

# LanSend

## LanSend handbook

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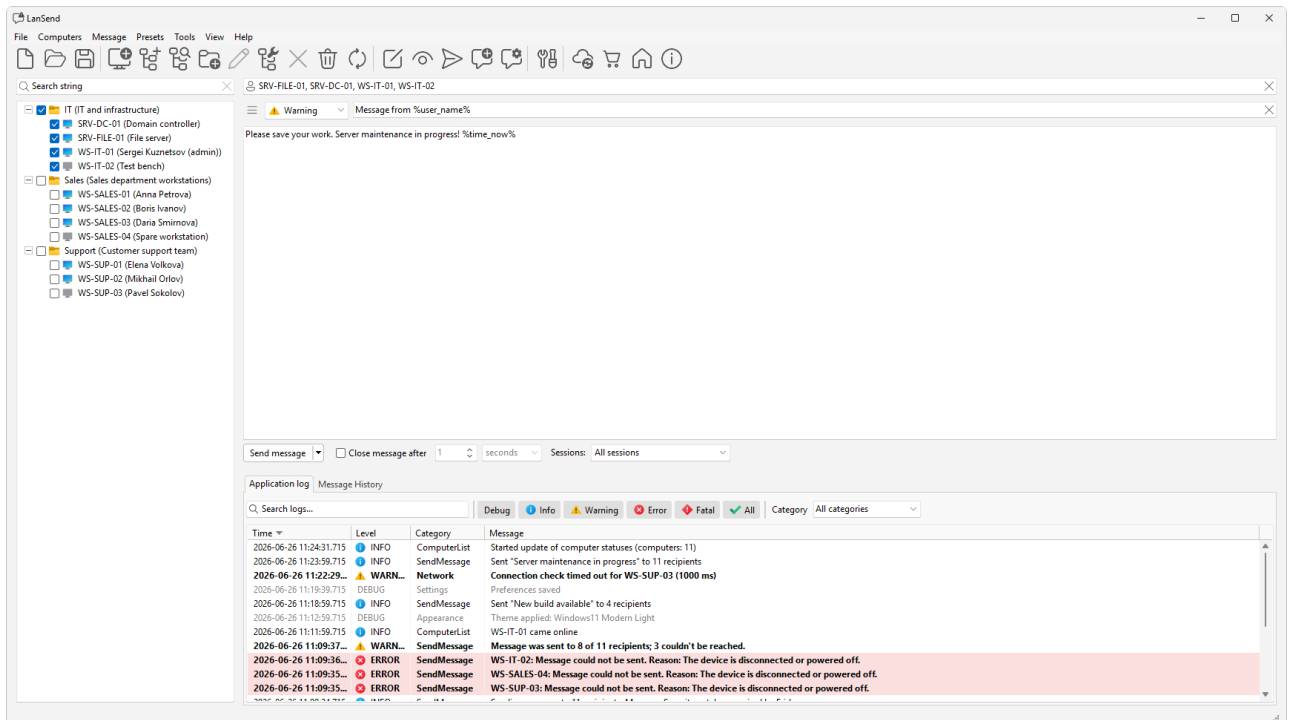
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## Building your computer list

The computer list is the left panel of the main window. It holds the machines you send to, arranged into groups, with a search box at the top and a status indicator on each entry. You can build it by hand, enter name patterns, or pull machines from a source such as Active Directory or an IP range.

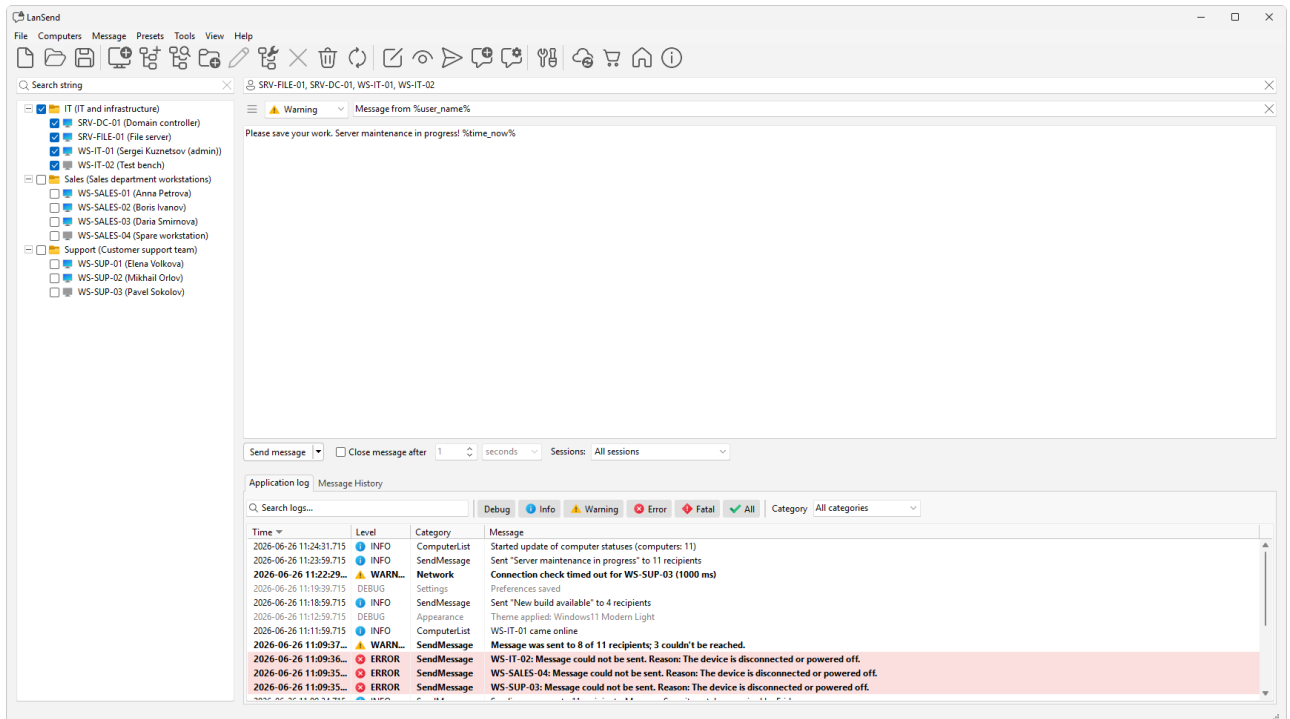


Start with [the computer list](#) itself, then fill it: [add a computer](#) by hand, [add multiple computers](#) from a name pattern, or [add computers from](#) a source such as Active Directory or an IP range. From there you can sort machines into [groups](#), tidy a large list with [bulk operations](#), keep an eye on [computer status](#), [search and filter](#) to narrow it down, and [import or export](#) the list to reuse it elsewhere.

Once the list is in place, you select recipients with the checkboxes and move on to [sending messages](#). For a task-focused walkthrough, see the how-to on [building a computer list for LAN messaging](#). You can also [download LanSend](#) if you have not installed it yet.

## The computer list

The computer list fills the left panel of the main window. It holds the machines you message, organized into groups, with a status indicator on each entry and a search box at the top.



## What the panel shows

The list is a tree, so you can sort machines into groups and nest groups inside other groups. Each entry is one computer.

A status indicator next to each computer shows whether it is online. LanSend checks state with a periodic **Ping** or a **TCP connect to port**, and you can turn the check off. Set this on the **General** page of **File > Preferences....** To refresh the state right away, use **Computers > Update computers**.

Each entry shows its computer name, its description, or a combination of the two. The **Show computer caption as** setting on the **Computer list** page of **Preferences** offers four options: **Computer name (Description)**, **Description (Computer name)**, **Computer name**, and **Description**. By default it is set to **Computer name (Description)**, so each entry shows the name with the description in parentheses.

## Open and save a list

The list lives in a file, and the **File** menu manages it:

- **New** starts an empty list.
- **Open** loads a saved list.
- **Save** writes the current list back to its file.
- **Save as...** writes it to a new file.

List files are stored as JSON or XML.

## Find a computer

The search box at the top of the panel filters the list as you type, matching both the name and the description. Clear the box to show every computer again. For more on narrowing a long list, see [Search and filter](#).

## Select who gets the message

Each computer has a checkbox. The computers you check are the recipients, and their names appear in the recipients box (marked with a person icon) at the top of the composer. To set the whole list at once, use the **Computers** menu:

- **Check all** selects every computer.
- **Uncheck all** clears the selection.
- **Inverse** flips the selection. It checks what was unchecked and clears what was checked.

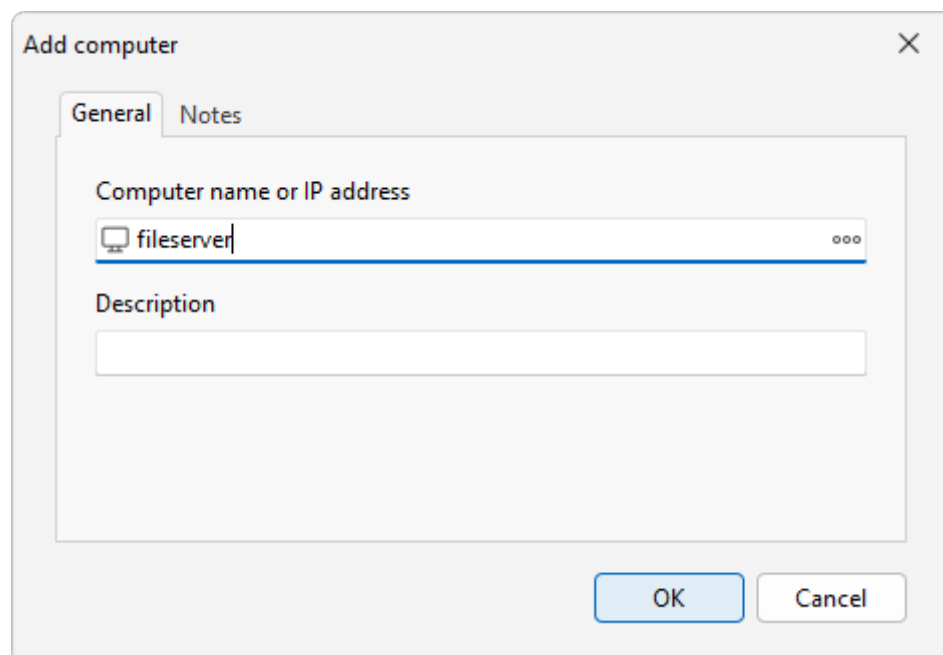
How the checked computers become recipients is covered in [Choosing recipients](#).

## See also

- [Add a computer](#)
- [Search and filter](#)
- [Choosing recipients](#)
- [LanSend](#)

## Add a computer

**Computers > Add computer** puts one machine on the list. Use it when you want to add a single computer by name rather than pasting a batch or pulling them from a source.



The screenshot shows a dialog box titled "Add computer" with a close button (X) in the top right corner. The dialog has two tabs: "General" (selected) and "Notes". Under the "General" tab, there is a text input field labeled "Computer name or IP address" containing the text "fileserver" and a small computer icon to the left. Below it is a text input field labeled "Description" which is empty. At the bottom right of the dialog are "OK" and "Cancel" buttons.

## How to do it

1. Open **Computers > Add computer**.
2. In **Computer name or IP address**, type the machine's name or IP address, or click the browse button (...) to pick one.
3. Add a **Description** if you want one. This field is optional.
4. Use the **Notes** tab to keep any longer notes with the entry.
5. Confirm to add the machine to the list.

LanSend does not store per-computer credentials, so there is no Credentials tab. To message a machine you need network reachability to it plus administrative rights on it.

## Edit or remove an entry

- **Computers > Edit** changes the selected entry, so you can fix a name or update its description.
- **Computers > Delete** removes the selected entry.
- **Computers > Delete all** clears the whole list.

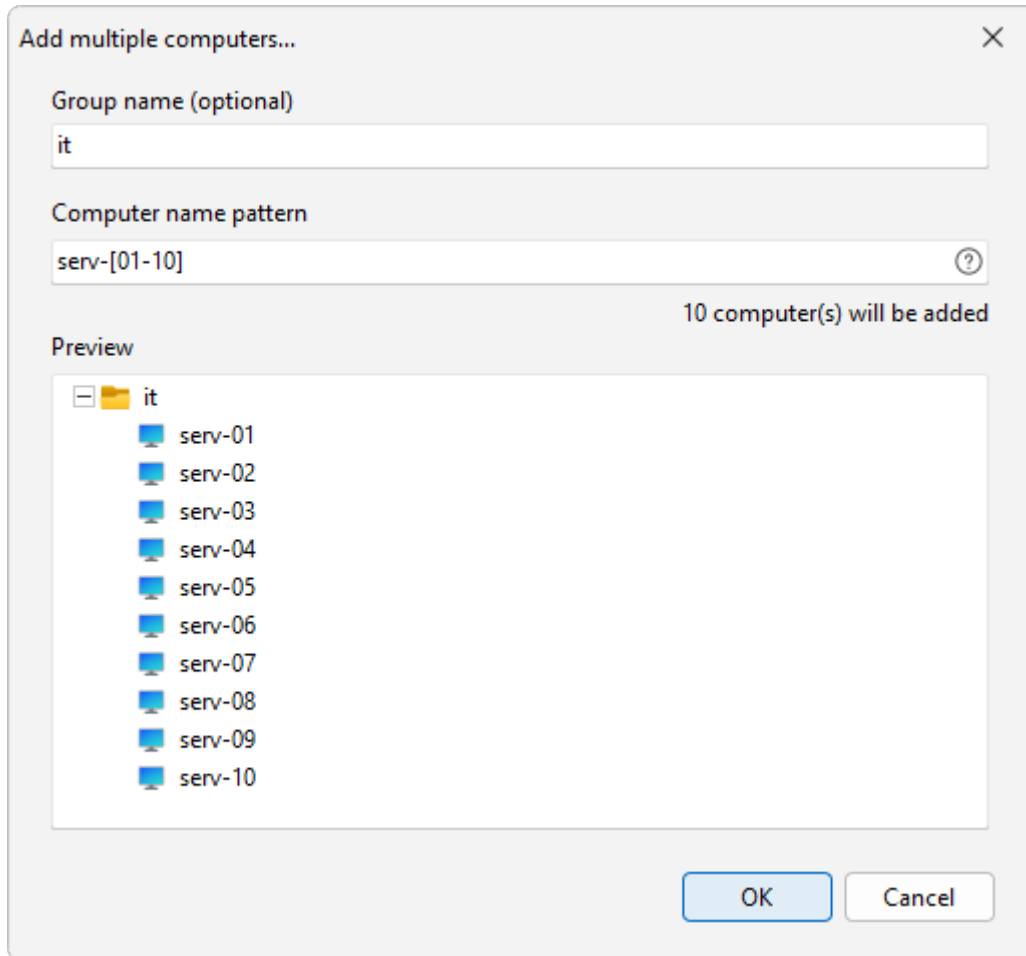
To add several machines at once instead of one at a time, use [Add multiple computers](#). Once entries are on the list, you can sort them into [Groups](#).

## See also

- [Add multiple computers](#)
- [Groups](#)
- [LanSend](#)

## Add multiple computers

When you want to add a run of machines that share a naming scheme, **Computers > Add multiple computers...** lets you enter a name pattern that expands into many names at once. It is the quick way to seed a list. New in 26.06.



## How to do it

1. Select the group you want to fill, or create one first.
2. Open **Computers > Add multiple computers...**
3. In **Computer name pattern**, enter a name pattern that expands into multiple names, such as `server[01-10]`.
4. Check the preview, which lists the names that will be added as you type.
5. Set the group name if you want them in a different group.
6. Confirm to add the names to the group.

## Pattern examples

The pattern field expands into a list of names:

- `server[01-10]` makes `server01` through `server10`.
- `[1-10:2]` steps the numbers by 2, so 1, 3, 5, 7, and 9.
- `{srv-a , srv-b}` gives the exact names you list inside the braces.
- `[A-Z]` runs through a letter range.
- `[A-C][1-3]` combines parts, so A1, A2, A3, B1, and so on.

To add a specific set of names rather than a run, list them with the brace syntax, like `{mars,venus,pluto}`. There is no plain one-name-per-line box, so everything comes from the pattern and the preview shows exactly what will be added.

The names go into the group you picked, so you can keep one set of machines separate from another. To pull machines from a source instead of building names from a pattern, use [Add computers from...](#)

## See also

- [Add computers from...](#)
- [How to build a computer list](#)
- [LanSend](#)

## Add computers from...

**Add computers from...** is a wizard that pulls machines into your list from a source instead of you typing names. It is the renamed Add computers wizard from earlier versions.

Add computers from... ✕

IP Range ▾

Scan IP range using parallel ping. Use "Detect" for auto-fill, /16 and /24 for subnet masks.

Start IP: 192.168.1.1      Stop IP: 192.168.1.254

Resolve computer names

Add only responding hosts

Group naming

No groups

Single range (192.168.1.1 - 192.168.1.254)

By subnet

Mask: /24 (255.255.255.0) ▾      Format: Wildcard (192.168.1.x) ▾

## How to do it

1. Choose **Computers > Add computers from...**

2. Pick a source. **IP Range** is selected by default.
3. Let the wizard find the machines for that source, then finish to add them to your list.

## Sources

- **Network** reads computers visible on the local network.
- **Active Directory** reads computer accounts from an Active Directory domain.
- **IP Range** scans a range of IP addresses. This is the default selection.
- **Hyper-V** reads virtual machines from a Hyper-V host.
- **RDS** reads hosts from Remote Desktop Services.
- **SCCM** reads machines from System Center Configuration Manager.
- **WSUS** reads machines from Windows Server Update Services.

