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IN SEARCH OF INCREDIBLE

E-Manual

chromebook

ASUS

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About this manual

This manual provides information about the hardware and software features of your Chromebook, organized through the following chapters:

Chapter 1: Hardware Setup

This chapter details the hardware components of your Chromebook.

Chapter 2: Using your Chromebook

This chapter shows you how to use the different parts of your Chromebook.

Chapter 3: Working with Chromebook

This chapter provides an overview of using the Chromebook.

Tips and FAQs

This section presents some recommended tips, hardware FAQs, and software FAQs you can refer to for maintaining and fixing common issues with your Chromebook.

Appendices

This section includes notices and safety statements for your Chromebook.

Conventions used in this manual

To highlight key information in this manual, some text are presented as follows:

IMPORTANT! This message contains vital information that must be followed to complete a task.

NOTE: This message contains additional information and tips that can help complete tasks.

WARNING! This message contains important information that must be followed to keep you safe while performing tasks and prevent damage to your Chromebook's data and components.

Typography

Bold = This indicates a menu or an item that must be selected.

Italic = This indicates sections that you can refer to in this manual.

Safety precautions

Using your Chromebook

This Chromebook should only be used in environments with ambient temperatures between 5°C (41°F) and 35°C (95°F).

Refer to the rating label on the bottom of your Chromebook and ensure that your power adapter complies with this rating.

Do not leave your Chromebook on your lap or near any part of your body to prevent discomfort or injury from heat exposure.

Do not use damaged power cords, accessories, and other peripherals with your Chromebook.

While powered on, ensure that you do not carry or cover your Chromebook with any materials that can reduce air circulation.

Do not place your Chromebook on uneven or unstable work surfaces.

You can send your Chromebook through x-ray machines (used on items placed on conveyor belts), but do not expose them to magnetic detectors and wands.

Contact your airline provider to learn about related in-flight services that can be used and restrictions that must be followed when using your Chromebook in-flight.

Caring for your Chromebook

Disconnect the AC power and remove the battery pack (if applicable) before cleaning your Chromebook. Use a clean cellulose sponge or chamois cloth dampened with a solution of nonabrasive detergent and a few drops of warm water. Remove any extra moisture from your Chromebook using a dry cloth.

Do not use strong solvents such as thinners, benzene, or other chemicals on or near your Chromebook.

Do not place objects on top of your Chromebook.

Do not expose your Chromebook to strong magnetic or electrical fields.

Do not use or expose your Chromebook near liquids, rain, or moisture.

Do not expose your Chromebook to dusty environments.

Do not use your Chromebook near gas leaks.

Proper disposal

Do not throw your Chromebook in municipal waste. This product has been designed to enable proper reuse of parts and recycling. The symbol of the crossed out wheeled bin indicates that the product (electrical, electronic equipment and mercury-containing button cell battery) should not be placed in municipal waste. Check local regulations for disposal of electronic products.

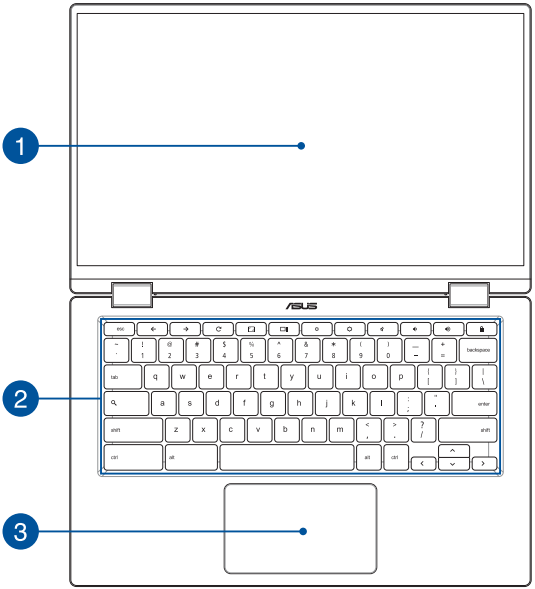
Do not throw the battery in municipal waste. The symbol of the crossed out wheeled bin indicates that the battery should not be placed in municipal waste.

