

T30 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/laptops02/redbook>. 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 3)
Product Key: _____ (Step 4)
Wireless (802.11b) MAC Address: _____ (Step 5)
Local Area (23S) MAC Address: _____ (Step 5)

Ignore any pop-up windows advising to Update Windows, Activate your copy of Windows or update Norton Anti-Virus. You will do these steps later. See the handout "Critical Laptop Updates"

Initial Setup:

— 1	Remove the laptop, power cord, AC adapter, gray network cable and the security cable from your backpack.
__ 2	Locate the battery pack in the box. Turn the laptop over and with the rubber foot facing left, insert the left end of the battery pack into the battery compartment. Slide the lock, located on the right of the battery, to your left 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, S/N: 78-DWFF0)
— 4	Record the Windows XP Professional Product Key in the space provided at the top of this form. You can find the product key on the Windows XP sticker located on the bottom of your laptop.
__ 5	Record the Wireless (802.11b) MAC Address and the Local Area (23S) MAC address in the spaces provided at the top of this form. You can find the MAC addresses on the 802.11b sticker and the 23S sticker located on the bottom of your laptop.
__ 6	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 back of the laptop on the left-hand side. Record the key number on the <i>Introducing Your Laptop</i> sheet.
— 7	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.
__ 8	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 USB ports, and the other end to a network jack. (The black cable connects the modem to a phone jack.)
— 9	To open the laptop, push the latches located on the front of the laptop outward and push the laptop lid upward.
__ 10	Power on the machine by pushing and releasing the power button located to the right of the status indicators. Be patient it takes a few minutes for the machine to start. When the <i>Welcome to the Windows XP Setup Wizard</i> window appears, left click on the Next button located in the bottom right corner. Left click on I accept this agreement , then left click on Next . Enter your name and left click on Next . Enter the product key listed above. Left click on Next .

Please continue on the other side.

— 11	When the <i>Computer Name and Administrator Password</i> window appears, enter your <i>RCSuserID-T30</i> (example: <i>fakeuser-T30</i>) as the computer name. 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 you might need it in the future.
— 12	Please wait while Windows installs network information. In the next window that appears, keep the default selection, <i>Typical Settings</i> . Left click on Next . A <i>Workgroup or Computer Domain</i> window will appear with the No option already selected. Enter your dorm name in place of Workgroup or off campus . Left click on Next .
— 13	Windows will perform final tasks and the machine will reboot. Left click on Administrator and enter the Administrator password you set in step 11 and press enter. Close any windows which may appear on the desktop by left clicking the X in the upper right corner.

Create a New User Account

— 14	Left click on Start , then Control Panel . Left click on User Accounts . Left click on Create a new account under <i>Pick a task...</i> Enter your RCSuserID in the name for the new account. Left click on Next . Keep the computer administrator default for the account type. Left click Create Account .
— 15	Left click on Change an account under <i>Pick a task...</i> then left click on the user account name you just created in step 14. Left click on Create a password . Enter your <i>RCSuserID password</i> . Press tab and type the password in again to confirm. Press tab and enter a hint that would help you remember your password in case you forget it. Then left click on Create Password . Close the User Accounts window and the Control Panel window by left clicking on the X in the upper right corner. Left click on Start and left click on Log Off . Left click on Log Off to confirm log off.

Log on with New User Account

— 16	Left click on the user account name you just created. Type in your password and press enter. Windows will apply your personal settings. Close all windows that may appear on the desktop.
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Using the Network:

— 17	Click on Start , and then Run . In the <i>Open:</i> text box, type in cmd /k ipconfig /all . Click OK . <i>Note:</i> If you have trouble connecting to the network, the /all option can be replaced with /release and then /renew . This releases the network address and acquires a new network address from the DHCP server. To close the cmd window, type in exit at the prompt and press Enter .
— 18	Double click on the Internet Explorer icon located on the top left corner of the screen. Left click on the X in the upper right corner to close the browser.
— 19	Double click on the RCS File and Printing icon to connect to the Rensselaer Computing System (RCS). Enter your RCSuserID and left click OK . Enter your RCSuserID password and left click OK . In the <i>Connect to Rensselaer Resources</i> window, select Connect to Rensselaer Home Directory and Connect to Rensselaer Public Area . Click OK . Two windows appear. The <i>H:</i> window contains directories and files in your RCS home directory. The <i>P:</i> window contains directories and files in the RCS public area. Note: You must connect to RCS to install and use classroom printers.
— 20	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.
— 21	Make sure to copy the ID numbers from this sheet to the <i>Introducing Your Laptop</i> sheet. Carefully pack the laptop and cables in your backpack.

Please return this form.