Acer Chromebook Plus 516
Acer Chromebook Plus Enterprise 516

USER'S MANUAL

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Acer Chromebook Plus 516 / Acer Chromebook Plus Enterprise 516
Covers: CB516-1H / CB516-1HT / CBE596-1 / CBE596-1-TCO / CBE596-1T / CBE596-1T-TCO
This revision: May 2026

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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 Chromebook

On the Chromebook, press the power button. 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 ChromeOS features.

First-time sign-in

Create a new Google Account

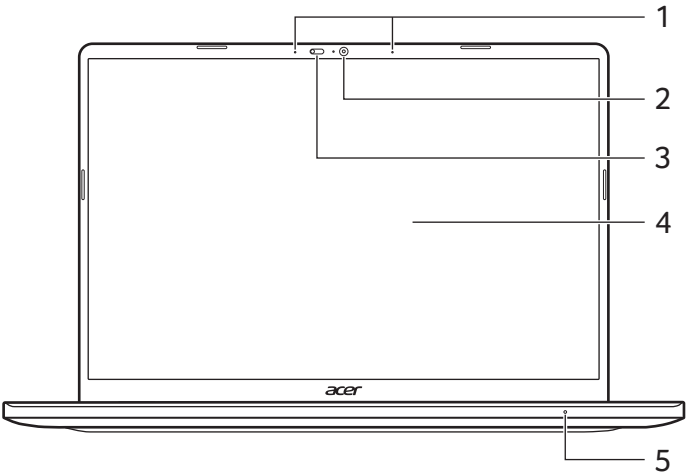
You can create a new Google Account if you don’t already have one. Select **Create a Google Account** to set up a new account. A Google Account gives you access to useful web services developed by Google, such as Gmail, Google Drive, and Google Calendar.

Browse as a guest

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

Your Acer Chromebook tour

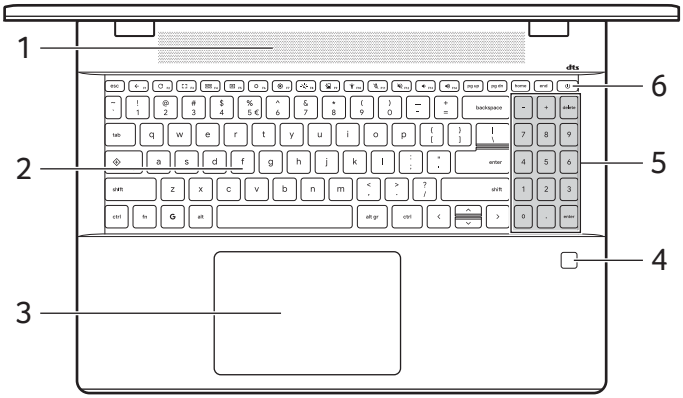
Front view



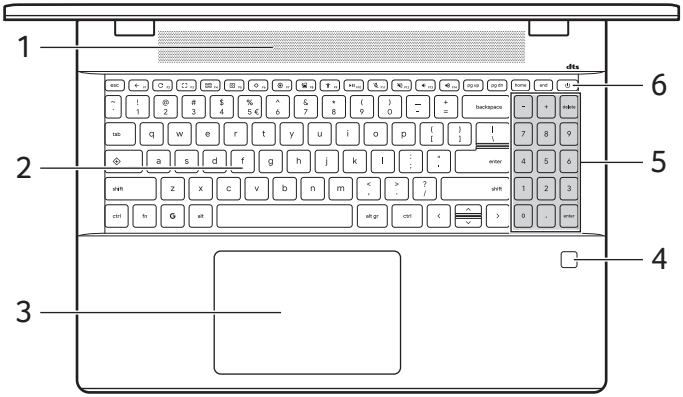
#	Icon	Item	Description
1		Microphone	Internal microphone for sound recording.
2		Webcam	Web camera for video communication. *A light next to the webcam indicates that the webcam is active.*
3		Webcam shutter	Slide the shutter to the left to cover the webcam. Slide right to open it.
4		Screen	Displays Chromebook output, supports touch or non-touch option.
5		3rd microphone	Internal digital microphone for focused voice recording with AI noise reduction.

