

Lenovo 100e/300e/500e Chromebook Gen 3 User Guide



Lenovo

Read this first

Before using this documentation and the product it supports, ensure that you read and understand the following:

- *Safety and Warranty Guide*
- *Setup Guide*
- [Generic Safety and Compliance Notices](#)

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Discover your Chromebook

Thank you for choosing a Lenovo Chromebook™! We are dedicated to delivering the best solution to you.

Before starting your tour, please read the following information:

- Illustrations in this documentation might look different from your product.
- Depending on the model, some optional accessories, features, software programs, and user interface instructions might not be applicable to your Chromebook.
- Documentation content is subject to change without notice. To get the latest documentation, go to <https://pcsupport.lenovo.com>.

Chapter 1. Meet your Chromebook

Front view

Lenovo 100e Chromebook Gen 3



Lenovo 300e/500e Chromebook Gen 3



	Camera		ThinkShutter (Camera cover)
	Microphone		Power button
	Touch screen		Touchpad

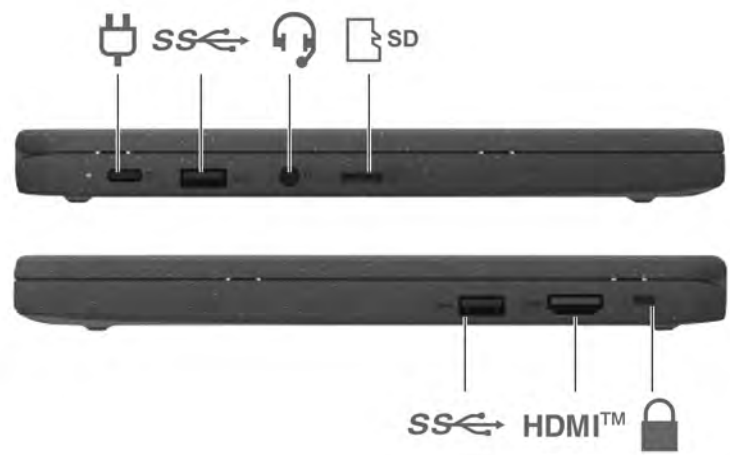
* for selected models

Related topics

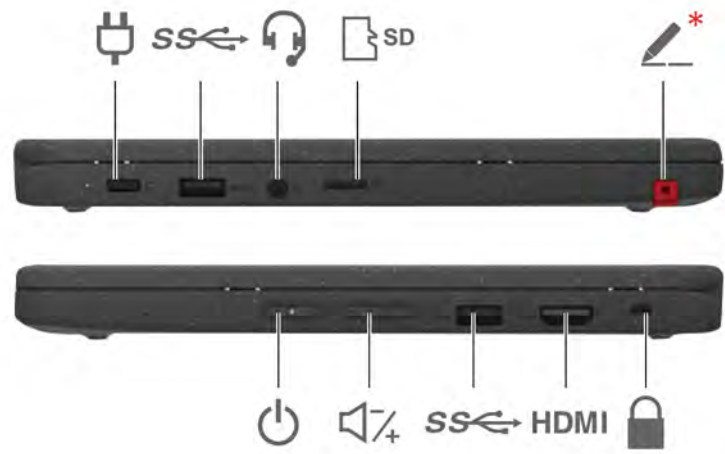
- “Use the camera” on page 9
- “Use the touch screen (for selected models)” on page 12
- “Get to know your Chromebook modes (for selected models)” on page 14
- “Use the touchpad” on page 12

Side view

Lenovo 100e Chromebook Gen 3



Lenovo 300e/500e Chromebook Gen 3



	Power connector / USB-C® (3.2 Gen 1) connector		USB 3.2 connector Gen 1
	Audio connector		microSD card slot
	Security-lock slot		Electronic pen*
	Volume buttons		Power button

* for selected models

Related topics

- “Charge your Chromebook” on page 7
- “USB specifications” on page 5
- “Use audio” on page 9
- “Use the electronic pen (for selected models)” on page 14
- “Lock your Chromebook” on page 7
- “Connect to an external display” on page 10

Bottom



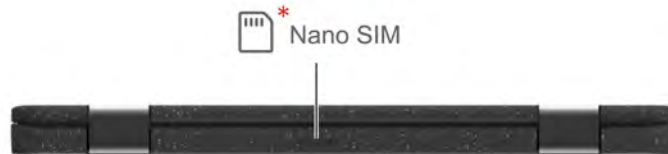
Keyboard drainage hole



Keyboard drainage hole

Drain out liquid from your Chromebook if you accidentally spill liquid on the keyboard.

Rear



Nano-SIM-card tray*

* for selected models

Specifications

For detailed specifications of your Chromebook, go to <https://psref.lenovo.com>.

USB specifications

Note: Depending on the model, some USB connectors might not be available on your Chromebook.

Connector name	Description
 •  USB 2.0 connector •  USB 3.2 connector Gen 1 •  USB 3.2 connector Gen 2	Connect USB-compatible devices, such as a USB keyboard, USB mouse, USB storage device, or USB printer.

