



Account Management System User Manual

Account & cloud storage management on BenQ devices

V 4.00

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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

- **Streamlined 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.

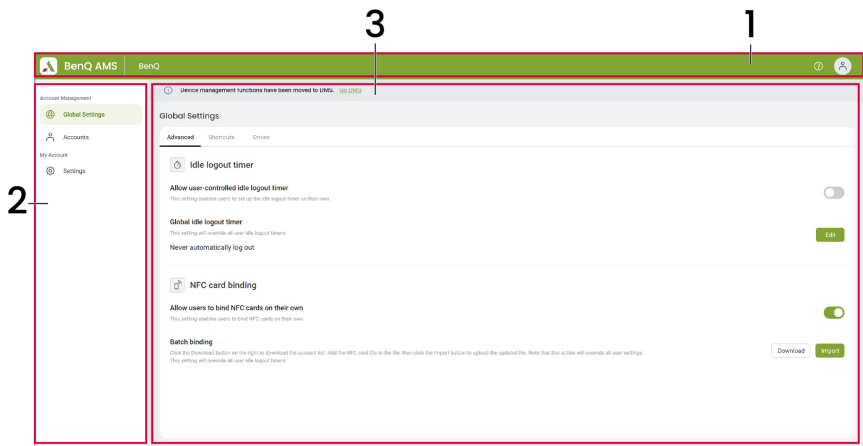
AMS Web Management

Registering a new account for admin

AMS service is associated with BenQ connect account and IAM role settings. Refer to the IAM user manual to learn how to create an administrator account for your organization.

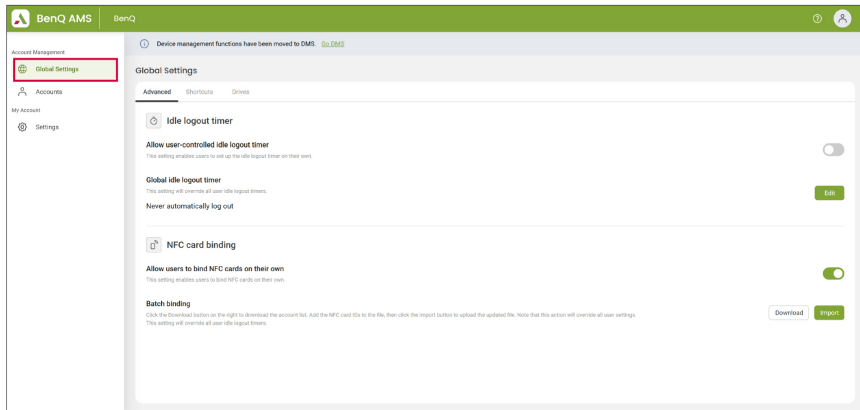
AMS service overview

Upon logging in, you will encounter three main sections, detailed in the table below.



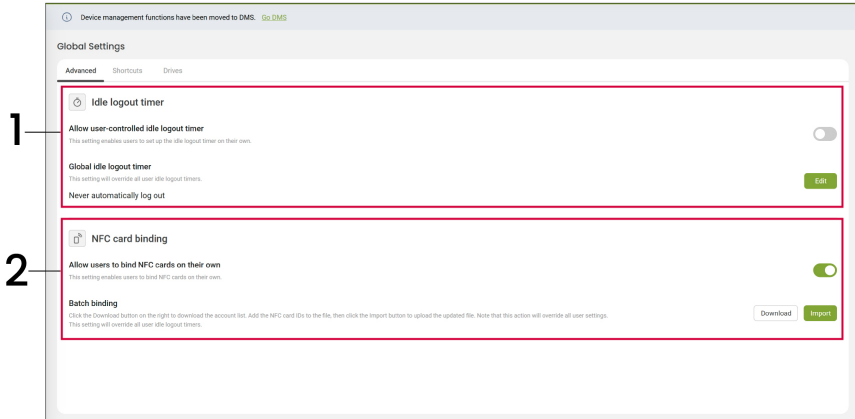
Item	Description
1. Function Header	👤 Account Information: View and edit your account information and language settings here. ❓ Onboarding: Replay the onboarding tutorial at anytime.
2. Side Menu	Expand the side menu to select and switch between different functions.
3. Operating area	View the corresponding content while switching functions in the side menu.

Global settings



You can adjust the global settings and select applications for the associated accounts beforehand.

Advanced



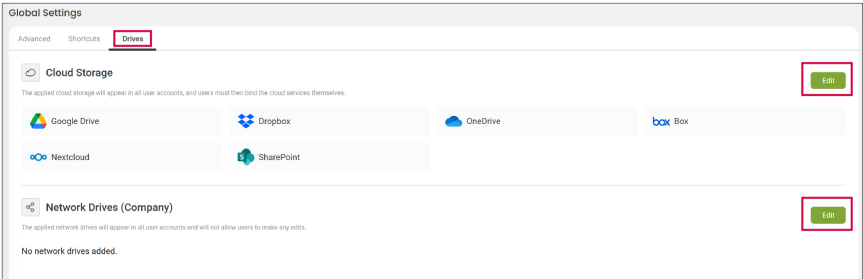
1. **Idle logout timer:** The administrator can enable the toggle to allow organization members to set their own logout times.
2. **NFC card binding:** The administrator can enable the toggle to allow organization members to bind NFC cards on their own, batch add NFC, and adjust settings. Moreover, the **Batch binding** feature allows the administrator to bind NFC cards for all members at once.

