

# User Guide



Lenovo Chromebook Duet 3, IdeaPad Duet 3 Chromebook (11", 7)

## **Read this first**

Before using this documentation and the product it supports, ensure that you read and understand the following:

- [Generic Safety and Compliance Notices](#)
- *Safety and Warranty Guide*
- *Setup Guide*

**First edition (March 2022)**

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## About this documentation

- Illustrations in this documentation might look different from your product.
- Depending on the model, some features and software programs might not be available on your Chromebook.
- Documentation content is subject to change without notice. Lenovo makes constant improvement on the documentation of your Chromebook, including this *User Guide*. To get the latest documentation, go to <https://support.lenovo.com>.
- This documentation applies to the following product models:

Model Name	Machine Type (MT)
IP Duet 3 Chrome 11Q727	82T6
IP Duet 3 Chrome 11Q727 1	





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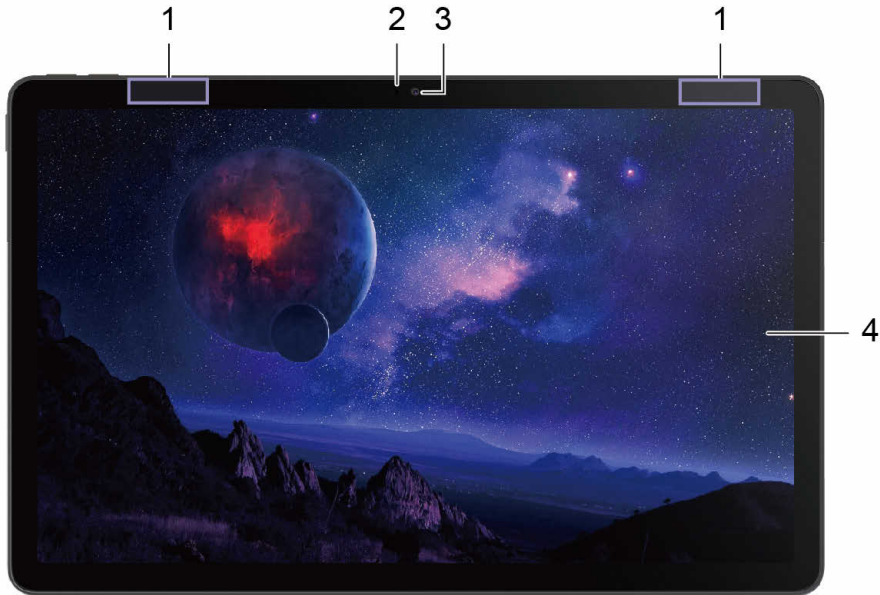
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## Chapter 1. Meet your Chromebook

**Note:** Your Chromebook might look different from the illustrations in this chapter.

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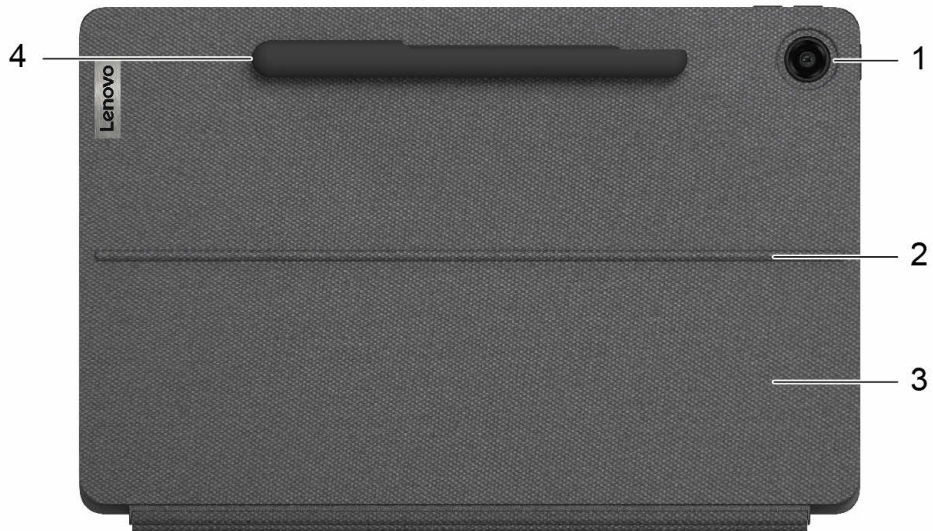
### Front



1. Antennas	2. Camera light
3. Front camera	4. Multi-touch screen

**Note:** The antennas are not visible from the outside of the Chromebook.

## Rear



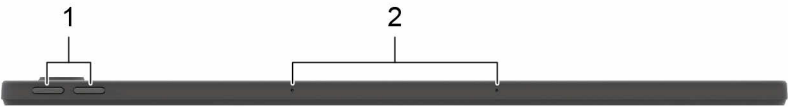
1. Rear camera	2. Kickstand hinge
3. Kickstand	4. Pen pouch
5. Lenovo USI Pen 2*	

