

PWC: Starting laptop for the first time

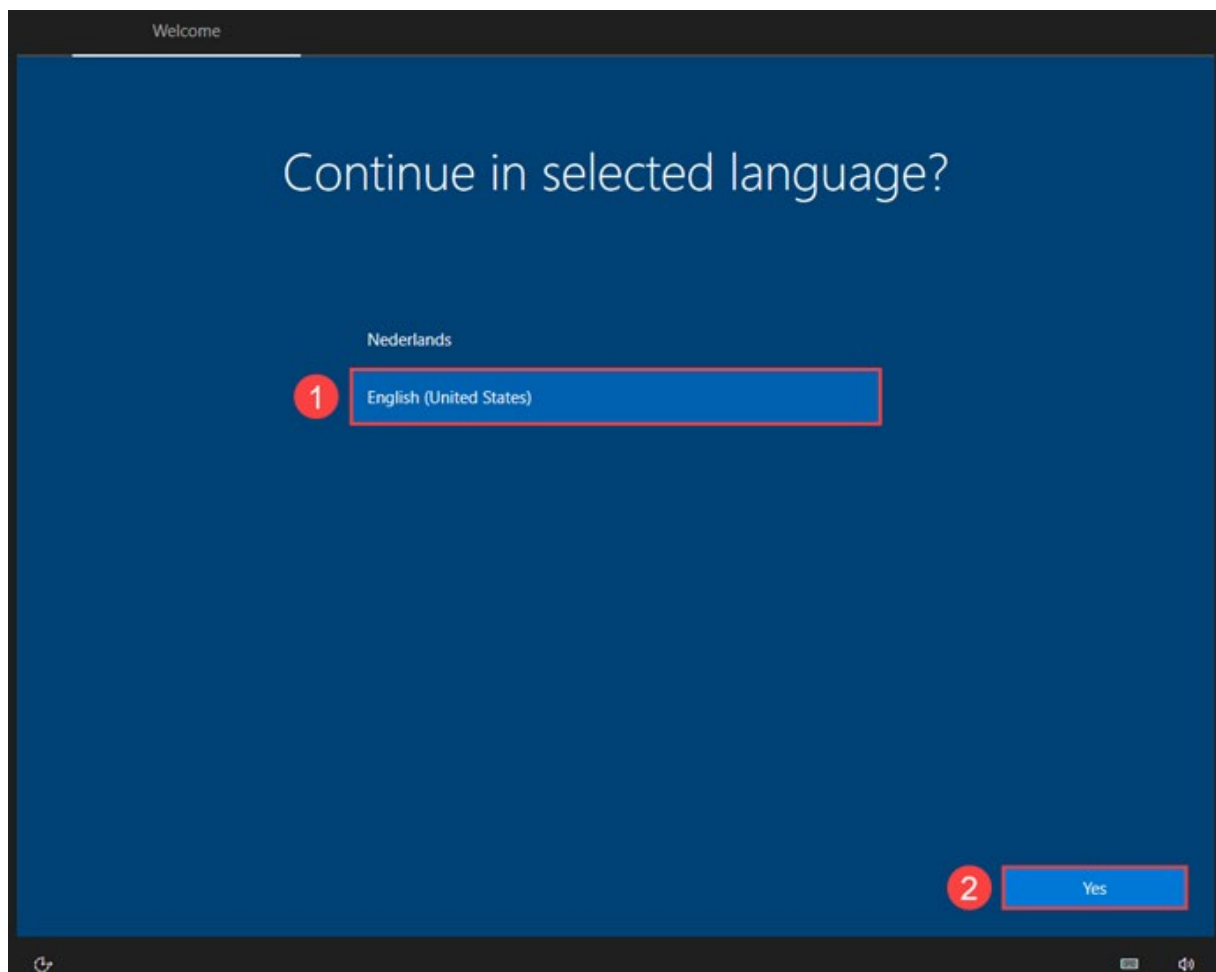
When the PWC is started for the first time, Windows will need to be configured first. A number of steps are followed for this purpose.

