

SETUP GUIDE — IP TELEPHONY

Archiving your recordings

Google Drive · Dropbox · Microsoft OneDrive

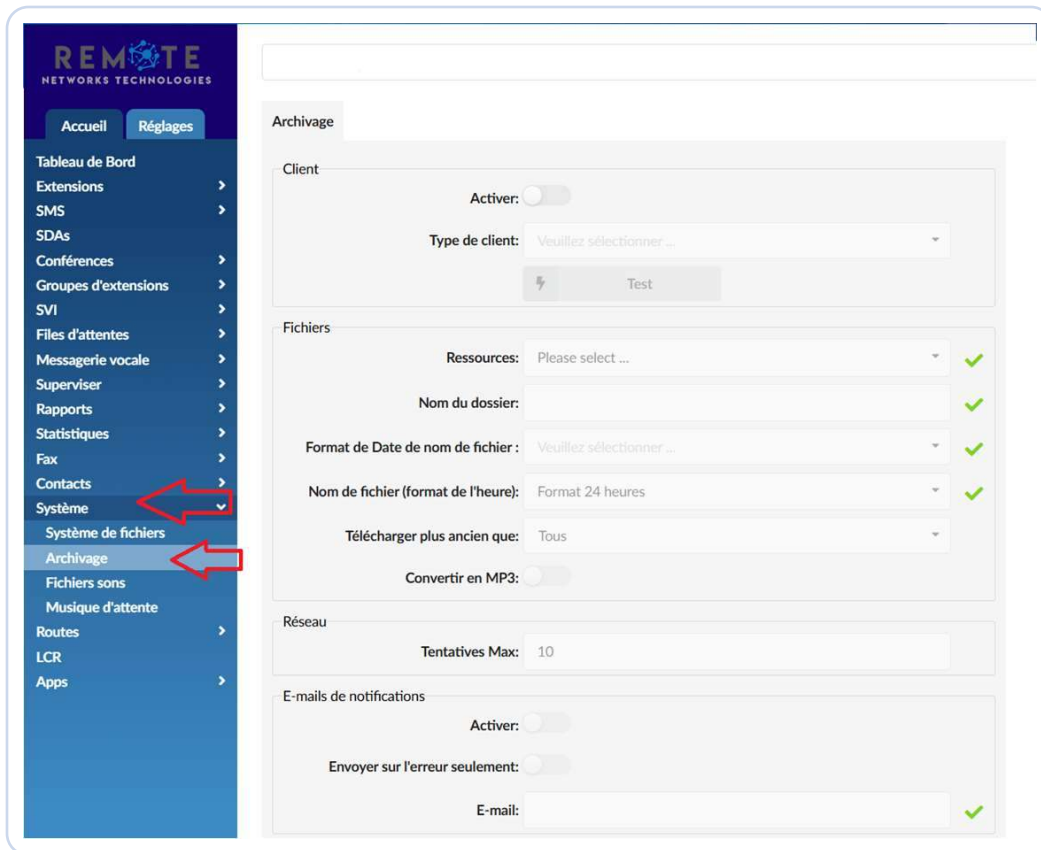
This guide walks you through, step by step, connecting your RNT telephony portal to your cloud storage. Once archiving is enabled, your call recordings are automatically copied to your own account — with no action required on your part.

Before you start

Have an active Google Drive, Dropbox or Microsoft OneDrive account on hand, along with your administrator access to the RNT telephony portal. Portal screenshots are shown in French.

1 Go to Archiving

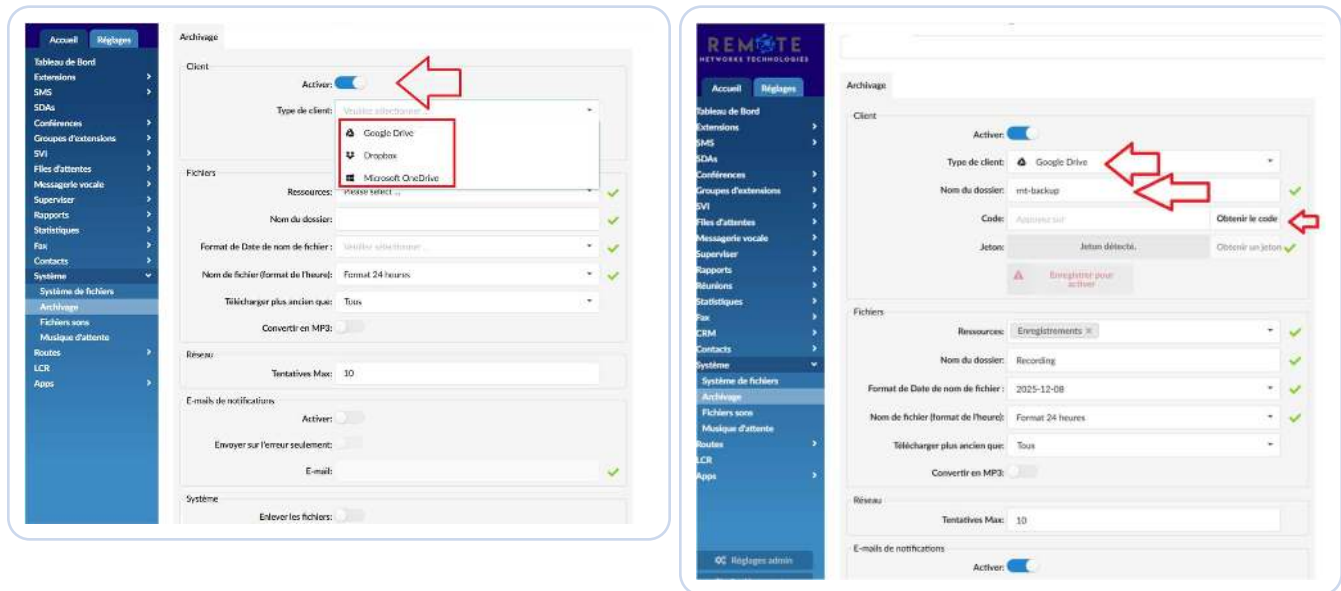
In your RNT telephony portal, open the System menu, then choose Archiving.



