

## BenQ Quick Start by BG Innovations

### Log in

Use either your **nfc card** (on the RP series) or your **email address and password** associated with your account.

### *Loading up launches Android*

You can also switch from using the Android software on the board to PC or Mac based software. The panel can be used as a touch screen monitor and you can use **any** software that is installed on your computer on your panel.

### Panel Navigation:

#### Touch screen:

- One click - tap screen once
- Double click - tap screen twice
- Right click - press on target and hold until blue screen appears. Release your finger.
- Drag - drag one finger right or left
- Pinch or tap and spread your fingers to zoom or shrink an image

### Documents

BenQ can open up images, Microsoft files, and pdf documents. You can open Google Docs in a browser, or download the document as a Microsoft document (Powerpoint, Word, Excel), and put it in Google drive to access later from BenQ.

The latest version of the software also has a **red record button** located on the floating toolbar, and in the EZWrite software on the bottom toolbar.

### Slide right or left for the side toolbar:



Return to the HOME interface. This button is also on the remote.

RETURN to previous operation

SWITCH between recent tasks (this opens all recent apps)

Open **EZWrite software** (see info below)

Change CONNECTION (switch from your PC/Mac, Android, etc)

The last icon on this toolbar (not shown here) opens the **Floating Toolbar** (See description after EZWrite software)

**EZWrite software** is the built in whiteboard software that allows you to create simple content on the fly, or open content saved in your network drive, Google drive or saved on the panel.

### ***Whiteboard tools:***



Save (Defaults to saving to the board storage, but you can navigate to other locations like Google drive or the network drive)



Share the file created in EZWrite – you can email or share with a QR code



Invite students to join the cloud whiteboard using either the QR code or the room ID and web address. This information is shown when you click the icon.



Switch from presenter only mode to co-creator mode. Co-creator mode allows all users to write anywhere on the whiteboard. Stop Activities will end the collaboration.



Select multiple objects. Can move or delete multiple objects at once.



Two pens are available, Dual Pen where you can use two pens at once, or Brush pen where you can draw using a paint brush.



Eraser



Access additional tools - timer, geometry tool, score keeper, sticky notes, etc. Drawings in the Geometry app automatically straighten out and can then be exported to the main EZWrite screen. This is also the location for the handwriting recognition tool.



