T420 Windows 7 Laptop Configuration/Installation Check List

Complete each of the tasks listed below, checking off each step as you go. Do NOT skip any steps. You will find important Laptop information in our on-line document located at the following URL: http://www.rpi.edu/laptops/resources. If you have any questions or need assistance, ask a Rensselaer staff member.

Keep this form for your records!!

Initial Setup:

__ 1 Remove the laptop, power cord, and AC adapter from the box. Remove the security cable from your backpack. **Failure to follow these steps EXACTLY will interrupt the Windows setup process and will require you to re-image your laptop which will take over 1 hour and repeat this configuration checklist.**

__ 2 Locate the battery pack in the box. Turn the laptop over and slide the battery pack into the battery compartment. Slide the battery button to the closed locked position to lock the battery in place. Note leave the blue tab alone.

__ 3 Record the laptop serial number in the space provided at the top of this form. You can find the serial number on the bottom of your laptop. (Example, Type: 4178-6VU S/N: R8-L2A72) Turn the laptop right-side up.

__ 4 Secure your laptop using the security cable. Put the loose end of the security cable around the leg of the table and through the loop. Connect the cable lock to the security keyhole located on the rear of the right-side of the laptop. **Record the key number here.** _____________________

__ 5 Connect the two-prong power cord to the AC adapter. Connect the AC adapter to the yellow power jack at the back left of the laptop, remove the white protective cap from the prongs and plug the power cord into the outlet.

__ 6 To open the laptop, push the latch located on the front-right of the laptop outward and simultaneously push the laptop lid upward.

__ 7 Slide the small power switch for the wireless radio located on the right side near the eSATA port to the left (cover the green).

Do not connect to the network (wired or wireless) because of pending Windows updates. In the final step you will apply Windows updates on your own.

__ 8 Power on the machine by pushing and releasing the power button with the white dot located to the left of the PrtSc button. Wait for the Set Up Windows dialog. **Be patient; it takes about 5 minutes for the machine to update the registry and install devices. The system may reboot during this initial setup. Do NOT close the lid until instructed to do so in Step 14. Closing the laptop will put it into sleep mode.**

__ 9 When the Set Up Windows window appears, click Next. In the User Name field, enter your RCS User ID (example: smithj9). In the computer name field, enter your RCSuserID with T420 appended to the end (example: smithj9T420). Click Next.

__ 10 In the password field, enter your RCS Password. In the retype your password field, enter your RCS password again to verify. Enter a password hint and click Next.

__ 11 Carefully check that the time zone is set to Eastern time (US & Canada), daylight saving time is enabled, the date and time are correct. Make any needed changes and click Next. The Windows 7 settings will be finalized and you will be logged in automatically this time. Next time you will need to click on your account and enter your password.

Please continue on the other side.
### Manage Your Windows Account in Order to Install Network Printers

<table>
<thead>
<tr>
<th>__ 12</th>
<th>Click on <strong>Start</strong> (the Windows Icon), scroll up to and click on <strong>Control Panel</strong>. In the upper right-hand corner of the Control Panel window, select <strong>Small icons</strong> from the <strong>View by</strong>: dropdown menu. Click on <strong>User Accounts</strong>. On the left of the screen, click on <strong>Manage your credentials</strong>.</th>
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<tr>
<td>__ 13</td>
<td>When the <strong>Stored credentials for automatic logon</strong> window appears, click on <strong>Add a Windows credential</strong>. In the <strong>Internet or network address</strong> field, enter <code>pmanager64b.win.rpi.edu</code>. In the <strong>User name</strong> field, enter <code>win\YourRCSuserID</code> (example: <code>win\smithj9</code>). Please note, the backward slash (<code>\</code>) is located over the Enter key on your keyboard. In the <strong>Password</strong> field, enter your <strong>RCSuserID Password</strong> and click on <strong>OK</strong>. Close all windows on the desktop.</td>
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### Power off and Pack up

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<tr>
<th>__ 14</th>
<th>Shut down the laptop by clicking on <strong>Start</strong> (the Windows icon), located in the lower left-hand corner. Select <strong>Shut Down</strong>. The laptop will power off automatically. Disconnect all cables and close the laptop.</th>
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<tr>
<td>__ 15</td>
<td>Carefully pack the laptop, CD-ROMS, and all other books and paperwork from the box in your backpack. Make sure you have an iClicker, a network cable, and a security cable in your backpack. Also make sure you pick up all of your personal items, such as your security cable keys, Rensselaer ID, and dorm keys, with you before you leave the configuration room. The next time you login, you will use your RCS UserID and password.</td>
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### Important Things to Do On Your Own at a Later Time

| __ 16 | Go to [http://www.rpi.edu/laptops/resources](http://www.rpi.edu/laptops/resources) and click on **ThinkPad T420**. Follow the instructions under **Critical Software Updates – T420** and **Protecting your personal files and laptop software**. Performing these activities on your own is critical to protecting your laptop. |

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**Please keep this form in a safe place!**

**You will need this form if you ever have your laptop re-imaged.**