\* for selected models



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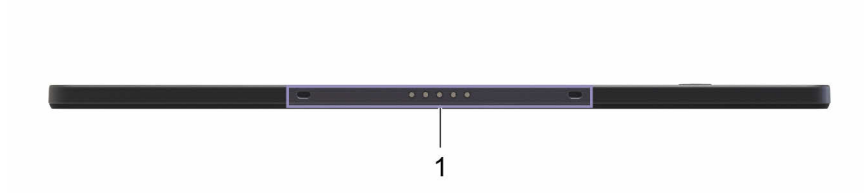
**Top**



1. Volume buttons	2. Microphones
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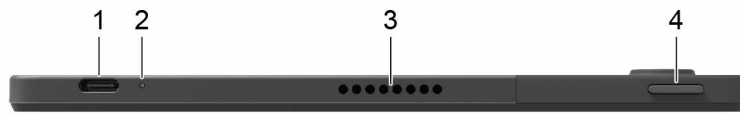
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## Bottom



1. Pogo pin with guide pin	
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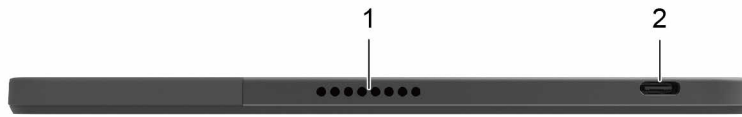
## Left



1. Power connector/USB-C® connector	2. Power indicator
3. Speaker	4. Power button

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## Right



1. Speaker	2. Power connector/USB-C connector
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## Folio keyboard



1. Pogo pin with guide pin	2. Keyboard
3. Touchpad	

## Features and specifications

Dimensions	<ul style="list-style-type: none"> <li>• Tablet: approximately 258.2 mm × 164.6 mm × 7.9 mm (10.16 inches × 6.48 inches × 0.31 inches)</li> <li>• Tablet, folio keyboard and kickstand: approximately 258.2 mm × 172.2 mm × 17.7 mm (10.16 inches × 6.78 inches × 0.69 inches)</li> </ul>
Weight	<ul style="list-style-type: none"> <li>• Tablet: approximately 0.517 kg (1.14 lb)</li> <li>• Tablet, folio keyboard and kickstand: approximately 0.946 kg (2.08 lb)</li> </ul>
Screen	<ul style="list-style-type: none"> <li>• Multi-touch screen</li> <li>• Resolution: 1200 × 2000 pixels</li> <li>• Size: 278.1 mm (10.95 inches)</li> </ul>
Memory	<ul style="list-style-type: none"> <li>• Type: On board Low Power Double data rate 4 (LPDDR4x)</li> <li>• Capacity: 4 GB or 8 GB</li> </ul>
Storage device	<ul style="list-style-type: none"> <li>• Type: Solid-state drive, embedded multi media card (eMMC)</li> <li>• Capacity: 64 GB or 128 GB</li> </ul> <p><b>Note:</b> The capacity of the storage device displayed in the operating system is typically lower than the nominal capacity.</p>
Connectors and slots	<ul style="list-style-type: none"> <li>• USB-C connector × 2 <ul style="list-style-type: none"> <li>– Power input up to 30 W using the included power adapter</li> <li>– Power output up to 5 V and 3 A</li> <li>– USB data transfer rate up to 5 Gbps for USB 3.2 Gen 1</li> <li>– DisplayPort™ 1.4 supports maximum output resolution of 2560 × 1440, at 60 Hz frame rate and color depth of 24 bpp (bits per pixel).</li> </ul> </li> </ul>
Wireless features	<ul style="list-style-type: none"> <li>• Bluetooth</li> <li>• Wireless LAN</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Camera</li> <li>• Microphones</li> <li>• Speakers</li> </ul>
Battery pack	<ul style="list-style-type: none"> <li>• Type: Built-in Li-Polymer battery</li> <li>• Number of cells: 2</li> <li>• Capacity: 29 Wh</li> </ul> <p><b>Note:</b> The capacity listed here is the typical or average capacity as measured in a specific test environment. Capacities measured in other environments may differ but are no lower than the rated capacity (see product label).</p>
ac power adapter	<ul style="list-style-type: none"> <li>• Input: 100 V to 240 V, 50 Hz to 60 Hz</li> <li>• Output: 10 V / 3 A</li> <li>• Power: 30 W</li> </ul>



**Note:** Specifications might change without notice. Some specifications are model-specific and might not apply to the Chromebook model that you purchased.

## Statement on USB transfer rate

Depending on many factors such as the processing capability of the host and peripheral devices, file attributes, and other factors related to system configuration and operating environments, the actual transfer rate using the various USB connectors on this device will vary and will be slower than the data rate listed below for each corresponding device.

