



X-Sign
Broadcast
User Manual



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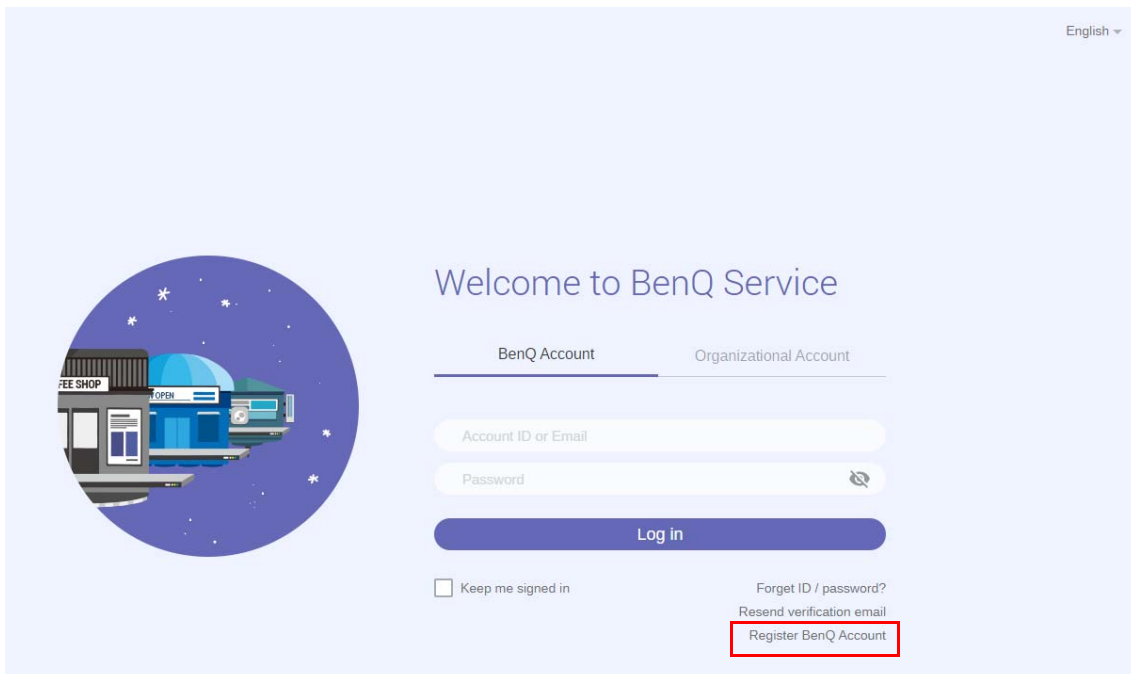
First Establishment

Registering a new account as an administrator

With BenQ IAM (Identify and Access Management), you can manage all of your BenQ services (including X-Sign Manager) in one account. Follow the steps below to register an account and connect to X-Sign Manager.

With BenQ IAM (Identify and Access Management), you can manage all of your BenQ services (including X-Sign Manager) in one account. Follow the steps below to register an account and connect to X-Sign Manager.

1. Go to BenQ Service website <https://service-portal.benq.com/login>. Suggested browsers are Chrome, Firefox.
2. If you are an administrator, click **Register BenQ Account** to register an Administrator account for the company.



Message ×

The email has not been verified. We'll send the email from "BenQ", so you can quickly search for it. If it isn't in your inbox, check your folders. If a spam filter or email rule moved the email, it might be in the Spam, Junk, Trash, Deleted Items, or Archive folder.

Close

3. After you click **Register BenQ Account**, you will see the following message. Go to **Click here** to proceed.

Message ×

To create an administrator account, [click here](#).

To create a user account, contact your administrator.

Exit

4. Fill in the following fields and click **Submit** to create a new Administrator account.

Sign up ×

*E-mail

Use email as account ID

*Account ID

REMIND: Please do NOT using your personal data to fill the account name. It may increase the risk to reveal you privacy.

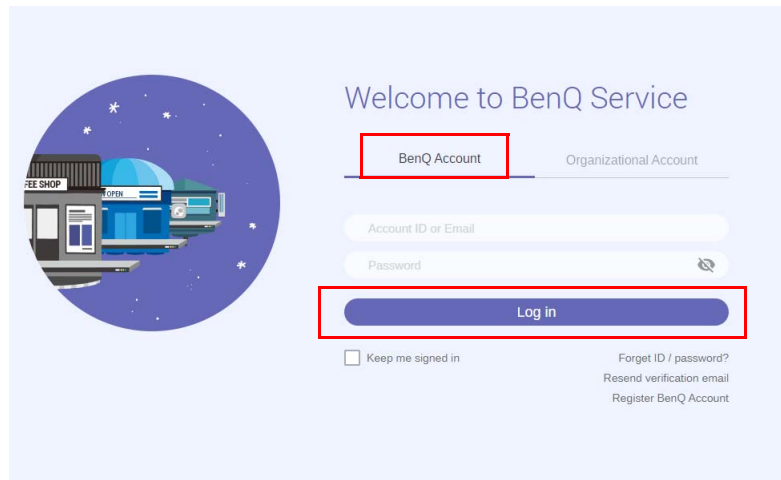
*Password

Submit Cancel

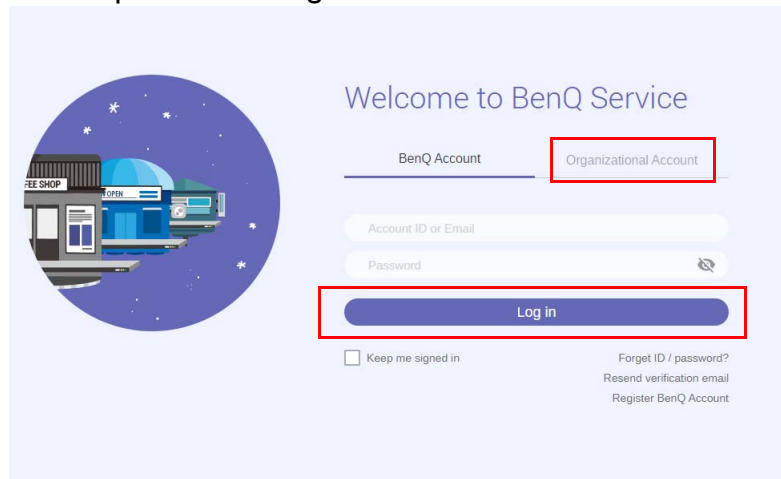


- For the account ID, enter a value between 4 and 20 characters long. Only numbers (0-9), upper and lowercase alphabets (A-Z, a-z), and the following special characters (-)(.)(_) are allowed in the account ID and name.
- The password must be a combination of alphanumeric and must be between 6-12 characters. Passwords like “2945678” (all numbers), “eduabsc” (all alphabets), “12ab” (less than 6 characters), and “12abcd345678efg” (more than 12 characters) are unacceptable.
- Uppercase and lowercase letters don’t need to be typed the same way every time you key in the password.

5. If you are a regular user, ask your company's administrator to create a user account for you. After you receive the account, click **Log in** under **BenQ Account** directly after verifying your email.



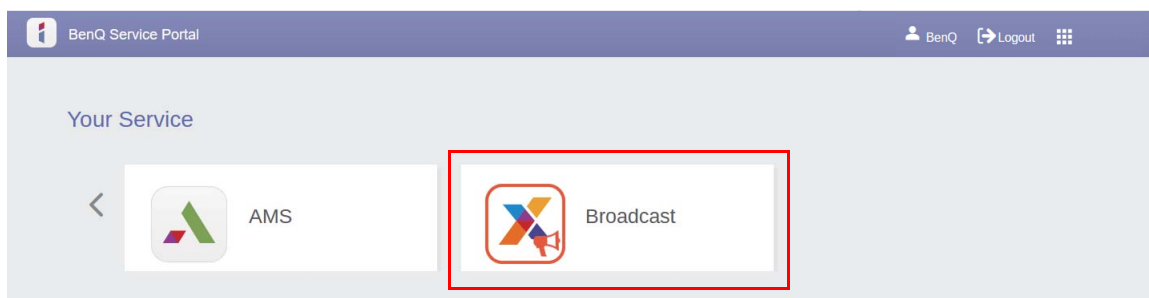
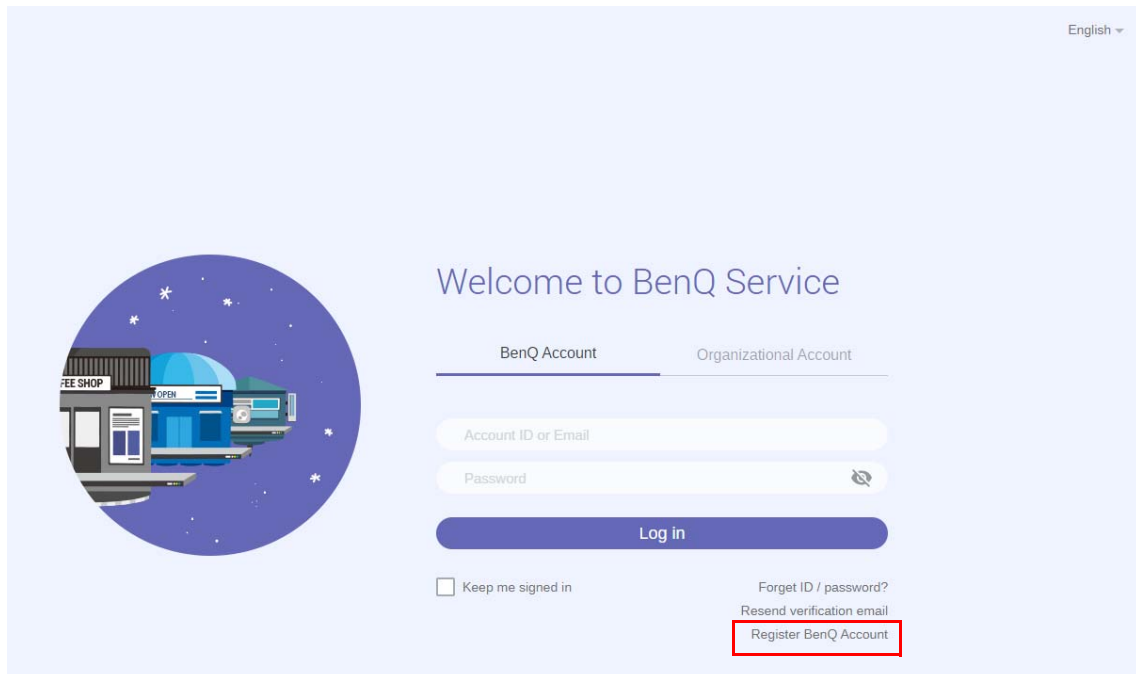
6. If your organization has authenticated AD (Active Directory) server, you can use your own organizational email and password to login.



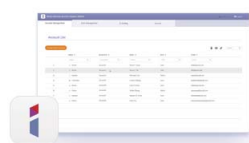
Accessing X-Sign Broadcast

Before you begin, make sure that you have a valid account that has been registered. Two ways are provided to access your account:

1. Go to BenQ Service website <https://service-portal.benq.com/login>. Log in and choose **Broadcast**.



We provide



IAM

IAM integrates the account managements in all of the BenQ Business Services. You can use one



X-Sign

Easy Content Creation, Scheduling, Management software|X-Sign Intuitive Solution



DMS

SmartDMS is a software solution for device management, system image/application OTA,

2. Go to X-Sign Broadcast website <https://www.benq.com/en-us/business/ifp/x-sign-broadcast.html>. Click **Get Started** to go to the Broadcast page.



X-Sign Broadcast

The Smart Broadcasting System with Instant Delivery and Easy Management

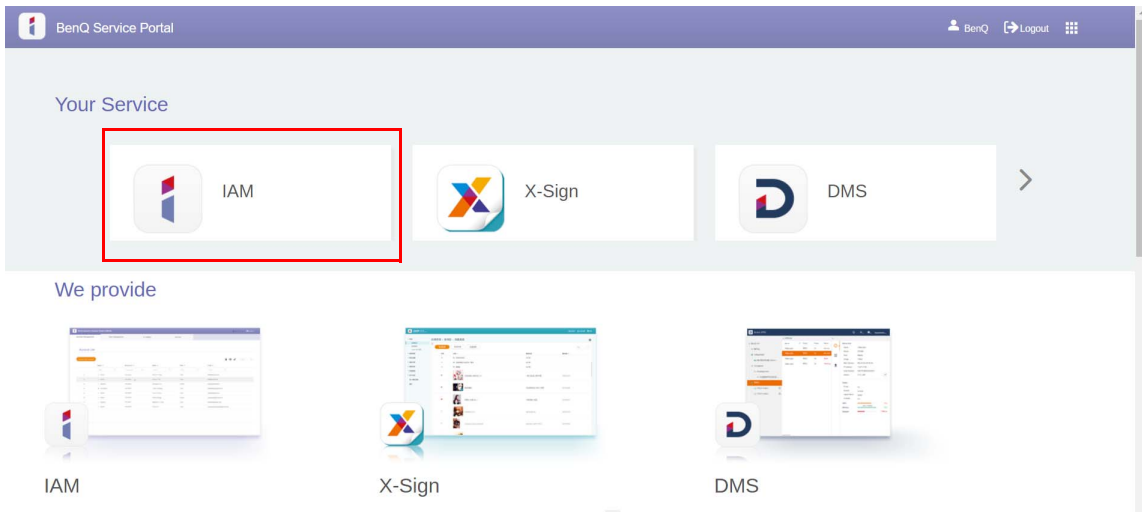
X-Sign Broadcast is a wireless broadcast system that can push alerts, messages and announcements during class. Unlike traditional classroom messaging systems, X-Sign Broadcast ensures immediate message delivery as well as group notification. Serving as a next-generation information center, X-Sign Broadcast lets you manage class time content and broadcast enriching material from any device. Creating an engaging learning environment has never been easier.



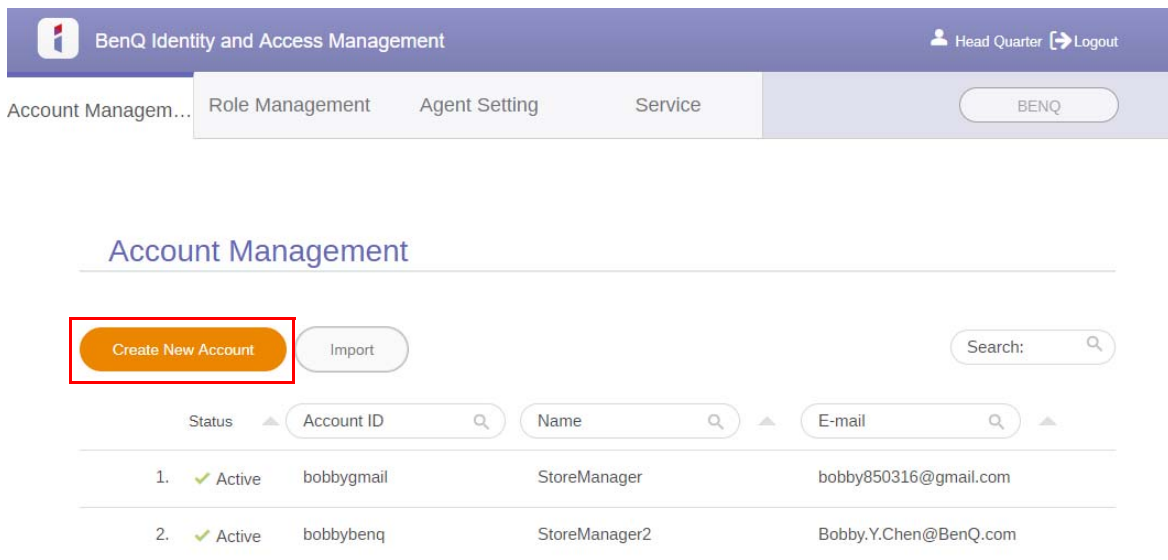
[Get Started](#)

Creating a new account for regular users

1. As an administrator to create a new account for regular users, go to BenQ Service website: <https://ams.benq.com>. Suggested browsers are Chrome, Firefox.
2. Log in and choose **IAM**.



