No Audio:

Check the PC volume level. It is located in the bottom right corner of the screen, it looks like this if there is no sound:

Click on it and drag the level bar to the right.

Speakers / Headphones (Realtek High Definiti.	^
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- Check the volume level on the program that you are using.
- Check the volume level on the control panel (on the podium or in the wall). If there is a knob, turn it clockwise. If there is not a knob there will be a button labeled "Volume Up", press that repeatedly until the volume is at least half way up.