



QUICK START GUIDE

The Copernic
Power for your
business content.



copernic
Server Search



1 Installation Overview

The Copernic Server Search (CSS) runs as an application on a server or any PC acting as a server. This guide provides information regarding the installation and configuration. The major tasks involved in installing the Server Search are:

- Installing & configuring the Server Search application
- Installing and configuring the Copernic Server Search - Client

2 Requirements

Copernic Server Search	Components and Version
PLATFORM	Windows Server 2008 R2 SP1, 2012, 2012 R2, 2016, 2019 and 2022 Windows 7 SP1, 8.1, 10, 11 (64-bit recommended)
.NET FRAMEWORK	Version 4.7.2 or more recent
LICENSING	One license per server
LANGUAGES	English, French, German, Spanish, Dutch, Portuguese, Italian, Russian, Mandarin, Japanese and Korean
MEMORY	8 GB minimum. 16 GB or more is recommended
HARD DISK SPACE	500 MB for installation. At least 2 GB for the index
INDEX SIZE	The index size vary greatly according to the number and type of documents indexed
WEB BROWSER	Microsoft Internet Explorer 8 SP1 and up Microsoft Edge 79 and up Firefox 52 and up Google Chrome 25 and up
INTERNET CONNECTION	An internet connection is required to activate a license. (Offline activation may be possible)



Copernic Server Search - Client

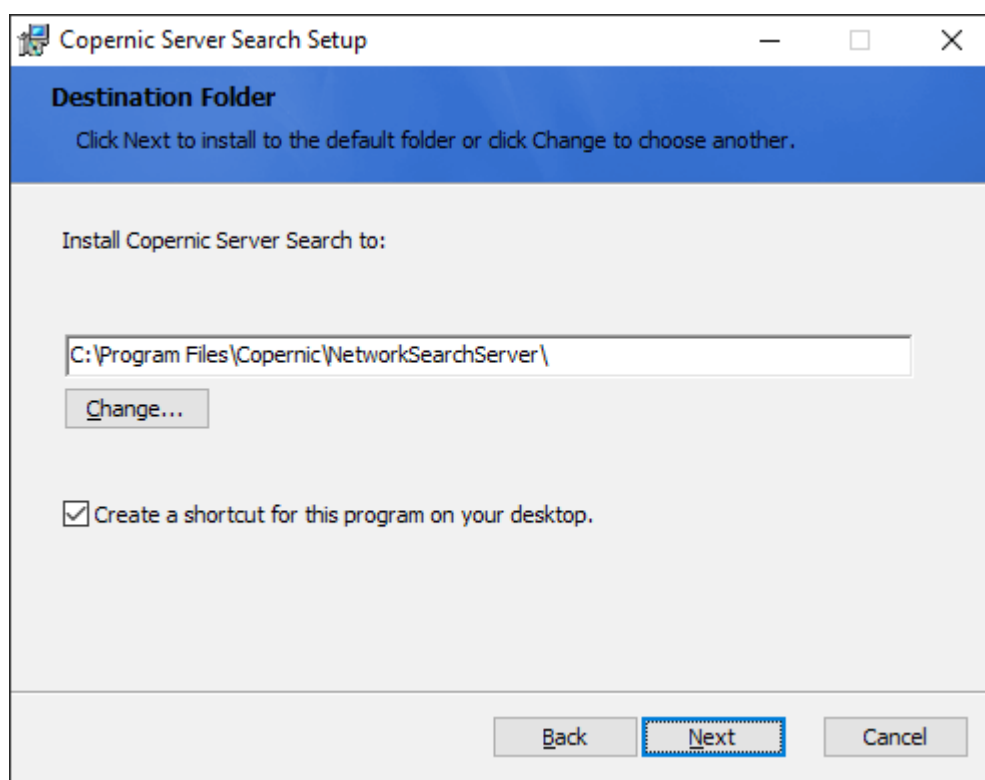
Components and Version

PLATFORM	Windows 7 SP1, 8.1, 10, 11 (64-bit recommended)
.NET FRAMEWORK	Version 4.7.2 or more recent
LICENSING	One license per user
LANGUAGES	English, French, German, Spanish, Dutch, Portuguese, Italian, Russian, Mandarin, Japanese and Korean
MEMORY	8 GB minimum. 16 GB or more is recommended
HARD DISK SPACE	500 MB for installation. At least 2 GB for the index
INDEX SIZE	The index size vary greatly according to the number and type of documents indexed
WEB BROWSER	Microsoft Internet Explorer 8 SP1 and up Microsoft Edge 79 and up Firefox 52 and up Google Chrome 25 and up
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3 Copernic Server Search Installation & Configuration Steps

