I21 – Playing Audio Through Computer Instead of Promethean Board

This job aid specifies how to play the computer audio through the classroom audio system instead of the Promethean Board. This Job Aid targets Year 2 and above Promethean Boards.
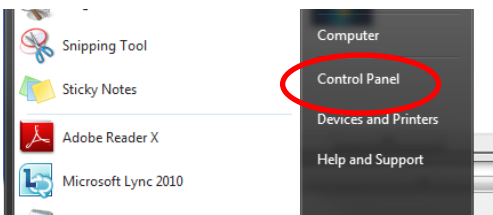
How to Change the Default Audio Settings

When the computer is connected to the Promethean Board, many times the audio from the computer will play through the Promethean Board. Please use the following to change the audio to play through the classroom audio system.
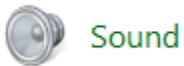
Step 1: Click on the windows icon in the bottom left corner of the screen.

Step 2: Click "Control Panel" in the right column.

Step 3: Click the sound icon from the Control Panel.

Step 4: Click on the Playback tab.

Step 5: Check to make sure that the green check is on the Speakers listing for the computer. The green check means this is the default device. In this example, the green check is on the Speakers labeled Conexant 20672. Note: The Speakers listing for the computer may be different by model of computer.

Step 6: If the green check (default) is listed on the Speakers listed with Promethean USB Audio instead of the Speakers for the computer, then select the computer Speakers and click the Set Default button at the bottom of the window.

Step 7: Click OK when done.