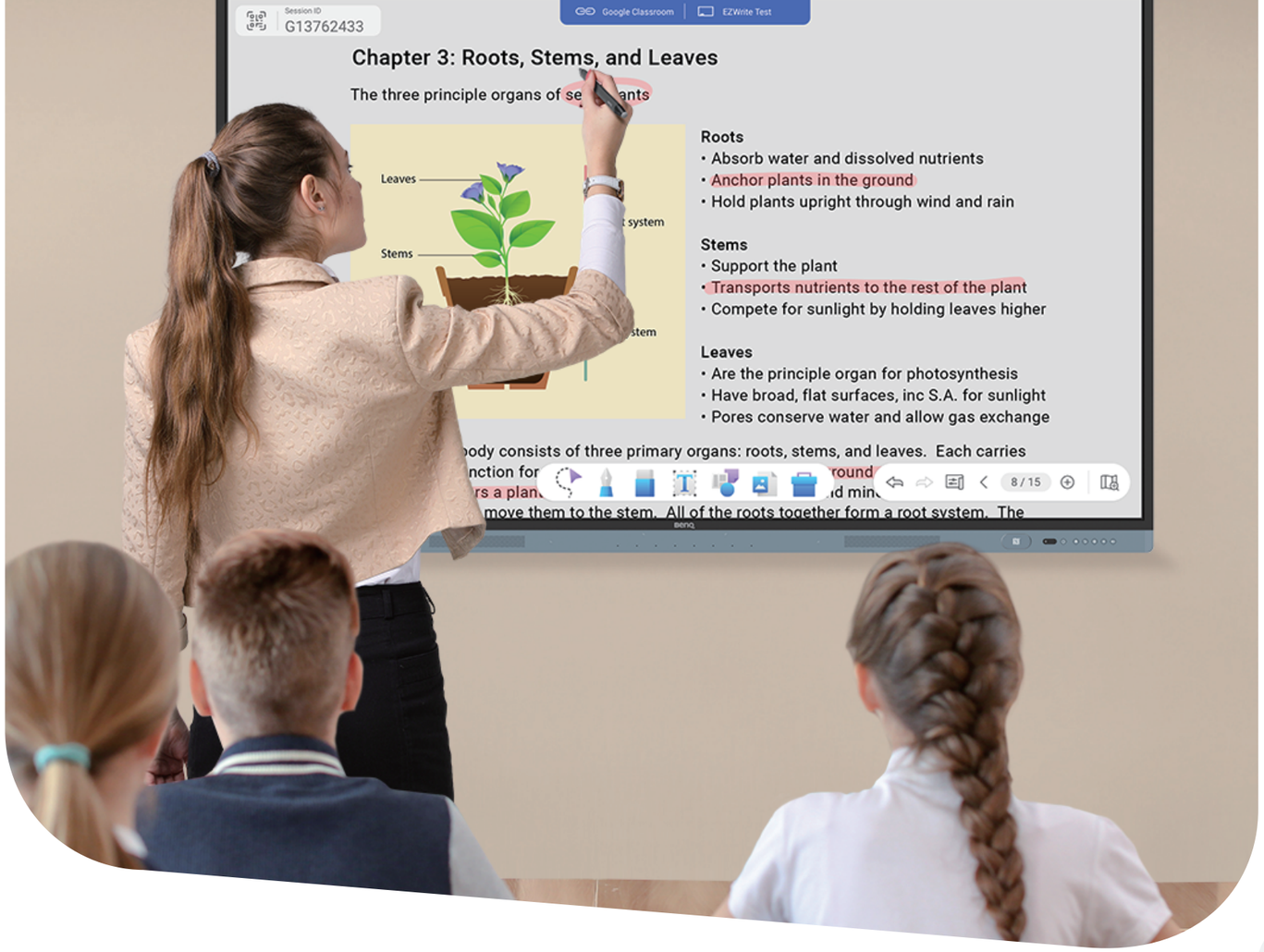


Onboarding Guide

BenQ Boards:
From installation to inspiration

BenQ Education

Scan the QR code
to start learning with
BenQ Academy



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 worldwide community of educators and school admins using BenQ solutions to deliver more engaging lessons.