3. Click **Create New Account** to continue.



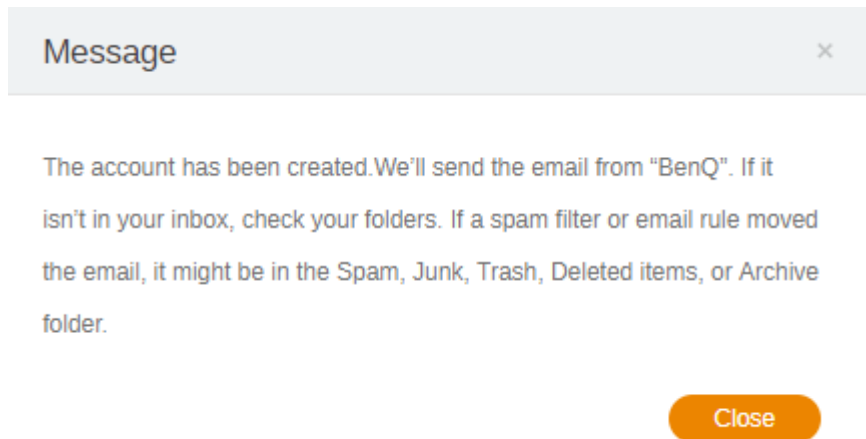
4. Fill in the following fields. Be sure to enter the correct email address and activate the X-Sign and Broadcast service. Click **Submit** to create a new account.

The screenshot shows the 'Create New Account' page in the BenQ Identity and Access Management system. The page is divided into two main sections: a form for account details and a 'Service Setting' section. The form includes fields for E-mail, Account ID, Password, Confirm Password, Name, Company (BenQ), Country/Area (Taiwan), and Timezone (UTC+08:00 Taipei). A 'Service Setting' section allows enabling services: X-Sign (checked), DMS (unchecked), AMS (unchecked), and Broadcast (checked). A 'Submit' button is highlighted with a red box.



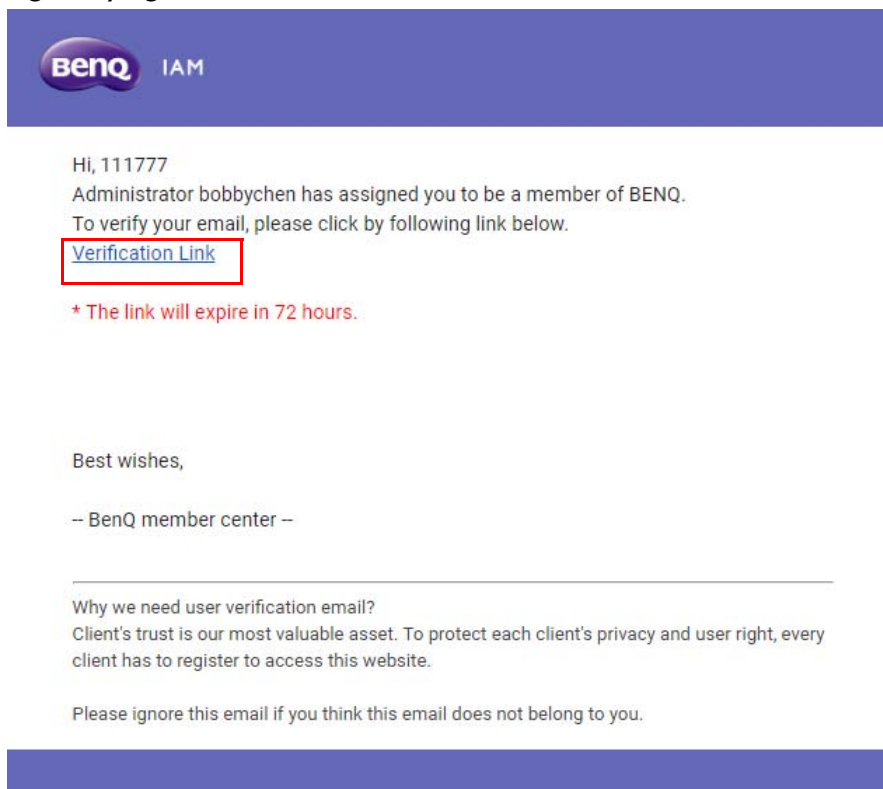
You can easily switch to different services, **X-Sign**, **DMS**, **AMS**, **Broadcast**, by clicking the icon on the upper right corner.

5. The account has been created and a verifying email is sent to the new account owner.



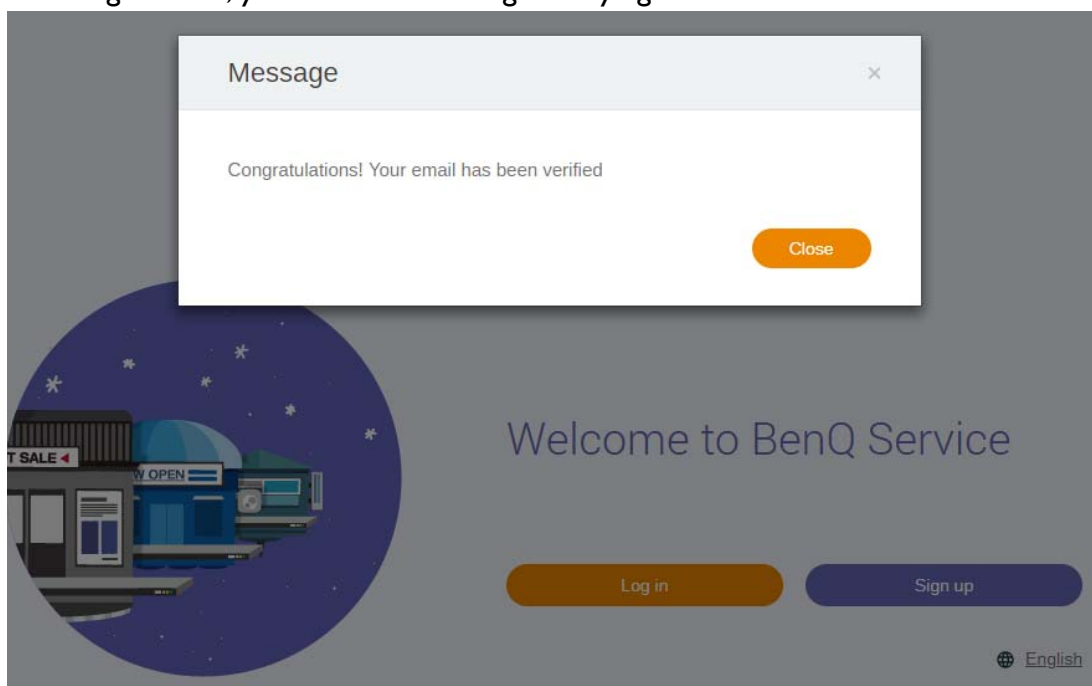
Account verification

1. Users receiving verifying emails should click the verification link in the email within 72 hours.



The account can be created only by the administrator (IT personnel) on BenQ IAM. Users cannot create an account by themselves.

2. After clicking the link, you will see a message notifying that the email has been verified.



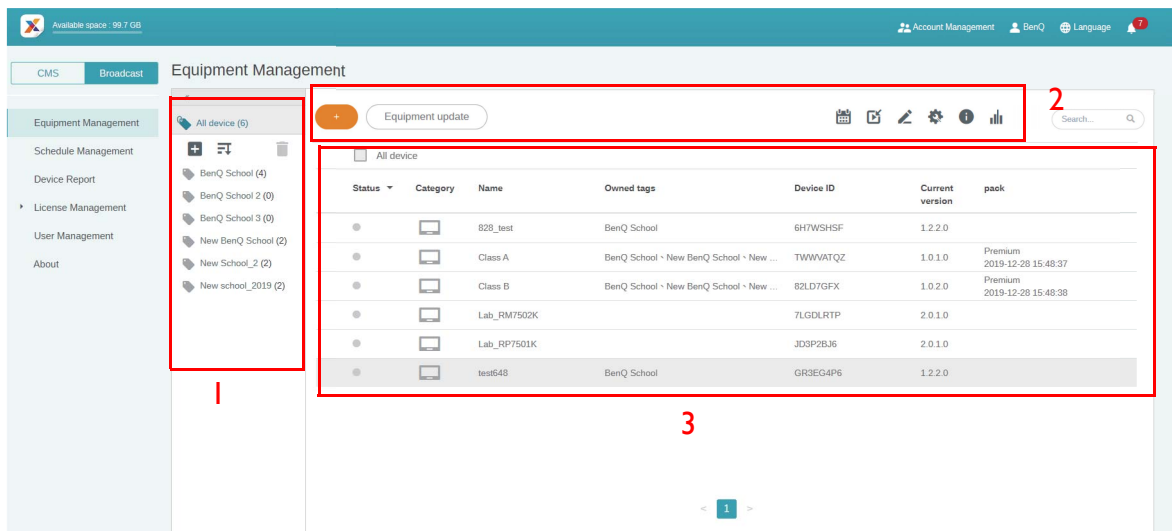
3. Click **Log in** to access X-Sign Manager. For more information about how to log in, refer to [Accessing X-Sign Broadcast on page 7](#).

X-Sign Broadcast







X-Sign Broadcast delivers all kinds of customized messages, including evacuation and emergency alerts. There are two modes of message delivery: Interrupt and Schedule. Interrupt messages are delivered to the class immediately, appearing on the display's screen during class. Schedule messages can be scheduled beforehand to appear on the display at a certain date and time. And because the client is connected to the web, it is possible to schedule messages using any computer, Android smart device, or X-Sign-compatible display.

Broadcast overview

While logging in, select **Broadcast > Equipment Management**. You will see three main parts, as described in the table below:

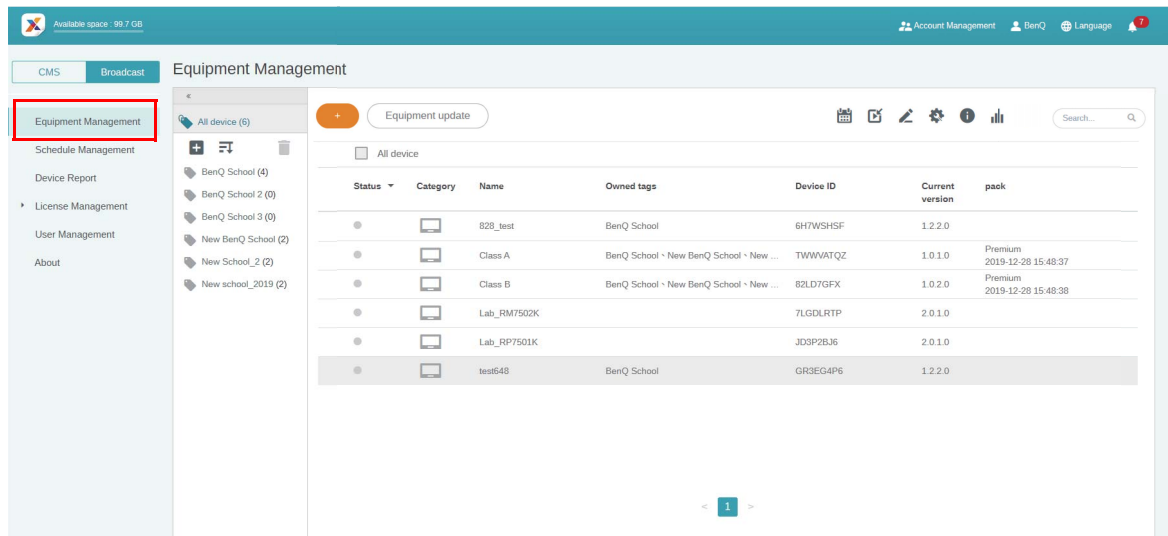


Item	Description
I.	<p>Device Tab</p> <p>You can check the devices/tags here and see the details in the operation tab.</p> <p> : Create a tag : Sort Descending : Delete a tag</p>

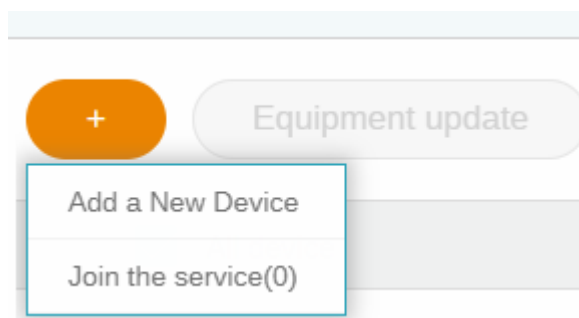
2.	Editing Tab	<p>You can edit the devices/tags by choosing the buttons in this area.</p> <ul style="list-style-type: none"> •  Create Schedule: Read Using Create Schedule on page 29 for more information. •  Create interrupt: Read Using Create interrupt on page 36 for more information. •  Edit tag/ Edit device: Read Editing tags on page 23 and Editing devices on page 25 for more information. •  Screen Settings/ Device Control •  Device info •  Inspect report: Read Device Report on page 44 for more information.
3.	Operating Tab	<p>You can see the corresponding content while switching the devices/ tags on the device tab.</p>

Adding devices

1. To add a new device, go to **Broadcast > Equipment Management**.

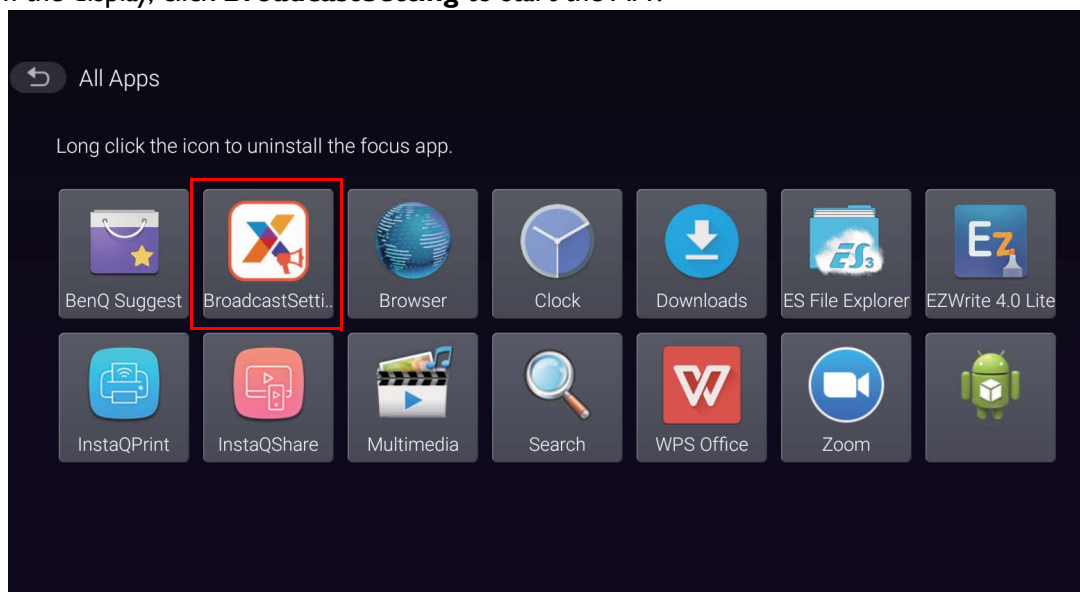


2. Click , and you can select **Add a New Device** or **Join the service**. Please be noted that **Join the service** is for version v2.3.0.0 or above.

