Steps to use an Overhead Projector:

- Plug power cord into outlet.
- Press the power button ON.
- Place transparency on glass and adjust focus.
  - To increase/decrease image size move cart towards or away from wall screen.

- If you turn the overhead on and you don’t see a light, use the bulb selector and switch to the alternative bulb. NOTE: On the grey 3M overhead there is a flap/lid on the top in the lower left side. On the black Dukane overhead there is a lever you can move to the left/right on the front side.

- On the grey 3M projectors make sure you close the flap/door after choosing the second bulb (light will not show unless its closed).

- If both bulbs have blown and you need them replaced ASAP, please contact the MTIS department. If only one bulb is out please fill out the online Trouble Report form.

For technical support, contact the MTIS Department at 561-868-3189

To request an orientation on how to use the equipment prior to date of use, fill out the online Orientation Request Form.

For more information about MTIS services, please visit the web page at: www.palmbeachstate.edu/mediatechnology