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1 About NaViSet Administrator 2

**NaViSet Administrator** is a network based control and asset management system for NEC display monitors and projectors. With NaViSet Administrator you can:

- Automatically monitor the operational states and control settings of your NEC equipment.
- Send automatic email alerts of abnormal conditions such as overheating, cooling fan failure, and diagnostics errors.
- Access and adjust the numerous control settings of your NEC devices using interfaces similar to that of their On Screen Displays and remote control units.
- Monitor the operational states of both Windows-based computers connected to your network and single-board computers installed in your NEC displays. (Windows version only)
- Create detailed reports of device assets, operational states and control settings and export them to popular spreadsheet formats.

**About this Document**

This document is intended to be used as a guide for introducing you to the basic operations of NaViSet Administrator. References like the one below appearing throughout this document will direct you to the associated topics in the **NaViSet Administrator User's Guide**, where you will find complete information.

See chapter 1, "Introduction to NaViSet Administrator" in the User's Guide
1.1 System Requirements

<table>
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<tr>
<th></th>
<th>Windows</th>
<th>macOS</th>
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<tbody>
<tr>
<td>Operating System</td>
<td>Windows 32 or 64 bit versions: 7 / 8 / 8.1 / 10</td>
<td>Intel based Apple Mac with macOS version 10.8 or higher.</td>
</tr>
<tr>
<td>LAN</td>
<td>Standard TCP/IP LAN interface. Static IP addresses required for most displays connected directly to LAN, unless name resolution (hostname) support is provided.</td>
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<tr>
<td>System Resources</td>
<td>At least 64MB available hard-disk space for installation.</td>
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<td></td>
<td>Approximately 50MB per 100 devices hard-disk space required for database storage.</td>
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<td></td>
<td>At least 96MB RAM (192MB recommended)</td>
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<tr>
<td>Software</td>
<td>Adobe Reader X or higher is recommended for viewing the User’s Guide.</td>
<td>Microsoft Excel or Apple Numbers for viewing output spreadsheets (optional).</td>
</tr>
<tr>
<td></td>
<td>Microsoft Excel for viewing output spreadsheets (optional).</td>
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</tr>
<tr>
<td></td>
<td>Open Hardware Monitor (optional) for monitoring computer temperature and fan status.</td>
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</table>

1.1.1 Supported Display Devices

NaViSet Administrator supports the following NEC display models:

- NEC desktop display models. (Accessible from Windows version only)
- NEC projector models with a LAN or RS232 connection.
- NEC large-screen display E series (only models with a built-in LAN connection).
- PJLink compatible devices with a LAN connection.

*Note:

- NEC E series of large-screen display models without a built-in LAN connection are not supported.
- Please see the [NaViSet Administrator web page](https://www.naviset.com) for the current list of supported models.
• Supported features and functionality will depend on model.

1.2 User Interface Overview

1.2.1 Main Window

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1.2.2 Main Menu and Toolbar

The **Main Menu** consists of 8 sub-menus. A toolbar below the main menu provides convenient shortcuts to many functions.

**File menu**

- **New** - Creates a new database file.
- **Open...** - Opens an existing database file.
- **Save** - Saves the current database file.
- **Save As...** - Saves the current database to a different file name.

**Edit menu**

- **Copy** - Copies data from the currently selected table to the Windows clipboard.
- **Paste** - Not currently used.
- **Power On** – Sends the command to power on the selected display(s), or to all displays in a selected group.
- **Power Off** – Sends the command to power off the selected display(s), or to all displays in a selected group.
- **Delete** - Deletes the currently selected group or device in the device tree.
- **Rename** - Renames the currently selected group or device in the device tree.
- **Auto Rename Device** - Renames the currently selected devices and the devices in any selected groups using the default device names.
- **Sort Group Ascending** - Sorts the devices and groups within the currently selected group in the device tree. Does not sort sub-groups.
- **Sort Group Descending** - Reverse sorts the devices and groups within the currently selected group in the device tree. Does not sort sub-groups.
- **Standard Device Refresh** - Performs a Standard Refresh on the currently selected device tree items.
- **Full Device Refresh** - Performs a Full Refresh on the currently selected devices in the device tree.
**Cancel All Refreshes** - Cancels all Standard or Full Refreshes that are currently being performed on any devices.

