Account Management System
User Manual

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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

• Efficient 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

You must have a valid account to access BenQ AMS.

1. Go to BenQ Service website: https://ams.benq.com. Suggested browsers are Chrome, Firefox.
2. If you are an administrator, click **Sign up** to register an Administrator account for the company. 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** directly after verifying your email.
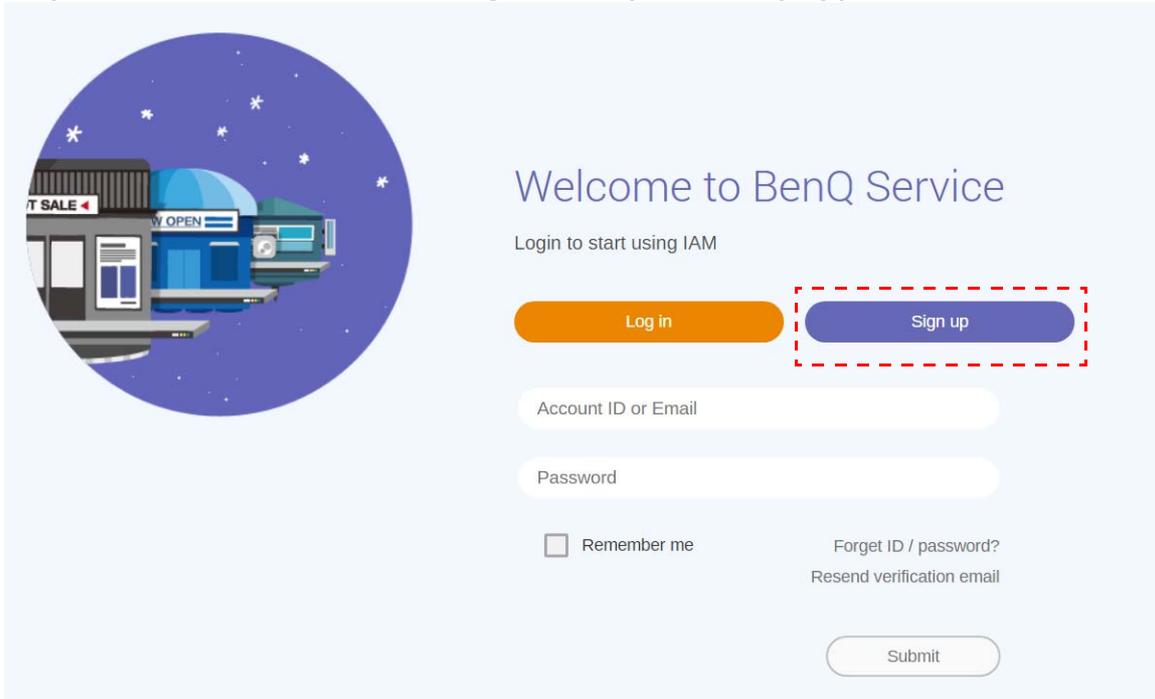
3. After you click **Sign up**, you will see the following message. As an administrator, click **Continue**.

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

- 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.

Creating a new account

1. As the administrator, log in and choose **IAM**.

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

3. Fill in the following fields and click **Submit** to create a new account. There are two roles to choose from: coordinator or user. For more information about the differences between coordinator and user, see Management Authority on page 24.
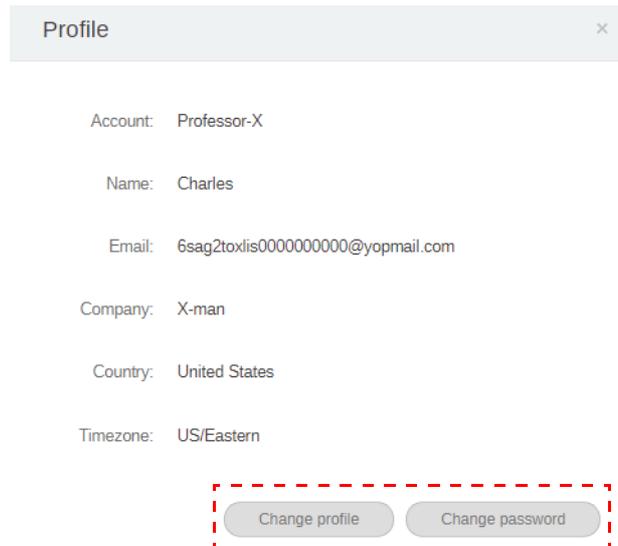
Editing your profile

1. You can edit your profile by clicking the head icon with your name in the upper right corner. Click **Profile** to continue.
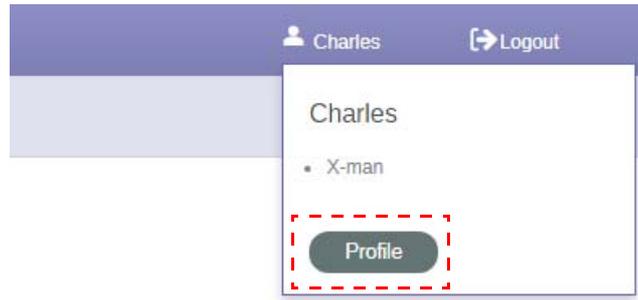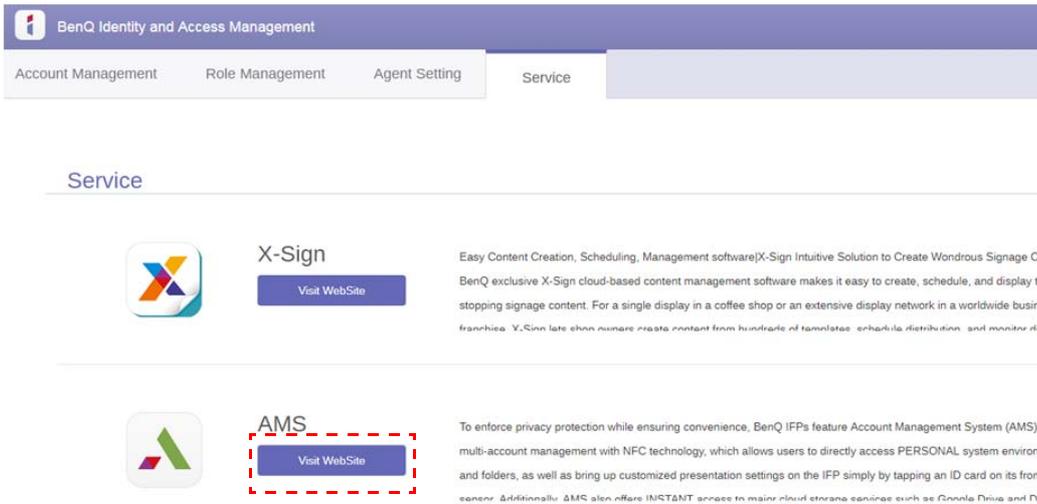

2. You can change your profile or password by click **Change profile** or **Change password**.
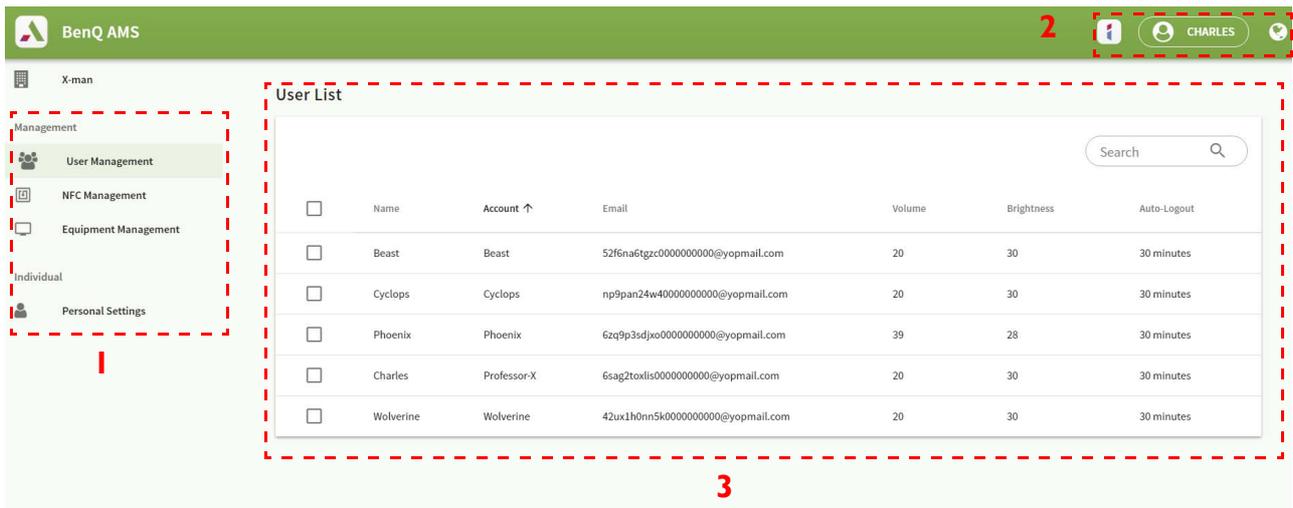
Managing BenQ AMS

Click **Service** to have access to BenQ AMS.

AMS service overview

While logging in, you will see three main parts, as described in the table below:


| Item		Description
1.	Function Tab	You can switch the functions here.
2.	Account Information	You can see the account's information and change languages in this area.
3.	Operating Tab	You can see the corresponding content while switching the functions on the function tabs.

