

Here is how the work order system on LCD projectors works:



Projector

All maintenance to your classroom LCD projector is done through school district maintenance (Facilities Maintenance Dept. – FMD) work order. The link is one the web page.

The following information is required on the work order:

- * malfunction of the projector
- * make/model of the projector
- * FNSBSD number
- * location of projector (Room number)
- * if it is locked/unlocked on a cart or mounted to the ceiling

After submitting the work order, tape a print copy to the projector (for your FYI and so FMD can easily locate the projector).

3. “Red Shirts’ Darryl or Roger will come to pick up the projector.
4. Depending on the time of day, your projector should be returned later in the day or the next day.

Your projector will go through an entire maintenance check as well as a lamp change. The library hopefully will have a spare to send up to you.

Disclaimer: Depending on the number of LCD projectors out for repairs, there may not be a temporary projector for you to use. There may have to be some ‘creative borrowing’ from around the building.

Remember to check the life expectancy of your lamp every month.



Checking for lamp life

for **NEC** projectors (white):

MENU -- scroll down to **INFORMATION** --- look for "remaining lamp time" or "remaining hours".

for **Sharp Notevision** projectors (dark gray):

MENU --- **Picture** --- arrow to the right to **PRJ ADJ** (projector adjust) --- Look at the bottom of the screen. You will see lamp percentage and hours.

The first number is the cumulative lamp usage.

The second number is the remaining lamp life.

Please let me know if you have a model other than an NEC or Notevision. We will figure out how to find the lamp life for that projector.