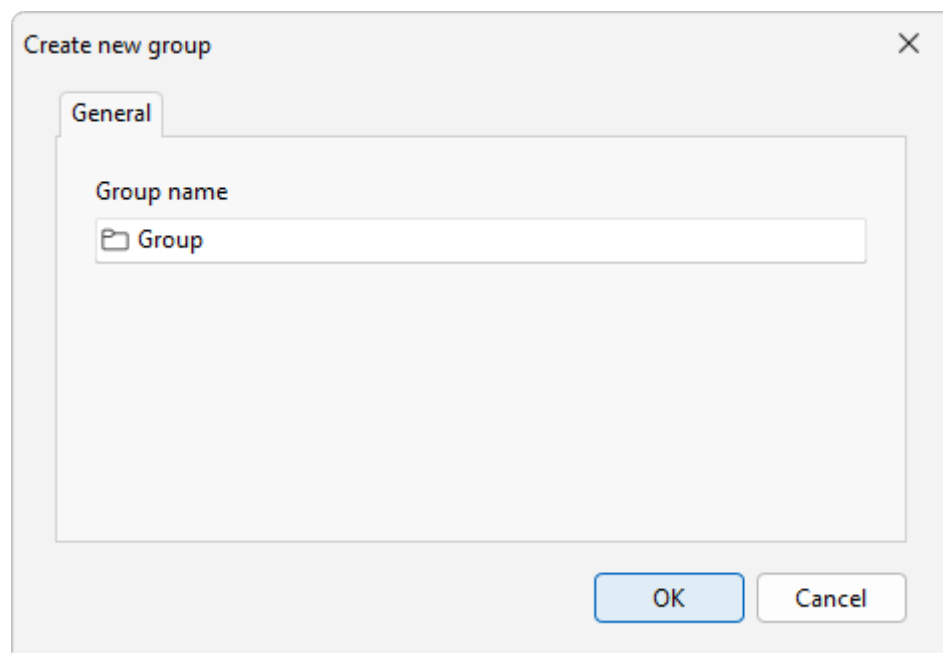
If you only have a handful of names to enter, [add multiple computers](#) by listing them as a name pattern instead, for example the brace list {mars,venus,pluto}. Either way, you can sort the results into [groups](#) afterward.

## See also

- [Add multiple computers](#)
- [Groups](#)
- [Download LanSend](#)

## Groups

Groups let you organize the computers in your list into a folder-style tree, so a department, a floor, or a site stays together. Once a group exists, you can message everyone in it in one action instead of picking machines one by one.



## Create a group

Choose **Computers > Create new group** and type a name. Groups are hierarchical, so you can nest one group inside another to mirror how your network is laid out, for example a site group with a group per floor underneath it.

## Reorganize the list

Drag entries to move them. Pull a computer into a group, or drop a group inside another group, by dragging it where you want it. The tree updates as you go, so you can shape the list without retyping any names.

## Expand and collapse

When the tree gets deep, **Computers > Expand all groups** opens every group at once and **Computers > Collapse all groups** closes them back down. Use collapse to get a tidy top-level view, expand when you need to see every machine.

## Send to a whole group

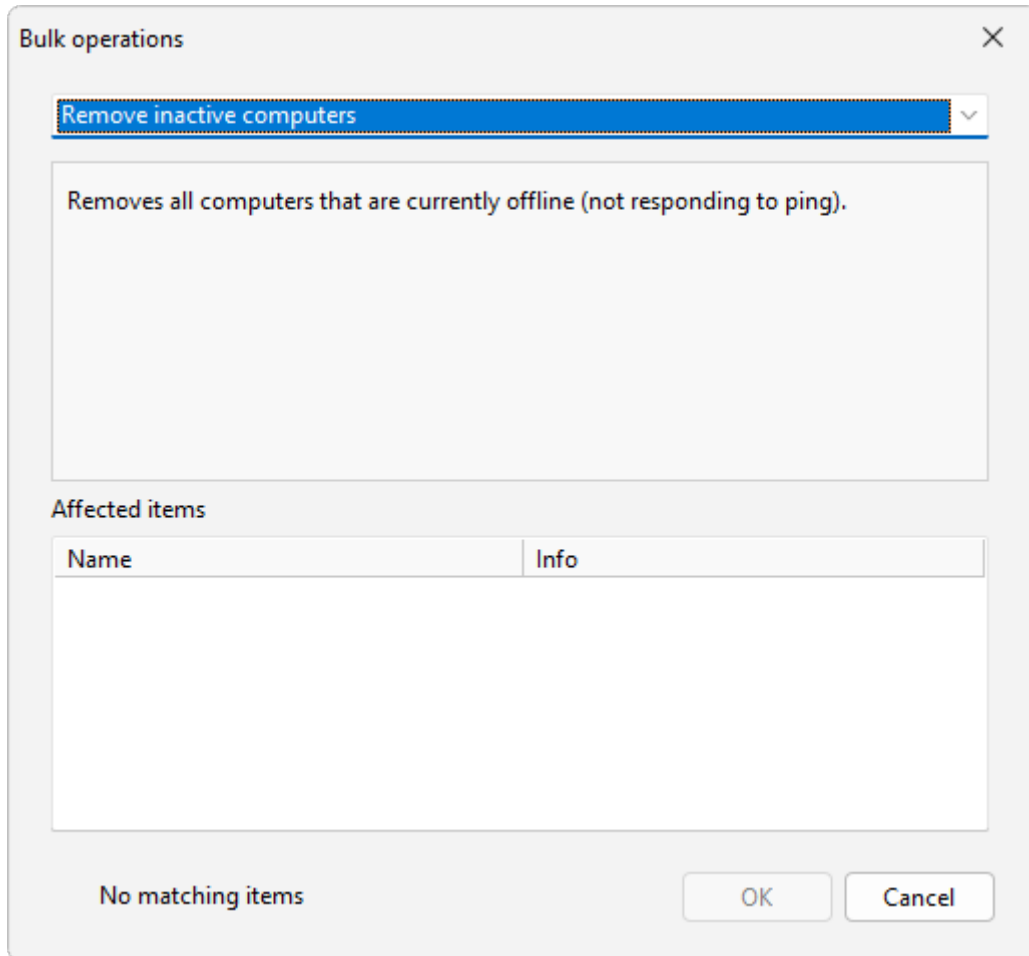
To message a group, check its box in the list, and the message goes to every computer inside it. The group name then appears in the recipients box at the top of the composer. See [Choosing recipients](#) for the ways to pick who receives a message.

## See also

- [Bulk operations](#)
- [Choosing recipients](#)
- [LanSend](#)

## Bulk operations

**Bulk operations** apply one change across the whole computer list at once, so you can tidy a large list without editing entries one at a time. It is new in 26.06.



## How to do it

1. Choose **Computers > Bulk operations....**
2. In the **Bulk operations** dialog, pick the operation you want.
3. Set any criteria the operation offers, then apply it to the list.

## Operations

- **Remove inactive computers** drops machines that are not responding to the status check.
- **Remove duplicate computers** keeps one entry per machine and removes the repeats.
- **Remove empty groups** deletes groups that hold no computers.
- **Remove by pattern** removes entries whose name matches a pattern you supply.
- **Flatten group structure** moves every computer up to a single level and clears the nesting.
- **Normalize computer names** rewrites names to a consistent case: **UPPERCASE**, **lowercase**, or **Title Case**.
- **Rename computers** changes names across the list in one pass.
- **Group computers** sorts the list into groups by **name prefix**, **subnet**, or **domain**.
- **Format descriptions** applies a consistent format to the description text on each entry.

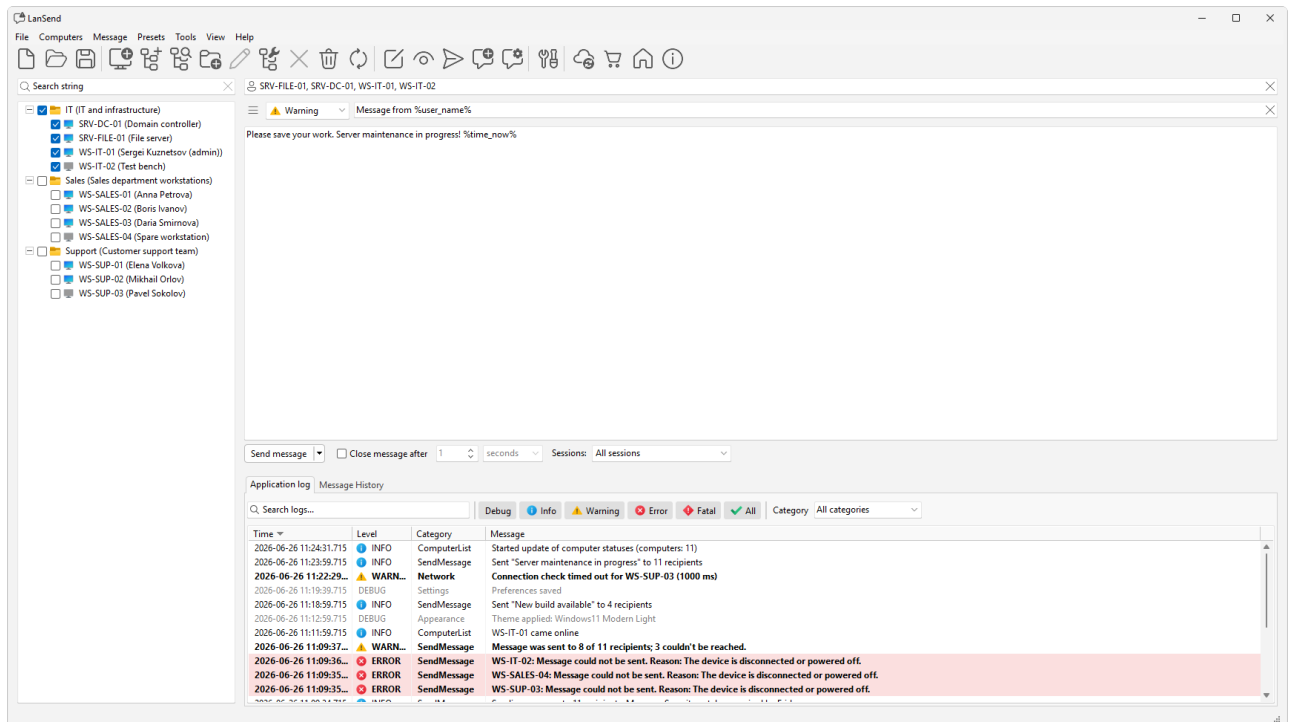
Bulk operations work on the whole list, so they pair well with [groups](#): regroup or flatten first, then send to a group in one action. For an overview of how the list fits together, see [The computer list](#).

## See also

- [The computer list](#)
- [Groups](#)
- [How to build a computer list](#)
- [LanSend](#)

## Checking computer status

LanSend can mark each computer on your list as online or offline so you know which machines are reachable before you send. You choose how it checks, or turn the check off, on the [General preferences](#) page.



## How the status check works

The check runs periodically against every computer in [the computer list](#). On the **General** page of **File > Preferences...**, the **Check state** group sets the method:

- **Don't check state** turns the check off. No computer shows an online or offline state.
- **Ping** sends an ICMP echo to each machine.
- **TCP connect to port** opens a connection to a port instead. The port field next to it defaults to **139**.

A **Timeout** value, in milliseconds, decides how long LanSend waits for a reply before it counts a machine as offline. The **Threads** value sets how many computers are checked at once.

## Refresh the status now

To check every machine again without waiting for the next round, choose **Computers > Update computers**. The list updates with the current online and offline states.

You can also have the list refresh on its own. On the **Computer list** preferences page, **Automatically update computer list** turns on a repeating refresh, with an **Update interval in seconds**.

## Show reachable machines first

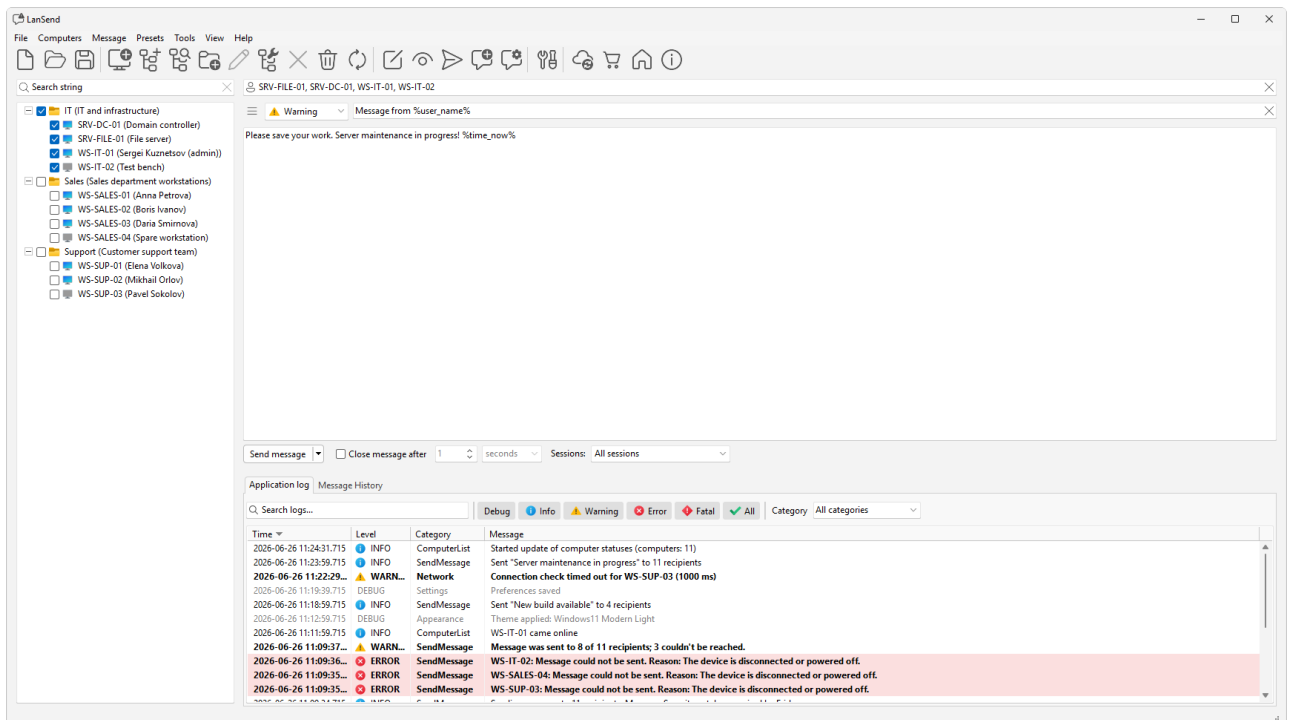
On the same **Computer list** page, turn on **Show online computers before offline ones** to sort the reachable machines to the top of the list. Offline machines drop to the bottom, so the computers you can message are together.

## See also

- [General preferences](#)
- [The computer list](#)
- [LanSend](#)

## Search and filter

The search box above the computer list filters the tree as you type. It matches both the name and the description. Pair it with the selection commands to pick a subset of machines before you send.



## Search the list

Type into the search box at the top of the left panel. The list narrows to the computers whose name or description matches what you typed, and updates with each keystroke. Clear the box to show the full list again.

## Select a subset

Once the list shows the machines you want, set their checkboxes. Three commands on the **Computers** menu speed this up:

- **Check all** ticks every computer in the list, including any currently hidden by the search filter.
- **Uncheck all** clears every checkbox.
- **Inverse** flips the current selection, so checked becomes unchecked and the rest become checked.

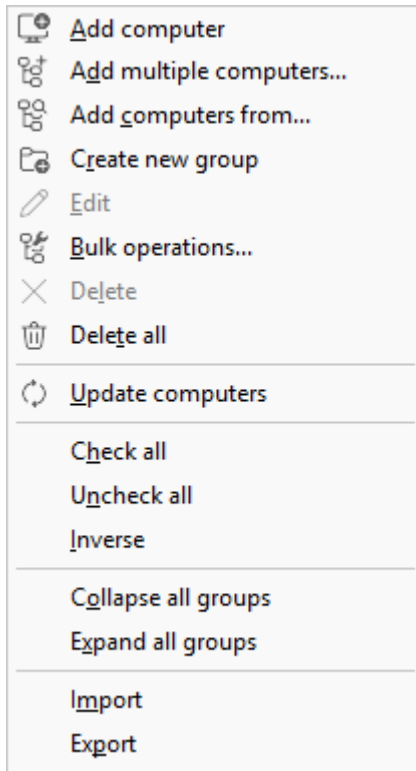
Note: **Check all**, **Uncheck all**, and **Inverse** act on the whole list, not just the computers the search is currently showing, and a computer stays checked even after the search hides it. To send to only the machines that match a search, tick those rows yourself rather than using **Check all** - otherwise you will send to every computer in the list.

## See also

- [The computer list](#)
- [Choosing recipients](#)
- [LanSend](#)

## Import and export

Export writes your computer list to a file, and import reads one back in. Use them to copy a list to another machine or to hand it to a colleague, without rebuilding the groups by hand.



## Export the list

Choose **Computers > Export**, pick a format, and save the file. The export holds the computers and groups as they appear in the tree.

## Import a list

Choose **Computers > Import** and open a file. The machines and groups it contains are added to the current list.

