

**OCLC CONNEXION CLIENT VERSION 2.10  
INSTRUCTIONS FOR DOWNLOADING AND INITIAL SETUP**

**DOWNLOADING THE CLIENT:**

1. Close all open programs on your machine.
2. Go to **Start/Settings/Control Panel/Add or Remove Programs**.
3. Click on the **Add New Programs** icon on the left side of the screen. Then select **OCLC Connexion 2.10** and click **Add**.
4. When prompted, click **OK**. You may get a Microsoft.NET Framework 2.0 Setup wizard. If so, select **Next**, then **I accept the terms of the License Agreement** and then **Install**. When you are told “**Setup complete**”, click **Finish**.
5. When the OCLC Connexion Client setup wizard appears, click **Next**, then **I agree**, and **Next** again. When prompted to Select an Installation Folder, click the **Everyone** button in the lower left corner of the window. You will need to select **Next** two more times, then you'll need to wait while the installation takes place. When you're told it's complete, click **Close**, then **OK**. **Restart your computer**.

**INITIAL SETUP:**

**Open the client by double clicking on the OCLC Connexion 2.1 icon that should now be on your desktop. You can also find OCLC Connexion under Programs from the Start menu. You may be asked to select either an English or Spanish interface to the client. Make your selection.**

**A. To add your OCLC authorization and password:**

1. Select **Tools/Options/Authorizations**.
2. In the appropriate columns, enter your 9-digit OCLC authorization (no hyphens required), your password and a name of your choosing. Mark it as the default. In cases where a machine is shared by more than one person or if you use different authorizations for different purposes, up to ten authorizations may be entered with one selected as the default.
3. Click **OK**.

**B. To configure the client for exporting of records to ALEPH:**

1. Select **Tools/Options/Export**.
2. Click **Create**, then **OCLC Gateway Export**, then **OK**.
3. In the box labeled **Host Name**, type **paul.library.nd.edu** (the production server for version 18) and then Tab to the **Port** box and type **5771**. Click **OK**. Type **ALEPH 18 production** in the box labeled **Export Destination**. Click **OK**. Click **Apply** and then **Close**.

**C. To set the Session Timer:**

1. While still in **Options**, select the **General** tab.
2. Click on **Session Timer Options** and change the settings to logoff after **15** minutes of inactivity with a **2** minute warning. Click **OK**.

**D. To enable original cataloging offline:**

1. While still in **Options** and on the **General** tab, click on **Offline Cataloging Options** and enter the following settings:

Classification Scheme:	<b>Library of Congress</b>
Holding Library Code:	<b>INDU</b>
Institution Symbol:	<b>IND</b>
MARC Organization Code:	<b>InNd</b>

Click **OK**.

**E. To eliminate non-Roman fields on export:**

1. While still in **Options**, select the **International** tab.
2. In the **Export** area, select **Include Latin script only**. Click **OK**.