BSI Laptop Setup Guide

bsi Your partner
in progress

Table of Contents

Revision history

Revision No	Date	Author	Approved By	Changes
1.0	21.10.2024	Suzette King		
2.0	21.10.2024	Geoff Head	Darren Grove	Updated info - Company Portal

2.Document Overview

This document provides the relevant information and screenshots for end users to configure the device using Autopilot.

3.Device Provisioning

Instructions	Illustrations

Device Provisioning

1. On the device, when powered on, it will start at the Out of the Box Experience (OOBE). Here you can select the language. When you have highlighted your desired selection, press **Yes**
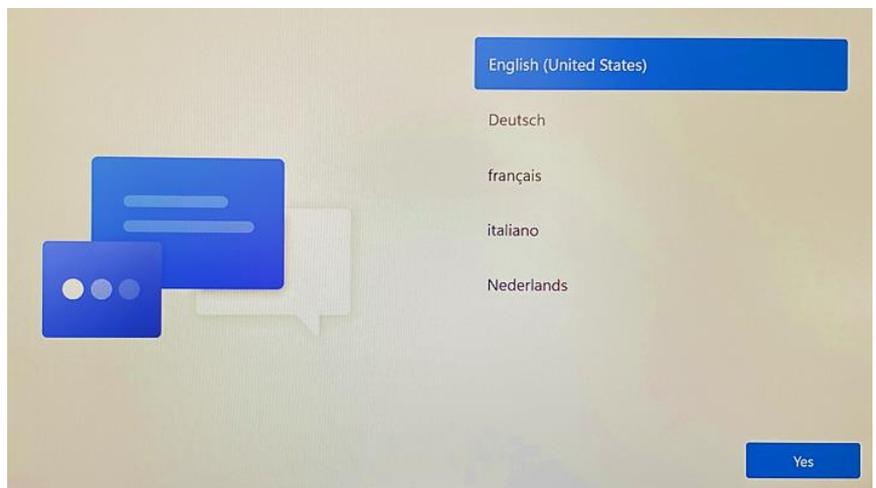
2. Here you can select the region that you are in. When you have highlighted your desired selection, press **Yes**