Shortcut



Add a general bookmark for the organization. This setting will override all users' settings and will not allow users to make any edits.

Drives



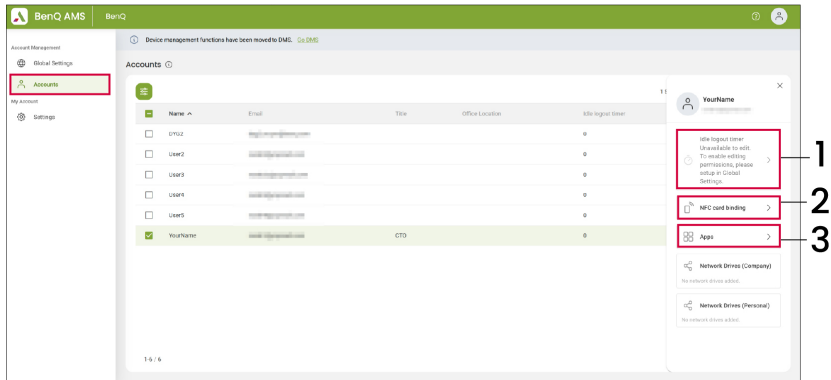
The administrator can click **Edit** to select the cloud services permitted for the organization or to add a Network drive. After saving the settings, users within the organization can bind their accounts from Personal Settings and access data on the BenQ smart display.

Accounts

You can adjust general settings and select applications for each user in advance.

Single user settings

Select an account, then adjust the settings in the right-hand panel. You can modify the **Idle logout timer**, **NFC card binding**, and **Apps**, or view the connected network drives. Remember to click **Apply** to save your changes.



1. Idle logout timer

2. NFC card binding

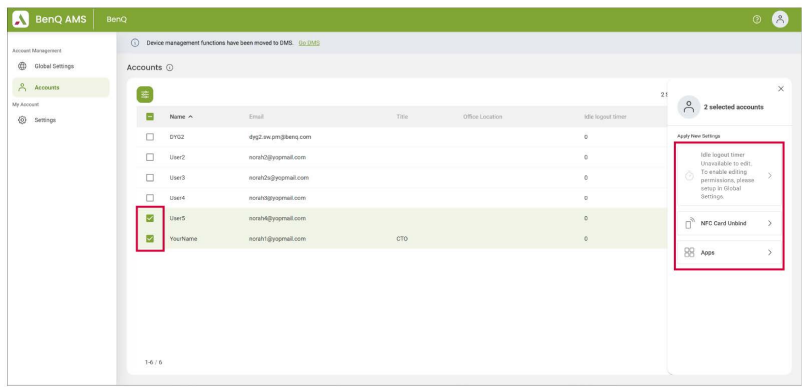
In addition to batch binding in the **Global Settings**, you can bind an NFC card as a login method for the selected user here.

3. Apps

Choose the applications you would like to pin to the desktop.

Multiple user settings

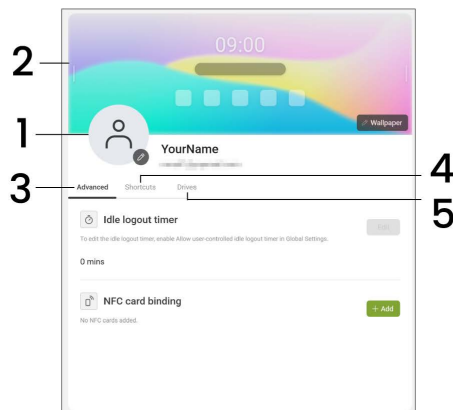
Select two or more accounts, then adjust the settings in the right-hand panel. You can modify the Idle logout timer, unbind NFC cards, or pin applications. Please remember to click **Apply** to save your changes.



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

Settings

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



Item	Description
1. Profile image	Upload a customize image. After signing in, the profile/ background image will display accordingly. You can click remove photo to reset to default.
2. Wallpaper	
3. Advanced	Set the idle logout timer or bind your NFC card (only if your administrator has enabled NFC binding).
4. Shortcuts	Pin your frequently used apps or websites as shortcut for quick access on the board.
5. Drives	To access your files on the board, you can link your personal cloud storage services or file hosting services to AMS beforehand.

Roles and permissions on the website

Except for Admin, users can be assigned different AMS user roles via IAM: User, Coordinator, Restricted User, and NFC Manager. Each role has distinct management authorities.

