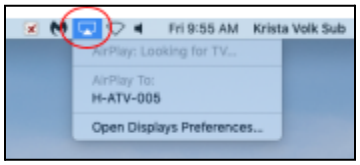
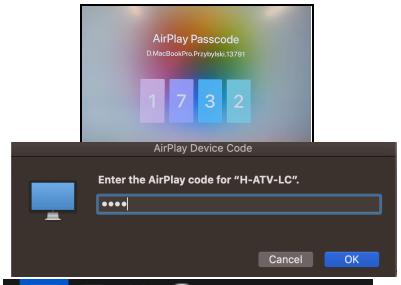
Using the BenQ Panel

The BenQ panels use AirPlay with Apple TV. They may also have a VGA cord with a dongle that will connect to the Desktop computer or document camera. Please see the teacher's substitute plans to see how to connect to the panel.

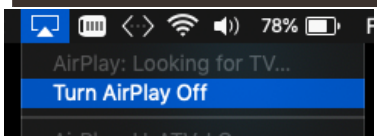
Using AirPlay



1. Find the AirPlay icon located in the upper right-hand corner of the Desktop.
2. Choose the unit that is assigned to the room. The Apple TV is named using the room number. (ex. Room 114 will have unit ATV114.)
3. Click the unit name to select.
4. A pairing passcode may appear on the panel. Enter the code on the Desktop computer.
5. The Desktop will connect to the Apple TV and the Desktop computer will be displayed on the panel.



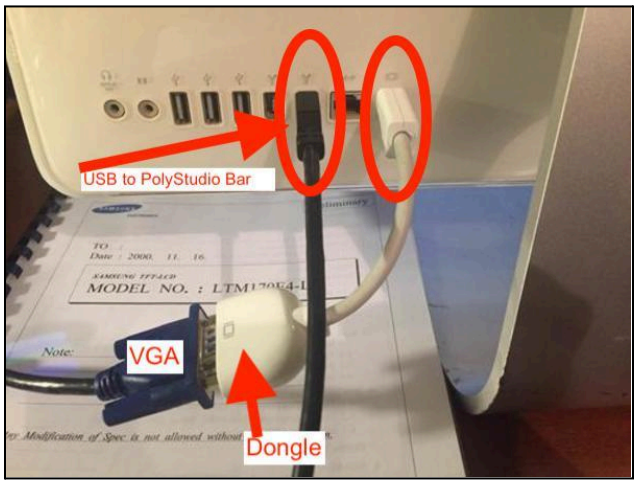
6. To turn off AirPlay, go to the AirPlay icon, select Turn off AirPlay.



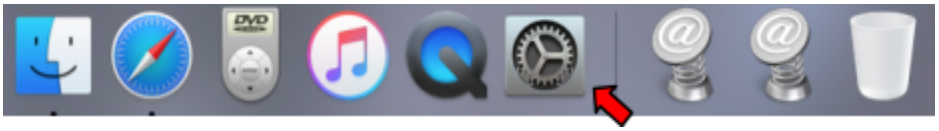
Using VGA Cord with BenQ or Flat Panel if Attached

Using VGA:

If the correct cables are plugged in (see image on page 1), and the BenQ panel isn't showing what is on the Desktop computer, please change the Display Preferences.



➔ Click on The Gear icon in the Dock to open System Preferences



➔ Select "Displays".
➔ Select the "Arrangement" tab.
➔ Confirm that the small box is checked "Mirror Displays".
- Also, make sure the Mirroring option is checked.





Troubleshooting tips: *If the image is still not showing up on the panel, unplug the dongle (the connector to the computer out to the projector) and plug it back in.*

Using the Substitute Login to Access Drive Files on the BenQ Panel

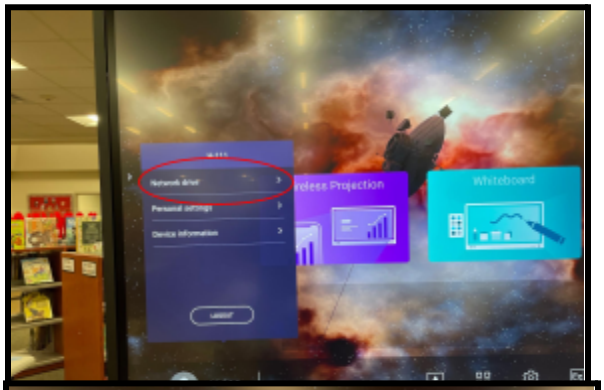
1. Using the proximity card, hold in front of the NFC icon on the left-hand side of the panel.



