

## Changing Overhead Projector Bulbs

### 1. Overhead Projector

- Some of the overhead projectors have 2 bulbs, with one being operational and the other being a spare. If this is the case, first attempt to engage the spare bulb. To do this, there is a switch, similar to the one shown in the picture below, that slides in both directions. First attempt to slide this switch to engage the spare bulb.



- If the overhead projector in the room does not have this capability or both bulbs are burnt out, additional bulbs can be located in the storage closet of all training labs. They are located in boxes that will look like one of the two shown below.

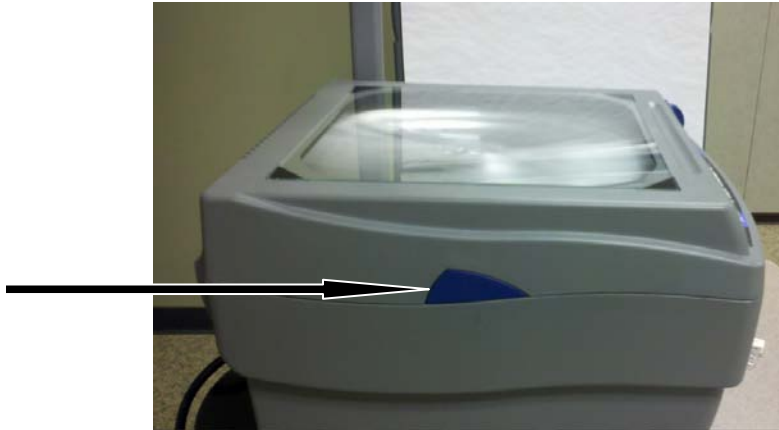


- The bulbs will look similar to the ones shown below. When handling the new bulbs, use something like a tissue or napkin to touch the bulb. Oils from your fingers can cause the bulbs to overheat and burn out more quickly.

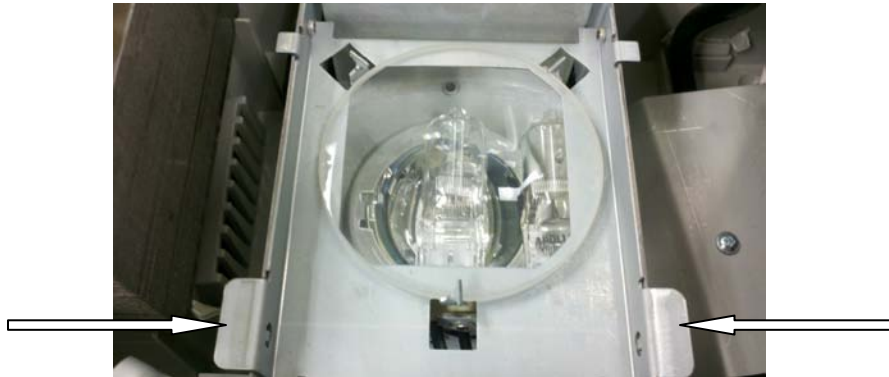


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- To open the overhead projector, locate the buttons on either side of the projector, identified in the picture below. Press both buttons at the same time and remove the top of the projector.



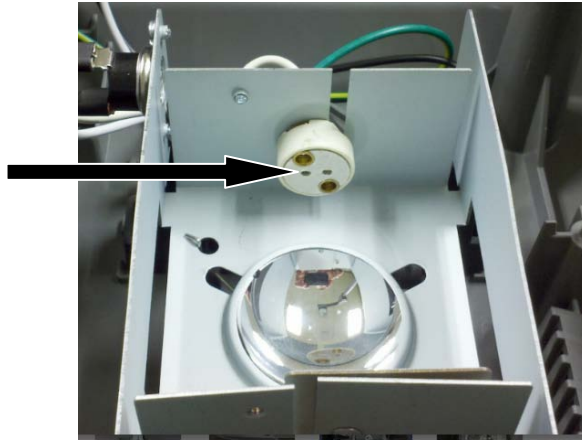
- Removing the old bulb. There may or may not be a cover over the bulb. If there is, open the cover by simply lifting up on the tabs identified in the picture below.



- When the cover is open, pull the bulb out of the socket. (They can be somewhat difficult to pull out and may require a firm pull.) As you saw in the picture of the bulbs earlier in this handout, they are attached by two prongs.

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- Inserting the new bulb. Simply insert the prongs of the new bulb into the empty slots on the socket, which are depicted below. (They can be somewhat difficult to push in and may require a firm push.)



- If applicable, close the cover over the bulb and reattach the top of the overhead projector.
- Make sure that the overhead projector is plugged in.

### 2. LCD Projector

- PLEASE DO NOT ATTEMPT TO CHANGE THE BULBS IN THE LCD PROJECTORS. CONTACT THE TRAINING SPECIALIST FOR YOUR REGION.