   Note: the layouts may vary in the screenshot, depending on your location.
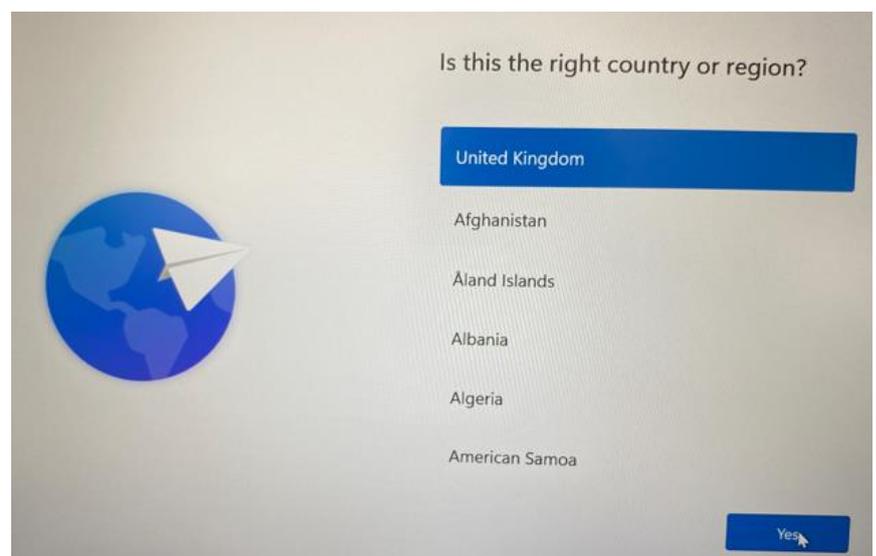
Instructions	Illustrations
3. You can choose the keyboard layout that best suits you. Once you have selected the keyboard, press **Yes**. *Note: the layouts may vary in the screenshot, depending on your location.*	
4. If you switch between languages, you may wish to add a second keyboard layout here. If not, simply select **skip**.	
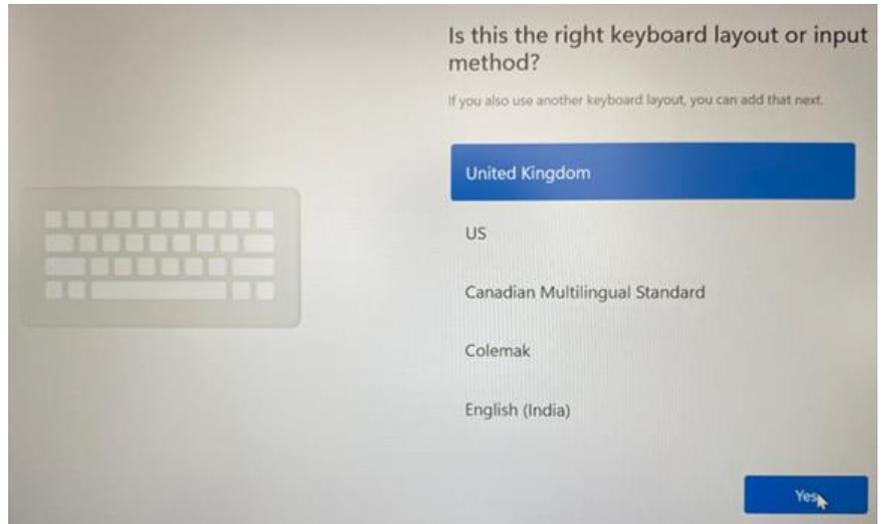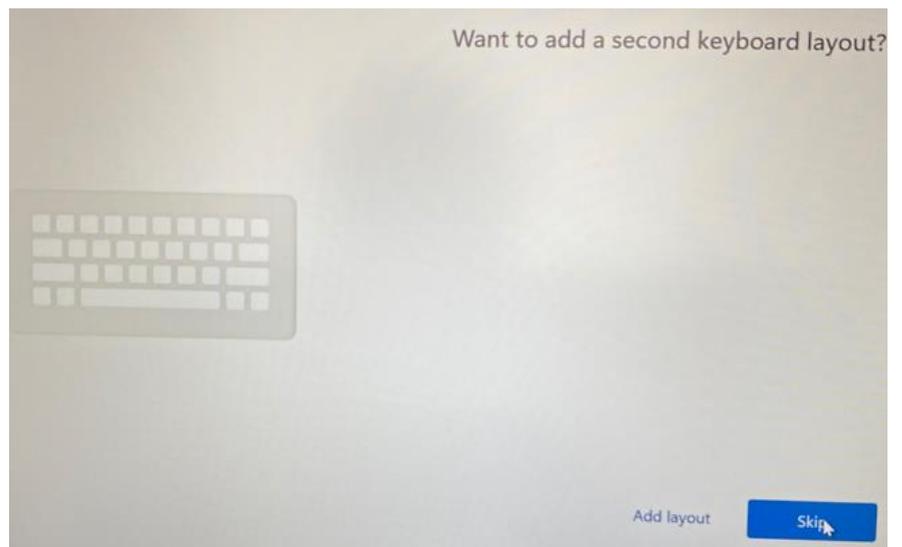
Instructions	Illustrations

5. Here, you will need to connect to your **WiFi connection** and enter appropriate password. Ensure that the option Connect Automatically is also selected. Then press Connect.

