



EZWrite 5.0
User Manual



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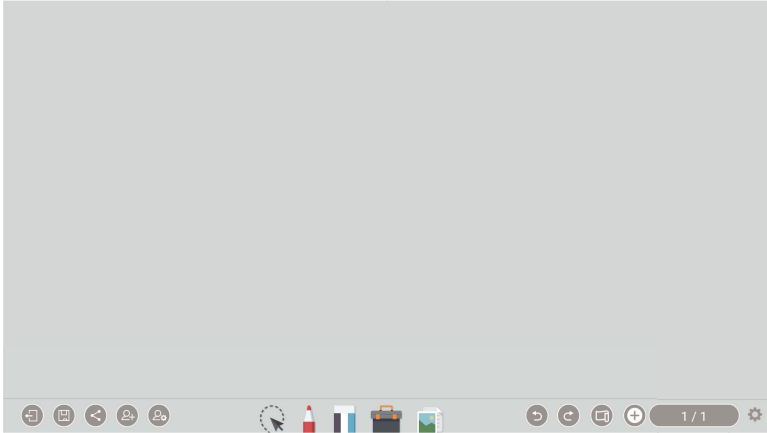
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Introduction

EZWrite 5.0 is a writing and annotation application that allows you to treat the touchscreen like an interactive, multi-functional whiteboard. EZWrite 5.0 supports 10-point touch.




Icon	Function	Description
	Exit	Click to exit EZWrite 5.0.
	Save	Click to save the drawings or annotations shown on the screen. Refer to Saving files on page 25 for more information.
	Share	Click to share the file via QR code, Email, or Print . Refer to Wireless sharing on page 27 for more information.
	Add member	Click to display the room ID and web address on IFP for users to join the cloud whiteboard.
	Manager	Click to manage the permission setting. Refer to Permission setting on page 10 for more information.
	Select	Click to select multi-objects. Refer to Selecting and modifying texts on page 15 for more information.
	Pen	Two pen types are provided: Brush and Dual Pen. Refer to Annotation on page 3 for more information.

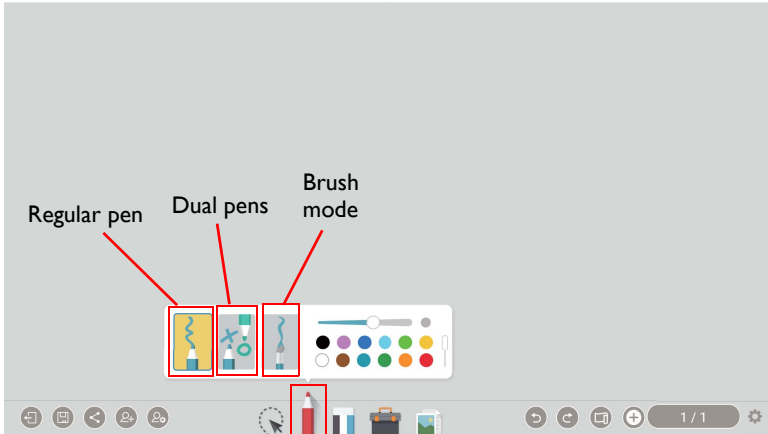
Icon	Function	Description
	Eraser	<p>Click clear all to erase all drawings/annotations on the screen. Click circle erase to erase the handwriting in the circle.</p> 
	Tool Box	Click to choose from different tools. Refer to Tool box on page 16 for more information.
	Import Files	Click to import an image into EZWrite 5.0. Refer to Importing images on page 23 for more information.
	Undo	Click to undo the previous operation.
	Redo	Click to redo the cancelled operation.
	Change Background	Click to change the background for EZWrite 5.0. Refer to Wallpaper on page 26 for more information.
	Add new page	Click to add a new page of writing image. Refer to Adding pages on page 24 for more information.
	Page	Reveals the page number of the current picture. Click to view the list of pages. Refer to Adding pages on page 24 for more information.



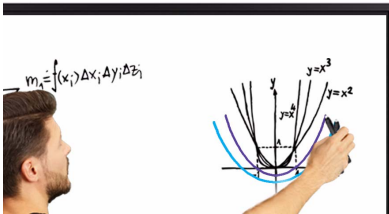
All functions in this manual vary by models. Details are listed on the last page.

Annotation

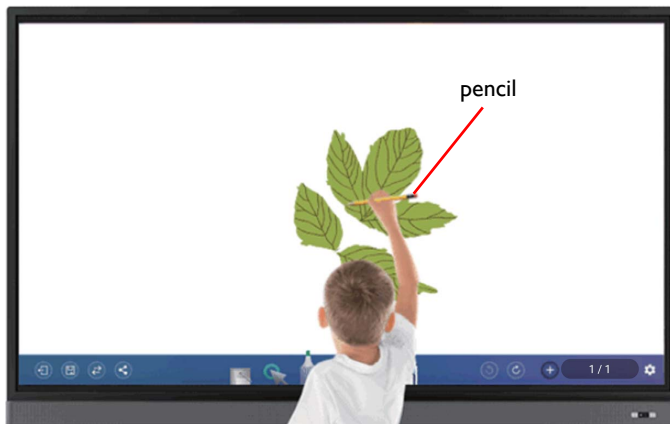
Click  in EZWrite 5.0 to set brush type, color, and thickness. Two other special types are provided: Dual pens and Brush mode.



- 12 color options are available: red, pink, orange, yellow, light green, green, sky blue, dark blue, purple, white, grey, and black.
- Dual pens allow two users to write or draw with different colors simultaneously. Users can create a more engaging writing experience by using two pens to write and highlight with two different colors, eliminating the need to change colors in a traditional classroom or meeting scenario.




- With brush mode, different stroke thickness based on different types of tools used to write or draw on the screen can be displayed. Strokes created with fingers, the IFP stylus, watercolor brush or even pencil can be detected. This unique feature is especially ideal for drawing or artistic creation.

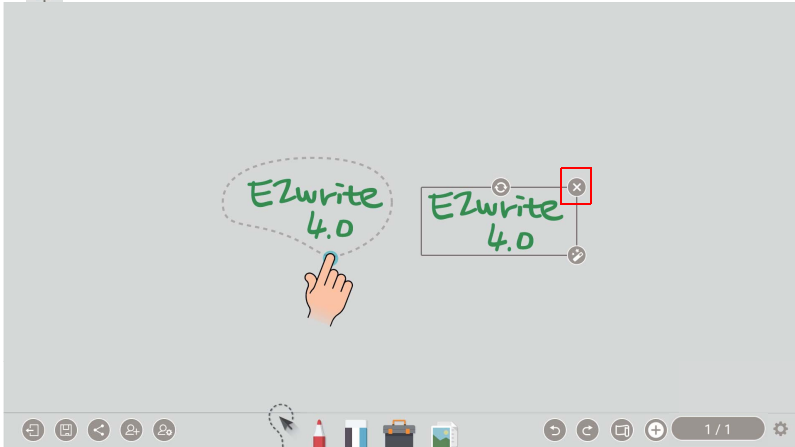


Eraser

EZWrite on IFP

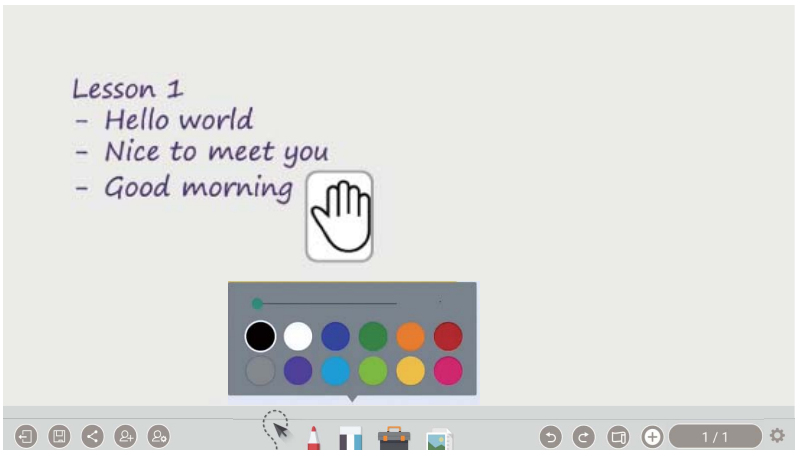
Select, modify, and delete

While you are writing with Pen on your IFP, you don't have to switch to Eraser to erase the contents. You can erase any contents by circling the part you want to delete and press .



