How to Use Your Chromebook

Meet your Chromebook
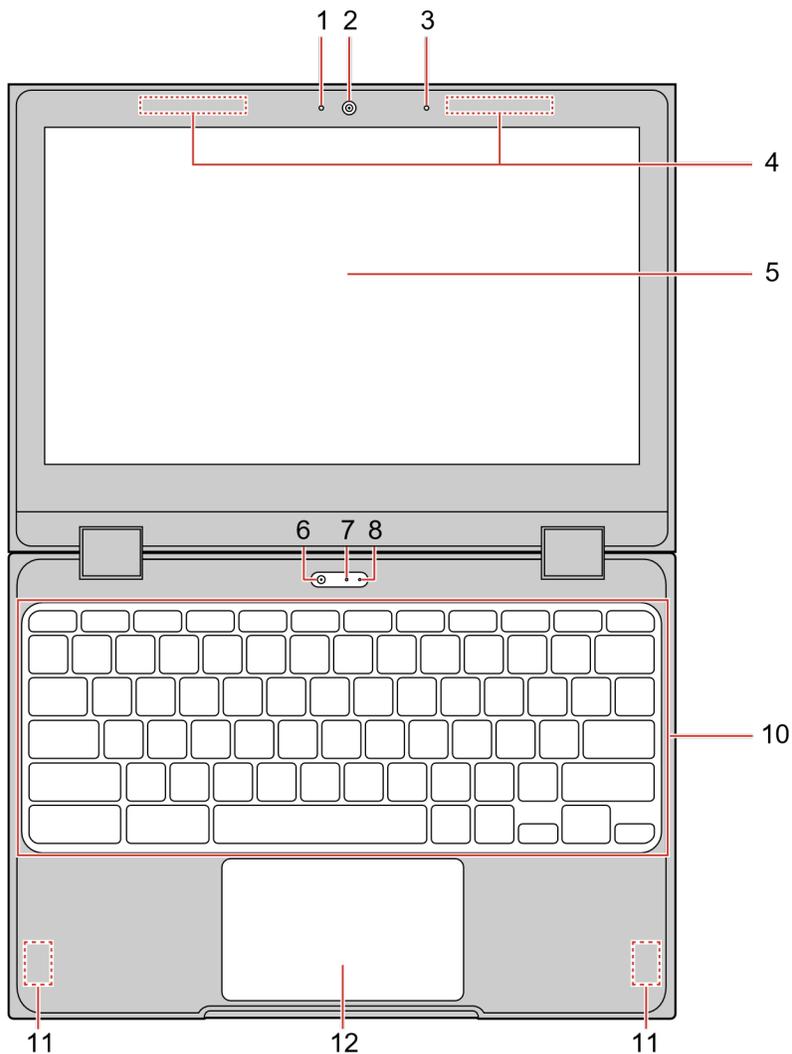
1. Front webcam light	2. Front webcam
3. Microphone	4. Wireless antennas (invisible from the outside)
5. Screen	6. WorldFacing webcam*
7. WorldFacing webcam light*	8. Microphone*
9. Power key	10. Keyboard
11. Speakers	12. Touchpad

*only on some models

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Webcam lights

The lights next to the webcams indicate which webcam is activated.

Webcams

The built-in webcam can be used for video calling or videoconferencing.

Microphones

The built-in microphones can be used for voice recording, audio communication, or videoconferencing.

Wireless antennas

If your computer includes a radio transmitter, wireless antennas are built into the computer for sending and receiving radio. The antennas are usually not visible from the outside of the computer.

Screen

The screen can be used to display text, graphics, and videos.

Note: Lenovo 300e/500e Chromebook 2nd Gen supports the multi-touch function. You can use your finger or a stylus for interaction with the computer.

Power key

When you open the LCD cover, the Chromebook automatically starts. If it does not work, press the power key. The power key also can be used to put the computer to sleep mode or wake up the computer.

Keyboard

Your Chromebook keyboard works just like a conventional keyboard but with a few dedicated shortcut keys for quick access to certain settings. In addition to the dedicated shortcut keys, Chromebook also supports shortcut keys using the ctrl, alt, or shift key.