## Formats

Import and export support four formats:

- **JSON**
- **XML**
- **Text (.txt)**
- **RHF** (deprecated, kept for older files)

There is no CSV.

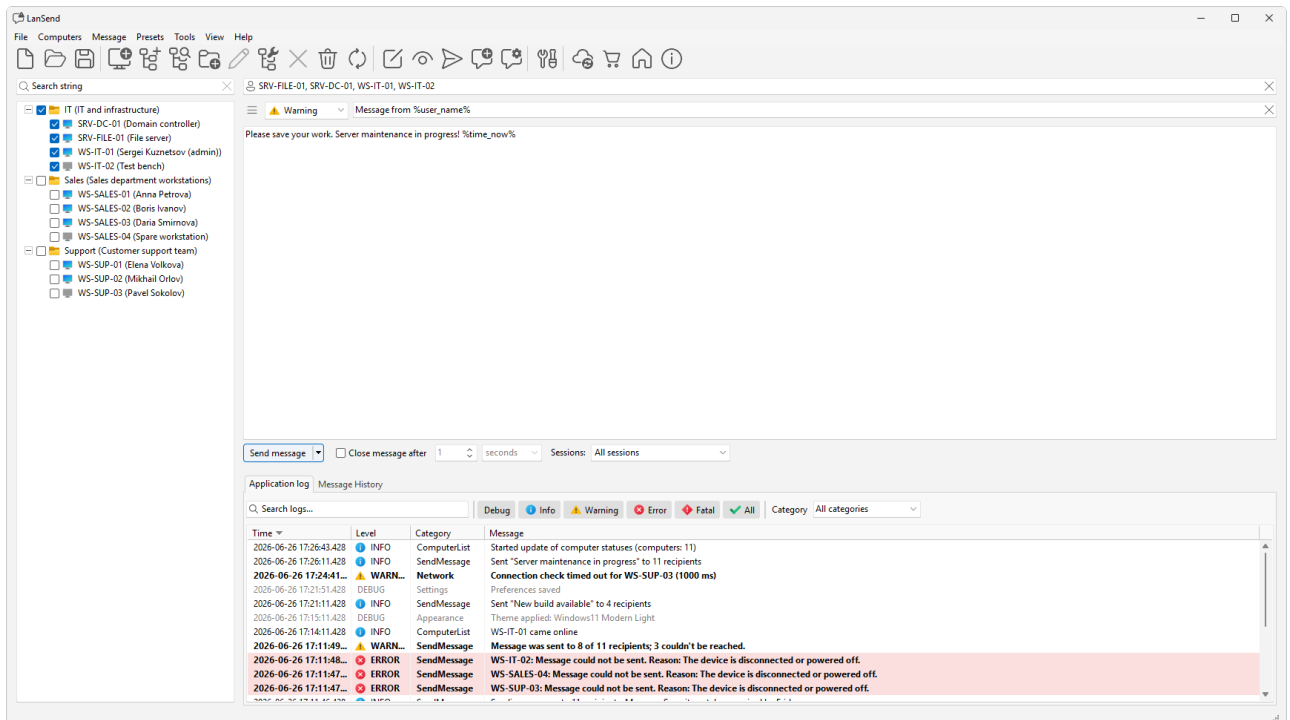
The list file you work with through **File > New, Open, Save, and Save as...** is separate from import and export, and it uses JSON or XML only. Reach for import and export when you want to move computers in or out of a list rather than open a whole list as your working file.

## See also

- [The computer list](#)
- [LanSend](#)

## Sending messages

You compose a message in the upper-right panel of the main window. Pick the recipients in the computer list, choose a message type and title, type the body, and send. A few controls let you fine-tune who sees the message and for how long.

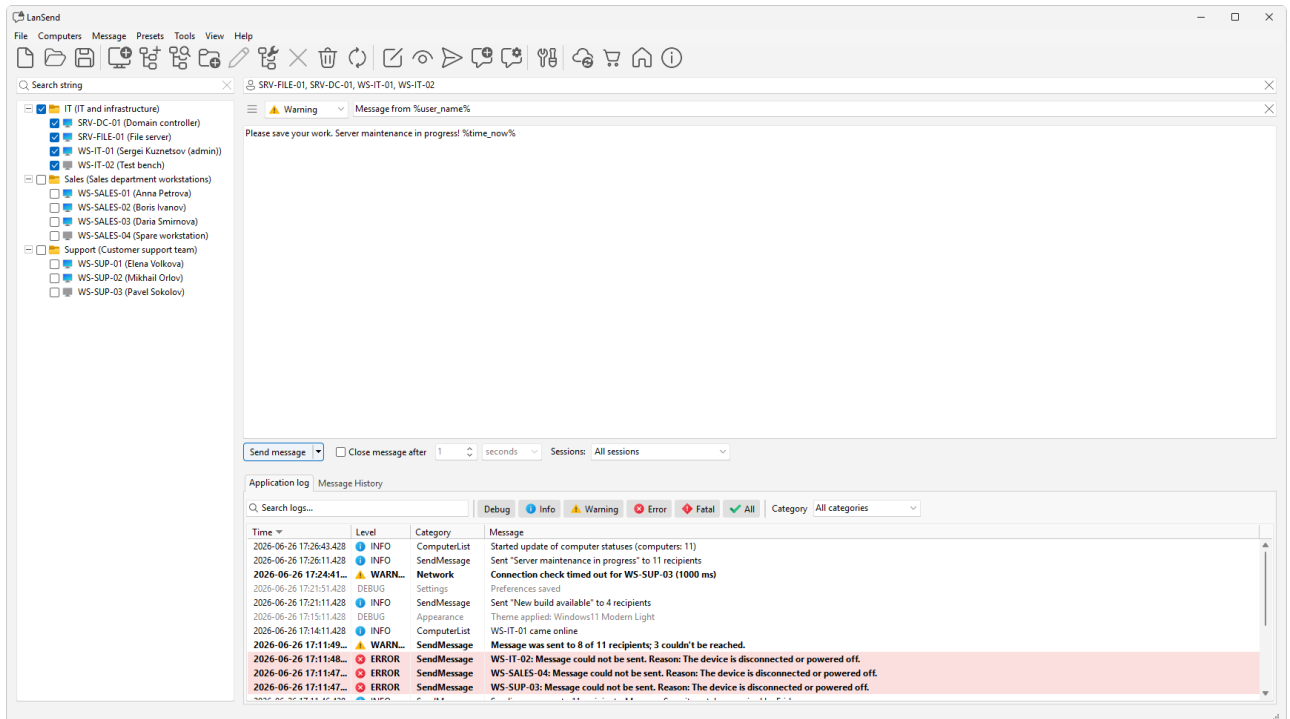


The job breaks down into a few steps: [composing the message](#), setting its [message type and title](#), [choosing recipients](#), picking the [session scope](#), adding an [auto-close timeout](#), [previewing it](#) first, and dropping in [variables](#) that fill in automatically.

The message goes out over the built-in Windows messaging channel, so recipients see a standard pop-up with no extra software. To send to everyone at once, see [send a message to all computers on the network](#); to reach a single machine, see [send a message to a specific computer](#). You can save any message you compose for later as a [preset](#).

## Compose a message

You build a message in the upper-right panel of the main window: choose who gets it, set its type, give it a title, type the body, and send. The message goes out over the built-in Windows Terminal Services channel, so nothing is installed on the recipient.



## Write and send

1. In the computer list on the left, check the boxes for the machines or groups you want to reach. The recipients box at the top of the composer (marked with a person icon) shows who is selected.
2. Pick a [message type and title](#): open the type combo and choose **None**, **Info**, **Warning**, or **Error**, then type a title.
3. Type the body in the message memo.
4. Click **Send message**.

The body and title can include variables, and you can start from a saved preset instead of typing from scratch.

## The composer fields

- The recipients box (marked with a person icon) lists the recipients you checked in the computer list.
- The message type combo sets the icon and sound: **None** has no icon, while **Info**, **Warning**, and **Error** each carry the matching Windows icon and sound.
- The title field holds a short headline for the pop-up.
- The body memo holds the message text.
- The presets button (the menu icon next to the message body) fills the title, body, and type from a saved message.

## Use variables in the text

The title and body accept five variables, written between percent signs. They are case-insensitive and expand just before the message is sent, resolving to the values on your own machine:

- %computer\_name%
- %user\_name%
- %time\_now% (date and time)
- %time%
- %date%

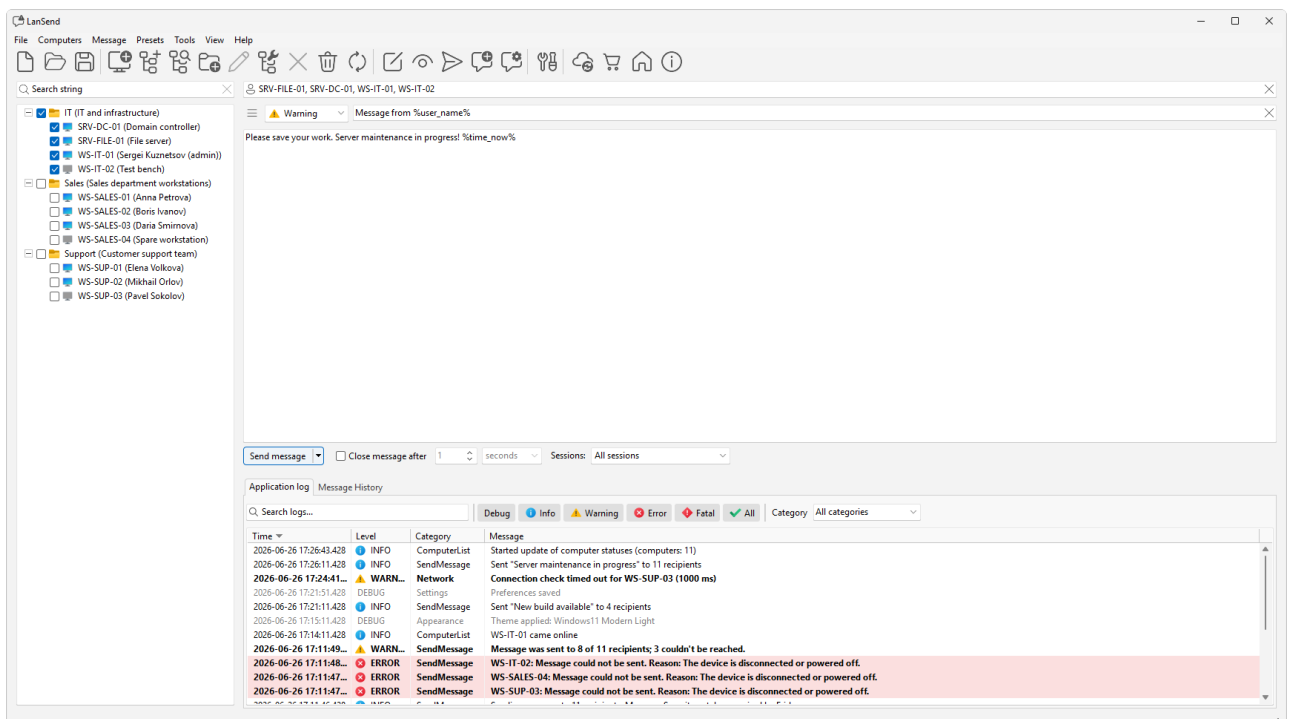
For example, Save your work, %computer\_name% restarts soon sends with the sender's computer name in place.

## See also

- [Message type and title](#)
- [How to send a message to all computers](#)
- [LanSend](#)

## Message type and title

The message type sets the icon and sound the recipient sees and hears, and the title becomes the heading of the pop-up. Both sit at the top of the composer, above the message body.



## Pick a message type

The type combo has four choices:

- **None** sends a plain message with no icon.
- **Info** adds the Windows information icon and sound.
- **Warning** adds the Windows warning icon and sound.

- **Error** adds the Windows error icon and sound.

The icon and sound tell the recipient how urgent the message is before they read a word. Use **Info** for routine notices, **Warning** when someone needs to act soon, such as saving work before a restart, and **Error** for a problem that is already affecting them. Pick **None** when an icon would be a distraction.

## Set the title

The title field is the heading of the message box on the recipient's screen, shown above the body text. Keep it short and specific so the point is clear at a glance, for example "Server restart at 6 PM" rather than "Notice".

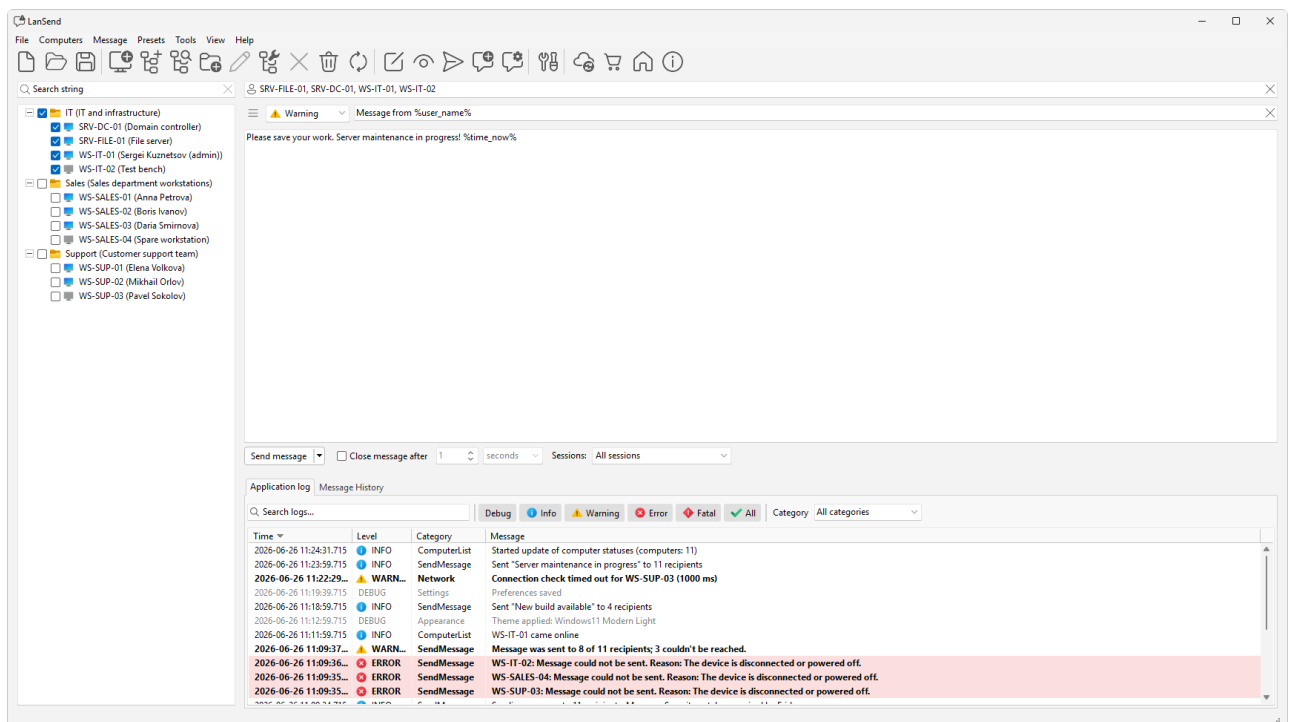
A title is optional. If you leave it empty, the pop-up shows only the body text.

## See also

- [Choosing recipients](#)
- [Preview a message](#)
- [LanSend](#)

## Choosing recipients

Before you send, you decide which machines get the message. You pick recipients in the computer list on the left, and the recipients box (marked with a person icon) at the top of the composer shows your current selection.



## Tick the computers or groups

Each item in the list has a checkbox. Tick a computer to add it, or tick a group to include every computer in it. As you check and uncheck items, the recipients box at the top of the composer updates to reflect the selection.

To change the whole list at once, use the **Computers** menu:

- **Check all** selects every computer in the list.
- **Uncheck all** clears the selection.
- **Inverse** flips it, so checked items become unchecked and the rest become checked.

## Narrow the list first

When the list is long, type in the search box at the top of the computer panel. It filters the list as you type and matches both the name and the description, so you can find a machine or trim the view down to the ones you want before you tick them. For more on organizing and adding machines, see [Building your computer list](#).