User Management

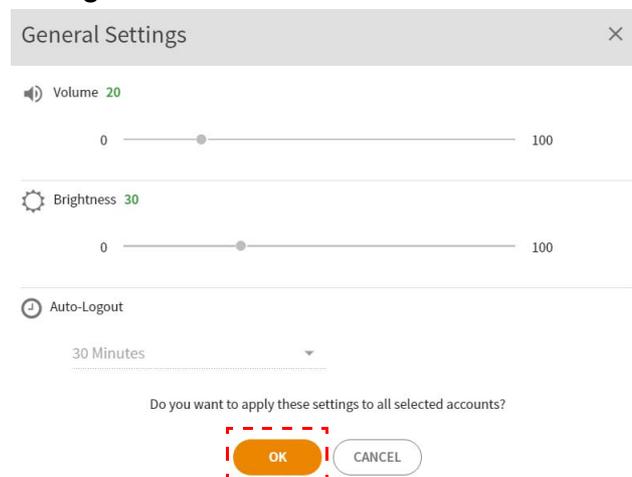You can adjust general settings and select applications for the desktop beforehand.

1. Select the account (or all accounts), then click **GENERAL SETTINGS**.
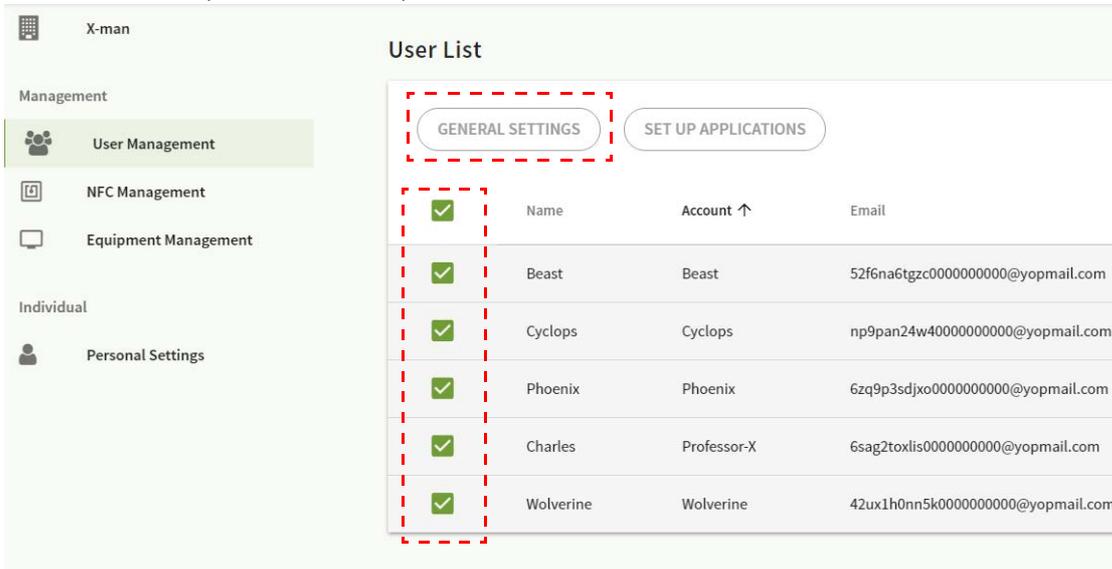
2. You can adjust volume, brightness, and Auto-Logout. Click **Apply** to continue.
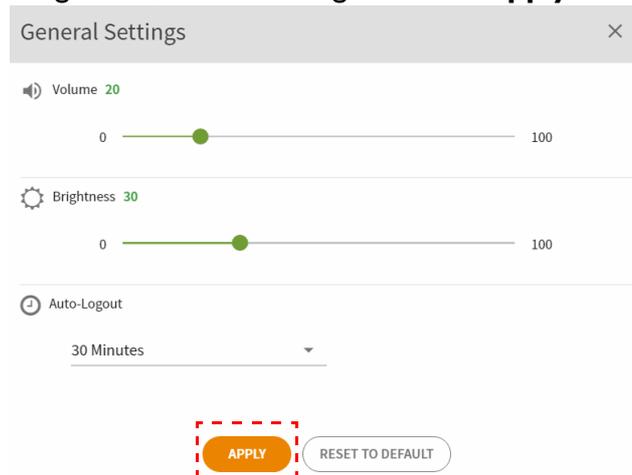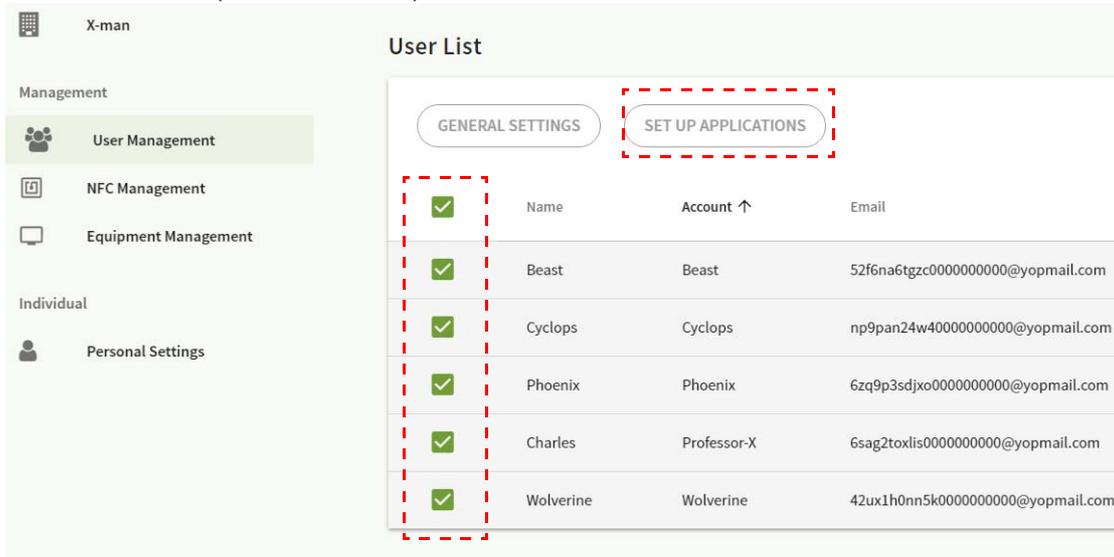

3. Click **OK** to apply the settings to the selected accounts.
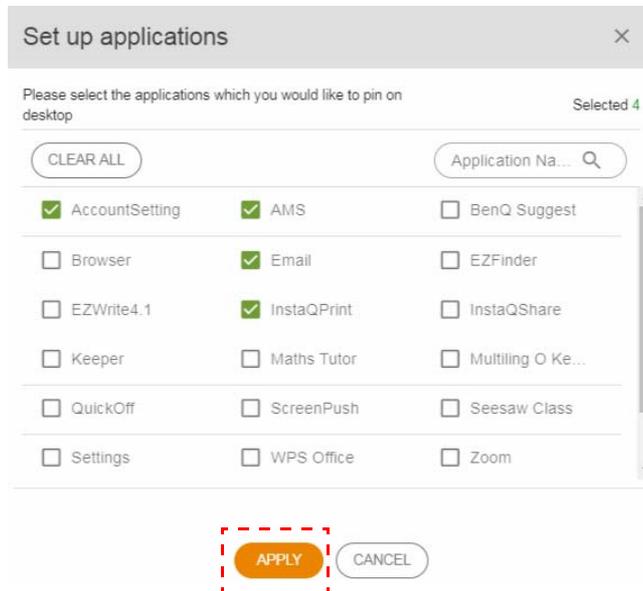

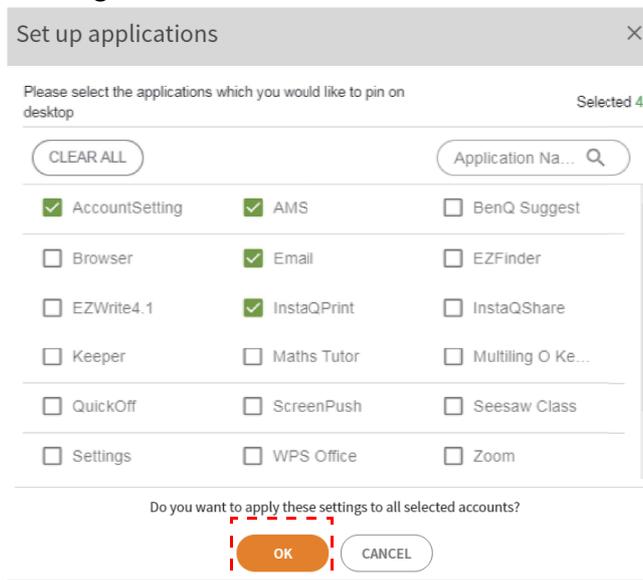The Auto-Logout options are 10/20/30/40/50/60 minutes.

4. Select the account (or all accounts), then click **SET UP APPLICATIONS**.

5. You can select the applications which you would like to pin on the desktop. Click **Apply** to continue.
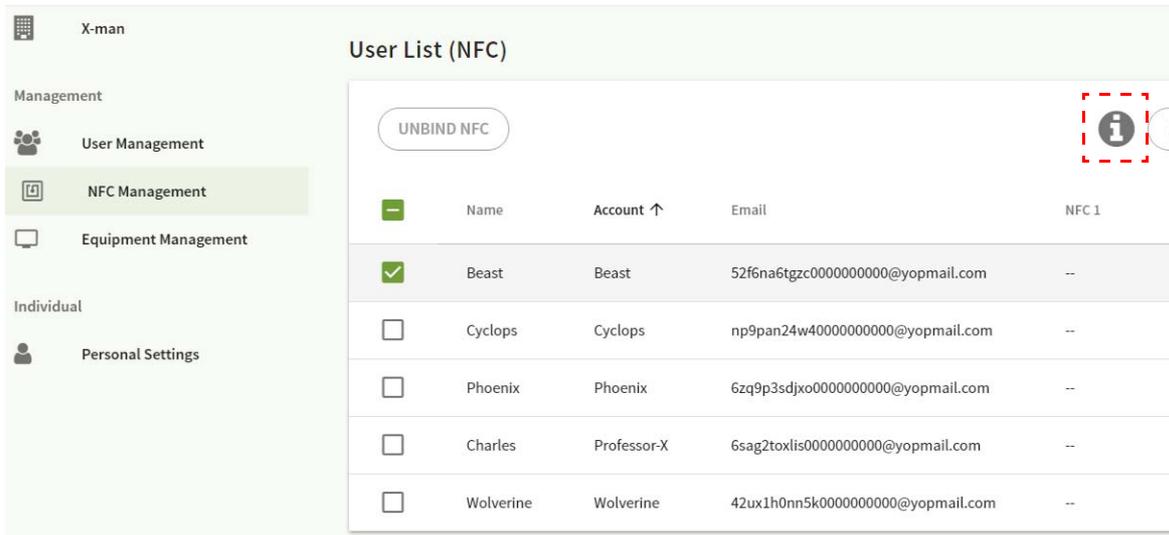

6. Click **OK** to apply the settings to the selected accounts.

NFC Management

You can bind the NFC card to the selected account.

