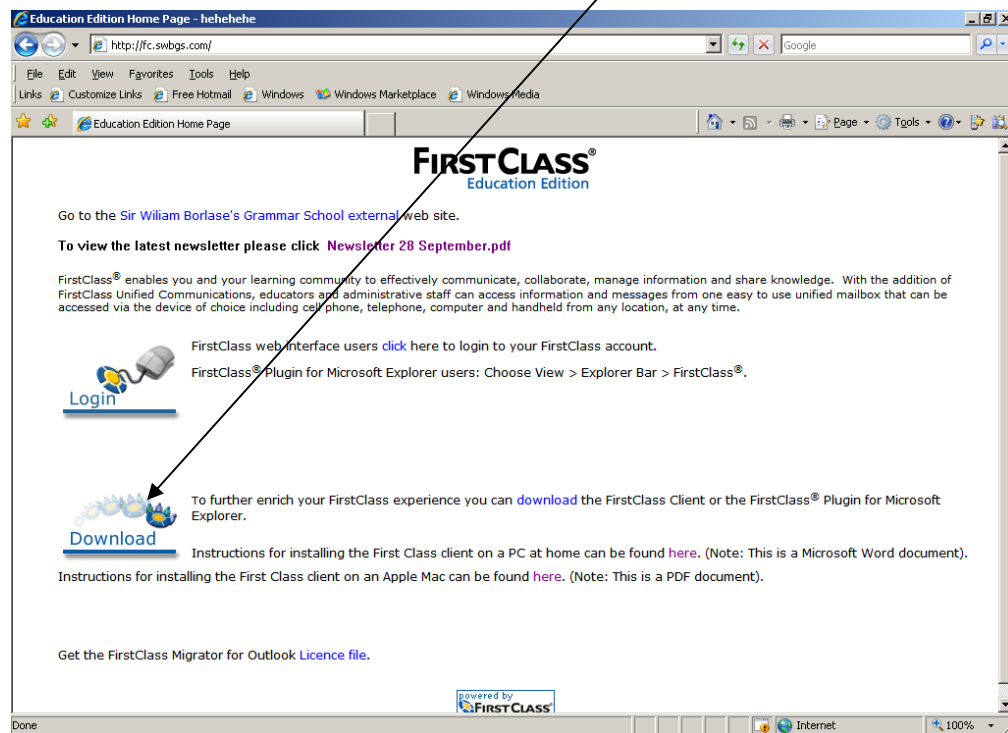
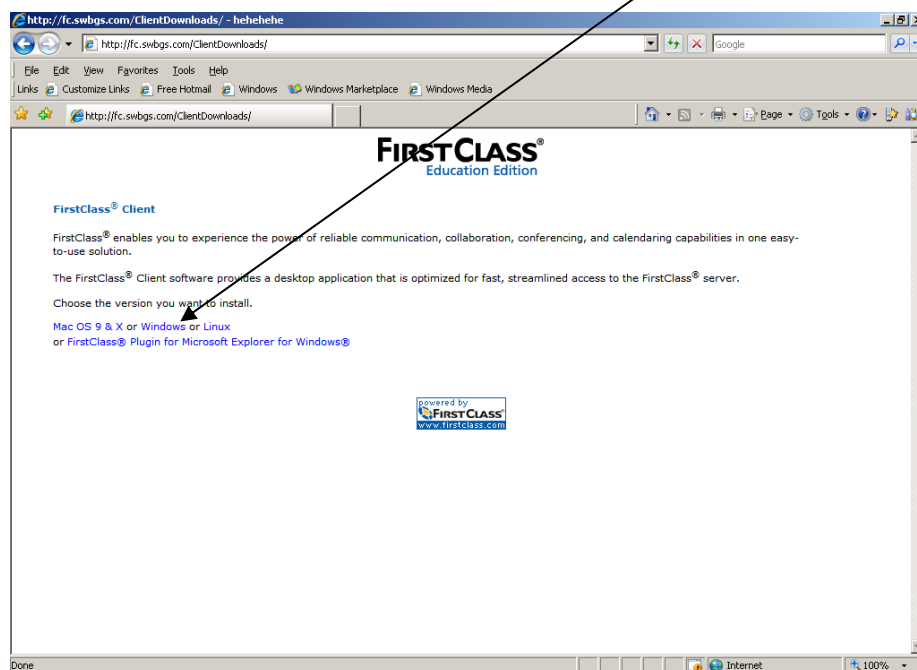


