

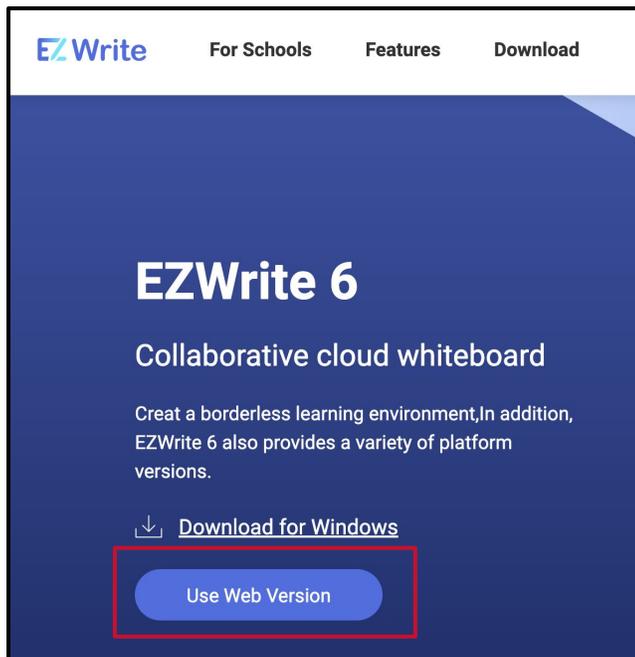
Getting Started with BenQ EZWrite 6 on the Web

Introduction

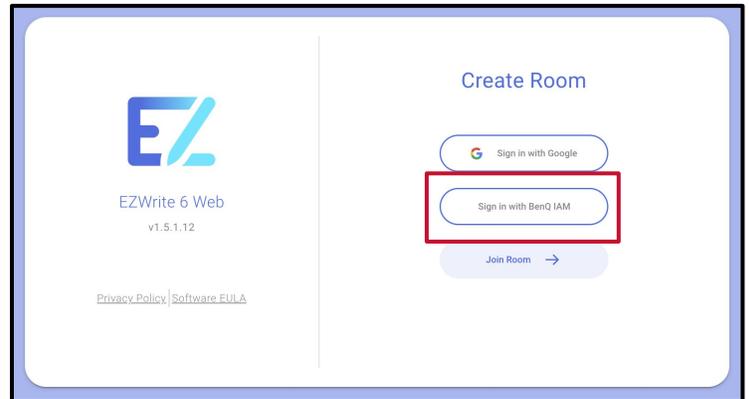
EZWrite 6 is an interactive whiteboard software found on the BenQ Panel that allows users to turn their device into a digital canvas. The EZWrite 6 web version is available online allowing users to create premade files from a FWISD district device that are accessible from any BenQ Panel. Follow the steps in this Quick Reference Guide to learn how to access the web version, open, save, and export content to use with the board.

Locating EZWrite 6 Web

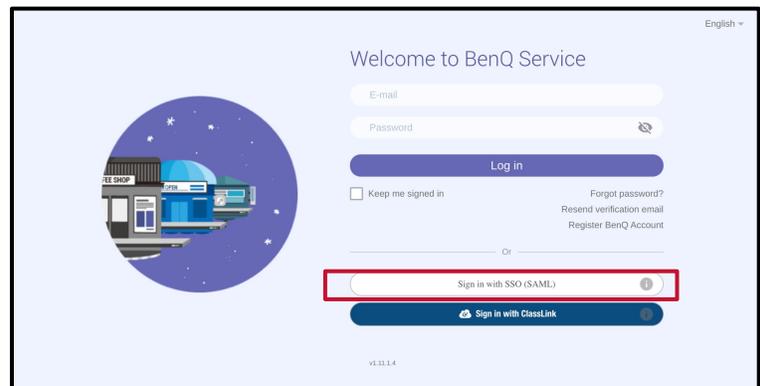
1. To access EZWrite 6 Web, go to <https://ezwrite6.benq.com/>.
2. Select the **Use Web Version** button.



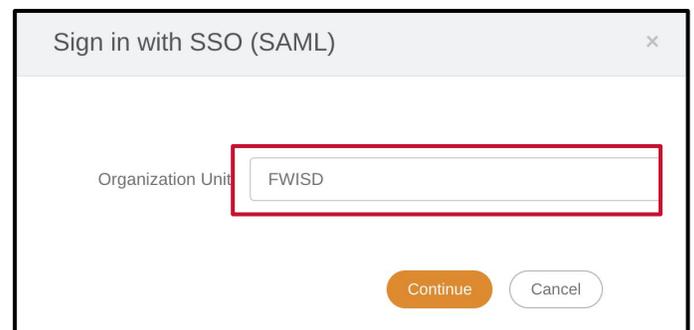
3. Select **Sign in with BenQ IAM**.



