



Account Management System User Manual

Account & cloud storage management on BenQ devices

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This user manual aims to provide the most updated and accurate information to customers, and thus all contents may be modified from time to time without prior notice. Please visit <http://business-display.benq.com/> for the latest version of this manual.

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Introduction

Account Management System (AMS): Instantly Access and Manage Personal Data from Any IFP

To make it more convenient for users to access and manage their files and personal device environment, BenQ releases Account Management System (AMS) to make it easier for users to access and manage files as well as accounts. Additionally, AMS also guarantees a more effortless way for IT personnel to manage accounts, improving the efficiency and convenience of managing accounts on BenQ's IFPs to a whole new level.

Personalized User Environment and Instant Access to Cloud Storage through AMS

- Personalized Workspace Environment

As IFP are generally considered to be public devices that store data from many users, the data is often unorganized and difficult to locate. There is no solution to customize each user's environment and filter out their data. AMS provides customized workspace environments, private local storage space, and personalized settings for user's convenience. Users can access their personalized workspace environment and settings on any IFP that they have logged into, and the process could be further accelerated with BenQ designed NFC cards.

- Auto Login to Cloud Storage Accounts

Data on Android devices can be difficult for novice users to locate and bring with them. Cloud storage is the solution that fits this need, but logging into a cloud account with sensitive login credentials can be a risky behavior. AMS strengthens the level of security and gets rid of the complexity of entering passwords when users try to access their cloud storage accounts. With BenQ AMS, users only have to log into their cloud storage accounts once at setup/ account creation, and they can then start accessing data without having to login ever again on the IFP. AMS automatically sets permissions for personal and network folders, providing another way for users to easily find and organize their data. AMS makes accessing various storage spaces more secure and easily accessible.

Efficient Account Management and Simplified Setup for ITS

- Efficient Account Management

Traditionally, it is extremely time consuming to manage large amounts of user accounts for corporate IT managers. AMS provides a clear and intuitive user interface for IT managers to import and manage multiple user accounts.

- One Step NFC Card Setting

Connecting personal accounts to ID cards through traditional management software is a complicated process to implement. AMS eliminates the complicated process of setup and encryption and can link an account to an ID card through one simple step.

- Hassle-free Account Binding with AMS

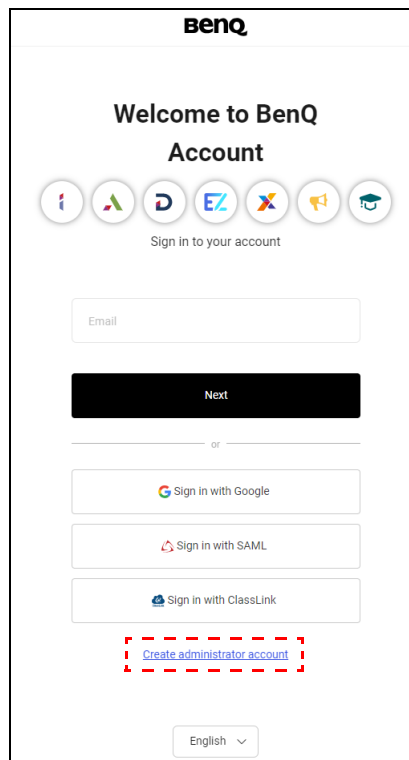
Traditional ways to match IFPs with data management systems are complicated and have limitations. AMS can simply bind devices seconds after the devices are connected to the network.

AMS Web Management

Registering a new account for admin

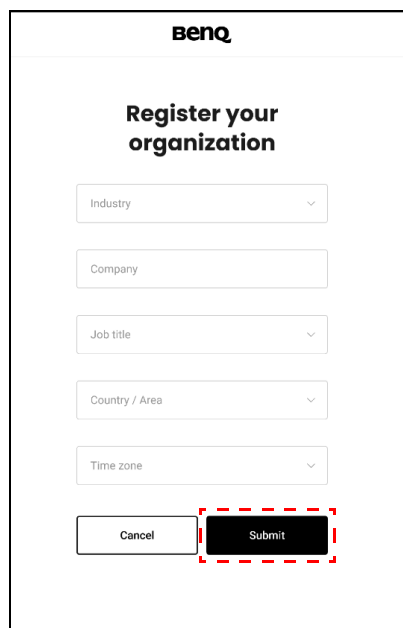
You must have a valid account to access BenQ AMS.

1. Go to BenQ Service website: <https://ams.benq.com>.
2. If you are an administrator, click **Create administrator account** to register an Administrator account for the company. If you are a regular user, ask your company's administrator to create a user account for you.



The image shows the BenQ 'Welcome to BenQ Account' page. At the top, it says 'Welcome to BenQ Account' with a row of six circular icons representing different services. Below this is a 'Sign in to your account' section with an email input field and a 'Next' button. Underneath, there are three social login options: 'Sign in with Google', 'Sign in with SAML', and 'Sign in with ClassLink'. At the bottom of this section, the link 'Create administrator account' is highlighted with a red dashed border. At the very bottom, there is a language selector set to 'English'.

3. Follow the on-screen instructions to create an administrator account.
4. Fill in the information to register your organization. Click **Submit**. A confirmation email will be sent.

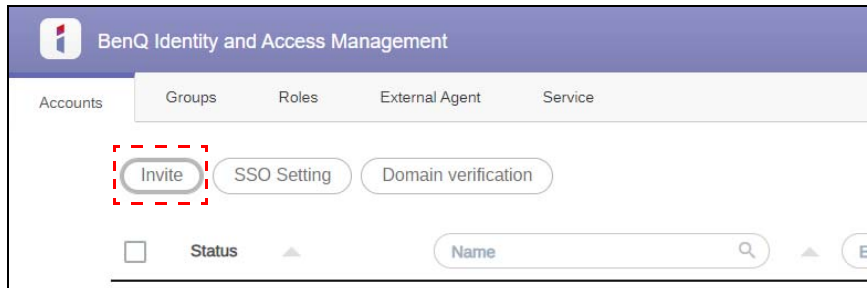


The image shows the BenQ 'Register your organization' page. It features a series of five dropdown menus for 'Industry', 'Company', 'Job title', 'Country / Area', and 'Time zone'. At the bottom, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red dashed border.

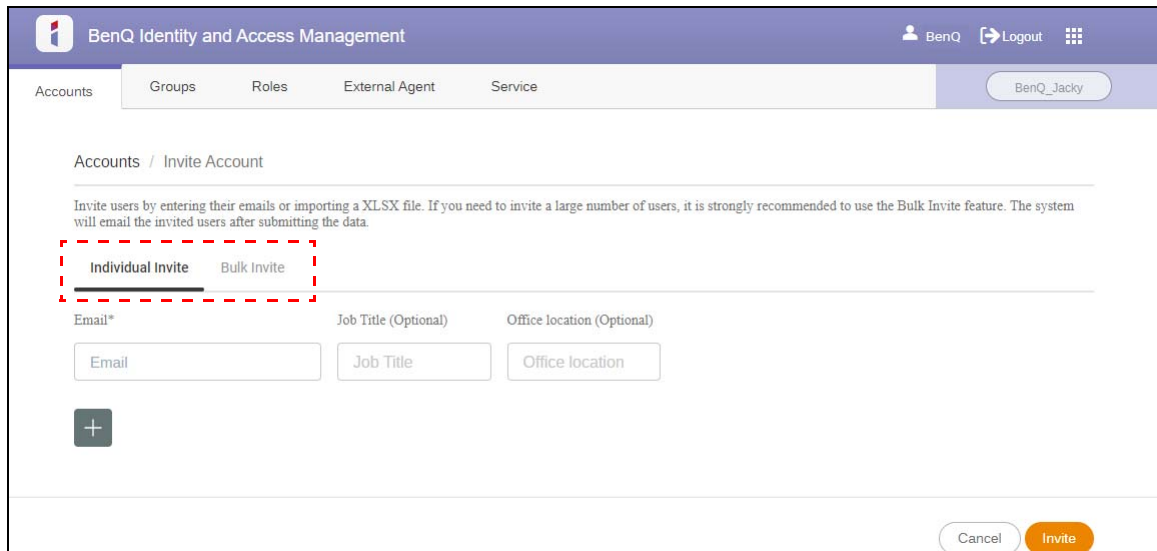
5. Verify your email address to complete the registration.
6. On BenQ Service website, enter your Email to sign in. You can now create account for your users. See [Inviting users to join the organization on page 3](#) for more information.

Inviting users to join the organization

1. As the administrator, go to iam.benq.com and log in
2. Click **Invite** to continue.

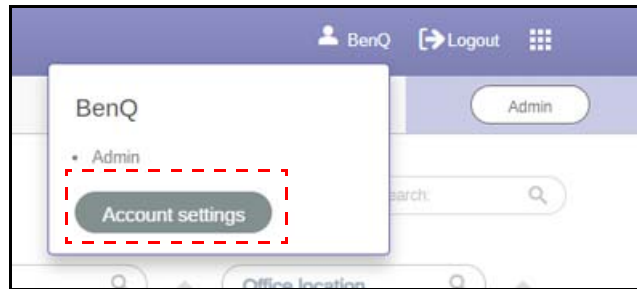


3. You can choose to send either individual invitations or a bulk invitation.

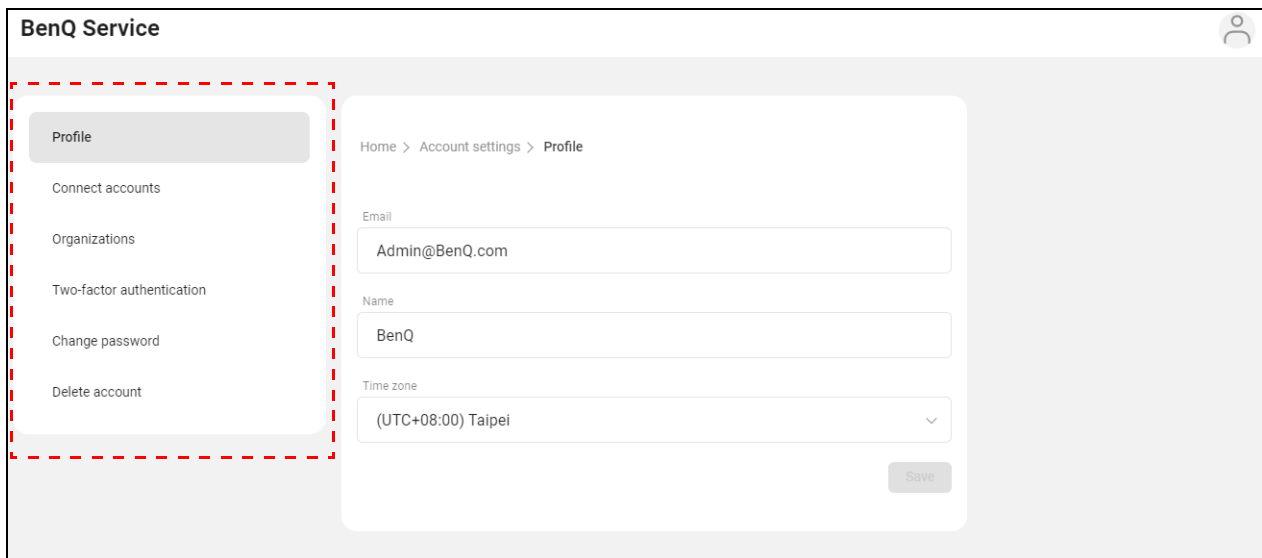
A screenshot of the BenQ Identity and Access Management 'Invite Account' page. The top navigation bar is purple with the BenQ logo and the text 'BenQ Identity and Access Management'. Below it, there are tabs for 'Accounts', 'Groups', 'Roles', 'External Agent', and 'Service'. The 'Accounts' tab is selected. The page title is 'Accounts / Invite Account'. Below the title, there is a paragraph of text: 'Invite users by entering their emails or importing a XLSX file. If you need to invite a large number of users, it is strongly recommended to use the Bulk Invite feature. The system will email the invited users after submitting the data.' Below this text, there are two buttons: 'Individual Invite' and 'Bulk Invite'. The 'Individual Invite' button is highlighted with a red dashed box. Below these buttons, there are three input fields: 'Email*', 'Job Title (Optional)', and 'Office location (Optional)'. The 'Email*' field has a placeholder text 'Email'. Below the input fields, there is a plus sign button. At the bottom right, there are two buttons: 'Cancel' and 'Invite'.

