BIAMP UCC-LENOVO TSC TEAMS ROOM SETTINGS

biamp.

Microsoft Teams

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:

TEAMS SETTINGS

These are the Teams Room account settings that are configured in the Microsoft Teams Admin Center.

(Teams) Email:

(Teams) Password:

Supported Meeting mode:

Modern Authentication Y/N:

Y   N

ADVANCED SETTINGS

These are optional Teams Room account settings that are configured in the Microsoft Teams Admin Center.

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Exchange sign-in (usually the same as Teams or Skype):

[   ]

Microsoft Teams

Domain\Username (optional):

[   ]

Configure domain:

[   ]

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 Teams: Change the default administrator password to the one provided on the checklist. Follow the on-screen setup instructions using the information from 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 Teams is functioning correctly. This can include joining a test meeting, testing audio and video functionality, and verifying network connectivity.