

Chromebox Instructions for Coordinators

First Step: Check the letter (A through D) on the Chromebox in your classroom and retrieve the white cardboard box with the same letter from the storage room connected to classroom 7. Each white box contains a mouse, a mouse pad, a keyboard, a remote control for the TV set, a plastic bag of batteries, and a copy of these instructions.

Start up

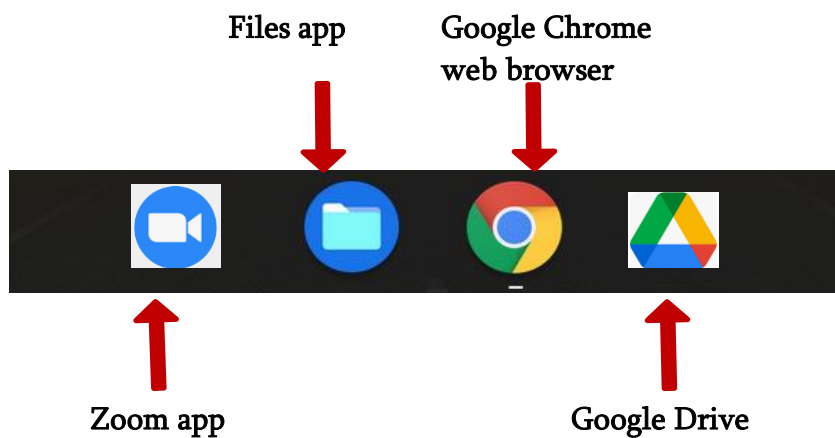
1. **Turn on the Chromebox, Keyboard and Mouse.**
 - a. For the Chromebox: Press and release the button on the left front corner of the unit. A white light will appear to indicate that it is starting.
 - b. For the mouse: On the underside of the mouse, move the on/off slider to expose the green color.
 - c. For the keyboard: On the top side of the keyboard, move the on/off slider to expose the green color.
2. **Turn on the TV**, using the TV remote control.
 - a. Aim the TV remote control at the *right* lower corner of the TV screen and press the Power button, which is in the top right corner of the remote control.
 - b. If the TV does not come on, aim the TV remote control at the *left* lower corner of the TV screen and press the Power button.
3. **When all equipment is on**, the TV should display several horizontal panels. One horizontal panel should display HDMI input settings.
 - **The input setting must be HDMI-1.** If it's not currently displayed and selected, use the TV remote control's up-down cursor button to scroll down to the HDMI panel, and use the left and right cursor buttons to select HDMI-1.

Logging in

Once the Chromebox and TV have started you will be prompted for a password. The password is **letsbegin2** (all lower-case letters, no spaces, no punctuation). If prompted for an email address, enter the word **classroom**. The trailing portion of the email address (@llccm.org) is already displayed so you won't have to type it in.

Home screen

At the bottom edge of the home screen, you will see the task bar. The task bar shows icons for the functions used in an LLC class. The icon with the image of a traditional file folder is the Files app, used to select and open files on a flash drive. The four-color circle icon is Google's Chrome web browser, used for all online activities (YouTube videos, TED talks, etc.). The camera icon is the Zoom app, used to join Zoom calls from the classroom. The three-color triangle is Google Drive, used to access the files that presenters who are using Google Slides have shared with classroom@lccm.org.



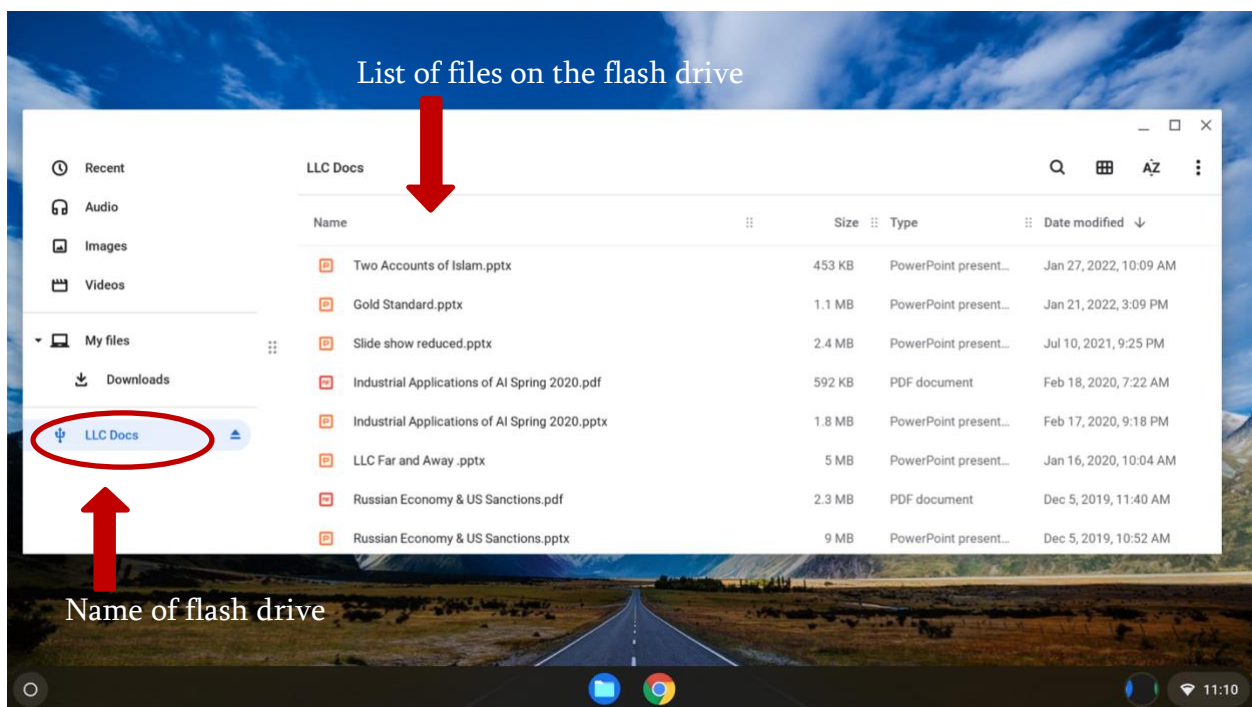
The following two sections of this manual cover the two most common scenarios you will encounter:

- A presenter has brought into the classroom a flash drive containing either PDF or PPTX files
- Or the presenter has shared their Google Slides file with classroom@lccm.org. That shared presentation will be found on the Google Drive.

Files on a Flash Drive (A.K.A Jump drive, Memory stick, Thumb drive, USB drive)

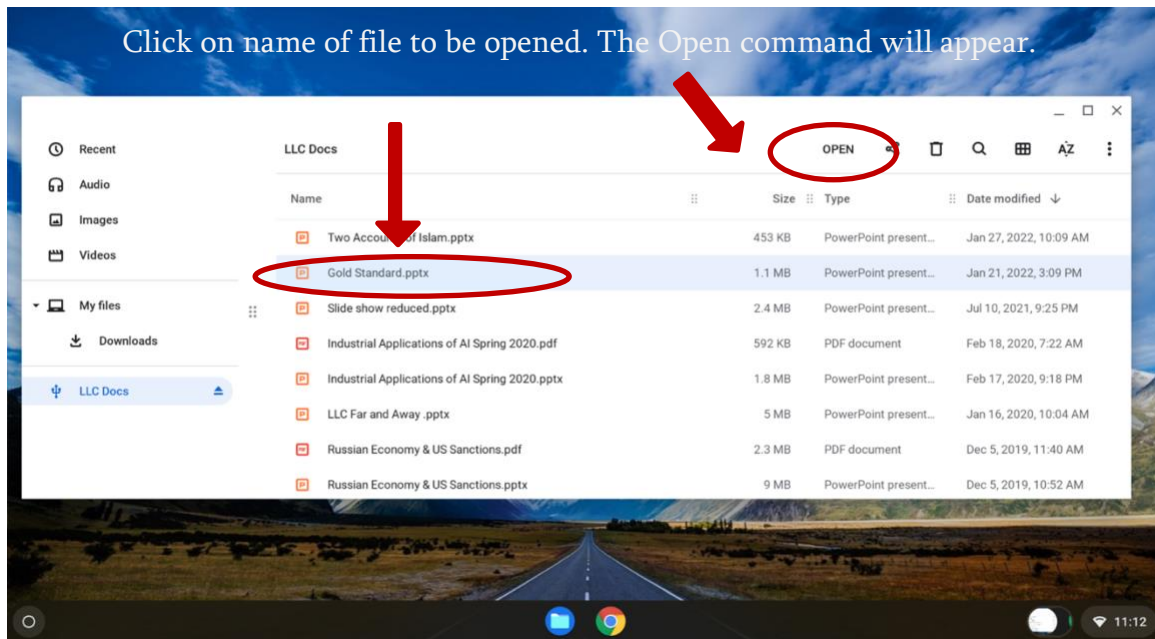
To display any of the files on a flash drive, follow these steps:

1. Insert a flash drive into one of the two USB ports on the front face of the Chromebox or into any of the four ports on the USB hub attached to the left-hand upright on the TV cart.
2. Next, click the Files app icon in the task bar along the bottom of the screen. Here is a screenshot of the window opened by the Files app.