Editing your profile

1. You can edit your profile by clicking the head icon with your name in the upper right corner. Click **Account settings** to continue.



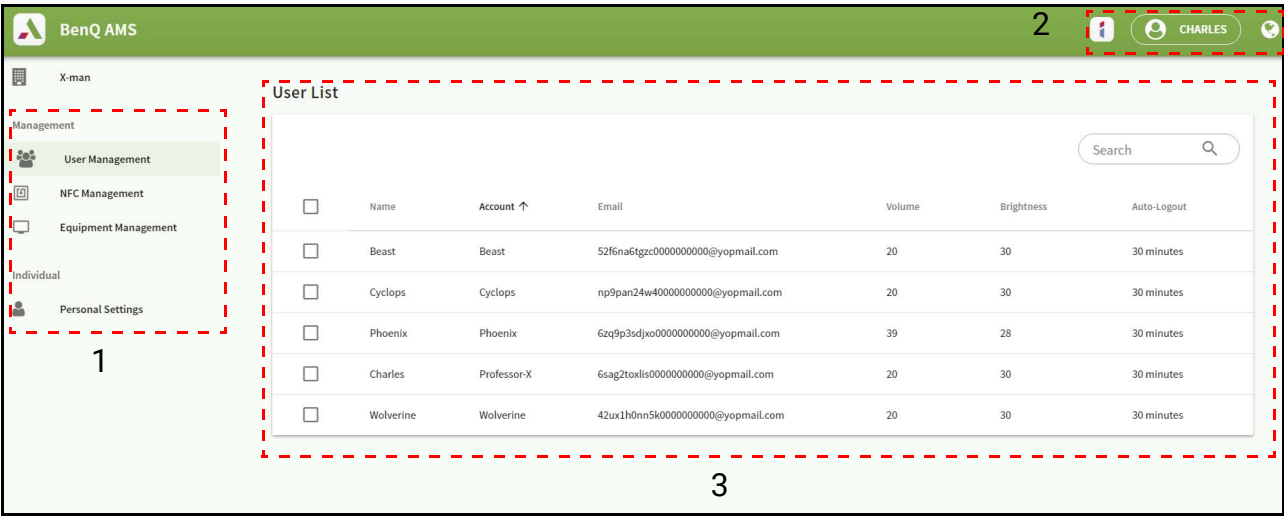
2. Then you can edit you account settings such as **Change password**.



Managing BenQ AMS

AMS service overview

While logging in, you will see three main parts, as described in the table below:



Item		Description
1.	Function Tab	You can switch the functions here.
2.	Account Information	You can see the account's information and change languages in this area.
3.	Operating Tab	You can see the corresponding content while switching the functions on the function tabs.

User Management

You can adjust general settings and select applications for the desktop beforehand.

1. Select the account (or all accounts), then click **GENERAL SETTINGS**.

The screenshot shows the 'User List' interface. On the left is a sidebar with 'Management' (User Management, NFC Management, Equipment Management) and 'Individual' (Personal Settings) sections. The 'User List' table has columns for Name, Account, and Email. A red dashed box highlights the 'GENERAL SETTINGS' button at the top of the table and the first column of the table, which contains green checkmarks for all users.

	Name	Account ↑	Email
✓	Beast	Beast	52f6na6tgzc0000000000@yopmail.com
✓	Cyclops	Cyclops	np9pan24w40000000000@yopmail.com
✓	Phoenix	Phoenix	6zq9p3sdjxo0000000000@yopmail.com
✓	Charles	Professor-X	6sag2toxlis0000000000@yopmail.com
✓	Wolverine	Wolverine	42ux1h0nn5k0000000000@yopmail.com

2. You can adjust **Auto Logout Time** here. Click **Apply** to confirm the setting.

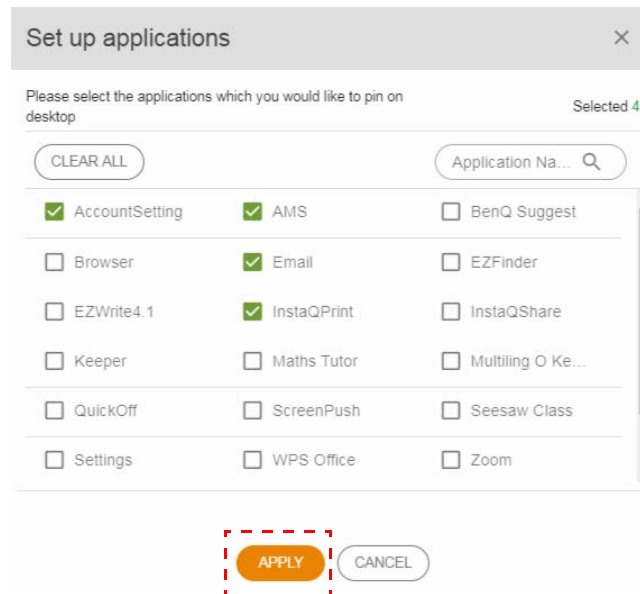
The 'General Settings' dialog box shows the 'Auto Logout Time' settings. It has two dropdown menus for 'hrs' (set to 0) and 'mins' (set to 30). There is a checkbox for 'Never automatically logout' which is currently unchecked. The 'APPLY' button is highlighted with a red dashed box.

3. Select the account (or all accounts), then click **SET UP APPLICATIONS**.

The screenshot shows the 'User List' interface, similar to the first one. A red dashed box highlights the 'SET UP APPLICATIONS' button at the top of the table and the first column of the table, which contains green checkmarks for all users.

	Name	Account ↑	Email
✓	Beast	Beast	52f6na6tgzc0000000000@yopmail.com
✓	Cyclops	Cyclops	np9pan24w40000000000@yopmail.com
✓	Phoenix	Phoenix	6zq9p3sdjxo0000000000@yopmail.com
✓	Charles	Professor-X	6sag2toxlis0000000000@yopmail.com
✓	Wolverine	Wolverine	42ux1h0nn5k0000000000@yopmail.com

4. You can select the applications which you would like to pin on the desktop. Click **Apply** to continue.

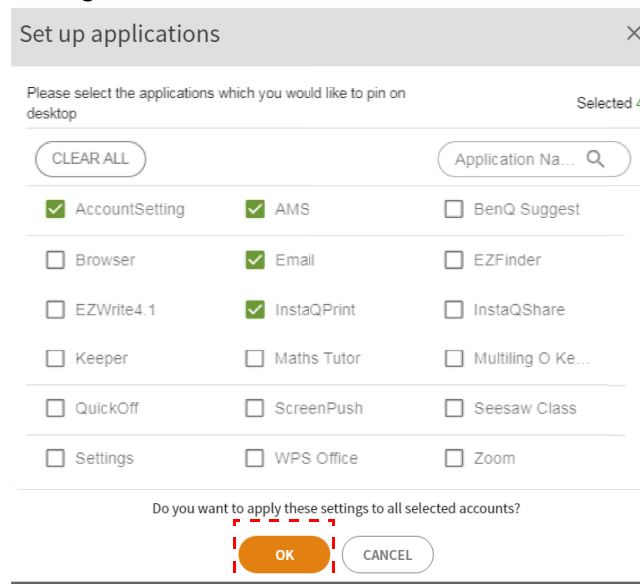


Set up applications

Please select the applications which you would like to pin on desktop Selected 4

☒ AccountSetting	☒ AMS	☐ BenQ Suggest
☐ Browser	☒ Email	☐ EZFinder
☐ EZWrite4.1	☒ InstaQPrint	☐ InstaQShare
☐ Keeper	☐ Maths Tutor	☐ Multiling O Ke...
☐ QuickOff	☐ ScreenPush	☐ Seesaw Class
☐ Settings	☐ WPS Office	☐ Zoom

5. Click **OK** to apply the settings to the selected accounts.



Set up applications

Please select the applications which you would like to pin on desktop Selected 4

☒ AccountSetting	☒ AMS	☐ BenQ Suggest
☐ Browser	☒ Email	☐ EZFinder
☐ EZWrite4.1	☒ InstaQPrint	☐ InstaQShare
☐ Keeper	☐ Maths Tutor	☐ Multiling O Ke...
☐ QuickOff	☐ ScreenPush	☐ Seesaw Class
☐ Settings	☐ WPS Office	☐ Zoom

Do you want to apply these settings to all selected accounts?

NFC Management

You can bind the NFC card to the selected account.

 The NFC card is not supplied and should be purchased separately. See [Supported NFC card readers and NFC card spec on page 9](#) for more information.

Binding the NFC card

1. Select an account to be bound.

X-man

Management

User Management

NFC Management

Equipment Management

Individual

Personal Settings

User List (NFC)

UNBIND NFC

☒	Name	Account ↑	Email
☒	Beast	Beast	52f6na6tgzc0000000000@yopmail.com
☐	Cyclops	Cyclops	np9pan24w40000000000@yopmail.com
☐	Phoenix	Phoenix	6zq9p3sdjxo0000000000@yopmail.com
☐	Charles	Professor-X	6sao7toxli00000000000@vonmail.com

User List (NFC)

UNBIND NFC

Search

☒	Name	Account ↑	Email	NFC 1	NFC 2	NFC 3
☒	Beast	Beast	52f6na6tgzc0000000000@yopmail.com	--	--	--
☐	Cyclops	Cyclops	np9pan24w40000000000@yopmail.com	--	--	--
☐	Phoenix	Phoenix	6zq9p3sdjxo0000000000@yopmail.com	--	--	--

2. Hold the NFC card near the connected NFC reader to bind the NFC card to the account.



Beast

52f6na6tgzc0000000000@yopmail.com

Input or induce NFC card manually

BIND

NFC1:

NFC2:

NFC3:



Beast

52f6na6tgzc0000000000@yopmail.com

62C57E05

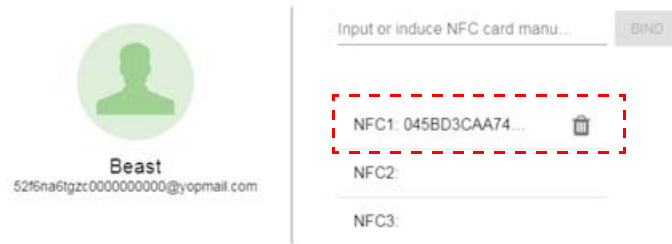
BIND

NFC1:

NFC2:

NFC3:

3. Click **BIND**.



4. Every NFC card has a unique ID. Once the card is bound to an account, it cannot be rebound to other accounts.

User List (NFC)

☐	Name	Account ↑	Email	NFC 1	NFC 2	NFC 3
☐	su3	chi-test-03	chichisu77+chitest-03@gmail.com	--	--	--
☐	chichisu77	chitest	chichisu77+chitest@gmail.com	1091A26A	--	--
☐	chi-test-002	chitest-02	chichisu77+chitest-02@gmail.com	--	--	--

Supported NFC card readers and NFC card spec

	Supported Models
NFC card readers:	• ACS: ACR1242U http://www.acr1252.com/ • Synnux: CL-2100R https://goo.gl/56ajQW • D-Logic: https://goo.gl/uLECHJ • InfoThink: InfoThink IT-101MU https://goo.gl/s3XGE4
Card spec:	• Chip: NXP, Mifare • Protocol: ISO14443-1 • Size: 85.72 x 54.03 x 0.84 mm

Equipment Management

You can see the equipment status in Equipment Management.