 • USB-C (3.2 Gen 1) connector • USB-C (3.2 Gen 2) connector •  Thunderbolt 3 connector (USB-C) •  Thunderbolt 4 connector (USB-C)	• Charge USB-C compatible devices with the output voltage and current of 5 V and 1.5 A. • Connect to an external display: – USB-C to VGA: up to 1900 x 1200 pixels, 60 Hz – USB-C to DP: up to 3840 x 2160 pixels, 60 Hz (for Lenovo 100e/300e Chromebook Gen 3) – USB-C to DP: up to 4096 x 2160 pixels, 60 Hz (for Lenovo 500e Chromebook Gen 3) • Connect to USB-C accessories to help expand your Chromebook functionality. To purchase USB-C accessories, go to https://www.lenovo.com/accessories.
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Statement on USB transfer rate

Depending on many factors such as the processing capability of the host and peripheral devices, file attributes, and other factors related to system configuration and operating environments, the actual transfer rate using the various USB connectors on this device will vary and will be slower than the data rate listed below for each corresponding device.

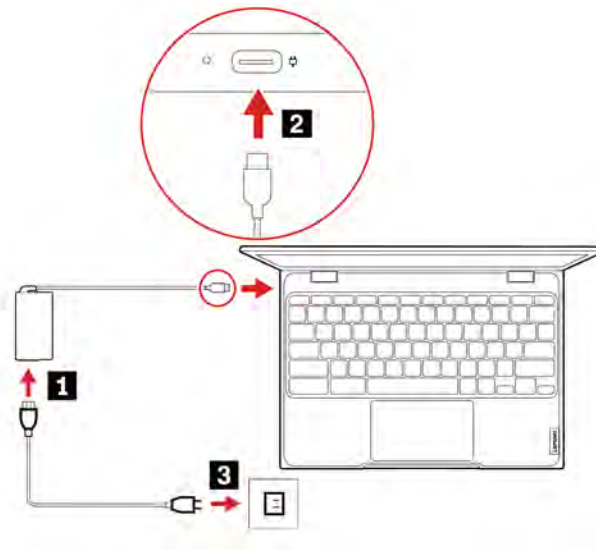
USB device	Data rate (Gbit/s)
3.2 Gen 1 / 3.1 Gen 1	5
3.2 Gen 2 / 3.1 Gen 2	10
3.2 Gen 2 × 2	20
Thunderbolt 3 connector (USB-C)	40
Thunderbolt 4 connector (USB-C)	40

Chapter 2. Explore your Chromebook

Charge your Chromebook

CAUTION:

All plugs must be firmly and securely inserted into receptacles.



Lock your Chromebook

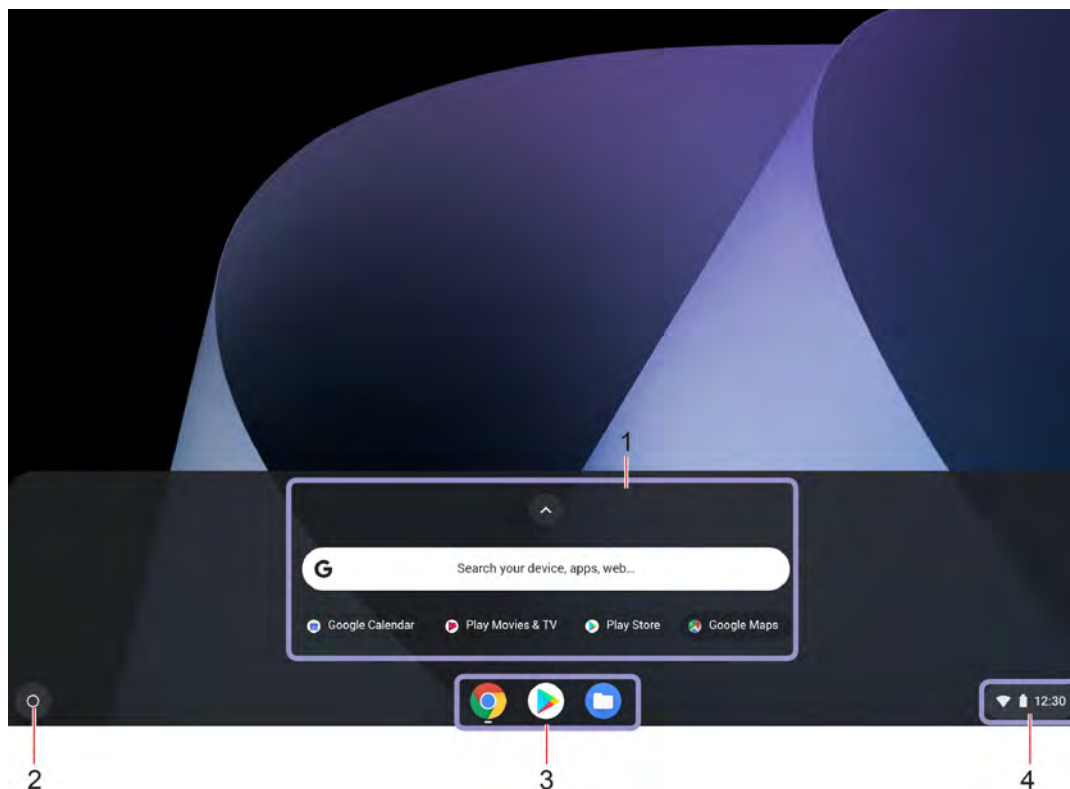
Lock your Chromebook to a desk, table, or other fixtures through a compatible security cable lock.