Keyboard view

Keyboard (with backlight)



Keyboard (without backlight)



#	Icon	Item	Description
1		Speakers	Deliver stereo audio output.
2		Keyboard	For entering data into your Chromebook.

#	Icon	Item	Description
3		Touchpad / click button	Touch-sensitive pointing device which functions like a Chromebook 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		Fingerprint reader (optional)	Fingerprint reader for unlocking your Chromebook.
5		Numeric keypad	A separate keypad for numeric data entry.
6		Power button	Turns the Chromebook on and off.

Function keys

The Chromebook 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.
	Reload	Reload the current page.
	Full-screen	Open the page in full-screen mode.
	Overview	Summary of open apps.
	Screenshot	Takes screenshot.
	Brightness down	Decreases the screen brightness.
	Brightness up	Increases the screen brightness.

Icon	Function	Description
	Keyboard backlight control (optional)	Adjusts keyboard backlight brightness.
	Dictation	Voice input.
	Accessibility	Accessibility settings.
	Play/Pause (optional)	Media control.
	Mute Mic	Microphone control.
	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.
	Launcher	Launch the Apps panel / Google Assistant.

Common keyboard shortcuts

You can use shortcuts to complete some tasks more quickly.

Keyboard shortcuts	Description
Ctrl +	Takes screenshot.
Fn +	Toggles caps lock.
+ d key	Dictation.

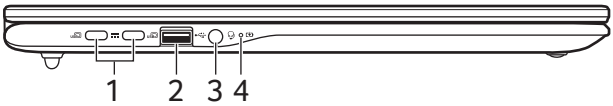
Note: *For a complete list of keyboard shortcuts, press* ***Fn + F14*** *or* ***Ctrl + G + s***

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 Chromebook 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. (This gesture works for files, not windows or icons.)

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. Supports DisplayPort™ over USB-C™. *Supports two external displays.*
2		USB port	Connects to USB devices.
3		Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones), or a headset with microphone.
4		Battery indicator	Indicates the Chromebook's battery status. ***Charging:*** *The light shows amber when the battery is charging.* ***Fully charged:*** *The light shows blue when in AC mode.*

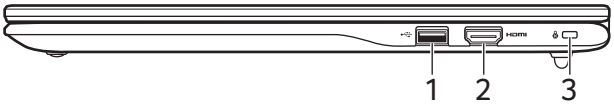
USB Type-A information

- USB 3.2 Gen 1 compatible ports are blue.
- Compatible with USB 3.2 Gen 1 and earlier devices.
- For optimal performance, use USB 3.2 Gen 1-certified devices.
- Defined by the USB 3.2 Gen 1 specification (SuperSpeed USB).

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 65 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		USB port	Connects to USB devices.
2		HDMI port	Supports high-definition digital video connections. *Supports two external displays.*
3		Kensington lock slot (NanoSaver)	Connects to a Kensington-compatible security lock.

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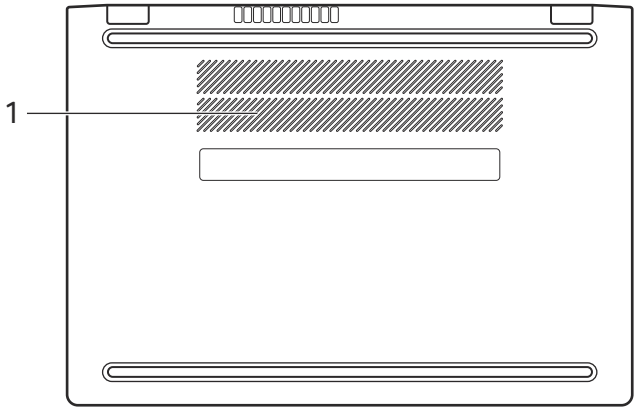
- Defined by the USB 3.2 Gen 1 specification (SuperSpeed USB).

Bottom view



#	Icon	Item	Description
1		Ventilation and cooling fan	Allows the Chromebook to stay cool. *Do not cover or obstruct the openings.*

FREQUENTLY ASKED QUESTIONS

Question	Answer
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 setting up your Chromebook with your Google Account, you'll be able to access your files on Drive.
Why does my Chromebook need my Google 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. Your Chromebook uses your account information to automatically sign you into apps and services.

Question	Answer
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.

Get help or more information

For information on:	Refer to:
Chromebook Help	Open the **Explore** app on your Chromebook.
ChromeOS	google.com/support/chromebook/
Explore More Acer Features	Open the Acer app on your Chromebook.