Chapter 1:
Hardware Setup

Getting to know your Chromebook

Top View

NOTE: The keyboard's layout may vary per region or country. The top view may also vary in appearance depending on the Chromebook model.



1 360º-adjustable touch screen panel

Your Chromebook's touch screen panel can be adjusted all the way into a 360º angle. This feature allows you to quickly turn your device from a Notebook PC into a touch-enabled tablet PC.

This high-definition touch screen panel provides excellent viewing features for photos, videos, and other multimedia files on your Chromebook. It also allows you to operate it using touch screen gestures.

NOTE: For more details on how to turn your Chromebook into a tablet device, refer to the *Rotating the display panel* section in this manual.

2 Keyboard

The keyboard provides full-sized QWERTY keys with a comfortable travel depth for typing. It also enables you to use the function keys and controls other multimedia functions.

NOTE: The keyboard layout differs by model or territory.

3 Touchpad

The touchpad allows the use of multi-gestures to navigate onscreen, providing an intuitive user experience. It also simulates the functions of a regular mouse.

NOTE: For more details, refer to the *Using the touchpad* section in this manual.

Bottom

NOTE: The bottom side may vary in appearance depending on model.

WARNING! The bottom of the Chromebook can get warm to hot while in use or while charging the battery pack. When working on your Chromebook, do not place it on surfaces that can block the vents.

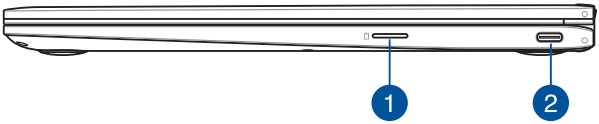
IMPORTANT!

- Battery time varies by usage and by the specifications for this Chromebook. The battery pack cannot be disassembled.
- Purchase components from authorized retailers to ensure maximum compatibility and reliability. Consult an ASUS service center or authorized retailers for product service or assistance on proper disassembly or assembly of the product.

1 **Audio speakers**

The built-in audio speakers allow you to hear audio straight from your Chromebook. Audio features are software-controlled.

Right Side



1 **MicroSD card slot**

This built-in memory card reader slot supports microSD card formats.

2 **USB 3.1 Gen 1 Type-C™/DisplayPort/ Power (DC) input combo port**

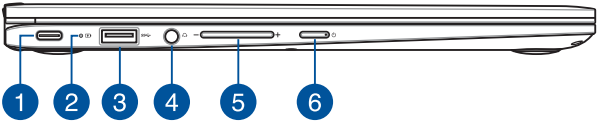
The USB 3.1 (Universal Serial Bus 3.1) Gen 1 Type-C™ port provides a transfer rate of up to 5 Gbit/s and is backward compatible to USB 2.0. Use a USB Type-C™ adapter to connect your Chromebook to an external display. Insert the bundled power adapter into this port to charge the battery pack and supply power to your Chromebook.

NOTE: Transfer rate of this port may vary per model.

WARNING! The adapter may become warm to hot while in use. Do not cover the adapter and keep it away from your body while it is connected to a power source.

IMPORTANT! It may take longer to fully charge your Chromebook through a low-voltage power source. Use only the bundled power adapter to charge the battery pack and supply power to your Chromebook.

Left Side



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NOTE: Transfer rate of this port may vary per model.

WARNING! The adapter may become warm to hot while in use. Do not cover the adapter and keep it away from your body while it is connected to a power source.

IMPORTANT! It may take longer to fully charge your Chromebook through a low-voltage power source. Use only the bundled power adapter to charge the battery pack and supply power to your Chromebook.

2 Two-color battery charge indicator

The two-color LED provides a visual indication of the battery's charge status. Refer to the following table for details:

Color	Status
Solid Green	The Chromebook is plugged to a power source and the battery power is between 95% and 100%.
Solid Orange	The Chromebook is plugged to a power source, charging its battery, and the battery power is less than 95%.
Solid Green	The Chromebook is running on battery mode.