## Set the session scope

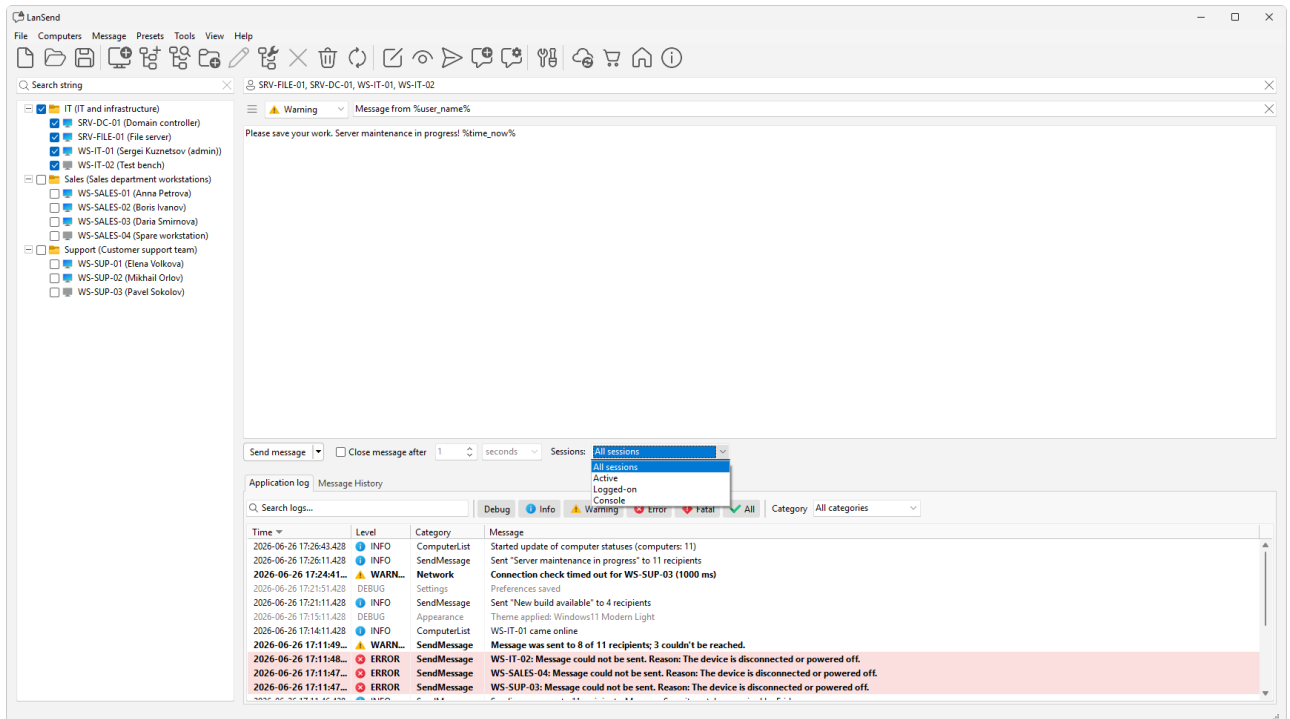
The **Sessions:** dropdown on the send bar controls which sessions on each recipient receive the message: **All sessions**, **Active**, **Logged-on**, or **Console**. Set this when more than one user may be signed in to a machine. See [Session scope](#) for what each option means.

## See also

- [Session scope](#)
- [Building your computer list](#)
- [LanSend](#)

## Session scope

A Windows PC can run several sessions at once: one person at the keyboard, others connected over Remote Desktop, plus sessions that are signed in but disconnected. The "**Sessions:**" dropdown on the send bar picks which of those receive your message. New in 26.06.



## Pick a scope before you send

The "**Sessions:**" dropdown sits at the right-hand end of the send bar. Choose one of four options, then send. The same scope applies to every computer in the send.

- **All sessions** delivers to every session on the computer.
- **Active** reaches the session that is currently active or interactive, whether local or over Remote Desktop.
- **Logged-on** covers active sessions plus disconnected ones.
- **Console** delivers to the physical console session only.

## When to use each

- Use **Active** for a quick note to whoever is using the machine right now. A disconnected session is skipped, but a locked session still counts as active.
- Use **Logged-on** when you want everyone who is signed in to see the message, including a person who connected over Remote Desktop and then disconnected without signing off. It is the broadest practical choice for reaching real people.
- Use **Console** to target the screen physically attached to the computer, ignoring any remote sessions.
- Use **All sessions** when the message should land in every session regardless of state.

The scope you pick here works the same way whether you send to one computer or to a whole group, so it pairs naturally with sending to many machines at once.

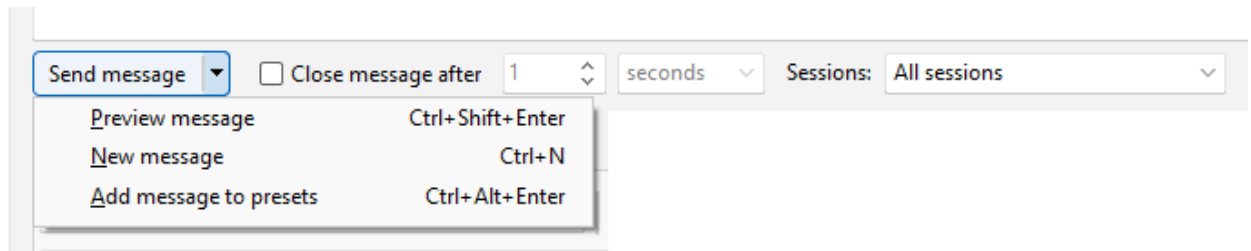
## See also

- [Compose a message](#)
- [How to send a message to all computers](#)

- [LanSend](#)

## Auto-close timeout

The **Close message after** checkbox, in the send bar at the bottom of the window, dismisses your message on the recipient's screen after a set time. Leave it unticked and the message stays up until the person clicks **OK**.



## How to set it

1. Tick **Close message after**.
2. Type a value from 1 to 60.
3. Pick the unit: **seconds**, **minutes**, or **hours**.
4. Send the message as usual with **Send message**.

The countdown runs on each recipient's machine. When it reaches zero, the message box closes by itself, whether or not anyone has read it.

## When a timeout helps

A short timeout suits a quick notice that does not need a reply, such as a reminder that stops cluttering the screen on its own. It also clears messages on machines where no one is watching, so an unattended PC is not left with a dialog open.

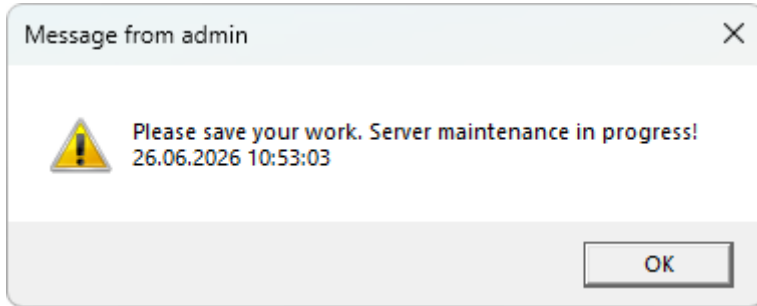
Leave **Close message after** unticked when the recipient must see and acknowledge the message, for example a shutdown warning. With no timeout, the message waits until the user clicks **OK**.

## See also

- [Preview a message](#)
- [Session scope](#)
- [LanSend](#)

## Preview a message

**Message > Preview message** shows the message box on your own screen first, with the same type, title, and timeout you have set. Use it to check how a message reads before it goes out to anyone.



## How to preview

1. Write the message in the composer: pick a **Message type**, set the title, and type the body.
2. Open **Message > Preview message**, or use the preview action in the composer.
3. The pop-up appears on your own screen, exactly as a recipient would see it.
4. Click **OK** to close the preview, then adjust the message or send it.

The preview is available once the body has text. With no body, there is nothing to show.

## What the preview matches

The preview uses the same settings as the real message:

- **Message type** sets the icon and sound. **None** has no icon; **Info**, **Warning**, and **Error** each carry the matching Windows icon and sound.
- The title and body show as typed.
- The **Close message after** timeout applies. If the checkbox is ticked, the preview closes on its own after the set time; if not, it stays until you click **OK**.

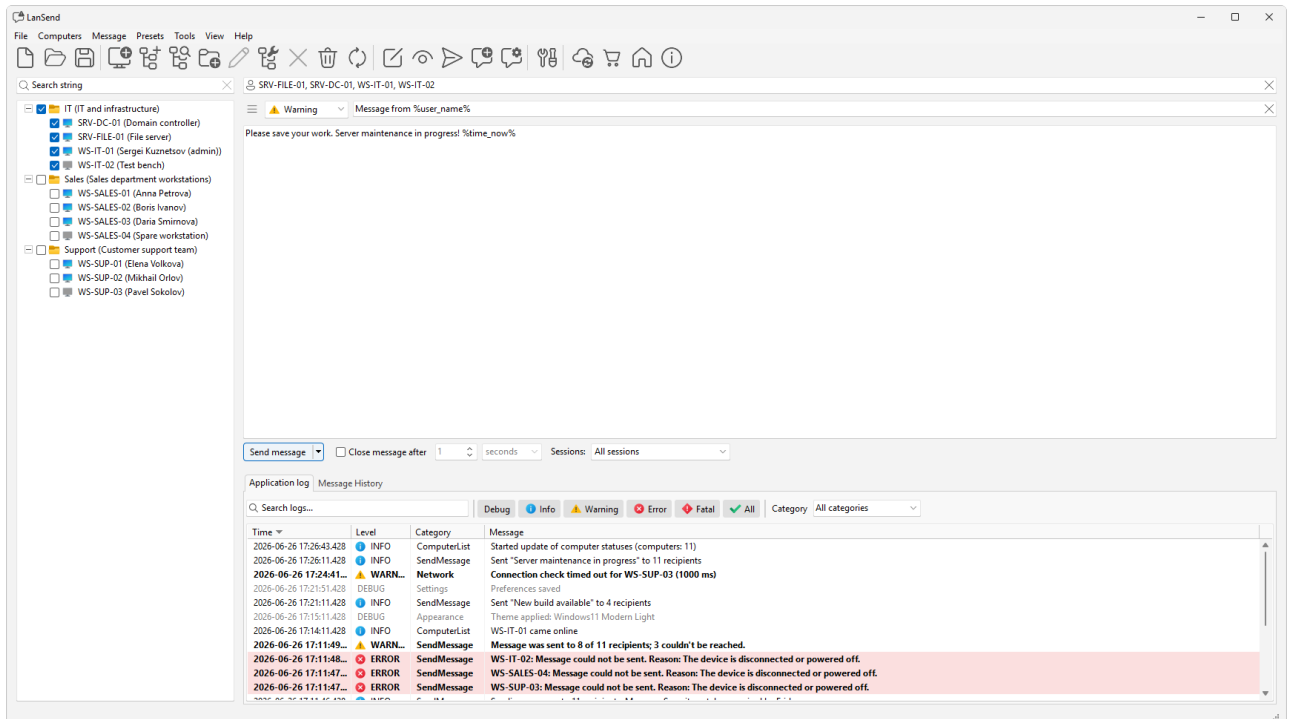
One thing to note: [variables](#) such as %computer\_name% and %user\_name% resolve to your own local values in the preview, since they always expand to the sender's values just before sending.

## See also

- [Compose a message](#)
- [Variables](#)
- [LanSend](#)

## Variables

Variables are placeholders you type into a message title or body. LanSend replaces each one with a value from your own computer just before the message is sent.



## The five variables

There are five variables. Names are case-insensitive, so `%COMPUTER_NAME%` works the same as `%computer_name%`.

Variable	Expands to
<code>%computer_name%</code>	The name of your computer
<code>%user_name%</code>	The user signed in to your computer
<code>%time_now%</code>	The current date and time
<code>%time%</code>	The current time
<code>%date%</code>	The current date

Each one resolves to the local value on the sending machine, not on the recipient. So `%computer_name%` is the name of the PC you are sending from, and `%user_name%` is the account you are signed in with.

## When they expand

LanSend keeps the text as you typed it, with the `%. . . %` markers intact, until you send. The values are filled in at that moment, so the date and time match when the message actually goes out. You can use variables in the title, the body, or both.

## An example

Type a message like this:

- Title: Maintenance on `%computer_name%`
- Body: Sent by `%user_name%` at `%time_now%`. Please save your work.

Sent from a PC named SALES-01 signed in as jsmith, the recipient sees the title **Maintenance on SALES-01** and a body that starts **Sent by jsmith at** followed by the current date and time.

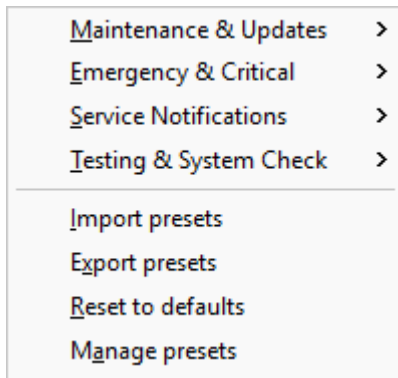
The same five variables work in the title and body passed on the [command line](#).

## See also

- [Message type and title](#)
- [Command line](#)
- [LanSend](#)

## Message presets

A preset is a saved message: a name, a title, a body, and a message type, kept in a category so you can find it quickly. Presets turn the messages you send often, such as a maintenance notice or an emergency alert, into a one-click starting point.

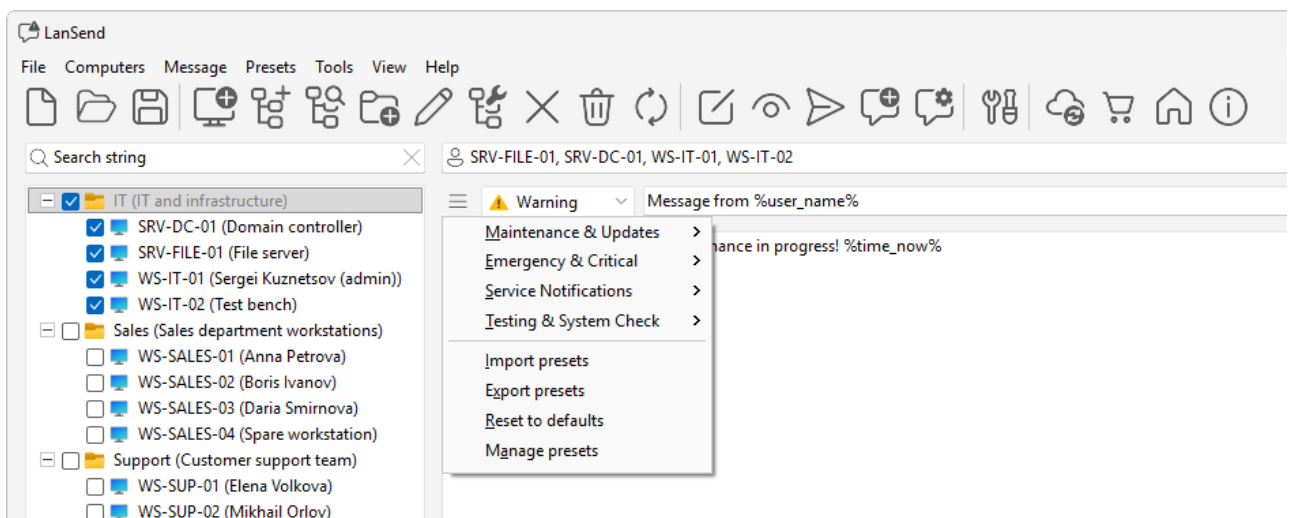


Open the **Presets** menu, or the presets button (the menu icon next to the message body), to load one by category. LanSend ships a default set you can use straight away, and you can save any message you compose with **Message > Add message to presets**. For a worked example, see [warn users before a reboot or maintenance](#).

This part covers [using presets](#) to load and send one, [the Presets menu](#) and its import, export, and reset commands, how to [manage presets](#) and categories, and the [default preset categories](#) LanSend ships with.

## Using presets

A preset is a saved message with a name, title, body, and type, kept in a category. Loading one is the fastest way to send a message you use often.



## Load a preset

1. Open the **Presets** menu, or click the presets button (the menu icon next to the message body).

2. Pick a preset from its category. LanSend fills the **title**, the **body**, and the **message type** from the saved message.
3. Adjust the wording if you need to, pick your recipients, then click **Send message**.

The preset only fills in the message fields. The recipients you have checked, the **Sessions:** scope, and the **Close message after** timeout stay as you set them, so the same preset works for any list of computers.

## Where presets come from

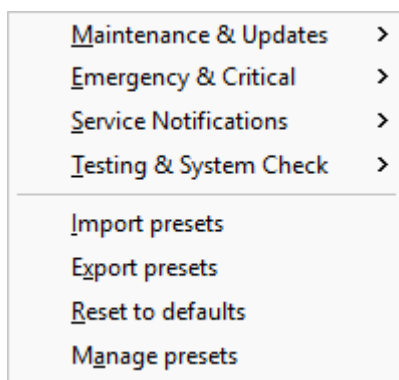
LanSend ships with default categories such as **Maintenance & Updates**, **Emergency & Critical**, **Service Notifications**, and **Testing & System Check**, with ready-made messages like Save Your Work, Scheduled Maintenance, and Emergency Shutdown. Presets you made in earlier versions carry over when you upgrade, and the defaults are restored if any are missing.

## See also

- [The Presets menu](#)
- [How to warn users before a reboot](#)
- [LanSend](#)

## The Presets menu

The **Presets** menu and the presets button (the menu icon next to the message body) both open your saved messages, grouped by category. The menu also holds the commands to import, export, manage, and reset your presets. Categories are new in 26.06.



## Load a preset

Open the **Presets** menu, or click the presets button in the composer, then pick a preset from its category. LanSend fills the title, body, and message type from the saved message, and leaves your recipients and send options as you set them. For the full walkthrough, see [Using presets](#).

