



## Working with the Media Master in ViewMail for Notes

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### About the Media Master

The Media Master appears in messages that you manage from your ViewMail for Notes inbox. 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 Notes, and to change the playback volume 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

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. If the message is marked secure, this option will be unavailable.

# Changing Recording and Playback Devices with the Media Master

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

<b>Recording devices</b>	<ul style="list-style-type: none"> <li>Phone—Cisco Unity Connection calls you, and you speak into the phone handset, headset, or speakerphone microphone.</li> <li>Microphone—On your computer (if available).</li> </ul> <p><b>Tip</b> The phone offers the best sound quality for recordings.</p>
<b>Playback devices</b>	<ul style="list-style-type: none"> <li>Phone—Cisco Unity Connection calls you, and you listen through the phone handset, headset, or speakerphone speaker.</li> <li>Speakers—On your computer (if available).</li> </ul>

As you do the following procedure, if some fields do not already have values entered, you likely will need to contact your Connection administrator for the required information.

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

- Step 1** In your ViewMail for Notes inbox, open a message.
- Step 2** On the Media Master, select the **down arrow** (first button), then select 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, verify your personal and server information:
- On the Media Master, select the **down arrow** (first button), then select **Options**.
  - In the Cisco Unity Connection Server Options dialog, change settings as applicable:

<b>Cisco Unity Connection Server Name</b>	Enter the name of the Connection server.  <b>Tip</b> Values for the server name, username, password, and extension fields appear automatically if the information was entered during creation of the ViewMail for Notes account.
<b>User Name</b>	Enter your Connection username.
<b>Password</b>	Enter your Cisco Personal Communications Assistant password.
<b>Remember Password</b>	Check the check box for ViewMail for Notes to remember the Cisco PCA password so that you do not have to re-enter it each time Notes starts.
<b>Proxy Server Address</b>	If there is a firewall that blocks HTTPS traffic between user workstations and the Connection server, enter the IP address of the HTTPS proxy server.
<b>Proxy Server Port</b>	If there is a firewall that blocks HTTPS traffic between user workstations and the Connection server, enter the server port to use when connecting to the HTTPS proxy server.
<b>Validate HTTPS Certificate</b>	If your Connection administrator tells you to, check the check box. Otherwise, leave it unchecked.
<b>Extension</b>	Enter your extension.

- c. Select **OK**.

**Step 4** Close the voice message.

## Changing Message Playback Volume When Computer Speakers Are Your Playback Device

The procedure in this section changes the playback volume for all messages played with ViewMail for Notes 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

- Step 1** In your ViewMail for Notes inbox, open a voice message.
- Step 2** On the Media Master, click and drag the **Volume Control** slider to decrease or increase playback volume.
- Step 3** Select **Play** (right arrow, second button) to play the message, which saves the volume setting for messages that you listen to through your computer speakers.
- Step 4** Close the voice message.

## Media Master Keyboard Shortcuts

[Table 1](#) lists the keyboard shortcuts available for working with the Media Master in ViewMail for Notes.



### Note

These shortcuts work only when a single voice message is open. When multiple voice messages are open, the shortcuts do not work.

**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

