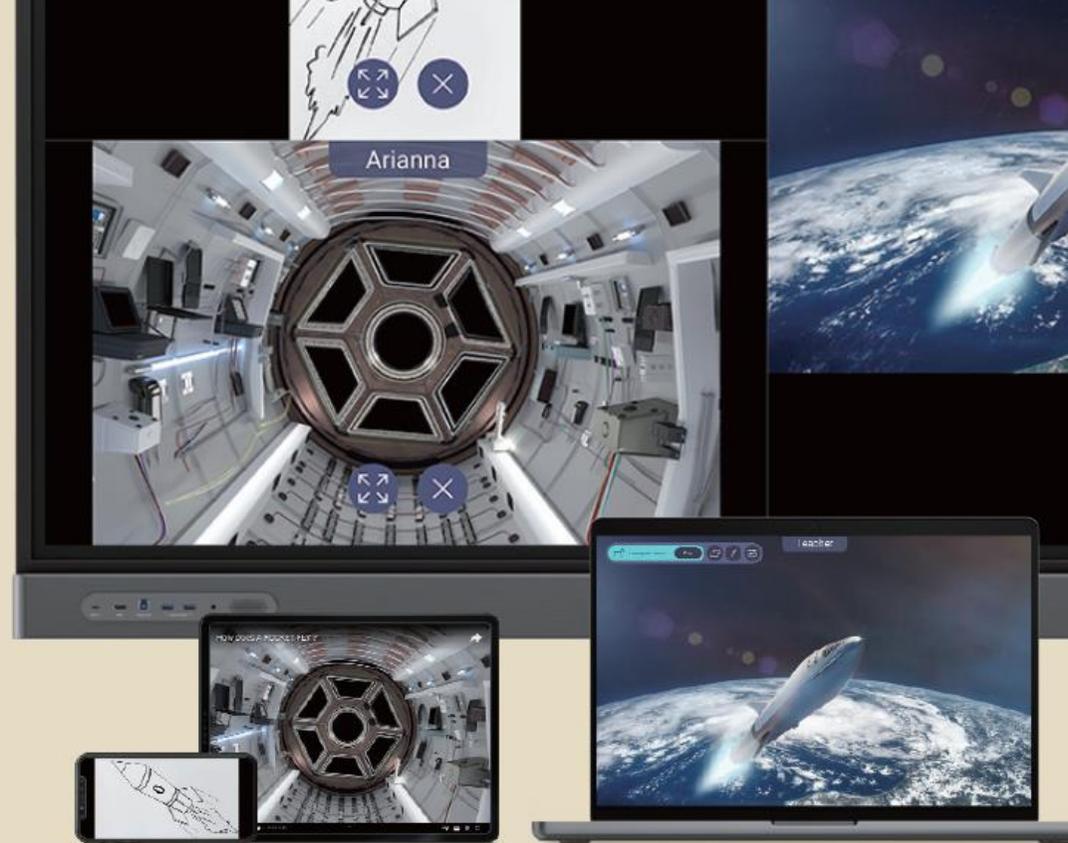


Teacher's Guide: InstaShare 2



Sharing from Windows Devices

If you're using a Windows device, you can share using Miracast peer-to-peer or the InstaShare 2 app.



Windows Miracast



Important:

Ensure that Wi-Fi is enabled on both the BenQ Board and your device before proceeding.

1. On the board, launch **InstaShare 2**.

2. On your Windows device, press + K.

If the **Windows key** is missing from your device, perform one of the following:

- **For Windows 11:** On the taskbar, click the **Network** icon then
- **For Windows 10:** On the taskbar, click then **Connect**.

3. Click the board name shown on InstaShare 2.



Tips

- **Touchback controls**
You can enable touchback controls by selecting **Allow touch input from this device** on your Windows device.
- **Full screen sharing controls**
To access other screen sharing features such as annotation, use the InstaShare 2 app.



InstaShare 2 app



Important:

Ensure that your device and the BenQ Board are connected to the same network before proceeding.

Using the InstaShare 2 app gives you access to the full set of content sharing features.

1. On the board, launch **InstaShare 2**.

2. On the device, launch **InstaShare 2**.

3. Either click the board's name from the list or enter the pairing code shown on the board.

See **InstaShare 2 App Home Screen** for more details.

To download the InstaShare 2 app for Windows, visit:

<https://www.benq.com/en-us/business/support/products/ifp/instashare-2/download.html>

Sharing from Apple Devices

If you're using an Apple device, you can share using AirPlay or the InstaShare 2 app.



Important:

Ensure the following before proceeding:



The BenQ Board and your device are connected to the same Wi-Fi network.



