
Veyon User Manual

Release 4.1.91

Veyon Community

Mar 19, 2019

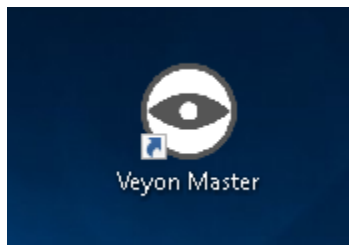
Contents

1	Introduction	1
1.1	Program start and login	1
1.2	User interface	2
1.3	Status bar	2
1.4	Toolbar	3
1.5	Computer select panel	3
1.6	Screenshots panel	4
2	Program features	7
2.1	Selecting computers	7
2.2	Monitoring mode	8
2.3	Demonstration mode	8
2.4	Lock screens	9
2.5	Remote access	9
2.6	Boot, restart and shutdown a computer	11
2.7	Log out user	12
2.8	Send text message	12
2.9	Start program	13
2.10	Open Website	13
2.11	Screenshot	14
3	FAQ - Frequently Asked Questions	15
3.1	Can other users see my screen?	15
3.2	How frequently are the computer thumbnails updated?	15
3.3	What happens if I accidentally close the Veyon Master application window?	15
3.4	How can I broadcast the screen of a student to all other screens?	15
4	Glossary	17

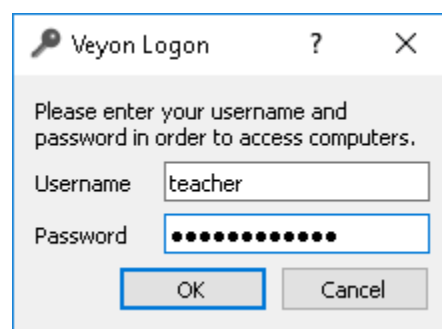
Veyon is an application that allows to monitor and control a group of computers (e.g. classrooms) on a central computer (e.g. an instructor's computer) and to use different features and modes.

1.1 Program start and login

The program is started via the start menu or a desktop icon:



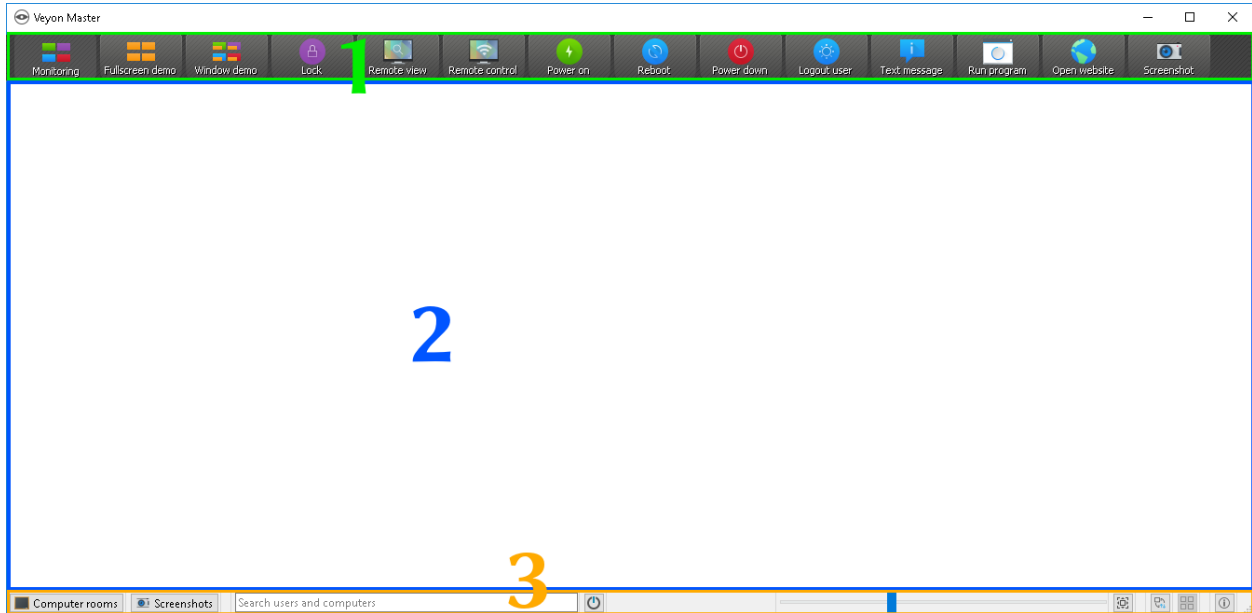
Depending on the system configuration you will be prompted for your username and your password:



Enter your username and password here or – if given – the credentials of a special teacher account. If the entered data is correct and a login can be performed, the program will start. Otherwise, the login will be denied and an error message will be displayed. In this case you can try the login with corrected data again.