USB device	Data rate (Gbit/s)
3.2 Gen 1	5
3.2 Gen 2	10

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## Operating environment

### Maximum altitude

3048 m (10 000 ft) (without pressurization)

### Temperature

- Operating : 5 °C – 35 °C (41 °F – 95 °F)
- Storage: 5 °C – 43 °C (41 °F – 109 °F)

**Note:** When charging the battery pack, the environment temperature must be no lower than 10 °C (50 °F).

### Relative humidity

- Operating: 8% – 95% at wet-bulb temperature 23 °C (73 °F)
- Storage: 5% – 95% at wet-bulb temperature 27 °C (81 °F)

The folio keyboard bottom cover and kickstand cover are fabric. Handle your keyboard and kickstand cover with care so that you can enjoy this product for a long time. If possible, place your Chromebook in a well-ventilated and dry area without direct exposure to sunshine. Do not use or store your Chromebook in dusty, dirty areas, or extremely hot or cold areas.



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## Chapter 2. Get started with your Chromebook

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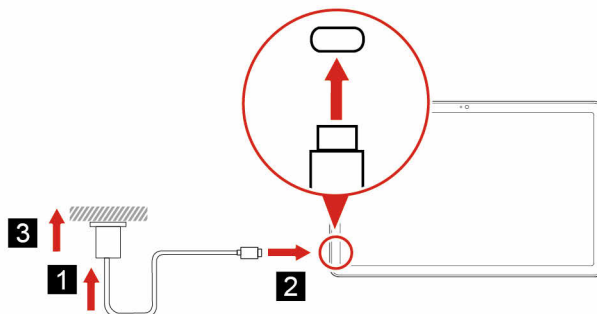
### Charge your Chromebook

The USB-C connector on your Chromebook works as the power connector. Plug in the ac power adapter to charge the built-in battery pack and provide power to the Chromebook.

#### Connect to ac power

##### CAUTION:

All plugs must be firmly and securely inserted into receptacles.



1. Connect the USB cable to the ac power adapter.
2. Plug the USB cable into the USB-C connector of the Chromebook.
3. Plug the power adapter into an electrical outlet.

#### AC power status indicator behavior

The ac power status indicator is next to the USB-C connector. The following table shows the indicator behaviors and the indicated power and battery status.

AC power status indicator	Power status	Battery status
on (red)	plugged in	being charged, remaining power is less than 5%
on (amber)	plugged in	being charged, remaining power is between 5% and 97%
on (green)	plugged in	fully charged (97% to 100%)
off	unplugged	discharging

---

### Connect to Wi-Fi

To connect your Chromebook to Wi-Fi:

1. Click your account picture.
2. Click the network icon and turn on the wireless feature.
3. Select an available network to connect. Provide required information if needed.

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## Combination of Chromebook and folio keyboard

Align the connector of the keyboard with the Chromebook and then attach the Chromebook in the direction shown by the arrow.



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## Use the kickstand

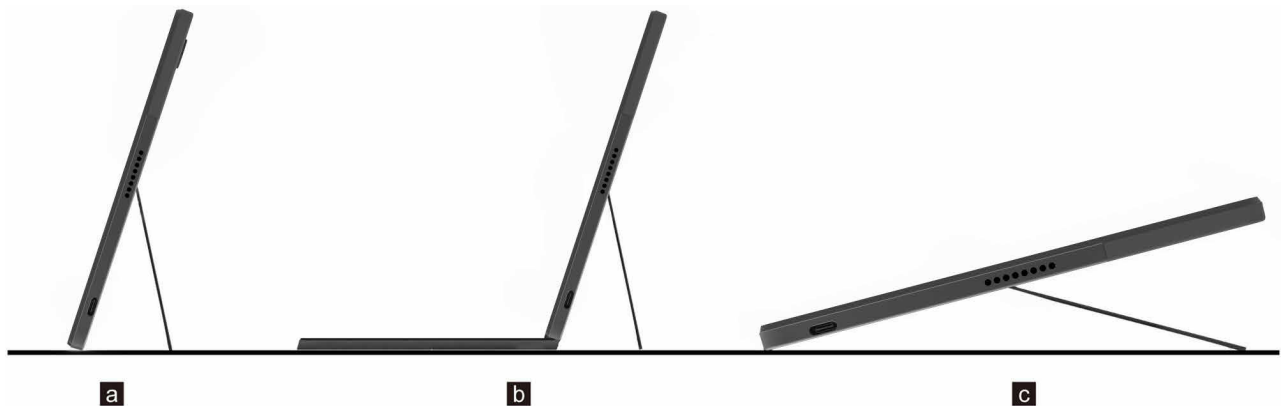
Your Chromebook has a stand cover that is built in with a kickstand. Pivot the kickstand from the pits on both sides of the Chromebook to open position as shown.





With the kickstand open, you can use the Chromebook in the following modes.