3 USB 3.1 Gen 1 port

The USB 3.1 (Universal Serial Bus 3.1) Gen 1 port provides a transfer rate of up to 5 Gbit/s and is backward compatible to USB 2.0.

4 Headphone/Headset jack

This port allows you to connect amplified speakers or headphones. You can also use this port to connect your headset.

NOTE: This port does not support three-conductor 3.5 mm microphones.

5 Volume button

This button turns the volume up or down on your Chromebook.

6 Power button

Press the power button to turn your Chromebook on or off. You can also use the power button to put your Chromebook to sleep or hibernate mode and wake it up from sleep or hibernate mode.

In the event that your Chromebook becomes unresponsive, press and hold the power button for at least four (4) seconds until your Chromebook shuts down.

Chapter 2:
Using your Chromebook

Getting started

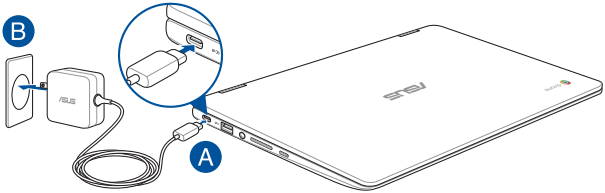
Charge your Chromebook

A. Connect the DC power connector into your Chromebook's power (DC) input port.

B. Plug the AC power adapter into a 100V~240V power source.

Charge the Chromebook for **3 hours** before using it in battery mode for the first time.

NOTE: The power adapter may vary in appearance, depending on models and your region.



IMPORTANT!

Power adapter information:

- Input voltage: 100-240Vac
- Input frequency: 50-60Hz
- Rating output current: 3A (45W)
- Rating output voltage: 15V

IMPORTANT!

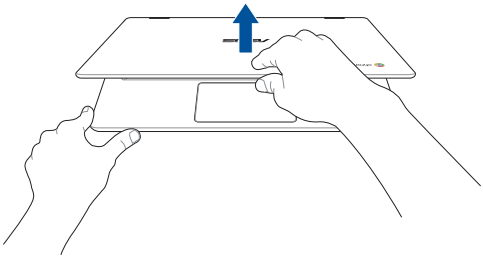
- Locate the input/output rating label on your Chromebook and ensure that it matches the input/output rating information on your power adapter. Some Chromebook models may have multiple rating output currents based on the available SKU.
- Ensure that your Chromebook is connected to the power adapter before turning it on for the first time. We strongly recommend that you use a grounded wall socket while using your Chromebook on power adapter mode.
- The socket outlet must be easily accessible and near your Chromebook.
- To disconnect your Chromebook from its main power supply, unplug your Chromebook from the power socket.

WARNING!

Read the following precautions for your Chromebook's battery:

- Only ASUS-authorized technicians should remove the battery inside the device (for non-removable battery only).
- The battery used in this device may present a risk of fire or chemical burn if removed or disassembled.
- Follow the warning labels for your personal safety.
- Risk of explosion if battery is replaced by an incorrect type.
- Do not dispose of in fire.
- Never attempt to short-circuit your Chromebook's battery.
- Never attempt to disassemble and reassemble the battery (for non-removable battery only).
- Discontinue usage if leakage is found.
- The battery and its components must be recycled or disposed of properly.
- Keep the battery and other small components away from children.

Lift to open the display panel and your Chromebook will turn on automatically



NOTE: You can also press the power button to turn your Chromebook on or off.

Gestures for the touch screen panel and touchpad

Gestures allow you to launch programs and access the settings of your Chromebook. Refer to the following illustrations when using hand gestures on your touch screen panel and touchpad.

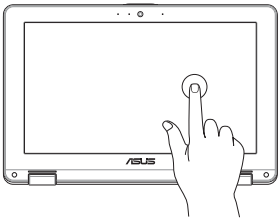
NOTE:

- The following screenshots are for reference only. The touch screen panel's appearance may vary depending on model.
- The touch screen panel is available on selected models.

