



STEP 1: Click "Recorded Calls..." in the 'Utilities' section of the dashboard as shown below.



STEP 2: The most recent call recordings will appear as shown. To play a recording Click the "Play" button as shown below.

۵)ashboai	rd		F	Profile -	Messages	Faxes	Broadcast +	
F	Rec	oro	deo	d (Calls			j.	
Las	t 1000 m	essages	(Select	period) -			Click here to download download	d_recorded.zip size: 2 mb
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Sel	lect Stat	Delete	Save	Save	Date	4 User	🖨 Caller ID	Search:	Duration
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Sel	Stat	Delete Play (**	Save	Save	Date 2019-02-27 08:22:47 2019-02-26 18:30:54	User 6783174996 6783032734	Caller ID 8663998647 6783032734	Search: Destination 7062887019 7205445205	Duration 00:01:01 01:11:27
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Sel	Stat	Play Play	Save	Save	Date 2019-02-27 08:22:47 2019-02-26 18:30:54 2019-02-26 18:00:01 2019-02-26 17:36:43 2019-02-26 17:04:00	User 6783174996 6783032734 8007195059 6783032764 8007195059	Caller ID 8663998647 6783032734 6774051839 6783032764 8007195059	Search:	Duration 00:01:01 01:11:27 00:01:31 00:01:33 00:01:32
Se Sel 	Stat	Play (P) (P) (P) (P) (P) (P) (P) (P) (P) (P)	Save	Save	Date 2019-02-27 08:22:47 2019-02-26 18:30:54 2019-02-26 18:30:51 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 16:34:54	♥ User. 6783174996 6783032734 8007195059 6783032784 8007195059 6783032784 8077195059 6783032734	Caller ID 8663998847 6783032734 6784051839 6783032764 8007195059 6783032734	Search:	 Duration 00.01.01 01:11.27 00:01:31 00:01:32 00:01:32 00:19.25
Sel	Stat	Play Play	Save	Save	Date 2019-02-27 08:22 47 2019-02-26 18:30:54 2019-02-26 18:30:54 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 16:34:54 2019-02-26 16:20:18	User 6783174996 6783032734 8007195059 6783032784 8007195059 6783032734 6783032734	Caller 1D 0663990847 6783032734 6784051839 6783032764 8007196059 6783032724 6783032734	Search:	 Duration 00:01:01 01:11/27 00:01:31 00:01:32 00:01:32 00:19:25 00:14:41
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See See Constant S	Stat	Delete Play (*) (*) (*) (*) (*) (*) (*) (*) (*) (*)	Save	Save	Date 2019-02-27 08:22 47 2019-02-26 18:30 54 2019-02-26 18:30 54 2019-02-26 17:36:43 2019-02-26 17:04:00 2019-02-26 16:45 54 2019-02-26 16:30 51 2019-02-26 16:31 54	↓ User 6783022734 8007195059 6783022744 8007195059 6783022734 6783022734 6783022734 6783022734	Calter ID 8683998647 6783032734 6784051839 6783032764 8007195059 6783032734 6783032734 6784059611 6784059611 6784051839	Search:	 Duration 00.01.01 01.11.27 00.01.33 00.01.33 00.01.925 00.14.41 00.11.01 00.11.49

STEP 3: To delete a recording Click the "Delete" button as shown below.

E)ashbo	ard		Profile -	Messages	Faxes	Broadcast -	
F	Re	cor	de	d Calls				
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				2019-02-26 18:3	0:54 6783032734	6783032734	7205445205	01:11:27
				2019-02-26 18:0	0:01 8007195059	6784051839	8007195059	00:01:31
				9 2019-02-26 17:3	6:43 6783032764	6783032764	6786328558	00:01:33
	\bowtie			2019-02-26 17:0	4:00 8007195059	8007195059	7205445205	00:01:32
		-	-	-	4-54 6783032734	6783032734	7205445205	
	\bowtie		-	2019-02-26 16:3	4.54 0105052154	0103032134	1200110200	00:19:25
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			•	2019-02-26 16:3 2019-02-26 16:2 2019-02-26 16:1 2019-02-26 16:1	0:18 6783032734 3:41 6784056611	6784056611	4082233220 7205445205	00:19:25 00:14:41 00:11:01
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STEP 4: To delete multiple recordings Click in the "Sel" box next to each recording then Click the "Delete" button as shown below.

