

1. Install Client

- From:
 - https://help.oclc.org/Librarian_Toolbox/Software_downloads/Cataloging_software_downloads
 - Accept terms to access files
 - Click on “Connexion client 2.63 complete software” – follow accompanying instructions
- Or located on TSCATME\Connexion Files\ClientNet2.63.exe
- Unzip / install

2. Launch Client

- When prompted, select English as default language

3. Setup Authorizations

- File / Logon
 - Setup Authorizations
 - Enter individual’s Authorization number and password from Authorizations .xsl file
 - Assign any name (e.g. “Default”)
 - OK
 - OK to Logon
 - Close welcome message

4. Setup Export Gateway / Other Settings

- Tools / Options
 - Export tab
 - Create
 - OCLC Gateway Export
 - Host Name: prodi3.lib.msu.edu
 - Port: 5500
 - Timeout: 90
 - Retries: 3
 - Delay: 10
 - OK
 - Record Characteristics
 - Change both character set settings to UTF-8 Unicode
 - OK
 - Field Export Options
 - Enter 938,029

- OK
 - Apply / OK
- General tab
 - Validation Level Options
 - Bibliographic Master Records: Export: Basic
 - Export Authority Record: Basic
 - OK
- RDA tab
 - Check all 4 boxes
 - OK