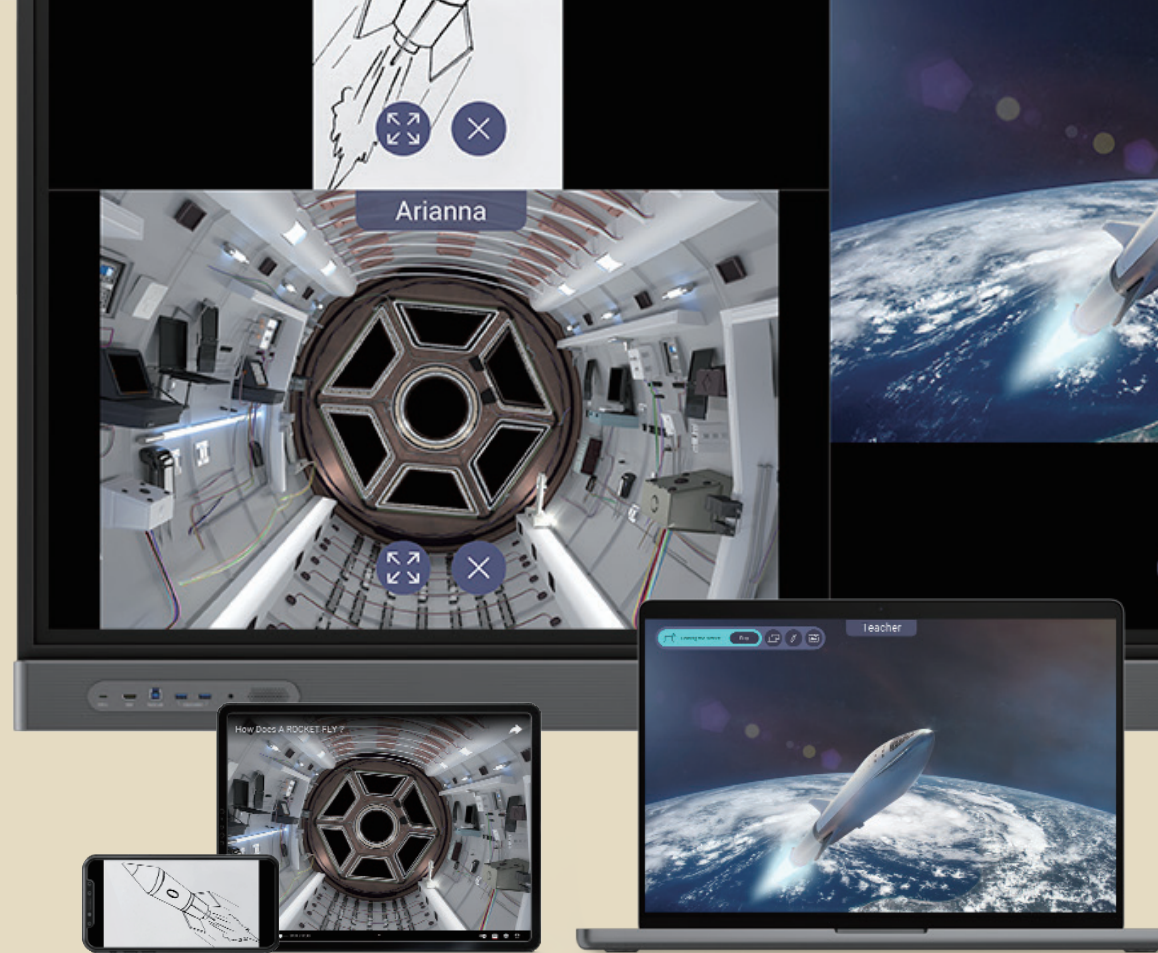


# Teacher's Guide: InstaShare 2



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




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



## 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.



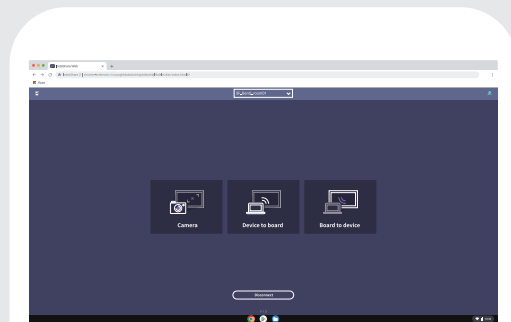
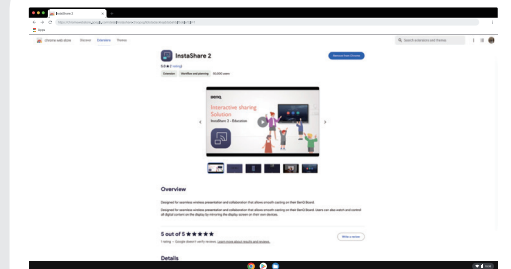
## Installing the InstaShare 2 Chrome extension

