

# Onboarding Guide

Unlock the Power of BenQ Boards





## The BenQ Education Ecosystem

Our comprehensive education solutions provide tools for different roles and responsibilities. From remote device and account management to flexible classroom tools, they get straight A's across the board.

Identify your role and its corresponding solutions to begin your onboarding process!



### IT admin

Manages hardware and software solutions; provides technical support to teachers and admins.



### Trainer

Equips teachers with the know-how to get the most out of their BenQ Boards.



### Teacher

Employs education technology to prepare lesson materials and present content to students.

## Experience the BenQ Difference

Get ready to shape the future of learning with BenQ Education! We are thrilled to have you join our growing community of educators leveraging our solutions to create more immersive and engaging learning environments across the globe.

BenQ Boards will revolutionize the way you teach and interact in the classroom, giving you new ways to present lessons, collaborate with students, and bring digital content to life.

This onboarding brochure will guide you through the setup process of BenQ Boards, allowing you to unlock their full potential. Let's get started!

	IT admin	Trainer	Teacher
<b>BenQ Board</b> Unboxing & Setup	✓		
<b>IAM</b> Account Management	✓		
<b>DMS</b> Device Management	✓		
<b>AMS</b> Cloud Storage Access	✓	✓	✓
<b>EZWrite 6</b> Whiteboard Software	✓	✓	✓
<b>InstaShare 2</b> Wireless Screen Sharing	✓	✓	✓
<b>X-Sign Broadcast</b> Announcement System	✓	✓	
<b>X-Sign</b> Digital Signage Software	✓	✓	
<b>BenQ Academy</b> Training & Certification	✓	✓	✓



# Getting Started for IT: Installation, Setup & Management

## Setting up the BenQ Board

Getting started with your brand-new BenQ Board is simple. Follow the videos to get your boards up and running in no time.



### Unboxing & Installation

Get a step-by-step walkthrough of how to safely unbox and install your BenQ Board.

## Setting up Access to the BenQ Board

Your staff will need a user account to access the BenQ Board and all its incredible features. You have the option to manually create accounts or sync with a cloud-based directory service like Google Workspace and Azure Active Directory.



### Create User Accounts

Learn how to create user accounts in IAM >>



### Bind Your BenQ Boards

Learn how to bind your BenQ Boards with DMS >>

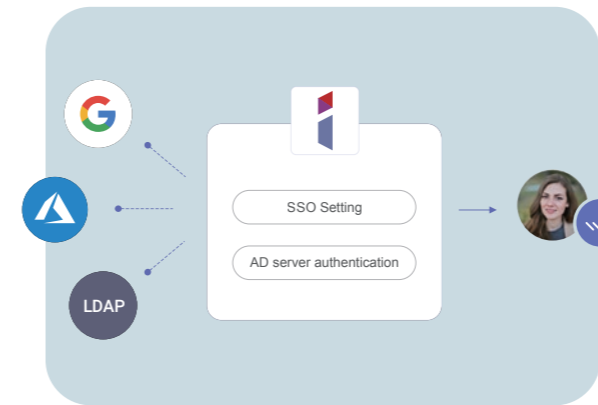


### Manage Devices Remotely

Learn how to manage BenQ Boards remotely with DMS >>

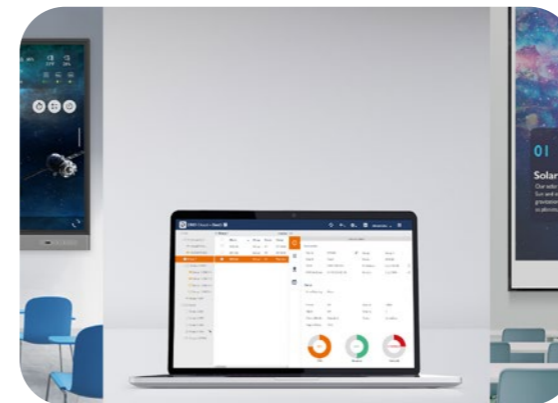
## Device and Account Management

BenQ offers comprehensive management solutions to help IT staff manage devices, apps, and user accounts with ease, effectively reducing their workload.



### IAM Account Management

Manage user accounts for all BenQ services from one console. Sync your school's Azure Active Directory, Google Workspace, and other user directories to make management secure and easy for all administrators.



### DMS Centralized Device Management

Easily monitor the status of all your BenQ devices on a single dashboard. With DMS, you can install, update, and remove apps as well as push OTA updates on one or more displays.



