

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(800) 347-4942

SYSTEM HOT KEYS

⌘ Ctrl 1	Dashboard
⌘ Ctrl 2	Circulation
⌘ Ctrl 3	Items
⌘ Ctrl 4	Patrons
⌘ Ctrl 5	Operations
⌘ Ctrl⇧5	Reports
⌘ Ctrl 6	Tools
⌘ Ctrl 7	Builder
⌘ Ctrl⇧7	Researcher
⌘ Ctrl 8	Preferences

SYSTEM COMMANDS

B	Set Bookdrop (check-in) mode
F	Open Charges Tab
H Item Barcode	Place Hold
I	Set Inventory Mode
K	Open Tasks Tab
L Patron Name	Locate Patron by First or Last Name
R	Set Renewal Mode
T	Find Item by Title
X	Clear current Patron and current Item
*?	Keyboard Shortcuts Panel