

# BIAMP UCC-LENOVO TSC ZOOM ROOM SETTINGS

biamp.

zoom

## REQUIREMENTS FOR FIRST-TIME SETUP AND CONFIGURATION

To make your installation faster and easier, submit this form to your IT administrator to complete prior to your install date. The Biamp UCC system will require a few settings for first-time setup and configuration. These fields are ordered in the same way you will encounter them during setup. Please note: these settings can be changed after initial installation.

This checklist is for room:

The PC name is the name by which the Biamp UCC device is identified on the network. **PC Name:**

### WINDOWS CREDENTIALS

The first account name will be for accessing the Windows OS running in the background. Keep in mind that this is for both Windows access and Admin controls in the Teams Room system.

**(Windows) Username:**

**(Windows) Password:**

### ZOOM ACCOUNT SETTINGS

The Zoom activation code is available after the Zoom Room account has been created in the Zoom Web Portal.

**Zoom Activation Code:**

## SOFTWARE DEPLOYMENT PROCEDURE

Once you receive this completed form from your IT Administrator, following these deployment steps:

- 1 Connect a keyboard and mouse to the Biamp UCC. Running the setup using a keyboard and mouse is significantly easier than attempting to use the touchscreen user interface.
- 2 Ensure the Biamp UCC's ethernet internet connection is stable. The system may need to update its firmware.
- 3 Turn on the Biamp UCC. This will bring up a login prompt.
- 4 Use the Microsoft Windows Credentials supplied in the checklist to set up Biamp UCC's login credentials.
- 5 Follow the on-screen instructions to set up and configure the Windows account.
- 6 The Lenovo Manager setup is optional and can be skipped for now.
- 7 Once Windows is set up, the Biamp UCC will direct you to either Teams or Zoom.
- 8 For Zoom: Sign into the application using the code provided in the checklist.
- 9 Once the accounts are setup, ensure that the peripheral devices are recognized by the Biamp UCC under Settings.
- 10 Test to verify that Zoom is functioning correctly. This can include joining a test meeting, testing audio and video functionality, and verifying network connectivity.