

## Mnemonics Listing

The following is a listing of all the Startel “QuickTypes” (mnemonics):

KEYSTROKE	VERBIAGE PASTED	KEYSTROKE	VERBIAGE PASTED
Shift +A	APPT	Shift + P	COLLECT
Shift +B	BACK AT	Shift + Q	ASAP
Shift +C	PLEASE CALL	Shift + R	RETURNED YOUR CALL
Shift +D	DR	Shift + S	WEEKEND OFF
Shift +E	WILL CHECK IN	Shift + T	REFER TO
Shift +F	FROM	Shift + U	YOU KNOW NUMBER
<b>Shift +G</b>	<b>GONE FOR THE DAY</b>	Shift + V	CCK
Shift +H	HOLD ALL CALLS	<b>Shift + W</b>	<b>WILL CALL BACK</b>
Shift +I	OFFICE	Shift + X	CANCEL
Shift +J	RE:	Shift + Y	RESIDENCE
Shift +K	RX	Shift + Z	AGAIN
Shift +L	OUT OF ORDER	Shift + {	MR
Shift +M	MOBILE	<b>Shift + }</b>	<b>OUT TO LUNCH</b>
Shift +N	NIGHT OFF	[	ON CALL
Shift +O	OUT	]	PERSONAL