



INSTALLATION INSTRUCTIONS

Requirements

Workstation Platforms: Windows 7/Vista/XP/2000/NT/ME/98
Workstation Software: Lotus Notes 8/7/6/5, WinZip (Optional), PKZIP (Optional)
Server Platforms: All (Windows 2003/2000/NT, Solaris, OS/400, Linux, AIX, etc.)
Server Software: Lotus Domino 8/7/6/5

Installation Instructions: Copy Template, Sign Design, Create Database, Consistent ACL

If you are reading this in the AttachZIP database then you should have already followed steps 1 to 3 below.

1. Copy the Lotus Notes template file AZIP1.NTF to the root Domino data folder.
2. To prevent security warning messages you must either sign the template design using the Domino Administrator Client, or you can add "*"IVE" to the Notes client ECL with full access as seen below for all users.
 - A. (R8/R7/R6) Click File - Security- Security - [password] - What Others Do - Using Workstation - Add */IVE - Select all checkboxes - Refresh All - OK, then Restart Lotus Notes.
 - B. (R5) Click File Preferences - Users Preferences - Basics - Security Options - Add */IVE - Select all checkbox options - OK, then Restart Lotus Notes.
3. 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
File Name:	AZIP.NSF
Temp. Server:	[Select Domino Server]
Template:	AttachZIP

4. 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](#)

Installation Instructions: Upgrade

1. Backup your existing Lotus Notes template file AZIP1.NTF and the database(s) you created using the template. i.e. AZIP.NSF
2. Copy the new Lotus Notes template file AZIP1.NTF to the root Domino data folder (overwrite if prompted).
3. To prevent security warning messages you must either sign the template design using the Domino Administrator Client, or you can add "*"IVE" to the Notes client ECL with full access as seen above for all users.
4. Start the Convert Server task in the Domino server console as seen in examples below.

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

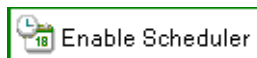
Upgrading all AttachZIP databases in a folder: i.e. `LOAD CONVERT AttachZIP*.nsf * azip1.ntf`

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

Installation Instructions: AttachZIP Extended Profile

The instructions below allow you to specify a single database and replace attachments in each document created between specified dates with compressed ZIP file format. NOTE: If you are testing our evaluation copy we recommend copy/pasting approximately 10 documents containing attachments into an empty mail or application database. The evaluation version will append the following text to each email/document processed: "ATTENTION: This document has been processed using an Unlicensed AttachZIP copy which expires on MM/DD/YEAR. Contact IVE Technologies for purchase information at 1-877-848-9010 EST, ives.sales@ivesco.com, or http://www.ivesco.com."

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. Click the **Enable Scheduler** button as seen below using a Lotus Notes ID listed in the Server document - Security tab 'Run unrestricted methods and operations' field. **Wait 20 minutes, then proceed to the next step. The Server Agent Manager will try to execute the agent within approximately 20 minutes, but will be canceled since you selected the 'Disabled' value in the Status field below.** NOTE: You only have to click this button once while installing AttachZIP for the first time.
 - We recommend 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 anti-virus protection scanning in the Temporary Hard Drive Folder, for example, 'C:\temp' including all subfolders on the Server and/or Desktop (depends if you choose option to process attachments on Server or local hard drive respectively). i.e. C:\temp\AttachZIP\Bin\AZIP, C:\temp\AttachZIP\Bin\AZIP2, C:\temp\AttachZIP\Bin\AZIP3
 - 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 local 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