**Properties** - Opens the Device Properties Window for the currently selected device in the device tree.

**View menu**

**Status Bar** - Hides or shows the status bar at the bottom of the main window.
**Toolbars** - Hides or shows the toolbar buttons.
**Task Manager** - Hides or shows the Task Manager dock window.
**Report Manager** - Hides or shows the Report Manager dock window.
**Proof of Play Event Log** - Hides or shows the Proof of Play Event Log dock window.

**Devices menu**

**Add Single Device...** - Adds a new device to the database. See *Adding Single Devices* on page 15.
**Add Multiple Devices...** - Adds several devices to the database. See *Adding Multiple Devices* on page 17.
**Add Group...** - Adds a new Group to the device tree. See *Creating Groups* on page 14.
**Test Connection** - Tests the connection to the currently selected device to make sure it is accessible on the network.
**Credential Library...** - Opens the Credential Library. See *Credential Library* on page 18.

**Tasks menu**

**New Task...** - Creates a new Task. See *Creating and Running Tasks* on page 22.
**Task Builder Wizard...** - Creates a new task using a wizard interface.
**Task Library...** - Opens the Task Library.
**Proof of Play...** - Opens the Proof of Play task properties dialog.
**Show/Hide Alerts** - Shows or hides the Alerts list.
**Show/Hide Active Tasks** - Shows or hides the Active Tasks list.
**Show/Hide Inactive Tasks** - Shows or hides the Inactive Tasks list.

**Reports menu**

**Show/Hide Active Reports** - Shows or hides the Active Reports list.
**Show/Hide Inactive Reports** - Shows or hides the Inactive Reports list.

**Tools menu**

- Preferences - Opens the application Preferences window.

**Help menu**

- Quick Start Guide - Opens this document in the default .PDF viewer.
- Check for Updates - Checks with the NEC software update system to see if a newer version is available. An Internet connection is required.

**About NaViSet Administrator 2...** - Displays the software and database version information.

### 1.2.3 Device Tree

The Device Tree shows all of the displays and computers in the current database. Named folders, or **Groups**, are used to organize devices in a logical way, for example by location or department.

The Device Tree contains a **Context Menu** which provides fast access to common operations. To open the Context Menu, right-click on a device. The Context Menu will open with the menu items enabled for the given device and current application state.
1.2.4 Dock Window Area

The Dock Window Area can contain any number of Dock Windows, which are stacked on top of one another and tabbed so you can easily identify and select them. You can also move dock windows outside of the main window to other locations on your desktop. To move a dock window, click and drag its title bar. By default, NaViSet Administrator opens with two docked windows, Task Manager and Report Manager.

See chapter 2, "User Interface Overview" in the User's Guide

1.3 Getting Started

The rest of this guide is divided into sections consisting of the main steps involved in a typical NaViSet Administrator implementation:


2. Add Windows computers, NEC displays, NEC projectors, and PJLink devices to the device tree. See Section 3: Mapping the Network.


4. Create tasks to control, query, and monitor the state of your devices. See Section 5: Creating and Running Tasks.

5. Create detailed reports of your device assets and settings. See Section 6: Creating and Running Reports.
2 Preparing Devices

NaViSet Administrator supports the following types of networked devices:

- Windows computers and connected displays (Accessible from Windows version only)
- NEC large-screen displays
- NEC projectors
- PJLink devices

Before you can use NaViSet Administrator, the NEC display devices, PJLink devices, and Windows computers on your network need to be configured. Depending on how your devices are connected, the following issues may need to be addressed:

- Display devices are properly connected using the correct types of cables.
- The necessary remote software components are installed and correctly configured on the Windows computers.
- External communications settings are properly configured in the Large-screen displays and projectors.

NaViSet Administrator is designed to work with all types of network configurations involving NEC devices. The following sections contain some basic configuration diagrams used for desktop displays, large-screen displays, and projectors.

2.1 NEC Desktop Displays (Windows version only)

Key Points:

- The DDC/CI WMI Provider software should be installed on Windows computers hosting NEC desktop displays. The DDC/CI WMI Provider enables two-way communications with the displays connected to a computer.
- The computer’s graphics card should support DDC/CI.
The video connection is used for data communication, so no network connection settings are required in the display.

