Net Control 2 User Guide. Tools and Features

NET CONTROL 2

NET CONTROL ²

USER GUIDE.
TOOLS AND FEATURES

Revision 4.0
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Based on version 10.0

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Installation and configuration

Installation and configuration guides are distributed as separate documents. Please visit http://www.netcontrol2.com/downloads for the latest versions of that documents.

Teacher Console. Main window.

The left panel

The left panel contains group and connection list management tools and commands:

Refresh Connections – on Connections tab re-opens connections: closes all existing connections and opens them again, on Groups tab for PRO edition – refreshes the list of groups.

Scan – (only in Standard Edition):
- when clicked on Connections tab, scans a network for connections within currently opened group;
- when clicked on Groups tab, performs searching groups in the network..

Scan button's sub-menu contains additional workspace management commands:

Scan group for new connections – the same as clicking **Scan** button

Scan network for new groups and connections – performs full scanning of the network: first the software will scan the network for new groups, then every group will be scanned for new connections.

Scan IP address range – scans address space of a network for available connections. For more information please refer to **Workspace Management** chapter.

Add group/connection – add new connection manually, specifying address of client computer.

Delete group/connection – deletes selected groups or connections.

Modify group/connection – changes parameters of selected connections: name, address, description etc.

Import Connections from CSV file – imports new connections to the workspace from a text or comma-separated value (CSV) file, prepared in a spreadsheet editor.

Workspace Manager - opens Workspace Manager tool. Please refer to Workspace Management chapter for additional information.

View As Thumbnails – enables Thumbnail View mode, when client connection is displayed as a snapshot of Desktop of client computer. Button's sub-menu contains additional view-management commands. For more information please refer to Views chapter.

Lock –locks the teacher console. The unlocking is possible only after entering the correct unlock password. The unlock password may be changed at any moment by clicking the main menu command **N – Options – Options**, on Interface page.

Console – opens the Command Console window. In Command Console you can

see the log of commands executed, occurred events, and send internal commands directly to clients.

Select random – selects a random client. The command first will try to find a random connected client. If none client is connected, it is selecting a random unconnected client.

Color groups – allows to assign a color group to one or several client connections. Then all these connections may be selected in one click, just by clicking the respective color group button.

To define connections of a color group, select connections and click respective color group button. To re-define connections of a color group, click **Define connections in … group command** from color group button's sub-menu.

▶ *Bottom toolbar controls*

Bottom toolbar buttons enable **Arranged** or **Free Views**, **Computer Name View**, **User Name View** and allows changing dynamically a size of client connection thumbnail.

In Arranged View the icons/connections are displayed arranged to the top-left hand corner of the connection list; in Free View you can drag connections and place it at any custom position in the list, for example building a scheme of your class.

When Computer Name View button is "pressed", a connection caption in the connections list will include the computer name; when User Name View button is pressed, the caption will contain the user name (login) or full user name (if Active Directory services are enabled in your network). Both buttons may be pressed at the same time.

Use the slider to change size of thumbnails in the connections list dynamically.

Top toolbar

The top toolbar contains the main menu (N menu)

The Main menu commands are described in the chapter below

Tools:

The detailed description of tools you can find in chapters of this guide below.

Quick Status panel

My status is here!

Double click the status to change it. The status is visible on student computers in Student Console, as also it is displayed in a tooltip over Net Control 2 icon in the System Tray when you're changing the status. Use statuses to send quick and short information to students: lesson topic, current theme etc.

Quick tools:

[Send quick message]   *[Select quick question from list]*   *[Add quick comment to journal]*

With Quick tools panel you can:
- send quick **message** to students;
- select and send a previously stored **question** in the quick questions list;
- send **reward**s;
- accept the **"raised hand"**;
- **reset the "raised hand"** statuses;
- add **quick comment** to the journal.

▶ *The right panel*

The *right panel* contains the *Rated Commands List*, which is created on a base of rating of tools (i.e. the most often used tools will be grouped at the top of the list) and *Custom Commands List*, which may be customized by the Instructor using menu command *N -> Options -> Options*; on *"Right Panel"* tab.

To disable or enable the **right panel**, please click menu command *N -> Options -> Options*. On the *Right Panel* tab, enable or disable *"Show right panel"* option and click the OK button. To disable only the Rated Commands list or the Custom Commands list enable or disable the respective option in this group.

▶ Main Menu

The main menu provides quick access to the Net Control 2 workspace management functions, connection management functions, settings, the product registration features, the help and update routines.

To open the Main menu please click N button at upper left-hand corner of the main window of the Teacher Console.

Workspace (only Standard Edition)

The Workspace – is a list of Net Control 2 groups and connections.
New – creates new, empty workspace.
Open – opens a workspace from a file.
Save Default – saves current workspace

as default workspace. Default workspace will be loaded automatically at the program start up.

Save As – saves current workspace using file path and name specified by user.

Workspace Manager – opens the Workspace Manager tool (described below).

Connections menu (only Standard Edition)

Search – scans local network for available connections. Only connections belonging to the currently selected group will be found.

Search Groups – performs full scan of a network. The command first scans a network for available groups and then scans every found group for new connections within this group.

Add – add new connection to the current group.

Delete – deletes selected connections.

Edit – modifies selected connection.

Join – creates a grouped connection from several selected connections. Grouped connection will be represented in a workspace by one icon but will mean several client computers, i.e. any action applied to a connection will be applied to all client computers of the connection.

Separate – separates grouped connection, so every new connection represents one client computer.

Open – opens inactive, unconnected connections. If a connection was created without "Autoconnect at startup" option enabled, this command allows to open unconnected connection.

Options menu

Options – opens configuration options of the Teacher Console

Client Options – opens client configuration dialog for selected client connections.

View Options – opens connection list view options submenu. For more information please refer to Views chapter.

View Profiles – (Standard and PRO Editions only) - allows to set up view profiles of the Teacher Console. With View Profile an administrator can hide some functions of the teacher console from teachers or other users. For more

information please refer to <u>View Profiles</u> chapter.

All Tools Menu

All Tools menu contains reference for all tools listed on the Top toolbar

Macro Menu

Contains the macro commands list, tools for macro command creation and managing autoexecutable commands, i.e. macro commands that may be executed on student computers automatically on some event, even if no teachers connected at this moment to the student computer.

For additional information please refer to <u>Macro Commands</u> and <u>Autoexecutable Commands</u> chapters below.

Help and Support

Help – open Net Control 2 Help.
Bug Found – use this menu command to send quick message to developers regarding the technical issue found.
Check for update – checks update server for new versions of the software.
Update Client – use this command to send an update to client computers:
- select student computers that should be updated;
- click this menu command;
- open the latest installation package (.exe) downloaded from <u>http://www.netcontrol2.com</u> ;
- the software will be uploaded to student computers and updated there.

Registration

Register – (unregistered state) – allows to enter registration information.
Re-register – (registered state) – allows to reset current registration information.
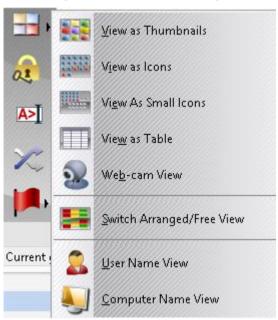
About - displays Administrator Console's version information.

▶ Views

The Administrator Console supports different view modes. To change the view mode, click the **"View"** button's submenu or use the main menu's command

N -> Options -> View Options.
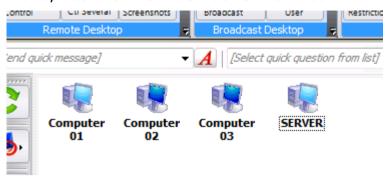
View as Thumbnails: client computer icon is displayed as a thumbnail with a screenshot of the client computer. To select this mode, use the **"View as Thumbnails"** menu command.

View as Icons: client computers are displayed as large icons. To select this

mode, use the **View as Icons** menu command:

Small Icon View. To select this mode, use the **View as Small Icons** menu command:
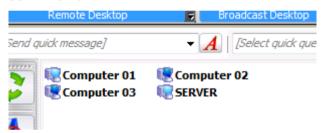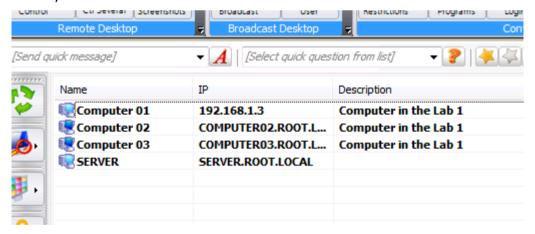
Table View. Provides additional information: IP address or host name of client computer and custom description assigned to the connection. To select this mode, use the **View as Table** menu command:

Web Cam View. Displays a snapshot from web-camera, installed on client computer. To select this mode, use the **Web-cam View mode** menu command.
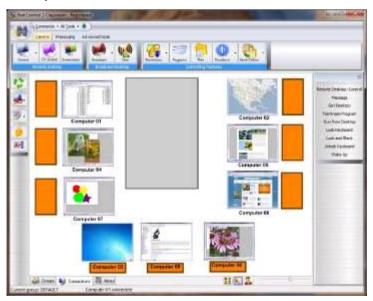
Arranged view – icons or thumbnails are sorted and arranged to the upper-left corner of the connections list. This is default view mode. Sort method may

be changed or selected in the main menu command **N -> Options -> Options -> View Options -> Sort**.

Free view – icons or thumbnails are not sorted or arranged, and may be freely moved within the connections list. Net Control 2 will remember layout of icons/thumbnails and will restore it at next startup.

Free and *arranged* view modes may be selected, switching the **"Switch Arranged/Free View"** menu command or clicking the **Arranged/Free View** button at the bottom of the Administrator Console window:

User Name View – when User Name View mode is active, as a name of

connection Net Control 2 will display:

- full user name of the currently logged in user on client computer (if this name is set up in the Active Directory for this user account);

- login name of the currently logged in user on client computer (if the user is logged in);

- custom Alias if the alias name was set up in Client settings (on Groups tab);

- a name, entered by the student on client computer in Student Registration dialog, if the student was registered.
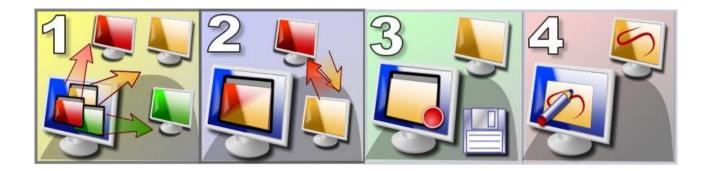
Computer Name View – the software will display default connection name as specified in its settings, by default host or DNS name.

To enable *Computer* or *User Name View*, click the **Computer Name View** or **User Name View** command of Views menu; or click the respective button at the bottom of the Administrator Console window:

Control tool**. Remote Desktop.**

Features:

– Controls the desktop of a selected remote computer, using keyboard and mouse;

– Controls several user computers at the same time. The Instructor can switch **Remote Desktop** between controlled computers manually or automatically after a set time interval;

– The Instructor can record the picture from remote desktop of controlled computer for further replay using the **Desktop Recorder** tools;

– The Instructor can make annotations for the user of the remote computer, drawing and typing on his desktop.

– During a **Remote Desktop** session, the Instructor can block the keyboard and mouse of a remote computer;

– Save or print snapshots of the remote screen.

To start the Remote Desktop session:

– Select one or several user computers;

– On the **"Control"** page of the **top toolbar**, click:

The button has a submenu, which provides additional commands for controlling commands for Remote Desktop sessions:

- **Control -** the same as clicking Control button: opens remote desktop sessions for selected computers.
- To open a separate control window for each user computer, select the **View** - opens remote desktop session in "View-only" mode, i.e. the instructor can see activity on student computers but cannot control it. The View only may be changed by Instructor to the Control mode at any moment in Remote Desktop window.
- To close the **Remote Desktop** service on user and Instructor's computers, use the **Close Control Sessions** command in the **Control** button submenu.

Screen flashing, cursor flashing, Aero theme and other graphic mode issues during control/broadcast.

Depending on settings of Net Control 2 Broadcast Desktop and Remote Desktop tools Net Control 2 may use acceleration of special display driver – VHD driver (or Video Hook Driver). Use of VHD driver acceleration can significantly improve the accuracy and performance of the Remote Desktop engine.

When use of VHD driver is enabled, Net Control 2 will load this driver automatically when the Remote Desktop or Broadcast Desktop service is started, and will unload it automatically when the session is closed.

For Remote Desktop tool ("Control" or "View" commands) the VHD driver acceleration will be turned on for "controlled" side, i.e. student computers.

For Broadcast Desktop tool ("Broadcast" and "User" commands) the acceleration is enabled for the "source" computer, i.e. for the teacher computer ("Broadcast" command) or the user computer, which display is shown on other computers ("User" command).

The side effect of VHD driver acceleration may include:
- **Screen flashing** when the driver is activating or deactivating, i.e. on begin and at the end of the session.
- **Aero theme will be changed temporarily to "Basic" theme** in

Windows Vista, 7 and 2008. The theme will be restored back to Aero theme, when Remote Desktop/Broadcast session is stopped.

- In Windows XP – **opaque background of Desktop icon labels.**
- **Black screen of video during playback.** If video playback was started before VHD driver activation, after the driver becomes active, the movie screen may be changed to black screen. One of solutions in this case would be starting playback after the driver activation, i.e. after Remote/Broadcast Desktop session is started.

If these side effects are important in your work and you would like to avoid them, you can disable VHD Driver acceleration as follows:
For Instructor computer:
- Click the main menu command of the teacher console N – Options – Options. On Control/Broadcast page of Options window select "Do not use (Aero safe)" option and click OK.

For Student computers:
- Select student computers in the teacher console;
- Click the main menu command N – Options – Client Options;
- On Control/Broadcast page of Client Module Configuration window select "Do not use (Aero safe)" option and click OK.

Changes will be applied after restart of Remote/Broadcast Desktop sessions.

When VHD driver acceleration is disabled for Remote/Broadcast Desktop, the software will use special GDI mode. One of side effects for this mode may be the **frequent cursor flashing** during broadcast/control.

To prevent cursor flashing:
On Instructor computer:
- Click the main menu command N – Options – Options;
- On Advanced Options page select (check) "Prevent cursor flashing" option.
- Click OK.

For Student computers:
- Select computers in the teacher console;
- Click the main menu command N – Options – Client Options;

- On Control/Broadcast page enable "Prevent cursor flashing in GDI mode" option and click OK.

Changes will be applied after restart of Broadcast/Control session.

▶ **Remote Desktop viewer:**

View-only mode – enables/disables view-only mode. When enabled, the Instructor can view the desktop of the user computer, but cannot control it with keyboard and mouse;

Topmost – when **Topmost** mode is enabled, the **Remote Desktop** window will be placed on the top of all other ("non-topmost") windows;

Panning – when enabled, **Remote Desktop** viewer will automatically scroll the content of the **Remote Desktop** window, whenever the Instructor moves the cursor over the window;

Cursor mode – when enabled, **Remote Desktop** will display the actual location of the cursor on the remote computer;

Drawer – click to enable the drawer mode. For more information please refer to the **Annotation Mode** section, below;

Fullscreen – when enabled, the **Remote Desktop** window will be expanded to full-screen;

Stretched – when enabled, the contents of the **Remote Desktop** will be automatically resized to fit the window;

Monitor – in multimonitor environment here you can select a monitor, which will be the source for control/broadcast. By default the software uses the "primary" display as a source.

Lock – locks keyboard and mouse of the remote computer;

Unlock – unlocks keyboard and mouse of the remote computer;

Ctrl-Alt-Del – simulates Ctrl+Alt+Delete key combination on the remote computer. In Windows Vista/2008/7, SAS simulation policy should be enabled on each user computer. For more details, please refer to the Knowledge Base's article: http://kb.netcontrol2.com/entry/41/

To top-left – moves the currently active window on remote computer to the top-left-hand corner of the screen. This feature is useful when the Instructor is controlling several computers at the same time and the user computers have different screen resolutions. Clicking this command forces the current window on all user computers to be arranged in the same position: in the top-left-hand corner of the screen.

Record – allows the Instructor to save **Remote Desktop** session as a **Desktop Recorder record**, which later may be replayed using the **Desktop Viewer**.