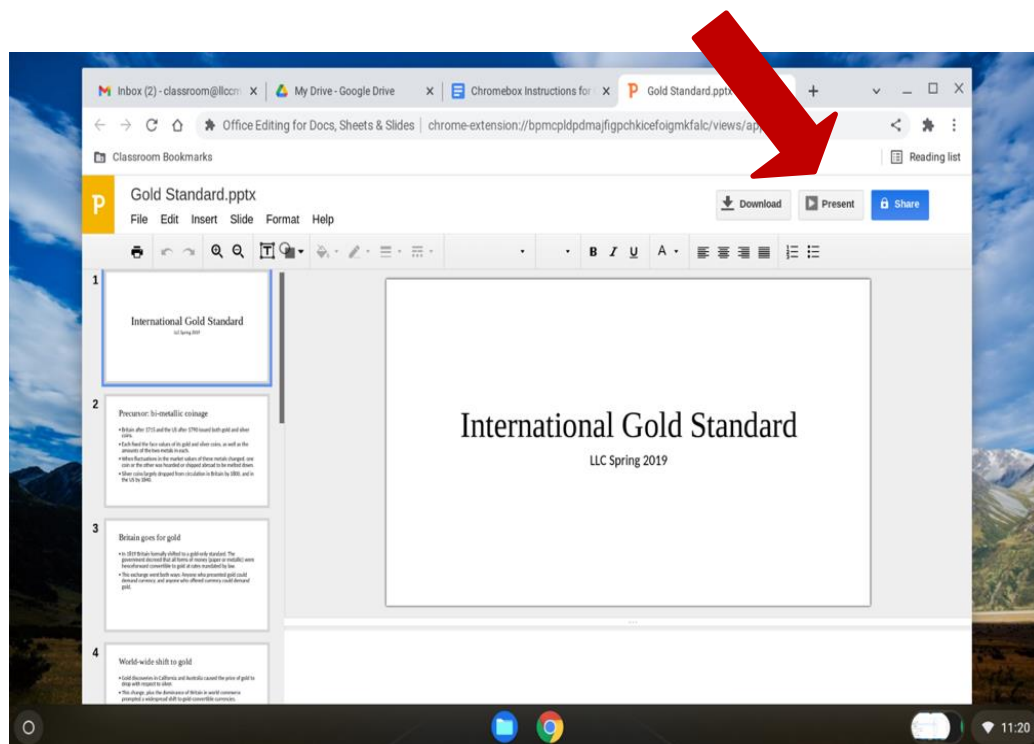


3. Notice that the name of the flash drive is displayed in the left column of the window, in a blue color. In this example, the name of the flash drive is **LLC DOCS**. Click on the name of the flash drive to display a list of all the files on the flash drive.

- To select the file for display, highlight it (one click) on its name. The OPEN command will appear at the top right of the window. For PowerPoint, Word docs, etc., click OPEN to invoke a display of the file. If the file is PDF, go to #7 below.




- The selected file will open in 'Office Compatibility Mode'. To display the slides in full screen, click the 'Present' command (top right in the window)



6. When the presentation has been completed, press ESC to return to the view shown above.

Note: Exceptionally large or complex PowerPoint (pptx) files may not display correctly in Office Compatibility Mode. In this situation, exit Presentation Mode - hit the ESC key. Next, click the 'File' command at the upper left corner of the window. A drop-down menu will appear. Select 'Save as Google Slides' and wait for the conversion process to complete. Now press the 'Present' in the upper right corner of the window. **Note:** A simpler alternative: Save your PowerPoint file as a PDF file, then save it to your flash drive.

7. **If the presentation is a PDF file**, click on the caret (v) that appears to the right of Open and select PDF Viewer (not Gallery). You are now in the PDF Viewer window. To present the file as a typical slideshow, click on three dots in the upper right corner and select Presentation. The file will then appear as full screen presentation mode and the keyboard arrows can be used to advance the slides.
8. **Once the presentation has been completed**, the flash drive can be removed from the USB port. To do so without losing any data click the EJECT icon () just to the right of the flash drive's name in the Files window. Or simply shut down the Chromebox and then remove the flash drive.

Google Slides Files

1. To display a Google Slides file that has been SHARED with classroom@llccm.org, click the Chrome browser icon on the taskbar and then click the array of small black dots in the upper right corner of the browser window. Doing so displays the triangular multicolor Google Drive icon; click it and you will see all Slides files that have been shared. Double click the file you want to open. *If the list does not include the desired file*, then go back to the dots and click on the Google mail icon. This list should include the desired file. Click it and you will see all Slides files that have been shared. Double click the file you want to open. The file may open in Google slides, or it may automatically be saved to Google Drive. If so, go back to the array of black dots, open Google Drive, and the file should be there.

Shutting down

- Press and hold the vertical on/off switch on the front left corner of the Chromebox until the TV screen goes dark. (It is safe to do this at any time - even in the middle of a presentation).

- Turn the mouse and keyboard to their OFF positions (red marks are visible).
- Finally, place the six items listed below in the cardboard equipment box and return the box to the storage room behind classroom 7.

- 1) Mouse
- 2) Mouse pad
- 3) Keyboard
- 4) TV remote control
- 5) Batteries
- 6) These instructions