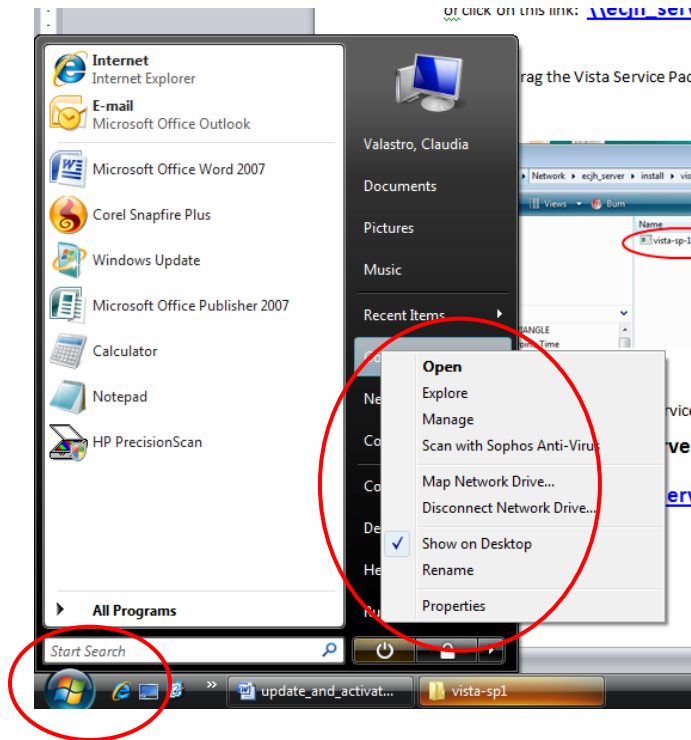


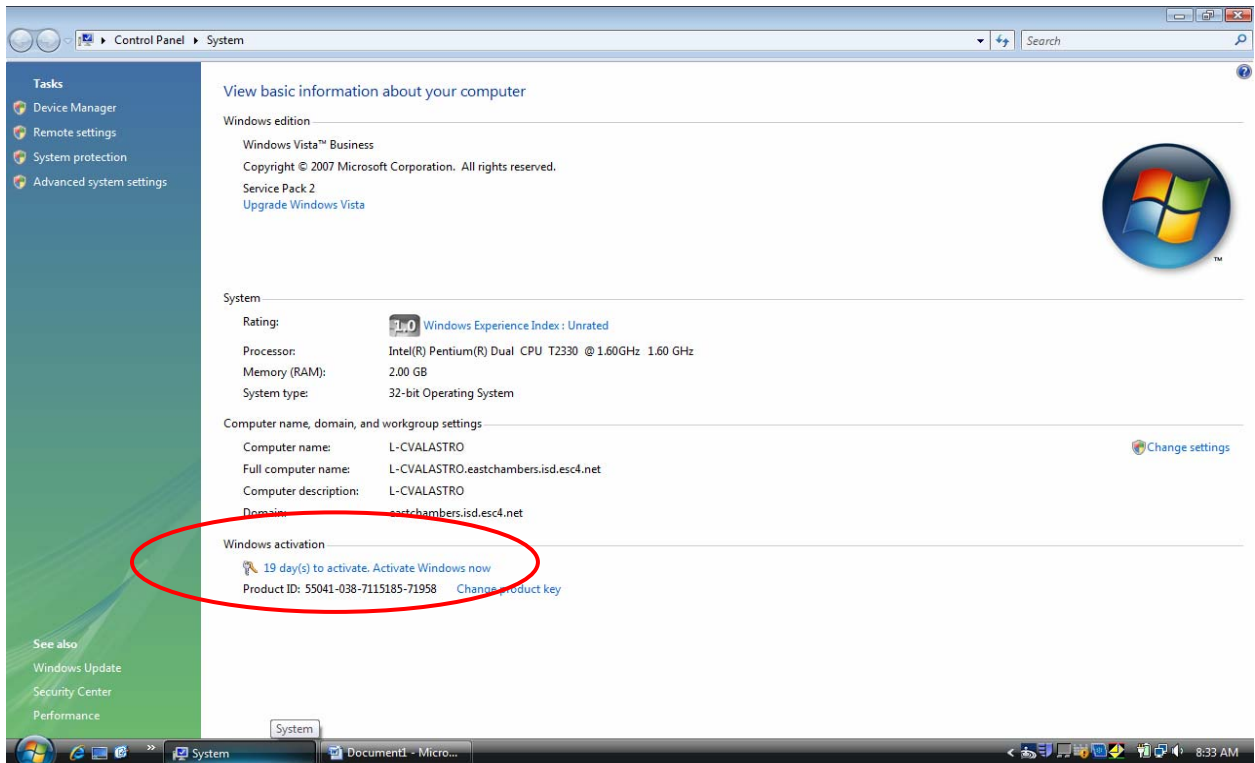
Update and Activate Laptops

NOTE: It is best to have a direct connection rather than wireless.

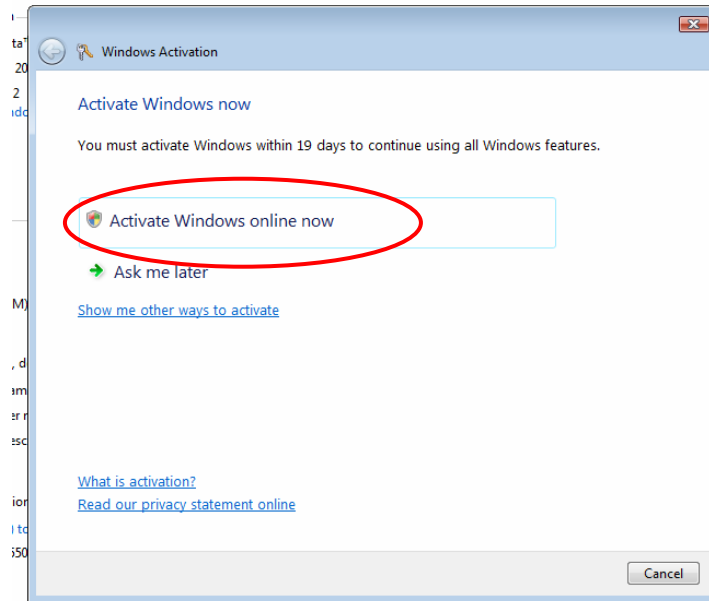
1. Right Click on **MY COMPUTER** and go to **PROPERTIES**.



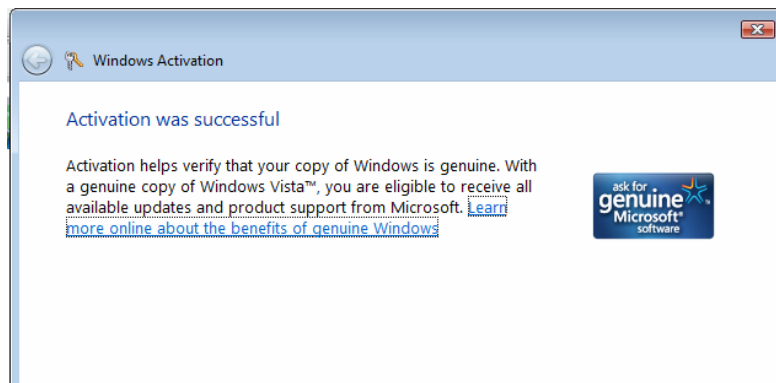
2. Look at **WINDOWS ACTIVATION** at the bottom. Click on link to activate.



