

T410 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. 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!!

DO NOT power on the laptop until instructed to do so in step 7. DO NOT move the laptop once you power it on!

Name (please print): _____

Laptop Serial Number: _____ (Step 3)

Initial Setup:

__ 1	Remove the laptop, power cord, and AC adapter from the box. Remove the security cable from your backpack. 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 1 hour and repeat this configuration checklist.
__ 2	Locate the battery pack in the box. Turn the laptop over and slide the battery pack into the battery compartment. Slide the battery button to the closed locked position to lock the battery in place. Note leave the blue tab alone.
__ 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: 2522-DY1 S/N: R8-6KY1K) Turn the laptop right-side up.
__ 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 right-side of the laptop. Record the key number here. _____
__ 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	To open the laptop, push the latch located on the front-right of the laptop outward and simultaneously push the laptop lid upward. Slide the small power switch for the wireless radio located on the right side near the eSATA port to the left (cover the green).

Do not connect to the network (wired or wireless) because of pending Windows updates. In the final step you will apply Windows updates on your own.

__ 7	Power on the machine by pushing and releasing the power button with the silver dot located to the left of the PrtSc button. Wait for the <i>Set Up Windows</i> dialog. Be patient; it takes about 5 minutes for the machine 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 16. Closing the laptop will put it into sleep mode.
__ 8	In the <i>User Name</i> field, enter your RCS User ID (example: smithj9). In the <i>computer name</i> field, enter your RCSuserID with T410 appended to the end (example: smithj9T410). Click Next
__ 9	In the <i>password</i> field, enter your RCS Password . In the <i>retype your password</i> field, enter your RCS password again to verify . Enter a password hint and click Next .
__ 10	The Windows 7 settings will be finalized and you will be logged in automatically this time. Next time you will need to click on your account and enter your password.

Enable TouchPad

__ 11	Using the <i>TrackPoint (red button) and left mouse button (red bar)</i> , click on Start (the Windows icon), scroll up to and click on Control Panel . Click on Mouse . Click UltraNav tab. Under <i>TouchPad</i> , click Enable TouchPad and Show UltraNav icon on the system tray . Click OK .
-------	--

Please continue on the other side.

Manage Your Windows Account in Order to Install Network Printers

— 12	In the <i>Control Panel > All Control Panel Items</i> window, click on User Accounts . On the left of the screen, click on Manage your credentials .
— 13	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 pmanager64a.win.rpi.edu . In the <i>User name</i> field, enter win\YourRCSuserID (example: win\smithj9). In the <i>Password</i> field, enter your RCSuserID Password and click on OK . Close all windows on the desktop.
— 14	Right click on the Computer icon located in the upper left corner of the desktop and select Properties . In the <i>Control Panel > All Control Panel Items > System window</i> , in the bottom left-hand corner, click on Performance Information and Tools . In the upper right-hand corner of the window, click on Rate this computer . Be patient and wait for the Windows Experience Index to complete. Close all open windows.

Adjust Date & Time

— 15	Right click on the date and time the lower right corner of the screen and select Adjust date/time . Carefully check that the time zone is set to <i>Eastern time (US & Canada)</i> , daylight saving time is enabled, the date and time are correct. Make any needed changes and click OK .
— 16	Shut down the laptop by clicking on Start (the Windows icon), located in the lower left-hand corner. Select Shut Down . The laptop will power off automatically. Disconnect all cables and close the laptop.
— 17	Carefully pack the laptop, CD-ROMS, and all other books and paperwork from the box in your backpack. Make sure you have an iClicker, a network cable, and a security cable in your backpack. The next time you login, you will use your RCS userID and password.

Important Things to Do On Your Own at a Later Time

— 18	Go to http://www.rpi.edu/laptops/resources and click on ThinkPad T410 . Follow the instructions under Critical Software Updates –T410 and Protecting your personal files and laptop software . Performing these activities on your own is critical to protecting your laptop.
------	---

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