Note: For details about shortcut keys, see "Use the special keys" on page 26.
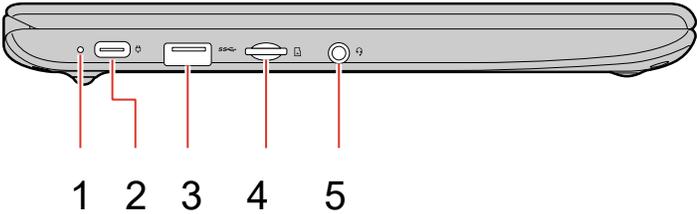
Speakers

Speakers are used to produce sound.

Touchpad

The touchpad supports the single-click function. Move your finger on the touchpad to move the cursor, and tap or click on the touchpad to start apps.
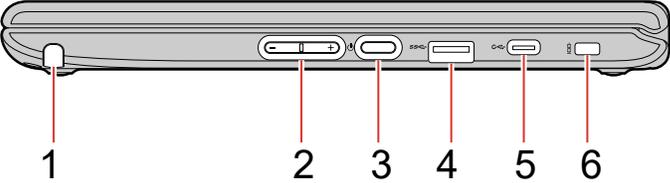
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Left View

1. dc-in light	2. dc-in / USB-C connector
3. USB 3.0 (Type-A) connector	4. MicroSD slot
5. Combo audio connector	

**Right View**

1. Stylus slot	2. Volume buttons*
3. Power button and power light*	4. USB 3.0 (Type-A) connector
5. USB-C connector	6. Security-lock slot

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Charge your Chromebook

Both USB-C connectors on your Chromebook work as power connectors. Plug in the ac power adapter to charge the built-in battery and provide power to your Chromebook.
CAUTION: All plugs must be firmly and securely inserted into receptacles.
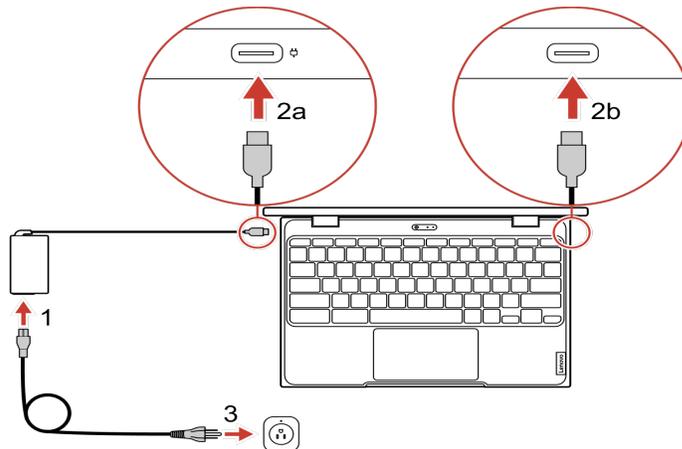
1. Connect the power cord to the ac power adapter.

2. Plug the power adapter into one of the USB-C connectors of the Chromebook.

3. Plug the power cord into a properly grounded electrical outlet.

User Interface
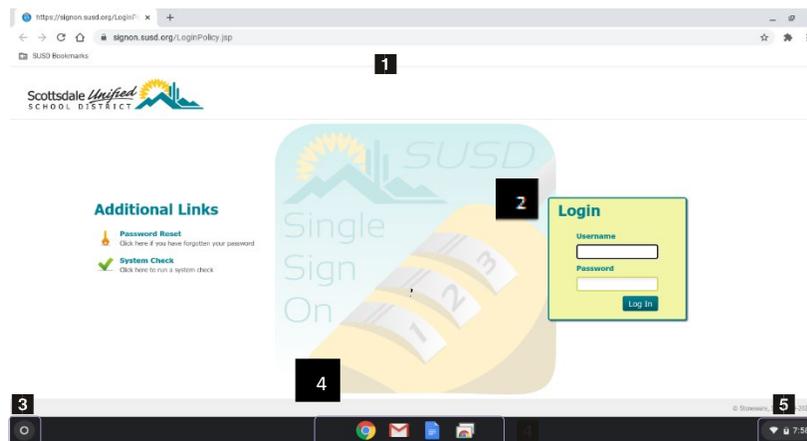
1. Wallpaper	Your wallpaper might look different. To change the wallpaper, right-click an empty area of your desktop, and select Set wallpaper.
2. Single Sign On Login	Type the name of your device, app, or Web page in the search box. Click any app shown in the App Launcher to open the app quickly.
3. Launcher button	Open the search box and the App Launcher.
4. Shelf	Pin your frequently used apps or Web pages to the shelf for easy access.
5. System tray	Manage network connections, updates, and settings. By default, the time, network connection status, and battery status are displayed.

