



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, 2012, 2012 R2, 2016 and 2019 (64-bit recommended) Windows 7, 8, 8.1, 10 (64-bit recommended)
LICENSING	One license per server
LANGUAGES	English, French, German, Spanish, Dutch, Portuguese, Italian, Russian, Mandarin, Japanese and Korean
MEMORY	8 GB or more is recommended
HARD DISK SPACE	500 MB for installation. At least 2 GB for the index
WEB BROWSER	Microsoft Internet Explorer 10 and up Firefox 49 and up Google Chrome
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, 8, 8.1, 10 (64-bit recommended)

LICENSING

One license per user

LANGUAGES

English, French, German, Spanish, Dutch, Portuguese, Italian, Russian, Mandarin, Japanese and Korean

MEMORY

8 GB or more is recommended

HARD DISK SPACE

500 MB for installation. At least 2 GB for the index

WEB BROWSER

Microsoft Internet Explorer 10 and up
Firefox 49 and up
Google Chrome

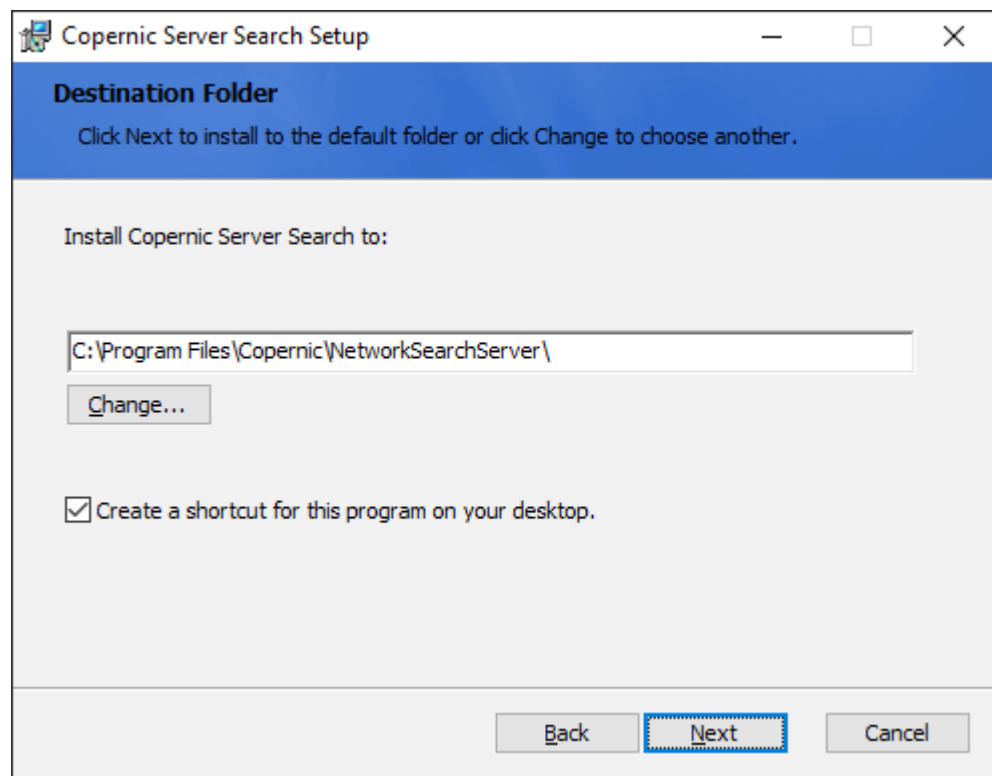
INTERNET CONNECTION

An internet connection is required to activate a license. (Offline activation may be possible)



