

T430 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 and your receipt for your records!!

DO NOT power on the laptop until instructed to do so in step 8. DO NOT move the laptop once you power it on!

Name (please print): _____

Laptop Serial Number: _____ (Step 3)

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 side of the box. (Example, Type: 2347-D98 S/N: PBKDWFB)
— 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 to cover the green. This will shut off the wireless radio.

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 above the Insert button. Wait for the <i>Set Up Windows</i> 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 <i>Set Up Windows</i> window appears, click Next . In the <i>User Name</i> field, enter your RCS userID (example: smithj9). In the <i>computer name</i> field, enter your RCS userID with T430 appended to the end (example: smithj9T430). Click Next .
— 10	In the <i>password</i> field, enter your RCS Password . In the <i>retype your password</i> 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

__ 12	Click on Start (the Windows Icon), scroll up to and click on Control Panel . In the upper right-hand corner of the Control Panel window, select Small icons from the <i>View by:</i> drop-down menu if it's not already selected. Click on User Accounts . On the left of the screen, click on Manage your credentials .
__ 13	When the <i>Stored credentials for automatic logon</i> window appears, click on Add a Windows credential . In the <i>Internet or network address</i> field, enter pmanager64.win.rpi.edu . In the <i>User name</i> field, enter win\YourRCSuserID (example: win\smithj9). Please note, the backward slash (\) is located over the Enter key on your keyboard. In the <i>Password</i> field, enter your RCSuserID Password and click on OK . Close all windows on the desktop.

Power off and Pack up

__ 14	Shut down the laptop by clicking on Start (the Windows icon), located in the lower left-hand corner. Select Shut Down . The laptop will power off automatically. Disconnect all cables and close the laptop.
__ 15	Carefully pack the laptop, 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.

Important Things to Do On Your Own at a Later Time

__ 16	<p>After you have finished configuring your laptop, please leave the configuration area. Other students will need the space to complete the configuration of their laptops.</p> <p>When you have time, you should do the following:</p> <ul style="list-style-type: none">▪ Update your anti-virus definition files▪ Update Windows 7▪ Change Power Plan from "Video Playback" to "Power Source Optimized." (This can be found at Start-> Control Panel -> Lenovo Power controls.) <p>Go to http://www.rpi.edu/laptops/resources for general information about the laptop program.</p>
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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.