AirPlay is enabled when using native casting. For details, see **InstaShare 2 Settings**.



iPad / iPhone Screen Mirroring

1. On the board, launch **InstaShare 2**.
2. On your device, open **Control Center** by swiping down from the upper-right corner of the screen.
3. Tap .
4. Tap the board name shown on InstaShare 2.



MacBook / iMac AirPlay

1. On the board, launch **InstaShare 2**.
2. On your Mac menu bar, click .
3. Click the board name shown on **InstaShare 2**.



Tip

AirPlay only allows you to share your device screen. To annotate or control the BenQ Board screen from your device, use the InstaShare 2 app.



InstaShare 2 app

Using the InstaShare 2 app gives you access to the full set of content sharing features.

1. On the board, launch **InstaShare 2**.
2. On your device, launch **InstaShare 2**.
3. Either select the board's name from the list or enter the pairing code shown on the board.

See **InstaShare 2 App Home Screen** for more details.

To download the InstaShare 2 app for macOS, visit:

<https://www.benq.com/en-us/business/support/products/ifp/instashare-2/download.html>



Sharing from Android Devices

If you're using an Android device, you can share using native casting or the InstaShare 2 app.



Native Casting



Important:

Ensure the following before proceeding:

- ✓ **Miracast devices:** Wi-Fi is enabled on both the BenQ Board and your device.
- ✓ **Google Cast devices:** The BenQ Board and your device are connected to the same Wi-Fi network.
- ✓ **Miracast and Google Cast** are enabled on InstaShare 2. For details, see [InstaShare 2 Settings](#).

1. On the board, launch **InstaShare 2**.
2. On your device, swipe down or up to access the control panel or quick settings menu.
3. Locate and tap your phone's screen sharing solution.

Note

The name of the screen sharing solution differs per device manufacturer. Refer to your device's user manual to know which solution you are using.

4. From the list of available devices, tap the board's name shown on InstaShare 2.



Tip

Native casting only allows you to share your device screen. To annotate or control the BenQ Board screen from your device, use the InstaShare 2 app.



InstaShare 2 app



Important:

Ensure that your device and the BenQ Board are connected to the same network before proceeding.

Using the InstaShare 2 app gives you access to the full set of content sharing features.

1. On the board, launch **InstaShare 2**.
2. On your device, launch **InstaShare 2**.
3. Either tap the board's name from the list or enter the pairing code shown on the board.

See [InstaShare 2 App Home Screen](#) for more details.



Sharing from ChromeOS Devices

InstaShare 2 supports casting from your Chromebook desktop, Chrome browser, or the InstaShare 2 extension.



Important:

Ensure the following before proceeding:



The BenQ Board and your device are connected to the same Wi-Fi network.



Chromecast is enabled when using native casting. For details, see [InstaShare 2 Settings](#).



Casting from the Chromebook desktop

Share your Chromebook screen.

1. Launch **InstaShare 2** on the board.
2. At the lower-right corner of your Chromebook desktop, click the time.
3. Click **Cast screen**.
4. Click the board name shown on InstaShare 2.



Casting from Google Chrome

Share either a single browser tab or your screen.

1. Launch **InstaShare 2** on the board.
2. On your Chromebook, open **Google Chrome**.
3. Click **⋮** → **Save and share** → **Cast**.
4. Click **Sources**, and then select between **Cast tab** and **Cast screen**.
5. Click the board name shown on InstaShare 2.



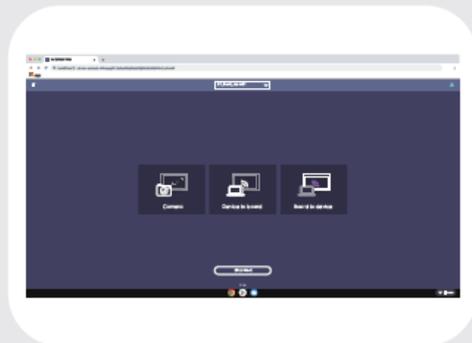
Installing the InstaShare 2 Chrome extension

1. On your Chromebook, open **Google Chrome**.
2. Click **⋮** → **Extensions** → **Visit Chrome Web Store**.
3. Search for **InstaShare 2**.
4. On the InstaShare 2 page, click **Add to Chrome** then **Add extension**.



Casting through the Chrome extension

1. Launch **InstaShare 2** on the board.
2. On your Chromebook, launch **Google Chrome**.
3. Click **⊞** then **InstaShare 2**.
4. Enter the pairing code shown on the board.
5. Click one of the three options:
 - **Camera**: Share your Chromebook's live camera feed.
 - **Cast to Display**: Share either a Chrome tab, an app window, or your Chromebook screen.
 - **Synchronize to the Display Screen**: Mirror the BenQ Board screen onto your Chromebook.



InstaShare 2 App Home Screen

The Home screen gives you quick access to all InstaShare 2 features including media sharing, annotation, and touchback.