1.2 User interface

After the program start you will see the user interface with the toolbar (1), the monitor view (2) and the status bar with various controls (3):



The toolbar contains a number of buttons for activating different features. A detailed description of the individual features can be found in chapter *Program features*. The appearance and behavior of the toolbar can be customized as described in section *Toolbar*.

In the monitor view all computers to be monitored are displayed in a tile view. Depending on the system configuration and previous program starts you can already see the computers at your current location here. The *computer select panel* allows you to show or hide computers or entire locations.

The elements in the status bar are used to control the program interface and are described in more detail in the following section.

1.3 Status bar



Using the *Locations & computers* and *Screenshots* buttons, you can open and close panels such as *Computer select panel* or *Screenshots panel*.


The search bar allows you to filter the computers displayed using computer names or user names as search terms. Technically savvy users can even enter regular expressions here to define advanced search filters.

The *Only show powered on computers* button hides all computers that are not powered, disconnected or not reachable for some other reason. This allows simultaneous monitoring of a large number of computers or partially occupied rooms while focusing on the actually active computers.

Use the slider to control the size of the computer screens displayed. When holding then `Ctrl` key, the size can also be changed using the mouse scroll wheel. The size is adjusted automatically by clicking the button *Adjust optimal size* to the right of it.

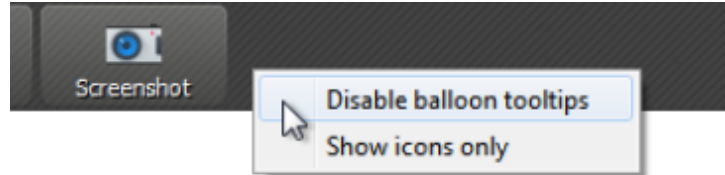
It is also possible to use a custom computer arrangement, e.g. to represent the actual arrangement of computers in classrooms. After clicking the button *Use custom computer arrangement* each computer individually or a selection of computers can be moved with the left mouse button pressed and arranged as desired. To align all computers in the

custom arrangement, click the  (*Align computers to grid*) button. If you want to use the sorted standard arrangement again, simply deactivate the  button.

The  button (*About*) opens a dialog with information about Veyon such as version, manufacturer and license terms.

1.4 Toolbar

You can customize the appearance and behavior of the toolbar. A right click on either a free section or a button opens a context menu with several entries:



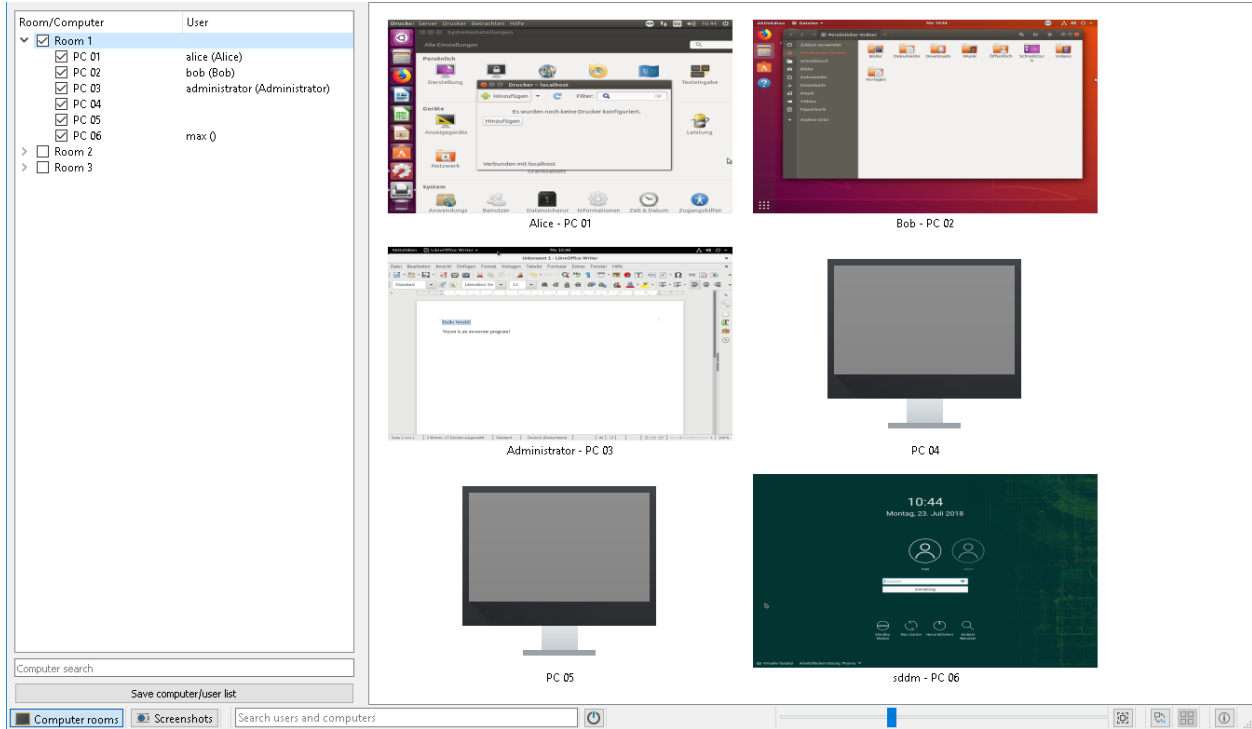
If you click the entry *Disable balloon tooltips* no tooltips will be displayed anymore whenever you hover the mouse over the buttons. You can open the context menu at any time and uncheck the item again.