See chapter 4, "Configuring Devices: Desktop display(s) connected to a Windows Computer" in the User's Guide

### 2.2 NEC Large-Screen Displays

#### Key Points:

- Additional displays can be daisy chained from the LAN-connected display via RS232 or LAN, depending on model.
- RS232 cables must be crossover/NULL modem type.
- The **LAN Settings** in the first display must be properly configured with valid **IP Settings**.
- For displays that use RS232 daisy chaining, the **External Control** setting of the first display must be set to **LAN**, and any additional daisy chained displays must be set to **RS232**.
- For displays that use RS232 daisy chaining, the **Monitor IDs** must be unique and consecutive (1, 2, 3,).

**Note:**

Changes to the LAN Settings, External Control settings and Monitor IDs are made in the on-screen menu of each display. Refer to your display's user manual for more information.

See chapter 4, "Configuring Devices: NEC large-screen display(s) using direct LAN connection" and also "NEC large-screen display(s) with LAN hub using direct LAN connection" in the User's Guide
**Additional Large-Screen Configuration Types**

NaViSet Administrator can also communicate with NEC large-screen displays connected to Windows computers via RS232. This is done by installing the **LAN to RS232 Bridge** software on the computer, allowing NaViSet Administrator to communicate with the display using the IP address of the computer.

An alternative method of communicating with NEC large-screen displays connected to Windows computers via RS232 is to use the **RS232 WMI Provider**. (Accessible from Windows version only)

The following configurations using the LAN to RS232 Bridge or RS232 WMI Provider are explained in detail in chapter 4 of the User's Guide:

- NEC large-screen display(s) using LAN to RS232 Bridge
- NEC large-screen display(s) with LAN hub using LAN to RS232 Bridge
- NEC large-screen display(s) using RS232 WMI Provider (Accessible from Windows version only)
- NEC large-screen display(s) with SBC and dual LAN connections
- NEC large-screen display with SBC and single LAN connection

See Appendix A, "Comparison of connection methods for NEC large-screen displays" in the User's Guide

---

**2.3 NEC Projectors**

**Key Points:**

- The network settings must be set correctly in the projector's on-screen display.
- The communications type may need to be set specifically to **LAN** in the projector settings.

See chapter 4, "Configuring Devices: NEC projector with direct LAN or wireless connection" in the User's Guide
Additional Projector Configuration Types

NaViSet Administrator can also communicate with NEC projectors connected to Windows computers via RS232. This is done by installing the **LAN to RS232 Bridge** software on the computer, allowing NaViSet Administrator to communicate with the projector using the IP address of the computer.

See chapter 4, "Configuring Devices: NEC projector connected via Windows Computer to LAN" in the **User's Guide**

---

2.4 PJLink Devices

Key Points:

- The network settings must be set correctly in the device’s on-screen display.
- The communications type may need to be set specifically to **LAN** in the device settings.

Refer to the user’s guide for the PJLink compatible device for instructions on configuring its network settings.
3 Mapping the Network

Creating a network in NaViSet Administrator involves adding Windows computers (Accessible from Windows version only) and NEC display devices to the device tree, and creating groups to keep them organized.

3.1 Creating Groups

Groups are a way to organize collections of Windows computers and NEC devices in the device tree in a logical way. Groups are essentially named "folders" of the tree containing one or more other groups, computers or NEC devices. You can add as many groups as you like and rearrange them using drag-and-drop. You can also move computers and devices between groups.

Groups are shown in the Device Tree using a common folder icon.

To add a new group:
1. A group must always belong to a parent group. Right-click on the parent for the new group and select **Add Group** in the context menu, or select a parent group and click 📦. 
2. Enter a name and optional description and click **OK**.

See chapter 2, "User Interface Overview: Groups" in the User's Guide

### 3.2 Adding Single Devices

Single devices are added using the **Add Single Device** dialog. Below are **Quick Start** summary instructions for adding single Windows computers, NEC large-screen displays, NEC daisy chained large-screen displays, NEC projectors, and PJLink devices.