BenQ AMS

CHARLES

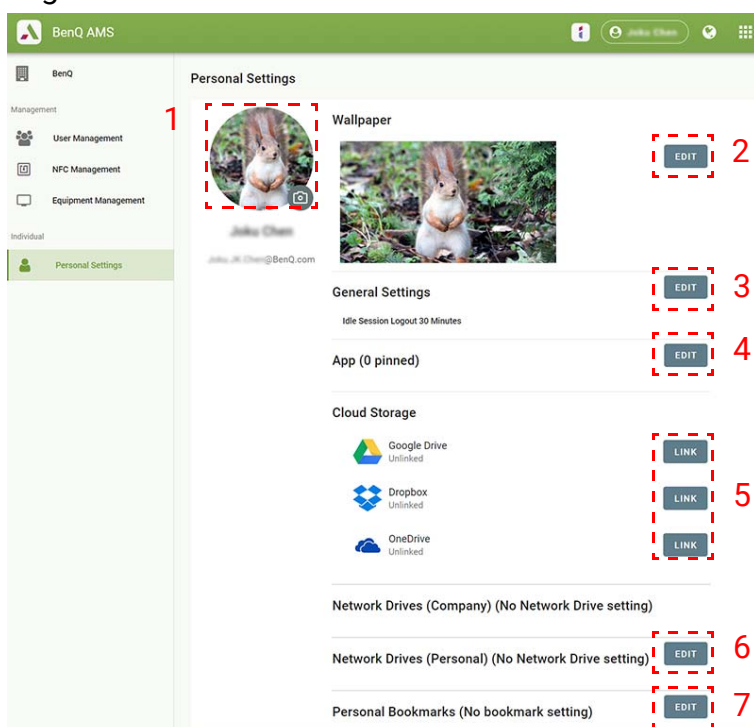
X-man

Equipment List

☐	Name ↑	Using Account	Last Login	Last Logout	Connection Status
☐	RP704K_40ef	chitest	chichisu77 @ 2017-12-04 06:39:20	chichisu77 @ 2017-12-04 06:38:21	Online
☐	ST550K_45A8	chitest	chichisu77 @ 2017-12-04 06:43:15	--	Offline

Personal Settings

You can apply your personal settings to any IFP once you log in to your AMS account. Here are the available settings:



Item		Description
1.	Profile image	Tap to upload customized images. After signing in, the profile/background image will change accordingly.
2.	Wallpaper	
3.	General settings	Set the idle session logout time.
4.	App shortcut	Pin your frequently used apps on the home screen of the board.
5.	Cloud storage	Link your personal file hosting services to AMS to access your files on the board.
6.	Network drives	Link your network attached storage to AMS to access your files on the board.
7.	Personal bookmarks	Save your frequently visited websites as bookmarks for quick access on the board.

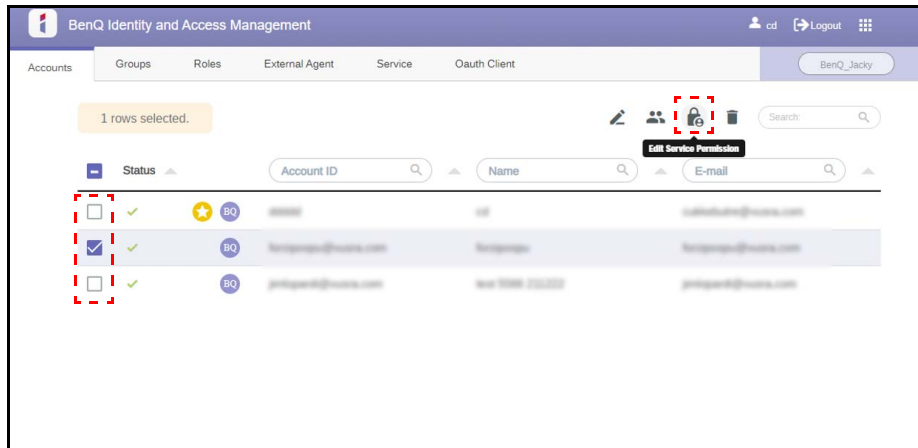
Security Settings

Administrators can manage access permissions of different accounts and equipment in IAM & AMS to prevent safety and security issues.

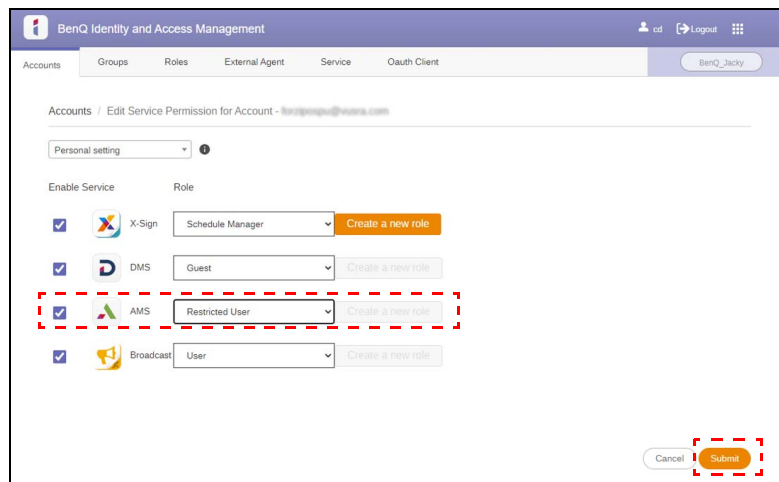
Restricted user

Administrators can set user's role as restricted user to minimize potential misuse.

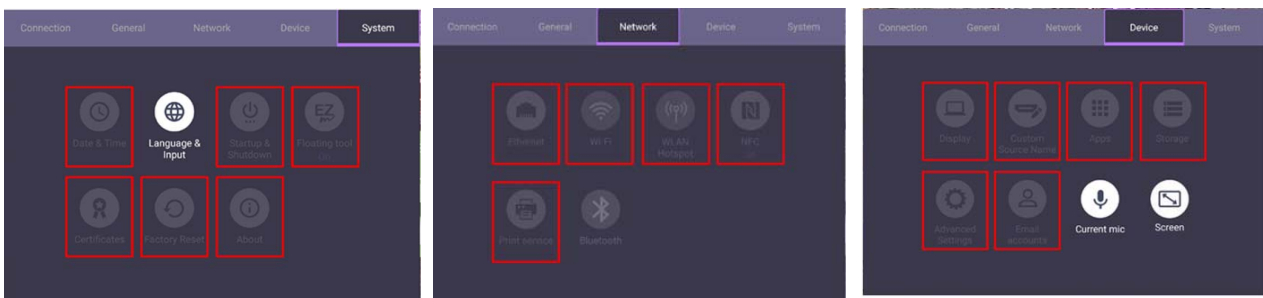
1. In BenQ IAM (iam.benq.com), select the accounts you want to edit and click the icon  to edit service permission.



2. Under AMS service, select **Restricted User** and click **Submit**.



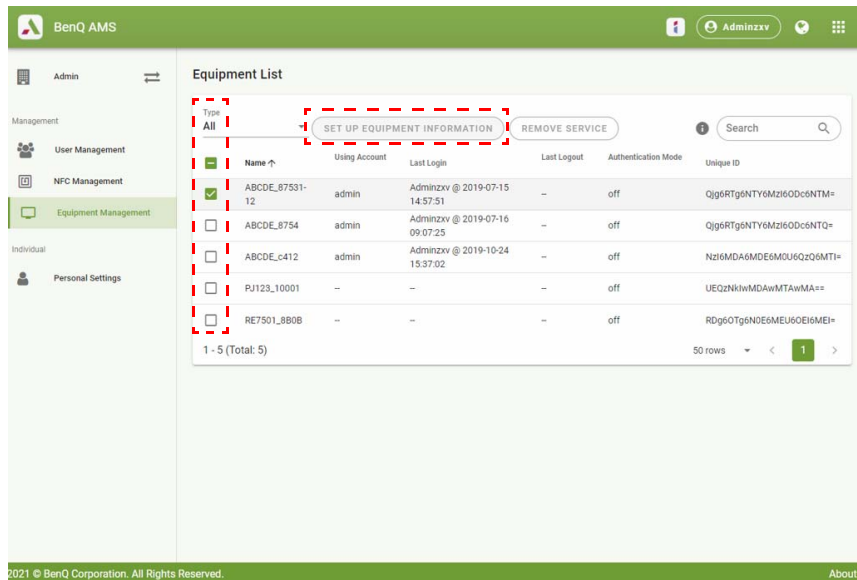
3. For restricted users, certain settings on their boards will be greyed out.



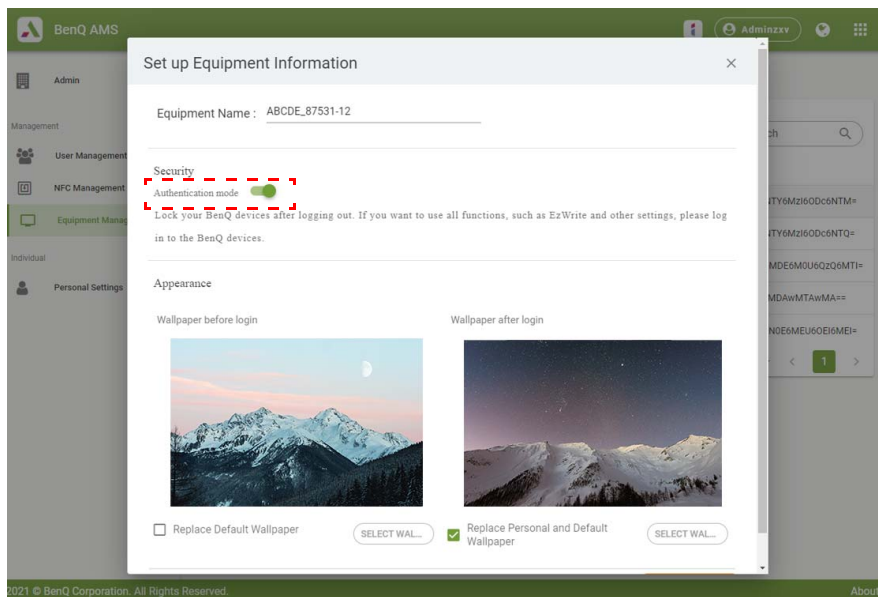
Authentication mode

Once authentication mode is activated, all functions of the BenQ board are only accessible after log in. Since the board is locked, students or people without an account will have no access to the board during recess.

1. Under **Equipment Management**, select the devices you want to edit and click **SET UP ENVIRONMENT INFORMATION** to edit service permission.



