

# T43p 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)
MAC Labels: (Step 1)	
<input style="width: 25%; height: 20px;" type="text"/>	<input style="width: 25%; height: 20px;" type="text"/>
<input style="width: 25%; height: 20px;" type="text"/>	<input style="width: 25%; height: 20px;" type="text"/>

## 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 on the bottom of the laptop. Remove one of the Bluetooth labels and affix it to the bottom of the laptop. Affix the second Bluetooth label and the remaining labels on the top of this sheet under <b>MAC Labels</b> .
— 2	Locate the battery pack in the box. Turn the laptop over and 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: 2668-AU3 S/N: <b>L3-YLDM5</b> )
— 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 left-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. (The other black cable connects the modem to a phone jack.)
— 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. <b>Be patient; it takes about 7 minutes for the machine to start.</b> When the <i>Welcome to the Windows XP Setup Wizard</i> window appears, left click on the <b>Next</b> button located in the bottom right corner. Left click on <b>I accept this agreement</b> , then left click on <b>Next</b> . Enter your name and left click on <b>Next</b> .
— 9	When the <i>Computer Name and Administrator Password</i> window appears, change the computer name to be your RCSuserIDT43p (example: <b>SMITHJ9T43p</b> ). 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 <b>Next</b> . 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 approximately ten minutes.
— 11	When the <i>Workgroup or Computer Domain</i> window appears, accept the default and enter your residence hall name (e.g.: <b>Nason</b> or <b>offcampus</b> ) for the workgroup name. Left click on <b>Next</b> . Windows will perform final tasks and the machine will reboot.

**Please continue on the other side.**

## Log in

__ 12	Left click on <b>Administrator</b> and enter the Administrator password you set in step 9 and press <b>Enter</b> . Close any windows or popup messages which may appear on the desktop by left clicking the <b>X</b> in the upper right corner.
__ 13	When the <i>Access IBM Connection</i> window appears, left click on <b>Save</b> .
__ 14	Press the <b>Fn + F5</b> function keys. A window will appear, allowing you to toggle the various wireless radios on or off. Left click on the <b>Wireless Radio</b> tab and left click on the <b>All Off</b> button, and close the window.
__ 15	Left click on <b>Start</b> , and scroll up to <b>All Programs, Access IBM</b> , then left click on <b>IBM Access Connections</b> . When the <i>IBM Access Connections</i> window appears, left click on <b>Manage Location Profiles</b> . When the <i>Manage Location Profiles</i> window appears, left click <b>Edit</b> . Left click on <b>Internet Explorer</b> tab and left click the <b>checkbox</b> to deselect <i>My Internet Explorer home page for this location:</i> , and left click <b>OK</b> . This step will need to be repeated for each of the two remaining Location Profiles. Close all windows.

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

__ 16	Left click on <b>Start</b> , then <b>Control Panel</b> . Double-click on <b>User Accounts</b> . Left click on <b>Create a new account</b> under <i>Pick a task...</i> Enter your <b>RCSuserID</b> (example: <b>smithj9</b> ) in the name for the new account. Left click on <b>Next</b> . Keep the computer administrator default for the account type. Left click <b>Create Account</b> .
__ 17	Left click on <b>Change an account</b> under <i>Pick a task...</i> then left click on the user account name you just created in step 15. Left click on <b>Create a password</b> . Enter your 8-character <b>RCSuserID password</b> . 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 <b>Create Password</b> . Close the User Accounts window and the Control Panel window by left clicking on the <b>X</b> in the upper right corner.
__ 18	When the <i>Set IBM Rescue and Recovery Password</i> window appears, left click on <b>Cancel</b> . Left click on <b>Start</b> and left click on <b>Log Off</b> . Left click on <b>Log Off</b> to confirm log off.
__ 19	Left click on the user account name you just created. Type in your password and press <b>Enter</b> . 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 <b>Start</b> and scroll up to and left click on <b>Control Panel</b> . In the Control Panel window, double-click on <b>User Accounts</b> . 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 <b>Manage my network passwords</b> .
__ 21	When the <i>Stored User Names and Passwords</i> window appears, left click on <b>Add</b> . In the <i>Server</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> and left click on the <b>X</b> in the upper right corner of the <i>User Accounts</i> window. Close all windows that appear on the desktop.
__ 22	Shut down the laptop by selecting <b>Start</b> , then <b>Turn Off Computer</b> and finally <b>Turn Off</b> . The laptop will power off automatically. Disconnect all cables and close the laptop.
__ 23	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.

## Important Things to Do On Your Own

__ 24	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 <a href="http://www.rpi.edu/laptops/resources">http://www.rpi.edu/laptops/resources</a> , click on <b>Critical Software Updates</b> , then <b>T43</b> . Follow the instructions listed. Repeat for <b>Protecting Your Personal Files and Laptop Software</b> , and then click on <b>T43</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.**