Note: The slot supports cable locks that conform to the Kensington NanoSaver® lock standards using Cleat™ locking technology. You are responsible for evaluating, selecting, and implementing the locking

device and security feature. Lenovo is not responsible for the locking device and security feature. You can purchase the cable locks at <https://smartfind.lenovo.com>.

Navigate your user interface



1. Search box and the app Launcher	• 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.
2. Launcher button	Open the search box and the app Launcher.
3. Shelf	Pin your frequently used apps or Web pages to the shelf for easy access.
4. System tray	Manage network connections, updates, and settings. By default, network connection status, battery status, and the time are displayed.

Connect to Wi-Fi networks

1. Click the network icon in the system tray. A list of available wireless networks is displayed.
2. Select a network available for connection. Provide required information, if needed.

Set up a Bluetooth connection

You can connect all types of Bluetooth-enabled devices to your Chromebook, such as a keyboard, a mouse, a smartphone, or speakers. To ensure successful connection, place the devices at most 10 meters (33 feet) from your Chromebook.

1. Click the Bluetooth icon in the system tray. A list of available Bluetooth devices is displayed.
2. Select a Bluetooth device, and then follow the on-screen instructions.

Change the display language

When starting your Chromebook for the first time, you are prompted to select the display language. This setting can be changed if you need to use a different language.

1. Click the setting icon in the system tray, and then click **Advanced → Languages and input**.
2. In the Languages section, click  next to the language that you want to use, and then click **Move to the top**.

Notes:

- If the language you want to use is not shown in the list, click **Add languages**.
- You need to sign out and then sign in for the changes to take effect.
- Each signed-in user can set their own display language.

Change input methods

You might need to add an input method to type text in a particular language and switch between input methods.

Add an input method

1. Click the setting icon in the system tray, and then click **Advanced → Languages and input**.
2. In the Input method section, click **Manage input methods**, and then select input methods as you prefer.

Switch between input methods

You can press Ctrl + Space to switch to your previous input method, and press Ctrl + Shift + Space to switch between available input methods, or you can switch between input methods by doing the following:

1. Click the setting icon in the system tray, and then click **Advanced → Languages and input**.
2. In the Input method section, click the name of the input method to enable it.

Use multimedia

Use your Chromebook with the built-in components (camera, speakers, and audio features) or connected external devices (an external projector, monitor, and HDTV).

Use audio

To enhance your audio experience, connect speakers, headphones, or a headset with a 3.5-mm (0.14-inch), 4-pole plug to the audio connector.

To play a local audio or video file:

1. Click the Launcher button, and then click  to display the full app Launcher.
2. Click **Files**.
3. Choose a local audio or video file, and then open it in the media player.

To adjust the speaker volume, click the system tray, and then adjust the volume bar.

Use the camera

You can use the built-in camera to take photos or record videos. The indicator next to the camera turns on when the camera is in use.

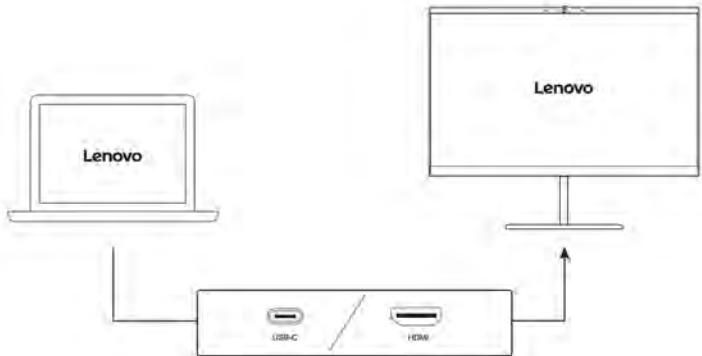
To take photos or record videos:

1. Click the Launcher button, and then click  to display the full app Launcher.
2. Click **Camera**.
3. To take photos, click the camera icon. If you want to record videos, click **Video** to switch to the video mode.

If you use other programs that provide features such as photographing, video capturing, and video conference, the camera starts automatically when you enable the camera-required feature.

Connect to an external display

Connect your Chromebook to a projector or a monitor to give presentations or expand your workspace.



Supported resolution

The following table lists the supported maximum resolution of the external display.