Windows / macOS

Android / iOS / iPadOS



Image and Video Sharing

Share images and videos stored on your devices to the BenQ Board.



Important:

Ensure that your device is connected to InstaShare 2 on the BenQ Board.

Supported formats:



.jpg, .png, .webp, .bmp,
.heic, .heif, .avif



.mp4, .mkv, .webm, .3gp



Windows or macOS

1. Under **Media Sharing**, click **Image** or **Video**.
2. Locate and select one or more images or videos.



Important:

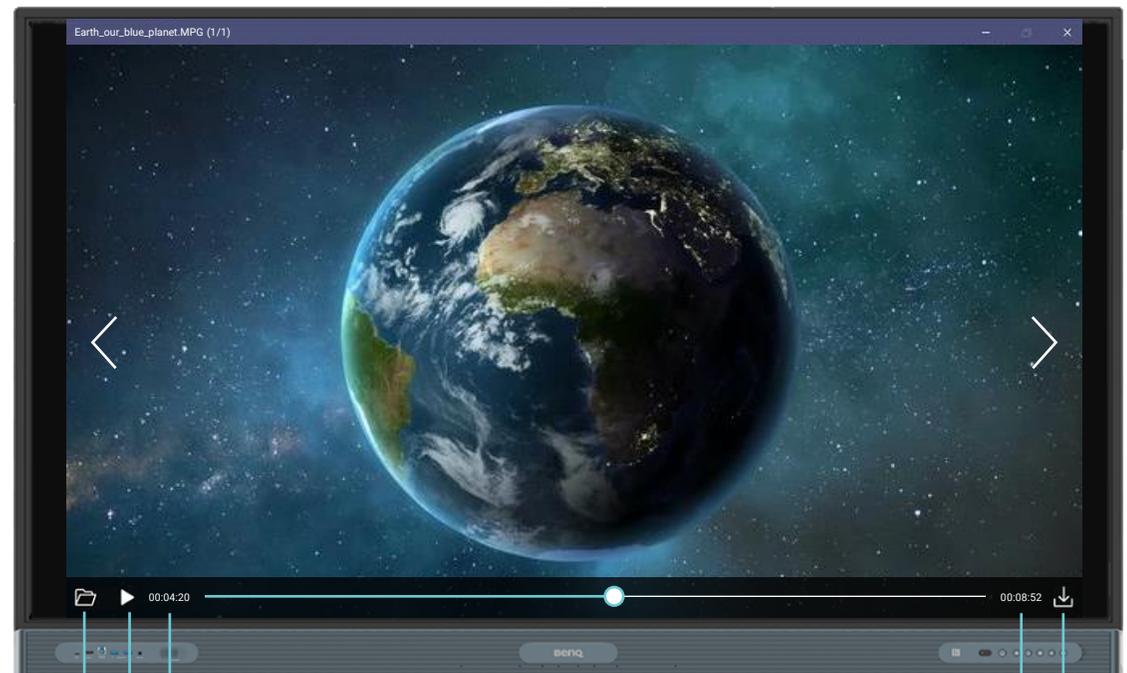
InstaShare 2 lets you show other images and videos saved in the same folder by clicking **<** and **>**. Make sure that only the media you want to share are stored in the folder.

3. Click **Open**.



Android, iOS, iPadOS

1. Tap **Media files** then **Image** or **video**.
2. Locate and select one or more images or videos.
3. Tap **Share**.



Open another media file from your device

Play/Pause video

Playback trackbar

Take a screenshot

Camera Sharing

Share a live video feed to the BenQ Board using your device camera.



Important:

Ensure that your device is connected to InstaShare 2 on the BenQ Board.



Under **Media Sharing**, click or tap **Camera**.

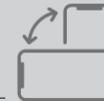
● Mute/Unmute

● Take a photo

● Front/Rear camera



Tip



If auto-rotate is enabled on your device, you can rotate the device to change the orientation of your video on the BenQ Board.



Document Sharing

Share PDFs and other Office files stored on your iOS, iPadOS, or Android device to the BenQ Board.



Important:

Ensure that your device is connected to InstaShare 2 on the BenQ Board.

