

## Lenovo 300e Chromebook



### AC Power Port

Your device will need to be charged with a USB C power cable. The AC Port is located on the left side of your device at the very top.

### Powering on Your Device

- The power button is located on the right side.
- The light inside the button will glow white, orange or red depending on the battery's charge.
  - White: Fully charged
  - Orange: Charging
  - Red: No battery life, charge until orange.
- This light will also indicate if the computer is receiving power.

### Volume & Headphones

- The volume + & - buttons are located under the power button on the right side of the device.
- Directly below the power buttons there is a 3.5 mm jack that will fit any standard headphone plug.
  - If your headphones are equipped with a microphone you will only need to plug the headphones in and both headphones and microphone will work.

## Trackpad & Keyboard Shortcuts

### **Trackpad:**

**Tap or Click** can be changed in settings.

Settings can be found in the status bar. Look for the gear icon.

**Right Click:** Use two fingers to tap/click trackpad.

Two fingers to **scroll up or down** on the screen.

Three fingers swipe down will open up **overview**.  
**(multitasking)**

Swipe left or right to **move between tabs**.

Three fingers tap/click on tab to close.

## Keyboard:

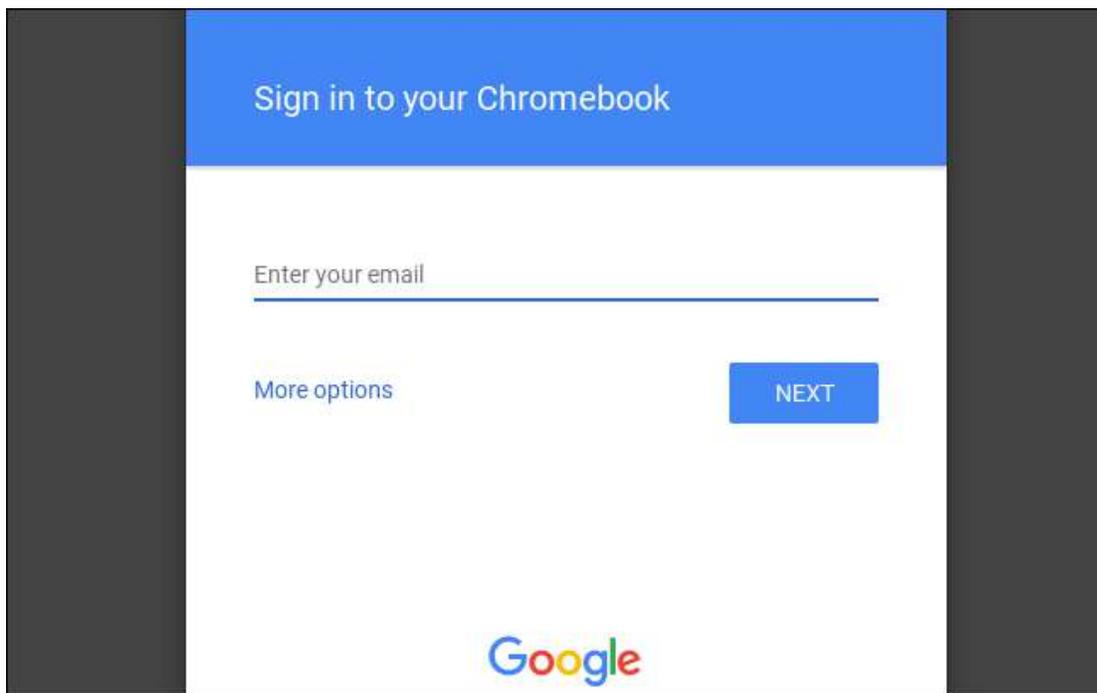
←	Back	⚙️	Decrease brightness
→	Forward	🔇	Mute
🔄	Reload page	🔊	Volume down
🖥️	Full screen	🔊	Volume up
🖥️	Switch window	🔌	Power off/Lock screen
⚙️	Increase brightness	🔍	Search

