Lenovo T460s and Dell XPS 15 Windows 10 Laptop Configuration/Installation Checklist

Complete each of the tasks listed below, checking off each step as you go. If you have any questions or need assistance with any of these instructions, please see a Rensselaer staff member. **DO NOT skip any steps.** Failure to follow these steps may interrupt the Windows setup.

DO NOT power on the laptop until instructed to do so in Step 4!	Name (please print): _____ Laptop Serial Number: _____ (See Step 1)

Initial Setup

__ 1	Record the laptop serial number in the space provided at the top of this form. You can find the serial number – for example, **S/N: PC000K96** – on the bottom of the laptop. On the Dell laptops, lift the small "XPS" flap to reveal the serial number information.
__ 2	It's possible that battery power may not be sufficient for the duration of completing this checklist. Connect the power cord to the AC adapter, connect the AC adapter to the power jack, and then plug the power cord into an electrical outlet.
__ 3	Push the lid upward to open the laptop.

Because of pending Windows updates, DO NOT connect to the wired or wireless network at this time.
You can apply Windows updates later (See "Important Things to Do on Your Own Later" on the reverse side).

— 4	Power on the laptop by pushing and releasing the round power button located in the upper right-hand corner of the keyboard. Be patient; it takes several minutes for the machine to update the registry and install devices. **DO NOT close the lid until instructed to do so in Step 11**, as closing the laptop will put it into sleep mode.
— 5	A **Your Account** window will appear. In the *User name* field, enter your **RCS UserID** (for example: **smithj9**). In the *Password* field, enter your **RCS password**. In the *Retype your password* field, enter your **RCS password** again to verify**.** Enter a password hint to remind you what your password is, and click **Finish.** The system will finalize your settings.
— 6	Be patient while the system installs your apps. Several messages will appear on your screen during this process, beginning with "*Finalizing your settings"* and *"Hi","* and finishing with *"Let's start."* The Windows 10 settings will be finalized and the system will automatically log you in this time, but next time, you will need to use your RCS userID and password.
__ 7	A screen displaying the Rensselaer flag will appear. The current date and time should appear in the lower right-hand corner of this screen. If these do not seem to be correct, position your mouse over this date/time field and click on it to bring up a separate window, then click **Date and time settings.** Turn off the "Set time automatically" option, then click **Change** under "Change date and time." Once you have changed the time and made sure it is correct, click **Change,** and then close all windows.
— 8	**Reboot your laptop.** To do this, open the **Start** menu in the lower left corner, click on the **Power** option, and click **Restart**.

Please continue on the other side.

Manage Your Windows Account in Order to Install Network Printers

__ **9**	Right-click on the **Start** menu, then click **Control Panel**. Click on **User Accounts** and then, under Credential Manager*,* click the **Manage Windows Credentials** option.
__ **10**	When the *Credential Manager* window appears, click on **Windows Credentials,** then click **Add a Windows credential**. In the *Internet or network address* field, enter **printers.win.rpi.edu**. In the *User name* field, enter **win\YourRCSuserID** (for example: **win\smithj9**). Please note that the backward slash **(\ )** is located above the Enter key on your keyboard. In the *Password* field, enter your **RCS password** and click **OK**. Close the Credential Manager window.

Power Off Your Laptop and Pack Up

__ **11**	To begin shutting down your laptop, click on **Start**. Click **Power** just above the Start button, and then select **Shut down**. The laptop will power off automatically, and you can now close the laptop.
__ **12**	Please leave the configuration area after you have finished with this checklist, as we will need the space for other configuration groups. However, before you leave, please make sure you have all of your personal items, such as your security cable keys, Rensselaer ID, and dorm keys, with you!

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Important Things to Do on Your Own Later

When you have time, you should do the following:

- ✓ Connect to the **rpi_wpa2** wireless network using your RCS userID and password.

- ✓ Apply any necessary updates.

- ✓ Use the instructions located at **http://bit.ly/rpi_to_how_print** to add any desired public printers.

- ✓ Practice using the black security cable – which you should have picked up at the same time as 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 end of the cable. Use the key to connect the cable lock to the keyhole in the right rear corner of the laptop.

    RECORD YOUR KEY NUMBER HERE: _____

You will find additional important laptop-related information at http://www.rpi.edu/laptops . You can also stop by the VCC Help Desk if you need help with any of the items listed above.

<u>Please keep this checklist and your yellow laptop receipt in a safe place!</u>

<u>If you ever need to re-image your laptop, you will need to follow the steps in this checklist to reconfigure it.</u>