Note: if the device is on a cable network connection, this screen will not show, and it will immediately skip to the next screen.
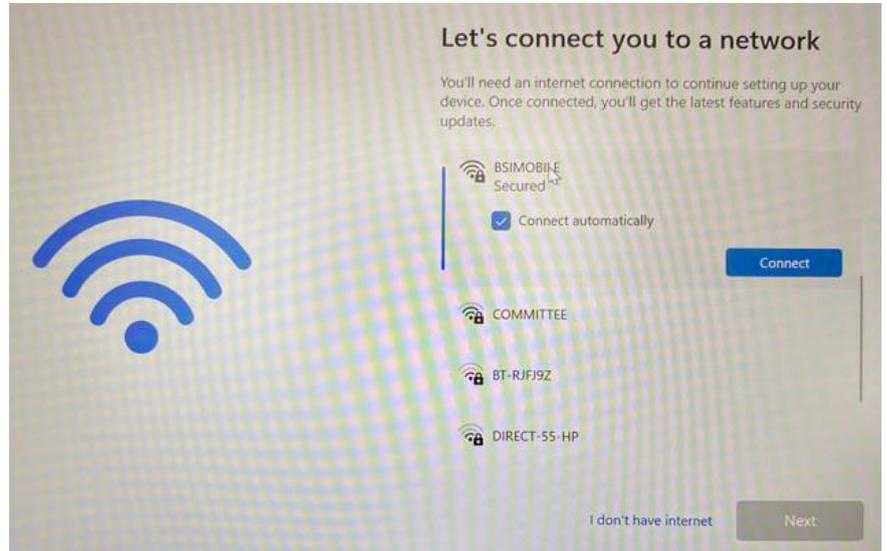
6. The device will momentarily load some settings **which may take up to an hour** to complete.

Note: Do not power off the device during this phase.
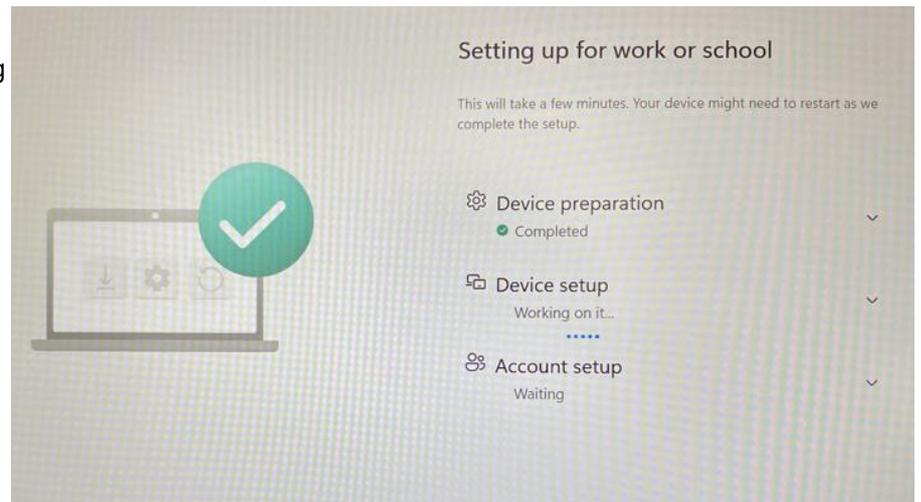
Instructions	Illustrations

7. After loading the settings from the previous screen, you will be presented with this screen indicating that the settings have been loaded successfully.
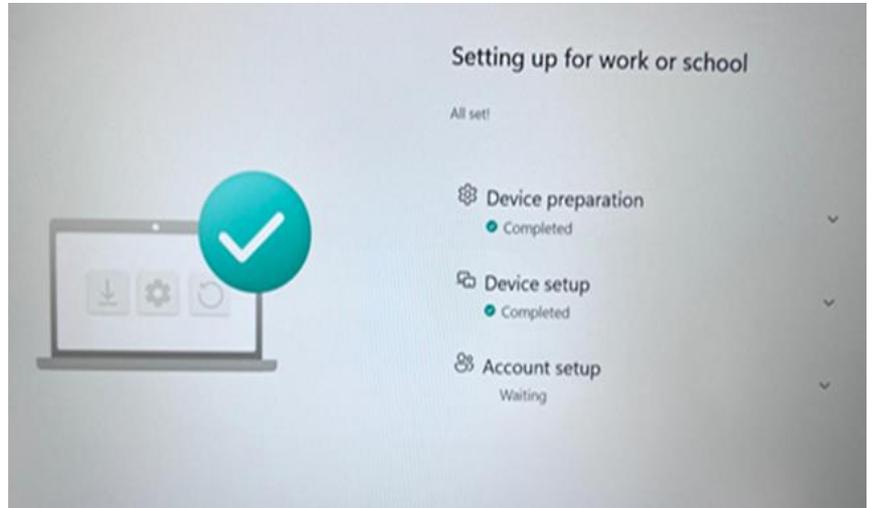
Instructions	Illustrations