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

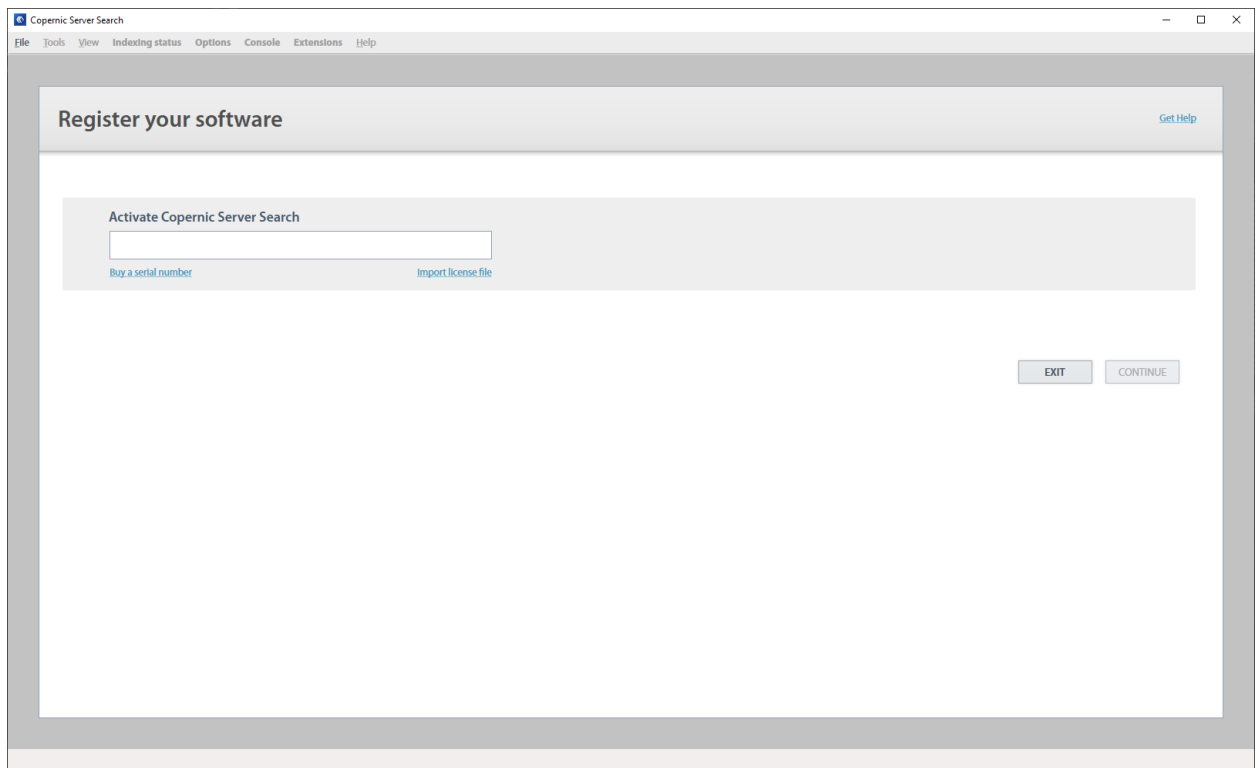


- 3.4 Launch the installation
- 3.5 Finish the installation



4 Launch Copernic Server Search

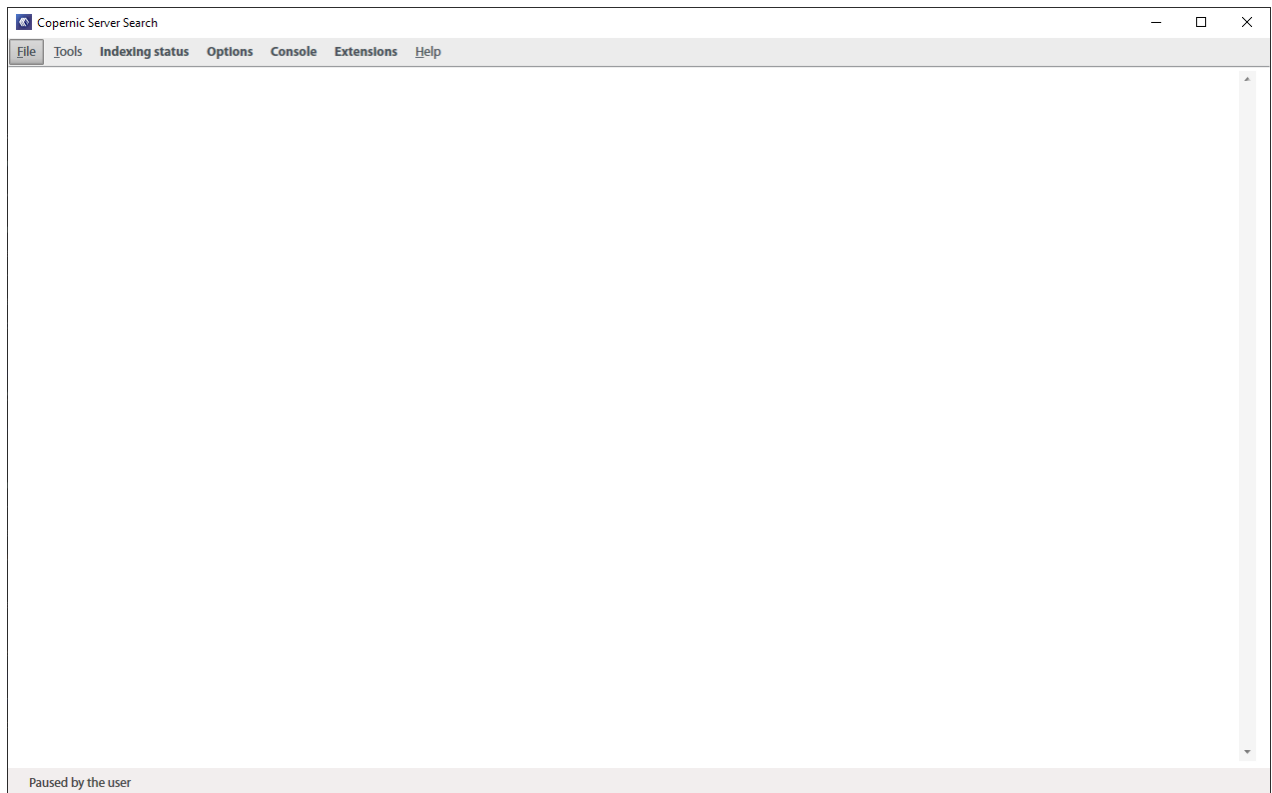
- 4.1** You will be prompted to enter a serial number to register your Server license.



- 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:



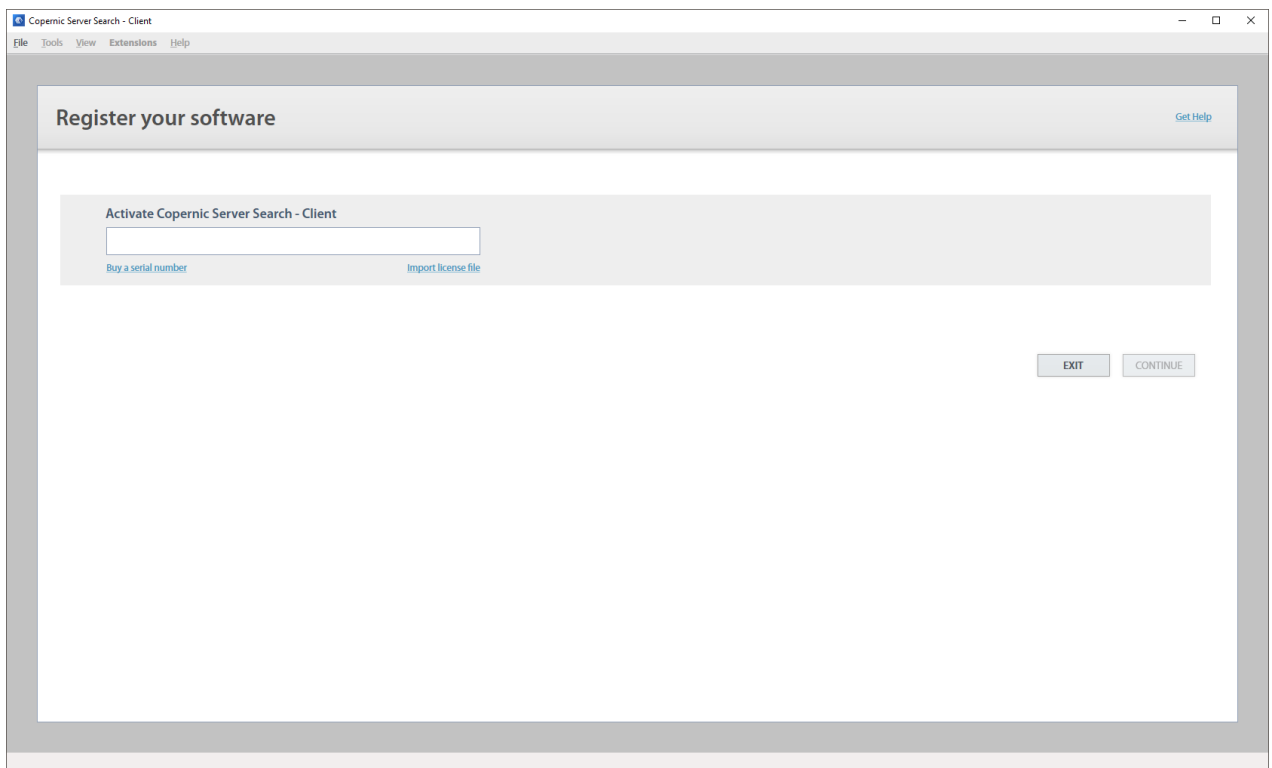
- 4.4** To configure the data to index, click the "Options" menu.
- **Emails & Organizer:** You can add shared mailboxes or archives PST files.
 - **Files:** You can add or remove any folders on the server. Make sure to specify a path using UNC or network name. This path must be accessible from users 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