- 3.1 Download the installation file:
<http://go.copernic.com/?dest=css3serverinstaller>
- 3.2 Start the installer
- 3.3 Select the location of the Destination folder on the server. It needs to be on a local hard drive

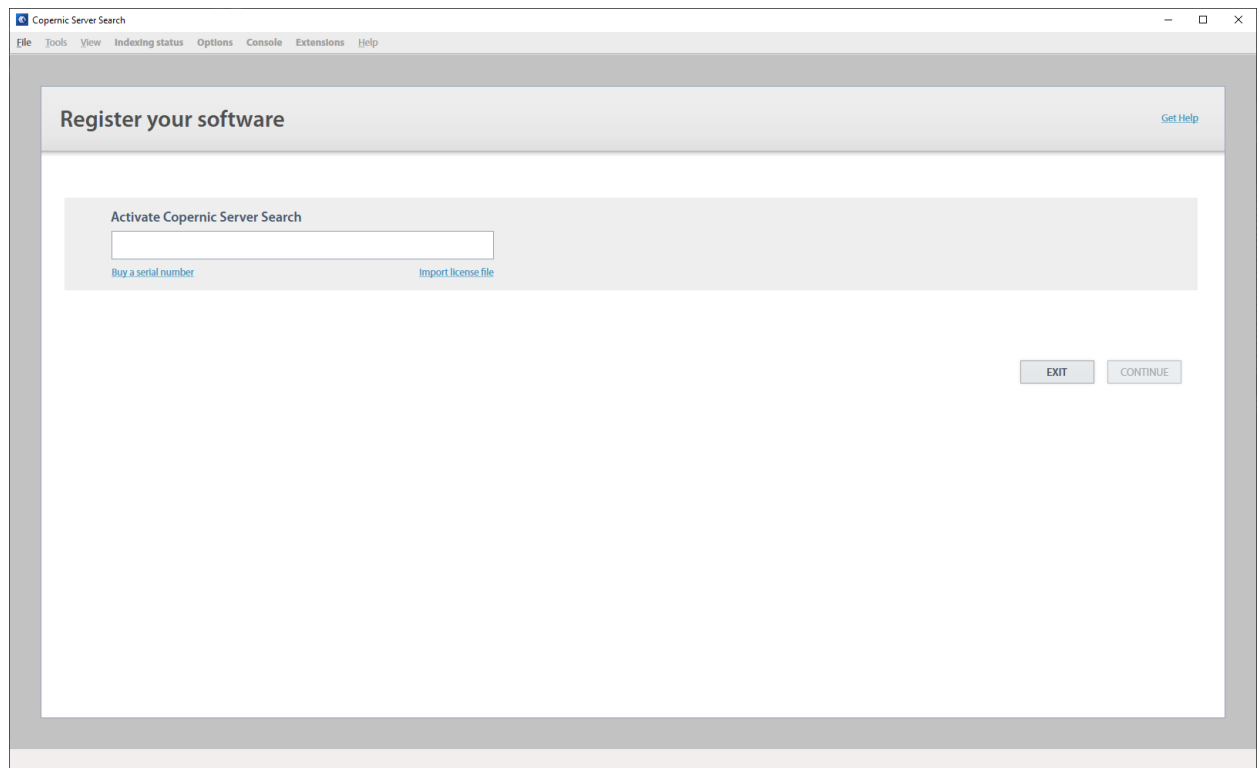


- 3.4 Launch the installation
- 3.5 Finish the installation



4 Launch Copernic Server Search

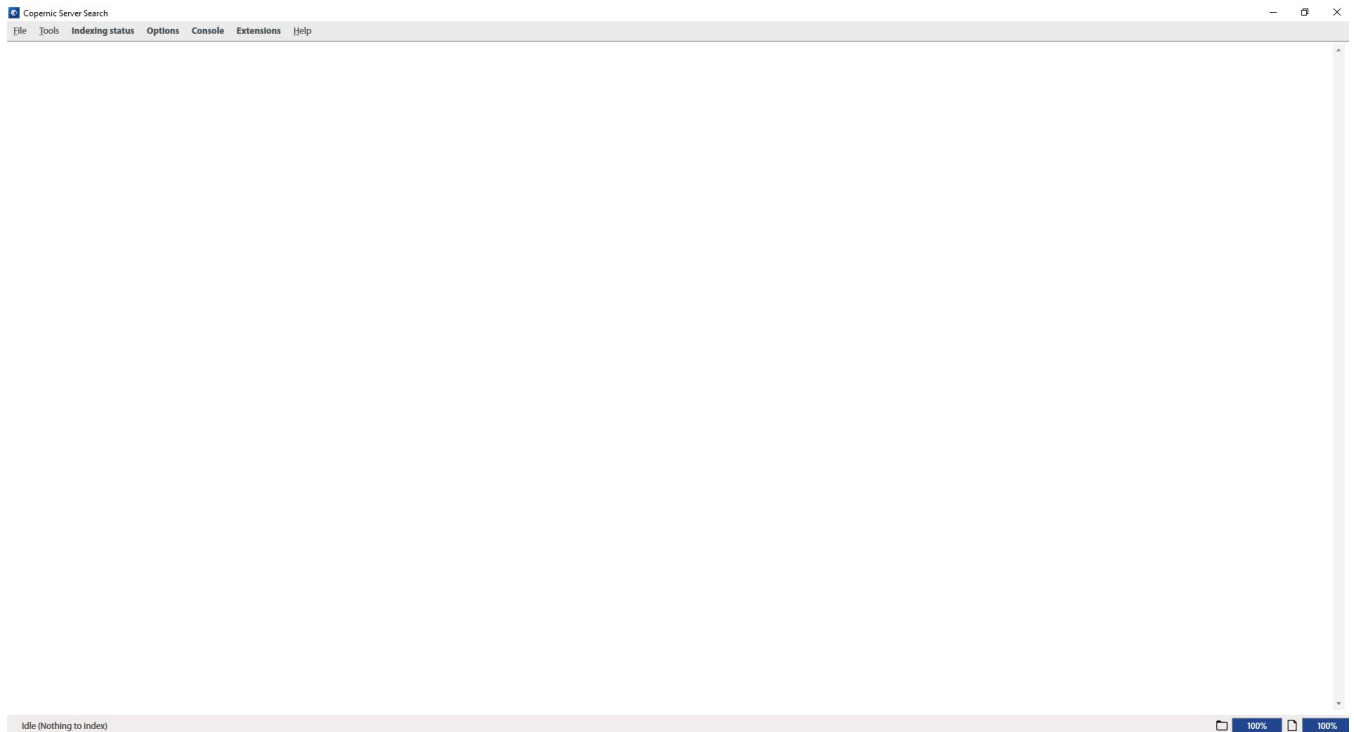
- 4.1** You will be prompted to enter a serial number to register your Server license.



- 4.2** Enter a valid serial number. If you are using a server not connected to the internet, please proceed with the offline activation by sending us the server license file.



- 4.3** Once the registration complete, you will get to the Console screen. This window will list the requests from the Copernic Desktop Server Search - Client:



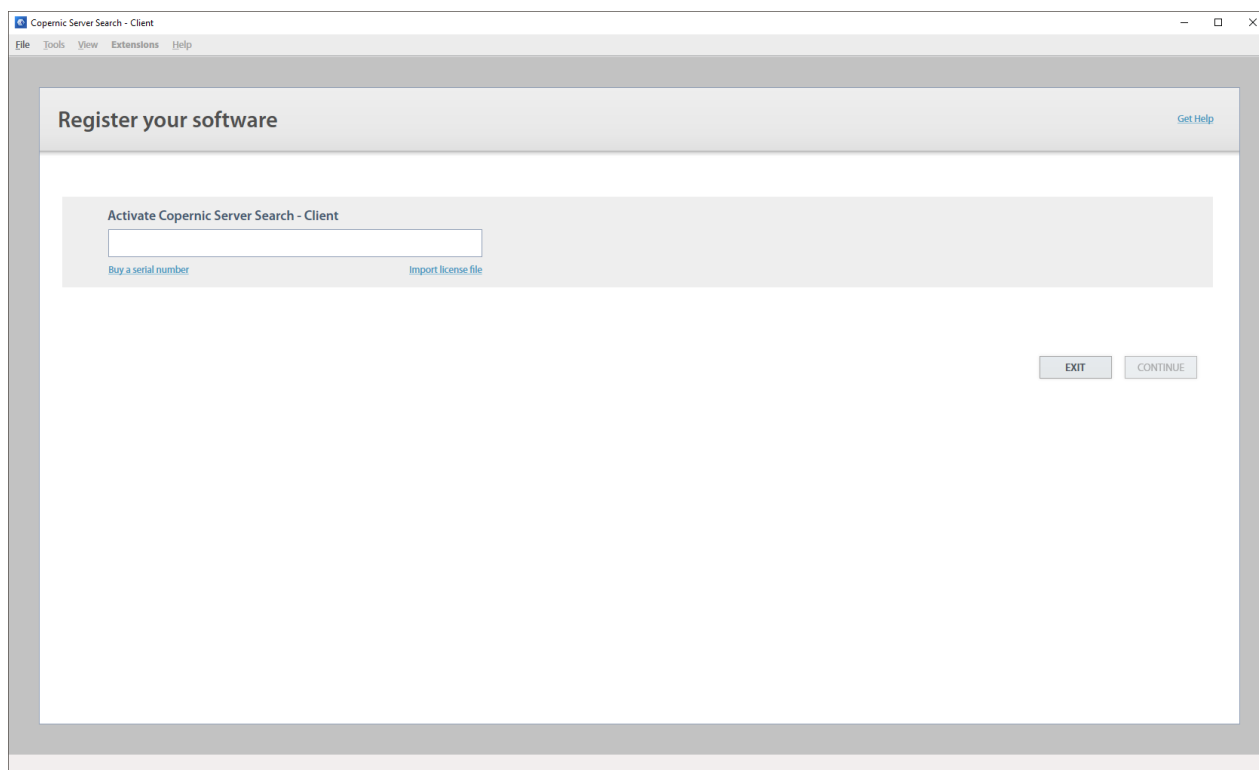
- 4.4** To configure the data to index, click the "Options" menu.
- **Emails & Organizer:** You can add shared mailboxes or archives PST files.
 - **Files:** You can add or remove any folders on the server. Make sure to specify a path using UNC or network name. This path must be accessible from users for preview or open functionalities.
 - **Indexing & Performance:**
 - o Schedule: You may change the Refresh interval to schedule when each category is indexed.
 - o Daily indexing tasks: You may change the time setting of when the daily scan of all files & emails occurs.
 - o Extraction threads: You may specify the number of parallel file extractions. We recommend to not exceed 2.
 - o Security: This is the Active Directory security feature. Unchecking this options will disable the file access rights functionality.
 - **Advanced:**
 - o File Types: You may add or remove any file type from the supported list.
 - o Outlook Plugin: You can select the plugin used to extract Outlook content. A restart of the application and Outlook is required.



5 Copernic Desktop Server Search - Client Installation & Configuration Steps

To install the Copernic Desktop Server Search - Client :

- 5.1** Download the installation file:
<http://go.copernic.com/?dest=css3clientinstaller>.
- 5.2** If you want to deploy using GPOs, please download the msi file:
<http://go.copernic.com/?dest=css3clientmsi>
- 5.3** Start the installer
- 5.4** Launch Copernic Desktop Server Search - Client
- 5.5** Enter a valid serial number. If your computer is not connected to the internet, please proceed with the offline activation by sending us the client license file.



- 5.6** To configure the connection to the Copernic Server Search index, you need to go to Tools – Options – Indexing & Performance. Under the Index Section, you need to enter the Index Server location:

The screenshot displays the 'Indexing & Performance' settings window of the Copernic Server Search - Client application. The interface is divided into a left sidebar and a main content area. The sidebar, titled 'Options', lists various search sources: Emails & Organizer, Files, Browsers, Cloud Connections Management, Google Drive, Microsoft 365 (Outlook), Microsoft OneDrive, Microsoft Teams, Microsoft SharePoint, Dropbox, Image Text Recognition, and 'Indexing & Performance' (which is currently selected and highlighted). Below the sidebar, there is an 'Advanced' link and an 'Online Help' button. The main content area has a title bar 'Indexing & Performance' and a 'Back to main view' button. It is organized into three sections: 'Schedule', 'Index', and 'Clouds'. The 'Schedule' section contains a table with columns 'Category' and 'Refresh Interval'. The table lists: Files, Pictures, Music, Videos (Every 4 days); Emails (Every 2 days); Organizer (Every 2 days); Contacts (Every 2 days); and Favorites (Every day). Below the table are 'Disable' and 'Modify' buttons, and a note 'Perform daily indexing tasks at: 00:00 (24 Hour Format)'. The 'Index' section includes fields for 'Server location' (localhost), 'Server TCP port' (808), and 'Location' (a file path). It also features a 'Change...' button and a 'Clear index and reindex all' link. The 'Clouds' section shows 'Maximum file size for content indexing' set to 50 Mb, with a note that files larger than this value will be indexed as properties and not downloaded from the cloud. The bottom status bar shows 'Idle (Nothing to index)' and a 100% zoom level.

