

### **To adjust the playback volume**

- ▶ Drag the **Volume Control** slider up to raise the volume and down to lower the volume.  
To change the balance between the left and right speakers, drag the **Balance** slider.

### **Tip**

- If your computer has more than one device (for example, a MIDI or Wave device), you can set the volume for each device.

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{button ,AL("SNDVOL32\_ADJUST\_SPECIFIC\_DEVICE")} [Related Topics](#)

**To display specific devices**

- 1 On the **Options** menu, click **Properties**.
- 2 Click **Playback**, **Recording**, or **Other**, and then make sure the check box next to the device you want is selected.

**To turn off sound**

- ▶ In the **Volume Control** area, click **Mute All**.

### **To adjust the recording volume**

- 1 On the **Options** menu, click **Properties**, and then click **Recording**.
- 2 Make sure the device you want to adjust the volume for is selected, and then click **OK**.
- 3 Drag the **Volume** slider up to raise the volume and down to lower the volume.

#### **Note**

- To change the balance between the left and right speakers, drag the **Balance** slider.

### **To adjust the voice-input volume**

- 1 On the **Options** menu, click **Properties**, and then click **Other**.
- 2 Click **Voice Commands** from the list.
- 3 Make sure the device that you want to adjust the volume for is selected, and then click **OK**.
- 4 Drag the **Volume** slider up to raise the volume and down to lower the volume.

#### **Note**

- To change the balance between the left and right speakers, drag the **Balance** slider.

Click **Help Topics** to return to the list of topics.

Displays the devices on your system that you can control the sound for. Click to adjust the volume for each device.

Displays the types of sound whose playback you can control. You can open more than one volume control at once.



Displays the mixer devices installed on your computer. Click the one you want to control the sound for.

