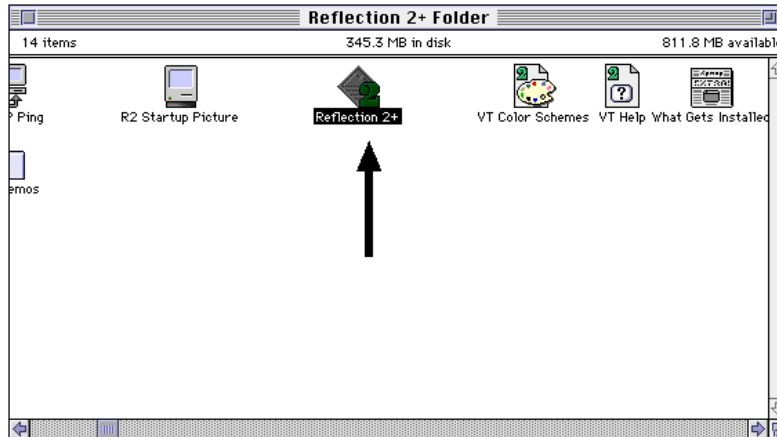
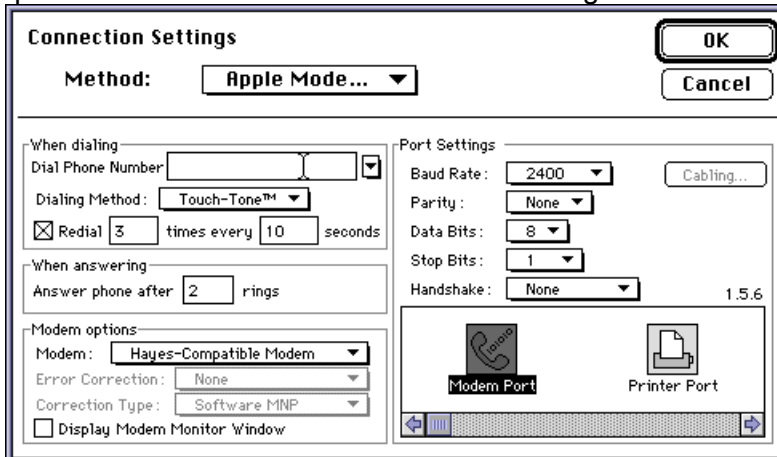


## Setting up Macintosh Telnet Settings

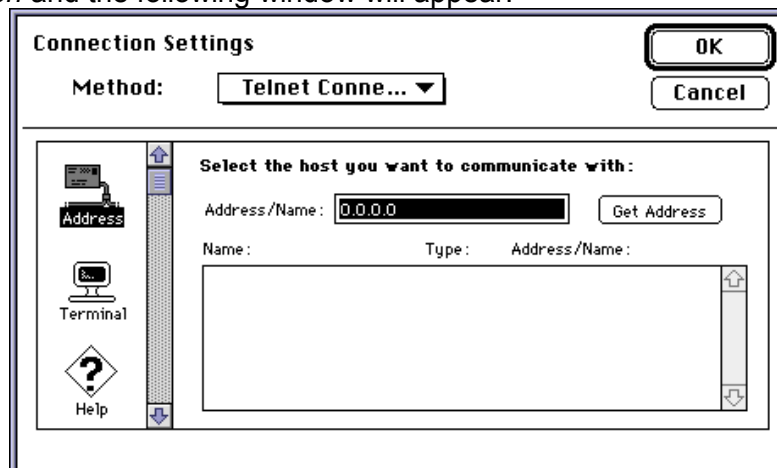
1. Find the Reflections 2+ Icon in the Reflection 2+ Folder.



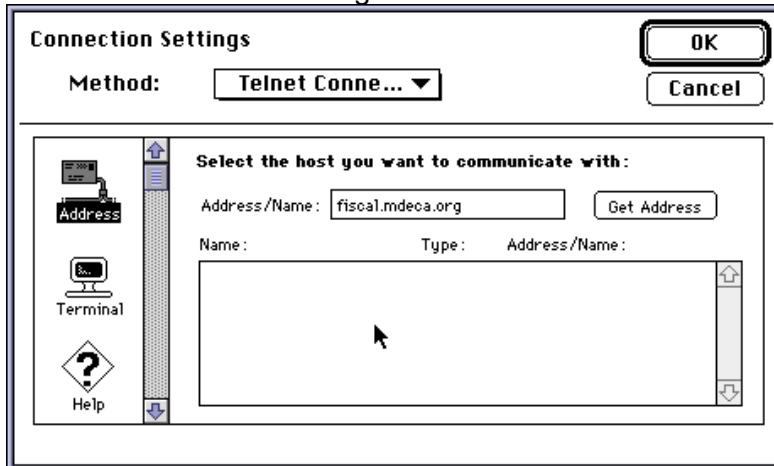
1. Double-Click on the Reflections 2+ Icon.
2. Go to Setup and choose *Connection...* and the following window will appear.