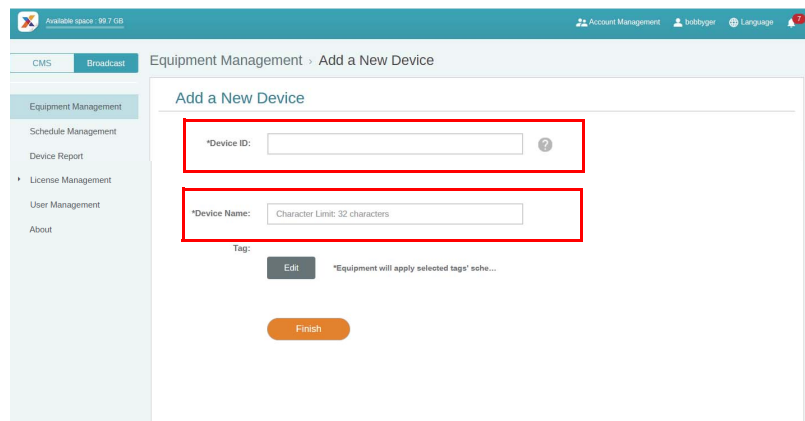
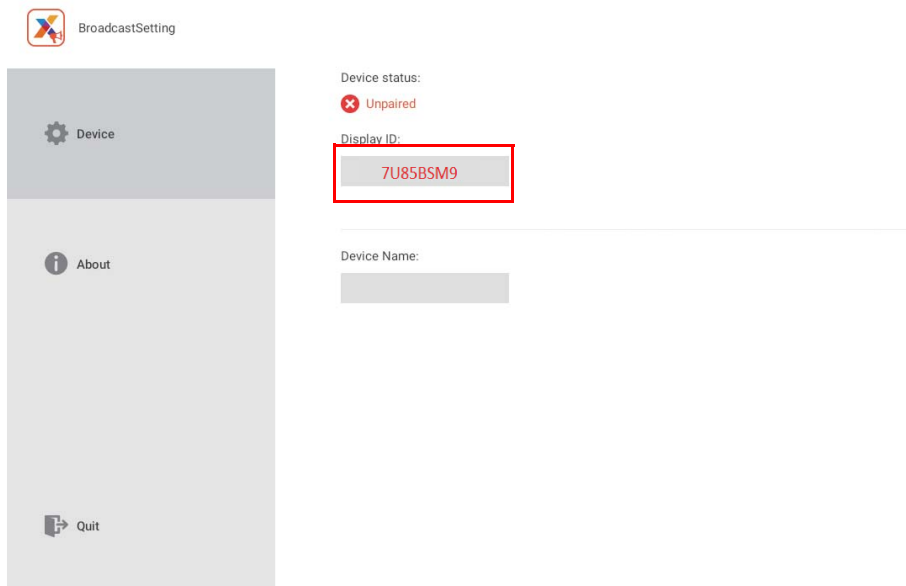


• When selecting **Add a New Device**:

1. On the display, click **BroadcastSetting** to start the APP.

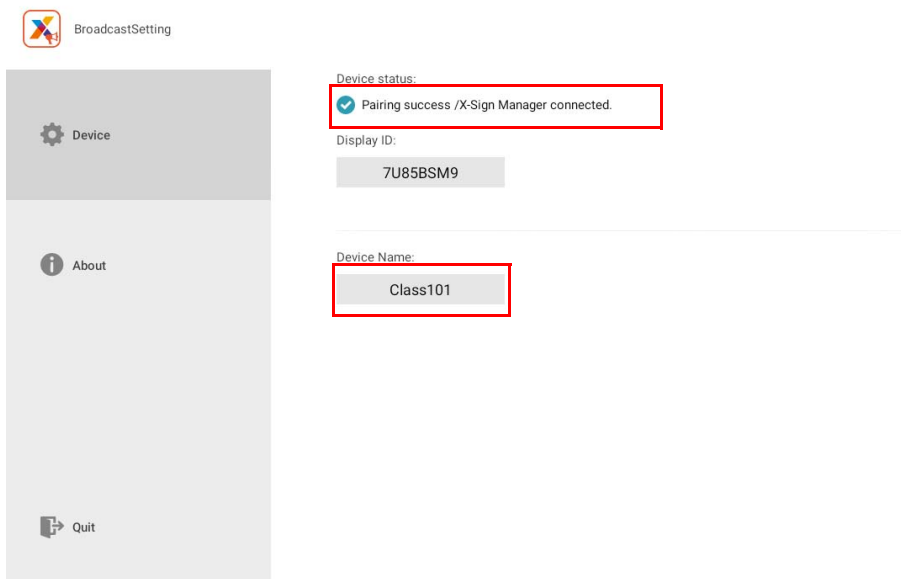


2. Enter the display ID shown on the display to the device ID on the Manager page. Then enter the device name.



Be sure that the display is connected to the Internet and is set to the correct time zone.

3. The display is successfully paired with X-Sign Manager when the device status shows “Pairing success” and the device name is correctly displayed.

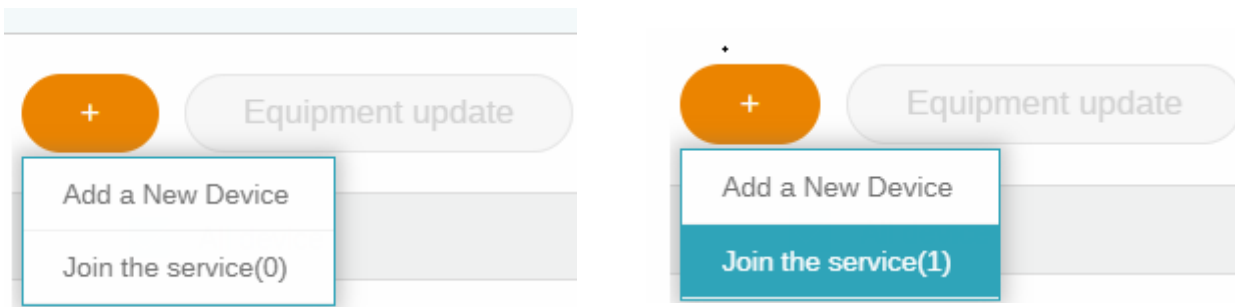


- When selecting **Join the service** (for version v2.3.0.0):

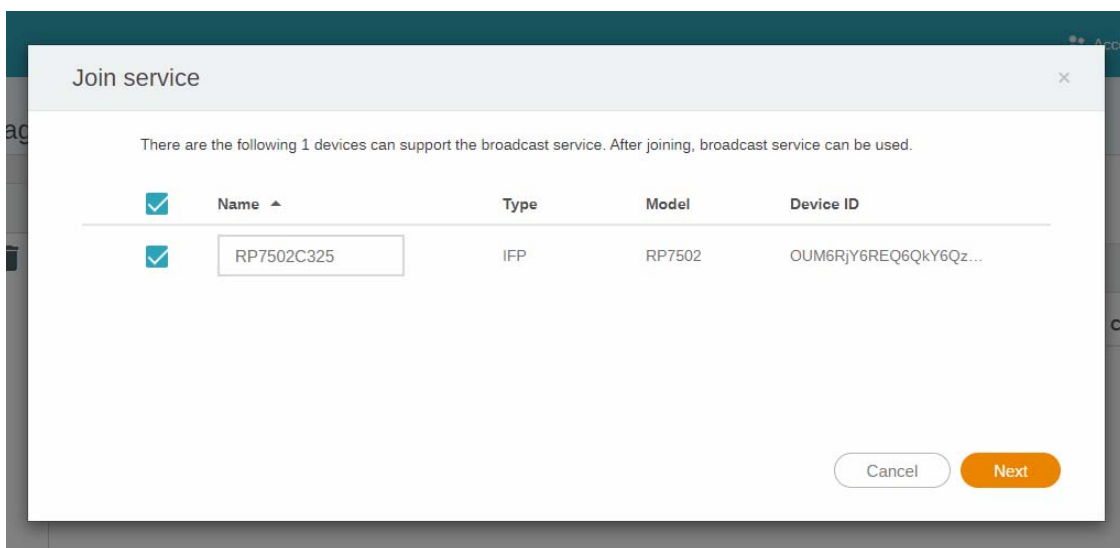
You can see the number of the equipment that has activated AMS or DMS via **Join the service**.

No device has activated AMS or DMS.

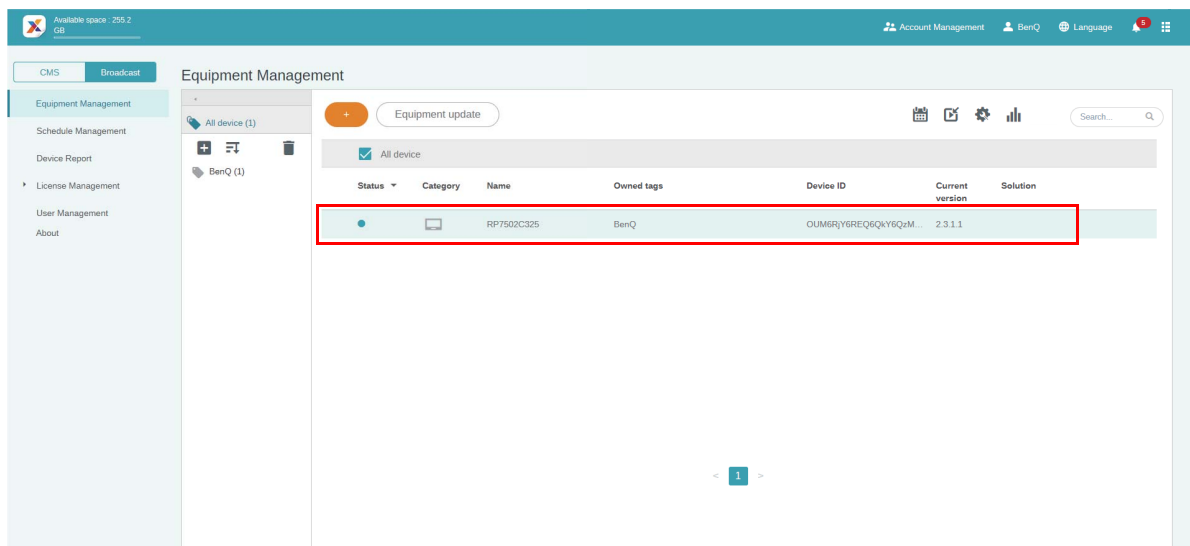
One device has activated AMS or DMS.



1. To add a new device, select the device that you want to enable Broadcast.

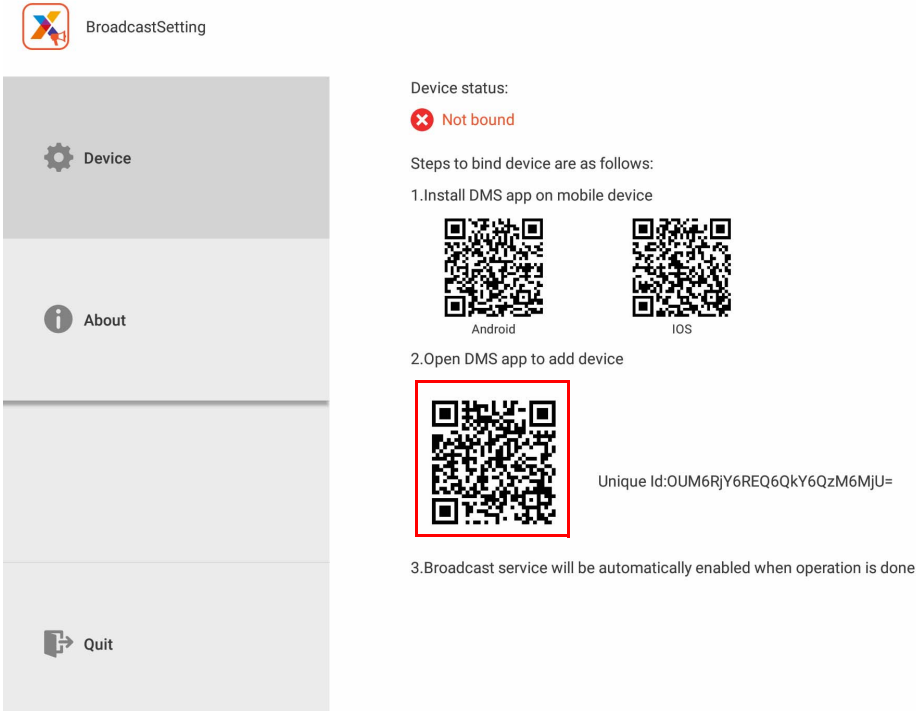


2. The equipment will automatically be online within five minutes.



- When scanning the QR code directly on the display (for version v2.3.0.0):

I. Open Broadcast setting. Install the DMS app on your mobile device and scan the QR code.



BroadcastSetting

Device

About

Quit

Device status:
✖ Not bound

Steps to bind device are as follows:

1. Install DMS app on mobile device

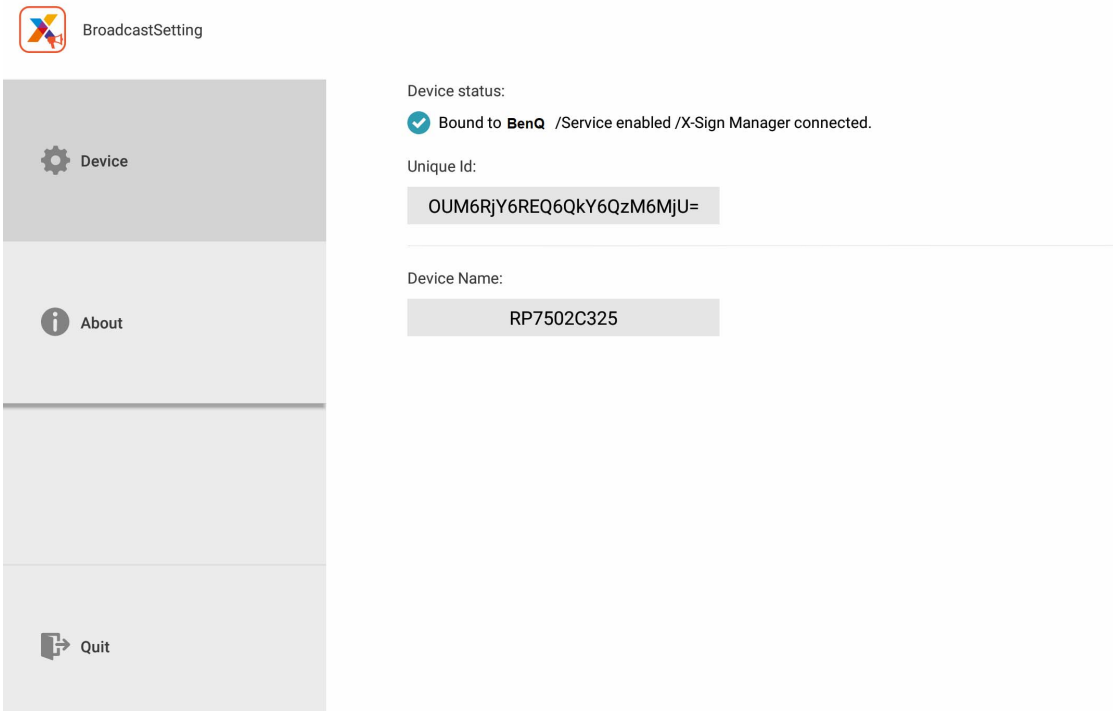
Android iOS

2. Open DMS app to add device

Unique Id: OUM6RjY6REQ6QkY6QzM6MjU=

3. Broadcast service will be automatically enabled when operation is done

2. After filling in the setting in DMS app on your mobile device, the Broadcast will be activated successfully.



BroadcastSetting

Device

About

Quit

Device status:
✔ Bound to BenQ /Service enabled /X-Sign Manager connected.