TAKE NOTE:

1. Make sure the laptop is connected to the charger!
2. Go through all the steps carefully. If the installation is not done correctly, you risk having to reinstall the laptop.
3. Do not launch applications during installation. Go through the entire installation process first, and only start applications (such as Outlook/Teams) afterwards. Intermediate startup can cause conflicts during the installation process.
4. During installation, you also need to authenticate with multifactor authentication (MFA). For this, you need a smartphone on which the app Microsoft Authenticator is installed and paired. If you haven't already done so, the steps for that are described here: [Manuals MFA token - UMC Utrecht](#).
5. The installation/configuration process takes about 60 minutes.
6. This manual provides additional explanations for some screens. If no explanation is present, the screen should speak for itself and you should (based on your preferences) follow the instructions.

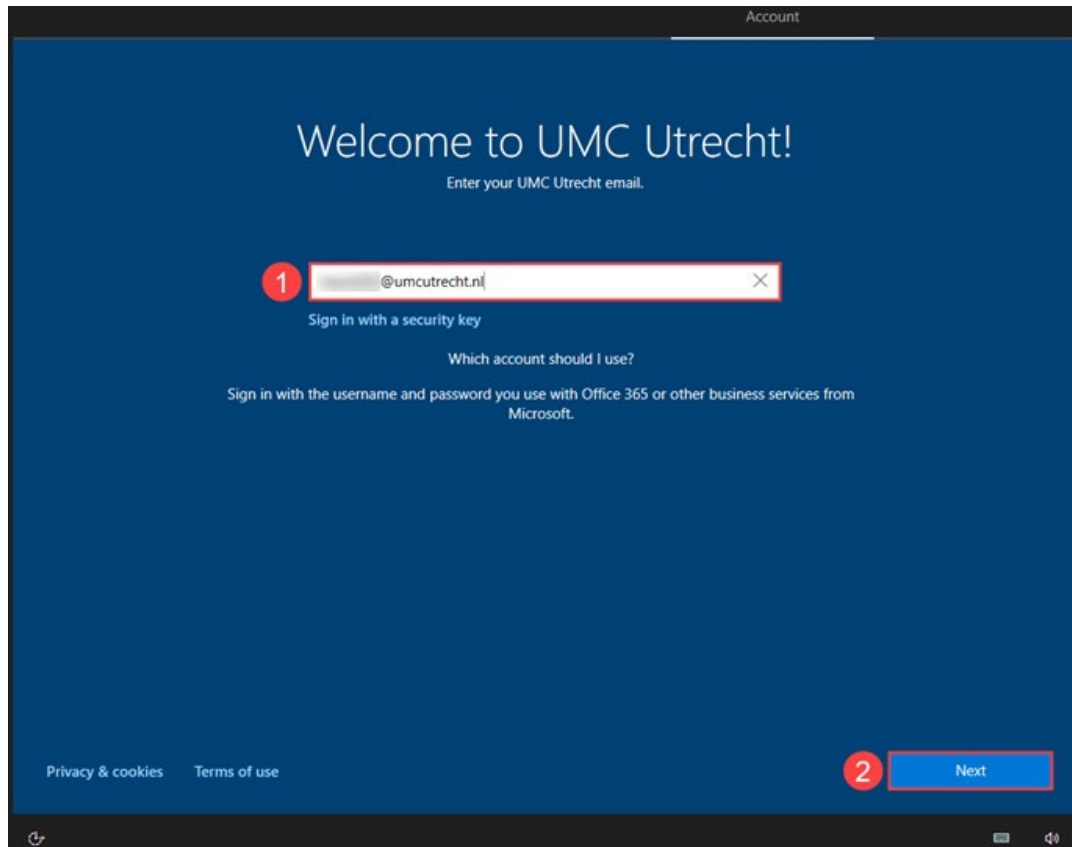
Start the laptop and go through the steps, the screens will be self-explanatory and are explained in the instruction on the following pages.

1. Choose the language. This is the language in which the steps are completed and the language in which Windows will function.

