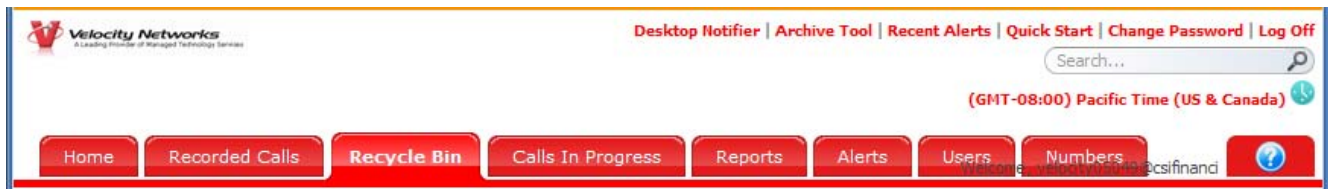
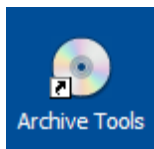


The Call Recording Archive tool will allow you to securely download call recordings to a local machine as an ISO image in either a CD, DVD or dl DVD format. This ISO can then be loaded into the Archive Viewer and listened to from the tool or the ISO can be burned, to the selected format, and listen to as wave files.

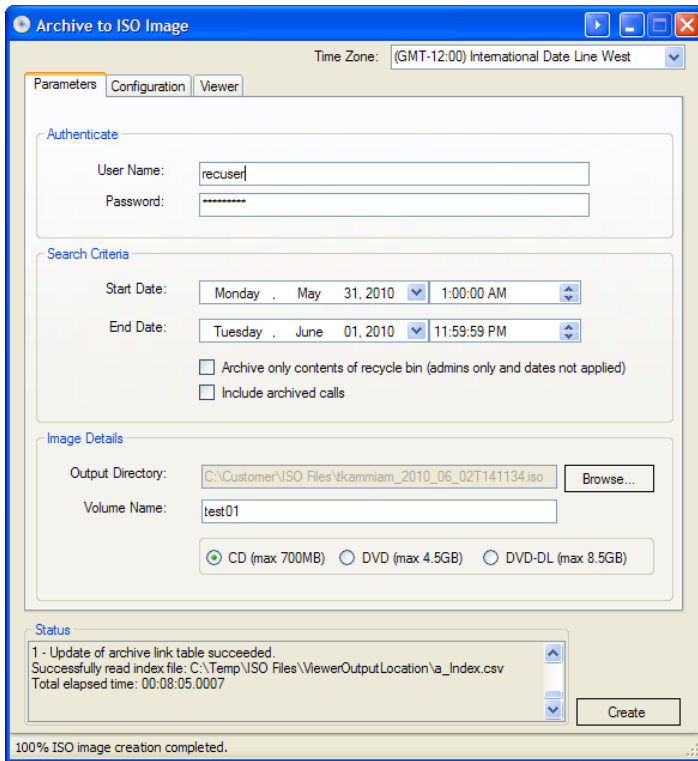
1. To install the Archive Tool, go to the call recording website <https://rec.yourvoip.net/>
2. Log into your portal with the admin user assigned to your company.
3. Select the Archive link in the upper right corner and download the **Archive Tool** and install it.



