

Chromebox Instructions For Coordinators

Start up and shut down

Check the letter (A through D) on the Chromebox in your classroom and fetch the clear plastic 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.

The mouse has an on/off slider on its underside. The off position is marked with a black marking pen. Push the slider away from this mark to turn the mouse on. The keyboard has no on/off switch.

Now press the power button on the upper right corner of the TV remote control. The active video input channel, HDMI-1, HDMI-2, etc. will be displayed on the screen. If the active input channel is not HDMI-1 press the left or right curser arrows on the remote to select HDMI-1.

Power 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.

To shut down press and hold the same button until the TV screen goes dark. No prior preparation is required - simply press the button at any time.

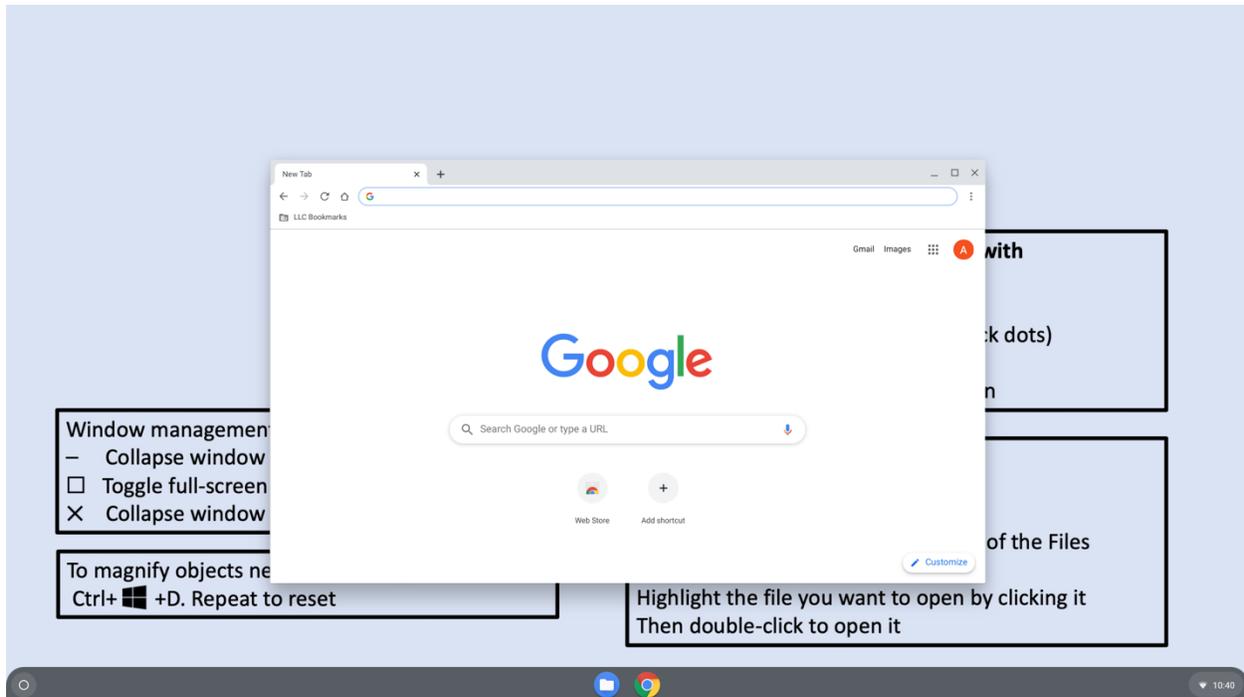
Login

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

In most cases you are prompted only for a password. Enter **letsbegin** (lower case).

Opening screen

The opening screen is shown below. A Chrome browser window is opened by default. Click the X in the upper right corner of the window to close it.

