

Teacher's Guide:

BenQ Board Pro RP04 Basics



Logging in

The BenQ Board offers multiple secure ways for you to log in and begin teaching.

NFC login

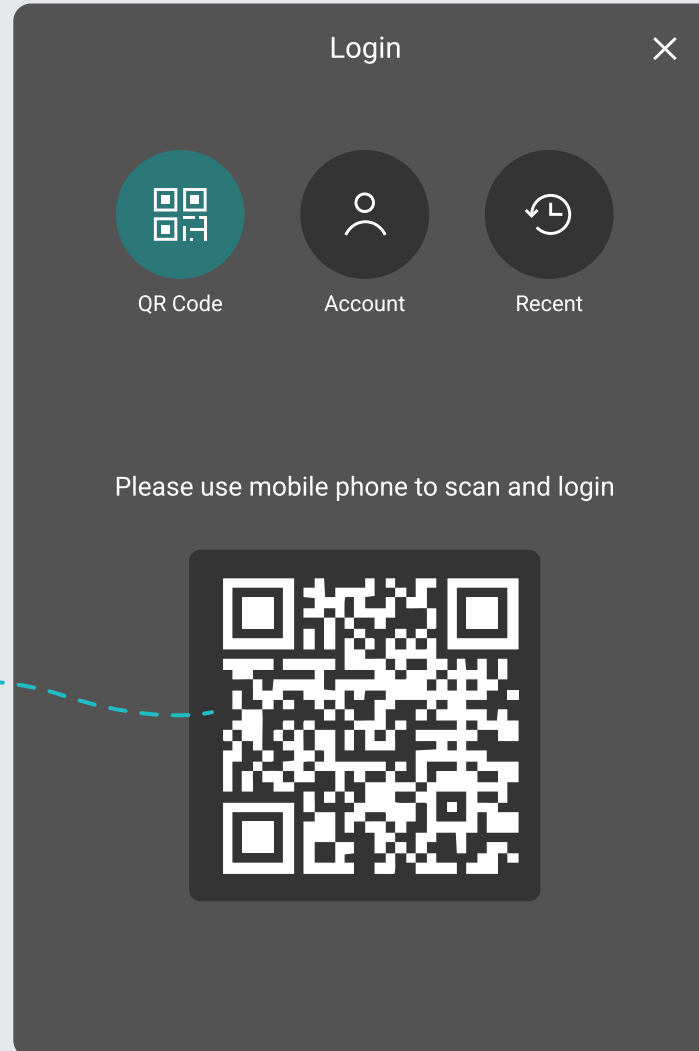
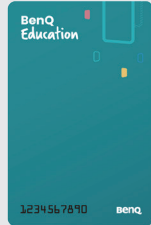
Use NFC to quickly log into the board, all your apps, and connected cloud drives by holding your NFC card up to the board's NFC reader.

Your NFC card must be bound to your BenQ account before you can use it to log in. For more information, see **Setting up your AMS account**.

QR code login

Tap **Login**, then tap the **QR Code** button. Scan the QR code with your mobile device to log into the board.

Note : You only need to enter your credentials the first time you log in on your mobile device using the QR code method.



SSO login

Tap **Sign in with SSO** to log into the board with your Google, ClassLink, Clever, Entra ID, or other SAML-based credentials.



Google



ClassLink



Clever



SAML

Credentials login

Manually enter your BenQ account username and password to log into the board.

Guest login

Tap **Guest** on the login screen to use the board as a guest user. In this mode, your access to the board's functions will be limited and you will not be able to access your connected cloud drives.

Setting up your BenQ account

Personalize your BenQ Board and easily access your cloud storage on the board by setting up your account on BenQ Account Management System (AMS).

Getting to AMS

Go to ams.benq.com on a web browser and log in with your BenQ account. Once logged in you can customize the following:

General settings

Set an optional idle session logout time so the board logs out of your account when not in use.

Wallpaper

Change the wallpaper on your BenQ Board.

Bookmarks

Add website shortcuts that you can access on the board under **Bookmarks**.

NFC cards

IT admins can allow you to bind up to three NFC cards for easy logging into your board. Your IT admin can also bind NFC cards to your account for you.

Avatar

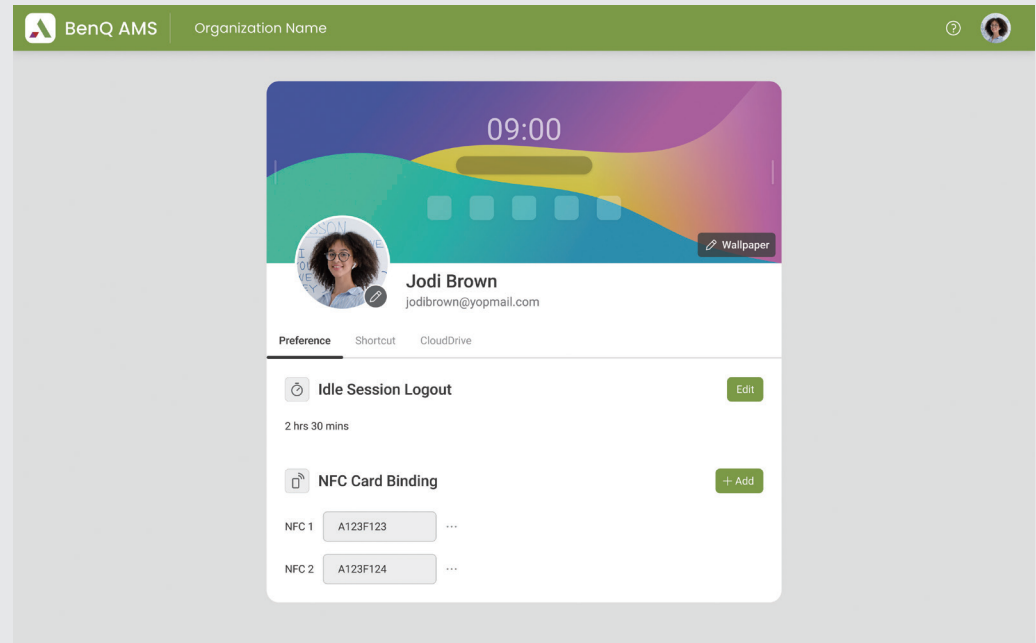
Change your profile photo.