4. Select **Sign in with SSO (SAML)**.

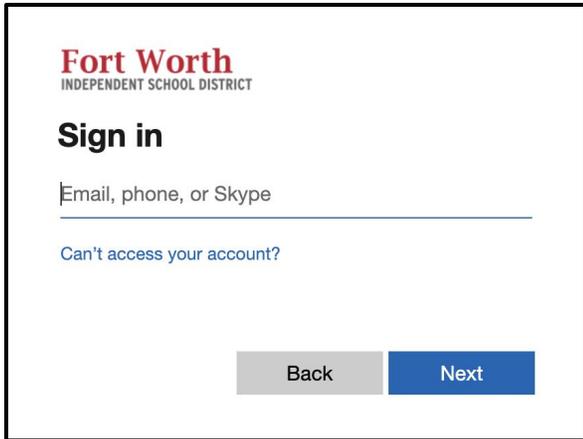


5. Type **FWISD** in the Organization Unit Field and select **Continue**.

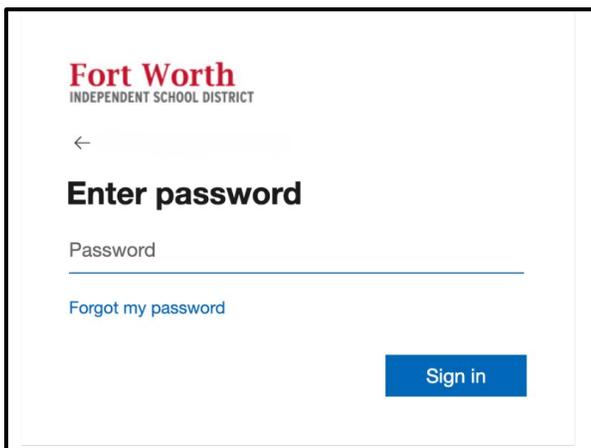


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6. Type the FWISD login and select **Next**.



7. Type the FWISD login password and select **Sign in**.



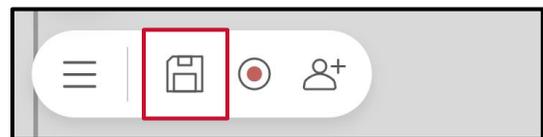
Using EZWrite 6 Web

The components and tools in EZWrite 6 Web are the same resources found in the EZWrite 6 software located on the BenQ Panels. Use the BenQ EZwrite 6 QRG for an overview of the tools found in the program.

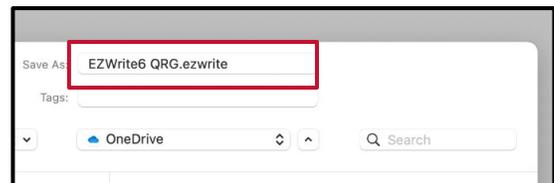
Saving Content from EZWrite 6 Web

Content created from EZWrite 6 Web can be saved to a cloud drive account from a district device and accessed from a BenQ Panel using a user's BenQ AMS account.

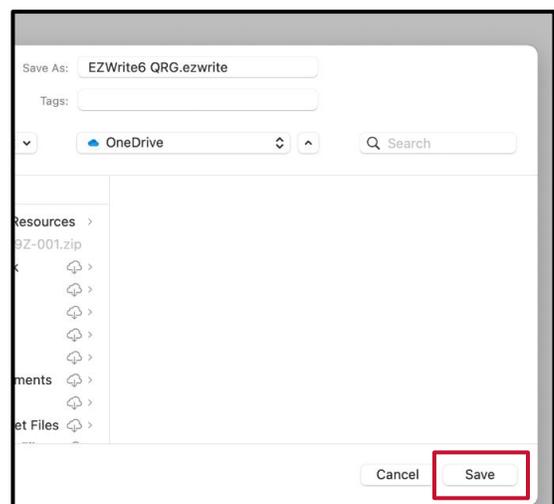
1. Select the **save icon** on lower left hand menu bar.



2. **Name** the EZWrite file.



3. Select **Save**.

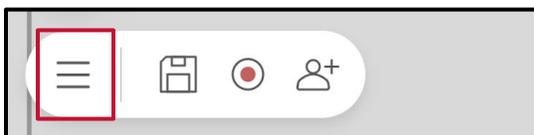


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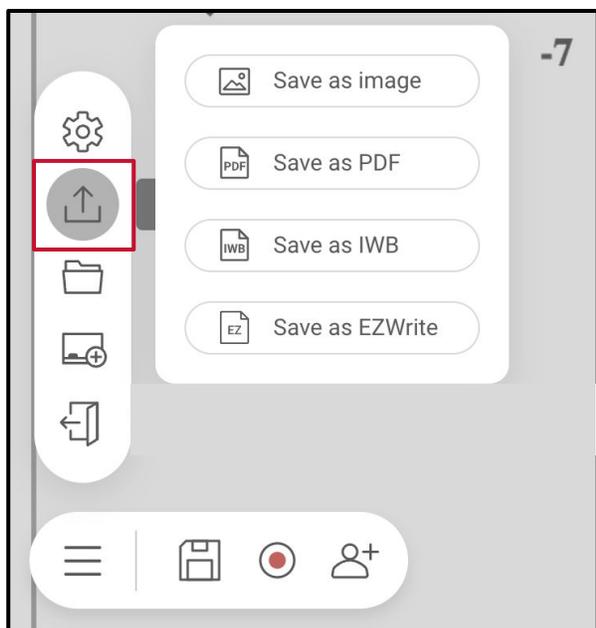
Export Content from EZWrite 6 Web