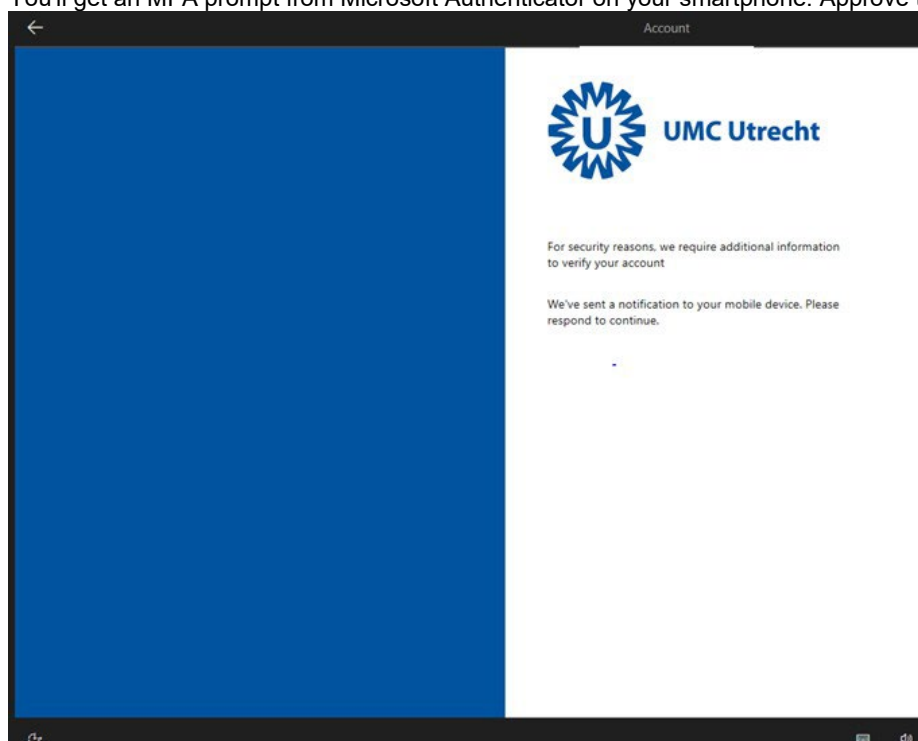


The network should now be configured. Within UMC Utrecht, choose **UMCU-GASTEN**. If you do have a fixed network connection in the UMC, unplug the network and use wifi (this often works better). When you are elsewhere, choose the correct wifi network and type in the correct password. With a fixed network connection, this step is automatic.

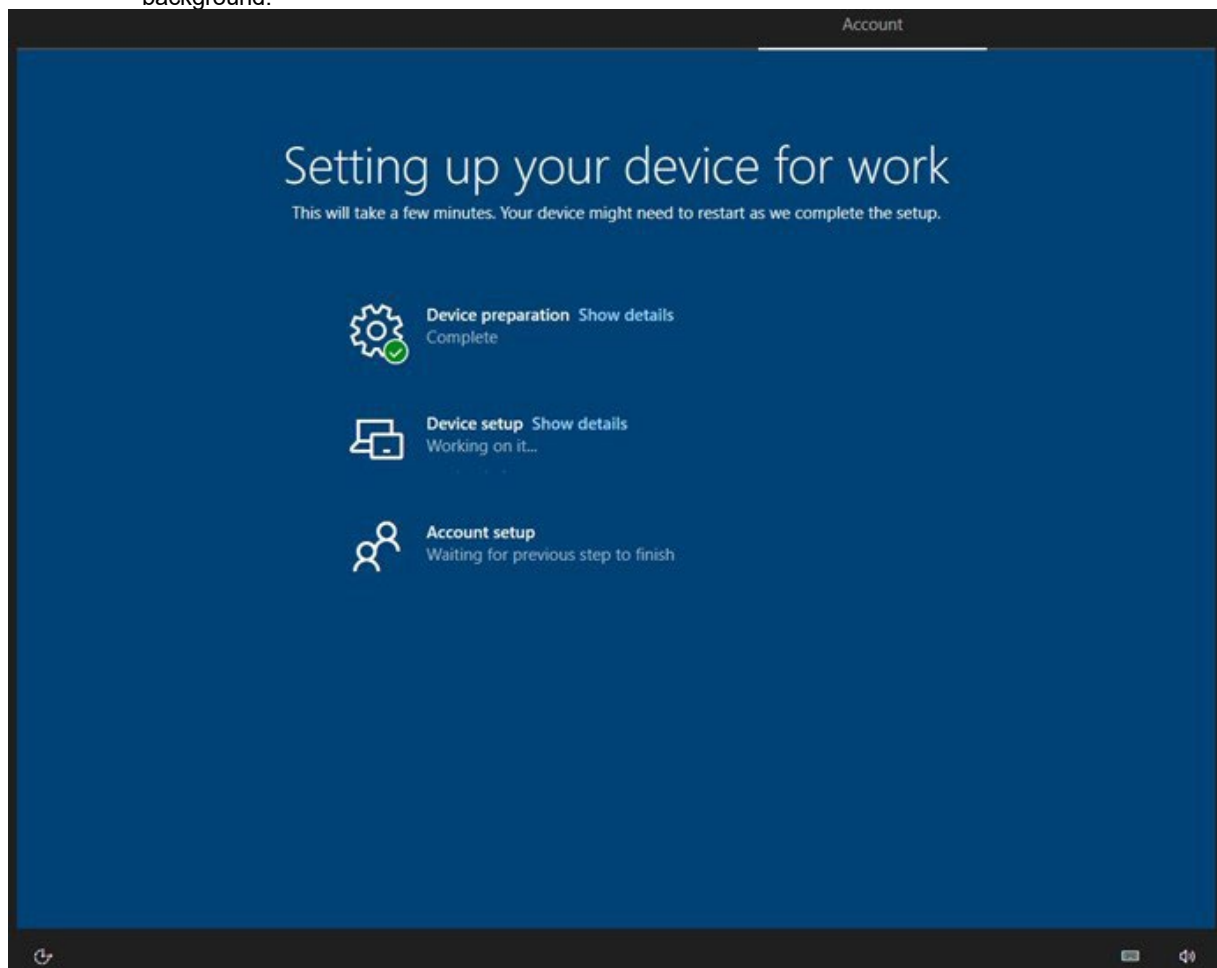
- Log in with your full UMC Utrecht email address to link your account to the laptop, then click '**Next**' to proceed to the next step.



