**Rental, Loaner and re-imaged laptops Configuration Sheet**

***FOLLOW all steps below.  Failure to follow any steps may interrupt the initial Windows setup.***

|  |  |
| --- | --- |
| **\_\_ 1** | The message “Is this the right country or region?” will appear, with **United States**highlighted.Click**Yes.** |
| **\_\_ 2** | The message “Is this the right keyboard layout or input method?” will appear, with **US**highlighted.Click**Yes.** |
| **\_\_ 3** | The message “Want to add a second keyboard layout?” will appear**.  Click Skip.  You can add another layout later if you wish.** |
| **\_\_ 4** | If a message appears to sign into Microsoft Account, please click **Sign-in Options -**“Use Local Account,” or “Domain Join Instead” which will bypass the Work/School Microsoft Account requirement.  DO NOT select work/school account as you would lose access to your laptop login when you leave RPI. |
| **\_\_ 5** | An **Account** window asking “Who’s going to use this PC?” will appear.  Enter your **RCS UserID** (for example: **smithj9**) in the white *Name* field, and click **Next**. **At the very least create an account name without spaces in it.** A new window asking for your password will appear; enter your **RCS password** in the *Password* field, and click **Next**.  The resulting window will ask you to re-enter your **RCS password** to confirm it**.**Click**Next.** |
| **\_\_ 6** | The resulting window will prompt you to select and answer three security questions which you can use to login to your laptop in case you forget your RCS password.  Click **Next**as you answer each question, and then one last time to move on to the next screen. |
| **\_\_ 7** | The system will prompt you to activate the fingerprint reader and/or the face recognition feature on your laptop.  Click **Skip for now** in the lower left corner.  You can re-activate this feature on your own, if you prefer later. |
| **\_\_ 8** | Install [Lenovo Vantage](https://www.lenovo.com/us/en/software/vantage/?srsltid=AfmBOopHmm4gXzAs0ITPoJVTyQPQFhhuWFdhyHiS2EZvJBNLFNIzyUiu).  Check for Windows updates.  Search bar - type **updates** - click **Check for updates** |

**Recommended Software for RCR rental, loaner laptops AND laptops re-imaged with Windows iso.**

**If your MCP laptop was re-imaged with Lenovo Cloud Deploy, this software is on the image.**

|  |  |
| --- | --- |
|  **Name of Software** | **Installation links** |
| Adobe Acrobat Reader | <https://get.adobe.com/reader/>  |
| Box Drive | <https://www.box.com/drive>  |
| Cisco AnyConnect VPN | [https://vpn.net.rpi.edu](https://vpn.net.rpi.edu/)  |
| Firefox | <https://www.mozilla.org/en-US/firefox/new/>  |
| Google Chrome | <https://www.google.com/chrome/>  |
| Office 365 (can be installed on up to 5 devices) | [https://portal.office.com](https://portal.office.com/)  |
| Webex | <https://www.webex.com/downloads.html>  |
| WinSCP | <https://winscp.net/eng/download.php>  |
| 7 Zip | <https://www.7-zip.org/>  |