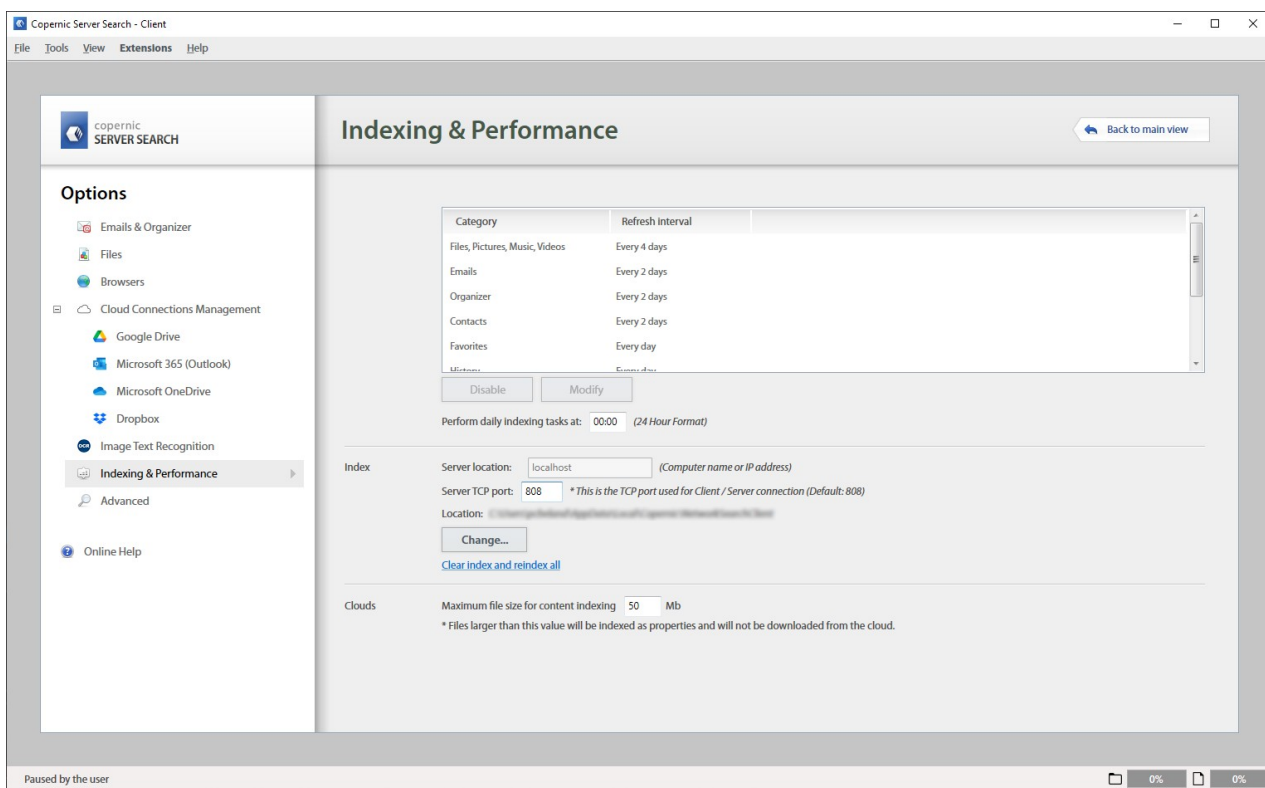
To install the Copernic Desktop Server Search - Client :