Apps

Choose apps to pin to your board's Home screen.

Linked drives

Link your cloud storage drives or network drives to access your files on the board.



You can link to these cloud storage services:



Google
Drive



Dropbox



OneDrive



Box



Nextcloud

Home screen

The Home screen is your starting point to accessing the apps, tools, and widgets on the BenQ Board.

Widgets

Pin widgets such as a clock, the BenQ search bar, the air quality widget, and more to the Home screen.

Sidebar

Quickly access tools and apps by tapping the bar on the left or right of the screen. For more information, see **Sidebar**.

Taskbar

Find apps, your account, and more here.

User account

Access your account, personal settings, enable AMS service, and view device information. You can also log out here.



Tip

To add a new page, hold and drag an app or widget to the right hand side of the screen.



Apps

Drag and drop apps from the apps menu to make shortcuts on the Home screen for easy access. For more information, see **Apps and Bookmarks**.

Volume control

Adjust the volume.

Network connection status

Displays the network status.

Notifications

View and clear notifications, and enable or disable popup messages.

Home screen pages

Denotes the current page and total pages.

App dock

Place your favorite apps here; you can even pin them here on AMS.

Connections & settings

Choose input sources, adjust the brightness and volume, and access board settings.

Apps, widgets & bookmarks

Find apps, widgets, and bookmarks, as well as the Android OS settings.

Notes

- Your app shortcuts will sync across devices.
- You can't duplicate app shortcuts on the dock and Home screen.

BenQ Board Settings

The BenQ Board has various settings that you can adjust to suit your needs, depending on your user privileges.

To access the BenQ Board Settings, tap  on the sidebar or taskbar, press  on the control panel, or swipe up at the bottom of the screen.

Connection

Switch between input sources, including the Android OS, and adjust the board's brightness and volume.

Display

Change the picture mode, aspect ratio, input source names, and other display settings.

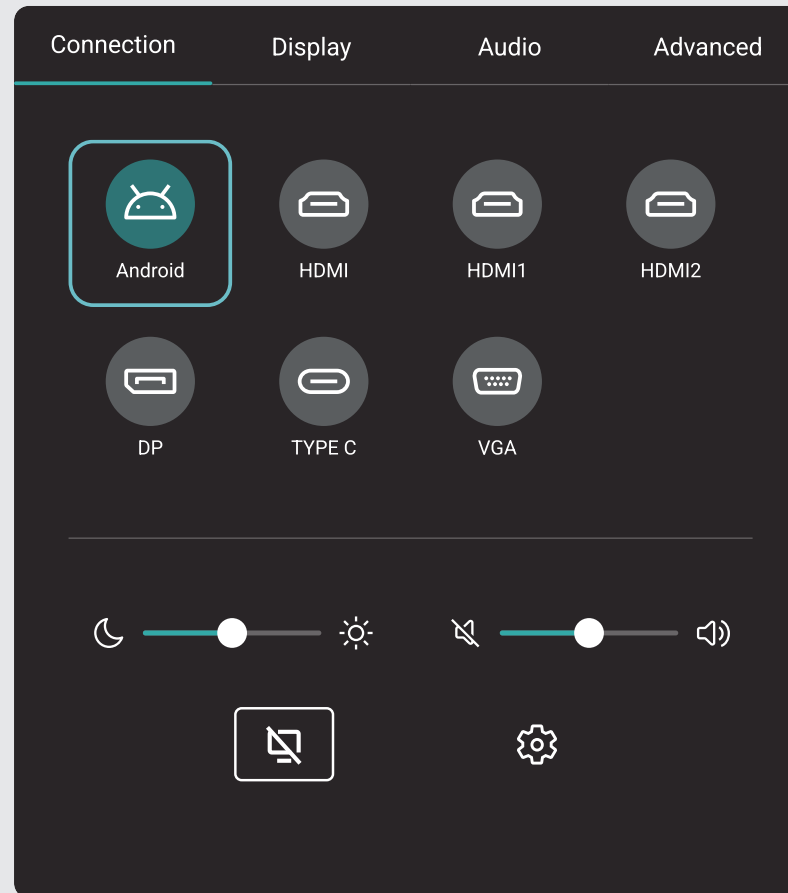
Picture modes

1. Eco
2. Standard
3. Bright
4. Soft
5. Custom, which allows you to adjust the sliders for brightness, contrast, and saturation.



Save on energy usage

Eco mode is ENERGY STAR® certified and can reduce board power usage by 70 percent.



Audio

Mute the board, adjust the sound balance, and change the preset sound modes.

Sound modes

1. Standard
2. Cinema
3. News
4. Sports

Advanced

Depending on your permissions, you can gain access to a number of advanced settings, including toggling the sidebar, front USB-C charging, air ionizer, and more.

Blank screen

Tap  to make the screen go blank. Tap the screen again to exit blank screen mode.

Android settings

Tap  to access the board's Android settings menu.

Switching Sources

The BenQ Board allows you to switch input sources for you to display multimedia content in various ways.

Switching input sources

To switch input sources, go to the **Connection tab** in the board's **Settings** menu. There are several ways to do this:

1. Press  on the board's control panel.
2. Press  on the BenQ Board remote control.
3. Press  on the sidebar menu.
4. Press  on the taskbar.
5. Swipe up from the bottom of the screen.

Input

Display your device screen and play audio and video content on the BenQ Board.

