

2016 MLS/Clerk New Windows 10 Device Setup Procedure

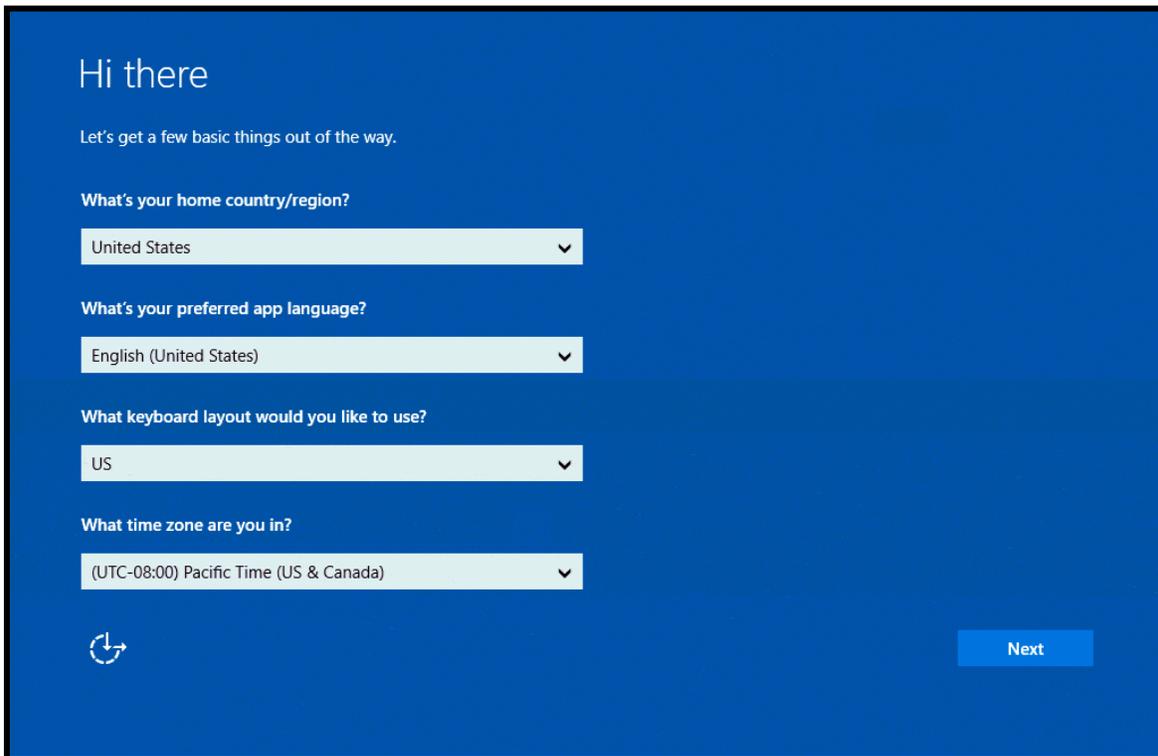
This document provides a simple, step-by-step process for setting up a new Windows 10 device. If you need assistance, please contact **Local Unit Support at the Global Service Center at 1-855-537-4357 – [International phone numbers can be found here.](#)**

BEFORE POWERING ON THE DEVICE — If you work in a facility where physical network connections are available, it is highly recommended that you connect **now**.



STEP 1: After device is connected to power and any available network, power on the device.

STEP 2: The first screen you will see is the Region Settings Screen. Select the appropriate options then click 'Next'.



Hi there

Let's get a few basic things out of the way.