1. Click 📦 or right-click on a group in the device tree and select **Add Single Device**.

2. Select the type of device to add.

3. Enter the **IP Address** or **Hostname** of the device.
4. If applicable, configure the device specific options:

   **Windows computers** – Select the credentials to use to connect to the remote computer. The options are to use the credentials for the current Windows user, use an existing credential saved in the credential library, or add a new credential (and save it to the credential library). Proceed to Step 5. [See “Credential Library” for more information.]

   **NEC large-screen displays** – Select the Monitor ID if known, otherwise leave the auto detect option selected. Proceed to Step 5.

   **NEC large-screen daisy chained displays** – Select “This is the first display in a daisy chain”. Select the lowest Monitor ID in the daisy chain, and then input the total number of displays in the daisy chain. Proceed to Step 5.

   **NEC projectors** – Proceed to Step 5.

   **PJLink devices** – If the device is password protected, select the credential to use to connect to the device or add a new credential (and save it to the credential library). Otherwise, proceed to Step 5. [See “Credential Library” for more information.]

5. Click **Test**.

6. If the test connection is successful, click **OK** to close the dialog. The device will now be in the device tree and a query will be made to read the basic device information.

   If the test connection fails, verify steps 3 and 4 are correct for the device being added.

---

**Note:**

- **Windows computers** – The DDC/CI WMI Provider software should be installed on the computer prior to using this procedure. The computer and all attached displays will be added to the device tree simultaneously.

- **NEC large-screen daisy chained displays** – A **daisy chain host** is an NEC display connected to the LAN with one or more other large-screen displays connected to it using RS232 or LAN. Once added to the network, NaViSet Administrator can control all of the displays in the daisy chain.

- Although this procedure can be used for display models that use LAN daisy chaining, using the Add Multiple Devices dialog to add these units by IP address results in faster communications and is therefore strongly recommended.

See chapter 3, *"Devices: Adding Single Devices"* in the User's Guide
3.3 Adding Multiple Devices

If you need to add a large number of devices it is usually easier and more efficient to add them all at once using one of the multiple device methods. This is accomplished through the Add Multiple Devices dialog.

**Note:**

Do not use this method for adding a group of large-screen displays that are daisy chained using RS232. Refer to the previous instructions for “Adding Single Devices”.

Multiple devices can be added several different ways:

- IP address range
- Import from file
  - NaViSet Administrator database file
  - Spreadsheet file
  - Text file
- Network enumeration
- Active Directory for Windows computers (Windows version only)

Below are *Quick Start* instructions for adding several large-screen displays with IP addresses 192.168.1.10 through 192.168.1.20.

1. Click  or right-click on a group and select **Add Multiple Devices**.

![Add Multiple Devices dialog](image)
2. Select the tab **NEC large-screen displays**.

3. Check the **Query each connection to confirm a valid device exists** box. This will check each IP address for a valid NEC display as the displays are being imported.

4. Click the **IP Address Range** button and enter the lowest and highest IP Addresses that cover the range of devices you want to add.

5. Click **Import** to add the devices to the **Imported Large-Screen Displays** table.

6. Review the resulting list and check or uncheck the boxes in the first column to include or exclude certain devices.

7. Select **Existing Group** to add the devices to an already existing group, select **New Group** and enter a name to create a new group.

8. Click **Apply**, and select **Yes** in the message box that follows. The devices will be added to the device tree and queries will be made to read the required basic display information.

See chapter 3, "Devices: Adding Multiple Devices" in the User's Guide

### 3.4 Credential Library

NaViSet Administrator has a **Credential Library** feature for managing credentials and making it easier to store and apply credentials for accessing multiple computers (Windows version only) or PJLink devices.

To open the Credential Library, click ![Credential Library](image) or select **Credential Library** in the **Devices** menu.

[Image of Credential Library dialog]

See chapter 6, "Credential Library" in the User's Guide
4 Querying and Controlling Devices

Information about the devices and their current control settings are displayed in **Device Properties Windows**. You can also control your NEC devices interactively through Device Properties Windows.

Example: Device Properties window

To open the **Device Properties** window for a device, double-click on the device in the device tree or right-click on the device and select **Properties** from the context menu.

**Note:**

Device Properties windows are displayed in the dock window area by default.

Any number of Device Properties Windows can be open at one time, but only one window per device is support.