4. During the Archive Tool install, an application icon will be put on your desktop.



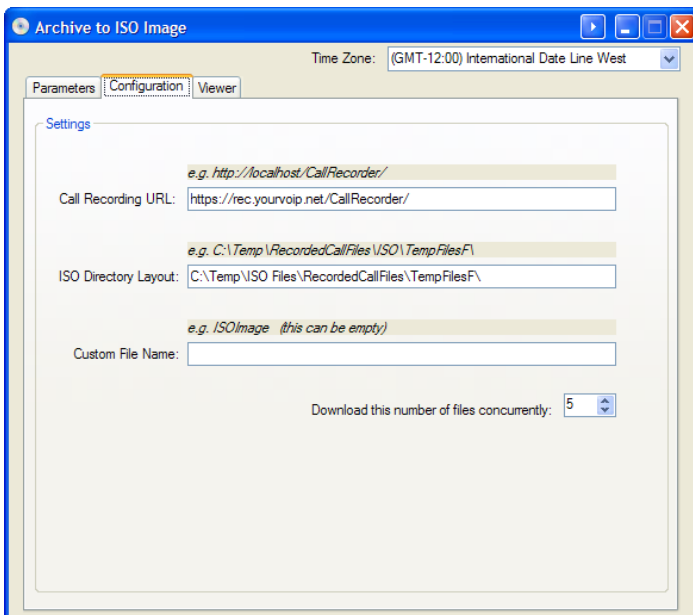
5. Double click the icon to open the Archive Tool
6. Enter the following Settings
 - a. **Parameters Tab**
 - i. Authenticate
 1. User Name: the username you use to log into the call recording application (from step 2)
 2. Password: the password you use to log into the call recording application (from step 2)
 - ii. Search Criteria
 1. Select the date range of files that you would like to download
 - iii. Image Details (in this section you will define the storage directory and ISO file name)
 1. Output Directory: this is set by default and can be left. If you would like, you can change the storage directory by using the Browse button.
 2. Volume Name: this is the file name for the ISO you will be created from the downloaded files.



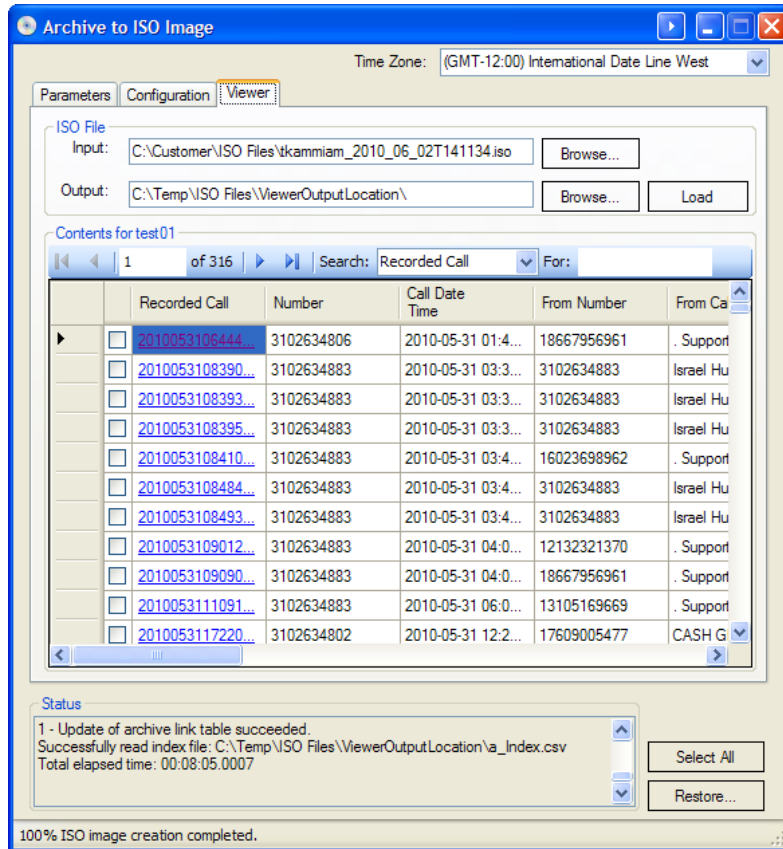
a. Configuration Tab

i. Settings

1. Call Recording URL: <https://rec.yourvoip.net/CallRecorder/>
2. ISO Directory Layout: Leave this default
3. Custom File Name: This should be blank
4. Download this number of files concurrently: whatever you want



7. Select the button, you will see the status of the download process in the status box
8. Your ISO file will be written into the Output Directory as the Volume Name you selected
9. Go to the **Viewer Tab**
10. The files just downloaded will be listed here and by selecting the Recorded Call link you can listen to the call.



11. A program (such as Nero lite) can be used to burn the ISO to a disc and into individual wave files.