

Instructions for Updating District Provided Laptops

1. Plug the device into an electrical outlet (the device will not update properly if it is not plugged in)
2. Turn on device
3. Login to the device (An example of a device login account: tsmith or sjones)
4. Make sure you are connected to the Internet
5. Leave the device on for several hours
6. Reboot the device via the *Screen Options* (not the power button on the side):
 - a. Using the mouse/cursor, click on the *Windows* icon on the bottom left
 - b. Select POWER option
 - c. Select UPDATE and RESTART option
7. Repeat Steps 2-5. Shutdown the device via the *Screen Options* (not the power button on the side):
 - a. Using the mouse/cursor, click on the *Windows* icon on the bottom left
 - b. Select POWER option
 - c. Select SHUTDOWN option

Feel free to contact the respective building helpdesks with any questions.

- For the AMPS helpdesk email ampshelpdesk@millerplace.k12.ny.us
- For the LADSBS helpdesk email ladsbshelpdesk@millerplace.k12.ny.us
- For the NCRMS helpdesk email mshelpdesk@millerplace.k12.ny.us
- For the MPHS helpdesk email hshelpdesk@millerplace.k12.ny.us