

# OVERHEAD PROJECTOR

## **TO BEGIN USE:**

- Move projector on wheeled cart to desired position in classroom
- Pull back of overhead projector down at the small hole to reveal cord
- Unravel cord and place electrical plug into outlet
- Lift up **OVERHEAD REFLECTION MIRROR** and face mirror toward medium that will be used to project image onto
- Tighten bolt on right to keep the mirror in place
  - ◆ *Mirror controls the Up and Down placement of the image on the medium to be projected upon; Side to Side placement is controlled by the position of the overhead in the room; Must physically move projector to adjust*
- Place object to be projected on top of glass display platform surface
- Turn projector on by pressing the big teal **ON/OFF** button on the front of the machine
  - Fan will turn on when **ON/OFF** button is pressed Overhead image will now be projecting onto wall
- Slide the teal lever on the front of the projector **RIGHT** to turn the lights **ON**
- If adjustment of the **REFLECTION MIRROR** is needed (image is not projecting in the correct spot on the medium it is projecting upon), loosen bolt holding mirror in place and lift and lower mirror until desired image placement is achieved; Twist bolt to again hold mirror in place

## **TO CONTROL OVERHEAD FUNCTIONS:**

- Slide the teal lever on the front of the projector **RIGHT** to turn lights **ON** and **LEFT** to turn lights **OFF**
- Use the black lever on the back of the lens to control the size of the projection; **TURN** lever to make image projected appear **BIGGER** or **SMALLER**
- Use large, black and silver focus knob on the side of the lens tripod to sharpen and focus projection image of object; **TURN** knob in a circular motion to make the lens go up and down

## **TO RAISE AND LOWER AUTOMATIC PROJECTION SCREEN:**

- \* **REFER TO *System Start-Up* IN THIS MANUAL TO TURN ALL FUNCTIONS ON**
- Press **SYSTEM POWER ON** on touch screen monitor to turn all functions on
- Press **SCREEN**  $\Delta$ / $\nabla$  arrows on touch screen;  $\Delta$  to raise,  $\nabla$  to lower
  - Screen will also come down automatically when **SEND IMAGE TO PROJECTOR** is pressed
  - ◆ *SEND IMAGE TO PROJECTOR appears during use of all functions*

OR → Use wall switch **PROJECTION SCREEN CONTROL** in classroom;  
Press **UP** to raise, **DOWN** to lower, and **STOP** button to stop screen movement up or down

## **× WHEN DONE WITH USE:**

- Turn power off on overhead using teal **ON/OFF** button, take object off display; un-plug cord and wrap up; place back inside of grey pull-out; return push cart to original position in classroom
- \* **IF TOUCH SCREEN MONITOR USED TO DROP DOWN PROJECTION SCREEN, REFER TO *System Shutdown* IN THIS MANUAL TO TURN ALL FUNCTIONS OFF**

** MUST Shut Down system when finished with a classroom!**