

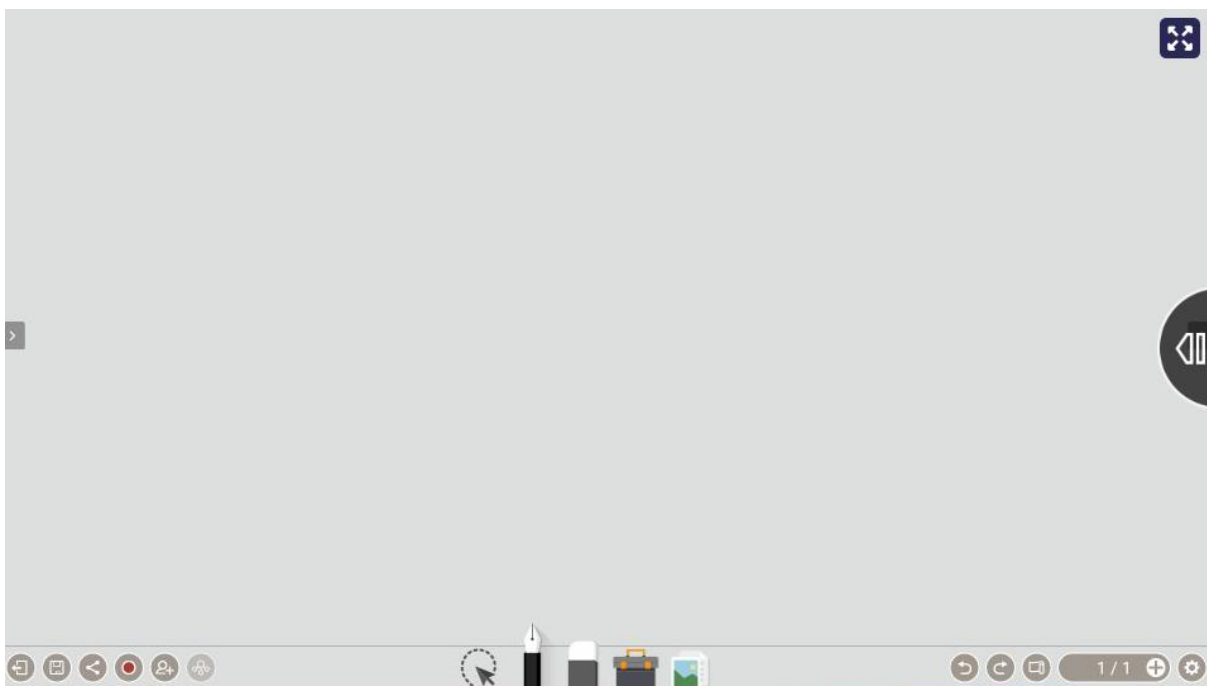
- **Logon screen**

Everyone has access to this screen. You can open:

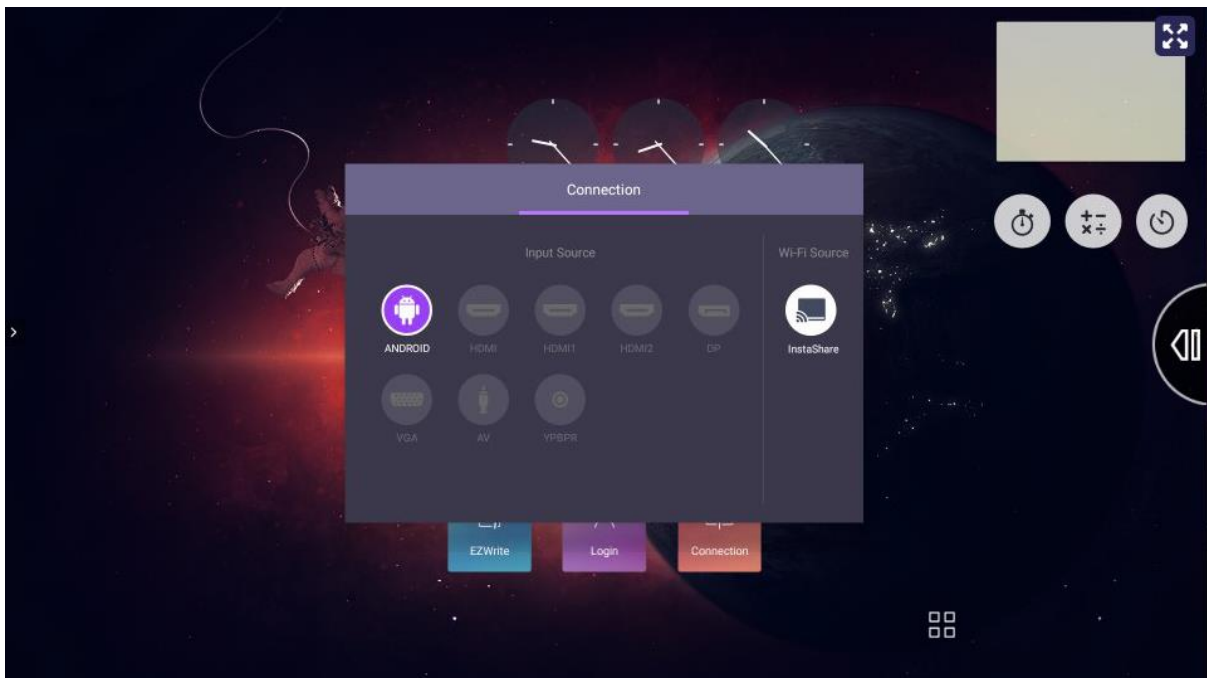
- EZWrite app (Whiteboard)
- Login window (Connect to your account)
- Connection (View and change the input to VGA/HDMI or to open Instashare)