The screenshot displays the RNT Networks Technologies portal interface. On the left, a dark blue sidebar contains a menu with items like 'Tableau de Bord', 'Extensions', 'SMS', 'SDAs', 'Conférences', 'Groupes d'extensions', 'SVI', 'Fichiers d'attentes', 'Messagerie vocale', 'Superviser', 'Rapports', 'Statistiques', 'Fax', 'Contacts', 'Système', 'Système de fichiers', 'Archivage', 'Fichiers sons', 'Musique d'attente', 'Routes', 'LCR', and 'Apps'. The 'Système' and 'Archivage' items are highlighted with red arrows. The main content area is titled 'Archivage' and contains several sections: 'Client' with an 'Activer' toggle and a 'Type de client' dropdown; 'Fichiers' with dropdowns for 'Ressources', 'Nom du dossier', 'Format de Date de nom de fichier', 'Nom de fichier (format de l'heure)', and 'Télécharger plus ancien que'; 'Réseau' with a 'Tentatives Max' field; and 'E-mails de notifications' with an 'Activer' toggle, an 'Envoyer sur l'erreur seulement' toggle, and an 'E-mail' field. Green checkmarks are visible next to some of the dropdowns in the 'Fichiers' section.

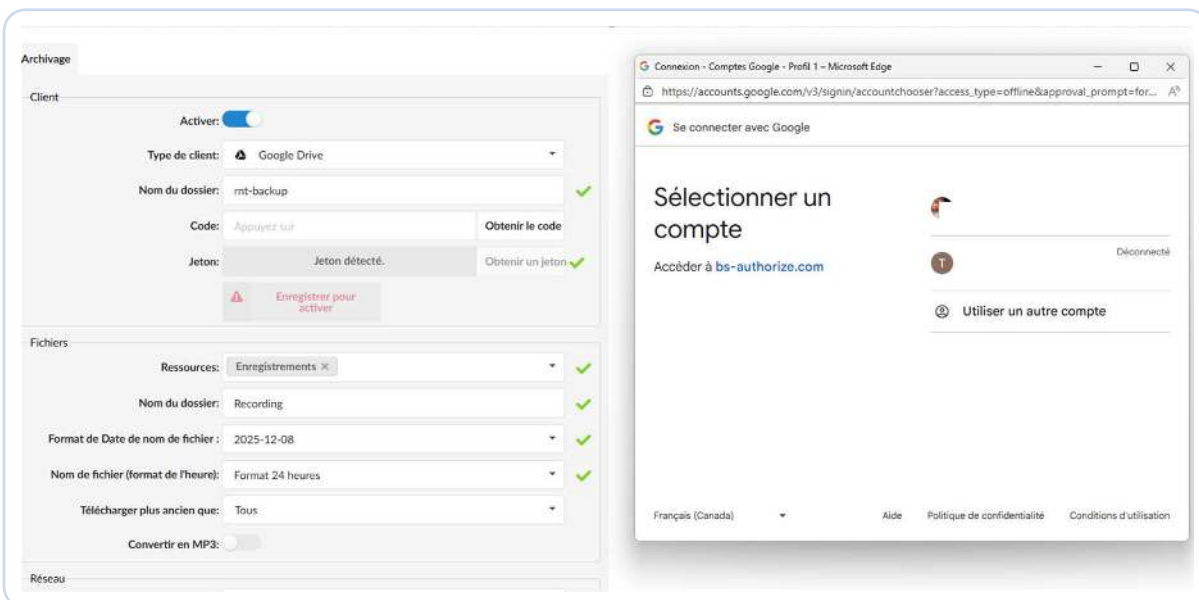
2 Enable and choose your cloud

Enable archiving, select your client type — Google Drive, Dropbox or Microsoft OneDrive —, name the destination folder (e.g. rnt-backup), then click “Get the code”.



3 Sign in to your account

A window opens: sign in with the username and password of your cloud account (for example, your Google account).



4 Authorize and activate

An authorization code is displayed: copy it, paste it into the “Code” field, then click “Save to activate” to obtain your token.

5 Verify and save

Make sure everything is correct: resources, folder name, date and time formats. Confirm that your notification email is present, then click Save.

What's next?

Important: validate your archiving within 24 hours

Check that archiving is in place and working: a folder with the name you chose should appear in your cloud storage, containing your first recordings.

Best practices

- Enable notification emails: you will be alerted automatically if an error occurs.
- Periodically check the available space in your cloud account.
- Keep your credentials (username / password) in a safe place: the token may need to be renewed.
- The MP3 format reduces storage use — enable “Convert to MP3” if needed.

Need help? Our team is here 24/7.

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Sales office: Mon–Fri, 8:00 AM to 5:00 PM — Technical support: any time