



INSTALLATION / CONFIGURATION INSTRUCTIONS

Requirements

Desktop platforms:	Windows 11 & earlier, macOS
Desktop software:	Notes 14 & earlier
Server platforms:	Windows, Linux, IBM i, AIX
Server software:	Domino 14 & earlier

Installation instructions: New install

- 1. Copy template:** Open the AttachZIP DB (azip.nsf) which was installed locally. Click File - Application - New Copy, then select your mail server and change the filename to azip1.ntf to create an AttachZIP template on your server.
- 2. Sign template design:** Sign the template using the Domino administrator client to prevent Notes client security warning messages. We highly recommend you sign using a Notes ID which has access to all mailboxes / DBs. i.e. Server or Domino admin ID. The signing Notes ID must be listed in the server document - Security tab 'Sign or run unrestricted methods and operations' field.
- 3. Create database:** Create a new database using this template. Click File - Database - New and type the Server, Title, File name as seen in the example below. Select AttachZIP as the template. Click OK.

Server:	[Select Domino server]
Title:	AttachZIP (master)
File name:	azip.nsf
Temp. server:	[Select Domino server]
Template:	AttachZIP
- 4. Verify Administration ECL (if using with multiple users):** Open the DD (Domino Directory) on the mail server in each Notes domain. Click Actions - Edit Administration ECL and verify the Notes ID you used to sign the template in step 2 above is listed with all workstation security checkboxes selected. If you created a Domino policy which includes security settings, then open the Execution Control List tab in edit mode and verify end users will receive Admin ECL updates. NOTE: The Admin ECL is only applied to new Notes clients installs unless you configure a Domino security settings policy.

NOTE: Optionally, you can add "*/NotesMail" to the Admin ECL (or manually add to each Notes client ECL) with all access checkboxes selected, but this is not required if you signed the template and configured the Admin ECL in the step 2 above. Click File - Security- Security - [password] - What Others Do - Using Workstation - Add */NotesMail - Select all access checkboxes - OK, then Restart Notes. AttachZIP extended profile: If you did not sign the template then you can only process attachments on the desktop (not the server) which is significantly slower unless you are accessing mailbox / DB and AttachZIP local replicas.

- 5. Enable scheduler:** Open the AttachZIP DB (azip.nsf) created in step 3 above.
 - Click "Edit AttachZIP profile" button, then click option "2 - Extended profile".
 - Select "Disabled" in the Status field, then fill out the form and save. i.e. See example in the "Configuration instructions: AttachZIP extended profile" section below, but Status field must be is "Disabled"
 - Click the "Enable scheduler" button using the same Notes ID you used to sign the template design in step 2 above. If you signed it with the server ID, then you can click the button using any Notes ID, then sign the azip.nsf DB again using the Domino Administrator client. NOTE: You only have to click this button once while installing AttachZIP for the first time.
 - Warning:** Wait 20 minutes, before testing AttachZIP -- the server Agent Manager will try to execute the agent, but it will be cancelled assuming you completed step 5B above.
 - Click "Edit AttachZIP profile" button, then click option "2 - Extended profile". Select "Enabled" in the Status field and proceed with executing the profile.

- 6. Consistent ACL:** If you plan to install AttachZIP "Local" replicas on end user hard drives then please verify Consistent ACL is enabled on the Server replica: Click File - Database/Application - Access Control - Advanced - Enforce a consistent Access Control List across all replicas. You can automatically create replicas on the user's desktop by using any of the techniques below.

A. Create a Domino Policy (Desktop Setting - Applications tab) to push out the replica to the end users: Open Domino Directory, then click Configuration - Policies.
More Info: Domino Administrator Help database

B. Modify the Database Script design element in the user's mail template. The code in button below can be modified by a Notes developer and inserted into the user's mail template. **Warning:** It must be properly coded to only execute once. The Notes ID which signs the Database Script must be listed in the user's Notes client ECL, otherwise, the end user will be prompted to trust the signer.

