

## Using WebEx Player

Using WebEx Player, you can play back any recording that was made using WebEx Recorder—that is, a WebEx Recording Format (.wrf) file.

### Installing WebEx Player

If you do not yet have WebEx Player, or want to download the WebEx Player installer for users to whom you want to provide a recording, you can download it from the Recording and Playback page on your WebEx Web site.

### System requirements for listening to audio in a recording

You can listen to audio in a WebEx Recording Format (.wrf) file, if your computer has the following:

- A Creative Labs Sound Blaster or equivalent sound card
- Speakers, or headphone jack and headphones

## Playing a recording

You can play a recording that resides on your computer or that is published on a Web site.

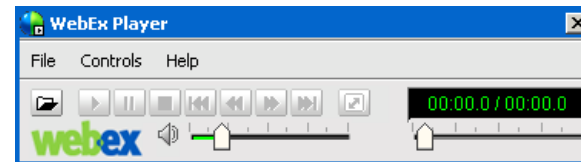
### To start WebEx Player:

Do either of the following on your computer's desktop:

- Click **Start**, point to **Programs**, point to **WebEx Recorder & Player**, and then click **WebEx Player**.
- Double-click the **WebEx Player** shortcut on your computer's desktop.



The WebEx Player console appears.

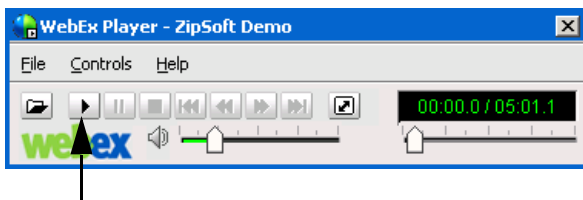


### To play a recording that resides on your computer:

Do either of the following:

- Double-click a recording file.  
WebEx Player starts and plays the recording automatically.
- On the WebEx Player console, click the **Open** button, and then select a recording.

Then, on the WebEx Player console, click the **Play** button.

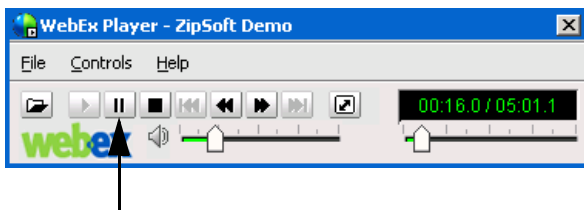


#### To play a recording that is published on a Web site:

Go to the Web page on which the recording is published, and then click the link for the recording. WebEx Player plays the recording automatically.

#### To pause and then resume playback:

To pause playback, on the WebEx Player console, click the **Pause** button.



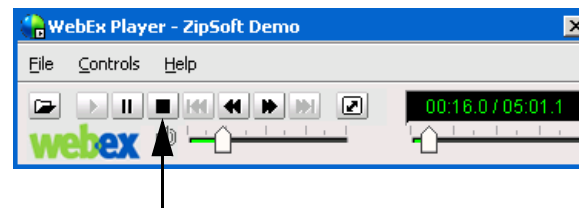
Then, to resume playback, on the WebEx Player console, click the **Pause** button again.

#### To automatically repeat (loop) playback:

On the WebEx Player console, on the **Controls** menu, choose **Loop**.

#### To stop a playback:

On the WebEx Player console, click the **Stop** button.



#### To quit WebEx Player:

On the WebEx Player console, on the **File** menu, choose **Exit**.

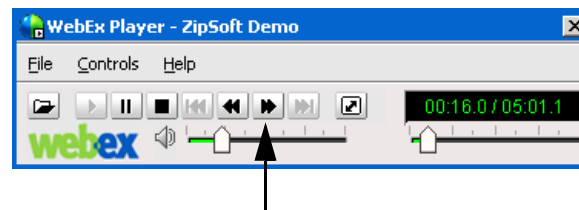
## Navigating a recording

When playing a recording, you can fast forward or rewind the recording. If segments were defined in the recording, you can navigate to a specific segment.

#### To fast forward playback:

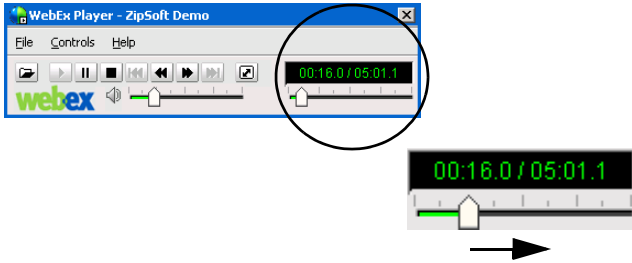
Do either of the following:

- To browse a recording while fast forwarding it, click the **Forward** button.



Each click moves the recording forward incrementally.