Supported ports:

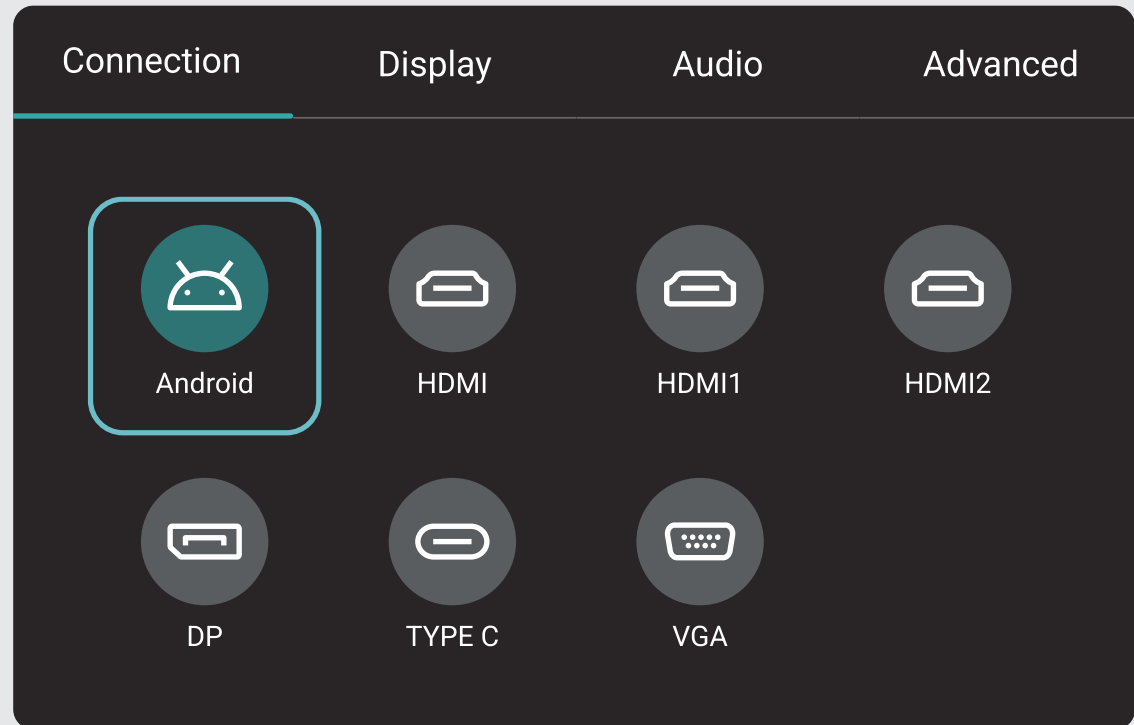
- HDMI
- DisplayPort
- VGA with 3.5 mm audio-in jack
- 3.5 mm mic-in jack

Touch

Control your laptop from the BenQ Board touchscreen with touchback. Supported ports:

- USB-C
- Touch USB with HDMI

 **Tip:** The board's USB-C ports support power charging for your connected devices.



TEY41

OPS slot-in PC

The BenQ Board RP04 features a slot for an OPS slot-in PC. Use this to natively run Windows on the board, including Android and Windows simultaneously with Duo OS.

Note | For wireless sharing, see the **InstaShare 2 Guide**.

Control panel

The control panel includes physical buttons and the NFC sensor to help you control the display and its settings as well as quickly log in.

NFC sensor

Tap your NFC card here to log into your BenQ account.

Tap the large end of the BenQ Board pen here to open EZWrite. If you're using a colored pen, EZWrite will load the corresponding pen color.

To do this, enable **Tap and whiteboard** in the EZWrite 6 settings.

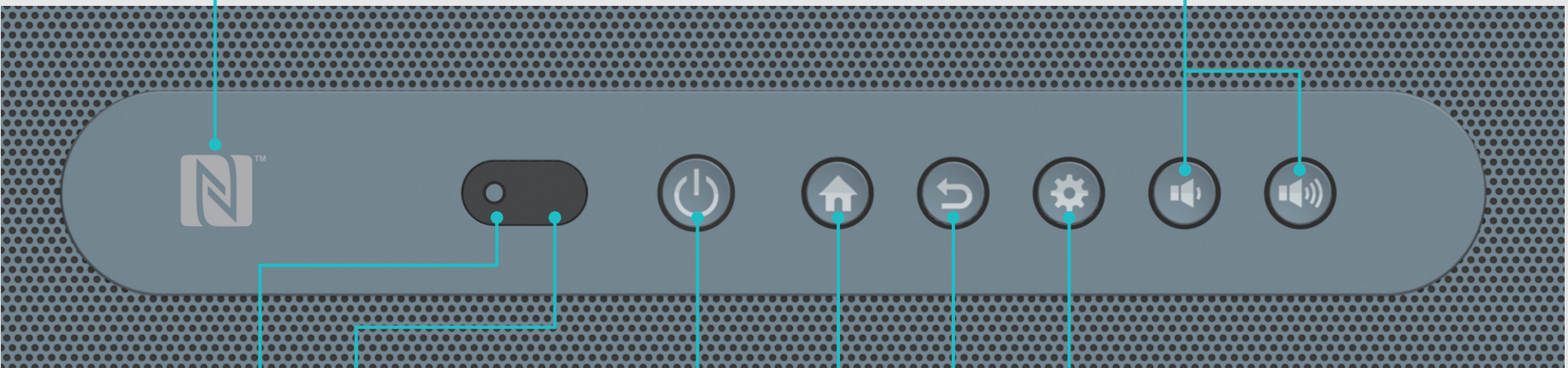
Note

Tap and whiteboard will not work if your IT admin has enabled Authentication mode.



Volume controls

Adjust the board's volume up or down.



Ambient light sensor

Detects the room's ambient light conditions to automatically adjust the board's brightness.

IR sensor

Picks up signals from the BenQ Board's remote control.

Power button

The power button has various functions:

1. Press once to power on the board when it's powered off.
2. Press once to put the board to sleep when it's powered on.
3. Press once to wake the board when it's in sleep mode.
4. Press and hold for three seconds to begin powering off the board.

Home button

Press to return to the board's Home screen or to switch the input source back to Android when using a different source.

Back

Go back to the previous screen.

Settings button

Open the board's settings menu.

Sidebar

The BenQ Board features a sidebar for easy access to board interface controls and tools. To access it, tap the bars on the left or right of the board's screen.



Home

Go to the Home screen.



Back

Return to the previous screen.



