




Recent Calls

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Access the Recents App

You can access the **Recents** app from the Applications screen. From the **Recents** app, you can see your voicemail messages, missed calls, and recent calls.

Procedure

- Step 1** From the Line view screen, press the left arrow of the navigation cluster to view the Applications screen.
- Step 2** From the Applications screen, press the left arrow of the navigation cluster to select **Recents** .
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New Voicemail Message and Missed Calls Indicators

The red box on the **Recents** icon on the Application screen shows the number of missed calls. In the Line view screen, the red box beside the line shows the number of missed calls

In the Recents list, you can see the number of missed calls.

When you have an unheard voicemail message, you could also hear a stutter tone played when you access a phone line. This stutter tone is line-specific. You only hear it when using a line that has voice messages.

Missed Calls List

You use the Missed Calls lists to see the 150 most recent individual calls and call groups. If your phone has multiple lines, your administrator can set up the Missed Calls list so that calls on all lines are in one list.

Calls in the Missed Calls list are grouped together if they are from the same number and are consecutive.


View Your Missed Calls

Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Missed calls**.
 - Step 3** Required: Select a phone line or **All missed**.
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Find Details About a Missed Call

Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Missed calls**.
 - Step 3** Required: Select a line or **All missed**.
 - Step 4** Select a missed call entry.
 - Step 5** Press **More**  and select **Details**.
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Return a Missed Call

Procedure


- Step 1** Access the **Recents** app.
 - Step 2** Select **Missed calls**.
 - Step 3** Required: Select a line or **All missed**.
 - Step 4** Select a missed call entry.
 - Step 5** Press **More**  and select **Call**.
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Delete a Missed Call Entry

You can delete an entry from your Missed Call list.

Procedure


- Step 1** Access the **Recents** app.

- Step 2** Select **Missed calls**.
 - Step 3** Required: Select a line or **All missed**.
 - Step 4** Select a missed call entry.
 - Step 5** Press **More**  and select **Delete**.
 - Step 6** Press **Delete** to confirm the deletion.
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Clear the Missed Calls List

You can delete all entries from your Missed Call list.

Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Missed calls**.
 - Step 3** Required: Select a line or **All missed**.
 - Step 4** Press **More**  and select **Clear list**.
 - Step 5** Press **Clear** to confirm the deletion.
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Recents Calls List

You use the Recents lists to see the 150 most recent individual calls and call groups. If your phone has multiple lines, your administrator can set up the Recents list so that calls on all lines are in one list.

Calls in the Recents list are grouped together if they are to and from the same number and are consecutive.


View Your Recent Calls

Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Recents**.
 - Step 3** Required: Select a line or **All recents**.
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Find Details About a Recent Call

Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Recents**.
 - Step 3** Required: Select a line or **All recents**.
 - Step 4** Select a call entry.
 - Step 5** Press **More**  and select **Details**.
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Return a Recent Call from Recents


Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Recents**.
 - Step 3** Required: Select a line or **All recents**.
 - Step 4** Select a call entry.
 - Step 5** Press **More**  and select **Call**.
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Create a New Local Contact from a Recent Call

You can add an entry from your Recents list into your Local contacts list.


Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Recents**.
 - Step 3** Select a line or **All recents**.
 - Step 4** Select an entry.
 - Step 5** Press **More**  and select **Create new local contact**.
 - Step 6** Press **Save**.
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Add Recent Call Information to a Local Contact

If the contact is already in your Local contacts list, but you see an alternate number, you can add information to the existing Local contacts entry.


Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Recents**.
 - Step 3** Select a line or **All recents**.
 - Step 4** Select an entry.
 - Step 5** Press **More**  and select **Add to existing local contact**.
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Delete a Call Record

You can delete an individual call from your Recent Calls list.


Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Recents**.
 - Step 3** Required: Select a line or **All recents**.
 - Step 4** Select an entry.
 - Step 5** Press **More**  and select **Delete**.
 - Step 6** Press **Delete** to confirm the deletion.
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Clear the Recent Calls List

You can clear all the entries from your Recent Calls list.

Procedure

- Step 1** Access the **Recents** app.
 - Step 2** Select **Recents**.
 - Step 3** Required: Select a line or **All recents**.
 - Step 4** Press **More**  and select **Clear List**.
 - Step 5** Press **Clear** to confirm the deletion.
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■ Clear the Recent Calls List