

# OCLC Connexion Install or Update (Generic)

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## Download & Install Connexion Installation Files

NOTE: Connexion instructions highly recommend that you uninstall current version of Connexion before upgrading.


1	<p>Download the Connexion client file from the OCLC Web site to the temporary folder.</p> <ul style="list-style-type: none"><li>• Go to <a href="http://psw.oclc.org/software.htm">http://psw.oclc.org/software.htm</a> , and select <b>Software downloads</b> from the left column.</li></ul>
2	<p>At the <b>Log on</b> page of the OCLC Product Services Web site:</p> <ul style="list-style-type: none"><li>• Type our OCLC authorization and password (<i>see Richard or Terry for these if you don't know them</i>) and click <b>Enter</b>.</li></ul>
3	<p>On the <b>Software downloads</b> page, find <b>Connexion client download file</b> in the center table.</p> <ul style="list-style-type: none"><li>• Click the link for <b>Connexion client only version 2.10 [or latest] software</b> if upgrading.</li><li>• Choose <b>Connexion Client complete</b> if loading for the first time.</li></ul>
4	<p>The OCLC Microcomputer Software License Agreement opens. At the end of the page, click <b>I Accept</b>.</p>
5	<p>In the <b>Opening Client only 210.exe</b> window, click <b>Save file</b> to save the download file to your desktop.</p>
6	<p>When finished downloading:</p> <ul style="list-style-type: none"><li>• On your desktop, locate and click the <i>clientonly210.exe file</i> (or if download popup window appears, click <b>open</b>)</li></ul>
7	<p>Follow prompts to complete the installation. Accept the default settings:</p> <ul style="list-style-type: none"><li>• License agreement ("I agree")</li><li>• Default folder</li><li>• "Just me"</li><li>• At end, if prompted to restart, you don't need to.</li></ul>

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When installation is complete, delete *clientonly210.exe* file from desktop. You may want to drag the OCLC Connexion icon (now on desktop) to your START menu.

## Log On and Set up Communications/Options

These should have stayed the same after upgrading, but you might want to verify. Remember to check your macros, too, if you've imported any others besides the default ones.

1	On desktop, double-click the Connexion Client icon: 
2	At toolbar, choose <b>Tools &gt; Options</b> . Everything here should be okay as is, with your settings from earlier version copied to this one automatically. Just in case, check the following settings below, steps 3-8.
3	Access tab: <ul style="list-style-type: none"><li>• Internet access should be: OCLC default</li></ul>
4	Authorizations tab: Blanks should show these settings (if cataloger -- if not cataloger, you probably just have "full" authorization available to you.) <ul style="list-style-type: none"><li>• <b>100-032-459 cat full</b></li><li>• <b>100-245-280 enhance enhance</b></li><li>• <b>100-214-732 cat NACO</b></li></ul> Choose one to be your default authorization.
5	Batch tab: <ul style="list-style-type: none"><li>• Searching – Maximum no. of matches to download: <b>100</b></li></ul>
5	Export tab: <ul style="list-style-type: none"><li>• Export destination should say <b>Gateway export: biblio.middlebury.edu</b> Port number : <b>5500</b>. If not:<ul style="list-style-type: none"><li>○ Click <b>Create</b> button</li><li>○ Choose <b>OCLC gateway export</b></li><li>○ In Host Name box, type <b>biblio.middlebury.edu</b></li><li>○ In Port box, type <b>5500</b></li></ul></li></ul>
6	General tab: <ul style="list-style-type: none"><li>• Session timer options: set for <b>10</b> minutes</li><li>• Offline cataloging options:<ul style="list-style-type: none"><li>○ Holding library: <b>MDYY</b> [all caps]</li><li>○ Institution: <b>MDY</b> [all caps]</li><li>○ MARC organization code: <b>VtMiM</b></li></ul></li></ul>
7	Personalize toolbar: These should also be the same way you've arranged them.

	<ul style="list-style-type: none"><li>• Choose <b>Tools &gt; Toolbar</b> editor</li><li>• Drag unwanted buttons/icons from toolbar back into box and drag desired buttons from box onto toolbar</li><li>• Suggestions: Delete toolbar buttons pertaining to printing cards and labels</li></ul>
8	<p>Spelling:</p> <ul style="list-style-type: none"><li>• After you use for awhile, you may want to make changes in <i>General Options</i> and <i>Customize fields</i> and <i>Dictionaries</i>.</li><li>• Also, you probably want to check the box "for 505 . . ." so authors' names aren't spell-checked in that field, only titles.</li></ul>