How to Change Volume and Use Sound

The volume control is located at the bottom right portion of the screen - right next to the time.
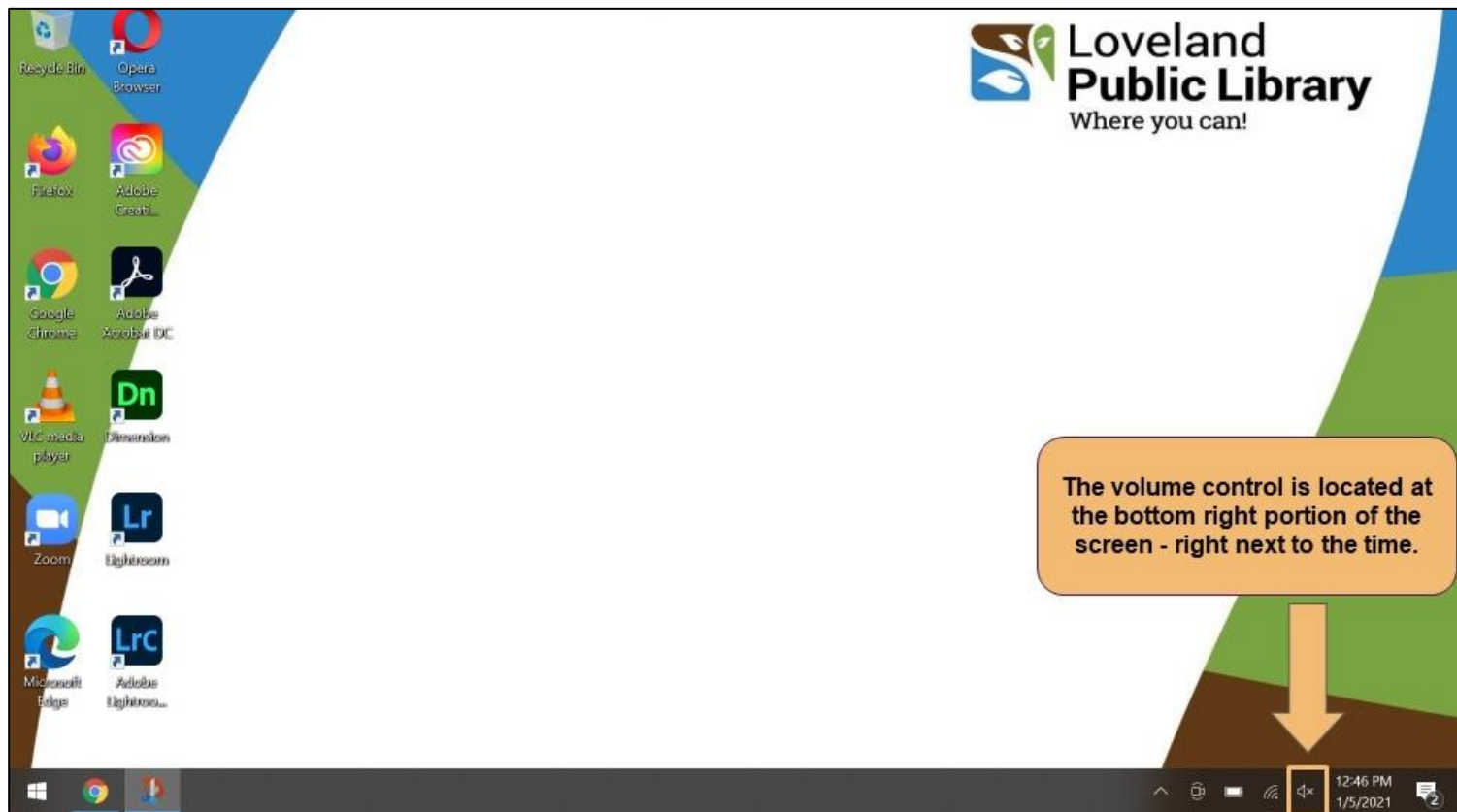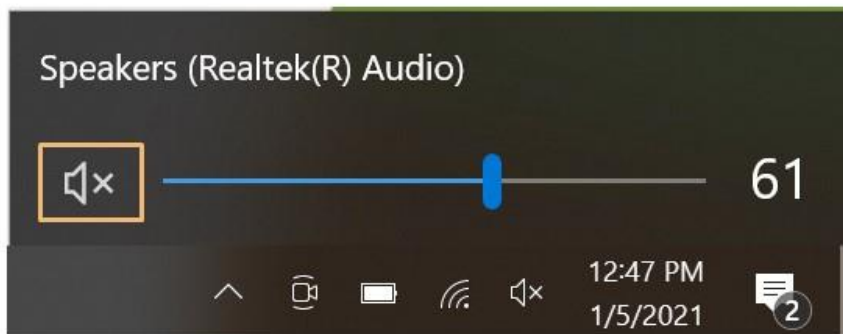
You can adjust the sound by click the speaker icon. It is located between the wifi and time.