Unique Id:
OUM6RjY6REQ6QkY6QzM6MjU=

Device Name:
RP7502C325

Available space: 255.2 GB

Account Management | BeniQ | Language

CMS | Broadcast

Equipment Management

Equipment Management | Schedule Management | Device Report | License Management | User Management | About

All device (1) | BeniQ (1)

Equipment update

All device

Status	Category	Name	Owned tags	Device ID	Current version	Solution
		RP7502C325	BeniQ	OUM6RlyGREQ5QY6QzM	2.3.1.1	

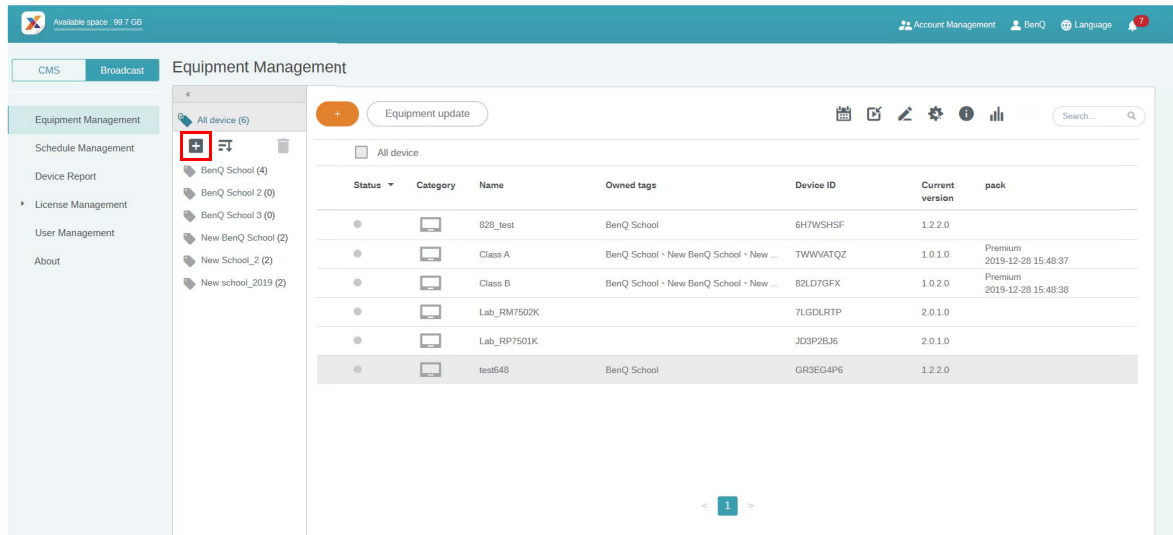
< 1 >

Tag management

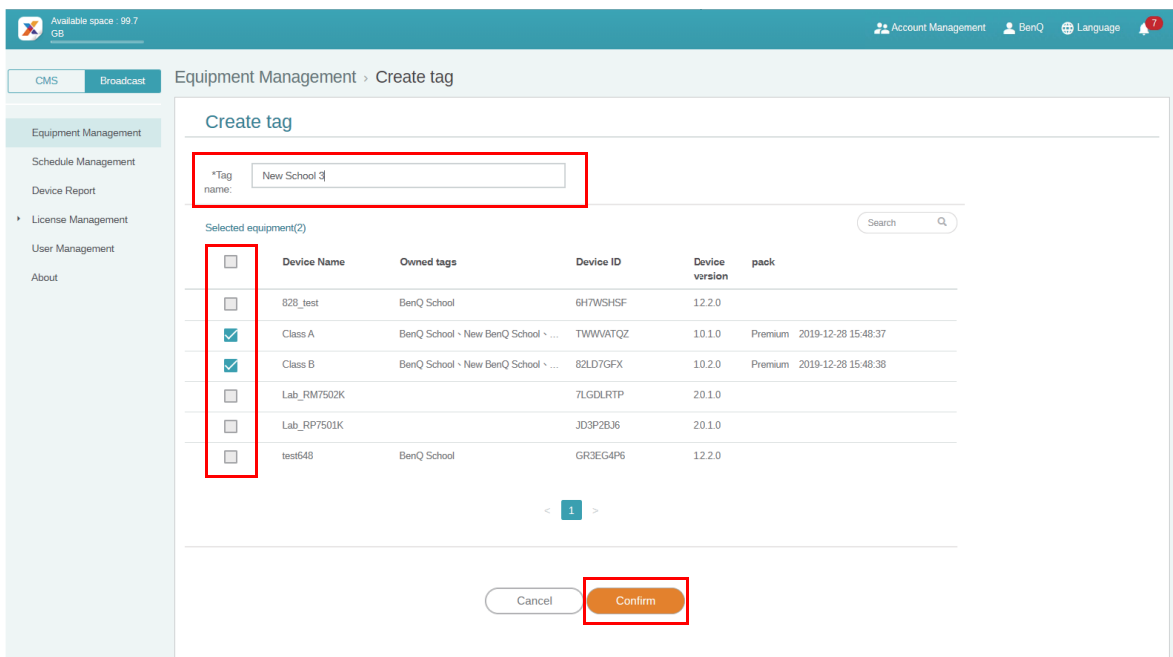
You can create tags to group devices.

Creating a tag **after** device binding

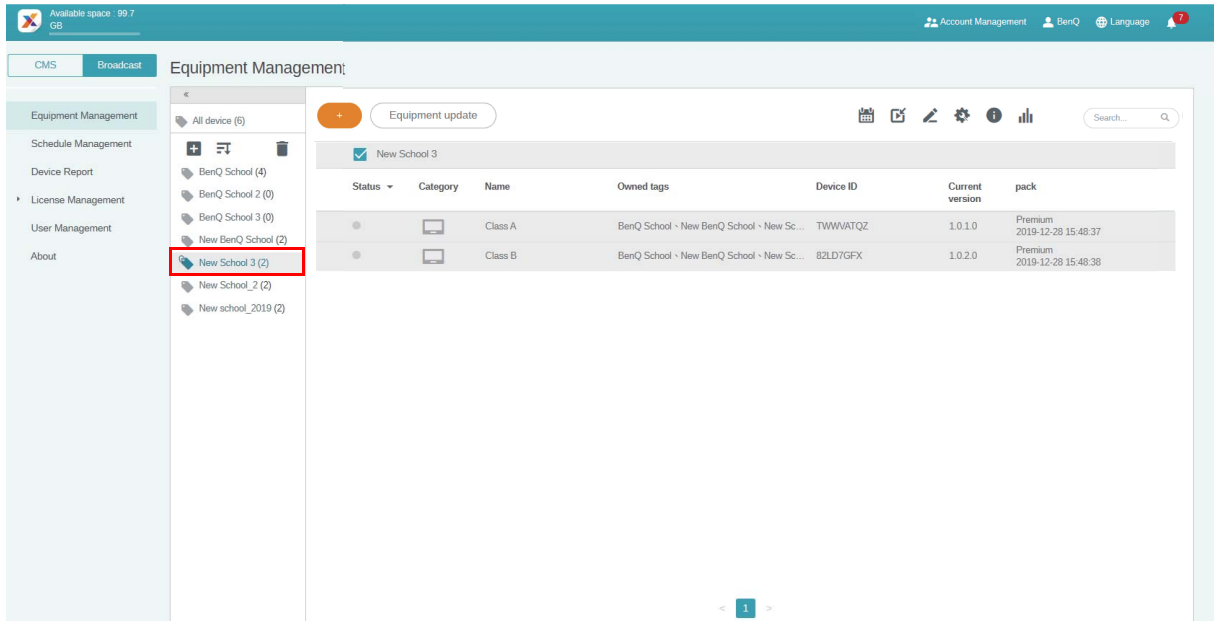
1. Create a tag by clicking **+**.



2. Enter the tag name, select the corresponding device(s), and click **Confirm**.

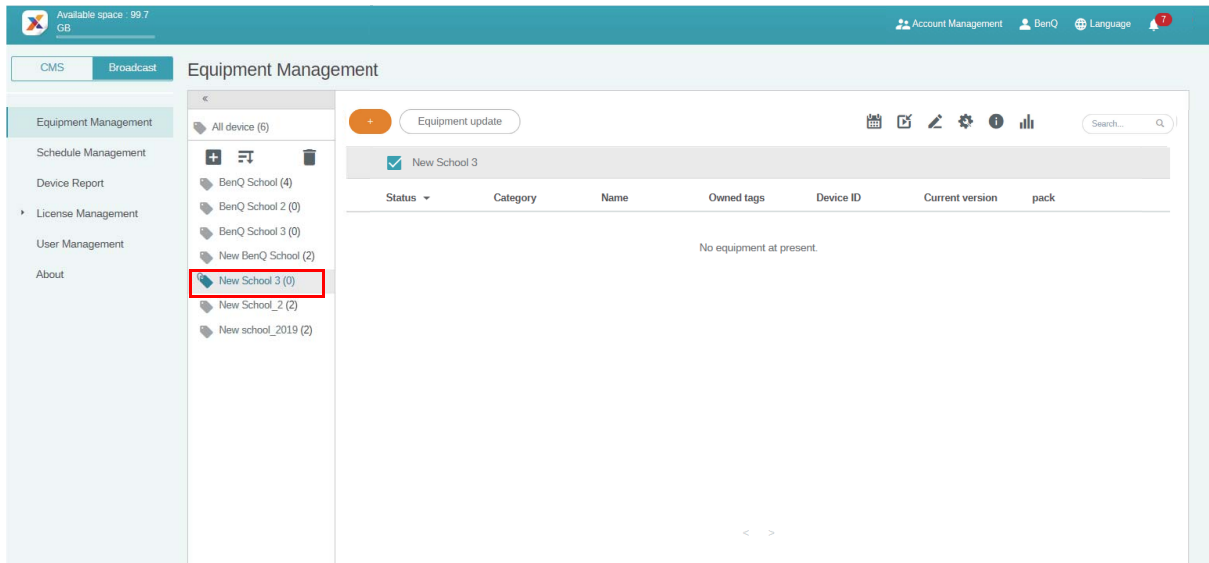


3. The tag, “New School 3”, is successfully created.



Creating a tag **before** device binding

You can also create a new tag before a device is paired with X-Sign Manager.



- When selecting **Add a New Device:**

1. Fill in the device ID shown on the display and enter the device name. Click **Edit** to choose a tag.

The screenshot shows the 'Add a New Device' form in a web application. The form has the following fields and elements:


- *Device ID:** An empty text input field with a help icon (?) to its right.
- *Device Name:** A text input field with a placeholder 'Character Limit: 32 characters'.
- Tag:** A dropdown menu showing '# New School 3'.
- Edit:** A button with a red border, used to open the tag selection dialog.
- Finish:** An orange button at the bottom of the form.
- Footer:** A note that reads '*Equipment will apply selected tags' schedule and i...'

2. Click **OK** to confirm.

The 'Choose tag' dialog box is shown, listing several tags with checkboxes:

- BenQ School
- BenQ School 2
- BenQ School 3
- New BenQ School
- New School 3 (highlighted with a red box)
- New School_2

At the bottom right of the dialog, there are two buttons: 'Cancel' and 'OK' (highlighted with a red box).

 A device can be put into multiple tags.

3. A warning message will pop up. Click **Confirm** to proceed.

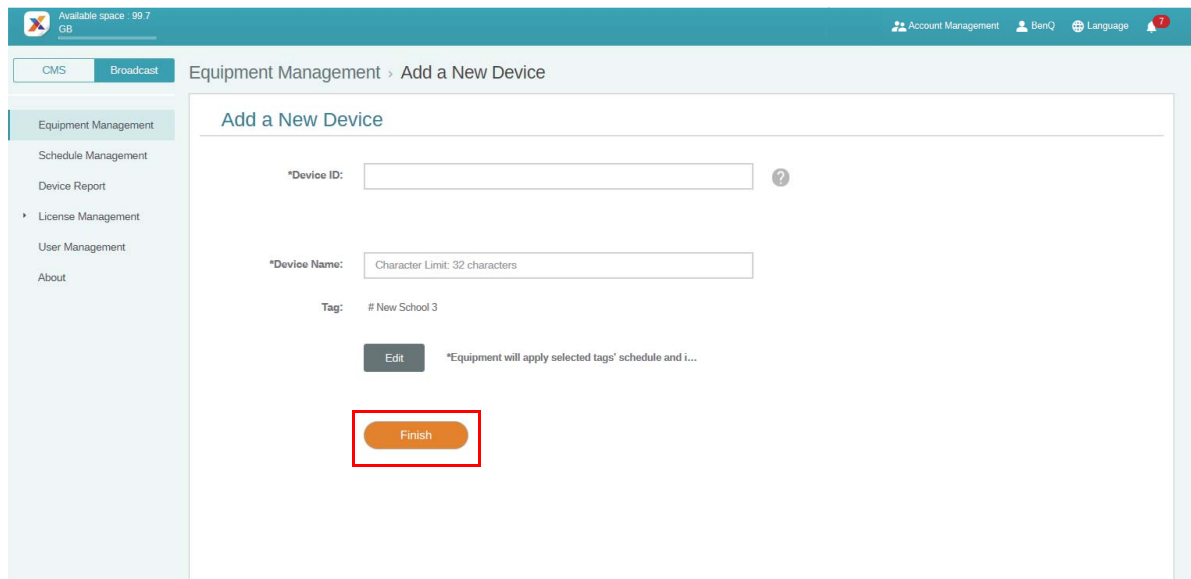
The warning message dialog is shown with the following content:

Warning [Close icon]

Equipment will apply selected tags' settings.

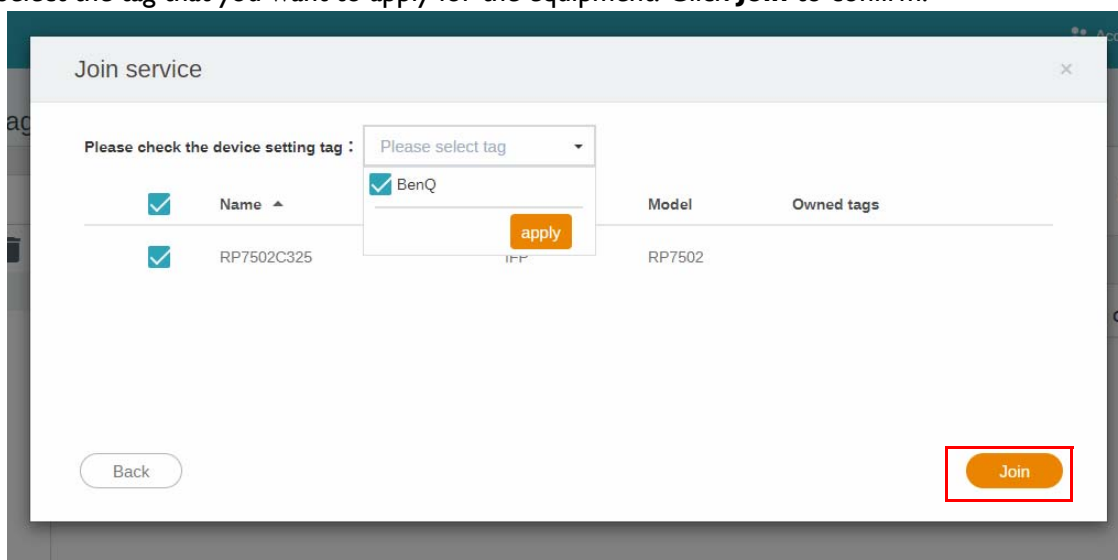
At the bottom, there are two buttons: 'Cancel' and 'Confirm' (highlighted with a red box).