3. Hold your button down on the upside-down triangle next to Method: and choose *Telnet Connection* and the following window will appear:

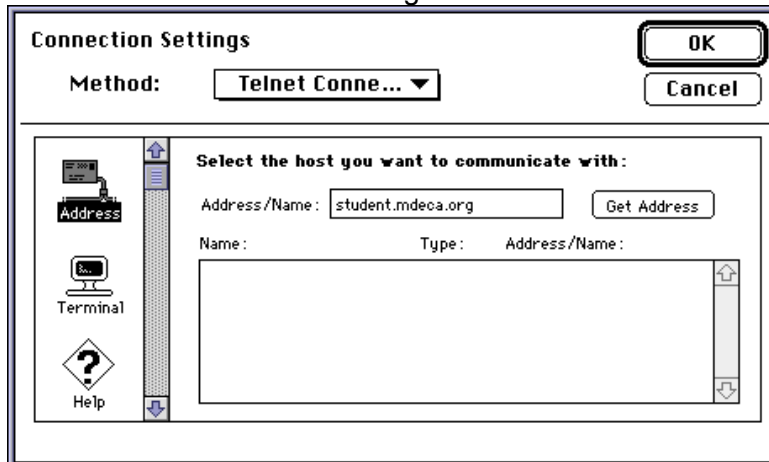


4. In the *Address/Name*: Box, type in one of the following server names depending on which connection you want to create:
- a. Fiscal Users - fiscal.mdeca.org



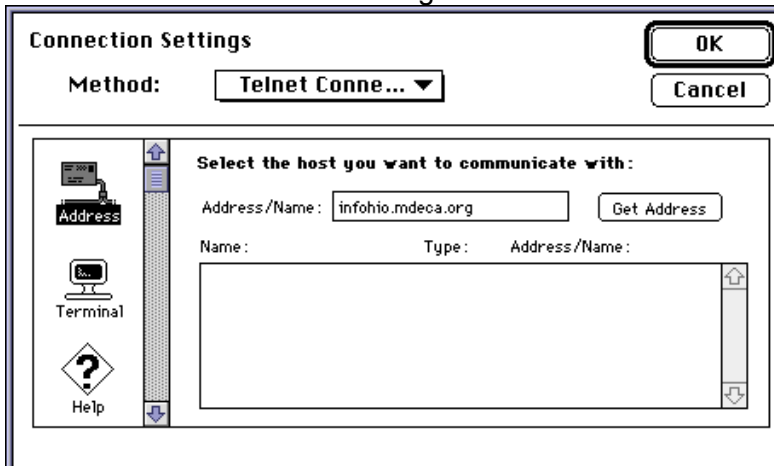
The screenshot shows a 'Connection Settings' dialog box. At the top right are 'OK' and 'Cancel' buttons. Below them, the 'Method:' is set to 'Telnet Conne...'. The main area is titled 'Select the host you want to communicate with:'. It contains an 'Address/Name:' field with 'fiscal.mdeca.org' entered and a 'Get Address' button. Below this are fields for 'Name:', 'Type:', and 'Address/Name:'. A large empty text area is at the bottom. On the left side, there is a vertical toolbar with icons for 'Address', 'Terminal', and 'Help'.