A volume and mute control panel will appear above. Click the speaker button to mute or unmute.

Speakers (Realtek(R) Audio)

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This speaker symbol changes when the sound is muted or unmuted.

Muted
Unmute
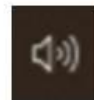
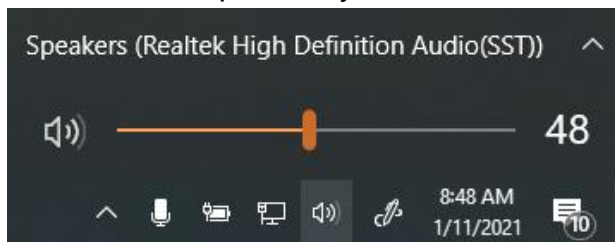You can adjust the sound by clicking the speaker icon. It is located between the wifi and time.

Speakers (Realtek(R) Audio)

15

Drag the blue line to the left to lower the volume, or to the right to increase the volume.
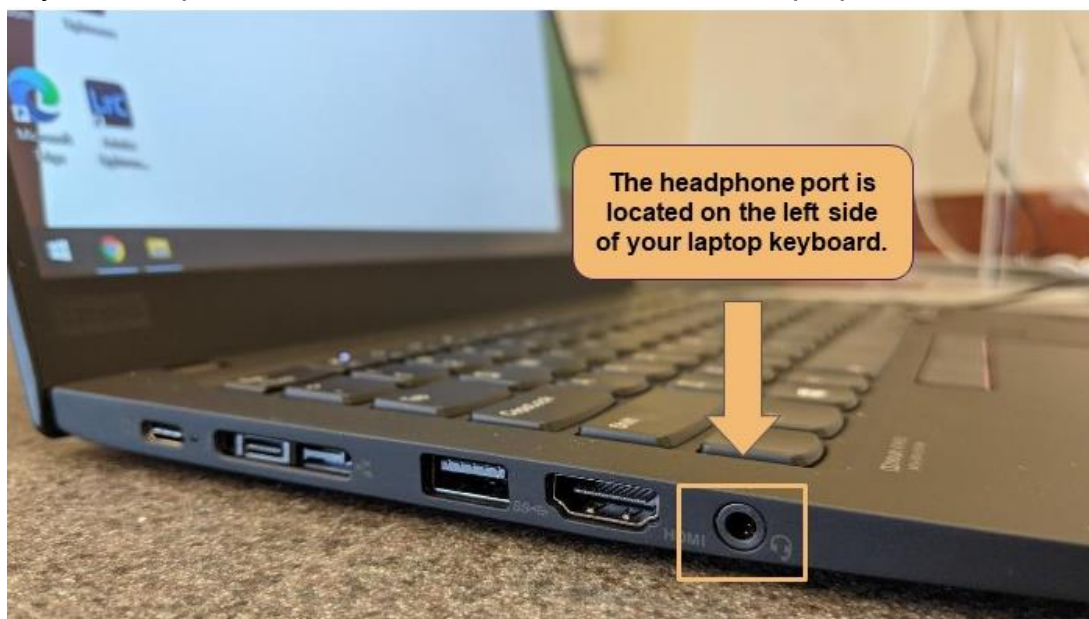
Speakers (Realtek(R) Audio)