The following commands are available only when the **Remote Desktop** session was started using the *Control Several Computers* command:

Previous – switches the view to the previous computer in the list of **Remote Desktop** connections;

Next – switches the view to the next computer in the list of **Remote Desktop** connections;

Scan – enables "**Scanning**" mode. **Remote Desktop** will activate the next computer in the list of **Remote Desktop** connections after a specific time interval (3 seconds by default). The interval may be changed using the menu command Mode –> Scan;

Thumbnails – display thumbnails of the computers in the **Remote Desktop** list;

Current – when this mode is enabled, all the actions of the Instructor will be applied to the currently selected user computer only. Otherwise, the Instructor's actions will be applied to all the computers in the **Remote Desktop** connections list.

In addition, using the menu commands **File –> Save Snapshot As** and **File –> Print Snapshot As,** the Instructor can take snapshots of the user computer desktop and save them as Windows Bitmap files or print them on a selected printer.
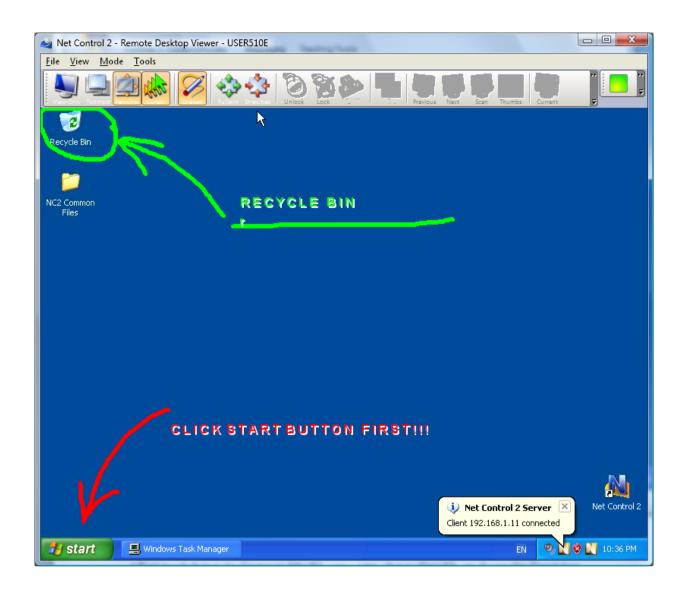
▶ Drawer Mode in Remote Desktop Viewer.

The Instructor can use **Drawer mode** in **Remote Desktop Viewer** to make graphic and text annotations on the desktop of the user computer.

After switching to **Drawer Mode**, the Instructor can draw directly within the **Remote Desktop** window, by pressing the left mouse button and moving the mouse. You can also type text using the keyboard. All actions will be reproduced on the user computer.

In **Drawer Mode**, you can use F2, F3 and F4 keys to change the color and F5…F8 keys to change the width of the pen.

Broadcast Desktop tools.

Broadcast Desktop tools provide the ability to demonstrate an image of the desktop of the Instructor's computer on selected User computers. The performance of **Broadcast Desktop** does not depend on the number of computers where the images will be demonstrated.

To start a **Broadcast Desktop** session:
- select user computers;
- on the **"Control"** page of the top toolbar, click:

To show Instructor's screen to students

To show selected student's desktop to other students.

In addition, Broadcast button has a sub-menu, which contains additional Broadcast Desktop management functions:

Broadcast – show instructor's screen to selected students;

Broadcast – Restricted – the same as Broadcast button, but **Broadcast Desktop Viewer** windows will be opened in restricted mode: the keyboard and mouse of the user computer(s) will be blocked and the user(s) will not be able to close **Broadcast Desktop Viewer** or switch to other applications.

User button – initiates **Broadcast Desktop** session on selected user computer. At next step you need to select client computers, where the broadcast will be displayed. The Instructor can watch the information sent from the client computer using Broadcast Desktop Viewer:

Broadcast Desktop Viewer – opens **Broadcast Desktop Viewer** on the Instructor's computer. Use this command to view an image sent from selected user computers in **Broadcast Desktop mode**.

Close Broadcast Desktop sessions – this command closes Broadcast Desktop sessions (senders and viewers) on all selected user computers and on the Instructor's computer.
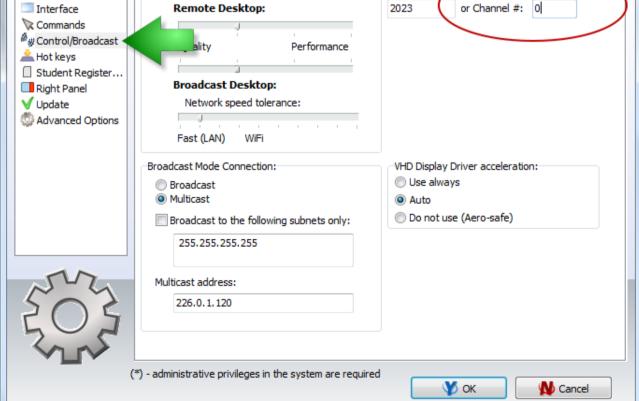

Channels

Broadcast Desktop tool sends information over the whole network and therefore the signal may be received in any part of the network, for example, in other labs. To exclude interference of different sources in the same network you need to assign unique Broadcast Desktop Channel to every Instructor computer. The Broadcast Desktop Channel is a number (recommended range is 0..100), which internally will be mapped to a respective network port number.

Broadcast Desktop channel may be assigned to the Instructor computer in a process of installation, and changed at any moment in the teacher console:

- click the main menu command N – Options – Options;
- on Control/Broadcast page set up Broadcast Desktop channel:

- click OK. Changes will be applied after restart of Broadcast/Desktop sessions on student and teacher computers.

Screen flashing, cursor flashing, Aero theme disappearing and other graphic mode issues during broadcast

Screen flashing on broadcast activation/deactivation, cursor flashing, temporary disabling Aero theme are possible and described in the Control/ Remote Desktop chapter above.

Broadcast Desktop Toolbar

When a **Broadcast Desktop session** is started on the Instructor's computer, Net Control 2 will display the special **Broadcast Desktop**
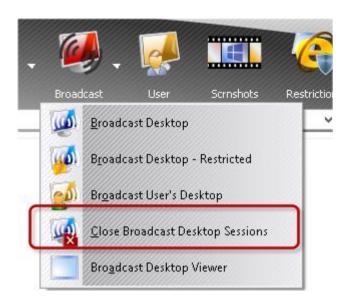

toolbar on top-right-hand corner of the screen:

Pause/Resume button may be used to pause or resume the broadcast.

Stop button allows the Instructor to stop the **Broadcast Desktop session**. In several cases, when due to some network problem the connection between student and teacher computers is lost, Stop button may be unable to stop the session on student computers through Broadcast Desktop interface. In this case please use "Close Broadcast Desktop sessions" command of Broadcast button sub-menu in the main window of the teacher console:

Annotate tool button activates special **Annotation mode**. See below for more details about **Annotation mode**.

Select area button allows the Instructor to select an area on the screen that will be used for capture and broadcast. Any part of the screen outside of the selected area will not be broadcast to the user computers. The area selected will be in effect until restart of the computer or until it is reset with the **Reset area** button.

Reset area restores full-screen broadcast mode after an area has been selected using the **Select area** button.

Audio Broadcast on/off – starts/stops broadcasting of sound to students from the default audio recording device (by default – microphone, may be changed in **Control Panel – Sound** applet)

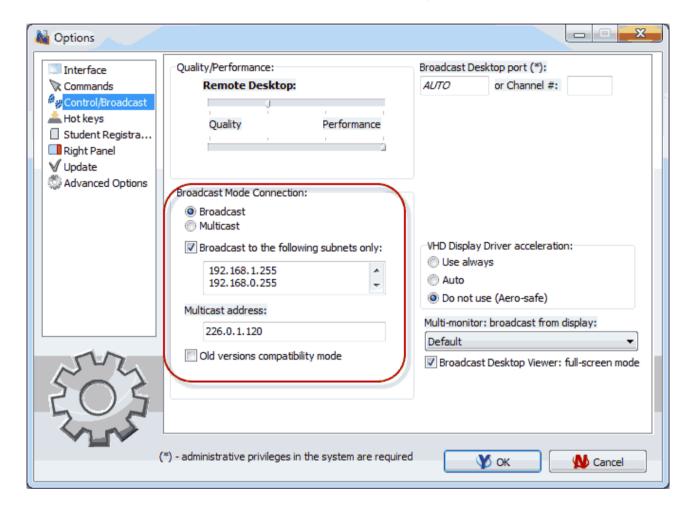▶ *Broadcast troubleshooting.*

If instead of teacher's screen only white Broadcast Desktop Viewer window with logo is displayed on student computers, and it does not change within a minute or more:

1. Try to broadcast to a subnetwork address:

    a. In the teacher console click N – Options – Options. On Control/Broadcast page:

b. Select **"Broadcast"** in Broadcast Mode Connection group
c. Check **"Broadcast to the following subnets only"** option
d. In the field below specify broadcast address of your network. If your network consists of several VLANs, add here broadcast addresses for every VLAN, one address per line:

To determine the broadcast address for a subnetwork you need to know IP address range of your network and the address mask. Example:

IP addresses of a network are 192.168.1.1…192.168.1.254 and
IP mask is 255.255.255.0
Then, the broadcast address is 192.168.1.255 (we replaced last digit of the IP address with 255)

To calculate Broadcast address for your subnetworks you can use our online broadcast address calculator: http://www.netcontrol2.com/broadcast_calc
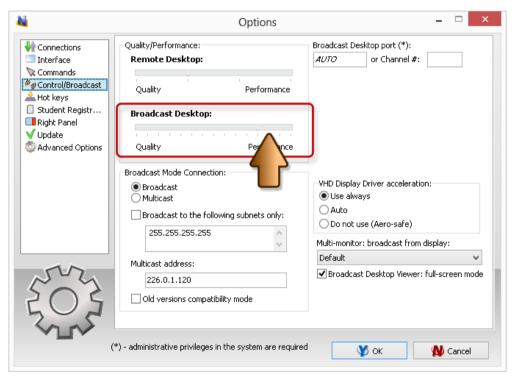
2. Try to change broadcast protocol:
a. In the teacher console click the main menu command N – Options

– Options;

b. On Control / Broadcast page enable (check) "Multicast" protocol and click OK.

c. Restart Broadcast Desktop session.

3. Try to change quality/performance parameters for Broadcast:

a. In the teacher console click the main menu command N – Options – Options;

b. On Control / Broadcast page move Broadcast desktop performance slider to right:

c. click OK.

d. Restart Broadcast Desktop session.

4. Try to enable "Old-versions compatibility mode"

a. In the teacher console click the main menu command N – Options – Options;

b. On Control / Broadcast page enable (check) "Old versions compatibility mode" option and click OK.

c. Restart Broadcast Desktop session.

To restart the broadcast desktop session:

- Select student computers in the teacher console;

- Click **"Close Broadcast Desktop sessions"** command of Broadcast button's submenu.
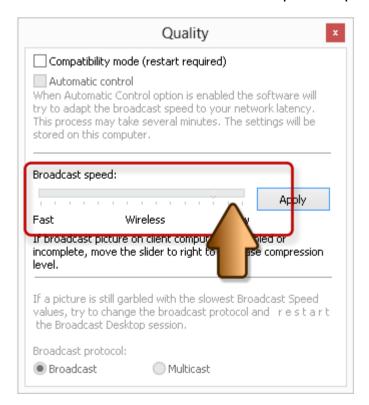
If during broadcast, an image is partially present on student computers but it is garbled, this means that the network loses some part of the information sent from the Instructor computer. The problem may be temporary (if the network is overloaded at this moment) or permanent (if the network has high latency).

In this case you need to adapt Broadcast Desktop transfer speed to the parameters of your network.

In the Broadcast Desktop toolbar, click the **"Garbled image on user side"** link:

Then move slider of "Broadcast speed" option to right:

Restart the Broadcast Desktop session and verify whether the image was

received correctly by clients.

Do not set up the rightmost positions at once, this may result worse quality of an image or higher delays in broadcasting.

Wireless network adapters often use special power-saving mode, which may increase network latency and affect the performance of the Broadcast Desktop. Try to turn low power consumption mode off, when possible. Try to ping one or several client computers:
- run Command Prompt from Windows Start menu;
- type the following command: **ping** *client_computer_name*
- the response time should be below 10ms:

Annotate Tool

The **Annotate Tool** provides a way for the Instructor to make annotations on his/her screen directly and share them with remote computers.

To use the **Annotate Tool**:
– start the Broadcast session;
– click the **"Annotate Tool"** button (pencil) in the **"Broadcast Desktop"**

toolbar. Another toolbar will open on the right-hand side of the screen. Using this new toolbar, the Instructor will be able to add shapes, lines, arrows and text of different color and sizes.

Restrictions

Features:

Internet Access – restrict access of users to web-based resources or network services, enable web content-filtering;

Policies – restrict access to system settings and folders;

Programs – restrict execution of selected programs and applications;

Printing – restrict printing;

USB – restrict access to storage devices;

Sound Volume – restrict sound volume control;

Restrict access to **CD/DVD/Floppy drives**.

Restrictions, except for Policies, may be applied permanently, for some specified time or until restart of client computer.

General principles

All restrictions may be applied to several computers at a time. To apply a restriction, select user computers in the computers list and click appropriate button of the **Restrictions** tool:

Many restrictions may be easily customized and configured, using *Profiles.*

Net Control 2 includes a set of predefined profiles, and the Instructor may create his/her own profiles or modify existing ones.
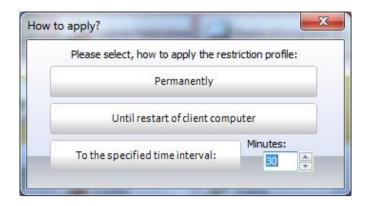
Timed restrictions

If **"Timed restrictions"** option is enabled (at the bottom of "Restrictions" window):

Before applying restrictions, Net Control 2 will prompt for time, when the profile applied will be active:

Permanently – the restriction or profile will be applied without time limitations;

Until restart of client computer – the restriction or profile will be active until restart of client computer;

To the specified time interval – allows to specify how much time (in minutes) the profile will be active.

When time of the profile will elapse, the latest permanent profile/restriction will be applied.

Internet Access restrictions.

Click **Block Internet** to disable access to Internet on selected student computers.

Click **Enable Internet** to enable/restore access to Internet on selected student computers.

Click **Profiles** button to customize restriction with additional or custom profiles.

After applying a profile it may take 20-30 seconds on student computers while the profile will be loaded and activated.

ADDITIONAL OR CUSTOM PROFILES

Click **Profiles** button; in the appeared **Send profile** window:

SEND and RUN – applies a selected profile to student computers.
NEW – creates a new profile;
DELETE – deletes an existing profile;
EDIT – modifies an existing profile.

The default installation of Net Control 2 includes the following profiles and examples:

Disable Internet Access – forbids access to all Internet services;
Enable Full Access – removes all Internet restrictions and enables full access;
Disable www.mydomain.com **site** – an example, which disables access to www.mydomain.com web-site;
Enable www.mydomain.com **web-site only** – an example, enables access to www.mydomain.com web-site only;
Internet Access Only – enables access to Internet services only. This profile
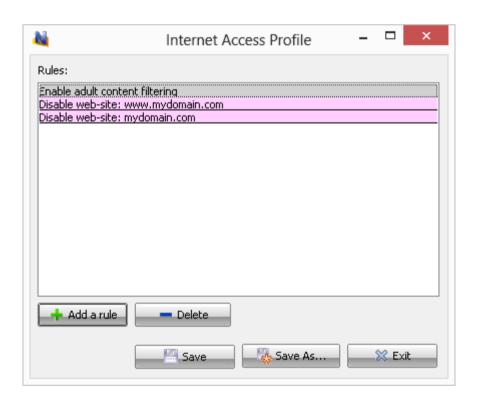
only works when the **Internet Control Engine** is installed in "**Protocol Layer**" mode (see below for more details);

Internet Access with Adult Content filtering only – visited websites will be checked for "adult" content, and forbidden content will be blocked.

Block Internet [Default] and **Enable Internet [Default]** are default profiles, which correspond (indirectly applied) to Block Internet and Enable Internet buttons of main Restrictions window. Modifying these profiles you will change behavior of these buttons.

