

# T60 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 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!!**

Name (please print): _____
Laptop Serial Number: _____ (Step 3)

## Initial Setup:

__ 1	Remove the laptop, power cord, and AC adapter from the box. Remove the retractable network cable and the security cable from your backpack. Make sure to keep the <b>Vital Source</b> CD, you will need it for the registration information.
__ 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.
__ 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: 2007-BE6 S/N: <b>L3-GC526</b> )
__ 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 when the laptop is right-side up. <b>Record the key numbers here.</b> _____
__ 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 and plug the power cord into the outlet.
__ 6	Connect one end of the seven-foot retractable network cable to the network port located on the left-side of the laptop, next to the headset and microphone ports, and the other end to a network jack. (The other black cable connects the modem to a phone jack.)
__ 7	To open the laptop, push the latch located on the front-right of the laptop outward and push the laptop lid upward. Slide the power switch for the wireless radio (located on the left-front side) to the left (radio off).
__ 8	Power on the machine by pushing and releasing the power button located to the left of the PrtSc button. <b>Be patient; it takes about 7 minutes for the machine to start</b> (this time only). When the <i>Welcome to the Windows XP Setup Wizard</i> window appears, left click on the <b>Next</b> button located in the bottom right corner. Left click on <b>I accept this agreement</b> , then left click on <b>Next</b> . In the <i>Personalize Your Software</i> window, enter your name and left click on <b>Next</b> .
__ 9	When the <i>Computer Name and Administrator Password</i> window appears, change the computer name to be your RCSuserIDT60 (example: <b>SMITHJ9T60</b> ). Enter a 6 to 8 character password in the administrator password box, reenter the password to confirm. ( <i>Do not use your RCSuserID password here.</i> ) Left click on <b>Next</b> . Make sure you write this administrator password down, since you will need it in the future.
__ 10	Please be patient while Windows installs network information, as this takes approximately <b>ten minutes</b> .
__ 11	When the <i>Workgroup or Computer Domain</i> window appears, accept the default ( <b>No, the computer is not on a network...</b> ), and enter your residence hall name (e.g., <b>NASON</b> or <b>OFFCAMPUS</b> ) for the workgroup name. Left click on <b>Next</b> . Windows will perform final tasks and the machine will reboot.

## Log in

__ 12	Left click on <b>Administrator</b> and enter the Administrator password you set in step 9 and press <b>Enter</b> . Close any windows or popup messages (fingerprint reader, anti-virus out of date, etc.) which may appear on the desktop by left clicking the <b>X</b> in the upper right corner.
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### Create a New User Account. Configure wireless and AFS.

— 13	Left click on <b>Start</b> , then <b>Control Panel</b> . Double-click on <b>User Accounts</b> . Left click on <b>Create a new account</b> under <i>Pick a task...</i> Enter your <b>RCSuserID</b> (example: <b>smithj9</b> ) in the name for the new account. Left click on <b>Next</b> . Keep the computer administrator default for the account type. Left click <b>Create Account</b> .
— 14	Left click on <b>Change an account</b> under <i>Pick a task...</i> then left click on the user account name you just created in step 13. Left click on <b>Create a password</b> . Enter your 8-character <b>RCSuserID password</b> . Press <b>Tab</b> and type the password in again to confirm. Press <b>Tab</b> and enter a hint that would help you remember your password in case you forget it. Then left click on <b>Create Password</b> . Close the <i>User Accounts</i> window.
— 15	In the <i>Control Panel</i> window, double-click on <b>Network Connections</b> . In the <i>Network Connections</i> window, right click on <b>Wireless Network Connection</b> and select <b>Properties</b> . In the <i>Wireless Network Connection Properties</i> window, click on the <b>General</b> tab. Using the scroll bar, scroll down and left click on <b>Internet Protocol (TCP/IP)</b> . Left click on <b>Properties</b> .
— 16	In the <i>Internet Protocol (TCP/IP) Properties</i> window, select <b>Obtain an IP address automatically</b> and select <b>Obtain DNS server address automatically</b> . Click <b>OK</b> . Close all open windows.
— 17	Left click on <b>Start</b> . Left click on <b>Run...</b> In the <i>Open:</i> field of the <i>Run</i> window, enter <b>c:\Windows\Local\OpenAFS\OpenAFSforWindows-1-4-1.exe</b> and click <b>OK</b> . Step through the installation by clicking <b>Next</b> to accept the default settings until the <i>AFS Credentials Configuration</i> window. In this window, be sure <b>Start AFS Credentials at system login</b> is <b>NOT</b> selected. Click <b>Install</b> . In the final step, select <b>Reboot now</b> and click on <b>Finish</b> .

### Manage Your New Account in Order to Install Network Printers

— 18	After the system reboots, left click on the user account name you created in step 13. Type in your RCSuserID password and press <b>Enter</b> . Windows will apply your personal settings. Close all windows that may appear on the desktop.
— 19	Left click on <b>Start</b> and scroll up to and left click on <b>Control Panel</b> . In the <i>Control Panel</i> window, double-click on <b>User Accounts</b> . When the <i>User Accounts/Pick a task...</i> window appears, under <i>Pick an account to change</i> , left click on your RCSuserID account name. On the left of the screen under <i>Related Tasks</i> , left click on <b>Manage my network passwords</b> .
— 20	When the <i>Stored User Names and Passwords</i> window appears, left click on <b>Add</b> . In the <i>Server</i> field, enter <b>pmanager2.win.rpi.edu</b> . In the <i>User name</i> field, enter <b>win\YourRCSuserID</b> (example: <b>win\smithj9</b> ). In the <i>Password</i> field, enter your <b>RCSuserID Password</b> and left click on <b>OK</b> . Left click on <b>Close</b> and left click on the <b>X</b> in the upper right corner of the <i>User Accounts</i> window. Close all windows on the desktop.

### Shutdown

— 21	Shut down the laptop by selecting <b>Start</b> , then <b>Turn Off Computer</b> and finally <b>Turn Off</b> . The laptop will power off automatically. Disconnect all cables and close the laptop.
— 22	Carefully pack the laptop and cables in your backpack. The next time you login, you will need your RCSuserID and password entered in steps 13 and 14.

### Important Things to Do On Your Own

— 23	Be sure you are connected to the network, log in, and click on the <i>ThinkPad T60 Configuration Help</i> icon on the right side of the desktop. From this web page, you can learn about setting up public printers, protecting your personal and the system's files, updating your virus definitions, and updating Windows XP and Office. It is most important to follow the recommendations for backing up your laptop and your personal files.
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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.**