1. Downloading First Class Client for home use

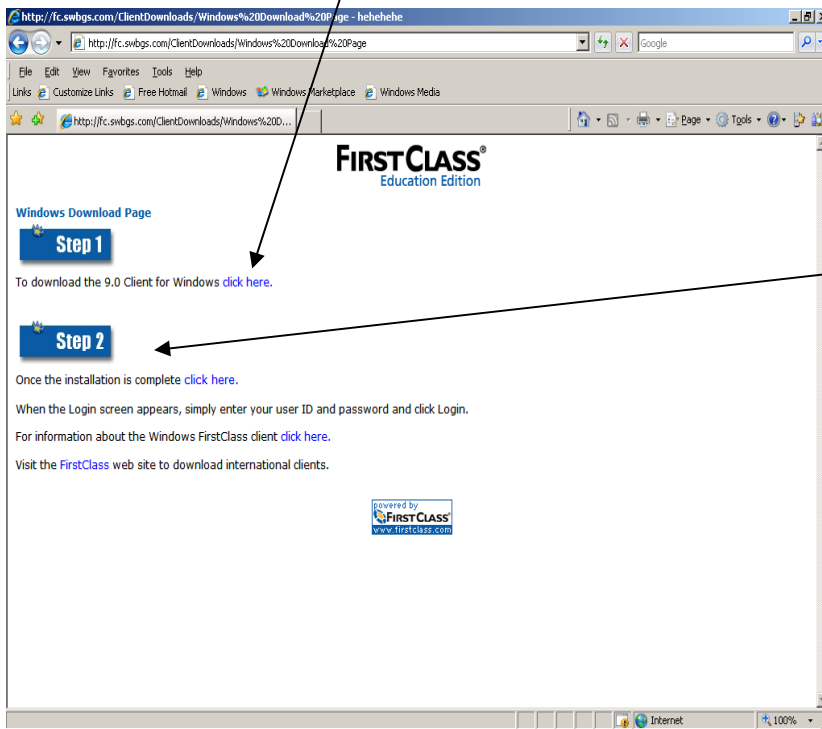
On the web page <http://fc.swbgs.com> click the download icon.



2. You will be presented with the webpage below; you will have to choose which version of firstclass to install. For e.g. if you are using Microsoft windows as the operating system you would select the windows version. Click the version you require. There are versions for Mac, OS 9 & X , Windows or Linux. These instructions are for Windows version.

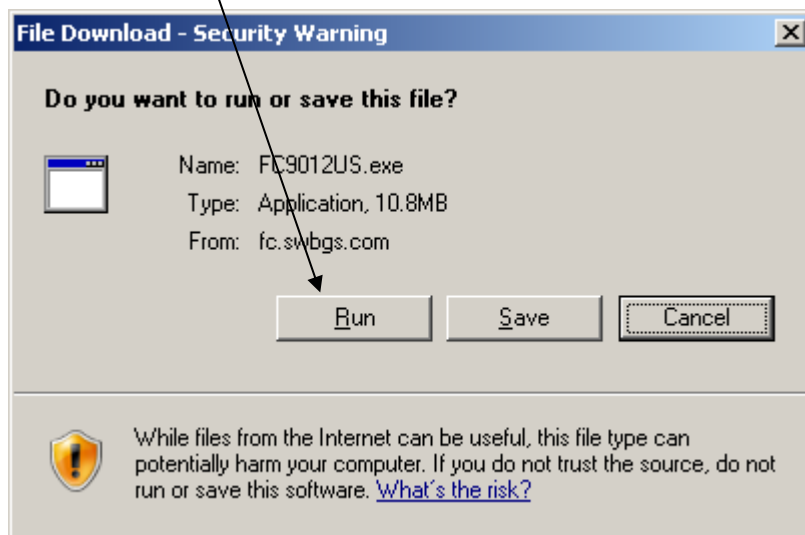


3. The next page will allow you to download the first class client. Where it says under step one “To download the windows version click here”. Click on the writing “**click here**” to download the first class client.

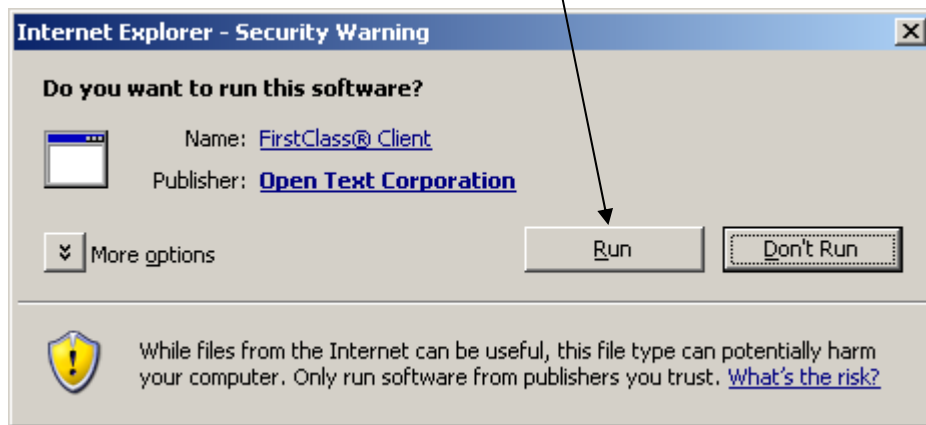


4. After Clicking on **Finish** in instruction 14 of this document, please Remember to complete **Step 2** of the installation