Editing an existing profile or creating a new one, you will be switched to Internet Access Profile editor window. Any Internet restriction profile consists of one or several *rules*:

In the Internet Access Profile window you can add or delete rules, forming new profile.

The set of rules that is included with the software provides the ability to block Internet access completely, enable/disable specific web sites, disable adult content, enable/disable a specific port, etc.

Currently Net Control 2 supports the following rules:

Disable World-Wide-Web – *(Internet Explorer Plug-in mode **only**)* – forbid access to all Internet services.

Block Web-site – blocks a website by its domain name. Please note, http://www.domain.name, http://domain.name, http://forum.domain.name – are different websites, to forbid access to all these websites, please use a wildcard as follows: *domain.name
Enable Website – enables access to website. As previously described, please take into account subdomain names.

Please note: A profile cannot include both "blocked" and "enabled" websites. Only last verb - **"enable"** or **"disable"** will be applied to all specified websites in a profile.

Disable website containing keyword or a sentence – enables content filtering on visited websites. Will verify incoming information for presence of forbidden keywords, if any keyword is found, access to the website will be automatically blocked.

Disable adult content – enables "adult" content filtering. Includes specific keywords for "adult" content.

"Protocol Layer" mode rules. Note that these rules are not in effect by

default in "**Internet Explorer plugin**" mode:

Disable all network services – effective in **"Protocol Layer"** mode only. Disables all services except those specified in the profile.

Enable service or network port – effective in **"Protocol Layer"** mode only. Enables access to a specified service or network port. Should be used together with **"Disable all network services"** rule.

Disable service or network port – effective in **"Protocol Layer"** mode only. Disable access to a specified service or network port.

Enable content filtering for network service – effective in **"Protocol Layer"** mode only. Enables content filtering for all incoming data of a specified service.

Enable content filtering for all network services – effective in **"Protocol Layer"** mode only. Enables content filtering on all network services.

▶ *Internet restrictions troubleshooting*

1. **Internet restrictions work in Internet Explorer, but don't work in other browsers (Firefox, Chrome, Safari, Opera):**

Is the support of these browsers important?
   a. No.
   If you can leave on your student computers Internet Explorer browser only, and uninstall the alternative browsers, this would be the preferred and recommended way.

   b. Yes, I must keep restrictions in these browsers also. Enable the "Protocol Layer" mode (described below).

2. **Internet restrictions don't work in Internet Explorer, or restrictions worked, but after some time have stopped working.**
   Enable **"default"** mode

3. **On Terminal Server: Internet restrictions are applied to all users of this terminal server, how to enable per-user restrictions.**

   Please see below enabling the **"Individual user restrictions"** mode

4. **Adult content filtering is too restrictive, or contrary, don't block non-English adult web-sites.**

   Create new empty restriction profile, add **"Disable website containing a keyword or a sentence"** rule and add keywords that mostly suits to adult content in your language.

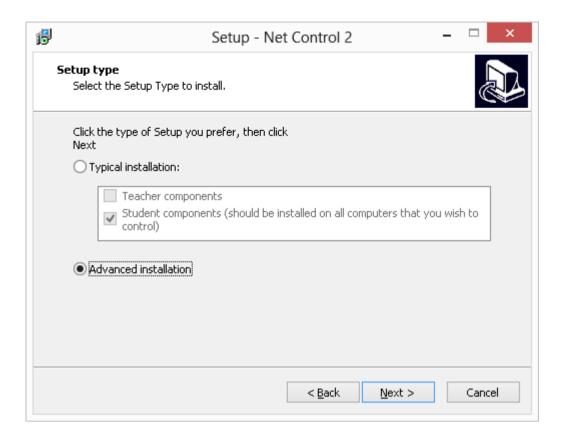5. **Content filtering don't work.**

   a. Check Internet Explorer options, Net Control 2 Internet Explorer Addon should be enabled in the list of Internet Explorer browser extensions.

   b. Enable the "Protocol Layer" mode.

   c. Content filtering may not work with several web-sites, if Internet Control Engine was installed in the "Protocol Layer Mode" and the web-site uses encryption (https://) or traffic compression.
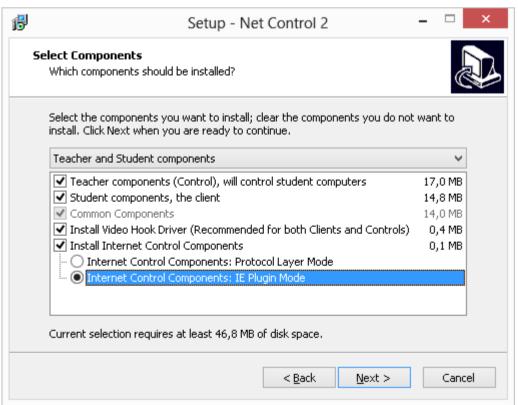
▶ *Switching between different Internet restriction modes.*

In the process of installation you can select what Internet restriction mode should be used on student computers if you select **"Advanced installation"** mode:
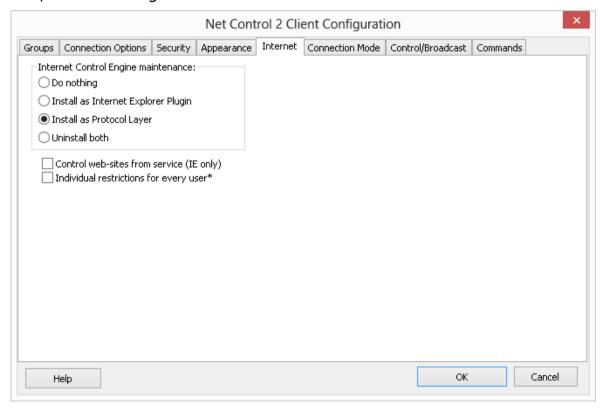
And on **Select components** page:

- Select **Internet Control Components: Protocol Layer Mode** – for Protocol Layer Mode

- Select **Internet Control Components: IE Plugin Mode** – for default "Internet Explorer plugin" mode

If the software is already installed, to change Internet restriction mode settings:

- Select computers in the teacher console;

- Click the main menu command N – Options – Client Options;
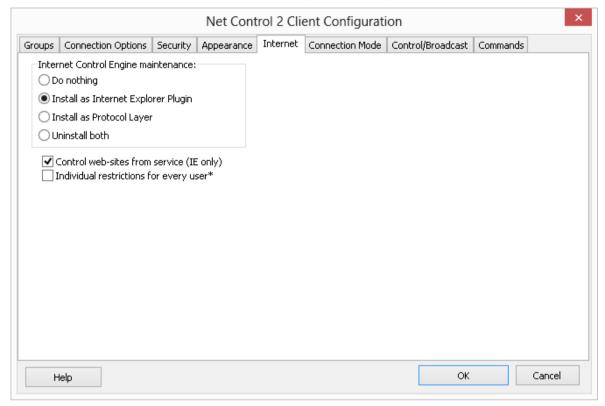
- Open Internet tab, change settings;

- Click OK.

In most cases changes may require restart of a browser or even restart of the student computer, where the settings were applied.

1. To enable Protocol Layer Mode, with support of Firefox, Chrome, Safari etc., select settings as follows:
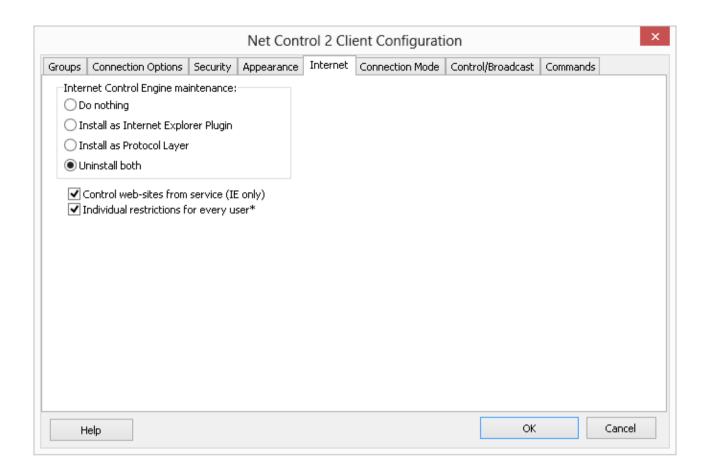
2. To enable restrictions for Internet Explorer only:

3. To enable restrictions individually for each user (work with Internet Explorer only, content filtering don't work):

Attention! *Internet Control Engine maintenance* option group in Internet settings means <u>actions</u>, the action (Install/Uninstall) will be reset back to "Do nothing" after the action is applied. If you open Internet settings dialog after previous settings were applied, **the initial state will be switched back to "Do nothing"**

Windows Policies (access to system folders and settings)

Understanding "Policies".

Policies are special, hidden system settings which enable or restrict access to system settings, objects or services. Policies are managed by Windows internally, and may depend on the version of that operating system. Most

Policies require a restart of the computer or of the Windows shell to be applied. By default Windows applies a Policy only to the currently logged on user. Net Control 2 has the ability to apply policies to all users. Windows and its components use more than 2000 different policies, Net Control 2 implements only the most popular of these.
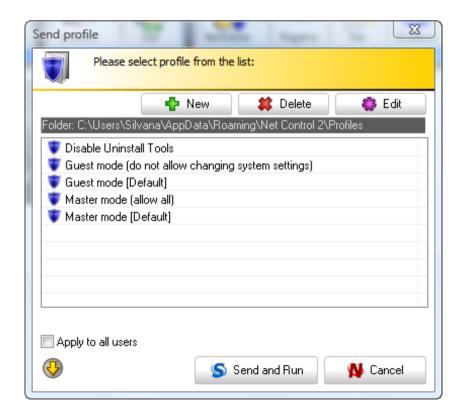
Profiles.

Policies may be applied using the **Restrictions** tool or the **Tools -> Policies** menu command.

The restrictions window contains two pre-defined modes for quick access:
Guest Mode – restricts access to the Control Panel the Desktop settings, and the Taskbar.
Master mode – disables all restrictions.

Advanced configuration may be done using the **Profiles** window. This window contains several pre-defined profiles and provides the ability to create your own profiles or to modify existing ones:

Pre-defined profiles:

Disable Uninstall Tools - disables access to the "Add/Remove programs" Control Panel program;

Guest mode – disables access to the most important system settings and folders;

Master mode – disables all restrictions. Enables normal access to system settings and folders.

Guest Mode (default) and **Master Mode (default)** profiles are mapped to *Guest Mode* and *Master Mode* buttons of the **Restrictions** tool. If you change these profiles, these buttons will work respectively in accordance with the changed profiles.
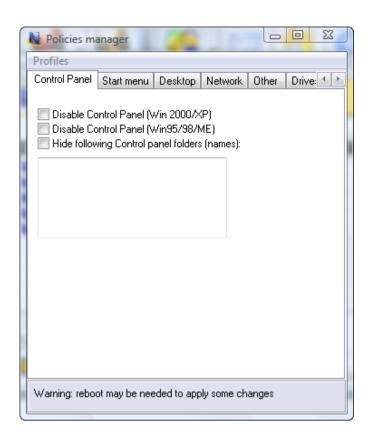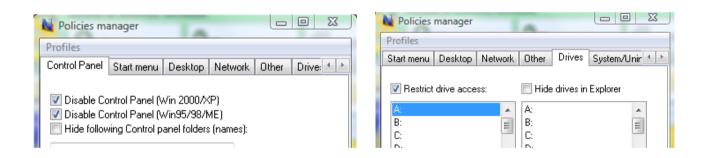
New button allows you to create new profile.
Delete button deletes the selected profile.
Edit button modifies the selected profile.

Clicking the **New** or **Edit** button of the **Send profile** window will open the **Policies Editor** window, where you can specify restrictions for the profile:

When sending a profile to a selected user computer, you can select the "Apply to all users" option in the **Send Profile** dialog window to apply the profile to all users. When this option is not selected, the restriction will be applied to currently logged in users only.

Many policies may require a restart of Windows Shell (Explorer) to be applied. To apply settings, you can either:
-   Restart user computers after sending a profile;

- Log the current user out and require a new log in;
- Restart Windows shell manually: terminate **explorer.exe** process using Program Manager and then restart it.

Program Restrictions.

The Program Restrictions feature provides the ability to enable or disable programs and applications on remote users computers.

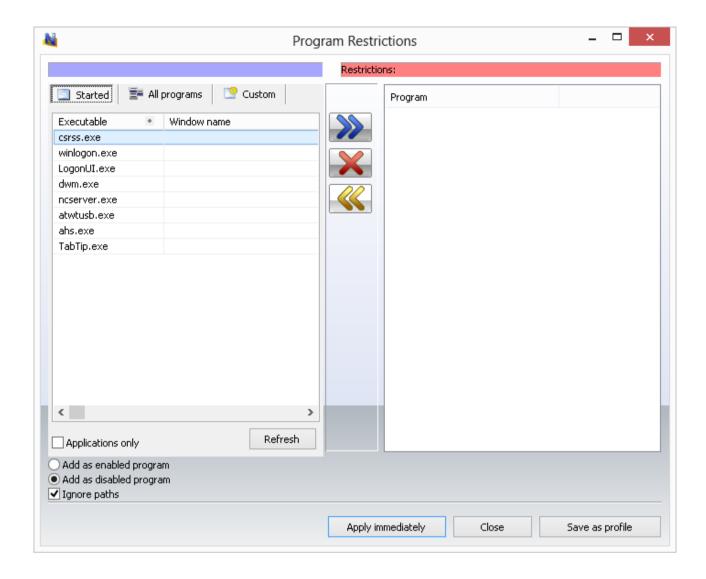To reset all restrictions and enable all programs with a single click:
– select user computers;
– click the **"Restrictions"** button in **"Control"** toolbar;
– click the **"Enable all Programs"** button.

To disable or enable programs:
– select user computers;
– click the **"Restrictions"** button in **"Control"** toolbar;
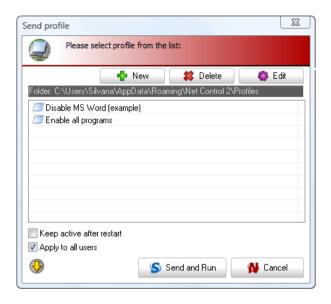– in the **Restrictions** window click **"Program Restrictions"**;

- The above window will appear. The Instructor may select programs being run on users computer (**Started tab**), installed ones (**All programs tab**), or specify the program by browsing to it in the **Custom tab**. Once found, it can be enabled (**"Add as enabled program"**) or disabled (**"Add as disabled program"**) by checking the corresponding option at the right side of the Program Restrictions window;
- click **"Add to restrictions"**;
- to apply the restrictions click **"Apply immediately"**.

In addition, the list of restricted programs may be saved as a profile. This profile may then be sent to user computers and applied with one click using the Profiles tool. To save the list of restricted programs as a profile, click the "**Save as profile**" button.

To control Program restrictions using a profile:

– select user computers;

– click the **"Restrictions"** button in the **"Control"** toolbar;

– in the **"Restrict programs and applications"** section, click the **"Profiles"** button;

– In the **Send Profile** window:

Select the "**Keep active after restart"** option if you want the profile to remain active after a restart of the user's computer). Select the "**Apply to all users"** option, if you want the profile to be applied to all user accounts on the remote computer.

To send the profile, click the **Send and Run** button.

To delete a profile:

– select the profile from the list;

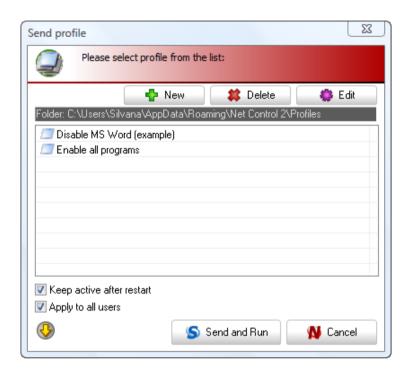– click **"Delete"**;

– confirm the operation.

