

Chromebook – How To Adjust Volume

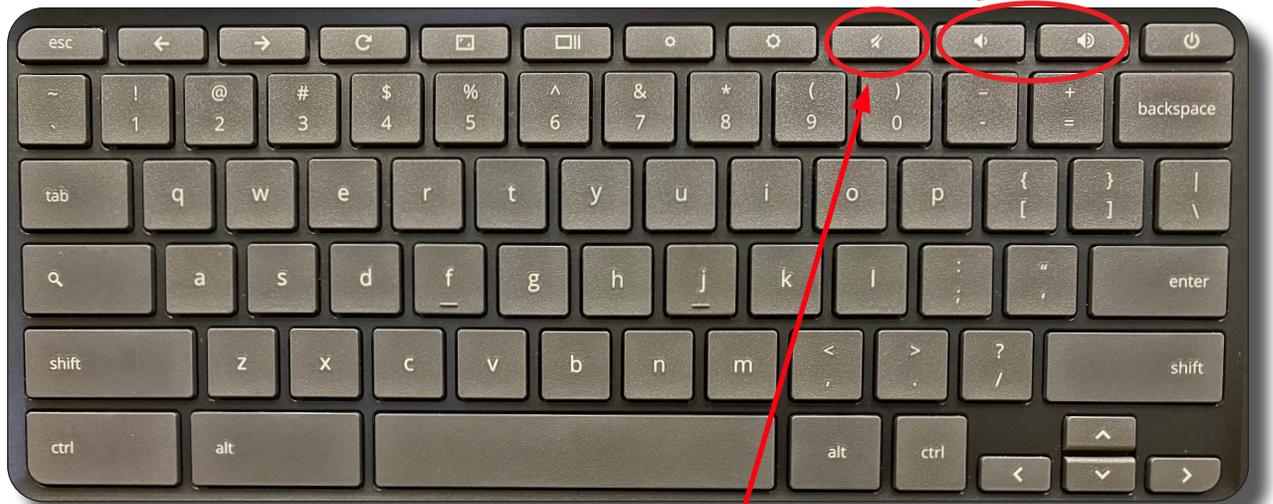
You can change the volume of your Chromebook headset, microphone, speaker or other connected devices through quick settings. Output Volume is shown here, while Input Volume starts on Page 4. Shorthand version on Page 9.

Changing the Output Volume (Headset, Speaker or Other Connected Device)

Follow these steps to control how loud or soft the sound coming out of your headset or speakers is:

1 Option 1: Press the Keyboard Volume Keys

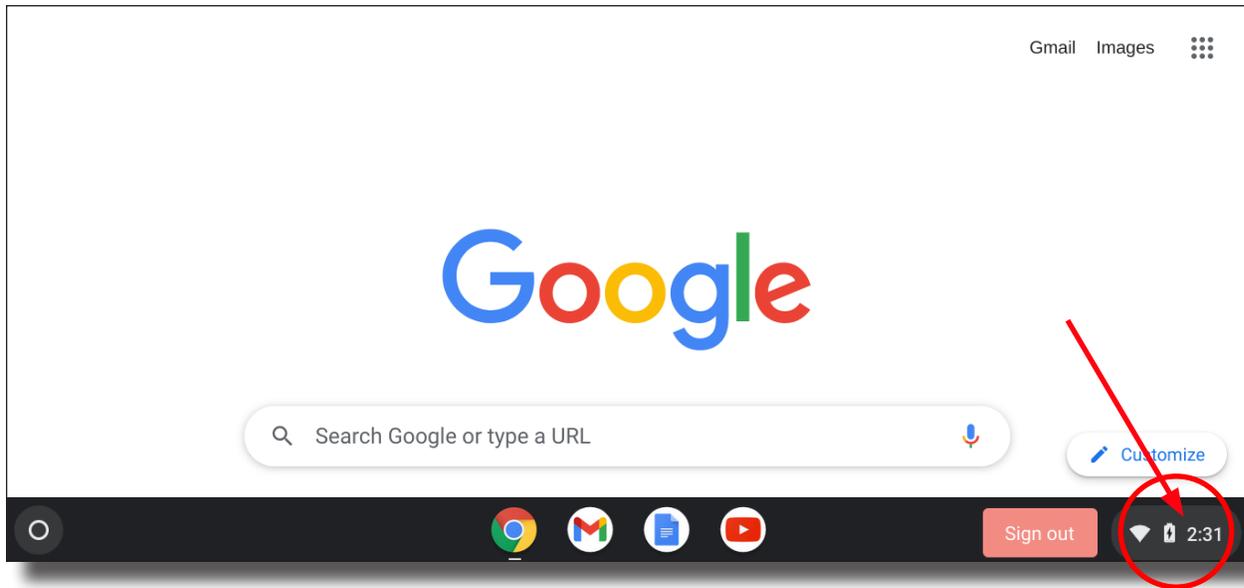
At the top right of the screen, *press* the **Volume Down**  or **Volume Up**  Keys to decrease or increase the volume. You can also *press and hold* either key instead of pressing them repeatedly.



