TROUBLESHOOTING GUIDE:

# Room audio too quiet

KB Home > User Troubleshooting > Room audio too quiet

### Questions

- Which mic or audio source are they trying to play on the big room speakers?
  - o podium mic
  - o wireless lav mic
  - o laptop or tablet (over HDMI)
  - Room PC

#### **Actions**

• If you can't solve remotely, you can ask a co-pilot to **deliver a portable speaker** or Yamaha soundbar to the room (if they're available)

# If *podium mic* is too quiet:

- At the top right of the Crestron touchscreen, press the "Volume" button.
  - Using the controls that appear at the top of the touchscreen, make sure the podium mic is unmuted, and that its volume is set to a high enough level.
- Has the podium mic been loosened from its attachment to the podium, or does it look damaged in any way?
  - ∘ If yes, send a co-pilot 👗

# If wireless lav mic is too quiet:

• At the top right of the Crestron touchscreen, press the "Volume" button.

- Using the controls that appear at the top of the touchscreen, make sure the wireless mic is unmuted, and that its volume is set to a high enough level.
- Look up in the <u>wireless mic tracking</u> spreadsheet whether the room has an SLX model wireless lav mic (the spreadsheet will say J3, L4 or H5).
  - o if yes, ensure that the gain switch is set to "mic"
- Where have you physically placed or clipped the microphone on your clothing?
  - Make sure you've placed it in a spot that's fairly close to your mouth, within the "line of sound"
  - Try to clip it near the top of your shirt or blazer
  - But not at the *very* top, so your chin doesn't block the sound.

### If *laptop or tablet (over HDMI)* is too quiet:

- At the top right of the Crestron touchscreen, press the "Volume" button.
  - Using the controls that appear at the top of the touchscreen, make sure that the volume control labelled **source volume** is unmuted, and that its volume is set to a high enough level.
- Try setting every volume control on your device to maximum:
  - The overall device volume (Mac or Windows volume settings)
  - The volume control of the video player (VLC, Windows Media Player, etc.)
  - The volume control of the browser's video player (YouTube, etc.)
- In Room Notes, search for "Audio volume in these rooms"
  - ∘ You'll see a note that lists 20+ Jr station rooms where you have to send a technician to the room to adjust the audio level ▲
  - This is because of a new model of amp for which we cannot control the volume remotely

## If Room PC is too quiet:

- At the top right of the Crestron touchscreen, **press the "Volume" button**.
  - Using the controls that appear at the top of the touchscreen, make sure that the volume control labelled **source volume** is unmuted, and that its volume is set to a high enough level.
- Try setting every volume control on the Room PC to maximum:
  - The overall device volume (Windows volume settings)
  - o The volume control of the video player (VLC, Windows Media Player, etc.)
  - The volume control of the browser's video player (YouTube, etc.)

- If the room is in **Myhal**, the 3.5mm audio cable in the front input of the Room PC may need to be unplugged & replugged
  - send staff to room to do this

Keywords: #can't #hear #too #quiet #mic #hardly #barely #audible #low

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