

Chromebook and Hotspot Kit


What is included


- 1 Chromebook (Dell Chromebook 3100) with carrying case
- 1 Chromebook power supply and power cable (Dell 65.0W, USB-C)
- 1 mouse (Kensington M01215)
- 1 mobile hotspot (T-Mobile Franklin T9) with carrying case
- 1 hotspot power supply (Franklin Wireless micro USB)

Getting started

A Chromebook is a lightweight alternative to a traditional laptop. With this device and the included hotspot, you have access to the internet.



This device does not have software aside from a web browser; however, there are many browser-based substitutes available.

Step 1) Plug in the hotspot and turn it on by pressing the  “power” button on the side below the small screen.

Step 2) Turn on the Chromebook. The “power”  button is located on the top right of the keyboard. If it is low on power, you will need to plug it in. **You may plug the included mouse into one of the USB ports on either side of the Chromebook, if you wish to use it.**

Step 3) Sign in as Guest on the Chromebook and accept our terms.

Step 4) The web browser will automatically open and you can then use Google to search or enter in the desired web address in the URL bar at the top.

When you are finished, press the Chromebook’s “power”  button and choose **Shut Down**. Turn off the hotspot by pressing its “power” button  until the screen reads **Goodbye**.

Visual Guide

WARNING: Do **NOT** wipe or spray the Chromebook or any components with cleaning supplies as they can cause damage.



USB-C ports on either side of the Chromebook can be used to plug in the included Dell power adapter.



USB plug. If using the mouse, plug it in here or in the identical port on the other side.

Standard headphone jack. Headphones are not included.

The Chromebook's power adapter and power cords.

Mouse



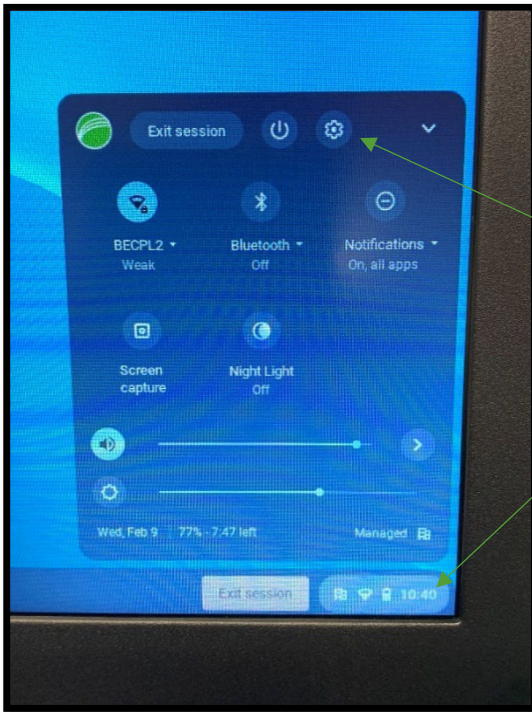


Plug in the Franklin Wireless power adapter here.



The power button to the T-Mobile Franklin Wireless T9 mobile hotspot.

Franklin Wireless power adapter.




Once signed in, clicking on the time on the lower right of the Chromebook's screen allows the user to access various features such as Wi-Fi, settings (which includes accessibility settings), volume control, and brightness.

Need more assistance? Call us at 716-858-8900 and request a Book-a-Technology Trainer appointment! **Feedback or Suggestions?** Please fill out a brief survey at tinyurl.com/BECPLChrome

Troubleshooting


How do I connect to the Internet?

The Chromebook will automatically connect to any BECPL hotspot or Wi-Fi connection within range. If it does not, make sure the hotspot is plugged in and turned on. Then, click on the time on the lower right of the screen and select the Wi-Fi connection icon,  click the slider next to **turn on Wi-Fi**, and select the desired network. The Library's hotspot connection is **BECPL** and the password is **librarywifi**.

Where is the delete key?

The Chromebook has a backspace key but no delete key. If you wish to use a delete key, you must press the backspace key while first holding down the ALT key.

How do I turn on accessibility features?

If you require text-to-speech, magnification, increased contrast or other accessibility features, you can enable them by going into the settings. At the bottom right of the screen click on the time (or press ALT+shift+s). Click on the settings gear icon,  then **Advanced**. You can then browse and choose accessibility features in the **Accessibility** section.

How do I save my work?

Once the Chromebook's session has ended, all files stored on the device will be erased. In order to keep any files you've worked on, you'll need to save them off the device.

If you click on the folder icon on the bottom of the screen, you can browse the files downloaded and saved to the device. You can then email them to yourself, save them to a USB drive, or back them up in your personal cloud storage.

If you wish to print directly from the Chromebook, please see our **Mobile Printing** insert. Otherwise, saved documents can be printed from USB, email, or cloud storage on another device.

Where's Word, Excel, etc...?

Because Chromebooks run Chrome OS and are not Windows or macOS machines, these programs are not installed on them. However, there are often online versions you can use. Examples include Google Docs, Microsoft 365, Canva, Kapwing and more! Note, these services will require signing up for an account, if you do not already have one.