Recent

Switch between recently used apps and connected input sources.



Quick Launch

Quickly find all your apps.



Multi-window Mode

With an app opened, tap **Multi-window mode** to launch it in a window. You can open up to 6 apps in this mode.

Ensure that multi-window mode is enabled in  > **Advanced**.

For more information, see the **Multi-window Mode** page.



Connection

Switch between connection sources.



EZWrite

Launch EZWrite, our interactive whiteboard.



Freeze

Freeze the screen in place.



Floating Tool

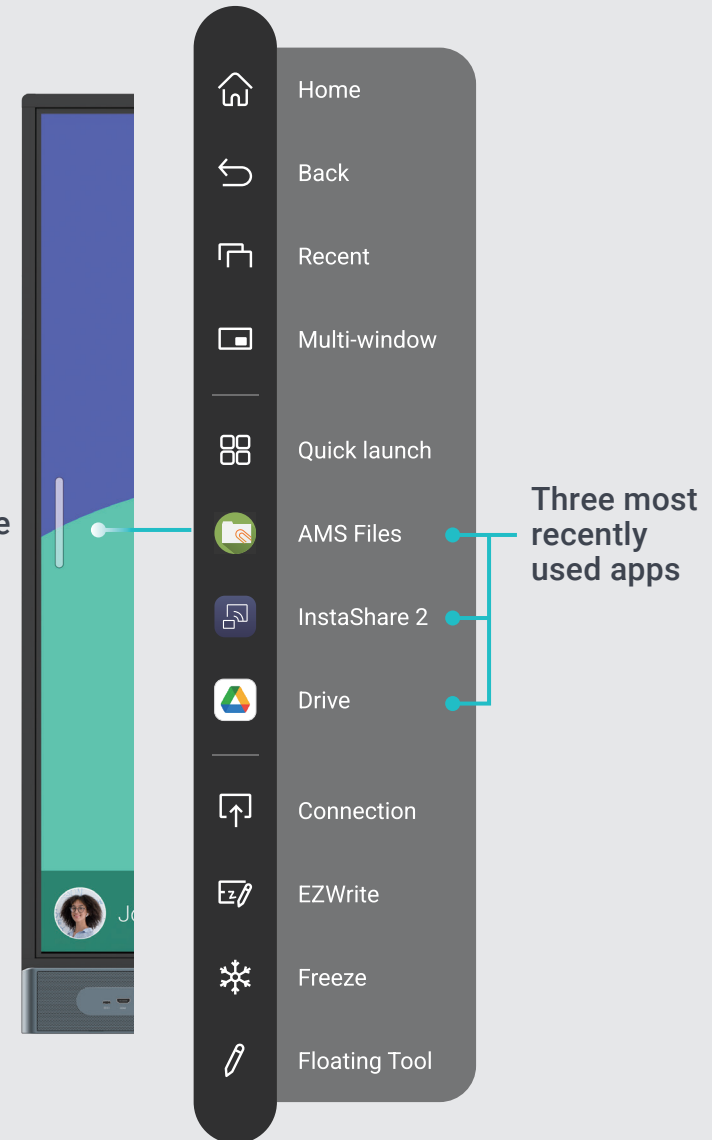
Open the Floating Tool.

Tap here to open the sidebar



Tip

You can tap and drag the sidebar up and down to move its position.

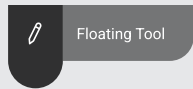


Floating Tool

The Floating Tool gives you easy access to tools while using apps, browsing sites, or interacting with connected devices.

There are three ways to access the Floating Tool:

- 1 Sidebar
- 2 Gesture
- 3 Always on



Tap **Floating Tool** from the sidebar menu.



Hold two fingers on the screen for three seconds.



Tap  on the screen to show the Floating Tool.

Enabling the Floating Tool gesture

1. Go to **Settings**.
2. Tap **Advanced**.
3. Enable **Floating Tool** gesture.

Enabling the always-on Floating Tool

1. Open **EZWrite**.
2. Tap  then .
3. Go to **General**.
4. Enable **Always-on Floating Tool**.

Pen

Annotate over any displayed content.

 **Tip:** You can change the size and color of the pen and highlighter by selecting them and then tapping their respective buttons again to bring up the palette.



Highlighter

Highlight important details shown on screen.

Pointer

Use your pen or finger as a digital laser pointer to temporarily highlight details shown on screen.

Eraser

Tap to select which eraser to use:

-  Erase with finger
-  Erase entire stroke
-  Erase all annotations

Selection

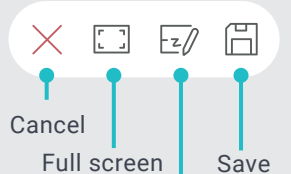
Interact with the objects displayed on screen. Tapping this instantly hides all annotations.

Screenshot

Either take screenshots that you can save or send to EZWrite, or freeze the screen.

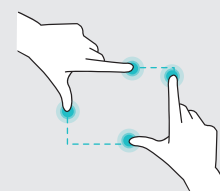


Take screenshot



Freeze screen

 **Tip:** Use this gesture to set the edges of the frame.



Screen recording

Tap to start recording your screen, including audio from the mic array, then save a video of your session.

Toolbox

Get quick access to the following tools:

-  Calculator
-  Stopwatch
-  Random Draw
-  Unit Converter
-  Floating Notes
-  Timer
-  Scoreboard
-  Spotlight
-  Spinner

Touchscreen Gestures

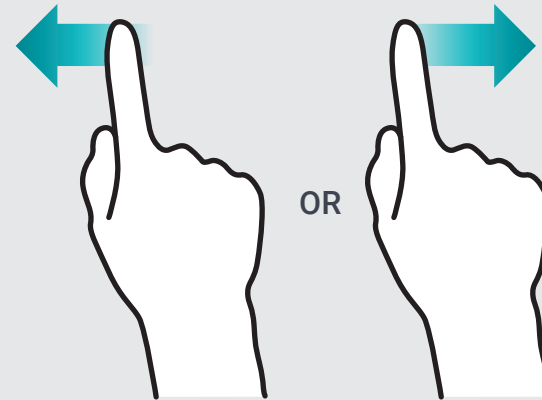
The BenQ Board lets you use hand gestures to navigate and modify the Home screen, access the Settings menu, and more.