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Get to Know Your Chromebook Modes

Lenovo 300eChromebook 2nd Gen display can be rotated up to 360 degrees.

Attention:

- Do not rotate the computer display with too much force or apply too much force to the upper-right or upper-left corner of the computer display. Otherwise, the display or hinges might get damaged.

- The keyboard and the pointing devices are automatically disabled in stand mode, tent mode, and tablet mode. Use the touch screen to control your Chromebook instead.

Lenovo 300e/500e Chromebook 2nd Gen supports the following four modes. You can switch among different modes as you prefer.

Notebook Mode   **Stand Mode**   Tent mode   Tablet mode
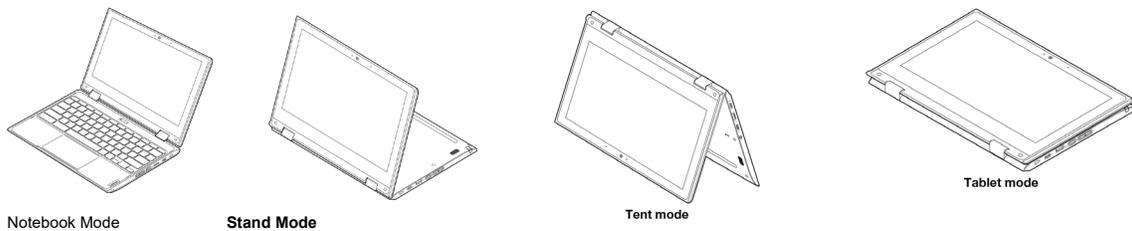
Connect to Wi-Fi

1. Click the system tray.

2. Click the network icon and turn on the wireless feature.

3. Select an available network to connect. Provide required information needed

Use the special keys

Your Chromebook keyboard works just like a conventional keyboard, with a few special keys.

| Key	Description
←	Go to the previous page you just visited.
→	Go to the next page.
⟳	Reload your current page.
◻	Display the current full page.
◻⫿⫿	Show all windows in overview mode.
☼	Decrease the screen brightness.
☼	Increase the screen brightness.
🔇	Mute sound.
🔉	Decrease the volume.
🔊	Increase the volume.
⏻	Turn on the computer, put it to sleep mode, or wake it up.*
ctrl + ◻⫿⫿	Take a screenshot.
alt + 🔍	Turn on or turn off the Caps Lock function.
🔍 + L	Lock the computer screen.

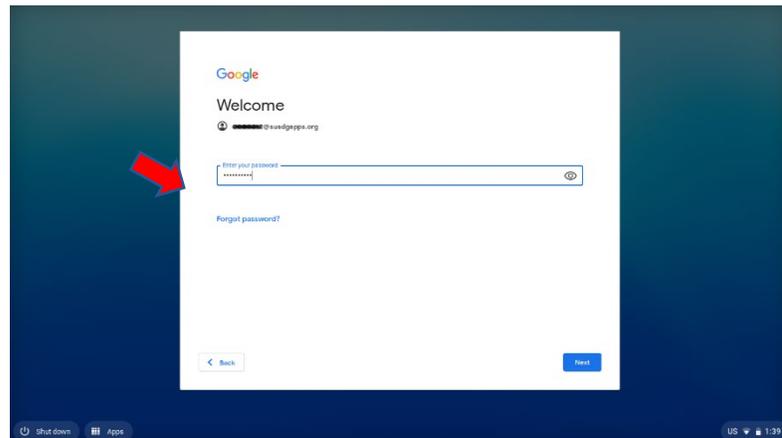# How to Use Your Chromebook

Using your Chromebook-Logging In

Open the lid of your Chromebook. It will automatically start up. If it does not startup automatically, please press the power key.