4.1 Querying Devices

Devices can be queried to retrieve their latest information and store it in the database through the **Device Properties Window**.

**To update the device information:**

1. Double-click on the device in the device tree, or right-click on the device and select **Properties** from the context menu. A new Device Properties window will open showing the last settings stored in the database.
2. In the **Info** tab note the time stamp and, if necessary, click **Standard Refresh** to update the database with the basic device information and status. Click **Full Refresh** to include all of the current control settings.
Note:
The device must be powered on in order to read all of its information. The time stamp will appear in red if it is more than 24 hours old.

4.2 Controlling Devices

The interactive control of a device is accomplished through its **Device Properties Window**. Frequently used controls are separated into a series of tabbed categories such as **Power**, **Video**, and **Geometry**. You can also access all of the controls supported by the device through the **Custom** tab.

Example: Changing a common control setting

Below are **Quick Start** instructions for locking out the OSD to prevent adjustments using the control keys on the display.

Note:
Make sure devices are fully powered on before making any setting or control adjustments.

1. Open the **Device Properties** window for the device by double-clicking on the device in the device tree, or right-clicking on the device and selecting **Properties** from the context menu.
2. Select the **OSD** tab. When you click on a tab, the current settings are retrieved from the device in real time.
3. Click the **Lock** button in the **Key Lock** control. Commands are sent to the device in real-time.
Example: Changing an uncommon control setting

Not all controls are included in the tabs of the Device Properties Window, as the number of controls supported in NEC displays are numerous. Most controls, however, can be accessed through the Custom tab.

Below are Quick Start instructions for changing the side border gray scale to near black.

1. Open the Device Properties window for the device and select the Custom tab.
2. Locate the Side Border Color control in the Controls list, and click on it. The control will be added to the Settings list and its current value will be read in real-time.
3. Click and drag the slider to the desired value and release. The new value will be sent to the display in real-time.
4. Optional: Click Save List to save the current list of controls so they will be opened automatically whenever the Custom tab is selected for this device.

Note:

Make sure devices are fully powered on before making any setting or control adjustments.
5 Creating and Running Tasks

Tasks are operations that can query or perform commands on one or more devices. Tasks can be scheduled to run at particular times, or on demand, and also to continue running for specific periods of time and intervals.

There are 4 basic types of tasks in NaViSet Administrator:

- **Command Tasks**: Change settings or perform operations on devices. For example, turning the display power on, selecting a particular video input, or selecting a particular channel on the TV tuner. Command Tasks can also be used to create a preset configuration of multiple settings that can be then sent to displays to allow easy configuration.

- **Conditional Tasks**: Read one or more settings or parameters from devices, at periodic intervals, and issue alerts if the value of one or more are outside of a specified range or value, or changes in value. Conditional Tasks have the option for to specify an action to take if the task triggers an alert. For example, if an alert is generated due to a high temperature reading, the task can automatically turn on the cooling fans or lower the brightness setting in order to lower the temperature.

- **Informational Tasks**: Read one or more settings or parameters from devices at periodic intervals, and display the readings in real time. An example use would be to monitor the internal temperature of a display.

- **Built-in Tasks**: Special tasks created by the system. These tasks will be visible only if devices that support them exist in the device tree.

Note: An example of a built-in-task is **Proof of Play**, which uses the device’s ability to record changes that effect the audio and video content being presented. See chapter 7 “Tasks: Proof of Play” in the User’s Guide.

When a Task is run, it will attempt to perform the specified operation on each of the devices selected in the Task before completing. For Conditional and Informational type Tasks, the task can be set to poll the devices at specific intervals, either indefinitely or for a specific run time.

For all types of Tasks, the result history of each operation is stored in the database and can be viewed both while the Task is being performed, as well as reviewed later. Task history can also be exported via the clipboard, an Excel spreadsheet, or delimited text file.

5.1 Task Library

All tasks can be managed using the **Task Library**. Tasks can be created, edited, duplicated, and deleted from within the Task Library. The execution history of a task can be viewed and exported.

To open the Task Library, click 📚 or select **Task Library** in the **Tasks** menu.
Task Manager dock window

**5.2 Task Manager**

The **Task Manager** window is divided into 3 sections, **Inactive Tasks**, **Active Tasks**, and **Alerts**.

