

Chromebox Instructions For Coordinators

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 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

First turn the TV on by pressing the power button on the upper right corner of the TV remote control. A list of video input channels is displayed on the screen. If the active input channel is not HDMI-1, press the INPUT button at the upper left corner of the remote and then press the left or right cursor keys on the remote to select HDMI-1.

Now turn on the mouse and the keyboard. The mouse has an on/off slider on its underside and the keyboard has one on its forward edge. Move each slider to expose the green color.

Next start up the Chromebox by pressing and releasing the button on the left front corner of the housing. A white light will appear to indicate that it is starting.

Logging in

Once the Chromebox has started you will see the login screen. If prompted for an email address, enter the word **classroom**. The trailing portion of the email address (@lccm.org) is already displayed so you won't have to type it in.

In most cases you are prompted only for a password. The password is **letsbegin** (all lower case letters, no spaces, no punctuation).

Home screen

The task bar at the bottom edge of the home screen shows three icons. The one with the image of a traditional file folder is the Files app, used to select and open files on a flash drive. The multi-color circle is Google's Chrome web browser. The multi-color triangle is Google Drive.



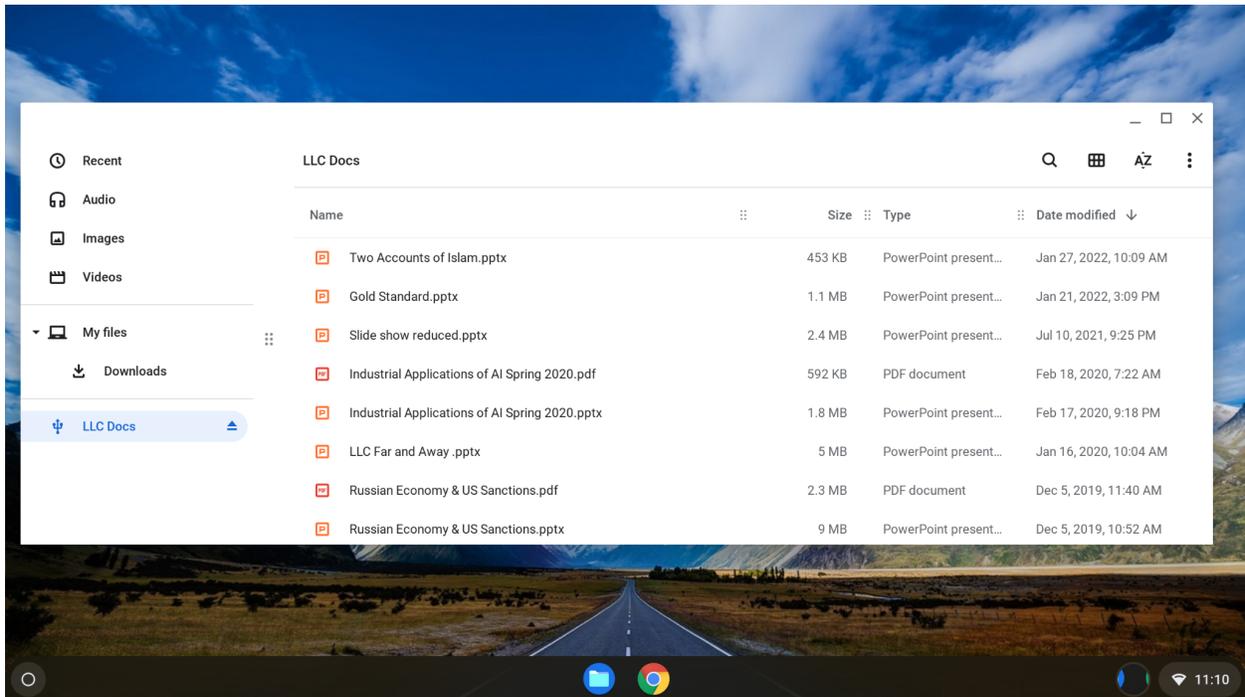
The following two sections of this manual cover the two most common scenarios you will encounter: a presenter has brought into the classroom a flash drive containing either PDF or PPTX files, or has shared a Google Slides file with classroom@lccm.org.