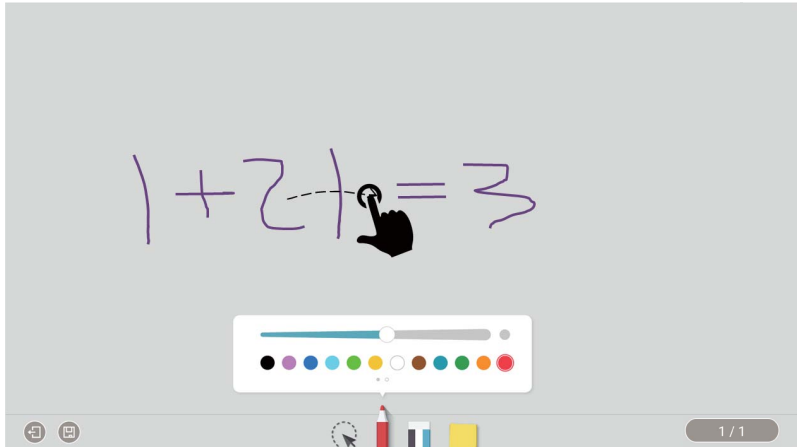
Palm eraser

While you are writing with Pen on your IFP, you don't have to switch to Eraser to erase the contents. You can erase any contents just with your palm.




EZWrite on mobile devices

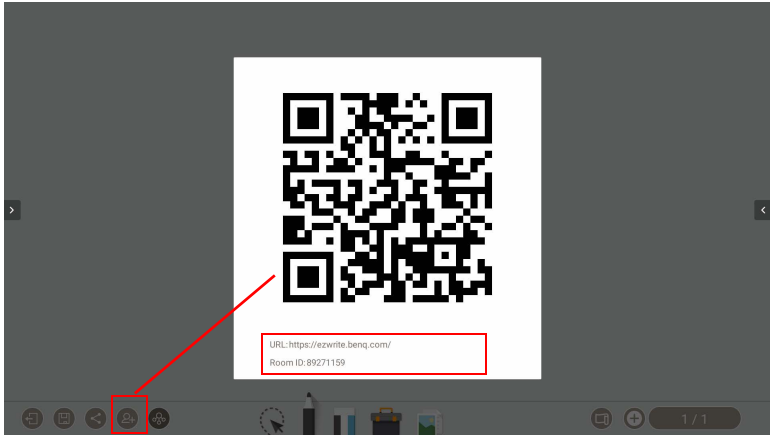
While you are writing with Pen on your mobile device, you can just swipe to delete any contents without switching to Eraser or circling the content.



Collaboration

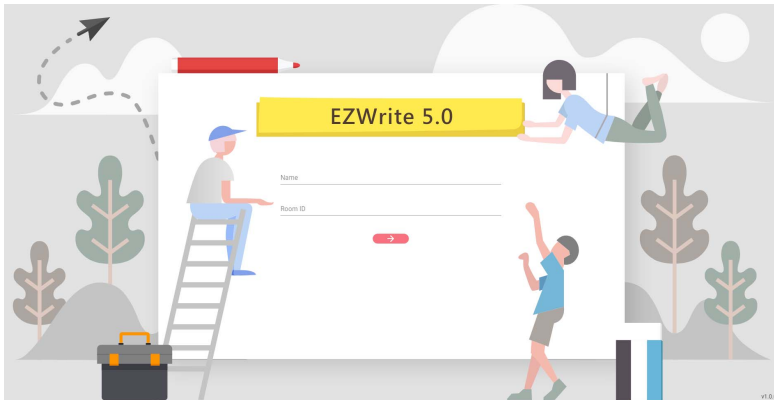
Joining Cloud Whiteboard

1. Click  to join Cloud Whiteboard using your mobile device. You can directly log in via QR code or by entering the URL on browser. EZWrite website URL: <https://ezwrite.benq.com>.

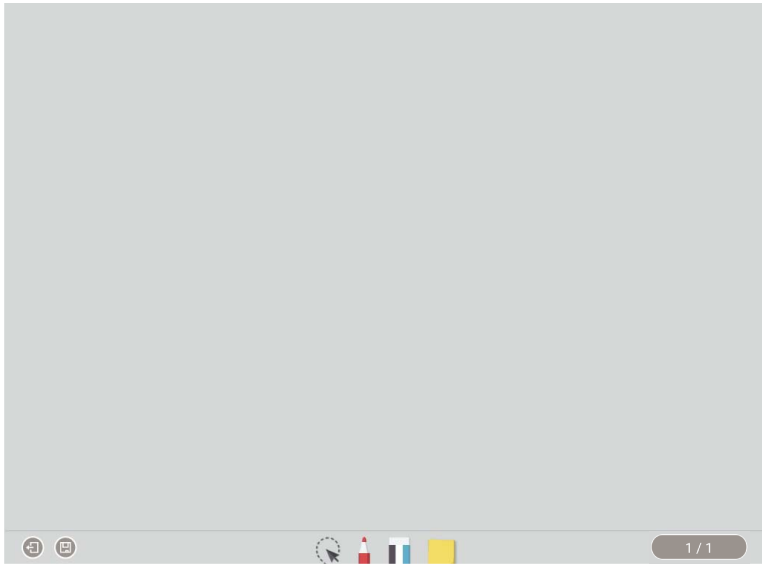






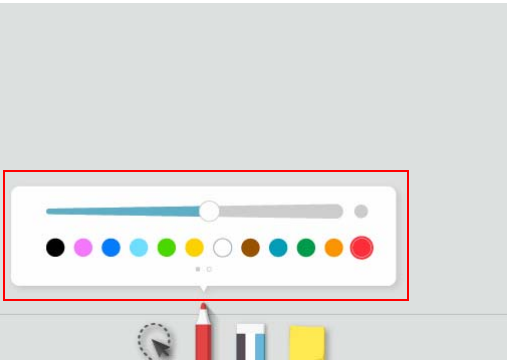
- Currently, EZWrite only supports Chrome and Safari.
- The default setting is **Broadcast**, and you can change the setting to **Co-creation**.



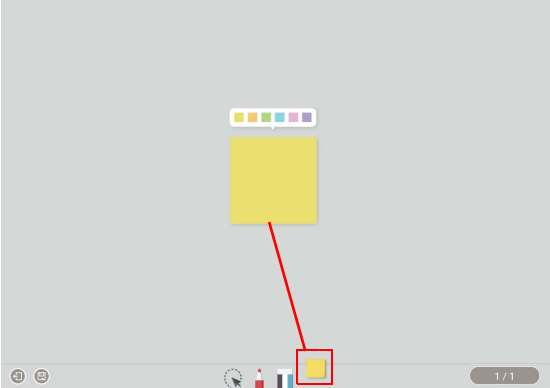


2. On the mobile device, enter your name/room ID and press **Log in**.



- Once you have successfully logged in, you will see the main page of EZWrite on your mobile device.