1. Under **Media Sharing**, tap **Media files** then **Document**.
2. Locate and select the file.
3. Tap **OK**.

Document control gestures



Scroll

Swipe up or down



Show/Hide thumbnails

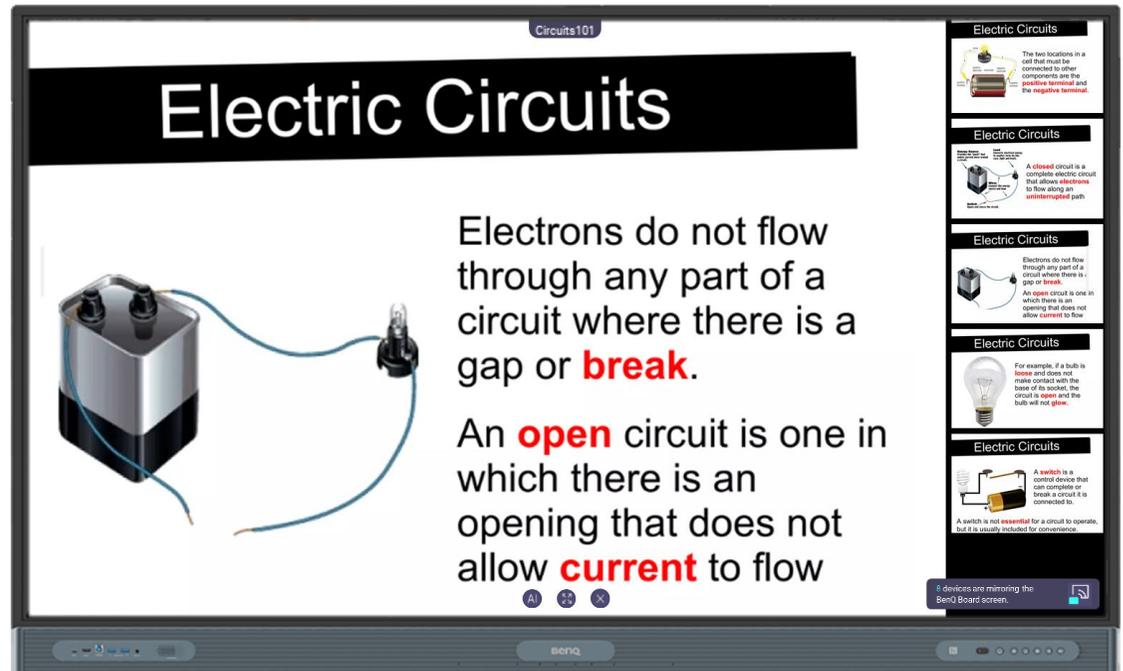
Double tap



Zoom in
Spread



Zoom out
Pinch



Supported formats:



PDF



PowerPoint



Word



Excel

Device to Board

Share your device screen to the BenQ Board using the InstaShare 2 app.

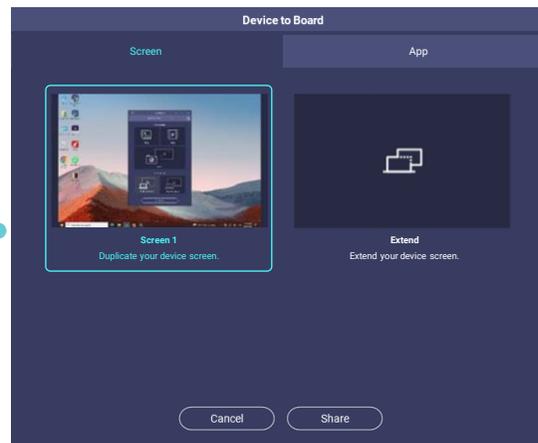


Important: Ensure that your device is connected to InstaShare 2 on the BenQ Board.



Windows or macOS

1. Under **Screen Sharing**, click **Device to board**.
2. Select one of the following options:
 - **Screen:** Duplicate or extend your screen.
 - **App:** Share an open app window.
3. Click **Share**.



Android, iOS, iPadOS

Under **Screen Sharing**, tap **Device to board**.



Sharing tools

(Windows and macOS only)

Stop sharing your screen

Extend your screen

Annotate on your screen



Select a pen color

Erase your annotations

Undo annotation

Close the annotation bar

Take a screenshot



Note

Screenshots include all the annotations on the BenQ Board.

Board to Device

Cast the BenQ Board to your device using the InstaShare 2 app to annotate or control the screen.



Important:

Ensure the following before proceeding:



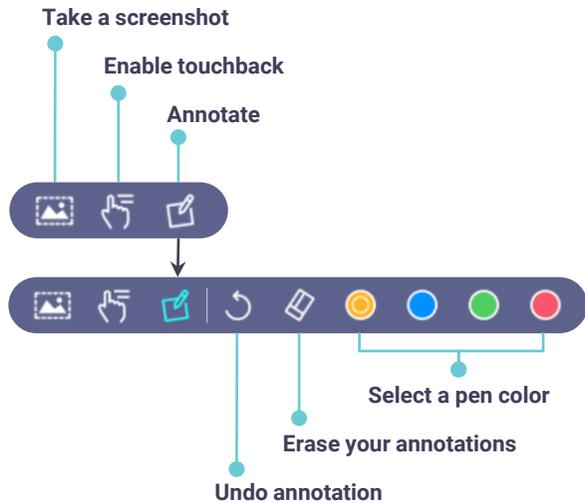
Your device is connected to InstaShare 2 on the BenQ Board.



