T42 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!!

Name (please print): _____

Laptop Serial Number: _____ (Step 3)

Product Key: _____-_____-_____-_____-_____ (Step 4

MAC Labels: (Step 1)

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. Locate the small plastic bag with the 4 MAC labels. Remove one of the Bluetooth labels and affix it to the bottom of the laptop. Affix the second Bluetooth label and the remaining labels above under **MAC Labels**. **Do not connect the network cable until step 13!**
__ 2	Locate the battery pack in the box. Turn the laptop over and with the barcode facing the right, then slide the battery pack into the battery compartment. Slide both locks, one located on the right of the battery and the other below 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, Type: 2373-A01 S/N: **99-7GFYX**)
— 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	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 left-side of the laptop. Record the key number here. _____
— 6	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.
— 7	To open the laptop, push the latch located on the front-right of the laptop outward and push the laptop lid upward.
__ 8	Power on the machine by pushing and releasing the power button located to the left of the PrtSc button. **Be patient; it takes a few minutes for the machine to start.** While you wait please review the handout: *Critical Software Updates*. When the *Welcome to the Windows XP Setup Wizard* 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**.
— 9	When the *Computer Name and Administrator Password* window appears, change the computer name to be your RCSuserID**T42** *(*example: **SMITHJ9T42***)*. Enter a 6 to 8 character password in the administrator password box, reenter the password to confirm. *(Do not use your RCSuserID password here.)* Left click on **Next**. 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 at least five minutes. While you wait please review the handout: *Protect Your Laptop Image, Software, and Personal Files*. Windows will perform final tasks and the machine will reboot.

Please continue on the other side.

Log in

__ 11	Left click on **Administrator** and enter the Administrator password you set in step 9 and press **Enter**. Close any windows or popup messages which may appear on the desktop by left clicking the **X** in the upper right corner.
__ 12	Press the **Fn** + **F5** function keys. A window will appear, allowing you to toggle the various wireless radios on or off. Left click on the **Wireless Radio** tab and left click on the **Turn Off** button for the 802.11 Wireless Radio, and close the window.
__ 13	Right click on **My Computer** and scroll down to and left click on **Properties**. Left click on the **Automatic Updates** tab. Under *Settings,* left click on **Notify me before downloading any updates and notify me again before installing them on my computer**. Left click on **OK.**
__ 14	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.)
__ 15	When the *Access IBM Connection* window appears, left click on **Save**.

Create a New User Account. Then Log on with New User Account.

__ 16	Left click on **Start**, then **Control Panel**. Left click on **User Accounts**. Left click on **Create a new account** under *Pick a task...* Enter your **RCSuserID** (example: **smithj9**) in the name for the new account. Left click on **Next**. Keep the computer administrator default for the account type. Left click **Create Account**.
__ 17	Left click on **Change an account** under *Pick a task...* then left click on the user account name you just created in step 16. Left click on **Create a password**. Enter your 8-character **RCSuserID password**. 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.
— 18	When the *Set IBM Rescue and Recovery Password* window appears, left click on **Cancel**. Left click on **Start** and left click on **Log Off**. Left click on **Log Off** to confirm log off.
— 19	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.

Manage Your Windows Account in Order to Install Network Printers

— 20	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 *User Accounts Pick a task...* window appears, under *Pick an account to change,* left click on your RCSuserID account name. On the left of the screen under *Related Tasks,* left click on **Manage my network passwords**.
— 21	When the *Stored User Names and Passwords* window appears, left click on **Add**. In the *Server* field, enter **pmanager.win.rpi.edu**. In the *User* Name field, enter **win\YourRCSuserID** (example: **win\smithj9**). In the *Password* field, enter your **RCSuserID Password** and left click on **OK**. Left click on **Close** and left click on the **X** in the upper right corner of the *User Accounts* window.
— 22	In the *Control Panel* window, left click on **Tools** from the menu bar and scroll down to and left click on **Folder Options…**. Left click on the **View** tab. Under *Advanced settings:* and left click on **Automatically search for network folders and printers** to turn off this feature. Left click on **OK** and left click on the **X** in the upper right corner.
— 23	Shut down the laptop by selecting **Start,** then **Turn Off Computer** and finally **Turn Off**. The laptop will power off automatically. Disconnect all cables and close the laptop.
— 24	Carefully pack the laptop and cables in your backpack. The next time you login, you will need your RCSuserID and password created in step 16 and 17.

<u>**Please keep this form in a safe place!**</u>
<u>**You will need this form if you ever have your laptop re-imaged.**</u>