Our solutions are designed to empower teachers to teach their way and to give IT and school admins powerful tools to easily manage their BenQ displays from anywhere.

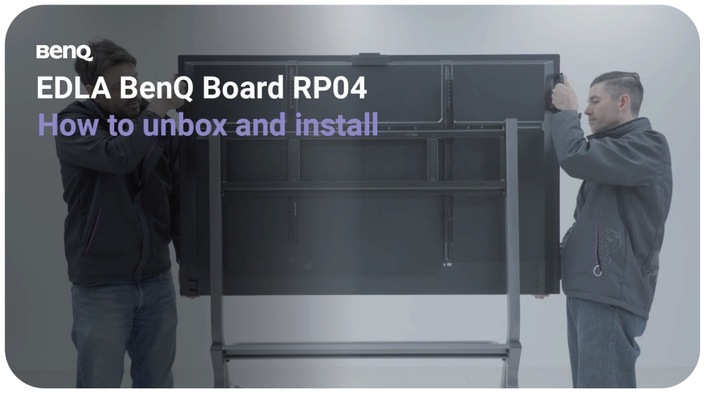
This onboarding guide will take you through the setup process for BenQ Boards, allowing you to unlock their full potential and stay at the forefront of educational innovation. Let's get started!

	IT admin	Trainer	Teacher
BenQ Board Unboxing & setup	✓		
IAM Account management	✓		
DMS Device management	✓		
AMS Cloud storage access	✓	✓	✓
EZWrite 6 Whiteboard software	✓	✓	✓
InstaShare 2 Wireless screen sharing	✓	✓	✓
X-Sign Digital signage software	✓	✓	
X-Sign Broadcast Announcement system	✓	✓	
BenQ Academy 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

Teachers and staff get their own personalized accounts for accessing the BenQ Board and all its incredible features. You have the option to manually create accounts or sync with a cloud-based directory service such as Google Workspace or Microsoft Entra ID.

Provision user accounts

Learn how to sync and create user accounts in IAM >>

Bind your BenQ Boards

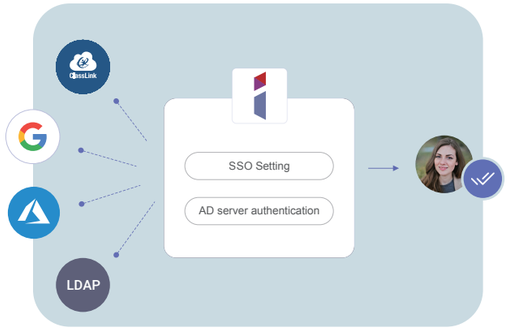
Learn how to bind your BenQ Boards with DMS >>

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 Microsoft Entra ID, Google Workspace, and other user directories to make management secure and easy for all administrators.



DMS
Centralized device management

Easily manage all your BenQ devices from a single dashboard. With DMS, you can install, update, and remove apps as well as push OTA updates and more to all your displays from anywhere.



AMS
Secure account login

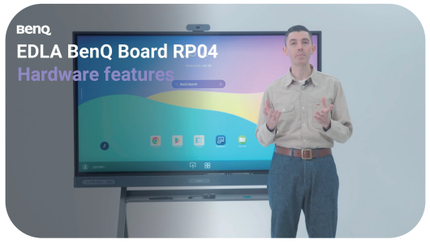
Securely access your personalized settings and cloud storage with a tap of your NFC card. Convenience meets security for a smoother teaching experience.

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 innovative 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, sidebars, 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 anywhere.

Learn more >



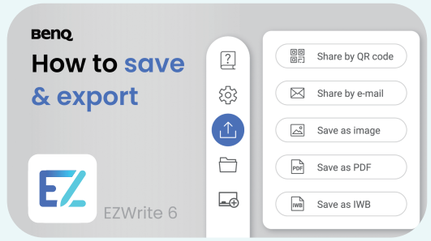
Writing & erasing

Familiarize yourself with the pen and eraser tools.



AI Tools

Discover how to use the built-in AI tools.



Saving & exporting

Learn how to save and export whiteboard sessions.