Click to see more information about test of NFC card reader.

The NFC card is not supplied and should be purchased separately. See Supported NFC card readers and NFC card spec on page 14 for more information.

Binding the NFC card

1. Select an account to be bound.

2. Hold the NFC card near the connected NFC reader to bind the NFC card to the account.

3. Click **BIND**.
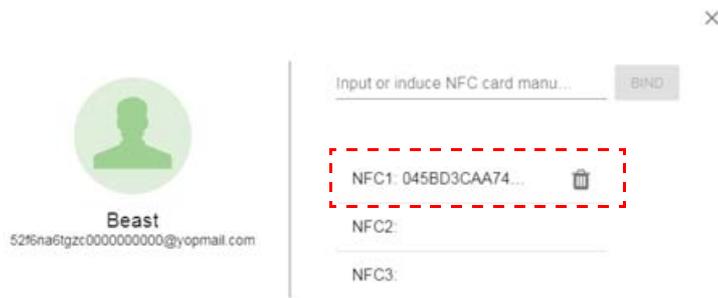
4. Every NFC card has a unique ID. Once the card is bound to an account, it cannot be rebound to other accounts.

Supported NFC card readers and NFC card spec

	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

Equipment Management

You can see the equipment status in Equipment Management.
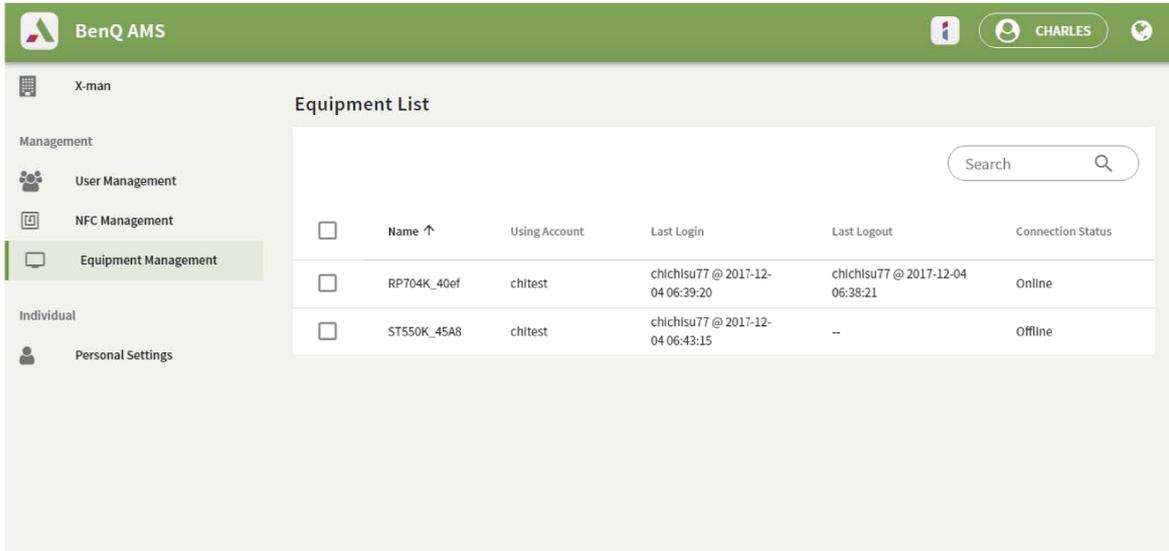
Personal Settings

You can change your headshot and wallpaper on any IFP you have logged into. See Signing in as AMS admin/user/coordinator on page 18 for more information. You can both adjust your **General Settings**, **APP**, and **Widget** here or on IFPs. Direct link to Google Drive and Dropbox is available.
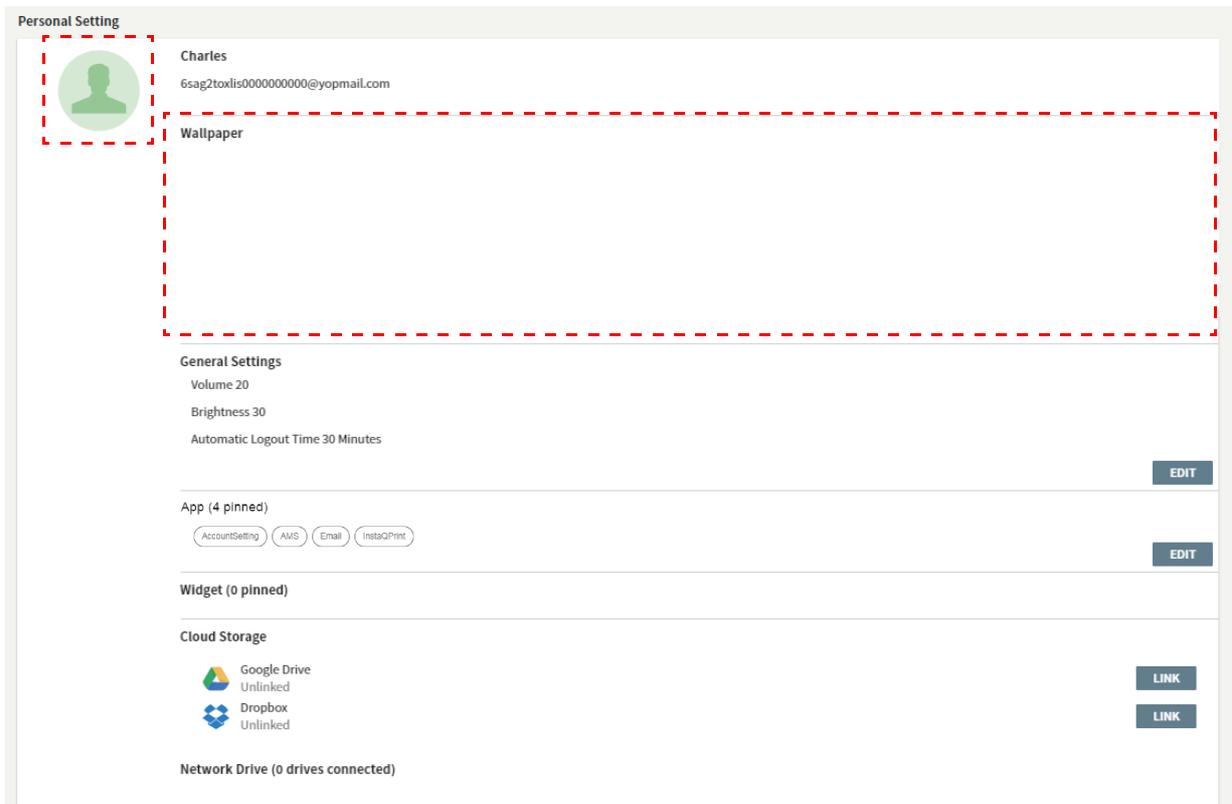
AMS Account Setting

RP654K/RP705K/RP750K/ RP860K

Signing in as local admin

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

2. Tab and sign in to continue Admin's Settings,
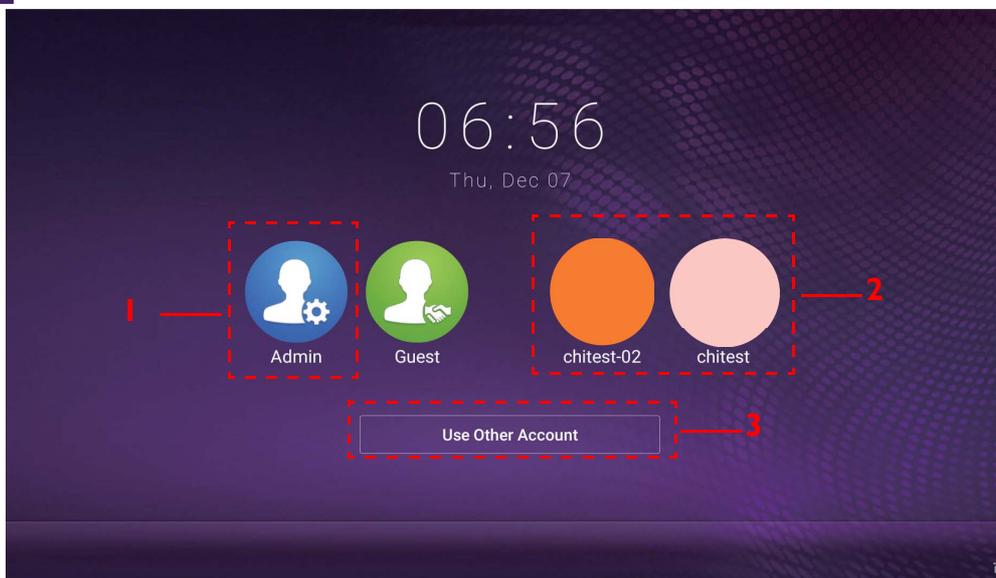
	Item	Description
1.	**Admin**	Local admin
2.	AMS users	You need to create a new account first.
3.	**Use Other Account**	If you need to log in with a new account, tab **Use Other Account**.

✏️ 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.