4 Device Configuration

1. Once the primary setup is complete, you will be presented with the logon screen. Press the enter key to continue.

2. Accept the legal notice when presented with this screen by pressing OK.

Legal Notice: THIS IS A PRIVATE COMPUTER SYSTEM

This computer system including all related equipment, network devices (specifically including Internet access), are provided only for authorized use. To protect the integrity of this system and the data maintained on it, all computer systems including internet usage are monitored for unauthorized or irregular behavior, including to ensure that their use is authorized and to ensure against incidents such as imminent threats, violations of system security practices or acceptable use policies.

OK

3. If your WIFi needs connecting this can be connected here by selecting the WIFI icon and selecting your access point from the list and entering the appropriate password.

4. Enter your BSI credentials to login.

Note: this is your BSI email address and password.
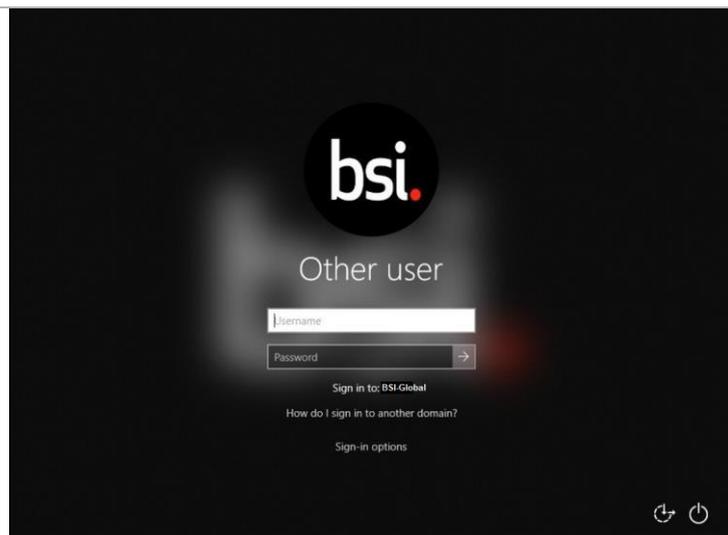
5. You will be presented with this screen. Do not power off your laptop.

6. Again, do not power off your laptop and ensure it is plugged in.

7. You have almost completed this device setup.
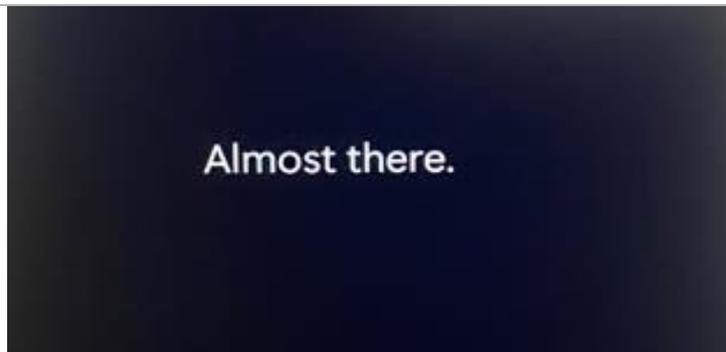
8. At this point you have successfully setup your device and you are now logged in.

9. On your next login you may begin accessing your apps. At some stage (up to 15 mins later) you will be prompted to enter a BitLocker pin.   Bitlocker is another security measure and on every boot of the device, you will be required to remember this pin.

Note: The BitLocker pin must be a minimum of 8 characters, numerical only and not contain any sequential numbers.

Instructions	Illustrations

10. At this point the device will only have the core apps, the remaining applications will be pushed to your device within 24 hours, you can also reduce the time by following the below steps.