To edit a profile:

– select the profile from the list;

– click **"Edit"**;

– edit the profile;
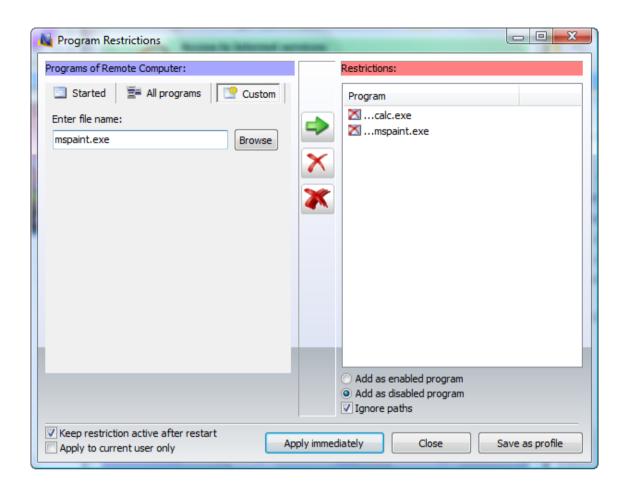
– click **"Save"** or **"Save As"**.

⚠️ **Example: How to disable standard Windows programs Paint and Calculator:**

1. In the **Send Profile** window, click the "**New**" button to create a new profile.

2. The **Program Restrictions** window will appear. Open the **"Custom"** tab**.**

3. Find the file name of the Calculator program in the left-hand pane (using any tab) and add it to the **Restrictions** column (in the right-hand pane) by clicking the green arrow;

4. Select "**Restriction mode**" in the bottom right-hand corner of the window (**"Add as a disabled program"** option). Select **"Keep restriction after restart"** if the profile should remain active after a restart of the user's computer. Repeat this operation for the Paint program.

Note: It is recommended that you leave "Ignore paths" checked in case the program paths on the Instructor's and User's computer are not identical.
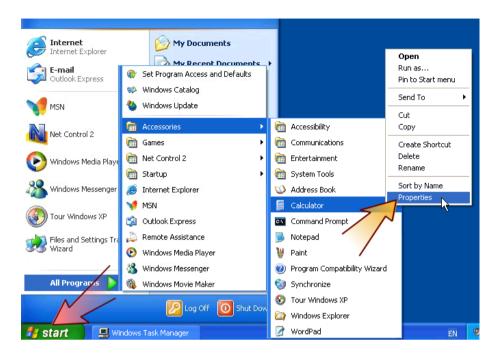
Selecting a program from the "**Started**" or "**All programs**" tabs, you need to select the program's executable file (which ends with .exe), all other files (help files, manuals etc.) cannot be added.

If the program cannot be found using the "**Started**" or "**All programs**" tabs, you can add it using the "**Custom**" tab, by specifying path to the program on your computer, or by entering it manually.
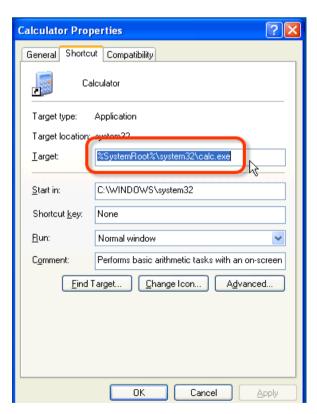
If you don't know where the program is located on your computer, you can determine the path as followings:

> - open the properties of the program's shortcut by right-clicking its shortcut icon;

- In the "**Properties**" window, the "**Target**" field contains the full path and name of the program.

5. Save the new profile by clicking on **"Save as Profile"**:

The new profile will be added to the list of available profiles in the **Send Profile** window:

6. In order to send the profile to the user's computer, select it from the list and click "**Send and Run**".

▶ Printing restrictions

Net Control 2 provides an easy way for enabling and disabling printing services on client computers in one click. The restriction may be applied permanently, for some time interval (up to 180 minutes) or until restart of client computer. When printing services are disabled, users will not be able to print documents on local or network printers installed in the system, add, remove or manage printers.

To disable printing services, select client computers; click Restrictions button on top toolbar to open Restrictions tool, then click **"Disable printing"** button. To enable printing services, in Restrictions tool click **"Enable printing"** button instead.

▶ Removable drive restrictions

With Net Control 2 software you can dynamically enable or disable access to removable devices (CD/DVD/BlueRay and Floppy drive devices). The restriction may be applied permanently, for some time interval (up to 180 minutes) or until restart of client computer. Timed profiles are available when Timed profiles option is enabled at the bottom of Restrictions window.

When removable drive restrictions are applied, users will not be able to access these devices, including reading, writing, modifying, copying, deleting etc.

To disable access to removable devices:
- Select client computers;
- Click Restrictions button on top toolbar;
- Click **"Disable"** button in **CD/DVD/Floppy devices** group.

To enable access to removable devices:
- Select client computers;
- Click Restrictions button on top toolbar;
- Click **"Enable"** button in **CD/DVD/Floppy devices** group.

Sound volume

Sound volume restrictions allow to mute or restore volume level of default audio output device on client computers. The restriction may be applied permanently, for some time interval (up to 180 minutes) or until restart of client computer. Timed profiles are available when Timed profiles option is enabled at the bottom of Restrictions window.

To mute sound on client computers:
- Select client computers;
- Click Restrictions button on top toolbar;
- Click **"Disable"** button in **Sound volume** group.

To restore default volume level on client computers:
- Select client computers;
- Click Restrictions button on top toolbar;
- Click **"Enable"** button in **Sound volume** group.

Controlling features

Features:

- Remote power management: restart, shut down computers remotely, log users out, switch computer to hibernate or stand-by mode, turn on or wake up computers.
- Start and terminate programs, applications and system services remotely.
- File management: copy, rename, delete, find and execute files remotely.
- Send/Collect tool: send work to several user computers with one click and collect it back, collating the information received by user log-in name.
- Lock tool: lock and unlock user computer remotely with one click.

▶ *Shutdown manager*

To apply shutdown management operations:
- select user computers;
- click the **"Shutdown"** button in the "Control" toolbar;
- in the **Shutdown Manager**, select desired operation and click the "**Yes**" button;
- if "**Forced**" option is selected, the operation will be applied in "forced" style - without any prompts on the user's computers to save documents, close programs, etc.;
- **Note**: the "**Wake-up**" command works only when:
  - The Wake-up on LAN (WOL) feature is enabled in the CMOS BIOS Setup of each user computer. Most often this feature may be found in the Power Management Setup section of the CMOS BIOS Setup program as "Wake-up on LAN", "WOL", "Resume by PCI" or "Resume by Network Adapter" option. For more information about enabling WOL feature for the computer, please refer to your computer or motherboard's user guide.
  - Network adapter must support Wake-up On LAN feature.
  - Net Control 2 must have performed a connection to the computer at least once. During first connection, the Administrator module records the MAC address of the computer's network adapter, which is required for WOL feature.

By default Net Control 2 displays a notification on client computers, when a shutdown operation is applied. To disable the notification: select student computers in the teacher console; click the main menu command **N –**

Options – Client Options. On **"Security"** tab uncheck **"Warn user before shutdown operation"** option and click OK.
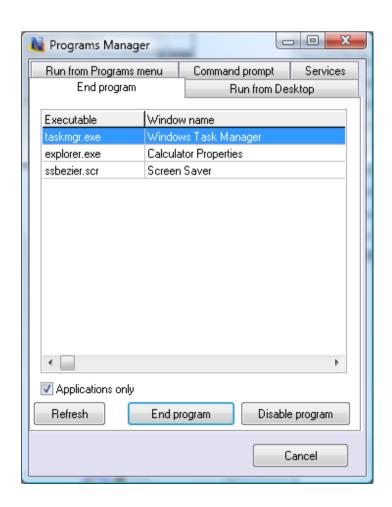
▶ *Program Manager.*

To start or terminate a program, application, or system service remotely:

– select user computers;
– click the "Programs" button in the "Control" toolbar;

"End program" tab:

Select the process from the list and click "End program" to terminate the program. Before termination, you can also disable the program, by clicking the "Disable program" button. In this case, the remote user will not be able to
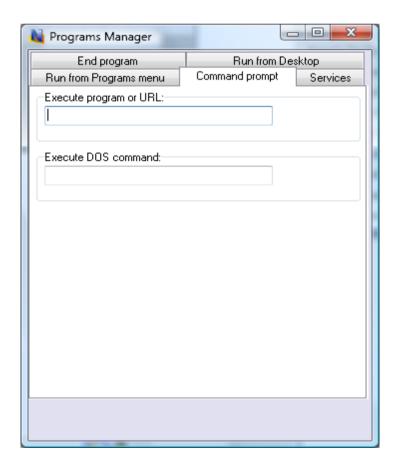
start the program again until the computer has been restarted or the "Enable all programs" profile of the Restrictions tool has been sent to the user's computer. For more about the "**Restrictions**" tool see the appropriate chapter, above.

When the "**Applications only**" option is selected, only applications (programs which have visible windows) will be listed.

The **"Run from Programs menu"** and **"Run from Desktop"** tabs contain a list of the shortcuts in the *All programs* menu of the **Start** menu and Desktop shortcuts respectively.
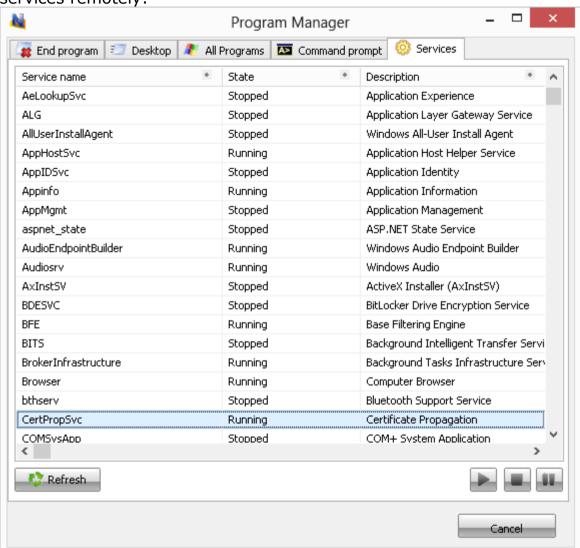
"Command prompt" tab

Execute program or URL: runs specified program, document or Internet link on student computers. To specify a link for opening on student computers start it with http:// , https:// etc. prefix.

In the **"Services"** tab, Net Control 2 will display all the system services that are installed on the user's computer. You can start, stop or pause these services remotely:
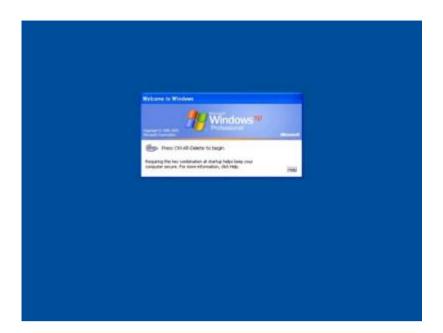

![Login Tool icon] ***Login Tool***

Using **Login** tool an Instructor can login user on client computers remotely. At the moment of applying login command, the client computer must be on logon screen.

Welcome screen mode of Windows XP logon/user settings should be disabled and *classic login screen* mode should be used:

To disable *Welcome screen* in Windows XP:

- login as administrator;
- click **Start -> Control Panel**;
- Select **User Accounts** command;
- Select **"Change the way users log on or off"**;
- Unselect the **"Welcome Screen"** option;
- Click **Apply options**.

Welcome screen is disabled by default in a network with domain.

In **Windows Vista/2008/7/8** and higher, the **"Do not display last user name"** policy should be enabled, otherwise Net Control 2 service will not be able to login the user to the system.

To enable this policy you can use **any** of the provided methods:

1. Active Directory

- open **Group Policy Editor** (Start -> Administrative Tools -> Group Policy Management);
- create new group policy or edit existing one;
- at left pane open and select the following tree: **Computer Configuration -> Policies -> Windows Settings -> Security Settings -> Local Policies -> Security Options**
- at right pane find the following parameter: *Interactive Logon:*

>*Do not display last user name policy*;
> - double click to edit it;
> - **enable** it and click OK.

2. Local Policies

If a computer is not a part of Active Directory, you can enable **"Do not display last user name"** policy on this computer as follows:

- open *Local Policy Editor* (press **Win+R** key combination to open Run dialog window; enter the following command:

> **gpedit.msc**
> and press Enter

- at left pane open and select the following tree: **Computer Configuration -> Windows Settings -> Security Settings -> Policies -> Windows Settings -> Security Settings -> Local Policies -> Security Options**
- at right pane find the following parameter: **Interactive Logon: Do not display last user name policy**;
- double click to edit it;
- enable it and click OK.

3. Registry Editor.

Alternatively you can change the option of system Registry. This operation should be made on every client computer.

- Click Start button and type in Search programs box or press Win+R key combination and enter:
  Regedit.exe
- At left pane navigate to the following sub-key:
  HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Policies\System
- At right pane find the parameter DontDisplayLastUsername, double click it and change its value to 1
- Click OK.

When the required logon screen mode is enabled you can use Login tool to log

in user remotely:

- Select clients in connections list;
- Click **Login** command on top toolbar;
- Enter user name and password. Leave domain field empty if a network does not use domains or specify correct domain name;
- Click OK.

Send/Collect Tool

The **Send/Collect Tool** provides a way for the Instructor to send files to remote users with one click. In addition, these files can be collected back from the users' computers to the Instructor and sorted by computer name.
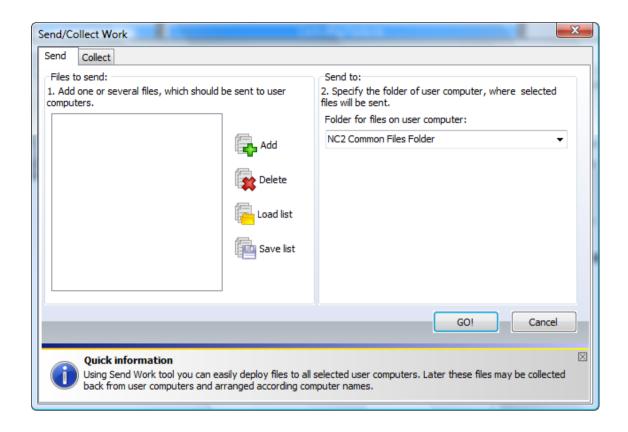
To use the Send/Collect Tool:
– click the **"Send/Collect"** button in the **"Control"** toolbar;

– In the Send/Collect window:

To send files:
- click **"Add"**;
- specify local path of the file to be sent;
- repeat the above steps until all the desired files are selected;
- in the drop down menu **"Folder for files on user computer"** specify the folder on the remote computer where the file or files should be saved;
- click **"Go!"**.

To remove files from list of files to be sent:
- select the file to be removed from the **"Files to send"** list;
- click **"Remove"**.

To save a list of files to be sent:
- add the desired files to the list;
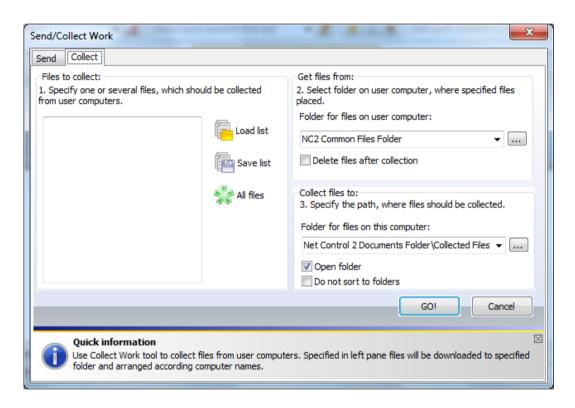- click **"Save List"**.

To send a list of files:
- click **"Load List"**;
- browse to the local path of the saved list (it will be a *.ncfcol file);
- click **"Open"**;
- specify path on the remote computer where files should be saved;

– click **"Go!"**.

To collect the work:
– in the **"Send/Collect Work"** window, select the **"Collect"** tab;
– specify the files or list of files to be collected; if all files of the source folder should be collected, click **All files** button.
– specify the folder on the user's computer where the files are located;
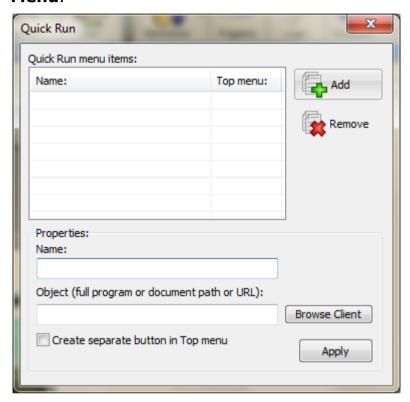– specify the local path where collected files should be saved;
– click **"Go!"**.