You will be greeted with a Google sign in page ending with our "susdgapps.org".

Please enter your susdgapps.org username. (Your username is typically your first initial and last name followed by the last two digits of your student ID number, such as jsmith98.)
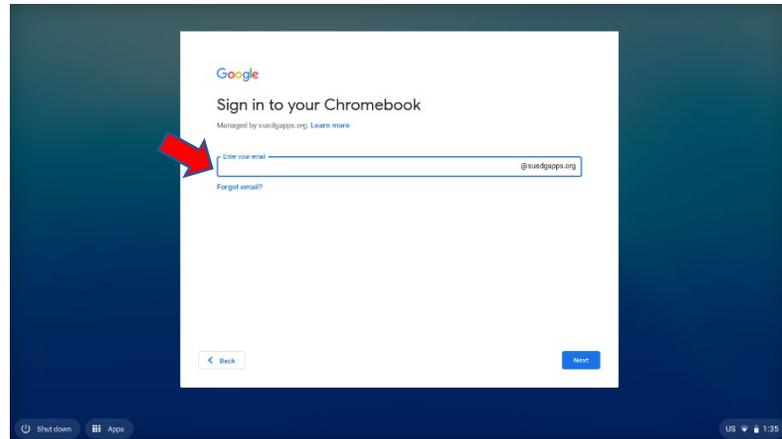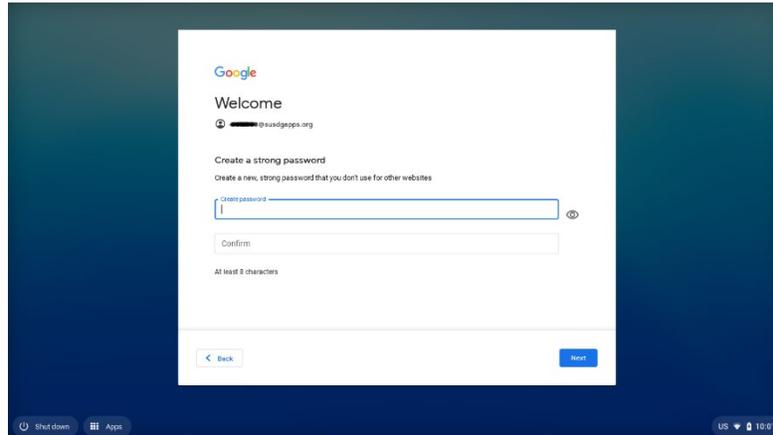

Next, you will be prompted to enter your password. Your default password is your birthdate mmddyyy, but we suggest that you change it.
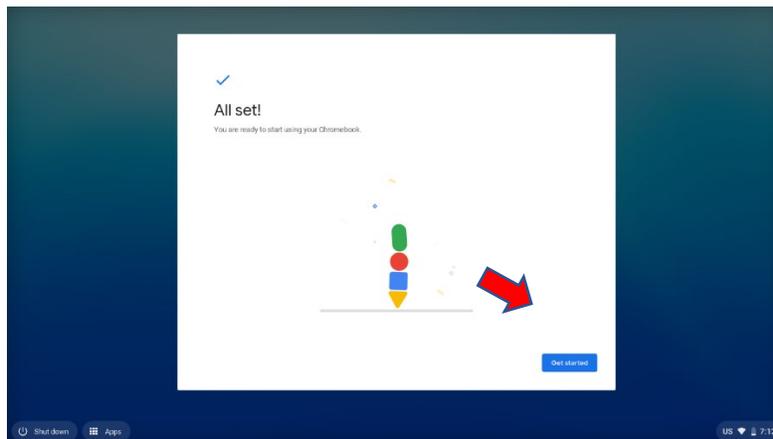
How to Use Your Chromebook

First Login

Click "Get Started"

Single Sign On (signon.susd.org)

It is highly suggested that all students change their password immediately. Click on "Password Reset".
Note: You can get to the password reset tool anytime by going to password.susd.org.