The *Show icons only* option gives a compact view of the toolbar buttons by hiding the labels and displaying only icons. On smaller screens this option may be necessary to display all buttons.

1.5 Computer select panel

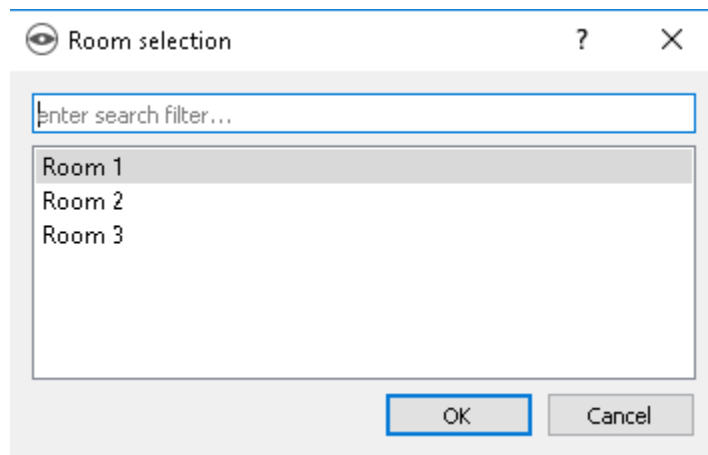
The *Locations & Computers* button in the status bar opens the computer select panel. This panel displays all available computer locations in a tree structure. You can expand individual location entries by clicking on the corresponding symbol in front of them.

You can activate individual computers or entire locations by checking them. All checked computers will then be displayed in the monitoring view.



With the *Save computer/user list* button you can save the list of computers and logged in users in a CSV file. Typical use cases for this are subsequent presence checks or IT-based exams

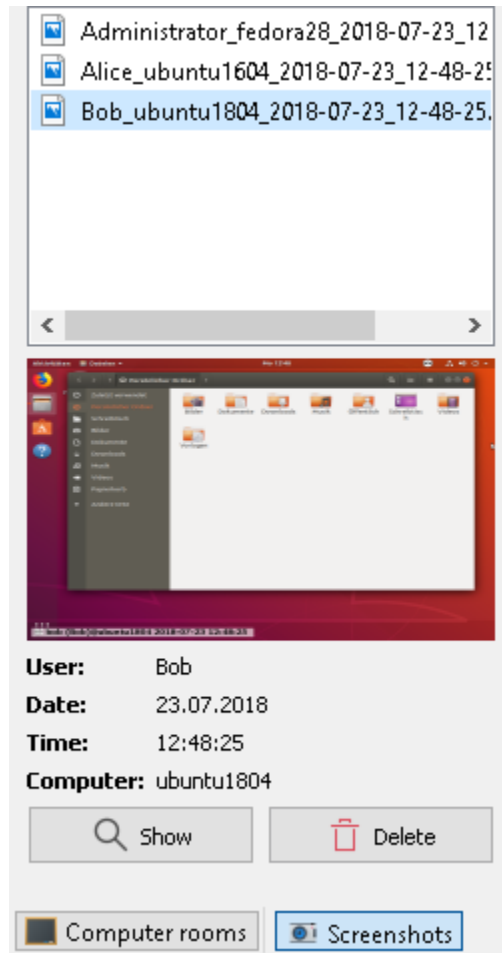
Depending on the system configuration, the button *Add location* is also available. This allows you to add more computer locations to the view. A click on the button opens a dialog where you can see all available locations:



You can filter the list using the input field, i.e. enter a search term. The list then only displays the location names containing the specified search term. Advanced users can also use regular expressions for the filter. Next you can select the location and confirm with *OK*. The selected location is now available in the location list until the next program start. You can also remove a previously added location by clicking on the location and pressing the *Del* key.

1.6 Screenshots panel

Using the screenshot management panel, you can view and delete all captured screenshots. The *Program features* chapter in section *Screenshot* explains how to take a screenshot.



