

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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