

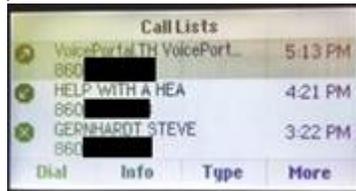
	TOWN OF OLD SAYBROOK Information Technology	<h1>Phone Tips</h1>
	Missed Call Indicator	

The “Missed Calls” indicator works very similar on the Polycom phone as a typical cell phone...

- To see your missed calls you view your “Recent Call List”.
- Once you view your “Recent Call List” the “Missed Calls” indicator will stop flashing.
- The “Recent Call List” includes incoming, outgoing and missed calls. Icons on the list entries indicate the type of call.
- You can get detailed information on each call such as time of day, length, caller ID.
- You can create phone Contacts from the “Recent Call List” which you can later use to dial (or possibly block).

To view the recent call list (try it, it is simpler than the instructions look)...

1. Hit the **Home Button** to bring up functions in the display.
2. Using the **Navigation Arrows** go RIGHT 2 times to “**Directories**”.
3. On the keypad, **2** for “**Recent Calls**”.
4. You will now see a “Call Lists” screen like the example below. Note the icons...
 - a. 1st call (arrow pointing to upper right) is an outgoing (placed) call.
 - b. 2nd call (arrow pointing to lower left) is an incoming (answered) call.
 - c. 3rd call (icon “X”) is a missed call.



5. With the soft keys you have the following options...
 - a. Use the **Navigation Arrows** to move up and down the list.
 - b. **Dial** soft key initiates a call and will dial the number.
 - c. **Info** soft key gives additional call information about the highlighted call and allows you to save the number and caller ID information as a Contact. You can also dial from the “Info” screen.
 - d. **Type** soft key will allow the specific viewing of missed, received or placed calls.
 - e. **More** soft key brings up a secondary screen with the following additional options...
 - f. **Clear** soft key deletes the entries from the list.
 - g. **Sort** soft key gives options to sort the list by name or time, either ascending or descending.

If you have difficulty working through these instructions please reply to this email or call the IT Department (ext. 5000) for assistance.

