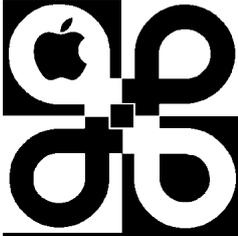


AUSOM
incorporated



**Apple/Mac
Users'
Society
Of
Melbourne**

Reg. No A0005646X
ABN 63 929 877 630

Phone:
0421 126 175

Setting up FirstClass[®] Client

For

macOS

It is a good idea to print these Instructions, to
assist with setting up FirstClass.

Ross House
247 Flinders Lane
Melbourne
Victoria
Australia
3000

email:
office@ausom.net.au

www:
<http://www.ausom.net.au>

Australia's Leading Apple Macintosh Computer User Group

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Internet connection required

The FirstClass Client for macOS requires that you already have established a connection to the Internet via an Internet Service Provider (ISP). FirstClass makes use of that connection, just as your Web browser and email program do.

To use FirstClass for macOS, you must first connect to your ISP as usual, and then launch the FirstClass Client software.

Installation

The FC_Client_16.013_macOS folder contains the FirstClass® installer.

This is the current version at the time these instructions were updated, but you may have a later version.

Double-click the installer icon to install the FirstClass® Client.

The default installation location is your Applications folder.

Configuration

1. Double-click the FirstClass® icon in your Applications folder.

You will be presented with the Login screen (Fig. 1).

Note: If the full window is not displayed click on the Advanced Button

[If you don't see the Login screen, go to the Menu Bar and from the Collaborate Menu, choose Connect.]