Cloud whiteboarding

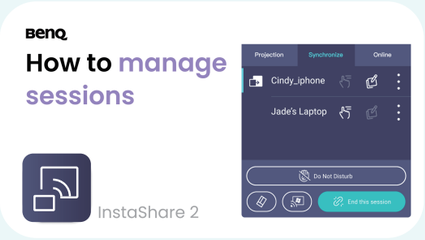
Learn how to start a cloud whiteboarding session.

InstaShare 2
Wireless screen sharing

Wirelessly share content on BenQ Boards from anywhere in the room with InstaShare 2. Cast lesson materials from your laptop to start teaching or let multiple students share their screens for more collaborative activities.



Getting started with InstaShare 2



Managing sessions

Share your screen across platforms

Android
iOS
macOS
Windows
ChromeOS

Even share it natively

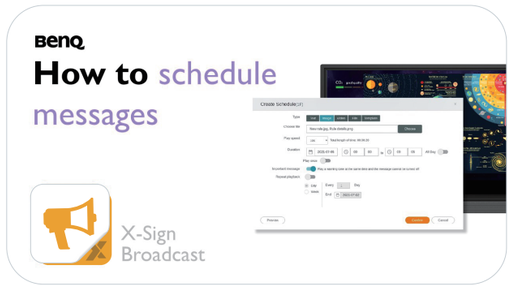
AirPlay
Miracast
Chromecast

Effective communication for admins:
Announcement system & digital signage software



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.



Schedule messages

Schedule announcements and reminders for any BenQ display in your school.