	Dashboard	Ĩ	Profile →	Messages	Faxes	Broadcast∽		
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Sel	elect Delete Stat Play	Save Del Save © © © © © © © ©	Date 2019-02-27 08:22:47 2019-02-26 18:30:54 2019-02-26 18:00:01 2019-02-26 17:36:43	 User 6783174996 6783032734 8007195059 6783032764 	Caller ID 8663988647 6783032734 6784051839 6783032764	Search: Destination 7062887019 7205445205 8007195059 678328558	Duration 00:01:01 01:11:27 00:01:31 00:01:33	4
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STEP 5: To save a recording Click the "Save" button as shown below.

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F	le	cor	dec	l Calls				
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	>~<		- L	2019-02-27 08-22 47	6783032734	8663998647 6783032734	7062887019 7205445205	00:01:01 01:11:27
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		•	•	2019-02-27 06:22:47 2019-02-26 18:30:54 2019-02-26 18:00:01 2019-02-26 17:36:43	6783032734 8007195059 6783032764	8663998647 6783032734 6784051839 6783032764	7062887019 7205445205 8007195059 6786328558	00:01:01 01:11:27 00:01:31 00:01:33
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STEP 6: To save multiple recordings Click in the "Sel" box next to each recording then Click the "Save" button as shown below.

	Dashboar	rd	ſ	Profile •	Messages	Faxes	Broadcast -		
F	Rec	orde	ed (Calls					
Las	st 1000 m	essages (Se	lect period) -			Click here to download downloa	Id_recorded.zip size: 2	mb
		_	_						
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STEP 7 (Optional): To select all recordings to save or delete then Click the "Select" button as shown below and then Click the "Delete" or "Save" button.

NOTE: The Select button is a toggle button. Click it once to select all recordings and then click it again to deselect all recordings.