The table below shows the authority of each role on AMS website. As for the authority on device, please refer to [Roles and permission on device](#).

	AMS admin	User	Coordinator	Restricted User	NFC Manager
Global Settings	V		V		V(NFC Card Binding Only)
Accounts	V		V		V(NFC Card Binding Only)
Settings	V	V	V	V	V

AMS account on device

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

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

Roles and permissions on device

The administrator account can assign roles to each member via IAM. The system permissions may differ based on the roles.

	Without AMS Account			With AMS Account			
	Local Admin	Guest	AMS admin	Coordinator	User	Restricted User	NFC Manager
Personal Settings	Except of auto logout	Screen lock setting only	V	V	V	V	V
Enable AMS Service	V		V	V			
Check offline accounts	X		V	V			
Unbind the device*	V		V	V			
Device Information	V	V	V	V	V	V	V
Connection	V	V	V	V	V	V	V
Display	V		V	V	V	V	V
Audio	V		V	V	V	V	V
Advanced	V		V	V	Δ	Δ	Δ
Android Setting	V		V	V			

Note

- * Although local admin and coordinator can click **unbind** on the device, you must enter an AMS admin's credentials to complete the unbinding process.
- Δ: Limited: This role can only access limited functions in this category.

Available offline accounts

You can check the available offline accounts if you encounter issues connecting to the Internet. If you have previously logged into your AMS account, you can still log in the next time the Internet is unavailable.

Sign in with SSO

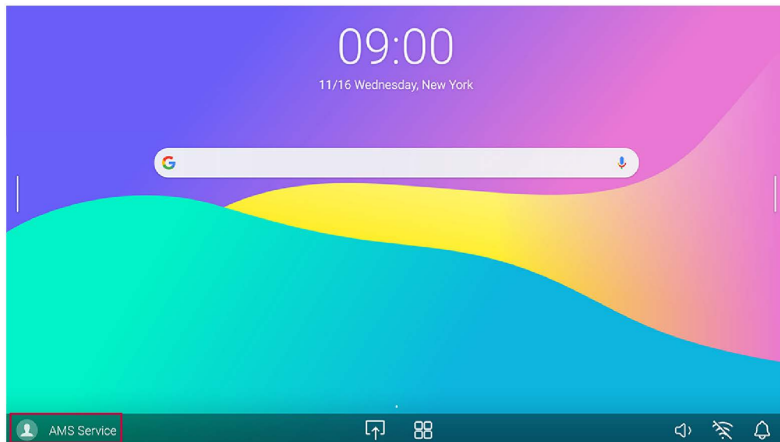
The AMS administrator can link SSO methods in IAM. Once set up, you can sign in using your business email account without needing to register a new BenQ account. Please refer to the [Single Sign-On settings](#) for more information.

EDLA Launcher

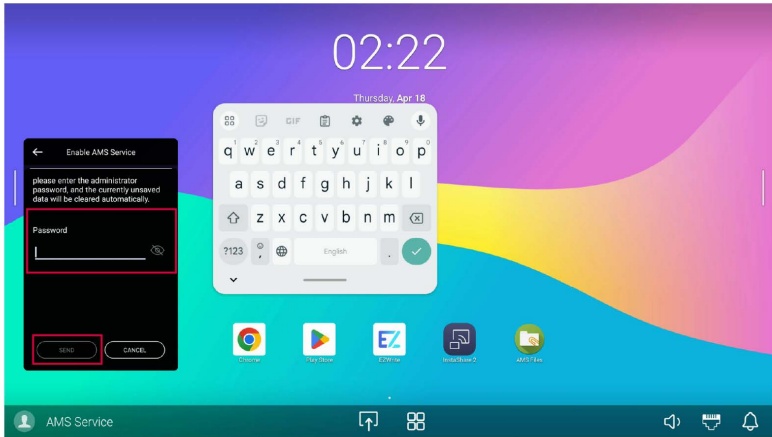
Signing in as local admin

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

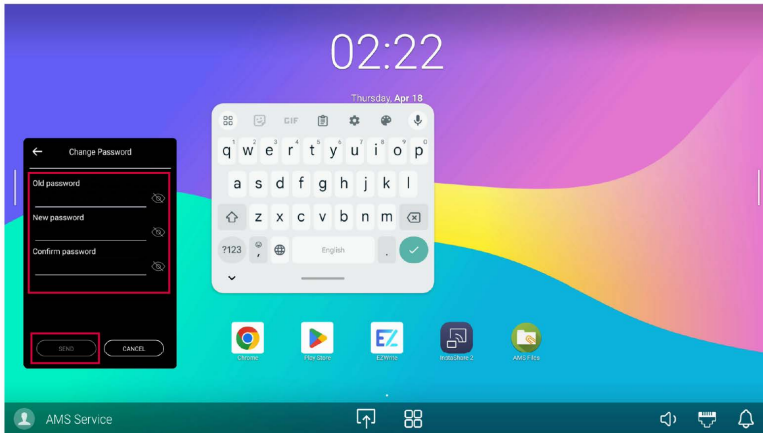
1. Select **AMS Service** at the bottom left corner.