### AMS Cloud Storage & Personalization

Securely access your personal settings and cloud storage on any BenQ Board using your school account, such as Google Workspace. Make teaching more convenient by logging in with a single tap of your NFC card.

# Teaching on the BenQ Board: BenQ Board Basics, Whiteboarding & Screen Sharing

## BenQ Board Basics

Unlock your full teaching potential by familiarizing yourself with all the essential classroom tools BenQ Boards offer.



### Hardware Overview for Users

See what all the buttons and ports on the BenQ Board are for.



### Navigating the BenQ Board

Learn how to navigate the BenQ Board home screen, side bars, and menus.

## EZWrite 6 Interactive Whiteboard

Give impactful lessons using EZWrite, a powerful whiteboard packed with classroom tools for any subject. Import teaching materials from the cloud and let students write on the board right from their seats.

[Learn More >](#)

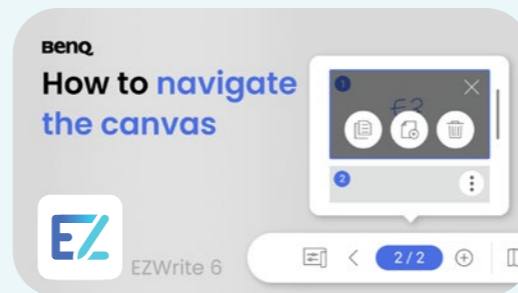
## InstaShare 2 Wireless Screen Sharing

Wirelessly share content on BenQ Boards from anywhere in the room with InstaShare. Cast lesson materials from your laptop to start teaching or let multiple students share their screens for more engaging activities.



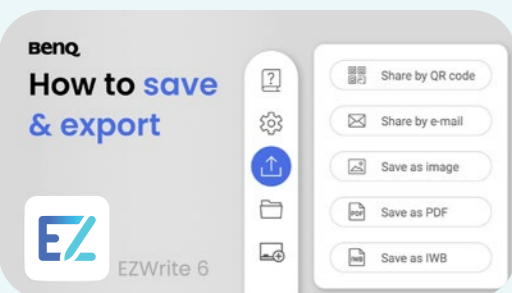
### Writing & Erasing

Familiarize yourself with the pen and eraser tools.



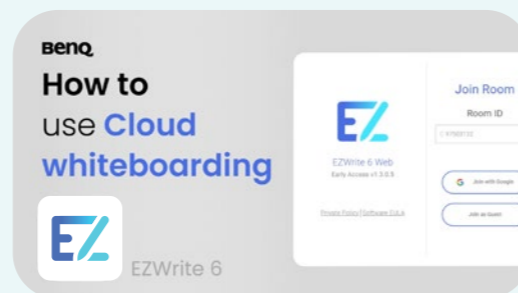
### Navigating the Canvas

Learn how to move around the canvas with ease.



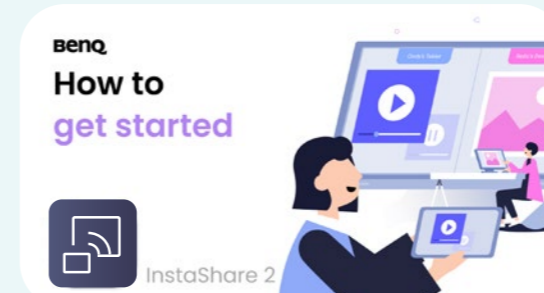
### Saving & Exporting

Learn how to save and export whiteboard sessions.

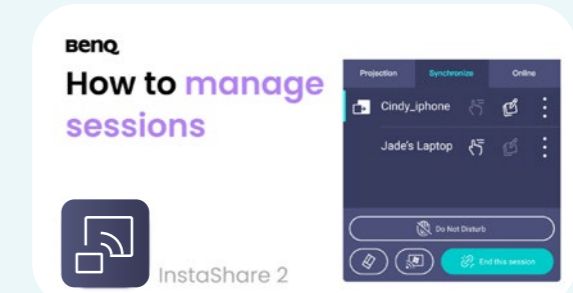


### Cloud Whiteboarding

Learn how to start a cloud whiteboarding session.