## Menu commands

Below the categories, the **Presets** menu has four commands:

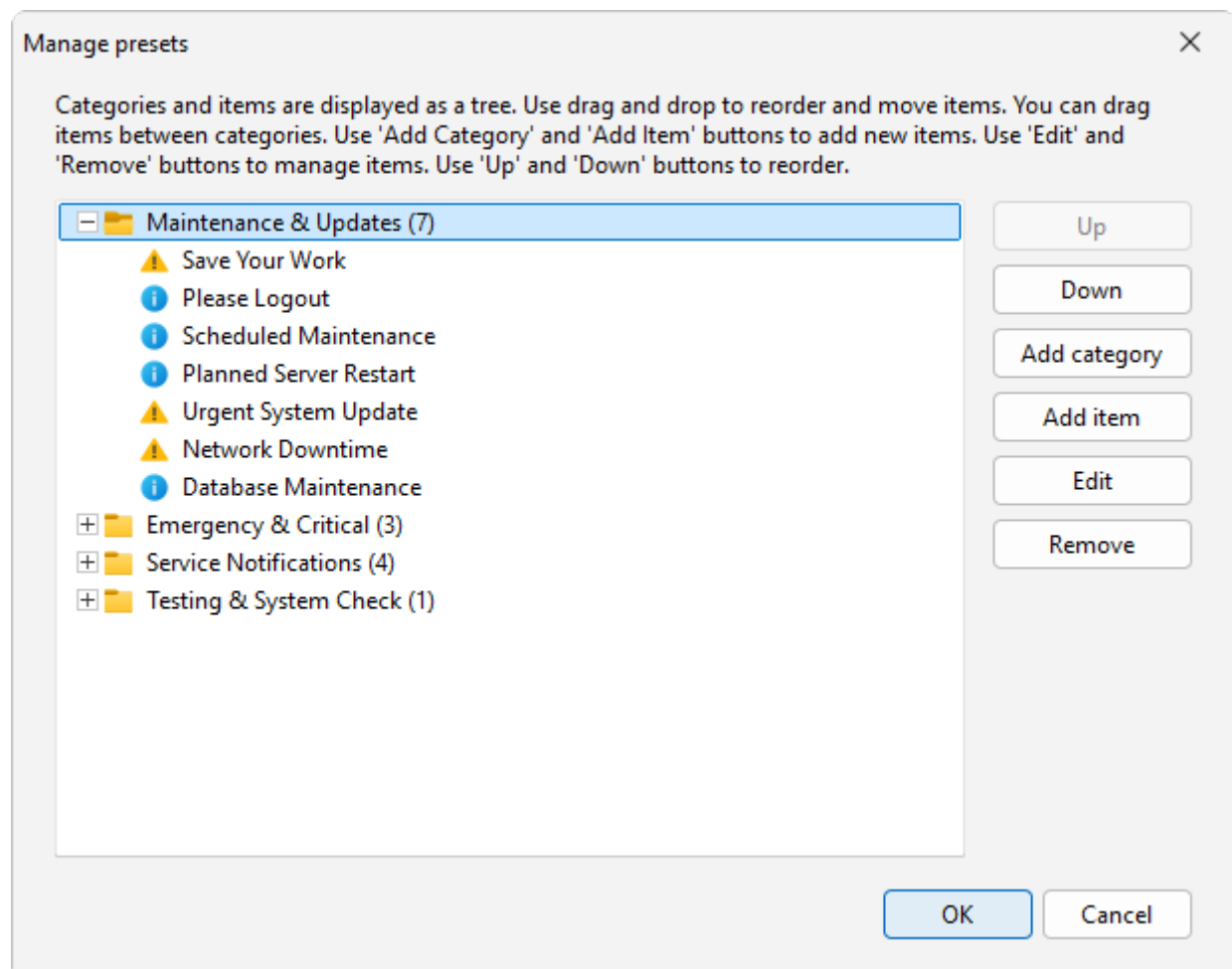
- **Import presets** adds presets from a file, so you can bring in a set from another machine.
- **Export presets** writes your presets to a file to share or keep as a backup.
- **Reset to defaults** restores the default categories and presets.
- **Manage presets** opens the category and preset tree, where you add, edit, move, or delete presets and categories. See [Manage presets](#).

## See also

- [Default preset categories](#)
- [LanSend](#)

## Manage presets

Presets are saved messages you can load in one click. The **Manage presets** window is where you build and rearrange them.



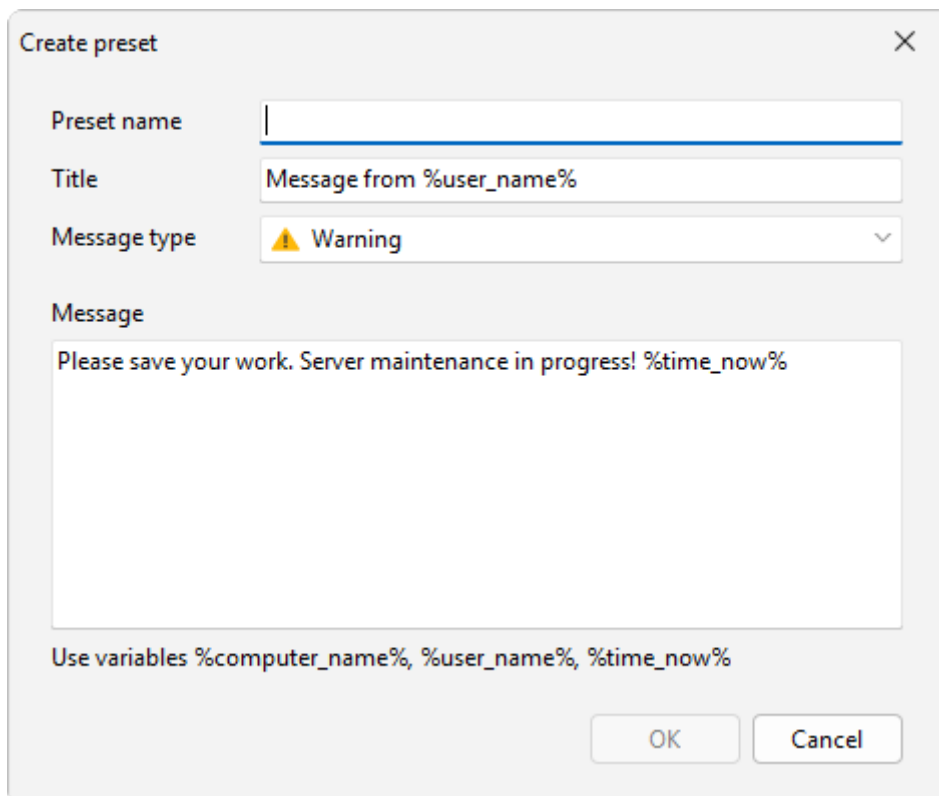
## Open the manager

Choose **Message > Manage presets**. A tree opens with your categories and the presets inside each one. From here you can add, edit, move, or delete both presets and categories.

## Add, edit, and delete

The buttons to the right of the tree manage its contents:

- **Add category** creates a new category, and **Add item** adds a preset to the selected category.
- **Edit** opens the selected preset in the **Edit preset** dialog (it reads **Create preset** for a new one), with four fields: **Preset name**, **Title**, **Message type**, and **Message**.
- **Remove** deletes the selected preset or category.
- **Up** and **Down** reorder the selected entry, so you can put the presets you use most at the top of a category.



The screenshot shows a dialog box titled "Create preset" with a close button (X) in the top right corner. It contains four main input fields:

- Preset name:** An empty text input field.
- Title:** A text input field containing "Message from %user\_name%".
- Message type:** A dropdown menu showing "Warning" with a yellow warning icon.
- Message:** A large text area containing the message "Please save your work. Server maintenance in progress! %time\_now%".

Below the message text area, there is a note: "Use variables %computer\_name%, %user\_name%, %time\_now%". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

## Save the current message

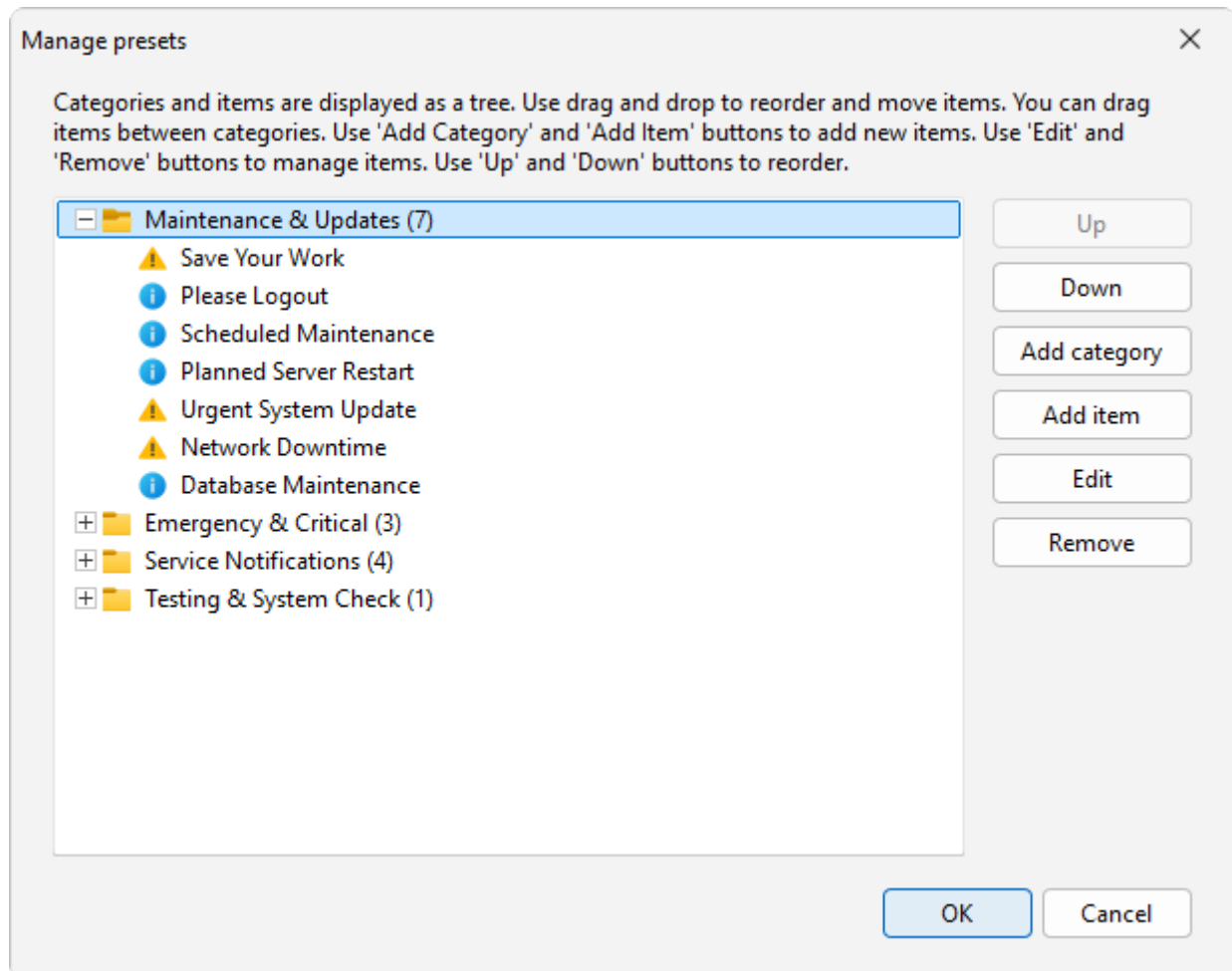
If you have a message ready in the composer, choose **Message > Add message to presets**. A **Create preset** dialog opens, pre-filled with the current title, body, and message type, with the name left empty. Type a preset name and click **OK**, and the preset is saved into the first category. You can move it to another category later from **Manage presets**.

## See also

- [The Presets menu](#)
- [Default preset categories](#)
- [LanSend](#)

## Default preset categories

LanSend comes with 15 ready-made presets, sorted into four categories. They cover the messages admins send most often, so you can load one and adjust the wording instead of starting from a blank message.



## The categories

Each category groups presets by the kind of message they carry. Open the **Presets** menu, or the presets button (the menu icon next to the message body), to load any of them.

Category	Presets	Examples
<b>Maintenance &amp; Updates</b>	7	Save Your Work, Scheduled Maintenance, Planned Server Restart
<b>Emergency &amp; Critical</b>	3	Emergency Shutdown, Power Failure Warning
<b>Service Notifications</b>	4	System Restored, Email Service Disruption
<b>Testing &amp; System Check</b>	1	Test Message

That is 15 presets across the four categories. Load one and it fills the title, body, and type, so the most you have to do is tweak a date or a name before you send.

## Restoring the defaults

Presets you made in earlier versions carry over when you upgrade, so your own messages stay put. If you ever clear out every preset, LanSend brings the full default set back automatically the next time it starts. To restore the defaults at any time, use **Reset to defaults** in the **Presets** menu - it replaces all current presets and categories with the originals.

## See also

- [Using presets](#)
- [How to warn users before a reboot](#)
- [LanSend](#)

## Message history

The **Message History** tab, in the lower-right panel, keeps a record of the messages you have sent. Use it to confirm a message went out, to send the same thing again, or to turn a one-off message into a saved preset.

Time	Type	Recipients	Title	Message
2026-06-25 11:22:...	None	WS-SALES-0...	Team lunch on Friday	We are heading out for lunch at 13:00 on Friday. Reply if you are joining so we can book a table.
2026-06-25 20:22:...	Warning	WS-SALES-0...	Security	pending Windows updates and restart your computer before Friday. Contact IT if you need help.
2026-06-26 01:22:...	Info	WS-SALES-0...	VPN upg	the VPN on Saturday morning. Remote access may be unavailable between 08:00 and 10:00.
2026-06-26 06:02:...	Error	SRV-FILE-01,...	Backup f	ip did not complete. Looking into it now, will update once it is resolved.
2026-06-26 07:22:...	Info	WS-SALES-0...	Printer o	he kitchen is out of order. Use the one by reception until it is fixed.
2026-06-26 08:42:...	Info	WS-SALES-0...	Welcom	the sales desk this week. Please make her feel at home and help her get set up.
2026-06-26 09:47:...	Info	SRV-FILE-01,...	New buil	ady on the shared drive. Let me know if anyone runs into trouble installing it.
2026-06-26 11:00:...	Warning	WS-SALES-0...	File serve	be offline from 20:00 to 21:00 for updates. Please save your work and close any open documents before you leave.
2026-06-26 11:16:...	Warning	WS-SALES-0...	Server maintenance in prog...	We are starting the scheduled server maintenance now. You may notice the shared drive disconnecting briefly over the next half hour.

## What the list shows

Each row has five columns: **Time**, **Type**, **Recipients**, **Title**, and **Message**. The history is stored on your machine, so it stays available between sessions.

## Find a past message

A search box filters the list by text, and the message-type buttons (**None**, **Info**, **Warning**, **Error**) narrow it to one type. A status line shows how many of the total rows match the current filter.

## What you can do with a row

Right-click a row for its actions:

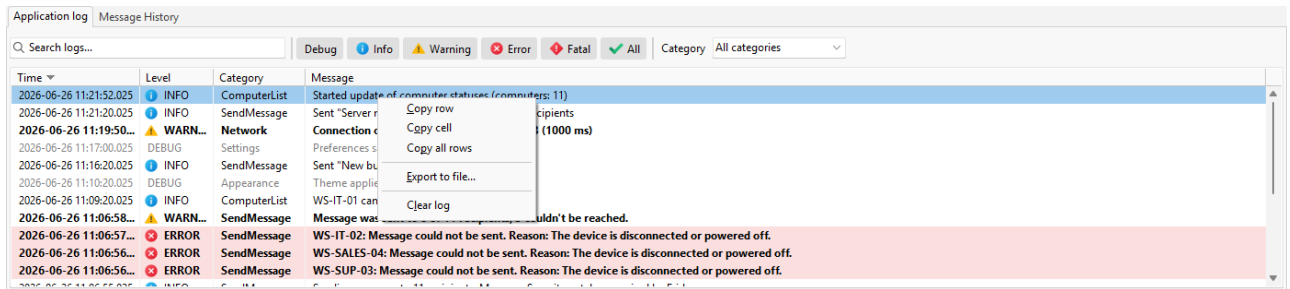
- **Reuse message** loads the message back into the composer so you can send it again or adjust it first.
- **Add to presets** saves it as a [preset](#) for later.
- **Copy** puts the selected rows on the clipboard; **Copy all** copies the whole list.
- **Clear message history** empties the list and asks you to confirm first.

## See also

- [Sending messages](#)
- [Message presets](#)
- [LanSend](#)

## Application log

The **Application log** tab, in the lower-right panel, records what LanSend does as you work: messages sent, status checks, and any problems it runs into. It is the first place to look when something does not behave as expected.



### What the list shows

Each row has four columns: **Time**, **Level**, **Category**, and **Message**. Levels run from **Debug** through **Info**, **Warning**, **Error**, and **Fatal**.

### Narrow the log

A search box filters by text, the level buttons limit the list to the levels you care about, and the **Category** dropdown filters to one area of the program. A status line shows how many of the total entries match.

### Copy, export, or clear

- **Copy row** and **Copy all rows** put rows on the clipboard, and **Copy cell** copies a single cell.
- **Export to file...** saves the currently shown rows as CSV, JSON, or text.
- **Clear log** clears the entries shown here after you confirm. If file logging is on, the log file is not affected.