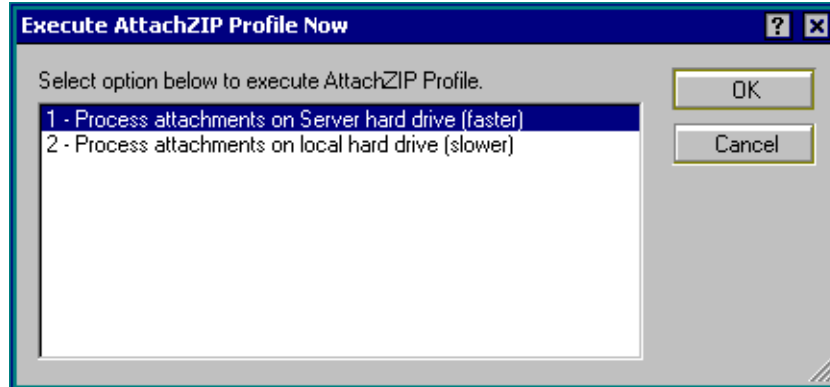
Status:	Disabled
Schedule:	Daily
Server:	[Your Server Name] i.e. SERVERNAME\COMPANY
Database Query:	Single Database
Filename:	[Your mail file name] i.e. MAIL\JSMITH.NSF
Document Query:	All Documents
Date Query:	Created Date
Enable Zip Compression:	Yes
Zip Engine:	Default (Notes 6.0+)
	Compression: Maximum (portable)
	Temporary Hard Drive Folder Type: Custom
	Temporary Hard Drive Folder: C:\temp
File Type Option:	Include
	File Types: .123, .BMP, .CMX, .COM, .CSV, .DB, .DBF, .DOC, .DOT, .EXE, .LWP, .MDB, .MDE, .MPP, .NS4, .NS5, .NSF, .NTF, .PCX, .PDF, .POT, .PPS, .PPT, .PRE, .PRZ, .PST, .RTF, .SAM, .TIF, .TXT, .VSD, .WAV, .WB1, .WK1, .WK2, .WK3, .WK4, .WKS, .WPD, .WPS, .WQ1, .WRI, .XLM, .XLS, .XLT, .XML
Skip encrypted emails:	Yes
Start Date:	[Enter a Start Date] i.e. 01/01/1990
End Date:	[Enter a Start 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. Change the value in the **Status** field above to 'Enabled'.
6. Click the **Execute AttachZIP Profile Now** form action button.
7. If you selected another **ZIP engine** such as **WinZip**, then click OK If it prompts you to install it.
 - A. Click one of the views in in the left menu frame such as **Database Title**.
 - 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.
8. Open the **All Documents** view in your mail database.
9. Open any of the documents created **between** the specified start and end date which contain at least one attachment, and you will see that they are now **replaced** with compressed **ZIP** file format.

NOTE: Optionally, you can use 'WinZip' or 'PKZIP Command Line Add-on' software as your Zip engine, but you are restricted to processing attachments on the local hard drive rather than the Server which will be slower. If you do not own a licensed copy it will prompt you with a warning message each time document attachments are processed until you purchase a License code to activate it (You must click "I Agree" each time).

Notes Client Configuration (Optimal Performance)

For optimal performance we recommend running 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 slower since the attachments are downloaded from the Server to the local hard drive for processing, then uploaded back to the Server. NOTE: When using this option performance will be significantly faster with a local mailbox replica and local AttachZIP replica.

If you are running AttachZIP overnight please be aware that any Domino server tasks (Fixup task, Compact task [w/ copy-style compacting -c option]) which takes Notes databases offline will interfere with the processing (i.e. Mailbox/DB will be skipped if offline).

If you decide to use a dedicated workstation to process attachments we recommend running AttachZIP during peak 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.

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 Lotus Notes client

Installation Instructions: AttachZIP End User Profile

The instructions below allow End Users to automatically convert and seamlessly attach files in ZIP format to Lotus Notes email and applications. Attachments are automatically converted on-the-fly to ZIP format when the user clicks the "Send" email button. The evaluation version will append the following text to each email/document processed: "ATTENTION: This document has been processed using an Unlicensed AttachZIP copy which expires on MM/DD/YEAR. Contact IVE Technologies for purchase information at 1-877-848-9010 EST, ives.sales@ivesco.com, or <http://www.ivesco.com>."

1. Click **AttachZIP Profile** in the left menu frame.
2. Click **Agree** if it prompts you with the Software License Agreement
3. Click **End User Profile** when prompted, then fill out the form as seen in the example below.

Enable Zip Compression:

Zip Engine:

File Type Option:

Start Date:

End Date:

Yes

Default (Notes 6.0+)

Compression: Maximum (portable)

Temporary Hard Drive Folder Type: Custom

Temporary Hard Drive Folder: C:\temp

Include

File Types: .123, .BMP, .CMX, .COM, .CSV, .DB, .DBF, .DOC, .DOT, .EXE, .LWP, .MDB, .MDE, .MPP, .NS4, .NS5, .NSF, .NTF, .PCX, .POT, .PPS, .PPT, .PRE, .PRZ, .PST, .RTF, .SAM, .TIF, .TXT, .VSD, .WAV, .WB1, .WK1, .WK2, .WK3, .WK4, .WKS, .WPD, .WPS, .WQ1, .WRI, .XLM, .XLS, .XLT, .XML

Destination:
Display Queue on screen:
Logging:
Append Column Icon:
Append Subject Tag:

[Enter a Start Date] i.e. 01/01/1990
[Enter a Start Date] i.e. 01/01/2050
Re-attach to Source
No
No
No
No