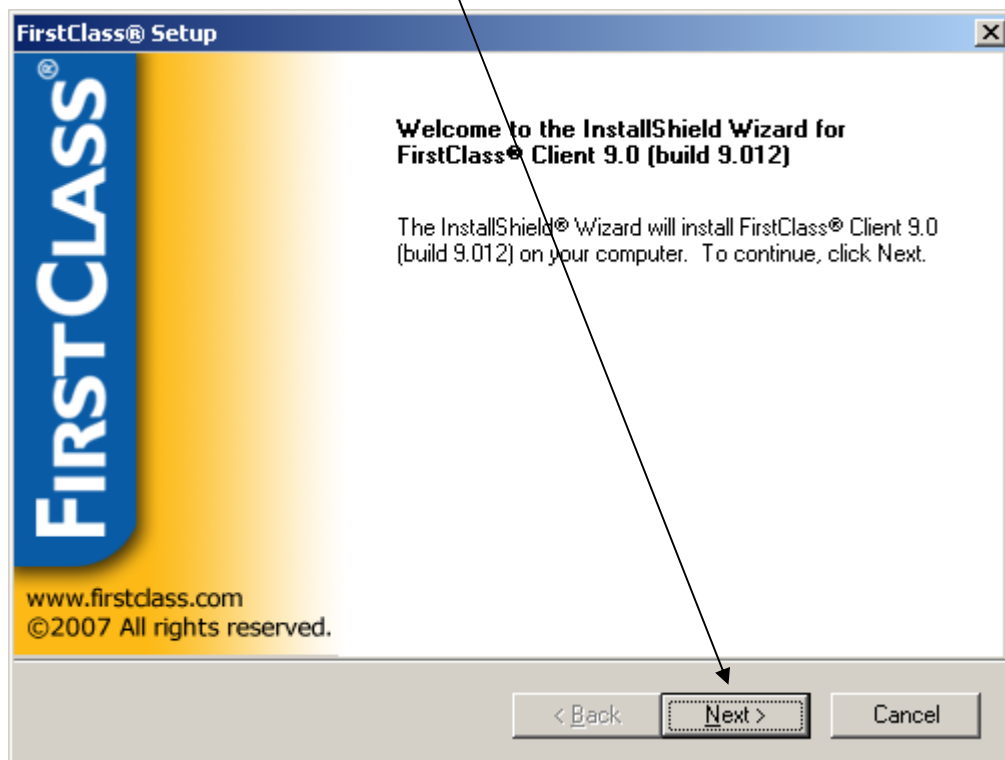
5. After downloading the client you will be presented with the following menu. Click the Run button.



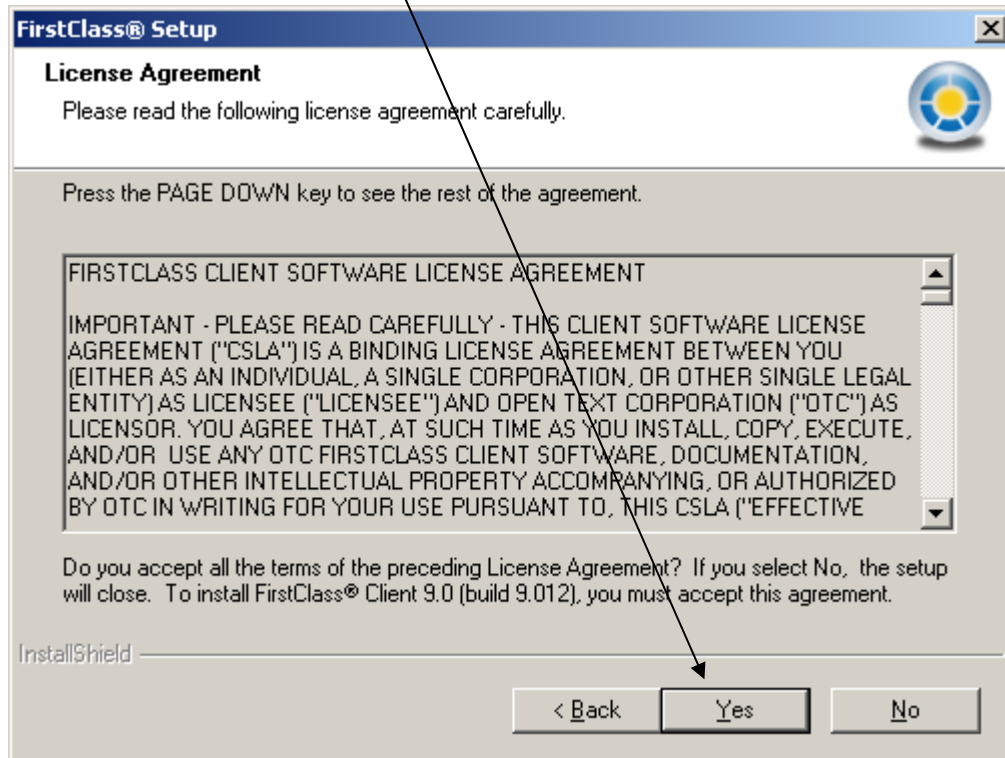
6. At the following menu click the Run button.