When **Do not sort to folders** option is disabled (default), Net Control 2 will create a folder in destination folder (specified in "Folder for files on this computer" field) using connection name and place collected files in this folder. When the option is enabled, Net Control 2 will place all files collected in destination folder, without sorting to folders, adding to the file name a name of connection as prefix.

▶Quick Run tool

Quick Run tool may be used for quick running applications on client computers. To modify application list of Quick Run tool, click the **Quick Run** button on the top toolbar, then click menu command **Customize Quick Run Menu**.

In the Quick Run Menu editor, click **Add** button to add a new item to the list or select an item and click **Remove** button to delete this item from the list.

Adding new Quick Run menu item you need to specify a name, which will be displayed in Net Control 2, and select an object. As an object you can specify an Internet link (with http:// or https:// protocol prefix), a document (with full file path and name, for example C:\Users\All Users\Documents\file.doc), a program module (with full file path and name, for example C:\Windows\System32\Calc.exe) or a program from the Start Menu. To select a program from the Start menu, click the **Browse Client** button and select a program from the list (at least one client computer should be selected at this moment in connection list).

Adding a new item of the Quick Run menu you can also specify its appearance: when **"Create separate button in Top menu"** option is enabled, the item will be displayed on the Top menu directly. When this option is unchecked, the item will be placed in the Quick Run menu only.
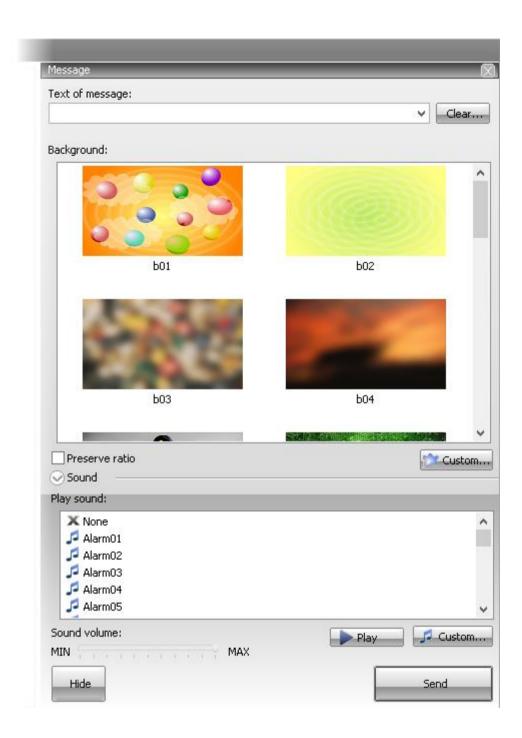
Messaging

Features:

– display full-screen text messages on user computers;
– display text messages in dialog windows remotely;
– display images (in a full-screen window);
– display images with text annotations;
– play audio samples remotely;
– change sound volume remotely;
– hide full-screen message windows remotely.

To send any of the above messages:
– select user computers;
– click the **"Messages"** button in the **"Messaging"** toolbar:

Enter text of the message, select a background, add a sound (optional), change sound volume, then click **Send** button. To hide the message on student computers click **Hide** button.
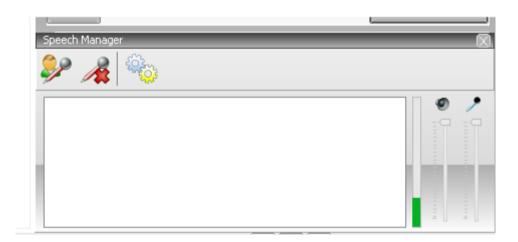
▶ *Speech features.*

The **Speech manager** provides for voice communication between computers in one or both directions:
- select user computers;
- click the **"Speech"** button in the top toolbar, or select the **Speech Manager** menu command from the **Tools** menu.

In the **Speech Manager** window:

The **Microphone** button turns on and off the microphone of the user computer.
The **Close** button ends communication with selected recipient.

▶ Hand Raising

To "raise" hand a student can click Net Control 2 button at the top-right hand corner of the screen or click N (Net Control 2) icon in the System Tray. In appeared Student Console:

Click **Raise Hand** to raise hand; on the student computer the button will change to "Put Hand Down":

Clicking **"Put hand down"** button the status of "raised hand" on teacher computer will be reset.

When the hand is "raised", the student computer thumbnail in the teacher console will contain a special icon:

The teacher can accept the request by clicking "Call on" button on top toolbar:
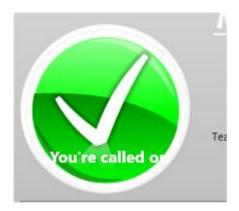
Or reset the status on one or several computers by clicking "Reset Raised Hands" button:
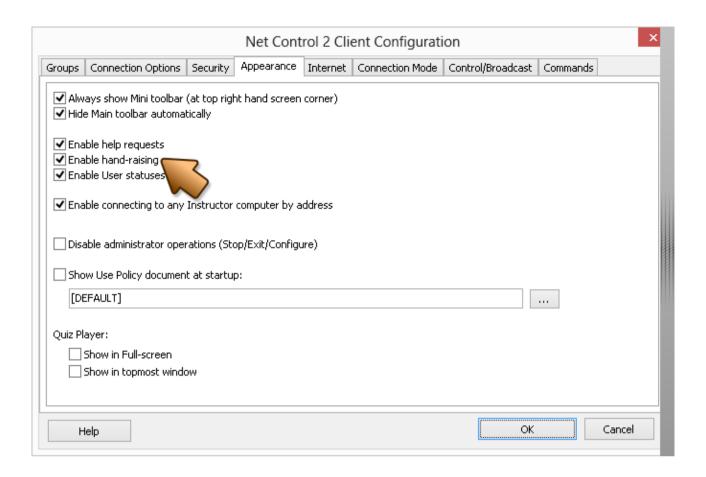

When a teacher is accepting the "raised hand" request, clicking "Call on" button, the button in the Student Console on student computer will be changed to:

To disable "hand raising" interface on student computers:
- select student computers in the teacher console;
- click the main menu command N – Options – Client Options;
- on "Appearance" tab uncheck "Enable hand-raising" option and click OK:

Chat

Net Control 2 includes several chat features:

Chat, initiated by Instructor:

To initiate chatting with remote users:
- select user computers;
- in the **"Messaging"** tab, click the **"Chat"** button;
- Net Control 2 will start a new chat session and open chat windows on user computers.

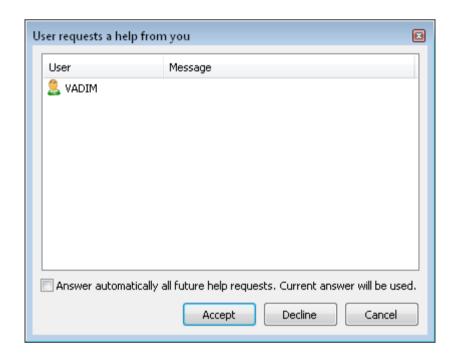To close a chat session, close the session tab or the Chat window.

▶ *User Help Requests.*

By default, any user can send a **Help request** to any connected Instructor. To initiate chat with an Instructor, click the Net Control 2 icon in the System Tray, the click **"Send Help Request to Instructor"** button in the Student Console:
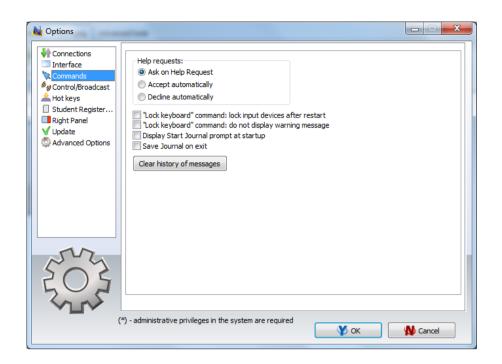
Select one of currently connected to this student computer Instructors, add an optional message and click OK.
On the Instructor's computer, Net Control 2 will display a request:

The Instructor can accept or decline the request, s/he can also create a rule to disable or enable all future help requests. When **"Answer automatically all future help requests. Current answer will be used."** option is enabled, the current answer will be applied to all future help requests. To change this mode, click ⓝ -> Options → Options, in the "Commands" tab, modify settings of "Help requests" group:
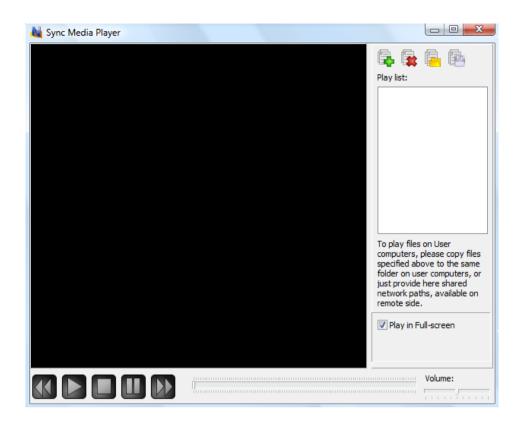
▶ Co-Play

Using the **Co-Play tool**, you can play video and audio synchronously on both the Instructor's and User's computers.

Multimedia files should be placed in the same location (disk and folder) on the User's and Instructor's computers. If it is impossible to copy files to all user computers, we recommend that you place multimedia files on your file server, or that you share the folder where files are located, for network access. For more information about network sharing, please refer to Windows' documentation.

To use the **Co-Play Tool**:
– Select one or several user computers;
– click **"Co-Play"** button in **"Messaging"** toolbar;
– In the **Co-Play** window:

Playlist management buttons:

Add files – adds a file to the play list;
Delete file – removes a file from the play list;
Open play list – loads a play list from a file;
Save play list – saves a play list to a file.

Playback commands are *Rewind*, *Play*, *Stop*, *Still/Pause*, and *Forward* respectively.

Co-Browse

With Co-Browse tool a teacher can browse Internet on his/her computer synchronously with students. To start browsing:

- Select student computers;
- Click **Co-Browse** button on **Messaging** tab of Top panel;
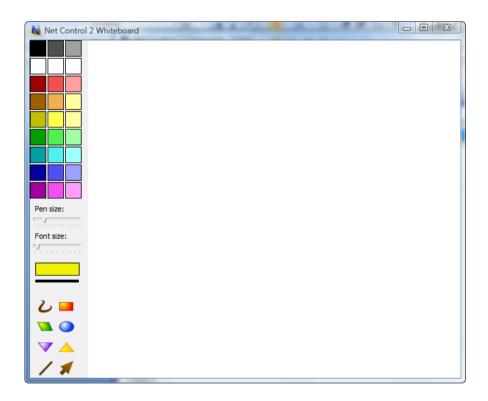- Browse Internet with the browser appeared on Internet browser tab.

▶ *Whiteboard Tool*

Net Control 2 includes the capability of sharing a whiteboard with remote users.

To initiate a whiteboard session:

– in the **"Messaging"** tab, select user computers;
– click the **"Whiteboard"** button or select **"Open Whiteboard"** from the Whiteboard submenu;
– Net Control 2 will start a whiteboard session on user computers.

All actions performed by Instructor on the Whiteboard, will be reproduced on the user's computers.

The Instructor can allow or forbid drawing access to users, using the Whiteboard menu options **"Enable Drawing Mode"** or **"Disable Drawing Mode"**.

To close a Whiteboard session, close the Whiteboard window or select **"Close Whiteboard Sessions"** from the Whiteboard menu.

By default the Whiteboard window will be opened on tab Connections at right pane of the connections list. To detach the Whiteboard window or to place the window to a separate tab, click the layout buttons at the top-right corner of the Whiteboard panel:

►Register Tool

An Instructor can use Register tool to request additional information about a user on client computer and record this information in the Journal.
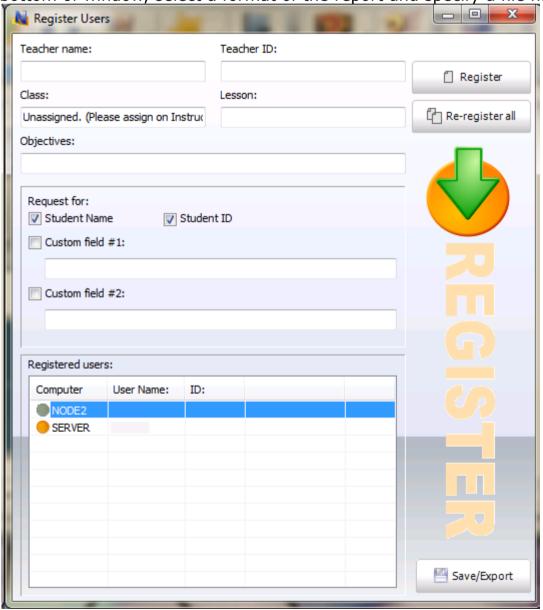
To start registering, click Register button on top toolbar. Enter information about the teacher and the lesson. This information will be visible on client side.

Specify what information will be requested. It is possible to specify two custom fields, which should be filled in by students.

Click Register button to start registration on all computers, which were not registered earlier (marked with orange circle), or click Re-register all button to start registration on all computers. In the process of registration all client computers where the information was entered and sent back to Instructor, will be marked with green circle, unregistered computers will be marked with orange icon.

The list of computers with information entered may be exported in HTML file format (for displaying/printing) or CSV file format (for further processing in a spreadsheet editor). To export the list, click the **Save/Export** button at the bottom of window, select a format of the report and specify a file name.
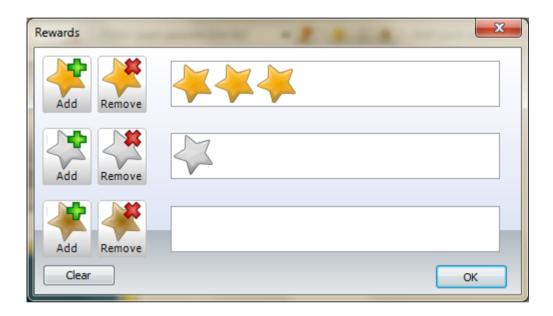
Rewards tool

With Rewards tool an Instructor can grant students with rewards: gold, silver or bronze stars. Up to 8 stars of every quality may be assigned to every client.

To add a reward, select client computer, click the **Reward** button to open the **Rewards** tool or add a reward from Reward button's submenu.
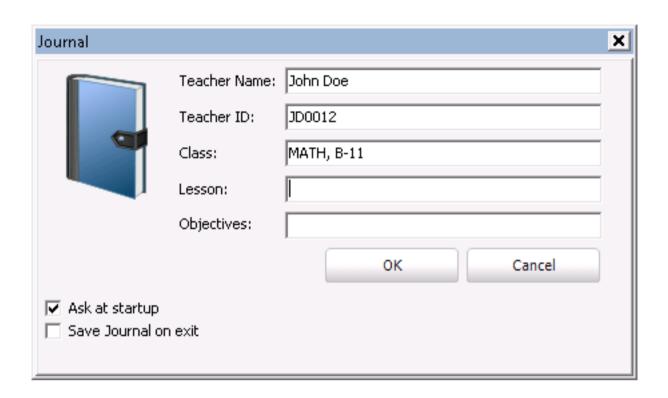

Rewards are stored on client computer until restart of the computer.

Journal tool

Using the **Journal** tool, an Instructor can log important events in the process of teaching: create a list of registered students, a list of quizzes and polls performed during the lesson, results of quizzing and polling, Instructor's comments. The journal later may be saved, reviewed or printed.

At the program start up it will prompt for the lesson information, which later will be automatically recorded in the journal:
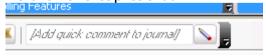
Uncheck **"Ask at startup"** option to disable displaying this prompt at program start up, in this case the specified Teacher name, Teacher ID and Class name will be saved and used by default in the current Net Control 2 profile.

When the prompt is disabled, you can re-enable it, setting up (enabling) **"Display Start Journal prompt at startup"** option in **Control Options**: in Administrator Console click menu command **N -> Options -> Control Options**. On the **Commands** page, check this option and click OK.

To add a comment to the journal, enter text of the comment in the respective field of the top toolbar:

and click Pen button or press Enter.

