



Working with the Media Master in the Messaging Inbox Web Tool

- [About the Media Master, page 1](#)
- [Using Sound Files in Your Recordings, page 2](#)
- [Changing Your Playback and Recording Devices, page 2](#)
- [Changing Message Playback Volume When Computer Speakers Are Your Playback Device, page 4](#)
- [Changing Message Playback Speed When Computer Speakers Are Your Playback Device, page 4](#)
- [Media Master Keyboard Shortcut, page 4](#)

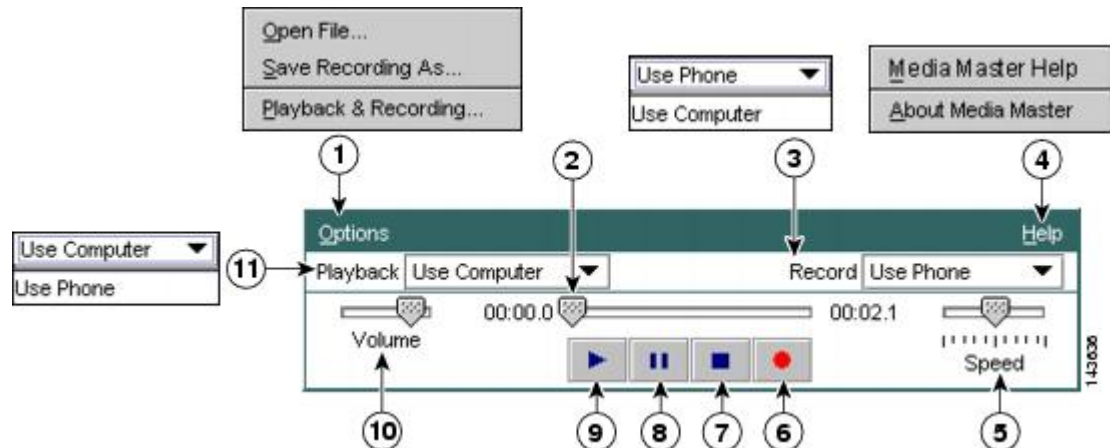
About the Media Master

The Media Master appears in voice messages in the Messaging Inbox web tool. By selecting 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 Messaging 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.

Figure 1: Media Master in Messaging Inbox



1	Options menu	7	Stop
2	Recording/playback progress	8	Pause
3	Record list	9	Play
4	Help menu	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 playing and recording messages while working with the Messaging Inbox web tool:

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

**Tip**

The phone offers the best sound quality for recordings.

Procedure

Step 1 In the Messaging Inbox web tool, open a voice message.

Step 2 On the Media Master, from the Options menu, select **Playback & Recording**.

Step 3 Set the applicable device:

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

Step 4 If you set the phone as your playback or recording device, in the Active Phone Number section, select 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 select 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 Inbox pages that contain the Media Master.

Step 5 Select the performance setting that best suits your system:

Option	Description
Play Messages 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 Select **OK**.

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 Messaging Inbox web tool when your computer speakers are set as the playback device in the Media Master.

**Note**

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

Procedure

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

Procedure

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

Alt-O to open the Options menu.