You can now select individual screenshots from the list. Details of the screenshot, such as the date it was taken, user name, and computer, are then displayed in the table below. The *Show* button or a double-click in the list displays the selected screenshot in full size. If you no longer need the screenshot, you can permanently delete it using the *Delete* button. Please note that this process cannot be undone and the files will not be moved to the trash.

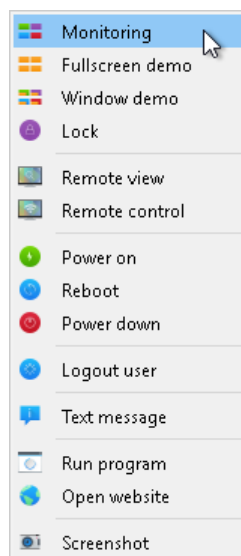
Program features

Veyon offers a variety of features that can be used to control and access computers. All functions are neatly arranged in the toolbar. They are also accessible via the context menu of the students' computers.

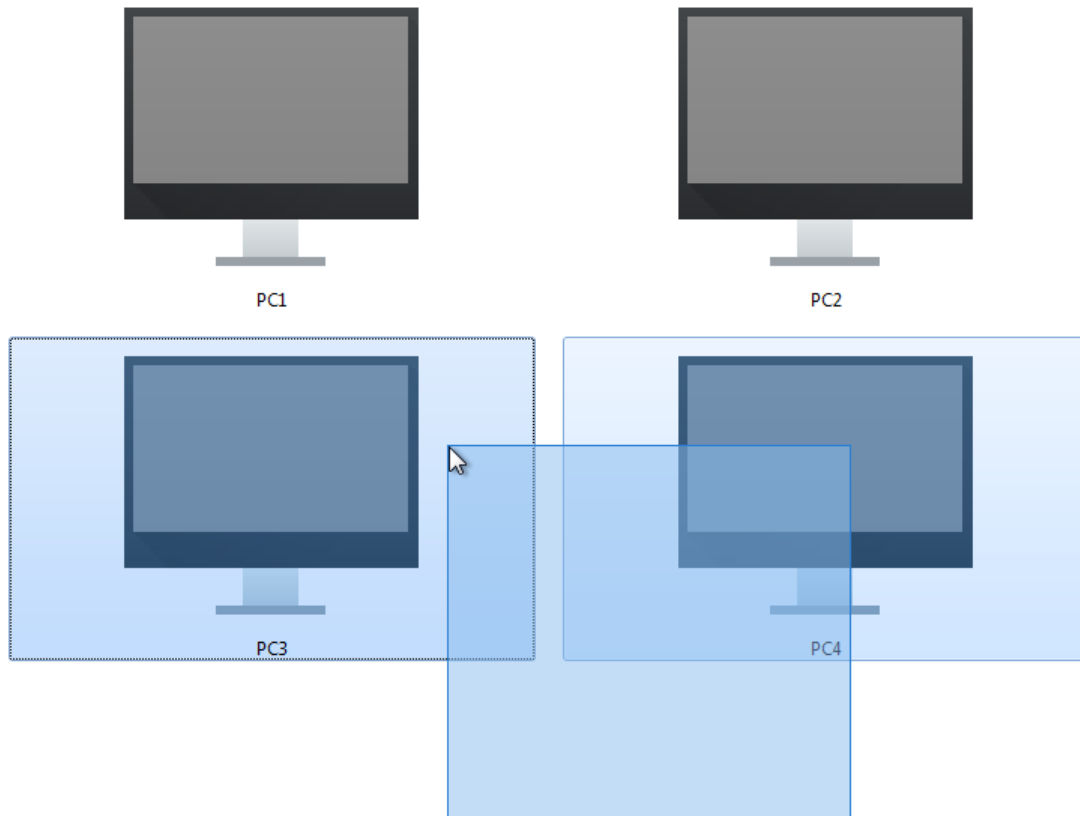
If you hover over the single buttons in the toolbar, a tooltip with a short help message is displayed, unless you have not deactivated this behavior. Pressing a button activates the desired function for all displayed computers.

2.1 Selecting computers

If you want to apply a function only on a single computer, click it with the right mouse button and choose the desired function via the context menu. The entries in the context menu are dynamically displayed depending on the currently active functions.



You can also select multiple computers by creating a rectangle with the mouse that includes all desired computers:



Alternatively, you can use the `Ctrl` key and add computers to your selection one by one by clicking.

2.2 Monitoring mode

By default Veyon is running in monitoring mode. In this mode you have an overview of all computers and see their screen contents in small thumbnails, depending on the position of the zoom slider. The screen contents are updated almost in real time so that you can monitor all activities in the room.

As soon as the connection to a computer is interrupted, a computer icon is shown instead of the screen content. After the program has started, this icon is colored in grey at first. As soon as the program notices that a computer is not reachable or the access to it is denied, the icon's color changes to red.