- Stand mode without folio keyboard attached
- Stand mode with folio keyboard attached
- Stylus mode



The kickstand is multi-positional. You can adjust the kickstand to various angles for a comfortable user experience.

**Attention:** The appropriate kickstand angle is 45°–135°. Using the kickstand at an improper angle or under the load may damage the kickstand.

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## Lenovo USI Pen 2 (for selected models)

Your Chromebook might come with a Lenovo USI Pen 2 (referred to as *the pen* in this section). The pen enables you to write and draw in a natural manner.

### Notes:

- The pen is not waterproof. Take care not to drop the pen in water.
- The pen contains pressure sensors. Do not push the tip of the pen for an extended period of time. Do not subject the pen to shock or vibration.

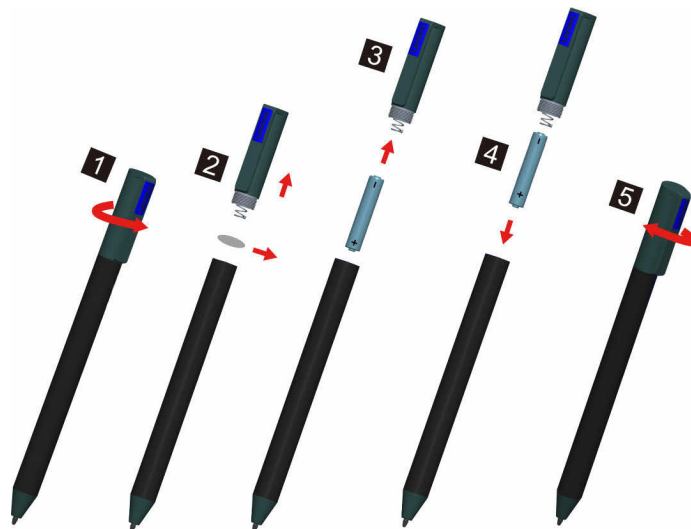
### Pen overview



Name	Description
1. End cap	Unscrew the end cap to install or replace a battery.
2. Pen tip	To click, tap on the screen with the tip. To double-click, tap twice.

## Before first use

An insulation pad may be included in the Lenovo USI Pen 2 to prevent capacity loss during shipping. The first time you use the pen, check and remove the insulation pad. **(2)**



**CAUTION:**  
The Lenovo USI Pen 2 uses AAAA battery. Replace with the right battery.

## Use the power button

When you open the Chromebook screen, the Chromebook automatically starts. If it doesn't, press the power button. You also can use the power button to put your Chromebook to sleep or wake your Chromebook.

The power button is on the left side of the tablet.



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## Connect to Bluetooth devices

Your Chromebook supports Bluetooth feature. You can connect your Chromebook to a Bluetooth keyboard, mouse, speakers, or other Bluetooth devices.

**Note:** The Bluetooth devices must be within a short distance, usually 10 meters (33 feet), from the Chromebook.

1. Click your account picture, and then click the Bluetooth icon.
2. Turn on **Bluetooth**.
3. Select the device you want to pair and follow the on-screen instructions.

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## Set the power plan

For ENERGY STAR® compliant Chromebook, the following power plan takes effect when your Chromebook have been idle for a specified duration:

*Table 1. Default power plan (when plugged into ac power)*

<ul style="list-style-type: none"><li>• Turn off the display: After 7.5 minutes</li><li>• Put Chromebook to sleep: After 8.5 minutes</li></ul>
--

To change the power plan settings:

1. Click your account picture, and then click the settings icon.
2. Click **Settings → Device → Power**.
3. Follow the on-screen instruction to change the settings as you desire.

To wake your Chromebook from sleep mode, press the power button or any key on the keyboard.