Account Setting	
⚙ General Settings >	Wallpaper 🖼 >
	Multi Account Mode ⬜
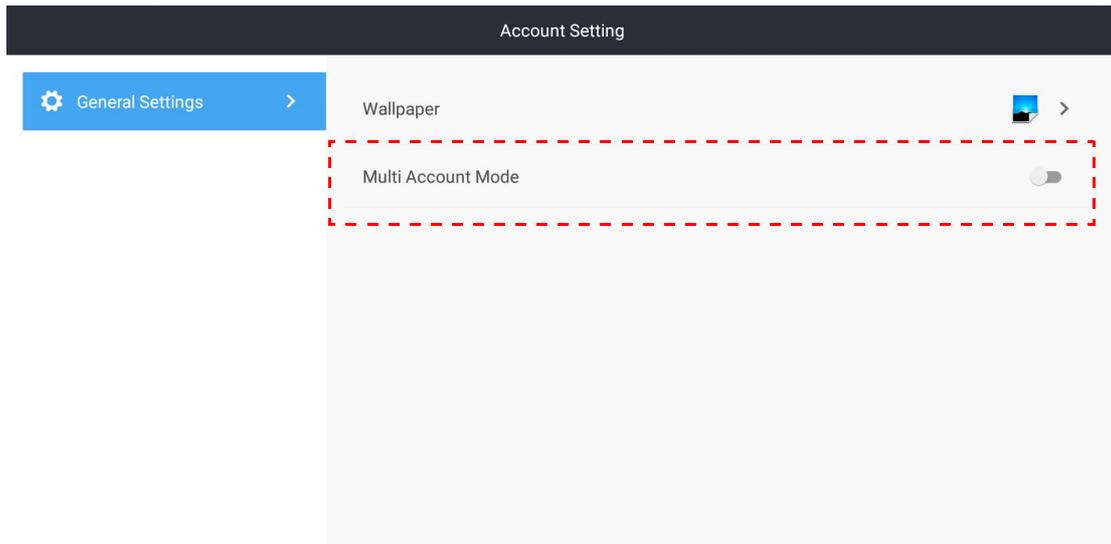
4. After you set **Multi Account Mode** to On, continue to activate AMS Service.

Account Setting	
⚙ Admin 's Settings >	Wallpaper 🖼 >
🪪 Last 30 Users >	HeadShot 👤 >
	Volume 25/100 >
	Backlight 0/100 >
	Password admin >
	Auto Logout Time 30 Minute >
	Multi Account Mode 🟢
	Active AMS Service 🟢
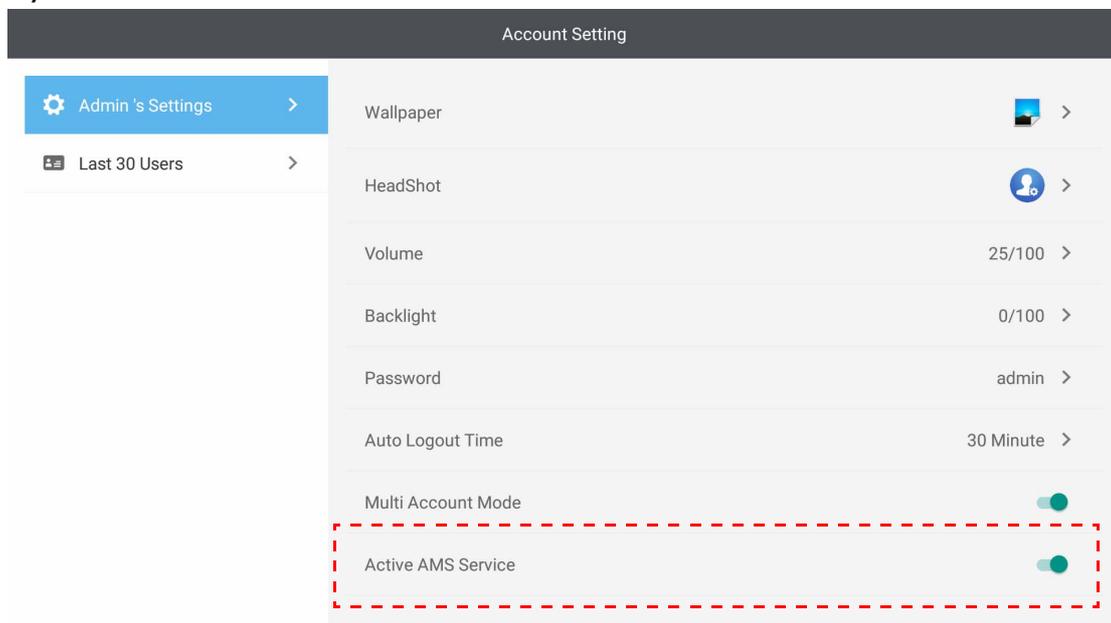
5. You can also change **Wallpaper**, **HeadShot**, **Password** and adjust **Volume**, **Backlight**, and **Auto Logout Time** here.

6. You can check the last 30 users.
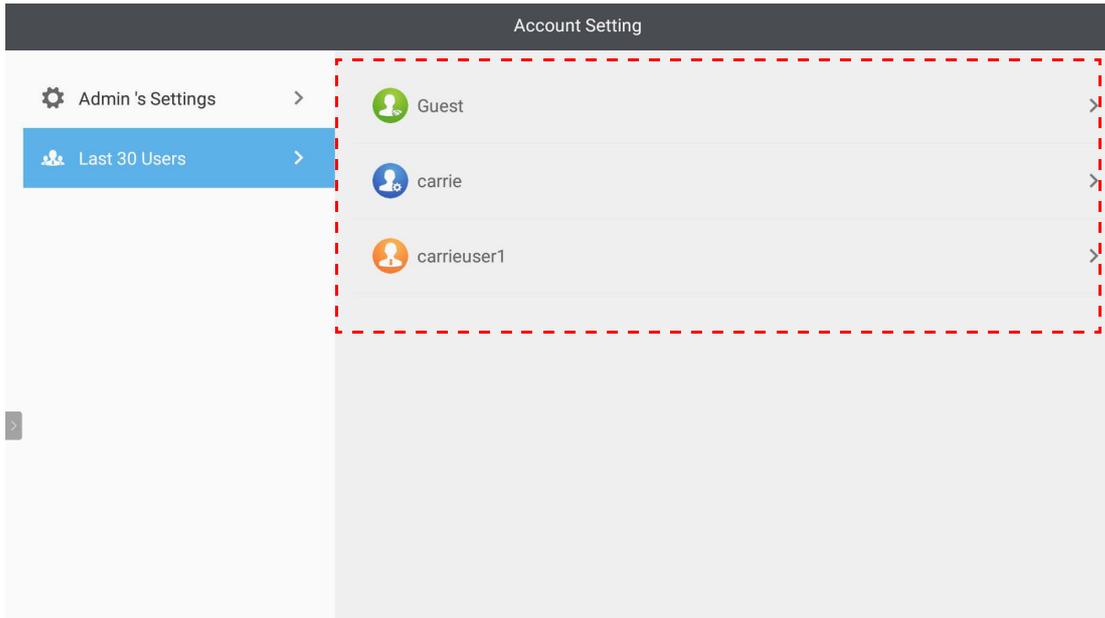
> • Local admin can check accounts' login history but cannot check accounts' information.
>
> • Local admin can edit Guest's information like Wallpaper, HeadShot, Volume, and Backlight.

Signing in as AMS admin/user/coordinator

1. Tap [icon] to launch **Account Setting**.

2. Sign in as the AMS admin, user, or coordinator. Refer to Creating a new account on page 6 for more information. For more information about the different management authority of AMS admin, user, and coordinator, see Management Authority on page 24.

- 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. Refer to Creating a new account on page 6 for more information.

3. You can change **Wallpaper**, **HeadShot**, **Password** and adjust **Volume**, **Backlight**, and **Auto Logout Time** here.
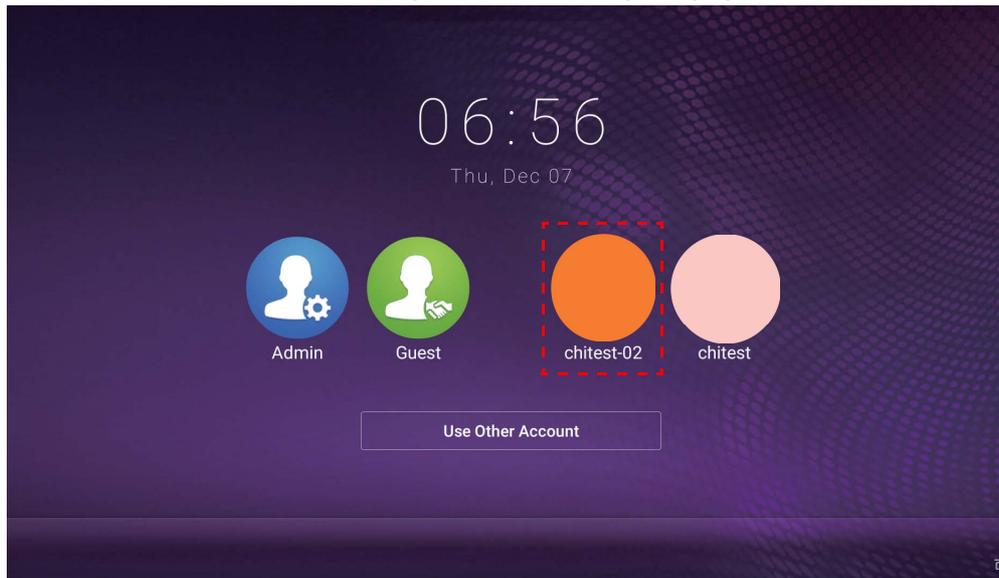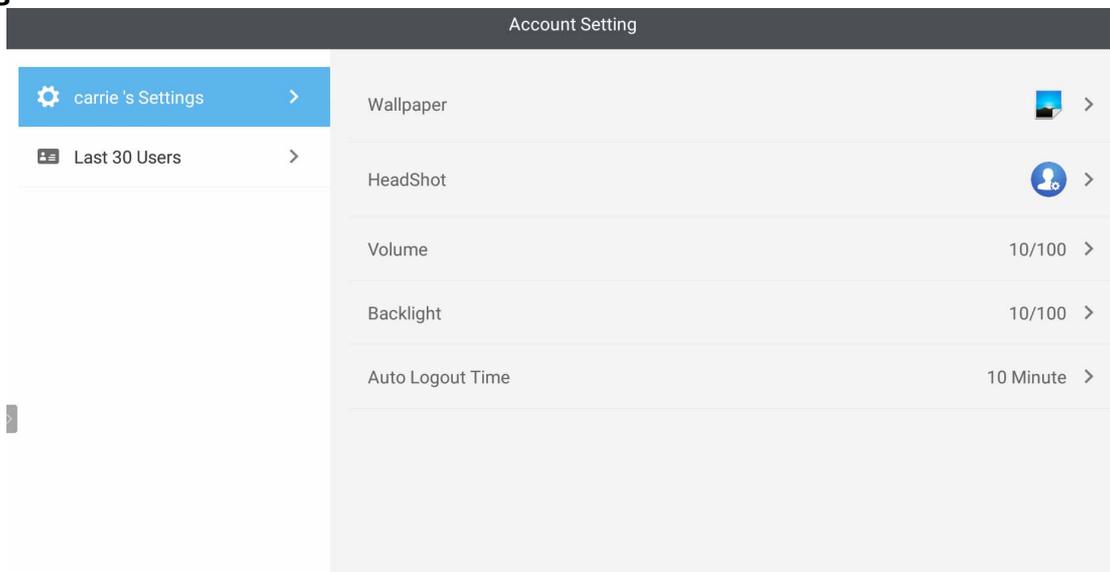
4. AMS admin can check the last 30 users, while a regular user doesn't have access to this service. A regular user only has access to personal settings.

