orbic

CHROMEBOOK

User Manual

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Overview

Thank you for purchasing the Orbic Chromebook.

This manual provides information about the hardware and software features of your Chromebook.

We recommend you read the Product Safety and Warranty Information booklet that you have received along with your device for additional safety information.

Getting Started

Device Layout

Mic   Camera   Mic

LCD

Power Key

Charging the Battery

Charge the battery completely before using it for the first time. Use the AC adapter to charge the battery.

Warning! Use only approved AC adapters, batteries, and cables. Unapproved adapters or cables can cause the battery to explode or damage the device.

1. Connect the AC adapter to the USB Type-C port of the Chromebook. You can use the USB Type-C port on either side of your device.

2. Plug the AC adapter into an electrical socket.

3. When the battery is fully charged, unplug the adapter from the electric socket.
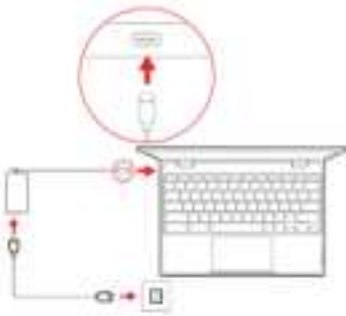
Power LED	Status
Blue	Charged Fully/Power ON
Blinks Red	Sleep Mode
Red	Charging

Replacing the nano-SIM Card

The Orbic Chromebook comes with a pre-installed SIM Card.

If you wish to remove or change the SIM card, do the following:

1. Open the SIM card tray using the SIM tray tool.

2. Remove the SIM card tray from the slot. Keep the face up when you remove it.

3. Place the SIM card in the SIM card tray. The words or logo on the SIM card should be facing up.

4. Slide the SIM card tray back into the SIM card slot until it clicks.

Set up your Chromebook

To set up your Chromebook, you will need –

- Your Google Account username and password
- Access to a network

Turning the Chromebook ON/OFF

- Touch and hold the **Power** button. The Power LED turns ON.

Sign in with Your Google Account

To access Google's web services and Google drive, you must sign in to your Chromebook using your Google account.

If you have already turned on 2-Step Verification, you will be sent a code to your selected device.

- If you already have Google Account, enter your username and password > **Sign In**.
- If you do not have a Google Account, create a new account by selecting **Create a Google Account**.
- If you want to use your Chromebook without an account, select Browse as Guest.

When you start your Chromebook for the first time, updates may take up to 5 minutes to complete.

Basics

Using the Touchpad

Touchpads are useful for moving the cursor around or selecting items. A touchpad has left and right buttons similar to those of a mouse.

Note: Use the touchpad only with fingers. The touchpad will not recognize the actions of other objects.

Basic Touchpad Functions

One Finger Action

	Tap once on the touchpad surface or press on the lower half of the touchpad to get the left-click effect.

Two Finger Actions

	Tap once on the touchpad surface to get the right-click effect.
	Drag two fingers vertically on the touchpad to scroll vertically.

	Drag two fingers horizontally on the touchpad to scroll horizontally.

Three Fingers Action

	Press and drag upward with three fingers to bring existing active windows out on the desktop.
	Press and drag downward with three fingers to hide all existing active windows and bring out the desktop.
	Press and drag to left or right with three fingers to switch between existing active windows.

Using the Keyboard

Here are a few shortcuts to key functions and procedures.

Keys	Description
←	Go to the previous page
→	Go to the next page
C	Reload your current page
⌷⌷	Hide the tabs in full-screen mode
▢▍	Shows all windows
☀	Decreases screen brightness
☀	Increases screen brightness
🔇	Mutes/unmutes the audio output
🔉	Decreases the volume
🔊	Increases the volume
🔒	Turns the device ON/OFF

Using Your Desktop

Once you complete the login, the virtual desktop appears.

The Virtual Desk adds the ability to have multiple desktop interfaces on your laptop and switch between them as if you had more than one monitor. Using this feature, you can create multiple desktops and keep different apps open on each one, allowing you to separate types of work.

To work with virtual desktops, open the Task View > press 🔳 on the keyboard.

Apps List

Start utilizing the features of your Chromebook by launching apps that are accessible after you sign in. These apps provide a range of services that will help you get the most out of your device.

To launch the apps list

- Click the Launcher icon in the upper left corner of your screen.

   -or-

- Press on the keyboard.