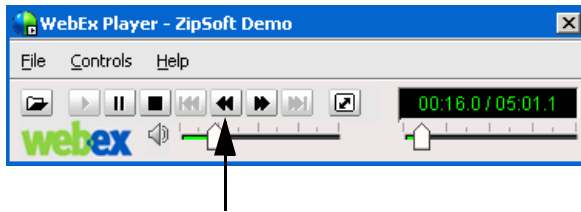
- To fast forward a recording to a specific location, drag the playback slider to the right.



**To rewind a recording:**

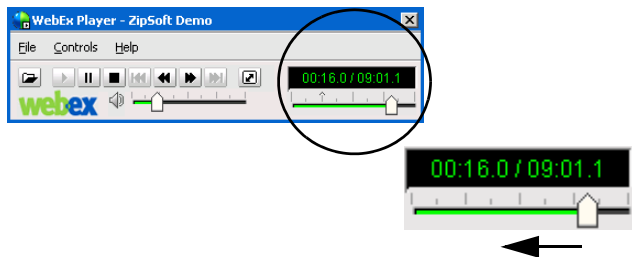
Do either of the following:

- To browse a recording while rewinding it, click the **Rewind** button.



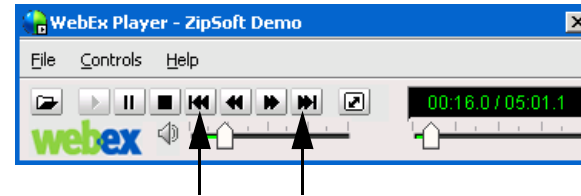
Each click moves the recording backward incrementally.

- To rewind a recording to a specific location, drag the playback slider to the left.



**To navigate to the next or previous segment:**

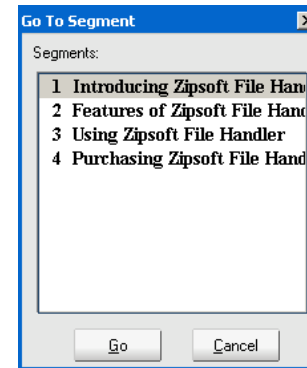
Click the **Previous Segment** button or **Next Segment** button, as appropriate.



**Note** If no segments were defined in the recording, the **Previous Segment** and **Next Segment** buttons are unavailable.

**To navigate to a specific segment:**

- 1 On the **Controls** menu, point to **Segment**.
- 2 Choose **Go to**.



If segments were defined in the recording, they appear in the list.

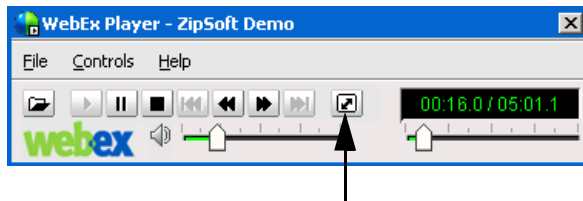
- 3 In the list, select a segment.
- 4 Click **OK**.

## Controlling full-screen view of playback

During playback, you can switch your view of a recording between a standard window and a full-screen view. A full-screen view of a recording fits your entire screen and does not include a title bar or scroll bars. You can also set WebEx Player to display all recordings in a full-screen view by default.

To display a recording in a full-screen view:

Click the **Full Screen** button.



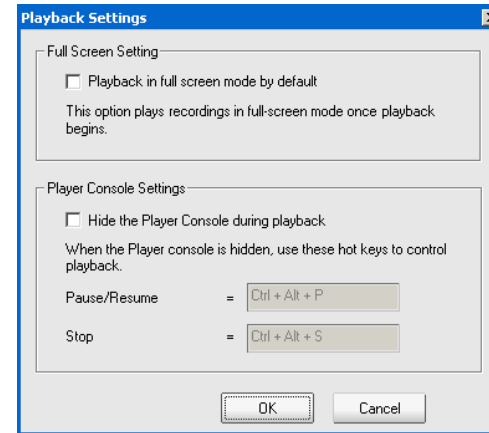
To display a recording in a standard window:

Click the **Full Screen** button again.

To display all recordings in a full-screen view by default:

- 1 If you have not done so already, open a recording file (.wrf).
- 2 On the WebEx Player console, on the **Controls** menu, choose **Settings**.

The Playback Settings dialog box appears.



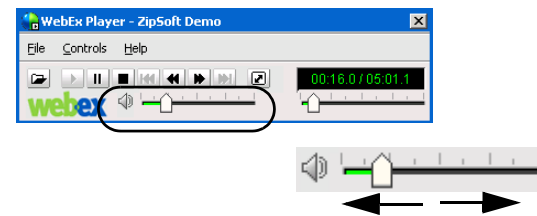
- 3 Under **Full Screen Setting**, select the **Play back in full screen mode by default** check box.
- 4 Click **OK**.

## Adjusting audio during playback

During playback of a recording, you can increase or decrease the audio volume, or mute or unmute audio.