What's your home country/region?
United States

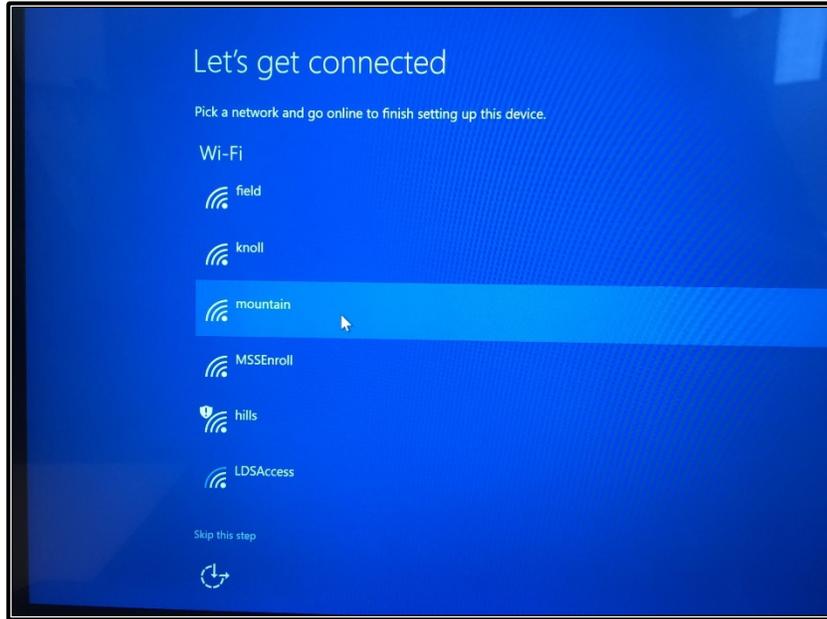
What's your preferred app language?
English (United States)

What keyboard layout would you like to use?
US

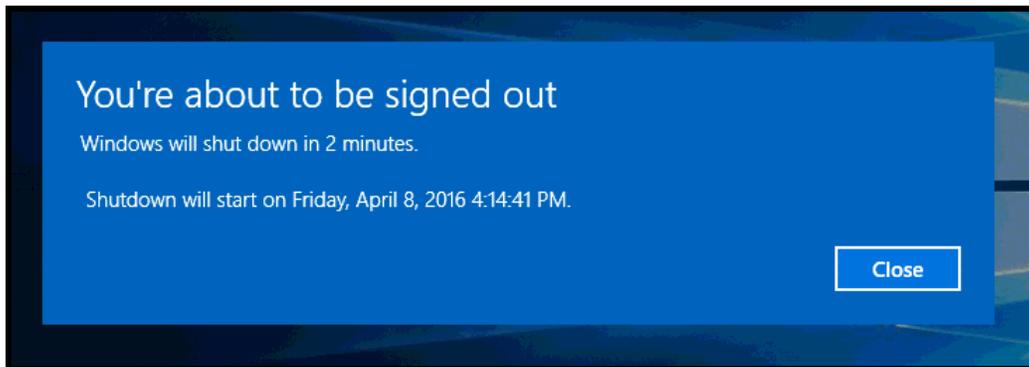
What time zone are you in?
(UTC-08:00) Pacific Time (US & Canada)

Next

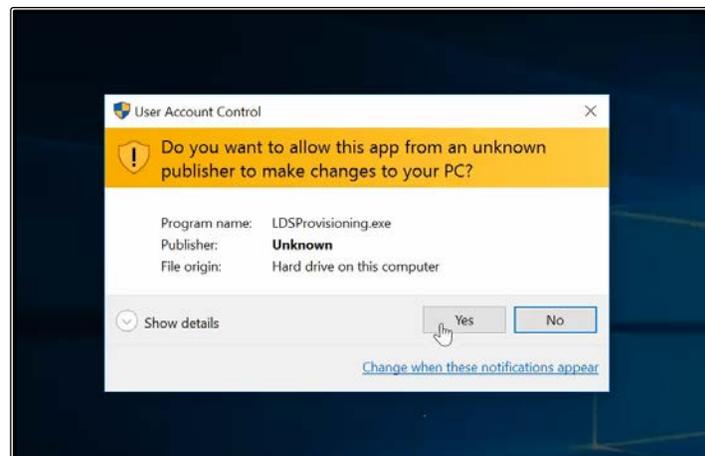
STEP 3: If you are on a laptop or a desktop with wireless, you should now be able to connect to a wireless network. If a known wireless network is available, connect now then click **'Next'**.