Using touch screen panel gestures

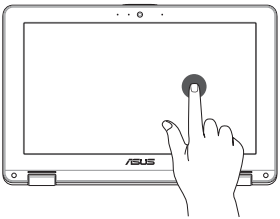
The gestures allow you to launch programs and access the settings of your Chromebook. The functions can be activated by using the hand gestures on your Chromebook's touch screen panel.

Tap



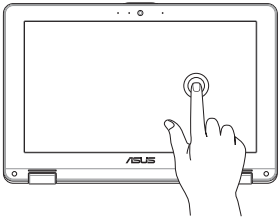
Tap to select an item and launch it.

Double tap



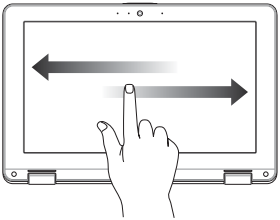
Double tap to select a block of text.

Tap and hold



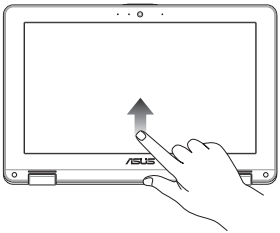
Tap and hold an item until a menu appears (if available), and you may tap to select an action from the menu.

Slide to the right or left



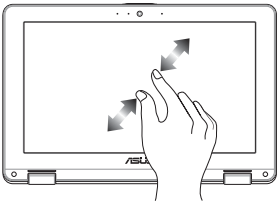
Slide to the right or left to go backward or forward through your web browsing history.

Bottom edge swipe



Slide your fingertip upward from the bottom edge of the screen to toggle on and off the auto-hide shelf.

Pinch or stretch



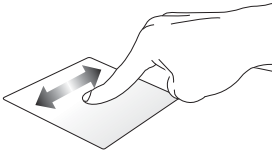
Use two of your fingertips to pinch or stretch on the screen to zoom out or zoom in.

Using the touchpad

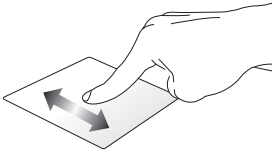
Moving the pointer

You can tap anywhere on the touchpad to activate its pointer, then slide your finger on the touchpad to move the pointer onscreen.

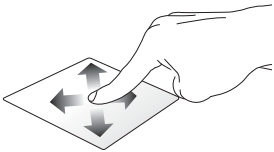
Slide horizontally



Slide vertically

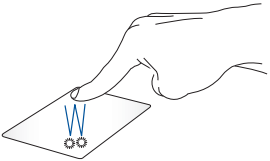


Slide diagonally



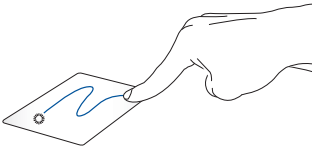
One-finger gestures

Tap/Double-tap



- Tap an app to select it.
- Double-tap an app to launch it.
- Double-tap on an active screen to minimize or maximize it on your display panel.

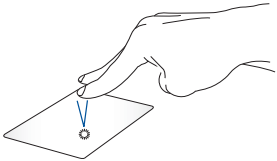
Drag and drop



Tap on an active screen then slide the same finger without lifting it off the touchpad. To drop the screen to its new location, lift your finger from the touchpad.

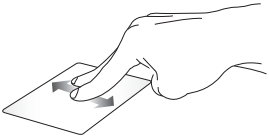
Two-finger gestures

Tap



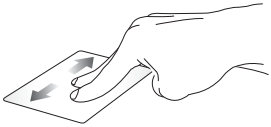
Tap two fingers on the touchpad to simulate the right-click function.

Two-finger scroll (up/down)



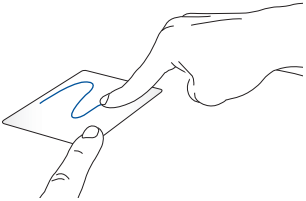
Slide two fingers to scroll up or down.