**Inactive Tasks**

The Inactive Tasks table shows the tasks defined in the database that are not running. When you create new tasks they are added to this table. Several task operations can be run from the Inactive Tasks table:
• Click \( \square \) to open the Task Properties dialog to view or edit the task.
• Click \( \square \) to open the Task History Viewer window to view the results of previous run tasks.
• Click the checkbox in the Next Start Time cell to toggle the starting option between scheduled and unscheduled.
• Click ▶ to start the task manually.

**Active Tasks**

The Active Tasks table shows the tasks defined in the database that are running. When started either manually or automatically, the task will move from the Inactive Tasks table to the Active Tasks table. Upon completion or termination, the task will move back to the Inactive Tasks table. Several task operations can be run from the Active Tasks table:

• Click \( \square \) to open the Task Viewer window and monitor the running task in real-time.
• Click ■ to stop the task.

**Alerts**

The Alerts Table shows any alert messages generated from conditional tasks. All alert messages are saved in the database until they are removed from the table by clicking the Clear button.

⚠️ **Note:**

Alerts generated during the current session will appear in red text, and alerts from previous sessions will use the standard text color.

See chapter 7, "Tasks" in the User's Guide

### 5.3 Creating Tasks

Tasks can be created using a step-by-step wizard interface in the Task Builder Wizard available on the Tasks menu, or by clicking the Task Builder Wizard button. The wizard offers a guided explanation of each step of creating a task.

Tasks can also be created directly by selecting New Task on the Tasks menu, or by clicking the New Task button, or by selecting New from the Task Library.

See chapter 7, "Tasks: Creating Tasks" in the User's Guide
5.3.1 Command Tasks

Command Tasks are used to change the settings of your NEC devices. Below are Quick Start instructions for creating a Command Task.

1. Click  or select New Task from the Tasks menu.

2. In the Settings tab, enter a name for the task. The description is optional. Make sure the Command task type is selected.

3. Click on the Devices tab and check the boxes next to all of the devices you want to include in this task. If the selected display(s) support internal scheduling or IR remote functionality, additional tabs to control those features will appear in the dialog.

4. Click on the Commands tab, and for each command you want to send:
   - Locate the control in the tree list and click on it. The control will be added to the Commands list.
   - Set the control's value.

5. Optional: Click on the Display Schedule tab if you want to set scheduling within the device.

6. Optional: Click the IR Remote tab if you want this task to send one or more IR Remote commands.

7. Optional: Click on the Notifications tab page if you want to be notified by email of the completion status or warnings encountered during runtime.

8. Optional: Click on the Run Schedule tab page if you want to schedule the task to start at periodic intervals.

9. Optional: Click on the Summary page to view all of the task settings, then click OK.

Once a task is created it will be listed in the Inactive Tasks table in the Task Manager.

See chapter 7, "Tasks: Creating a New Command Task" in the User's Guide
5.3.2 Conditional Tasks

**Conditional Tasks** are used to check the settings or parameters of devices at periodic intervals and issue alerts if values are outside a specified range or are changed. Below are *Quick Start* instructions for creating a Conditional Task.

1. Click \(\checkmark\) or select **New Task** from the **Tasks** menu.

2. In the **Settings** tab, enter a name for the task. The description is optional.

3. Select the **Conditional** task type, and how often you want to query the devices.

4. Click on the **Devices** tab and check the boxes next to all of the devices you want to include in this task.

5. Click on the **Conditions** tab, and for each setting you want to check:
   - Locate the setting in the tree list and click on it. The control will be added to the **Conditions** list.
   - Adjust the controls to create the desired conditional expression.

6. **Optional:** Click on the **Actions** tab if you want to send any commands to the device as a result of an alert condition.

7. **Optional:** Click on the **Notifications** tab if you want to be notified by email of alert conditions, completion status, or warnings encountered during runtime.

8. **Optional:** Click on the **Run Schedule** tab if you want to schedule the task to start at periodic intervals.

9. **Optional:** Click on the **Summary** tab to view all of the task settings, then click **OK**.

Once the task is created it will be added to the **Inactive Tasks** table in the **Task Manager**.