Some of the functions described in the upcoming sections change the mode of a remote computer. You can stop each mode by simply returning to monitoring mode.

2.3 Demonstration mode

You can use the demonstration mode (or demo mode for short) to start a presentation. In this mode your screen content is broadcasted to and displayed at all remote computers in real time. Here you can choose between a full screen or a window demo.

As the name indicates, during a full screen demo, your screen content is displayed in full screen. The remote computers can not be operated in this mode as all input devices are locked. This way you can get the whole attention of your course participants.

By contrast, a window demo allows for the users to switch between the demo window and their own applications or even arrange the windows next to each other to comprehend the shown processes themselves. Hence the input devices are not locked.

In order to start a full screen or window demo, you just have to press the *Full Screen Demo* resp. *Window Demo* button:



If you want to leave the demonstration mode, just press the respective button again or press the *Observe* button to switch back into monitoring mode globally. Using the context menu, the demonstration mode can also be quit for single computers.

2.4 Lock screens

Another method to enhance resp. control attention is the function which locks the screens. As with the full screen demo, all input devices on the course participants' computers are locked and cannot be operated. A lock screen is shown additionally so that one cannot be distracted by previous screen contents.

Press the *Lock* button to lock all displayed computers:



If the screens shall be unlocked, just press the button again or press the *Observe* button, to switch back to monitoring mode globally.

In case only single computers shall be locked, you can select these as described in section selecting computers and select the function in the context menu. The screen lock can be disabled either through the *Unlock* entry or through the *Observe* entry. The screen lock can also be globally activated at first and disabled individually for specific computers later on using the context menu.

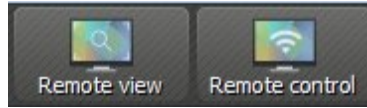
Note: Due to the operating system's security concept, the lock screen cannot be displayed if there is no signed in user. Nevertheless, the input devices are locked thus making a login impossible.

2.5 Remote access

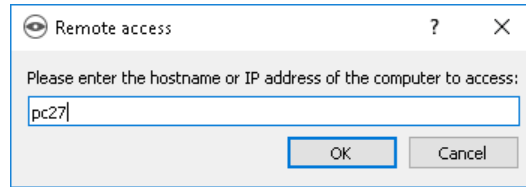
The function group *remote access* consists of two rather similar functions: *Remote View* and *Remote Control*. Both access modes retrieve the screen data of a remote computer and display it in full screen mode in a separate window. In contrast to the monitoring mode in the main window, you can the observe events on a computer in detail and interact, if necessary.

These functions can be activated in various ways. Depending on the system configuration, one of the two starts by double-clicking a computer. Alternatively you can open the context menu by clicking the right mouse button and choose the desired function.

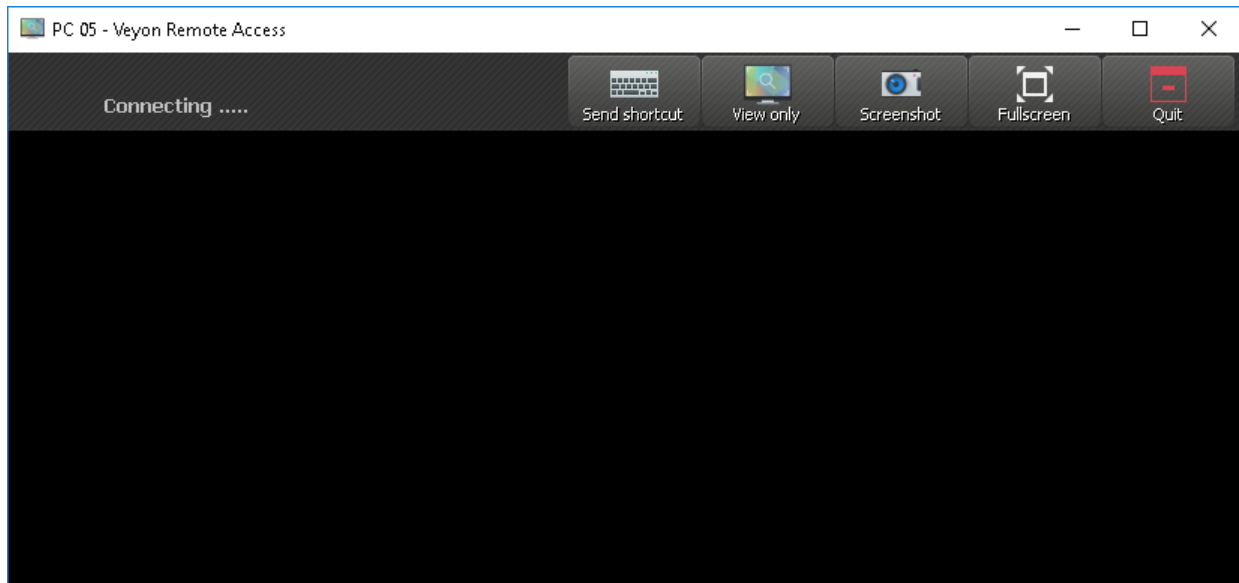
If you want to access a computer that is not shown in the workspace, you can use the button in the toolbar:



Upon confirmation a dialog opens up that prompts you for the computer name:



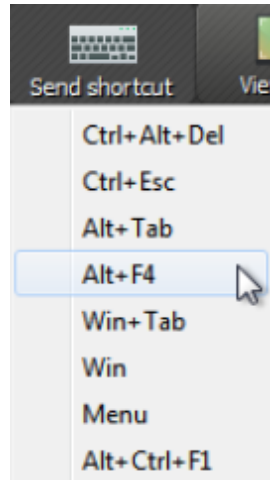
In all cases a new windows containing the remote view opens up:



The remote screen is usually displayed within a few seconds and is updated in real time. As in the main application you have a toolbar with buttons on the window's upper border. This toolbar is automatically hid after a few seconds. You can show it at any time by moving the cursor to the window's upper border.

Even during a running remote access session you can change the access mode at any time. For this it is sufficient to click the *Control from remote* resp. *Observe only* button. Please note, that these buttons do not indicate the current access mode, but the access mode that is switched to if the button is pressed.

As soon as you have entered the *Control from remote* mode, your keystrokes, mouse movements and mouse clicks are transmitted to the remote computer. Thus you can control it as you are used to. Depending on the system configuration there may be exceptions concerning some special keys or keystroke combinations (shortcuts) such as e.g. `Ctrl+Alt+Del`. If you want to use these shortcuts, you can use the additional *Send Shortcut* button. After clicking it, a menu opens up which allows for you to select the desired shortcut:



You can close the menu without triggering an action with a repeated click or the `ESC` key.

If you want to switch to full screen mode, you can use the *Full Screen* button. In full screen mode you can use the same button – now with the caption *Window* – to switch back to window mode.

The function *Screenshot* creates a screenshot and saves it to a file that can be viewed later on. A more detailed description can be found in sections *Screenshot* and screenshot management.

You can use the *Exit* button to close the window and terminate the remote access.

2.6 Boot, restart and shutdown a computer

It can be helpful for administrative purposes as well as for preparation and post-processing of courses and IT-supported exams to use the functions *Boot*, *Restart* and *Shutdown* for a computer. You find the respective buttons in the toolbar:



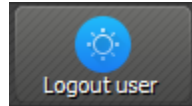
You can activate the respective button to boot, restart or shutdown all displayed computers. If you intend to use the function only for single computers, you can select them and choose the desired entry from the context menu.

Attention: Please note, that neither restart nor shutdown require the consent of the signed in user. Therefore make sure, that the signed in user has no unsaved work.

Note: Depending on the configuration of the network and the system settings of the single computer, booting may work only under specific technical conditions. At the same time there is no check for access control while booting so that you may be able to boot computers in other rooms or parts of the building. Please check the selected computers carefully if you use this function.

2.7 Log out user

The function *Log out User* complements the options described in the previous section in terms of controlling basic computer states. That's what the respective button in the toolbar looks like:



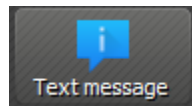
Activate this button to log out all users on all displayed computers. If you intend to use the function only for single computers, you can select them and choose the desired entry from the context menu.

Hint: A typical use case for this function could consist of terminating a course for all participants at a specified time.

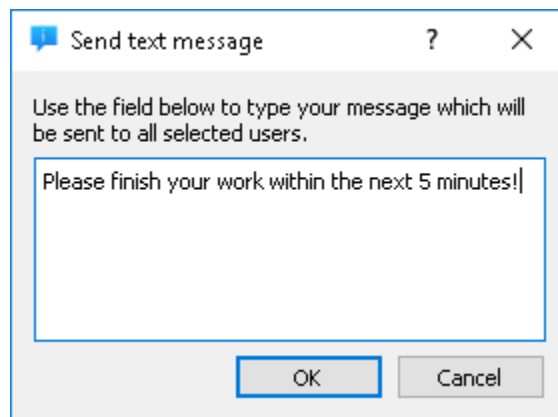
Attention: Please note, that the logout process does not require the consent of the signed in user. Hence make sure that the signed in user does not have any unsaved work.

2.8 Send text message

A further possibility for interaction consists of sending text messages to one or all course participants. This message is displayed as a message window on the respective participant's computer. You can use the *Text Message* button to this end:



After pressing the button, a dialog window opens up. Here you can enter the message to be transmitted:

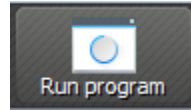


You can send the typed message by pressing *OK*.

