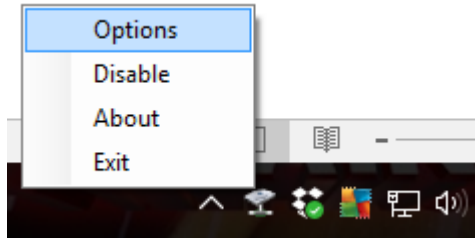


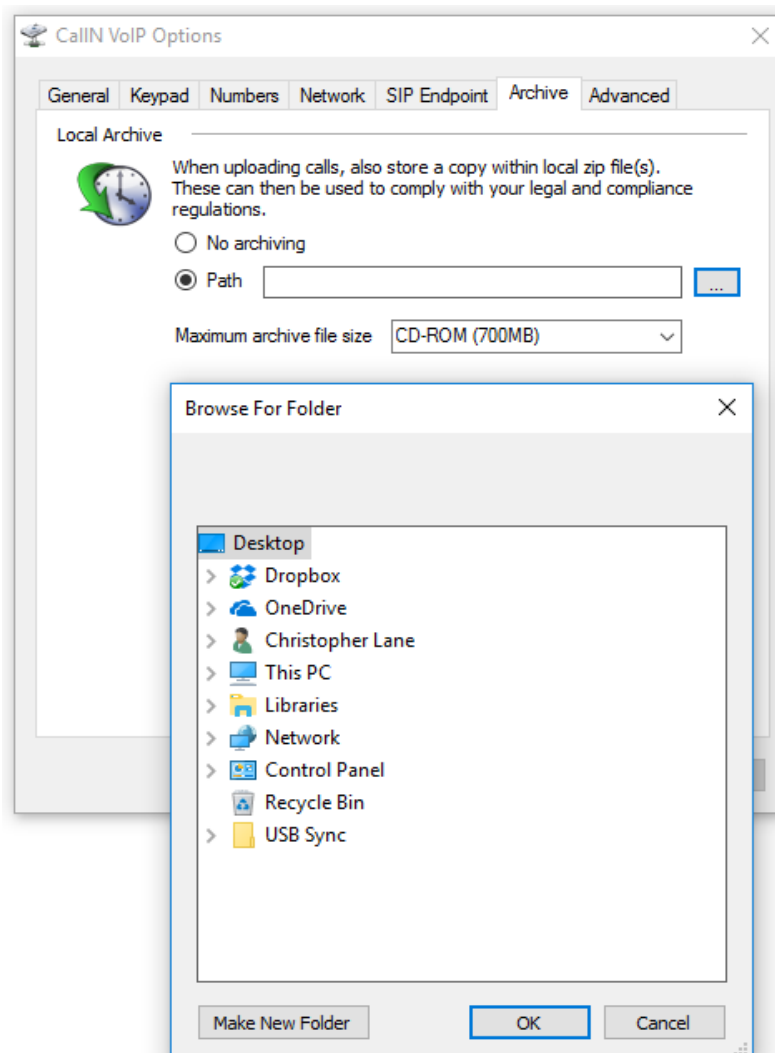
## Technical Note: Archiving Calls

CallN can archive your calls and store them on your local machine or network. This process is an ongoing process in which calls when recorded, are uploaded to the CallN portal for access and then added to an archive file that rolls over at the end of each month. This is set up from the recording client on the recording computer.



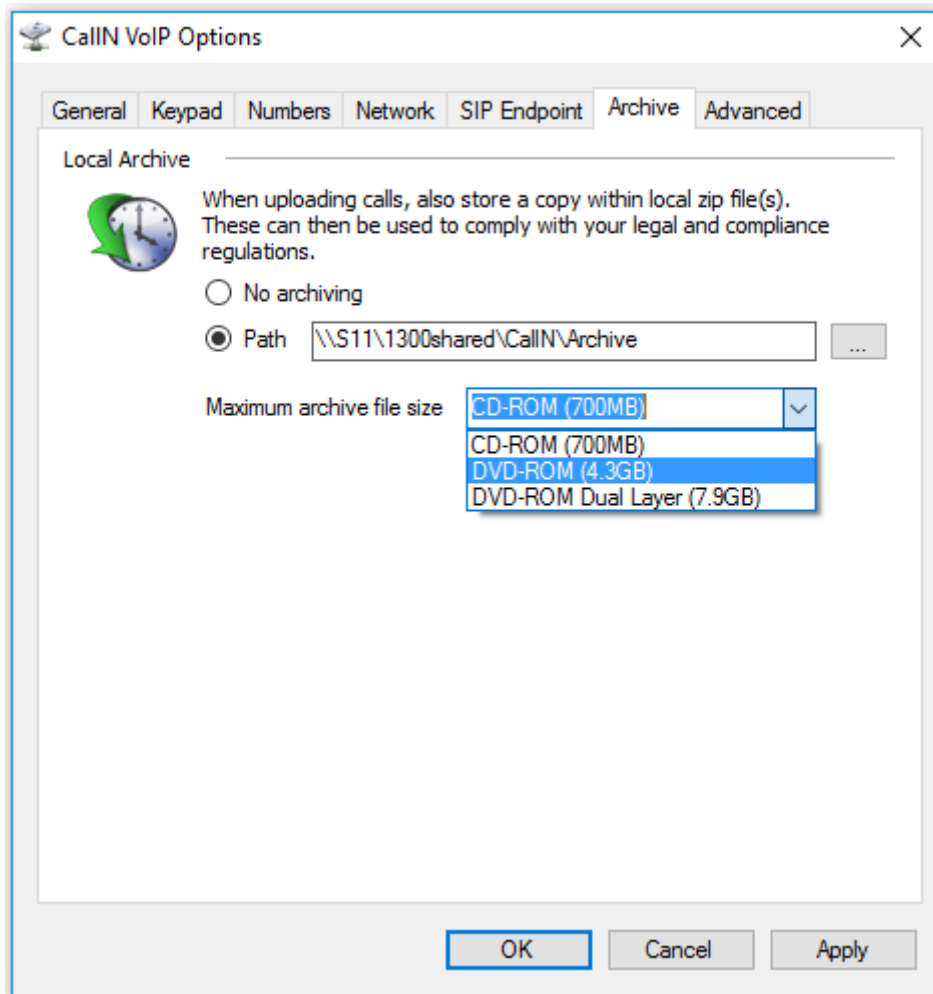
From your recording computer,

- Open the CallN client by right-clicking on the **tray icon** and select **Options**.
- Select the **Archive Tab**. Select the **Path** either locally or on the network where the archive is to be created and stored.



## Tech Note: Archiving Calls

- Select the maximum size that an archive file can grow. If the maximum size is reached before the end of the month, a new archive file is created and will title as 'part 2'.



- Select 'OK' to save the changes.
- Archiving of calls will begin immediately after saving the changes.

**NOTE:** *The archiving calls works on a recording computer level only. If you have multiple recording computers in operation, you will need to repeat this process for each recording computer. Each recording computer will create its own archive file, and it is best to store the archives file data in separate folders to prevent overwriting of files from different recording computers.*