See chapter 7, "Tasks: Creating Conditional Tasks" in the User's Guide
5.3.3 Informational Tasks

Use Informational Tasks to read one or more settings or parameters from devices at periodic intervals and display the readings in real time. Below are Quick Start instructions for creating a Informational Task.

1. Click ![ ] or select New Task from the Tasks menu.

2. In the Settings tab, enter a name for the task. The description is optional.

3. Select the Informational task type, and how often you want to query the devices.

4. Click on the Devices tab and check the boxes next to all of the devices you want to include in this task.

5. Click on the Query Items tab, and for each setting you want to read locate the item in the tree list and click on it. The item will be added to the Query Items list.

6. Optional: Click on the Notifications tab if you want to be notified by email of completion status or warnings encountered during runtime.

7. Optional: Click on the Run Schedule tab if you want to schedule the task to start at periodic intervals.

8. Optional: Click on the Summary tab to review all of the task settings, then click OK.

Once the task is created it will be added to the Inactive Tasks table in the Task Manager.

See chapter 7, "Tasks: Creating Informational Tasks" in the User's Guide
5.3.4 Email Notifications

*Email Notifications* allow the application to inform one or more individuals of the status of a task through email. For example, an administrator may want to be notified when a very long task involving hundreds of devices has completed, or if an abnormal condition was detected during the operation. All task types allow you to add email notifications.

The following are *Quick Start* instructions for adding an alert email notification while creating a new task.

1. Click on the **Notifications** tab and click **Add a Notification**.
2. Click in the **Notification Type** combo box and select **Email Message**.
3. In the **Notification Settings** dialog enter the email address of the recipient. You can also enter a **Supplemental Message** which will be added to the end of all email messages.
4. Click **OK** to close the Notification Settings dialog.
5. Check the **Alert Conditions** check box.

See chapter 7, "*Tasks: Notifications Tab*" in the User's Guide
5.3.5 Scheduling Tasks

The Run Schedule tab is used to set how and when the task is started. Tasks can be set to run On Demand (manually started) or Scheduled to run at a set time interval. Temporary tasks must be started manually and exist only during the currently opened session of NaViSet Administrator. Scheduling is supported for all task types.

The following are Quick Start instructions for scheduling the task to start every other Monday at 9:00AM.

1. Click on the Run Schedule tab and select the Scheduled start option.
2. Adjust the Start Schedule controls as shown above.

See chapter 7, "Tasks: Task Schedule Tab" in the User's Guide

5.4 Running Tasks

Once a task is created, it must then be run in order to perform the operations for which it was intended. Tasks can be started either On Demand or they can be Scheduled to start automatically.

To start a task On Demand:
1. Click the task’s ▶ button in the Inactive Tasks table in the Task Manager.
2. Optional: Click 📊 in the Active Tasks table to open the Task Viewer Window and monitor the task in real-time.
3. Optional: Click ■ in the Active Tasks table to stop the task.
5.5 Task History

By default, all task results are saved to the database upon completion. You can then view, export, or delete the task results at a future time using the Task History Viewer.

To open the Task History Viewer, click in the Inactive Tasks table in the Task Manager.

Several operations can be run from the Task History Viewer:

- Select a specific version of the task results by selecting its completion date and time in the Show Task Ending On drop-down list.
- Click the Delete button to permanently delete the selected version of the task results from the database.
- Click the Export button to output the selected version of the task results to a spreadsheet or text file.
- Select a specific device type in the Task Data table to filter out all other devices.
- Check Enable Column Sorting and click in any column to sort the table by column.

See chapter 7, "Tasks: Task History" in the User's Guide
6 Creating and Running Reports

**Reports** are operations that gather selected setting values and information, from one or more devices, and create a report of the results.

These operations can be performed either in real-time (meaning devices are queried when the operation is run), or using information stored in the current database for each device. A hybrid query that will only query devices if the data in the database is older than a given time period can also be specified. This option is useful to reduce unnecessary real-time queries on devices, since they are much slower than querying the database.

The results of a report can be saved to the database, and an output file such as an Excel spreadsheet or delimited text file. When saved to the database, the report results can be viewed at any time using the **Report History Viewer**. Report results are stored for each time a report is generated and each can be selected, thus providing a history of the report over time. When email notifications are enabled for a report, and the report is being saved to an output file, that output file can be attached to the email message for the report notification.

