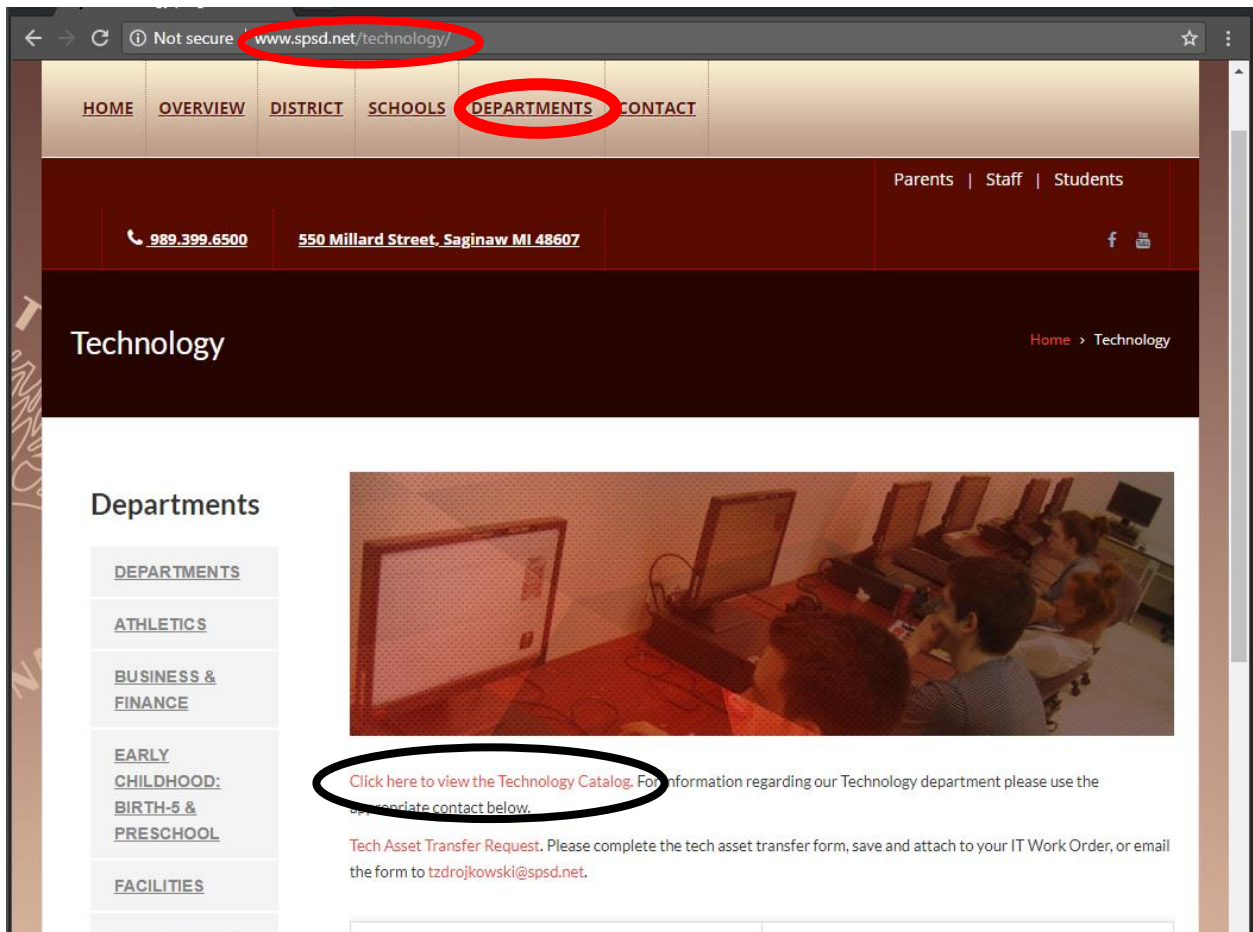


Projector Bulb Replacement Steps

- Please determine the model of the projector you have.
- Please ask your building secretary to order a replacement bulb for the projector. The ordering information can be found in the technology catalog
- Once the projector bulb arrives, please coordinate with the building secretary to place a work order for a technician to install the new bulb.
- You will need to include your room number and phone extension in the work order.