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



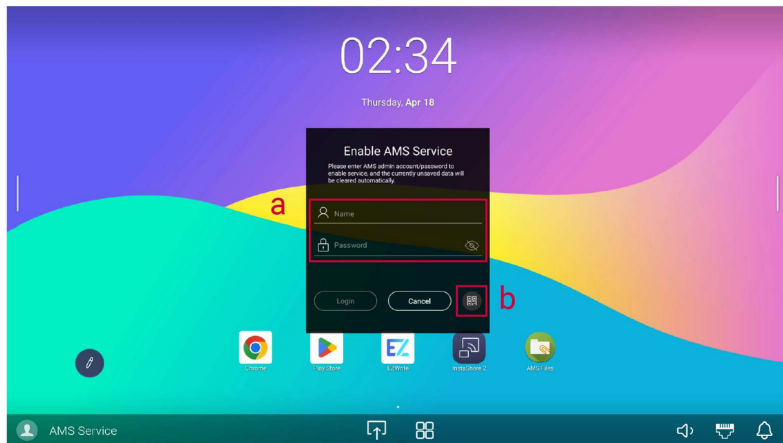
3. Set a new local administrator password, and then tap **Send**. You can skip this by clicking **Cancel**.



Note

We highly recommend you 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.



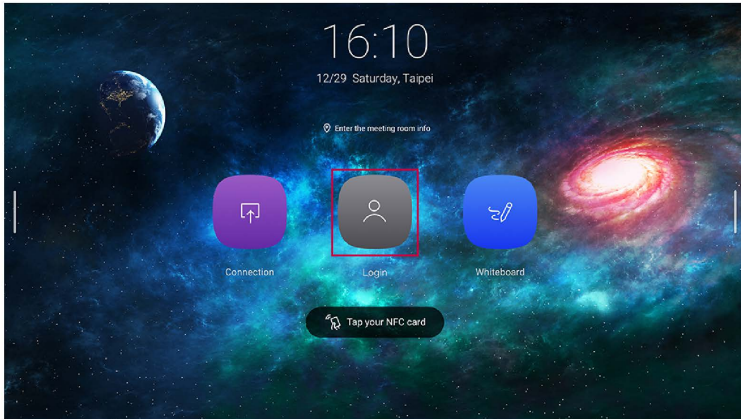
- a. Enter the name and password of your AMS account.
- b. Tap the QR code icon. Scan the QR code with your smartphone to login.

Signing in as AMS admin/ coordinator /user / NFC manager

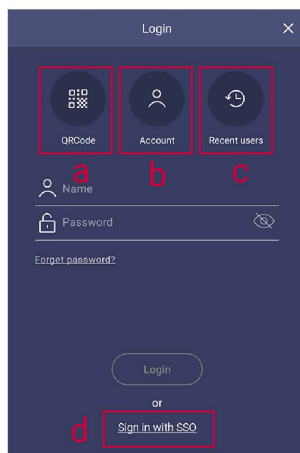
Restricted user has a limited permission to adjust the advance settings.

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

1. Tap the icon to log in.



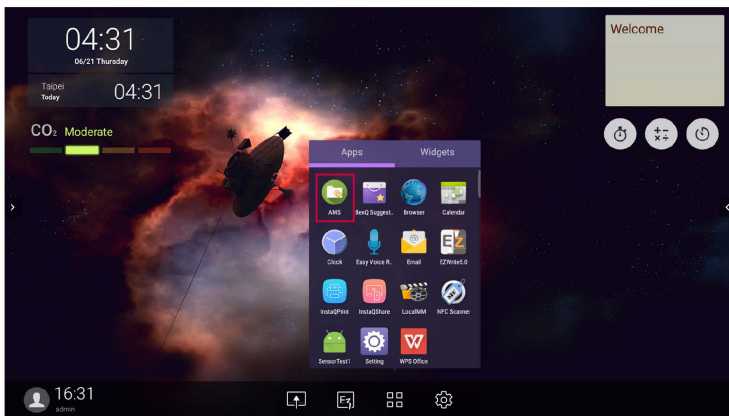
2. Use either method below to connect your account with BenQ smart display.



- 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 details.

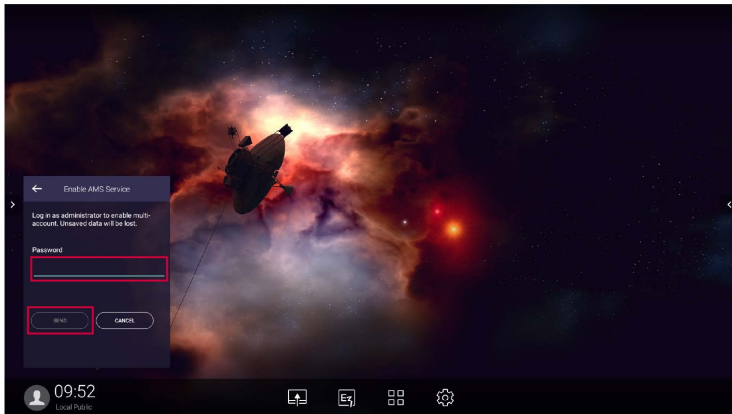
RP01K/RP02/RM02S/RM02K/RE01/CP01K

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.



