

*Acer Googlebook* 14

# USER'S MANUAL

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# Register your Acer product

Go to www.acer.com/register-product, and sign in or sign up your Acer ID to register your product.

Once it is done, you can review it under “My Products” page.

Model number: _____

Serial number: _____

Date of purchase: _____

Place of purchase: _____

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# GETTING STARTED

## Turn on your Googlebook

On the Googlebook, press the power button. A "Welcome" screen will appear when the Googlebook 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 Googlebook will then download any available system updates, so you automatically get the latest features.

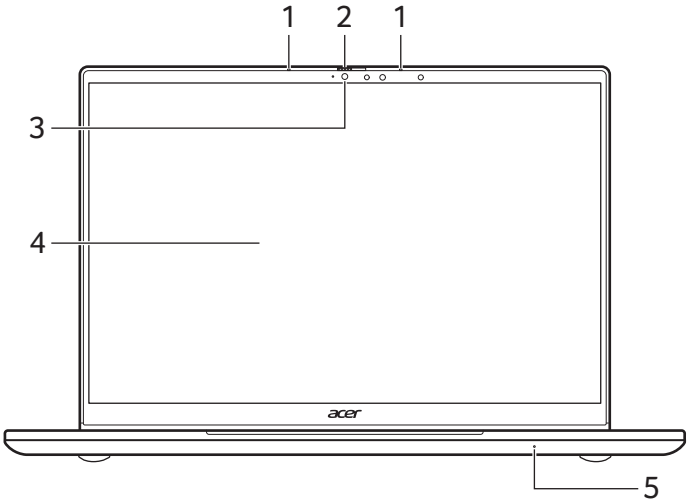
## First-time sign-in

### 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.

# Your Acer Googlebook tour

## Front view

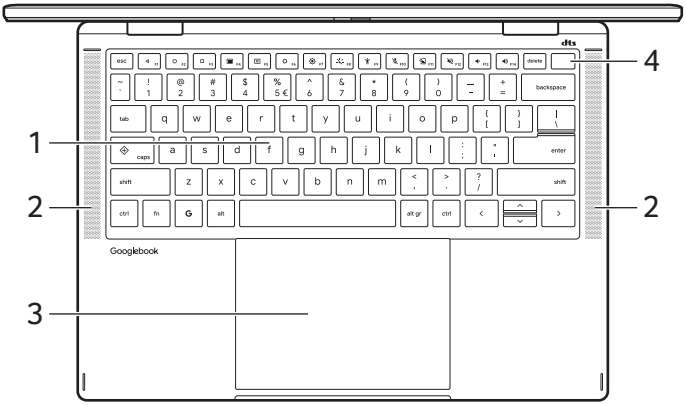



| # | Icon | Item | Description |
|---|---|---|---|
| 1 | | Microphone | Internal microphone for sound recording. |
| 2 | | Webcam shutter | Slide the shutter to the left to cover the webcam. Slide right to open it. |
| 3 | | Webcam | Web camera for video communication.<br>*A light next to the webcam indicates that the webcam is active.* |
| 4 | | Touchscreen | Displays Googlebook output. Supports multi-touch and stylus input. |
| 5 | | 3rd microphone | Internal digital microphone for focused voice recording with AI noise reduction. |

**Note**

*This monitor uses low blue light panel. When the monitor is default setting, it works in compliance with TÜV Rheinland. The Low Blue Light feature on the display is designed to minimize blue light emitted from the display for better eye comfort.*

# Keyboard view




| # | Icon | Item | Description |
|---|---|---|---|
| 1 | | Keyboard | For entering data into your Googlebook. |
| 2 | | Speakers | Deliver stereo audio output. |
| 3 | | Touchpad / click button | Touch-sensitive pointing device which functions like a Googlebook 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.* |
| 4 | | Power button with fingerprint reader | Turns the Googlebook on and off. Touch lightly to use the fingerprint reader for secure login to your account. |