1	Dashbo	ard		F	Profile -	Messages	Faxes	Broadcast -	
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_	Jiat	Play	Del	Save	Date	User	Caller ID	Destination	Duration
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		 Play Play P P<	Del	Save	Date 2019-02-27 08:22:47 2019-02-26 18:30:54 2019-02-26 18:00:01 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 17:04:00	User 6783174996 6783032734 8007195059 6783032764 8007195059	Caller ID 8663998647 6783032734 6784051839 6783032784 8007195059	Destination 7062887019 7205445205 8007195059 6786328558 7205445205	Lφ
		Play	Del	Save	Date 2019-02-27 08-22:47 2019-02-26 18:30:54 2019-02-26 18:00:01 2019-02-26 18:00:01 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 18:34:54	User 6763174996 6763032734 8007195059 6763032764 8007195059 6763032734	 Caller ID 8663998647 6783032734 6784051839 6783032784 8007195059 6783032734 	Destination 7082887019 7205445205 8007198059 678828558 7205445205 7205445205 7205445205	
		 Play <li< td=""><td>Del</td><td>Save</td><td>Date 2019-02-27 08:22:47 2019-02-26 18:30:54 2019-02-26 18:00:01 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 16:34:54 2019-02-26 16:24:54 2019-02-26 16:24:54</td><td>User 8783174996 6783032734 8007195059 6783032764 8007195059 6783032734 6783032734</td><td> Caller ID 8663998647 6783032734 6784051839 6783032764 8007195059 6783032734 6783032734 </td><td>Destination 7062887019 7205445205 8007195059 6786328588 7205445205 7205445205 4082233220</td><td></td></li<>	Del	Save	Date 2019-02-27 08:22:47 2019-02-26 18:30:54 2019-02-26 18:00:01 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 16:34:54 2019-02-26 16:24:54 2019-02-26 16:24:54	User 8783174996 6783032734 8007195059 6783032764 8007195059 6783032734 6783032734	 Caller ID 8663998647 6783032734 6784051839 6783032764 8007195059 6783032734 6783032734 	Destination 7062887019 7205445205 8007195059 6786328588 7205445205 7205445205 4082233220	
		 Play Play P P<	Del	Save Save Save	Date 2019-02-27 08-22-47 2019-02-26 18-30-54 2019-02-26 18-30-54 2019-02-26 17-04-00 2019-02-26 16-34-54 2019-02-26 16-34-54 2019-02-26 16-34-54 2019-02-26 16-34-54	User 6783174996 6783032734 8007196059 6783032734 8007195059 6783032734 6783032734 6783032734	Caller ID 8663998647 8783032734 8784051839 8783032764 8007195059 8783032734 8783032734 8784056511	Destination 7062887019 7205445205 8007195659 6786328588 7205445205 7205445205 4082233220 7205445205	Lot
		 Play Play Play P <li< td=""><td>Del Del Del Del Del Del Del Del</td><td>Save Save Save Save</td><td>Date 2019-02-27 08:22-47 2019-02-26 18:30:60 2019-02-26 18:30:60 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 16:34:54 2019-02-26 16:34:54 2019-02-26 16:34:54 2019-02-26 16:13:41 2019-02-26 16:36:21</td><td>User 6783174996 6783032734 8007195599 6783032784 800719559 6783032734 6783032734 6783032734 6783032734</td><td>Caller ID 8663998647 6783032734 6784051839 6783032764 8007195659 6783032734 6783032734 6784056611 67840566139</td><td>Control Control Contro</td><td>Left Duration Duration 00.01:01 01:11:27 00.01:31 00:01:33 00:01:32 00:19:25 00:19:25 00:11:01 00:11:01</td></li<>	Del Del Del Del Del Del Del Del	Save Save Save	Date 2019-02-27 08:22-47 2019-02-26 18:30:60 2019-02-26 18:30:60 2019-02-26 17:36:43 2019-02-26 17:36:43 2019-02-26 16:34:54 2019-02-26 16:34:54 2019-02-26 16:34:54 2019-02-26 16:13:41 2019-02-26 16:36:21	User 6783174996 6783032734 8007195599 6783032784 800719559 6783032734 6783032734 6783032734 6783032734	Caller ID 8663998647 6783032734 6784051839 6783032764 8007195659 6783032734 6783032734 6784056611 67840566139	Control Contro	Left Duration Duration 00.01:01 01:11:27 00.01:31 00:01:33 00:01:32 00:19:25 00:19:25 00:11:01 00:11:01

STEP 8: To search for a recording Click in the "Search" box

and type in your search criteria.

NOTE: You can search using any criteria found on this page to include time, date, user, caller id, destination and duration using the format provided in each field.

			Click here to download downloa	d_recorded.zip size: 2 mb
			Se{₅ch: 8	663998647
1	User	🖕 Caller ID	Destination	Duration
-02-27 08:22:47	6783174996	8663998647	7062887219	00:01:01
-02-26 10:45:16	6783032734	8663998647	1025544321	00:00:43
-02-25 11:22:01	6783174996	8663998647	6787256604	00:01:10
02-22 14:48:38	6783174996	8663998647	6782960416	00:00:45
02-22 12:18:57	6783032734	8663998647	4043586099	00:12:36
-02-22 11:51:24	6783174996	8663998647	4783208952	00:03:19
9-02-21 09:30:10	6783174996	8663998647	7708646430	00:00:28
-02-20 16:45:28	6783174996	8663998647	2398235554	00:08:44
02-20 14:57:57	6783032734	4044092143	8663998647	00:24:00
-02-20 12:46:33	6783174996	8663998647	7705782274	00:03:28
-02-20 12:44:49	6783174996	8663998647	7705782274	00:01:39
02-20 09:45:28	6783174996	8663998647	3175066625	00:03:17
02-19 15:36:57	6783174996	9029012154	8663998647	00:01:21
10.10.10.10.11	6703474006	000000047	7700040400	00:04:04

STEP 9: Click in the "Date Range" drop-down.