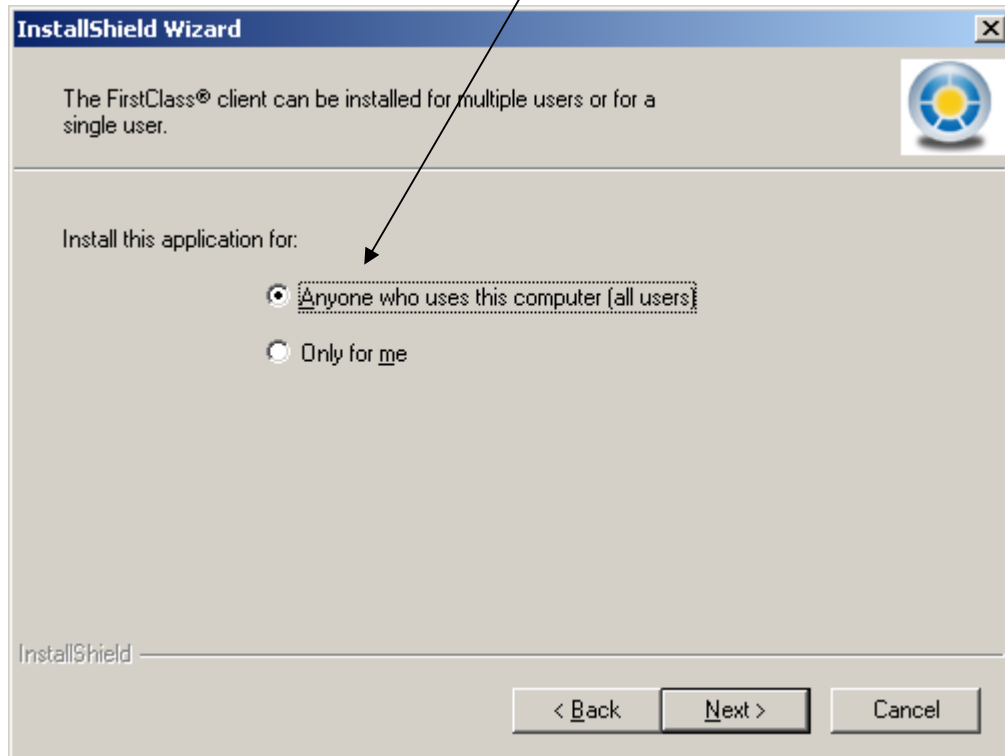
7. The setup has now started for firstclass you will be presented with the following menu click Next