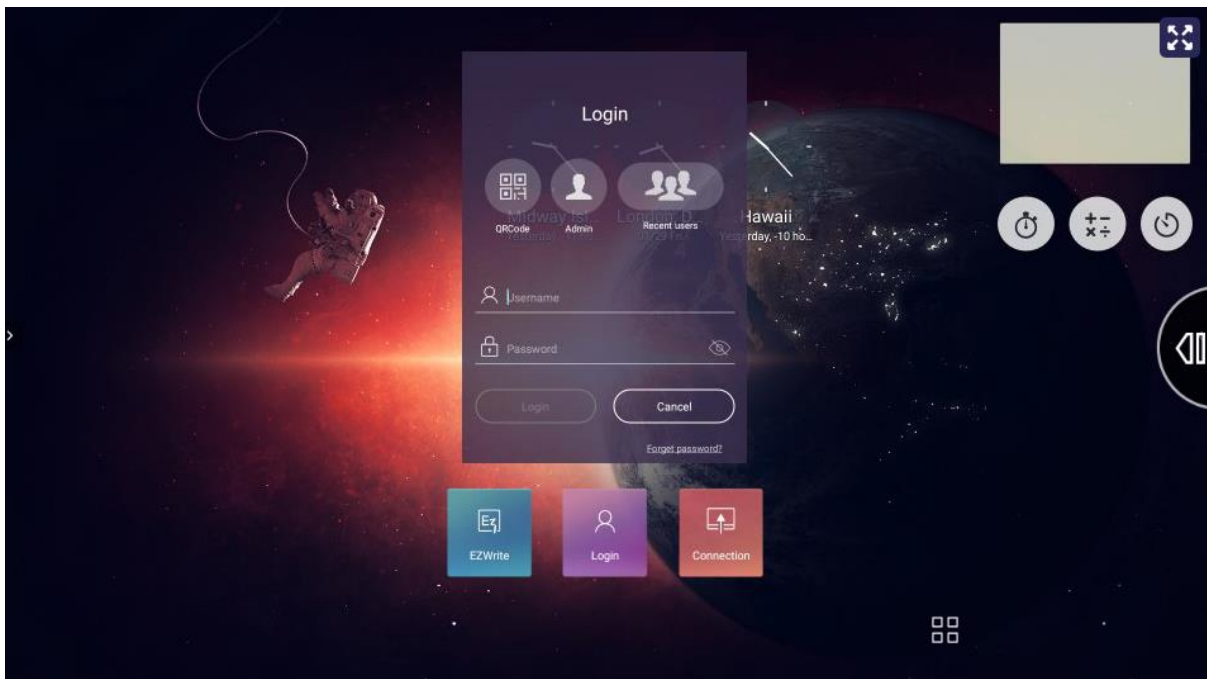
- **EZWrite application**



- Connection window



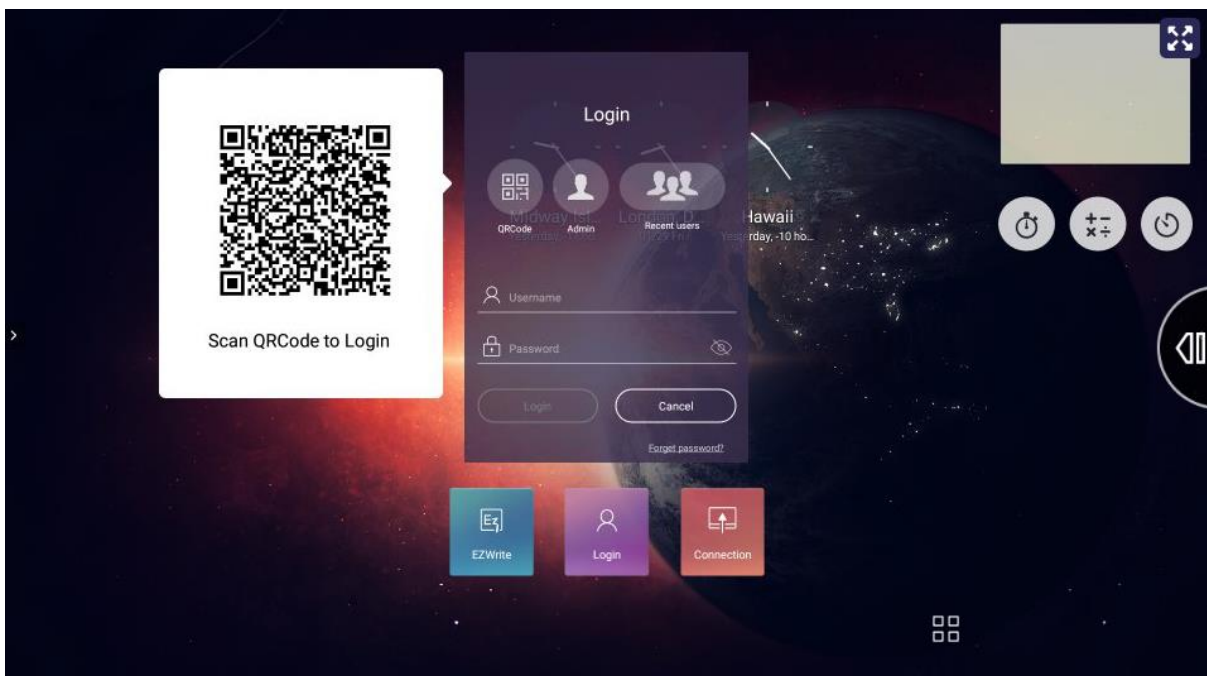
- Login Window



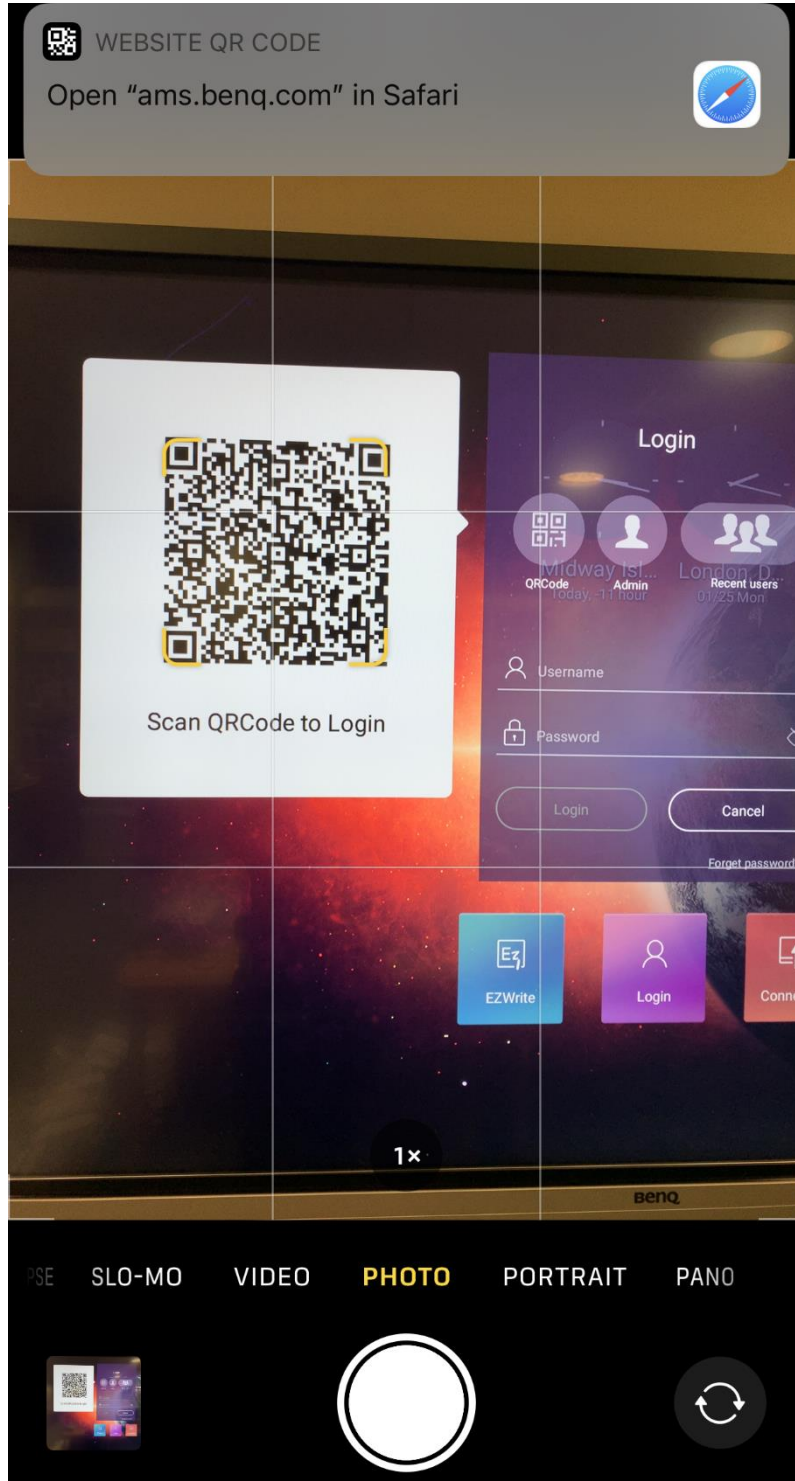
- To login you can type in your school email address and the password you created on <https://ams.benq.com/> . We advise not to use this method as students will see the characters you're typing in. Instead, press on the QRCode image to login securely.