RP6501K/RP7501K/RP8601K

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.
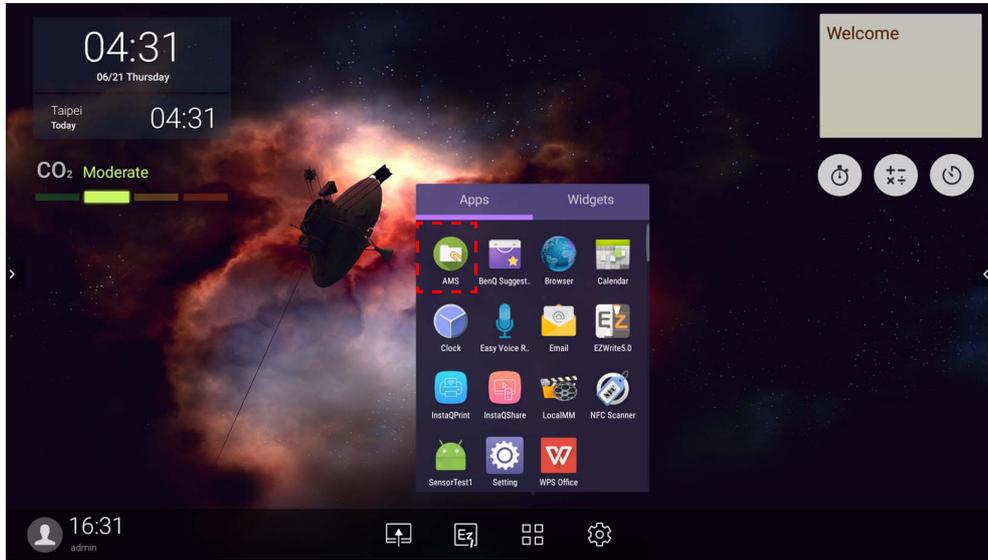
Signing in as Local admin

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.

Signing 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 Management Authority on page 24.
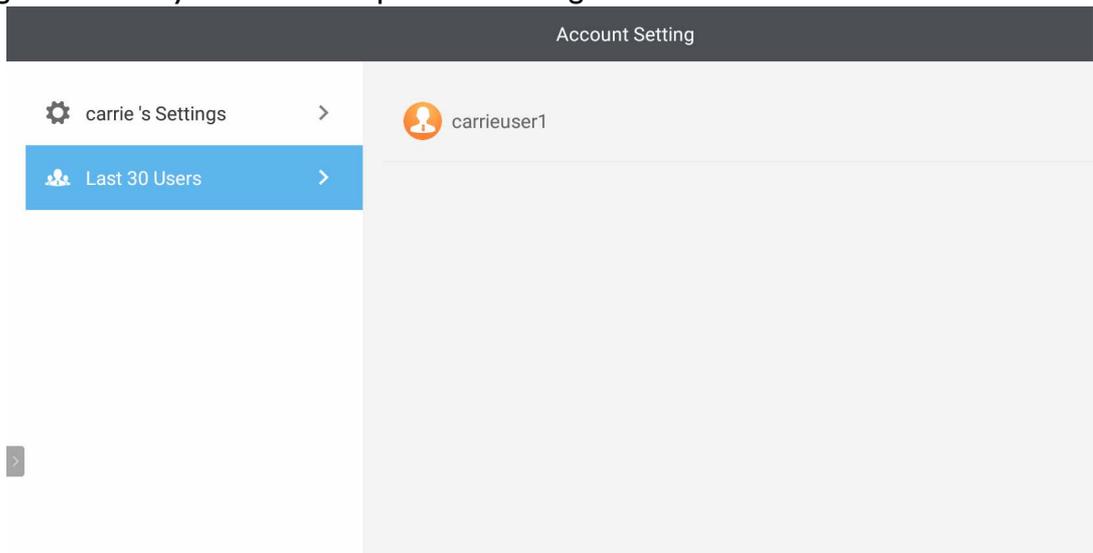

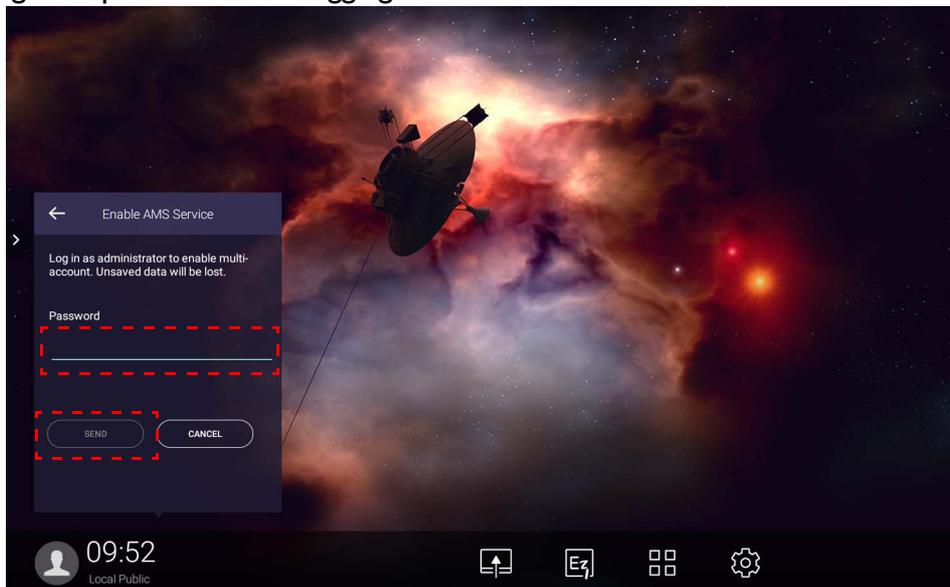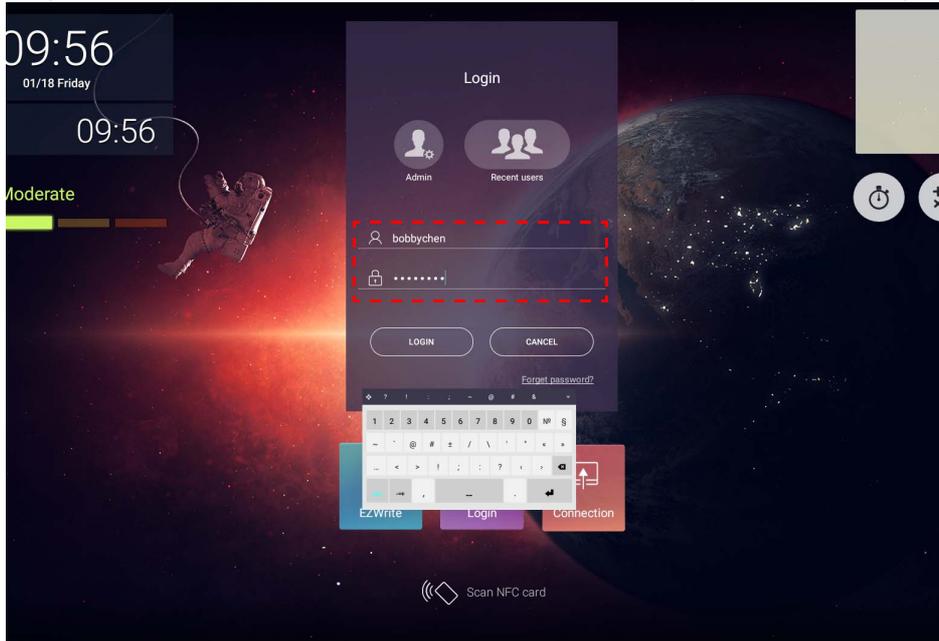|	• To access your personal account, you have to ask the administrator to activate AMS service first and create your account through IAM service. Refer to Creating a new account on page 6 for more information.
	• If you have recently used AMS, you can click **Recent users** to find your account.