Connect the external display to	Supported resolution
 USB-C (3.2 Gen 1) connector	• Up to 3840 x 2160 pixels / 60 Hz (for Lenovo 100e/300e Chromebook Gen 3) • Up to 4096 x 2160 pixels / 60 Hz (for Lenovo 500e Chromebook Gen 3)
 HDMI™ connector	Up to 4096 x 2160 pixels / 24 Hz

To change display settings:

1. Click the setting icon in the system tray, and then click **Device → Displays**.
2. Follow the on-screen instructions to change the display settings as you prefer.

Set the power plan

For ENERGY STAR® compliant Chromebooks, the following power plan takes effect when your Chromebooks have been idle for a specified duration:

Table 1. Default power plan (when plugged into ac power)

- | |
|---|
| <ul style="list-style-type: none">• Turn off the display: After seven minutes• Put the Chromebook into sleep: After 30 minutes |
|---|

To reset the power plan to achieve the best balance between performance and power saving:

1. Click the setting icon in the system tray, and then click **Device → Power**.
2. Follow the on-screen instructions to change the settings as you prefer.

Shut down your Chromebook

When you finish working with your Chromebook, shut it down to save power.

- Click  in the system tray.
- Press the power button.

Interact with your Chromebook

This section introduces various ways to interact with your Chromebook.

Use the keyboard shortcuts

The function keys on the keyboard help you work more easily and effectively.

	Go to the previous page.
	Go to the next page.
	Refresh your current page.
	Make the current window full screen.
	Open the task view to see all your open windows.
	Darken the display.
	Brighten the display.
	Mute the speakers.
	Decrease the speaker volume.
	Increase the speaker volume.
 *	Lock the screen.
 *	Turn on the Chromebook, put it to sleep mode, or wake it up.

* for selected models

Your Chromebook also supports some key combinations.

Ctrl + 	Take a screenshot.
Alt + 	Switch the letter case between the upper case and lower case.
L + 	Lock the screen.
Ctrl + Alt + ?	View all keyboard shortcuts.

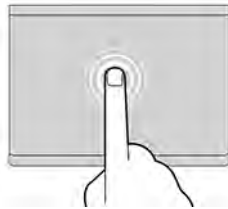
To change the keyboard settings:

1. Click the setting icon in the system tray, and then click **Device → Keyboard**.
2. Follow the on-screen instructions to change the settings as you prefer.

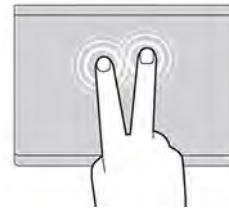
Use the touchpad

The entire touchpad surface is sensitive to finger touch and movement. You can use the touchpad to perform all the pointing, clicking, and scrolling functions of a traditional mouse.

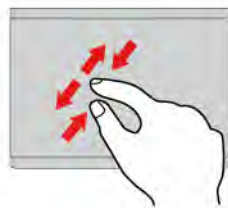
Use the touch gestures



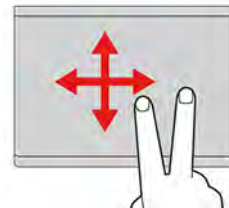
Tap once to select or open an item.



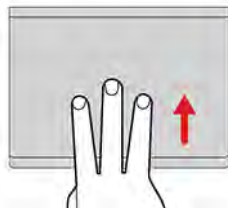
Tap twice quickly to display a shortcut menu.



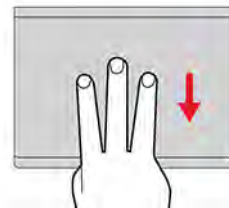
Two-finger zoom in or zoom out.



Scroll through items.



Show the current window.



Open the task view.

Notes:

- When using two or more fingers, ensure that you position your fingers slightly apart.
- Some gestures are only available when you are using certain apps.
- If the touchpad surface is stained with oil, turn off the Chromebook first. Then, gently wipe the touchpad surface with a soft and lint-free cloth moistened with lukewarm water or computer cleaner.

To change the settings:

1. Click the setting icon in the system tray, and then click **Device → Touchpad**.
2. Follow the on-screen instructions to change the settings as you prefer.

If **Enable tap-to-click** is turned on, you can tap or press the touchpad. Otherwise, you can only press the touchpad to achieve the clicking function of a traditional mouse.

Use the touch screen (for selected models)

If your Chromebook display supports the multi-touch function, you can navigate the screen with simple touch gestures.

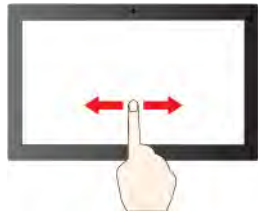
Note: Some gestures might not be available depending on the app you use.



