



## Working with the Media Master in ViewMail for Outlook (Version 8.0 Only)

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### Note

This content applies to ViewMail for Outlook version 8.0 only. For later ViewMail versions, see the *Quick Start Guide for Cisco ViewMail for Microsoft Outlook (Release 8.5 and Later)* at [http://www.cisco.com/en/US/docs/voice\\_ip\\_comm/connection/vmo/quick\\_start/guide/85xcucqsgvmo.html](http://www.cisco.com/en/US/docs/voice_ip_comm/connection/vmo/quick_start/guide/85xcucqsgvmo.html).

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## About the Media Master (Version 8.0 Only)

The Media Master appears in messages that you manage by using ViewMail for Outlook. You record and play messages by clicking the Media Master controls.

You also use the Media Master to change the recording and playback devices you use while working with ViewMail for Outlook, and to change the playback volume and playback speed for messages.

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.

## Using Sound Files in Your Recordings (Version 8.0 Only)

The Options menu—the first button (down arrow) on the Media Master—allows you to use other sound (WAV) files in your recordings. The following sound file options are available:

|                        |  |
|------------------------|--|
| <b>New</b>             | Erase a recording to rerecord.   |
| <b>Paste</b>           | Paste a sound recording from the clipboard the same way you paste text in a text file.                                 |
| <b>Paste from File</b> | Paste another sound file to a recording.   |
| <b>Copy</b>            | Copy a sound recording to the clipboard the same way you copy text in a text file.                                     |
| <b>Copy to File</b>    | Copy the recording to a sound file that you name.<br>If the message is marked secure, this option will be unavailable. |

## Changing Recording and Playback Devices with the Media Master (Version 8.0 Only)

You can choose the devices that you use for recording and playing messages while working with ViewMail for Outlook:

|                          |  |
|--------------------------|--|
| <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>   |
| <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> |



### Tip

The phone offers the best sound quality for recordings.

### To Change Your Recording or Playback Device with the Media Master

- Step 1** In the Outlook folder that contains your voice messages, open a message.
- Step 2** On the Media Master, from the Options menu (first button, down arrow), click either **Playback Devices** or **Recording Devices**, and choose the device that you want to use in the list.
- Step 3** If you chose Phone as the device, confirm that the phone information is correct:
  - a. From the Options menu, click **Options**.
  - b. In the Cisco Unity Connection Server Options dialog box, in the Cisco Unity Connection Server Name box, enter the name of your Connection server. (If you do not know the server name, contact your Connection administrator.)
  - c. In the User Name box, enter your Connection username.
  - d. In the Password box, enter your Cisco PCA password.

- e. Check the **Remember Password** check box if you want ViewMail for Outlook to remember your password so that you do not have to re-enter it each time you restart Outlook.
- f. If your organization uses a proxy server, in the Proxy Server Address box, enter the IP address of the proxy server.
- g. If your organization uses a proxy server, in the Proxy Server Port box, enter the server port number ViewMail for Outlook must use when connecting to the proxy server.
- h. If your Connection administrator tells you to, check the **Validate HTTPS Certificate** check box. Otherwise, leave it unchecked.
- i. In the Extension box, enter your extension.
- j. Click **OK**.

**Step 4** Click **Close** to close the message.

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## Changing Message Playback Volume When Computer Speakers Are Your Playback Device (Version 8.0 Only)

The procedure in this section changes the playback volume for all messages played with ViewMail for Outlook when your computer speakers are set as the playback device in the Media Master.

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

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- Step 1** In the Outlook folder that contains your voice messages, open a message.
  - Step 2** On the Media Master, click and drag the **Volume Control** slider to decrease or increase playback volume.
  - Step 3** Click **Play** to play the message, which saves the volume setting for messages that you listen to through your computer speakers.
  - Step 4** Click **Close** to close the voice message.
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## Changing Message Playback Speed When Computer Speakers Are Your Playback Device (Version 8.0 Only)

The procedure in this section changes the playback speed for all messages played with ViewMail for Outlook when your computer speakers are set as the playback device in the Media Master.

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

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- Step 1** In the Outlook folder that contains your voice messages, open a message.
- Step 2** On the Media Master, click and drag the **Speed Control** slider for slower or faster playback.
- Step 3** Click **Play** to play the message, which saves the speed setting for messages that you listen to through your computer speakers.

**Step 4** Click **Close** to close the voice message.

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## Media Master Keyboard Shortcuts (Version 8.0 Only)

Table 1 lists the keyboard shortcuts available for working with the Media Master in ViewMail for Outlook.

**Table 1** *Keyboard Shortcuts for the Media Master in ViewMail*

| Key(s)        | Action            |
|---------------|-------------------|
| Alt-Shift-P   | Play/Pause        |
| Alt-Shift-S   | Stop              |
| Alt-Shift-R   | Record/Pause      |
| Alt-Shift-M   | Open Options menu |
| Alt-Shift-F3  | Skip back         |
| Alt-Shift-F4  | Skip forward      |
| Alt-Shift-F7  | Decrease volume   |
| Alt-Shift-F8  | Increase volume   |
| Alt-Shift-F11 | Slower playback   |
| Alt-Shift-F12 | Faster playback   |

You can also use the keyboard to make selections on the Options menu. Press the letter that is underlined for the option you want to select on the Options menu.