2. Under **Personal settings**, you can change the headshot, wallpaper, and password. You can also adjust volume, brightness, and set **Auto logout**.
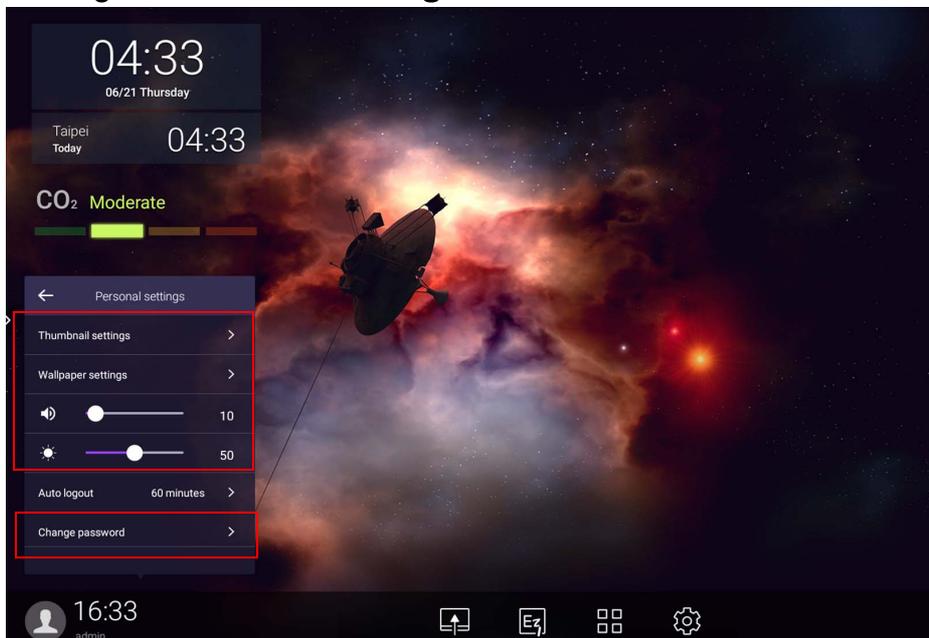
Available offline accounts

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.
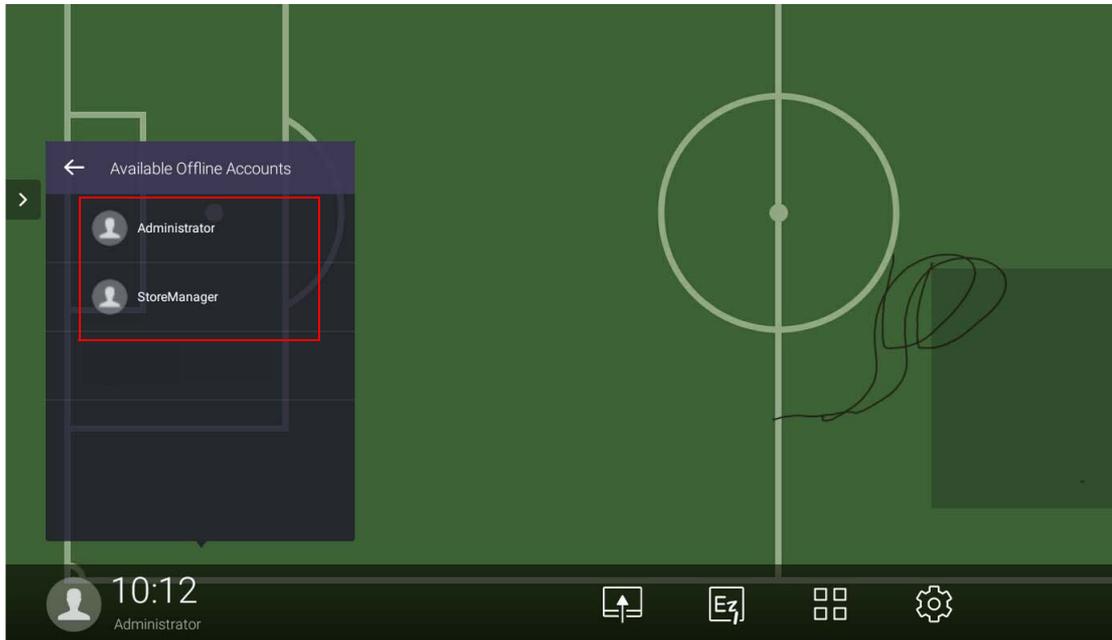
Management Authority

There are three roles in AMS: AMS admin, coordinator, and user. They have different management authority.

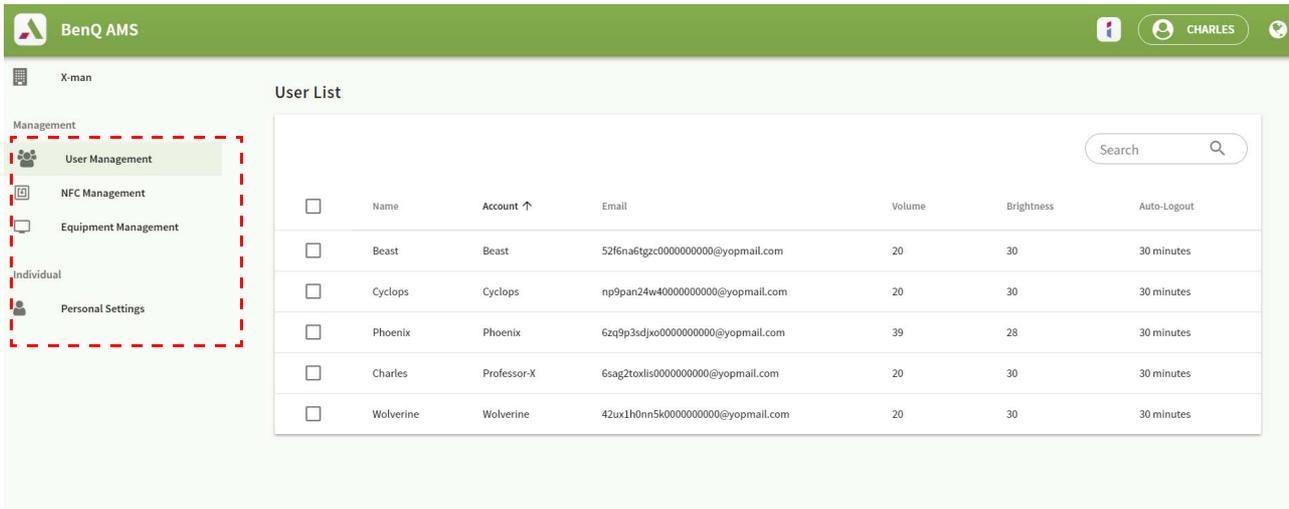|	AMS admin	Coordinator	User
User Management	V	V	
NFC Management	V	V	
Equipment Management	V	V	
Personal Settings	V	V	V

• AMS admin has the authority to manage users, NFC, equipment, and **Personal Settings**.

• Coordinator has almost the same authority as AMS admin, except for the authority to create a new account.

• User can only have access to **Personal Settings**.

AMS Application

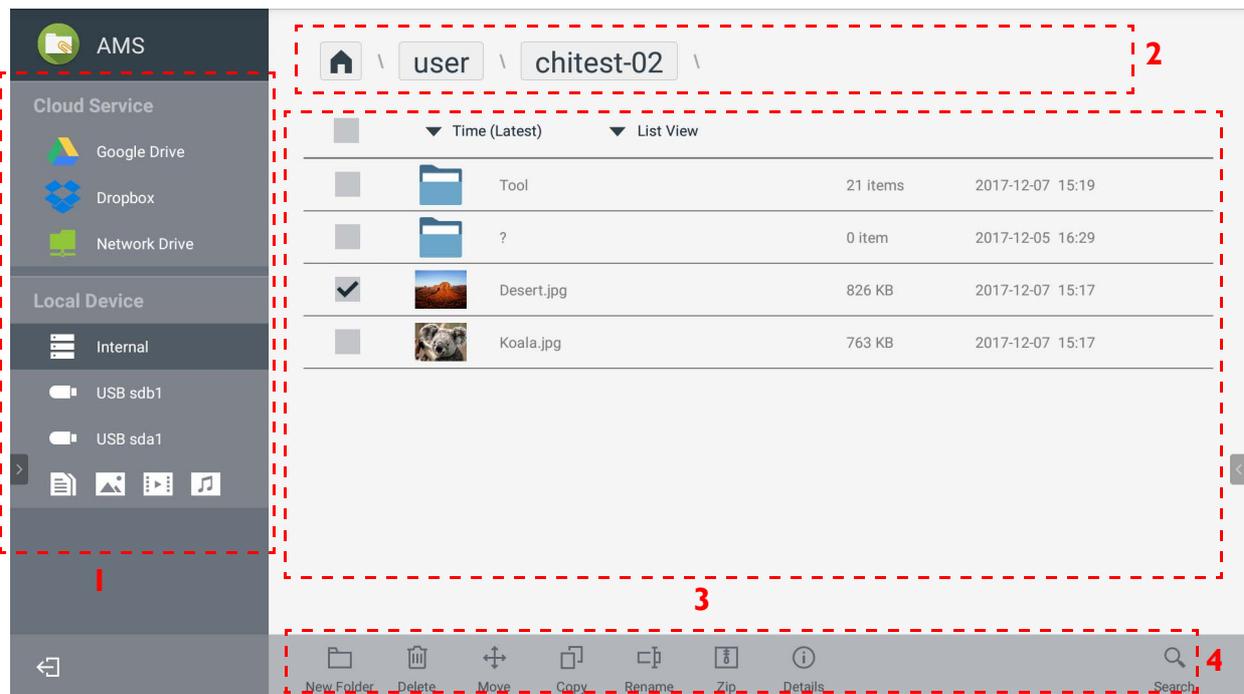Tap ![icon] to launch **AMS**. With this application, you can access your personalized workspace environment and settings and manage your files and accounts on any IFP that you have logged into.