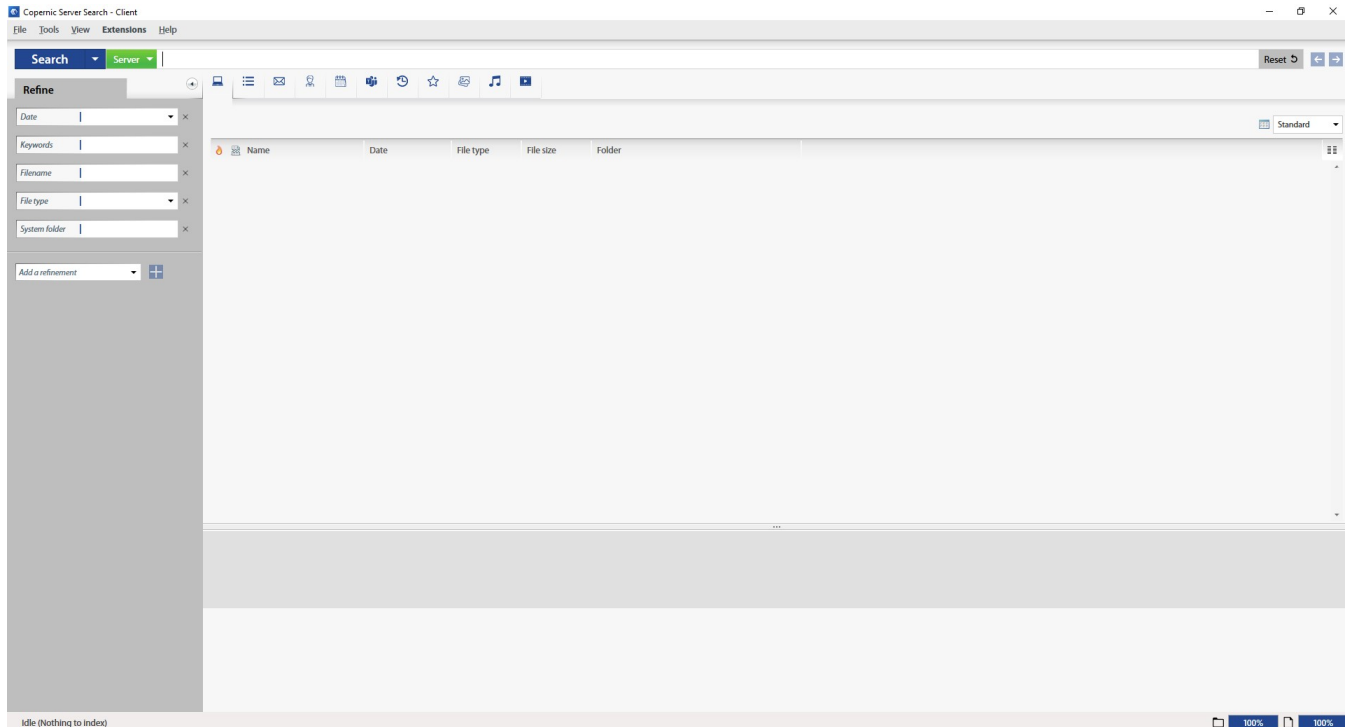
The index server location must be one of the following:

- Server name (machine name)
- IP Address

- 5.7** Once the index server location is entered, uses the “Back to main view” button to save the setting.



- 5.8** Now the user will be able to search the local index and the server index. To switch between the local and server indexes, there is a green drop down next to the Search button.



Now, you should be all configured and ready to go.

If you have any questions, you can submit a ticket:
<https://copernic.com/en/contact-us/>

or uses the Customer Portal:
<https://copernicsearch.freshdesk.com/en/support/login>