Shelf

The black bar on the bottom of the desk is called Shelf. It provides access to several key features such as –

- Launcher
- Apps Pinned to Shelf
- Status Area

Apps Pinned to Shelf

The shortcuts of your frequently used apps can be placed here.

To pin an app to the shelf

1. Select the **Launcher** icon.
2. Select all the apps or type the name of the desired app.
3. Locate and double-tap the desired app icon.
4. Select **Pin** to shelf.

Note: To rearrange the apps on the shelf, just drag them around.

To unpin an app from the shelf

1. Locate and double-tap the desired app icon from the shelf.
2. Select **Unpin**.

Status Area

The status area displays information about your Google account and lets you customize the settings of your Chromebook and current user.

To launch the status area

- Click/tap anywhere on the status area box in the lower right corner of your desktop screen.

Connecting an External Device

You can connect and use any external devices with your Chromebook such as USB devices, optical discs, hard disks, and much more.

It also supports the following file types –

- **Microsoft Office files**: .doc, .docx, .xls, .xlsx, .ppt (read-only), .pptx (read-only).
- **Media**: .3gp, .avi, .mov, .mp4, .m4v, .m4a, .mp3, .mkv, .ogv, .ogm, .ogg, .oga, .webm, .wav
- **Images**: .bmp, .gif, .jpg, .jpeg, .png, .webp
- **Compressed files**: .zip, .rar
- **Other**: .txt, .pdf (read-only)

Connecting to the USB Device

To connect your Chromebook to the USB port

1. Plug the USB device into the USB port on your Chromebook,

2. Select the **Launcher** icon.

3. Click ◢ to select All Apps (or type the name of the desired app).

4. Locate the **Files** app.

   The external device will appear below Google Drive and Bug reports in the left pane of the Files app.

Disconnecting the USB Device

You can safely disconnect your USB device from your Chromebook by unmounting it via the Files app first by following these steps–

1. Select the **Launcher** icon > **Files** app.

2. Select the device you want to unmount and click <icon>.

3. Once the unmounted device no longer appears on the file locations column, you may remove the device from your Chromebook.

Settings

Use the Settings menu to adjust the various options for your Chromebook.

Enabling Wi-Fi Connection

To enable Wi-Fi connection

1. Click **Settings**.

2. Turn ON Wi-Fi.

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

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

To connect to an open network

1. Select the secure Wi-Fi network.

2. Type the network password.

3. Click **Connect**.

Adding a New Wi-Fi Connection

To add a new Wi-Fi connection to your list of networks –

1.   Click Settings.

2.   Click **Add connection** under Network.

3.   Choose **Add Wi-Fi**. Input the required details to set up the new connection.

4.   Click **Connect** to start connecting to the internet.

Setup Bluetooth Connectivity

Make sure the Bluetooth device you want to connect is nearby and ready to pair.

1.   Select **Bluetooth**.

2.   Select the accessory you want to connect to and follow the on-screen instructions to finish connecting.

3.   To check if your accessory is connected, look under "Paired Devices".

NOTE: Orbic Chromebook can only be paired with compatible Bluetooth devices such as keyboards, mic, speakers, headphones, and headsets (audio only).

Changing the Language Settings

1. Click **Settings**.

2. Click **Advanced**.

3. Select **Language** in the **Languages and input** section.

4. Select **Add languages** to add additional languages.

To Enable a Language for Keyboard Input

1. Select **Input** > **Input method**.

2. Select the checkbox next to your desired input method.

3. Click **Add** when finished.

Changing the Date and Time Settings

You can change the time format and time zone on your Chromebook. If the date or time is incorrect on your Chromebook, try adjusting the time zone.

To change the date and time settings

1. Click **Settings**.

2. Click **Advanced**.

3. In the Date and time section, select the desired time zone from the drop-down box.

Customizing Personalization

You can personalize your Chromebook with a custom wallpaper or themes for your desktop.

Setting the Background Wallpaper

1. Click **Settings**.

2. Click **Wallpaper** in the Appearance section.

   - To pick the desired wallpaper, select **My Images.**

   - To pick Chrome wallpaper, you can browse through the categories in the left column and click the desired image.

NOTE: You can also choose Daily Refresh to rotate through your wallpaper in random order each day.

Setting the Themes

1. Click **Settings**.

2. Select **Browse themes**.

3. Click the thumbnails to preview different themes.

4. Click **Add to Chrome**.

Set up your Printer

You can connect a printer to your Chromebook either using a USB cable or from a device that is connected to your Wi-Fi network.