To open current Journal, click Journal button on the top toolbar. The journal will be opened on a special tab at the bottom of Administrator Console.

If **"Save journal at exit"** option was enabled in the *Start journal* prompt (above) or in *Control Options* (*Commands* page, *"Save journal on exit"*), the journal will be automatically saved in the current user's Documents\Net Control 2 folder as jnl-DDMMYYYY-HHMMSS file. (where DDMMYYYY is current date; HHMMSS is current time).

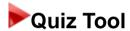To view or manage journals, on the top toolbar click the **Journal** button.

On **Journal** tab:

Click **Save as HTML** button to save currently opened journal as HTML file, which later can be viewed with any Internet browser, or modified in any HTML editor (Microsoft Office, Open Office etc.)

Click **Save as XML** button to save the journal as XML file. This is default file type for Net Control 2 journal files.

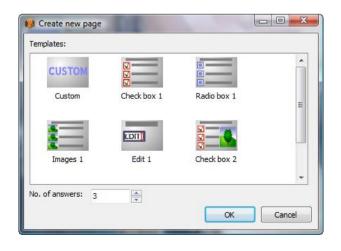**Print** button allows to print currently opened journal.

Use **Open journal** button to open saved journal.

▶ Quiz Tool

Using the **Quiz Tool** you can create, send and keep track of quizzes.

To create a quiz:

- click **"Quiz Constructor"** in the Quiz menu of the Messaging tab;
- in the **"Quiz Constructor"** window, select **"New Project"**;
- in **"Create new page"**, select a template to be used and specify the number of answers per question. Net Control 2 includes several pre-defined templates for quiz page construction. In addition, the Instructor can use the **"Custom"** template and create a quiz from scratch;

- For example: If you select option **"Check box 1"** and specify the number of answers to be 3, the **Quiz Constructor** window will appear as follows:

- To change text of each possible answer, click it and type the new text of the variant.
- By clicking any object in the quiz window, the object's properties will appear in the box on the right-hand side.
- The **Page tab** allows you to set a time limit for each page;
- The **Quiz tab** allows you to set a time limit for the whole quiz.

When constructing quizzes, the Instructor can use the following elements:

- Text labels, edit boxes, multi-select buttons, and single-select (radio) buttons:

- Graphic images, clickable graphic images, and a custom background image:

- Align objects in different ways:

- Once all the quiz pages are complete go to **"File"** → "**Save"** or **"Save As"** to save the quiz.

To edit a quiz:

– click **"Quiz"** in the Messaging tab;
– select a quiz from the list in the dialog box;
– click **"Edit"**;
– the **"Quiz Constructor"** will open.

To send a quiz:

– click **"Quiz"** in the Messaging tab;
– select the quiz from the list in dialog box;
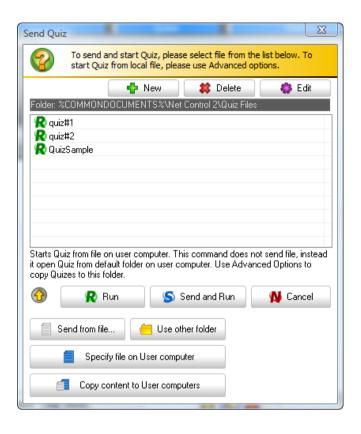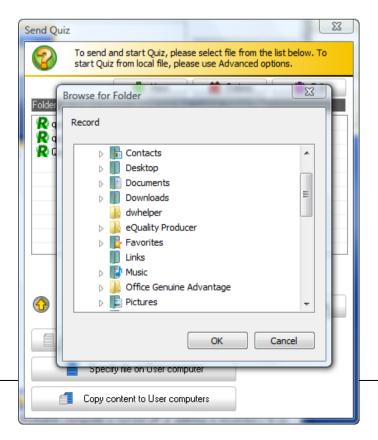
- select **"Run"** to play a quiz located on a remote computer; or
- select **"Send and Run"** to play a quiz located on the Instructor's computer

If a quiz is saved in another folder other than the Net Control 2 default path (%COMMONDOCUMENTS%\Net Control 2\Quiz Files), the instructor can browse to it by clicking on **"Send from file"** in the **"Send Quiz Advanced Options"**:
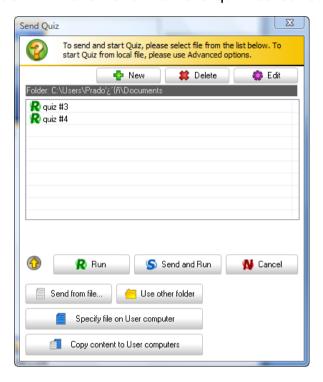
The Instructor can set a different default path for quizzes via the **"Use other folder"** button for a specific Send Quiz session. For example, if quizzes are saved in My Documents, the Instructor can select that folder and click "**OK**".

The **Send Quiz** window will then show all the quizzes saved in that folder:

To start a quiz from a file located on a user's computer in a non-default folder, click "**Specify file on User computer"**.

Specify the path to the file on the user's computer and click "**OK**". Instead of entering quiz file name, instructor can click **"File Manager"** to browse the user's computer for quiz files.
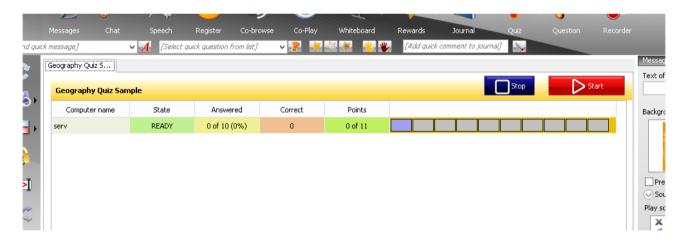
To add a file using **"File Manager"**, find and select it from the **"REMOTE COMPUTER"** panel of File Manager, then click the "**Open File**" button.

When the quiz is sent and started on the user computers, Net Control 2 will display the following initial page on each user computer:

And the **Quiz Monitor** window will appear on the Instructor's computer:
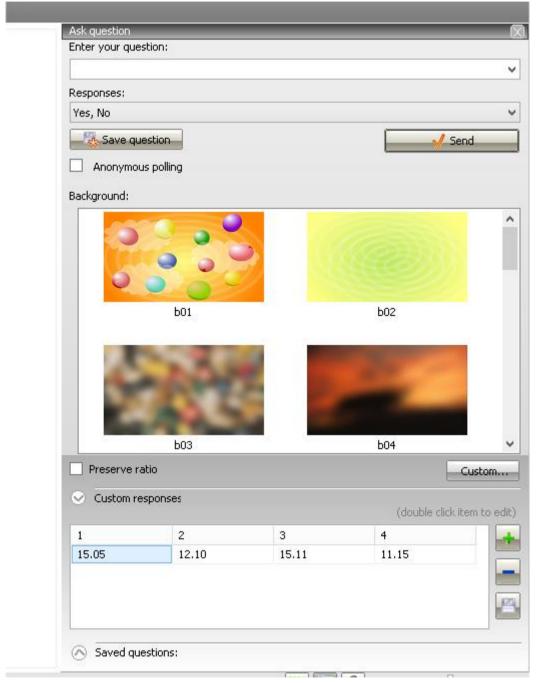
To begin the test on user computers, select them in the Monitor window, and click the "**Start**" button. This guarantees that the testing will start at the same time on all user computers.

The progress of testing and statistics will be displayed in the Monitor window.

Quick Question Tool

The **Quick Question Tool** provides a simple way to create quick polls for selected users.
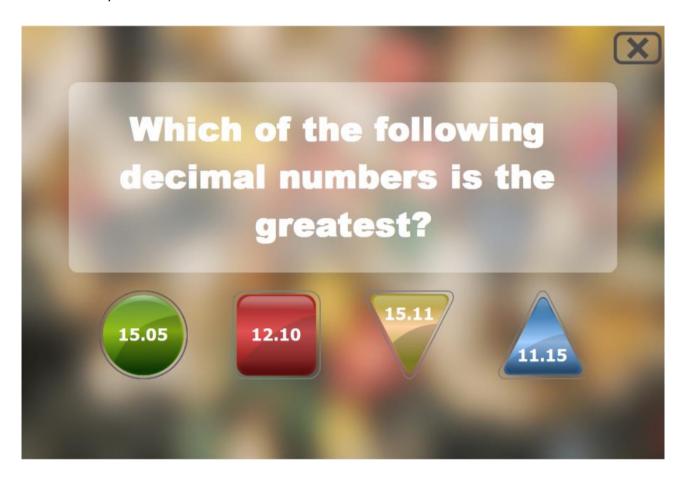
To use the **Quick Question Tool**:

– select one or more user computers;

– click the **"Question"** button in the **"Messaging"** toolbar;

– enter a question and select the possible responses;
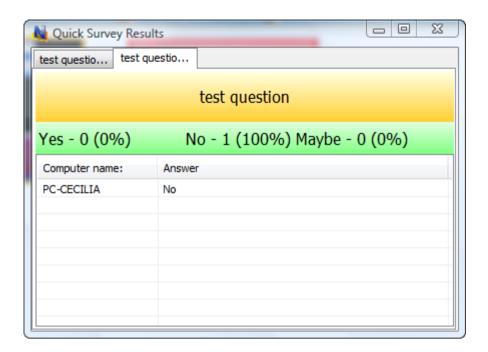
- select background (optional);
- check "Anonymous polling" option if polling should be anonymous (results don't contain reference for student name or computer name);
- click **"OK"**;
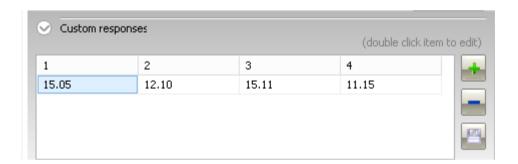
The question will be sent to the user computer(s). Once the question has been answered, the Instructor will see the results in the **Polls tab** of the teacher console:

By default Net Control 2 uses three pre-defined responses: Yes, No; Yes, No, May Be; Yes, No, Don't know. To create custom responses click the Custom responses button:
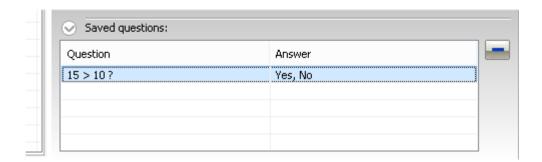
Add a new row of the responses table, clicking the **"+"** button, when necessary. Double click a cell of the row to add or modify its value. Save changes clicking the "Save" button when changes are made.

The new response will appear in the list of "Possible responses".

Asked questions may be saved for further use in Polls history: click the "Save question" button. To view or delete questions from the history, click the "View Saved questions" button:

Select a question in the list and click the "-" button to delete the question.

Saved questions will automatically appear in the Quick Question list on the top toolbar:

Desktop Recorder

Features:

- record actions on the Instructor's desktop;
- add audio annotations;
- send and play recordings on user computers at any time;
- convert recordings to standard multimedia format AVI.

To create or play recordings, on Messaging tab of the Top toolbar, click Recorder button to open Desktop Recorder menu.

Create Desktop Record command allows to create a recording. The **Desktop Recorder** will prompt you to select the location of the file where the recording will be created. During recording Net Control 2 will display Desktop Recorder toolbar (as semi-transparent window at top-right corner of the screen). Using buttons of this toolbar you can pause or resume recording, use Annotation tool to make instant annotations on the screen. To stop recording, click **"Stop"** button in the toolbar.

Click the **"Play Desktop Record"** button in the **"Desktop Recorder"** menu to play a recording on the teacher's computer.

Use **"Play Desktop Record on User Computer"** menu command to play a file on a user computer, if the file is located on a remote computer. Specify file location and click **"OK".**

Click **"Send Desktop Record and Play"** menu command to send a file and play it on selected client computers. Transferring large files to many client computers at a time may take significant time. In this case please copy files to client computers beforehand and use "Play Desktop Record on User Computer" command instead.

Use **"Convert DRR to AVI"** menu command to convert a recording in default DRR format to standard multimedia format AVI, which is recognized by the most of modern multimedia players, including *Windows Media Player, Net Control 2 SyncPlayer* etc. The Desktop Recorder .DRR files are recommended for regular use because most often have significantly lesser file size than video files in AVI format, have better compression, and therefore more convenient for using in a network. AVI files may be exported and used in many third-party products, presentations and web-sites, converted to DVD format or published on YouTube®.

To convert a file to AVI format, click "**Convert DRR to AVI"** command in Desktop Recorder menu. Specify a path to a source and destination files and select a *codec* for conversion. The codec is a third-party component of the system, which provides video compression and playback functionality for some video compression format. Windows has several built-in default codecs, other codecs may be installed with third-party software or installed manually. Choosing an appropriate codec is very important step, which determines what quality and file size will have resulting video file. Standard Windows codecs in many cases create very large files and are not recommended for regular use. Several codecs do not support high-resolution video. The recommended codecs are: Windows Media Video Codec or FFDShow MPEG4 Video Codec. If you have not such codecs in the system, you can download and install them additionally: http://www.microsoft.com/downloads/en/details.aspx?FamilyID=06fcaab7-dcc9-466b-b0c4-04db144bb601 or http://www.free-codecs.com/download/ffdshow.htm

Advanced tools

The **Advanced tools** tab includes the following features:
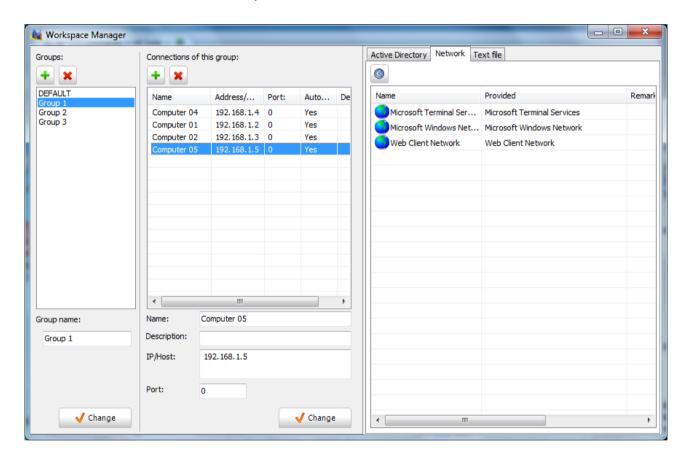- Logger – performs logging of several types of events on user computers. Once enabled on user computers, this feature does not require an active connection.
- Watcher – performs online watching of events which occur on user computers.
- User options – provides quick access to the settings of the user module.
- Net Deploy tool – may be used for the deployment of software over your network.

▶ *Workspace Manager (only Standard Edition)*

The *Workspace Manager* is a special tool, which was designed for easy management of Net Control 2 workspace (list of groups and connections). Using the Workspace Manager you can create new groups and connections, modify them, import connections from the Active Directory, the Network Neighborhood or text files; move connections from one group to other.

To open the Workspace Manager, click the **"Workspace"** button on the Advanced Tools tab of the Top toolbar.

In the "**Groups**" list are specified groups of the current workspace. **To add a new group**, click "+" button; **to delete a group**, select it in the list and click "X" button.

To change name of a group in the workspace, select it and specify new name in the **Group Name** field. Click the **Change** button to apply changes. This operation will NOT change settings of client computers, and the group name will be changed only in the workspace of current computer.

To view or manage connections of a group, select the group in the "Groups" list. The "Connections of this group" list will contain connections of the selected group.

In this list, **to add a new connection**, click "+" button, specify new connection parameters at the bottom of the connections list and click "Change" button. To delete a connection, select it in the list and click "X" button.

To move connections from one group to other:
- Select connections in first group;
- Drag and drop them to the destination group in the "Groups" list.
- If connections are protected with Group ID (group password), at next step you can specify new group password, which will be assigned to moved connections.

Important! Group parameters are stored in settings of a client computer and *on the client computer*. Though the Workspace Manager can move connections to other group immediately (within the workspace of this teacher computer), to re-assign Group Name and Group ID in settings of a client, and to make these changes visible for other teacher computers, first this client computer should be connected by this teacher at least once after the operation of moving to other group is processed. Upon first connection the software will transfer new settings to the client. This means that until this moment, old group settings will be in effect on *client* side. Particularly, **the client computer will have old group password, and will react on search requests from the original group.**

Import tools.
Using the Workspace Manager you can easily import connections from the Active Directory, Network Neighborhood or custom text file to any group.