# Function keys

The Googlebook 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 |
|---|---|---|
|  | Back | Go to the previous page. |
|  | Show homescreen | Display the desktop. |
|  | Overview | Summary of open apps. |
|  | Full screen | Switch an app between full-screen and desktop window mode. |
|  | Screenshot | Takes screenshot. |
|  | Display Brightness Down | Decreases the screen brightness. |
|  | Display Brightness Up | Increases the screen brightness. |
|  | Keyboard Brightness Off | Toggle keyboard backlight off or on. |
|  | Accessibility | Accessibility settings. |
|  | Mute Mic | Microphone control. |
|  | Dictation | Voice input. |
|  | Speaker mute | Turns off audio output. |
|  | Volume down | Decreases the volume. |
|  | Volume up | Increases the volume. |
|  | Quick Insert | Insert content and access Google AI features. |

| Icon | Function | Description |
|---|---|---|
| G | Launcher | Launch the Apps panel / Google Assistant. |

## Common keyboard shortcuts

You can use shortcuts to complete some tasks more quickly.

| Keyboard shortcuts | | Description |
|---|---|---|
| Fn + | ⇪ | Toggles caps lock. |
| G + | s key | Takes screenshot. |

***Note:*** *For a complete list of keyboard shortcuts, press* **G + /**

## 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 Googlebook mouse. |
| 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. |

# Left view




| # | Icon | Item | Description |
|---|---|---|---|
| 1 | | 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.<br>Supports DisplayPort™ over USB-C™. |
| 2 | | Battery indicator | Indicates the Googlebook's battery status.<br>***Charging:*** *The light shows amber when the battery is charging.*<br>***Fully charged:*** *The light shows blue when in AC mode.* |
| 3 | | Thunderbolt™ 4 port | Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector.<br>Supports Thunderbolt™ 4 and displays. |

## USB Type-C information

- USB 3.2 Gen 2 with transfer speeds up to 10 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 100 W at 5~20 V.
  For optimal performance, please use a certified Acer power adapter or USB Power Delivery device.

# Right view

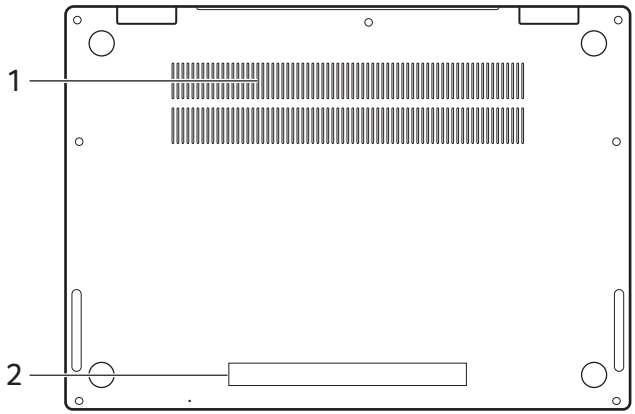



| # | Icon | Item | Description |
|---|---|---|---|
| 1 | | Headset/speaker jack | Connects to audio devices (e.g., speakers, headphones), or a headset with microphone. |
| 2 | | USB Type-C port with DC-in | Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector.<br>Supports DisplayPort™ over USB-C™. |

## USB Type-C information

- USB 3.2 Gen 2 with transfer speeds up to 10 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 100 W at 5~20 V.
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# Bottom view



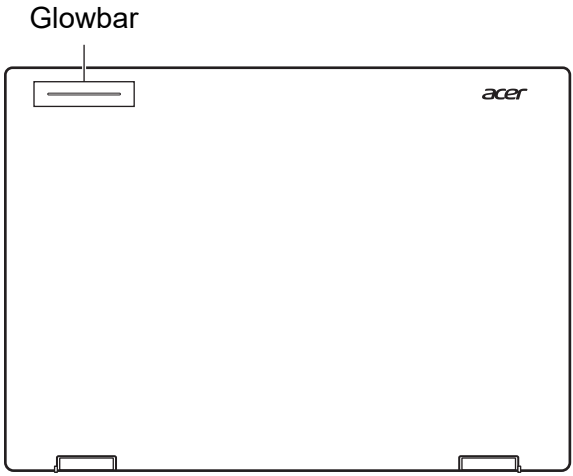

| # | Icon | Item | Description |
|---|---|---|---|
| 1 | | Ventilation and cooling fan | Allows the computer to stay cool. Do not cover or obstruct the openings. |
| 2 | | Regulatory labels | Contains the device's regulatory and RF ID labels. |

## Regulatory labels

Regulatory and RF ID information is available in two locations. The physical regulatory and RF ID labels are located on the bottom cover of the device. Additional regulatory certifications and electronic labels (E-labels) are available by navigation to **Settings** > **Regulatory Labels**.