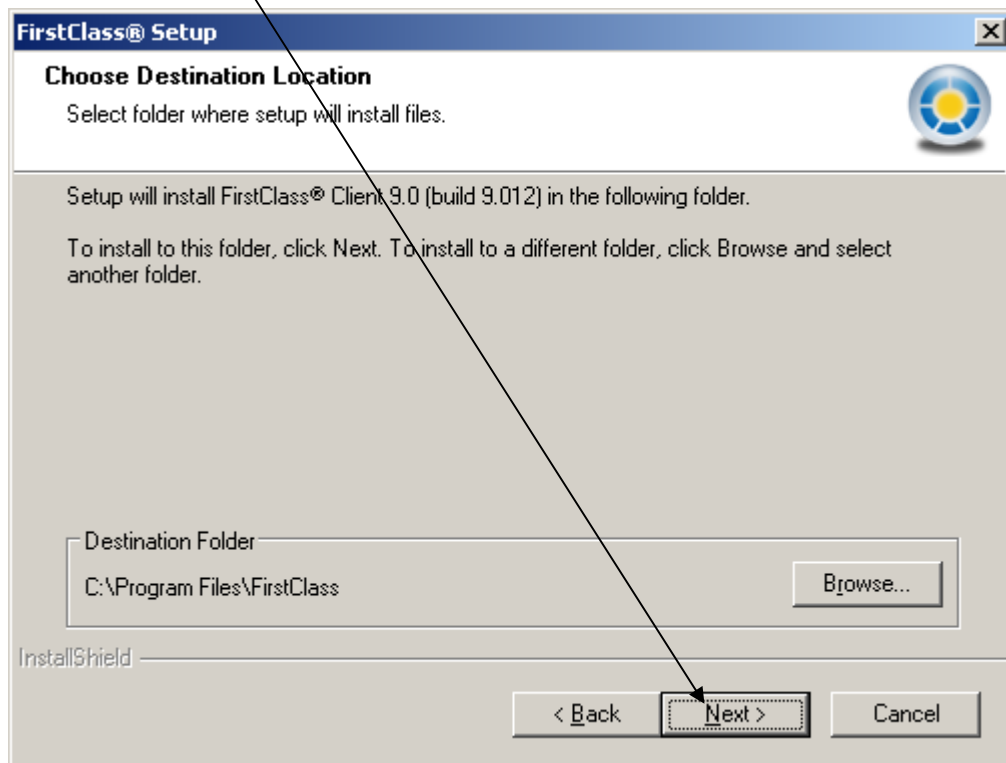
8. At the next screen click Yes



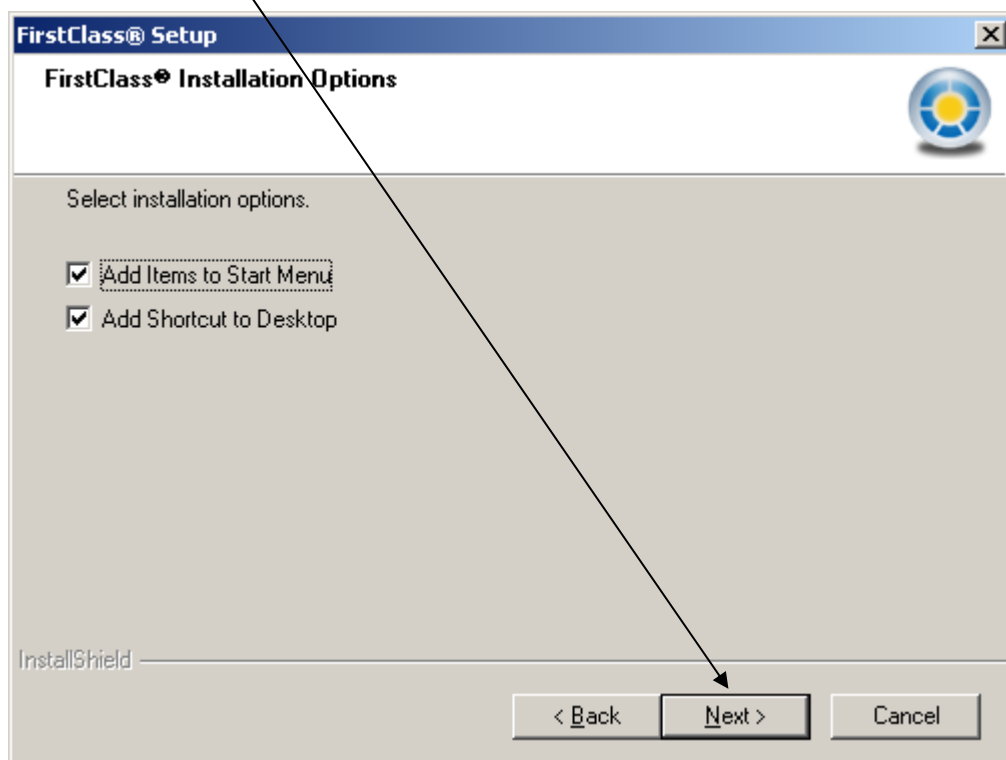
9. At this screen, select the option Anyme and click Next>