Icon	Function	Description
	Exit	Press to exit EZWrite 5.0.
	Save	Press to save the drawings or annotations shown on the screen.
	Select	Press to select an object like a picture or Sticky notes. Then move/delete it, or modify the text.
	Pen	<p>Press to set brush type, color, and thickness. 12 color options are available.</p> 

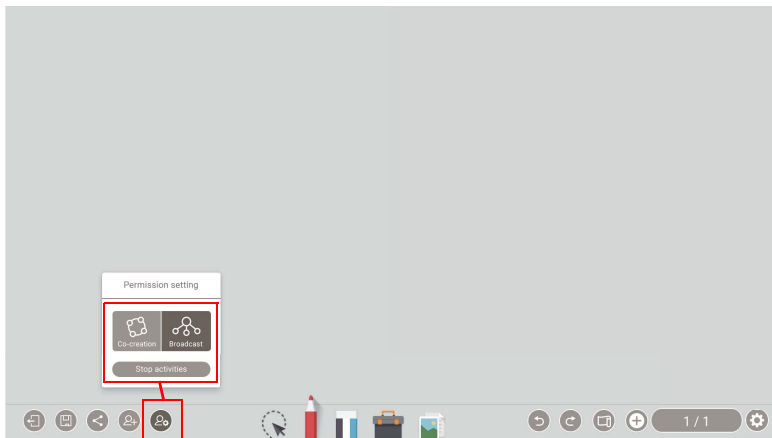
Icon	Function	Description
	Eraser	<p>Press to erase all drawings/annotations on the screen. Refer to Eraser on page 5 for more information.</p>
	Sticky notes	<p>Press to launch Sticky notes. You can change the background color of the note. After you finish writing, press the grey area outside the note to post on the whiteboard.</p>  <p> The user name shows on the sticky notes when it's under editing. While this note is under editing, it is not able to be co-edited by other users.</p>
	Page	<p>Reveals the page number of the current picture. Press to view the list of pages.</p>

Permission setting

EZWrite on IFP

Click  on your IFP to manage the permission setting. There are two types of setting, **Broadcast** and **Co-creation**.

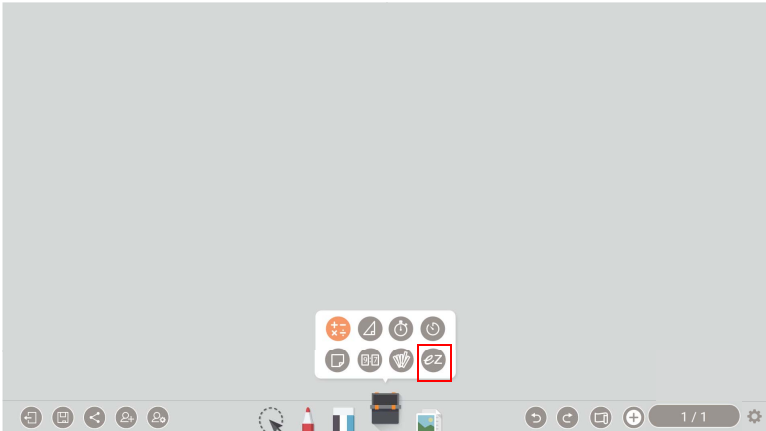
1. With **Broadcast**, mobile devices and PCs synchronize the same page with annotation, pictures, wallpaper, and Sticky notes on IFP and save the page(s).
2. **Co-creation** allows teamwork; users can collaborate with others in the classroom or meeting.
3. Click **Stop activities** to finish the collaboration.



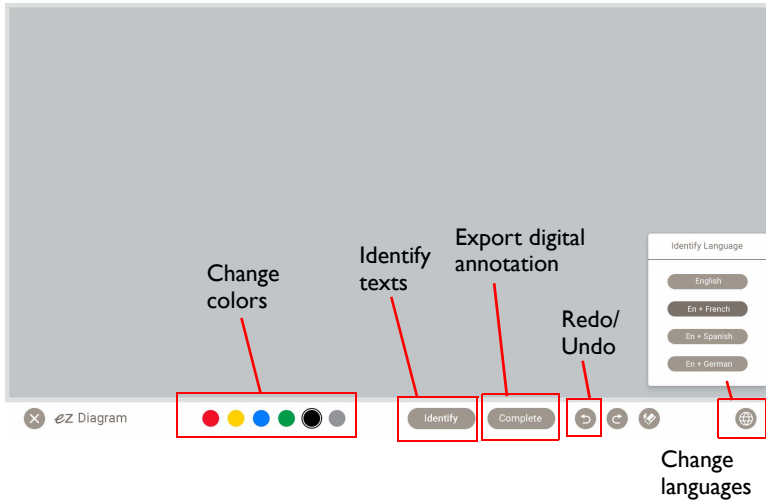
Handwriting recognition

Handwriting recognition allows you to easily write letters (English, French, Spanish, and German), or draw graphics and diagrams on the display. It fulfills most of the discussion scenarios like mind mapping, brain storming, organization charts...etc.

1. Click  in EZWrite 5.0.



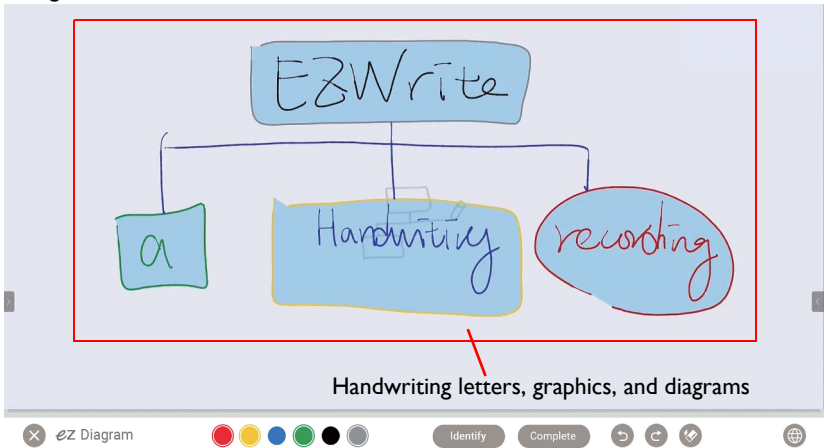
2. The main functions of handwriting recognition are as follows:



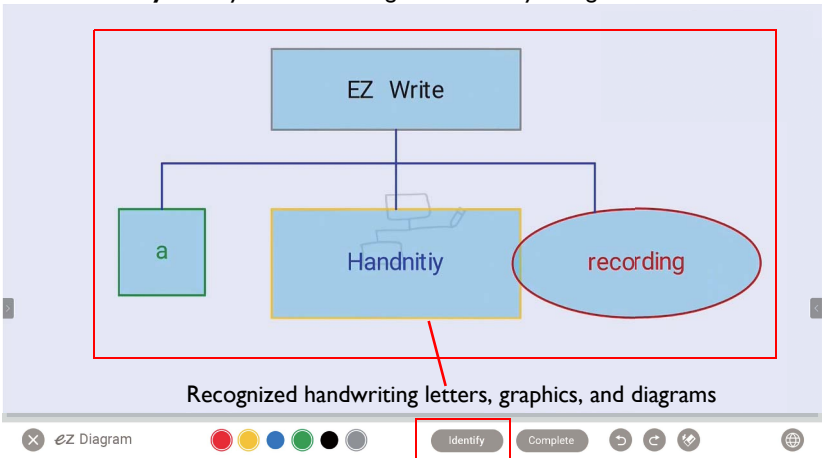
3. You can choose the language or languages you want to use.

