

Memo

To: **WIC Coordinators**

From: **Matt Muster, IT Specialist, MN WIC Operations Unit**

Date: **January 9, 2008**

Subject: **Replacement of Laptop Workstations, C640 Model**

This memo only applies to agencies currently using Dell Latitude C640 Laptop Workstations. The model name for the C640 laptop is shown on the bottom of the laptop next to the Dell emblem; it should say, "Latitude C640."

Replacement Laptop Workstations

Beginning winter-spring 2008, all of the existing Dell C640 Laptop Workstations used by WIC Local Agencies will be replaced with new HP 6510B laptops in accordance with our normal long-range hardware plans. In order to facilitate this process we will need to verify a few pieces of information to confirm current inventory before shipment. We will need the machine names and serial numbers of your existing C640s.

I also want to reiterate the availability of desktop replacements as an option.

Desktop Replacements

All agencies have the option of replacing any laptop workstations *immediately* when choosing new desktop workstation replacements. These desktops offer increased reliability and modularity in addition to saving overall time and program money on support.

Please take a moment to look over your agency setup and consider areas where desktop replacements would be possible. Keep in mind the more C640 laptops you can replace with desktops right now, the less laptops will have to be replaced in our 2008 hardware rollout.

If you are choosing desktop replacements for your laptops, they can be requested through the automated equipment request form on the WIC website,

<http://www.health.state.mn.us/divs/fh/wic/localagency/forms/egpmntrqst/slctagency.cfm>

Note *this memo* in the justification. Please also include the names and serial numbers of the laptops being replaced and remember that the desktops will require a monitor and extra power cord meaning that extra surge suppressors may be required. Keep this in mind when ordering extra items with the desktop machines.

Confirmation of the Laptop Workstation's Name and Serial Number

To record the laptop computer's name, perform the following steps on each of your C640 laptop workstations.

- On each Dell C640 laptop, right click on my computer and select properties.
- The System Properties page will open.
- Select the tab named "Network Identification."

- Record the Full Computer Name.

To find the serial number of the laptop:

- Find the white sticker on the bottom of the laptop
- Copy the seven digit alphanumeric service tag down, this is the serial number

Filling Out the Form

Please respond to this inquiry with an email and the form at the bottom attached and filled out (you may also fax this form) as soon as possible. This will help us in planning the amount of new laptops and desktops to order for the rollout as well as speeding up the process.

I also understand that clinic dates often dictate when information can be obtained. Therefore, I will be contacting agencies that have not responded within a week, to establish dates when the information can be collected.

If you have any questions, feel free to contact me at:

Phone: (651) 201-4431

E-Mail: matthew.muster@health.state.mn.us

Fax: (651) 215-8951 Attn: Matt Muster

