

# QUICK START GUIDE

The Copernic Power for your business content.



copernic Server Search



### QUICK START GUIDE

copernic SEARCH SERVER



### **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



### 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 (Win 7) 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)	

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Copernic Server Search - Client	Components and Version
PLATFORM	Windows 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 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 Installation & Configuration Steps**

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

🕼 Copernic Server Search Setup —		×
Destination Folder Click Next to install to the default folder or click Change to choose another.		
Install Copernic Server Search to:		
C:\Program Files\Copernic\NetworkSearchServer\		
<u>C</u> hange		
Create a shortcut for this program on your desktop.		
<u>B</u> ack <u>N</u> ext	Cano	cel

- **3.4** Launch the installation
- **3.5** Finish the installation



#### Launch Copernic Server Search 4

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

Copernic Server Search	- 0	×
Elle Tools View Indexing status Options Console Extensions Help		
Register your software	GetHelp	
		1
Activate Copernic Server Search		
Buy a serial number Import	cense file	
	EXIT CONTINUE	

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

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**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.

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#### 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.

Copenic Server Search - Client	- 🗆 X
Be Tools View Extensions Help	
Register your software	<u>Get Help</u>
Activate Consenie Service Search - Client	
Buy a serial number Import license file	
	EXIT



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:

SERVER SEARCH	Index	ng & Performance	🖌 Back to main view	
Options	Schedule			
ig Emails & Organizer		Category	Refresh interval	
🙇 Files		Hies, Pictures, Music, Videos En	very 4 days	
Browsers		Organizer	very 2 days	
Cloud Connections Management		Contacts	very 2 days	
Google Drive		Favorites E	very day	
Microsoft 365 (Outlook)		Victory C	unudu	
<ul> <li>Microsoft OneDrive</li> </ul>		Disable Modify		
📫 Microsoft Teams		Perform daily indexing tasks at: 00:00	(24 Hour Format)	
Microsoft SharePoint				
😻 Dropbox	Index	Server location: localhost	(Computer name or IP address)	
Image Text Recognition		Server TCP port: 808 * This is the 1	ICP port used for Client / Server connection (Default: 808)	
Indexing & Performance		Location:	and dense presentation and	
🔎 Advanced		Clear index and reindex all		
Online Help	Clouds	Maximum file size for content indexing	S0 Mb	
		* Files larger than this value will be index	ted as properties and will not be downloaded from the cloud.	

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.

le Jools View Extensions Help	
Search 👻 Server 🔻	Reset 5 🤄 🗧
Refine 🕘 🖳 🗮 🖾 🤽 🛗 📫 🧐 🏠 😂 🎜 🗖	
Date X	Standard -
Keywords X Xame Date File type File size Folder	II
Filename X	
Filetype × ×	
System folder X	
Add a refinement	
(dle (Nothing to index)	D 100%

### 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