Lenovo 100e/300e/500e Chromebook Gen 3 Lenovo Chromebook (11'', 9) User Guide



Read this first

Before using this documentation and the product it supports, ensure that you read and understand the following:

- Safety and Warranty Guide
- Setup Guide
- <u>Generic Safety and Compliance Notices</u>

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Discover your Chromebook

Thank you for choosing a Lenovo[®] Chromebook[™]! We are dedicated to delivering the best solution to you.

Before starting your tour, please read the following information:

- Illustrations in this documentation might look different from your product.
- Depending on the model, some optional accessories, features, software programs, and user interface instructions might not be applicable to your Chromebook.
- Documentation content is subject to change without notice. To get the latest documentation, go to https://pcsupport.lenovo.com.

Chapter 1. Meet your Chromebook

Front view

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Lenovo 100e Chromebook Gen 3 / Lenovo Chromebook (11", 9)

Item	Description	Item	Description
Ó	Camera	Ì	Webcam privacy shutter
₽	Microphone	Ċ	Power button
P	Touchpad		

Lenovo 300e/500e Chromebook Gen 3



Item	Description	Item	Description
Ô	Camera*	È.	Webcam privacy shutter
!	Microphone*	CHY.	Touch screen
P	Touchpad		

* for selected models

Webcam privacy shutter

Slide the webcam privacy shutter to cover or uncover the camera lens. It is designed to protect your privacy.

Related topics

- "Use the touch screen (for Lenovo 300e/500e Chromebook Gen 3 only)" on page 10
- "Get to know your Chromebook modes (for Lenovo 300e/500e Chromebook Gen 3)" on page 12
- "Use the touchpad" on page 9

Side view



Lenovo 100e Chromebook Gen 3 / Lenovo Chromebook (11", 9)

Lenovo 300e Chromebook Gen 3 / Lenovo 500e Chromebook Gen 3





Item	Description	Item	Description
Ϋ́	USB-C [®] (3.2 Gen 1) power connector	SS€	USB 3.2 connector Gen 1
•	Audio connector		Security-lock slot
*	Electronic pen*	$\triangleleft _{+}$	Volume buttons
Ċ	Power button		

* for selected models

Related topics

- "Charge your Chromebook" on page 7
- "USB specifications" on page 6
- "Use the electronic pen (for selected models of Lenovo 300e/500e Chromebook Gen 3)" on page 12
- "Lock your Chromebook" on page 7
- "Connect to an external display" on page 13

Bottom view



Item	Description
	Keyboard drainage hole

Keyboard drainage hole

Drain out liquid from your Chromebook if you accidentally spill liquid on the keyboard.

Rear view



Item	Description
····· *	Nano-SIM-card tray*

* for selected models

Specifications

For detailed specifications of your Chromebook, go to https://psref.lenovo.com.

USB specifications

Note: Depending on the model, some USB connectors might not be available on your Chromebook.



Statement on USB transfer rate

Depending on many factors such as the processing capability of the host and peripheral devices, file attributes, and other factors related to system configuration and operating environments, the actual transfer rate using the various USB connectors on this device will vary and will be slower than the data rate listed below for each corresponding device.

USB device	Data rate (Gbit/s)	
3.2 Gen 1 / 3.1 Gen 1	5	
3.2 Gen 2 / 3.1 Gen 2	10	
3.2 Gen 2 × 2	20	
Thunderbolt 3	40	
Thunderbolt 4	40	

Chapter 2. Explore your Chromebook

Charge your Chromebook

Power source of the ac power adapter:

- Power: 45 W or 65 W (depending on the model)
- Sine-wave input at 50 Hz to 60 Hz
- Input rating of the ac power adapter: 100 V to 240 V ac, 50 Hz to 60 Hz

CAUTION:

All plugs must be firmly and securely inserted into receptacles.



Lock your Chromebook

Lock your Chromebook to a desk, table, or other fixtures through a compatible security cable lock.

Note: The slot supports cable locks that conform to the Kensington NanoSaver[®] lock standards using Cleat[™] locking technology. You are responsible for evaluating, selecting, and implementing the locking device and security feature. Lenovo is not responsible for the locking device and security feature. You can purchase the cable locks at <u>https://smartfind.lenovo.com</u>.