To locate the technology catalog:

Go to www.spsd.net, click on Departments/Technology/”**Click here to view the Technology Catalog.**”



The screenshot shows a web browser window with the URL www.spsd.net/technology/ in the address bar. The website has a navigation menu with items: HOME, OVERVIEW, DISTRICT, SCHOOLS, DEPARTMENTS, and CONTACT. The DEPARTMENTS item is circled in red. Below the navigation menu, there is a dark red banner with contact information: 989.399.6500, 550 Millard Street, Saginaw MI 48607, and social media icons for Facebook and Twitter. The main content area is titled "Technology" and includes a breadcrumb trail: Home > Technology. On the left, there is a "Departments" sidebar with a list of links: DEPARTMENTS, ATHLETICS, BUSINESS & FINANCE, EARLY CHILDHOOD: BIRTH-5 & PRESCHOOL, FACILITIES, and FOOD SERVICE. The main content area features a photograph of students in a computer lab. Below the photo, there is a link: "Click here to view the Technology Catalog. For information regarding our Technology department please use the appropriate contact below." This link is circled in black. Below the link, there is a "Tech Asset Transfer Request" section with instructions to complete a form and email it to tzdrojkowski@spsd.net.

Bulb replacement information follows on the next page.

Replacement Lamps for Data Projectors

Data Image Systems, Inc.	LP42 Lamp for Epson Powerlite 83c, 83+, 822p, 822+ REMC #170332	\$ 89.00
	LP33 Lamp for Epson Powerlite S3 REMC #170326	\$ 163.00
	LP36 Lamp for Epson Powerlite S4	\$ 123.00

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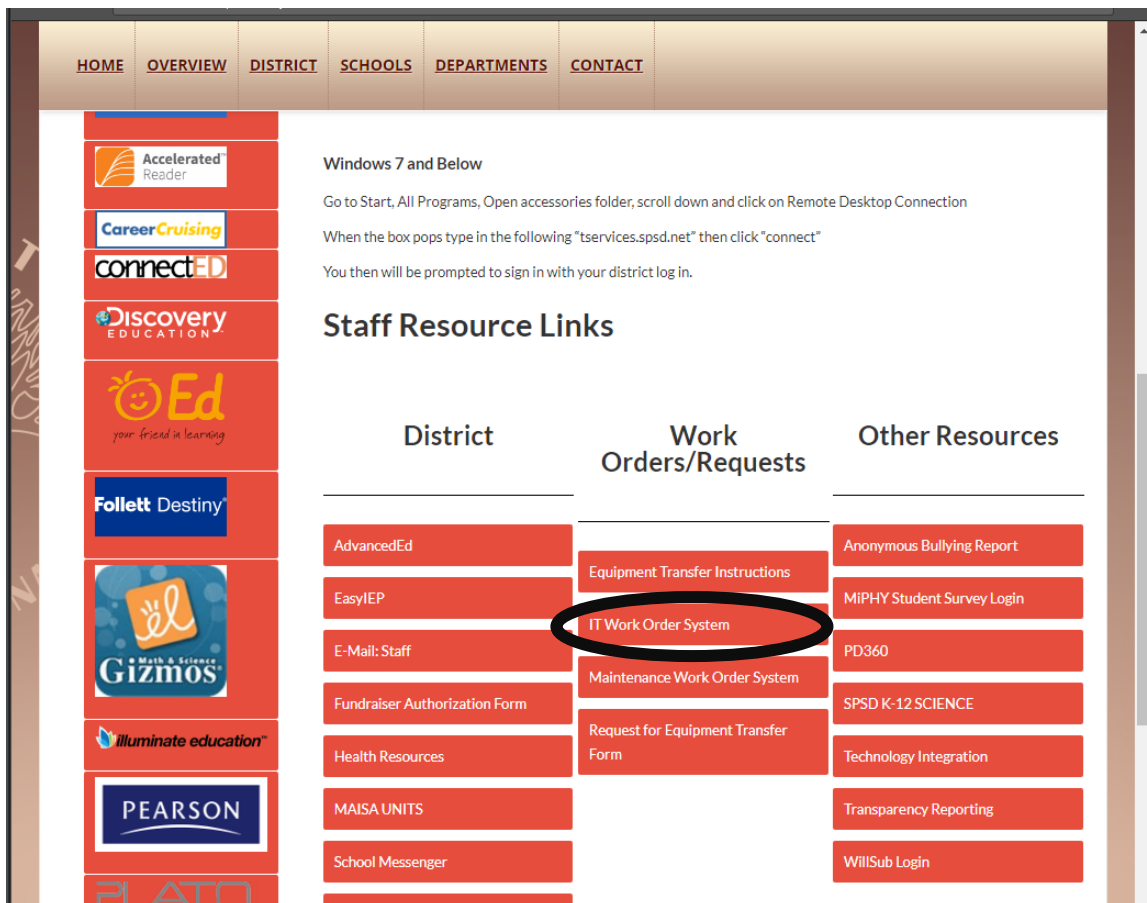
Vendor	Part Number	Description	Unit Price
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Replacement Lamps for Data Projectors (cont.)