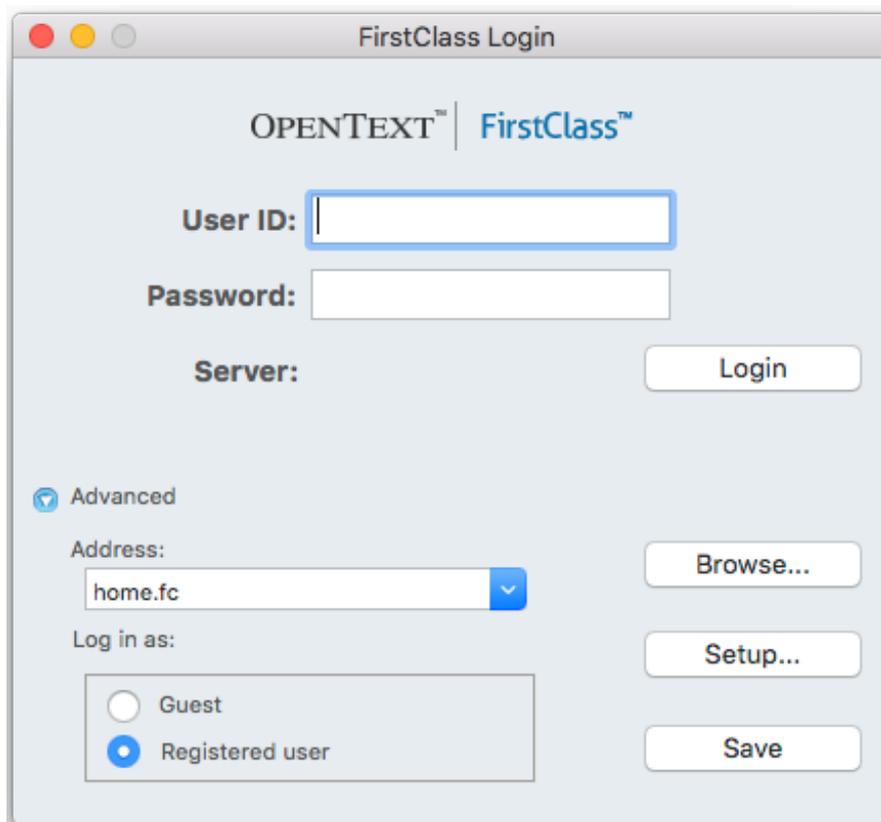


Fig 1 Initial login screen

2. The entry in the Address box is home.fc.

3. Click the Set-up... button. The Service Setup window will open (Fig. 2).

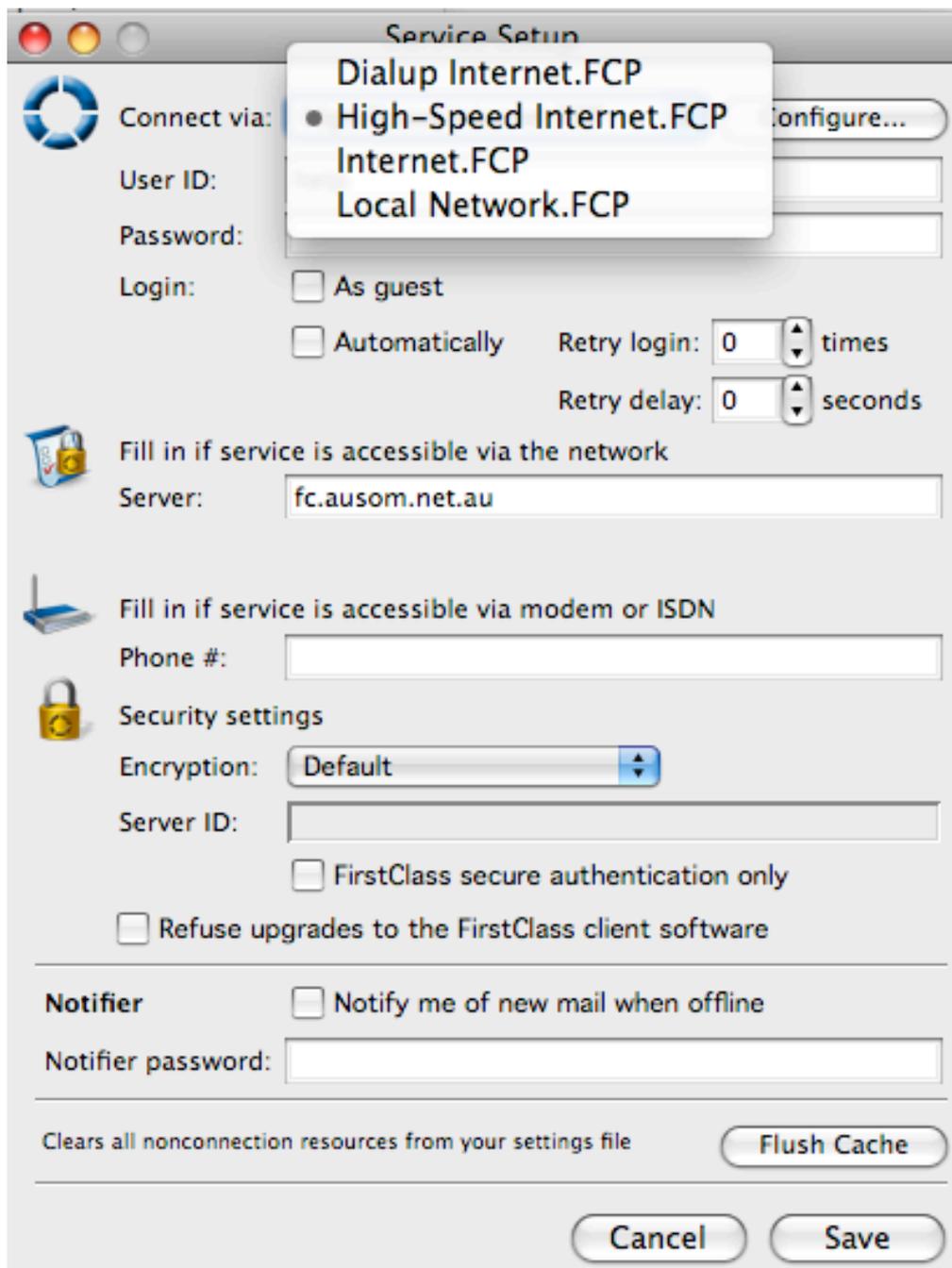


Fig 2 Service Setup Screen

4. From the Connect via: pop-up menu, choose the setting for your Internet connection type.

If you use a dial-up modem connection, choose Dial-up Internet.FCP.

If you have a broadband connection (ADSL or Cable), choose High-Speed Internet.FCP.

5. For the User ID you could type your First Name then Last Name (e.g. John James). However, many subscribers to the FirstClass System use an abbreviated form, e.g. jjames. If you wish, you may use the same User ID (and/or Password) for FirstClass as you use to connect to your Internet Service Provider.