100
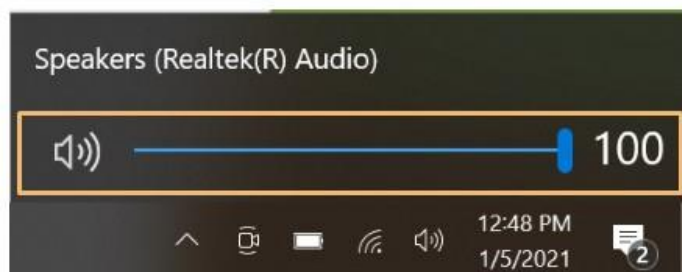
1. If you would like to change your sound from internal laptop speakers to your external headphones,
   a. Click on the volume/speaker symbol in the bottom right of your taskbar
      i.
      > Speakers (Realtek High Definition Audio(SST)) ^
      >
      > 🔊 ─────────●───────── 48
      >
      > 8:48 AM
      > 1/11/2021
   b. Click on the ^ symbol to show the full list of available audio devices.
      i. Click on the playback device you'd like the audio to come out of.
      1.
      > Select playback device ⌄
      >
      > 24V2W1G5 (Intel(R) Display Audio)
      >
      > Speakers (Realtek High Definition Audio(SST))
      >
      > 24V2W1G5 (Intel(R) Display Audio)
      >
      > Speakers (Surface Dock)
      >
      > 🔊 ────────●──────── 48
      >
      > 8:49 AM
      > 1/11/2021
   c. Plugin in your headphones or other device on the side of the laptop.
      i.

The headphone port is located on the left side of your laptop keyboard.

Bluetooth Connections

2. If you have a device that has Bluetooth connection capabilities (ie. earpods, speaker, phone, printers, laptop mouse), you can connect them to the laptop in a few steps.