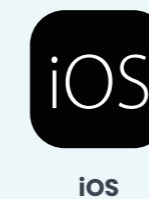
### Getting Started with InstaShare 2



### Managing Sessions

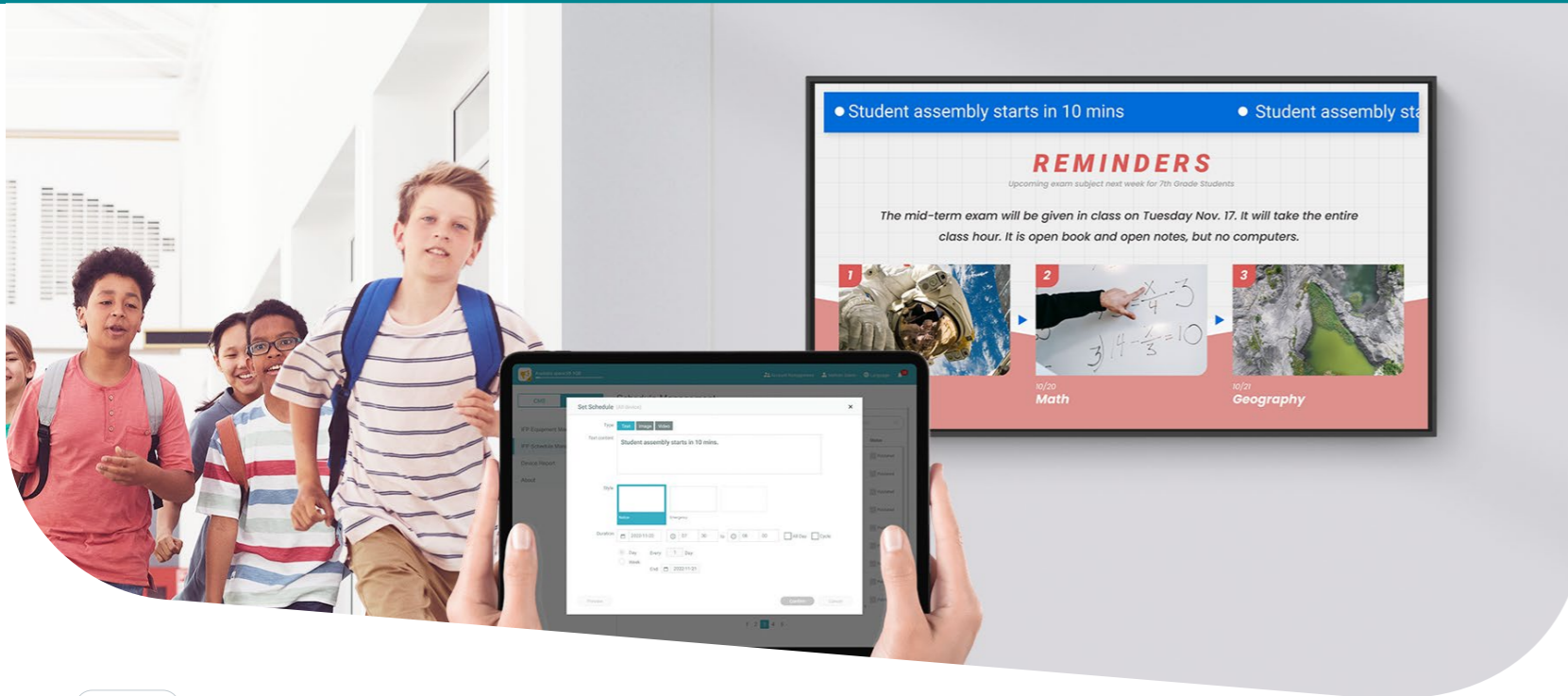
## How to Share Your Screen on the BenQ Board

[Learn More >](#)



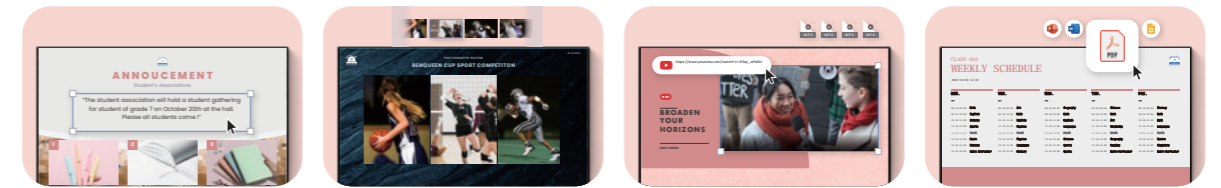


# Effective Communication for Administrators: Announcement System & Digital Signage Software



## X-Sign Digital Signage Software

Design, schedule, and publish real-time content anywhere on campus with X-Sign. Promote events, show classroom schedules, and display interactive menus on any BenQ display.