Files on a Flash Drive

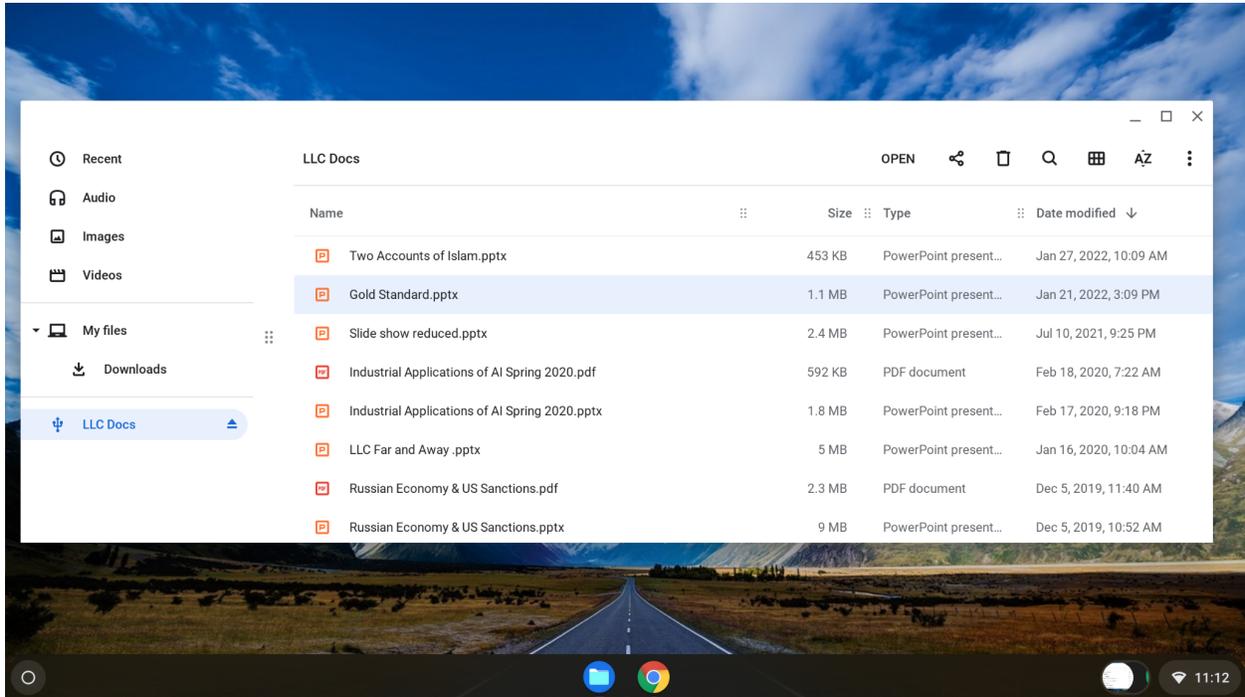
Insert a flash drive into one of the two USB ports on the front face of the computer housing or into any of the four ports on the USB hub attached to the left-hand upright on the TV cart.

To display the files on the flash drive click the Files app. A screenshot of the window opened by the Files app is shown below.

The name of the flash drive (LLC-DOCS) is displayed in the lower left corner of the window. Click it to display a list of all the files it contains.



To select the file you want to display, highlight it by clicking on its title. Once you have done so the OPEN command will appear in the list at the top of the window. Click OPEN to invoke the Google Drive app.



This app opens in what Google calls ‘Office Compatibility Mode’. Click the ‘Present’ command (top right in the window) to display the slides full-screen.

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

Exceptionally large or complex PPTX files may not display correctly in Office Compatibility Mode. In this situation exit Present Mode by pressing the ESC key, and then click the ‘File’ command at the upper left corner of the window. A drop-down menu will appear; from it select ‘Save as Google Slides’, and wait for the conversion process to complete. Now proceed as before by pressing the ‘Slide Show’ command at the upper right corner of the window.

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

To display a Google Slides file that has been SHARED with classroom@lccm.org, click the Google Drive icon in the taskbar. Then click "Shared with me" and you will see all files that have been shared. Double click the file you want to open.

Shutting down

To shut down the Chromebox press and hold the on/off switch on the Chromebox housing until the TV screen goes dark. (It is safe to do this at any time - even in the middle of a presentation).

Move the sliders on 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