- You'll get an MFA prompt from Microsoft Authenticator on your smartphone. Approve the request.



- Windows is now further configured on the device and the default apps are installed in the background.



Then the device reboots and the configuration continues. It is indicated that it may take a while and that the device should not be turned off.

Use your face to sign in faster and more securely



Your camera works with Windows Hello to recognize you, giving you a simple, password-free way to verify your identity.

Skip for now



Set up

Windows Hello allows you to log in faster/easier with your fingerprint (on laptops with a fingerprint reader), facial recognition and/or a PIN instead of a password. Click Set Up and follow the prompts.

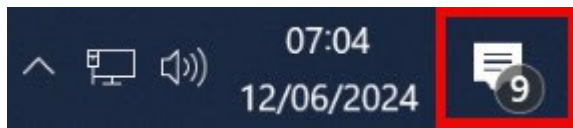
Create a PIN

Create a Windows Hello PIN in case we don't recognize you. This will allow you to easily unlock your device, and sign in to apps and services.

Next

When you set a PIN, you need to log in again with your email address and password (possibly with an MFA prompt) before you can proceed. Enter the PIN twice and click OK. It will be indicated that the PIN has been set and that you can log into the device with this PIN from now on. Click **OK**.

You have now completed the first part of the installation. The basic installation is now complete.
You will now see your startup desktop in Windows.



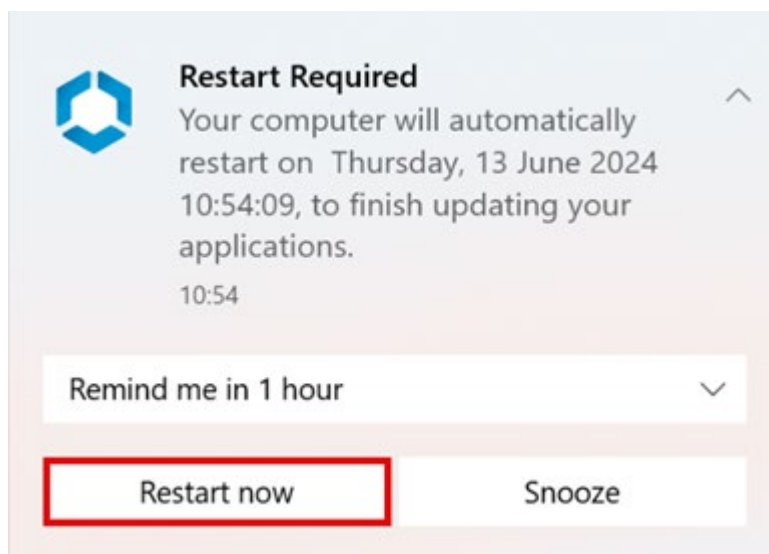
If you click on the Action Center icon in the lower right corner, you will see a number of notifications, including about OneDrive and the progress of installing some applications. **Do not restart the device manually for the first 30 minutes.**

For your laptop to function properly, a few more steps should now be completed:

Wait for all apps to be installed

Do not launch any programs yourself at this time.