Tap once to single click



Tap and hold to right-click



Slide to scroll through items



Drag



Zoom out



Zoom in



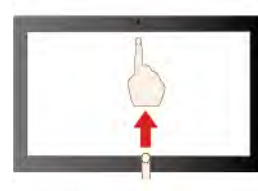
Swipe from the left: view all open windows



Swipe from the right: open action center



Tap with two fingers to open a shortcut menu



Swipe upwards to unfold the app Launcher

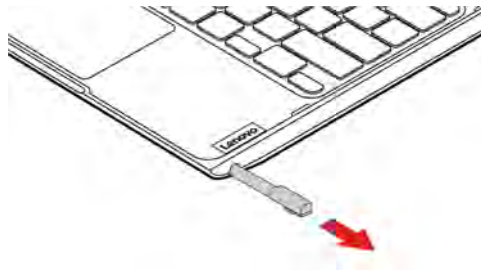
Maintenance tips:

- Turn off the Chromebook before cleaning the multi-touch screen.

- Use a dry, soft, and lint-free cloth or a piece of absorbent cotton to remove fingerprints or dust from the multi-touch screen. Do not apply solvents to the cloth.
- The multi-touch screen is a glass panel covered with a plastic film. Do not apply pressure or place any metallic object on the screen, which might damage the touch panel or cause it to malfunction.
- Do not use fingernails, gloved fingers, or inanimate objects for input on the screen.
- Regularly calibrate the accuracy of the finger input to avoid a discrepancy.

Use the electronic pen (for selected models)

Selected models of Lenovo 300e/500e Chromebook Gen 3 are shipped with an electronic pen. To use the pen, slide it out of the pen slot.



Notes:

- You might need to install additional apps such as Google Keep for better use of the pen. When not in use, put it back into its slot.
- To purchase the pen, go to <https://www.lenovo.com/accessories>.

Use the electronic pen

You can perform the following operations with the pen:

- To open an app or a Web page, tap the display once.
- To display the shortcut menu or make a selection, tap the display and hold the pen there for one second.

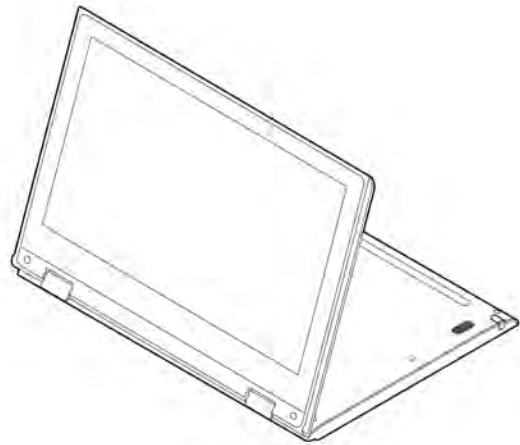
Get to know your Chromebook modes (for selected models)

Rotate the display to switch among different modes according to your preference. The keyboard is automatically disabled in the stand mode, tent mode, and tablet mode. Use the touch screen to control your Chromebook instead.

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



Notebook mode



Stand mode



Tent mode



Tablet mode

Warning: When operating in the tablet mode with any external device connected, the upper case (keyboard's side) of the Chromebook may become hot. Avoid keeping your hands, lap, or any part of the body in contact with the upper case for over one minute.

Chapter 3. CRU replacement

Customer Replaceable Units (CRUs) are parts that can be upgraded or replaced by the customer. The computers contain the following types of CRUs:

- **Self-service CRUs:** Refer to parts that can be installed or replaced easily by customer themselves or by trained service technicians at an additional cost.
- **Optional-service CRUs:** Refer to parts that can be installed or replaced by customers with a greater skill level. Trained service technicians can also provide service to install or replace the parts under the type of warranty designated for the customer's machine.

If you intend on installing a CRU, Lenovo will ship the CRU to you. CRU information and replacement instructions are shipped with your product and are available from Lenovo at any time upon request. You might be required to return the defective part that is replaced by the CRU. When return is required: (1) return instructions, a prepaid shipping label, and a container will be included with the replacement CRU; and (2) you might be charged for the replacement CRU if Lenovo does not receive the defective CRU within thirty (30) days of your receipt of the replacement CRU. For full details, see the Lenovo Limited Warranty documentation at https://www.lenovo.com/warranty/llw_02.

What are CRUs

Refer to the following CRU list for your Chromebook.

Self-service CRUs

- ac power adapter
- Electronic pen*
- Nano-SIM-card tray*
- Power cord

Optional-service CRUs

- Base cover assembly

* for selected models

Replace a CRU

Follow the replacement procedure to replace a CRU.

Base cover assembly

Prerequisite

Before you start, read [Generic Safety and Compliance Notices](#) and print the following instructions.

Note: Do not remove the base cover assembly when your computer is connected to ac power.

