

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 the following before proceeding:

- ✓ The BenQ Board is connected to a Wi-Fi network.
- ✓ **Miracast** is enabled. For details, see **InstaShare 2 Settings**.

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 **Sharing with the InstaShare 2 App** 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 AirPlay

1. On the board, launch **InstaShare 2**.
2. On your MacBook 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 click the board's name from the list or enter the pairing code shown on the board.

See **Sharing with the InstaShare 2 App** 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 the InstaShare 2 app.



Important:

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



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

See [Sharing with the InstaShare 2 App](#) 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

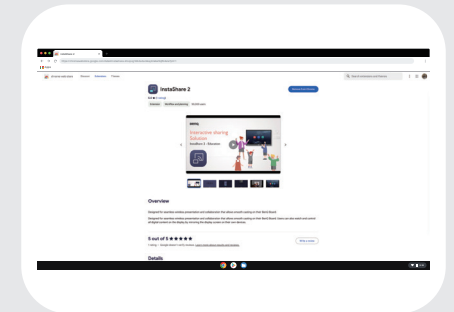
Share either a single browser tab or your screen.

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.



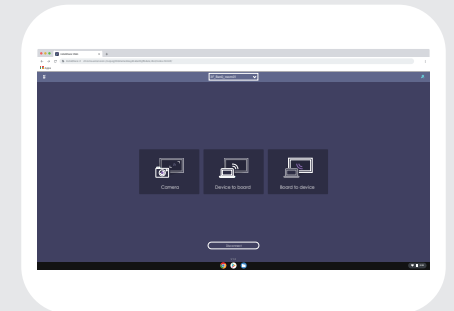
Installing the InstaShare 2 Chrome extension

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 displayed 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.



Sharing with the InstaShare 2 App

Using the InstaShare 2 app on your device gives you full access to all InstaShare features including media sharing, annotation, and touchback controls.

Settings

Change the device name or test the network speed.

Photo

Share one or more photos from your device.



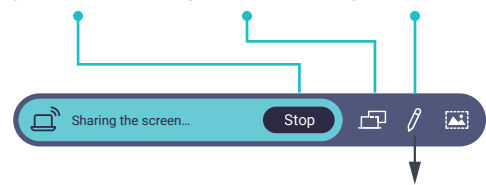
Tip

Photos and videos are accessible as Media Files on the Android, iOS, and iPadOS apps.

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

Camera

Share a live video feed using your device camera.

- Mute/Unmute
- Take a photo
- Front/Rear camera

Device to board

Share your device screen to the BenQ Board.

Disconnect

Disconnect from the board.

Connected board

Request to be host

Video

Share a video file from your device.

- Open a video file
- Play the video
- Take a screenshot

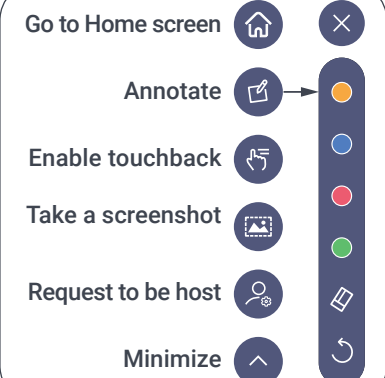


Tip

Pause the video to take a screenshot.

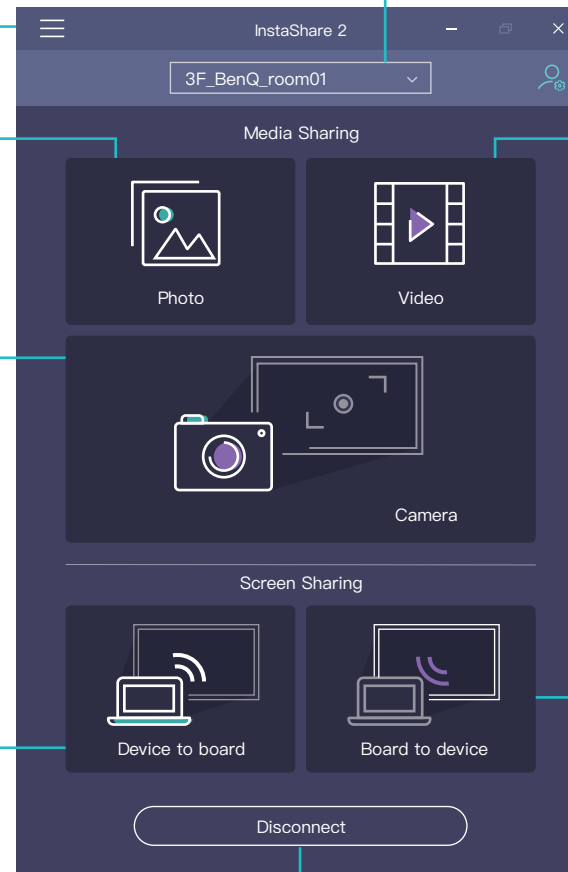
Board to device

View and interact with the BenQ Board screen from your 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