STEP 4: The computer will spend a few minutes setting up accounts and may restart.



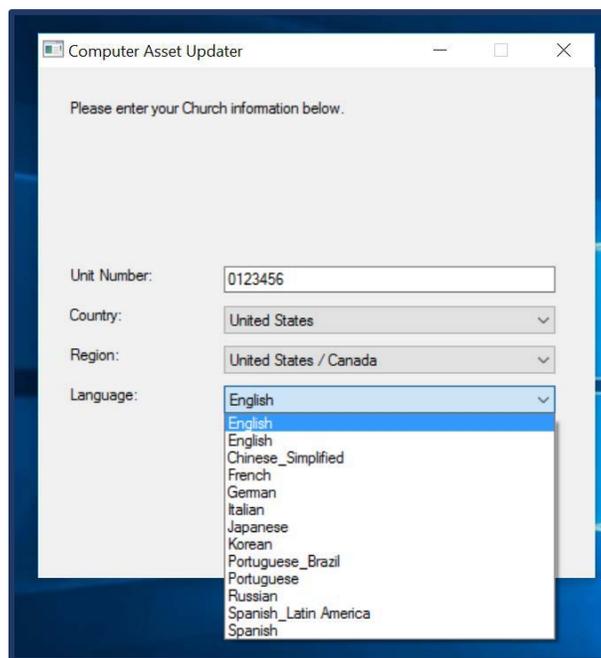
STEP 5: No action or input is required until you see the prompt for LDSProvisioning.exe. Please click **'Yes'**.



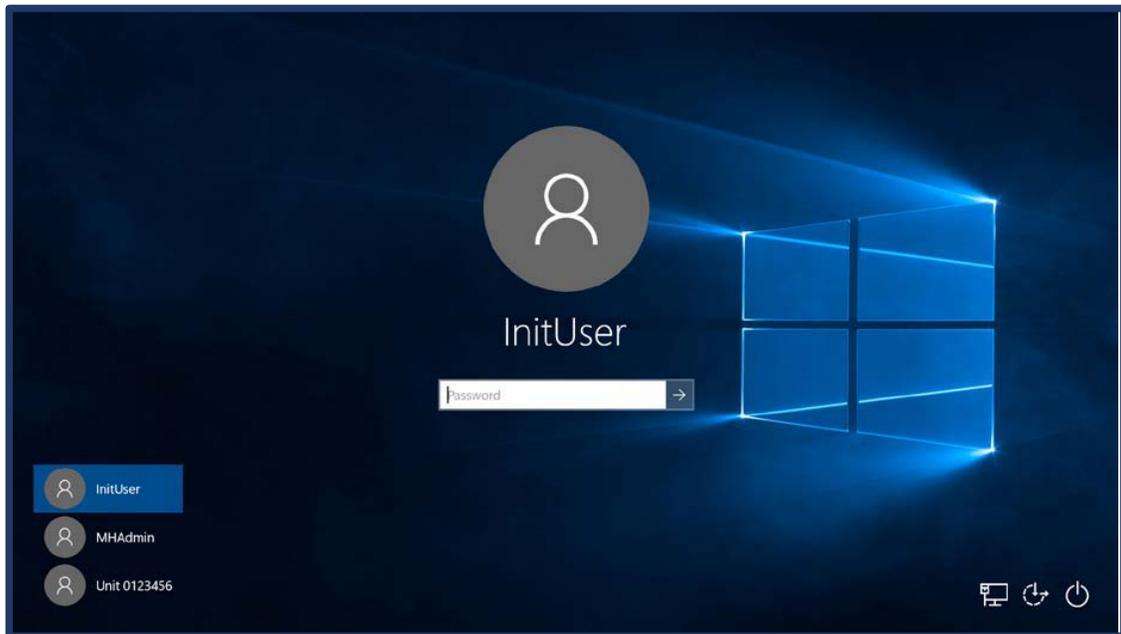
STEP 6: You will be presented with the Windows Post-Install Wizard. This tool has been created to automatically setup your computer for use as an MLS asset. As shown below, optional software packages are available. Please select which (if any) of the optional packages you would like to have installed.



