



Data Projector & Lamp Replacement

Overview

This document informs staff about data projector maintenance and lamp replacements. If you have any questions or concerns relating to this policy, please discuss them with your supervisor, manager, or director.

Background

Historically schools and departments have been responsible for purchasing projector bulb and lamp replacements. Starting with the 2014-2015 school year the IT Department has responsibility for replacing all District projector bulbs and lamps and, if necessary, the projector.

Requesting a Replacement Data Projector or Lamp

When a data projector or lamp starts showing signs of regular wear and tear, discoloration, or stops projecting, contact the IT Service Desk by phone at 503-916-3375 or email itservicedesk@pps.net. Please include the make and model of the projector and a detailed description of the problem. A Service Desk technician will evaluate the projector.

Service Desk Equipment Evaluation

A Service Desk technician will evaluate the data projector and lamp. As part of the evaluation process Service Desk technicians will clean the projector (blow out dust, clean the glass, check the filter, etc.). Based on the technician's evaluation, the age and condition of the data projector, IT will do one of the following:

- x Replace the lamp
- x Recommend a replacement data projector if the cost of the lamp replacement exceeds \$175
- x Recommend a replacement projector