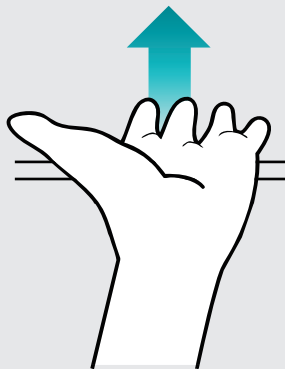
Tap an app or widget
Open apps or interact with widgets.



Hold and drag an app, widget, or window
Move apps, widgets, or windows.



Swipe left or right with one finger
Change pages on the Home screen.



Swipe up from the bottom edge of the screen
Open the Settings menu.



Tap and hold two fingers
Hold for 3 seconds anywhere on the board to launch the Floating Tool.

Apps and Bookmarks

The BenQ Board offers a variety of ways to access your apps and bookmarks.

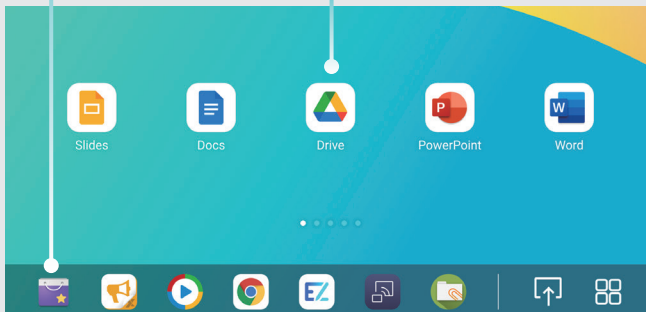
Apps

The BenQ Board boasts a range of built-in apps designed for interactive displays, plus the option to expand your toolkit with additional apps.



Tap on  on the **Home screen** or **sidebar** to see all your apps on the board.

Pin apps to your Home screen or app dock by dragging and dropping them from the apps tray.



Tips

- Tap and hold apps to move or remove them.
- Hold and drag apps to the right hand side of the screen to add a new Home screen page.

Installing more apps

Depending on your user privileges, you can get new apps in three ways:



Google Play Store

Find apps on the Play Store, including hundreds of Teacher Approved apps.



BenQ App Store

Find official BenQ apps and BenQ partner apps.



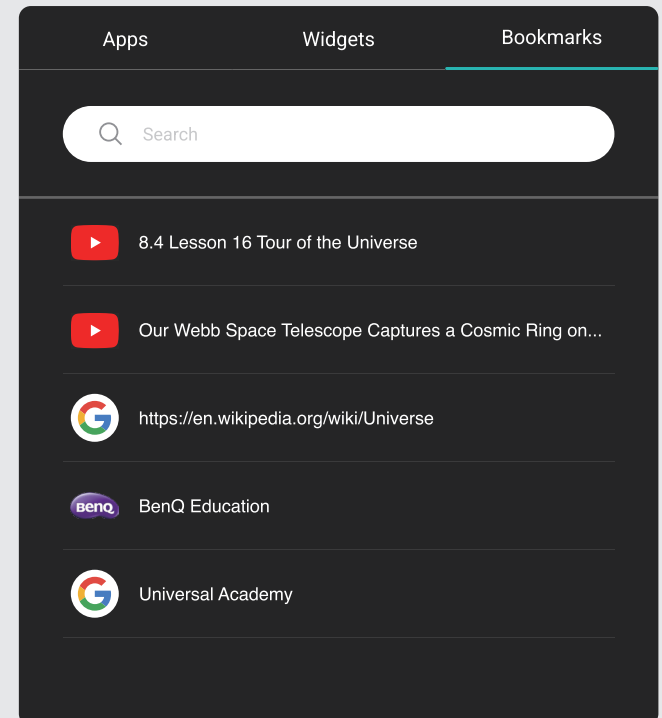
IT staff

Contact your IT team to add specific apps.

Bookmarks

Create bookmarks to your favorite websites by logging into your BenQ account on a web browser.

Once you've saved your bookmarks, tap  on the board, then tap the **Bookmarks** tab to access them.



Widgets

Display important information on your Home screen by adding widgets.
Show air quality, add a calendar, paste sticky notes, and more.



To access and add widgets, select the **Widgets** tab in the apps menu on the home screen **taskbar**. Tap and drag a widget to the Home screen to add it. Here are some of the BenQ widgets you'll find:



Sticky notes

Add reminders anywhere on the Home screen.

Weather and air quality

Displays your location's weather and humidity, as well classroom levels of CO₂, PM_{2.5}, TVOC, and CH₂O. Here is what each level means:



Tip

Tap and hold widgets to move or remove them. Some widgets can be resized this way as well.



BenQ Search

Search your local and cloud files, your apps, and the internet, all from one search bar.



Timer



Calculator



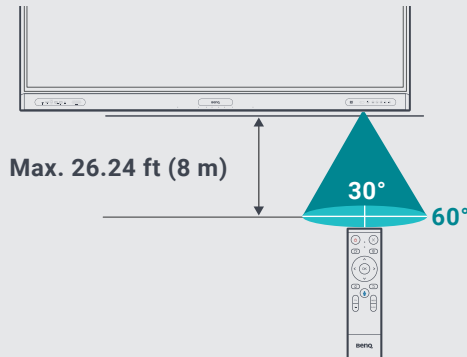
Stopwatch

Third-party widgets

In addition to BenQ widgets, you'll find various third-party widgets you can add to the board's Home screen.

Remote Control

Control your BenQ Board from anywhere in the classroom with the remote control to enhance your teaching experience.



The remote control's range is 26.24 feet (8 meters) from the IR sensor, 60 degrees horizontally and 30 degrees vertically.

USB adapter

Plug in the USB adapter to use all of the features of the remote control. The remote control and adapter pair automatically. If you run across pairing issues, see the board user manual.



Did you know?