Note: Whatever you choose for your User ID is used only for logging into the FirstClass System. Messages, which you send to the System or to the wider world via the Internet, will show your real name (as defined during registration, page 5) as the sender.

6. For your private Password, type several characters which you can remember but which others cannot easily guess (e.g. efRA97). Whatever you type, the screen will display only a row of bullets (••••••)

7. In the box labelled Server, type: fc.ausom.net.au
Nothing else should be entered in the Service Setup form.

8. Click the Configure button. In the window that opens (Fig. 3), Protocol should be set to TCP/IP. If it isn't, choose that setting from the pop-up menu. Port number should be set to TCP Default (510). If it isn't, click the blue button at the end of this box, and choose the correct setting from the pop-up menu.

Type a Buffer Size in the bottom box — 10000 for a dial-up modem connection, or 64000 for a broadband (ADSL or Cable) connection. Click Save to return to the Service Setup window.

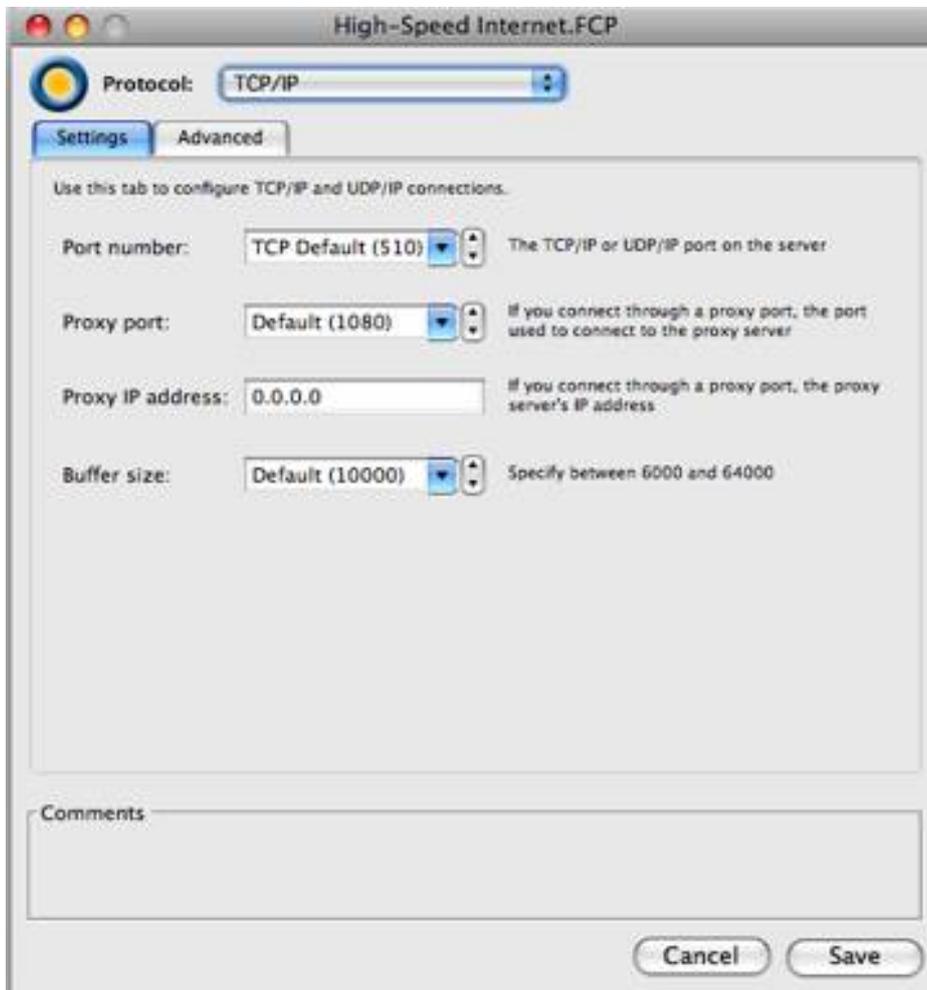


Fig. 3 Configuration screen

9. Click Save again to return to the Login screen with your User ID and Password filled in. (Note that the row of bullets is much longer than the password you entered. This is normal.)

10. Quit FirstClass. Locate the FirstClass application in your Applications folder, and drag its icon to the Dock for easy access.