- 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:



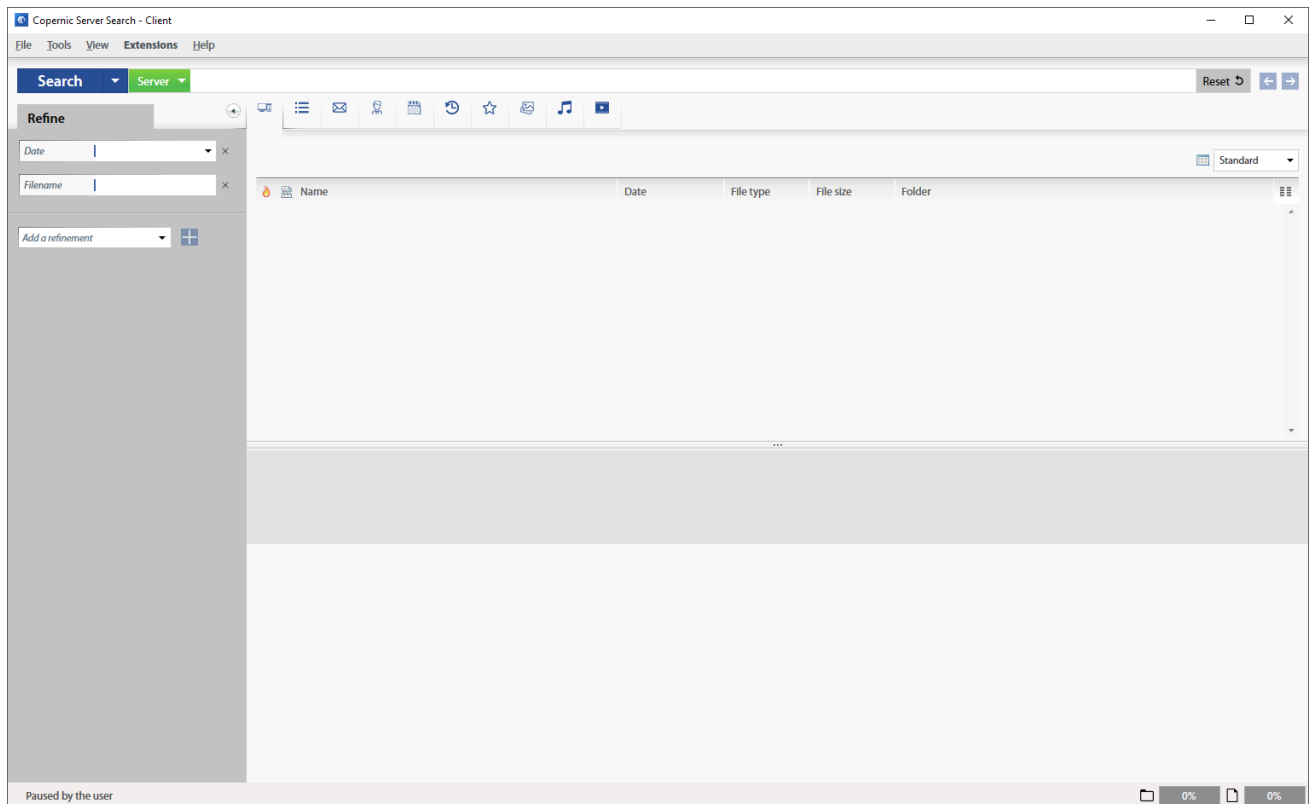
The index server location must be one of the following:

- 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>