Adjusting Sound Volume

First, turn on the video monitor or projector. If using a projector, make sure the source is set to Digital Link. Note that the room display device(s) must be turned on for the sound to be broadcasted to the room.

Locate the video source switcher. This should be near the instructor station. There will be two options: “Computer” and “Mobile Device”. Choose ‘Computer’ if wishing to display the instructor station. Choose the one that is labelled, “Mobile Device” if wishing to display a personal device.
Adjust the Sound Volume

**Windows Devices**

- To adjust your PC’s volume from the desktop, click the little speaker by your clock and use the slider to increase or decrease the volume.

**MacOS Devices**

- To change your computer’s volume, click the Volume control in the menu bar, then drag the slider to adjust the volume (or use the Control Strip). If the Volume control isn’t in the menu bar, choose Apple menu > System Preferences, then click Sound. Click Output, then select the “Show volume in menu bar” checkbox.