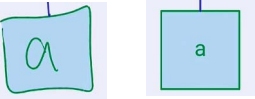

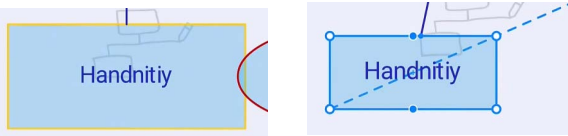

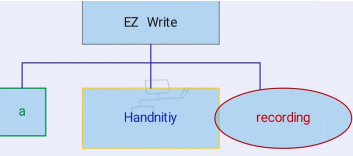

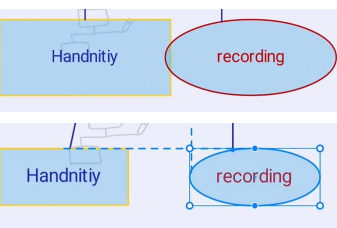

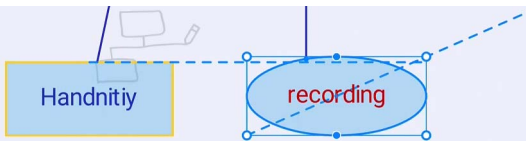
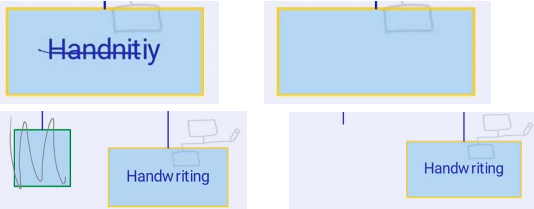




4. You can start using the tool, which can recognize handwriting letters, graphics, and diagrams.

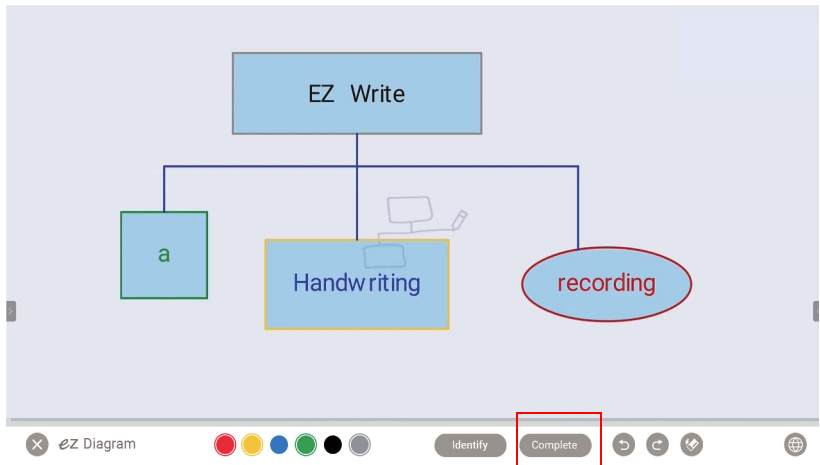


5. Press **Identify** when your handwriting is not directly recognized.




Function	Description
Recognize	 <p> The handwriting text can be recognized.</p>
Resize	 <p> You can resize the texts, graphics, and diagrams.</p>
Color	 <p> You can choose different colors for the texts, graphics, and diagrams.</p>
Move	 <p> You can freely move the graphics and diagrams.</p>
Reference line	
Erase	 <p> — is used to erase texts, and  is used to erase diagrams.</p>

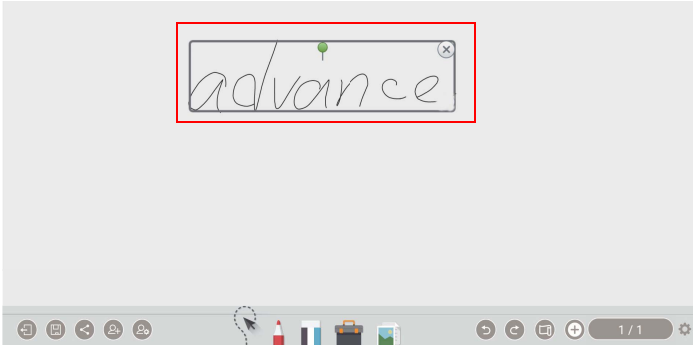
6. Press **Complete** to export the digital annotation. The annotation can be exported as an object/picture and set as the main page.



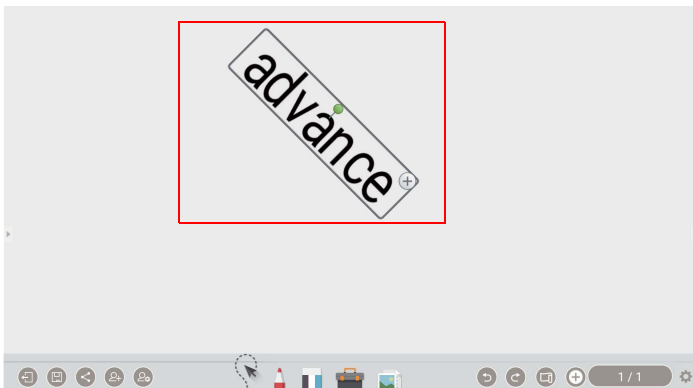
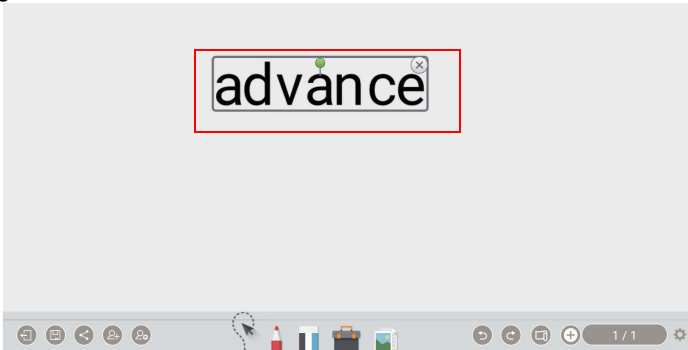
Selecting and modifying texts

Select function allows you to select, rotate, move, zoom in/out multi-objects. The written texts (English, French, Spanish, and German) can be recognized automatically.

1. Click  and directly write texts on the display.




2. The texts can be recognized, rotated, and resized freely. The text color can be changed as well.

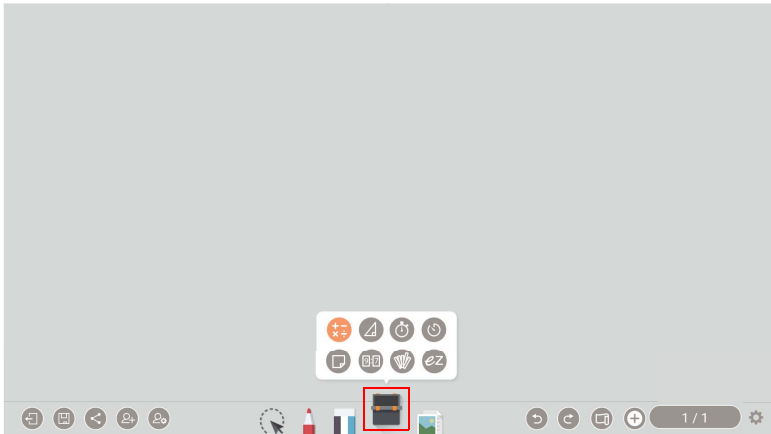



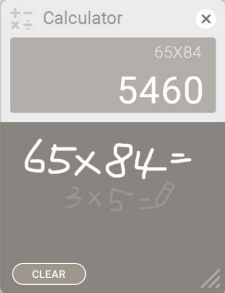
Select function cannot be used under the EZWrite cloud whiteboard.