Board-to-device sharing is enabled in the InstaShare 2 settings on the BenQ Board.

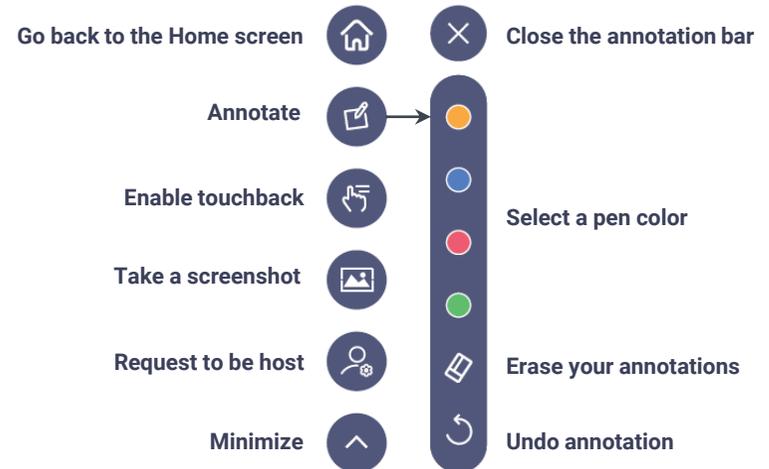
Windows or macOS

Under **Screen Sharing**, click **Board to device**.



Android, iOS, iPadOS

Under **Screen Sharing**, tap **Board to device**.



Note

Screenshots include all the annotations on the BenQ Board.

InstaShare 2 Host Controls

Moderate the screen sharing session from the Host Controls window at the lower-right corner of the screen.

Settings

Floating Window mode

Resize the shared screen into a moveable floating window that is displayed over other apps.

Device lists

To Board: The listed devices are sharing to the board.

- Device screen is displayed
- Device screen is hidden

To Devices: The board's screen is shared to the listed devices.

- Device user can control the board
- Device user can annotate

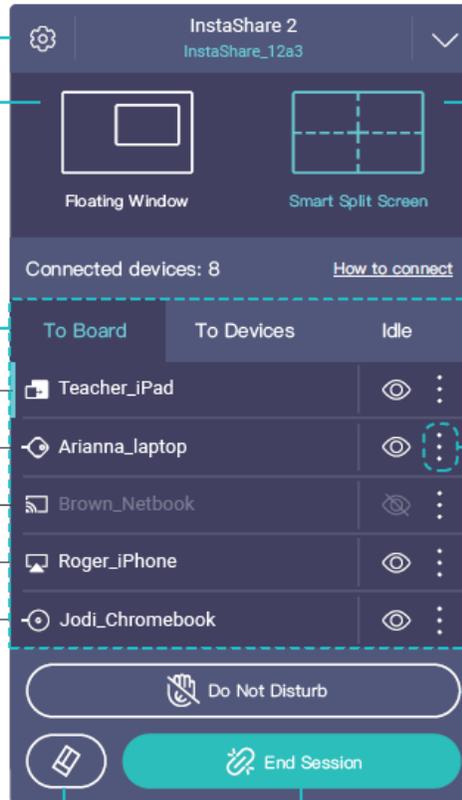
Idle: The devices are connected but not sharing.



Tip

Tap the status icons to modify the screen sharing permissions for each device.

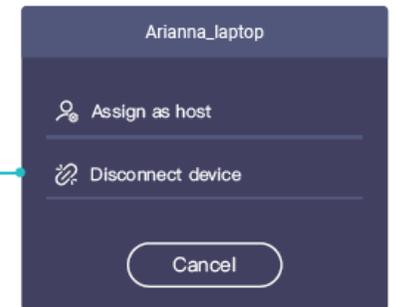
- InstaShare 2 app
- InstaShare Button
- Miracast
- AirPlay
- Chromecast



Minimize window

Smart Split Screen mode

Dynamically split the display's screen according to the number of active devices sharing. This mode supports up to 9 devices.



Do Not Disturb mode

Prevent other participants from sharing their screens while the host is presenting.

Clear all

Remove annotations from all shared screens.

End session

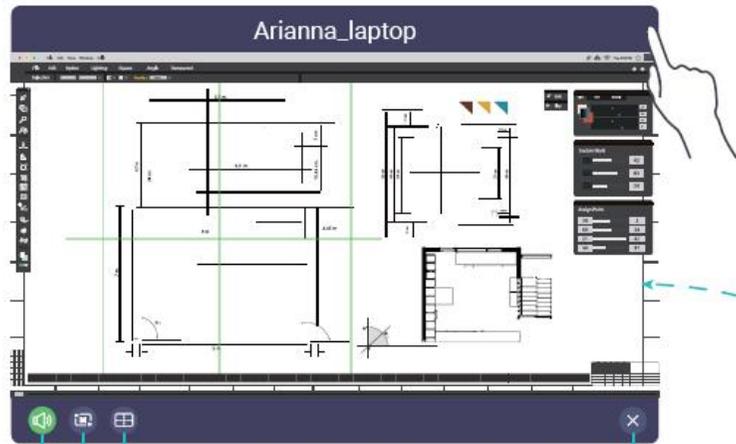
Disconnect all devices and end the screen sharing session.