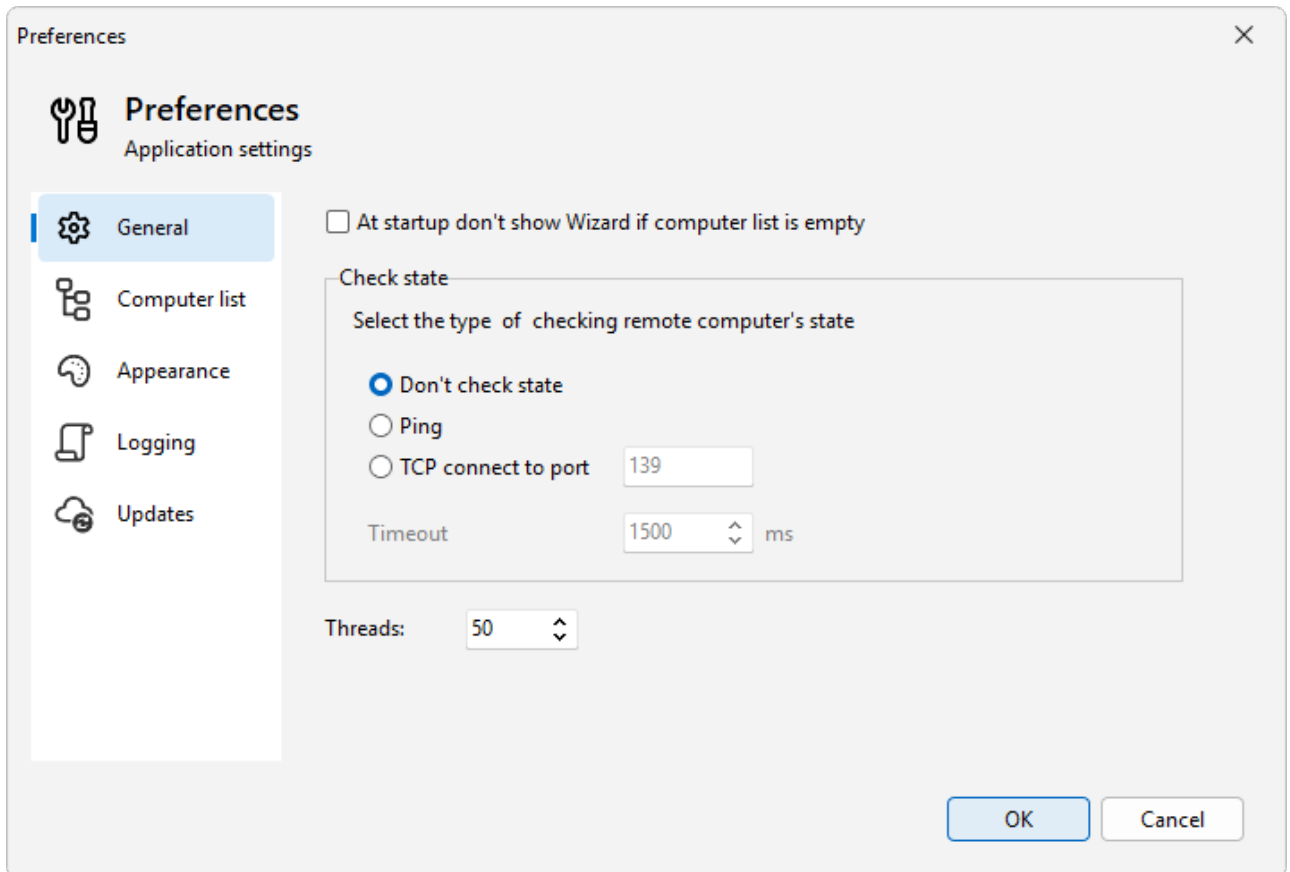
To control how much the log records, and to write it to a file as well, see the [Logging preferences](#).

### See also

- [Logging preferences](#)
- [LanSend](#)

## Preferences

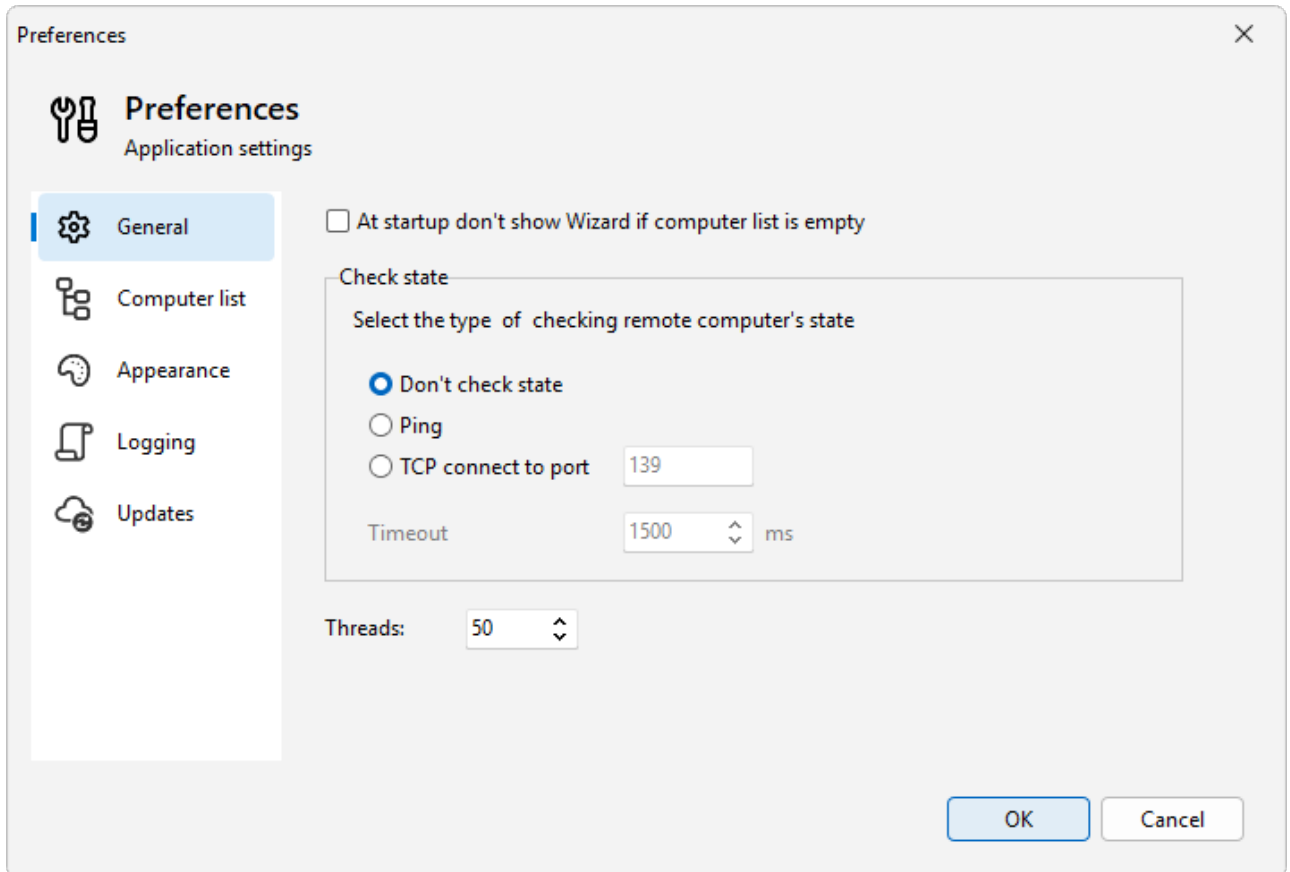
Open **File > Preferences...** to reach the settings dialog. It has a sidebar with five pages, each covering one area of the program. Defaults are sensible, so you can leave most of it alone and change only what you need.



The pages are [General](#) (how computer status is checked, the default timeout, and how many machines are messaged at once), [Computer list](#) (how the list looks and refreshes), [Appearance](#) (light and dark themes), [Logging](#) (the application log and optional file logging), and [Updates](#) (how LanSend checks for and installs new versions).

### General

The **General** page holds the startup behavior and the settings that control how LanSend checks whether a computer is online. Open it from **File > Preferences...**, then pick **General** in the list of pages.



## Startup

The checkbox **At startup don't show Wizard if computer list is empty** controls whether the Add computers wizard opens at startup when your computer list is empty.

## Check state

This group decides how LanSend tests whether each computer is reachable. Pick one of the three radios:

- **Don't check state** turns the status check off. No computer is probed and the list shows no online or offline marks.
- **Ping** sends an ICMP echo to each computer.
- **TCP connect to port** opens a connection to the port in the field next to it. The default port is **139**.

The result sets each computer's online or offline state in the list. How that state shows, and whether offline computers sort last, is on the [Computer list preferences](#) page. For more on what these marks mean and when LanSend refreshes them, see [Checking computer status](#).

## Timeout

**Timeout** is how long, in milliseconds, LanSend waits for a single status check to answer before it counts that computer as offline. A short timeout finishes the scan faster but can mark a slow host offline. Raise it if computers on a busy or distant network show offline when they are up.

## Threads

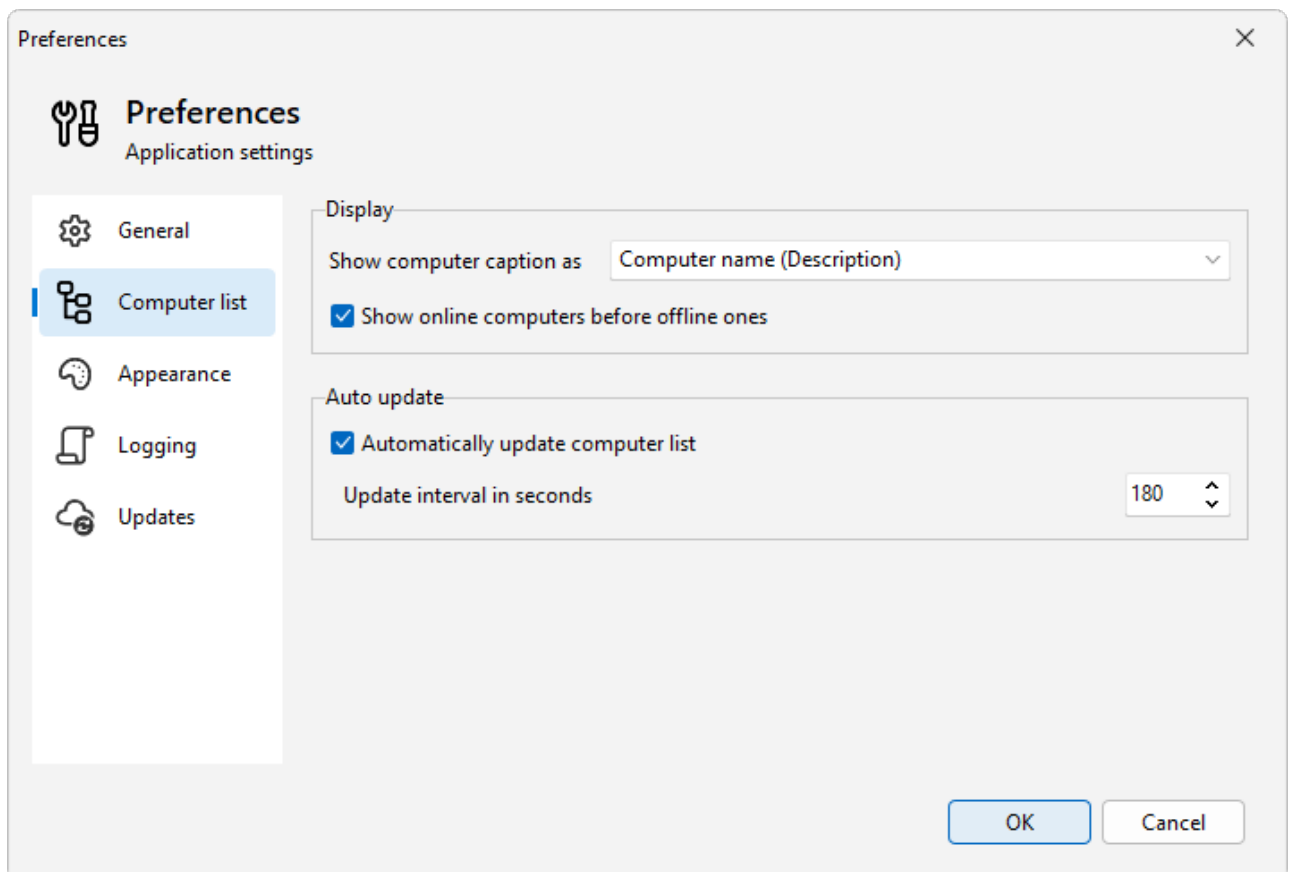
**Threads** sets how many computers LanSend messages at once. A higher value works through a large list faster. A lower value puts less load on your machine and the network.

## See also

- [Computer list preferences](#)
- [Checking computer status](#)
- [LanSend](#)

## Computer list

The **Computer list** page in Preferences controls how each entry in the left panel reads and how often the list refreshes. Open it from **File > Preferences...** and select **Computer list** from the list of pages.



## Options

- **Show computer caption as** sets the label for each entry. Choose **Computer name (Description)** (the default) to show the machine name with its description in parentheses, **Description (Computer name)** to lead with the description, **Computer name** to show only the machine name, or **Description** to show only the description you typed when you added it.
- **Show online computers before offline ones** sorts reachable machines to the top of each group.

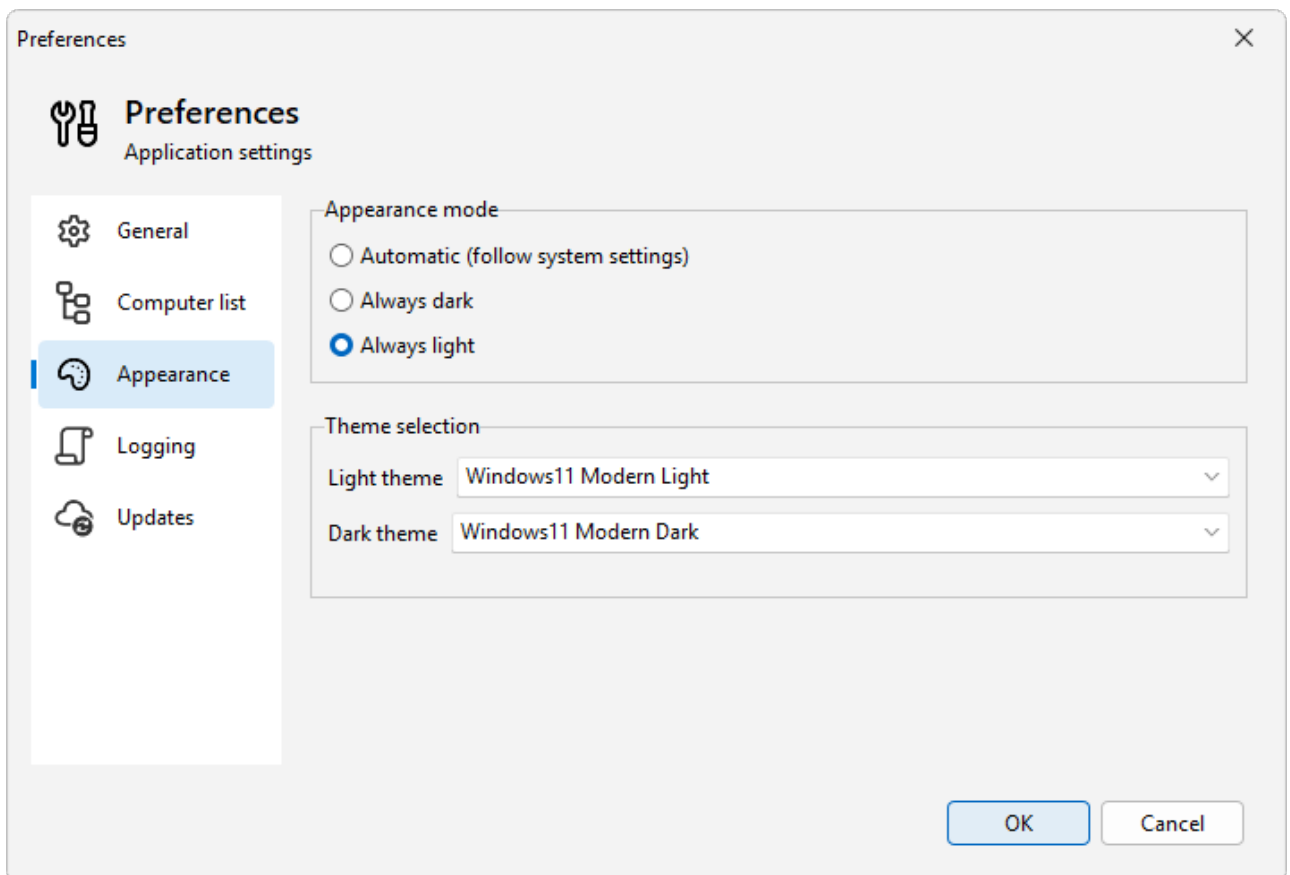
- **Automatically update computer list** refreshes the status of every entry on a timer. When it is on, set **Update interval in seconds** to control how often the refresh runs.

## See also

- [The computer list](#)
- [Appearance preferences](#)
- [LanSend](#)

## Appearance

The **Appearance** page in **File > Preferences...** controls how LanSend looks. You can follow your Windows light or dark setting, or lock the program to one of them, and choose which theme is used for each.



## How to set it

1. Open **File > Preferences...** and select the **Appearance** page.
2. Under **Appearance mode**, pick how LanSend decides between light and dark.
3. Choose a **Light theme** and a **Dark theme** from the two pickers.
4. The window updates as you change the settings.

The same choices are on the **View > Appearance** menu, so you can switch the look without opening Preferences.