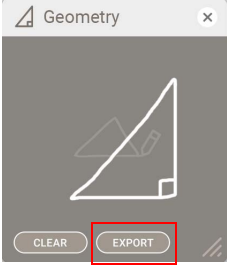





Tool box

Tool box is a group of applications in EZWrite 5.0 that utilize the touchscreen allowing users greater collaboration and interaction with the display.

Click  in EZWrite 5.0 to launch the tool box menu.





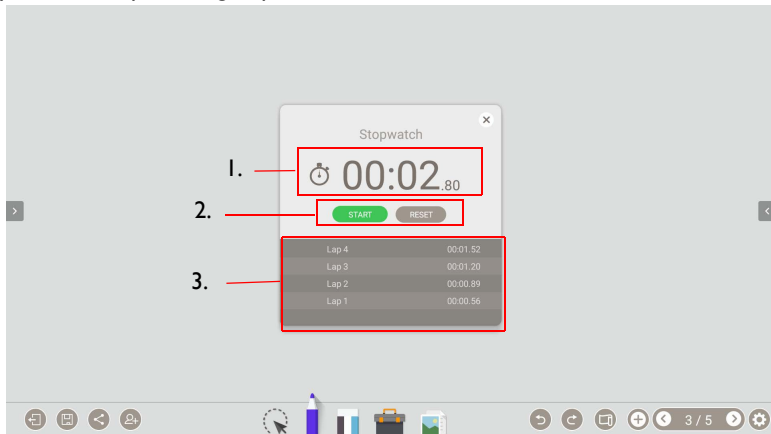
Icon	Function	Description
	<p>Calculator</p>	<p>Click to launch Calculator. A calculator will be presented on the screen which you can use for computation.</p> 

Icon	Function	Description
	Geometry Board	<p>Click to launch Geometry Board. Geometry Board immediately transforms your hand drawings into geometric constructions. Click Export to export the graphs to the EZWrite main page.</p> 
	Stopwatch	Click to launch Stopwatch. Refer to Stopwatch on page 18 for more information.
	Timer	Click to launch Timer. Refer to Timer on page 19 for more information.
	Sticky notes	Click to launch Sticky notes. Refer to Sticky notes on page 20 for more information.
	Scoreboard	Click to launch Scoreboard. Refer to Scoreboard on page 21 for more information.
	Draw	Click to launch Draw. Refer to Draw on page 22 for more information.

Stopwatch

Stopwatch allows you to create interactive time-sensitive games/activities.



1. Click  >  in EZWrite 5.0.
2. The Stopwatch settings will appear on the display as shown below. Stopwatch allows you to have up to five groups run time-based activities.

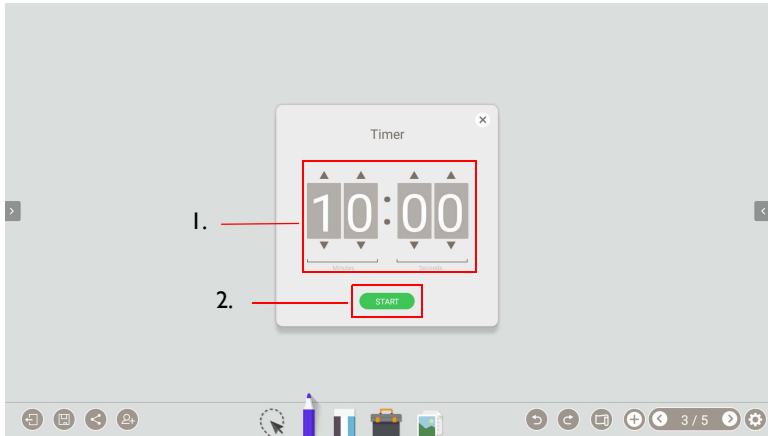



Item	Function	Description
1	Stopwatch	Displays the running time for the activity.
2	Start / Reset	Click to start/stop or reset the stopwatch.
3	Group laps	Displays the times for each lap recorded. The order of the laps is arranged from the fastest to the slowest.

Timer

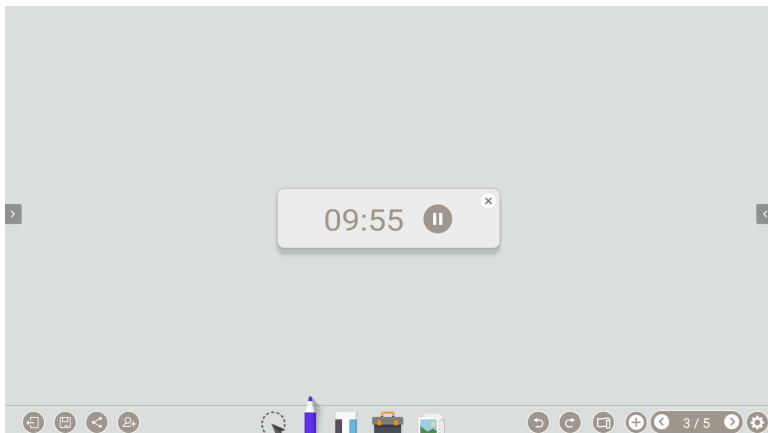
Timer allows you to display a countdown timer for timed games/activities.

1. Click  >  in EZWrite 5.0.
2. The Timer settings will appear on the display as shown below.





Item	Function	Description
1	Time setting	Swipe up/down to set the amount of countdown time for the timer.  The longest the timer can be set to is 99 minutes and 59 seconds.
2	Start	Click to start the timer.

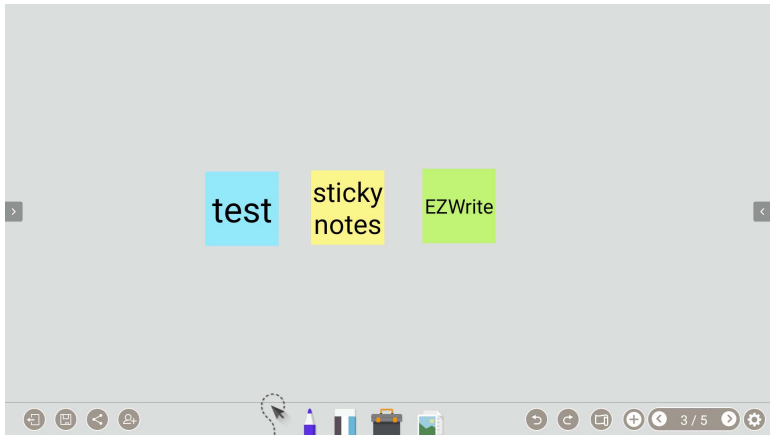
3. Click **START** to begin the countdown timer as shown below.



Sticky notes

Sticky notes allows you to use the tool to come up with new ideas and share them with others.



1. Click  >  in EZWrite 5.0.
2. The Sticky notes settings will appear on the display.
3. You can start taking ideas from your mind. After you finish writing, press the grey area outside the note to complete the editing.

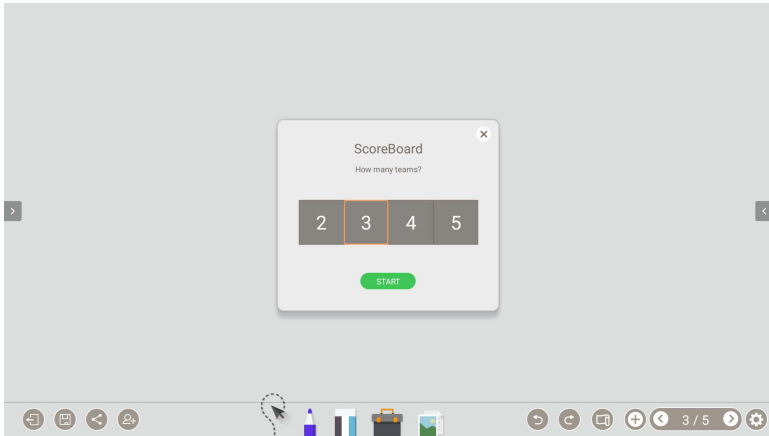


When one is editing an image or a sticky note, his or her name will be shown on the screen. The board will be locked, and only the editor can use it. Others cannot co-edit at the same time.

