

T61p 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 7. 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.
__ 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: 6457-B64 S/N: L3-BD993) 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 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 push the laptop lid upward. Slide the power switch for the wireless radio (located on the front-left side) to the left (radio off).

Do not connect to the network (wired or wireless) because of the number of pending Windows updates. See Step 21 – you will apply Windows updates on your own.

__ 7	Power on the machine by pushing and releasing the silver power button located to the left of the PrtSc button. Be patient; it takes about 15 minutes for the machine to start. Do NOT close the lid until instructed to do so in Step 20.
__ 8	Left click on I accept the license terms (required to use Windows) , and left click on I accept the license terms (required to use your computer) . Then left click on Next .
__ 9	The <i>Choose a user name and picture</i> window will appear. In the <i>User Name</i> field, enter your RCS User ID (example: SMITHJ9). 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 . Select a picture for your user account and enter a password hint. Left click on Next .
__ 10	Carefully check the Time zone is set to <i>Eastern time (US & Canada)</i> and the date and time are correct. Also make sure the box is checked for <i>Automatically adjust clock for Daylight Saving Time</i> . Left click on Next .
__ 11	When the <i>Thank you</i> window appears be sure No thanks, not right now is selected, then left click on Start . Be patient while Windows checks the computer's performance. This takes about 8 minutes.

Log in

__ 12	Enter your RCS password and click Enter . Close any windows or popup messages (anti-virus out of date) which may appear on the desktop by left clicking the X in the upper right corner. Wait until the clock and calendar gadgets appear on the right-side of the screen.
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Please continue on the other side.

Change Computer Name & Critical Updates

— 13	Right-click the Computer icon, scroll to and click on Properties . Under <i>Computer name, domain, and workgroup settings</i> toward the right, click on Change settings . The <i>User Account Control</i> window will appear, click Continue . The <i>System Properties</i> window will appear. Click on Change . Change the computer name to be your RCSuserID with t61p appended to the end (example: SMITHJ9t61p). Change Workgroup to be your residence hall name . Left click on OK . <i>Welcome to the workgroup</i> window will appear, left click OK . <i>Computer Name/domain change</i> window will appear, click OK . Click Close and finally click Restart Later . Close the <i>Control Panel</i> window by left clicking on the X in the upper right corner.
— 14	Ask a staff member for the RPI T61p Update CD . Push the gray button on the right-side of the laptop to open the DVD/CD-RW, insert the CD and close the drive. The CD will automatically display the CD's content. Right-click on the RPIupdate file and left-click on <i>Run as administrator</i> . The <i>User account Control</i> window will appear indicating <i>windows needs permission to continue</i> . Click Continue .
— 15	The <i>Rescue & Recovery</i> window will appear. Click OK to begin the update. The <i>Rescue & Recovery</i> window will reappear. Remove the CD and return it to a staff member . Click OK to restart computer. Please be patient while the laptop restarts.

Log in

— 16	Enter your RCS password and click enter . Close any windows or popup messages (anti-virus out of date) which may appear on the desktop by left clicking the X in the upper right corner. <i>Wait until the clock & calendar appear</i> .
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Manage Your Windows Account in Order to Install Network Printers

— 17	Left click on Start (the Windows Icon) and scroll up to and left click on Control Panel . In the Control Panel window, scroll down and double-click on User Accounts . On the left of the screen under <i>Tasks</i> , left click on Manage your network passwords .
— 18	When the <i>Stored User Names and Passwords</i> window appears, left click on Add . In the <i>Log on to</i> field, enter pmanager1.win.rpi.edu . In the <i>User Name</i> field, enter win\YourRCSuserID (example: win\smithj9). In the <i>Password</i> field, enter your RCSuserID Password and left click on OK . Left click on Close . Close all windows that appear on the desktop.
— 19	Shut down the laptop by selecting Start , then the right arrow to the right of <i>Start Search</i> , select Shut Down . The laptop will power off automatically. Disconnect all cables and close the laptop.
— 20	Carefully pack the laptop, CD-ROMS, 2 small bags that contain red TrackPoint caps and security screws, and all other books and paperwork found in the box in your backpack. Make sure you also have an iClicker and a snagless network cable in your backpack. The next time you login, you will need your RCSuserID and password.

Important Things to Do On Your Own

— 21	Go to http://www.rpi.edu/laptops/resources and follow the instructions for the following: Install the VPN, fix the modem, and apply the Record Now patch and Critical Software Updates to apply Virus updates, Windows updates and Office updates. These 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. Repeat for Protecting Your Personal Files and Laptop Software . 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.