- b. Student Users - student.mdeca.org



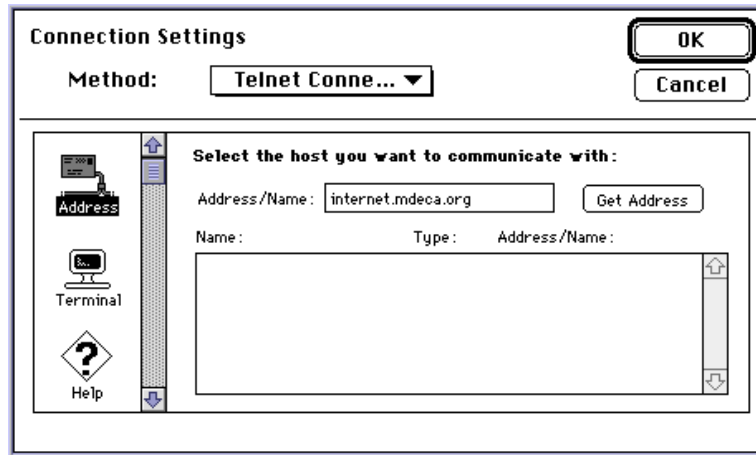
The screenshot shows a 'Connection Settings' dialog box. At the top right are 'OK' and 'Cancel' buttons. Below them, the 'Method:' is set to 'Telnet Conne...'. The main area is titled 'Select the host you want to communicate with:'. It contains an 'Address/Name:' field with 'student.mdeca.org' entered and a 'Get Address' button. Below this are fields for 'Name:', 'Type:', and 'Address/Name:'. A large empty text area is at the bottom. On the left side, there is a vertical toolbar with icons for 'Address', 'Terminal', and 'Help'.

- c. Info Ohio Users – infohio.mdeca.org

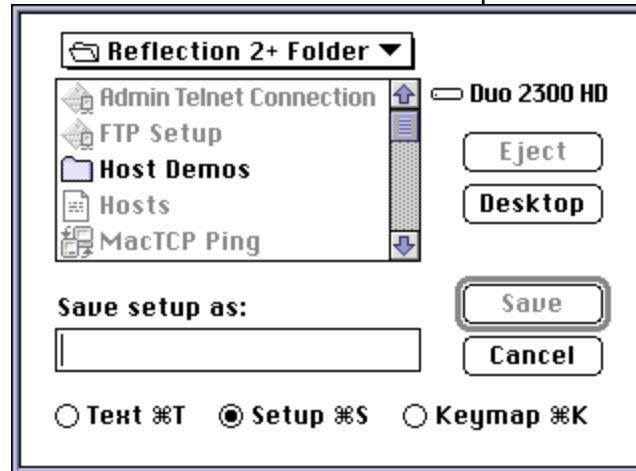


The screenshot shows a 'Connection Settings' dialog box. At the top right are 'OK' and 'Cancel' buttons. Below them, the 'Method:' is set to 'Telnet Conne...'. The main area is titled 'Select the host you want to communicate with:'. It contains an 'Address/Name:' field with 'infohio.mdeca.org' entered and a 'Get Address' button. Below this are fields for 'Name:', 'Type:', and 'Address/Name:'. A large empty text area is at the bottom. On the left side, there is a vertical toolbar with icons for 'Address', 'Terminal', and 'Help'.

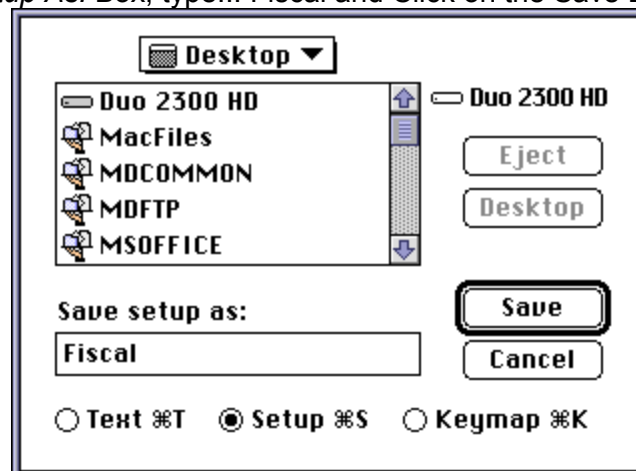
- d. Internet Users – internet.mdeca.org



5. Click on the OK Button. Your Username: prompt will appear in the window. Go up to File and choose Save As... and then Click on the Desktop Button.



6. In the Save Setup As: Box, type... Fiscal and Click on the Save Button.



7. Go to When Finished... Section.

WHEN FINISHED...

1. If you will use this as your normal MDECA login, hit your Return Key and your Username: Prompt will appear. Login and perform some of your tasks to check the settings and configurations. Logout as normal and Quit Reflections.
2. IF THIS IS NOT YOUR NORMAL MDECA LOGIN, go to step 4.
3. If it appears that your connection is not working properly, contact your Building Manager/Technology Coordinator. If the problem is not solved, the Building Manager/Technology Coordinator will contact MDECA for assistance.
4. Find all of your old MDECA connection settings and discard them (they are no longer needed).
5. Repeat these instructions for a total 4 times if you desire to set up connections for InfoOhio, Student, Internet, and Fiscal.