• Open the start menu and search for "Company Portal" and select this to open. .
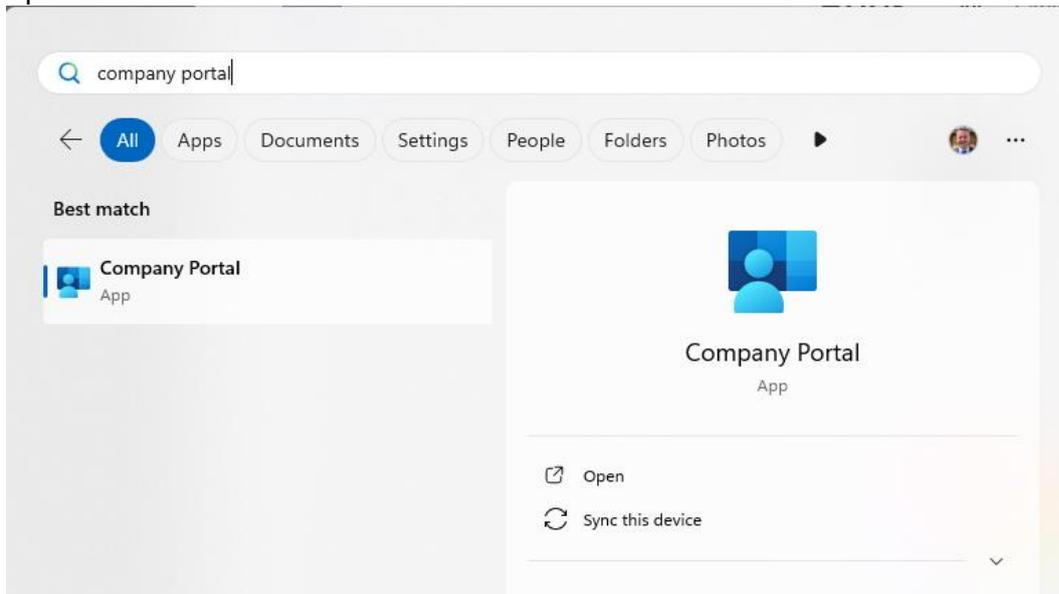
11. Select the application required and click "Install"
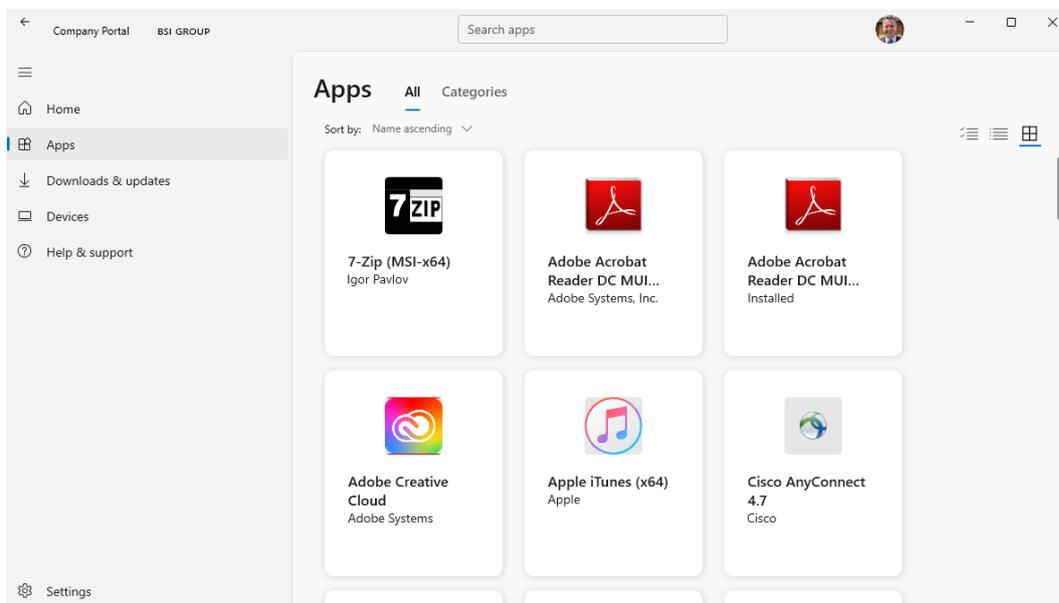
The device is now fully ready to use.