4. Click **Finish** to complete the action.

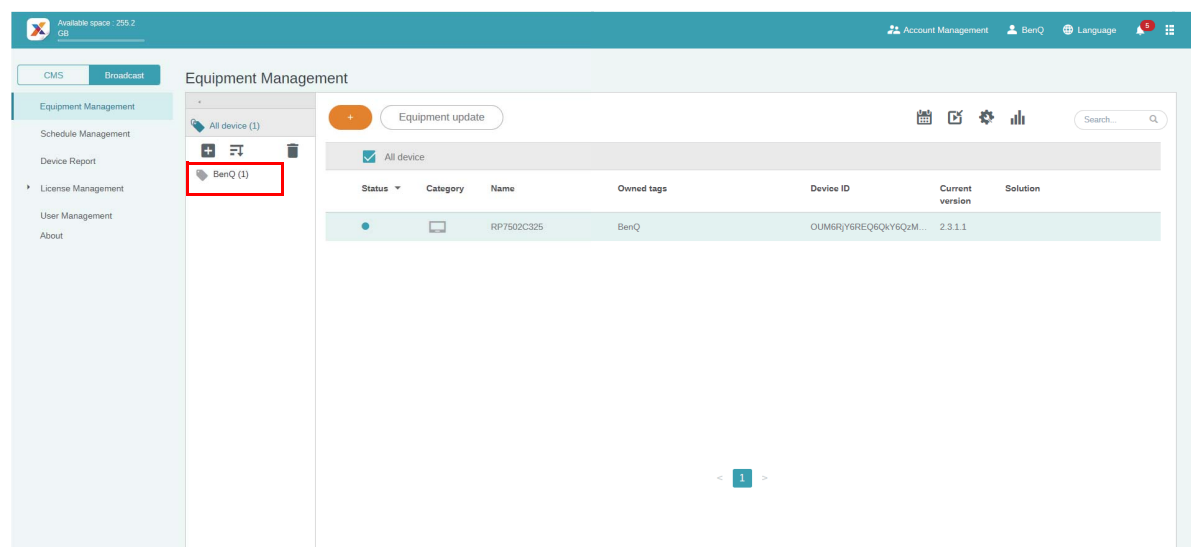


- When selecting **Join the service** (for version v2.3.0.0):

1. Select the tag that you want to apply for the equipment. Click **Join** to confirm.

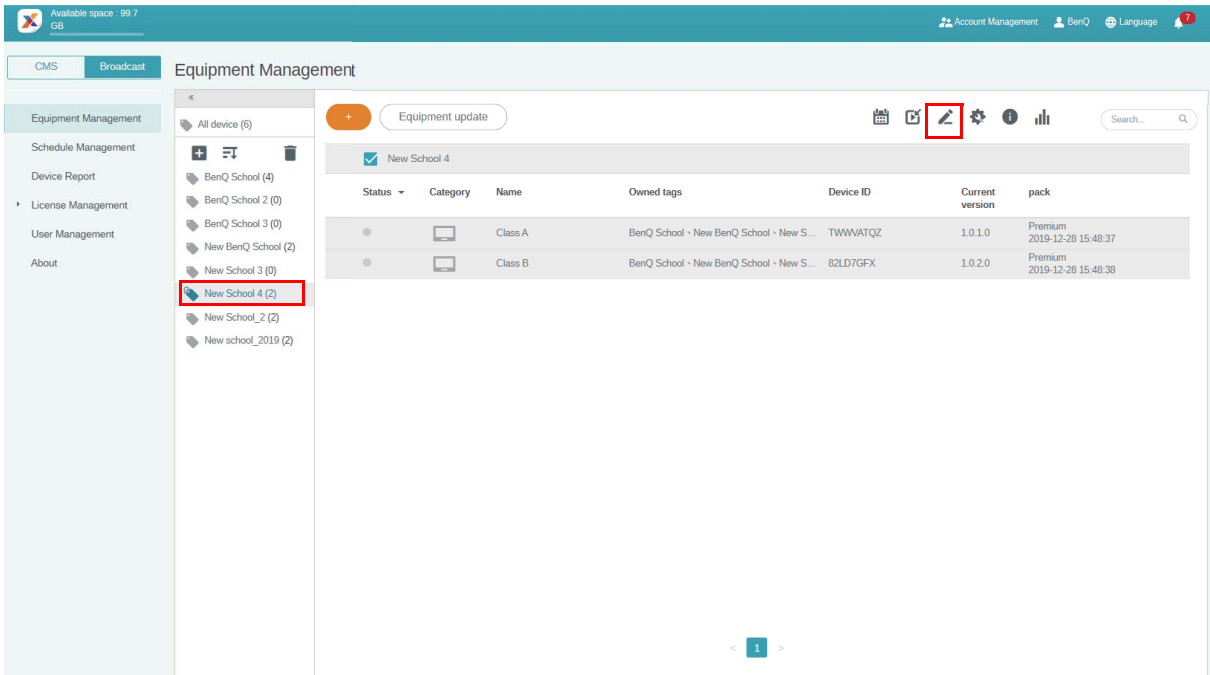


2. You can see the tag on the main page.



Editing tags

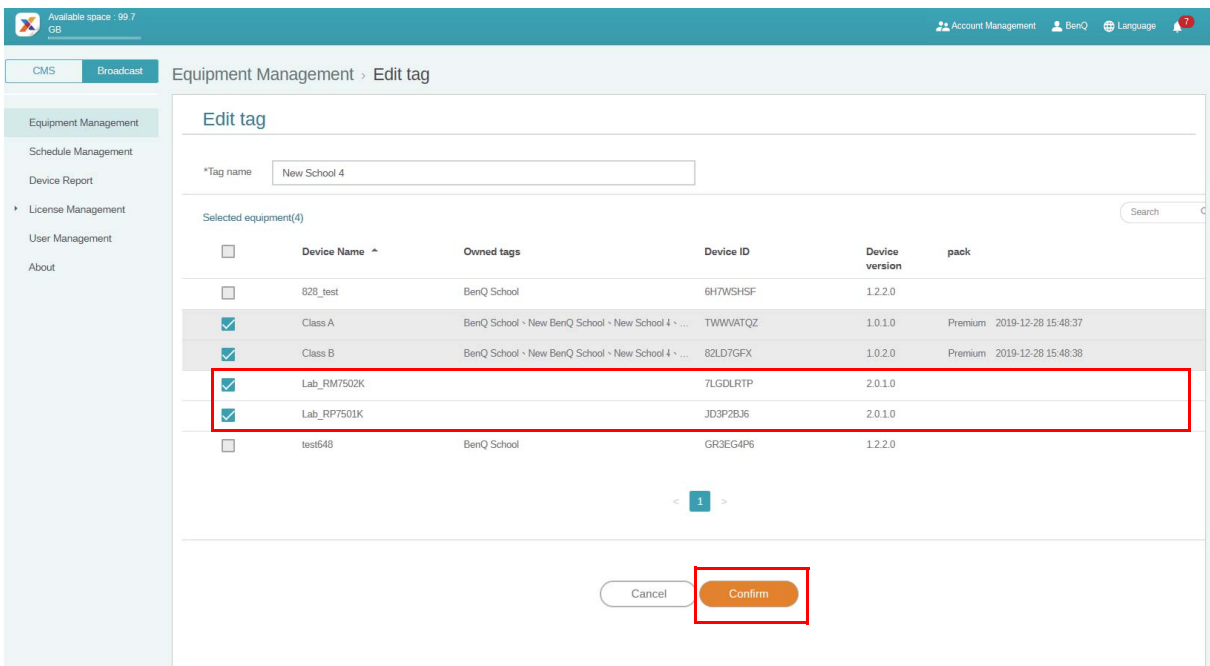
1. You can edit tags by selecting the tag and clicking .



The screenshot shows the 'Equipment Management' interface. On the left, a sidebar lists various management options. The main area displays a list of tags under 'All device (6)'. The tag 'New School 4 (2)' is selected and highlighted with a red box. To the right, a table shows the details for 'New School 4', including columns for Status, Category, Name, Owned tags, Device ID, Current version, and pack. The edit icon (pencil) in the top right toolbar is highlighted with a red box.

Status	Category	Name	Owned tags	Device ID	Current version	pack
		Class A	BenQ School · New BenQ School · New S...	TWWWATQZ	1.0.1.0	Premium 2019-12-28 15:48:37
		Class B	BenQ School · New BenQ School · New S...	82LD7GFX	1.0.2.0	Premium 2019-12-28 15:48:38

2. Select new devices to be added to the tag and click **Confirm**.



The screenshot shows the 'Edit tag' interface. The tag name is 'New School 4'. Below, a table lists 'Selected equipment(4)'. The equipment items 'Lab_RM7502K', 'Lab_RP7501K', and 'test648' are selected with checkboxes. The 'Confirm' button at the bottom right is highlighted with a red box.

Device Name	Owned tags	Device ID	Device version	pack
828_test	BenQ School	6H7WVSHSF	1.2.2.0	
Class A	BenQ School · New BenQ School · New School 4 · ...	TWWWATQZ	1.0.1.0	Premium 2019-12-28 15:48:37
Class B	BenQ School · New BenQ School · New School 4 · ...	82LD7GFX	1.0.2.0	Premium 2019-12-28 15:48:38
Lab_RM7502K		7LGDLRTP	2.0.1.0	
Lab_RP7501K		JD3P2B36	2.0.1.0	
test648	BenQ School	GR3EG4P6	1.2.2.0	

3. New devices are added to the tag.

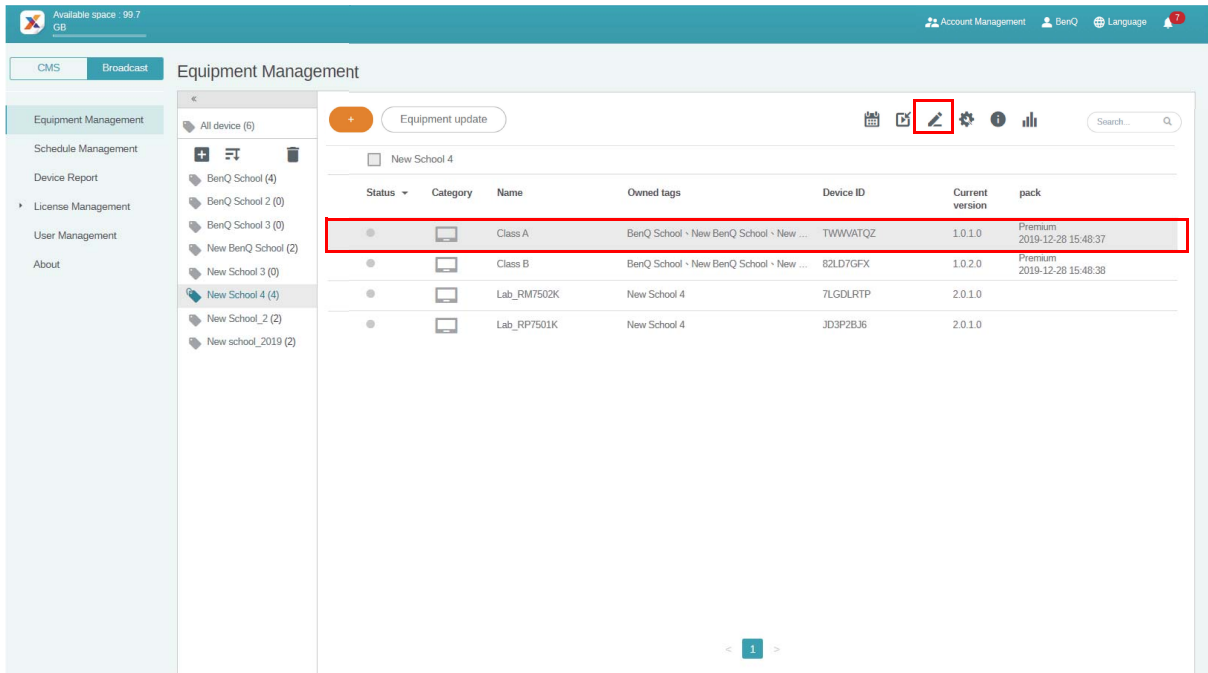
The screenshot shows the 'Equipment Management' interface. On the left is a navigation menu with options like 'Equipment Management', 'Schedule Management', 'Device Report', 'License Management', 'User Management', and 'About'. The main area displays a list of devices under the tag 'New School 4'. A table lists the following devices:

Status	Category	Name	Owned tags	Device ID	Current version	pack
	Class A	Class A	BenQ School \ New BenQ School \ New ...	TWWATQZ	1.0.1.0	Premium 2019-12-28 15:48:37
	Class B	Class B	BenQ School \ New BenQ School \ New ...	82LD7GFX	1.0.2.0	Premium 2019-12-28 15:48:38
		Lab_RM7502K	New School 4	7LGDLRTP	2.0.1.0	
		Lab_RP7501K	New School 4	JD3P2B36	2.0.1.0	

The last two rows of the table are highlighted with a red border. At the bottom of the table area, there is a pagination control showing '1' between left and right arrows.

Editing devices

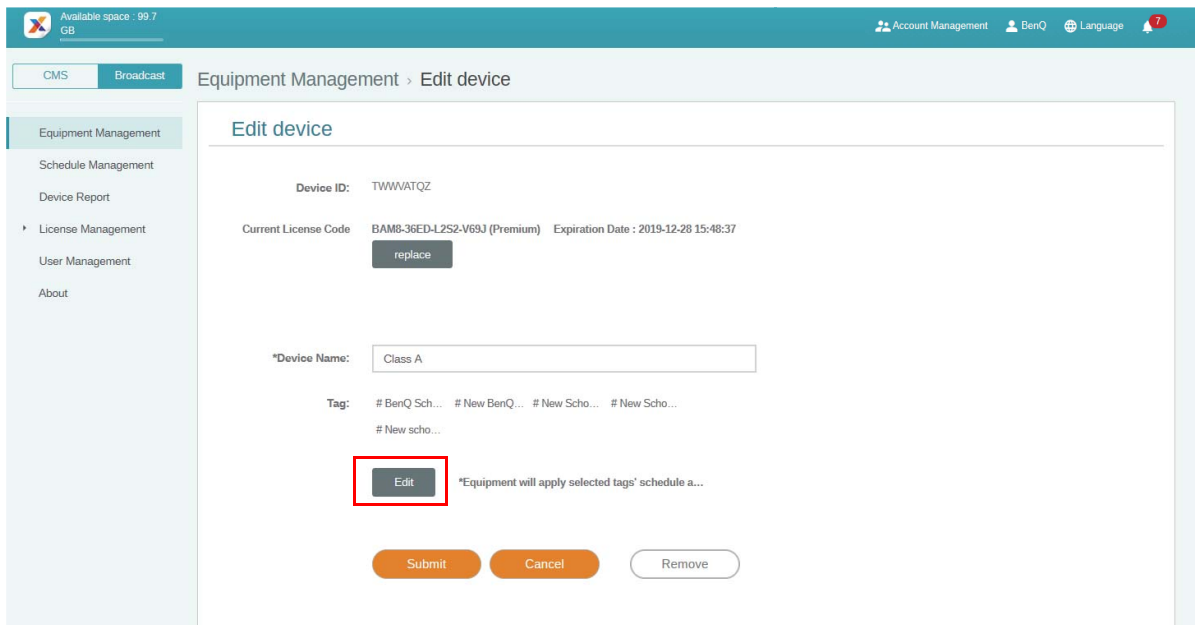
1. You can edit the device by selecting the device name and clicking  .



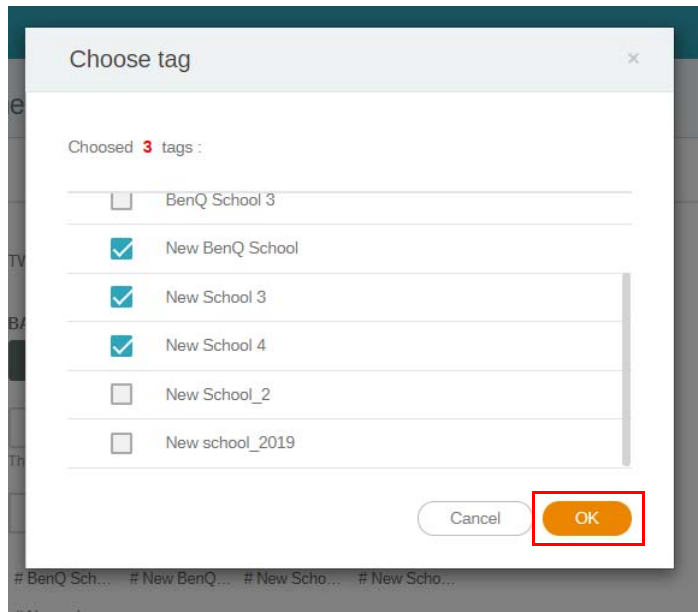
The screenshot shows the 'Equipment Management' interface. On the left is a sidebar with navigation options: Equipment Management, Schedule Management, Device Report, License Management, User Management, and About. The main area displays a table of devices under the heading 'All device (6)'. The table has columns for Status, Category, Name, Owned tags, Device ID, Current version, and pack. The 'Class A' device is highlighted with a red box. Above the table, there is a search bar and several icons, including a pencil icon for editing, which is also highlighted with a red box.