Import files into EZWrite to annotate over



Undo



Redo



Change background



Add new page

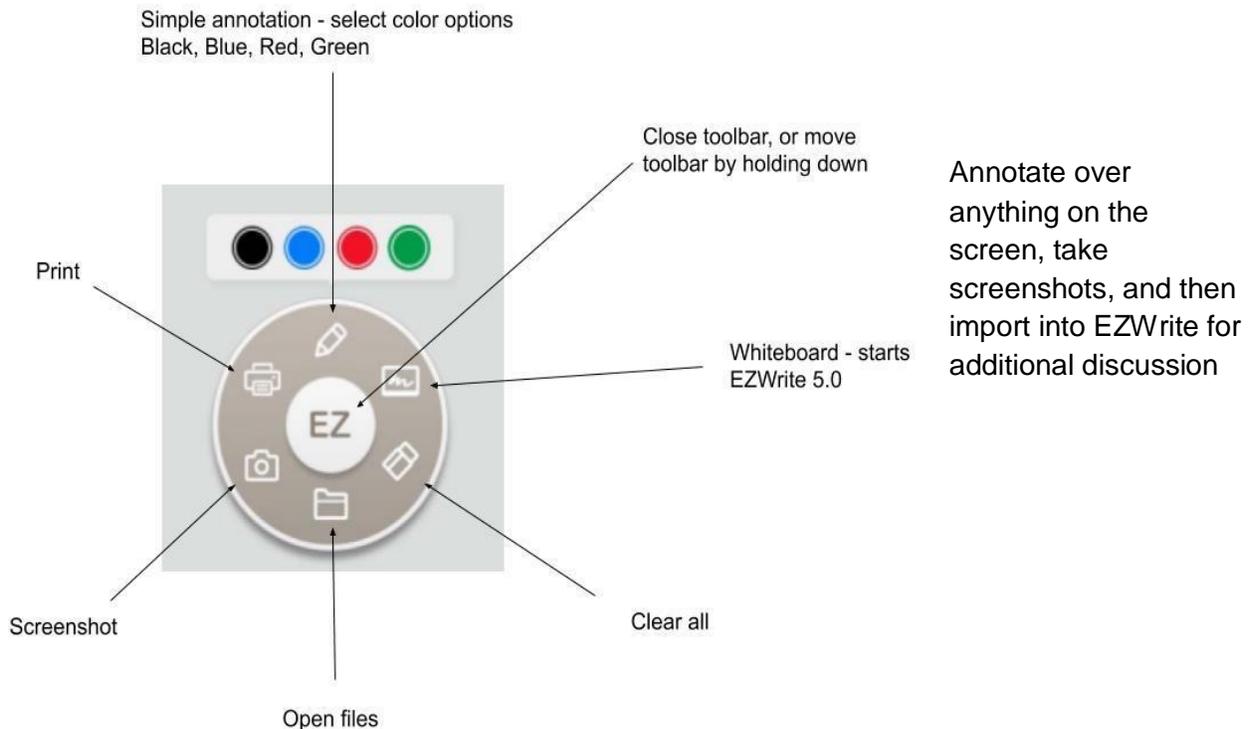


Scroll through pages. This is where you can create a duplicate page. Select the middle of the icon (between the two arrows). You can see all the pages created, delete or copy any of them.

Users connecting to the cloud whiteboard will have fewer options, limited to a simple pen tool, eraser, and sticky note. They can also exit or save the document to their own device.

The users/viewers can not currently see the tools (the timer, teams tool), but this will change in future versions of EZWrite.

### **EZWrite floating toolbar** - this is a simpler annotation tool



### **Bottom toolbar**



Opens input settings



Opens EZWrite software



Applications (Apps) that your administrator has loaded for you. This is also where you can find the widgets (small programs) that you can place on your board. You can pin your most used Apps by selecting and holding them, and then dragging them to the right App pin area.



Loads up a more advanced set of connection and other settings options such as audio, input, network and general set up options.

## Useful applications:



Open AMS file manager. This allows you to access your personalized workspace and manage your files. There is only around 30 gb of space available on the BenQ panel, so most files should be saved to your personal Google Drive, OneDrive, or network drive.



### Instashare

Allows mirroring display with users that are connected to the SAME NETWORK. You cannot do this online, only with users in the same room.



BenQ Suggests are a few educational applications that BenQ suggests. These are the only applications that a teacher can add without an administrator.

You can surf the web using a browser, accessible through the applications, or directly through a **widget** on the home screen.

Widgets are accessible through the applications menu on the bottom toolbar.

Some particularly useful widgets are the sticky note, the clock, and the Firefox search bar. You can also include bookmarks to websites that you might want quick access to.

## Personal settings

Go to AMS to change personal wallpaper or link to personal Google drive.

<https://ams.benq.com/#/personal/settings>

## Remote

The remote can be a powerful presentation tool. Here are some useful keys:



Power on or off



Home



Pointer or spotlight function



Return



Switch between apps or input sources



Volume up or down



Open or close the settings menu



Freeze screen



Four direction keys



Blank screen

## ***Panel maintenance.***

Turn off after use

Clean with microfiber - spray cleaner on microfiber if necessary, NOT on panel (you do not want liquid in the panel)

**Todo:**

Test yourself

- Log into your account in [ams.benq.com](https://ams.benq.com)
- Personalize your wallpaper
- Link to your Google drive
  
- Log into the panel
- Personalize the panel with widgets. Try out the message board.
  
- Open EZWrite
- Start recording
- Open a worksheet saved in Google Drive
- Work through the document
- Stop the recording and save it.
- Go to the home screen
- Open AMS
- Move the recording to your Google Drive folder
  
- Go to the home screen
- Open a browser
- Open EZ floating toolbar
- Annotate over the browser.
- Save a screenshot.
- Open the screenshot in EZWrite
  
- Try out the tools in the toolbox on EZWrite.
- Use the Geometry tool and export the image into BenQ
- Try the handwriting recognition tool

You can record yourself (including audio) in either EZWrite whiteboard software using the record feather there, or on the Home screen using the record feature in the Floating Toolbar.