

# 2. Basic Operation of Image Express Utility 2.0

This section explains the following three cases as examples of operating Image Express Utility 2.0.

- (1) Transferring images to the projector
- (2) Holding a conference
- (3) Participating in a conference

For the major functions of Image Express Utility 2.0, refer to "1-1. What You Can Do with User Supportware 6" (▶ page 5).

## 2-1. Sending Images to Projector

### ■ Connecting projector

- 1** Turn on the power to the projector for which LAN has been set.
- 2** Click Windows [Start] → [All Programs] → [NEC Projector User Supportware] → [Image Express Utility 2.0] → [Image Express Utility 2.0 ], in that order.

The "Selection Of Network Connections" window will be displayed.

A list of the network equipment connected to your personal computer will be displayed.

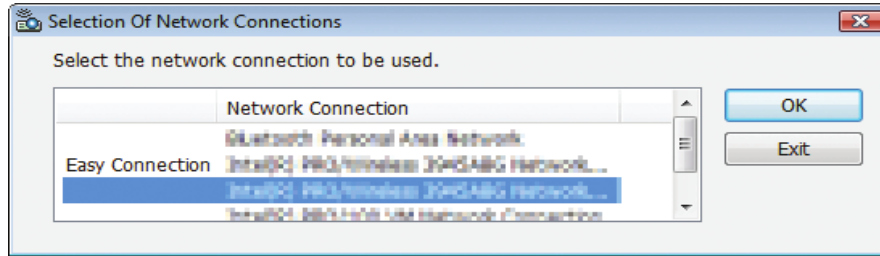
### Important

A screen like the one below is displayed when the software is started on a PC installed with Windows XP Service Pack 2 (SP2) (or later).

Click "Unblock" if this is displayed.



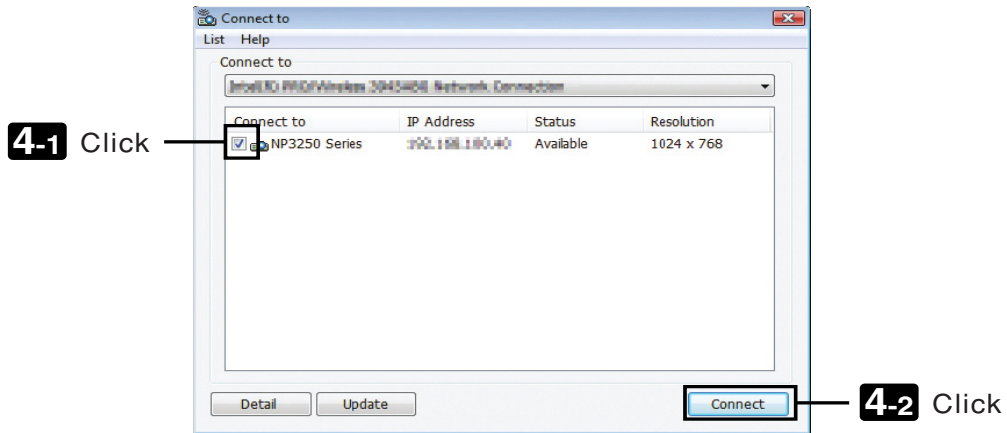
**3 Select the network equipment that is to be used and click [OK].**



Select the network device displaying “Easy Connection” if the product LAN setting is for “Easy Connection.” This will call up the “Projector List” window.

**4 Check(  ) the projector to connect and click [Connect].**

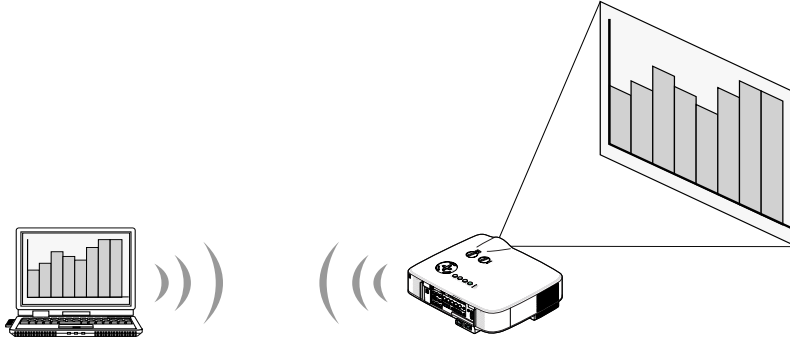
If the name of the projector to connect is not on the list or if it is hidden, click [Update].