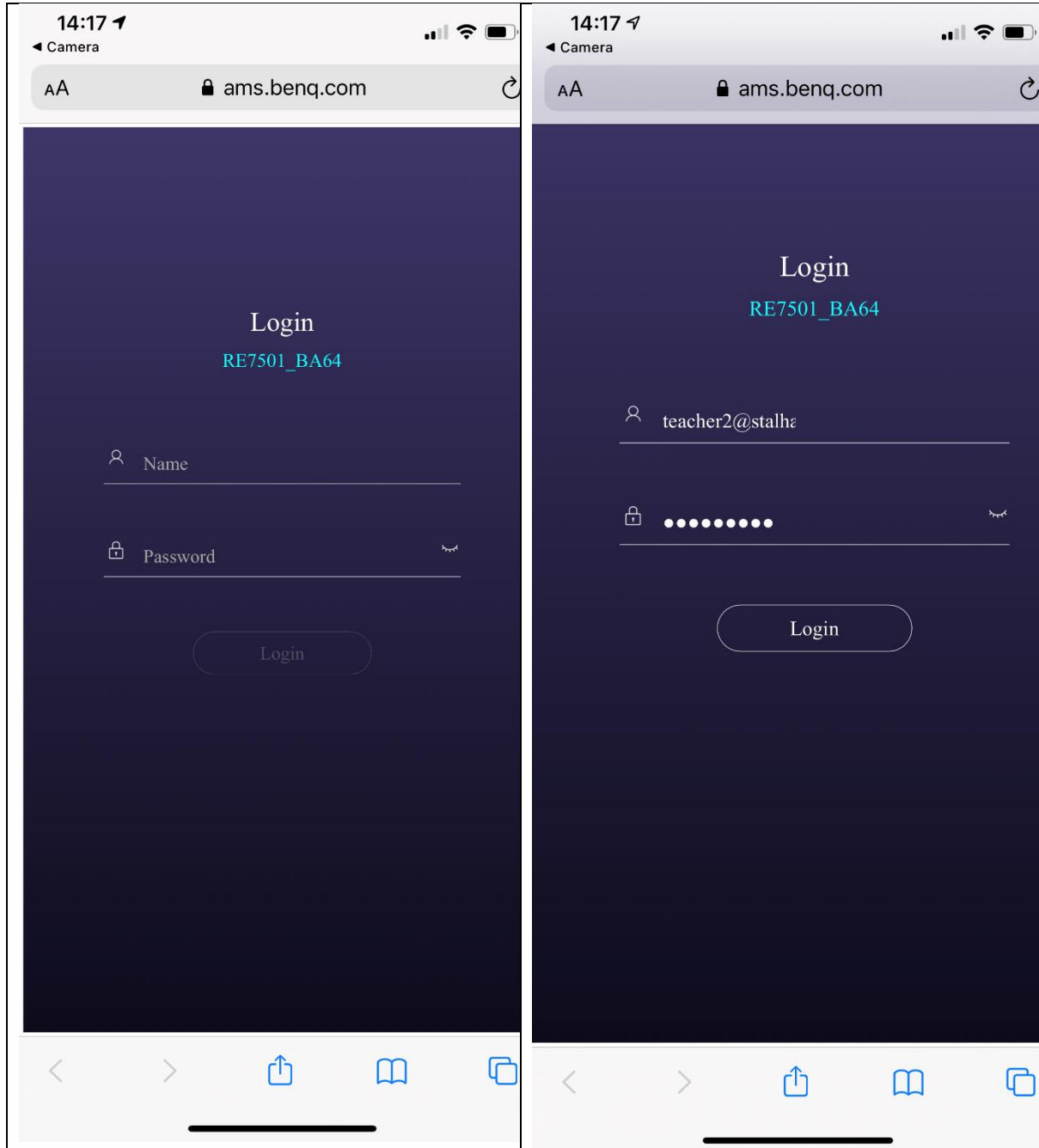
- A QRCode will appear on the screen and you need a mobile phone or tablet/iPad (connected to the internet) to scan it.



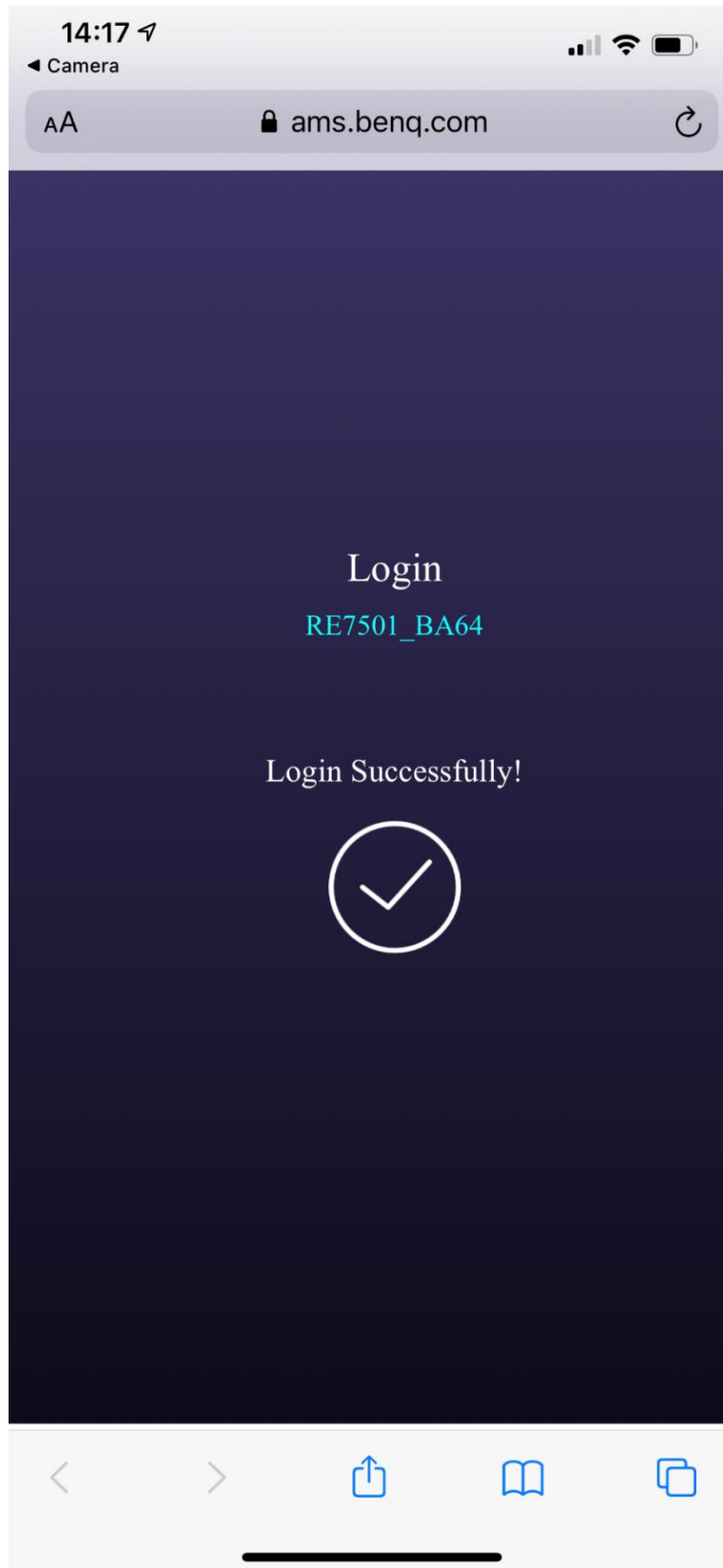
- Open the camera app on your device and point it to the QRCode. A notification will pop up on your screen pointing out to [ams.benq.com](https://ams.benq.com) website. Press on the notification.