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**

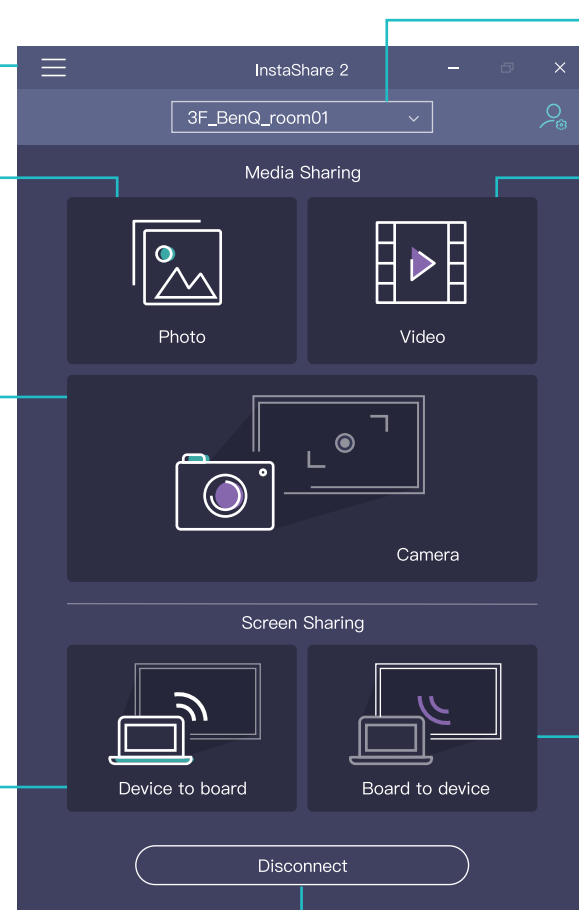
## Camera

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.

**Go to Home screen**  
**Annotate**  
**Enable touchback**  
**Take a screenshot**  
**Request to be host**  
**Minimize**

**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

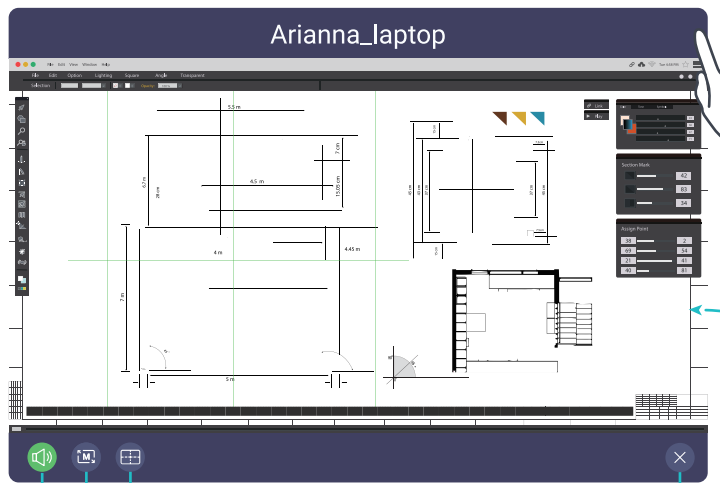
Disconnect all devices and end the screen sharing session.

# 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.

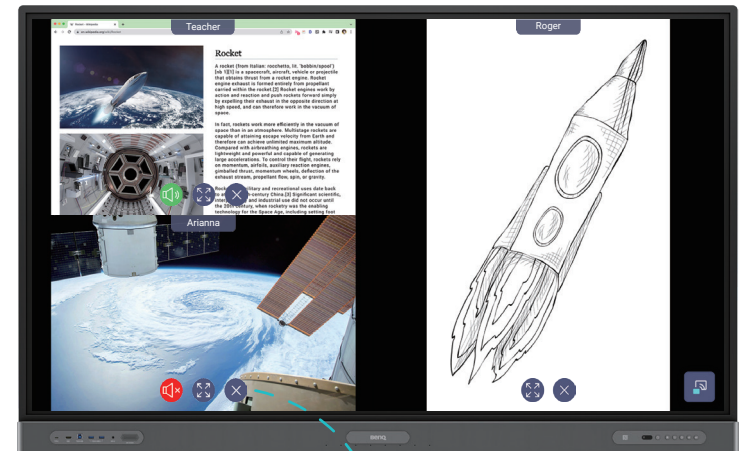
Mute/Unmute

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