Las	t 1000	message	s (Select	period) IS			Click here to download download	d_recorded.zip size: 2 mb
Se	lect	Delete	Save	1	•			Search:	663998647
Sel	Stat	Play	Del	Save	ate	User	Caller ID	Destination	Duration
				۲	2010-02-27 08:22:47	6783174996	8663998647	7062887019	00:01:01
				۲	2019-02-26 10:45:16	6783032734	8663998647	4025544321	00:00:43
				۲	2019-02-26 11:22:01	6783174996	8663998647	6787256604	00:01:10
				۲	2019-02-22 1:48:38	6783174996	8663998647	6782960416	00:00:45
				۲	2019-02-22 12:18:57	6783032734	8663998647	4043586099	00:12:36
				۲	2019-02-22 11:51:24	6783174996	8663998647	4783208952	00:03:19
				٠	2019-02-21 09:30:10	6783174996	8663998647	7708646430	00:00:28
				۲	2019-02-20 16:45:28	6783174996	8663998647	2398235554	00:08:44
				٠	2019-02-20 14:57:57	6783032734	4044092143	8663998647	00:24:00
				۲	2019-02-20 12:46:33	6783174996	8663998647	7705782274	00:03:28
				۲	2019-02-20 12:44:49	6783174996	8663998647	7705782274	00:01:39
				۲	2019-02-20 09:45:28	6783174996	8663998647	3175066625	00:03:17
				۲	2019-02-19 15:36:57	6783174996	9029012154	8663998647	00:01:21
		0		۲	2019-02-19 10:13:11	6783174996	8663998647	7708646430	00:01:04

STEP 10: Click the Start Date for the date range of the recordings that you would like to view.

	-			-			_	_			_	_	_	_	1		
Today Yesterday	0		Janu	ary 2	019				F	ebr	uary 2	2019		0		Search: 8	663998647
Last 7 Days	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa			
Last week (Mo-Su)			1	2	3	4	5						1	2	363998647	7062887019	© Duration
Previous Month	6	7	S	9	10	11	12	3	4	5	6	7	8	9	363998647	4025544321	00:00:43
Year to Date	13	14	15	16	17	18	19	10	11	12	13	14	15	16	363998647	6787256604	00:01:10
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	363998647	6782960416	00:00:45
	27	28	29	30	31			24	25	26	27				363998647	4043586099	00:12:36
	-						_	-			_	_	_	_	363998647	4783208952	00:03:19
	-		•	4											563998647	7708646430	00:00:28
Apply Clear	Cance	el	1												563998647	2398235554	00:08:44
_ 🖂 🤫		۲	1 2	2019-02	-20 14	:57:57	7			6	783032	734			4044092143	8663998647	00:24:00
] 🖾 👳		•/	2	2019-02	-20 12	:46:33	3			6	783174	996			8663998647	7705782274	00:03:28
] 🖾 👳		ø	2	2019-02	-20 12	:44:49	9			6	783174	996			8663998647	7705782274	00:01:39
] 🖾 🤫	•/	۲	2	2019-02	-20 09	:45:28	3			6	783174	996			8663998647	3175066625	00:03:17
	4	•	2	019-02	-19 15	36:57	7			6	783174	996			9029012154	8663998647	00:01:21
] 🖾 🤫	7	*	~														

STEP 11: Click the End Date for the date range of the

recordings that you would like to view.

Las	t 1000	messages	(Select)	period	1)	-												Click here to download down	load_recorded.zip size: 2 m
Tod	ay terday		0		Janu	ary 2	019				F	ebr	uary 2	2019	i.	0	1		
Las	t 7 Day	s	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa		Search	: 8663998647
Las	t Week	(Mo-Su)			1	2	3	4	5						1	2	aller ID	Destination	Duration
Pre	vious M	lonth	6	7	8	9	10	11	12	3	4	5	6	7	8	9	263002647	4025544321	00:01:01
Yea	r to Da	te	13	14	15	16	17	18	19	10	11	12	13	14	15	16	363998647	6787256604	00:01:10
			20	21	22	23	24	25	26	17	18	19	20	21	22	23	363998647	6782960416	00:00:45
			27	28	29	30	31			24	25	26	27	28			363998647	4043586099	00:12:36
			-						_			12				-	363998647	4783208952	00:03:19
	. 1														K		563998647	7708646430	00:00:28
Ap	ply	Clear	Cance	el										-			363998647	2398235554	00:08:44
				۲	4	019-02	-20 14	1:57:57				6	783032	734			444092143	8663998647	00:24:00
				٠	2	019-02	-20 12	2:46:33	2			6	783174	996			8663998647	7705782274	00:03:28
				٠	1	019-02	-20 12	2:44:49	9			6	783174	996			8663998647	7705782274	00:01:39
				٠	2	019-02	-20 09	9:45:28	8			6	783174	996			8663998647	3175066625	00:03:17
				•	1	019-02	-19 15	5:36:57				6	783174	996			9029012154	8663998647	00:01:21
			-		12	019-02	-19 10	0:13:11				6	783174	996			8663998647	7708646430	00:01:04

