**Have you had trouble adjusting the volume on your computing device?**

Macintosh HD:Users:cjmccarthy:Desktop:Screen Shot 2016-06-24 at 12.02.02 PM.png (speaker icon) **Macintosh HD:Users:cjmccarthy:Desktop:Screen Shot 2016-06-24 at 12.02.12 PM.png** (muted speaker)

**Cell phones:** These usually have a button on the side to press to increase or decrease the volume. Sometimes a swipe down at the top of the screen will show the volume, or select settings and locate the audio or sound setting. Is it muted?

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| **ChromebookMacintosh HD:Users:cjmccarthy:Desktop:Screen Shot 2016-06-24 at 12.05.08 PM.png**  Your device comes with a row of dedicated shortcut keys at the top row of the keyboard, including three keys that **control** speaker **volume**. Press the mute, **volume** down, and **volume** up keys to change or mute the audio. | **iPad**  **Macintosh HD:Users:cjmccarthy:Desktop:Screen Shot 2016-06-24 at 12.06.29 PM.png**  Press the upper side button to increase volume and the lower side to reduce it. You can rapidly reduce volume to zero by holding the volume down for about two seconds. Just above the volume rocker button is the Silent button. This button only silences app sounds and sound effects. | **iPad iOS 4.2**  iOS 4.2 for iPad, the Screen Rotation Lock switch's functionality was changed to serve as the Mute button. Another way to mute your iPad is to hold down the volume switch (below the Mute button on the top-right corner of the device) until the sound is effectively off |
| **Kindle Fire**   1. Locate the gear at the top right of your screen. 2. Tap the gear to bring up setting options. 3. The slider below the few setting options is the volume level. Tap the sliding ball and slide it to the left to turn down the volume. | **Microsoft Surface tablet**  Use the volume button on the keyboard OR   1. Press the **windows key** and **C**. 2. Click on **Settings charm** 3. Click the **speaker icon**   Or swipe in from the right and select Settings. | **Macbook**  To change your computer's **volume**, click the **Volume control** in the menu bar, then drag the slider to **adjust the volume**. 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 |

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| **Windows 10**  Click the **speaker icon** in your taskbar on the bottom right of your screen and adjust the slider.  Make sure it is not muted. | **Windows 10 with no speaker icon**  **Right-click on the taskbar** by the clock and choose **Properties** **and turn the Volume switch to On**.  Make sure it is not muted. | **Windows computers:**  On the **taskbar bottom right locate the** **speaker icon.**  **Right-click** on it to open the volume controls. |
| **Windows 8**  Advanced alternative:  On the keyboard  press the **Windows key and C**  Swipe in from the right to show the **charm bar.**  Select **Settings**  Select the **Volume icon** (speaker)  Adjust the volume level as desired. | **Windows 7 or Vista**  Advanced alternative:  Click the **START** button  Click on the **Control Panel** button. Click on **Hardware and Sound**.  Beneath the SOUND icon click **Adjust system volume** to open the volume mixer. Make sure the Mute box isn’t checked and adjust as desired. | **Windows XP**  Advanced alternative:  Click the **START** button  Click on the **Control Panel** button  Select **Sounds and Audio Devices** (speaker icon)  Click the **Audio tab** and click the **volume button** in the **sound playback** section. Make sure the Mute box is not checked and adjust as desired. |