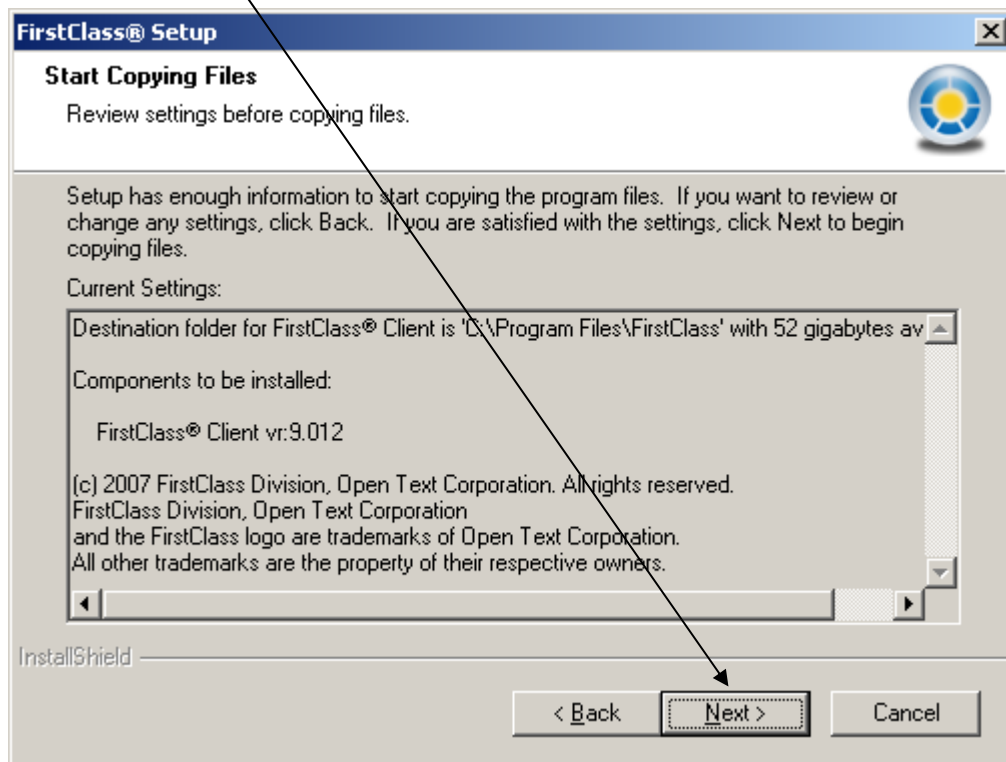
10. Click Next >



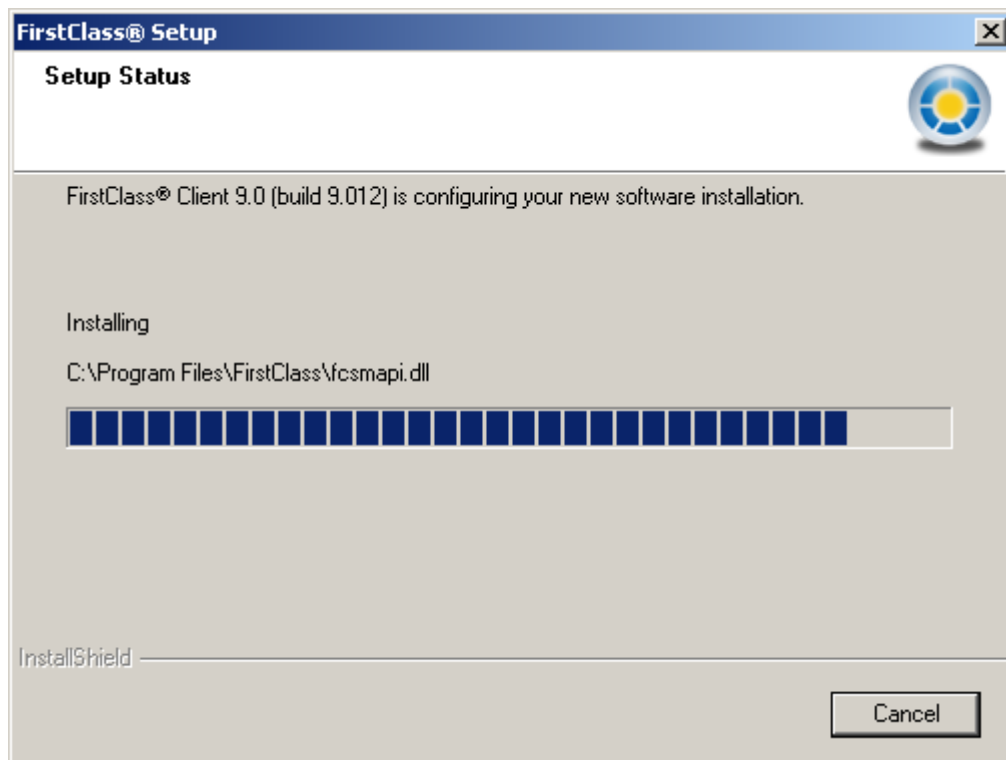
11. Click Next>



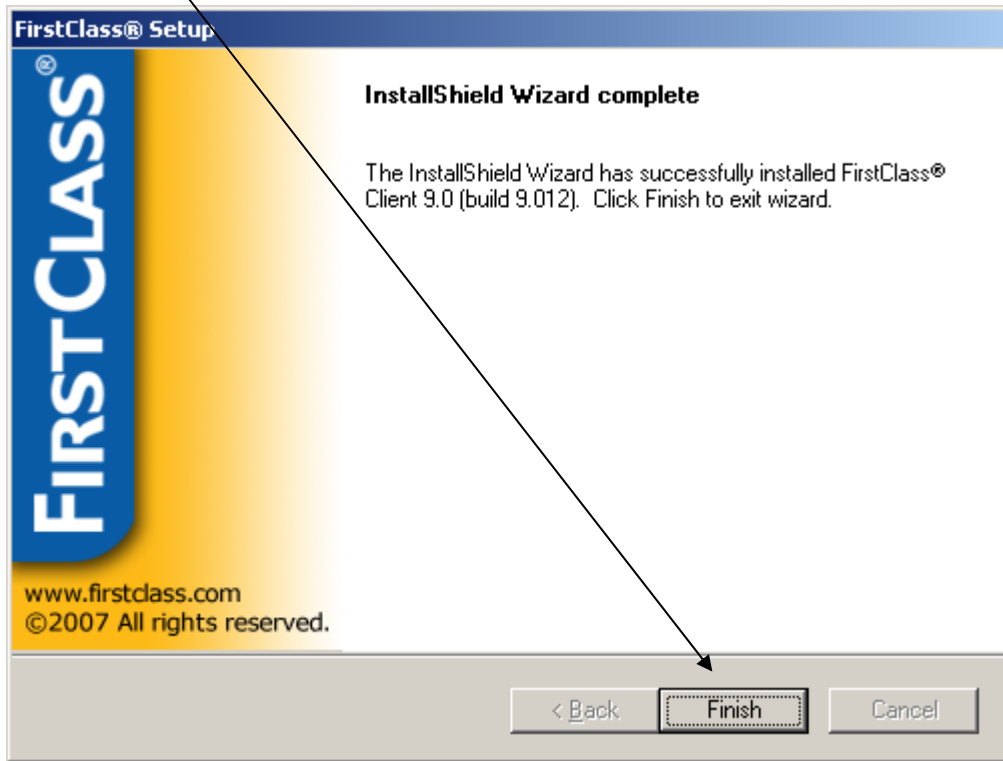
12. Click Next>