Steps to change your password:

1. Go to password.susd.org OR go to signon.susd.org and click on "Password Reset" under Additional Links
2. Click on **Enroll** (this is a one-time step that helps in future password reset)
   a. Enter student ID number and password
   b. Answer a few questions
   c. Click OK to close
3. Click on **Change Password**
   a. Enter student ID number and password
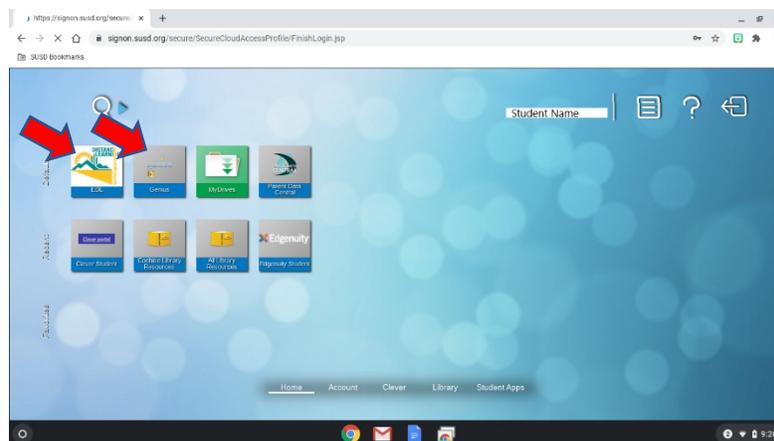   b. Enter and confirm new password
   c. Click OK to close

How to Use Your Chromebook

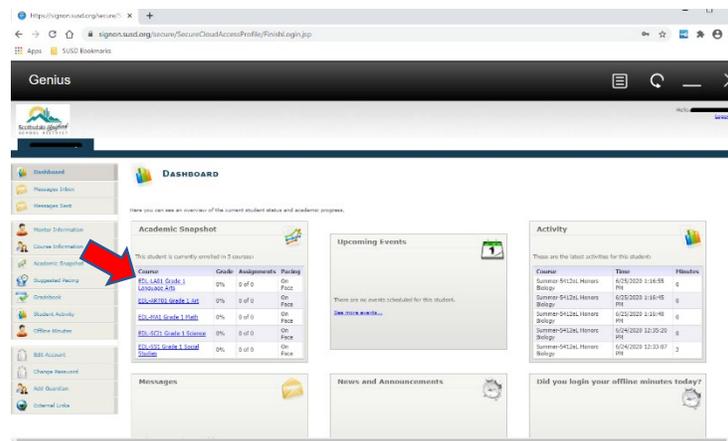Login using Student ID and password.
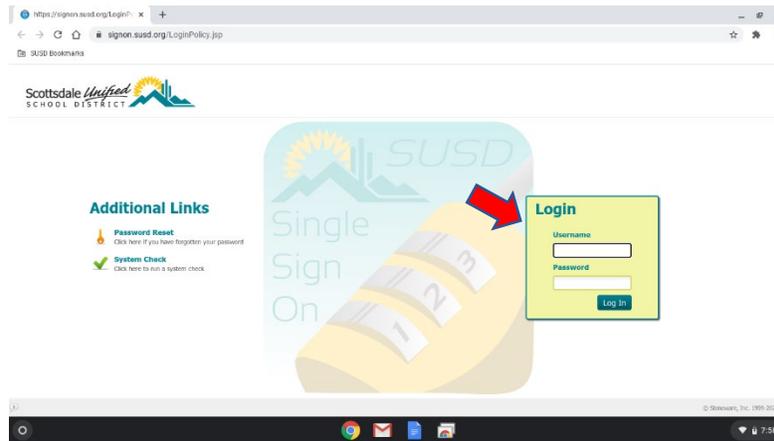
Getting to Buzz

From the SSO page, click on either EDL or Genius ICON.

This will take you to Genius.

Click on any course in the section titled Academic Snapshot

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You are then directed to your Buzz splash page and will see all your courses.