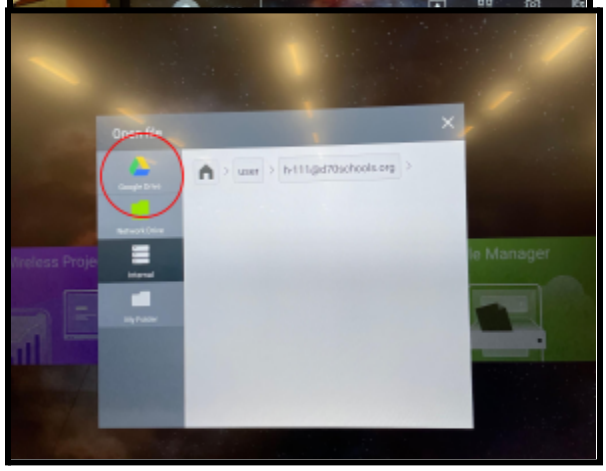
2. Tap the login name in the lower left-hand corner of the panel.



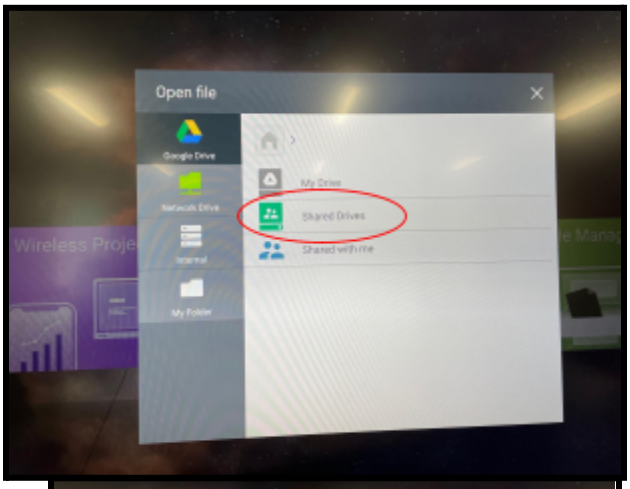
3. Tap Network Drive.



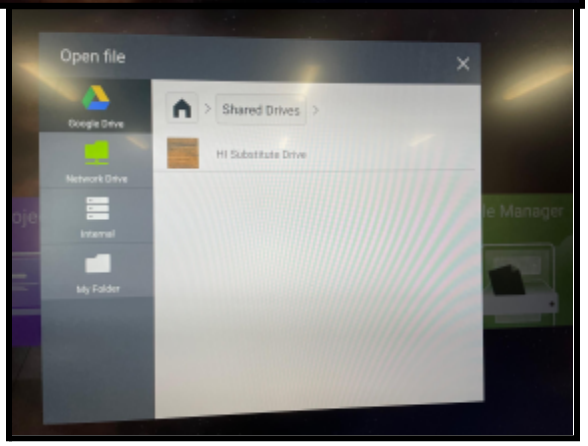
4. Tap Google Drive.



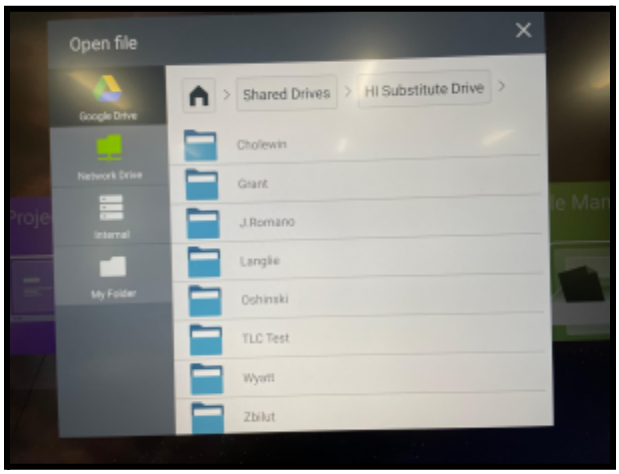
5. Tap Shared Drive.



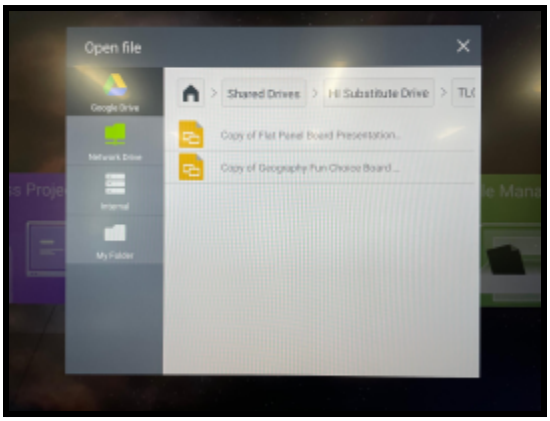
6. Tap the Building's Substitute Drive.