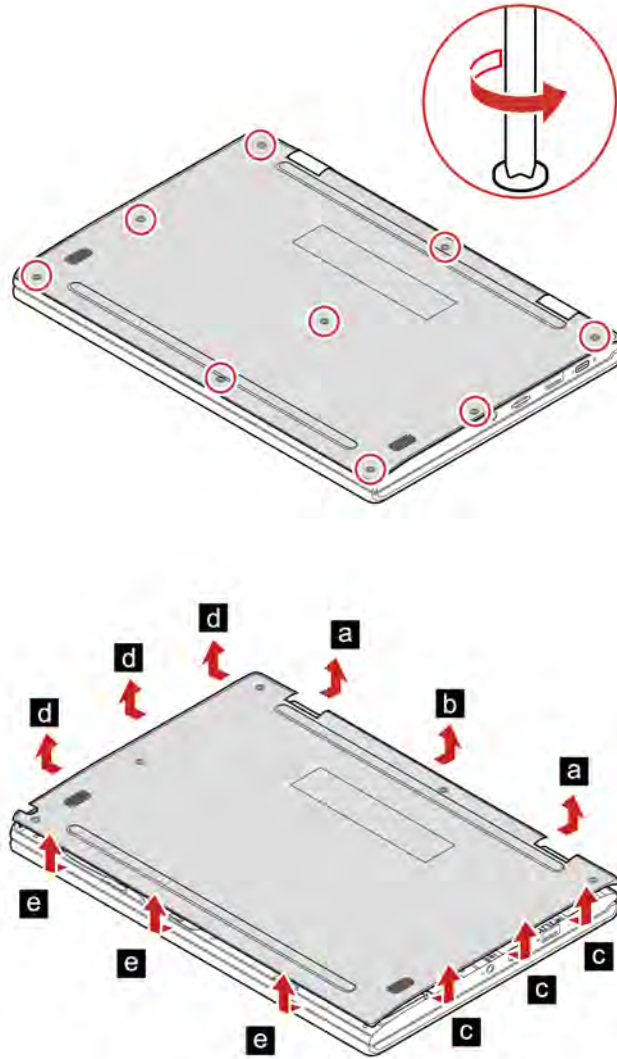
For access, do the following:

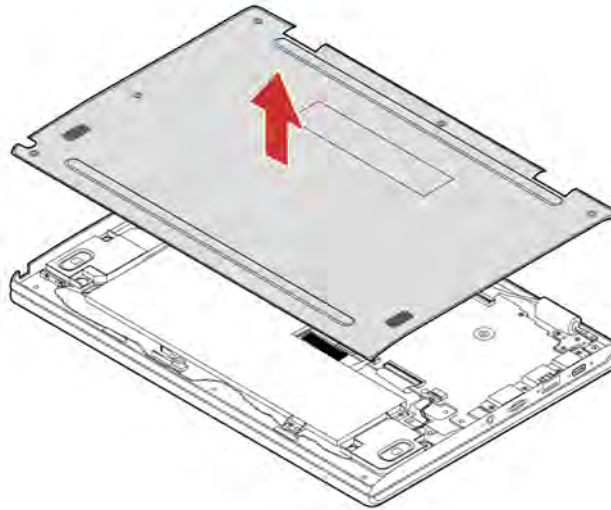
1. Disable the built-in battery. Press  together with the power button for about five seconds, and at the same time detach the ac power adapter from the Chromebook.

Note: Power supply from the built-in battery will resume after you reconnect the Chromebook to the ac power adapter.

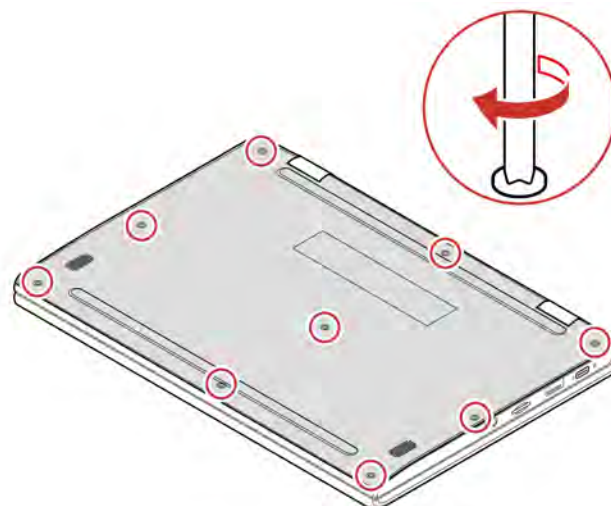
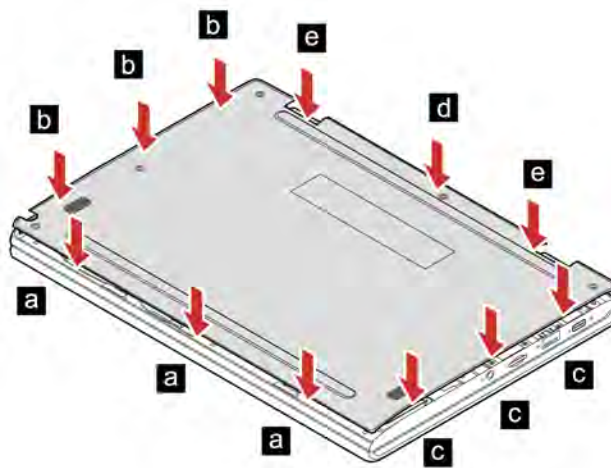
2. Close the computer display and turn over the computer.