- The login page will load on your mobile. You have to type in your school email address and the password you created on <https://ams.benq.com/> and press “Login”.

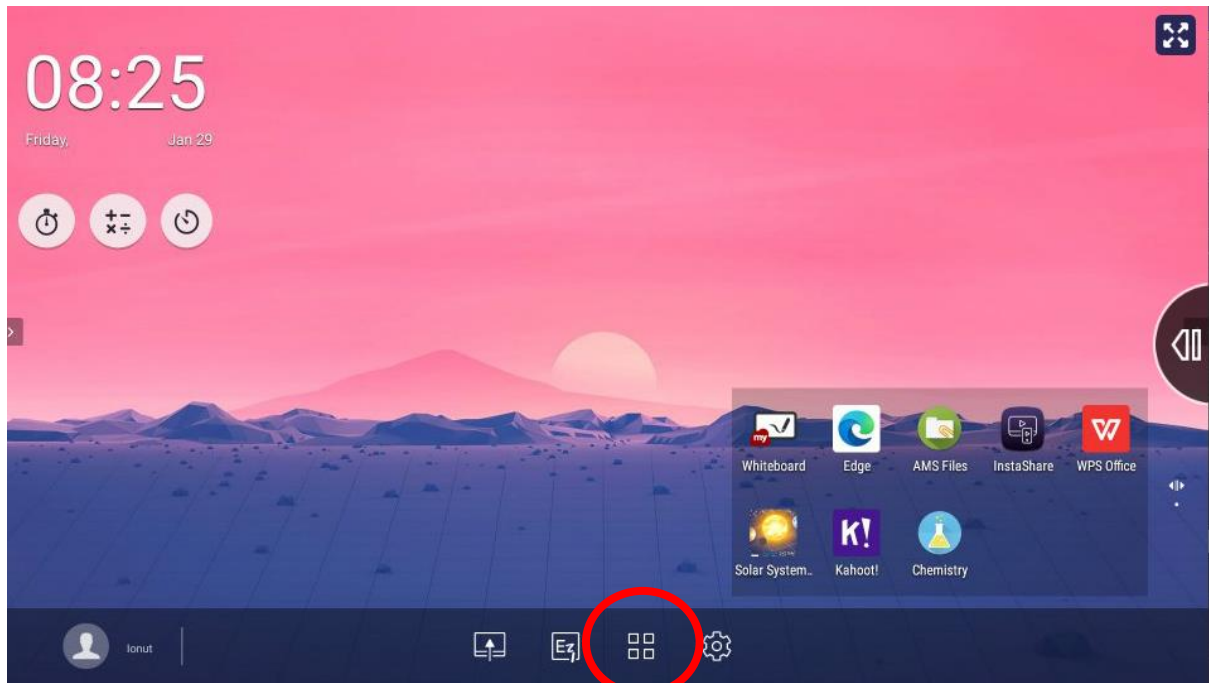


- If you enter your correct details you will get this message on your phone:

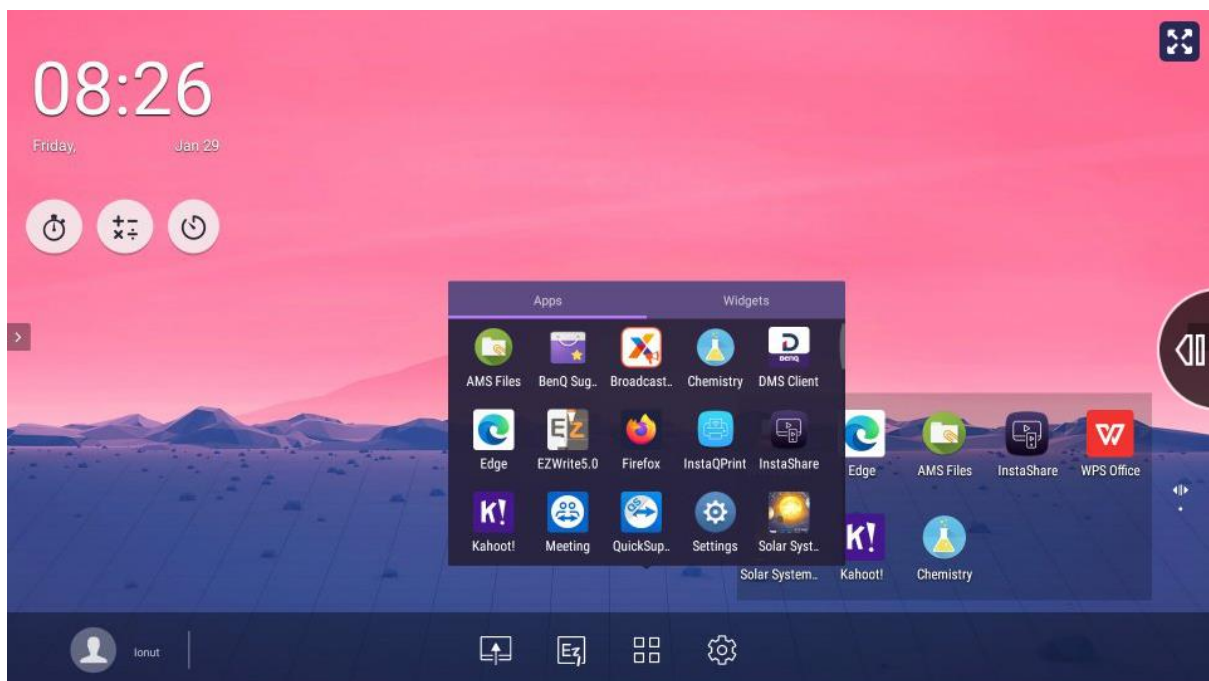


In the same time, the Interactive Whiteboard will log you in and show you're your desktop (this can be personalized from your account on <https://ams.benq.com/>, with a different wallpaper, auto logout time, apps shortcuts, OneDrive link).

