General purpose classrooms without an installed document camera are equipped with a standard overhead projector for displaying transparencies. Transparency material and markers are not provided with this equipment.

To use the projector:

1. Press the power button to turn on lamp and direct image to screen.

2. Place transparency on glass plate and adjust focus using the knob on the lens column.

3. The overhead projector contains two lamps. If the primary lamp is out, switch to the alternate and continue using the projector.
   - Before switching lamps, turn off the power to the projector.
   - Locate the flip-up door on the front of the projector.
   - To switch to the alternate lamp, lift up on the flip-up door and turn the left knob to the other lamp indicated; either “1” or “2”.
   - Close the door and turn the power back on. The alternate lamp should now be functioning.

If you need to engage the alternate lamp, please contact us so we can replace the lamp after your class. If both lamps are out, a call to the Classroom Support Hotline will result in the immediate dispatch of a technician to replace the lamps. We can be reached either by phone: 612-625-1086 or by e-mail: ocmhelp@umn.edu.