



Getting to know your Lenovo 500e Chromebook



The Basics:

- Powering on your device
- Logging into your device
- Changing the resolution
- Changing the brightness
- Taskbar (Launcher) functionality
- Network (WiFi) Connection
- Task Manager uses
- Tablet Mode
- Logging out of your device
- Powering off your device
- Charging your device

Powering your device on:

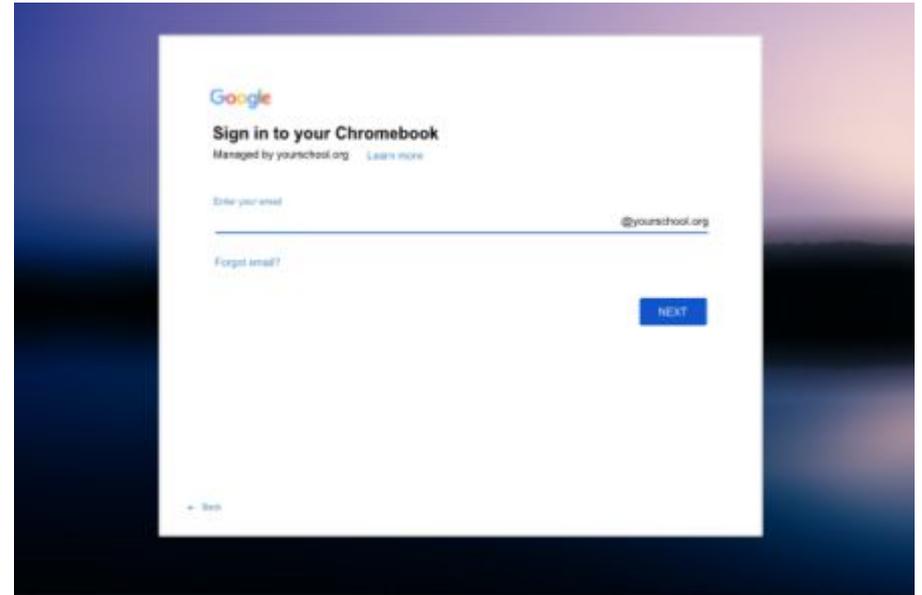
With the device closed, clamshell opening facing you, the power button will be located in the middle of the right side of the device, denoted by the IO power symbol.

When pressed, it should light up indicating that your device is powering on. If it does not light up, and your screen remains blank, you should try charging the device for at least 15 minutes before attempting to power it on again.



Logging into your device:

When you first power on your device, you will be prompted with a login window. You will need to enter your school provided email address and password to gain access to the device.



Changing the Resolution:

To decrease the resolution (Enlarge the display); press Ctrl, Shift, and + simultaneously.



To increase the resolution (Reduce the display); press Ctrl, Shift, and - simultaneously.

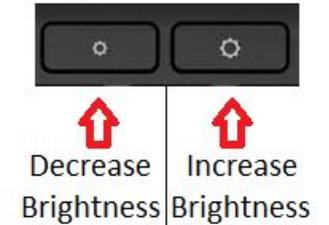
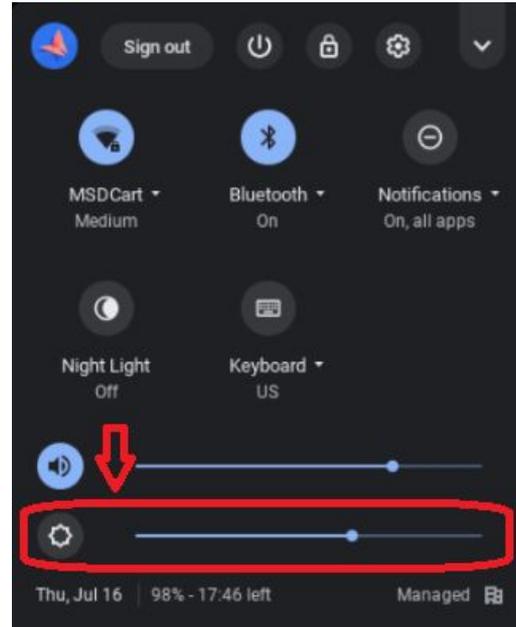


To return to the default resolution; press Ctrl, Shift, and 0 simultaneously.