To import computers from the Active Directory, open the "Active Directory" tab at right pane of the Workspace Manager; select computers there and drag-drop them to the "Connections of this group" list. In the same manner you can move connections from the Network Neighborhood (the "Network" tab) or custom text file (the "Text file" tab). Opening a file on the "Text file" tab, Net Control 2 will check the file for DNS names or IP addresses. All entries of the text file, which contain invalid names/addresses, will be omitted.

To apply changes close the Workspace Manager.

File Management

Using **File Manager** you can perform the following operations remotely:
- copy files to and from user computers;
- rename and delete files on user and local computers;
- run programs and open documents locally and remotely;
- search folders for files on remote computers;
- create new folders;
- change file attributes;
- send the contents of a folder and automatically run specified files from this folder.
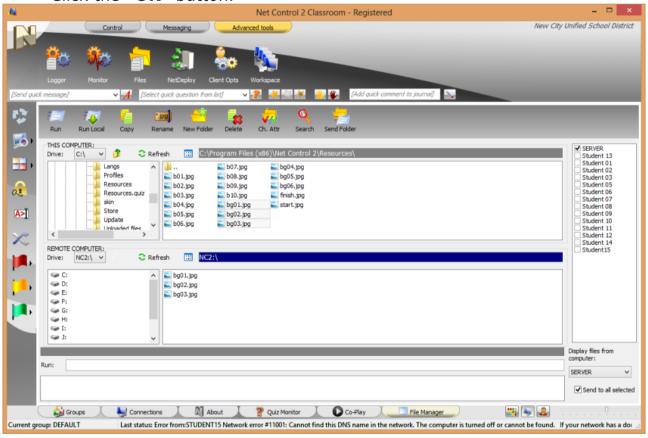
Virtual drive.

By default and for security reasons, Net Control 2 performs file operations on a virtual ("NC2:") drive only. Physically this drive is attached to the "**NC2 Common Files**" folder on the desktop of each remote computer, so copying the file to the "**NC2:**" drive, will result the placing it in the **NC2 Common Files** folder of the user's computer.

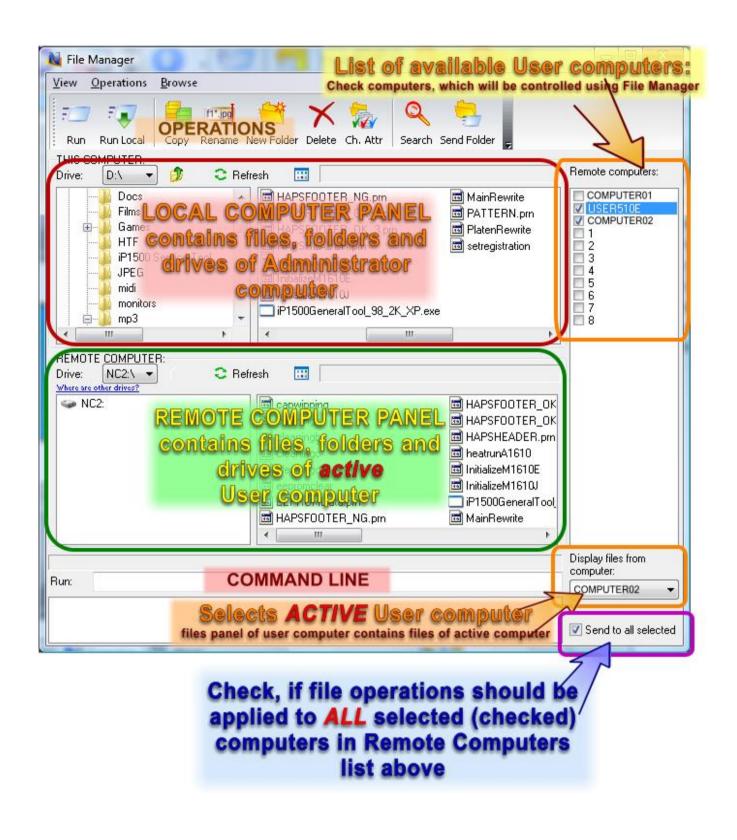However, this behavior depends on the *"File operations"* permission on the user computer:
- When File Operations permission is disabled (not checked), all file operations will be disabled;
- When **"On the specified folder only"** option is checked, file operations are possible only for virtual NC2: drive. When this option is not set (not checked), **file operations are possible on all drives and folders;**

- To view the permission settings, click ![icon](the Net Control 2 icon) in the System tray of the remote computer, then click the "Configure" menu command. Permissions are specified in the "Security" tab of the configuration dialog;
- To set this permission remotely:
  - select user computers;
  - click the menu command **N -> Options -> Remote Computer Options**;
  - set all necessary parameters (all settings are reset to defaults);
  - in the **"Security"** tab, set desired permissions;
  - Click the **"OK"** button.

▶ **Monitoring**

Features:

– on-line monitoring of various events on remote computers:

- – program start/stop events;
- – program switching/activation events;
- – web-site browsing requests (passing a URL to the browser);
- – system events: attaching new devices, date/time events, user logon/logoff etc.

– off-line (autonomous) monitoring and logging events, log management.

▶ *Event Monitor*

To watch events on-line:

– select computers;

– click the **"Monitor"** ("Event Monitor") button in the **"Monitoring"** group of the **"Control/Monitor"** toolbar.
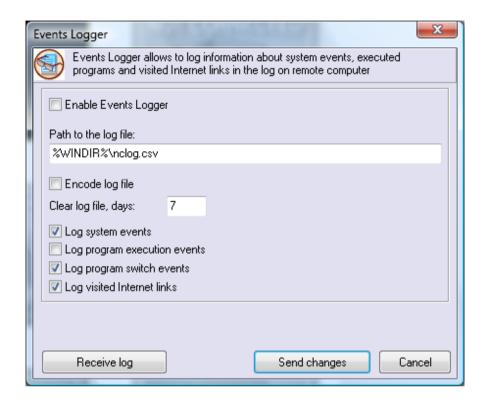

▶ *Event Logger*

With **Event Logger** you can record events even if a teacher computer is not connected at this moment to the student computer. Later this log may be requested at any time by the Instructor.

To enable logging:

– select user computers;
– click **"Logger"** ("Events Logger") button in the **"Monitoring"** group of the **"Control/Monitor"** toolbar.

In the Events Logger window:
– set (check) the **"Enable Events Logger"** option;
– optionally you can set a path to the log file where Net Control 2 will store event information. %WINDIR% refers to the home Windows™ directory, %TEMP% - temporary files folder for System Service user account, %SYSDIR% - Windows™ System directory.
– if the **"Encode log file"** option is set, Net Control 2 will encode the file, to hamper reading;
– by default Net Control 2 will clear the contents of the log file each week. You can change this behavior in the **"Clear log file"** field;
– specify which types of events should be tracked.
– click the **"Send changes"** button to apply any changes.

To receive a log file from a remote computer, click the **"Receive log"** button and select which types of events should be included in the resulting log.
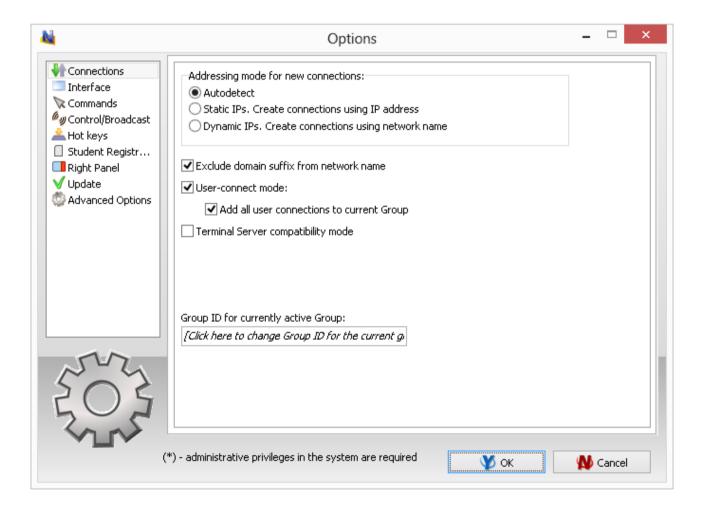
▶Control Options

To change settings and options of Net Control 2 Teacher Console, click the main menu command **N -> Options -> Options**.

Several options of Control Options window are marked with **(*)** sign. To change these options you need to run the program as administrator: in Windows XP, login as a user with administrative privileges and run the program. In Windows Vista/7 right click Net Control 2 program's shortcut on Desktop or in Start menu, then click menu command **Run as Administrator**.
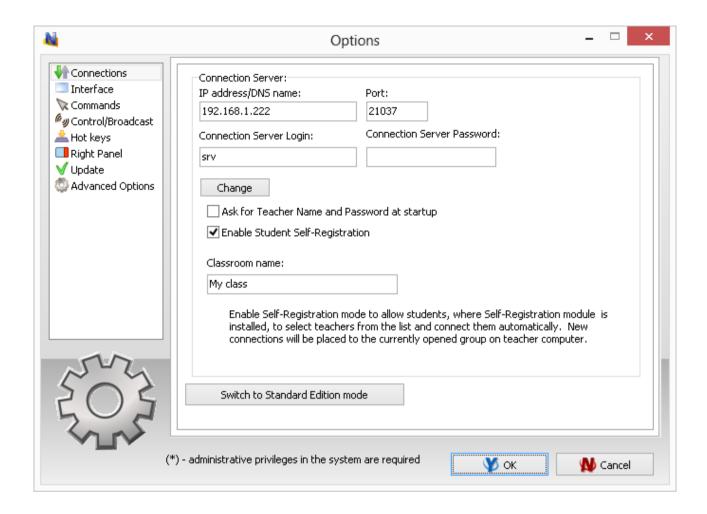
▶ *Connections section*

Standard Edition:

PRO Edition:

Addressing mode for new connections – determines what addressing mode will use Net Control 2 creating new connections for computers found in the process of scanning of the network:

Autodetect – Net Control 2 will try to determine the better mode for the connection according to the network adapter configuration;

Static IPs – the software will use IP address of client computer to connect it from the Administrator Console. IP address of client computer should be static (constant), otherwise after restart of the client computer, the address may be changed and the Control will be unable to find this computer in a network and connect it.

Dynamic IPs – use this mode if your network uses dynamic IP addresses (DHCP) or if you don't know exactly what addressing model is used in your network.

Important! These settings will be in effect only for new connections. Particularly if some connections were created before these settings are

changed, changing the options will not change addressing model of those connections. In this case you need to delete old connections, change settings and scan your network for new connections again.

Exclude domain suffix from network name – when creating new connections in a network with domain, Net Control 2 will use full DNS name, including host name and DNS suffix, for example: ***mycomputer.mydomain.local***. Such full DNS name is recommended for addressing computers in a network with domain, but in cases when standard DNS server is not used (for example if Windows DNS server was replaced with a DNS server of a router) full network names cannot be recognized correctly. When this option is enabled, Net Control 2 will automatically remove DNS suffix and use plain computer name, for the example above is "***mycomputer"***. **Try to enable this option if after scanning the network for connections it will find some new connections but will be unable to connect them.**

User-connect mode – (enabled by default). Enable this option if user-connections should be allowed. This is also required for terminal client connections.

Add all user connections to the current group – enable this command if all incoming user connections (including terminal client connections) should be always placed in the current group. When this option is disabled, incoming connections will be placed only to the group, to which this computer belongs.

Terminal Server compatibility mode – enable this option if any of clients was installed in Terminal Server compatibility mode.

PRO Edition:
Connection Server Address, Connection Server Port – address and port of your Connection Server computer.
Connection Server Login/Password – teacher ID and password as set up in Connection Server Management Console, Teachers tab.
Do not forget to click **Change** button when you're changing any Connection Server connection details.

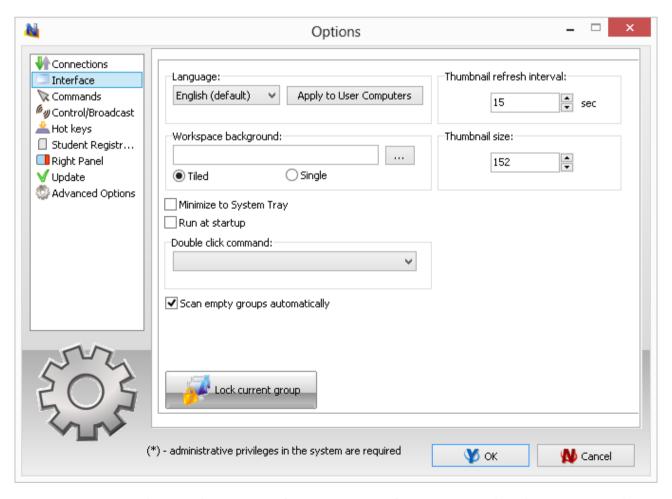**Ask for teacher name and password at startup** – when checked,

before the teacher console start up the software will prompt to enter connection server details: address, teacher ID and password.

Enable student self-registration – when this option is enabled, students will be able to connect this teacher computer. If such option is enabled in student module settings too.

Classroom name – optional name of the classroom, which will be displayed on student computers in student registration dialog.

Switch to Standard Edition Mode – switches PRO Edition connection model to Standard Edition mode (when the workspace, settings and profiles are stored on local computer, not on a server). Restart of the teacher console is required for this command.

▶ *Interface section*

Language – select a language for user interface. To apply changes to client

computers, select them in connections list, then select a language and click the **"Apply to User computers"** button.

Workspace background – use this option to set up background picture for the connections list.

Thumbnail Refresh interval – specifies a refresh interval in seconds, when thumbnails of client connections will be updated.

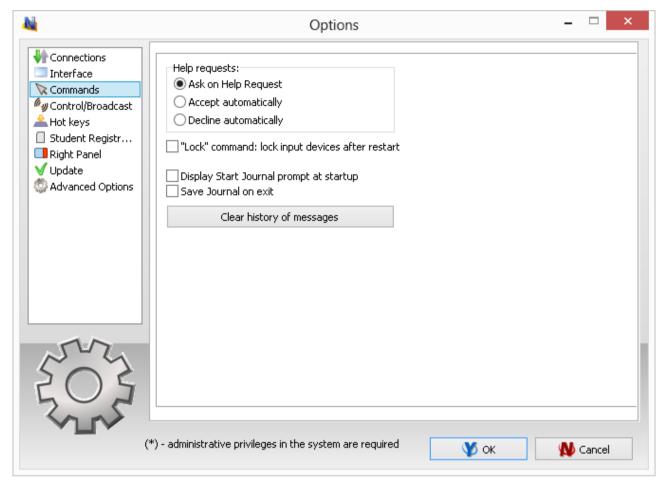**Thumbnail size** – specifies a width in pixels of a client connection thumbnail.

Minimize to System Tray – when the option is enabled, being minimized to the taskbar, Net Control 2 Administrator Console will remove its button from the taskbar and place an icon to the System Tray.

Run at startup – when the option is enabled, the program will be started automatically at Windows startup.

Double-click command – allows to specify a command, which will be performed when a user double clicks a thumbnail in the connections list. Default double-click command opens Remote Desktop session with the selected computer.

▶ *Commands section*

Help requests – determines default action, which will be applied when a teacher receives a help request from client computer:

Ask on Help Request – the software will prompt the teacher what action should be applied;

Accept automatically – help requests will be automatically accepted;

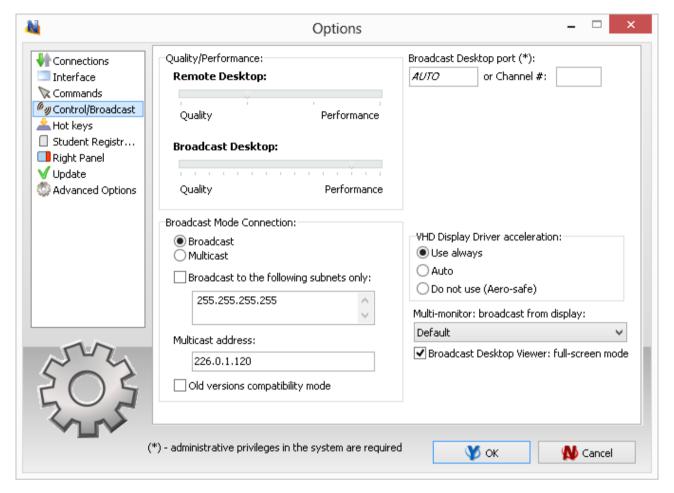**Decline automatically** – help requests will be automatically declined.