Registering on the FirstClass System

1. Ensure that you are connected to the Internet
2. Start the FirstClass Client by double-clicking the FirstClass® application icon (or by clicking the FirstClass icon in the Dock). The Login screen will appear with your User ID and Password filled in.
3. Make sure that you have your AUSOM membership number handy.
4. Click the Login button.
5. Assuming you are a new user — this being the first time you have tried to log on to AUSOM's FirstClass System — you will be presented with an Autoregistration form (Fig.4).

Autoregistration :

Welcome to FirstClass. Please complete all the fields on this form, then click Register. Thank you.

First name: John Middle initials:

Last name: James

Telephone: 03698745 Fax:

Company: AUSOM Membership# or Name of User Group

Street: Smith St

City/Town: Woop Woop State/Province: Vic

Country: ZIP/Postal code: 9999

Comments: If possible please provide alternate email address
If this is a trial account please insert "Trial Account"

Required

User ID: Jamsey

Password:

Cancel Register

100%

Fig. 4 The Autoregistration form

Fill in:

- Your First Name and your Last Name

(Do not fill in the Middle Initials box.)

- In the Company Name box, type in your AUSOM Membership Number, e.g. “2016XXX” or the name of your User Group if you not are an AUSOM Member.

6. Make sure that your Required User ID and Password are correct. They should be the same as those you entered earlier. Write them down, exactly, and store them securely.

7. Click Register. You will be asked to confirm your User ID and Password.

An important note:

Should the User ID and/or Password, which you have selected, be not accepted — one or both may be already in use — you will have to enter alternatives until acceptance is obtained.

In this event it is imperative that you make a written record of each User ID and Password you try before confirming them, as it is the accepted set which will have to be entered into your settings (repeating the steps taken previously), and you will not see them again.

8. Click OK to confirm your User ID and Password.

You will have 20 minutes immediate access to the FirstClass system as a ‘guest’, which limits the things you can do, but is sufficient for a first ‘look round’. (You will need to close a number of ‘auto-opened’ announcement messages in order to see the FirstClass desktop. Then you can begin exploring.)

It actually can take up to 48 hours for your registration to be processed fully, giving you unrestricted access to the FirstClass system.

Notes:

- If either the User ID or Password which you confirmed at step 6 (above) differed from what you entered previously (at steps 5–6 on page 4), you must return to the Service Setup screen and re- enter those which were accepted during registration.
- Autoregister once only. You do not have to Autoregister again unless requested to do so by the Administrator.
- At the next Login, if registration has been completed, a Welcome message advising that you now have full access will appear in your Mailbox. Until you receive this message you will continue to have access, but only with the privileges of a ‘guest’.
- You cannot change your requested User ID after you register unless you ask the Administrator to do so. This is for your protection. • You can change your Password yourself any time after your initial registration has been processed.

To do this you need to be connected to the FirstClass System, and you will afterwards need to change the Password in the Service Setup dialogue (steps 5–6).

Getting help with FirstClass

1. Consult the FirstClass Help system

This documentation does not attempt to be a complete instruction manual for the FirstClass Client, but aims merely to be a short guide to setting it up for use.

Comprehensive information about its day-to-day use is provided by the online Help system.

On your FirstClass Desktop you will find a folder named Help. Inside that is one named Client Help, which contains a series of documents that you can read online by double-clicking their icons. These documents cover all aspects of working with the Client including use of its Calendar and Address Book, and you can print them for future reference.

1. If you require further help

Call one of the following Helpers. Geoff Wallace (03) 9893 1677 or M 0412 056 033
Ron Webster (03) 9459 3184 Tim Clarke (03) 9807 3814 - after 7.00 p.m.

- Send a Message to the First Class Conference.

The 'FirstClass' conference is a place where help can be sought about all aspects of using the System.

Simply type 'FirstClass' (without the quote marks) in the To: box of your message form.

AUSOM folk are very friendly and treat pleas for help from newcomers to the system most kindly and helpfully.

- Attend the SIG (Special Interest Group) devoted to the FirstClass System. As a newcomer to the System it is highly recommended that you attend the Special Interest Group 'Introduction to FirstClass' at AUSOM's monthly meetings.

Refer to a copy of AUSOM News for further information regarding this SIG.

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