Status	Category	Name	Owned tags	Device ID	Current version	pack
		Class A	BenQ School - New BenQ School - New ...	TWWVATQZ	1.0.1.0	Premium 2019-12-28 15:48:37
		Class B	BenQ School - New BenQ School - New ...	82LD7GFX	1.0.2.0	Premium 2019-12-28 15:48:38
		Lab_RM7502K	New School 4	7LGDLRTP	2.0.1.0	
		Lab_RP7501K	New School 4	JD3P2B36	2.0.1.0	

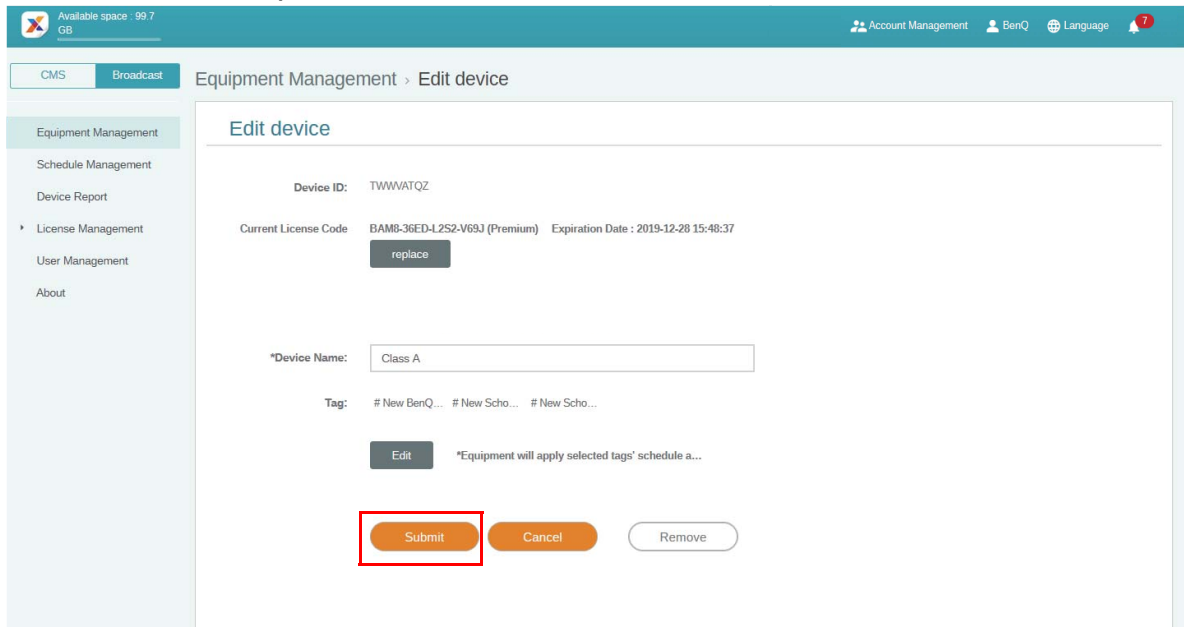
2. Click **Edit** to continue. Choose the tag and click **OK**.



The screenshot shows the 'Edit device' form. The 'Device ID' is TWWVATQZ. The 'Current License Code' is BAMB-36ED-L2S2-V69J (Premium) with an expiration date of 2019-12-28 15:48:37. The '*Device Name' is Class A. The 'Tag' field shows several options: # BenQ Sch..., # New BenQ..., # New Scho..., # New Scho..., and # New scho... The 'Edit' button is highlighted with a red box. Below the form are 'Submit', 'Cancel', and 'Remove' buttons.



3. Click **Submit** to complete the action.



Equipment update

1. To update the device, click **Equipment update**.

The screenshot shows the 'Equipment Management' page in a web application. The top navigation bar includes 'Available space: 99.7 GB', 'Account Management', 'BenQ', 'Language', and a notification icon with '7'. The left sidebar contains menu items: 'Equipment Management', 'Schedule Management', 'Device Report', 'License Management', 'User Management', and 'About'. The main content area is titled 'Equipment Management' and shows a list of devices under 'All device (6)'. A red box highlights the 'Equipment update' button. Below the button, there is a table with columns: Status, Category, Name, Owned tags, Device ID, Current version, and pack. The table contains two rows of device information.

Status	Category	Name	Owned tags	Device ID	Current version	pack
<input type="checkbox"/>		Class A	BenQ School · New BenQ School · New S...	TWWWATQZ	1.0.1.0	Premium 2019-12-28 15:48:37
<input type="checkbox"/>		Class B	BenQ School · New BenQ School · New S...	82LD7GFX	1.0.2.0	Premium 2019-12-28 15:48:38

2. Select the device you want to update, then click **Update**.

The screenshot shows the 'X-Sign Player Update' page. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'X-Sign Player Update' and features an 'Update' button highlighted in a red box. Below the button is a table with columns: Device Name, Description, Current version, Last Updated, and Update Status. The table contains several rows of device information, with 'Class A' and 'Class B' selected (checked).



<input type="checkbox"/>	Device Name	Description	Current version	Last Updated	Update Status
<input type="checkbox"/>	828_test		v1.2.2.0		Haven't updated yet
<input checked="" type="checkbox"/>	Class A		v1.0.1.0		Haven't updated yet
<input checked="" type="checkbox"/>	Class B		v1.0.2.0		Haven't updated yet
<input type="checkbox"/>	Lab_RM7502K		v2.0.1.0		Haven't updated yet
<input type="checkbox"/>	Lab_RP7501K		v2.0.1.0		Haven't updated yet
<input type="checkbox"/>	test648		v1.2.2.0		Haven't updated yet



Update the device software to the latest version before pairing with X-Sign Manager.

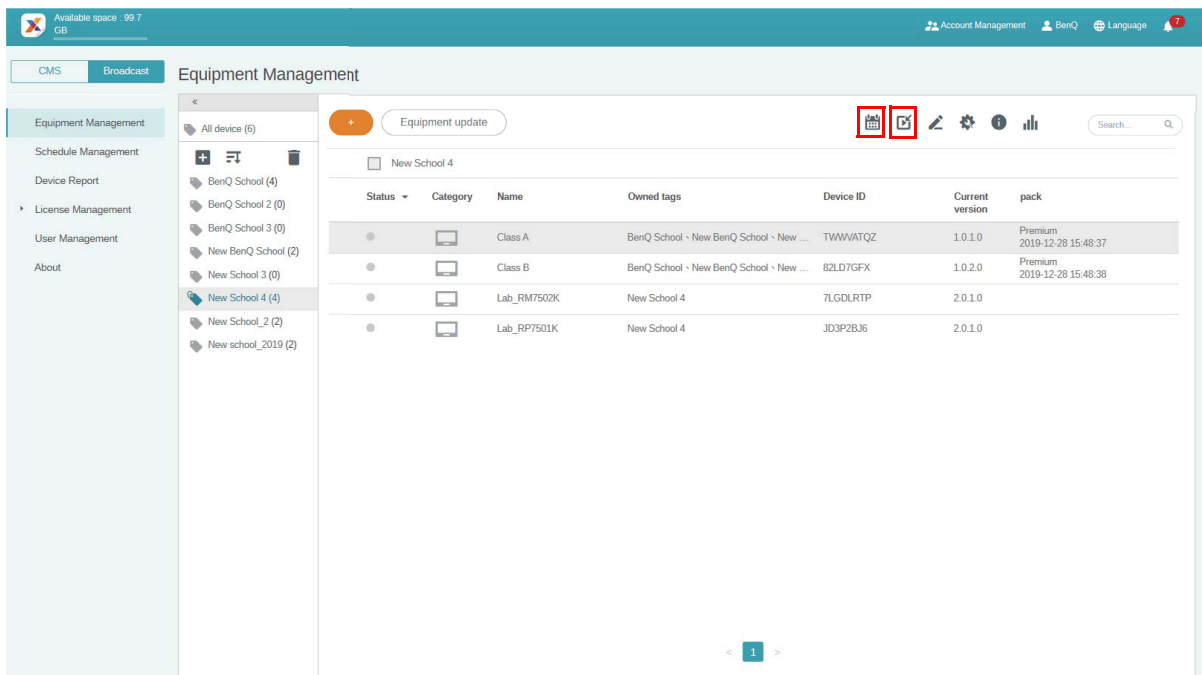
Publishing messages

X-Sign Broadcast makes it easy to share content that is stored either locally or in the cloud, with support for texts, images, videos, office files, YouTube and more.


You can publish messages using **Create Schedule**  or **Create interrupt**  to suit your needs.

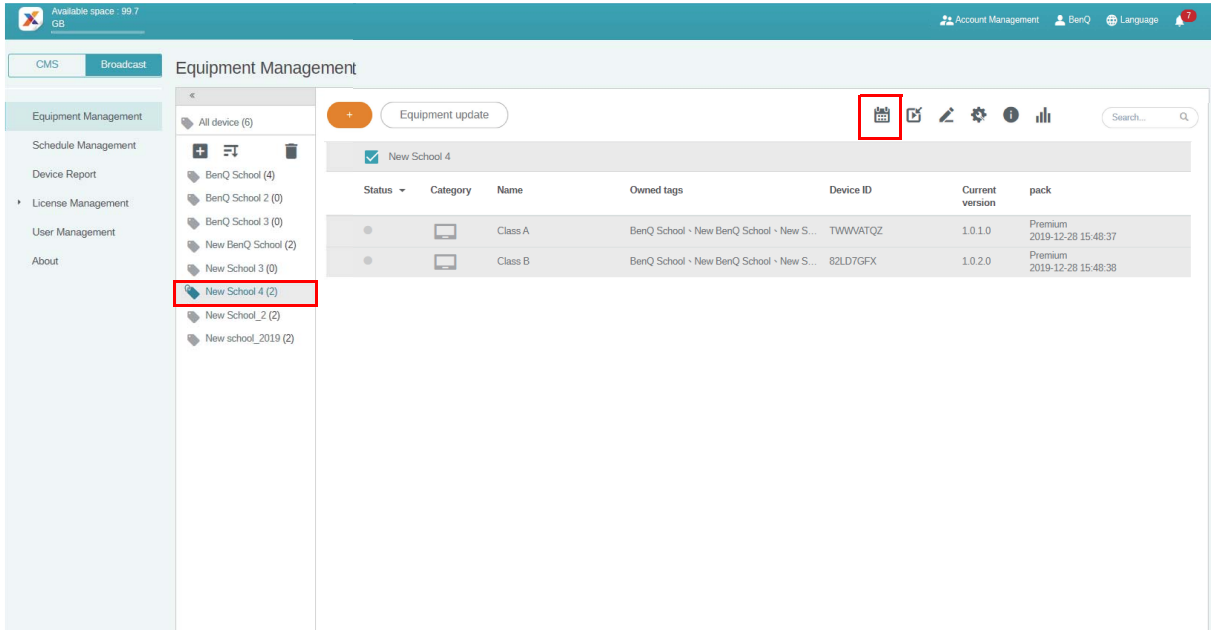
Create Schedule employs a calendar structure, delivering your message at a designated date or at a specific time.

Create interrupt can do a quick publish, delivering your message immediately. It is used when you need to deliver emergent messages.

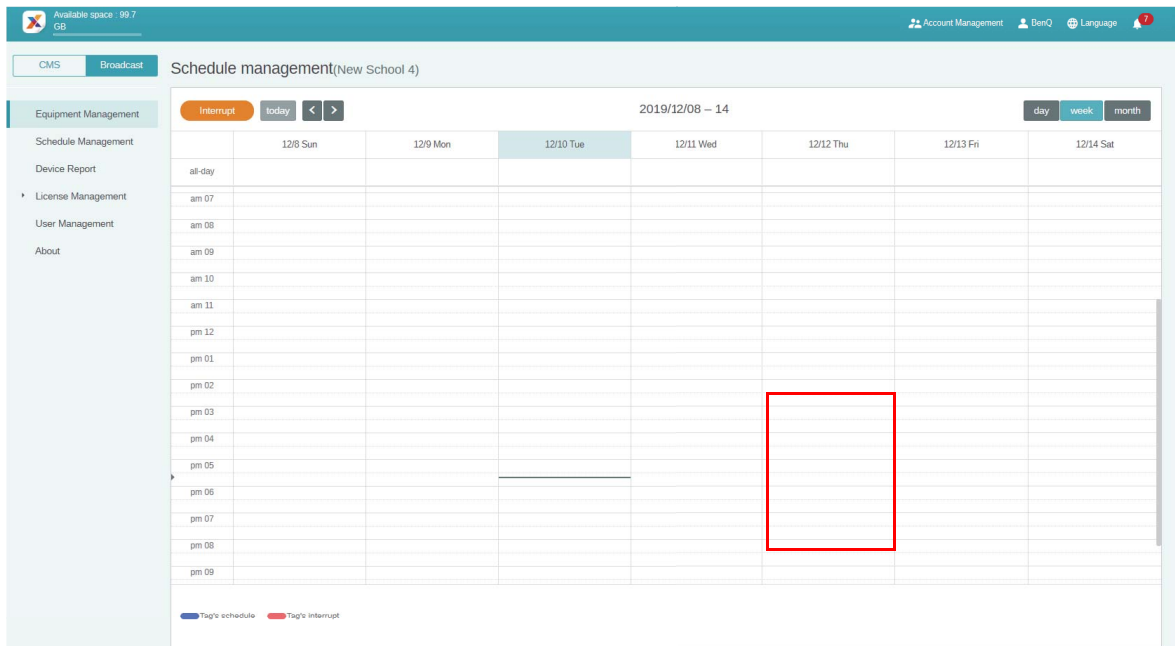


Using Create Schedule

1. Choose the tag or device you want to set schedule and click  to go to the schedule management page. You can publish your message to all devices or specific tags.



2. You can set schedule by selecting the date and time period. The **Create Schedule** window will pop up.



Four schedule creation types are provided: Text, Image, Video, File.

Text (Create Schedule)

Click **Text**. You can edit the content by completing the following fields.

Create Schedule(All device)
✕

Type

Text
Image
Video
★ File
★ Template

Text content

within 800 characters

0/1190

Stored as a text template (up to 5 groups)

Style

Text style preview
Notice_1

/
Notice_2

+

Duration

2020-11-14

13

00

to

19

00

All Day

Important message Play a warning tone at the same time and the message cannot be turned off

Repeat playback

Day Every Day

Week

End

Preview
Confirm
Cancel

Item	Description	
1.	Text content	Type the message you want to share.
2.	Style	Customize the style by creating your own module. You can add more styles by choosing the rightmost one.
3.	Duration	<ul style="list-style-type: none"> Set the date and time you want to share the message. You can enable Important message and Repeat playback. You can set the end date and choose to repeat by day or week.

Image (Create Schedule)

Click **Image**. You can edit the content by completing the following fields.

The screenshot shows the 'Create Schedule' dialog box with the following elements:

- Type:** Text, **Image**, Video, File, Template
- Choose file:** Please select some image files (Choose)
- Play speed:** 5s
- Duration:** 2020-11-20 13:00 to 19:00, All Day (toggle off)
- Play once:** (toggle off)
- Important message:** (toggle on) Play a warning tone at the same time and the message cannot be turned off
- Repeat playback:** (toggle on)
- Frequency:** Day (selected), Week
- Every:** 1 Day
- End:** 2020-11-20
- Buttons:** Preview, Confirm, Cancel

Item		Description
1.	File choose	Click Choose to enter the file uploading page. Then follow the instructions on screen to upload your image to be shown.
2.	Play speed	Select the play speed. Options are 3 seconds, 5 seconds, 10 seconds.
3.	Duration	<ul style="list-style-type: none"> • Set the date and time you want to share the image. • You can enable Important message and Repeat playback. • You can set the end date and choose to repeat by day or week.

Video (Create Schedule)

You can edit the content by completing the following fields.

Create Schedule(All device) ×

Type Text Image Video ★ File ★ Template

Choose file

Please select some video files

Enter a video link(YouTube)

Duration All Day

to

Play once

Important message Play a warning tone at the same time and the message cannot be turned off

Repeat playback

Day Every Day

Week End

Confirm
Cancel

	Item	Description
1.	Choose file	<ul style="list-style-type: none"> You can upload videos from your computer. Click Choose to enter the file uploading page. Then follow the instructions on screen to upload your video to be played. You can also enter a YouTube video link to import the video.
2.	Duration	<ul style="list-style-type: none"> Set the date and time you want to share the video. You can enable Important message and Repeat playback. You can set the end date and choose to repeat by day or week.