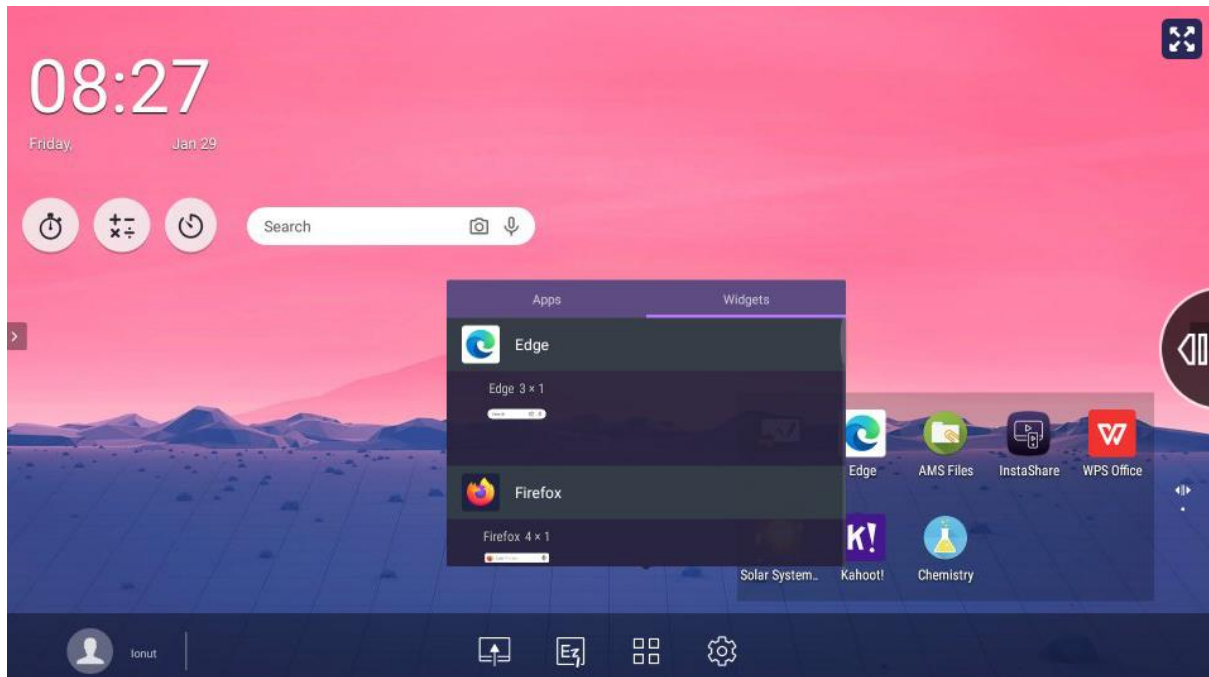
When you log in for the first time, your desktop will be empty. To add widgets(time, calculator) or apps on the screen you will have to press on the icon with 4 squares.



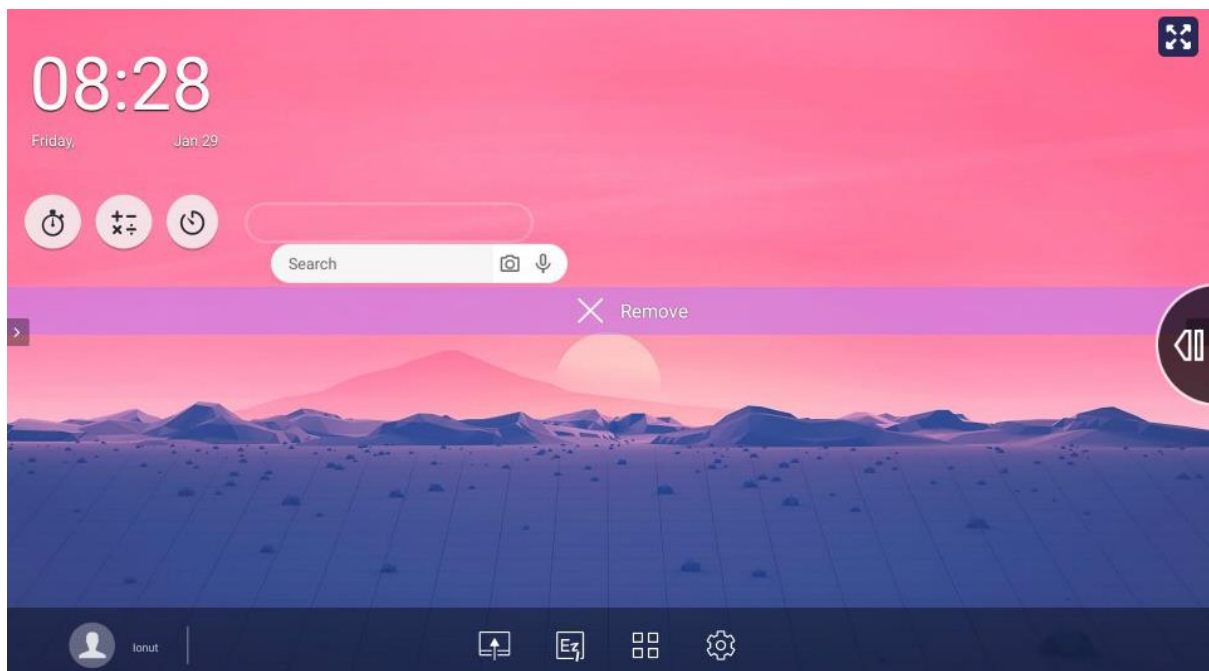
- From this window you can apps to the right, in the faded rectangular shape



