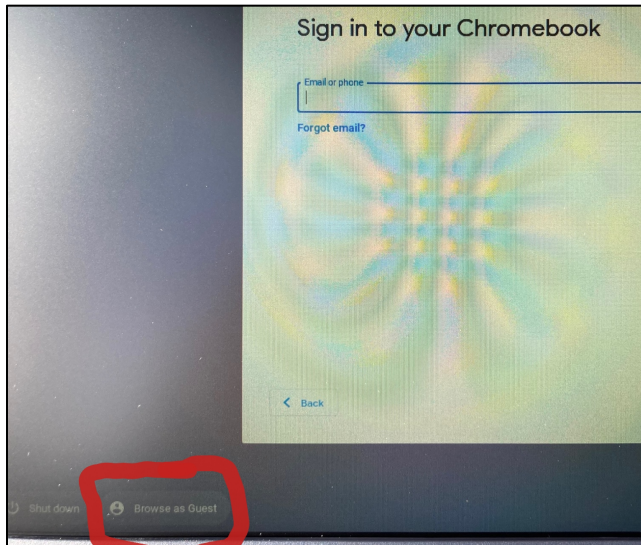


USER INSTRUCTIONS FOR ASUS CHROMEBOOK

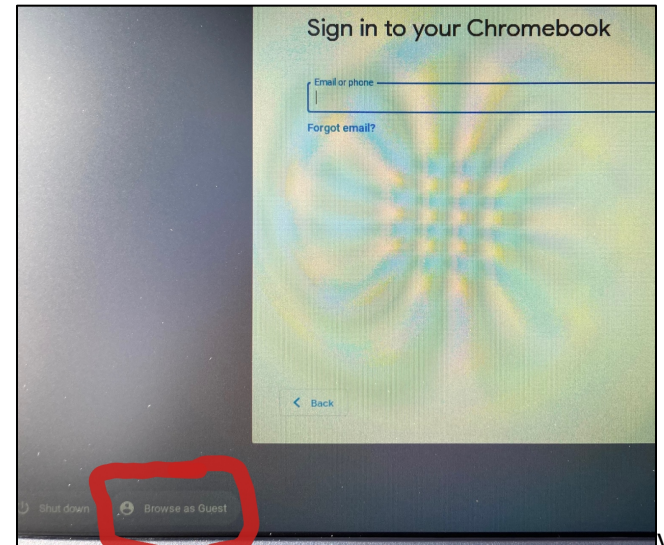
1. Turn on Chromebook. The power button is on the upper right of the keyboard, a circle with a line. It will take just a couple of seconds to come to the login screen.
2. As it turns on, a list of nearby Wifi options will show up. Select the name of the Wifi that you will be using and input the password. If you are using a Mobile HotSpot from the library, the Chromebook should automatically connect - see HotSpot instructions if it doesn't.
3. ns for it. On the sign in screen, you will see a big white box with the option to "Sign in to your Chromebook". This is not an option with the Library's Chromebook Checkout. Instead, you will select Browse as Guest in the lower left.



4. Once you click Browse as Guest, you will be good to go. You will receive an open Chrome browser

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5. immediately upon sign in with information on what happens when you Browse as a Guest.

THINGS TO NOTE ABOUT BROWSING AS GUEST:

1. When you log out of Guest or Shut Down the Chromebook, everything that you worked on prior will be erased - web history, files, etc.
2. You can save things to the device, but they **MUST** be transferred elsewhere before you log out or turn off the Chromebook. I.e. a USB flash drive.
3. There are no word processing programs on the Chromebook Guest account. However, if you have a personal Gmail, Outlook or Hotmail account, you have access to Google Suite or Microsoft Office Apps online.
4. Once logged in to Guest, you **CAN** sign into your personal Gmail account in Chrome (if you have one) and have access to all of your personal settings. However, remember that once you sign out or shut down, it will log you out.
5. You cannot download Apps on the Guest Account, but you can sign into your personal Gmail in Chrome and download extensions if desired.
6. If you are in the middle of something important and still have checkout time available, you can just close the lid on the Chromebook ***without*** logging off or shutting down. When you open, you will be right where you were before - nothing will be erased. The battery will last approximately one week with regular use.

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