Screen Sharing Modes

Select from two different screen sharing modes on the Host Controls window.

Floating Window mode

The Floating Window mode allows you to cast content to the board in a resizable window so you can still use the board's apps while referencing your shared device screen.



Tip

Tap and drag the frame to move the window.

Switch to Split Screen mode

Resize window

Tap to switch between small, medium, and large.

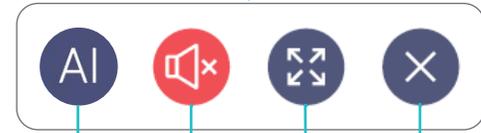
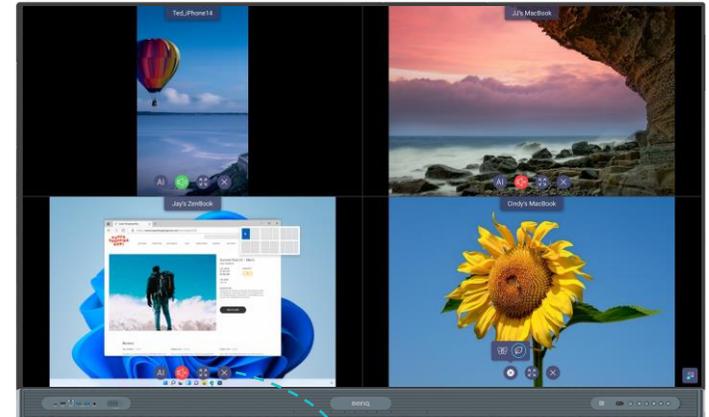
Mute/Unmute

Close



Smart Split Screen mode

Use InstaShare 2 in full screen and allow up to 9 participants to share their screens on the board. You can control any laptop screen that's being shared using the InstaShare 2 app.



AI Lens

Mute/Unmute

Full screen

Close

AI Lens

Use AI Lens with your device to identify and get information on different species of insects and plants.



Important:

Ensure the following before proceeding:



The BenQ Board is connected to a Wi-Fi network.



Your device is already connected to InstaShare 2 on the BenQ Board.

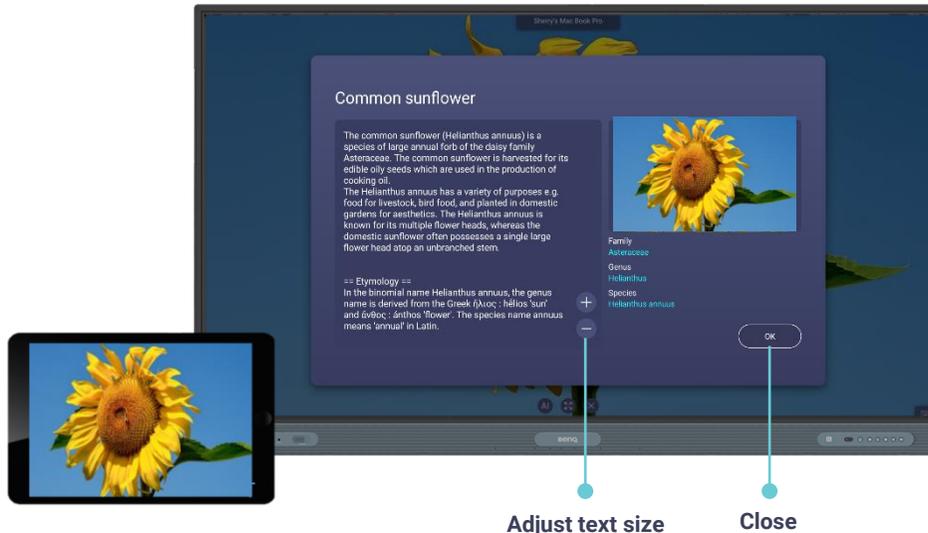
AI Lens gives you information on thousands of insect and plant species.



14,125 insect species



35,000+ plant species



Adjust text size

Close

Using AI Lens



Tip

If you are sharing your device screen to the BenQ Board using native screen sharing, such as Miracast, AirPlay, or Chromecast, skip step 1.

With a live camera

1. On your device's InstaShare 2 main menu, tap **Camera**.
2. Aim your device's camera on your subject.
3. On the BenQ Board, locate your device screen, and then tap **AI**.
4. Tap either  or .