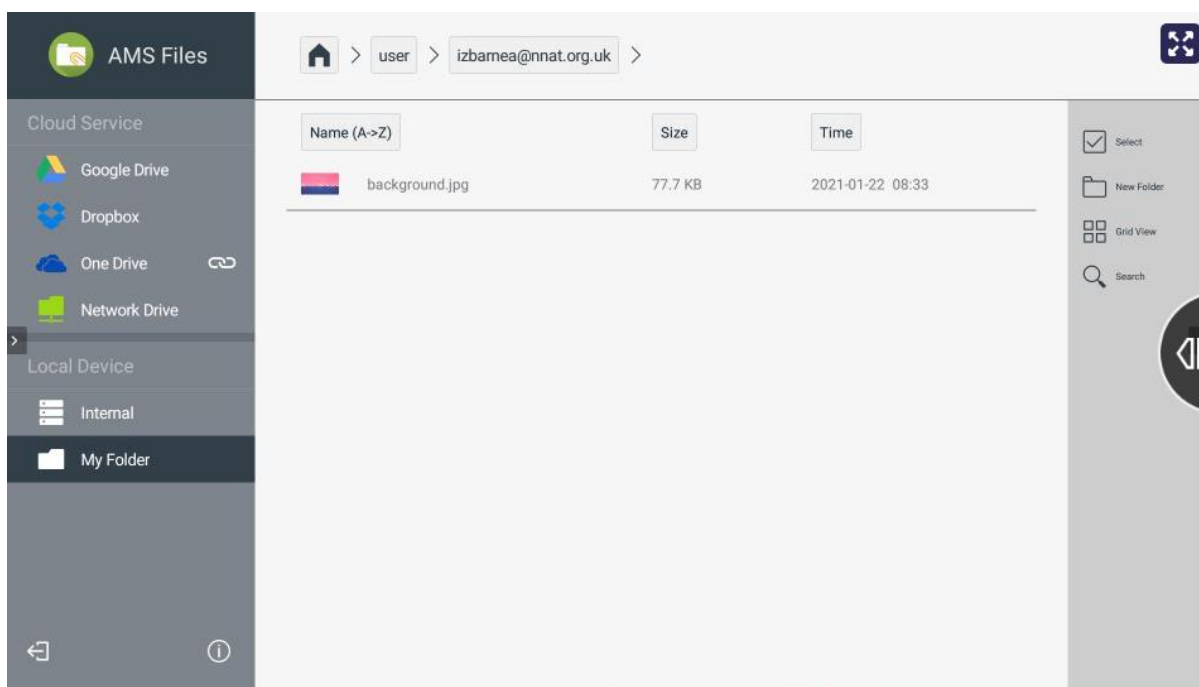
- You can also press on the widgets text and drag the ones you want on the desktop



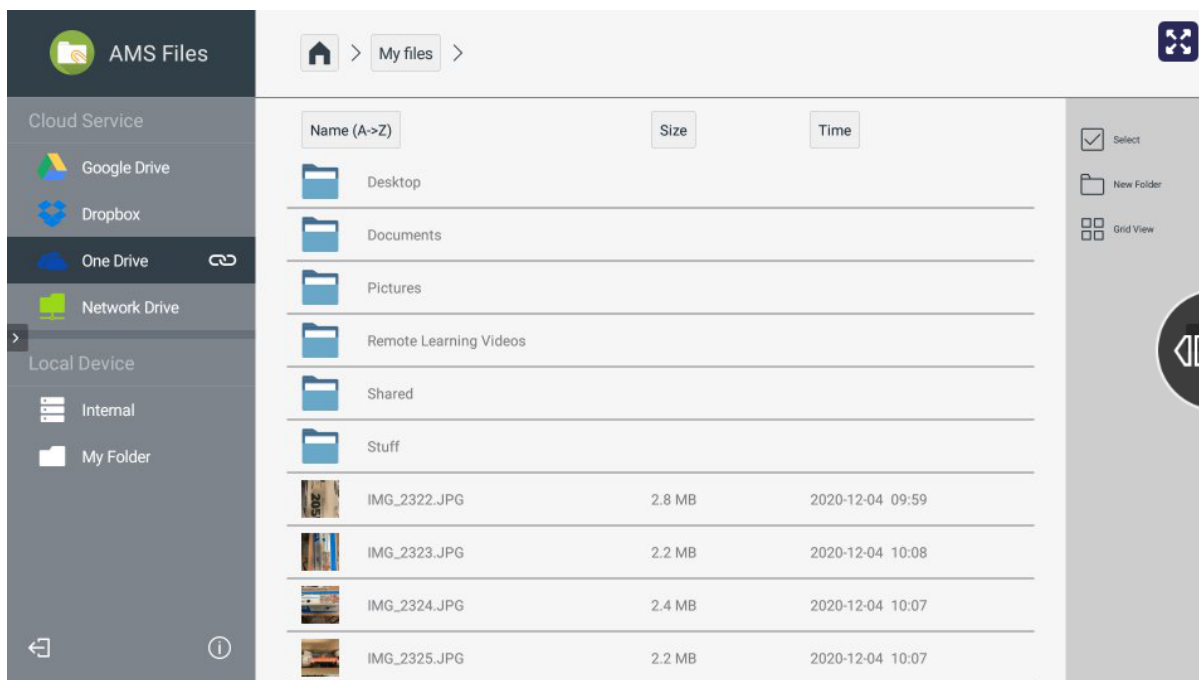
- If you want to remove apps or widgets from your desktop, drag them to the middle of the screen where it says "Remove".



- To access files from OneDrive, open the AMS Files app (press on the four squares icon to see all the apps)



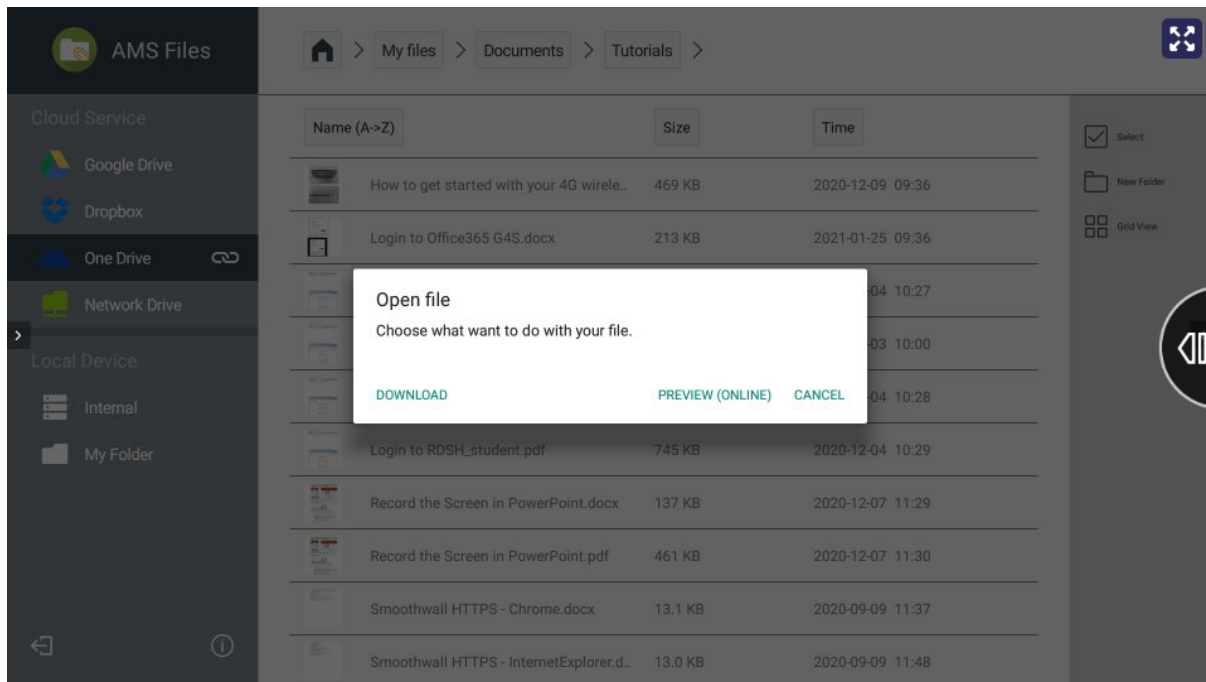
- Select OneDrive and press on “My files”. You will see your OneDrive folders and documents (OneDrive needs to be linked on your <https://ams.benq.com/> account)