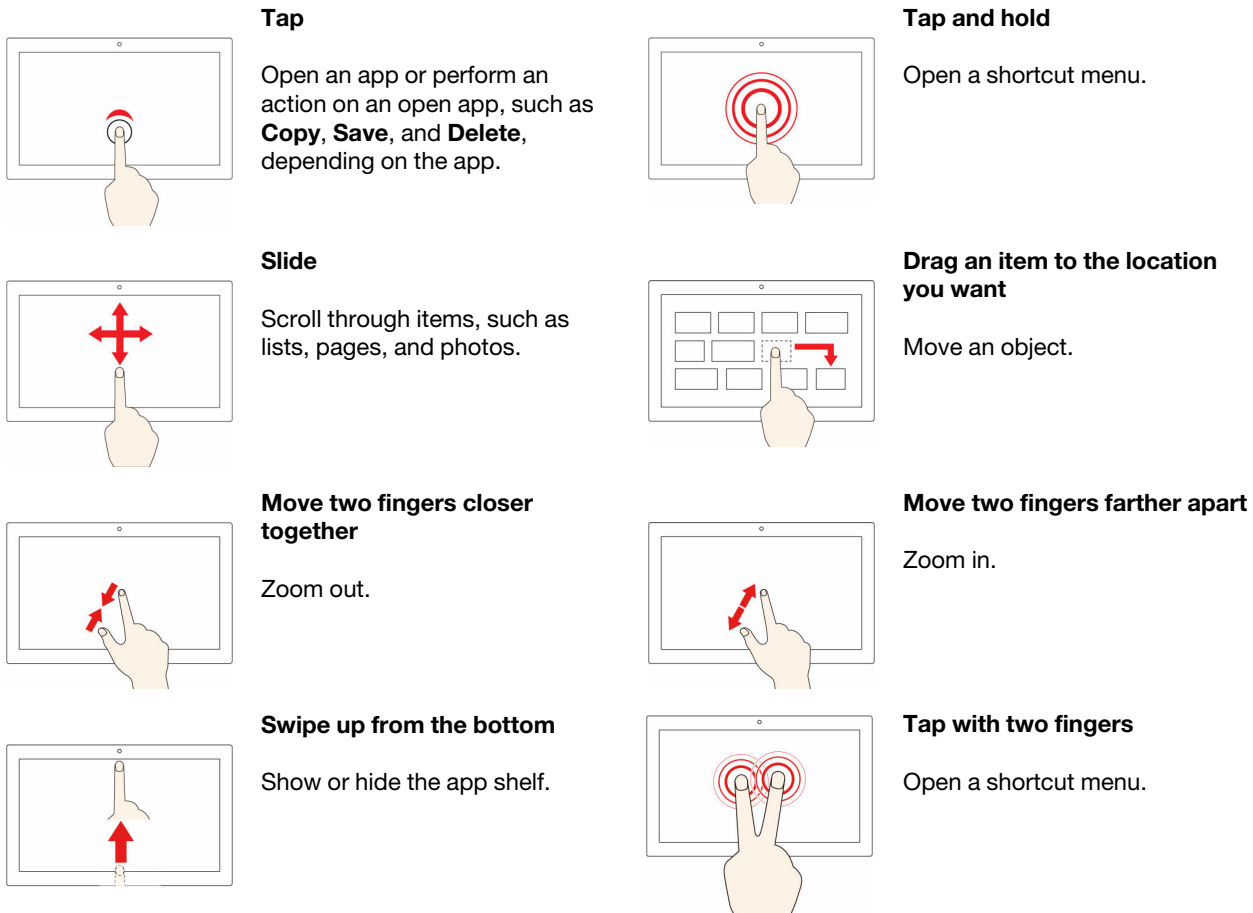
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## Chapter 3. Navigate the screen

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### Use the multi-touch screen

**Note:** Some gestures might not be available depending on the app you use.














#### Tips

- Turn off the Chromebook before cleaning the multi-touch screen.
- Use a dry, soft, and lint-free cloth or a piece of absorbent cotton to remove fingerprints or dust from the multi-touch screen. Do not apply solvents to the cloth.
- The multi-touch screen is a glass panel covered with a plastic film. Do not apply pressure or place any metallic object on the screen, which might damage the touch panel or cause it to malfunction.
- Do not use fingernails, gloved fingers, or inanimate objects for input on the screen.
- Regularly calibrate the accuracy of the finger input to avoid a discrepancy.






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### Use the special keys

Your Chromebook keyboard works just like a conventional keyboard but with a few special keys.

	Go to the previous page
	Reload your current page
	Hide the tabs and the App Launcher in full-screen mode
	Show all windows in overview mode
	Decrease the brightness of the Chromebook screen
	Increase the brightness of the Chromebook screen
	Mute the microphone
	Mute the speakers
	Decrease the volume
	Increase the volume
	Lock the Chromebook screen

Your Chromebook also supports the following key combinations:

ctrl + 	Take a screenshot
alt + 	Switch the Caps Lock function
 + L	Lock your Chromebook screen
ctrl + alt + ?	View all keyboard shortcuts
*alt + 	Turn off the keyboard backlight and decrease the brightness
*alt + 	Turn on the keyboard backlight and increase the brightness

\* For selected models

To change the keyboard settings:

1. Click your account picture, and then click the settings icon.
2. Click **Settings** → **Device** → **Keyboard**.
3. Follow the on-screen instruction to change the settings as you desire.

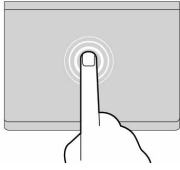
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## Use the touchpad

You can use the touchpad to perform various touch gestures. The following section introduces some frequently used touch gestures, such as tapping, dragging, and scrolling.

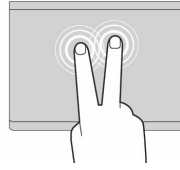
### Notes:

- When using two or more fingers, ensure that you position your fingers slightly apart.
- Some gestures are only available when you are using certain apps.
- If the touchpad surface is stained with oil, turn off the Chromebook first. Then, gently wipe the touchpad surface with a soft and lint-free cloth moistened with lukewarm water or Chromebook cleaner.