NOTE: To mute the volume completely, *press* the **Mute**  Key. To unmute, *press* the **Volume Down**  or **Volume Up**  Key.

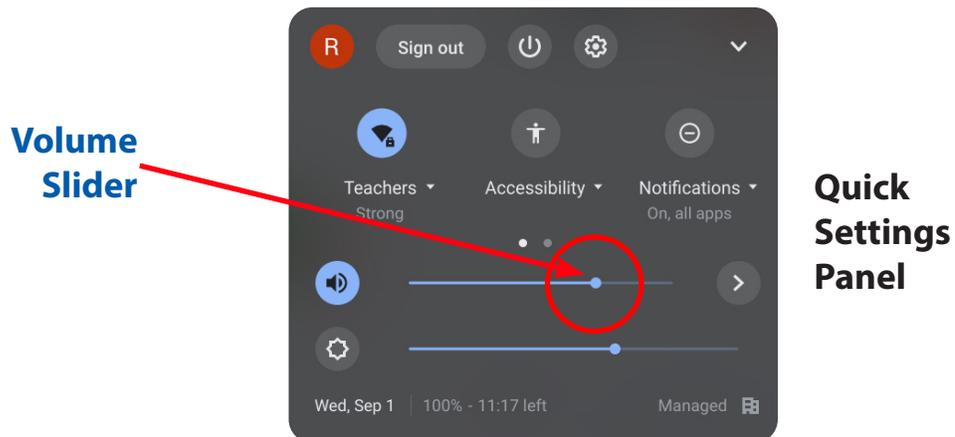
1 Option 2: Open the Quick Settings Panel.

On the bottom right of the screen, *click* on the **Time**. The Quick Settings Panel will open up.