Ctrl - 🖥️	Take screenshot	Alt - 🔍 :	Toggle caps lock
Ctrl - -:	Zoom out	Alt - Shift:	Cycle through input methods
Ctrl - +:	Zoom in	Alt - [:	Dock window left
Ctrl - 0:	Reset zoom	Alt - ]:	Dock window right
Ctrl - D:	Bookmark current page	Alt - ← :	Back
Ctrl - R:	Reload page	Alt - → :	Forward
Ctrl - N:	Open a new window	Alt - ↑ :	Page up
Ctrl - M:	Minimize window	Alt - ↓ :	Page down
Ctrl - W:	Close tab	Alt - 🖥️ :	Switch primary monitor
Ctrl - ?:	Start Help	Shift - Esc:	Start the task manager

Ctrl - Shift - Q:	Sign out	Alt - Shift - M:	Start the file manager
Ctrl - Shift - 🔄 :	Rotate screen		

## Signing into Your Device

Upon opening your device, you will be greeted with the following screen:



The email that you enter *MUST* be your **@Middleboro.k12.ma.us** to sign into the device.

After entering your full school email address, click NEXT  
You'll then be asked for your school email address password.

You *MUST* be connected to **WiFi** for the device to accept your email address and password.

## Connecting to WiFi

The bottom right corner of the screen will show you:

- Time
- Battery
- **WiFi**

This is called the **STATUS BAR**.

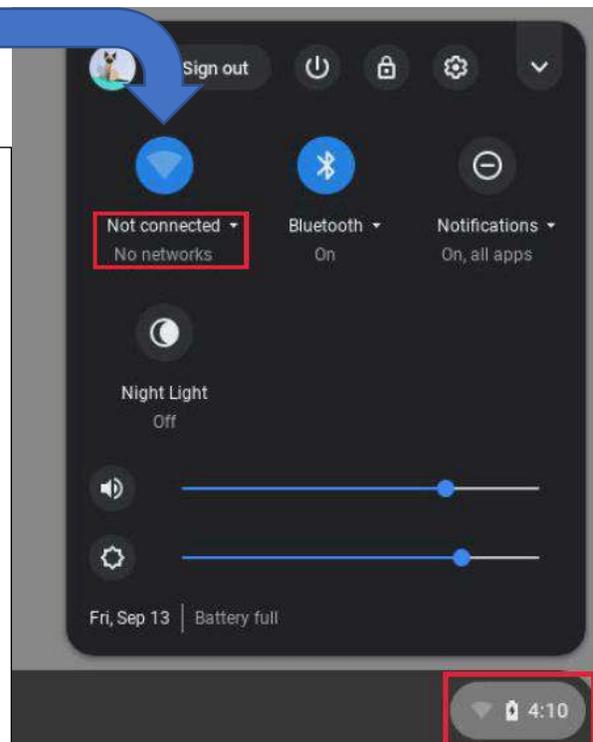
By selecting the WiFi symbol  you will be taken to the WiFi options where you will be able to connect to your WiFi Network.

Select: *Not Connected.*

*Note:* If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to WiFi.

Turn on WiFi.

Your Chromebook will automatically look for available networks and show them to you in a list.



Once connected to a WiFi network you will be able to see the device's strength to that network here.

WiFi strength depends on a few factors:

1. Internet speeds and WiFi router strength.
2. How far you are from the WiFi router.
3. Age and construction of housing

### **Tablet Mode**

Fold Chromebook back until the display back touches the bottom of the keyboard.



## Tablet Shortcuts

- **Take a screenshot:** Press Power button + Volume down button.
- **Take a photo with the volume buttons:** When your Chromebook is in tablet mode, you can press the up or down volume button to take a photo.
- **Turn off tablet or sign out:** Press and hold the Power button until you see a menu to Power off or Sign out.
- **Turn off display:** Quickly tap the Power button and release.
- **Use the on-screen keyboard:** Tap any text box to show the on-screen keyboard.
- **To hide the keyboard:** Tap anywhere outside the keyboard. Or, on the bottom right of your screen, tap Hide keyboard .

## **Handwrite text**

1. Tap any text box to show the on-screen keyboard.
2. Tap **Handwrite** .
3. In the pad that appears, write text with your fingertip or touchscreen stylus.

## **Lock Your Device**

Lock your Chromebook If you need to temporarily leave your Chromebook, lock it so others cannot tamper with your settings or files.

Step 1. Click the status bar.

Step 2. Click the lock icon.

