

T22 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 details in the Computing @ Rensselaer 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.

When you have completed all of the steps, please return this form to a Rensselaer staff member.

Name (please print): _____ Laptop Serial Number: _____ (Step 2) Physical Address: _____ - _____ - _____ - _____ - _____ (Step 12)
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Initial Setup:

— 1	Remove the laptop, power cord, AC adapter, gray network cable and the security cable from your backpack. Do not open the laptop yet.
— 2	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: 2647- 6EU, S/N: 78-8DL1C)
— 3	Secure your laptop using the security cable. For example, 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 back of the laptop on the right-hand side.
— 4	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.
— 5	Connect one end of the seven-foot gray network cable to the network port located on the back left-side of the laptop, next to the yellow power jack, and the other end to a network jack. (The black cable connects the modem to a phone jack.)
— 6	To open the laptop, push the latches located on the front of the laptop outward and push the laptop lid upward.
— 7	Power on the machine by pushing and releasing the power button located to the right of the status indicators. When the <i>Please wait while windows prepares to start...</i> appears Be Patient! This will take upwards of 5 minutes. When the <i>Windows XP Professional Setup</i> window appears, left click on the Next button located in the bottom right corner. Left click on I accept this agreement . Left click on Next .
— 8	Enter your First and Last name in the name field when the <i>Personalize Your Software</i> window appears. Left click on Next .
— 9	When the <i>Computer Name and Administrator Password</i> window appears, change the computer name to be your RCSuserIDT22 (example: SMITHJ9T22). 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 Next . Make sure you write this administrator password down, since you will need it in the future.
— 10	<i>Network Settings</i> window will appear. Be Patient! This will take upwards of 6 minutes. The computer will reboot.
— 11	Left click on Administrator . Enter your Administrator password and press Enter.

Please continue on the other side.

Changing Your RCS Password & Set up Your Windows User Account

__ 12	Click on Start , and then Run . In the <i>Open:</i> text box, type in cmd /k ipconfig /all . Click Ok . Record the Physical address on the first page. Note: If you have trouble connecting to the network, the /all can be replaced with /release and then /renew. This releases the network information and renews it from the DHCP server. To close the <i>cmd</i> window, type in Exit and press Enter .
__ 13	Double click on the Internet Explorer icon located on the top left corner of the screen. Enter www.rpi.edu/laptops/resources and press enter. Click on the Accounts tab and click on RCS Accounts . Left click on Changing your RCS account password then left click on on-line password changing program . Enter your RCSuserID and current password when prompted. When the <i>RCS Password Changer</i> window opens, enter your old password and enter a new 8 character password , then re-enter the new password again. Left click on Change Password .
__ 14	Left click on Start and left click on Control Panel . In the <i>Control Panel</i> window, left click on User Accounts .
__ 15	When the <i>User Accounts</i> window appears, left click on Create a new account . Enter your RCSuserID . Left click on Next . In the <i>Pick an account type</i> window, keep the default <i>Computer Administrator</i> and left click on Create Account .
__ 16	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. <i>What do you want to change about RCSuserID's account?</i> Left click on Create a password .
__ 17	Type in your RCSuserID password . Press tab and type the password again to confirm. Left click on Create Password . Close the window by left clicking on the X in the upper right corner. Be sure you remember your password. You'll need it to login. Left click on Start and left click on Log Off . Left click on Log Off to confirm log off.
__ 18	Left click on the RCSuserID you just created. Type in your password and press Enter . Windows will apply your personal settings.

Managing Your Windows Account in Order to Install Network Printers

__ 19	Left click on Start and scroll up to and left click on Control Panel . In the Control Panel window, left click on User Accounts . 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 Manage my network passwords .
__ 20	When the <i>Stored User Names and Passwords</i> window appears, left click on Add . In the <i>Server</i> field, enter pmanager.win.rpi.edu . In the <i>User Name</i> field, enter win\YourRCSuserID . In the <i>Password</i> field, enter your RCSuserID Password and left click on OK .
__ 21	Close all windows by left clicking on the X in the upper right corner. Shut down the laptop by selecting Start > Turn Off Computer and finally Turn Off . The laptop will power off automatically. Disconnect all cables and close the laptop.
__ 22	Carefully pack the laptop and cables in your backpack.
__ 23	The next time you login, you will need your RCSuserID and password created in step 17.

Reminder: Make sure you update Symantec Anti-Virus by following the instructions provided in the separate handout *Critical Software Updates*.

Printers:

Your laptop has no printers installed. Be sure to work through the handout *Printing to a Network Printer from a Rensselaer Laptop* to add the printers you will need.

Please return this form.