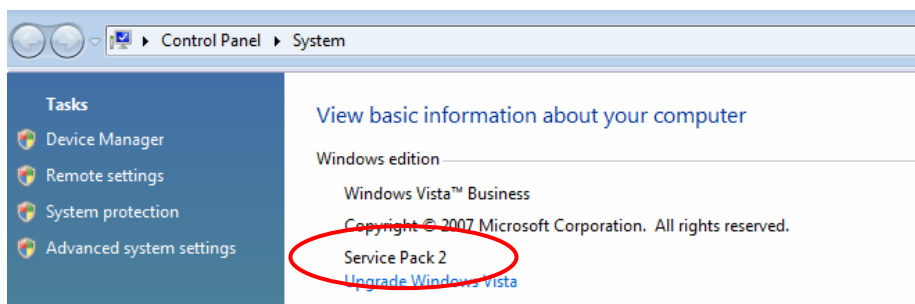
3. Click on **ACTIVATE WINDOWS ONLINE NOW**. Then click **CONTINUE**.



When activation is complete and successful, you will see this:



4. Now look at **WINDOWS EDITION** at the top and see if Service Pack 2 is listed. If it is NOT listed, you will need to download and install Service Packs 1 and 2.



5. You need to be connected to the network to download and copy the service packs to your desktop.



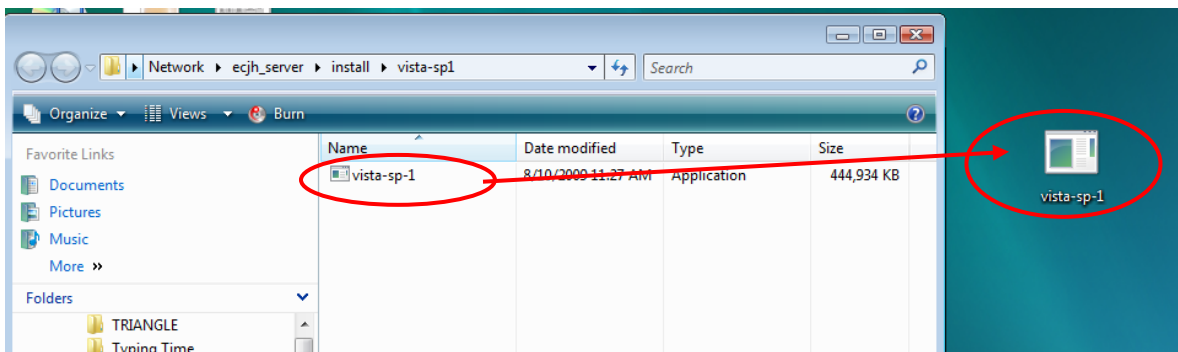
Click on the **Vista Start Button** in the bottom left corner.

Then click on the **START SEARCH** entry and type in (or copy and paste)

\\ecjh_server\install\vista-sp1

or click on this link: \\ecjh_server\install\vista-sp1 .

6. Arrange windows so you can click and drag the **Vista Service Pack 1 icon** onto your desktop. It will take approximately 1 minute to copy.



7. Now go back and copy **Vista Service Pack 2 icon** onto your desktop. Refer to Steps 5 and 6 above, but this time enter **\\ecjh_server\install\vista-sp2**

or click on this link: \\ecjh_server\install\vista-sp2 .

Once again click and drag and copy onto desktop.

8. Now you are ready to install the service packs. Install Service Pack 1 first by double clicking on the **vista-sp1 icon** on your desktop. When asked **“Do you want to run this file?”** Click **RUN**. Click **NEXT**. Select **I ACCEPT**, click **NEXT, INSTALL**. This could take a while. Be patient and monitor.

When Service Pack 1 is complete, then install Service Pack 2 by once again double clicking on the **vista-sp2 icon** on your desktop. Choose all defaults as prompted.

9. When you have finished installing both service packs, go back to **MY COMPUTER** and right click on it. Go back to **PROPERTIES** and check to see that Service Pack 2 is listed in the **WINDOWS EDITION**.

Also, check at the bottom to see if you are still **ACTIVATED**. If not, reactivate by clicking on the **activation link as before**. Refer to Steps 1 – 2 above. (See image on next page.)