The screen of your personal computer will be projected from the projector.  
At this time, the input signal of the projector will automatically change to "NETWORK".

### ■ Transferring images

When your personal computer is connected to the projector, the screen of the personal computer is projected from the projector as is. To make your presentation by using a PowerPoint file, open the PowerPoint file and start your presentation.

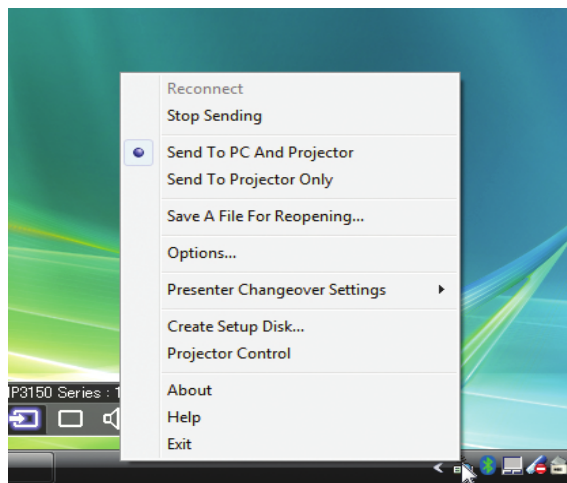


### ■ Stopping or resuming the transmission of images



The transmission of the screen of the personal computer to the projector can be temporarily stopped and then resumed.

**1** Click the projector icon (  ) on the Windows taskbar.

A pop-up menu will be displayed.



**2** Click [Stop Sending].

The projector icon on the taskbar will change (  →  ).

#### Note

Even if the screen of the personal computer is changed in this status, the image projected from the projector does not change.

To manipulate the screen that should not be disclosed (projected from the projector), stop transmission.

**3 Click the projector icon (  ) on the Windows taskbar.**

A pop-up menu will be displayed.

**4 Click [Start Sending].**

The projector icon on the taskbar will change (  →  ).

The transmission of the screen for the personal computer will be resumed, and the current screen of the personal computer will be projected from the projector.

**End the transmission of images**

Exit Image Express Utility 2.0.

**1 Click the projector icon (  ) on the Windows taskbar.**

A pop-up menu will be displayed.

**2 Click [Exit].****2-2. Holding Conferences****Holding conferences****1 Follow steps 1 through 4 in "Connecting projector" of "2-1. Sending Images to Projector" (  page 20).**

The screen of your personal computer will be projected from the projector.

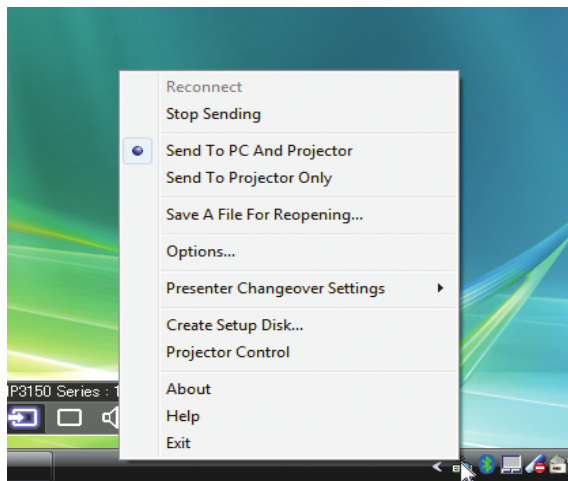
**Disclose a file to the participants of the conference.****Note**

To disclose a file to the participants, selection can be made only in folder units. Therefore, a folder only having files that can be disclosed to the participants must be created in advance.

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- 1** Click the projector icon (  ) on the Windows taskbar.

A pop-up menu will be displayed.