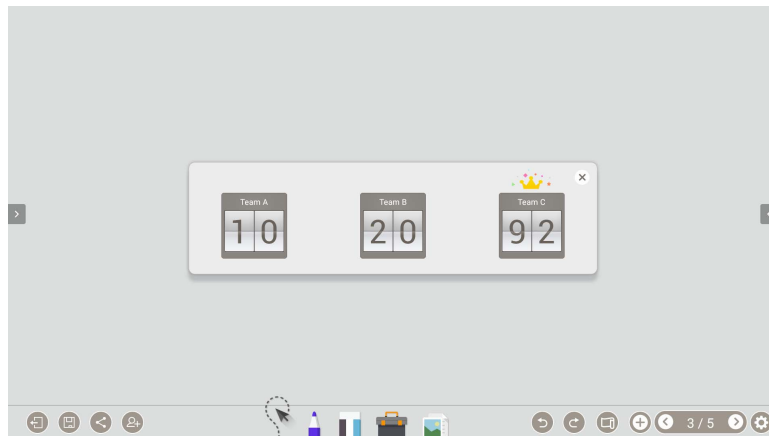
Scoreboard




Scoreboard allows you to create two to five touchscreen scoreboards for use in interactive score-based games/activities.

1. Click  >  in EZWrite 5.0.
2. Select the number of scoreboards you want to use.





3. The scoreboards will appear on the display.

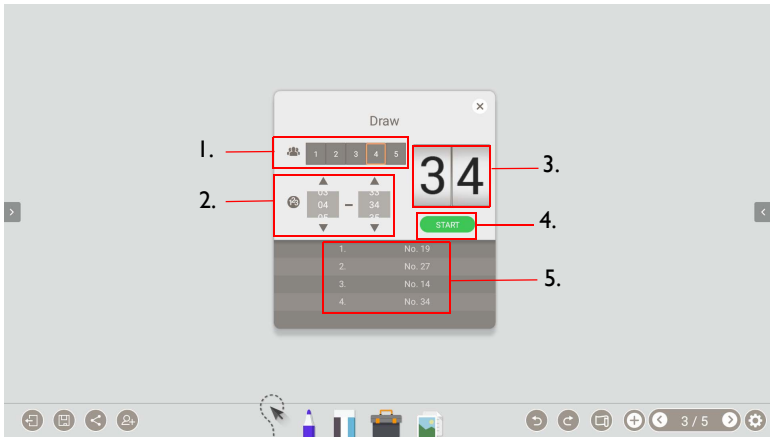




4. Swipe up or down on a scoreboard to increase or decrease the score.
 - Click  /  to increase/decrease the distance between scoreboards.
 - The team with the current highest score will have a crown () above their scoreboard. If all teams have the same score, no crown will appear.

Draw


Draw allows you to randomly draw one to five participants from a pool of up to 99 candidates for interactive games/activities.

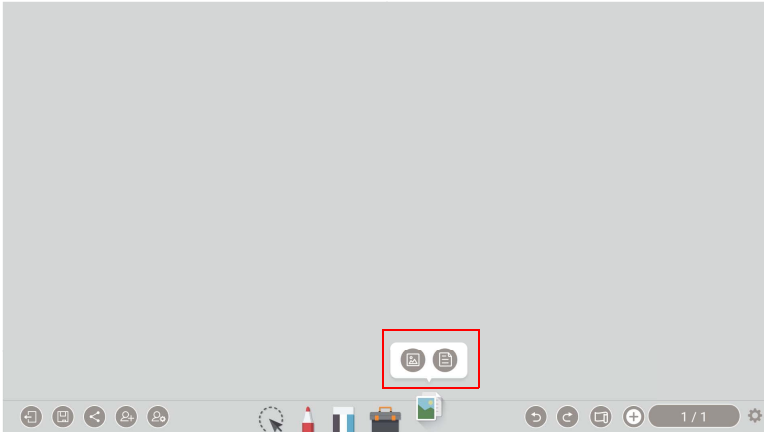
1. Click  >  in EZWrite 5.0.
2. The Draw screen will appear on the display as shown below.



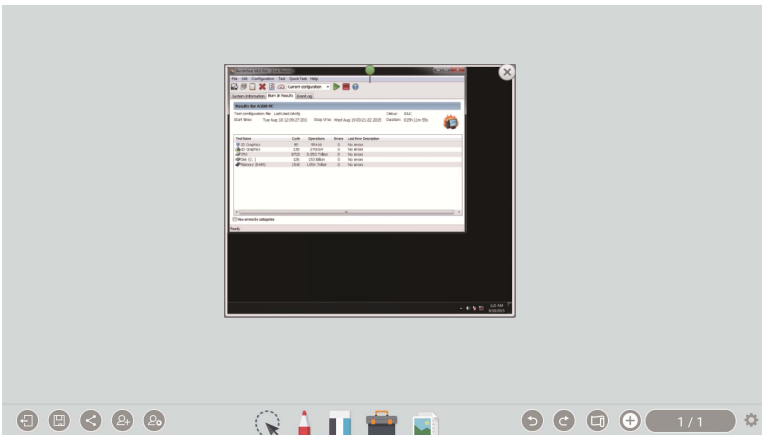
Item	Function	Description
1	Participants	Click to select the number of participants to be drawn.  The maximum number of participants is five.
2	Candidates	Swipe up/down to set the pool of candidates from which the participants will be drawn.  The number of candidates in the pool must be higher than the number of participants selected.
3	Draw	Displays the current participant drawn.
4	Start	Click to start the drawing process.
5	Participants List	Displays the total list of participants drawn.



Importing images

Click  to import images that are stored internally or on a connected storage device, which you can then edit on.




When an image has been selected and imported, it will appear in EZWrite 5.0 as shown below.










- Click and drag on the image to move the imported image.
- Zoom in and out with two fingers moving on the imported image.
- Click  to delete the imported image.
- Click  to import another image.

Adding pages

Click  45 / 99 to view a list of pages which have been added.




- Click  /  to add a new page to draw or create annotations on.
- Click on a thumbnail or click  /  to navigate between the pages.
- Select the thumbnail of a page and click  to delete the page selected.
- Click  to copy the page selected.
- To save multiple pages, delete all undesired pages then click . Refer to [Saving files on page 25](#) for more information.

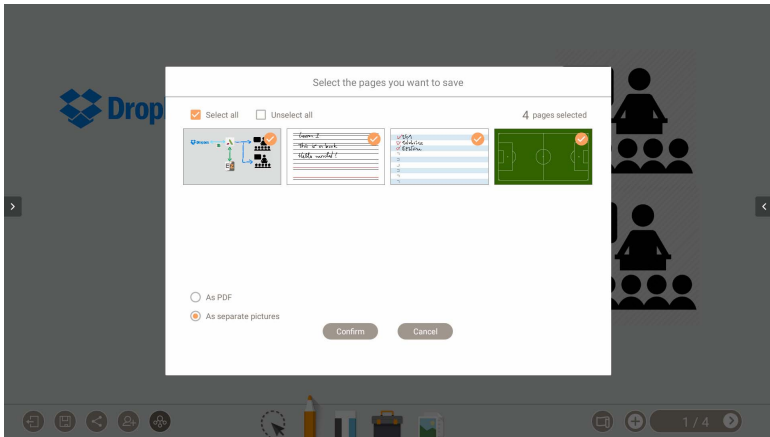


The maximum number of pages is 30.