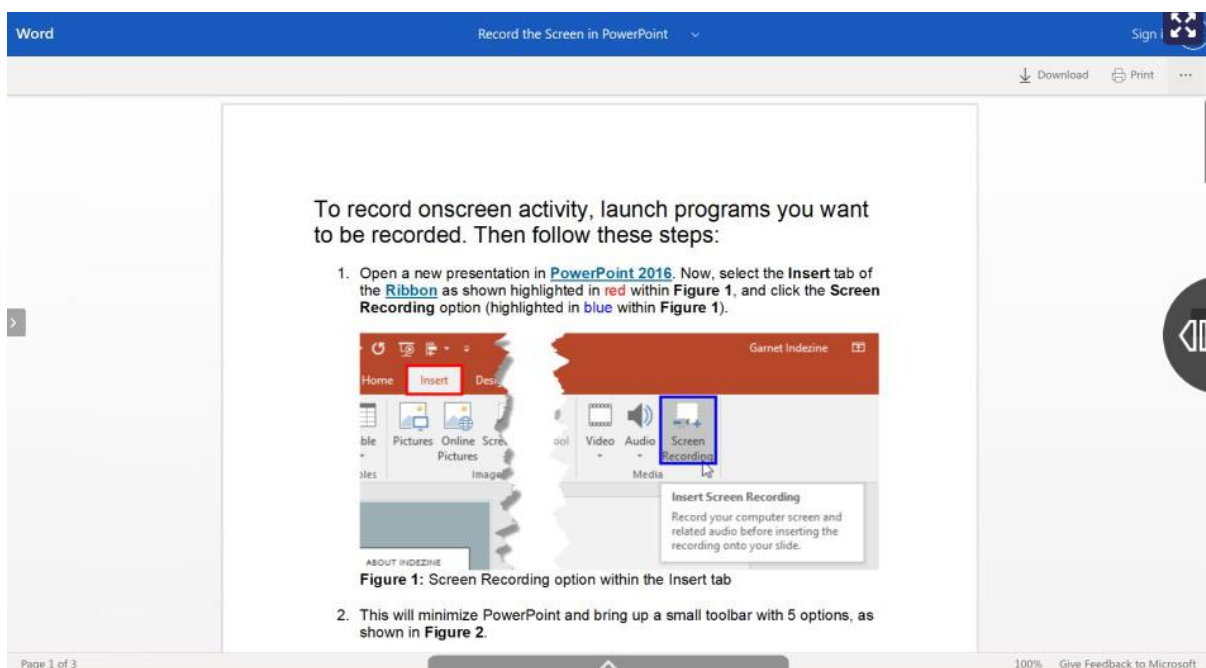
- When you open a file, you can just preview it (not editable) or download it (can be edited but it won't sync back to OneDrive, it will be saved only on the screen you're working on).



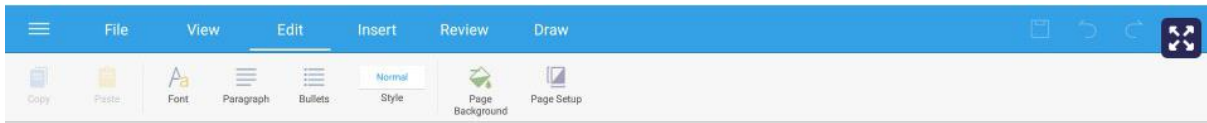
We recommend to use Preview mode and use the EZWrite widget to make temporary annotations.



- This is the preview mode

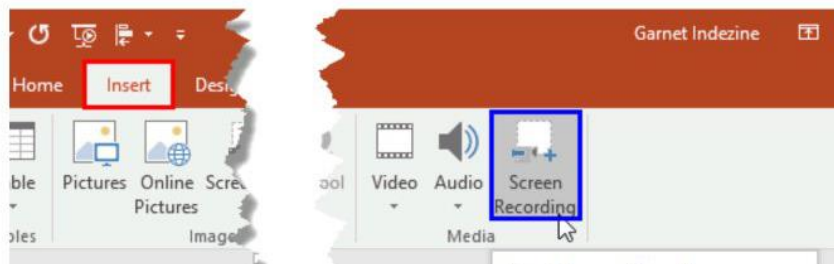


- This is the download mode

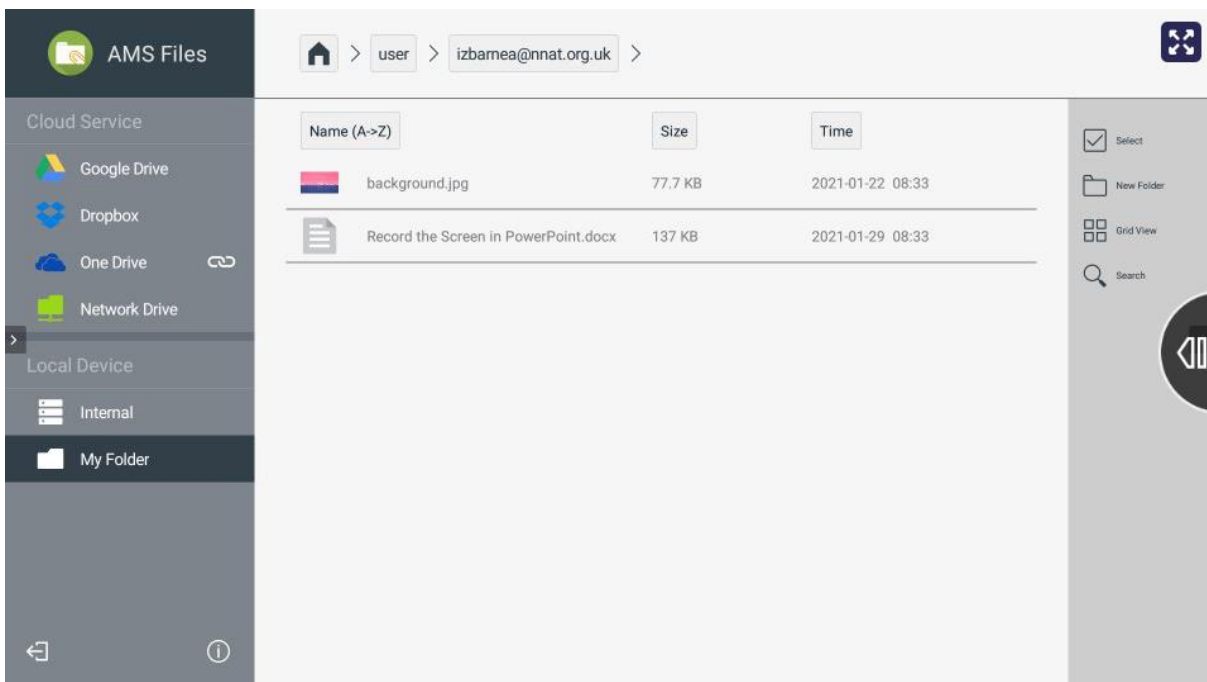


To record onscreen activity, launch programs you want to be recorded. Then follow these steps:

1. Open a new presentation in [PowerPoint 2016](#). Now, select the **Insert** tab of the **Ribbon** as shown highlighted in red within **Figure 1**, and click the **Screen Recording** option (highlighted in blue within **Figure 1**).