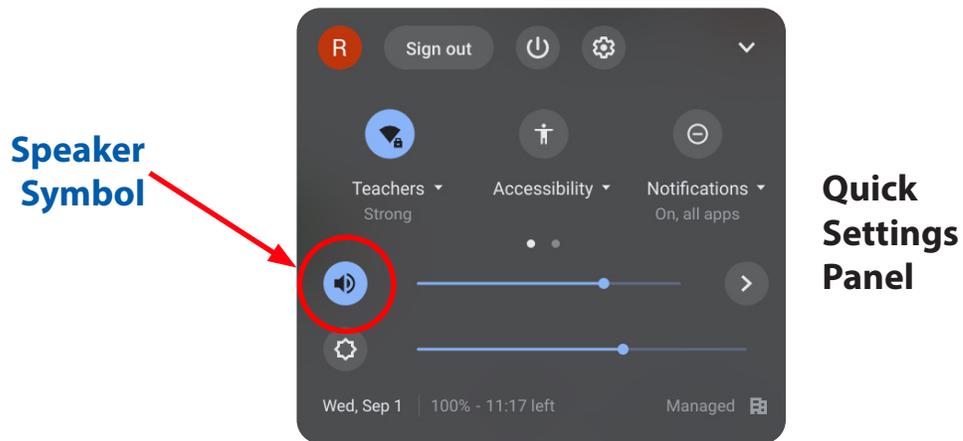


2 Click and Drag the Volume Slider.

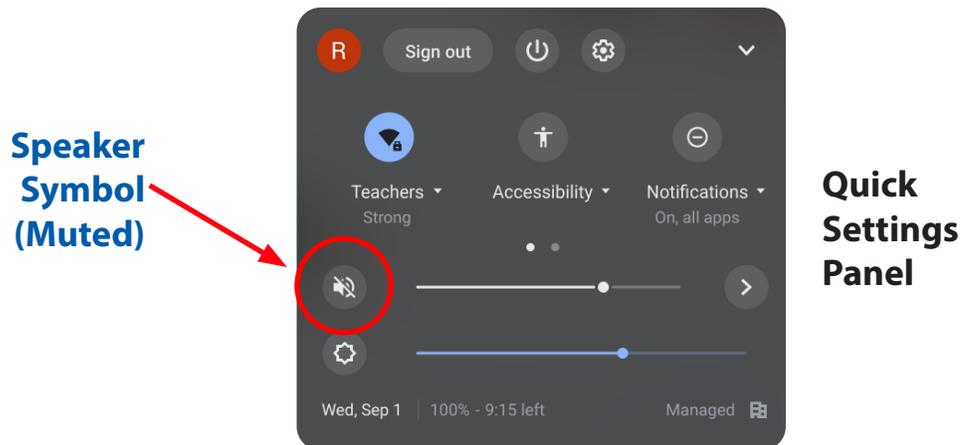
Dragging the slider left will decrease the volume, while *dragging* it right will increase the volume.



NOTE: To mute the volume completely, *click* on the **Speaker Symbol**. To unmute, *click* a second time.



Muting the volume is confirmed by a line showing through the **Speaker Symbol**.