Lock command: lock input devices after restart – when enabled, and client computer was locked with the "Lock" command, Net Control 2 Client will restore locked state of the client computer after restart.

Display Start journal prompt at startup – when enabled, the Administrator Console will display the "Start journal" prompt at program start up. For more information please refer to **the Journal** chapter.

Save journal at exit – when enabled, on exit, the Administrator Console will save automatically current journal in Documents\Net Control 2 folder.

▶ *Control/Broadcast section*

Quality/performance options – move the slider to left to increase quality of picture or to right to increase performance of Remote Desktop and Broadcast Desktop engines.
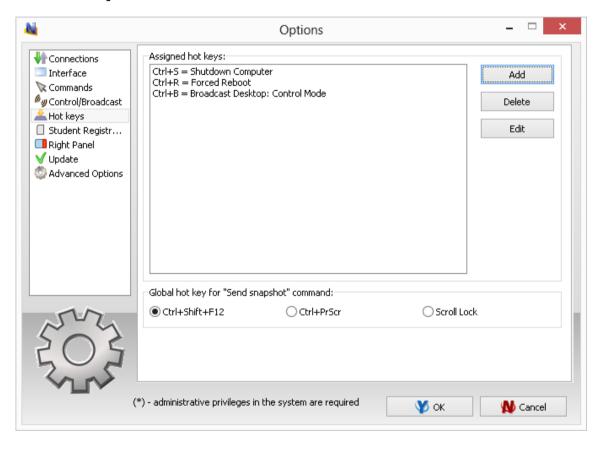
Broadcast Mode Connection – specifies protocol settings for the Broadcast Desktop tool: Multicast or Broadcast, Multicast address or Broadcast IP mask.

VHD Display Driver acceleration – enables or disables Video Hook Driver acceleration for Remote Desktop and Broadcast Desktop tools. Video Hook Driver provides better performance and accuracy in screen changes tracking for these tools. When enabled, Broadcast Desktop and Remote Desktop tools activate VHD display driver only when Broadcast Desktop or Remote Desktop session is started and will unload it automatically once the session is finished. In addition, when VHD driver is active, Windows Vista/7 will disable automatically Aero style for windows and several Direct3D interfaces, which will be restored only after stopping the driver. Therefore if you prefer to have

Aero style active during Broadcast Desktop/Remote Desktop sessions you need to disable the driver, setting up "Do not use (Aero safe)" option. The "Auto" option means that VHD display driver will be always activated in Windows XP, when Aero theme is disabled and in Broadcast Desktop sessions; and automatically disabled in Windows Vista/7, when Aero theme is enabled. For more information regarding Video Hook Driver please refer to the Broadcast Desktop and Remote Desktop chapters.
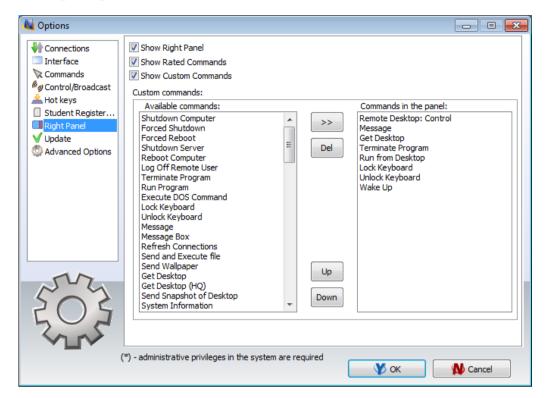
▶ Hot keys section

Allows to assign a hot key to Net Control 2 commands; to change default hot key for the "Send snapshot" command. The hot key for the "Send snapshot" command is a global key combination, i.e. it works in any Windows application when Net Control 2 software is running at background.

▶ *Right panel section*

Show Right Panel – enables or disables the Right panel.

Show Rated Commands – enables or disables the Rated Commands tab on the Right panel.

Show Custom Commands – enables or disables the Custom Commands tab on the Right panel.

Custom commands – the list of commands, displayed on the Custom Commands tab.

Update section

Check for updates automatically – when enabled the software will check the update server for new versions (updates) of the software.

Download updates automatically – when enabled, the software will download and update the software on teacher and client computers automatically. To change this option the program should have administrative privileges (please see a comment at begin of this chapter).

Do not update – when enabled, the software will not check the server for updates.

▶ *Advanced Options section*

Disable loopback connections - Enabled by default. Connections to itself (to the same computer, where Administrator is installed) will be disabled. May be disabled for testing purposes.

Autorefresh connections - when this option is enabled, Net Control 2 time-to-time will try to re-connect inactive connections.

New connections: Auto open at startup mode - when selected, all new connections will have the **"Autoconnect at startup"** option enabled by default.

Use compatible (slow) file transfer mode for update – enable this option if you need to update client software on student computers using menu command N -> Help and Support -> Update Net Control 2 Client and the client software on student computers has version below 8.xx

Use Multicast for Search routines – disable this option if your network does not support Multicast protocol.

Show connection status – when enabled, displays status of a connection including error description in a popup message.

Allow only one copy of client at a time – when enabled, only one copy of the Net Control 2 Administrator Console may be started on the same computer.

Close Remote Desktop viewers at exit – when enabled, the Console will automatically close all opened Remote Desktop Viewers, started on this computer.

Show Status Bar – enables or disables the Status bar at the bottom of main window.

Display replies from remote computers – when enabled, the Console will display notifications from client computers when some operation was failed or requires additional attention.

Prevent Cursor Flashing – when enabled and the VHD Driver acceleration is disabled in settings of the Remote Desktop/Broadcast Desktop. During the Remote Desktop/Broadcast Desktop session, capturing an image on the sender's side, some undesirable cursor flashing may appear. Enable this option to exclude the cursor flashing.

Store Control's module configuration:

Individual settings and profiles for every user – every user on this computer will have its own set of profiles and settings;

Common settings for all user accounts – when enabled, all users will share the same settings and profiles;

Custom folder – defines custom local or network folder, where the Net Control 2 Administrator Console will store its settings, workspace and profiles.

Lock command: do not display warning message – when enabled, and client computer was locked with the "Lock" command, Net Control 2 Client will not display a warning message restore locked state of the client computer after restart.

Client Options

To change settings of Net Control 2 Client remotely:

- select computers in the Teacher Console;

- click menu command N -> Options -> Client Options.

To change settings of Net Control 2 Client on student computer:

- click Net Control 2 (N) icon in the System Tray;

- then click Configure button in the appeared Student Console.

Detailed description of Client Configuration options please see, depending on used edition, in Installation and Configuration Guide, available at http://www.netcontrol2.com/downloads

View profiles

Net Control 2 Administrator Module may be specially configured to hide or enable its functionality for different groups of users. For example, ordinary
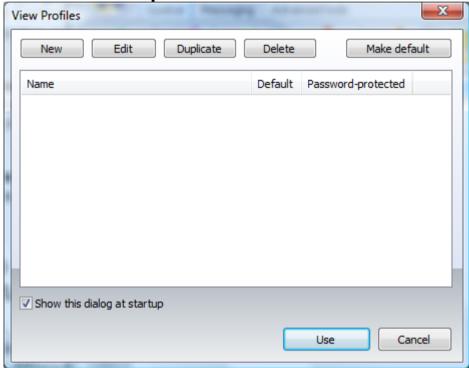
users will use only part of its features, while administrator will have access to full range of features.

This is realized through the **View Profiles** tool. The Administrator may create several view profiles, protect some profiles with a password or mark some profiles as **"default"**, i.e. make them active automatically at startup.
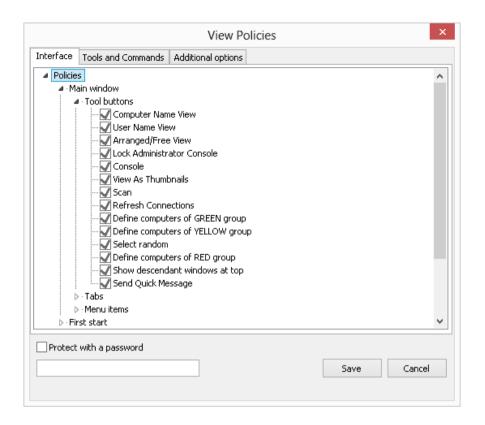
1. To create a custom View profile:
click menu command **N -> Options -> View Profiles**.
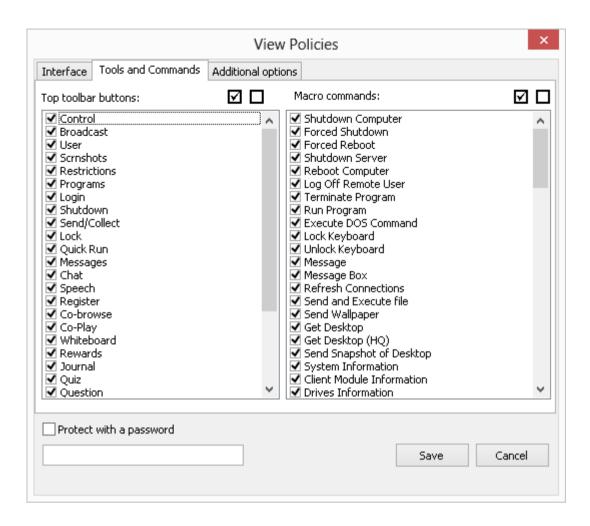

Click the **New** button.

On the **Policies** tab, check only those window elements *(buttons, fields, menus)*, which should be visible (available for user) in the new configuration:
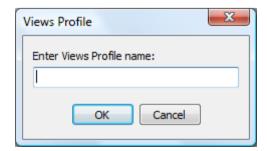
on the **Main toolbar** tab you can re-group the buttons on tabs and toolbars:
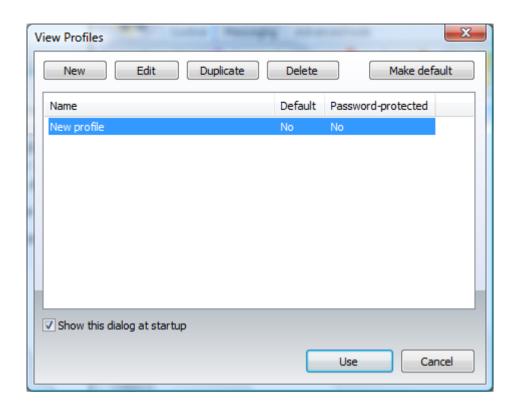
Selecting a button in the **Buttons** list, **Assigned toolbar** list will display a toolbar where this button will be placed. Accordingly, **Assigned page** will display a page (tab), where this toolbar will be placed. Changing the **Weight** parameter, you can move buttons within selected toolbar to left (weight is lesser) or to the right (weight is higher). Click the **Assign** button to apply changes for each button.

- when a new profile is created, click the **Save** button to save the profile
- specify some name for profile

-
- created profile should appear in the list

In addition, you can make any profile **"Default"**. In this case, the profile will be loaded and applied automatically at start up of Administrator Module.

If the **Show this dialog at startup** option is enabled, Net Control 2 Administrator will display profiles list at startup with the possibility to select one of available profiles.

If any password was specified in the profile, Net Control 2 Administrator will prompt for this password before applying selected profile.

▶ Student Console and Mini Toolbar

Net Control 2 version 10 provides new Student Console window on student computers for faster and easier communication between students and teachers.

Student Console window may be opened by clicking **Net Control 2 Mini Toolbar**:

A button at the top-right hand corner of the screen

or

by **right** clicking N (Net Control 2) icon in the System Tray:

The appearance and access to functions of the Student Console may be changed through **Client Configuration** window: click **Configure** button in the **Student Console**:

To disable the Mini Toolbar - uncheck **"Always show Mini Toolbar"** option on **Appearance** tab.

To disable student statuses – uncheck **"Enable User statuses"** option in Appearance tab of the Configuration dialog.

To disable hand raising – uncheck **"Enable hand raising"** option in Appearance tab of the Configuration dialog.

To disable **Suspend Service, Resume Service, Exit** and **Configure** buttons of the Student Console – check (enable) "Disable administrator operations" button in Configuration dialog, on Appearance tab.
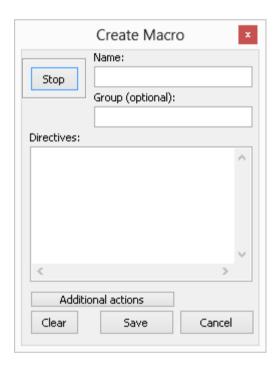
NET CONTROL 2
CLASSROOM

Raise hand

Teacher: Ква (My class)

My status is here!

My status: [NOT SET UP]   ☑
(The status is visible to teachers)

N ABOUT THE PROGRAM

!? SEND HELP REQUEST TO INSTRUCTOR

CONNECT COMPUTER BY ADDRESS

HIDE TOOLBAR   SUSPEND SVC   STOP EXIT   CONFIGURE

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MACRO

MACRO COMMANDS

Net Control 2 includes a set of pre-defined macro commands that are available in N – Macro menu.

In addition, you can create your own macro commands, which will be placed to this menu or may be assigned with some hot keys for quick execution.

To create a macro command click **N – Macro – Create Macro Command** menu command:

Name the command; assign some group name (optional), and apply commands to student computers. Applied commands will be recorded to the macro. When the command recording is finished click **Save** button to save the command.

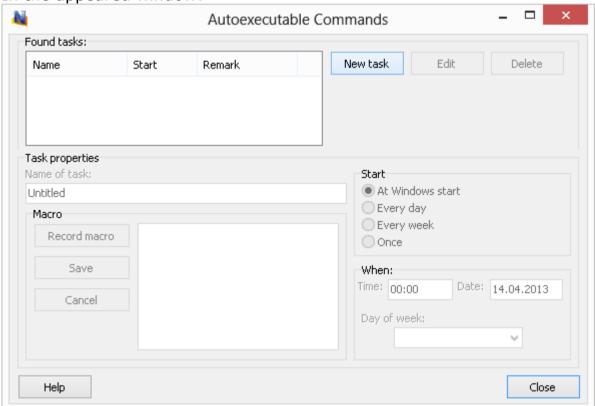New macro commands will be loaded to the teacher console after restart of the program.

AUTOEXECUTABLE COMMANDS

Autoexecutable commands – are macro commands that are stored on student computers and executed on some event (time or date); autoexecutable commands are executed on student computers even if a teacher is not connected at this moment to the student.
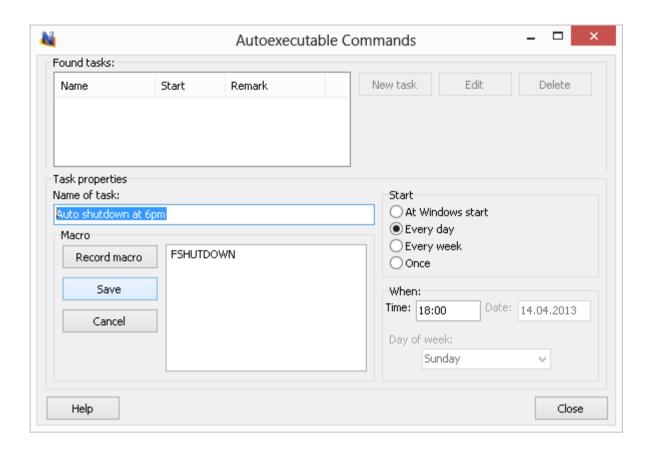
To create an autoexecutable command:
- Select student computers in the teacher console;
- Click the main menu command **N – Macro – Autoexecutable commands**.
- In the appeared window:

- Click New task to create new task or click Edit to edit an existing task.
- Specify name of the task;
- Record a macro command;
- Set up an event, when the task should be executed;
- Click Save to save the task:

Tasks may be executed every time when **Windows is starting up**; **every day at some specified time** (time should be specified in 24h format, e.g. 18:00); every week at some day and time, or once, at some date and time.