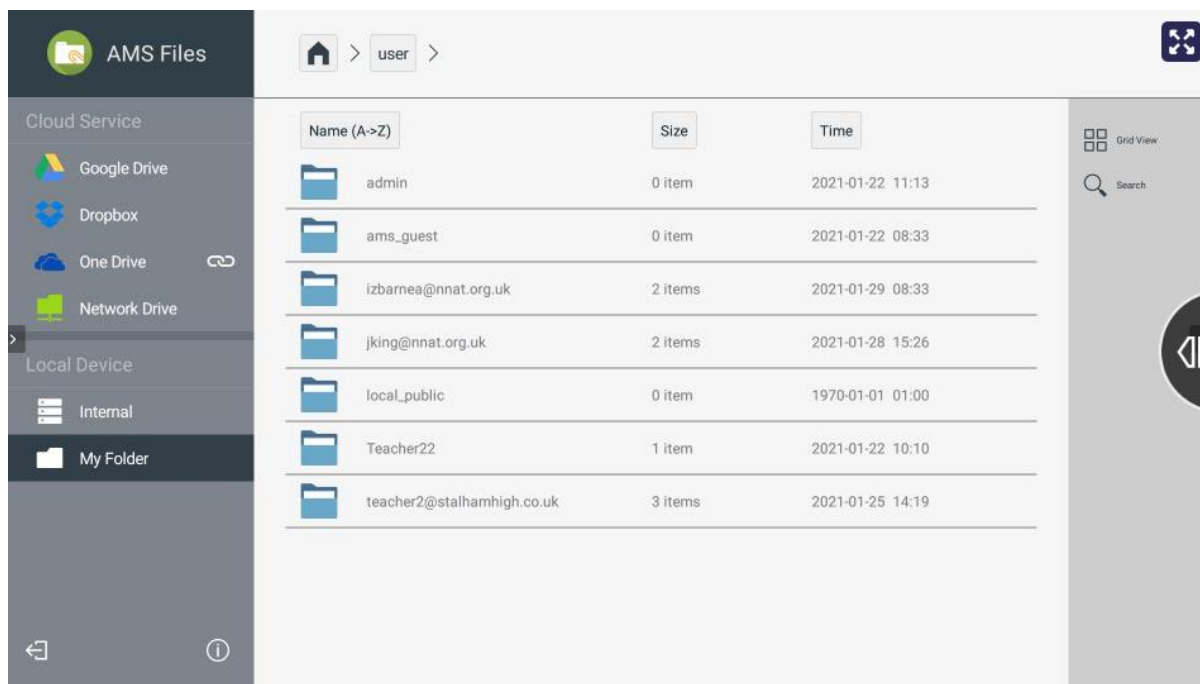


- The downloaded file it's saved in your folder on the screen you're working on

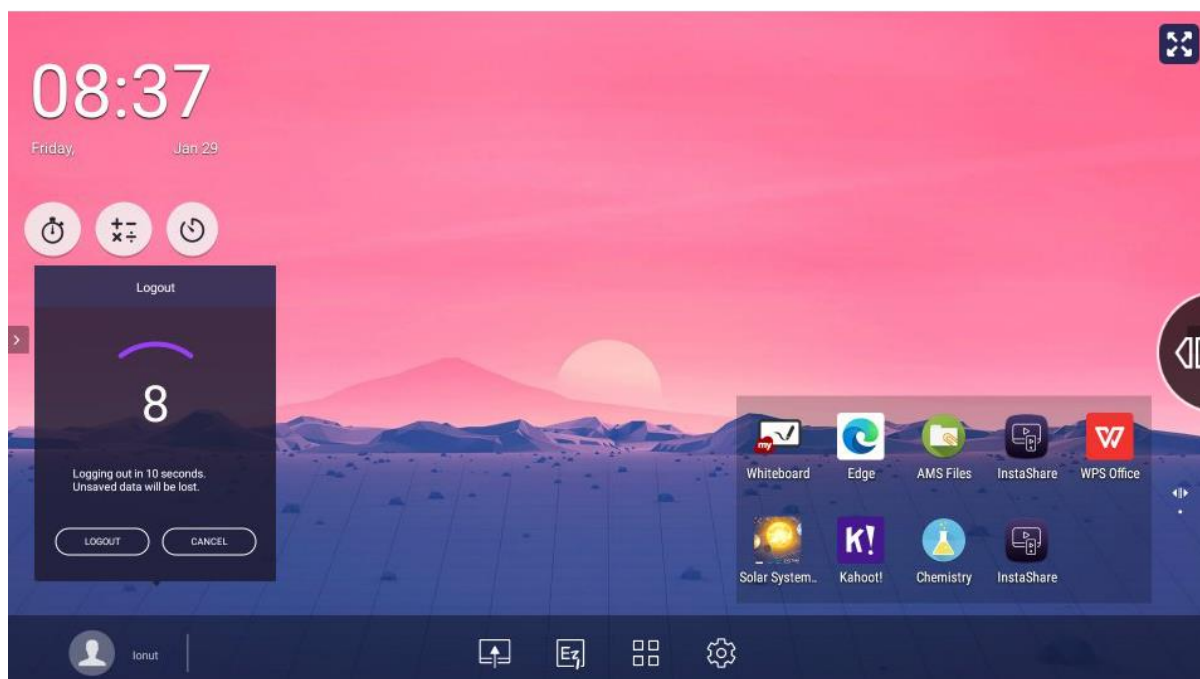


## BENQ INTERACTIVE WHITEBOARD - LOGIN/LOGOUT PROCESS

- If you press on “user” you will see the folders for all the users (the folders are public and anyone logged on the screen will be able to open them)



- To logout, press on your username and select Logout. A 10s timer will start, but you can also press Logout again if you don't want to wait. If you forget to logout, the screen will log you out after 30 minutes of inactivity (can be changed) or if you sign in to a different screen.



- After you successfully log out, you will see the Logon screen



- We noticed that sometimes it fails to load the Logon screen. We contacted Benq support regarding this bug. But even though the apps, widgets and your name is still on the screen, your username is disconnected and no one will be able to make any changes on your account or to open your OneDrive files.



- **We recommend to make sure the Logon screen (the one with 3 icons, EZWrite, Login and Connection) loads properly before leaving the classroom. If it doesn't, press and hold the Power button on the screen to shut it down.**