# Glowbar

The glowbar serves as a primary visual feedback mechanism for power events, battery status, system transitions, and active Gemini interactions.




## Glowbar indicator

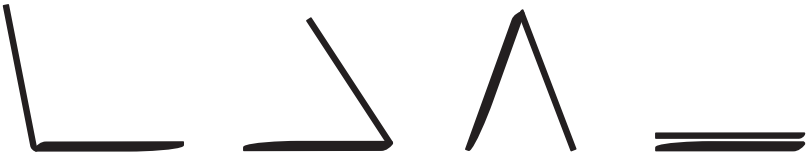
| Behavior / Color | System Status |
|---|---|
| Google Colors | System is booting up, resuming, entering suspend state, or powering off. |
| Solid Green | Battery is fully charged (when connected to a power adapter). |
| Solid Amber / Yellow | Battery is charging or at medium capacity. |
| Blinking / Solid Red | Battery is critically low. Please connect the power adapter immediately. |
| Off | Computer is powered off, system is in suspend state, or the Glowbar has been disabled in system settings. |

**Note**

*Glowbar behavior and brightness can be disabled/turned off in the system **Settings** > **Device & accessories** > **Glowbar** menu.*

# USAGE MODES

Your Googlebook features the following modes. You can choose a mode to fit your needs.



Laptop Display Tent Tablet

# GET HELP OR MORE INFORMATION

| For information on: | Refer to: |
| --- | --- |
| Googlebook Help | Open the **Tips** app  on your Googlebook. |
| Operating System | google.com/support/googlebook/ |

# INFORMATION FOR YOUR SAFETY AND COMFORT

## Guidelines for safe battery usage

**Warning**
**When using a charging cart or a small space to simultaneously charge or operate multiple devices , the area must be well- ventilated and the temperature kept between 0 °C (32 °F) to 35 °C (95 °F) and battery charging must be stopped when 100% capacity is reached.**
**Continuous charging can cause deformation or damage to the battery/ device.**

### *Precautions when charging batteries*

The useful lifespan of a battery is adversely affected by the following behavior:

- Constantly charging the battery/device when already at full capacity.
- Charging the battery/device at temperatures above 35 °C (95 °F) or below 0 °C (32 °F).

To prevent damage, follow these precautions:

- Stop charging the battery once it reaches 100% capacity; regularly or frequently charging a fully charged battery for an extended period of time may cause battery deformation or damage. We recommend that you recharge the device when the battery level drops below 70% capacity.
- Do not charge battery in temperatures above 35 °C (95 °F) or below 0 °C (32 °F). Charging in abnormally high or abnormally low temperatures can cause battery deformation or damage.
- The charging port must be clean and free from debris and should only be used with Acer charging equipment. Use of a non-Acer battery or charging equipment can cause damage to the product and will void the warranty.
- If you plan to store the device for a long period of time, turn-off the device, remove AC power and store the product at room temperature (0 °C - 35 °C) in a dry (humidity: 45% - 80%), well-ventilated area.

Avoid direct sunlight, high temperatures and high humidity. Do not leave your device's battery completely discharged for a long period of time; this may cause battery deformation or damage. We recommend that the battery is checked and charged to approximately 50% capacity every 6 months.

- ONLY CHARGE THE BATTERY IN A CLEAN, WELL VENTILATED AREA.

**Warning**

**Batteries may explode if not handled properly.**
**Do not disassemble or dispose of batteries in fire.**
**Do not short external contacts, crush, puncture or otherwise tamper with batteries. Keep batteries away from children.**
**Follow local regulations when disposing of used batteries.**

### *Precautions when replacing the battery*

Improper replacement or mishandling could damage the battery, cause overheating, result in injury, and risk fire or explosion.