If you intend to use the function only for single computers, you can select them and choose the entry *Text Message* from the context menu.

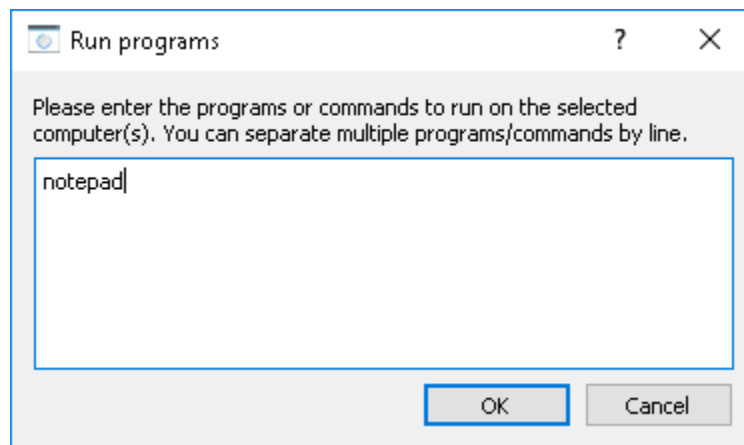
2.9 Start program

If a specific application is to be opened on all computers, you can use the *Start Program* function from the toolbar. To do this click the button shown:



If programs have been predefined by the administrator, a menu with the predefined programs opens. In this menu you can click on the desired program.

If you want to start a program that is not included in the menu, click on the last entry *guilabel:*'*Custom program*'. Then the same dialog appears, which also appears if no programs are predefined. In this dialog box you can enter the name of the desired program file, e.g. `notepad`:



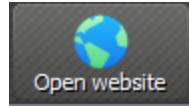
Subsequently confirm the dialog with *OK*. Please note, that the requested program often does not reside in the program path environment so that you have to specify the complete path to the program, e.g. `C:\Program Files\VideoLAN\VLC\vlc.exe`.

Hint: Most programs offer the option of getting passed an additional parameter containing the name of a file that is to be opened automatically. For example, if you want to play a video simultaneously on all computers, just add the path of the video file separated by a blank, e.g. `C:\Program Files\VideoLAN\VLC\vlc.exe X:\Videos\Example.mp4`.

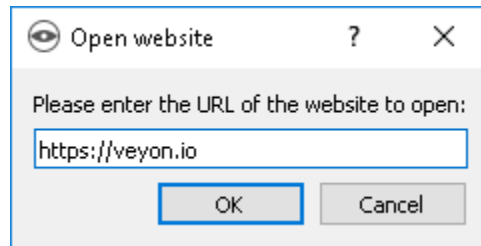
Attention: In case the program path or file name contains blanks, the complete path and file name has to be enclosed in quotes. Otherwise parts of the input can be interpreted as parameters. Example: `"C:\Program Files\LibreOffice 5\program\swriter.exe"`

2.10 Open Website

If all course participants shall navigate to a specific website, you can have this website automatically opened on all computers. Use the *Open Website* button for this:



If no websites have been predefined by the administrator, a dialog box opens in which you can enter the address of the website to be opened:



Confirm this dialog with *OK*.

Otherwise, a menu with the predefined websites opens from which you can select and click on the desired website. If you want to open a website that is not included in the menu, select the last item :*guilabel:*'*Custom Website*'. The dialog shown above then opens.

2.11 Screenshot

With Veyon it is possible to save the current screen content of single or all computers in an image file. You can press the *Screenshot* button to make screenshots of all displayed computers:



If you intend to use this function only for single computers, you can select them and choose the entry *Screenshot* from the context menu.

Afterwards a message informs you about the successful completion of this action. Now you can view the images through the screenshot management as well as delete them if necessary.

FAQ - Frequently Asked Questions

3.1 Can other users see my screen?

Which user can access which computer under which circumstances depends on the system settings configured by your administrator. Usually the software is configured so that the course instructor can access the computers of course participants, but not vice versa. Whether other course instructors are able to see your screen or those of other course participants also depends on the settings. Contact your administrator in order to configure access control rules according to your needs as described in the administration manual.

3.2 How frequently are the computer thumbnails updated?

Usually the computer thumbnails in the monitoring view are updated once a second. Depending on the utilization of the network and the computer, there may be slight deviations. In contrast when remote controlling or viewing a computer, you see in contrast the screen content of the remote computer in real time.

3.3 What happens if I accidentally close the Veyon Master application window?

Any active functions such as demo mode or screen lock are stopped when the program is closed. However, you can simply reopen the program and activate the mode again if necessary.