2. Under **Security** section, turn on **Authentication mode**.



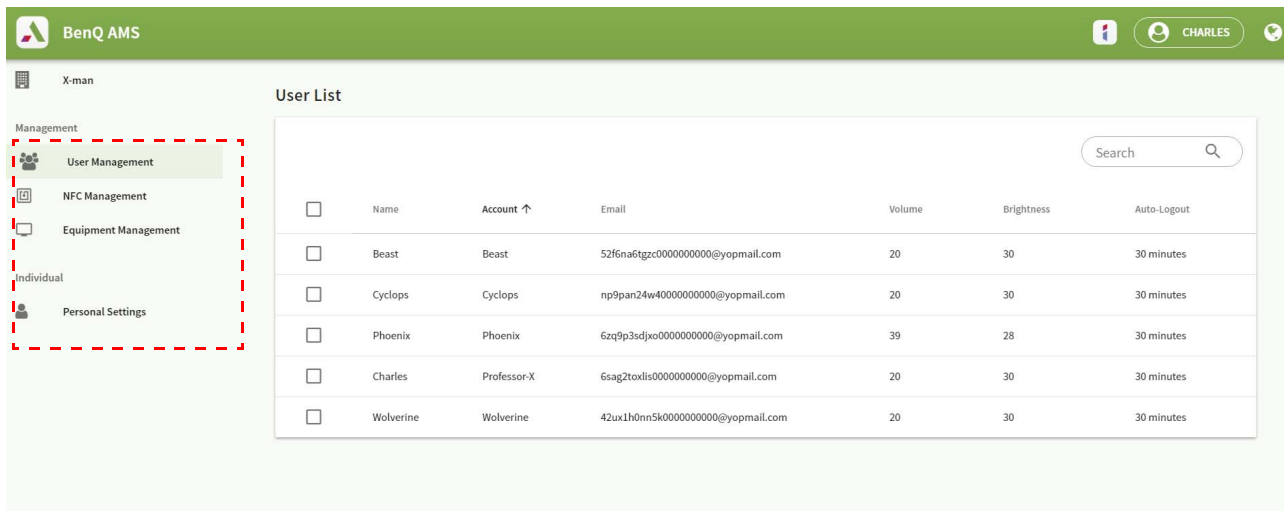
AMS Account Settings

Check your product's model name and see how to sign in from below:

- [RP01K/RP02/RM02S/RM02K/RE01/CP01K](#)
- [RP654K/RP704K/RP750K/ RP860K](#)
- [RM03, RP03, RE03A, RE03, RM03A, RE03N1, RE03N2, RE03N](#)
- The rest of the latest BenQ Smart display, see [EDLA Launcher](#).

Management Authority

There are three roles in AMS: AMS admin, coordinator, and user. They have different management authority.



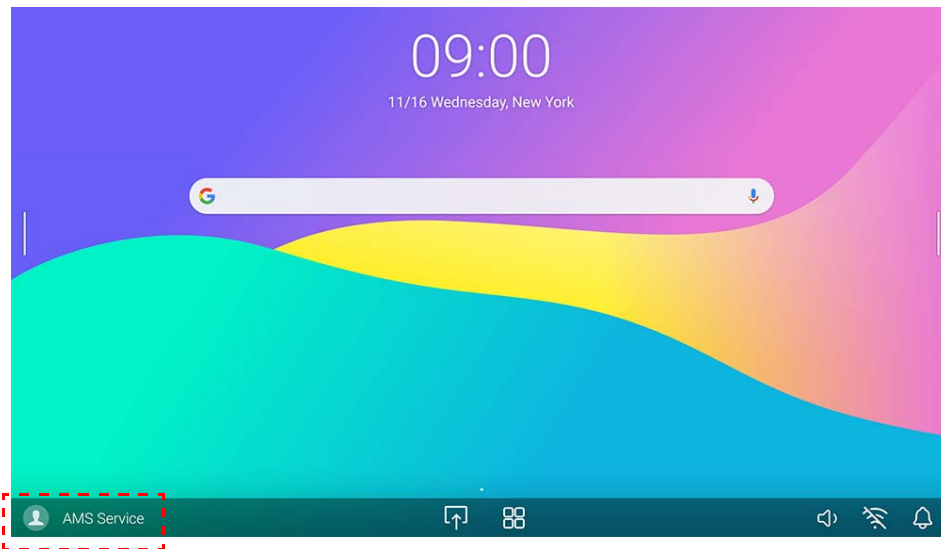
	AMS admin	Coordinator	User
User Management	V	V	
NFC Management	V	V	
Equipment Management	V	V	
Personal Settings	V	V	V

- AMS admin has the authority to manage users, NFC, equipment, and **Personal Settings**.
- Coordinator has almost the same authority as AMS admin, except for the authority to create a new account.
- User can only have access to **Personal Settings**.

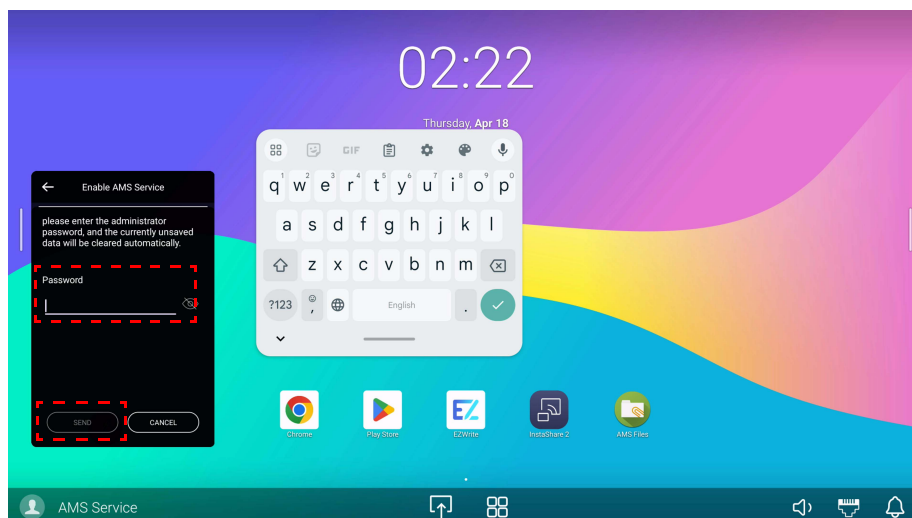
EDLA Launcher

Once you've enabled BenQ service during the setup, follow the steps below to activate the AMS service.

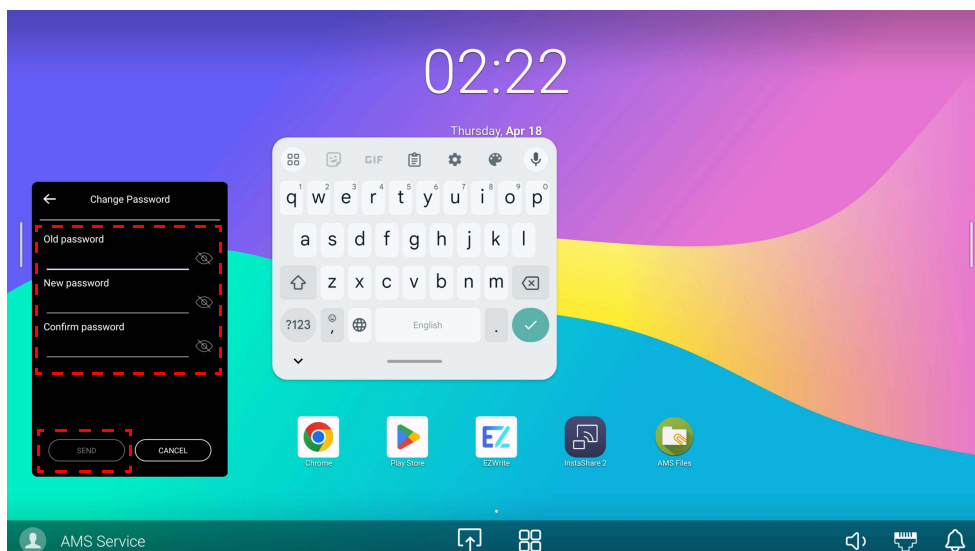
1. Select **AMS service** at the bottom left corner.



2. In the **Password** field, type "admin" and then tap **Send**.

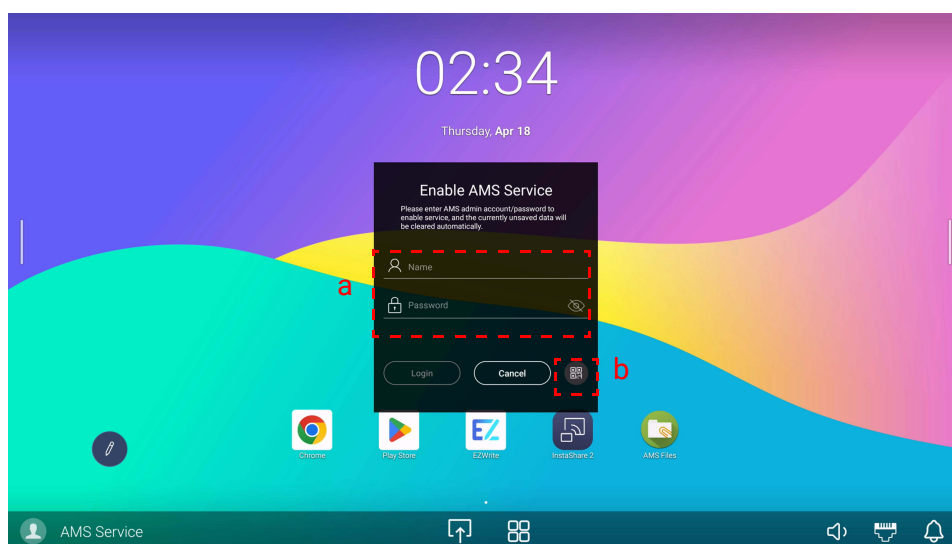


3. Set a new local administrator password, and then tap **Send**.



Make sure to set a strong local administrator password to prevent unauthorized access to the display. This password is different from the administrator credentials that are used to log in to BenQ cloud services such as BenQ DMS, AMS, and the Identity and Access Management (IAM) system.

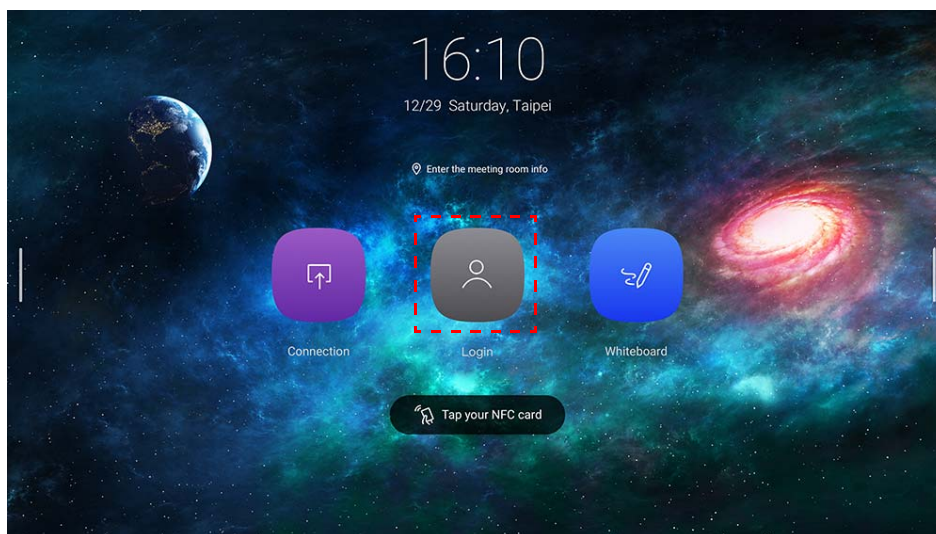
4. Use either method below to connect your account with BenQ Board.



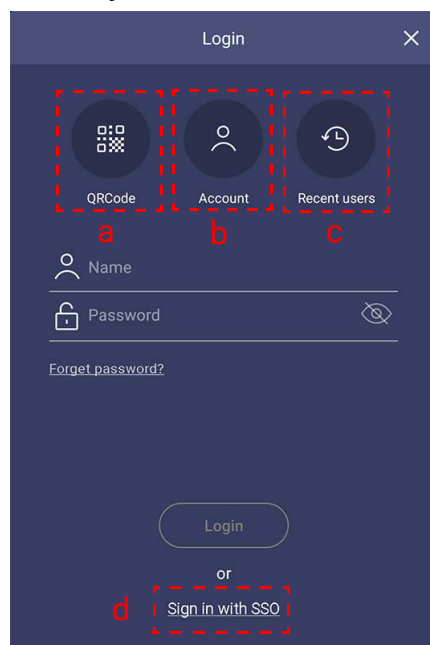
- a. Enter the name and password of your AMS account.
- b. Tap the QR code icon. Scan the QR code with your smartphone to login.