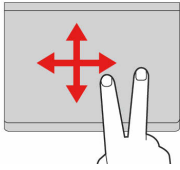
### Tap

Tap anywhere on the touchpad with one finger to select or open an item.



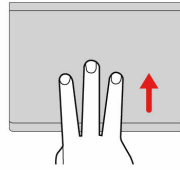
### Two-finger tap

Tap anywhere on the touchpad with two fingers to display a shortcut menu.



### Two-finger scroll

Put two fingers on the touchpad and move them in the vertical or horizontal direction. This action enables you to scroll through the document, Website, or apps.



### Swipe three fingers up or down

Put three fingers on the touchpad and move them up or down to see all your open windows.

To change the settings:

1. Click your account picture, and then click the settings icon.
2. Click **Settings** → **Device** → **Touchpad**.
3. Follow the on-screen instruction to change the settings as you desire.





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## Chapter 4. Use multimedia

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### Use the camera

The built-in camera can be used for video calling or video conferencing. The indicator next to the camera turns on when the camera is activated.

To take photos with the camera:

1. Click the Launcher button, and then click **All apps**.
2. Click **Camera**.
3. Click the camera icon.

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### Use audio

You can connect headphones or a headset with a 3.5-mm (0.14-inch), 4-pole plug to the audio connector to listen to the sound from your Chromebook.

To play a saved audio or video:

1. Click the Launch button, and then select **Files**.
2. Double-click a file to open it in the media player.

To adjust the volume, click the account picture, and then adjust the volume as you prefer.

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### Connect to an external display

You can use the Chromebook's USB-C connectors to connect a projector or an external display.

1. Use a USB-C to USB-C cable (not supplied) to connect your Chromebook to an external display.

**Note:** If the external display does not support input through USB-C connector, you may need to purchase and use adapters. Lenovo provides various USB-C accessories at <https://www.lenovo.com/accessories>, to help you expand your Chromebook functionality.

2. Connect the external display to an electrical outlet.
3. Turn on the external display.

To change display settings:

1. Click your account picture, and then click **Settings**.
2. In the **Device** section, click **Displays**.
3. Follow the on-screen instructions to change the display settings as you desire.



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## Chapter 5. Lenovo help and support

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### Frequently asked questions

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What do I do if my Chromebook stops responding?	<ol style="list-style-type: none"><li>1. Press and hold the power button until the Chromebook turns off. Then, restart the Chromebook.</li><li>2. If step 1 does not work:<ul style="list-style-type: none"><li>• For models with an emergency reset hole: Insert a straightened paper clip into the emergency reset hole to cut off power supply temporarily. Then, restart the Chromebook with ac power connected.</li><li>• For models without an emergency reset hole:<ul style="list-style-type: none"><li>– For models with the removable battery, remove the removable battery and disconnect all power sources. Then, reconnect to ac power and restart the Chromebook.</li><li>– For models with the built-in battery, disconnect all power sources. Press and hold the power button for about seven seconds. Then, reconnect to ac power and restart the Chromebook.</li></ul></li></ul></li></ol>
What do I do if I spill liquid on the Chromebook?	<ol style="list-style-type: none"><li>1. Carefully unplug the ac power adapter and turn off the Chromebook immediately. The more quickly you stop the current from passing through the Chromebook the more likely you will reduce damage from short circuits. <b>Attention:</b> Although you might lose some data or work by turning off the Chromebook immediately, leaving the Chromebook on might make your Chromebook unusable.</li><li>2. Do not try to drain out the liquid by turning over the Chromebook. If your Chromebook has keyboard drainage holes on the bottom, the liquid will be drained out through the holes.</li><li>3. Wait until you are certain that all the liquid is dry before turning on your Chromebook.</li></ol>
How do I disinfect my Chromebook?	<ol style="list-style-type: none"><li>1. Squeeze out excess liquid from wipe or disinfecting cloth before using. Recommended wipes are hydrogen peroxide wipes and alcohol based wipes. Do not use wipes containing sodium hypochlorite (bleach).</li><li>2. Gently wipe the Chromebook thoroughly, being careful to ensure no liquid drips into the Chromebook. Do not wipe on connector pins.</li><li>3. After disinfecting, follow the cleaning procedure from the wipe supplier to minimize chemical buildup of disinfectant residue.</li><li>4. Always allow the Chromebook to completely dry prior to any use.</li></ol> <p>For more information about cleaning and disinfecting, go to <a href="https://support.lenovo.com/in/en/solutions/ht035676">https://support.lenovo.com/in/en/solutions/ht035676</a>.</p>
How do I find accessibility information?	<a href="https://www.lenovo.com/accessibility">https://www.lenovo.com/accessibility</a>

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### Lenovo support Web site

Technical support information is available on the Lenovo support Web site at <https://support.lenovo.com>.