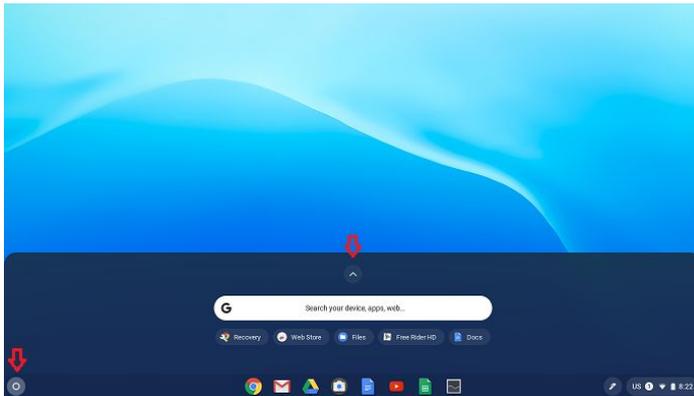
Adjusting the Brightness:

To Increase/Decrease the brightness of your device, you can either use the keyboard keys pictured, or by opening the settings popup menu in the bottom right corner of the screen, and adjusting the brightness slider.



Taskbar (Launcher) Uses:

To find the currently installed applications, click the circle on the taskbar in the bottom left corner of the screen. This will expand the taskbar, now showing a search bar and recently used applications. The search bar can be used to search for installed applications, saved files, and just as a google web search.



Clicking the expand arrow located above the search bar will bring the taskbar into full screen mode, showing a complete list of installed applications. Here you are able to open any application with a single click.



Network (WiFi) Connection:

Your WiFi connection will be denoted in the bottom right corner of the screen, next to the current time on the taskbar. It is shaped like a cone. The current signal strength is shown based on how full the cone is.

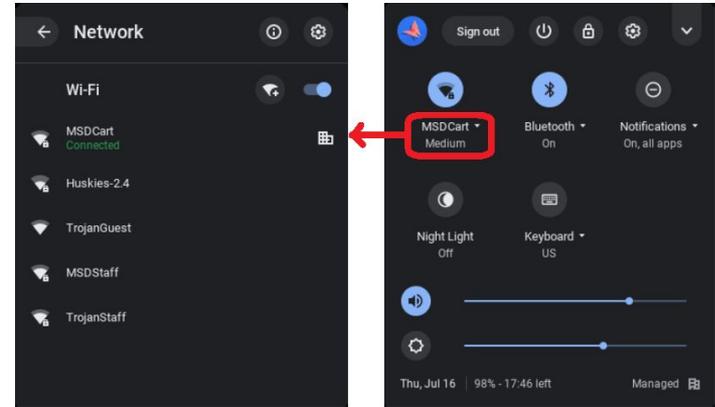
Missing/No WiFi Connection



WiFi Connection Established



If you are not yet connected, or would like to change the WiFi network you are currently connected to; press the current time located on the bottom right corner of the screen on the taskbar, when the popup menu appears, click the text below the WiFi symbol, which will change the popup menu into a network select menu.

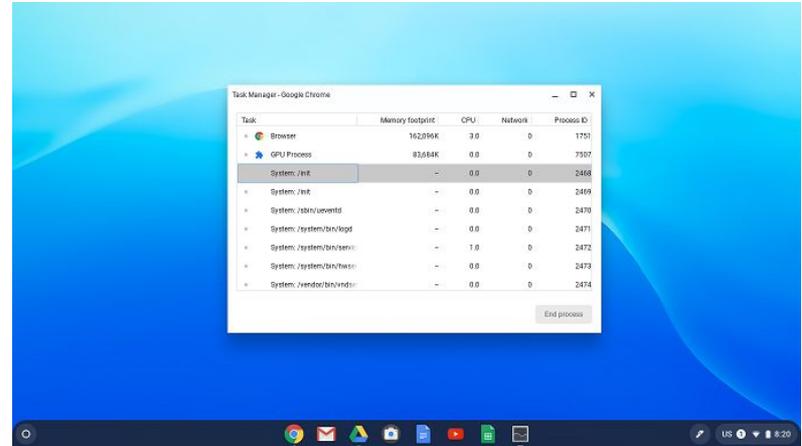


You can now select a WiFi network to join. The networks that contain a lock symbol next to them means that they are password protected. When selecting a locked (private) network, you will be prompted to provide a password before connecting.

Task Manager (Search+Esc) Uses:

When working with your device, there may be times that applications become unresponsive and may not allow you to close out of them traditionally. These are called 'hanging' processes, and will need to be terminated via task manager. Pressing the Search (magnifying glass) key and Esc key at the same time will open up the Chrome version of task manager.

Search for the application that is causing you issues in the list, select it by left clicking the name of the application, then press the 'End process' button in the bottom right corner of the window to terminate the application.



Tablet Mode:

The Lenovo 500e is a convertible chromebook, meaning the screen is able to flip 360 degrees to function as a tablet, using your fingertip or the built in stylus for interaction.