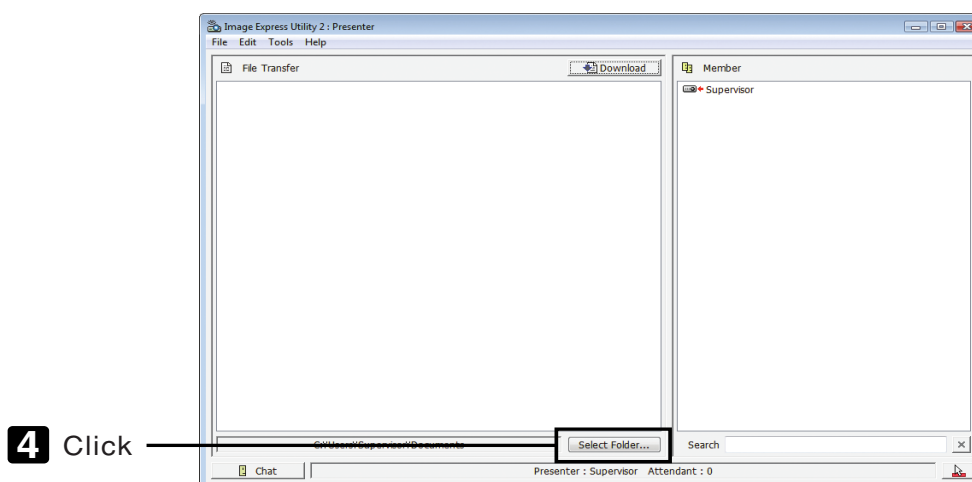
- 2** Before clicking [Send to PC and Projector], check that there is a “•” mark applied.

- 3** Click the [Image Express Utility 2.0] button on the taskbar.



The presenter window will be opened.

- 4** Click [Select Folder].



- 5** Select a folder saving the file to be disclosed to the participants, and click [OK].

The file in the selected folder will be displayed in the list of files to transfer.

**6 Click [Download].**

The file will be shown to the participants.

**Note**

When the personal computer is connected to the projector, the personal computer screen that is in of being progress is also projected from the projector. To manipulate a screen that should not be shown (not projected), temporarily stop the transmission (▶ page 22).

**Ending conference****1 Click [File] in the presenter window, and click [Exit].**

You can also end the conference by clicking [×] at the upper right of the presenter window.

**2**

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**2-3. Participating in Conference****Participating in conferences****1 Click Windows [Start] → [All Programs] → [NEC Projector User Supportware] → [Image Express Utility 2.0] → [Image Express Utility 2.0 ], in that order.**

The "Selection Of Network Connections" window will be displayed.

A list of the network equipment connected to your personal computer will be displayed.

**Important**

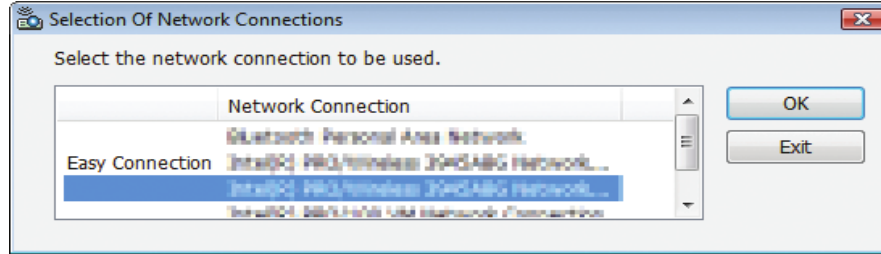
A screen like the one below is displayed when the software is started on a PC installed with Windows XP Service Pack 2 (SP2) (or later).

Click "Unblock" if this is displayed.



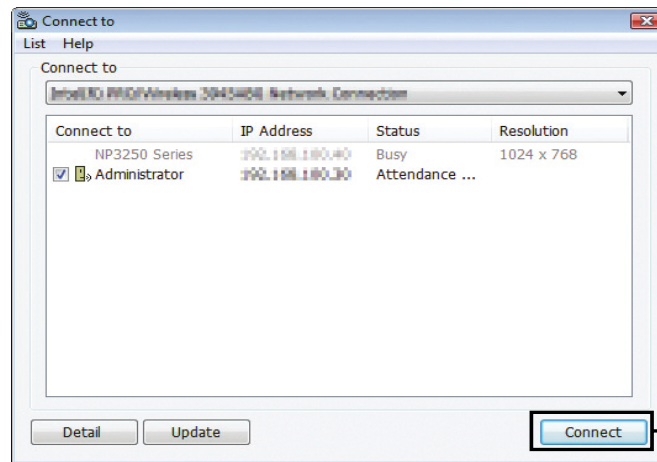
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### 2 Select the network equipment that is to be used and click [OK].



