

Getting Started with EZWrite 6 on BenQ Panel

Introduction

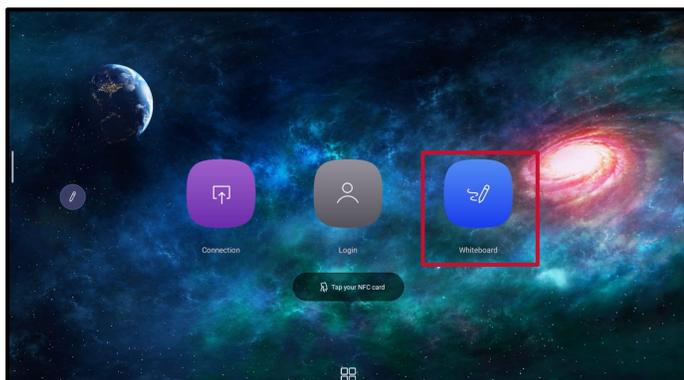
EZWrite 6 is an interactive whiteboard software found on the BenQ Panel that allows users to turn their device into a digital canvas. Follow the steps in this Quick Reference Guide to learn how to access the board version, open, save, and export EZWrite 6 content.

Getting Started

EZWrite 6 on the BenQ Panel can be accessed using two different methods.

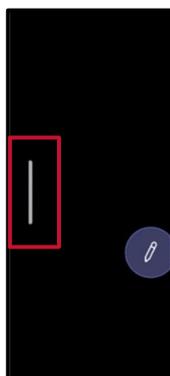
Method One

1. From the BenQ home screen, select **Whiteboard**.

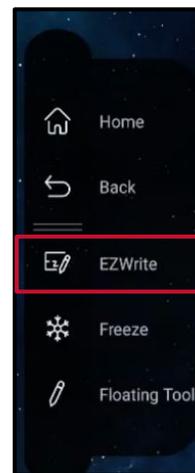


Method Two

1. Select the **side bar** at the right- or left-hand side of the BenQ Panel.

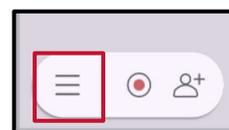


2. Select **EZWrite** from the sidebar menu.

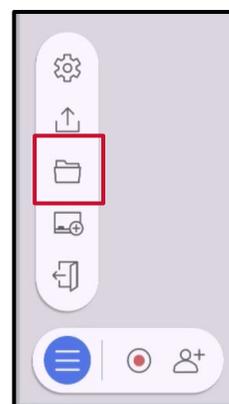


Open Existing EZWrite 6 File

1. From EZWrite 6, select the **Menu** from the lower left-hand corner.



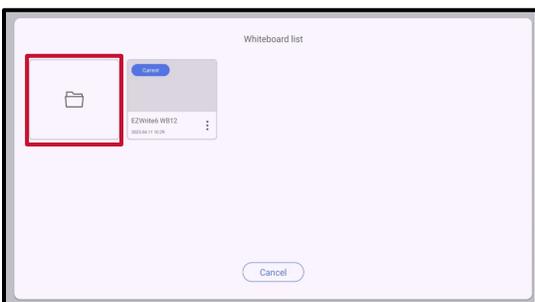
2. Select the **Open files** icon.



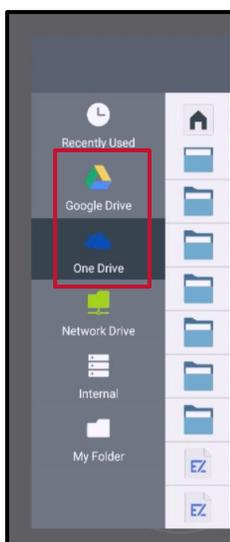
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Open Existing EZWrite 6 File Continued

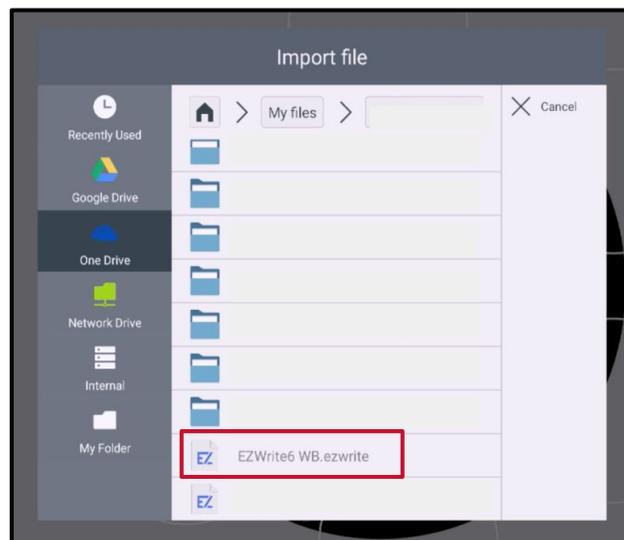
3. A recent items window will appear. Select the **folder** to gain access to linked drive accounts.



4. Select the **cloud storage icon** where the EZWrite 6 files are stored.



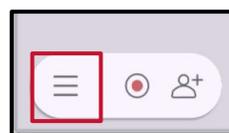
5. Select the **EZWrite file** from the linked drive. The file will then open into EZWrite.



