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Acer Chromebook Spin 311

Covers: CP311-3H

English

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Model number: \_\_\_\_\_

Serial number: \_\_\_\_\_

Date of purchase: \_\_\_\_\_

Place of purchase: \_\_\_\_\_

## ENVIRONMENT

### **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 keyboard, press the power button located at the left hand side of the notebook. 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

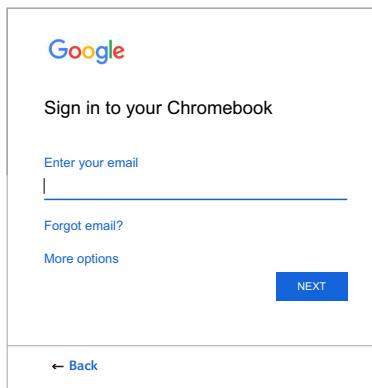
You can create a new Google Account if you don't already have one. Select **Create a Google Account** to set up a new account. A Google Account gives you access to useful web services developed by Google, such as Gmail, Google Drive, and Google Calendar.

### 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.

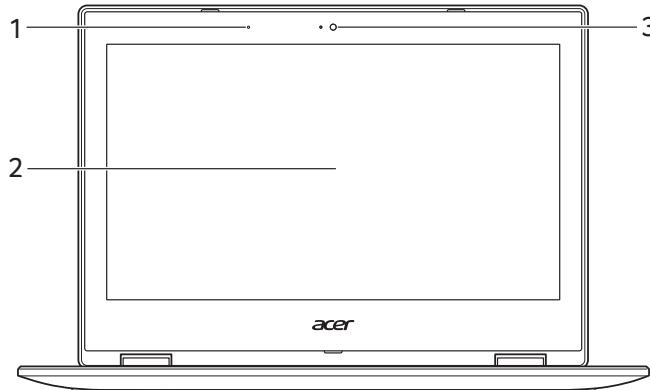


**Important: Sign in with your primary Google Account. This account will be set as the owner and is the only account that will be able to change certain Chrome settings.**

# Your Acer Chromebook tour

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

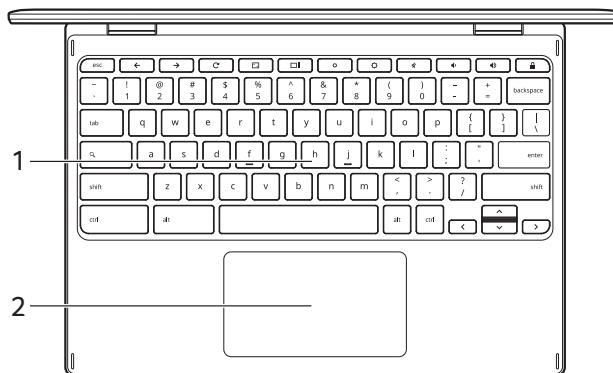
## Front view



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

## Keyboard view

English



#	Icon	Item	Description
1		Keyboard	For entering data into your computer.
2		Touchpad / click button	<p>Touch-sensitive pointing device which functions like a computer mouse.</p> <p><i>Pressing down anywhere on the pad functions like the left button of a mouse.</i></p> <p><i>Pressing down anywhere with two fingers functions like the right button of a mouse.</i></p>

## 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.
[F]	Full-screen	Open the page in full-screen mode.
[[ ]]	Next window	Switch to the next window.

Icon	Function	Description
	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.
	Lock screen	Locks the screen.
	Search	Search from the Apps panel.

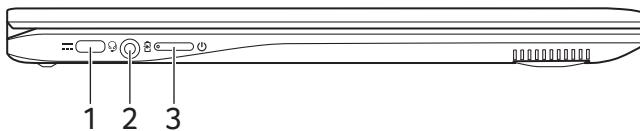
## Touchpad

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) <b>Alt</b> on the keyboard and tapping the touchpad with one finger both equal a "right-click" on a computer 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

English

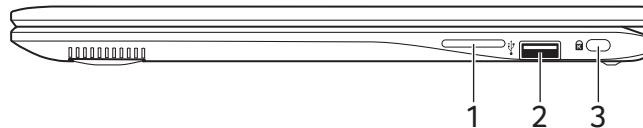


#	Icon	Item	Description
1		USB Type-C port with DC-in	Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort™ over USB-C™.
2		Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones), or a headset with microphone.
		Power button	Turns the computer on and off.
3		Battery indicator	Indicates the computer's battery status. <b>Charging:</b> The light shows amber when the battery is charging. <b>Fully charged:</b> The light shows blue when in AC mode.

### USB Type-C information

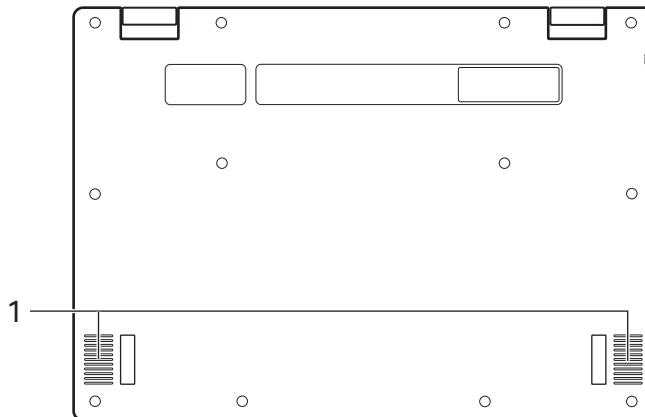
- USB 3.2 Gen 1 with transfer speeds up to 5 Gbps.
- Supports DisplayPort™ audio/video output.
- Delivers up to 3 A at 5 V DC for USB charging.
- DC-in: requires power adapter or power source providing 45 W at 12/18~20 V. For optimal performance, please use a certified Acer power adapter or USB Power Delivery device.

## Right view



#	Icon	Item	Description
1	+ / -	Volume control key	Adjusts the system volume.
2	USB	USB port	Connects to USB devices.
3	K	Kensington lock slot	Connects to a Kensington-compatible security lock.

## Bottom view



#	Icon	Item	Description
1		Speakers	Deliver stereo audio output.