- Device with built-in battery: A built-in battery must be replaced by an authorized service center. Do not attempt to replace or remove the battery by yourself.
- Device with removable battery: The battery should only be replaced with parts approved by Acer. Do not replace the battery with any parts other than approved ones.

This notebook uses a Lithium-based battery. Do not use it in a humid, wet or corrosive environment. Do not put, store or leave your product in or near a heat source, in a high temperature location, in strong direct sunlight, in a microwave oven or in a pressurized container, and do not expose it to temperatures over 50 °C (122 °F).

Failure to follow these guidelines may cause the battery to leak acid, become hot, explode or ignite and cause injury and/or damage. Do not pierce, open or disassemble the battery. If the battery leaks and you come into contact with the leaked fluids, rinse thoroughly with water and seek medical attention immediately. For safety reasons, and to prolong the lifetime of the battery, charging will must not occur at temperatures below 0 °C (32 °F) or above 35 °C (95 °F).

The full performance of a new battery is achieved only after two or three complete charge and discharge cycles. The battery can be charged and discharged hundreds of times, but it will eventually wear out. When the operation time becomes noticeably shorter than normal, check an authorized reseller to purchase a new battery.

Use the battery only for its intended purpose. Never use any charger or battery that is damaged. Do not short-circuit the battery. Accidental short-circuiting can occur when a metallic object such as a coin, clip or pen causes direct connection of the positive (+) and negative (-) terminals of the battery. (These look like metal strips on the battery.) This might happen, for example, when you carry a spare battery in your pocket or purse. Short-circuiting the terminals may damage the battery or the connecting object.

The capacity and lifetime of the battery will be reduced if the battery is left in hot or cold places, such as in a closed car in summer or winter. Always try to keep the battery between 15° C and 25° C (59° F and 77° F). A device with a hot or cold battery may not work temporarily, even when the battery is fully charged. Battery performance is especially limited in temperatures well below freezing.

Do not dispose of batteries in a fire as they may explode. Batteries may also explode if damaged. Dispose of batteries according to local regulations. Please recycle when possible. Do not dispose as household waste.

Wireless devices may be susceptible to interference from the battery, which could affect performance.

**Note**
*Please refer to **www.acer.com** for battery shipping documents.*

## Internal battery

- Do not attempt to replace a built-in rechargeable battery, battery replacement must be done by an Acer- authorized repair facility.
- Recharge the battery by following the instruction included in the product documentation.

# Taking care of your vision

Long viewing hours, wearing incorrect glasses or contact lenses, glare, excessive room lighting, poorly focused screens, very small typefaces and low-contrast displays could stress your eyes. The following sections provide suggestions on how to reduce eyestrain.

- Eyes
  - Rest your eyes for 5 - 10 minutes every hour.
  - Give your eyes regular breaks by looking away from the monitor and focusing on a distant point.
  - Blink frequently to keep your eyes from drying out.
- Display
  - Keep your display clean.
  - Keep your head at a higher level than the top edge of the display so your eyes point downward when looking at the middle of the display.
  - Adjust the display brightness and/or contrast to a comfortable level for enhanced text readability and graphics clarity.
- Eliminate glare and reflections by:
  - placing your display in such a way that the side faces the window or any light source,
  - minimizing room light by using drapes, shades or blinds,
  - using a task light,
  - changing the display's viewing angle,
  - using a glare-reduction filter,
  - using a display visor, such as a piece of cardboard extended from the display's top front edge.
  - Avoid adjusting your display to an awkward viewing angle.
  - Avoid looking at bright light sources for extended periods of time.

# How to Turn On Night Light Mode

Night Light helps reduce eye strain by lowering blue light from the screen. To enable Night Light:

1. Click the **status area** (top-right corner).
2. Select the **Settings** (gear icon).
3. In the left menu, click **Device** > **Displays**.
4. Scroll down and find the **Night Light** section.
5. Toggle the switch to turn it **On**.

**Note**

*Low Blue Light feature on the display is designed to minimize blue light emitted from the display for better eye comfort.*
*When you enable the default level of Night Light mode, it is compliance with TÜV Rheinland (Software Solution).*