    i. Go to Window's Start → Settings → Devices → Bluetooth & Other Devices

    ii. Once there, choose **More Bluetooth options** on the right hand side and check "Allow Bluetooth devices to find the PC."
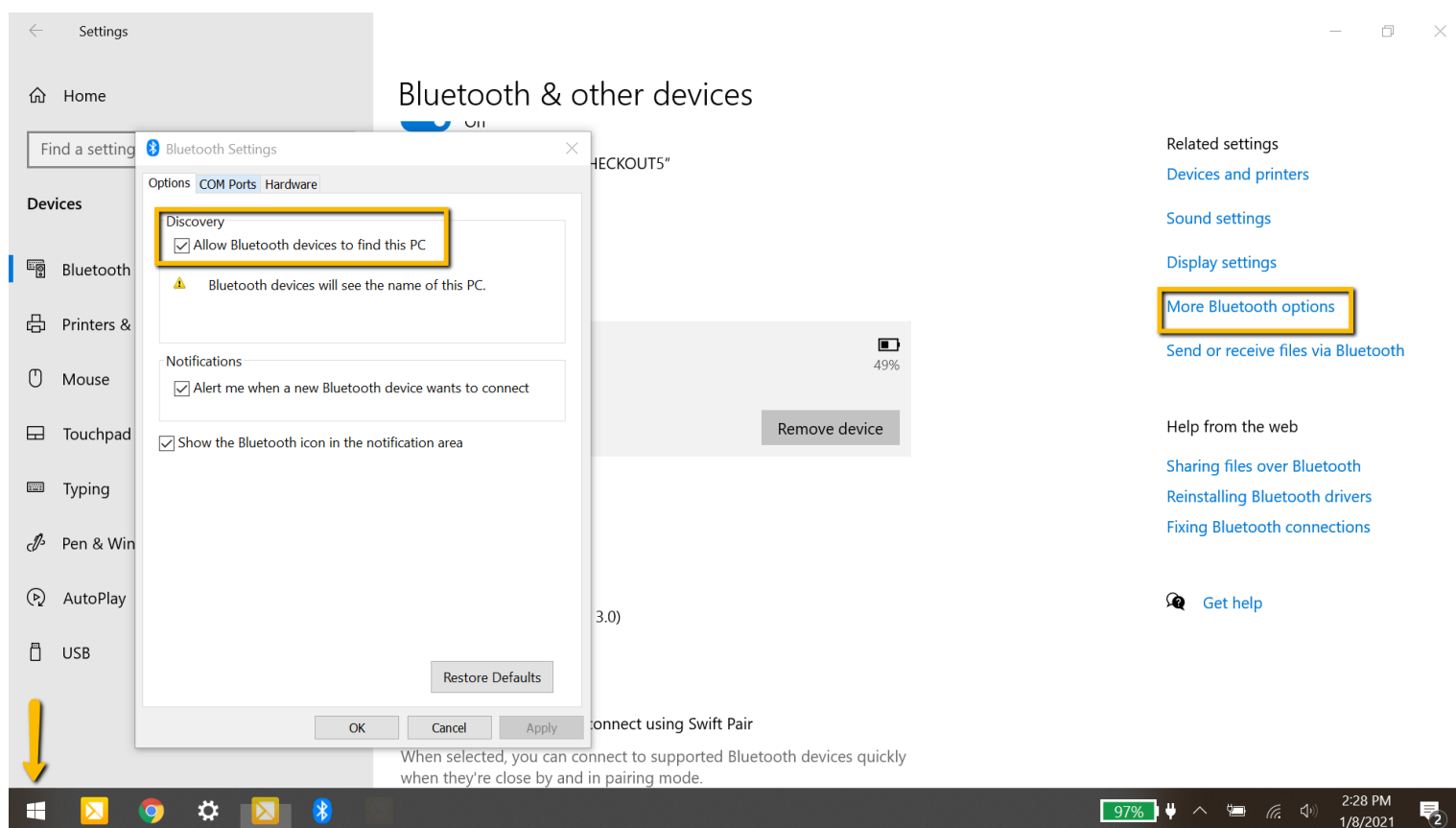
    iii. On the device you want to connect, under Bluetooth settings, the library laptop will appear as LL-CHECKOUT(and the number of laptop you have checked out). If you are pairing a speaker, just make sure that it is in pairing mode.

Settings

Home

Find a setting

Devices

Bluetooth & other devices

Printers & scanners

Mouse

Touchpad

Typing

Pen & Windows Ink

AutoPlay

USB

Bluetooth & other devices

+ Add Bluetooth or other device

Bluetooth

Now

Ot

Pair Device ✕

Pair device?

"iPhone" would like to pair to this Windows device. Do you want to allow this?

| Allow | Cancel |

USB Root Hub (USB 3.0)

☑ Show notifications to connect using Swift Pair

When selected, you can connect to supported Bluetooth devices quickly when they're close by and in pairing mode.

Turn on Bluetooth even faster

To turn Bluetooth on or off without opening Settings, open action center and select the Bluetooth icon.

Related settings

Devices and printers

Sound settings

Display settings

More Bluetooth options

Send or receive files via Bluetooth

Help from the web

Sharing files over Bluetooth

Reinstalling Bluetooth drivers

Fixing Bluetooth connections

Get help

    i.   Once you select the LL-CHECKOUT on your device, a notification will appear in the lower right corner to accept the Bluetooth connection and pair the devices.

2. **Note:** When you restart or turn off the laptop, you will need to re-pair and re-enable the Bluetooth connection, as the laptop restarts in a default state without saving any personal settings.