



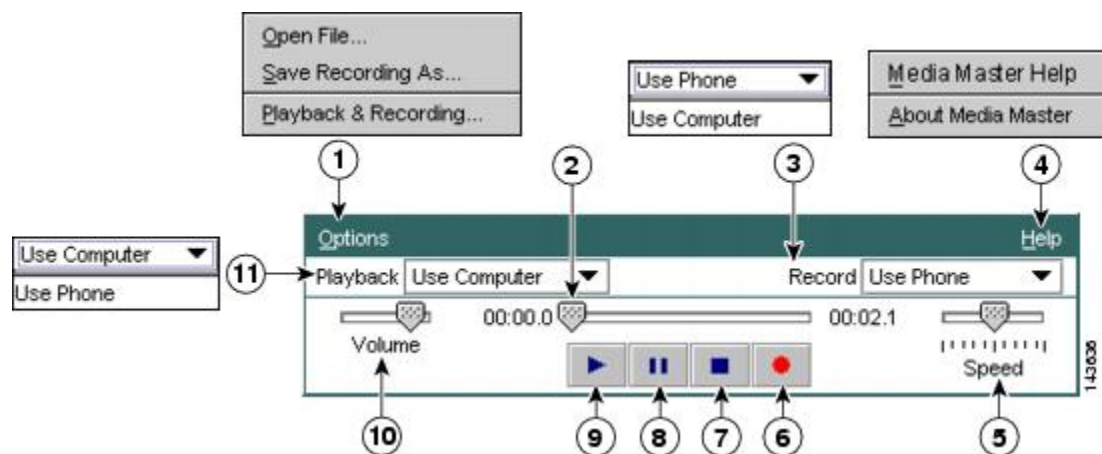
## Working with the Media Master in the Messaging Assistant Web Tool

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### About the Media Master

The Media Master appears on assorted pages in the Messaging Assistant web tool. By selecting the controls, you can make and play recordings with either your phone or your computer microphone and speakers.

**Figure 1: Media Master in Messaging Assistant**



1	Options menu	7	Stop
2	Recording/playback progress	8	Pause

3	Record list	9	Play
4	Help (Media Master version information)	10	Volume control
5	Playback speed control	11	Playback list
6	Record		

## Using Sound Files in Your Recordings

The Options menu on the Media Master allows you to work with other sound (WAV) files in your recordings. (See 1 in the figure in [About the Media Master, page 1](#).)

The following table describes the available options:

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 making and playing recordings while working with the Messaging Assistant web tool:

<b>Playback devices</b>	<ul style="list-style-type: none"> <li>• Phone—Cisco Unity Connection calls you, and you listen through the phone handset or through the speakerphone speaker.</li> <li>• Computer speakers (if available).</li> </ul>
<b>Recording devices</b>	<ul style="list-style-type: none"> <li>• Phone—Cisco Unity Connection calls you, and you speak into the phone handset or into the speakerphone microphone.</li> <li>• Computer microphone (if available).</li> </ul>



### Tip

The phone offers the best sound quality for recordings.

Note that updates to the Media Master 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.

## Procedure

- Step 1** In the Messaging Assistant, from the Preferences menu, select **Personal**.
- Step 2** If applicable, on the Preferences page, in the Recorded Name field, select **Play/Record** to display the Media Master.
- Step 3** On the Media Master, from the Options menu, select **Playback & Recording**.
- Step 4** Set the applicable device:

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

- Step 5** 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.
- 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 the figure in [About the Media Master, page 1](#)). The lists offer a quick way to change devices, and your selections are saved for all Messaging Assistant pages that contain the Media Master until you change them again.
- Step 6** Select **OK**.

# Media Master Keyboard Shortcut

**Alt-O** to open the Options menu.