Example uses of reports are:

- Keeping track of computers and displays within an organization, by logging the device name, model, serial number, and asset tags.
- Keeping track of the number of operating hours that displays have been in use, the carbon savings, or any other parameter or supported setting that can be read from a device.

6.1 Report Library

Reports are managed using the **Report Library**. Reports can be created, edited, duplicated, and deleted from within the Report Library. The execution history of a report can be viewed and exported.

To open the Report Library, click ![Report Library icon] or select **Report Library** in the **Reports** menu.
6.2 Report Manager

The Report Manager window is divided into 2 sections, Active Reports and Inactive Reports.

Active Reports Table

The Active Reports table shows the reports defined in the database that are running. When started, the report will move from the Inactive Reports table to the Active Reports table. Upon completion or termination, the report will move back to the Inactive Reports table. Several operations can be run from the Active Reports table:

- Click  to open the Report Viewer window and monitor the running report in real-time.
- Click  to stop the report.

Inactive Reports Table

The Inactive Reports table shows the reports defined in the database that are not running. When you create new reports they are added to this table. Several operations can be run from the Inactive Reports table:

- Click  to open the Report Properties dialog to view or edit the report.
- Click  to open the Report History Viewer window to view the results of previous run reports.
- Click  to run the report.

See chapter 8, "Reports" in the User's Guide
6.3 Creating Reports

Below are **Quick Start** instructions for creating a report.

1. Click 📚 or select **New Report** from the **Reports** menu.

2. In the **Settings** tab:
   - Enter a name for the report. The description is optional.
   - Choose a report type. **Database Reports** are created using the information exclusively from the database, whereas **Real-time Reports** query the selected devices at runtime.
   - Check the **Query only if local device information is older than...** box to create a report with information from the database, as well as real-time queries of devices which have not been updated within a given time period.

3. Click on the **Devices** tab and check the boxes next to all of the devices you want to include in the report.
   - **Note:** Display devices attached to Windows computers and daisy chained displays are not listed in the Devices tab. These devices will be detected and added automatically when the report is run.

4. Click on the **Query Items** tab, and for each column of the report locate an item in the tree list and click on it. The item will be added to the **Query Items** list.
   - **Note:** Several items are added by default. The list items with a red background are for device identification and are mandatory.

5. Click on the **Output** tab and select the output types.

6. **Optional:** Click on the **Notifications** tab if you want to be notified by email of completion status, or warnings encountered during runtime.

7. **Optional:** Click on the **Run Schedule** tab if you want to schedule the report to start at periodic intervals.

8. **Optional:** Click on the **Summary** tab to review all of the report settings, then click **OK**.

Once the report is created it will be added to the **Report Library** and the **Inactive Reports** table in the **Report Manager**.

See chapter 8, "Reports: Creating Reports" in the User's Guide
6.4 Running Reports

When you create a report you are actually creating a report script which is saved to the database. You must then run the report in order to create the report spreadsheet or text file.

To run a report:

1. Click the report’s ▶ button in the Inactive Reports table in the Report Manager.
2. Optional: Click ⌁ in the Active Reports table to monitor the report in real-time.
3. Optional: Click ■ in the Active Reports table to stop the report.

If an output file was specified at the time the report was created, the resulting report file will open automatically with the default program upon completion.

> Note:

Use the Open report files on completion option in Preferences to turn this option on or off.

6.5 Report History

By default, all report results are saved to the database upon completion. You can then view, export, or delete the reports at a future time using the Report History Viewer.

To open the Report History Viewer, click ⌁ in the Inactive Reports table in the Report Manager.

Report History Viewer dock window
Several operations can be run from the Report History Viewer:

- Select a specific version of the report by selecting its completion date and time in the **Show Report Ending On** drop-down list.
- Click the **Delete** button to permanently delete the selected version of the report from the database.
- Click the **Export** button to output the selected version of the report to a spreadsheet or text file.
- Select a specific device type in the **Report Data** table to filter out all other devices.
- Check **Enable Column Sorting** and click in any column to sort the table by column.

See chapter 8, "Reports: Report History" in the User's Guide
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Revision 190915