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## Call Lenovo customer support center

If you have tried to correct the problem yourself but still need help, during the warranty period, you can get help and information by telephone through the customer support center.

### Before calling customer support

Ensure that you have downloaded the most current drivers and system updates and recorded information about your Chromebook before you call. When calling for technical assistance, have the following information available.

- Machine type and model
- Serial number of your Chromebook
- Description of the problem
- Exact wording of any error messages
- Hardware and software configuration information

### Services supported by Lenovo customer support center

The following services are available during the warranty period.

- Problem determination - Trained personnel are available to assist you with determining if you have a hardware problem and deciding what action is necessary to fix the problem.
- Lenovo hardware repair - If the problem is determined to be caused by Lenovo hardware under warranty, trained service personnel are available to provide the applicable level of service.
- Engineering change management - Occasionally, there might be changes that are required after a product has been sold. Lenovo or your reseller, if authorized by Lenovo, will make selected Engineering Changes (ECs) that apply to your hardware available.

### Services not supported by Lenovo customer support center

- Replacement or use of parts not manufactured for or by Lenovo or non-warranted parts
- Identification of software problem sources
- Configuration of UEFI BIOS as part of an installation or upgrade
- Changes, modifications, or upgrades to device drivers
- Installation and maintenance of network operating systems (NOS)
- Installation and maintenance of programs

### Support phone numbers

For the Lenovo support phone number for your country or region, go to <https://pcsupport.lenovo.com/supportphonenumberlist>.

**Note:** Phone numbers are subject to change without notice. If the number for your country or region is not provided, contact your Lenovo reseller or Lenovo marketing representative.

### Get help from Google

After signing in to your Chromebook, start Get Help from the app Launcher. The Get Help app provides comprehensive instructions on using your Chromebook.

In addition, if you are interested in visiting the Chromebook Help Center and Community, go to <http://google.com/support/chromebook>.





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## Appendix A. Important safety information

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### Non-rechargeable coin-cell battery notice



If the coin-cell battery is incorrectly replaced, there is danger of an explosion. The battery contains a small amount of harmful substance.

Do not heat to more than 100 °C (212 °F).

The following statement applies to users in the state of California, U.S.A.

Products containing manganese dioxide lithium coin-cell batteries may contain perchlorate. Perchlorate Material - special handling may apply, see [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)



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## Appendix B. Compliance information

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### Lenovo compliance information Web sites

The latest electronic compliance and environmental information are available from the Lenovo compliance information Web sites.

- To view compliance information, go to <https://www.lenovo.com/compliance>
  - To download environmental declarations, go to <https://www.lenovo.com/ecodeclaration>
- 

### General recycling information

Lenovo encourages owners of information technology (IT) equipment to responsibly recycle their equipment when it is no longer needed. Lenovo offers a variety of programs and services to assist equipment owners in recycling their IT products. For information about recycling Lenovo products, go to <https://www.lenovo.com/recycling>.

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### Electromagnetic emissions notices

#### Federal Communications Commission (FCC) Supplier's Declaration of Conformity

The following information applies to IP Duet 3 Chrome 11Q727 and IP Duet 3 Chrome 11Q727 1, machine type: 82T6

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult an authorized dealer or service representative for help.

Lenovo is not responsible for any radio or television interference caused by using cables and connectors other than those recommended by Lenovo or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party:  
Lenovo (United States) Incorporated  
7001 Development Drive  
Morrisville, NC 27560

Email: FCC@lenovo.com



## Location for the FCC ID and IC ID

If you purchased your Chromebook in the United States or Canada and the Chromebook includes factory-preinstalled wireless modules, a piece of text containing identification strings for these modules (FCC ID and IC ID) is visible on the Chromebook's bottom cover. The text may either be laser etched on the bottom cover or on a physical label affixed to it. To obtain the FCC ID or IC ID for the factory-preinstalled wireless module, check the bottom cover for strings directly after "FCC ID" or "IC ID".

## Korea radio frequency compliance statement

무선설비 전파 혼신 (사용주파수 2400~2483.5, 5725~5825 무선제품해당)

해당 무선설비가 전파혼신 가능성이 있으므로 인명안전과 관련된 서비스는 할 수 없음

### SAR 정보

본 장치는 전파 노출에 대한 가이드라인을 충족합니다.

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## Appendix C. Accessibility, ergonomic, and maintenance information

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### Accessibility information

Lenovo is committed to providing users who have hearing, vision, and mobility limitations with greater access to information and technology. This section provides information about the ways these users can get the most out of their Chromebook experience. You also can get the most up-to-date accessibility information from the following Web site:

<https://www.lenovo.com/accessibility>

### Industry-standard connectors

Your Chromebook provides industry-standard connectors that enable you to connect assistive devices.