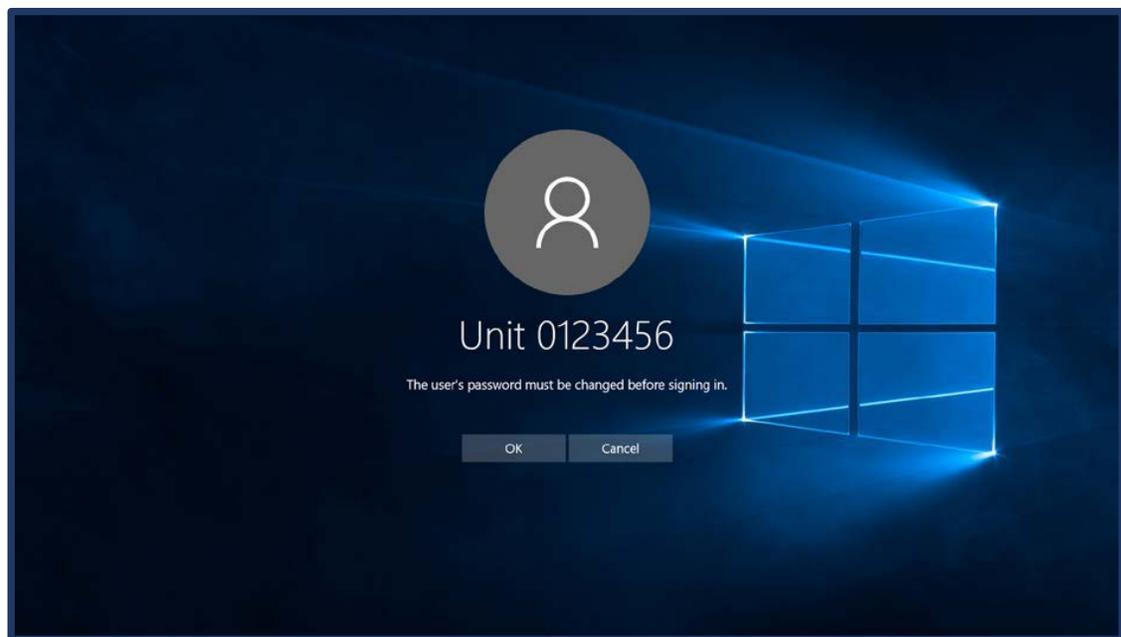
STEP 7: The Computer Asset Updater allows you to identify the device and set it up for your specific unit. Enter your information as shown in the example below. When selecting language please be aware that this will change the system display language. When you are finished, click 'Apply'.