Removal procedure





Installation procedure



Troubleshooting

If the computer does not start up after you reinstall the base cover assembly, disconnect the ac power adapter and then reconnect it to the computer.

Chapter 4. Help and support

Call Lenovo

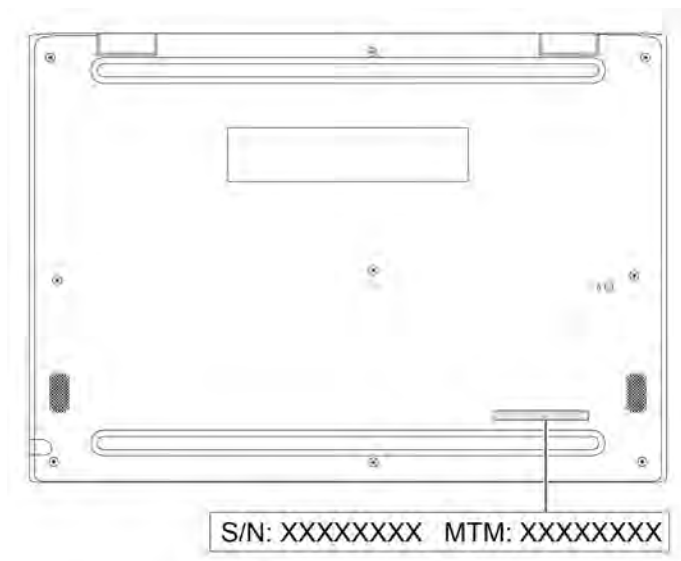
If you have tried to correct the problem yourself and still need help, you can call Lenovo Customer Support Center.

Before you contact Lenovo

Prepare the following before you contact Lenovo:

1. Record the problem symptoms and details:
 - What is the problem? Is it continuous or intermittent?
 - Any error message or error code?
 - What operating system are you using? Which version?
 - Which software applications were running at the time of the problem?
 - Can the problem be reproduced? If so, how?
2. Record the system information:
 - Product name
 - Machine type and serial number

The following illustration shows where to find the machine type and serial number of your Chromebook.



Lenovo Customer Support Center

During the warranty period, you can call Lenovo Customer Support Center for help.

Telephone numbers

For a list of the Lenovo Support phone numbers for your country or region, go to <https://pcsupport.lenovo.com/supportphonenumber> for the latest phone numbers.

Note: Phone numbers are subject to change without notice. If the number for your country or region is not provided, contact your Lenovo reseller or Lenovo marketing representative.

Services available during the warranty period

- Problem determination - Trained personnel are available to assist you with determining if you have a hardware problem and deciding what action is necessary to fix the problem.
- Lenovo hardware repair - If the problem is determined to be caused by Lenovo hardware under warranty, trained service personnel are available to provide the applicable level of service.
- Engineering change management - Occasionally, there might be changes that are required after a product has been sold. Lenovo or your reseller, if authorized by Lenovo, will make selected Engineering Changes (ECs) that apply to your hardware available.

Services not covered

- Replacement or use of parts not manufactured for or by Lenovo or nonwarranted parts
- Identification of software problem sources
- Configuration of UEFI BIOS as part of an installation or upgrade
- Changes, modifications, or upgrades to device drivers
- Installation and maintenance of network operating systems (NOS)
- Installation and maintenance of programs

For the terms and conditions of the Lenovo Limited Warranty that apply to your Lenovo hardware product, go to:

- https://www.lenovo.com/warranty/llw_02
- <https://pcsupport.lenovo.com/warrantylookup>

Get help from Google

After signing in to your Chromebook, start Get Help from the app Launcher. The Get Help app provides comprehensive instructions on using your Chromebook.

In addition, if you are interested in visiting the Chromebook Help Center and Community, go to <http://support.google.com/chromebook>.

Appendix A. Accessibility and ergonomic information

This chapter provides information about accessibility and ergonomics.

Accessibility and comfort

Good ergonomic practice is important to get the most from your personal computer and to avoid discomfort. Arrange your workplace and the equipment you use to suit your individual needs and the kind of work that you perform. In addition, use healthy work habits to maximize your performance and comfort when using your computer.

Lenovo is committed to providing users who have hearing, vision, and mobility limitations with greater access to information and technology.

Ergonomic information

Good ergonomic practice is important to get the most from your personal computer and to avoid discomfort. Arrange your workplace and the equipment you use to suit your individual needs and the kind of work that you perform. In addition, use healthy work habits to maximize your performance and comfort when using your computer.

Working in the virtual office might mean adapting to frequent changes in your environment. Adapting to the surrounding light sources, active seating, and the placement of your computer hardware, can help you improve your performance and achieve greater comfort.

This example shows someone in a conventional setting. Even when not in such a setting, you can follow many of these tips. Develop good habits, and they will serve you well.



