Getting Started with a Chromebook

Cambridge Public Library is happy to loan you this Chromebook for two weeks, with the option to renew for an additional two weeks.

A Chromebook is a simple laptop computer. It can be used to browse the internet, edit documents, do video conferencing, and more.

What Comes with the Library Chromebook

The package in which you received your Chromebook includes:

1. A Cambridge Public Library laptop bag ($14 value)
2. The Chromebook (laptop computer) ($300 value)
3. The power cable ($10 value)
4. A mouse ($10 value)
5. These instructions

Instructions for Using the Library Chromebook

Please read the instructions carefully before using the Chromebook for the first time.

You will learn:

1. How to clean the Chromebook
2. How to turn the Chromebook on
3. How to connect to a wireless network
4. How to browse the internet without a Google account
5. How to log in using a Google account
6. How to find more information about the Chromebook
7. How to return the Chromebook

We hope that you find this Chromebook useful. Please take good care of it so that others can use it in the future!

You will need access to a wireless network so only proceed when that is available.

1. Clean the Chromebook

The Chromebook was sanitized before you got it. To be safe, it is a good idea to wipe it down again. Use a 70% isopropyl alcohol wipe or Clorox Disinfecting Wipes. Gently wipe all surfaces including the display and keyboard. Avoid getting moisture inside any opening. Do not spray or pour cleaning products on the Chromebook. Please be careful to wipe down the Chromebook again before sharing it with anyone and before returning it to the Library.

2. Turn on the Chromebook

1. Plug the Chromebook in before you turn it on for the first time. This is to make sure it has power and the battery is charging. Put the plug into the port on the side of the keyboard.

2. Depending on what model you have, your Chromebook may turn itself on as soon as you open the lid. If the Chromebook does not turn on when you open the lid, press the key in the upper right corner of the keyboard for a few seconds until you see the computer screen turn on. The key will have one of these symbols: ⏻ 🔒
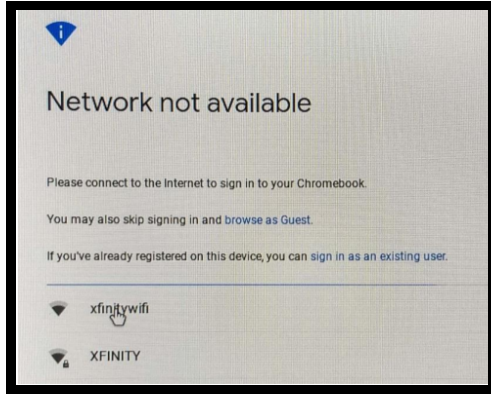

3. If the screen does not turn on, the Chromebook may have a power button. This button is usually on the left side of the laptop. Hold it down for a few seconds.

If the Chromebook still does not turn on, it may need to charge for a few minutes before trying again.

3. Connect to a Wireless Network

The Chromebook needs to connect to a wireless network to do most things ("WiFi").
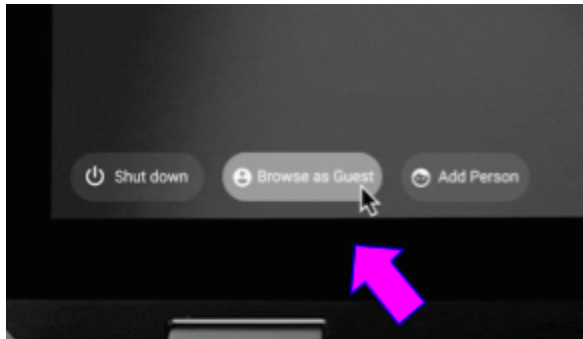

1. When you first turn the Chromebook on, you will likely see a screen like this. The computer wants you to choose which available WiFi network you want to connect to.

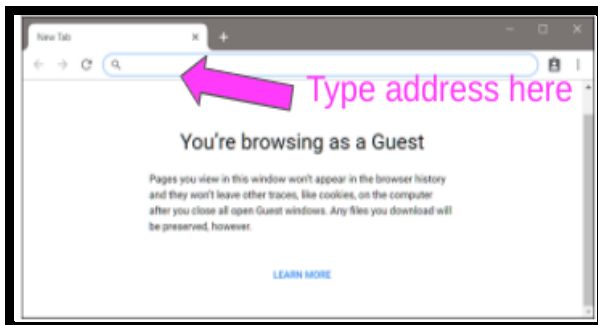2. Choose your WiFi network from the list and enter the password.

4. Use the internet without a Google account

If you have a Google/Gmail account and know your password, skip to step 5.
If you do not have a Google account, you can still use the Chromebook to use the internet and for other basic tasks, such as joining a Zoom meeting.

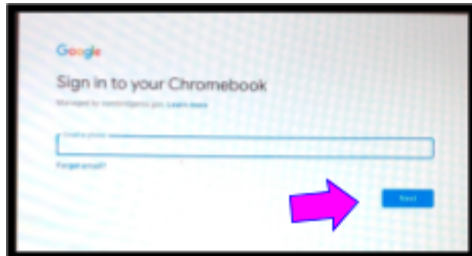1. Click "Browse as guest" in the bottom left corner of the computer screen.