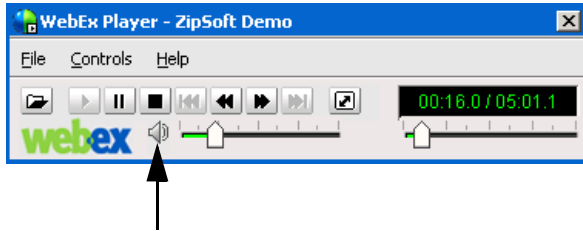
To adjust playback volume:

Drag the **Volume** slider to the right or left to increase or decrease volume, respectively.



**To mute audio:**

Click the **Mute** button.

**To unmute audio:**

Click the **Unmute** button.

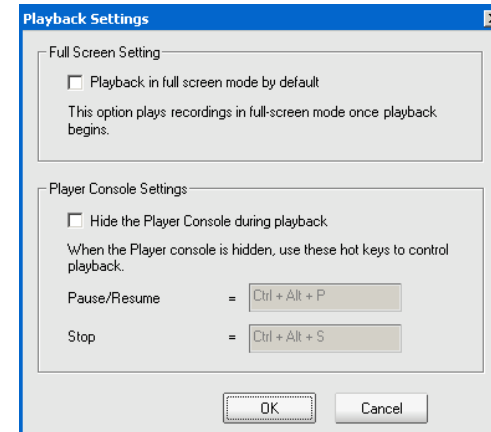
**Hiding or showing the player console**

Normally, the WebEx Player console appears on your screen when you are playing a recorded session. However, you can hide the WebEx Player console during playback. If the WebEx Player console is hidden, you can pause or stop playback by pressing a preset *hot key*—that is, a key on your computer's keyboard.

**To hide the Player console during playback:**

- 1 If you have not done so already, open a recording file (.wrf).
- 2 On the WebEx Player console, on the **Controls** menu, choose **Settings**.

The Playback Settings dialog box appears.



- 3 Under **Player console settings**, select the **Hide Player console during playback** check box.

- 4 Click **OK**.

While the WebEx Player console is hidden, you can:

- Pause and resume playback by pressing the **Ctrl+Alt+P** key combination on your keyboard
- Stop playback by pressing the **Ctrl+Alt+S** key combination on your keyboard

**To make the WebEx Player console appear after it is hidden:**

- 1 During playback, pause or stop playback by pressing the **Ctrl+Alt+P** or **Ctrl+Alt+S** key combination on your keyboard, respectively.
- 2 Optional. To keep the WebEx Player console visible, do the following:
  - a On the WebEx Player console, on the **Controls** menu, choose **Settings**.
  - b Under **Player Console Settings**, clear the **Hide the Player Console during playback** check box.
  - c Click **OK**.

## Troubleshooting playback

### Problems with audio

Cannot hear audio.

Possible Cause	Solution
Audio was not captured in the recording.	See <a href="#">"Recording audio with standalone recorders"</a> on page 10.
Your computer does not meet the requirements for playing audio.	See <a href="#">"System requirements for recording audio"</a> on page 10.

Audio sounds "tinny" or unclear.

Possible Cause	Solution
The quality of audio in a recording depends on the equipment with which it was captured during recording, including the computer's sound card and microphone; and the equipment with you are playing it, including your computer's sound card and speakers.	If you think your computer's equipment is affecting audio quality during playback, try upgrading your computer's sound card or speakers.

Audio volume is too low.

Possible Cause	Solution
The playback volume is set too low.	Adjust the playback volume on the WebEx Player console. See <a href="#">"Adjusting audio during playback"</a> on page 20.
The distance at which the person spoke into the microphone during recording was too far.	If you made the recording, try speaking into the microphone at various distances to determine the right distance for you.

#### Possible Cause

The microphone input volume was set too low during recording.

#### Solution

If you made the recording, adjust the recording input volume before recording again. For details, see ["Setting up your sound card for recording audio"](#) on page 12.

### Problems with video

Video appears blurry or blotchy.

Possible Cause	Solution
WebEx Player displays video at the color depth set for your computer's monitor. If a recording was made on a monitor with a higher color depth setting, video images may appear blurry or blotchy.	Increase your monitor's color depth to 16-bit (65,000 colors) or 24-bit (over 6 million colors). For instructions on setting color depth, see Windows Help.

Video images do not appear completely or are "cut off" on your screen.

Possible Cause	Solution
Video was recorded on a computer with a monitor that was set to a higher screen resolution than that set on your computer's monitor.	Try setting your monitor's screen resolution to a higher setting—for example, 1024 by 768 pixels. For instructions on setting screen resolution, see Windows Help.

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## Uninstalling WebEx Recorder and Player

You can remove the standalone version of WebEx Recorder and WebEx Player from your computer, using your computer's Add/Remove Programs utility. Uninstalling the software does not remove any recordings that reside on your computer.

### To uninstall WebEx Recorder and Player:

- 1 Open the Windows Add/Remove Programs utility on your computer.
- 2 In the list of programs, select **WebEx**.
- 3 Click **Change/Remove**.
- 4 In the Uninstall WebEx Software dialog box, select **Meeting Manager**.
- 5 Click **Uninstall**.