Two-finger scroll (left/right)



Slide two fingers to scroll left or right.

Drag and drop



Select an item then press and hold the touchpad. Using your other finger, slide on the touchpad to drag the item, lift your finger off the button to drop the item.

Three-finger gestures

Swipe left/Swipe right

If you opened multiple tabs on your web browser, swipe three fingers left or right to switch between these tabs.

Swipe up

Swipe up to see an overview of all the screens currently opened on Chromebook.

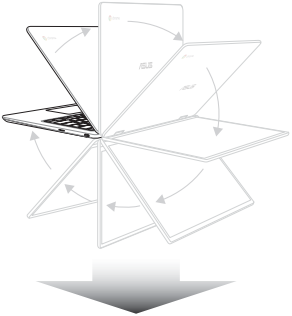
Using the keyboard

The following shortcut keys on your Chromebook's keyboard can be used to launch programs and functions while using your Chromebook.

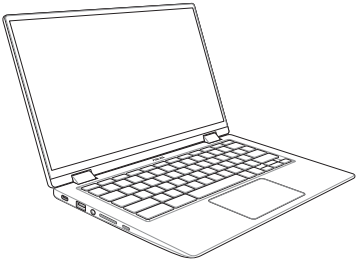
←	Goes back to the previous page
→	Moves to the next page
↻	Reloads your current web page
⛶	Activates full-screen mode for the currently opened screen
▭	Switches to the next window
☼	Decreases display brightness
☼	Increases display brightness
🔇	Turns off the speaker volume
🔈	Turns down the speaker volume
🔊	Turns up the speaker volume
🔒	Activates keyboard lock
🔍	Activates the search box

Rotating the display panel

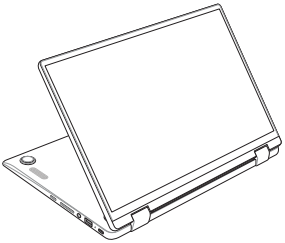
Your Chromebook's display panel is adjustable up to 360 degrees. You may adjust the display panel as shown below.



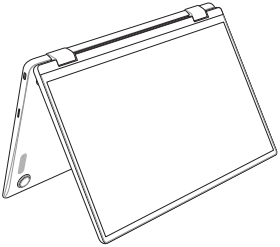
360 degrees adjustable



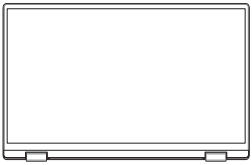
Notebook PC mode



Stand mode



Tent mode



Tablet mode

NOTE: Rotating the screen to Stand, Tent and Tablet mode will disable the keyboard and touchpad.

Chapter 3:
Working with Chromebook

Starting for the first time

When you start your Chromebook for the first time, please follow the series of following steps to configure your Chromebook:

1. Press the power button on your Chromebook. Wait for a few minutes until the setup screen appears.

2. From the setup screen, select your preferred option from the drop-down button beside the following items:

   - Select your language
   - Select your keyboard
   - Select a network

   Once finished, click/tap **Continue**.

3. Carefully read the **Chrome OS Terms** then select **Accept and Continue**.

4. In the following sign-in screen, input the **Email** and **Password** of your Google account. If you don't have a Google account yet, you may create one by clicking on the **create a Google Account** link.

   If you want to skip this sign-in process, you may also click/tap **browse as Guest** to proceed.

5. Once the setup process is complete, the web browser is launched and you may start working on Chromebook.

Sign-in area

After turning on your Chromebook, the sign-in screen appears so you can choose to work on Chromebook using either of the following options:

IMPORTANT! Ensure you have Internet connection before choosing any of the following sign-in options.

Browse as Guest

This option is recommended if you simply want to browse online or let others use your Chromebook. Downloaded files, browser history, and cookies are not stored once you sign out as guest.

User account

Use this option to access apps and other programs offered in Chromebook and save downloaded files, apps, and browser histories right into your user account.

Signing in to your user account

Select the user account you want to use then type your password on the **enter password** field.

