T450s and W541 Windows 8 Laptop Configuration/Installation Check List

Complete each of the tasks listed below, checking off each step as you go. If you have any questions or need assistance with any of these instructions, please see a Rensselaer staff member. **DO NOT skip any steps.** Failure to follow these steps may interrupt the Windows setup.

DO NOT power on the laptop until instructed to do so in Step 6, and DO NOT move the laptop once you power it on!	Name (please print): _____ Laptop Serial Number: _____ (See Step 1)

Initial Setup

—	**1**	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 laptop box. (Example, **S/N: PC000K96**)
—	**2**	Remove the battery pack, two-prong power cord and AC adapter from the box. *Note that battery power may not be sufficient for the duration of completing this checklist.* Connect the two-prong power cord to the AC adapter, connect the AC adapter to the power jack, and then plug the power cord into an electrical outlet.
__	**3**	Remove the laptop from the box, as well as any documentation and other small items.
—	**4**	Turn the laptop over and slide the battery pack into the battery compartment. Ensure the battery lock switch is in the locked position to secure the battery in place.
__	**5**	To open the laptop, push the laptop lid upward.

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Because of pending Windows updates, DO NOT connect to the wired or wireless network at this time. You can apply Windows updates later (see step 15).

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—	**6**	Power on the laptop by pushing and releasing the round power button located in the upper right-hand corner of the keyboard. Be patient; it takes several minutes for the machine to update the registry and install devices. **DO NOT close the lid until instructed to do so in Step 13**, as closing the laptop will put it into sleep mode.
__	**7**	When the *Personalize* window appears, begin by clicking on the color swatch of your choice to set the background color for your laptop login screen. In the *PC Name* field, enter your **RCS UserID** with **your laptop model appended to the end** (for example: **smithj9T450s or smithj9W541**). Click **Next**.
—	**8**	A **Your Account** window will appear. In the *User name* field, enter your **RCS UserID** (for example: **smithj9**). 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 to remind you what your password is, and click **Finish.** The system will finalize your settings.
—	**9**	Be patient while the system installs your apps. Several messages will appear on your screen during this process, beginning with "*Finalizing your settings"* and *"Hi","* and finishing with *"Let's start."* The Windows 8 settings will be finalized and the system will automatically log you in this time, but next time, you will need to use your RCS UserID and password.
—	**10**	A screen displaying a blue background and the Rensselaer flag will appear. **(Note that the TouchPad has temporarily been disabled at this point. You can re-activate it later, as noted in Step 15.)** The current date and time should appear in the lower right-hand corner of this screen. If these do not seem to be correct, position your mouse over this date/time field and click on it to bring up a separate window, then click **Change date and time settings….** Once you have made the proper changes and confirmed that the information is correct, click **OK** to close all windows.

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Please continue on the other side.

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Manage Your Windows Account in Order to Install Network Printers

__ 11	Click on **Start** (the Windows icon) in the lower left corner. In the Start screen that appears, click on the small "magnifying glass" icon in the upper right-hand corner appear, then type **Control Panel** in the search field that appears. A list of possible related options will appear; click on **Control Panel**. Click on **User Accounts and Family Safety**, then, under Credential Manager*,* click on the **Manage Windows Credentials** option.
__ 12	When the *Credential Manager* window appears, click on **Windows Credentials,** then click **Add a Windows credential**. In the *Internet or network address* field, enter **printers.win.rpi.edu**. In the *User name* field, enter **win\YourRCSuserID** (for example: **win\smithj9**). Please note that the backward slash **(\ )** is located above the Enter key on your keyboard. In the *Password* field, enter your **RCS password** and click **OK**. Close the Credential Manager window.

Power Off Your Laptop and Pack Up

__ 13	To begin shutting down your laptop, click on **Start**. In the upper right corner, click on the round Power Options icon located to the left of the Search icon, then select **Shut down**. The laptop will power off automatically, and you can now close the laptop.
__ 14	Please leave the configuration area after you have finished with this checklist, as we will need the space for other configuration groups. However, before you leave, please make sure you have all of your personal items, such as your security cable keys, Rensselaer ID, and dorm keys, with you!

Important Things to Do On Your Own Later

__ 15	When you have time, you should do the following: • Turn the wireless radio button back on using F8. • Activate Windows and apply any necessary updates. • Activate Office. • Activate the MATLAB numerical computation software. Instructions are located at http://dotcio.rpi.edu/services/software-labs/software-documentation/matlab-2015a • If you wish, you can re-activate your laptop's TouchPad. Use the search feature as described above in Step 11, type **TouchPad**, then select the **Mouse Properties** option from the list that appears. A separate window will appear, and you can now disable or enable the TrackPoint and/or TouchPad functions. • Use the instructions located at http://dotcio.rpi.edu/services/printing/how-print-rcs-public-printers/windows-8-64-bit to add any desired public printers. • If you prefer using Windows 7, you may install Classic Shell on your laptop. • Practice using the black security cable – which should be located in your backpack – to secure your laptop. To do this, put the loose end of the cable around the leg of a desk or table and then through the loop end of the cable. Use the key to connect the cable lock to the small keyhole located in the right rear corner of the laptop. **RECORD YOUR KEY NUMBER HERE:** _____ You will find additional important laptop-related information at http://dotcio.rpi.edu/services/laptops . You can also stop by the VCC Help Desk if you need help with any of the items listed above.

Please keep this checklist and your yellow laptop receipt in a safe place!

If you ever need to re-image your laptop, you will need to follow the steps in this checklist to reconfigure it.