With a photo or video

1. On your device's InstaShare 2 main menu, tap **Photo** or **Video**.
2. Open a photo or video from your device gallery.
3. On the BenQ Board, locate your device screen, and then tap **AI**.
4. Tap either  or .

With a shared screen

1. On your device's InstaShare 2 main menu, tap **Device to board**.
2. On the BenQ Board, locate your device screen, and then tap **AI**.
3. Tap either  or .

NFC Sharing

Tap your smartphone on the BenQ Board's NFC sensor to instantly share your device screen.



Important:

Ensure the following before proceeding:

BenQ Board

- ✓ The board is connected to a Wi-Fi network.
- ✓ **Tap and share** is enabled in the InstaShare 2 board settings.

Your smartphone

- ✓ InstaShare 2 is installed.
- ✓ Wi-Fi and NFC are enabled.



Android

1. On your Android device, launch **InstaShare 2**.
2. Tap your device on the board's NFC sensor.
3. Tap **Connect**.
4. Tap **Start now**.



Tip

Tap only once. To prevent pairing issues, avoid continuous tapping of the sensor.



iOS



Important:

Ensure that the device is an iPhone 7 (or a later version) running iOS 13 (or later).

1. On your iPhone, launch **InstaShare 2**.
2. Tap **N**.
3. Tap your iPhone on the board's NFC sensor.
4. Tap **Join**.
5. Tap **Start Broadcast**.

Note: After disconnecting from InstaShare 2, your iPhone will remain connected to the Wi-Fi network.



Quick Media Sharing

Share media directly from your mobile device to InstaShare 2 on the BenQ Board using Bluetooth.



Important:

Ensure the following before proceeding:



Bluetooth is enabled both on the board and your device.



The BenQ Board is connected to a Wi-Fi network.



Wi-Fi is enabled on your device.



InstaShare 2 is open on the BenQ Board.



InstaShare 2 is installed on your device.

1. On your mobile device, locate and select the media you want to share.



Tip

You can select more than one image or video.

2. Tap **Share** or **Share**.
3. On the apps list, locate and tap **InstaShare 2**.



Tip

Tap **More** if InstaShare 2 is not already listed.

4. On the InstaShare 2 mobile app, tap the name of the BenQ Board.

Supported media:



Image



Video



PDF



PowerPoint



Word



Excel



Board-to-Board Sharing

Duplicate the BenQ Board screen to other BenQ Boards in the local network.



Important:

There can only be one host when using this feature. Ensure the following before proceeding:

✓ All BenQ Boards are connected to the same network.

✓ InstaShare 2 is open on all the BenQ Boards.

Perform the following steps on the host board. The screen of the host board will be the one shared to all client boards.

1. On the host controls menu, tap .
2. Under **Advanced** settings, tap **Board-to-board sharing**.
3. Enable **Board-to-board sharing**.
The list of available boards appears.
4. Tap **Add**.
5. Select the boards you want to share to.
6. Tap **Apply**.
A confirmation message appears.
7. Tap **OK**.



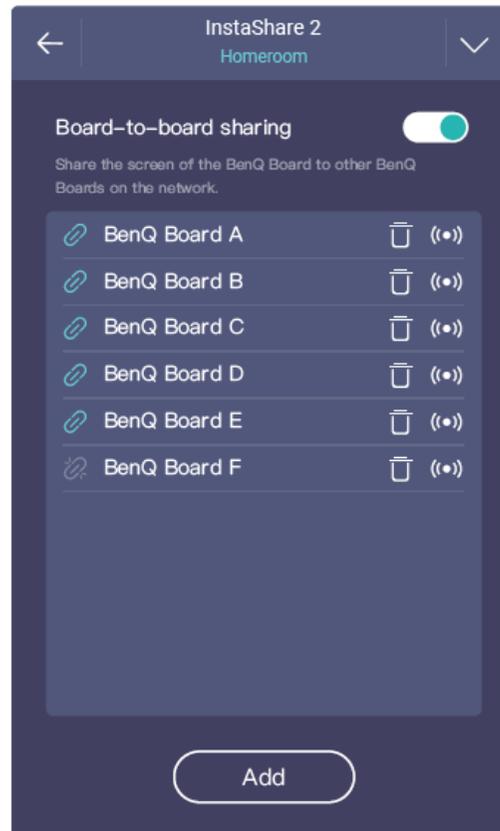
Important:

Ensure that **Board-to-board sharing** is disabled on all the client boards.

Host board



Client board



The board is connected



The board is disconnected



Remove the board from the list



Send a test message

Tapping this button displays the board's name on the screen. This helps the moderator identify which board is which.



Smart Controller

Activate the smart controller to use InstaShare 2 on your device to remotely control the BenQ Board.



Important:

Ensure that your device is assigned as host.
See **InstaShare 2 Host Controls** for details.