RM03, RP03, RE03A, RE03, RM03A, RE03N1, RE03N2, RE03N

1. Tap the icon to log in.



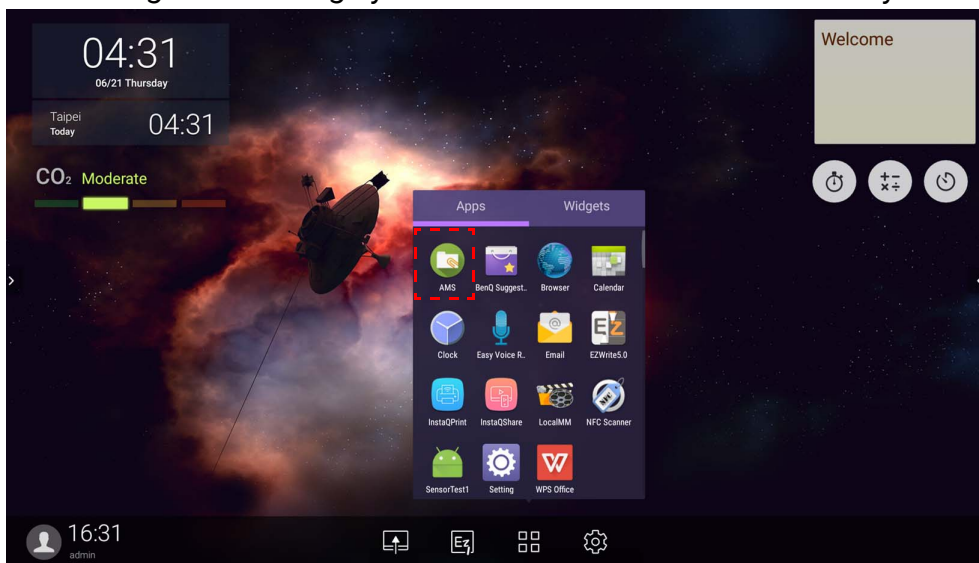
2. Use either method below to connect your account with BenQ smart display.



- a. Scan the QR code with your smartphone to login.
- b. Enter the name and password of your AMS account.
- c. Access the accounts logged in recently.
- d. Sign in with your business e-mail account. See [Single-Sign-On settings](#) for more information.

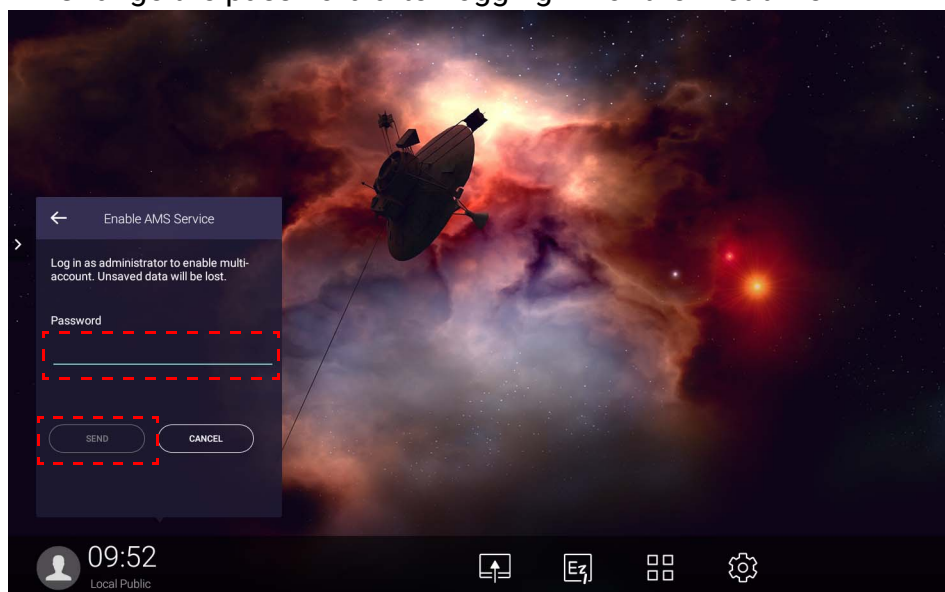
RP01K/RP02/RM02S/RM02K/RE01/CP01K

Tap  to launch **AMS**. With this application, you can access your personalized workspace environment and settings and manage your files and accounts on IFPs that you have logged into.



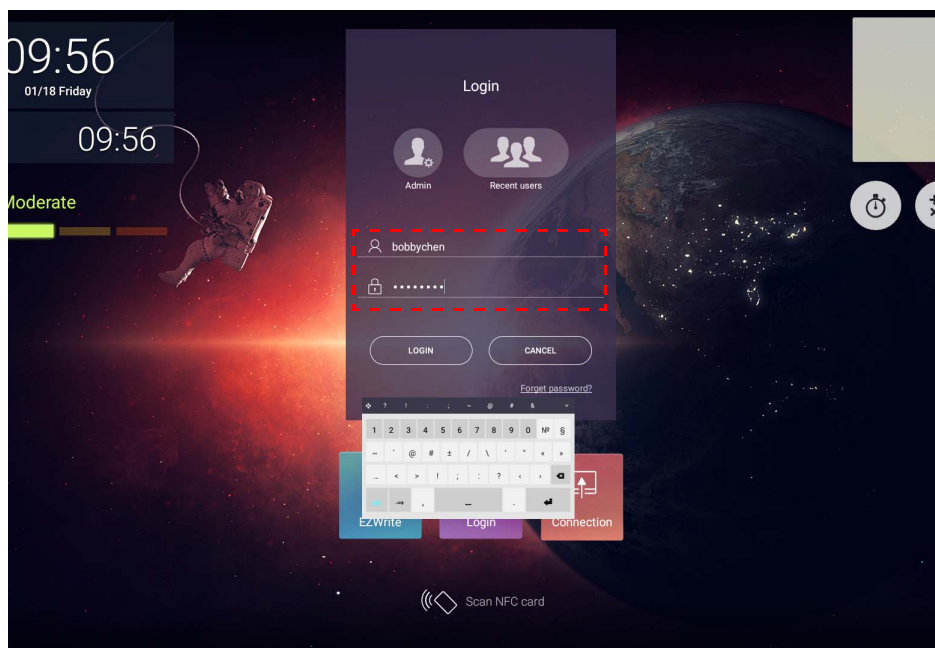
Signing in as local admin

To log in as local admin, enter the password and click **SEND**. The default password for local admin is "admin". Change the password after logging in for the first time.



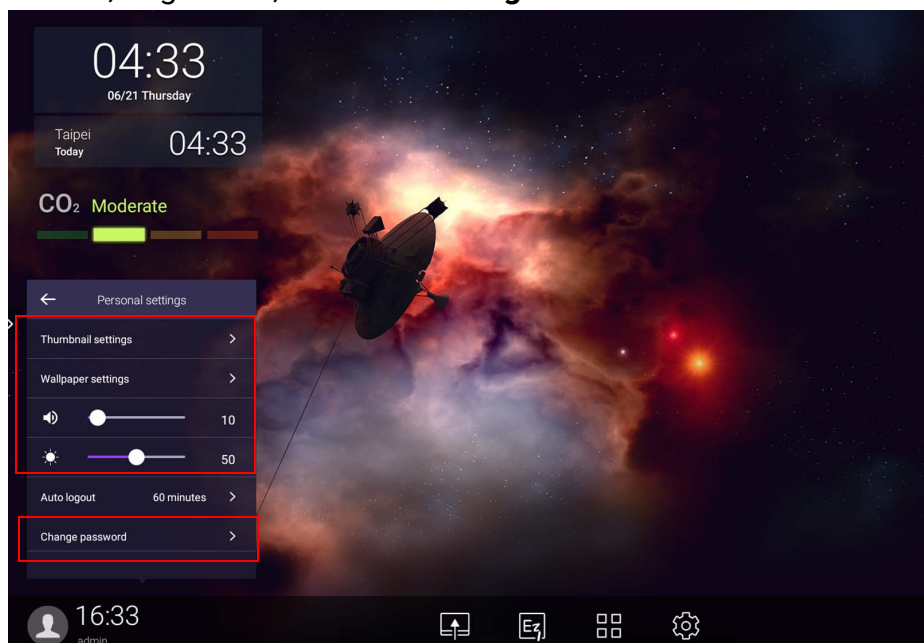
Signing in as AMS admin/user/coordinator

1. Sign in as the AMS admin, user, or coordinator. For more information about the different management authority of AMS admin, user, and coordinator, see [Management Authority on page 13](#).



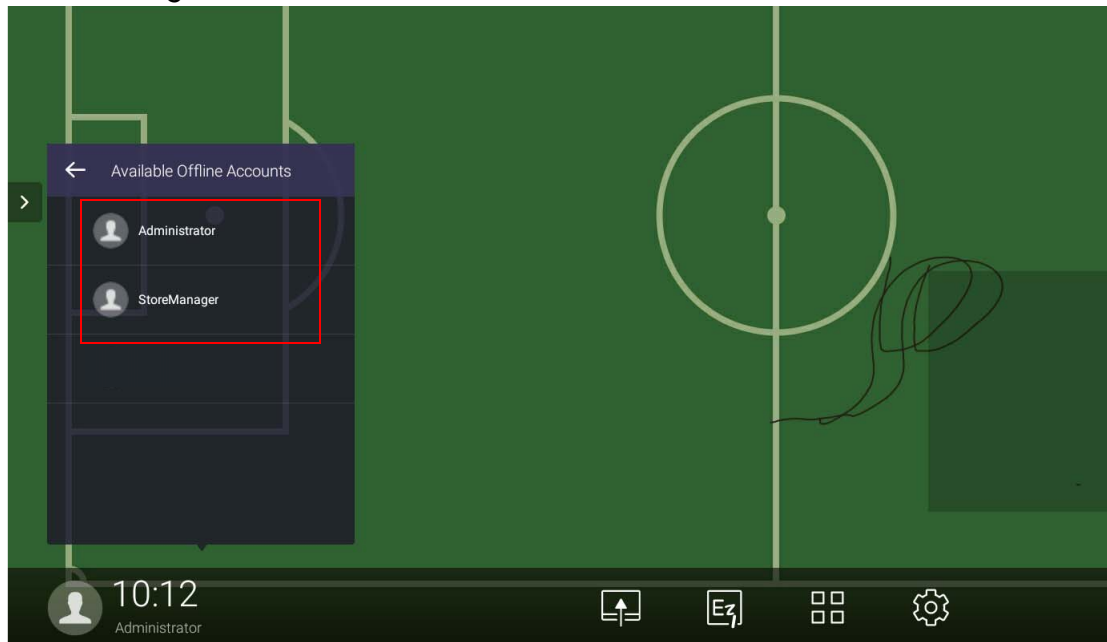
- To access your personal account, you have to ask the administrator to activate AMS service first and create your account through IAM service. Refer to [Inviting users to join the organization on page 3](#) for more information.
- If you have recently used AMS, you can click **Recent users** to find your account.

2. Under **Personal settings**, you can change the headshot, wallpaper, and password. You can also adjust volume, brightness, and set **Auto logout**.



Available offline accounts

You can check the available offline accounts when you have problems connecting to the Internet. If you have logged in to your AMS account before, next time when the Internet doesn't work, you can still log in.



