

Lectern problem resolution checklist

Built in PC Problems

No Picture on the monitor or projector screen when using the built in PC?

1. Is the PC turned on?
 - a. If not power it on.
2. Is the VGA SWITCH in the lectern set to PC?
 - a. If the VGA SWITCH is set to EXT VGA IN change it to PC. You should get a picture on the monitor in the lectern.
3. Is the projector on?
 - a. Use the remote or the power button on the projector to power it on.
4. If you now get a picture on the monitor but nothing on the projector screen, check the projector settings.
 - a. Use the remote or on the projector itself and press the INPUT button until you get a message that says *Analog RGB (1)* on the screen. What is on the PC screen should come up on the projector screen now.

No sound when using the built in PC?

1. Check the AUDIO SWITCH in the lectern and be sure that it is powered on (the switch will be RED and glowing) and the AUDIO SWITCH is set to PC AUDIO. If it is not change it, you should now hear sound. You may have to adjust the VOLUME knob on the AUDIO SWITCH.

LAPTOP PC Problems

No picture on the screen when using a Laptop?

1. Be sure you have a VGA Cable connected to the laptop VGA port and the EXT VGA IN port on the white INLINE panel on the right side of the lectern in the upper right corner.
 - a. There should be a cable located in the Gray Lock Cabinet in the room, if not you can get one in B04 (CBA Support Services).
2. If the VGA cable is connected and you still have no picture check the VGA SWITCH to see that it is set to EXT VGA IN.
3. If you now get a picture on the monitor but nothing on the projector screen, check the projector settings.
 - a. Is the projector on?
 - i. Use the remote or the power button on the projector to power it on.
 - b. Use the remote or on the projector itself and press the INPUT button until you get a message that say *Analog RGB (1)* on the screen. What is on PC screen should come up on the projector screen now.

NOTE: You will see what is on the laptop on the PC monitor in the lectern, BUT the keyboard and mouse attached to the lectern PC WILL NOT WORK WITH THE LAPTOP.

No sound when using a laptop?

1. Do you have an audio cable connected to the Audio out port on the laptop and the LAPTOP AUDIO port on the white INLINE panel on the right side of the lectern in the upper right corner?
 - a. There should be a cable located in the Gray Lock Cabinet in the room, if not you can get one in B04 (CBA Support Services).
2. If the cable is plugged in and you still have no audio check the AUDIO SWITCH to see that the switch is set to AUX AUDIO. If it is not change it, you should now hear sound. You may have to adjust the VOLUME knob on the AUDIO SWITCH.

Not able to access the network or Internet when using a Laptop?

1. Be sure you have a network cable connected to the NETWORK jack on the white INLINE panel on the right side of the lectern in the upper right corner.
 - a. There should be a cable located in the Gray Lock Cabinet in the room, if not you can get one in B04 (CBA Support Services).

VCR Problems

No Picture on the projector screen when using a VCR?

1. Check to see that the YELLOW plug is plugged into the VIDEO port on the white INLINE panel on the right side of the lectern in the upper right corner.
2. Still no picture on the projector screen, with the remote or on the projector itself press the INPUT button until you get a message that says *VIDEO* on the screen. You should now be able to see what is playing in the VCR.

No Sound when you are using a VCR?

1. Check to see that the WHITE plug is plugged into the AUDIO port on the white INLINE panel on the right side of the lectern in the upper right corner.
2. Still no sound, check the AUDIO SWITCH to see that the switch is set to AUX AUDIO. If it is not change it, you should now hear sound. You may have to adjust the VOLUME knob on the AUDIO SWITCH.

If the above steps do not correct the problem please go to B04 (CBA Support Services) and report the problem that you are having. Please note that the connections on the wall are not User Serviceable and may cause system failure if tampered with.