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

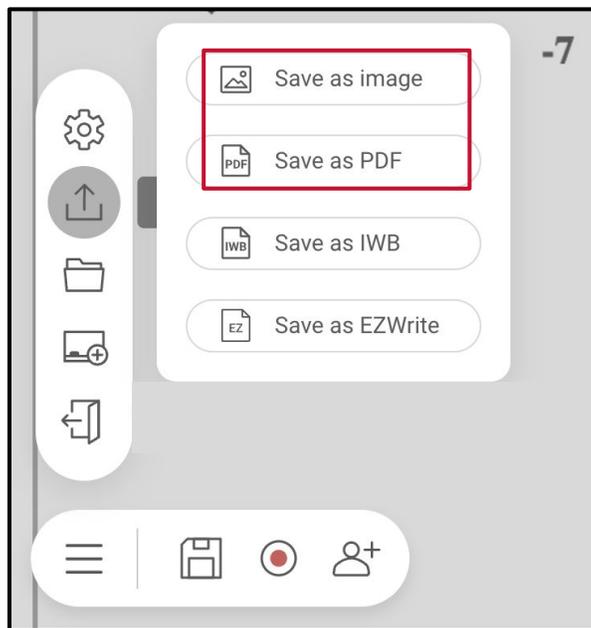
1. Select the **Menu** from the lower left-hand corner.



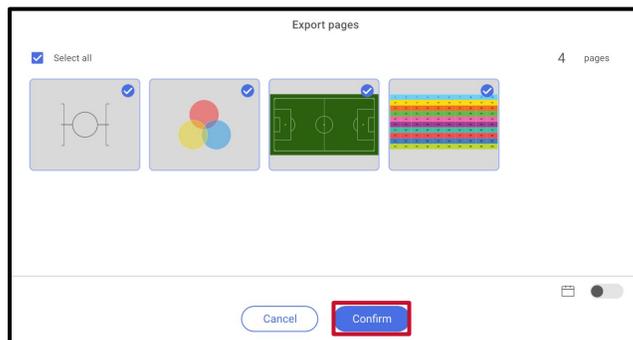
2. Select the **Export** icon from the extended Menu.



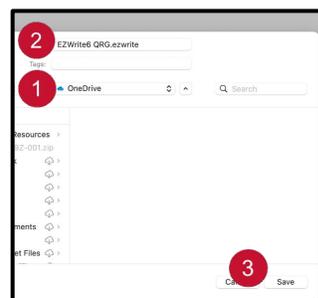
3. Select the appropriate **Save as** action for the resource.



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



5. Choose the file **destination**. Name the file. Select **Save**.

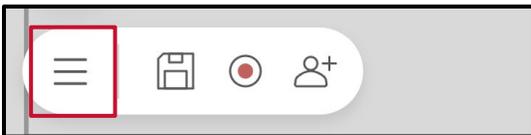


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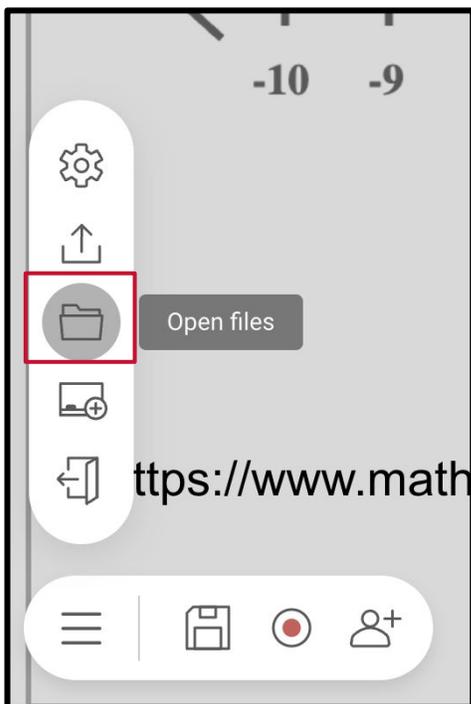
NOTE: Most devices are set to save files automatically to the Downloads folder without prompting for a choice of location. If this is the case, the file will need to be moved to the cloud storage location from the Downloads folder before it is accessible from the board.

Open Existing EZWrite 6 Web File

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



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



3. **Locate** and **select** the EZWrite file from the cloud storage location. Select **Open** to open the file.

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