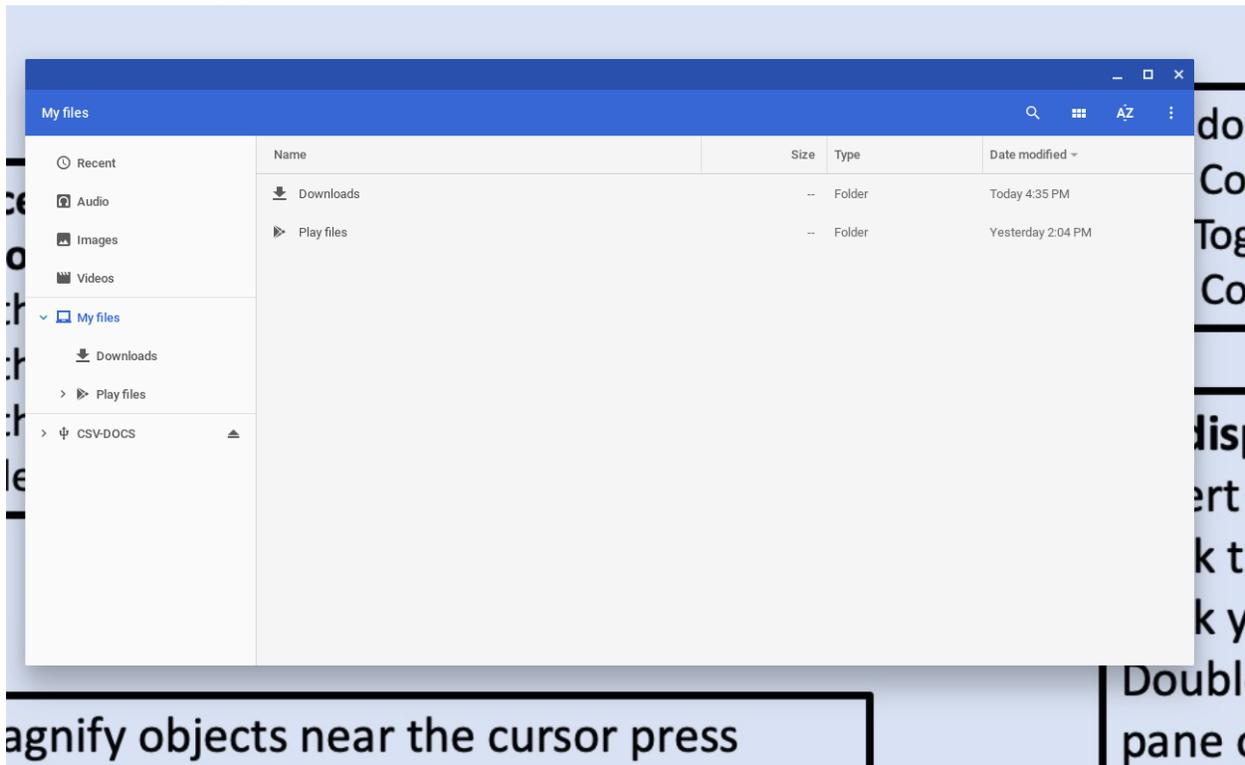


The task bar is the dark area at the bottom of the screen. In this image the two icons on the task bar are tiny, but on the large TV screens in our classrooms both are clearly discernible. Click the icon on the left (Chrome Browser app) to access files on the internet. Click the icon on the right (Files app) to access files on a flash drive.

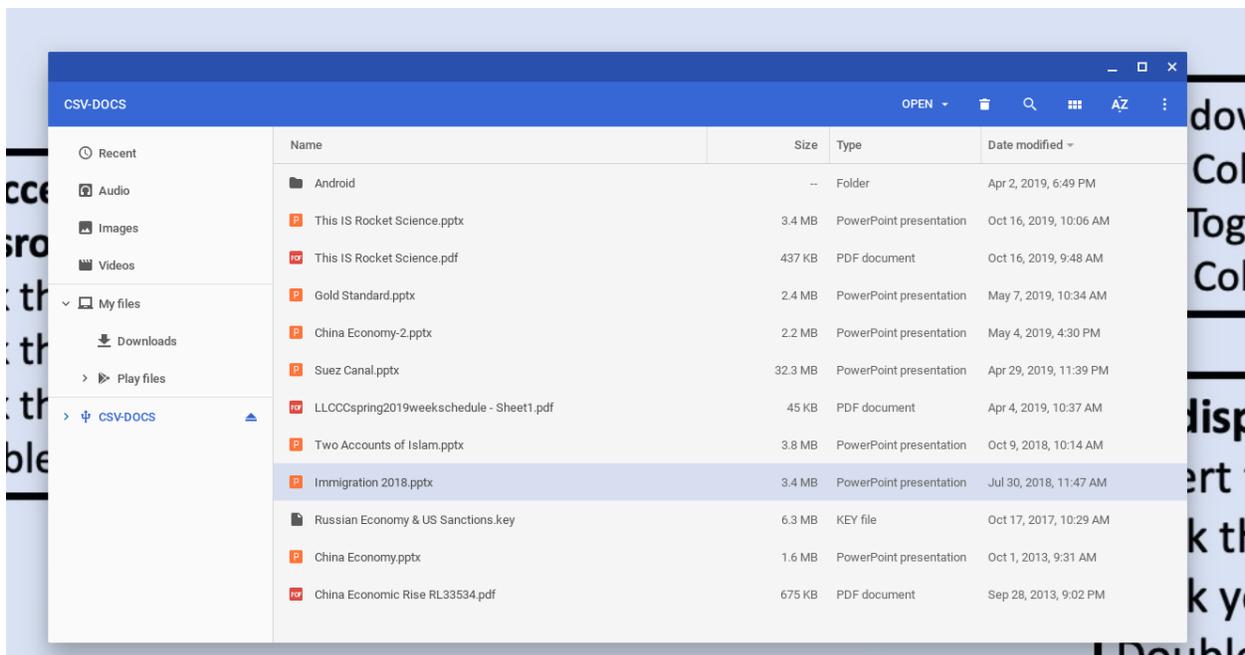
Files on a Flash Drive

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

Click the Files app to display the contents of the flash drive. A screen shot of the Files app window is shown below.



In this image the flash drive is named CSV-DOCS; it can be seen in the left pane of the window. Click it to display a list of all the files on the flash drive in the right pane.



Highlight the entry for the file you want to open by clicking it. To open the file either double-click the highlighted file name or click the “OPEN ▾” command on the task bar at the top of the files window.

To safely remove the flash drive from its USB port, click the EJECT icon  next to the flash drive’s name (left pane of the files window). Or simply shut down the Chrome box and then remove the flash drive.

Google Slides Files

To display a Google Slides file that has been shared with classroom@llccm.org, click the Chrome browser icon on the task bar, and then click the array of small black dots in the upper right corner of the browser window. Doing so displays the Google Drive icon; click it and you will see all Slides files that have been shared. Double click the file you want to open.

End of Class

Shut down the Chromebox by pressing and holding the on/off switch on the Chromebox housing until the TV screen goes dark.

Move the slider on the base of the mouse to the off position.

Place all items listed below in the plastic 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