### Customizable Cross-campus Communication

Send out different types of announcements with easy-to-read text messages, multimedia content, embedded videos, PDFs, and other documents.

## X-Sign Broadcast Announcement System

Keep the whole school informed and up to date on events, safety protocols, and emergencies. Easily deliver scheduled and real-time messages to multiple BenQ displays.

**benq**  
**How to schedule messages**

X-Sign Broadcast

### Schedule Messages

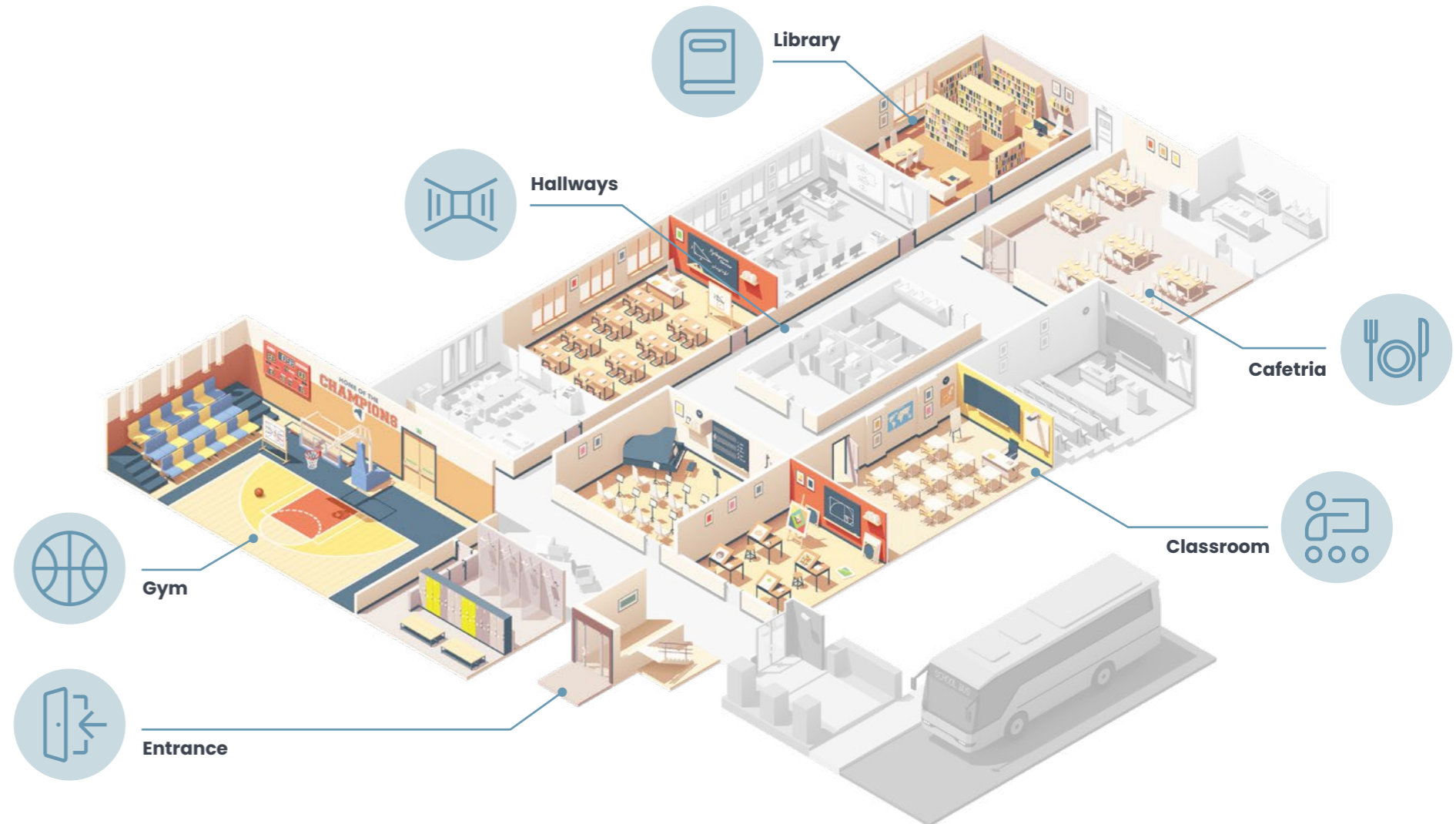
Schedule messages to display at any time on any BenQ device to make announcements, promote events, or send reminders.