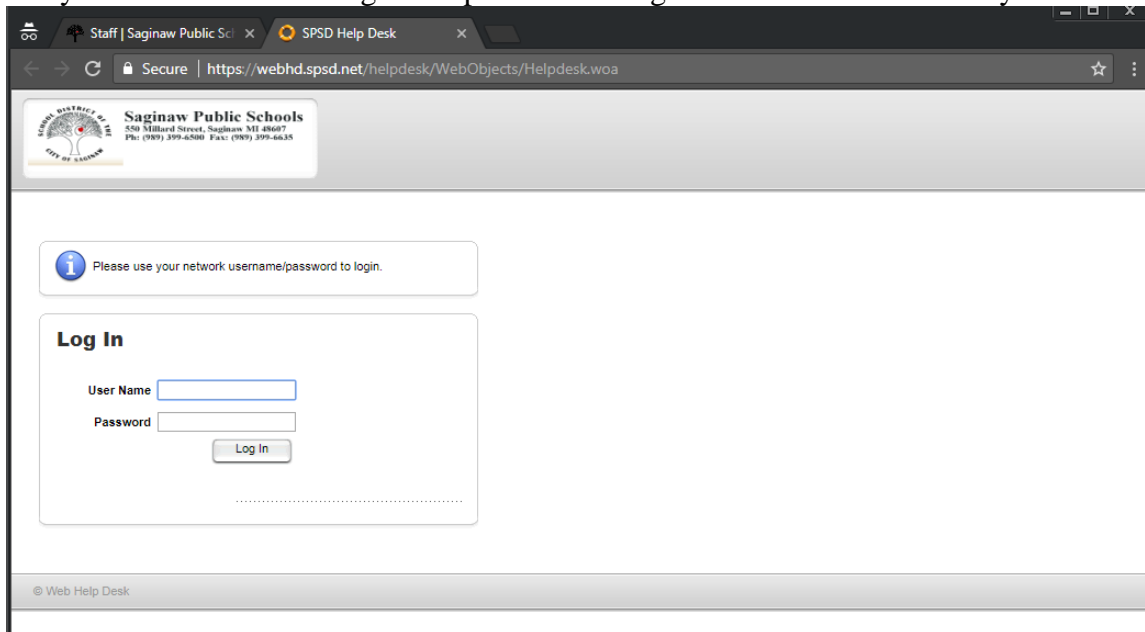
Data Image Systems, Inc.	LP60 Lamp for Epson Powerlite 93, 95 REMC #170338	\$ 109.00
	Lamp for Epson Powerlite 98 REMC #170326	\$ 98.00
	LP88 Lamp for Epson Powerlite 98H REMC #170345	\$ 62.15
	90-Day Warranty	

Once the bulb arrives, follow the steps on the next page.

You can enter a work order by going to the district web page (www.spsd.net), clicking on staff (upper right), then scroll down, in the middle of the page, click on IT WORK ORDER SYSTEM



Use your district network login and password to log into the IT Work Order System.



The screenshot shows a web browser window with two tabs: 'Staff | Saginaw Public Schools' and 'SPSD Help Desk'. The address bar shows the URL 'https://webhd.spsd.net/helpdesk/WebObjects/Helpdesk.woa'. The page header includes the Saginaw Public Schools logo and contact information: 'Saginaw Public Schools', '550 Hilliard Street, Saginaw, MI 48607', 'Ph: (989) 399-6500 Fax: (989) 399-6635'. Below the header is an information box with an 'i' icon and the text 'Please use your network username/password to login.' Below this is a 'Log In' section with a 'User Name' field, a 'Password' field, and a 'Log In' button. At the bottom of the page, there is a footer that reads '© Web Help Desk'.

- You will receive an email confirmation that your work order has been submitted.
- You will also receive an email confirmation once the work order is completed and closed.
- If you want to be the person to receive the email confirmations, please be sure you are the user who submits the work order.

If you need any assistance with this process, please call the help desk at (989) 399-6556.

Or email
helpdesk@spsd.net