The remote control is made with a germ-resistant coating that kills bacteria.



Highlight content with the laser pointer. Press the OK button while in laser pointer mode to interact with an object. Hold the OK button to draw or move objects.

Use the spotlight to draw attention to specific content.

To switch between the two modes, press **<** and **>** on the remote. Press **▲** and **▼** to increase or decrease the Spotlight size.

Turn the screen blank and have the option to still play audio, or turn the screen blank and mute the audio.

To adjust this setting:

1. Open the **Settings** menu.
2. Tap Display > **Remote control BLANK button**.
3. Select either **Blank screen & mute** or **Blank screen only**.

File Access

You can access all your files, including cloud storage, local files, networks drives, and even files on your USB drive, with AMS Files.



Cloud files

Link your cloud storage accounts to your BenQ account on the AMS website. Then, access them on any board at your school by simply signing in to the board with your AMS account.



Network drive

Access files stored on a network drive that you've connected through the AMS website.



Local files

Retrieve files you've saved directly to the board or access files from a connected USB drive.

The screenshot shows the AMS Files interface. On the left sidebar, there are sections for 'Cloud Service' (Google Drive, Dropbox, One Drive, Box, Nextcloud), 'Network Drive', and 'Local Device' (Internal, My Folder). The main area displays a list of files and folders with columns for Name (Z-A), Size, and Time. The files include Science, English, Math, Geometry Fundamentals, Audio Abc, calendar, Math Unit 2, How to use the compass, How to use the protractor, Geometry: Composites, and 0123-0606 Files. At the bottom, there is a toggle for 'Auto backup' which is currently off.

Name (Z-A)	Size	Time
Science	147 item	2024-06-23 16:42:12
English	213 item	2024-06-16 14:10:21
Math	152 item	2024-06-05 18:01:25
Geometry Fundamentals	248 KB	2024-05-12 17:08:20
Audio Abc	30 MB	2024-04-28 09:12:32
calendar	120 KB	2024-04-02 15:32:08
Math Unit 2	68 MB	2024-03-25 13:28:12
How to use the compass	4 GB	2024-03-14 16:42:22
How to use the protractor	210 MB	2024-02-23 14:56:09
Geometry: Composites	70 KB	2024-02-02 08:42:01
0123-0606 Files	12 MB	2024-01-24 12:23:21

Auto backup off ☐ on Auto-backup the files in My Folder as BenQ Backup folder in your Google Drive.

Select My Folder to enable Auto backup and automatically save local files to Google Drive.

Supported cloud storage platforms:



Google Drive



Dropbox



OneDrive



Box



Nextcloud

Multi-window mode

Open up to six different apps or an input source in separate windows and interact with them on the board simultaneously for enhanced sharing and collaboration.

Enabling multi-window mode

1. Tap .
2. Tap Advanced.
3. Enable Multi-window mode.

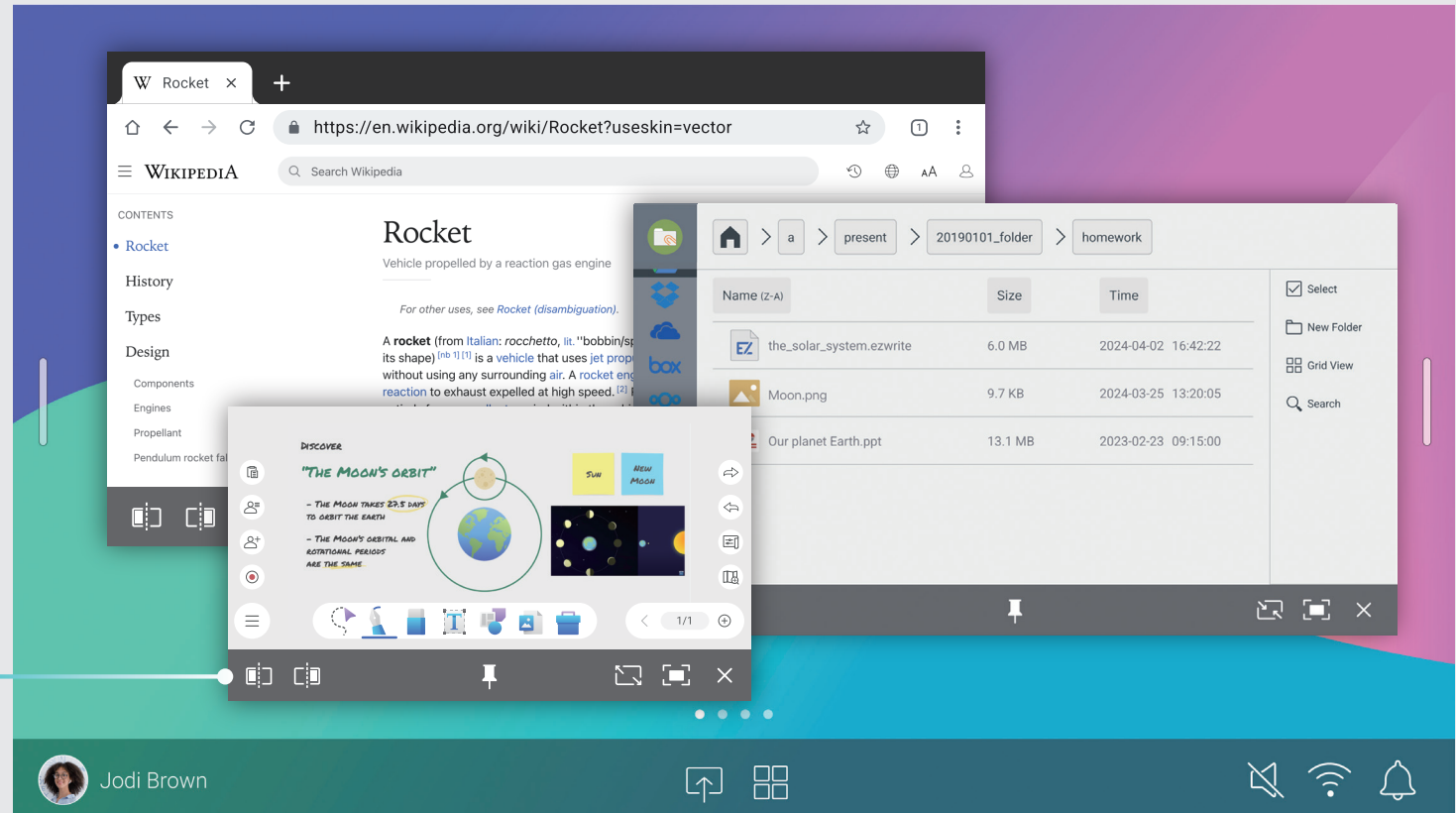
Once enabled, open an app or input source then tap **Multi-window mode** on the sidebar to turn it into a movable window.