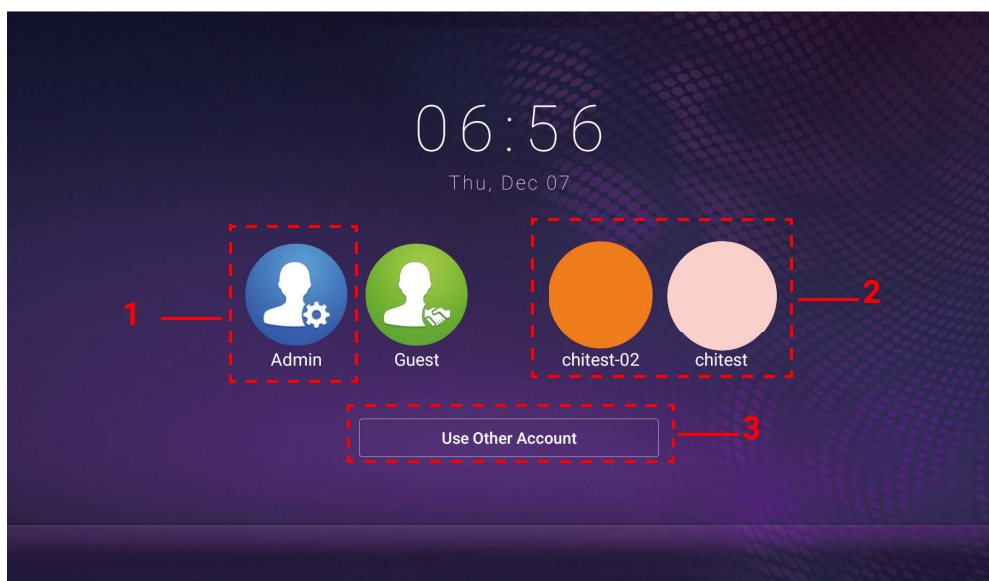
RP654K/RP704K/RP750K/ RP860K

Signing in as local admin

1. Tap  to launch **Account Setting**.



2. Tab  and sign in to continue Admin's Settings,

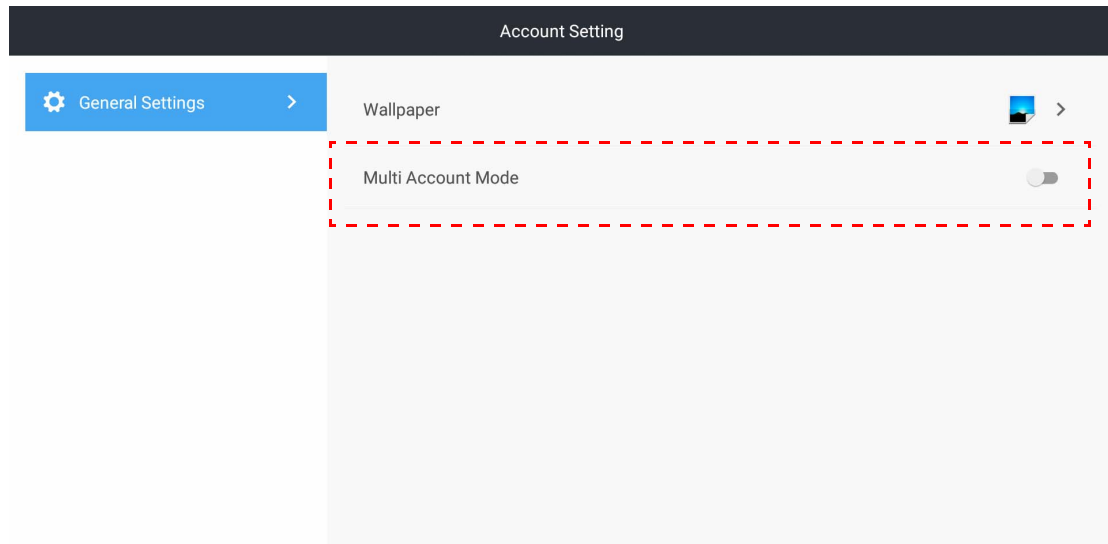


Item		Description
1.	Admin	Local admin
2.	AMS users	You need to create a new account first.
3.	Use Other Account	If you need to log in with a new account, tab Use Other Account .

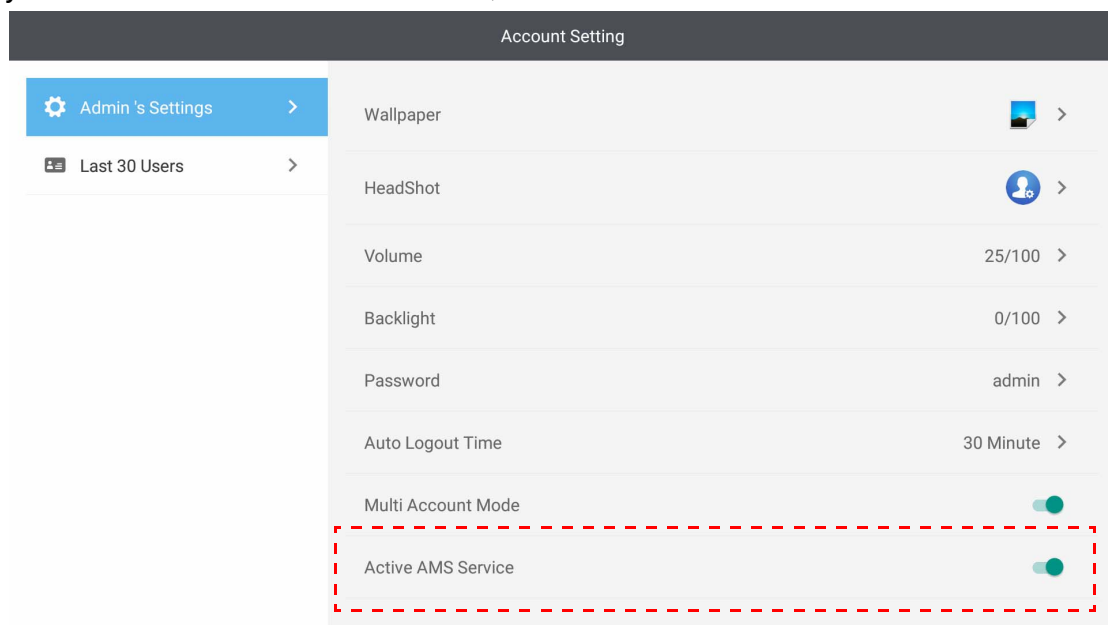


Before launching the application, make sure your display is properly connected to the Internet.

3. To enable multiple user accounts, set **Multi Account Mode** to On. The mode is Off by default.

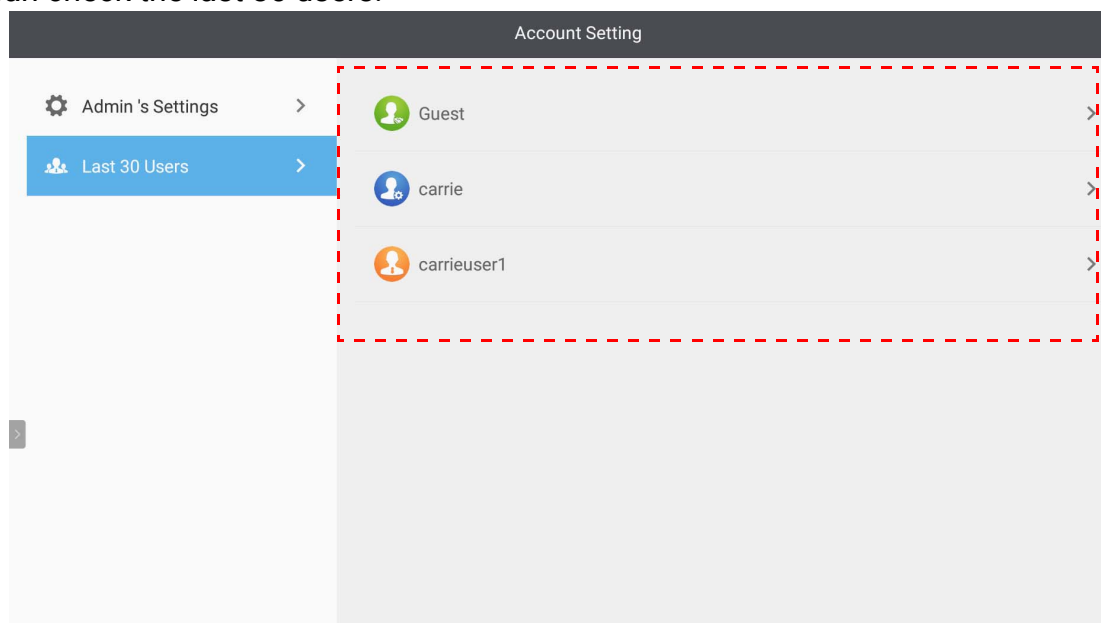


4. After you set **Multi Account Mode** to On, continue to activate AMS Service.



5. You can also change **Wallpaper**, **HeadShot**, **Password** and adjust **Volume**, **Backlight**, and **Auto Logout Time** here.

6. You can check the last 30 users.



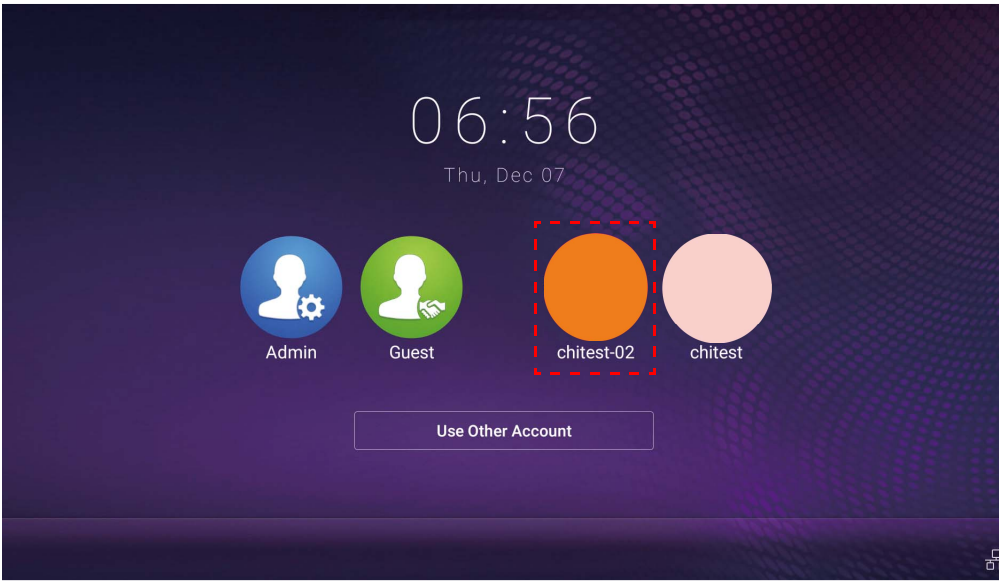
- Local admin can check accounts' login history but cannot check accounts' information.
- Local admin can edit Guest's information like Wallpaper, HeadShot, Volume, and Backlight.

Signing in as AMS admin/user/coordinator

1. Tap  to launch **Account Setting**.

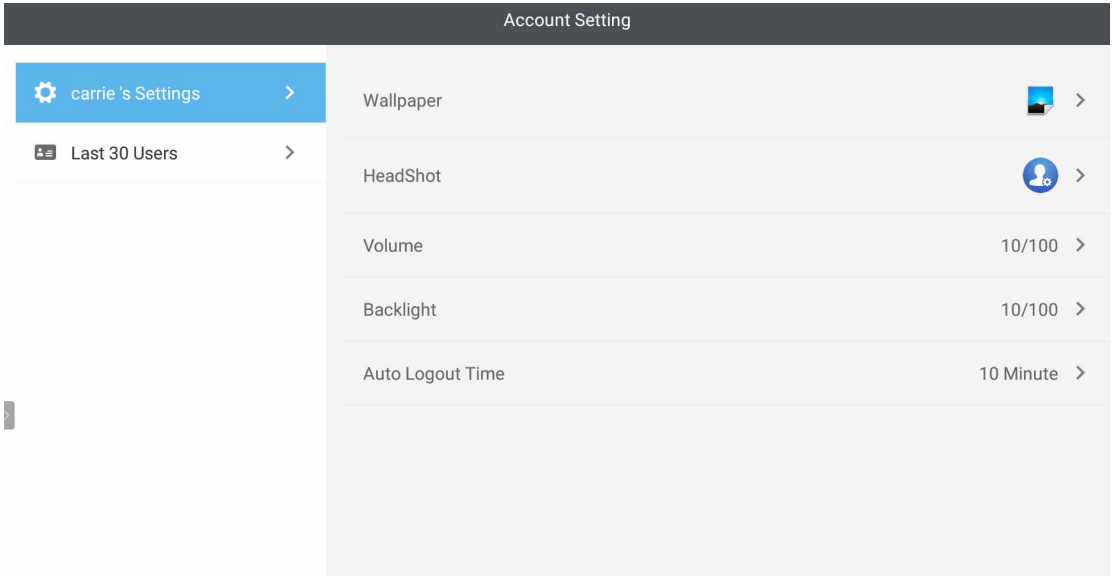


2. Sign in as the AMS admin, user, or coordinator. Refer to [Inviting users to join the organization on page 3](#) for more information. For more information about the different management authority of AMS admin, user, and coordinator, see [Management Authority on page 13](#).

