Acer Chromebook 314
Covers: CB314-1HT

Model number: _____

Serial number: _____

Date of purchase: _____

Place of purchase: _____

<u>E</u>NVIRONMENT

Temperature:
- Operating: 5 °C to 35 °C
- Storage: -20 °C to 60 °C

Humidity (non-condensing):
- Operating: 20% to 80%
- Storage: 20% to 60%

Getting started

Turn on your Chromebook

On the Chromebook, the power button is located at the top-right corner of the keyboard. A "Welcome" screen will appear when the Chromebook first boots up.

Select your language settings

Use the "Language" drop-down list to choose your default language setting. If there is more than one way to type in your language, you may be prompted to select a keyboard input method as well.

Connect to a network

Select a network from the "Connect to network" list to connect to the Internet. If network access is protected, you will need an access password to connect to it.

Accept the Terms of Service

Once connected to a network, accept the Terms of Service. Your Chromebook will then download any available system updates, so you automatically get the latest Chrome OS features.

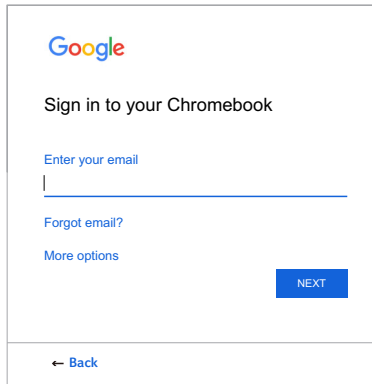## First-time sign-in

Create a new Google™ Account

You can create a new Google Account if you don't already have one. Select **Create a Google Account** to set up a new account. A Google Account gives you access to useful web services developed by Google, such as Gmail, Google Drive, and Google Calendar.

Browse as a guest

You can also use the Chromebook without a Google Account by selecting **Browse as a Guest**.

Sign in to your Google Account

If you already have a Google Account, enter your username and password in the sign-in box that appears and select the **Sign in** button.

Google

Sign in to your Chromebook

Enter your email

Forgot email?

More options

NEXT

← Back

Important: Sign in with your primary Google Account. This account will be set as the owner and is the only account that will be able to change certain Chrome settings.
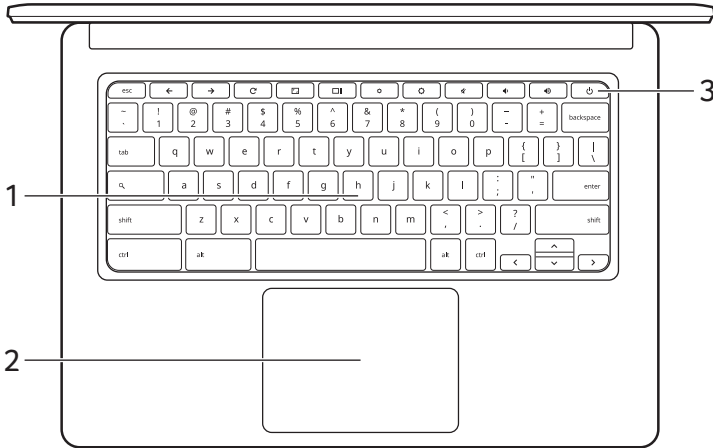
Your Acer Chromebook tour

Now that you are done setting it up, let us show you around your new Acer Chromebook.

Front view
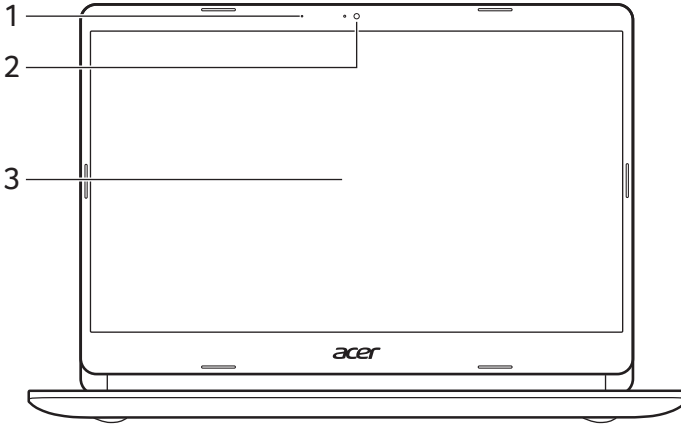
#	Icon	Item	Description
1		Microphone	Internal microphone for sound recording.
2		Webcam	Web camera for video communication. *A light next to the webcam indicates that the webcam is active.*
3		Touchscreen	Displays computer output, supports multi-touch input.