Multi-window mode options bar

-  Take up left side of screen
-  Take up right side of screen
-  Pin window
-  Resize window
-  Full screen
-  Close window

Input source exclusive tools

-  Take a screenshot
-  Switch input source



Tip

If you set a window to take up the left or right side of the screen, you can tap  or  to make the window switch sides.

Using a camera

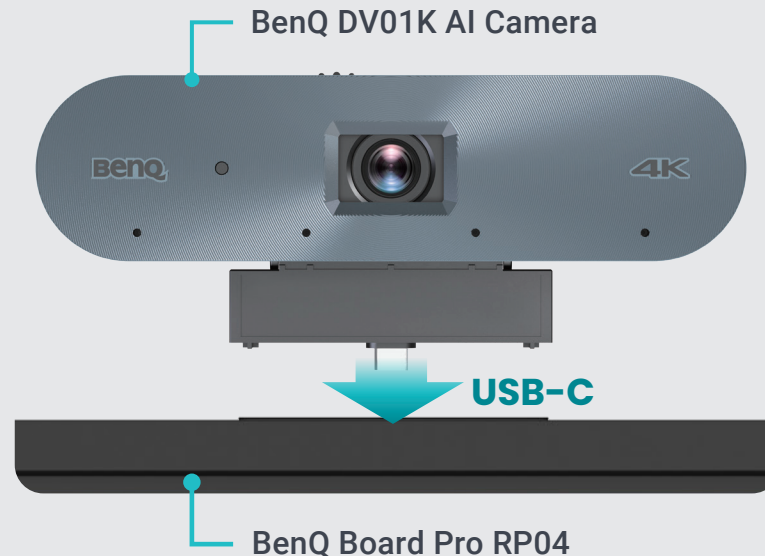
Connect a camera to the BenQ Board for immersive remote learning and video conferencing on a large touch display.

Connecting a camera

The board has ports on the front and side for you to plug a webcam in, as well as the USB-C port on top of the board designed for the Zoom™ Certified BenQ DV01K AI Camera.

To use this camera:

1. Download the DV01K Camera app from the BenQ Store.
2. Open the app on the board.
3. Download your preferred video conferencing app from Google Play or use the web browser version of your preferred video conferencing platform on the board or by connecting your laptop or mobile device to the board.



Choosing a camera source

You can select your camera and mic input sources in your video conferencing app to ensure you're seen and heard.

To set your camera as the default:

1. Open the **Settings** menu.
2. Tap **Advanced** → **Accessories**.
3. Under **Webcam**, tap **Other** and select your camera from the drop-down list.



Tip

You can also use a camera in EZWrite. Simply tap , then tap .

★ DV01K AI features:



AI auto framing & voice tracking
Keeps speakers in frame.



AI active noise cancellation
Reduces background noises for crystal-clear audio.

Get them on Google Play:



Microsoft
Teams



Zoom
Workplace

Find it on the
board:



Google Meet

Get it on the
BenQ App Store:



DV01K Camera

InstaShare Button

The BenQ InstaShare Button lets you share your laptop screen to your BenQ Board, and enables touchback, with just a tap.

Using the InstaShare Button

To start, plug the InstaShare Button into a USB-C port on your laptop and wait for the light to turn solid green, then press the button to start screen sharing.

The InstaShare Button is in split-screen mode by default, letting multiple users share screens at once. Press the **full-screen button** to switch to full-screen mode, showing only your screen. Press it again to return to split-screen mode.

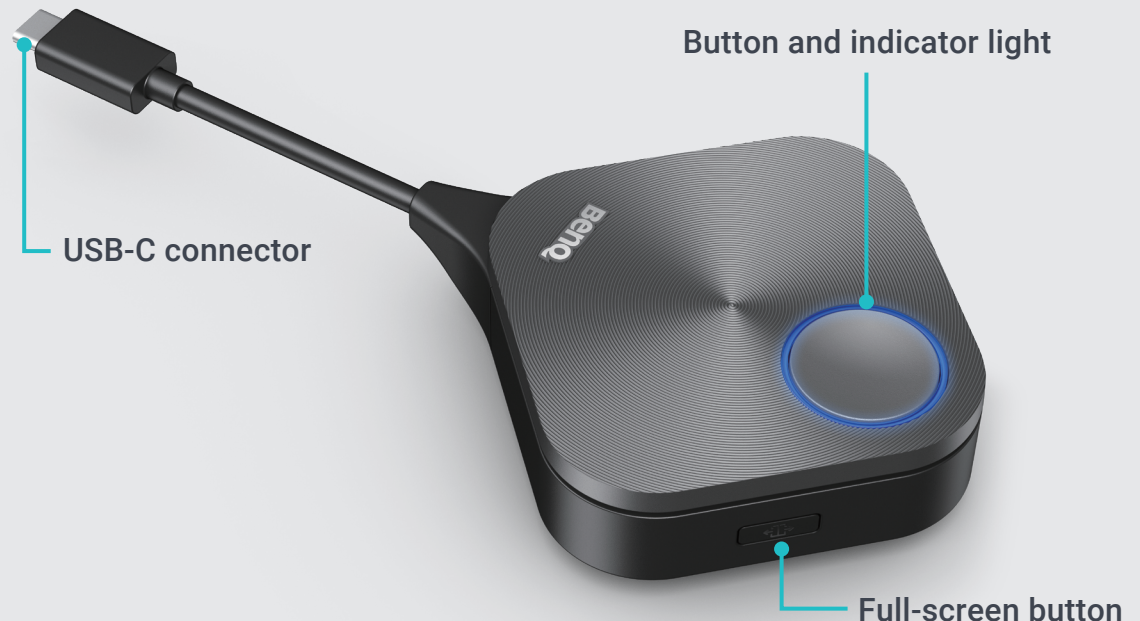
Touchback

Use the board to control your Windows laptop, including scrolling and clicking, with touchback.