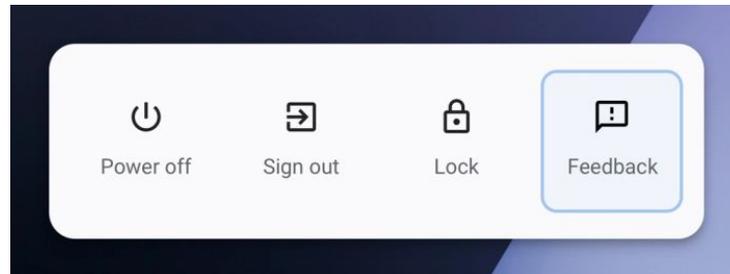
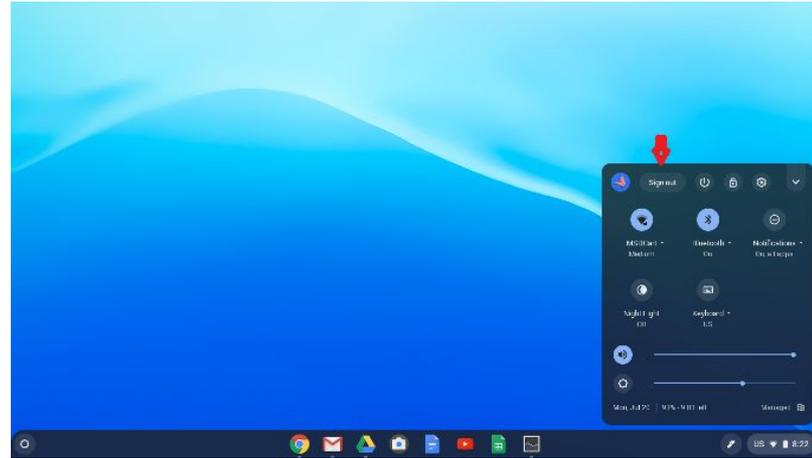


The stylus can be found on the bottom side of the device, located near the front of the clamshell opening.



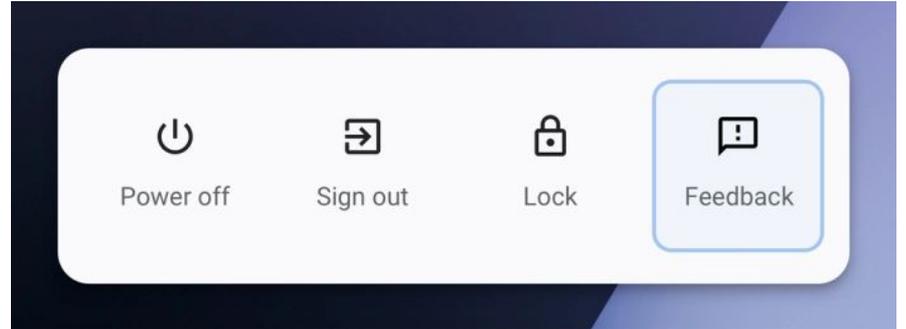
Logging out of your device:

It is always recommended to log out of the device when you are done using it. To log out of the device, click the current time on the taskbar, located in the bottom right corner of the screen. This will open a popup menu with various settings. In the top left corner of that menu, you will see the 'sign out' button. Click that to sign out. Alternatively, if you hold the power button for 1 second, you will be prompted with a few different options, one of them being 'sign out' as well.



Powering your device off:

To power the device off, press and hold the power button for 1 second, which should open a window with 4 different options; Power Off, Sign out, Lock, and Feedback. You can either press Power off on the menu, or continue holding the power button to power off the device.



Charging your device:

To charge your device, connect the charge cable provided with the device to a power source, and insert the USB-C connector into an available USB-C port on either side of the device (Both sides are able to charge the device).





More Videos and Documentation Coming Soon

If you are having issues with your device and need more assistance, you can contact Meridian Tech Support by

- emailing us at: techhelp@meridian.wednet.edu or
- Calling [1\(360\)318-2158](tel:1(360)318-2158)

If you are having Skyward related issues, please email us at: Skyward@meridian.wednet.edu

If you are having general school related issues or concerns, please contact your student's building by calling

- Irene Reither Elementary [1\(360\)398-2111](tel:1(360)398-2111)
- Meridian Middle School [1\(360\)398-2291](tel:1(360)398-2291)
- Meridian High School [1\(360\)398-8111](tel:1(360)398-8111)
- MP3 [1\(360\)398-9324](tel:1(360)398-9324)