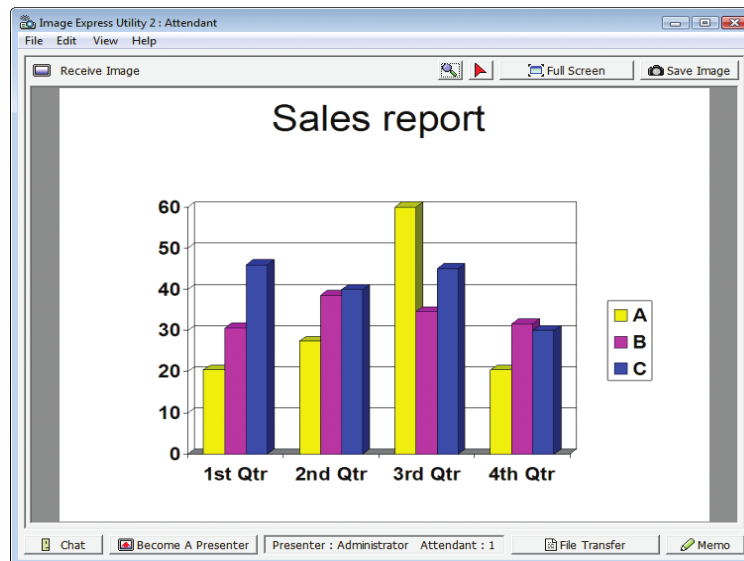
Select the network device displaying “Easy Connection” if the product LAN setting is for “Easy Connection.” This will call up the “ Meeting List” window.

### 3 Click the Meeting Name to participate, and click [Connect].



The personal computer will be connected to the selected conference and the attendant window will be displayed.

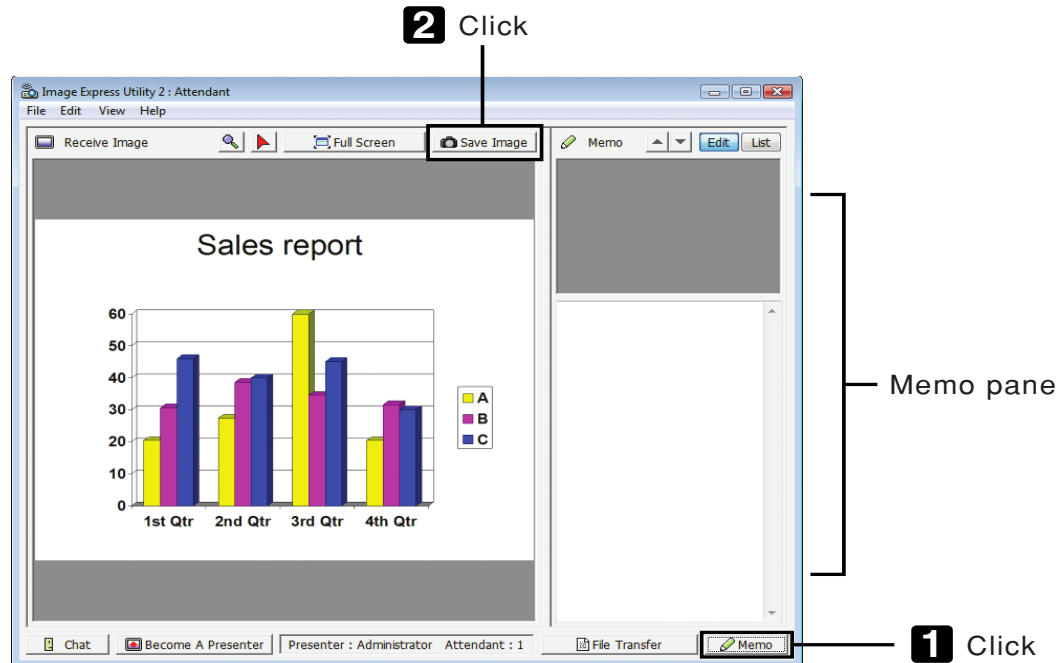
If the presenter selects "Send to PC And Projector" ( page 24), the image projected from the projector is displayed in the attendant window.



## ■ Saving received images

### 1 Click [Memo] in the attendant window.

A memo pane will be displayed.



### 2 Click [Save Image] in the attendant window.

The image displayed in the attendant window will be saved.

- The saved image is added to the memo list and a thumbnail is displayed.
- A memo can be attached to the saved image.