Connect to a cellular network (for selected models)

If your Chromebook has a wireless wide area network (WAN) card and a nano-SIM card installed, you can connect to a cellular data network and get online everywhere.

Note: The cellular service is provided by authorized mobile service carriers in some countries or regions. You must have a cellular plan from a service carrier to connect to the cellular network.

To establish a cellular connection:

- 1. Turn off the Chromebook.
- 2. Locate the nano-SIM card slot and insert the nano-SIM card as shown. Note the orientation of the card and ensure that it is seated correctly.



- 3. Turn on the Chromebook.
- 4. Click the network icon in the system tray, and then turn on **Mobile data**. Provide required information, if needed.

Interact with your Chromebook

This section introduces various ways to interact with your Chromebook.

Use the keyboard shortcuts

Кеу	Function
G	Refresh your current page.
-	Make the current window full screen.
	Open the task view to see all your open windows.
٥	Darken the display.
\$	Brighten the display.
×	Mute the speakers.
•	Decrease the speaker volume.
•	Increase the speaker volume.
*	Lock the screen.
ር ጉ	Turn on the Chromebook, put it to sleep mode, or wake it up.

The function keys on the keyboard help you work more easily and effectively.

* for selected models

Your Chromebook also supports some key combinations.

Key combination	Function
alt + 🗲	Go to the previous page.
alt + →	Go to the next page.
ctrl +	Take a screenshot.
alt + Q	Switch the letter case between the upper case and lower case.
+ Q	Lock the screen.
ctrl + alt + ?	View all keyboard shortcuts.

To change the keyboard settings:

- 1. Click the setting icon in the system tray, and then click **Device** \rightarrow **Keyboard**.
- 2. Follow the on-screen instructions to change the settings as you prefer.

Use the touchpad

The entire touchpad surface is sensitive to finger touch and movement. You can use the touchpad to perform all the pointing, clicking, and scrolling functions of a traditional mouse.

Use the touch gestures

Illustration and description



Tap once to select or open an item.



Two-finger zoom in or zoom out.



Illustration and description



Tap twice quickly to display a shortcut menu.



Scroll through items.



Show the current window.

Notes:

- When using two or more fingers, ensure that you position your fingers slightly apart.
- Some gestures are only available when you are using certain apps.
- If the touchpad surface is stained with oil, turn off the Chromebook first. Then, gently wipe the touchpad surface with a soft and lint-free cloth moistened with lukewarm water or computer cleaner.

To change the settings:

- 1. Click the setting icon in the system tray, and then click **Device** \rightarrow **Touchpad**.
- 2. Follow the on-screen instructions to change the settings as you prefer.

If **Enable tap-to-click** is turned on, you can tap or press the touchpad. Otherwise, you can only press the touchpad to achieve the clicking function of a traditional mouse.

Use the touch screen (for Lenovo 300e/500e Chromebook Gen 3 only)

If your Chromebook display supports the multi-touch function, you can navigate the screen with simple touch gestures.

Note: Some gestures might not be available depending on the app you use.

Illustration and description



Tap once to single click



Slide to scroll through items



Zoom out



Tap with two fingers to open a shortcut menu

Illustration and description



Tap and hold to right-click



Drag



Zoom in



Swipe upwards to unfold the app Launcher

Maintenance tips:

- Turn off the Chromebook before cleaning the multi-touch screen.
- Use a dry, soft, and lint-free cloth or a piece of absorbent cotton to remove fingerprints or dust from the multi-touch screen. Do not apply solvents to the cloth.
- The multi-touch screen is a glass panel covered with a plastic film. Do not apply pressure or place any metallic object on the screen, which might damage the touch panel or cause it to malfunction.
- Do not use fingernails, gloved fingers, or inanimate objects for input on the screen.
- Regularly calibrate the accuracy of the finger input to avoid a discrepancy.

Use the electronic pen (for selected models of Lenovo 300e/500e Chromebook Gen 3)

Selected models are shipped with an electronic pen. To use the pen, slide it out of the pen slot. When not in use, put it back into its slot.



