

Recordings Widget

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The **Recordings Widget** allows you to view and manage call recordings for all of your extensions. The list shown within the widget will display all available recordings by the **Source**, **Destination**, **Date/Time**, and **Duration** of a specific call.



The **Recordings Widget** will show all calls to any extensions associated with an account for the past 30 days.


The screenshot shows a 'Recordings' widget with a table of call recordings. Below the table is a playback control bar with four numbered callouts: 1 (play button), 2 (volume control), 3 (play via phone button), and 4 (delete button).

CALLER ID	SOURCE	DESTINATION	DURATION	DATE/TIME
Bruce Pierce «4434»	Bruce Pierce	Ben Botti <4424>	03:53	Jun 12, 2015 2:19:30 PM
Mike Booher «4435»	Mike Booher	Ben Botti <4424>	29:02	Jun 12, 2015 10:30:09 AM
4424	Ben Botti <4424>	3173741751	20:28	Jun 11, 2015 3:48:00 PM
4824	Ben Desk PPhone	3173741751	01:29	Jun 11, 2015 3:46:20 PM
Josh Rhodes	Josh Rhodes	Ben Botti <4424>	11:39	Jun 11, 2015 1:50:21 PM

Figure 01: Recordings Widget

Recording actions are described below:

1. **Play:** Click this button to play the voicemail in your browser over your PC's speakers.
2. **Volume Control:** This button mutes/unmutes the voicemail and controls volume.
3. **Play via Phone:** Select a specific recording and then click the  button to ring your main extension and play the recording over the phone handset.
4. **Delete:** You can permanently delete a recording by clicking the  button.

Please note that all columns on this page are sortable in ascending and descending order. Columns can be sorted by clicking the  button next to any column header. This sorting feature may make it easier to find a specific call.

The screenshot shows the 'Recordings' screen with a table of call recordings. A red arrow points to the sort button (a small square with a downward arrow) in the 'DURATION' column header.

CALLER ID	SOURCE	DESTINATION	DURATION	DATE/TIME
Room Conference «4471»	Room Conference	Ben Botti <4424>	54:22	May 26, 2015 10:04:12 AM
Ramon Toliver «4412»	Ramon Toliver	Ben Botti <4424>	47:19	May 15, 2015 4:28:09 PM
Josh Rhodes <<4113>>	Josh Rhodes	Ben Botti <4424>	33:47	May 15, 2015 3:50:26 PM

Figure 02: Recordings Screen - Sort Button