Before launching the application, make sure your display is properly connected to the Internet.

AMS file manager overview

While logging in, you will see four main parts, as described in the table below:

Item		Description
1.	Source Selection	• You can open files from the cloud storage services like Google Drive, Dropbox, or Samba. • You can also open files from the local devices like **Internal**, **My Folder**, or connected USBs. The icon ⬡ next to **Google Drive**, **Dropbox** shows that the account is bound to AMS service.
2.	Folder Path	You can browse the file folder in this area.
3.	Listing Files	You can see a list of files from the storage device you select.
4.	Operating Tab	You can edit the files using the operating tabs here.

Regular users can only view their own files, while the local admin can view all users' files in the domain.
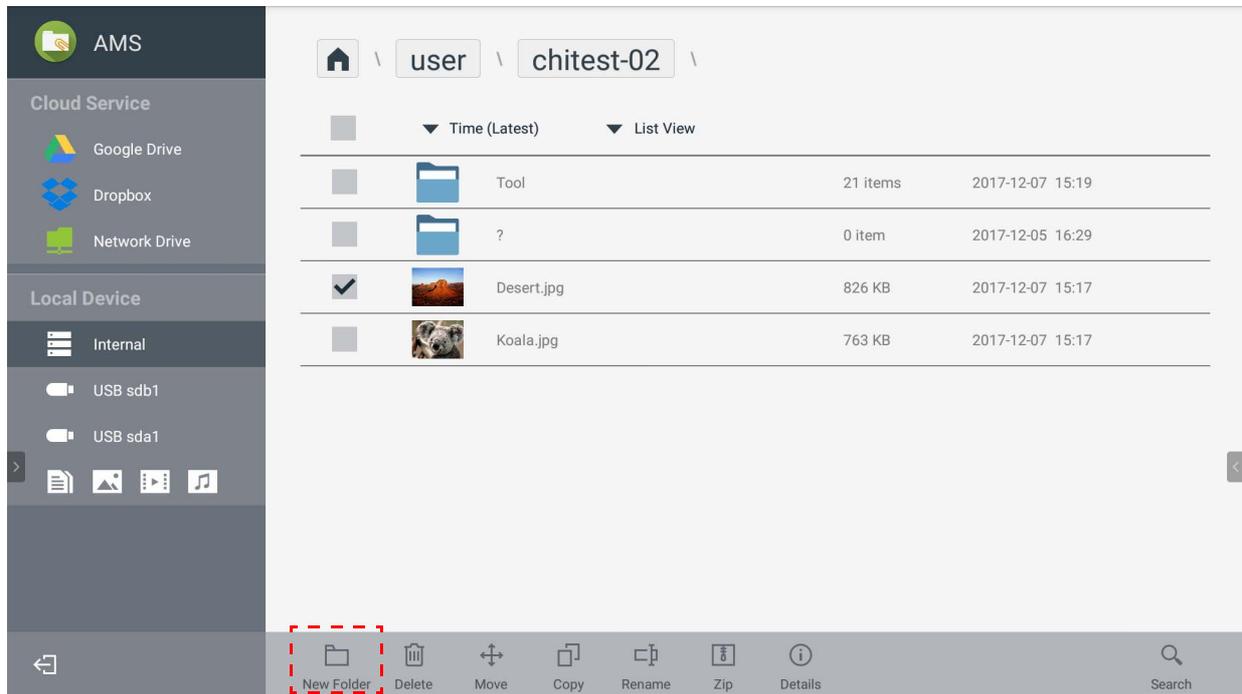
Searching files

Tap 🔍 and key in the file name to search the file.
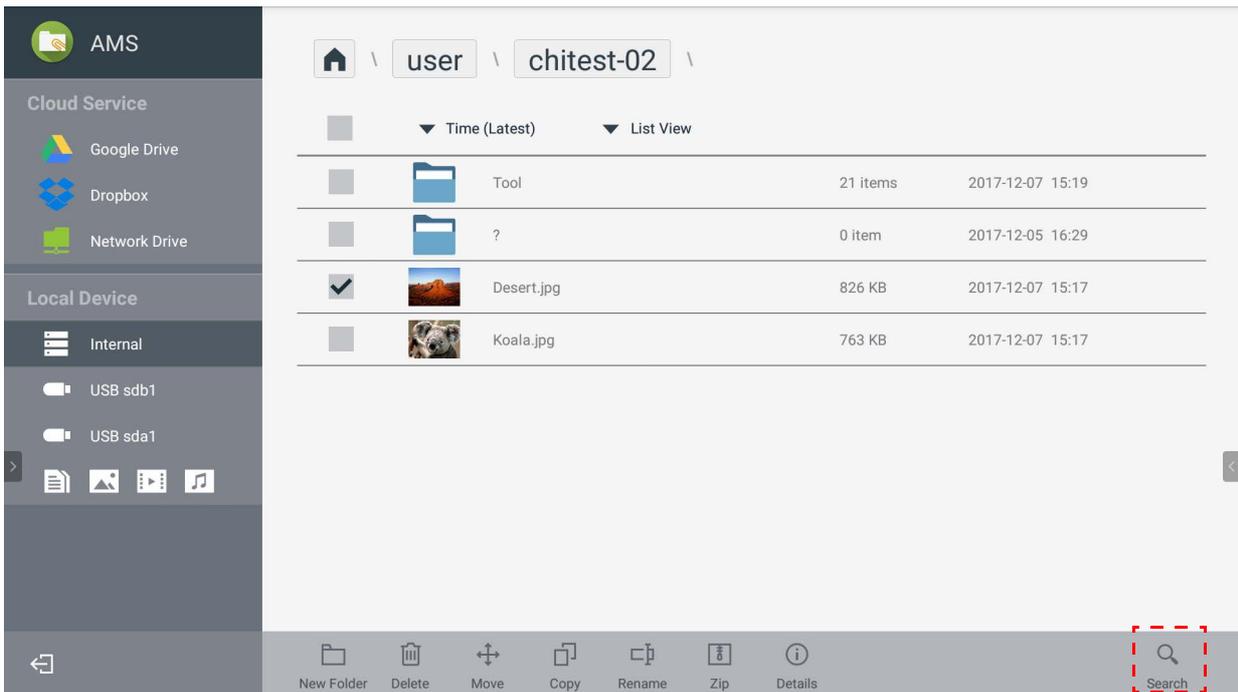
Adding a new folder

Tap ⬜ and key in the folder name to create a new folder. The name length should not exceed 64 characters.

✏️ • Local admin, AMS admin, coordinator can have access to all peronsal folders.
• The personal folders under the "user" path is only visible to the user.
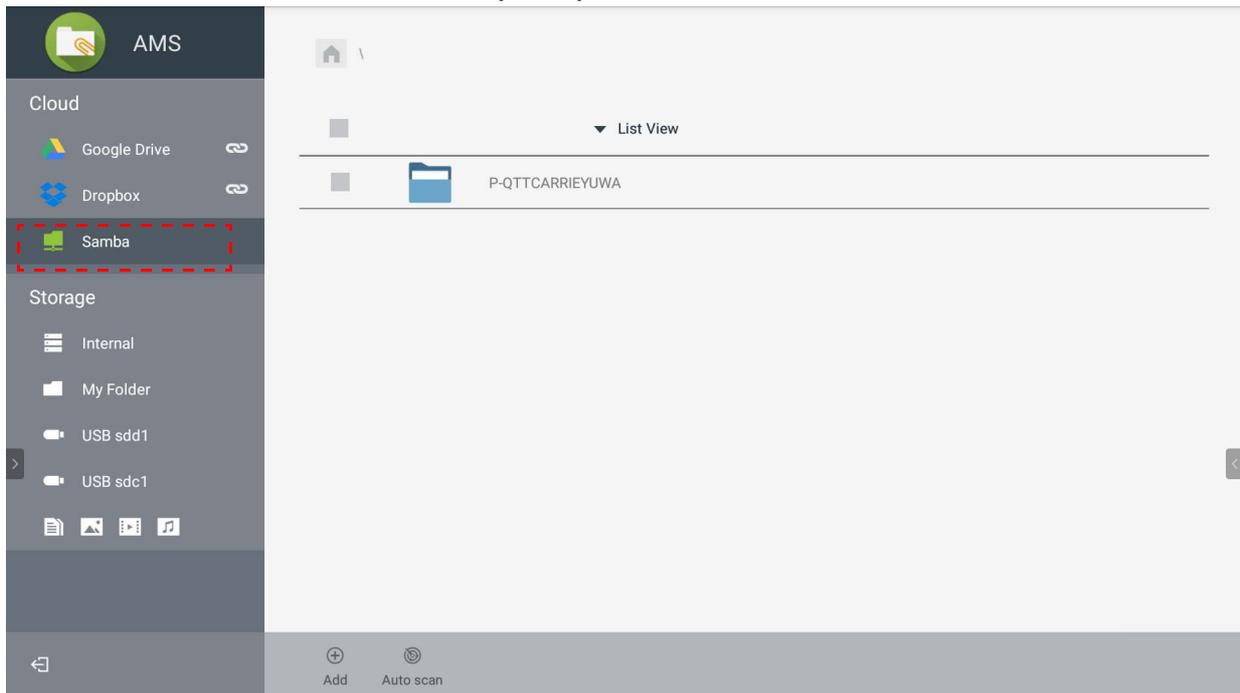
Editing files