File (Create Schedule)

The basic license cannot use this advanced function. Only the premium license can edit content for files like PowerPoint, PDF, Microsoft Word, Google Slides on Google Drive, Microsoft PowerPoint on Google Drive. Please contact the BenQ Administrator and get the license to publish.

Click **File**. You can edit the content by completing the following fields.

The screenshot shows the 'Create Schedule' dialog box with the following elements highlighted by red boxes and numbered:

- 1:** The 'Choose file' section, which includes a radio button for 'Please select a file' with a 'Choose' button, and another radio button for 'Enter a file link(Google Drive)' with an information icon.
- 2:** The 'Play speed' dropdown menu, currently set to '20s'.
- 3:** The 'Duration' section, which includes a date and time picker (2020-11-20, 13:00 to 19:00), an 'All Day' toggle, and options for 'Important message' and 'Repeat playback'. The 'Repeat playback' section is further detailed with 'Day' selected, 'Every 1 Day', and an 'End' date of 2020-11-20.

At the bottom of the dialog, there are three buttons: 'Preview', 'Confirm', and 'Cancel'.



Item	Description
1.	<p>File choose</p> <ul style="list-style-type: none"> You can upload files from your computer. The file formats can be Microsoft Word, Microsoft PowerPoint, PDF. Click Choose to enter the file uploading page. Then follow the instructions on screen to upload your file to be played. You can also enter a file link from Google Drive to import the file.
2.	<p>Play speed</p> <p>Select the play speed. Options are 10 seconds, 20 seconds, 30 seconds.</p>
3.	<p>Duration</p> <ul style="list-style-type: none"> Set the date and time you want to share the file. You can enable Important message and Repeat playback. You can set the end date and choose to repeat by day or week.

Template (Create Schedule)

Click **Template**. Edit the content by completing the following fields.

Create Schedule(All device) ×

Type

Template content  

Edit the text style

Text style

Duration to All Day

Important message

Repeat playback



Day Every Day

Week

End

Create Schedule(All device) ×

Type

Template content  

Choose the image

Image

Duration to All Day

Important message

Repeat playback

Day Every Day


Week

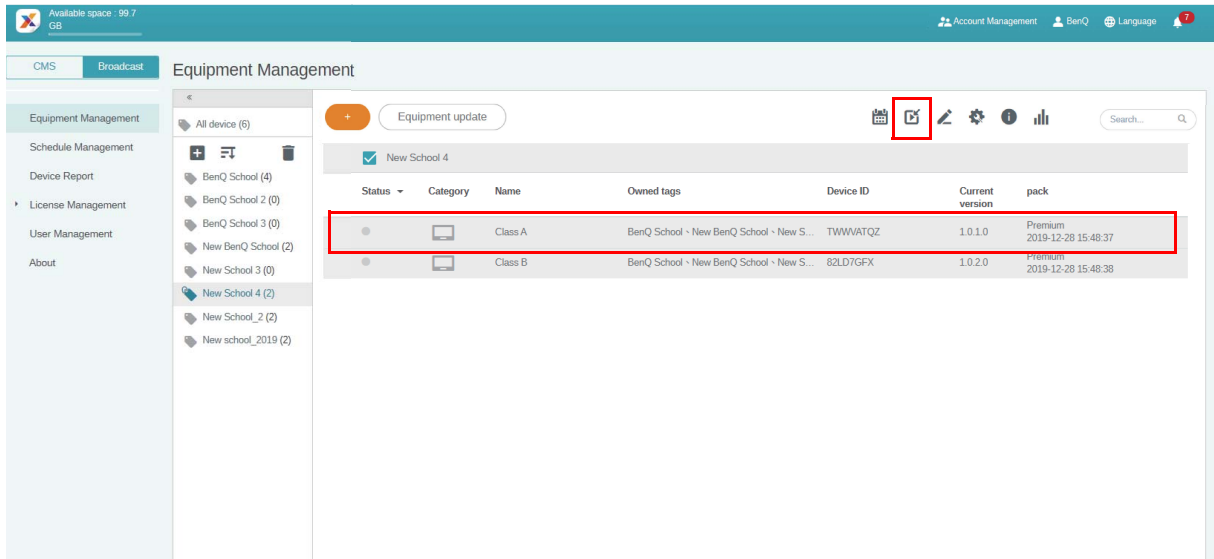
End

Item		Description
1.	Template content	<ul style="list-style-type: none"> • You can use the constructed template to create the schedule. The default texts and images are for coronavirus prevention. You can change the texts and images by simply clicking them. • By clicking the texts, you can edit the text style to change the default ones. • By clicking the image, you can upload a new image to replace the default one. The image can be changed one by one.
2.	Duration	<ul style="list-style-type: none"> • Set the date and time you want to share the template. • You can enable Important message and Repeat playback. • You can set the end date and choose to repeat by day or week.

3. After all configuration is set, click **Confirm**. You will see the schedule on the schedule management page.

Using Create interrupt

- Choose the tag or device you want to add interrupt and click . You can publish your message to all devices or specific tags.



Four interrupt creation types are provided: Text, Image, Video, File.

Text (Create interrupt)

Click **Text**. You can edit the content by completing the following fields.

The 'Create interrupt' dialog box is shown for the 'Text' type. It has a title bar 'Create interrupt(All device)'. Below the title bar are buttons for 'Text', 'Image', 'Video', 'File', and 'Template'. The 'Text' button is highlighted with a red box and labeled '1'. The 'Text content' field is a large text area with a placeholder 'within 800 characters' and a character count '0/11Row'. Below it is a checkbox 'Stored as a text template (up to 5 groups)'. The 'Style' section shows two style preview cards: 'Notice_1' and 'Notice_2'. The 'Notice_1' card is highlighted with a red box and labeled '2'. The 'Important message' section has a toggle switch turned on and a label 'Play a warning tone at the same time and the message cannot be turned off'. Below it is a 'Play length' field with a value of '10' and a dropdown menu set to 'Minute'. This section is highlighted with a red box and labeled '3'. At the bottom are 'Preview', 'Confirm', and 'Cancel' buttons.

Item	Description	
1.	Text content	Type the message you want to interrupt.
2.	Style	Customize the style by creating your own module. You can add more styles by choosing the rightmost one.
3.	Play length	<ul style="list-style-type: none"> You can enable Important message. Select the play length. Options are 5/10/15/20/25/30/35/40/45/50/55 minutes or 1, 2, 3,..., 23 hours.

Image (Create interrupt)

Click **Image**. You can edit the content by completing the following fields.

Create interrupt(All device)

Type **Text** **Image** Video ★ File ★ Template

Choose file Please select some image files Choose

Play speed 5s

Important message Play a warning tone at the same time and the message cannot be turned off

Play length Play once Custom play time 00 10 00

Preview Confirm Cancel

Item		Description
1.	Choose file	Click Choose to enter the file uploading page. Then follow the instructions on screen to upload your image to be played.
2.	Play speed	Select the play speed. Options are 3 seconds, 5 seconds, 10 seconds.
3.	Play length	<ul style="list-style-type: none">You can enable Important message.You can set to play once or customize the play time.

Video (Create interrupt)

Click **Video**. You can edit the content by completing the following fields.

The screenshot shows a dialog box titled "Create interrupt(All device)" with a close button (x) in the top right corner. Below the title bar, there are five tabs: "Text", "Image", "Video", "File", and "Template". The "Video" tab is selected and highlighted with a red box. Below the tabs, there are two main sections, each enclosed in a red box and labeled with a red number. Section 1, labeled "1", is titled "Choose file" and contains two radio buttons. The first radio button is selected and is followed by a text input field containing "Please select some video files" and a "Choose" button. The second radio button is followed by a text input field containing "Enter a video link(YouTube)". Section 2, labeled "2", is titled "Important message" and contains a toggle switch that is turned on, followed by the text "Play a warning tone at the same time and the message cannot be turned off". Below this, there is a "Play length" section with two radio buttons. The first radio button is selected and is followed by the text "Play once". The second radio button is followed by the text "Custom play time" and a time picker control showing "00", "10", and "00". At the bottom right of the dialog box, there are two buttons: "Confirm" and "Cancel".

Item		Description
1.	Choose file	<ul style="list-style-type: none">• You can upload videos from your computer. Click Choose to enter the file uploading page. Then follow the instructions on screen to upload your image to be played.• You can also enter a YouTube video link to import the video.
2.	Play length	<ul style="list-style-type: none">• You can enable Important message.• You can set to play once or customize the play time.

File (Create interrupt)

The basic license cannot use this advanced function. Only the premium license can edit content for files like PowerPoint, PDF, Microsoft Word, Google Slides on Google Drive, Microsoft PowerPoint on Google Drive. Please contact the BenQ Administrator and get the license to publish.

Click **File**. You can edit the content by completing the following fields.

Create interrupt(All device)

Type **Text** **Image** **Video** **★ File** ★ Template

Choose file Please select a file **Choose** Enter a file link(Google Drive) **1**

Play speed 20s **2**

Important message Play a warning tone at the same time and the message cannot be turned off **3**

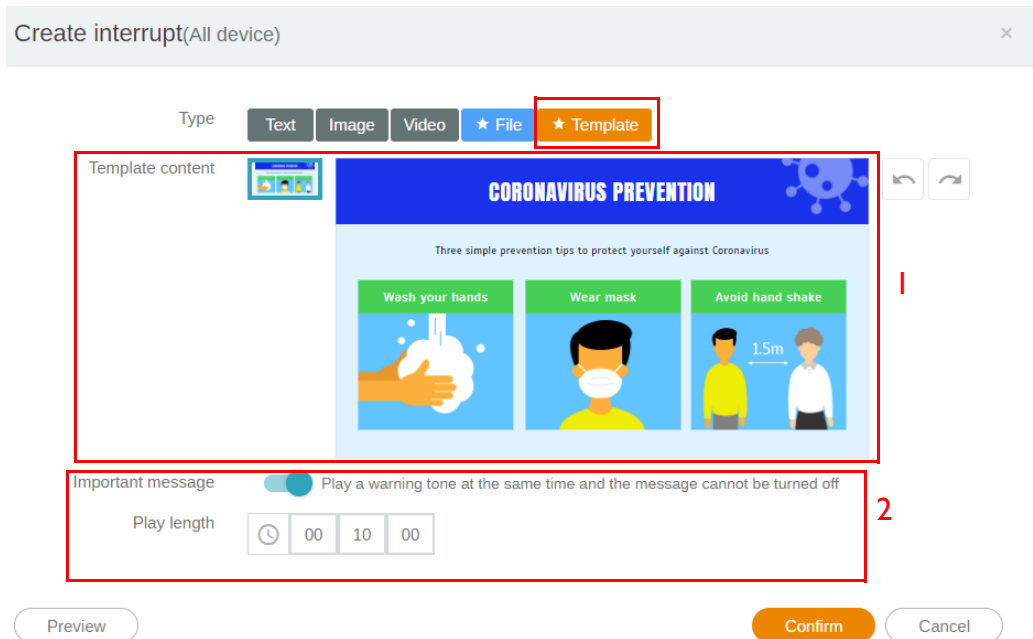
Play length 00 10 00

Preview Confirm Cancel

Item		Description
1.	Choose file	<ul style="list-style-type: none">You can upload files from your computer. The file formats can be Microsoft Word, Microsoft PowerPoint, PDF. Click Choose to enter the file uploading page. Then follow the instructions on screen to upload your file to be played.You can also enter a file link from Google Drive to import the file.
2	Play speed	Select the play speed. Options are 10 seconds, 20 seconds, 30 seconds.
3.	Play length	<ul style="list-style-type: none">You can enable Important message.You can set to play once or customize the play time.

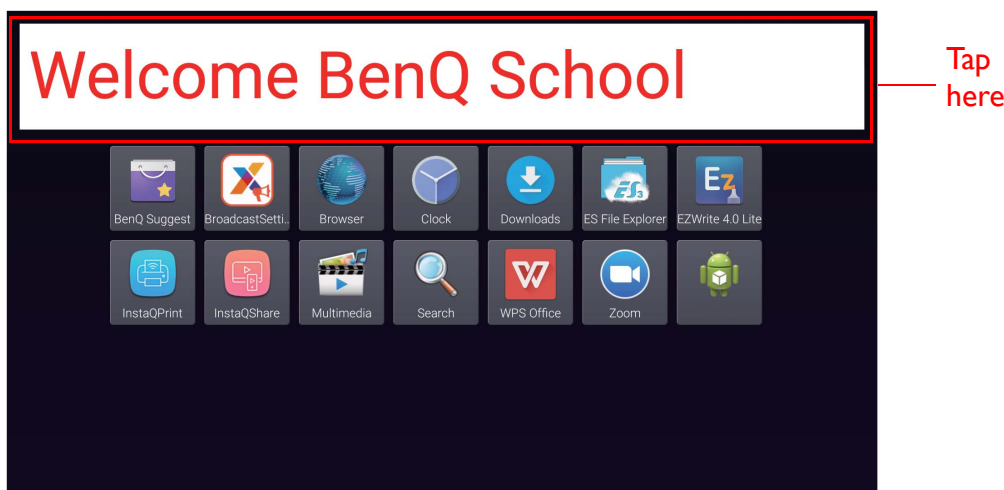
Template (Create interrupt)

Click **Template**. You can edit the content by completing the following fields.



Item	Description
1. Template content	You can change texts and images to create interrupt. To change the texts and images, read Template (Create Schedule) on page 34 for more information.
3. Play length	<ul style="list-style-type: none"> You can enable Important message. You can set to play once or customize the play time.

- After all configuration is set, click **Confirm**. You will find the interrupted message/image/video/file on the display.
- You can close the broadcast by tapping the interrupted message area.



4. A message will pop up. Click **Confirm** to close the broadcast.

Close this broadcast ?

Closing the content will not be restored and redisplayed.
Are you sure you want to close it ?

Confirm

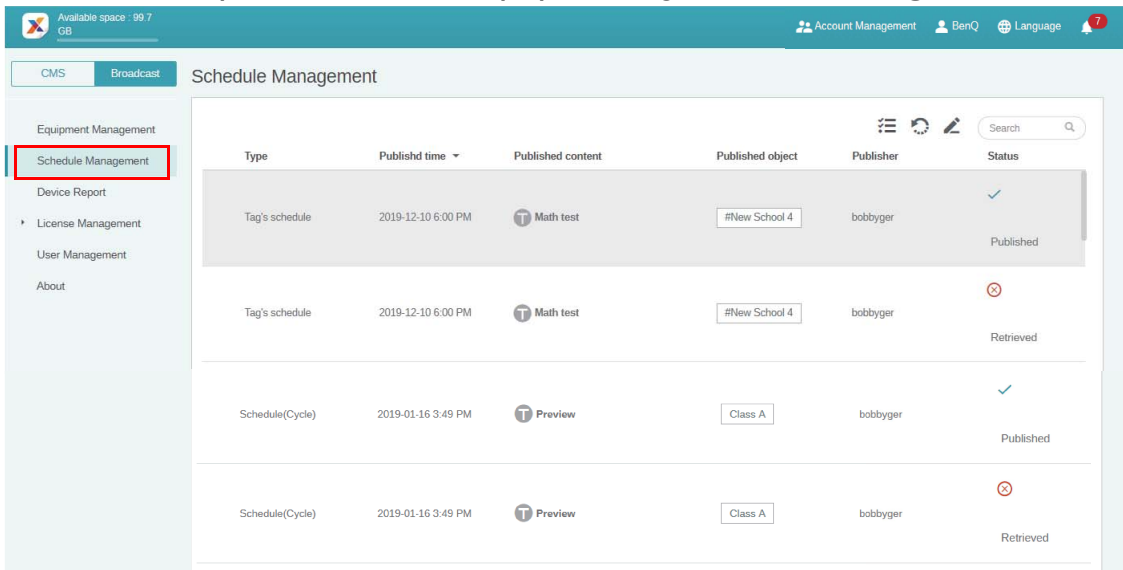
Cancel



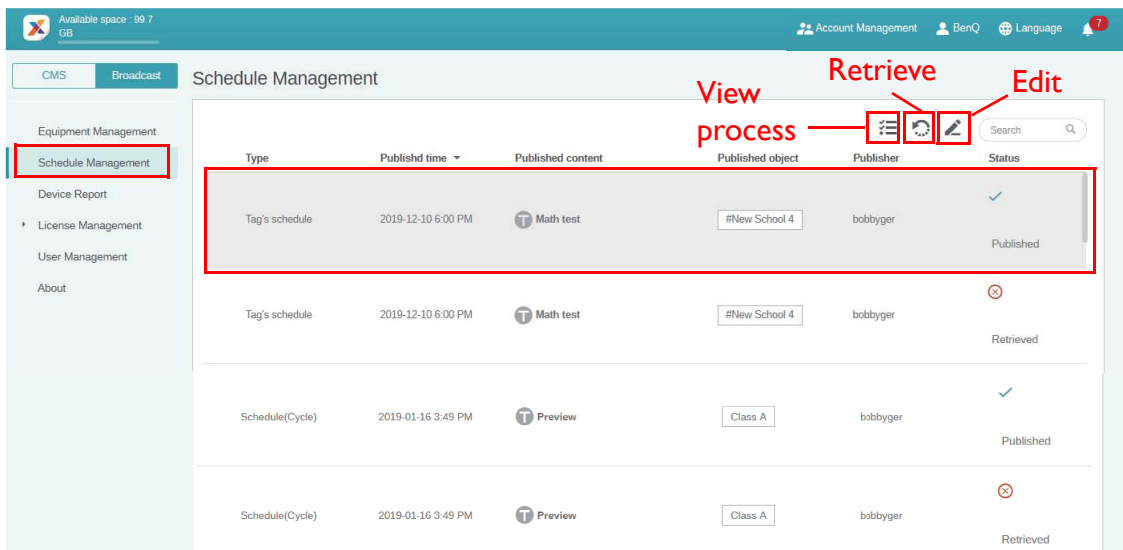
Newly created interrupt will overwrite the previous one.