Adding a user account

Refer to the following steps if you want to add a new user account:

1. Click/Tap **Add user** on the bottom part of the sign-in area.
2. In the following screen, input the new **Email** and **Password** you would like to add as a user account. Your email account must be Gmail. To create a new Google account, click/tap the **create a Google Account** link.
3. Click/Tap **Sign in**.

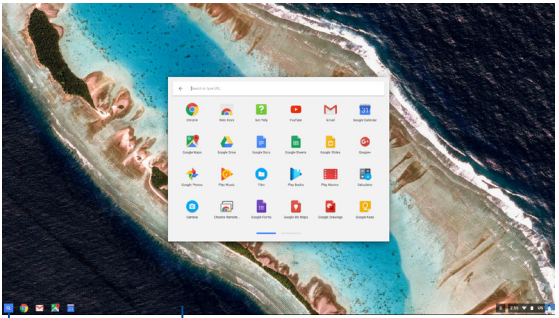
Using your desktop

Apps list

Start working on your Chromebook by launching apps that can be accessed after signing in to your user account. These apps enable a variety of functions that can help you maximize the features of your Chromebook.

To launch the apps list, click/tap on the launcher.

NOTE: When browsing as a guest, only the icon appears on your launcher.



Apps launcher icon Launcher

Adding apps on the launcher

To add more apps on the launcher:

1. Click/Tap .
2. Right-click on the apps you want to add on the launcher then select **Pin to shelf**.

Deleting apps from the launcher

To delete any of the apps you currently have on the launcher:

1. Right-click on the apps you want to delete.
2. Select **Unpin**.

Configuring the apps settings

To configure your apps' appearance once launched:

1. Right-click on the apps you want to configure.
2. Select any of the following options:
   - **Open as regular tab**
   - **Open as pinned tab**
   - **Open as window**
   - **Open maximized**

Status area

At a glance, the status area displays an overview of your Google user account information. It also allows you to change the settings of your Chromebook and your current user account.

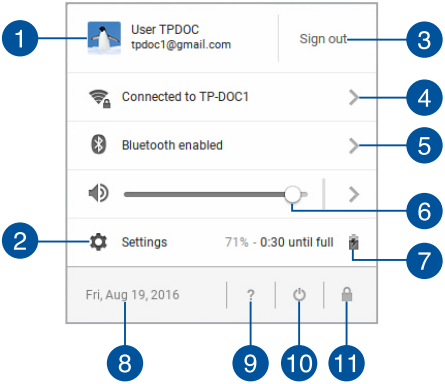
status area

Click/Tap to launch the status area

Launching the status area

To launch the status area, click/tap anywhere on the status area box on the lower right corner of your desktop screen.

Inside the status area



1 **User account**

This shows the currently used Google user account.

2 **Settings**

Click/Tap this option to access your Chromebook settings.

3 **Sign out**

Click/Tap this option to sign out from the current user account.

4 **Network**

Click/Tap this option to view your current network connection, available network connections, and the network settings.

5 **Bluetooth**

Click/Tap this option to enable or disable your Bluetooth feature and manage other Bluetooth devices.

6 **Volume**

Drag the volume slider to the left or to the right to turn the volume up or down on your Chromebook.

7 **Battery status**

This shows the current battery life percentage of your Chromebook. It also calculates the remaining time before your battery becomes discharged or fully-charged again.

8 **Date and time**

Click/Tap this option if you want to adjust the date and time settings of your Chromebook.

9 **Chromebook help**

Click/Tap this option to access the Chromebook help center.

10 **Shutdown**

Click/Tap this option to sign out of your current log in session and turn off your Chromebook.

11 **Lock**

Click/Tap this option to lock your current session and return to the sign in area.

Connecting to the Internet

Internet connection is a must for you to work on Chromebook. Connect to the Internet wirelessly using a Wi-Fi connection.