#### Reference

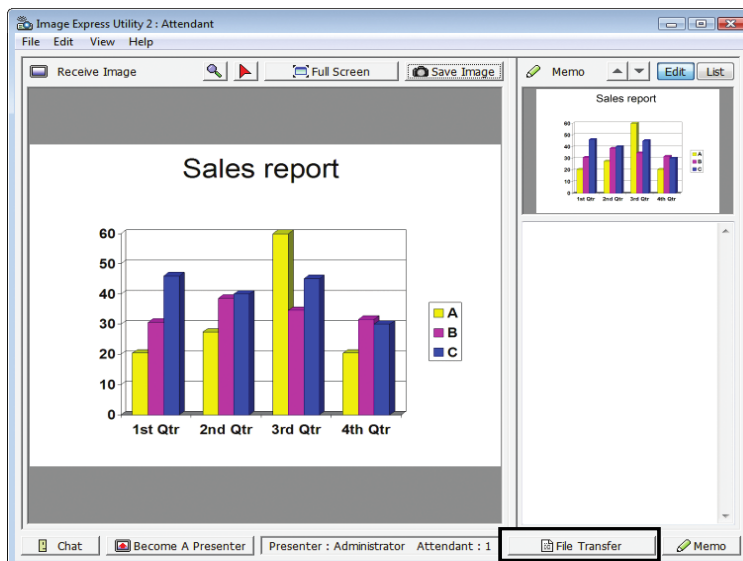
- In case of Windows XP/2000, a created file is saved to "My Documents\ImageExpress\" under the default settings. In case of Windows Vista, "Document\ImageExpress\" is the default folder to save a created file.
- A folder is created below the default folder based on the time and date of the conference, and the image is saved to a file in the created folder.  
For example, if a conference is held at 11:20 on May 14, 2009, the default folder name on Windows XP/2000 will be "My Documents\ImageExpress\2009-05-14\_11-20\_Meeting Records".  
In this folder, an HTML file named "Meeting Records" is created.  
The saved image is saved in "Images" folder.

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### ■ Downloading disclosed file

#### 1 Click [File Transfer] in the attendant window.

The "File Transfer" window will be opened.



1 Click

#### 2 Select a file to download, and click [Download].

Downloading will begin.

The progress of the downloading is displayed at the lower left of the window.

#### 3 When downloading is complete, click [File] in the "File Transfer" window, and click [Exit].

The "File Transfer" window will be closed.

#### Reference

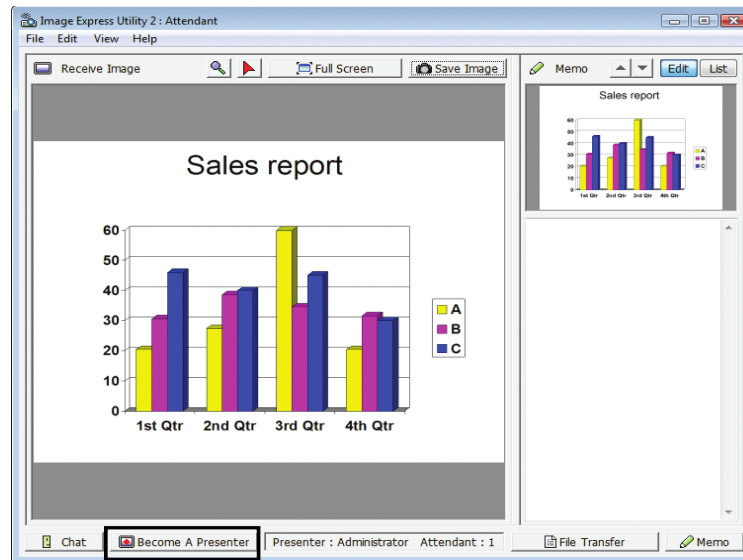
- If "Open After Downloading" is checked, the file is opened by specified Windows application software after downloading is complete.
- In case of Windows XP/2000, a created file is saved to "My Documents\ImageExpress\" under the default settings. In case of Windows Vista, "Document\ImageExpress\" is the default folder to save a created file.
- A folder is created below the default folder based on the time and date of the conference, and the image is saved to a file in the created folder.  
For example, if a conference is held at 11:20 on May 14, 2009, the default folder name on Windows XP/2000 will be "My Documents\ImageExpress\2009-05-14\_11-20\_Meeting Records".

## ■ Changing presenter

Three types of settings may be made to change the presenter: "Not Approved", "Approved", and "Changing Prohibited" (these can be selected only by the presenter). In the following example, "Not Approved" is selected.

### 1 Click [Become A Presenter] in the attendant window.

You will change from a participant to a presenter.



1 Click

## ■ Leaving conference

Leave the conference and exit Image Express Utility 2.0.

### 1 Click [File] in the attendant window, and click [Exit].

You can also leave the conference by clicking [X] at the upper right of the attendant window.