Video calls

Start a video call on your laptop and use the board's microphone and camera for enhanced audiovisual quality.

Note | A steady blue indicator light color means the InstaShare Button is sharing to the board. A red indicator light means the device failed to pair to the board.



The InstaShare Button is compatible with these operating systems:



Windows



macOS



ChromeOS

InstaShare 2



The InstaShare Button works with InstaShare 2, allowing up to 9 devices to cast content wirelessly.

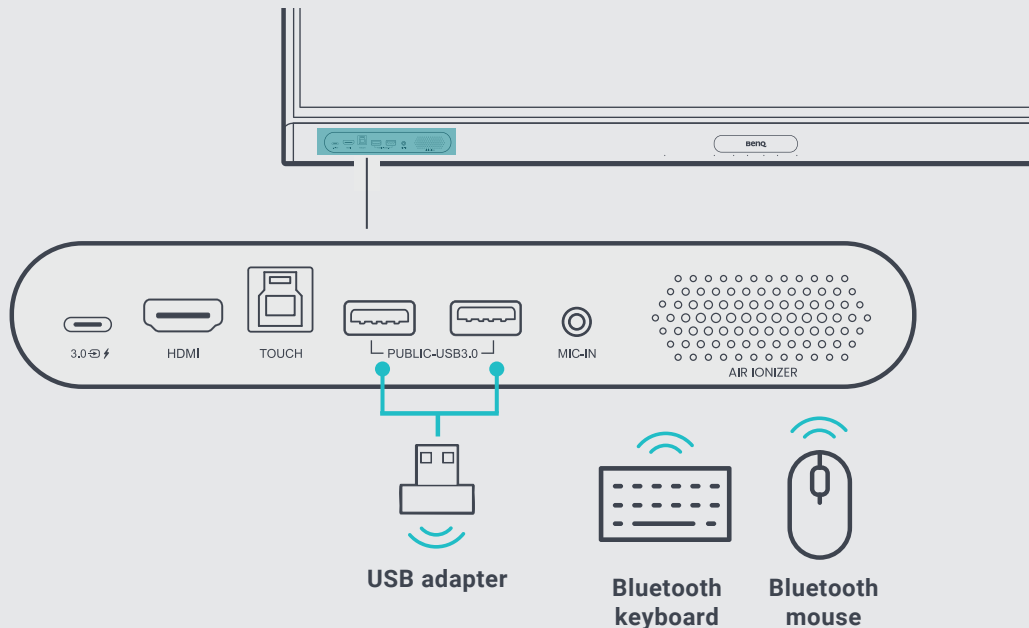
Connecting Bluetooth® devices

You can easily connect and use Bluetooth devices, such as a keyboard or mouse, with the BenQ Board for enhanced teaching.

Connection methods:

1. USB adapter

If your Bluetooth device is equipped with a USB adapter, simply plug the adapter into one of the board's USB ports and you can begin using your Bluetooth device.



Notes

- Ensure that Bluetooth is enabled on the board. To do this, either you or your IT admin can tap **Settings > Connected devices > Connection preferences > Bluetooth** and enable **Use Bluetooth**.
- Bluetooth on the BenQ Board does not support Bluetooth microphones.

2. Pairing to the board

If your Bluetooth device doesn't have a USB adapter, you'll need to pair it to the BenQ Board. To do this:

1. Tap **Settings > Connected devices**
2. Make sure your Bluetooth device is ready to pair by referring to its manual.
3. Tap **Pair a new device** and select your device from the list.



Using a mouse

Use a mouse pointer, just like on a computer, by connecting a Bluetooth mouse to the board.



Using a keyboard

Type text quickly by connecting a Bluetooth keyboard to the board.



Using speakers

Enhance in-class audio by connecting a Bluetooth speaker to the board.

Playing external media

Connect a media device, such as a Blu-ray player or set top box, to the board to further expand your lesson's multimedia options.

Plug and play

Easily connect a media player to the board with your device's input cable. There are 3 connection methods:

Video and audio in one cable:

- HDMI
- DisplayPort

Video cable and audio cable:

- VGA (video)
- 3.5 mm audio-in jack (audio)

Audio only

- 3.5 mm mic-in jack

Choose your player

To switch to an external media source, tap  on the home screen taskbar. For more information, see **Switching sources**.



Use these external players with the BenQ Board:



Blu-ray/DVD player



Set top box



Camcorder



Tip

Press **Input** on the board's remote control to quickly switch sources.

Power off, sleep, and blank screen

The BenQ Board offers various options for turning it off, putting it to sleep, or simply blanking the screen.

Power on and off

Tap  when the board is off to turn it on. Hold  for 3 seconds to begin turning the board off.

To force power off the board, hold  for 10 seconds. Only do this when the board is unresponsive.

Sleep

Tap  when the board is on to put it to sleep. Tap  again to wake the board from sleep mode.

Use sleep mode to easily cut down on energy consumption while ensuring the board is ready to use right away.

Blank screen

Turns the screen blank so you can play audio with no video, or turn the screen blank and mute the audio. Turn the screen blank from the remote control or from the board's settings menu.

To adjust the settings for this feature:

1. Open the **Settings** menu.
2. Tap **Display > Advanced > Blank** button.
3. Select either **Blank screen & mute** or **Blank screen only**.

Use blank screen to play music on the board for students to study to, or to play lullabies for preschool students, for example.



Your school's IT admin can remotely set sleep mode and power schedules for your board to further help with energy consumption efforts.



Blank screen button