### Documentation in accessible formats

Lenovo provides electronic documentation in accessible formats, such as properly tagged PDF files or HyperText Markup Language (HTML) files. Lenovo electronic documentation is developed to ensure that visually impaired users can read the documentation through a screen reader. Each image in the documentation also includes adequate alternative text so that visually impaired users can understand the image when they use a screen reader.

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### Ergonomic information

Good ergonomic practice is important to get the most from your personal Chromebook and to avoid discomfort. Arrange your workplace and the equipment you use to suit your individual needs and the kind of work that you perform. In addition, use healthy work habits to maximize your performance and comfort when using your Chromebook.

Working in the virtual office might mean adapting to frequent changes in your environment. Adapting to the surrounding light sources, active seating, and the placement of your Chromebook hardware, can help you improve your performance and achieve greater comfort.

This example shows someone in a conventional setting. Even when not in such a setting, you can follow many of these tips. Develop good habits, and they will serve you well.



*Figure 1. Illustration of proper seating and Chromebook positioning*

**General posture:** Make minor modifications in your working posture to deter the onset of discomfort caused by long periods of working in the same position. Frequent short breaks from your work also help to prevent minor discomfort associated with your working posture.

**Display:** Position the display to maintain a comfortable viewing distance of 510 mm to 760 mm (20 inches to 30 inches). Avoid glare or reflections on the display from overhead lighting or outside sources of light. Keep the display screen clean and set the brightness to levels that enable you to see the screen clearly. Press the brightness control keys to adjust display brightness.

**Head position:** Keep your head and neck in a comfortable and neutral (vertical, or upright) position.

**Chair:** Use a chair that gives you good back support and seat height adjustment. Use chair adjustments to best suit your comfort posture.

**Arm and hand position:** If available, use chair arm rests or an area on your working surface to provide weight support for your arms. Keep your forearms, wrists, and hands in a relaxed and neutral (horizontal) position. Type with a soft touch without pounding the keys.

**Leg position:** Keep your thighs parallel to the floor and your feet flat on the floor or on a footrest.

### **What if you are traveling?**

It might not be possible to observe the best ergonomic practices when you are using your Chromebook while on the move or in a casual setting. Regardless of the setting, try to observe as many of the tips as possible. Sitting properly and using adequate lighting, for example, helps you maintain desirable levels of comfort and performance. If your work area is not in an office setting, ensure to take special note of employing active sitting and taking work breaks. Many product solutions are available to help you modify and expand your Chromebook to best suit your needs. You can find some of these options at <https://www.lenovo.com/accessories>. Explore your options for docking solutions and external products that provide the adjustability and features that you want.

### **Questions about vision?**

The visual display screens of Chromebook are designed to meet the highest standards. These visual display screens provide you with clear, crisp images and large, bright displays that are easy to see, yet easy on the eyes. Any concentrated and sustained visual activity can be tiring. If you have questions on eye fatigue or visual discomfort, consult a vision-care specialist for advice.

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## **Basic maintenance tips**

- Keep your Chromebook away from magnets, activated cellular phones, electrical appliances, or speakers (more than 13 cm or 5 inches).
- Avoid subjecting your Chromebook to extreme temperatures (below 5 °C/41 °F or above 35 °C/95 °F).
- Avoid placing any objects (including paper) between the display and the keyboard or the palm rest.
- Do not turn your Chromebook over when the ac power adapter is plugged in, otherwise, it could break the adapter plug.
- Before moving your Chromebook, be sure to remove any media, turn off attached devices, and disconnect cords and cables.
- When picking up your open Chromebook, hold it by the bottom. Do not pick up or hold your Chromebook by the display.
- Avoid directly exposing your Chromebook and peripherals to the air from an appliance that can produce negative ions. Wherever possible, ground your Chromebook to facilitate safe electrostatic discharge.

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## Cleaning your Chromebook

It is a good practice to clean your Chromebook periodically to protect the surfaces and ensure trouble-free operation.

### Cleaning the Chromebook cover

Wipe it with a lint-free cloth dampened in mild soap and water. Avoid applying liquids directly to the cover.

### Cleaning the keyboard

Wipe the keys one by one with a lint-free cloth dampened in mild soap and water. If you wipe several keys at a time, the cloth might hook onto an adjacent key and possibly damage it. Avoid spraying cleaner directly onto the keyboard. To remove any crumbs or dust from beneath the keys, you can use a camera blower with a brush or use cool air from a hair dryer.

### Cleaning the Chromebook screen

Scratches, oil, dust, chemicals, and ultraviolet light can affect the performance of your Chromebook screen. Use a dry, soft lint-free cloth to wipe the screen gently. If you see a scratch-like mark on your screen, it might be a stain. Wipe or dust the stain gently with a soft, dry cloth. If the stain remains, moisten a soft, lint-free cloth with water or eyeglass cleaner, but do not apply liquids directly to your Chromebook screen. Ensure that the Chromebook screen is dry before closing it.

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## Open source information

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