

Task

Change the Machine Name

When a new computer has been deployed, it is necessary for the recipient of the new equipment/hardware to rename that computer. State of Indiana Department of Health has developed a naming convention for all of the computers used by the Indiana WIC offices.

This work instruction will walk you through the renaming of your computer.

Step	Action	Result
1.	On the computer desktop, find the "Computer" icon and RIGHT mouse click. A popup menu is displayed.	Very Particular Very Particon Very Particon
2.	Click the Properties option. The System page is displayed.	Open Manage Come Manage Scan for threats Map network drive Disconnect network drive Disconnect network drive Disconnect networ

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3.	Scroll down to the		
	Computer name, domain,		
	and workgroup settings	Control Panel >	System and Security > System - 4y Search Control Panel p
	area of the screen.	Control Panel Home	Get more features with a new edition of Windows 7
		 Device Manager Remote settings 	
	On the right side of the screen, left click the Change settings icon/link. The System Properties dialog screen is displayed	 System protection Advanced system settings 	System Manufacture:: Dell Model: Latitude E5520 Rating: Difference Index Processor: Inte(R) Core(TM) 15-2430M CPU @ 2.40GHz 2.40 GHz Installed memory (RAM: 8.00 GB (7.90 GB urable) System type: G4-bit Operating System Pen and Touch: No Pen or Touch Input is available for this Display Dell support Website: Online support Computer name, domain, and workgroup settings- Computer name. INDW00001
		See also Action Center	Full computer name: INDW00001
		Windows Update Performance Information and	Workgroup: WORKGROUP
		Tools	Windows activation
4.	On the Computer Name tab, click the "Change" button. The Computer Name/Domain Changes dialog box is displayed.	Control Panel Home © Device Manager © Remote settings © System protection © Advanced system settings See also Action Center Windows Update Performance Information and Tools	System and Security I System





5.	Type in the new Computer					
	name.					
		Control Panel > System and Security > System Sensire Parel 1				
	Note: The new names per	Control Panel Home Get more features with a new edition of Windows 7				
	State of Indiana	Bevice Manager System Properties Remote settings				
	Department of Health;	System protection You can change the name and the membership of this mputer				
	Desktop names begin with	Advanced system settings Computer. Changes might affect access to network resources. More information				
	DT00 and the Laptop	Naming convention for Computer name: Indiana computers ner DT007 or LT007				
	names begin with LT00. Be	State Office DT00?? for desktop computers and DT072w1 T007				
	certain that you do not	LT00?? for laptop computers More				
	name the computer with a	Member of © Domain:				
	name that is already in	pe				
	use as this will cause	WORKGROUP				
	issues when connecting to	Action Center OK Cancel				
	other computers in the	Windows Update Performance Information and OK Cancel Anny				
	network.	Tools				
	Click the OK button.					
	The Computer					
	Name/Domain Changes					
	dialog box is closed that					
	the System Properties					
	dialog box is re-displayed.					
6.	Click the Apply and OK					
	buttons.	System Properties				
		Computer Name Hardware Advanced System Protection Remote				
	Close the System windows and restart your	Windows uses the following information to identify your computer on the network.				
	computer.	Computer description:				
		For example: "Kitchen Computer" or "Mary's Computer".				
		Full computer name: daf 42dav prugSm≊mag.com				
		Domain: r oeing.com				
		To use a wizard to join a domain or workgroup, click Network ID				
		To rename this computer or change its domain or Change Change				
		OK Cancel Apply				
Task co	lask completed.					





Summary



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