

# T61 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!!*

**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 retractable network cable and the security cable from your backpack. <b>Failure to follow these steps EXACTLY will interrupt the Windows setup process and will require you to reimage your laptop.</b>
__ 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, <b>Type: 6457-A68 S/N: L3-A8361</b> ) 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. <b>Record the key number 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.
__ 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	Remove the yellow protective tape from the front left-side of the laptop. 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 19 minutes for the machine to start. Do NOT close the lid until instructed to do so in Step 21.</b> Avoid moving the laptop.
__ 9	When the <i>Windows Vista Ultimate Setup Wizard</i> window appears, left click on the <b>Next</b> button located in the bottom right corner.
__ 10	Left click on <b>I accept the license terms (required to use Windows)</b> , and left click on <b>I accept the license terms (required to use your computer)</b> . Then left click on <b>Next</b> .
__ 11	The <i>Choose a user name and picture</i> window will appear. In the <i>User Name</i> field, enter your <b>RCS User ID</b> . In the <i>password</i> field, enter your <b>RCS Password</b> . In the <i>retype your password</i> field, enter your <b>RCS password again to verify</b> . Select a picture for your user account. <i>Optional:</i> enter a password hint. Left click on <b>Next</b> .
__ 12	When the <i>Computer</i> window appears, change the computer name to be your RCSuserID with <b>T61 appended to the end</b> (example: <b>SMITHJ9T61</b> ). <b>Do NOT</b> select desktop background. Left click on <b>Next</b> .
__ 13	When the <i>Help protect Window automatically</i> window appears select <b>Use recommended settings</b> . Be sure to review the time zone, date and time to make sure they are set correctly. Left click on <b>Next</b> .
__ 14	When the <i>Select your computer's current location</i> window appears select <b>Public location</b> .
__ 15	When the <i>Thank you</i> appears be sure <b>No thanks, not right now</b> is selected then left click on <b>Start</b> . <b>Be patient while Windows checks the computer's performance. This takes about 5 minutes.</b>

**Please continue on the other side.**

## Log in

__ 16	Enter <b>your RCS password</b> and click <b>enter</b> . Close any windows or popup messages ( <b>anti-virus out of date</b> ) which may appear on the desktop by left clicking the <b>X</b> in the upper right corner.
__ 17	If the <i>Access IBM Connection</i> window appears, left click on <b>Save</b> , otherwise continue to the next step.

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

__ 18	Left click on <b>Start</b> (the Windows Icon) and scroll up to and left click on <b>Control Panel</b> . In the Control Panel window, click on <b>User Accounts and Family Safety</b> then click on <b>User Accounts</b> . On the left of the screen under <i>Tasks</i> , left click on <b>Manage your network passwords</b> .
__ 19	When the <i>Stored User Names and Passwords</i> window appears, left click on <b>Add</b> . In the <i>Log on to</i> field, enter <b>pmanager.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> . Close all windows that appear on the desktop.
__ 20	Shut down the laptop by selecting <b>Start</b> , then the <b>right arrow</b> , select <b>Shut Down</b> . The laptop will power off automatically after any outstanding Windows updates are installed. Disconnect all cables and close the laptop.
__ 21	Carefully pack the laptop, CD-ROMS, 2 small bags that contain red TrackPoint caps and screws, cables, iClicker and all other books and paperwork found in the box in your backpack. The next time you login, you will need your RCSuserID and password.

## Important Things to Do On Your Own

__ 22	Virus updates, Windows updates and Office updates need to be repeated periodically to ensure they are current and to avoid potential viruses. Also, the laptop image and your personal files need to be protected. Go to the web address <a href="http://helpdesk.rpi.edu/update.do?catcenterkey=162">http://helpdesk.rpi.edu/update.do?catcenterkey=162</a> Follow the instructions listed in the <b>Critical Software Updates</b> . Repeat for <b>Protecting Your Personal Files and Laptop Software</b> . Follow the recommendations listed 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.**