Schedule Management (History)

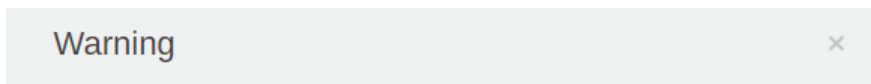
You can check and edit your broadcast history by selecting **Schedule Management**.



1. Select the type (schedule or interrupt) you want to check. You can retrieve or edit the selected item.




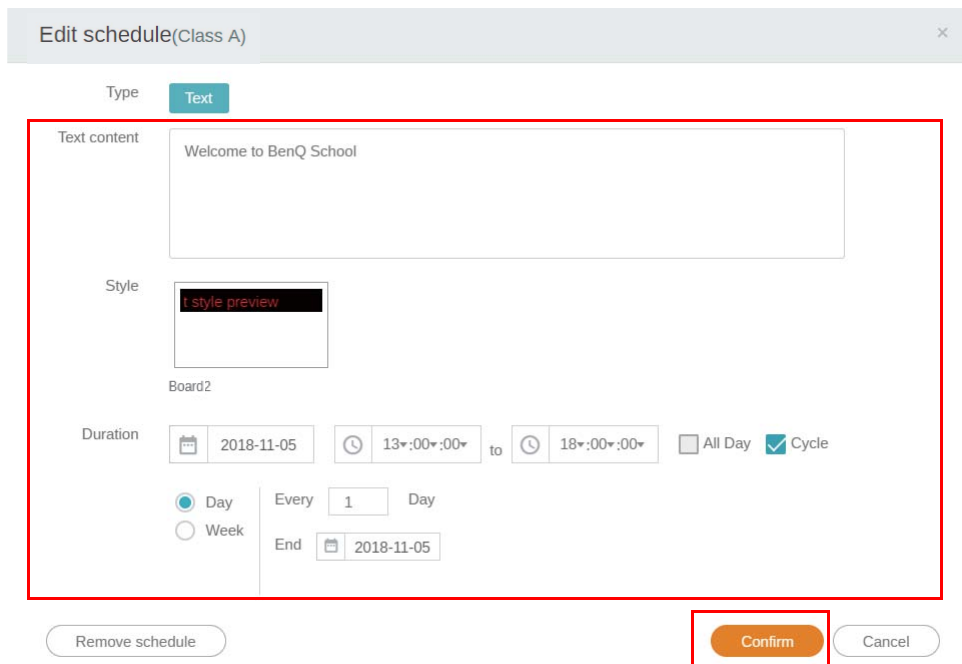
2. After clicking , you will see a warning in a popup window. Click **Confirm** if you want to retrieve the schedule or interrupt.



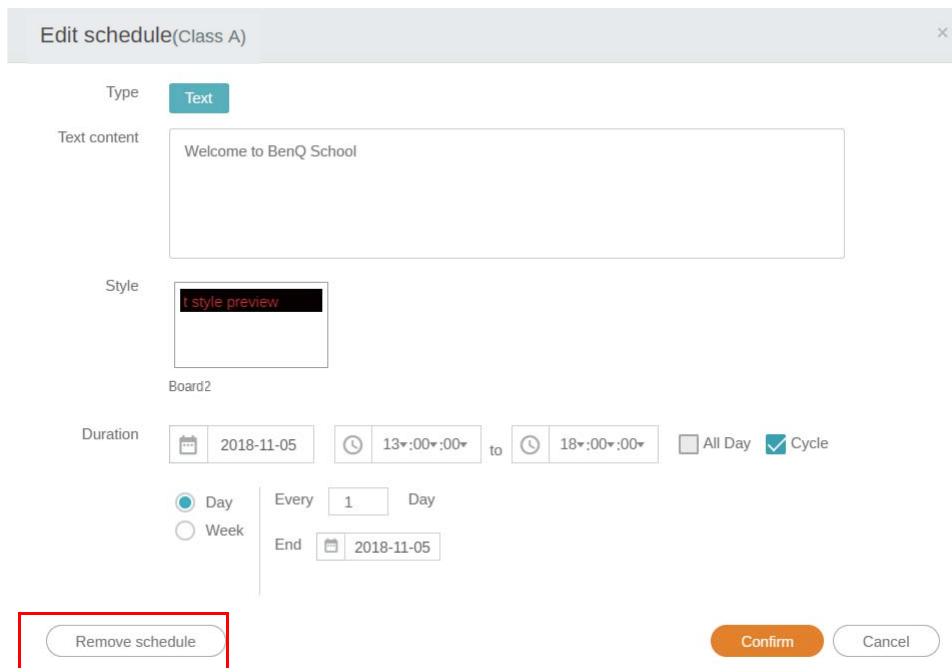
Confirm retrieve the schedule?



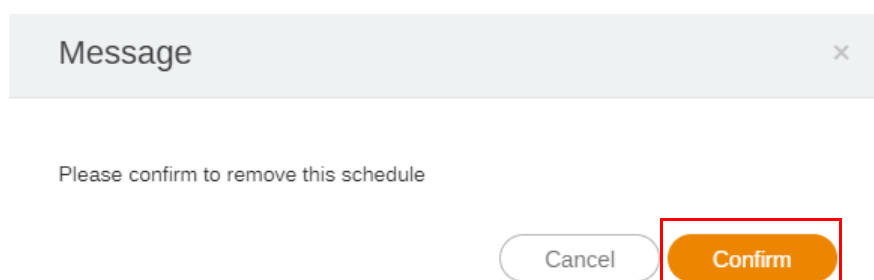
3. After clicking  , you will see an editing window. Click **Confirm** after all editing is set.



4. If you want to delete a schedule or interrupt, you can also click the remove button.

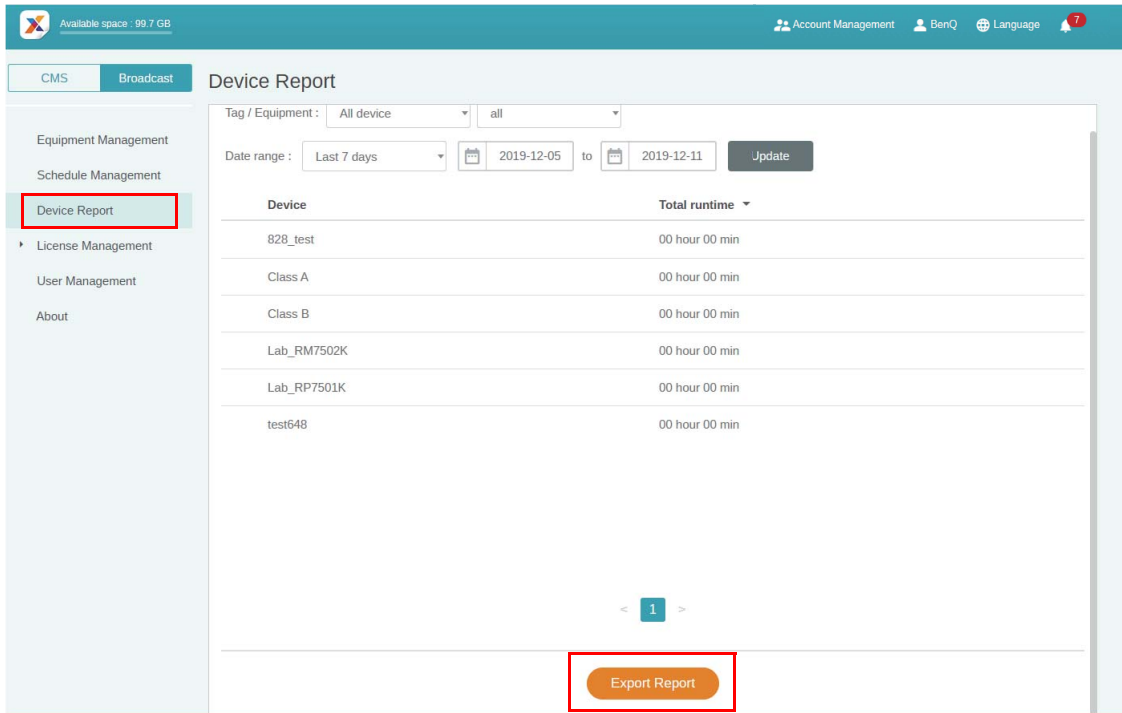



5. You will see a message in a popup window. Click **Confirm** if you want to remove the schedule or interrupt.

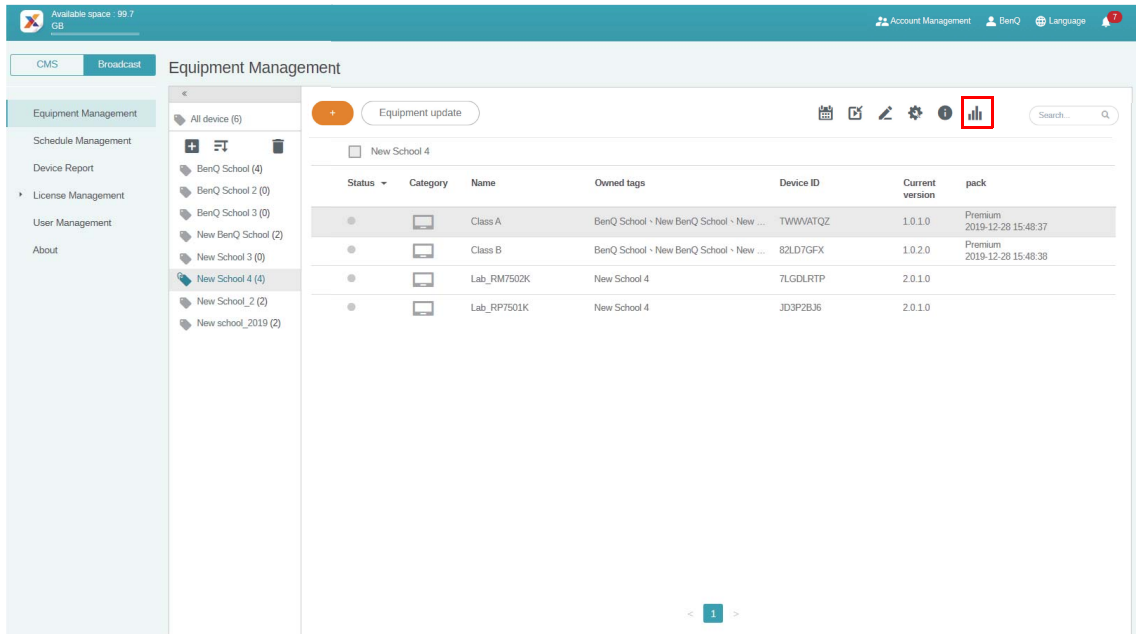


Device Report

1. To access the activity report of the devices, click **Device Report**.
2. Choose **Tag/Equipment** and **Date range**, then click **Export Report**.

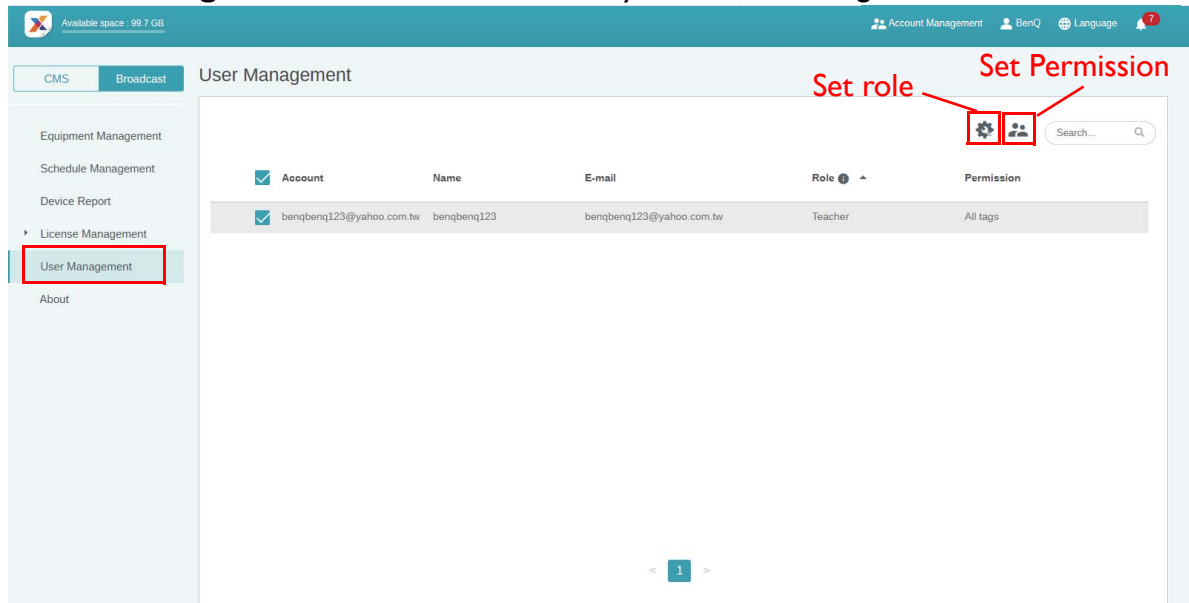


3. The report is exported as a csv file. You can open it with Microsoft Excel.
4. You can also export the report by clicking .

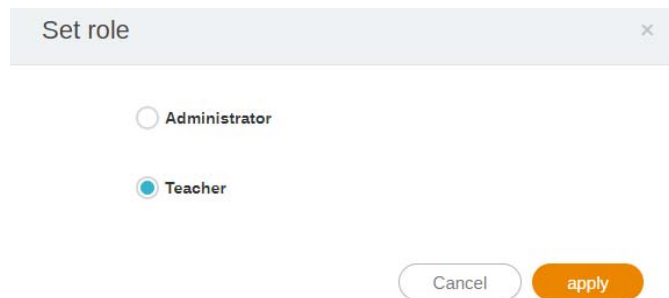


User management

Go to **User Management** and select the account you want to manage.



- As the administrator, you can set the role for the account by clicking . You can set the account to be Administrator or Teacher.



- As the administrator, you can also set permission for the account by clicking . You can assign the account to edit broadcasts on devices in specific display groups.