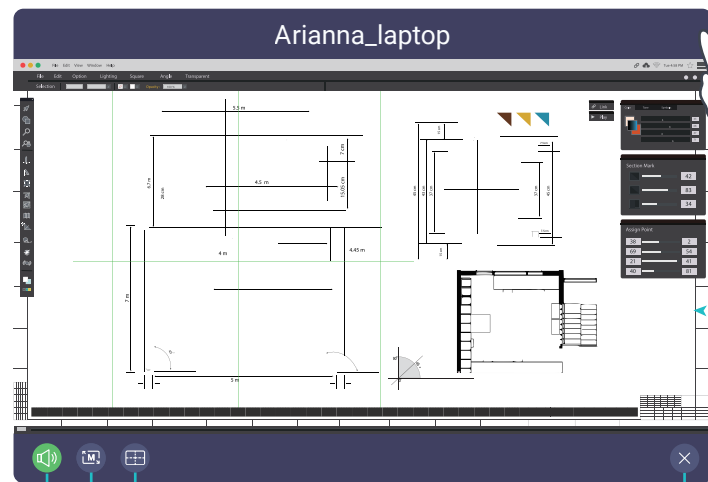
Disconnect all devices and end the screen sharing session.

Screen Sharing Modes

There are two screen sharing modes that you can access through 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.

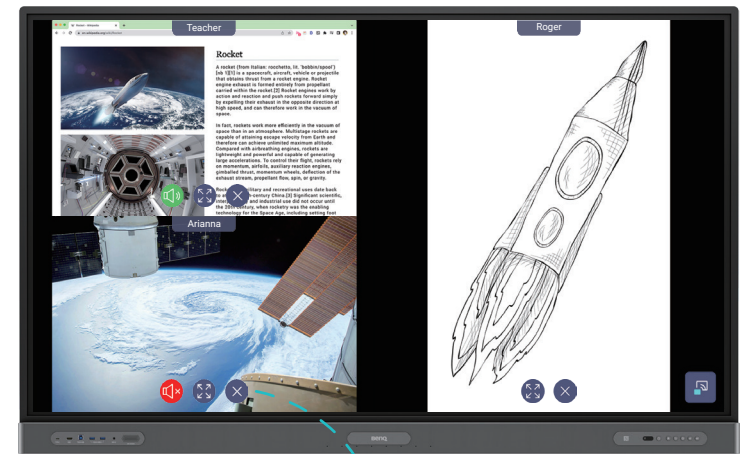
Mute/Unmute

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 been shared using the InstaShare 2 app.



Mute/Unmute



Full screen



Close

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.

Client device

- ✓ 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 gallery to InstaShare 2 on the BenQ Board using Bluetooth.



Important:

Ensure the following before proceeding:



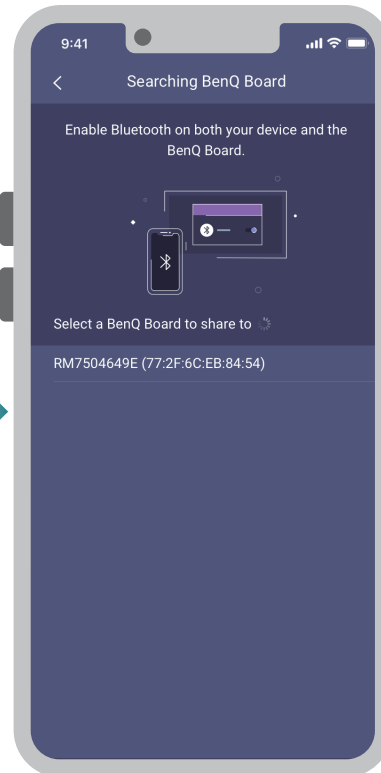
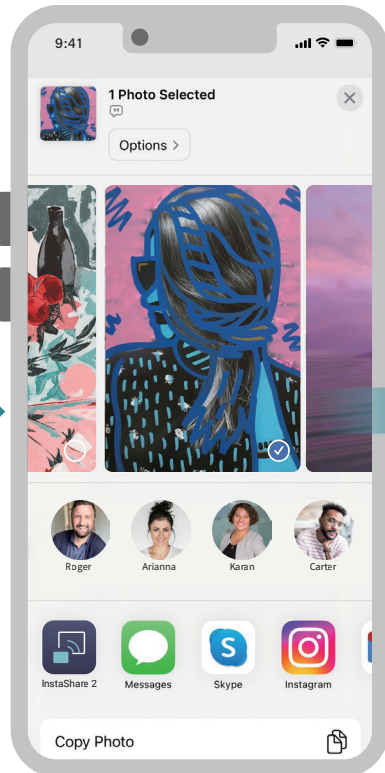
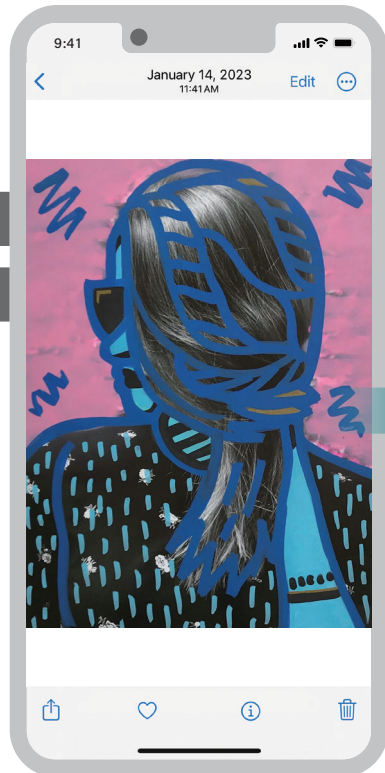
The BenQ Board is connected to a Wi-Fi network.



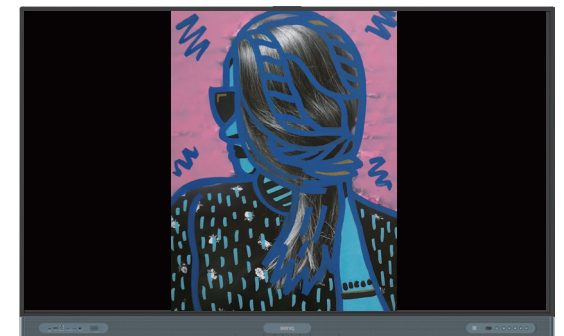
Bluetooth is enabled both on the board and your device.



InstaShare 2 is installed on your device.



1. Open the gallery app on your mobile device.
2. Tap the image or video you want to share.
3. Tap **Share** or **Share**.
4. Optional: Select other images or videos.
5. On the apps list, locate and tap **InstaShare 2**. The list of available BenQ Boards appears.
6. Tap the name of the BenQ Board.



Board-to-Board Sharing

Duplicate the BenQ Board screen to other BenQ displays 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.

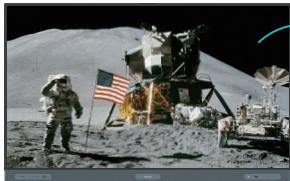
1. On the host controls menu, tap .
2. Under **Advanced** settings, tap **Board-to-board sharing**.
3. Enable **Board-to-board sharing**.
The list of available boards appears.
4. Tap **Add**.
5. Select the boards you want to share to.
6. Tap **Apply**.
A confirmation message appears.
7. Tap **OK**.



