Washington County LIBRARY | Chromebook Instructions

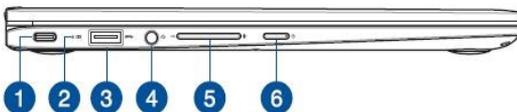| To turn on the Chromebook:	1. Your Chromebook should power on when opened. 2. If it does not power on automatically, press the silver power button on the left side of the device for four seconds.
	Troubleshooting: If your Chromebook does not turn on, it may need to be charged. Plug in your Chromebook. You will know it's charging when the battery charge indicator lights up. If nothing appears on the screen, hold down the power button for at least 4 seconds.
To connect your Chromebook to Wi-Fi:	1. Turn on the hotspot included in the kit. For more information, see the Hotspot Instructions in this kit. 2. Turn on the Chromebook and accept the terms of service and conditions. The Chromebook should automatically connect to this hotspot. It cannot connect to any other Wi-Fi networks.
To turn off the Chromebook:	1. Press and hold the silver power button on the left-hand side of the device for four seconds. 2. The Chromebook will also turn off when it runs out of battery. The battery icon in the lower right-hand corner of the screen indicates the battery level.

IMPORTANT: Save your work often. Anytime your Chromebook shuts down - whether you shut it down or the battery runs out - all your personal information will be deleted, including files, downloads, and browser history. See more information on the back of this guide.

Left Side

1. Power Plug-in
2. Battery Charge Indicator
3. USB Port
4. Headphone jack
5. Volume button
6. Power button

Frequently Asked Questions

How do I save my work?	There are a number of options to save your work: • Use a Google account • Save files to a cloud storage account • Use a flash drive See our website for more information: WashCoLib.org/Devices **Save your work to your Google account, the cloud, or a flash drive. All files and personal information will be deleted each time the Chromebook shuts down.**
What type of software is available on the Chromebook?	Chromebooks are designed to be used while connected to the internet. They cannot support software like Microsoft Office or Adobe Creative Suite. However, a Google account gives you access to several free Google applications that have similar functions. See our website for more information: WashCoLib.org/Devices
Does the Chromebook need to be plugged in?	The Chromebook only needs to be plugged in if it needs to charge. If you see the Chromebook is low on battery, plug one end of the charging cable into the Chromebook and the other end into an outlet.
What can I use my Chromebook for?	Chromebooks can be used for internet browsing, writing emails and other documents, making Zoom calls, and streaming videos.