You can edit the files using the operating tabs like **New Folder**, **Delete**, **Move**, **Copy**, **Rename**, **Zip**, or **Search**.
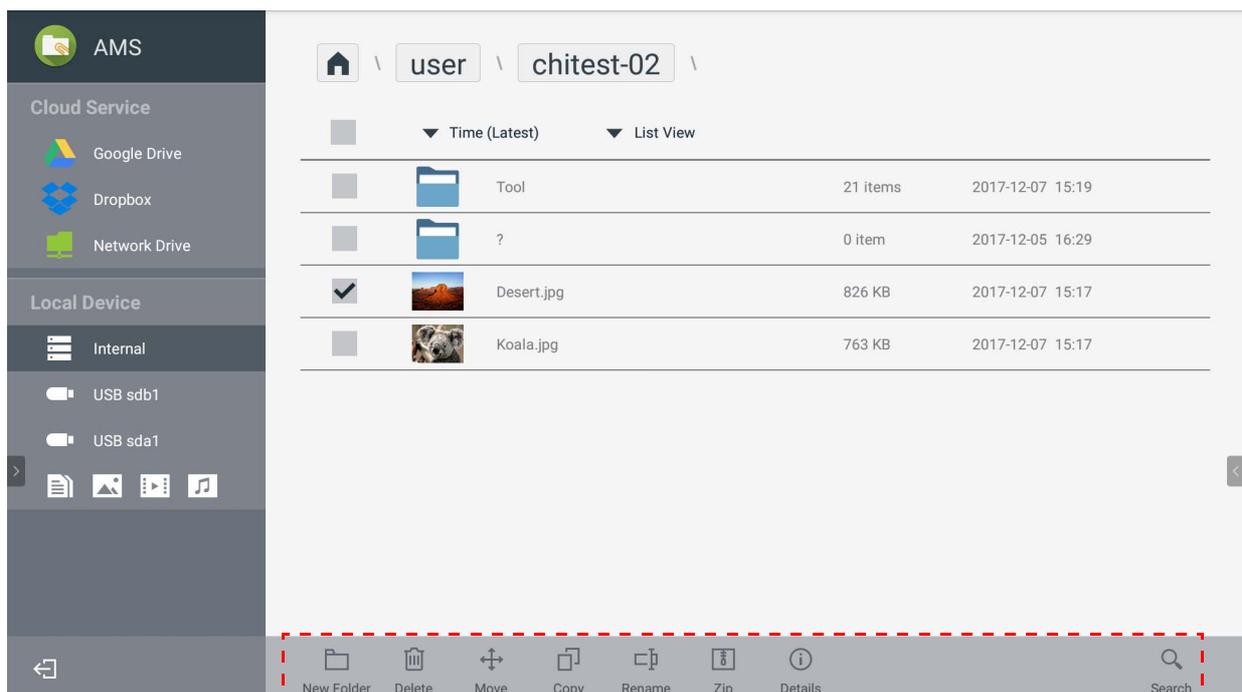
Adding another Samba server

You can add a new Samba server manually or by auto scan.

1. To add a new Samba manually, fill in the following fields and click **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 Samba.
- Samba 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 Samba if the server accept **Anonymous login**. When **Anonymous login** is not checked, enter the account and password of your Samba/network storage.
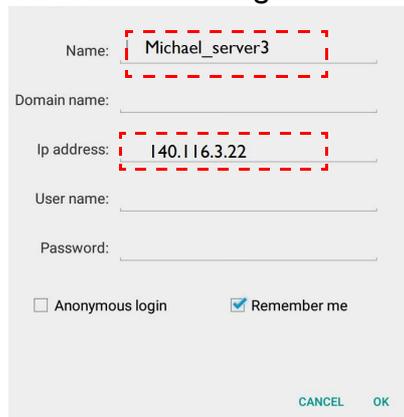
2. To add a new Samba by auto scan, tap **Auto scan** to scan network.
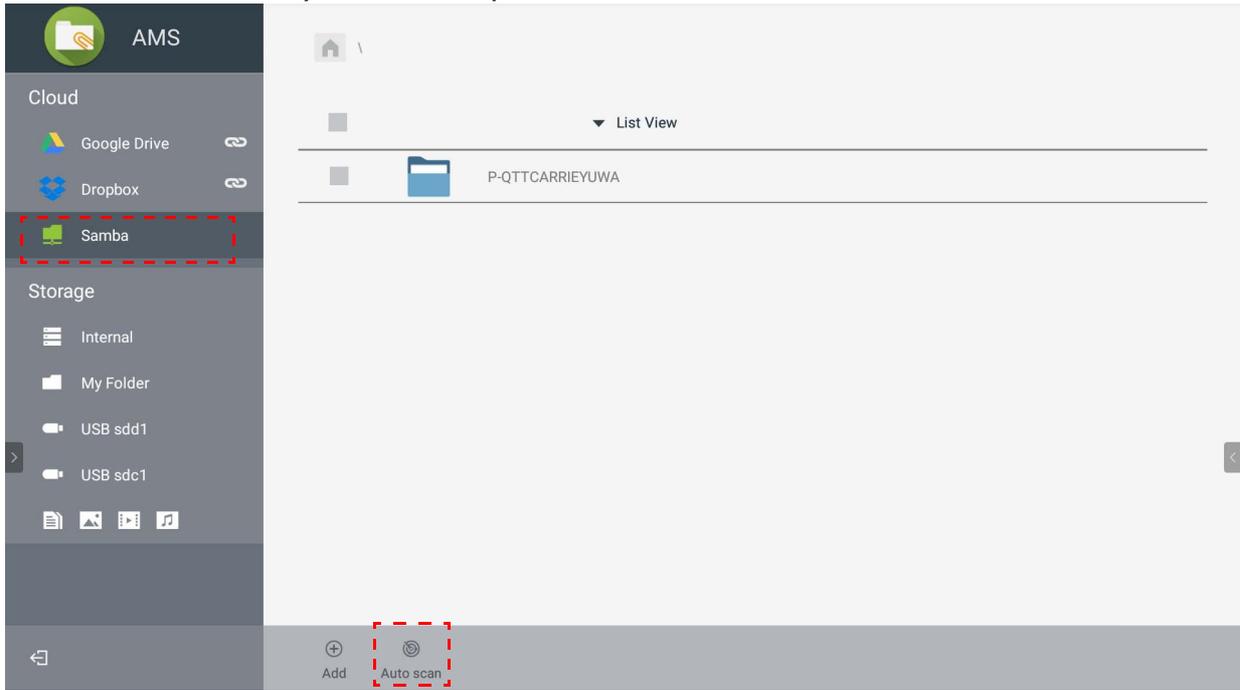
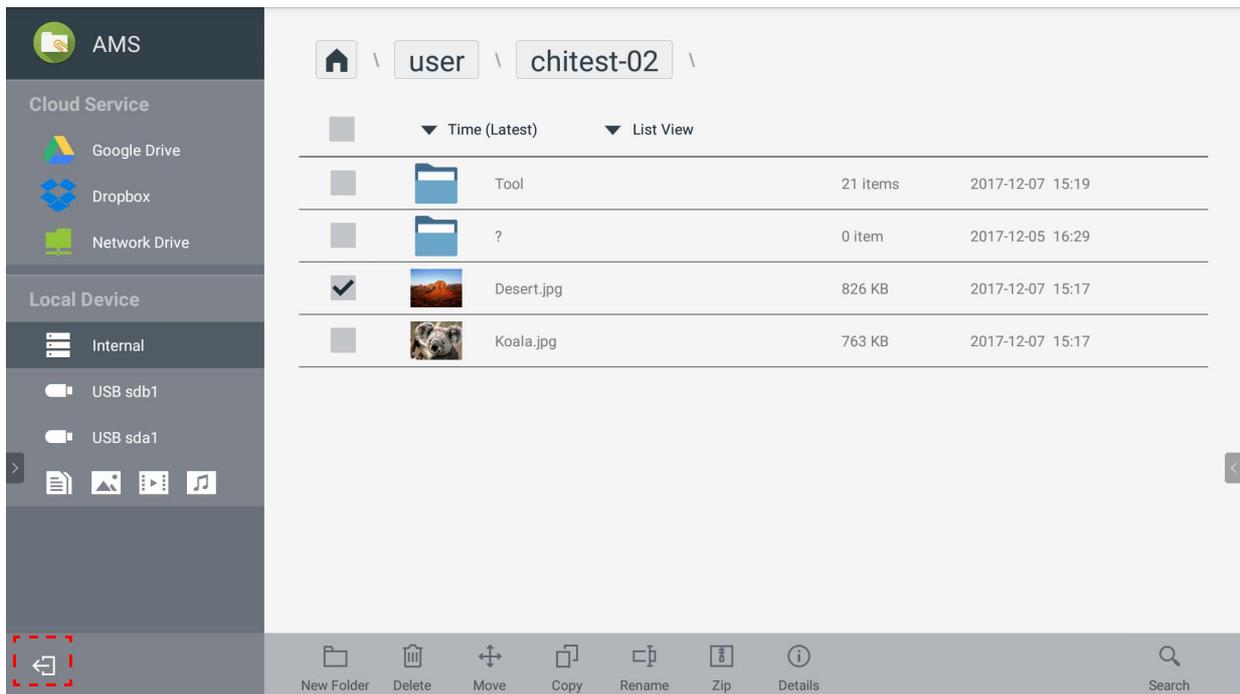• The host names or IP addresses will be shown. The host names will be scanned first.
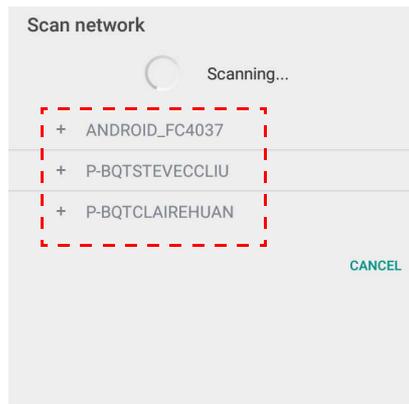
• The detected host name or IP address will be pre-filled in the corresponding fields. You can change them manually. Fill in other fields and click **OK** to log in.

Logging out

Tap [icon] to log out AMS service.

Supported IFP Models

	Supported IFP Models
RP series:	RP654K, RP704K, RP750K, RP860K, RP6501K, RP7501K, RP8601K