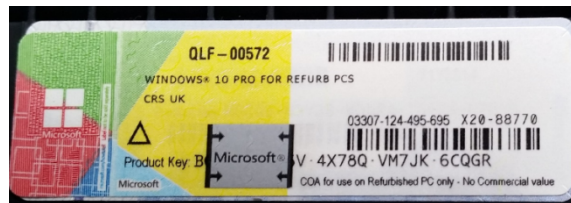


Read This First

Thank-you for leasing your unit from Re-Tek, this document explains how to set-up your system for initial use.

Before switching on

Please take a note of your Windows product key. On PCs this can be found on the exterior of the system chassis. For notebooks, depending on the model, this can be found either on the base, under the battery or on the inside of the removable base cover. Please note that to expose the entire key you need to scratch off the silver foil portion (which says Microsoft).



Make a note of your key here: _____

This is needed as the unit has been refurbished from its original use and now has a new version of Windows installed under the asset refurbish program.

At first boot

You will need to accept the Microsoft EULA (End User Licence Agreement) and set-up the PC & Windows experience preferences (language, networks, MS Cortana, etc.).

To activate your Windows licence

Once the Windows OS has completed initial set-up and you have selected your preferences, you need to activate your copy of Windows.

1. Go to the System Properties (right click on the Windows Menu button and select 'System').
2. Click 'Change product key or upgrade your edition of Windows'.
3. Click 'Change Product Key'.
4. Enter your product key and click 'Next'.
5. The system will then register against the Microsoft licence server and your copy of Windows will be licenced and active.
6. You may need to re-boot your system for this to take effect.

Once you have completed these steps your machine will be fully set-up and ready for use.