3.4 How can I broadcast the screen of a student to all other screens?

If you want to transfer a student's screen instead of your own screen in demo mode, first activate demo mode for all computers. Then stop demo mode for the student to be performing the demo using the context menu. Finally open the remote view for the student's computer. This will transfer the remote view window - and therefore the student's screen - to all other computers.

From Wikipedia, the free encyclopedia:

Button The term button (sometimes known as a command button or push button) refers to any graphical control element that provides the user a simple way to trigger an event, like searching for a query at a search engine, or to interact with dialog boxes, like confirming an action.

See also:

[https://en.wikipedia.org/wiki/Button_\(computing\)](https://en.wikipedia.org/wiki/Button_(computing))

Context menu A context menu (also called contextual, shortcut, and pop up or pop-up menu) is a menu in a graphical user interface (GUI) that appears upon user interaction, such as a right-click mouse operation.

See also:

https://en.wikipedia.org/wiki/Context_menu

FAQ Frequently Asked Questions (FAQs) are a compilation of frequently asked questions and the corresponding answers to a topic. FAQs have become well-known in information technology, especially on the Internet, where many Usenet newsgroups have created a FAQ collection to relieve the pressure on the forums. Because the principle of the FAQ has proven itself, it exists in many areas.

See also:

<https://en.wikipedia.org/wiki/FAQ>

Graphical user interface Graphical user interface (GUI) refers to a form of user interface of a computer. It has the task of making application software operable on a computer by means of graphical symbols, controls or widgets. In computers, this is usually done by using a mouse as a control device to operate or select the graphic elements; in smartphones, tablets and kiosk systems, it is usually done by touching a sensor screen.

See also:

https://en.wikipedia.org/wiki/Graphical_user_interface

Input device Input devices are all devices that can be used to supply information to a computer so that interaction with computer programs is possible.

See also:

https://en.wikipedia.org/wiki/Input_device

Keyboard shortcut A keyboard shortcut is a series of one or several keys, such as “Ctrl+F” to search a character string. Such a directive invokes a software or operating system operation (in other words, cause an event) when triggered by the user.

See also:

https://en.wikipedia.org/wiki/Keyboard_shortcut

Password A password is a word or string of characters used for user authentication to prove identity or access approval to gain access to a resource (example: an access code is a type of password), which is to be kept secret from those not allowed access.

See also:

<https://en.wikipedia.org/wiki/Password>

Screenshot A screenshot, also called screen capture or screen grab, is a digital image of what should be visible on a monitor, television, or other visual output device. A common screenshot is created by the operating system or software running on the device. A screenshot or screen capture may also be created by taking a photo of the screen.

See also:

<https://en.wikipedia.org/wiki/Screenshot>

Status bar A status bar is a graphical control element which poses an information area typically found at the window’s bottom.[1] It can be divided into sections to group information. Its job is primarily to display information about the current state of its window, although some status bars have extra functionality. For example, many web browsers have clickable sections that pop up a display of security or privacy information.

See also:

https://en.wikipedia.org/wiki/Status_bar

Tooltip The tooltip or infotip or a hint is a common graphical user interface element. It is used in conjunction with a cursor, usually a pointer. The user hovers the pointer over an item, without clicking it, and a tooltip may appear—a small “hover box” with information about the item being hovered over.

See also:

<https://en.wikipedia.org/wiki/Tooltip>

Username A username is a name with which a user can log on to a computer, a website or a program. On the Internet, it is usually used to log on to a user account and requires registration.

See also:

[https://en.wikipedia.org/wiki/User_\(computing\)](https://en.wikipedia.org/wiki/User_(computing))

B

boot, 11
browser, 13
Button, 17

C

commands, 12
Computer select panel, 3
Context menu, 17

D

demo mode, 8
demonstration, 8
demonstration mode, 8
Desktop icon, 1

E

end of course, 11
execute, 12

F

FAQ, 17
full screen demo, 8

G

Graphical user interface, 17

I

Input device, 17
input devices, 9

K

Keyboard shortcut, 18

L

lock, 9
lock screen, 9
locked, 9
log out, 11

Login, 1

M

message, 12
message window, 12
Monitor view, 2

O

open document, 12
open website, 13

P

Password, 18
Password, 1
presentation, 8
program start, 12

R

remote access, 9
remote control, 9
remote view, 9
restart, 11

S

screen lock, 9
Screenshot, 18
screenshot, 14
Screenshots panel, 4
selecting computers, 7
shutdown, 11
Start menu, 1
start program, 12
Status bar, 18
Status bar, 2

T

text message, 12
Toolbar, 2
Tooltip, 18

tooltip, 7

U

URL, 13

User interface, 2

user log out, 11

Username, **18**

Username, 1

W

Wake-on-LAN, 11

web address, 13

website, 13

window demo, 8

WoL, 11