NOTE: Make sure your Chromebook is connected to the internet before connecting to the printer.

To set up a printer to your Chromebook, do one of the following –

- To print over a network, ensure the printer and Chromebook are connected to the same network.
- To print over a USB, connect your Chromebook directly to your printer using a USB cable.

Add a Printer

To add a printer to your Chromebook

1. Select **Settings** > **Advanced**.

2. Select **Printers**.

3. Click **Save** and check if the selected printer appears under the Saved Printers.

Print a Page

To print a page, image, or document from your Chromebook

1. Press **Ctrl + p.**

2. Select the **Down Arrow** <icon>, next to Destination.

3. Select the **See More** option.

4. Choose your printer.

5. Click **Print**.

Manage Parental Controls

Your child can access some Google services on their Chromebook when you manage their Google account using Family Link.

The Family Link app allows you to control what websites your child accesses using Chrome, supervise their app usage, and more.

Updating Chrome OS

Automatic Update

The Chromebook automatically checks for updates when it starts, and when an update is available, the update icon appears as a notification in the status bar.

To apply the update

1. Click the **Status** area of the shelf.

2. Click **RESTART TO UPDATE.** The Chromebook will shut down and restart automatically after the update.

Manual Update

To manually check for updates or to see what version of Chrome OS you are using -

1. Click the **Status** area of the shelf.

2. Click **Settings**.

3. Click **About Chrome OS**.

4. Click **Check for updates** in the dialog box. The page will display any updates, if available.

Resetting your Chromebook

You can reset your Chromebook to its default settings by using Powerwash.

NOTE: Resetting your Chromebook will erase all local settings, data, and programs. Move any data on your hard drive that is not saved online to Google Drive and wait for it to sync.

To reset your Chromebook

1. Launch the **Status** area.

2. Click **Advanced**.

3. Click **Powerwash**.

4. Click **Restart** when prompted.

About Chrome OS

The Orbic Chromebook runs on Chrome OS, an operating system designed primarily for web-based applications. It enables quick and easy web browsing.

Below are a few benefits of using Chrome OS –

- Built-in Security
- Always Connected
- Quick Access to Web
- Less Updating. More Surfing

NOTE: To sign in, you must have a Google account. If you do not have a Google account, you can create one or connect with a guest account. However, certain functions may not be available when you are signed in as a guest.

Technical Specifications

LCD	11.6" IPS 1366 x 768
Storage	32GB eMMC 5.1
Connectivity	4G-LTE Ready
Camera	1M w/ LED USB interface
Speaker & Microphone	Built-in 2 stereo speakers Speaker: 2W, 4Ω Microphone: 2 digital mic
Dimension	287mm*199mm*18.5mm
Wireless LAN / Bluetooth	Supports 5Ghz/2.4Ghz, Bluetooth 5.0
Battery	5530 mAh
Operating System	Chrome OS

Troubleshooting

What software works on a Chromebook?

Chromebooks use apps from the Google Play Store and on the web. There are apps to be productive, get creative, enjoy movies and shows, play games and more.

How do I get more Apps?

You can get more apps from the Google Play Store or the web.

Can I use Microsoft Office software?

Chromebooks work with Microsoft® Office. Whether it's Word, Excel® or PowerPoint®, you can easily find the apps on the web.

Where can I find my files?

All your files are stored in the Files app. Find the app by clicking the Launcher icon and searching "Files".

How do I transfer my local files?

Transfer your local files using a compatible storage device. Your Chromebook works with most external storage devices (e.g: USB thumb drives, removable hard drives).

You can also upload your files, photos, and videos to Google Drive. After settingup your Chromebook with your Google Account, you'll be able to access your files on Drive.

Why does Chromebook need my GoogleTM Account information?

You'll use your Google Account to sign in to your Chromebook. It is the same account you use for Google services such as Gmail and Drive. YourChromebook uses your account information to automatically sign you into apps and services.

How do I set this up for my child?

If you want to set up parental controls for your child, it's important that you sign in using your child's personal Google Account. If they don't already have one,you can create one during the sign-in process on your Chromebook. You will be able to add your child's school account after you complete device onboarding.

How to access Chromebook Help and Chrome OS?

To access Chromebook Help

- Open the Explore app on your Chromebook.

For more information on how to use your Orbic Chromebook visit-

https://support.google.com/chromebookmore

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