C. Email each user a Notes button as seen below. Copy & Paste the button below into an email and edit the button code as needed before sending. **Warning:** The Notes button will be signed by the last Notes ID to edit the code in the button. The Notes ID which signs the button must be listed in the user's Notes client ECL, otherwise, the end user will be prompted to trust the signer.

[Install AttachZIP Local Replica](#)

Important:

- It is recommended to increase the Server document value in the 'Max LotusScript/Java execution time' field to 120 minutes or higher. The Agent Manager can be adjusted in the Server document - Servers Tasks tab - Agent Manager tab.
- You must exclude antivirus scanning in the AttachZIP temporary hard drive folder (including subfolders). For example, if you specified "C:\temp" as the temporary folder in the AttachZIP profile, then attachments and bitmaps will be processed in the "c:\temp\AttachZIP\TEMP" folder including additional subfolders. You must exclude AV scanning in this folder on the server and/or desktop (depends if you choose option to process attachments on server or desktop hard drive respectively). NOTE: The "AttachZIP end user profile" always process attachments on the desktop.
- If you are running AttachZIP overnight please be aware that any Domino server tasks (Fixup task, Compact task [w/ copy-style compacting option]) which takes mailboxes / DBs offline will interfere with the processing (i.e. Mailbox / DB will be skipped if offline).
- If your company uses non-English characters in attachment names, then you must install the specific language on the Server and/or Desktop (depends if you choose option to process attachments on Server or desktop hard drive respectively) to retain these characters: Click Control Panel - Regional Options - Language settings for the system, etc. Activate the Windows Language bar for this non-English language.
- The Domino administrator can cancel the AttachZIP agent currently processing by issuing server console command: i.e. Tell AMgr Cancel "azip.nsf" 'AttachZIP'
- Other server console commands for troubleshooting issues: Tell AMgr Schedule, Tell AMgr Status, Tell AMgr Quit, Load AMgr, Load AMgr /?

Installation instructions: Upgrade

1. **Backup:** Backup your existing Notes template file azip1.ntf and the database(s) you created using the template. i.e. azip.nsf

Warning: It is not recommend to backup AttachZIP to the Domino data folder since this can potentially cause conflicts and data loss.

2. **Copy template:** Open the AttachZIP DB (azip.nsf) which was installed locally. Click File - Application - New Copy, then select your mail server and change the filename to azip1.ntf which will replace the existing AttachZIP Notes template on your server (overwrite if prompted).

3. **Sign template design:** Sign the template using the Domino administrator client to prevent Notes client security warning messages. We highly recommend you sign using a Notes ID which has access to all mailboxes / DBs. i.e. Server or Domino admin ID. The signing Notes ID must be listed in the server document - Security tab 'Sign or run unrestricted methods and operations' field.

4. **Verify Administration ECL:** Open the DD (Domino Directory) on the mail server in each Notes domain. Click Actions - Edit Administraion ECL and verify the Notes ID you used to sign the template in step above is listed with all workstation security checkboxes selected. If you created a Domino policy which includes security settings, then open the Execution Control List tab in edit mode and verify end users will receive Admin ECL updates. NOTE: The Admin ECL is only applied to new Notes clients installs unless you configure a Domino security settings policy.

NOTE: Optionally, you can add "*/NotesMail" to the Admin ECL (or manually add to each Notes client ECL) with all access checkboxes selected, but this is not required if you signed the template and configured the Admin ECL in the step above. Click File - Security- Security - [password] - What Others Do - Using Workstation - Add */NotesMail - Select all access checkboxes - OK, then Restart Notes. AttachZIP extended profile: If you did not sign the template then you can only process attachments on the desktop (not the server) which is significantly slower unless you are accessing mailbox / DB and AttachZIP local replicas.

5. **Domino Convert task:** Start the Convert task in the Domino server console as seen in examples below.