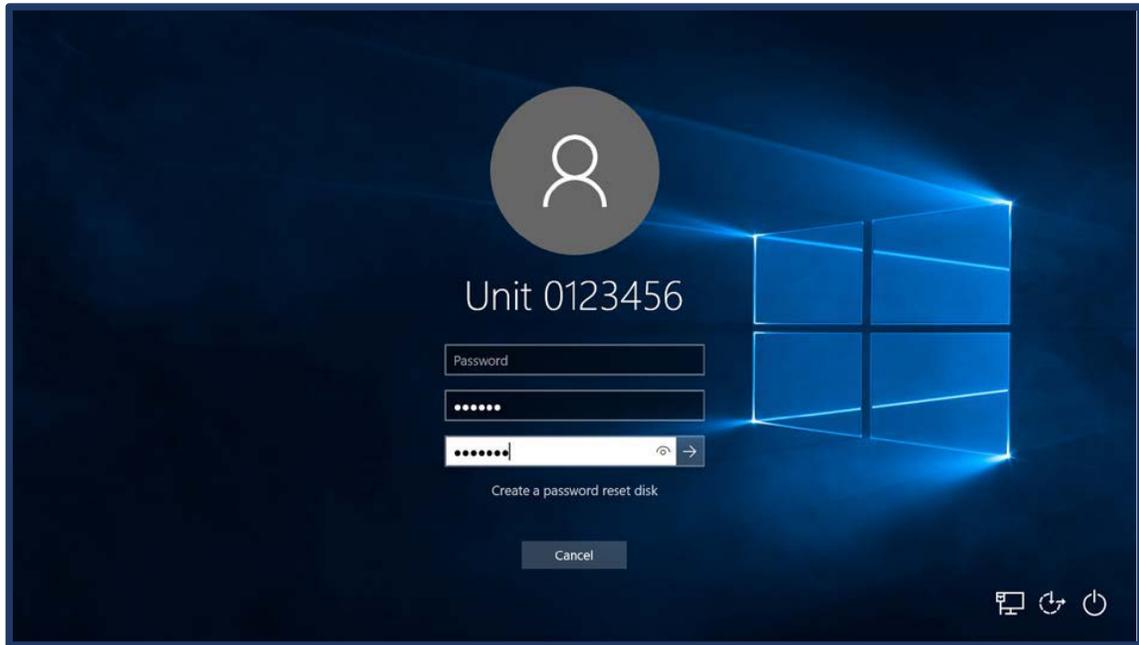
STEP 8: The device will automatically complete the provisioning process, which can take up to 10 minutes. No action is required during this procedure. After provisioning is completed, the computer will restart. You will be presented with the following log in screen:



STEP 9: From the previous screen, you will select the Account named "Unit [your unit #]." From there you will be asked to set up a password for this account.



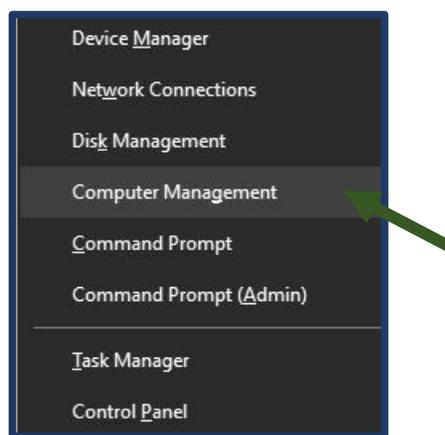
STEP 10: Set the password for this account. Please make sure that you **write the password down** in a safe location for future reference.



Instructions for Setting up Multiple Accounts

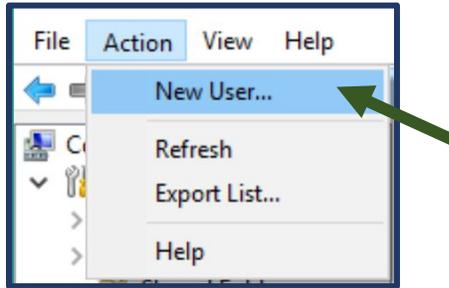
Note: If this device is used by multiple units, you will need to set up an additional account for each unit.

STEP 1: Press down Windows Key + X and select 'Computer Management' from the drop down list.