**benq**  
**How to push real-time messages**

X-Sign Broadcast

### Push Real-time messages

The interrupt feature lets you push messages immediately to alert staff and students during emergencies or give the latest updates.







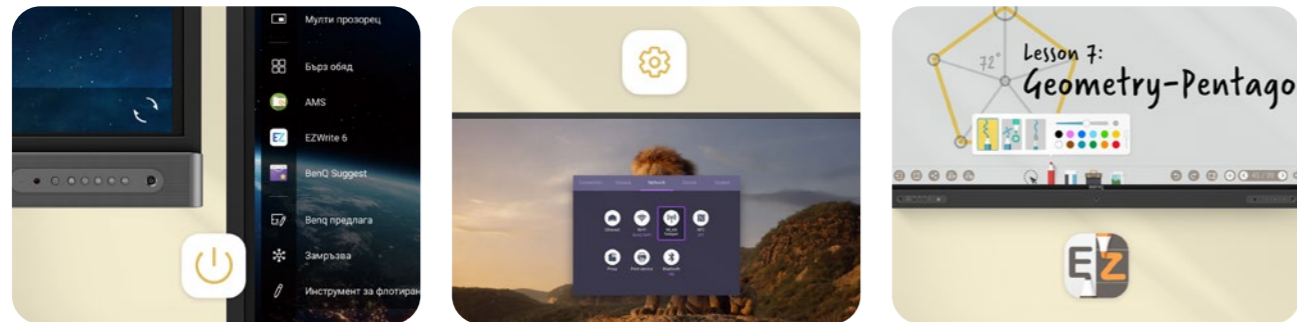
## Professional Development with BenQ

In addition to BenQ Academy, we also offer customized professional development training that meets the needs of your school district.

While standard curriculum is available, pre-training discussions are key to creating optimized training sessions for your staff to get the most out of your BenQ Boards.

### Grow Your Skills and Broaden Your Knowledge

We offer online courses on **BenQ Academy**, an educational platform for teachers and IT admin staff to learn how to get the most out of the BenQ Board and all its BenQ apps with easy-to-follow videos and step-by-step guides.



#### Tailor-made Curricula

Learn at your own pace on BenQ Academy with personalized, role-based curricula and show off your achievements with online badges and certificates.



[Visit BenQ Academy >](#)

Training Tier	Duration	Description	● Online ● On site
● ● <b>Behind the Scenes</b>	1 to 3 hours	This session walks IT personnel and school staff through setting up user accounts, managing devices, sending broadcasts, and going over networking requirements.	
● ● <b>Orientation</b>	1 hour	This introductory session gives teachers the confidence needed to start using BenQ Boards in class.	
● <b>The Basics</b>	3 hours	This workshop provides a more in-depth and hands-on look at the interactive capabilities of BenQ Board's features and software.	
● <b>Beyond the Basics</b>	3 hours	This advanced course helps teachers integrate BenQ Boards into their curriculum by showing them how to incorporate their own lesson materials and use the board in a simulated classroom setting.	
● <b>Best Practices</b>	3 hours	A customized follow-up workshop that provides teachers with the opportunity to share their experiences and best practices using BenQ interactive technology.	
● <b>Train the Trainer</b>	12 hours (2 days x 6 hours)	This is a preparatory course designed to help tech teams and educational coaches train school faculty and staff on using BenQ Boards.	
● <b>Certified BenQ Educator</b>	12 hours (2 days x 6 hours)	Certification course for teachers who want to take their BenQ skills to the next level. Graduates will be awarded an advanced professional teaching certificate for BenQ Boards.	
● <b>Certified BenQ Trainer</b>	18 hours (3 days x 6 hours)	A comprehensive certification course designed to help tech teams and education coaches train school faculty and staff on the BenQ education ecosystem. Participants will be certified to train within their school district.	



## Experience the BenQ Difference Today

This onboarding guide will get you started on your journey with the BenQ Board. Our committed team of sales experts, regional business managers, and resellers are ready to support you every step of the way.

Feel free to reach out to one of our contact points below:

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### Sales, Training, and Support Team

Sales: 888-818-5888

Support & Service: 888-512-2367

Monday – Friday, 8:30AM – 5:30PM CST

[training.bqa@benq.com](mailto:training.bqa@benq.com)

[Contact Our BenQ Education Sales Team >](#)

[Contact Our Support Team >](#)

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Education