Upgrading a single AttachZIP database: i.e. **LOAD CONVERT -d azip.nsf * azip1.ntf**

Upgrading all AttachZIP databases in a folder: i.e. **LOAD CONVERT -d AttachZIP*.nsf * azip1.ntf**

Upgrading all AttachZIP databases in a folder and in its subfolders: i.e. **LOAD CONVERT -r -d AttachZIP*.nsf * azip1.ntf**

6. **Verify if AttachZIP integration updates required:** Review AttachZIP upgrade release notes ([or contact NotesMail](#)) to see if the upgrade requires you to repeat any integration steps below including "Notes client integration: AttachZIP end user profile" and "iNotes web integration: AttachZIP end user profile".

NOTE: If you sign the AttachZIP custom mail templates or manually change any of their design elements, then you will need to verify the signing Notes ID is in the Admin ECL with a configured Domino security settings policy.

7. Local mailbox users: Notify local mailbox users to replicate both their mailbox and AttachZIP (azip.nsf), then restart Notes. This will help prevent any possible issues after the upgrade especially if step above requires you to repeat integration steps.

Configuration instructions: AttachZIP extended profile

The example configuration below will optimize bitmaps and compress attachments to ZIP format in each email / record created between specified dates within a single mailbox / DB. NOTE: If you are testing our evaluation copy it is recommend to copy/paste approximately 10 emails / records containing attachments from your Sent mail into an empty mailbox / DB. The evaluation copy will only process the first 25 emails / records containing attachments in Sent mail.

Warning: The evaluation version will append the following text to each email / record processed: "WARNING: This email / record has been processed using unlicensed AttachZIP software which expires on MM/DD/YEAR. Contact NotesMail for purchase information at at +1 212-599-2048 ET or www.notesmail.com/contactus."

1. Click **AttachZIP Profile** in the left menu frame.
2. Click **Agree** if it prompts you with the Software License Agreement.
3. Click **Extended profile** when prompted, then fill out the form as seen in the example below.
4. Verify the **Disable scheduler** button displays, otherwise, see step 4 and 5 in "Installation instructions: New install" section above.

Status:	Enabled
Schedule:	Daily
Server:	[Your Server Name] i.e. SERVERNAME\COMPANY
Mailbox / DB query:	Single Database
Filename:	[Your mailbox / DB filename] i.e. mail\jsmith.nsf
Email / record query:	All Documents
Date query:	Created Date
Enable image optimization :	Yes
	Minimum image size activation: Auto
Enable Zip compression :	Yes
Zip engine :	Default (Notes 6.0+)
	Compression: Maximum (portable)
	Temporary hard drive folder type: Platform temporary folder
File type option :	Yes
	Include for default users, File types: .123, .AVI, .BMP, .CMX, .COM, .CSV, .DB, .DBF, .DOC, .DOCX, .DOT, .EXE, .LWP, .MDB, .MDE, .MPP, .NS4, .NS5, .NSF, .NTF, .PCX, .PDF, .POT, .PPS, .PPT, PPTX, .PRE, .PRZ, .PST, .RTF, .SAM, .TIF, .TXT, .VSD, .WAV, .WB1, .WK1, .WK2, .WK3, .WK4, .WKS, .WPD, .WPS, .WQ1, .WRI, .XLM, .XLS, .XLSX, .XLT, .XML
	Exclude for DD group 1: , File types:
	Exclude for DD group 2: , File types:
	Exclude for DD group 3: , File types:
Use section for attachments :	Yes
Skip encrypted emails :	Yes
Skip processed email /records:	Yes
Start date:	[Enter a Start Date] i.e. 01/01/1990
End date:	[Enter an End Date] i.e. 01/01/2050
Destination:	Re-attach to Source
Display queue on screen :	Yes
Logging:	Yes
Append column icon :	Yes
Append subject tag :	No