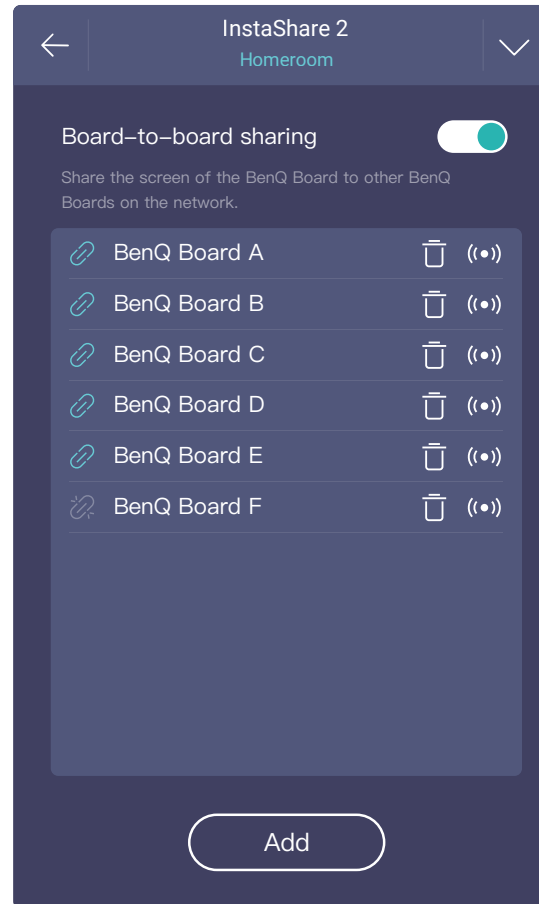
Important:

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 the InstaShare 2 client to remotely control the BenQ Board.



Important:

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



To access the Smart Controller, tap this button on the home screen of the InstaShare 2 client app.



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.



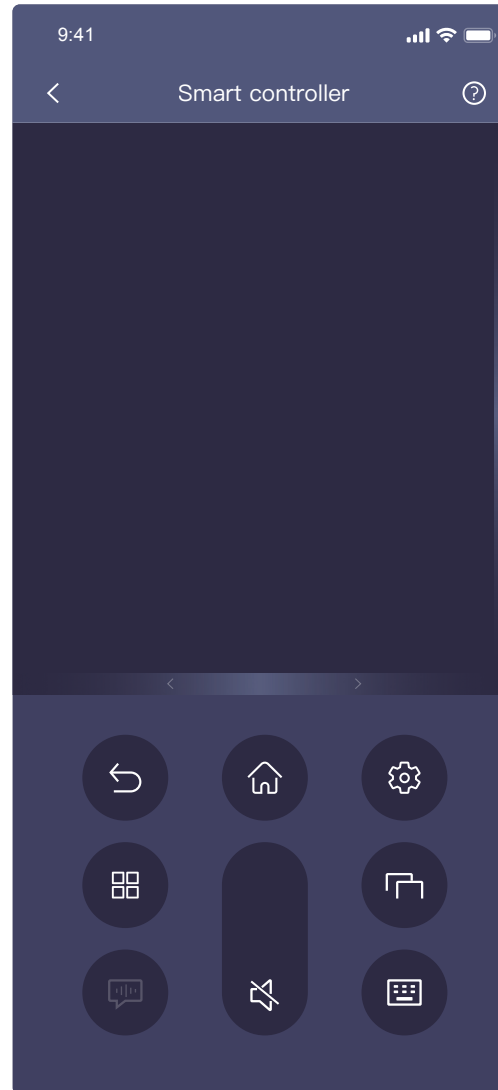
Volume

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.



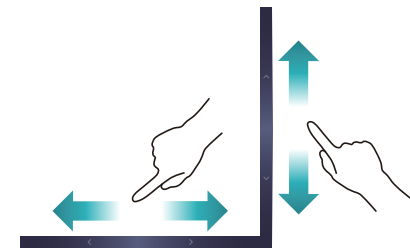
Tap

- 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.

 Homeroom |  8888

Pairing Code: ML1234567



Automatically minimize the Host Controls window

Enabling the 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

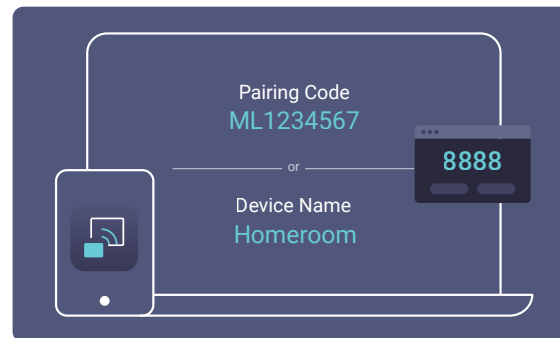
Set a screen sharing password to prevent unauthorized connections to InstaShare 2.



Tip Tap  to generate a new password.

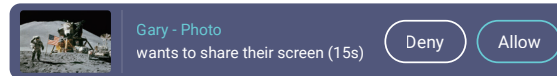
Show password on the main page

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, Chromecast, or Miracast. For details, see the following:

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

Board-to-board sharing

Share 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**.