## Options

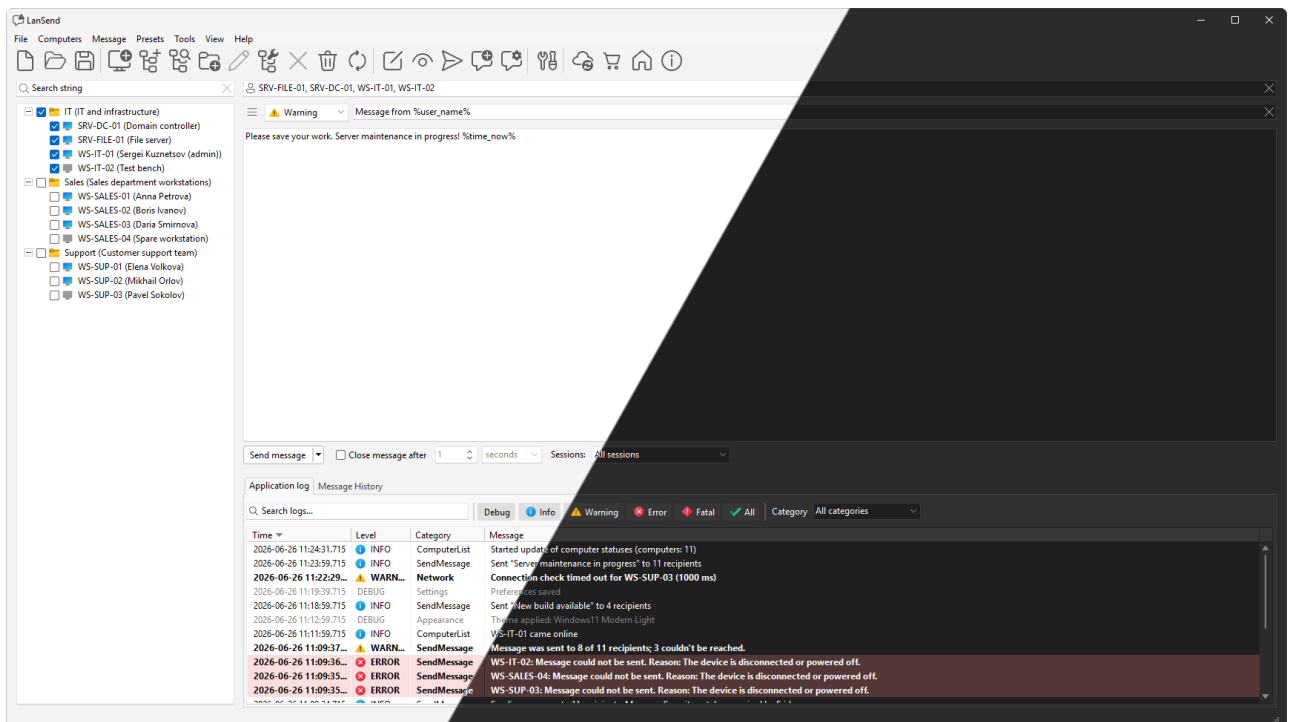
- **Appearance mode** sets when each theme is used:
- **Automatic (follow system settings)** matches whatever Windows is set to and switches with it.
- **Always dark** keeps the dark theme regardless of the Windows setting.

**Always light** keeps the light theme regardless of the Windows setting.

**Light theme** is the theme used in light mode.

- **Dark theme** is the theme used in dark mode.

Toolbar and menu icons are vector graphics, so they stay sharp on high-resolution screens and match the active theme.

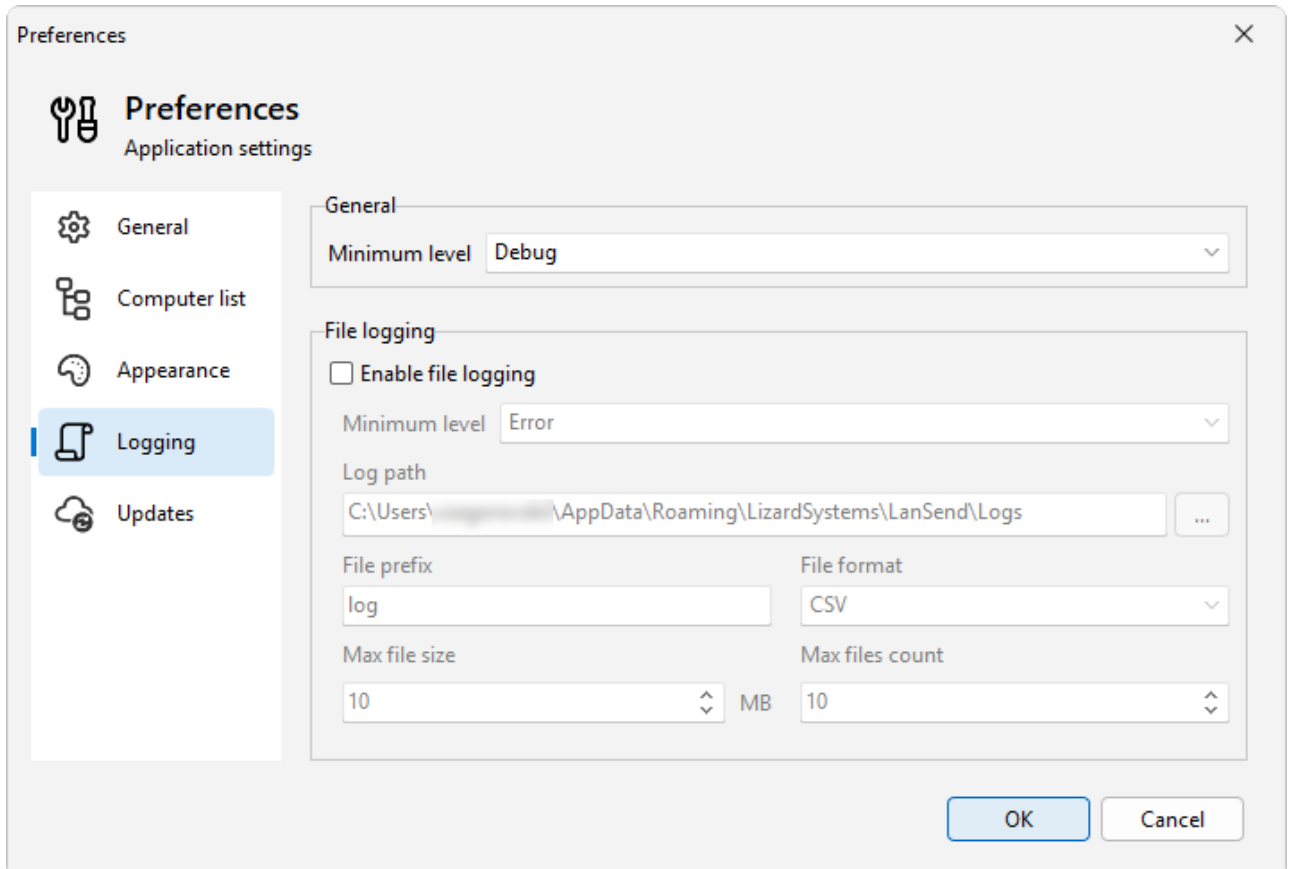


## See also

- [Logging preferences](#)
- [The main window](#)
- [LanSend](#)

## Logging

The **Logging** page in **File > Preferences...** controls how much LanSend records and whether it also writes a log file to disk. File logging keeps a record after you close the app, which helps when you need to look back at a delivery problem or hand details to support.



## In-app log

**Minimum level** sets the lowest level that appears in the [Application log](#) tab. Anything below the level you pick is dropped. Raise it to cut noise, lower it to capture more detail while you track down an issue.

## File logging

Tick **Enable file logging** to also write the log to disk. The file gets its own minimum level, separate from the in-app log, so you can keep the tab quiet but still save full detail to a file.

The remaining fields control the file itself:

- **Log path** is the folder where log files are written.
- **File prefix** is the start of each log file's name.
- **File format** is the layout of the file: **CSV**, **Text**, or **JSON**.
- **Max file size** is the size in MB at which the current file is closed and a new one starts.
- **Max files count** is how many log files are kept. Once the limit is reached, the oldest file is removed as a new one is created.

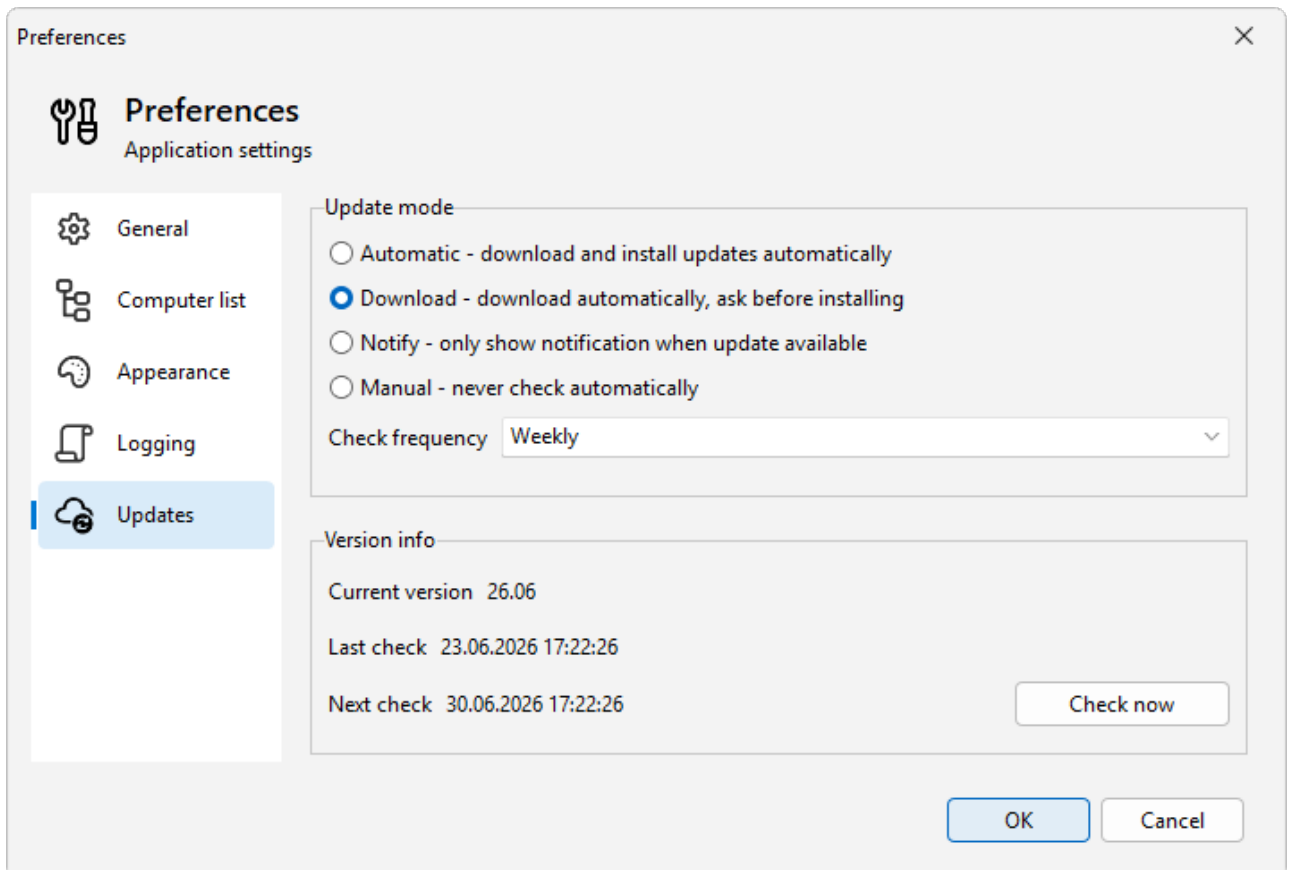
## See also

- [Application log](#)
- [Updates preferences](#)

- [LanSend](#)

## Updates

The **Updates** page, in **File > Preferences...**, controls when LanSend checks for a new version and how it installs one.



### Update mode

Pick how LanSend handles an available update:

- **Automatic - download and install updates automatically** downloads each update and installs it on its own.
- **Download - download automatically, ask before installing** is the default. LanSend fetches the update, then waits for you to confirm the install.
- **Notify - only show notification when update available** tells you an update exists and leaves the download and install to you.
- **Manual - never check automatically** turns off background checks. You check yourself with **Check now**.

### Check frequency

Set how often LanSend looks for a new version: **On startup**, **Daily**, **Weekly**, or **Monthly**. The default is **Weekly**.

## Version and status

The page shows your **Current version**, the **Last check**, and the **Next check**. **Check now** runs a check right away, whatever the mode.

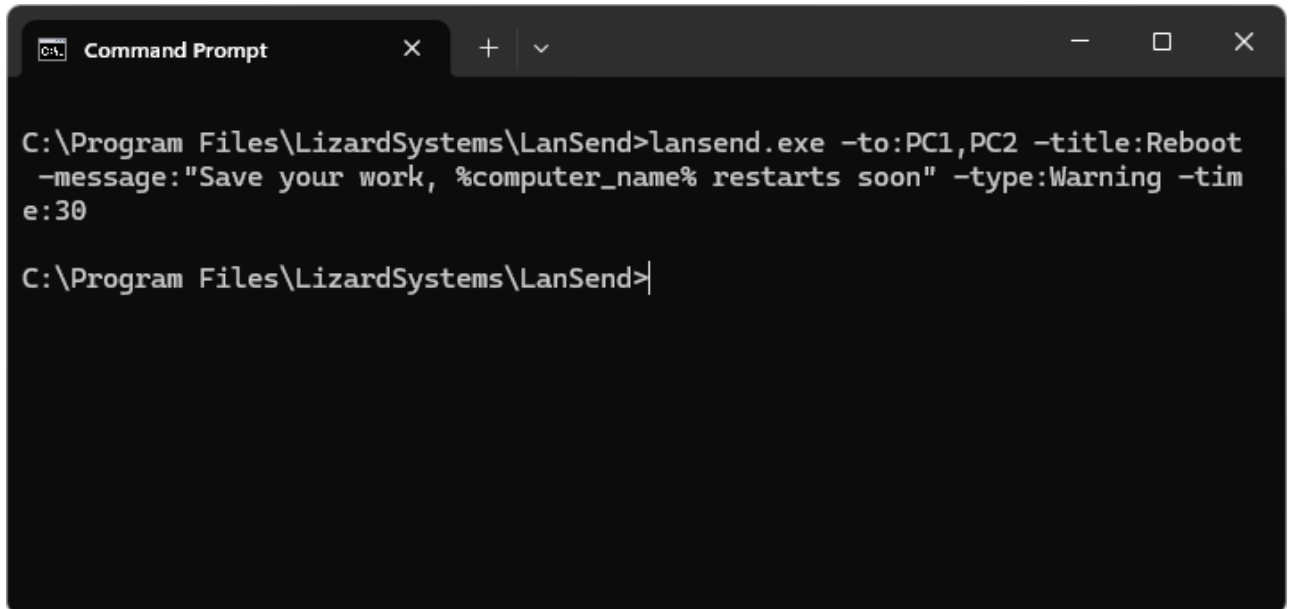
Downloads are verified for authenticity and integrity before they install.

## See also

- [Checking for updates](#)
- [Appearance preferences](#)
- [LanSend](#)

## Command line

LanSend can send a message from the command line, which is handy for scripts and scheduled tasks. Pass the recipients and the message as switches, and LanSend sends without opening its window.

A screenshot of a Windows Command Prompt window. The title bar reads "Command Prompt". The command prompt shows the following text:

```
C:\Program Files\LizardSystems\LanSend>lansend.exe -to:PC1,PC2 -title:Reboot
-message:"Save your work, %computer_name% restarts soon" -type:Warning -time:30

C:\Program Files\LizardSystems\LanSend>
```

## The switches

Attach each value to its switch (an optional colon separates them). A space between the switch and the value is not read, so write `-to:PC1`, not `-to PC1`.

Switch	What it sets
<code>-to:</code>	Recipients: computer or group names, separated by commas. Required.
<code>-title:</code>	The message title.
<code>-message:</code>	The message body, or a path to a text file to read it from. Required.
<code>-type:</code>	Info, Warning, or Error. Leave it off for a plain message.
<code>-time:</code>	Auto-close timeout in seconds. 0, or omitted, leaves the message open until the user closes it.