General posture: Make minor modifications in your working posture to deter the onset of discomfort caused by long periods of working in the same position. Frequent short breaks from your work also help to prevent minor discomfort associated with your working posture.

Display: Position the display to maintain a comfortable viewing distance of 510 mm to 760 mm (20 inches to 30 inches). Avoid glare or reflections on the display from overhead lighting or outside sources of light. Keep the display screen clean and set the brightness to levels that enable you to see the screen clearly. Press the brightness control keys to adjust display brightness.

Head position: Keep your head and neck in a comfortable and neutral (vertical, or upright) position.

Chair: Use a chair that gives you good back support and seat height adjustment. Use chair adjustments to best suit your comfort posture.

Arm and hand position: If available, use chair arm rests or an area on your working surface to provide weight support for your arms. Keep your forearms, wrists, and hands in a relaxed and neutral (horizontal) position. Type with a soft touch without pounding the keys.

Leg position: Keep your thighs parallel to the floor and your feet flat on the floor or on a footrest.

What if you are traveling?

It might not be possible to observe the best ergonomic practices when you are using your computer while on the move or in a casual setting. Regardless of the setting, try to observe as many of the tips as possible. Sitting properly and using adequate lighting, for example, helps you maintain desirable levels of comfort and performance. If your work area is not in an office setting, ensure to take special note of employing active sitting and taking work breaks. Many product solutions are available to help you modify and expand your computer to best suit your needs. You can find some of these options at <https://www.lenovo.com/accessories>. Explore your options for docking solutions and external products that provide the adjustability and features that you want.

Questions about vision?

The visual display screens of notebook computers are designed to meet the highest standards. These visual display screens provide you with clear, crisp images and large, bright displays that are easy to see, yet easy on the eyes. Any concentrated and sustained visual activity can be tiring. If you have questions on eye fatigue or visual discomfort, consult a vision-care specialist for advice.

Appendix B. Compliance information

Note: For more compliance information, refer to *Generic Safety and Compliance Notices and Regulatory Notice* at <https://pcsupport.lenovo.com>.

Certification-related information

Product name	Machine types
Lenovo 100e Chromebook Gen 3	82J7 and 82J8
Lenovo 300e Chromebook Gen 3	82J9 and 82JA
Lenovo 500e Chromebook Gen 3	82JB and 82JC

The latest compliance information is available at:

<https://www.lenovo.com/compliance>

Federal Communications Commission (FCC) Supplier's Declaration of Conformity

The following information refers to the following products:

Product name	Machine type
Lenovo 100e Chromebook Gen 3	82J7 and 82J8
Lenovo 300e Chromebook Gen 3	82J9 and 82JA
Lenovo 500e Chromebook Gen 3	82JB and 82JC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult an authorized dealer or service representative for help.

Lenovo is not responsible for any radio or television interference caused by using other than recommended cables and connectors or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party:
Lenovo (United States) Incorporated



Safety instructions for teachers, parents and adult supervisors

This Chromebook is intended for use as a child development tool primarily by children, 6 years of age or above. There must be supervision by an adult. It is a must to have a thorough explanation to children on safe and proper handling of the computer, battery pack, and ac power adapter.

- For ITE with power supplies not intended to be handled by children: As with all electrical products, precautions should be observed handling and use to prevent electric shock. The ac power adapter should not be handled by children.
- The computer should not be placed on the bare skin (lap) of the child for long periods. The computer should be placed on a flat surface, like desktop, if your child intends to use it for more than a few minutes.
- The computer (including the ac power adapter and the battery pack, as applicable) should not be left in the rain or subjected to exposure to water. If cleaning is necessary do not immerse it in water; wipe clean with damp cloth.
- The computer (including the ac power adapter and the battery pack, as applicable) should not be dropped, crushed (stepped on) or otherwise abused.
- An adult should caution his or her child about the potential trip hazard as posed by the cable between a power source and the computer. An adult should inspect the computer (including the ac power adapter and the battery pack, as applicable) periodically for damage. Similarly, if a child notices damaged/broken parts, this should be reported to the teacher/parents/adult supervisors immediately. Damaged parts may be replaced through service provided by Lenovo.



ELECTRICALLY OPERATED PRODUCT. Not recommended for children under 3 years of age (or other intended age range). As with all electrical products, precautions should be observed during handling and use of electrical products to reduce the risk of electric shock.

Korea radio frequency compliance statement

무선설비 전파 혼신 (사용주파수 2400 ~ 2483.5 , 5725 ~ 5825 무선제품해당)

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Operating environment

Maximum altitude (without pressurization)

3048 m (10 000 ft)

Temperature

- Operating: 5°C to 35°C (41°F to 95°F)
- Storage: 5°C to 43°C (41°F to 109°F)

Note: When you charge the battery, its temperature must be no lower than 10°C (50°F).

Relative humidity

- Operating: 8% to 95% at wet-bulb temperature 23°C (73°F)
- Storage: 5% to 95% at wet-bulb temperature 27°C (81°F)

Appendix C. Notices and trademarks

Notices

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