How to Change the Server IP Address Guide

1. Click on *Start*
2. Click *All Programs*.
3. Go to *Opal-RAD StudyList*.
4. Left click on *Local System Configuration*. Figure 1
5. Click Edit to change Server IP Address. Figure 2
   a. Other options that could be used
      i. Click "Add" to add another Server IP address to the menu.
      ii. Click "Delete" to remove an already existing Server IP Address
6. Change *Server IP* to {**new Server IP Address**} i.e.: 199.168.33
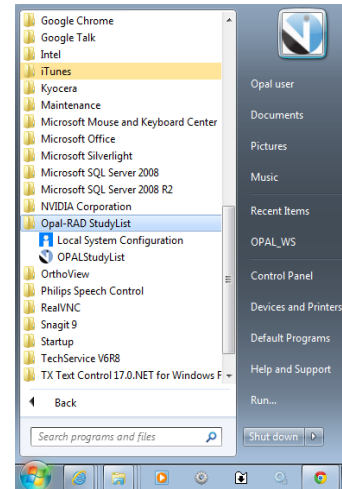7. Enter New Name
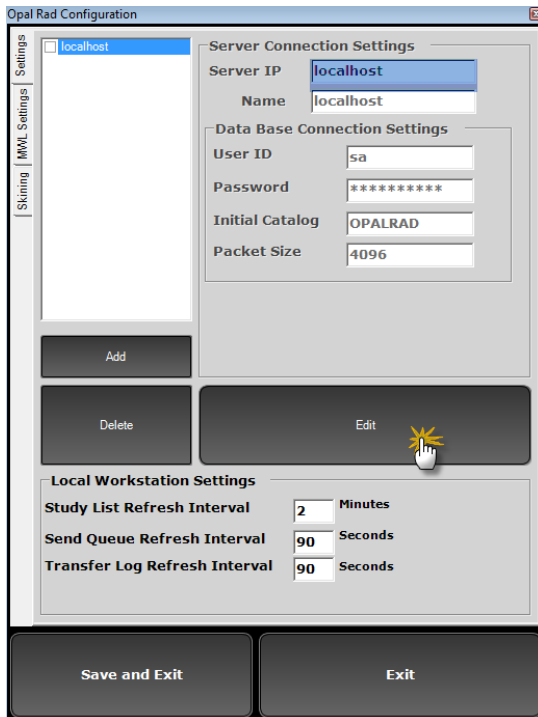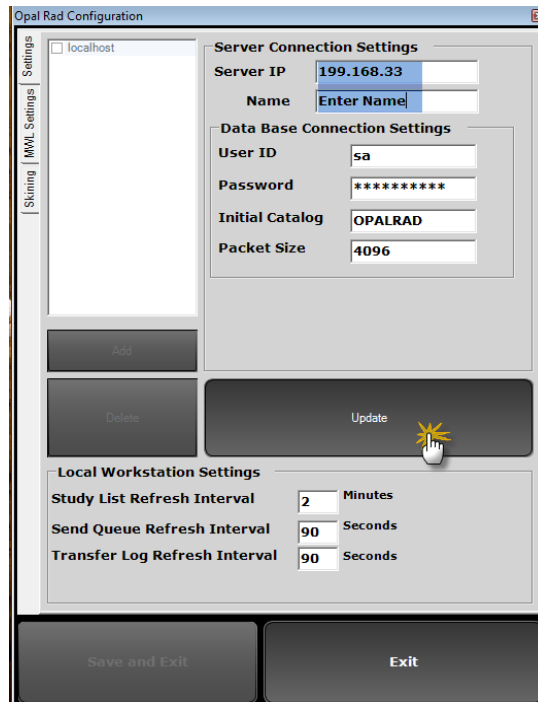8. Click on *Update* then *Save and Exit Figure 3*

Figure 1

Figure 3

Figure 2