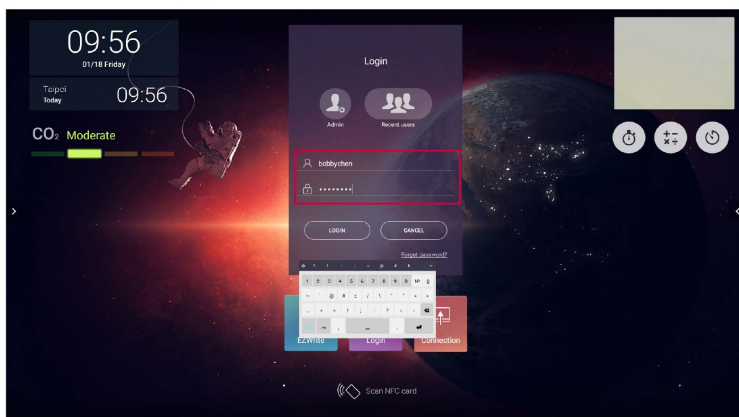
Sign in as local admin

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.



Sign in as AMS admin/user/coordinator

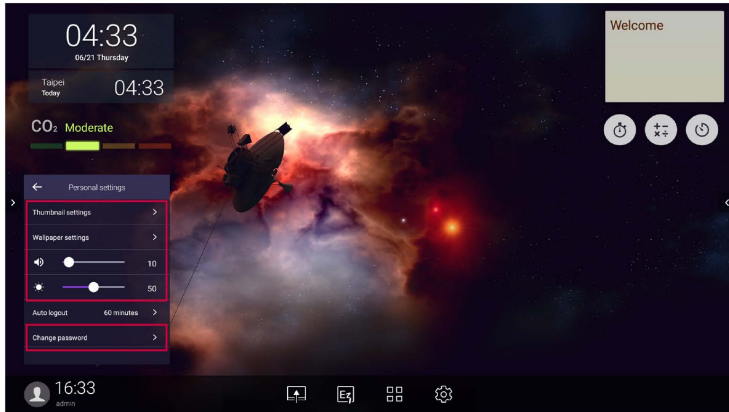
1. Sign in as the AMS admin, user, or coordinator. For more information about the different management authority of AMS admin, user, and coordinator, see [Roles and permissions on device](#).



Note

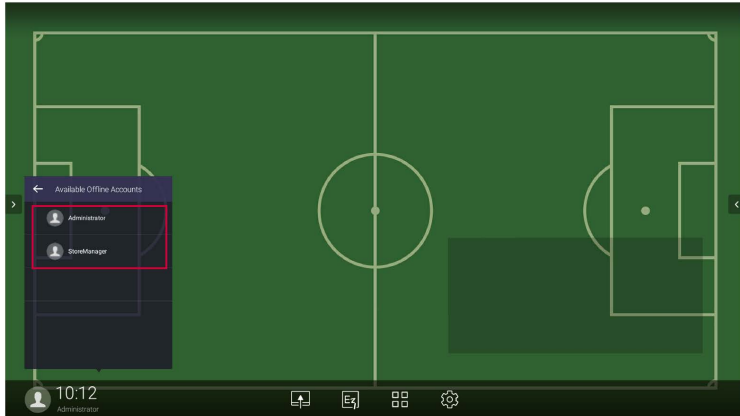
- To access your personal account, you have to ask the administrator to activate AMS service first and create your account through IAM service.
- If you have recently used AMS, you can click **Recent users** to find your account.

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.



