LENOVO THINKPAD LAPTOP
Initial Set Up Procedures

I. NETWORK SET-UP

You must have completed the two-factor authorization prior to set-up of this laptop. (This is a safety protocol to prove you are YOU.) It will be used later during the installation procedure.

If you need assistance, please call the Service Desk at 561-868-3100.

1. Unbox contents, open up and plug in the laptop, then turn on.
   - Power button is located on the top right corner, just above the keyboard.
   - The volume control keys are F1, F2 and F3. Hold down the Fn Key first (lower left corner of keyboard), then press the desired volume key.

2. First screen to pop up will say “Continue in selected language?”
   - English (United States) is selected.
   - Click “yes” at bottom right of screen.

3. “Let’s Start With Region” screen:
   - United States is highlighted.
   - Click “yes” at bottom right of screen.
4. “Is this the right keyboard layout?” screen:
   - **US** is highlighted.
   - Click “yes” at bottom right of screen.

5. “Want to add a second keyboard layout?” screen:
   - Click on “**SKIP**” at bottom right.

6. “Let’s connect you to a network” screen:
   - Connect to your home wifi system.
   - Click on “**Next**” at bottom right.
7. Two messages will appear, one after the other, as follows:
   - “Now we have some important setup to do.”
   - “Now let’s see what’s new from Windows.”

8. “Windows 10 License Agreement” screen:
   - Click on “Accept” at bottom right.

9. “How would you like to set up?” screen:
   - Click on “Set up for an organization.”
   - Click on “Next” at bottom right.
10. Type in your entire PBSC email:
   - username@my.palmbeachstate.edu
   - Click on “Next” at bottom right.

11. Log in with your entire PBSC email and password.
   - Click on “Sign in” below the login.

12. After 2 messages appear, telling you “just a moment” and then “Please wait while we set up your device…”, you will be on the “Do more across devices with activity history” screen:
   - Click on “NO” at bottom right.
13. “Choose privacy settings for your device” screen:
- We recommend that you do not change any settings.
- Click on “Accept” at bottom right.

14. “Protect your device” screen 1.
- Leave this BLANK.
- Click on “Next” at bottom right.

15. “Protect your device” screen 2:
- UNCHECK all the boxes.
- Click on “Next” at bottom right.

16. You will see the following 4 messages onscreen:
- HI
- We’re getting everything ready for you
- This might take several minutes
- Almost there
17. “Use your fingerprint to sign in faster and more securely”:
   - Click on “Skip for now” at bottom left.

18. “Your organization requires Windows Hello” screen:
   - Click on “Set up PIN” at bottom right.

19. Windows will now contact you to verify it’s YOU:
   - You **MUST** have completed a 2FA (two-factor authentication) **prior to** set-up of your account on this laptop.
   - If you need assistance with 2FA, please contact the Service Desk at 561-868-3100.
20. Once you have verified it’s you, the “Set up a PIN” screen appears:
   - Choose 6 numbers in random order.
   - They cannot be in sequence.
   - Click on “OK” inside the box.
   - YOU MUST REMEMBER YOUR PIN NUMBER!
   - It will be needed at initial sign-in of your laptop each time.

21. “All Set!” screen:
   - Click on “OK” at bottom right.

22. You will now be on your desktop screen.
23. Type “Add or remove programs” in the search bar on bottom left of screen and hit “enter.”

24. “Apps & features” box will appear. Type in “mcafee” in the search box as seen here, and hit “enter.”

25. Click on the “McAfee LiveSafe” icon and select “uninstall.”

26. You will see “This app and its related info will be uninstalled.” Select “uninstall” again.
27. You will see “Do you want to allow this app to make changes to your device?”
   - Click YES.

28. In the “Remove McAfee Software” box, check both boxes as seen below, then select “Remove.”
31. Once completed, the message "Software Removed" will appear.
- Select “Restart now.”

Your laptop is now ready for use.