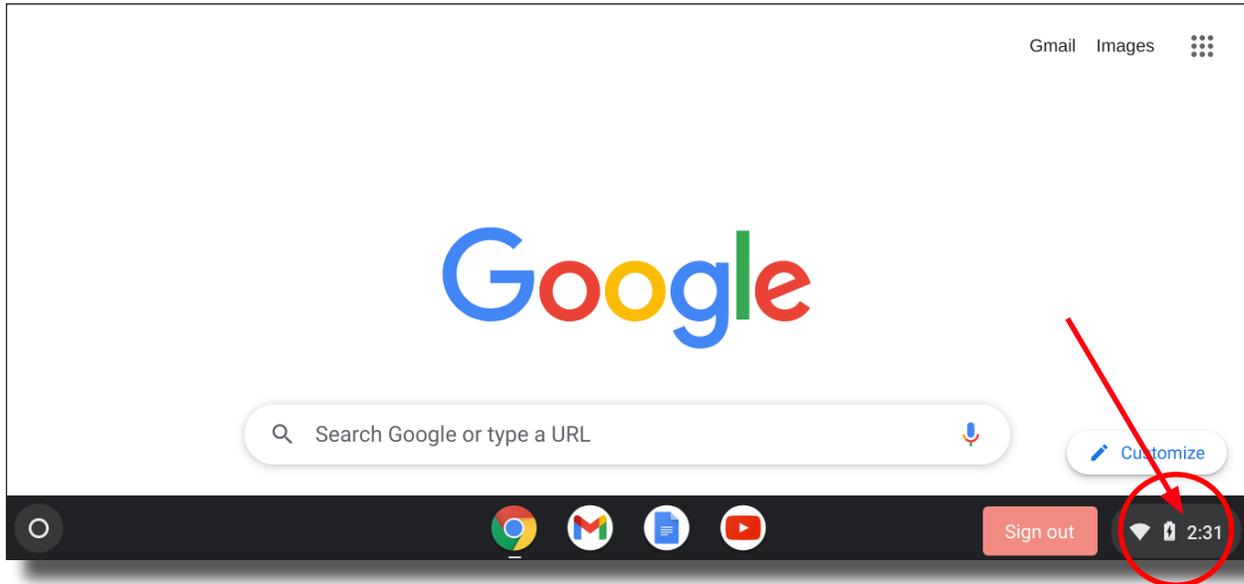


Changing the Input Volume (Microphone or Other Connected Device)

Follow these steps to control how loud or soft your voice sounds during a call or video chat:

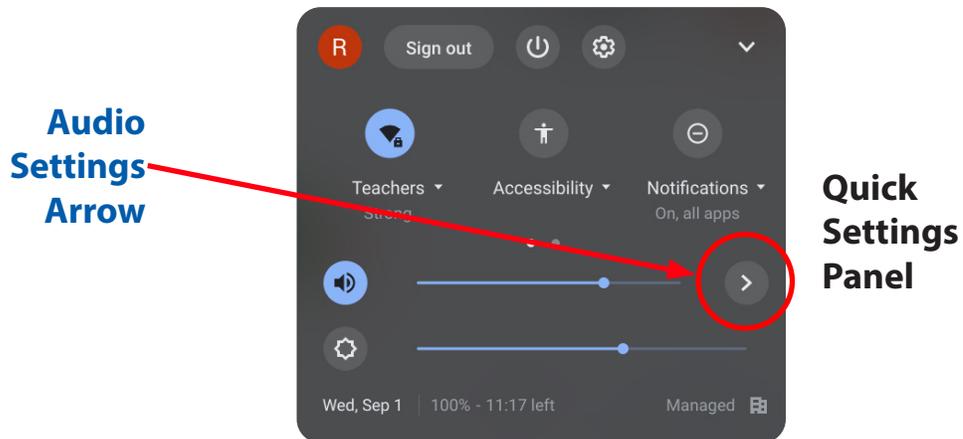
1 Open the Quick Settings Panel.

On the bottom right of the screen, *click* on the **Time**. The **Quick Settings Panel** will open up.



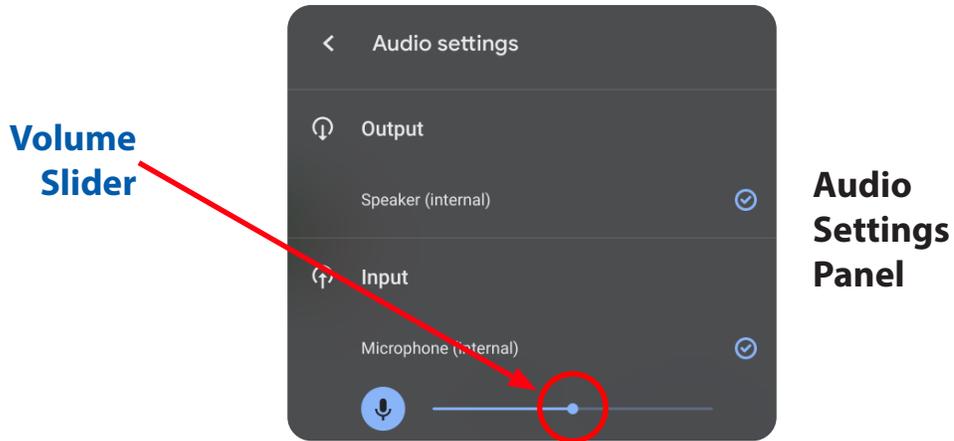
2 Click on the Audio Settings Arrow.

This will open the Audio Settings Panel.

