



ROPL Chromebook FAQ

Q: How long do they check out?

A: 14 days with no renewals.

Q: How do I log in and/or log out?

A: When you open the laptop the machine will automatically power on. You must have access to a Wi-Fi network to log in. Once you have access to Wi-Fi you can sign in as an **ROPL Guest**. Accept our **Terms of Service** to proceed. To log out, **Exit session** or close the laptop lid to log out and shutdown.

Q: Can I use/access other accounts besides **ROPL Guest**?

A: Yes. Once you are connected you can access any other accounts you'd like from the Chrome browser.

Q: How secure is it?

A: Very secure. As soon as you exit your session and/or shutdown the computer, **none of your personal data can be accessed by other users and will be completely erased.** Everything about you from the system will be erased. If you downloaded any files be sure to save them to a flash drive, microSD card, external drive, or as an email attachment, because all downloaded files will be erased.

Q: Does it have Microsoft Word (or other program) on it?

A: No. Chromebooks use a different operating system than Microsoft Windows or MacOS. You cannot install regular programs, but there are plenty of other options. You can use Google Docs, Sheets, and Slides, or any other online program you can normally access from a web browser. You also have access to any programs you can find in the Google Web Store; it's just like adding apps to your phone or tablet.

Q: Can I change settings or install other things on it?

A: Feel free to change layouts, settings, or download and install anything you want from the Google Web Store. Nothing you change or add will be seen by anyone else who uses the computer; in fact, it will all be deleted once you exit your session or shutdown.

Q: What happens if I download something?

A: If you download something like a PDF, Word document, image, video, or audio file, they will all go to the **Files** folder on the computer. **You can find the Files folder in the Launcher on the bottom left corner of the screen.** You can open or play most file formats from the Files folder, but anything left in there when you log off or shutdown

will be deleted, so make sure to save anything you need from there to a flash drive, external drive, microSD card or as an email attachment.

Q: Does it have a CD/DVD drive?

A: No. There is not an installed optical drive of any sort, but you can access outside media via a flash drive, SD card, external hard drive or from cloud storage.

Q: What input/outputs are there?

A: There is an audio input/output jack, 2 USB-C ports, 1 USB port, and 1 microSD card reader.

You can find out more about Chromebooks and all the other versions at:
www.google.com/chromebook

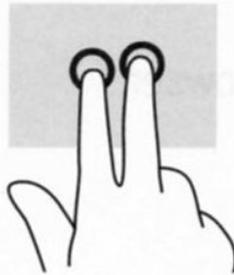


Gestures for touchpad

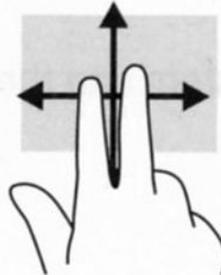
Touchpad



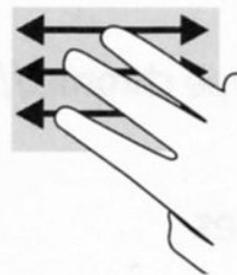
Tap or double-tap to select



Two-finger tap to see menu options



Two-finger scroll



Three-finger scroll to switch between open tabs