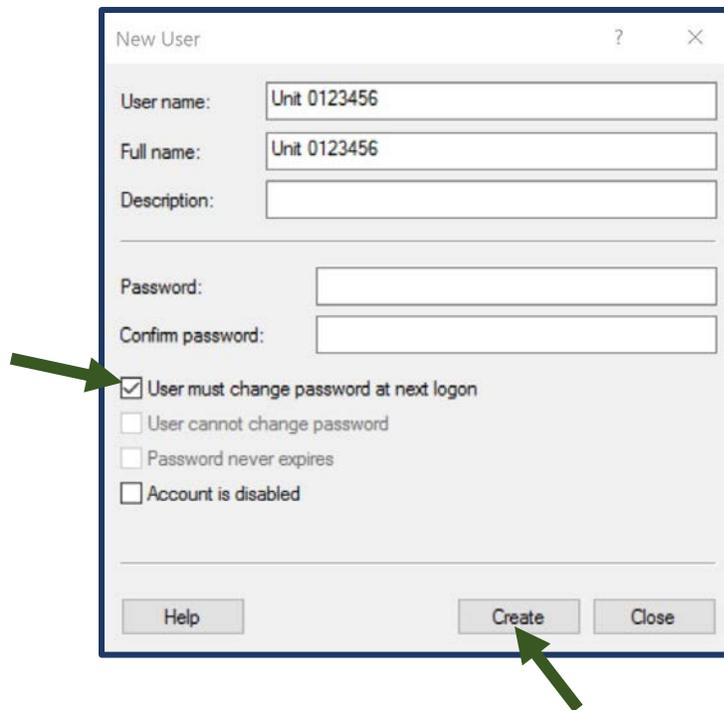


STEP 2: Navigate to the 'Users' folder: **Local Users and Groups > Users**.

STEP 3: Select the 'Action' tab and click 'New User'.

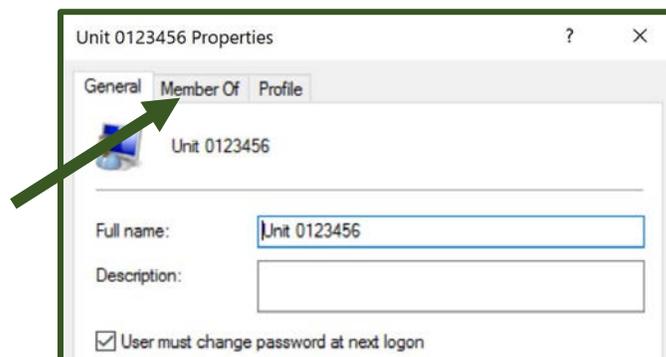


STEP 4: Use the Unit Number of the additional unit in the User name and Full name fields. Ensure that the 'User must change password at next login' box is checked. You may leave the Password field blank to enable clerks from other units to set their own passwords. When finished, click the 'Create' button.

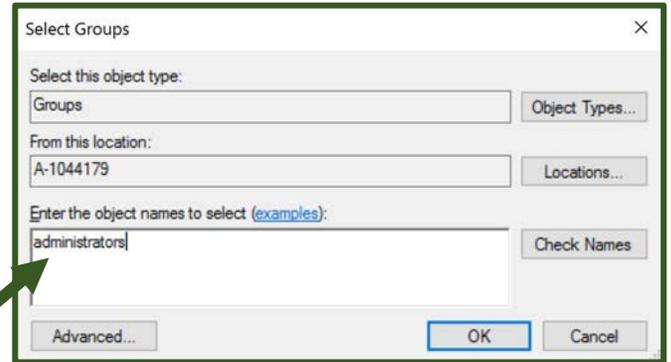
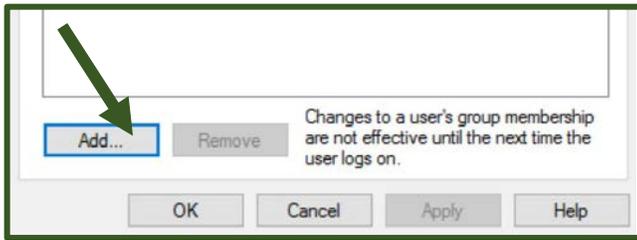


STEP 5: Each new account will need to be added to the Administrator group. Double click on the account you've just created.

STEP 6: In the pop-up window, click the 'Member Of' tab.



STEP 7: Click the 'Add' button. In the pop-up window, enter the object name 'administrators'.



STEP 8: Click the 'Check Names' button and then click 'OK'.