When the main applications are installed, you'll see the following message appear in the action center in the lower right corner of your screen.



Click ***Restart now***

This is an important step because if you restart manually, this pop-up will appear again, just until you have restarted via the Restart now button!
If the message has not come up after half an hour, reboot the laptop.

Starting up Intelligent Hub



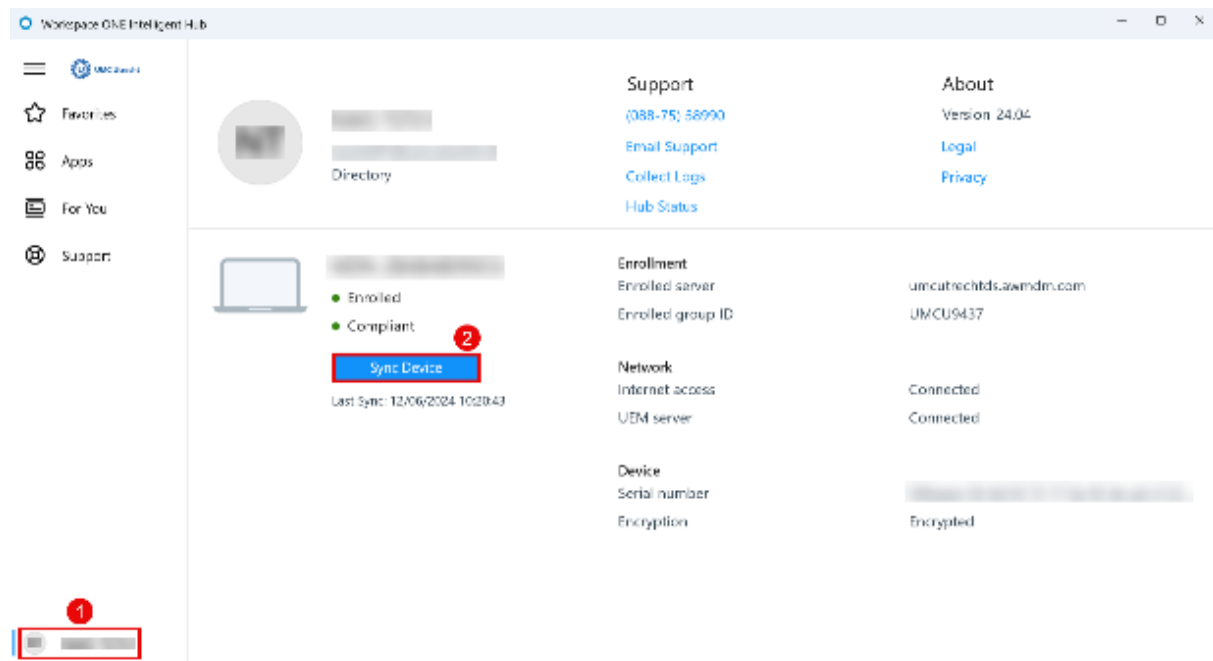
Launch the **Intelligent Hub** by searching through the search bar or clicking on the icon.

The Intelligent Hub is the central application when using your Personal Windows Computer (PWC). You use the Intelligent Hub for:

- Launching a shortcut (web link)
- Installing an application
- See notifications that apply to your PWC
- Link to support

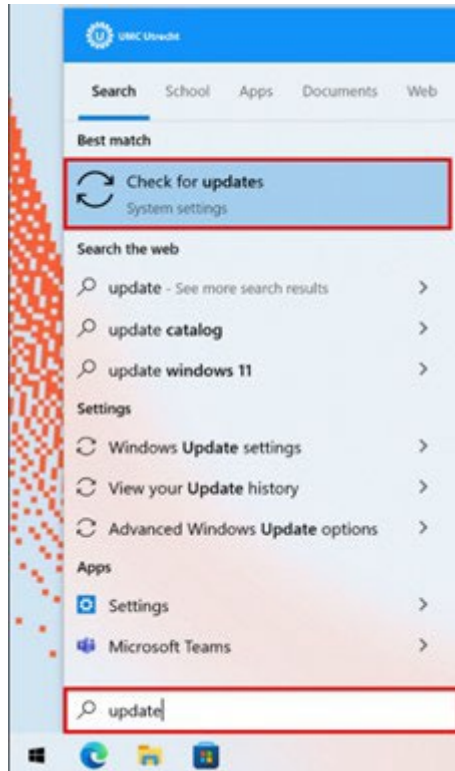
[Persoonlijke computer Windows \(sharepoint.com\)](#) (unfortunately, only in Dutch)