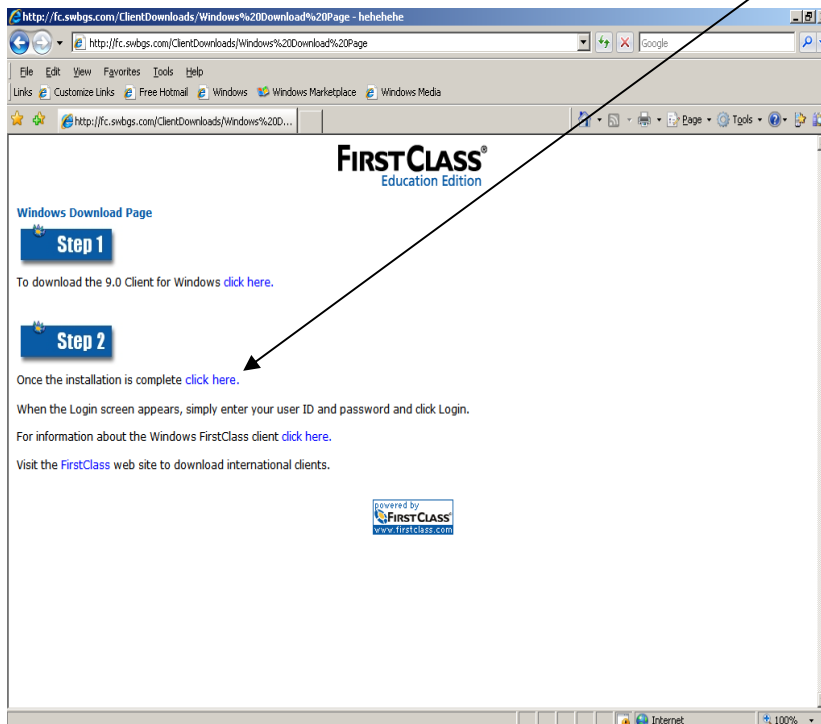
13. The client will now install. Please wait for the next screen.



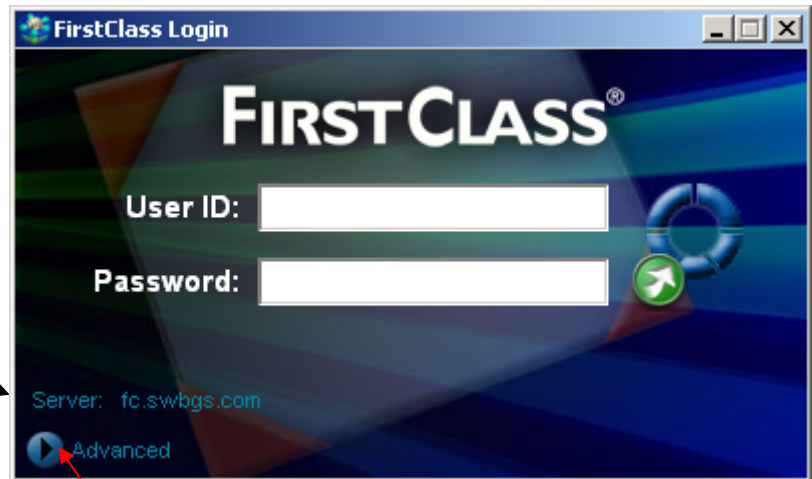
14. Click Finish to finish installation.