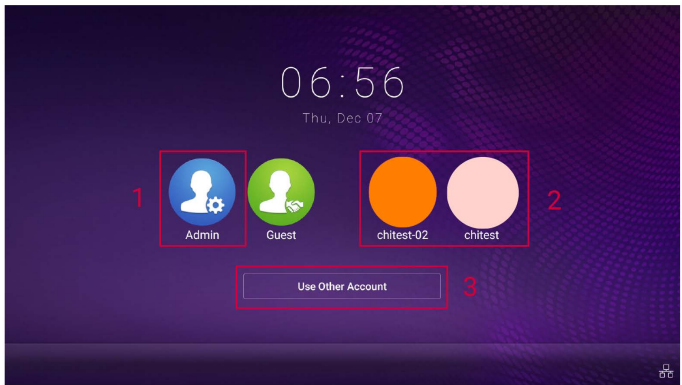
RP654K/RP704K/RP750K/RP860K

Sign in as local admin

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



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

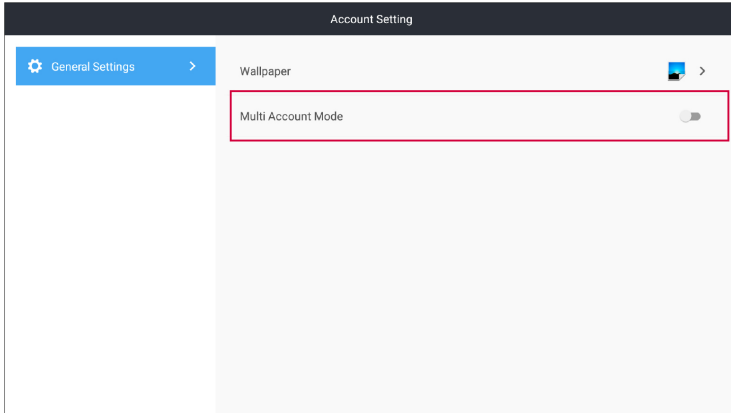


Item		Description
1.	Admin	Local admin
2.	AMS users	You need to create a new account first
3.	Use Other Account	If you need to log in with a new account, tab Use Other Account .

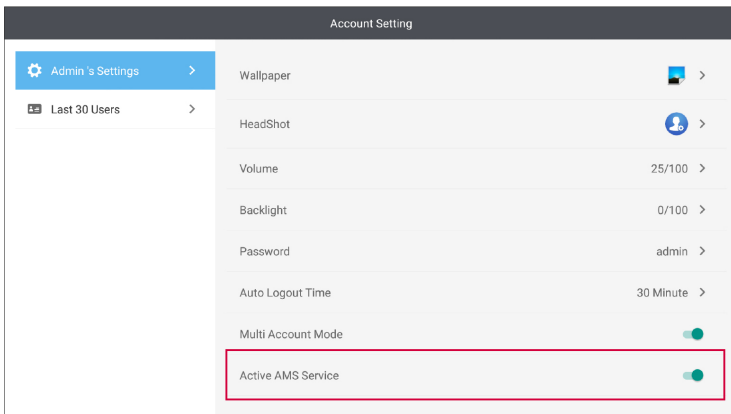
Note

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.

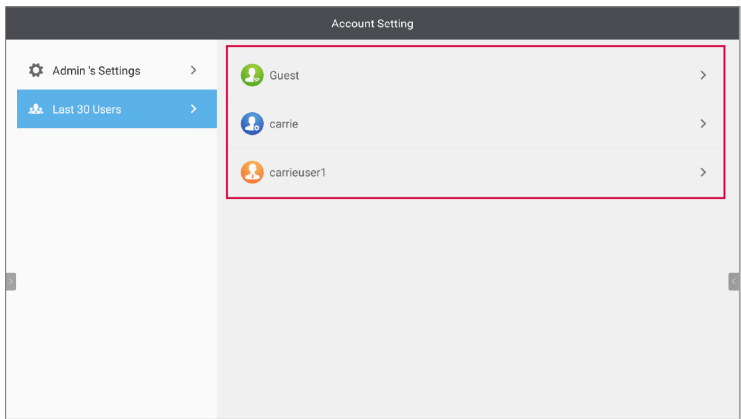


4. After you set **Multi Account Mode** to On, continue to activate AMS Service.



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.



Note

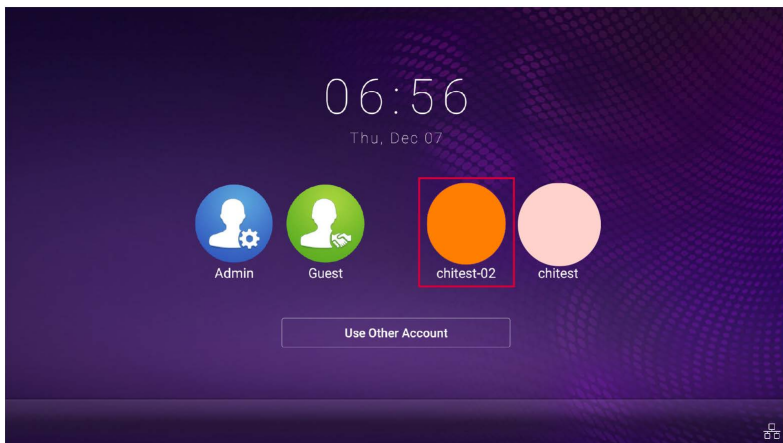
- Local admin can check accounts' login history but cannot check accounts' information.
- Local admin can edit Guest's information like Wallpaper, HeadShot, Volume, and Backlight.