STEP 12: Click "Apply" to begin your search.

Last 1000 messages	(Select perio	d) •	ary 201	19			F	ehru	ary 2	019	0		Click here to download downl	bad_recorded.zip size: 2
Yesterday		ound						Cora					Search:	8663998647
Last / Days	Su Mo	Tu	We 1	Th Fr	Sa	Su	Mo	Tu	We	Th F	Sa	allerID	Destination	
Month to Date		1			4 5						1 2	563998647	7062887019	00:01:01
Previous Month	6 7				1 12	3					9	563998647	4025544321	00:00:43
Year to Date	13 14	15	16	17 11	3 19	10	11	12	13	14 1	5 16	563998647	6787256604	00:01:10
	20 21				5 26	17					2 23	563998647	6782960416	00:00:45
	27 28			31		24	25	26	27	28		563998647	4043586099	00:12:36
			and the second second			-						563998647	4783208952	00:03:19
	1											563998647	7708646430	00:00:28
App J Clear	Cancel											563998647	2398235554	00:08:44
<u> </u>		2	019-02-2	20 14:57:	57			678	830327	'34		4044092143	8663998647	00:24:00
		2	019-02-2	20 12:46:	33			678	831749	196		8663998647	7705782274	00:03:28
		2	019-02-2	20 12:44:	49			678	831749	196		8663998647	7705782274	00:01:39
		2	019-02-2	0 09:45:	28			678	831749	196		8663998647	3175066625	00:03:17
🗆 🖾 🤫		2	019-02-1	9 15:36:	57			678	831749	196		9029012154	8663998647	00:01:21
		2	019-02-1	9 10:13:	11			678	831749	96		8663998647	7708646430	00:01:04

STEP 13: The list of recordings from the time period selected

will be displayed a shown below.

Se	lect	Delete	Save					Search:	
Sel	Stat	🕴 Play	Del	Save	Date	User	💠 Caller ID	Destination	4 Duration 4
			•	۲	2019-03-01 16:22:35	6783032764	6308543376	6783032764	00:04:44
				٠	2019-03-01 15:54:24	6784056611	9729420500	6784056611	00:15:09
				۲	2019-03-01 15:39:23	6784056611	9729420500	6784056611	00:07:27
				۲	2019-03-01 15:32:00	6784051839	6784051839	12812062501	00:00:57
			-	٠	2019-03-01 14:36:33	6783032734	7708646430	6783032734	00:02:01
			-	٠	2019-03-01 14:05:07	6783032734	6783174996	6783032734	00:10:58
			-	٠	2019-03-01 13:51:49	6784056611	3037486045	6784056611	00:28:30
			-	٠	2019-03-01 13:48:27	8007195059	8007195059	6055538668	00:03:54
				٠	2019-03-01 13:32:12	6783032734	6783174996	6783032734	00:20:34
			-	٠	2019-03-01 13:27:14	6783174996	6783174996	4042379515	00:05:07
				٠	2019-03-01 11:53:06	6783174996	7708646430	6783174996	00:01:36
				•	2019-03-01 11:44:03	6783174996	6789089440	6783174996	00:02:05
			-	۲	2019-03-01 11:41:07	6784056611	7135142403	6784056611	00:06:36
			-	٠	2019-03-01 11:15:35	6783174996	7205445205	6783174996	00:00:34
				۲	2019-03-01 11:12:21	6784056611	8007195059	6784056611	00:11:16
			-	٠	2019-03-01 10:53:31	6783032764	6783032764	18558647776	00:06:02
				۲	2019-03-01 10:52:34	8007195059	6783032764	8007195059	00:07:19
			-	۲	2019-03-01 10:50:58	6783032734	6783174996	6783032734	00:01:06
				۲	2019-03-01 10:35:36	6783032734	6783174996	6783032734	00:13:27
			-	۲	2019-03-01 10:22:14	6783174996	8663998647	4047501208	00:10:49
			•	۲	2019-03-01 10:17:55	6784056611	7045502340	6784056611	00:00:31
			-	۲	2019-03-01 10:12:37	6783032734	2129937809	6783032734	00:13:57
			•	٠	2019-03-01 10:11:18	6783032734	6783174996	6783032734	00:02:34
			-		2019-03-01 09:26:57	6783174996	6784051839	6783174996	00:00:19