Keyboard view

#	Icon	Item	Description
1		Keyboard	For entering data into your computer.
2		Touchpad / click button	Touch-sensitive pointing device which functions like a computer mouse. *Pressing down anywhere on the pad functions like the left button of a mouse.* *Pressing down anywhere with two fingers functions like the right button of a mouse.*
3	⏻	Power button	Turns the computer on or off.

Function keys

The computer uses function keys or key combinations to access some hardware and software controls, such as screen brightness and volume. The dedicated function keys each have a specific function.

Icon	Function	Description
←	Previous	Go to the previous page.
→	Next	Go to the next page.
⟳	Reload	Reload the current page.
⛶	Full-screen	Open the page in full-screen mode.

Icon	Function	Description
▭⫘	Next window	Switch to the next window.
✿	Brightness down	Decreases the screen brightness.
✿	Brightness up	Increases the screen brightness.
✦	Mute	Turns off audio output.
◀	Volume down	Decreases the volume.
◀»	Volume up	Increases the volume.
Q	Search	Search from the Apps panel.

Common keyboard shortcuts

You can use shortcuts to complete some tasks more quickly.

Keyboard shortcuts		Description
Ctrl +	▭⫘	Takes screenshot.
Alt +	Q	Toggles caps lock.
Alt +	◸	Projects your screen.
Alt +	✿	Brightens the keyboard backlight.
Alt +	✿	Dims the keyboard backlight.

Touchpad

The built-in touchpad is a pointing device that senses movement on its surface. This means the cursor responds as you move your fingers across the surface of the touchpad.

Action	Gesture
Click	Press down on any part of the touchpad.
Two-finger tap (or alt-click)	Tapping the touchpad with two fingers or pressing (and holding) **Alt** on the keyboard and tapping the touchpad with one finger both equal a "right-click" on a computer mouse.

Action	Gesture
Two-finger swipe	Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.
Drag and drop	Select the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item. (This gesture works for files, not windows or icons.)

Left view
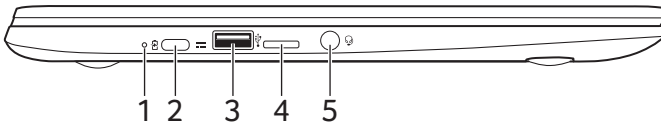
#	Icon	Item	Description
1		Battery indicator	Indicates the computer's battery status. *Charging: The light shows amber when the battery is charging.* *Fully charged: The light shows blue when in AC mode.*
2		USB Type-C port with DC-in	Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort™ over USB-C™.
3		USB port	Connects to USB devices.
4	MicroSD	MicroSD card slot	Insert a microSD card into this slot.
5		Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones), or a headset with microphone.

Right view

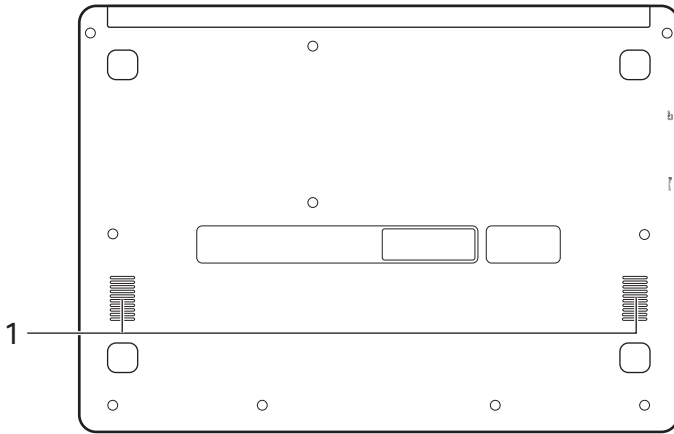| #	Icon	Item	Description
1	⚡	USB port	Connects to USB devices.
2	USB⊐	USB Type-C port with DC-in	Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort™ over USB-C™.
3	Ⓚ	Kensington lock slot	Connects to a Kensington-compatible security lock.

USB 3.1 Gen 1 information
• USB 3.1 Gen 1 compatible ports are blue.
• Compatible with USB 3.1 Gen 1 and earlier devices.
• For optimal performance, use USB 3.1 Gen 1-certified devices.
• Defined by the USB 3.1 Gen 1 specification (SuperSpeed USB).

USB Type-C information
• USB 3.1 Gen 1 with transfer speeds up to 5 Gbps.
• Supports DisplayPort™ audio/video output.
• Delivers up to 3 A at 5 V DC for USB charging.
• DC-in: requires power adapter or power source providing 45 W at 12/18~20 V.
  For optimal performance, please use a certified Acer power adapter or USB Power Delivery device.

Bottom view

#	Icon	Item	Description
1		Speakers	Left and right speakers deliver stereo audio output.