Enabling your Wi-Fi connection

To enable your Wi-Fi connection:

1. Launch the status area.
2. Select **No network** > **Turn Wi-Fi on**.

Switching to a new Wi-Fi network connection

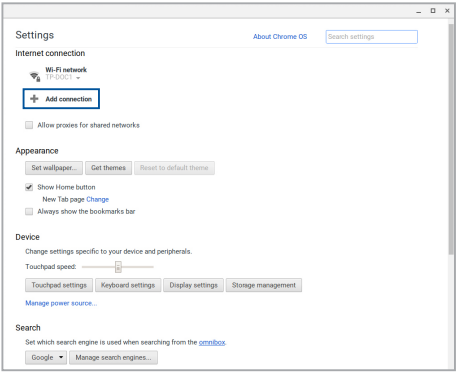
By default, your Chromebook uses the Wi-Fi network you chose during the setup process when you used your device for the first time. In case you need to choose a new network connection, refer to the following steps:

1. Launch the status area.
2. Select your current Wi-Fi network connection.
3. Select your new Wi-Fi network connection from the current list of networks then type in the corresponding password, if necessary.

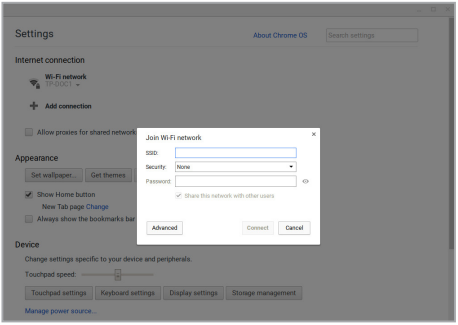
Adding a network connection

To add a new network connection to your list of networks:

1. Launch the status area.
2. Click/Tap **Settings**.
3. Under **Internet connection**, select **Add connection**.



4. Choose **Add Wi-Fi...** then input the necessary details to setup your new network connection.



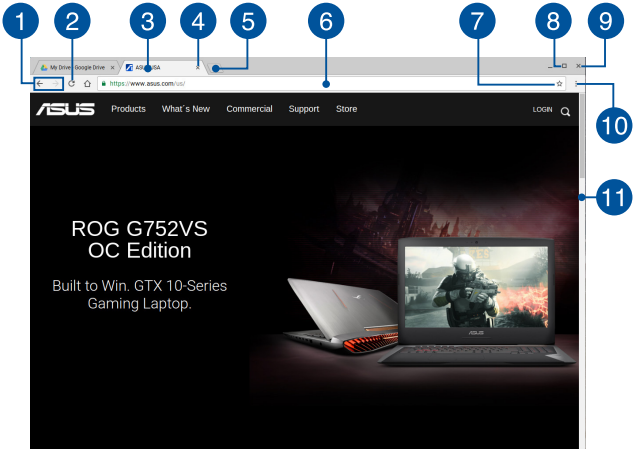
5. Click/Tap **Connect** to start connecting to the Internet using this new network connection.

Chrome browser

The Chrome browser is your main tool to go online. Aside from the Internet, this browser also displays most of the applications launched in the Chromebook.

To launch the Chrome browser, click/tap on the launcher.

Inside the Chrome browser



1 Previous and next web page icons

Press these icons to go back to the previous page or go to the next web page.

2 Reload

Click/Tap this to reload the current web page.

3 **Tab**

The tab allows you to launch multiple sites or applications on your Chrome browser.

4 **Close**

Click/Tap this option to close the current tab.

5 **New tab**

Click/Tap this option to launch a new tab on your Chrome browser.

6 **Address bar**

The address bar displays the current file path or website address of the tab you are viewing. You may also use the address bar to search the web by typing down your search word then press enter.

7 **Bookmark**

Click/Tap this to bookmark the current web page you are viewing.

8 **Minimize/maximize**

Click/Tap this to maximize or minimize your Chrome browser.

9 **Close**

Click/Tap this to close your Chrome browser.

10 **Settings**

Click/Tap to customize the settings of your Chrome browser.

11 **Scroll bar**

Move this bar up or down to scroll up or down the web page.