To access the Smart Controller, tap this button on the InstaShare 2 app Home screen.



Home

Go to the Home screen.



Recent

View recently opened apps and sources.



Back

Go back one screen.



Keyboard

Enter text using your device keyboard.



Settings

Open the Android settings menu.



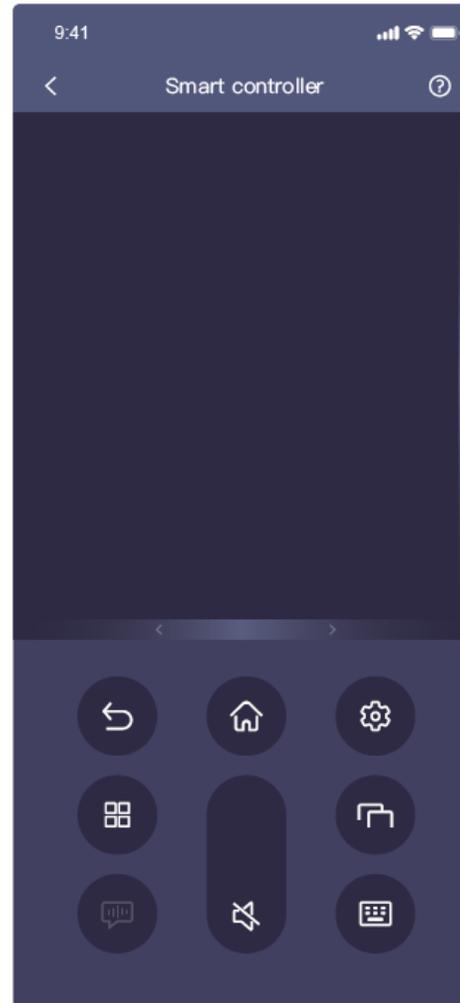
Volume

Swipe up or down to increase or decrease the board volume; or tap the icon to mute or unmute the board.



Apps

Launch apps from the app drawer.



Touchpad gestures

The touchpad lets you use your finger or stylus to interact with the BenQ Board screen.



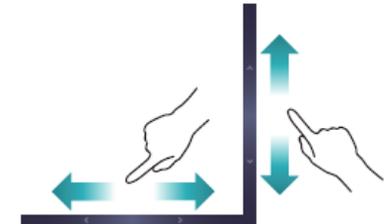
Tap

- Select an object
- Launch an app
- Open a link
- Press a button



Tap and drag

- Move an object
- Write, draw, or erase using EZWrite or the Floating Tool



Swipe up or down on the scroll bar
Scroll up or down an app or page

Swipe left or right on the scroll bar
Move left or right in an app or page

InstaShare 2 Settings

Tap  on the Host Controls window to modify the settings.

Note: These settings are not available to guest users.

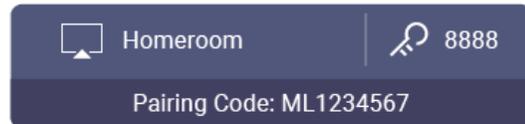
General

Board name

Set a name for the board for easy identification on client devices. If the board is bound to DMS, then only the administrator can change the name.

Show the Connection Information window

This window contains all the relevant information required to connect to InstaShare 2 on the board. Enable this setting to show the window on screen.



Automatically minimize the Host Controls window

Enabling this setting automatically minimizes the InstaShare 2 Host Controls window when the board is idle.



Allow connected devices to request to be host

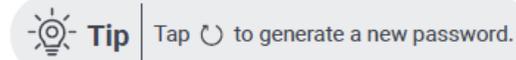
Enable this setting to allow hosting requests.

- Only one connected device can co-host the session at a time.
- If there is only one connected device, that user is automatically granted co-hosting permissions.

Permissions

Connection password

Set a screen sharing password to prevent unauthorized connections to InstaShare 2.



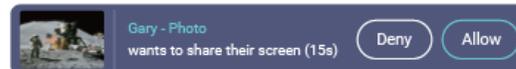
Show password on the main page

Enable this setting to always show the password on both the main page of InstaShare 2 and the Connection Information window.



Confirm before devices share content

Enable this setting to let the host preview and then allow or deny screen sharing requests.



Advanced

Native casting

Allow or deny sharing via AirPlay, Google Cast, or Miracast. For details, see the following:

- Sharing from Android devices
- Sharing from Apple devices
- Sharing from ChromeOS devices
- Sharing from Windows devices

Board-to-board sharing

Share the BenQ Board screen to other BenQ Boards on the network. For details, see [Board-to-Board Sharing](#).

AI Guardian

Enable this setting to automatically censor content when users attempt to share inappropriate images and videos on screen.



Tap and share

Enable this setting to allow NFC screen sharing. For details, see [NFC Sharing](#).