Saving files

EZWrite 5.0 allows you to save drawings or text files either in the internal memory of the display, in connected storage devices, or on the cloud for download by mobile devices.

1. Click  and select the page(s) of the drawings or annotations you want to save.



2. You can save the pages as PDF or separate pictures. Click **Confirm** to proceed.

In the internal memory

- You can save the file(s) in the internal memory of the display.
- Click **Internal memory** to save the image in the **User > Current Account > folder named with the date** folder found in EZFinder.



In connected storage devices

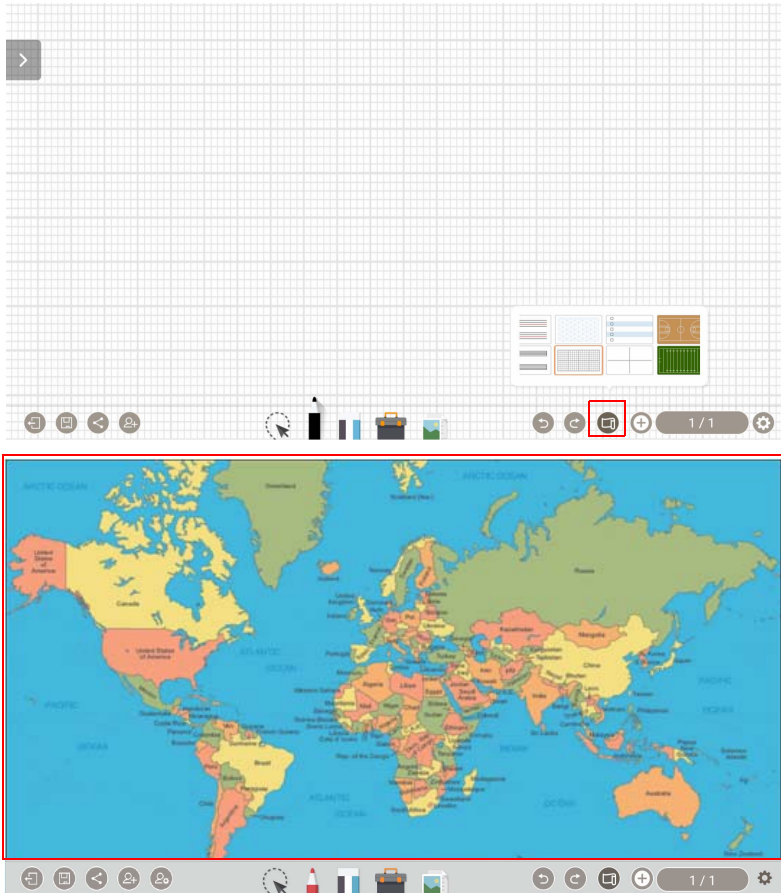
- You can save the file(s) in connected storage devices. Click the name of any connected external storage device to save the image in the corresponding storage device.
- You can access files via internal storage (your personal folder) or external storage like USB.

On the cloud service

- You can also save the file(s) on the cloud storage with AMS service.
- For saving files, the default storage is the personal folder. After you have saved a file, the next file you want to save will be saved in the most recently used folder. The function is only related to AMS service.

Wallpaper


You can import a wallpaper from internal storage or USB. Supported file types are JPG and PNG. If the resolution is not FHD, it would keep the same ratio and be zoomed out to fit the screen. Due to the built-in ratio adjustment mechanism, it is recommended that you use up to 1920x1080 image resolution to fit the aspect ratio.

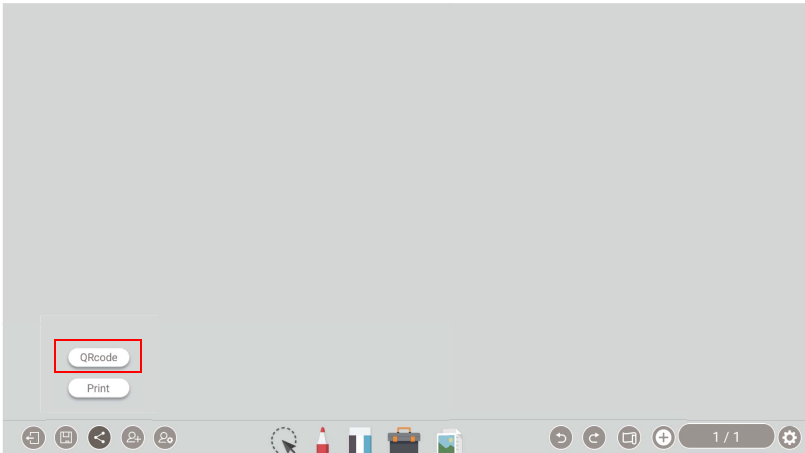


Wireless sharing

You can wirelessly transfer contents to mobile devices via QR code, Email, or InstaQPrint.

QR code

1. To save the file in the cloud for download, click  and you can save the file via **QR code**.



2. The image will be saved to the cloud with a corresponding QR code, and the image will appear on the display as shown below.



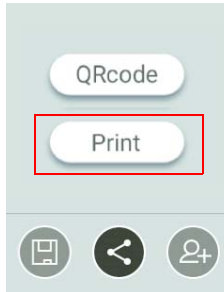
3. Scan the QR code with a mobile device and the image will appear on the mobile device's default web browser. Follow the browser's image saving procedure to save the image in the mobile device.



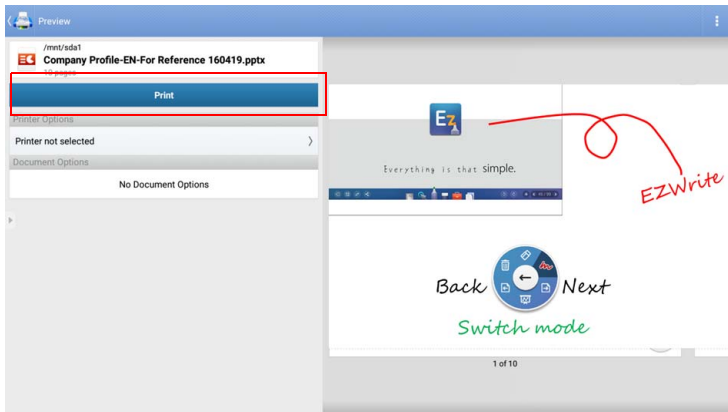
- Images saved to the cloud will be stored there for download for only 30 minutes.
- When saving to the cloud in the Team Post tool, a QR code will be created for each drawing board shown.

InstaQPrint

1. You can save the file via **Print**.



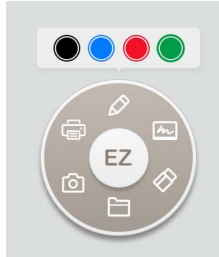
2. Click **Print** to proceed. You can transfer files via WiFi, USB, or LAN without printer model, or brand limitation.












For the list of supported printers, see https://printhead.com/list_of_supported_printers.php.

Floating Annotation Toolbar

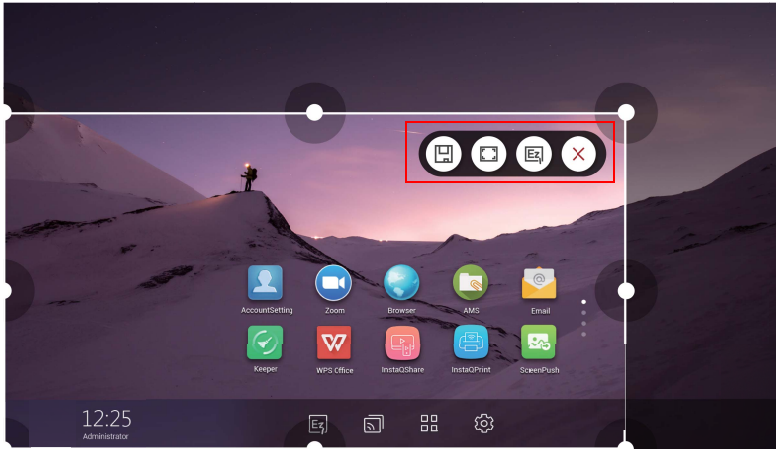
The Floating Annotation Toolbar is a convenient function that allows you to quickly write or create annotations on any screen that the display is showing. Under any input source or in the Android interface, touch and hold two fingers spaced about 20 – 50 mm apart on the screen for more than two seconds to launch the Floating Annotation Toolbar menu as shown below.