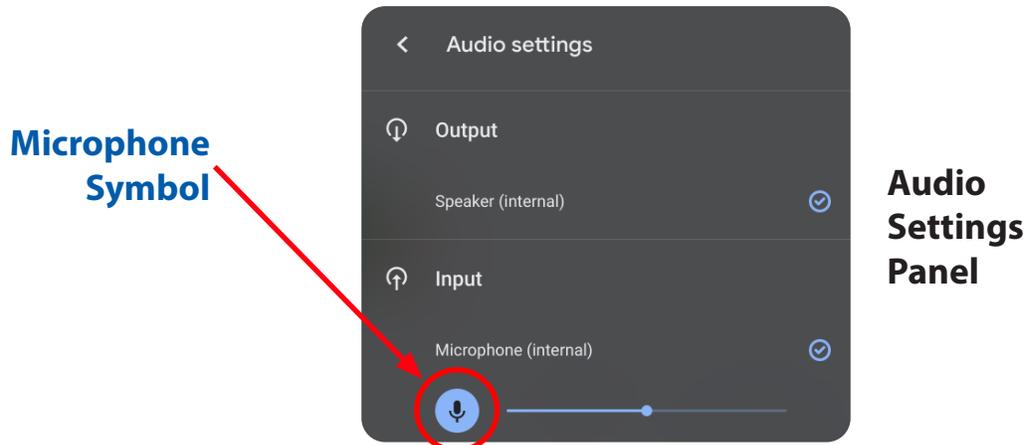


3 Click and Drag the Volume Slider.

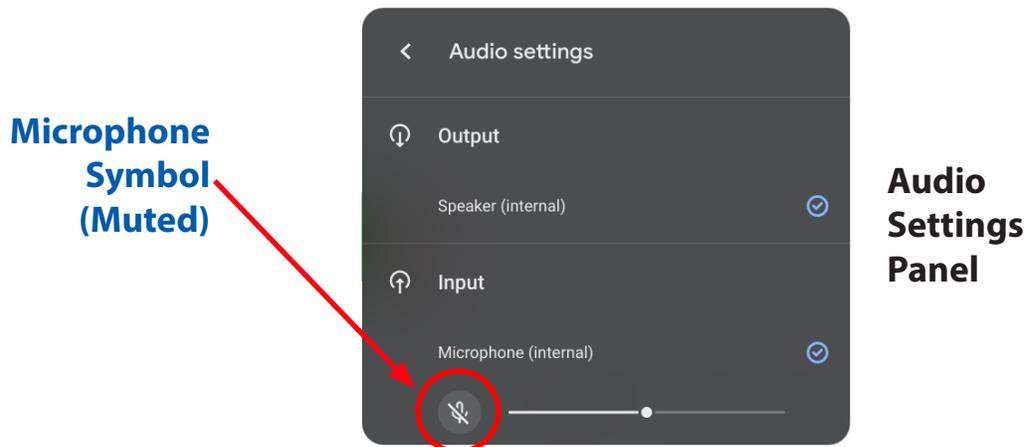
Dragging the slider left will decrease the volume, while *dragging* it right will increase the volume.



NOTE: To mute the volume completely, *click* on the **Microphone Symbol**. To unmute, *click* a second time.



Muting the volume is confirmed by a line showing through the **Microphone Symbol**.



Changing the Volume (Shorthand Version)

Output Volume

Option 1:

1. Use the **Keyboard Volume Up, Down and Mute Keys**.

Option 2:

1. Open the **Quick Settings Panel** by clicking on the **Time** in the lower right.
2. Drag the **Volume Slider** left or right to lower or increase the volume.
3. Click the **Speaker Symbol** to Mute or Unmute.

Input Volume

1. Open the **Quick Settings Panel** by clicking on the **Time** in the lower right.
2. Click the **Audio Panel Arrow** to the right of the **Volume Slider**.
3. Drag the **Volume Slider** left or right to lower or increase the volume.
4. Click the **Microphone Symbol** to Mute or Unmute.