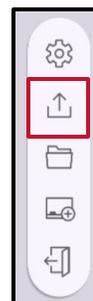
NOTE: If cloud storage is not found in the board's File Manager using a BenQ AMS account, please refer to Setting up BenQ AMS Account QRG for instructions.

Saving an EZWrite 6 File

1. From EZWrite 6, select the **Menu** from the lower left-hand corner.



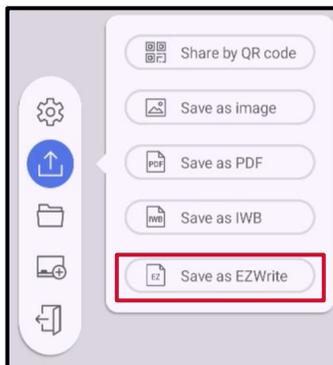
2. Select the **Export** icon.



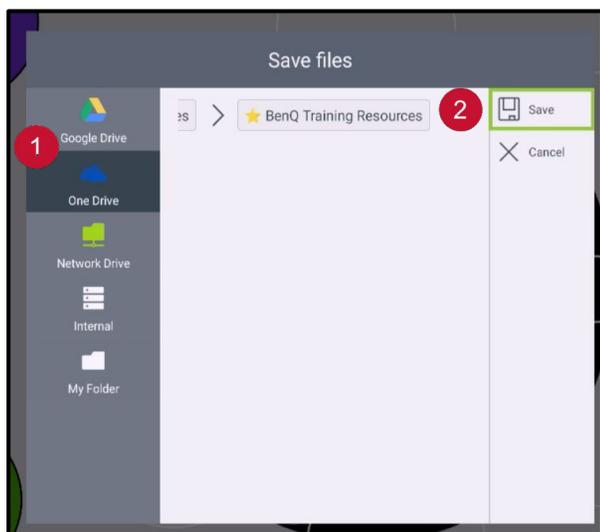
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Save an EZWrite 6 File Continued

3. Select **Save as EZWrite** from the extended menu.



4. Select the **preferred cloud storage drive**. Select **Save**.

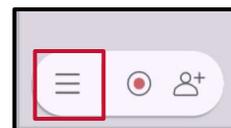


NOTE: To use the cloud storage feature, the user needs to be signed in with a BenQ AMS account.

Export an EZWrite 6 File

Content created from EZWrite 6 can be exported to a cloud drive account from a district device and accessed from a BenQ Panel with a user's BenQ AMS account. Content can be exported as an image or PDF to be used as a static resource.

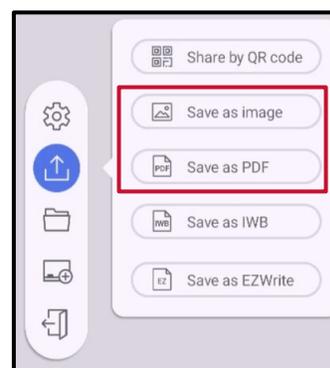
1. Select the **Menu** from the lower left-hand corner.



2. Select the **Export** icon.



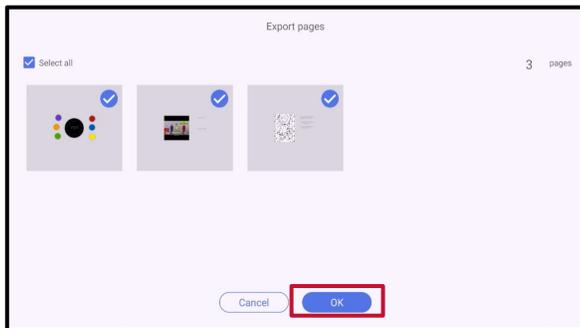
3. Select **Save as image** or **Save as PDF**.



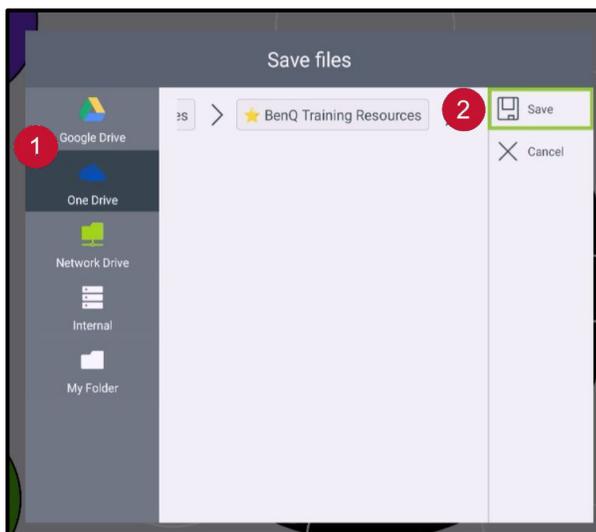
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Export an EZWrite 6 File Continued

4. **Check** or **uncheck** the pages of the EZWrite file to be exported. Select **OK**.



5. Select the **preferred cloud storage drive**. Select **Save**.



NOTE: In order for cloud storage to be accessible, the user must be signed into a BenQ AMS account. Once saved to the preferred cloud storage, a user can access the exported files through the BenQ File Manager.