Device synchronization

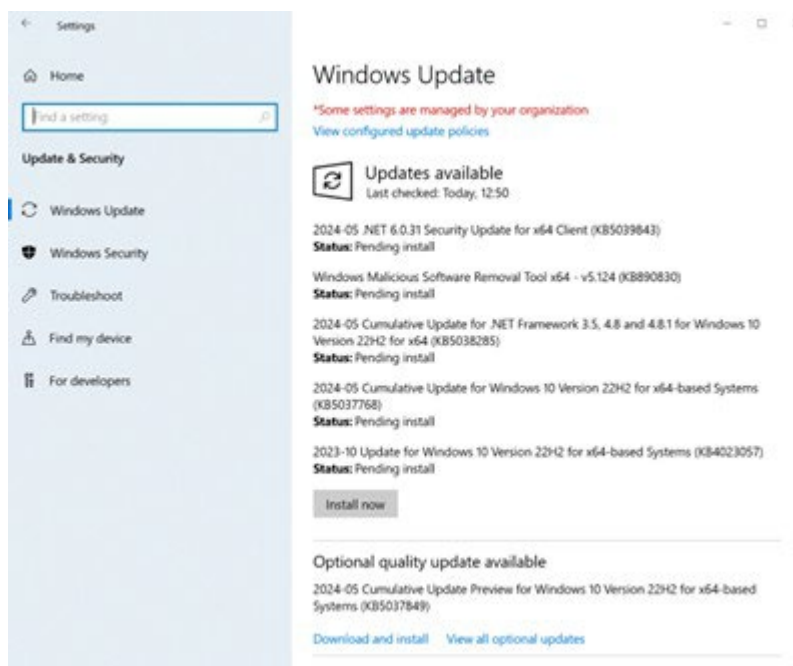


From the Intelligent Hub, go to the tab with your name and choose **Sync Device**. The sync will start and be complete within a few minutes.

Windows Update + optional updates



Click start. Search for: Update

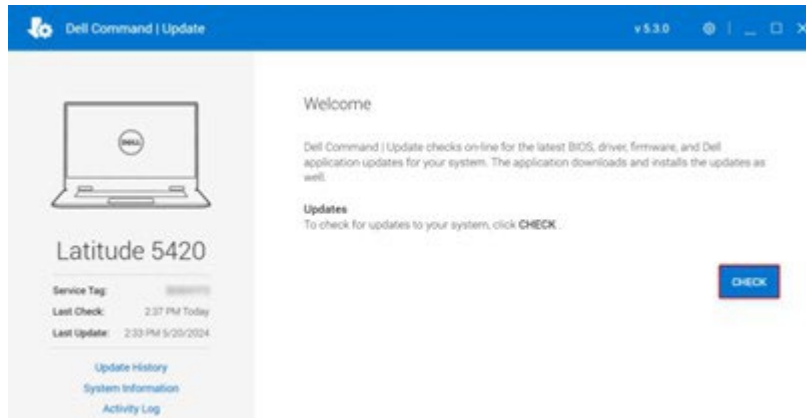


Go via *Check for updates* to Windows Update and install all the available updates. Do the same for **optional updates**.

After installing the Windows updates, restart the PWC.

After rebooting, go back to Windows Update and install updates until there are no more updates.

Dell updates



Click start. Search for: Dell

Run the Dell Command Update application. Check for updates and install all updates. Restart the PWC if indicated.

Device synchronization

Synchronize your laptop again just like in step 3.

From this moment you can start using your PWC.

Additional information about your workplace can be found via an icon on your desktop called Workplace Information or scan the QR code with your phone.



Please note:

If your computer's time is wrong, it's probably because the time zone is not set correctly. Learn how to adjust the time and time zone [here](#).

If you want to add additional network drives after installation, read about it [here](#).