Sign in as AMS admin/user/coordinator

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



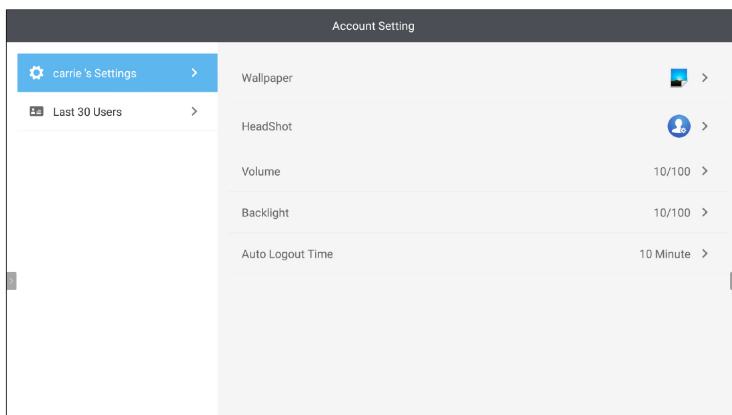
2. Sign in as the AMS admin, user, or coordinator. For more information about the different management authority of AMS admin, user, and coordinator, see [Roles and permissions on device](#).



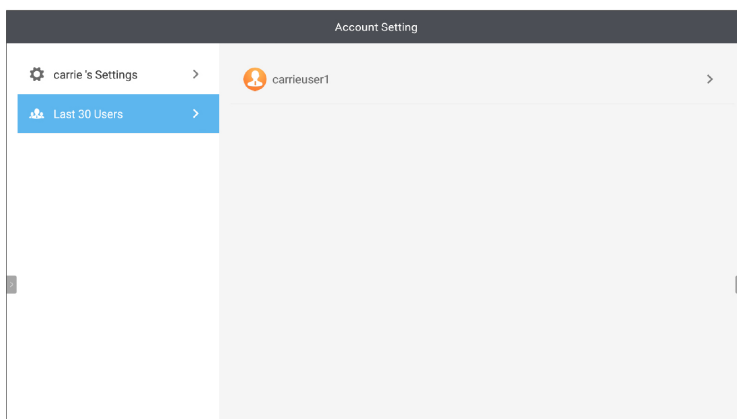
Note

- 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.

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



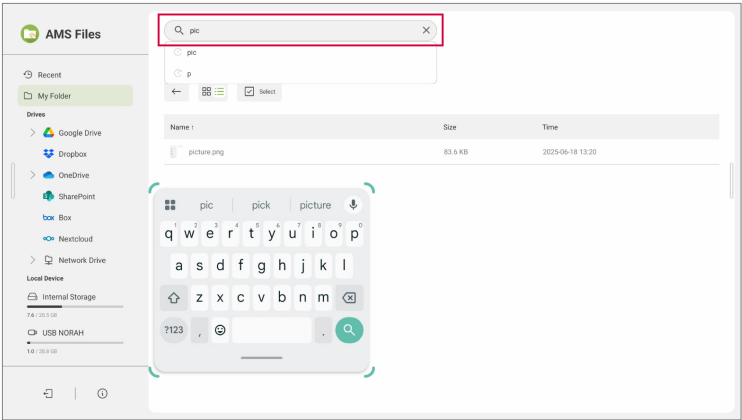
4. AMS admin can check the last 30 users, while a regular user doesn't have access to this service. A regular user only has access to personal settings.



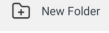
Item	Description
1. Source Selection	- If you link your cloud drive via AMS website, you can open files from the cloud storage services like Google Drive, OneDrive, SharePoint, Dropbox, or network drive. - You can also open files from the local devices like Internal Storage, My Folder, or connected USBs. Note: The Cloud Drives will only display when your account linked it via AMS website.
2. Folder Path	You can browse the file folder in this area.
3. Actions	Choose interactive icons or options that adapt based on the displayed data.
4. Operating Tab	Change the view between list and grid or execute other actions.
5. Exit and About	Exit the app or view version details of AMS Files.

Searching files

Navigate to **My Folder**, then enter the file name in the search bar to locate the file.

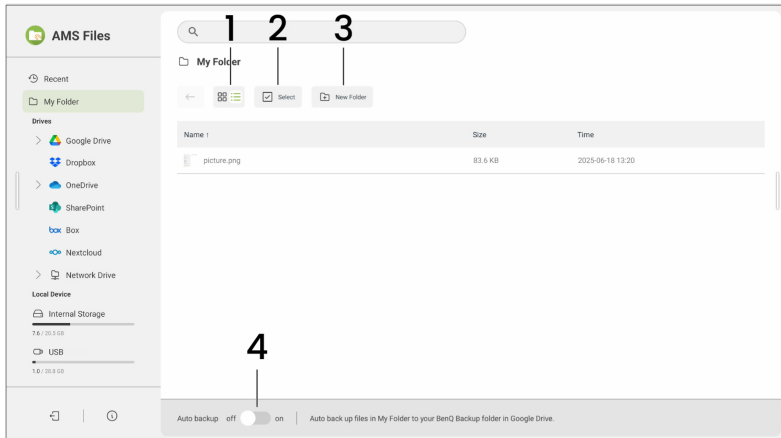


Operating tab

1. Tap  to switch between list and grid.
2. Tap  to enter the multi-select mode, allowing you to select multiple files at once.
3. Tap  to create a new folder under the current path.
4. The **Auto backup** toggle is available in **My Folder** once you link your Google Drive, enabling automatic backups of **My Folder** contents for secure storage.