15. After Clicking on **Finish**, you need to set the server address. Go back to the webpage below (as in instruction 3 above) and complete **Step 2** by clicking where indicated.



16. At the FirstClass Login screen, CHECK
Server: has
fc.swbgs.com next to
it.



If it does, you can log in to FirstClass using your given UserId and Password,

Otherwise Continue with the setup. Click the **arrow** to the left of Advanced to open the menu.

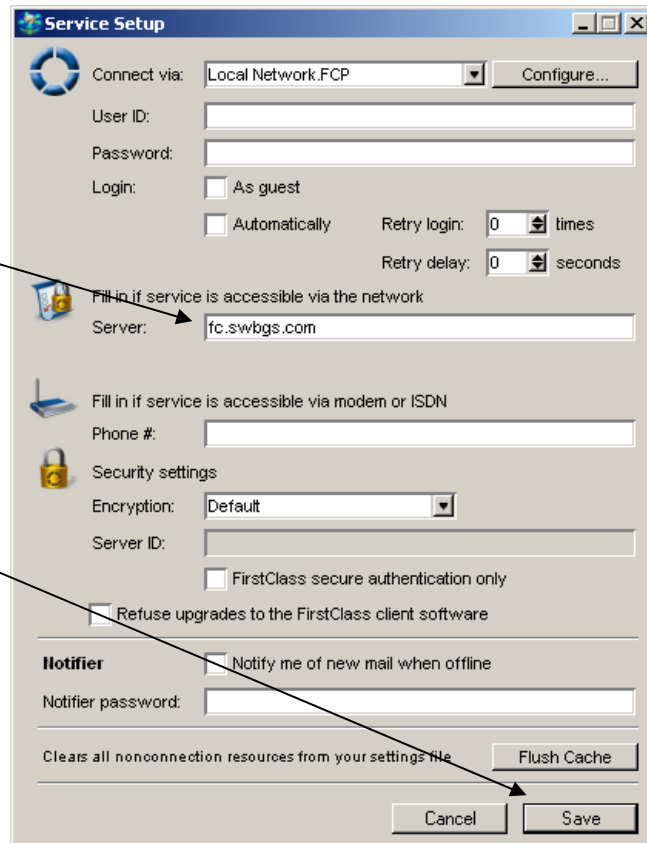
17. The menu will change to the following.



Click the Setup button

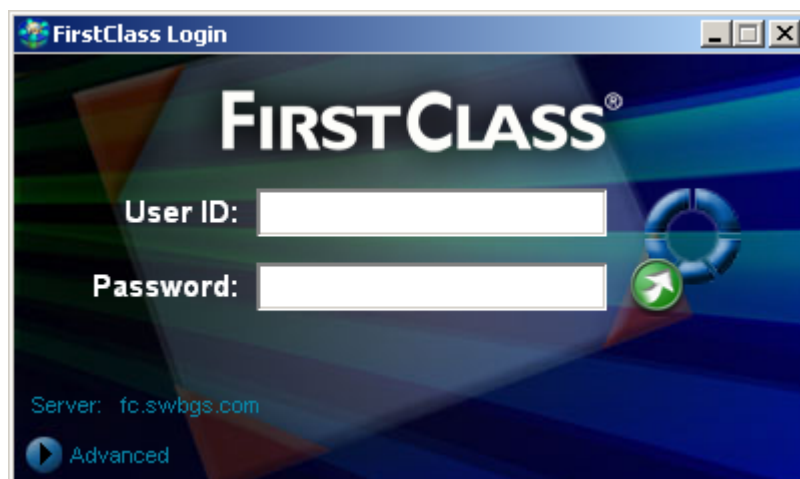
18. At the setup screen,
Type in **fc.swbgs.com** in the
field for server

and then click **Save**



The screenshot shows the 'Service Setup' dialog box. The 'Connect via' dropdown is set to 'Local Network.FCP'. The 'Server' field under 'Fill in if service is accessible via the network' contains 'fc.swbgs.com'. The 'Save' button at the bottom right is highlighted with a red arrow.

19. You will be then be brought back to the FirstClass Login screen with the correct
server address. **Enter User Id and Password to login.**



The screenshot shows the 'FirstClass Login' screen. The 'Server' field displays 'fc.swbgs.com'. The 'User ID' and 'Password' fields are empty. The 'Advanced' button is visible at the bottom left.