

# What do I do when I have no sound in my classroom?

Since each audiovisual system was installed at different times, technology in each room may vary. Please examine the equipment in the room.

## CHECK THE COMPUTER VOLUME

Computer volume can be controlled by clicking the **speaker icon** located in lower right of your screen in the **Windows Taskbar**.

## CHECK THE VOLUME OF THE MEDIA PLAYER

Most media players have **separate volumes controls**. Locate this and ensure the volume is turned up.

## CLASSROOMS WITH SPEAKERS MOUNTED ON THE WALLS

If there are speakers mounted on the walls, the volume is controlled by a small black amp located on the computer cart. Please check the following to ensure proper operation:

1. The amp is turned on.
  - The **power button** can be found on the **far left**.
2. The volume is turned up.
  - The **volume knob** can be found on the **far right**.
3. The proper input is selected.
  - The **input selection switch** is located to the **right**.
  - Select **V for DVD/VCR** or **C for Computer**.
  - If these **labels are not affixed** to the amp, switch the inputs while sound is playing to find the appropriate input.

## CLASSROOMS WITH CONTROL BOXES ATTACHED TO DESKS

Newer classroom systems allow users to control the room's projector with the press of a button. Please check the following to ensure proper operation:

1. Look for a **control box attached to instructor station desk** with glowing buttons which read:
  - a. On
  - b. Off
  - c. Computer
  - d. DVD

e. Volume Up

f. Volume Down

2. Use the **Volume Up** and **Volume Down** buttons to control the volume.

3. If problems persist, check the speaker attached to the desk to ensure:

a. Speaker is on. A red light will indicate the speaker is on.

b. Volume is turned up. The Volume knob is located on the back of the speaker.

## **CLASSROOMS WITH A SPEAKER ON THE DESK**

Many classrooms are equipped with a speaker on the desk. Please check the following to ensure proper operation:

1. Speaker is on. A light will indicate the speaker is on.

2. Volume is turned up. The Volume buttons are located on the back of the speaker.

*If problems persist, please call the IT Help Desk  
at 567-661-7120 for assistance.*

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