

## Chromebook instructions

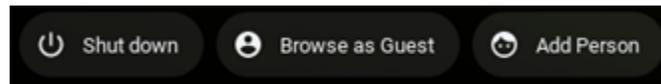
### Charge and power on

Plug the included power cord into an outlet and the circular plug on the bottom left of the Chromebook. A white light appears when it's plugged in correctly. Expect battery life to be around 8-10 hours.

Open the Chromebook. In the upper right corner of the keyboard, press the [POWER SYMBOL] button. It should take less than a minute to turn on.

### Log in

In the bottom bar of the screen that loads, click Browse as Guest toward the lower left corner.



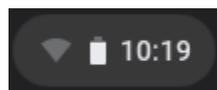
### Hotspot

You may need to charge the hotspot. Plug the USB-C cable into the hotspot. Plug the other end of the cable into a power outlet.

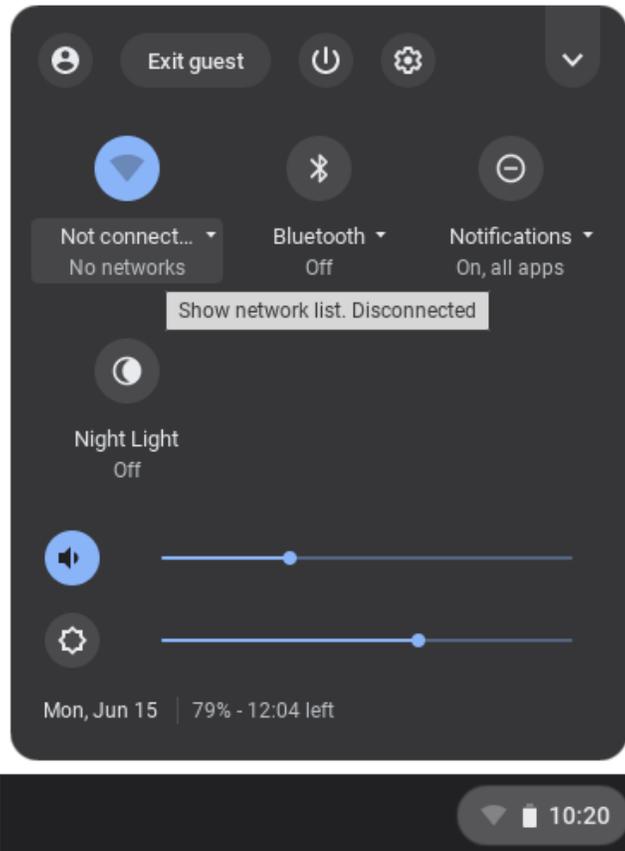
Power on the hotspot by holding the power button for a few seconds. The lights will flash on. It may take a few minutes to boot.

### Get to Settings to Connect to Wi-Fi

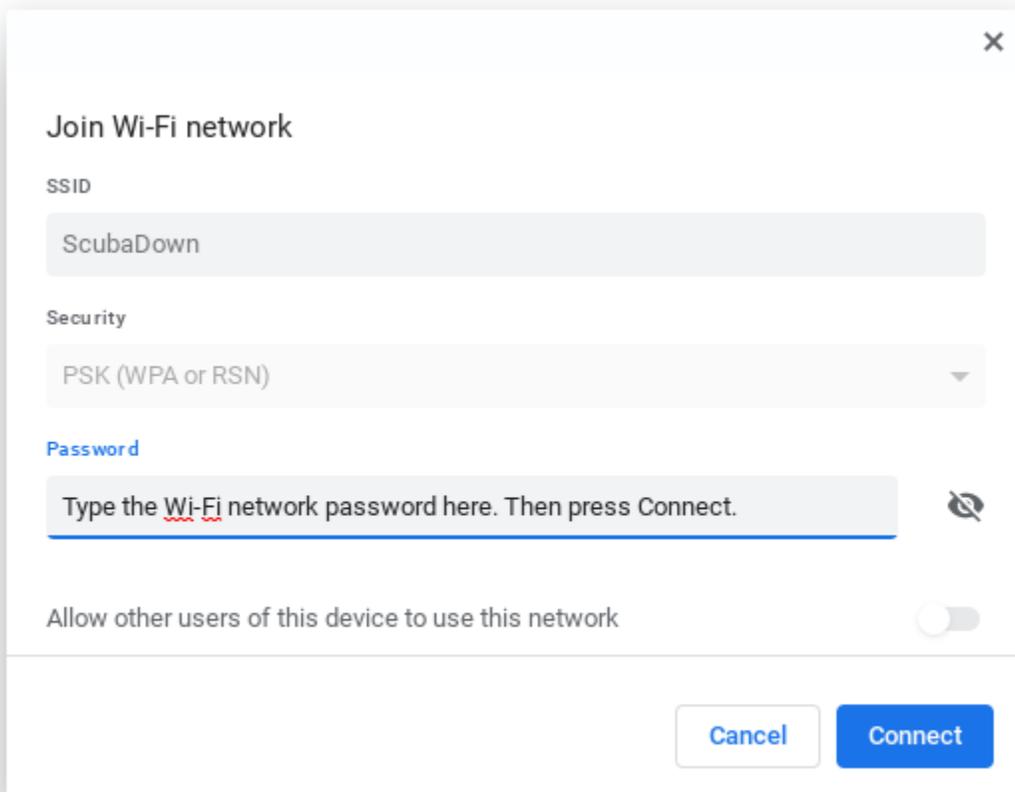
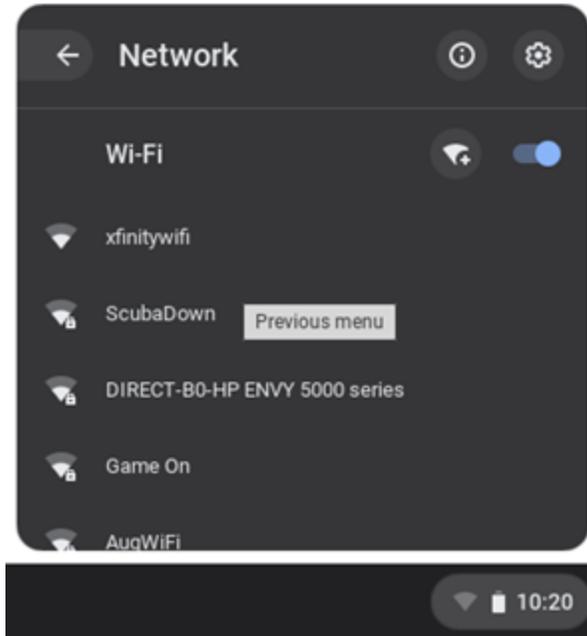
In the lower right corner, click on the time.