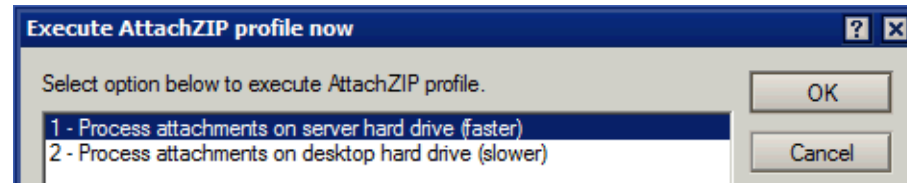
5. Click the **Execute AttachZIP Profile Now** form action button.
6. It is recommended to select the "Default (Notes 6.0+)" **ZIP engine**. However, if you selected another **ZIP engine** such as **7-Zip**, then click OK if prompted to install it, otherwise, you can follow steps A - E below.
 - A. Click one of the Notes views in in the left menu frame such as **Log**.

- B. Click **Actions**, then **Install Zip Engine** from the Notes tool bar and follow prompted instructions.
 - C. Click **AttachZIP Profile** in the left menu frame, then **Extended profile**.
 - D. Verify the fields configured in the form as seen in step #3 excluding the Zip Engine field.
 - E. Click the **Execute AttachZIP Profile Now** form action button.
7. Open the **All Documents** view in your mail database.
 8. Open an email created **between** the specified start and end date which contain at least one attachment. Attachments in the email as specified in the "File type option" will now be in Zip format and bitmaps will be optimized.

NOTE: Optionally, you can use 7-Zip software as your Zip engine. 7-Zip is open source software, so it can be used free and unrestricted. You must install 7-Zip separately which is supported on Windows desktops and Windows servers. It can be download from 7-zip.org.

Notes client configuration: Optimal performance

For optimal performance it is recommended to run "AttachZIP extended profile" by selecting the option "1 - Process attachments on server hard drive (faster)" as seen below. This option processes the attachments in the background on the server.



Otherwise, you can select option "2 - Process attachments on local hard drive (slower)", but processing will be significantly slower since the attachments are downloaded from the server to the local hard drive for processing, then uploaded back to the server. However, performance will be significantly faster if using a mailbox / DB and AttachZIP "Local" replica with this option.

If you decide to use a dedicated desktop to process attachments for multiple mailboxes / DBs, then it is recommended to run AttachZIP during non-business hours. Please follow the instructions below which deactivates scheduled Notes client activities such as checking for new mail and local replication, as well as, maximizing the Notes TCPIP port connection attempt time-out duration. These steps are necessary to prevent any Notes client processes (or busy servers) from interfering with AttachZIP processing. Please be aware that any Domino server tasks (Fixup task, Compact task [-c option]) which takes mailboxes / DBs offline will interfere with the processing (i.e. Mailbox / DB will be skipped if offline).

1. Click File - Preferences - User Preferences - Mail - Deselect "Check for new mail every XX minutes" - OK
2. Click File - Location Preferences - Location - Replication tab - Deselect "Replication is enabled for this location" - Save & Close
3. Click File - Preferences - User Preferences - Ports - TCPIP - TCPIP Options - [Type] 300 - OK - OK.
4. Restart Notes client

Configuration instructions: AttachZIP end user profile

Notes client integration: AttachZIP end user profile

iNotes web integration: AttachZIP end user profile

Purchase information

Prices for this product are listed on our web site. We accept all major credit cards and company checks. Additional charges apply for shipping & handling and international checks. Payment options are listed below.

1. Online Credit Card Order: <https://www.notesmail.com/orders.nsf/ordersplash?openform&prod=zip>
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4. Mail Purchase Order: See postal address below

Technical Support



330 East 38th Street, Suite 39G
New York, NY 10016-9800 US
Tel: +1 212-599-2048 (ET, GMT-5)
Fax: +1 800-839-8810 (toll-free)
Web: www.notesmail.com
Email: www.notesmail.com/contactus
Chat: www.notesmail.com/chat