Icon	Function	Description
	Close and Move	Long press this button to drag and move the Floating Annotation Toolbar around. You can also click the button to close the floating toolbar and clear all the brushes.
	Annotate	Click to switch the color of the brush. Color options are blue, red, green, and black.  Palm eraser is provided for you to erase any contents on the display just with your palm while you are writing without switching to Eraser.
	Whiteboard	Click to start EZWrite 5.0.
	Clear All	Click to erase all annotations on the screen.  You may also quickly erase any annotations made by wiping any writing or drawings on the touchscreen using a balled-up fist.
	File Folder	Click to open the most recent file folder.
	Screenshot	Click to take a screenshot of the screen. Refer to Screenshot on page 30 for more information.
	InstaQPrint	Click to start InstaQPrint.


Screenshot

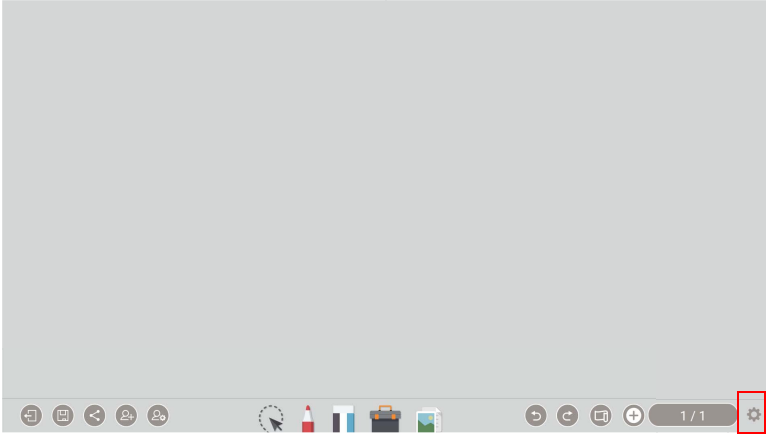
Click to take a screenshot of the screen, including the handwriting. Screenshots can be saved or imported to the EZWrite main page.



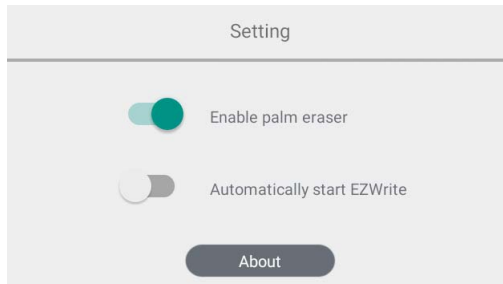
-  : Save screenshots
-  : Open in full screen
-  : Import screenshots to EZWrite
-  : Close screenshots

Setting


1. Click  to access Setting.

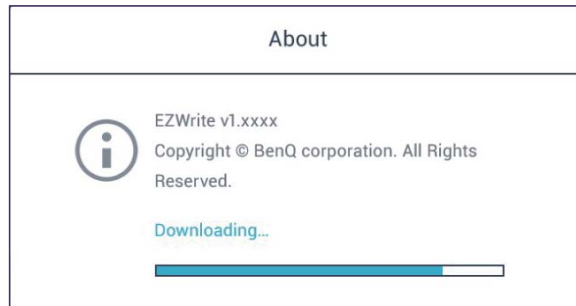
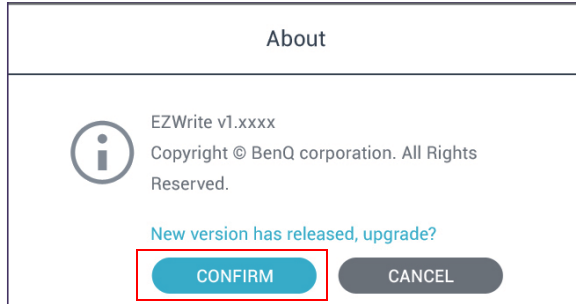


2. The palm eraser is on by default. You can set the function to off.
3. If you want to automatically start EZWrite as your IFP boots up, set the function to on. It is off by default.



How to upgrade EZWrite

1. Open EZWrite 5.0, click , and select **About**.
2. Click confirm and the system will start downloading. If the download is finished, click install.



Comparison Table

Functions		EZWrite 4.1	EZWrite 4.1 Lite	EZWrite 5.0	EZWrite 5.0 cloud whiteboard
		RP654K / RP704K / RP750K / RP860K	RM5501K / RM6501K / RM7501K / RM8601K	RP6501K / RP7501K / RP8601K	RP6501K / RP7501K / RP8601K
Basic Tool	Pencil	10 pts	10 pts	10 pts	10 pts
	Brush	N/A	Yes	Yes	N/A
	Dual Pen	N/A	Yes	Yes	N/A
	Eraser	Yes	Yes	Yes	Yes
	Circle eraser	Yes	Yes	Yes	Yes, gesture eraser
	Palm eraser	Yes	Yes	Yes	N/A
	Background	-6 colors and templates -Import wallpaper	-6 colors -Import wallpaper	-6 colors and templates -Import wallpaper	6 colors and templates
	Recording	Yes (720P)	N/A	N/A	N/A
File Open/ Save	Image import	Yes	Yes	Yes	Yes
	MS Office Import	Yes (PPT, Word, PDF)	N/A	N/A	N/A
	Save to internal memory	Yes	Yes	Yes	Yes
	Save to USB	Yes	Yes	Yes	Yes
	Share with QR code	Yes	Yes	Yes	Yes
	Share with Printing	Yes	Yes	Yes	Yes
	Share with Email	Yes	N/A	Yes	Yes
Page	Pages preview	Yes	Yes	Yes	Yes
	Add page	Yes (Max: 30 pages)	Yes (Max: 15 pages)	Yes (Max: 15 pages)	Yes (Max: 15 pages)
Annotation	Handwriting recognition	Yes, Text (English, French, Spanish, German, number) and diagram	Yes, Text (English, French, Spanish, German, number) and diagram	Yes, Text (English, French, Spanish, German, number) and diagram	N/A
	Floating tool (Making Notes on other apps)	Yes, with 2 fingers (full output capabilities to any display sources)	Yes, with 2 fingers No Palm eraser (full output capabilities to any display sources)	Yes, with 2 fingers No Palm eraser (full output capabilities to any display sources)	Yes, with 2 fingers No Palm eraser (full output capabilities to any display sources)

Tool box	Screenshot and import to whiteboard	N/A	N/A	Yes	Yes
	Sticky Notes	N/A	N/A	Yes	Yes
	Timer	Yes	Yes	Yes	N/A
	Buzzer	Yes	Yes	Yes	N/A
	Draw lots	Yes	Yes	Yes	N/A
	Scoreboard	Yes	Yes	Yes	N/A
	Team Post	Yes, no Palm eraser	N/A	N/A	N/A
	Geometry	Yes	Yes	Yes, import to whiteboard	N/A
	Calculator	Yes	Yes	Yes	N/A
	Automatically start EZWrite	Yes	N/A	Yes	N/A
	APP update	Yes	N/A	N/A (will update)	N/A