2. You will see a new screen. From here you can use the internet. Use the space at the top of the screen with the Q search symbol to type an internet address.

3. When you are finished, you can close the lid. Remember to charge the Chromebook. **Skip step 5.**
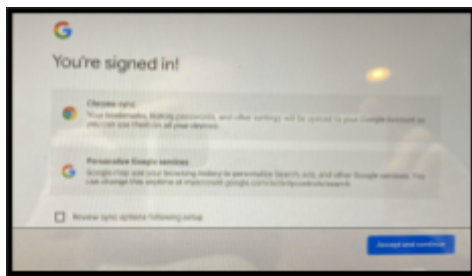
5. Log in using a Google account

You will be able to do more if you log into the Chromebook using a Google account. The account could be a gmail account ending in "@gmail.com" or a work or school account that uses Google, which might have a different ending.
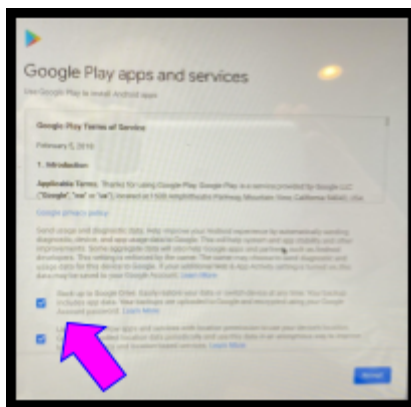

1. After connecting to a Wifi network, you will see this screen. Type in the email address for the Google account you want to use. This screen, and the next few, have a blue box on the bottom right to continue. Click on the box.

2. On the next screen type in the account password. From here, additional screens may open up one after another. **You only need to do steps 3-5 the first time you sign into the Chromebook.**
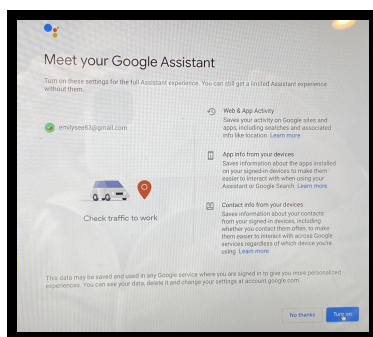

3. This screen asks if you agree for Google to add any saved information from your Google account. This is so you can use the information on this Chromebook and other devices (another computer, tablet, or phone). Click the blue "Accept and continue" box.

4. The next screen asks:
- If you agree to Google's privacy policy
- If you want to use "Google Drive" to save information
- If you want to anonymously share your computer's location with Google

Click on both boxes and click on the blue "Accept". There are two small boxes left of the paragraphs. Click the boxes. Then, click on the blue "Accept" box on the right. You can change these settings later if you want.

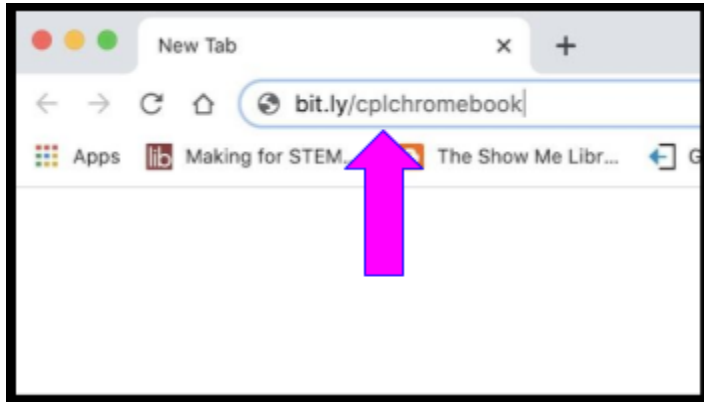5. The last screen before you can use the internet asks if you want to use "Google Assistant" to help use your computer. Click on the blue "Turn on" box.
Click on Google Chrome symbol to use the internet.
You can now use other programs on the Chromebook, too.

6. Find more information about the Chromebook

To find more information about the Chromebook type **bit.ly/cplchromebook** on the internet search bar at the top of your screen.

Here you will:
- Learn how to set up a google account if you do not have one
- Learn about using this computer
- Find other resources to help you

7. Return the Chromebook

Return your chromebook to the Library location you borrowed it from and directly to a Library staff member during our service hours. Chromebooks should not be returned via the book drops.

1. If you logged in using your Google account, remove it from the Chromebook by clicking on the account name when the Chromebook powers up and selecting "Remove account"
2. Please wipe down the Chromebook before returning it (Step 1)

Please return the Chromebook by the due date. Items not returned on time will be remotely disabled.

We hope you enjoy using this Takeout Technology from Cambridge Public Library.

If you have difficulties using this Chromebook, please contact the Library at 617-349-4425 to schedule a one-on-one technology appointment.