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 box next to the device you want is checked.

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 checked, and then click OK.

3 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.

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 checked, and then click OK.

4 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.

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.