To load your slide carousel onto the projector, align the slot on the carousel tray with the notch on the projector. The tray will drop into position.

Verify that the “POWER” switch on the projector is in the “HI” position (all the way to the right).

*Please note: You may also need to turn on the projector by pressing the power on/off button(s) on the wireless remote or control panel.*

Advance to the first slide by pressing the “FORWARD” button on the remote control panel or projector. To operate the projector, briefly press the forward, reverse, or focus buttons on the remote control.

*Please note: No light will come from the projector until you have advanced to your first slide.*

To use the auto focus, focus the first image manually. Then, switch the auto focus to “ON”; the projector should now automatically adjust the focus of your other slides.

*Please note: To focus each slide manually using the buttons on the remote, switch the auto focus to “OFF”.*

When you are finished, turn off the projector power and remove your slide carousel tray.

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*Instructions provided by the*  
**Office of Classroom Management**  
[www.classroom.umn.edu](http://www.classroom.umn.edu)  
For additional assistance or to set up an equipment training session, please call the Classroom Support Hotline at 612-625-1086.

*Our Mission: To directly support high quality teaching and learning by faculty and students in University classrooms. The Office of Classroom Management (OCM) is the central point of contact, and single point of responsibility and accountability, for all general purpose classroom issues.*
**Slide Projector Tips**

**If the Projector Does Not Turn On:**
- In rooms with a wireless remote control, verify that the "POWER" switch on the projector is set to the "HI" position (all the way to the right).
- In rooms with a single slide projector using a wireless remote control, press both focus buttons on the remote simultaneously to turn on the projector.

**If the Remote Is Not Working Properly:**
- If the slide projector has a wireless remote, verify that the projector power cord is connected to the remote control receiver box, and the receiver box is connected to a standard electrical outlet.
- If the slide projector has a wired remote, verify that the remote is plugged into the outlet on the side of the projector.

**To Randomly Select Any Slide in the Tray:**
- Press and hold down the select bar, rotate tray to the desired slide, and release the select bar.

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**Changing a Slide Projector Lamp**

**Please note: If the lamp has blown while in use, the metal lamp housing will be very hot.**
- Please allow the projector to cool before handling the lamp. This may take about 10 minutes.
- When handling the new lamp, touch only the outer edges; do not put your fingers on the lamp or the reflector, as this may damage the lamp.

1. Turn off the projector power and locate the rear of the projector. While holding down the black tab, pull on the bottom of the housing containing the lamp. The housing should slide all the way out. **Please note: If the lamp has blown while in use, the metal lamp housing and lamp will be very hot.**

2. Press down on the lamp release clip to free it from its locked position. Lift the clip and raise the lamp out of its housing.

3. Remove the old lamp and discard. **Please note: If the projector has been in use, the lamp may still be hot.**

4. Insert a new lamp by carefully aligning the pins on the lamp with the slots on the lamp socket and press it tightly into place. Do not touch the inside of the lamp, as this can damage the lamp.

5. Reset the clip into its original locked position. Slide the lamp housing back into the rear of the projector until it locks into place.

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**If no light is coming from the projector:**
- If you have advanced to a slide and no light is coming from the projector, the lamp may be burned out. To replace the lamp, see the instructions below.

**If the Image is Out of Focus:**
- Use the auto focus control (see step 4 on previous page).
- If auto focus does not correct the problem, turn off the auto focus and adjust the focus manually using the projector’s focus knob.

**If the Slide Projector Is in a Pull-Down Cabinet:**
- Pull down on the cabinet handle. The shelf should lower easily to rest in a horizontal position. No key is required.

**If the Slides Advance on Their Own (Without Pressing the Forward Button):**
- Verify that the “TIMER” control is in the “OFF” position.

**If you need additional lamps or other assistance, please call our Classroom Support Hotline at 612-625-1086.**