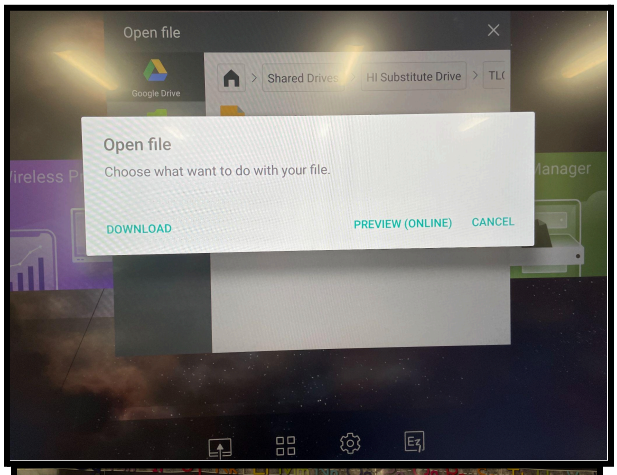
7. Scroll to find the last name of the teacher you are subbing for. Then Tap to open.



8. Tap the file to open.



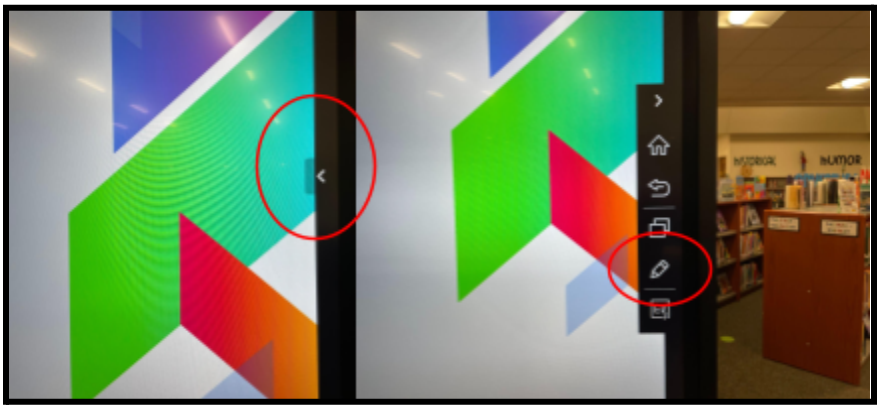
9. Tab Preview (online).



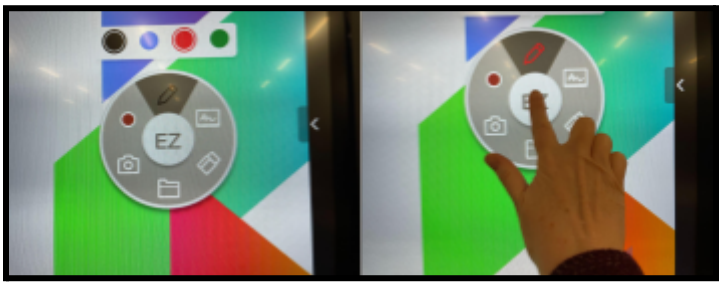
10. Tap on the page to move through the Google Slides presentation or scroll for a google doc. You can tab the Present button if you would like the presentation to show in full-screen mode.



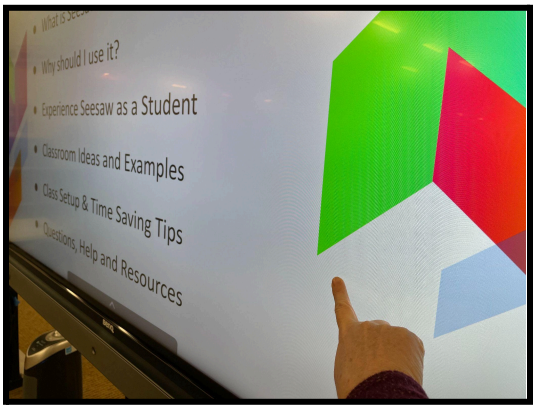
11. To use the writing tools, tap the arrow on the left or right side of the screen.
12. Tap the pen icon



13. EZ tools will appear. Tap a pen color and write using a finger or pen tool.
14. To close the EZ tool, tap the EZ button in the middle of the tool. All writing will disappear.



15. To move to a new slide in a Google Slides presentation or scroll on a doc, close the EZ tools, and tap or use your finger to scroll up or down.



16. To close and exit the file, tap the arrow located at the bottom of the screen in the middle of the board.

17. Tap exit.