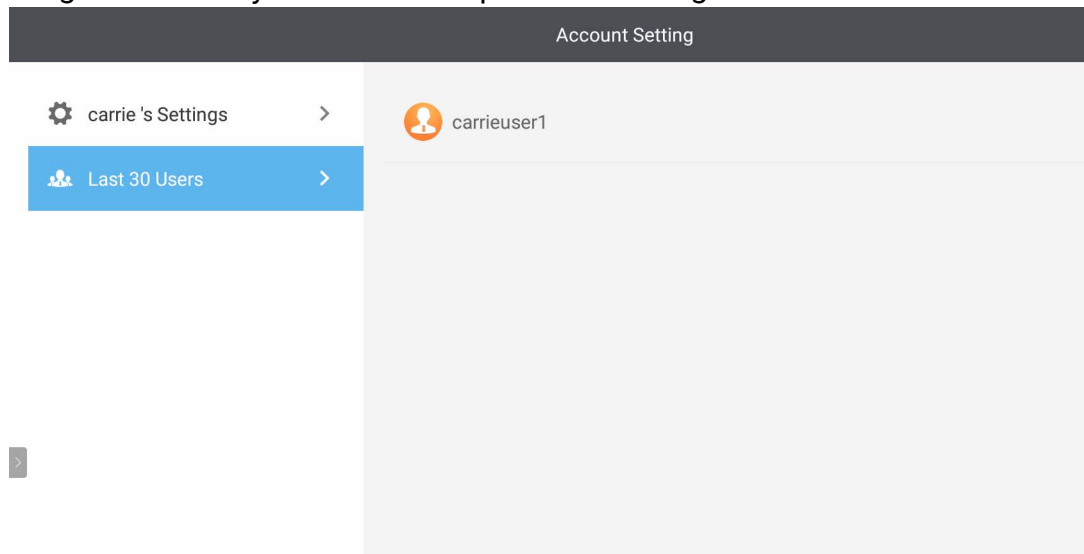


- Reset your password by receiving a reset email. Contact your local admin if you don't remember the email address you registered with or no longer have access to it.
- To access your personal account, you have to ask the administrator to activate AMS service first and create your account through IAM service. Refer to [Inviting users to join the organization on page 3](#) for more information.

3. You can change **Wallpaper**, **HeadShot**, **Password** and adjust **Volume**, **Backlight**, and **Auto Logout Time** here.



- AMS admin can check the last 30 users, while a regular user doesn't have access to this service. A regular user only has access to personal settings.



AMS Application

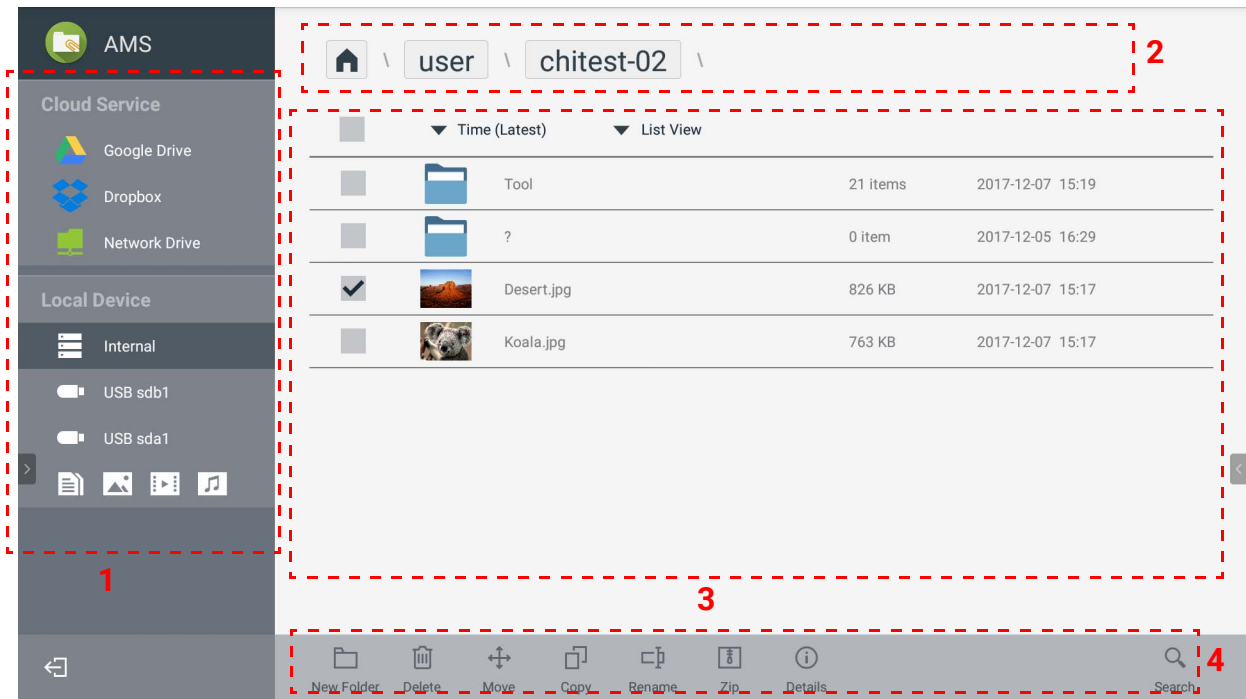
Tap  to launch **AMS**. With this application, you can access your personalized workspace environment and settings and manage your files and accounts on any IFP that you have logged into.



 Before launching the application, make sure your display is properly connected to the Internet.

AMS file manager overview

While logging in, you will see four main parts, as described in the table below:



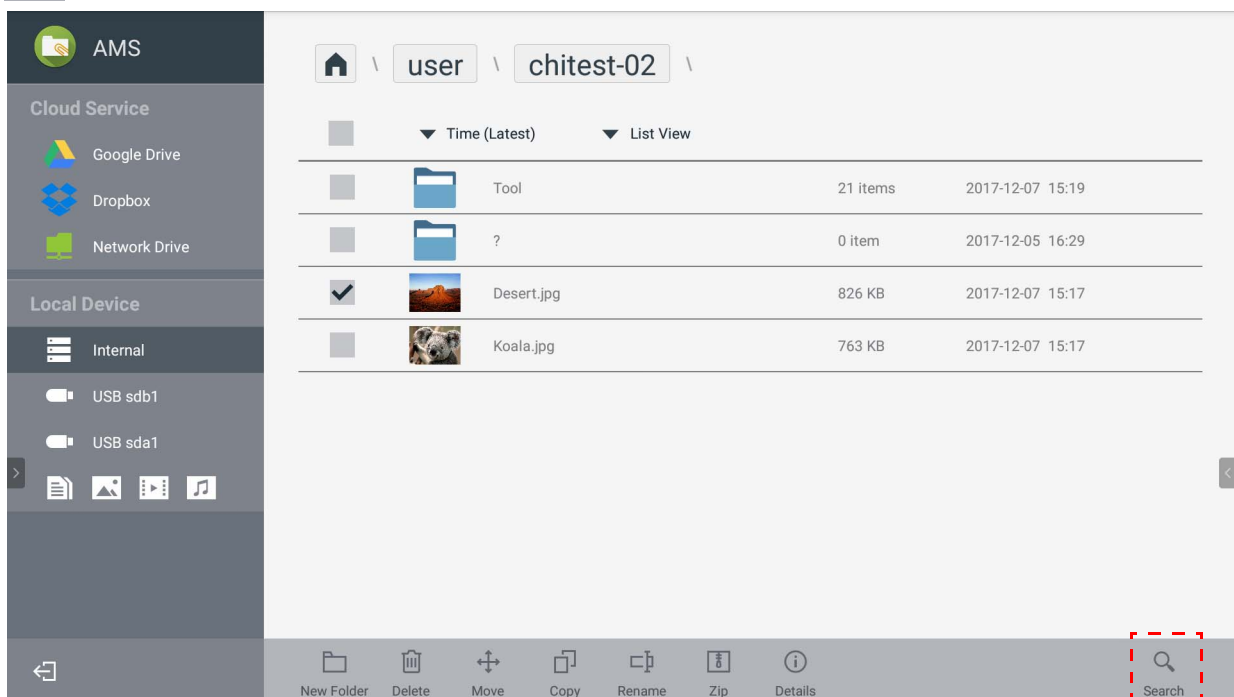
Item		Description
1.	Source Selection	- You can open files from the cloud storage services like Google Drive, Dropbox, or network drive. - You can also open files from the local devices like Internal, My Folder, or connected USBs.  The icon  next to Google Drive, Dropbox shows that the account is bound to AMS service.
2.	Folder Path	You can browse the file folder in this area.
3.	Listing Files	You can see a list of files from the storage device you select.
4.	Operating Tab	You can edit the files using the operating tabs here.



Regular users can only view their own files, while the local admin can view all users' files in the domain.

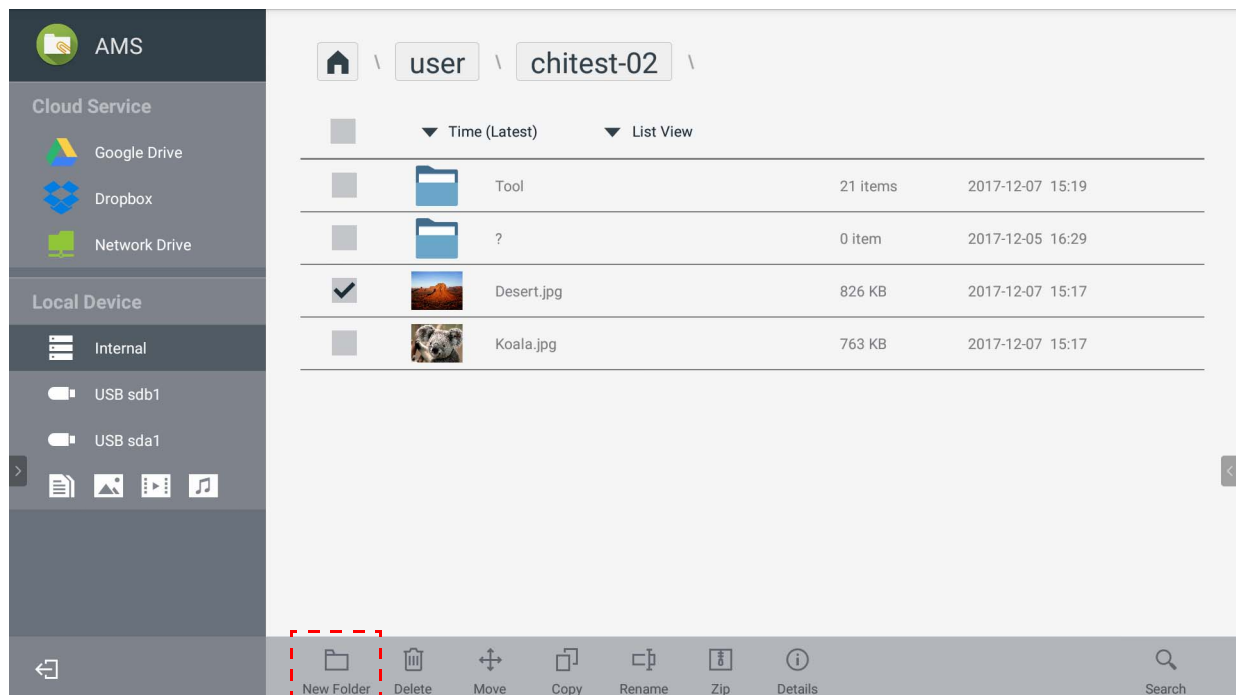
Searching files

Tap  and key in the file name to search the file.