Click the text Not connected beneath the Wi-Fi symbol. From the list, select **Lincolnwood Chromebook 1a** if you want to use the included hotspot. Or you can select the name of any other Wi-Fi network to connect to. If you chose the Lincolnwood Chromebook 1 network from the hotspot, enter the password **42445238**.



If the network has a lock next to it and requires a password, type the password in the Join Wi-Fi network box that appears and click Connect.



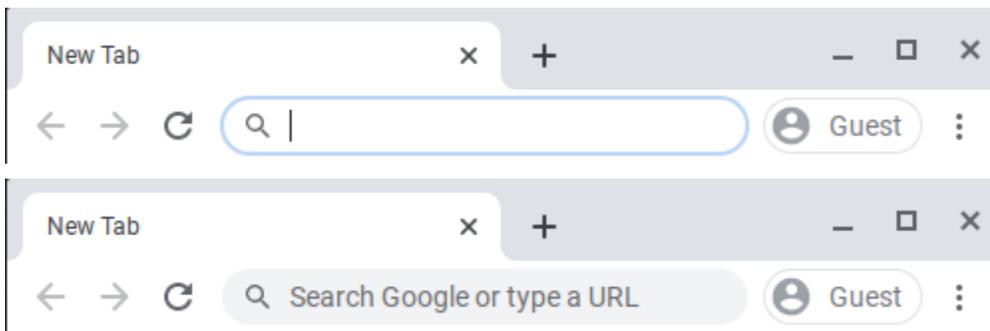
If you turn off or log out of the Chromebook, you will have to repeat logging in and connecting to Wi-Fi from any network, whether from the included Wi-Fi hotspot or any other network.

## Browse the web

It should have opened a blank web browser before you even connected to Wi-Fi. If not, click the Google Chrome icon which looks similar to a beach ball.



Click into the top address bar which may look like either of the pictures below. Type a search like “Lincolnwood weather” or a specific website address like [www.lincolnwoodlibrary.org](http://www.lincolnwoodlibrary.org) and hit the Enter key.



Or you can also press the magnifying glass button between Tab and Shift on the left side of the keyboard to start typing a search. Press Enter to see results.

While you're browsing, look to the lower right corner to check:

- Time
- Wi-Fi signal strength
- Battery charge remaining

## Keyboard



Top row

esc - exit out of full screen content like videos

← Go back to the previous page

→ Go forward to the page you just went back from

Refresh

Enter/exit full screen mode

See all open windows if you've opened more than one.

Decrease brightness  
Increase brightness  
Mute speakers or headphones  
Decrease volume  
Increase volume  
Power

Ctrl and + increase the size of content on the screen  
Ctrl and - decrease the size of content on the screen

Full sized keypad on the right side.

## Trackpad

- Drag one finger around the trackpad to move the mouse pointer.
- Click with one finger to select a button, move where you're typing, or select anything.
- Click with two fingers to do a right click to see options.
- Move up and down with two fingers to scroll up and down.

## Saving

If you saved anything to the Chromebook and want to keep it:

1. Plug a USB drive into one of the USB ports on either side of the Chromebook.
2. Press the magnifying glass Search button, then press Files.
3. Drag and drop your content from its location (likely Downloads) to your flash drive.

## Turn off

When you're done using the Chromebook, click on the time in the lower right corner, and click the power button next to Exit guest. Close the lid and unplug the charger.