

Working with the Media Master in the Cisco Unity Inbox Web Tool

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About the Media Master

The Media Master appears in voice messages in the Cisco Unity Inbox web tool. By clicking the controls, you play and record messages with either your phone or your computer microphone and speaker(s).

You also use the Media Master to change the recording and playback devices you use while working with the Cisco Unity Inbox, and to change playback volume and playback speed for all messages you hear through your computer speaker(s).

Updates to Media Master settings are saved per user, per computer. If you also use another computer to access the Media Master (for example, a computer at home), you need to update the Media Master settings on the second computer as well.



1	Options menu	7	Stop
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3	Record list	9	Play
4	Help menu	10	Volume control
5	Playback speed control	11	Playback list
6	Record		

Table 1 describes the options available on the Media Master Help menu (4 in Figure 1).

Table 1 Help Menu

Option	Description
Media Master Help	Open Media Master Help.
About Media Master	Display Media Master version and configuration information.

Using Sound Files in Your Recordings

The Options menu on the Media Master (1 in Figure 1) allows you to work with other sound (WAV) files in your recordings. Table 2 describes the available options.

Table 2 Options Menu

Option	Description
Open File	Open a WAV file saved on your computer to play on the selected playback device.
Save Recording As	Save a recording as a WAV file to a location that you specify.

Changing Your Playback and Recording Devices

You can choose the devices that you use for playing and recording messages while working with the Cisco Unity Inbox web tool:

Playback devices	• Phone—Cisco Unity Connection calls you, and you listen through the phone handset or through the speakerphone speaker.
	• Computer speakers (if available).
Recording devices	• Phone—Cisco Unity Connection calls you, and you speak into the phone handset or into the speakerphone microphone.
	• Computer microphone (if available).

The phone offers the best sound quality for recordings.

To Change Your Playback or Recording Device

- **Step 1** In the Cisco Unity Inbox web tool, open a voice message.
- Step 2 On the Media Master, from the Options menu, click Playback & Recording.
- **Step 3** Set the applicable device:

Playback Device	Choose the phone or the computer.
Recording Device	Choose the phone or the computer.

Step 4 If you set the phone as your playback or recording device, in the Active Phone Number section, choose your primary extension or enter another phone number. This is the number that Connection calls for you to listen or record by phone.



- p Once you have set the active phone number, you can choose devices in the Playback and Record lists on the Media Master (11 and 3 in Figure 1). The lists offer a quick way to change devices, and your selections are saved for all Cisco Unity Inbox pages that contain the Media Master.
- **Step 5** Choose the performance setting that best suits your system:

Play Message While Downloading	Play messages as they download to Connection.	
Download Complete Message Before Playing	Download messages completely before they are played.Tip For the best performance and quality, we recommend that users who use Connection in a low-bandwidth environment (for example, with a slow modem) download messages completely before playing them.	

Step 6 Click OK.

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Changing Message Playback Volume When Computer Speakers Are Your Playback Device

The procedure in this section changes the playback volume for all messages played in the Cisco Unity Inbox web tool when your computer speakers are set as the playback device in the Media Master.

Note

The volume that you set in the following procedure does not affect the volume of the Cisco Unity Connection conversation, recorded names, or user greetings.

To Change Message Playback Volume When Computer Speakers Are Your Playback Device

- **Step 1** In the Cisco Unity Inbox web tool, open a voice message.
- Step 2 On the Media Master, click and drag the Volume slider to decrease or increase volume, as applicable.

Changing Message Playback Speed When Computer Speakers Are Your Playback Device

The procedure in this section changes the playback speed for all messages played in the Cisco Unity Inbox web tool when your computer speakers are set as the playback device in the Media Master.

Note

The speed that you set in the following procedure does not affect the speed of the Cisco Unity Connection conversation, recorded names, or user greetings.

To Change Message Playback Speed When Computer Speakers Are Your Playback Device

- **Step 1** In the Cisco Unity Inbox web tool, open a voice message.
- Step 2 On the Media Master, click and drag the Speed slider for slower or faster playback, as applicable.
- Step 3 Click Play to save the speed setting for all messages that you hear through your computer speakers.

Media Master Keyboard Shortcuts

- Alt-O to open the Options menu.
- Alt-H to open the Help menu.