Adding a new folder

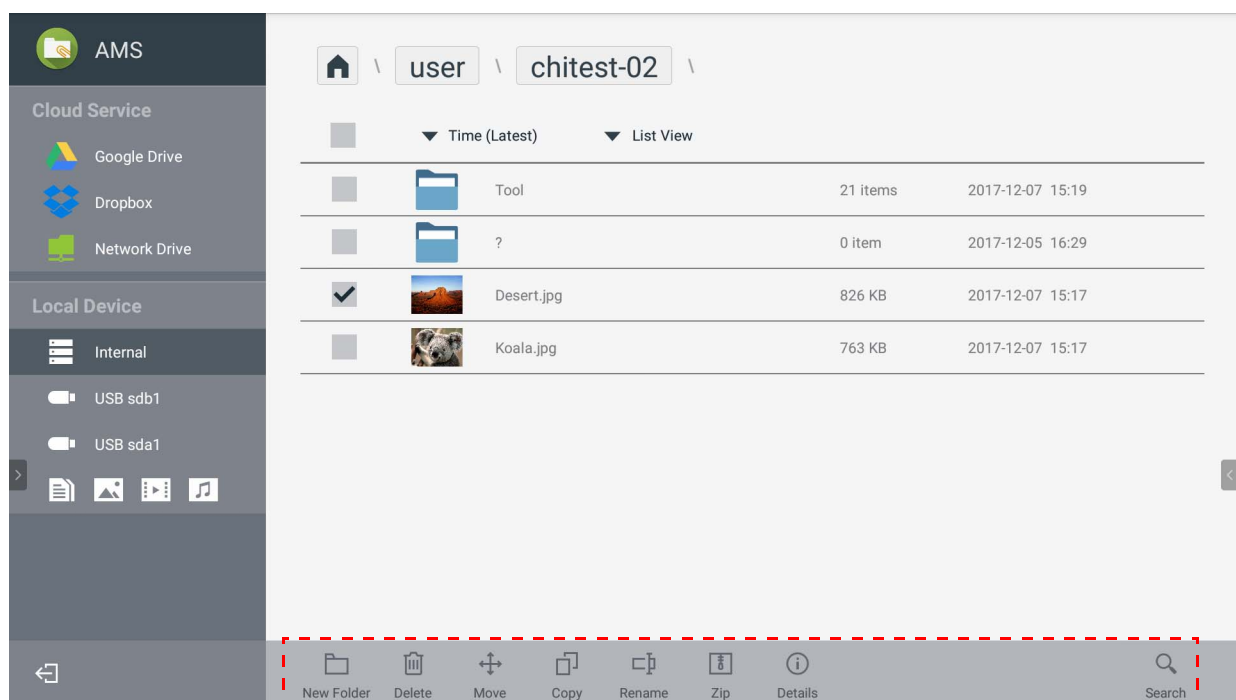
Tap  and key in the folder name to create a new folder. The name length should not exceed 64 characters.



- Local admin, AMS admin, coordinator can have access to all personal folders.
- The personal folders under the “user” path is only visible to the user.

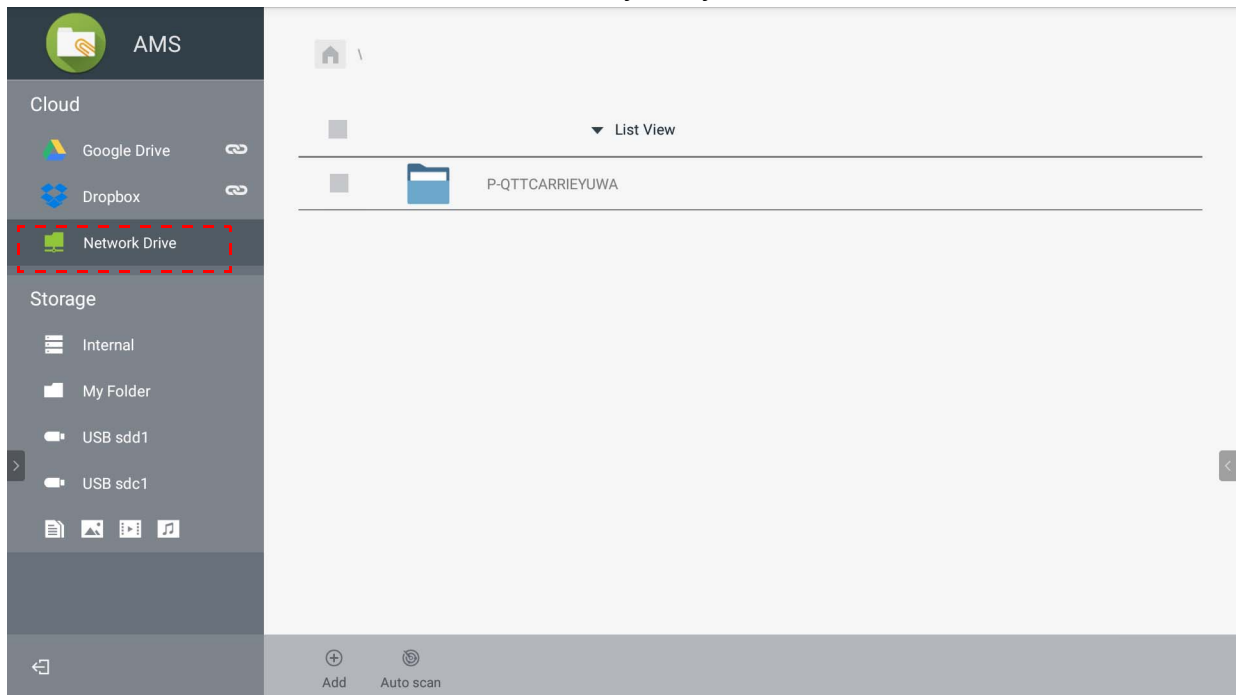
Editing files

You can edit the files using the operating tabs like **New Folder**, **Delete**, **Move**, **Copy**, **Rename**, **Zip**, or **Search**.



Adding another network drive server

You can add a new network drive server manually or by auto scan.

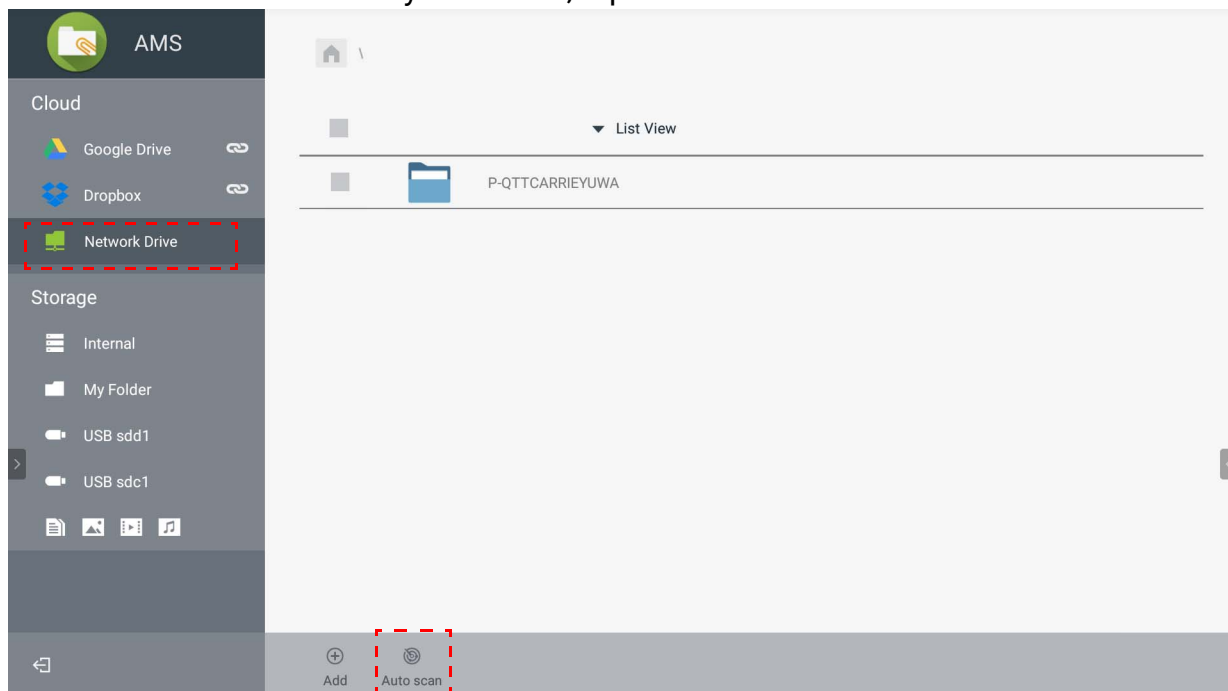


1. To add a new network drive manually, fill in the following fields and click **OK** to continue.

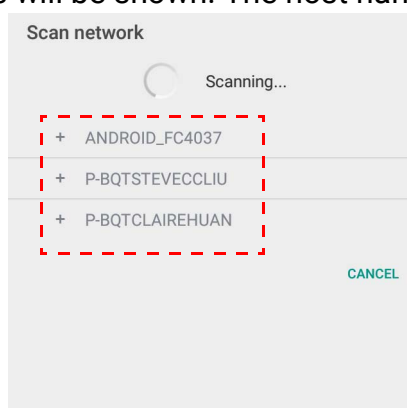
The screenshot shows a dialog box titled 'Add new server'. It contains several text input fields: 'Name:', 'Domain name:', 'Ip address:', 'User name:', and 'Password:'. Below these fields, there are two checkboxes: 'Anonymous login' (unchecked) and 'Remember me' (checked). At the bottom right of the dialog box, there are two buttons: 'CANCEL' and 'OK'. The 'OK' button is highlighted with a red dashed rectangle.

- **Remember me** is checked by default.
- If you check **Remember me**, the system will automatically save **Name/Domain name/Ip address/User name/Password**. If you don't check **Remember me**, the system will only save **Name/Domain name/Ip address**.
- Check **Anonymous login** and you can directly log in to a network drive.
- Network drive settings, like account, password, **Anonymous login**, and **Remember me**, will be automatically saved to AMS server.
- When **Anonymous login** is checked, you can directly log in to network drive if the server accept **Anonymous login**. When **Anonymous login** is not checked, enter the account and password of your network storage.

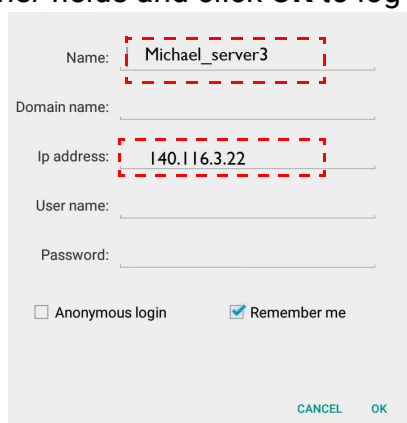
2. To add a new network drive by auto scan, tap **Auto scan** to scan network.



- The host names or IP addresses will be shown. The host names will be scanned first.



- The detected host name or IP address will be pre-filled in the corresponding fields. You can change them manually. Fill in other fields and click **OK** to log in.



Logging out

Tap  to log out AMS service.