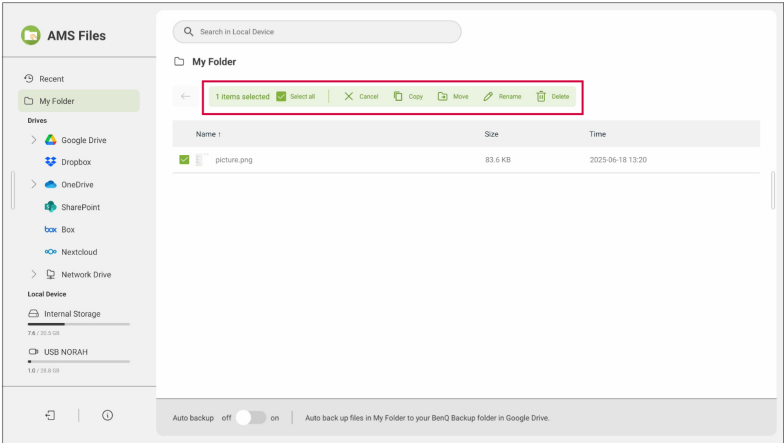
Note

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



Editing files

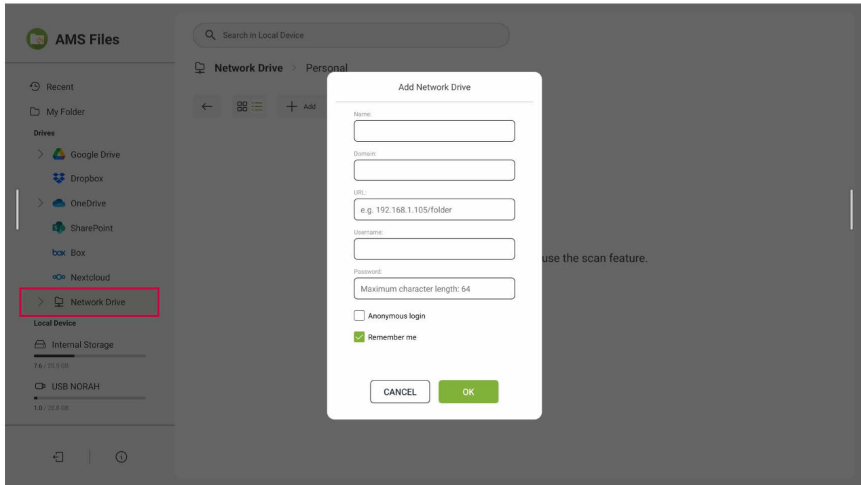
Long press on a file or folder to access the operating tabs, where you can edit the files using options like **Copy**, **Move**, **Rename**, or **Delete**.



Adding another network drive server

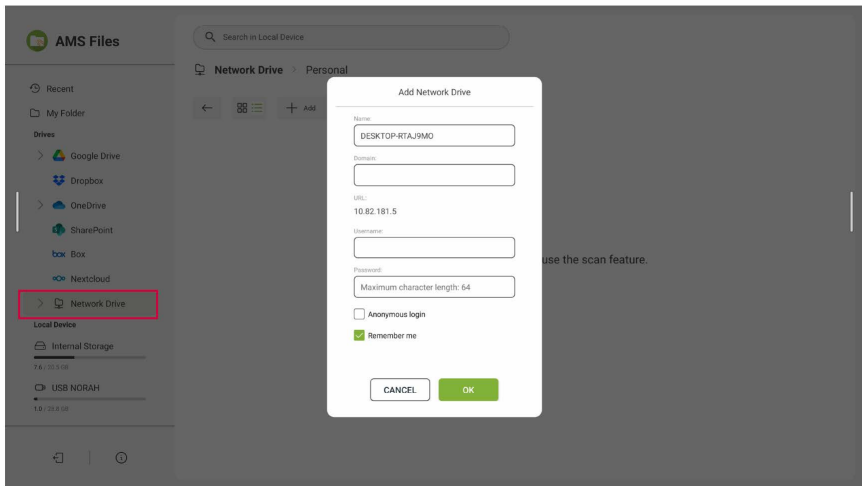
Navigate to **Network Drive** under source selection, then select **Personal**. You can add a new network drive server either manually or via auto-scan.

1. To manually add a new network drive, tap  **Add** to fill in the required fields, then tap **OK** to continue.



- **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 accepts **Anonymous login**. When Anonymous login is not checked, enter the account and password of your network storage.

2. To add a new network drive using auto-scan, tap  **Scan** to initiate the network scan.
 - The host name or IP address will be displayed, with host name 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 tap **OK** to log in.



Exit AMS Files

Tap  to log out AMS service.

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