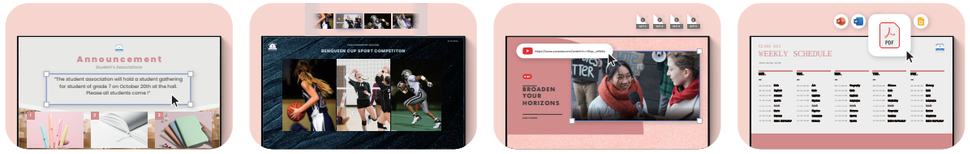


Push real-time messages

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

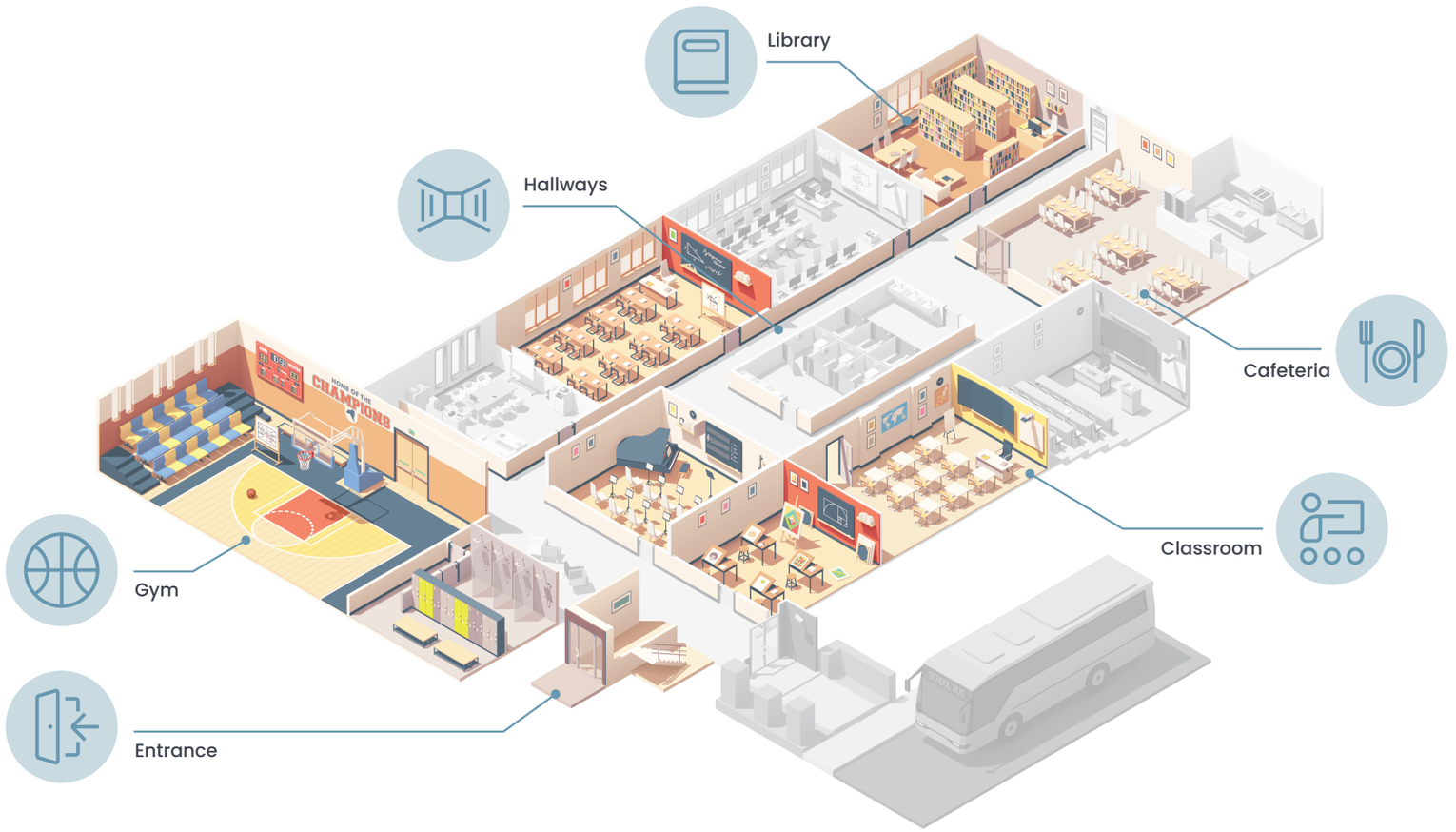
X-Sign
Digital signage software

Design, schedule, and publish real-time content and announcements anywhere on campus with X-Sign. Keep everyone informed about events, safety protocols, and emergencies on any BenQ display.



Customizable cross-campus communication

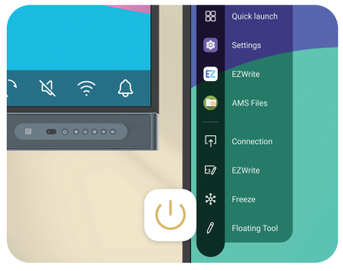
Transform your BenQ displays into essential information hubs throughout your school. Easily broadcast announcements, share text messages, and display multimedia content, including embedded videos, PDFs, and other documents.





Grow your skills and broaden your knowledge

We offer online classes on **BenQ Academy**, an educational platform designed for teachers and IT administrators. Our easy-to-follow videos and step-by-step guides will help you maximize the potential of your BenQ Board and its suite of BenQ apps.







Tailor-made courses

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







Visit BenQ Academy >

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.

Training Tier	Duration	Description (● Online ● On site)
●● Behind the Scenes	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.
●● Orientation	1 hour	This introductory session gives teachers the confidence needed to start using BenQ Boards in class.
● The Basics	3 hours	This workshop provides a more in-depth and hands-on look at the interactive capabilities of BenQ Board's features and software.
● Beyond the Basics	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.
● Best Practices	3 hours	A customized follow-up workshop that provides teachers with the opportunity to share their experiences and best practices using BenQ interactive technology.
● Train the Trainer	12 hours (2 days × 6 hours)	This is a preparatory course designed to help tech teams and educational coaches train school faculty and staff on using BenQ Boards.
● Certified BenQ Educator	12 hours (2 days × 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
● Certified BenQ Trainer	18 hours (3 days × 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.



Let's Shape the Future of Learning Together

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 us from one of the contact points below:

Sales, Training, and Support Team

Sales: 888-818-5888
Support & Service: 888-512-2367
Monday – Friday, 8:30 a.m. – 5:30 p.m.

training.bqa@benq.com

Contact our BenQ Education Sales Team >

Contact our Support Team >

BenQ Education

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