4. Click the **Save & Close** form action button.
5. **Copy** the green highlighted Formula code line below to the clipboard.
6. Open the server's mailbox template, for example, **MAIL6.NTF**, using Domino Designer and edit the **Send Shared Action** design element. Click Shared Code - Actions - Send. Erase the existing code, then **Paste** the Formula code from the clipboard.
7. Click File - Close - **Yes**.

```
@If(@Attachments > 0; @Do(@Command([ToolsRunMacro]; "(ZipSend)"); @Return("")); "");  
MEMO_SEND:="1024";  
FIELD ActionInProgress:=MEMO_SEND;  
@If(@Command([FileSave]);@Command([FileCloseWindow]);@Return(""))
```

8. **Copy** the green highlighted Formula code line below to the clipboard.
9. Open the server's mailbox template, for example, **MAIL6.NTF**, using Domino Designer and edit the **Send and File...** Shared Action design element. Click Shared Code - Actions - Send and File. Erase the existing code, then **Paste** the Formula code from the clipboard.
10. Click File - Close - **Yes**.

```
FIELD tmpSendandFileFolder := "";  
@If(@Attachments > 0; @Do(@SetField("tmpSendandFileFolder"; @PickList([Folders];[Single];"";"")); @Command([ToolsRunMacro];  
(ZipSend)"); @Return("")); "");  
REM {BEGIN TRANSLATE};  
tmpNoNames := "No names found to send mail to.";  
tmpTitle := "Lotus Notes";  
REM {END TRANSLATE};  
tmpNumNames := @Elements(EnterSendTo) + @Elements(EnterCopyTo) + @Elements(EnterBlindCopyTo);  
@If( tmpNumNames = 0; @Do(@Prompt([Ok];tmpTitle;tmpNoNames);@Return("")); "");  
MEMO_SEND_FILE:=2097152;  
FIELD ActionInProgress:=MEMO_SEND_FILE;  
FIELD tmpSendandFileFolder := @PickList([Folders];[Single];"";"");  
@If(@Command([FileSave]);@Command([FileCloseWindow]);@Return(""))
```

11. **Copy** the green highlighted Formula code line below to the clipboard.
12. Open the server's mailbox template, for example, **MAIL6.NTF**, using Domino Designer and edit the **Save and Close** Action in the **_Calendar Entry** Form design element. Click Forms - **_Calendar Entry** - View - Action Pane - Save and Send Invitations. Erase the existing code, then **Paste** the Formula code from the clipboard.
13. Click File - Close - **Yes**.

```
@If(@Attachments > 0; @Do(@Command([ToolsRunMacro]; "(ZipSend)"); @Return("")); "");  
FIELD SaveOptions := "";FIELD tmpAction := "2";  
@If(@PostedCommand([FileSave]); @PostedCommand([FileCloseWindow]); "")
```

14. **Copy** the green highlighted Formula code line below to the clipboard.
15. Open the server's mailbox template, for example, **MAIL6.NTF**, using Domino Designer and edit both the **Save and Send Invitations** Action in the **_Calendar Entry** Form design element. Click Forms - **_Calendar Entry** - View - Action Pane - Save and Send Invitations. Erase the existing code, then **Paste** the Formula code from the clipboard.
16. Click File - Close - **Yes**.

```
@If(@Attachments > 0; @Do(@Command([ToolsRunMacro]; "(ZipSend)"); @Return("")); "");  
FIELD tmpAction := "6";@If(@PostedCommand([FileSave]);  
@PostedCommand([FileCloseWindow]); "")
```