STEP 14: Click the "Click here to download download_ recorded.zip size:" to download the recordings to your local computer.

de	d (Calls						
26, 201	9 Limit 1	1000 -			Click here to download download	nload download_recorded zip size: 2 mb		
Save					Search:		3	
Del	Save	Date	🔷 User	Caller ID	Destination	Duration	÷	
-	۲	2019-02-26 18:30:54	6783032734	6783032734	7205445205	01:11:27		
-	٠	2019-02-26 18:00:01	8007195055	6784051839	8007195059	00:01:31		
	۲	2019-02-26 17:36:43	6785032764	6783032764	6786328558	00:01:33		
-	۲	2019-02-26 17:04:00	8007195059	8007195059	7205445205 00:01:32			
-		2019-02-26 16:34:54	6783032734	6783032734	7205445205	00:19:25		

STEP 15: The download window will appear. Click in the

aerial box next to "Save File".

R	(e)					Opening mon 1551294798.mp3			Click h	ere to download download_	recorded zip size: 2 mb
Sel	ect	Delete	Save			You have chosen to open: mon_1551294798.mp3				Search:	
Sel	Stat	Play	Del	Save	Date	which is: MP3 file (210 KB)				Destination	Duration
		•	•	۲	2019-02-27 14:1:	from: https://dashboard.clarit	ytel.com:10443			7708646430	00:01:15
		•		۲	2019-02-27 13:58					7205445205	00:01:15
		•		۲	2019-02-27 13:35	What should Firefox do with this fi	ie?			6783032734	00:18:41
	\square			۲	2019-02-27 13:26	Open with TWINUI (default))		/	7707695484	00:02:20
				۲	2019-02-27 13:2:	Save File				6784056611	00:07:47
				۲	2019-02-27 13:1:	Do this automatically for files like this from now on.			6783032734	00:17:25	
				۲	2019-02-27 13:05					6783174996	00:16:44
				۲	2019-02-27 10.01		OK	Cance		6788614444	00:00:55
				۲	2019-02-27 13:05		UK	Cance		7708419804	00:00:55
				۲	2019-02-27 12:59	51 555316004	7062	387019		8663998647	00:11:12
					2019-02-27 12:34	42 678303273	4 7707	903800		6783032734	00:23:32
				۲	2019-02-27 12:26	14 678317499	6 6783	174996		4168250142	00:02:40
				۲	2019-02-27 12:09	29 678317499	5 8663	998647		7708646430	00:00:31
				۲	2019-02-27 12:08	32 678303273	4 6783	032734		7205445205	00:07:09

STEP 16: Click the "OK" button to save your downloaded files to your local computer.

Opening downloa	ad_recorded.zip	×
You have chosen download_ which is: C from: http:	n to open: _recorded.zip Compressed (zipped) Folder (2.0 MB) s://dashboard.claritytel.com:10443	
What should Fire	efox do with this file?	
○ <u>O</u> pen with	Windows Explorer (default)	~
Do this <u>a</u> ut	tomatically for files like this from now on.	Cancel
30:54	6/83032/34 6/83032	/34

If you require additional assistance then please contact Clarity Support at 866-399-8647 or email support@claritytel.com.