

T430s Windows 7 Laptop Configuration/Installation Check List

Complete each of the tasks listed below, checking off each step as you go. **Do NOT skip any steps.** If you have any questions or need assistance with any of these instructions, please ask a Rensselaer staff member. *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 one hour and then require you to repeat this configuration checklist.*

Please keep this form and your yellow laptop receipt for your records!!

<p>DO NOT power on the laptop until instructed to do so in step 6. DO NOT move the laptop once you power it on!</p>	<p>Name (please print): _____</p> <p>Laptop Serial Number: _____</p> <p>(See Step 1)</p>
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Initial Setup

— 1	Record the laptop serial number in the space provided at the top of this form. The serial number is located on the side of the laptop box and appears after “S/N”. (Example: S/N: AB3HZKF)
— 2	Remove the laptop from the box. Take care to remove all documentation, backup disks, and other small items enclosed with the laptop.
— 3	Locate the battery pack in the box. Turn the laptop over and slide the battery pack into the battery compartment. Ensure the battery lock switch is in the locked position to secure the battery in place.
— 4	Slide the small power switch for the wireless radio (located on the right side of the laptop, near the front) forward to cover the green showing in the window. This will shut off the wireless radio.
— 5	To open the laptop, push the latch (located to the right, on the front of the laptop) outward and simultaneously push the laptop lid upward.

Do not connect to the network (either wired or wireless). If you do, your laptop will automatically begin installing any pending Windows updates, which may take a long time to complete. You will apply Windows updates on your own in Step 15.

— 6	Power on the laptop by pushing and releasing the power button (marked with a white dot, located above the Insert button.) Wait for a <i>Set Up Windows</i> dialog window to appear. Be patient; it takes about five minutes for the laptop to update the registry and install devices. The system may reboot during this initial setup. Do NOT close the lid until instructed to do so in Step 12. Closing the laptop will put it into sleep mode.
— 7	When the <i>Set Up Windows</i> window appears, click Next . In the <i>User Name</i> field, enter your RCS userID (for example: smithj9). In the <i>computer name</i> field, enter your RCS userID with T430s appended to the end (for example: smithj9T430s). Click Next .
— 8	Enter your RCS password in the <i>Password</i> field, then re-enter your RCS Password in the <i>Retype your password</i> field to verify. Enter a password hint and click Next .
— 9	Carefully check that the time zone is set to Eastern time (US & Canada), that daylight saving time is enabled, and that the date and time are correct. Make any needed changes and click Next . The Windows 7 settings will be finalized and you will be logged in automatically this time. The next time you log in, you will need to click on your account and enter your password.

Please continue on the other side.

Manage Your Windows Account in Order to Install Network Printers

__ 10	Click on Start (the Windows icon located in the lower left-hand corner), then scroll up to and click on Control Panel . In the upper right-hand corner of the Control Panel window, select Small icons from the <i>View by:</i> drop-down menu if it's not already selected. Click on User Accounts . On the left-hand side of the screen, click on Manage your credentials .
__ 11	When the <i>Stored credentials for automatic logon</i> window appears, click on Add a Windows credential . In the <i>Internet or network address</i> field, enter pmanager64b.win.rpi.edu . In the <i>User name</i> field, enter win\YourRCSuserID (for example: win\smithj9). Please note that the backward slash (\) is located over the Enter key on your keyboard. In the <i>Password</i> field, enter your RCS userID password and click OK . Close all windows on the desktop.

Power off and Pack up

__ 12	Shut down the laptop by clicking on Start (the Windows icon) and then selecting Shut Down . The laptop will power off automatically. Once it has shut down, you may safely close your laptop.
__ 13	Carefully pack the laptop and all paperwork and other items from the box in your backpack, and make sure that you have an iClicker, a network cable, and a security cable in your backpack. Also make sure you have all of your personal items, such as your security cable keys, Rensselaer ID card, and residence hall keys, with you before you leave the configuration area. Remember that the next time you log in, you will use your RCS userID and password.

Important Things to Do on Your Own at a Later Time

__ 14	<p>After you have finished configuring your laptop, please leave the configuration area, as other students will need the space to configure their laptops. When you have time, you should do the following:</p> <ul style="list-style-type: none">• Turn the wireless radio button back on. If Bluetooth begins installing, wait for the installation to complete. Once it has, use FN + F5 to turn wireless on/off.• Run Windows updates.• Activate the MATLAB numerical computation software. Instructions on how to do this are located at http://dotcio.rpi.edu/services/software-labs/software-documentation/matlab-2013a .• Practice using the black security cable (in your backpack) to secure your laptop. To do this, put the loose end of the cable around the leg of a desk or table and then through the loop, then connect the cable lock to the security keyhole located in the right rear corner of the laptop. <p>RECORD YOUR KEY NUMBER HERE: _____</p> <p>You will find additional important laptop-related information at http://dotcio.rpi.edu/services/laptops .</p>
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Please keep this form in a safe place! You will need to bring it with you if you ever need to have your laptop re-imaged.