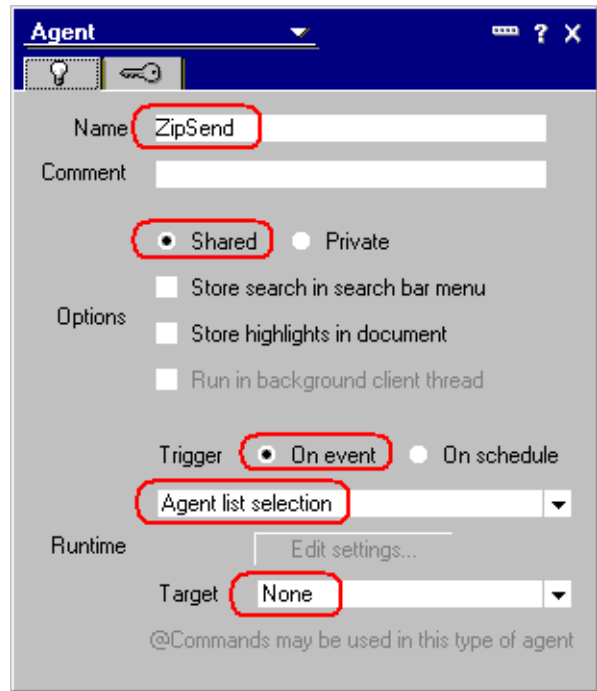
17. **Copy** the green highlighted Formula code below to the clipboard.
18. Open the server's mailbox template, for example, **MAIL6.NTF**, using Domino Designer and create a **NEW Agent** design element with the agent properties as seen below. Click Shared Code - Agents - New Agent. The agent name must be **ZipSend**. Change the agent run selection from Simple Agent to **Formula**. **Paste** the Formula code from the clipboard.
19. Click File - Close - **Yes**.

```
MailServer := @Subset(@DbName; 1);  
look1 := @DbColumn(""); MailServer : "AZIP.NSF"; "Log"; 1);  
InstallFlag := @If(@IsError(Look1); @False; @True);  
FIELD Encrypt:=Encrypt; EncryptFlag := Encrypt; @SetField("Encrypt"; "");  
@SetEnvironment("AttachZIP_MailFile"; @Subset(@DbName; -1));  
@SetEnvironment("AttachZIP_DocID"; @Text(@DocumentUniqueID));  
@SetEnvironment("AttachZIP_Encrypt"; EncryptFlag);  
REM {Support Calendar Entry};  
CalendarFlag := @If(Form = "Appointment"; @True; @False);  
@SetEnvironment("AttachZIP_CalendarEntry"; CalendarFlag);  
@If(CalendarFlag & (@Attachments < 1 | InstallFlag = @False);
```

```

@Do(@SetField("tmpAction"; "6"); @If(@PostedCommand([FileSave]);
@Do(@SetField("Encrypt"; EncryptFlag);
@PostedCommand([FileCloseWindow]); @Return("")); "");
@If(CalendarFlag & @Attachments > 0; @Do(@SetField("SaveOptions"; "");
@SetField("tmpAction"; "2"); @If(@PostedCommand([FileSave]);
@Do(@PostedCommand([FileCloseWindow]);
@PostedCommand([FileOpenDatabase]; MailServer : "AZIP.NSF";
Compressing Attachments"; "1"; ""; "1"); @PostedCommand([ToolsRunMacro];
AttachZIP"); @Return("")); @Return("")); "");
REM;
REM {Support Email and Stationery};
MEMO_SEND:="";
MEMO_DRAFT:="4096";
MEMO_STATIONERYSAVE:="16";
FIELD ActionInProgress:=ActionInProgress;
FIELD PostedDate:=PostedDate;
FIELD SendTo := @If(EnterSendTo != ""; EnterSendTo; SendTo);
FIELD CopyTo:=@If(EnterCopyTo!=""; EnterCopyTo; CopyTo);
FIELD BlindCopyTo := @If(EnterBlindCopyTo != ""; EnterBlindCopyTo;
BlindCopyTo);
@If(Form = "Personal Stationery";
@SetField("ActionInProgress";MEMO_STATIONERYSAVE);
@Do(@SetField("ActionInProgress";MEMO_DRAFT);@SetField(
PostedDate";@DeleteField));
@If(Form = "Personal Stationery" & @Command([FileSave]);
@Do(@SetField("Encrypt"; EncryptFlag);
@Command([FileCloseWindow]);@Return("")); "");
@If(@Command([FileSave]) & (@Attachments < 1 | InstallFlag =
@False);@Do(@Set("MEMO_SEND"; "1024"); @SetField("ActionInProgress";
MEMO_SEND); @SetField("Encrypt"; EncryptFlag);
@Command([FileCloseWindow]);@Return("")); "");
@If(tmpSendandFileFolder=""; @Command([Folder]; tmpSendandFileFolder;
0"));
@PostedCommand([FileCloseWindow]);
@PostedCommand([FileOpenDatabase]; MailServer : "AZIP.NSF";
Compressing Attachments"; "1"; ""; "1"); @PostedCommand([ToolsRunMacro];
AttachZIP")

```



20. All the user mailbox designs should automatically refresh by default overnight, otherwise, you can force manually from the server console.

i.e. **LOAD DESIGN -d MAIL**

Purchase Information

Prices for this product are listed at web address <https://www.ivesco.com/order>. We accept all major credit cards and company checks. Additional charges apply for shipping & handling and international checks. Payment options are listed below.

1. Phone Credit Card Order: 1-877-848-9010
2. Fax Purchase Order: 646-452-9944
3. Online Credit Card Order: <https://www.ivesco.com/order>
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