## Example

```
lansend.exe -to:PC1,PC2 -title:Reboot -message:"Save your work, %computer_name% restarts soon" -type:Warning -time:30
```

To send a longer message, point `-message:` at a text file:

```
lansend.exe -to:Sales -message:C:\notices\maintenance.txt -type:Info
```

The title and body support the same [variables](#) as the main window, such as `%computer_name%` and `%time%`. To run a message on a schedule, create a Windows scheduled task that calls `lansend.exe` with

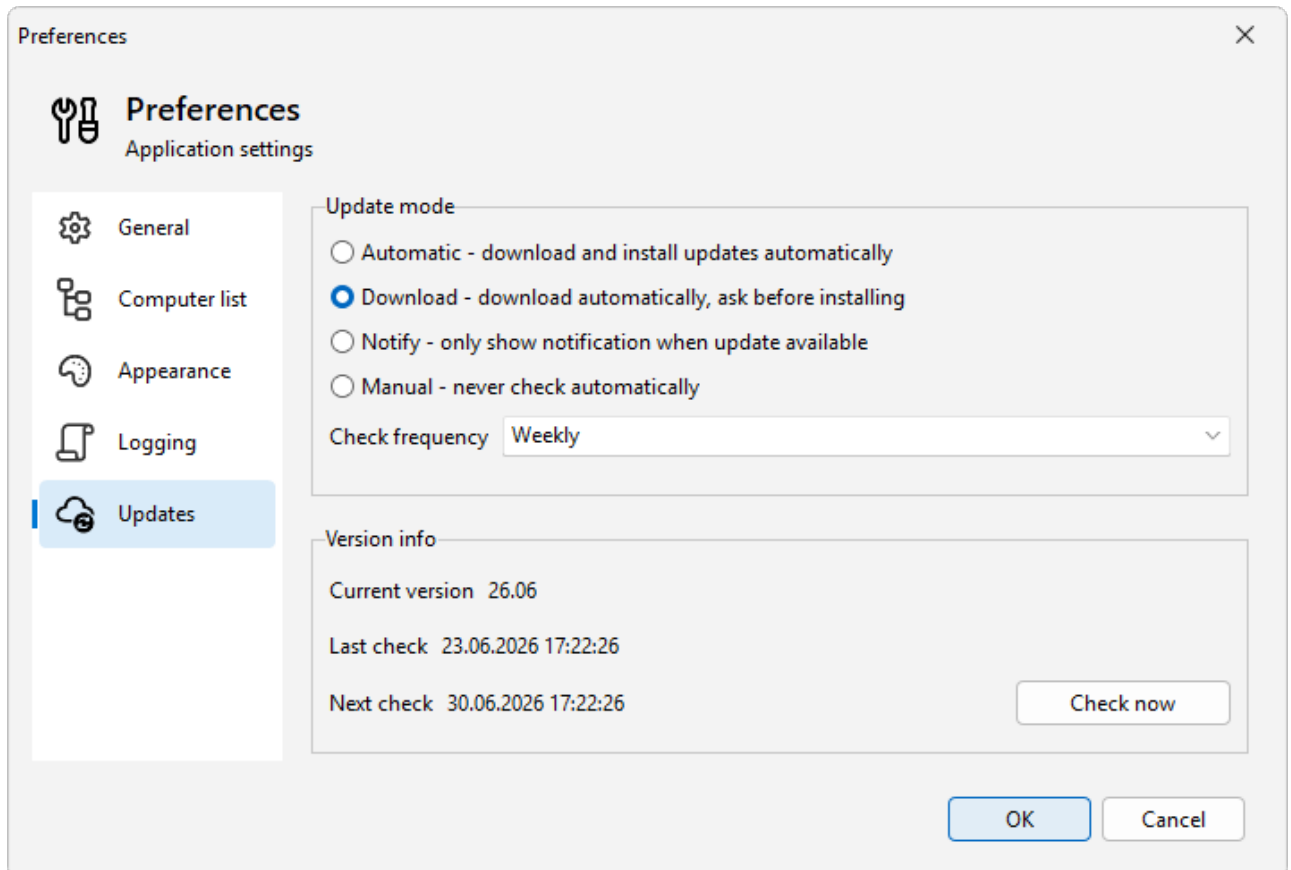
these switches. For a full walkthrough, see [send a network message from the command line](#).

## See also

- [Variables](#)
- [Sending messages](#)
- [LanSend](#)

## Updates and licensing

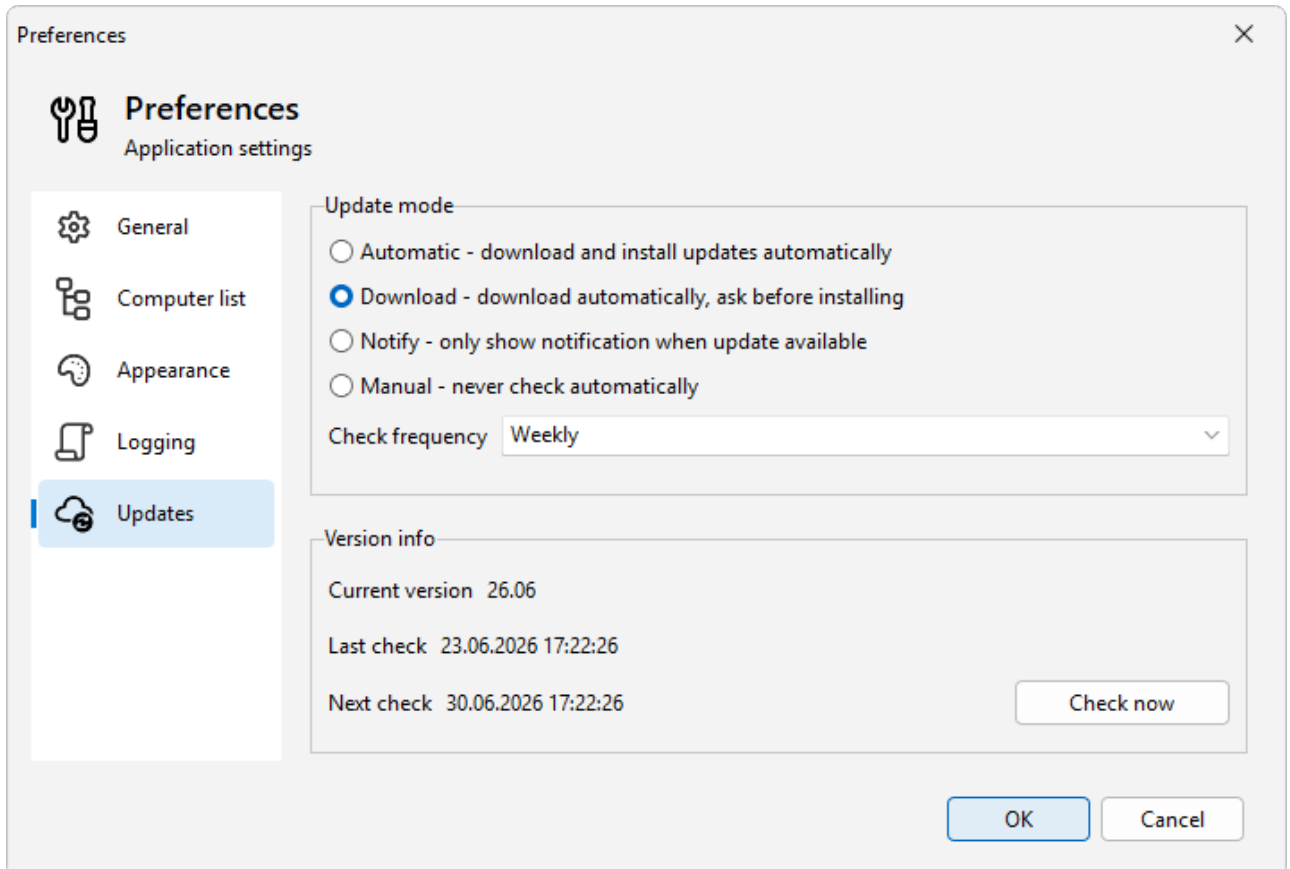
This section covers two housekeeping tasks: keeping LanSend up to date and registering your license. Both take a minute and you rarely need to repeat them.



LanSend can [check for updates](#) on its own or wait for you, and it verifies each download before installing it. You [register LanSend](#) with a license key from the **Help** menu. To buy a key, see the [LanSend purchase page](#).

### Checking for updates

LanSend can look for new versions on its own and download them in the background. You decide how that works on the **Updates** page in Preferences, and you can run a check yourself whenever you want.



## Check now

There are two ways to start a check by hand:

- Open **Help > Check for updates**.
- Open **File > Preferences...**, go to the **Updates** page, and click **Check now**.

The **Updates** page also shows **Current version**, **Last check**, and **Next check**, so you can see which build you are on and when the next automatic check is due.

## Choose how updates are handled

On the **Updates** page, **Update mode** has four settings:

- **Automatic - download and install updates automatically** installs new versions without asking.
- **Download - download automatically, ask before installing** fetches the update in the background and prompts you before it installs. This is the default.
- **Notify - only show notification when update available** tells you a new version exists and leaves the download to you.
- **Manual - never check automatically** turns off the automatic check. Use **Check now** when you want to look.

## Set how often LanSend checks

**Check frequency** controls the automatic check: **On startup**, **Daily**, **Weekly**, or **Monthly**. The default is **Weekly**. This setting has no effect in **Manual** mode, which never checks on its own.

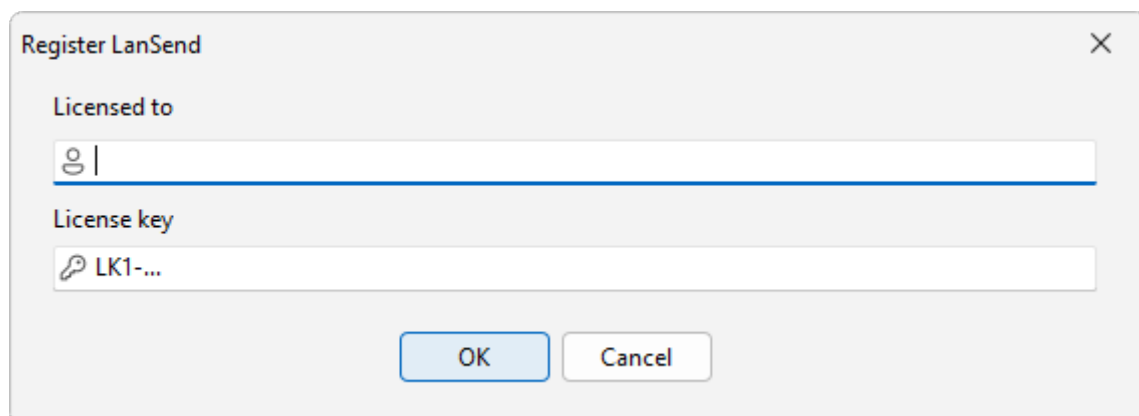
Every download is verified for authenticity and integrity before it installs, so you can let the update run without inspecting the file yourself.

## See also

- [Updates preferences](#)
- [Registering LanSend](#)
- [LanSend](#)

## Registering LanSend

Registering LanSend activates your license on this computer. You buy a key and enter it from the **Help** menu.



The screenshot shows a dialog box titled "Register LanSend". It has a close button (X) in the top right corner. There are two text input fields. The first is labeled "Licensed to" and contains a person icon followed by a vertical bar. The second is labeled "License key" and contains a key icon followed by "LK1-...". At the bottom of the dialog are two buttons: "OK" and "Cancel".

## Buy a license

Open **Help > Get license key** to go to the order page. Pick the license that fits how you use LanSend:

- **Business** is licensed per machine, so order one license for each computer that runs LanSend.
- **Corporate** covers a whole organization, with unlimited installations and technicians across departments and sites.

You can also [buy a LanSend license](#) directly from the website.

## Enter your key

Once you have a key, open **Help > Enter license key** to open the **Register LanSend** dialog. Type the name the license is issued to in **Licensed to**, paste the key into **License key**, and click **OK**. LanSend saves the license on this computer.

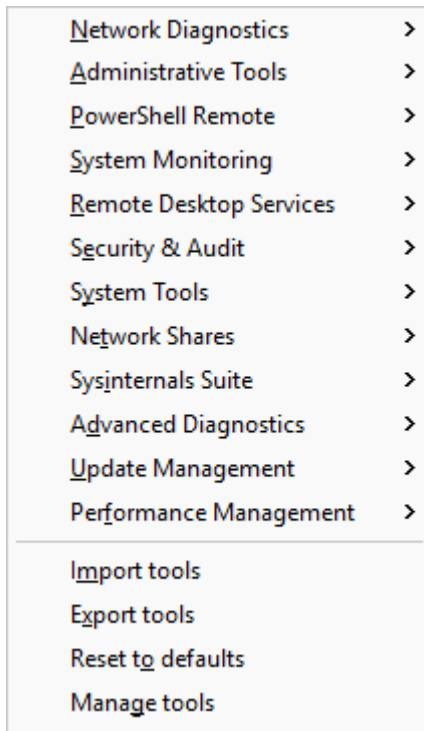
A LanSend license key begins with the prefix LK1-LNS-, so you can tell it apart from keys for other products.

### See also

- [Checking for updates](#)
- [LanSend](#)

## Tools

The **Tools** menu runs an external command against the computer you have selected in the list, filling in details like its name or IP address for you. It puts the utilities you reach for often, a ping, a PowerShell session, a remote desktop connection, one click away from inside LanSend.



### Run a tool

Select a computer in the list, open the **Tools** menu, and pick a tool from its category. LanSend launches the command for that machine, substituting the computer's details where the tool calls for them. The same variables as the rest of LanSend apply, including `%computer_name%` and `%computer_ip%`, so one tool works against whatever machine you have selected.

LanSend ships with a large default set, sorted into twelve categories: **Network Diagnostics**, **Administrative Tools**, **PowerShell Remote**, **System Monitoring**, **Remote Desktop Services**, **Security & Audit**, **System Tools**, **Network Shares**, **Sysinternals Suite**, **Advanced Diagnostics**, **Update Management**, and **Performance Management**.

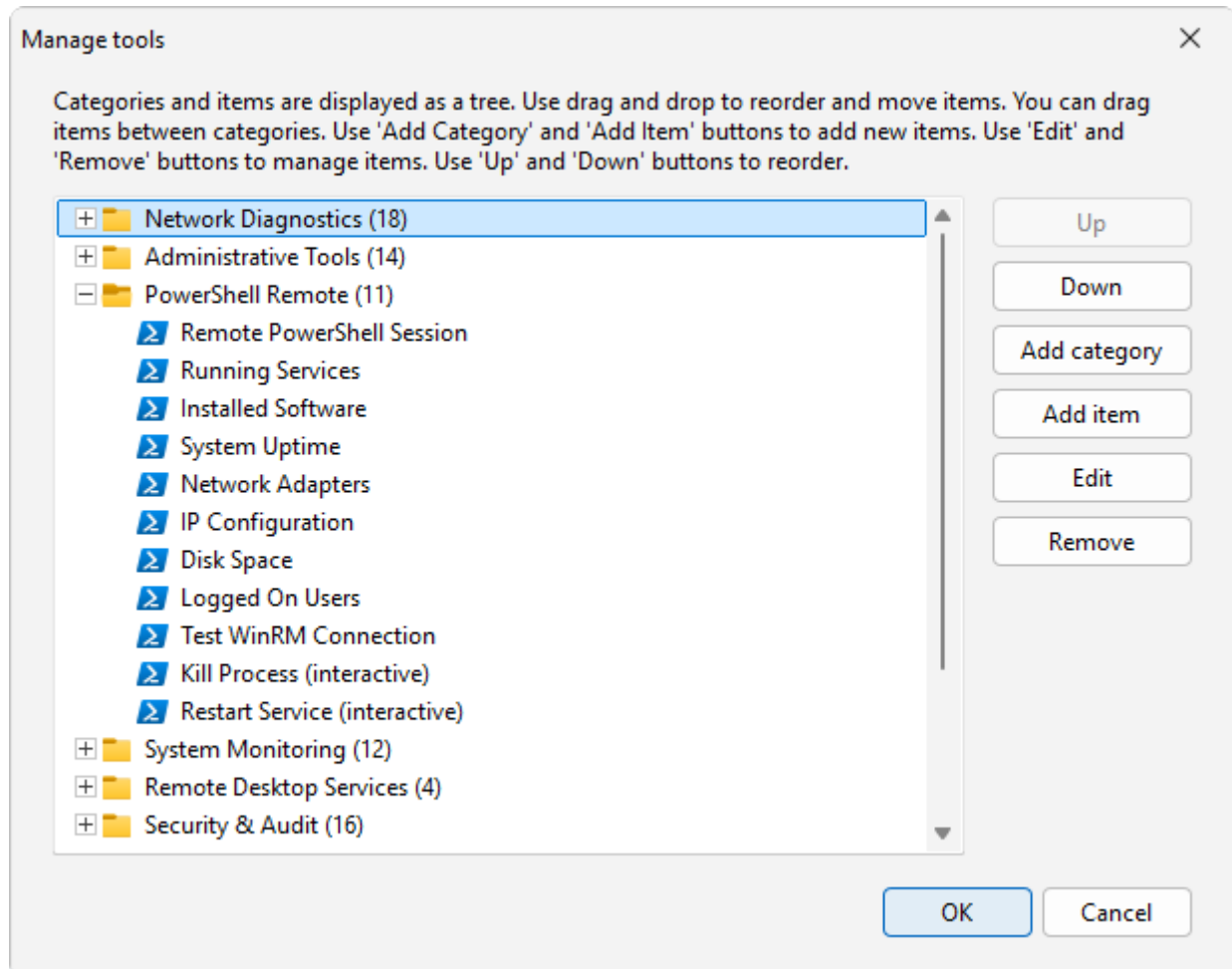
Some tools need their groundwork in place on the target: **PowerShell Remote** needs WinRM enabled, the **Sysinternals Suite** tools need the Sysinternals utilities on your PATH, and any tool that reaches a remote machine needs network access and the right permissions.

### Manage your tools

Below the categories, the **Tools** menu has four commands:

- **Import tools** adds tools from a file.

- **Export tools** writes your tools to a file to share or back up.
- **Reset to defaults** restores the default categories and tools.
- **Manage tools** opens the tree where you build and arrange them.



In **Manage tools**, the buttons to the right of the tree are **Add category**, **Add item**, **Edit**, **Remove**, and **Up / Down** to reorder. Editing a tool opens the **Edit tool** dialog (it reads **Add tool** for a new one), with these fields:

- **Tool name** is the label shown in the menu.
- **Command type** is **Standard command**, **Shut down command**, or **Send message command**.
- **Program name** is the executable or command to run.
- **Shell operation** is how it launches: **Open**, **Run as Administrator**, **Print**, **Explore**, or **Edit**.
- **Parameters (optional)** is the argument template, where you put variables such as `%computer_name%` and `%computer_ip%`.
- **Working directory (optional)** sets the folder the command runs in.
- **Icon** picks the menu icon.

## See also

- [The computer list](#)

- [The main window](#)
- [LanSend](#)

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