

Quick Reference Guide

Getting Started with BenQ-AMS Account

Introduction

This QRG shows how to set up a BenQ AMS account to link a BenQ panel to Google Drive and OneDrive and how to set personal preferences. The BenQ AMS account is linked through an assigned NFC card.

Getting Started

 Each teacher will be issued an NFC card that is linked to a BenQ AMS account. This card will be used to log in to the BenQ Panel.



Signing In to AMS Account

- 1. Navigate to <u>https://ams.benq.com/</u> Note: No www is needed.
- 2. Click 'Sign in with SSO'.



3. In the 'Organization Unit' box, type **FWISD**.

Sign in with SSO				×
Organization Unit	FWISD	Continue	Cancel	

4. Login with FWISD Microsoft Account. Click **Next**.

INDEPENDENT SCHOOL DISTR	ICT	
Sign in		
Email, phone, or Sł	kype	
Can't access your acc	count?	

Setting Personal Preferences

 Set account profile photo and BenQ Panel Wallpaper, link Cloud Storage, pin BenQ Apps, and add Bookmarks.

Personal Settings		
Trammel, Clayton	Wallpaper No personal wallpaper setting	EDIT
ongranitatininaligi maalarg	General Settings Idle Session Logout 30 Minutes	EDIT
	App (0 pinned)	EDIT
	Cloud Storage	
	Coogle Drive Unlinked	LINK
	CneDrive Unlinked	LINK



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2. Under the App category, click **Edit**.

App (0 pinned)



 From this menu, the user can pin applications to appear on the BenQ Panel home screen. Click the checkbox by each app to pin. Pinning apps will allow easier access.

Set up application	IS	×
Please select the application	ns which you would like to pin c	on desktop Selected 1
CLEAR ALL		Application Na Q
Settings	Firefox	WPS Office
AMS Files	BroadcastSetting	DMS Client
BenQ App Store	InstaQPrint	Meeting
QuickSupport	InstaShare	EZWrite
Bouncyballs	Kahoot!	Saffi
Bingo for Kids	ANTON	Horizon
		First Canda
	APPLY)

NOTE: It is suggested to pin AMS Files, Chromium, InstaShare, and EZWrite.

Link Drive Accounts

1. To the right of Google Drive, click Link.



3. Click Allow.



Cancel

2. To the right of OneDrive, click **Link**.



Allow

- Sign in with FWISD Microsoft credentials, then click Accept.
- 4. To confirm accounts have been linked, note the green button now shows Unlink.

Cloud Storage				
	Google Drive Linked	UNLINK		
6	OneDrive Linked	UNLINK		

Logging In with BenQ NFC Card

 Once the BenQ AMS account is set up, selected settings and linked drives will be accessible once logged into a BenQ Panel. To log in, swipe the NFC card over the NFC icon on the right-hand side of the panel.





2. Check linked Cloud Storage by selecting **AMS** File icon on the BenQ Panel.