Notes:

- You might need to install additional apps such as Google Keep for better use of the pen.
- For computer models come with a pen dummy, you can purchase an electronic pen to use. To purchase the pen, go to https://www.lenovo.com/accessories. To remove the pen dummy, see "Pen dummy" on page 17.

Use the electronic pen

You can perform the following operations with the pen:

- To open an app or a Web page, tap the display once.
- To display the shortcut menu or make a selection, tap the display and hold the pen there for one second.

Get to know your Chromebook modes (for Lenovo 300e/500e Chromebook Gen 3)

Rotate the display to switch among different modes according to your preference. The keyboard is automatically disabled in the stand mode, tent mode, and tablet mode. Use the touch screen to control your Chromebook instead.

Attention: Do not rotate the Chromebook display with too much force, or apply too much force to the upper-right or upper-left corner of the Chromebook display. Otherwise, the display or hinges might get damaged.



Warning: When operating in the tablet mode with any external device connected, the upper case (keyboard's side) of the Chromebook may become hot. Avoid keeping your hands, lap, or any part of the body in contact with the upper case for over one minute.

Connect to an external display

Connect your Chromebook to a projector or a monitor to give presentations or expand your workspace.



Supported resolution

The following table lists the supported maximum resolution of the external display.

Table 1. Lenovo 100e Chromebook Gen 3/ Lenovo Chromebook (11", 9) / Lenovo 300e Chromebook Gen 3

Connect the external display to	Supported resolution
USB-C (3.2 Gen 1) connector	Up to 3840 x 2160 pixels @ 30 Hz
HDMI connector	Up to 3840 x 2160 pixels @ 30 Hz
able 2. Lenovo 500e Chromebook Gen 3	
able 2. Lenovo 500e Chromebook Gen 3 Connect the external display to	Supported resolution
	Supported resolution Up to 4096 x 2160 pixels @ 60 Hz

To change display settings:

- 1. Click the setting icon in the system tray, and then click **Device** \rightarrow **Displays**.
- 2. Follow the on-screen instructions to change the display settings as you prefer.

Set the power plan

For ENERGY STAR[®] compliant Chromebooks, the following power plan takes effect when your Chromebooks have been idle for a specified duration:

Default power plan (when plugged into ac power)

- Turn off the display: After seven minutes and 30 seconds
- Put the Chromebook into sleep: After eight minutes and 30 seconds

To reset the power plan to achieve the best balance between performance and power saving:

- 1. Click the setting icon in the system tray, and then click **Device** \rightarrow **Power**.
- 2. Follow the on-screen instructions to change the settings as you prefer.

Shut down your Chromebook

When you finish working with your Chromebook, shut it down to save power.

- Click \mathbf{O} in the system tray.
- Press the power button.

Chapter 3. CRU replacement

Customer Replaceable Units (CRUs) are parts that can be upgraded or replaced by the customer. The computers contain the following types of CRUs:

- Self-service CRUs: Refer to parts that can be installed or replaced easily by customer themselves or by trained service technicians at an additional cost.
- Optional-service CRUs: Refer to parts that can be installed or replaced by customers with a greater skill level. Trained service technicians can also provide service to install or replace the parts under the type of warranty designated for the customer's machine.

If you intend on installing a CRU, Lenovo will ship the CRU to you. CRU information and replacement instructions are shipped with your product and are available from Lenovo at any time upon request. You might be required to return the defective part that is replaced by the CRU. When return is required: (1) return instructions, a prepaid shipping label, and a container will be included with the replacement CRU; and (2) you might be charged for the replacement CRU if Lenovo does not receive the defective CRU within thirty (30) days of your receipt of the replacement CRU. For full details, see the Lenovo Limited Warranty documentation at https://www.lenovo.com/warranty/llw_02.

What are CRUs

Refer to the following CRU list for your Chromebook.

Self-service CRUs

- ac power adapter
- Pen dummy*
- Electronic pen*
- Nano-SIM-card tray*
- Power cord

Optional-service CRUs

• Base cover assembly

* for selected models

Note: Replacement of any parts not listed above, including the built-in rechargeable battery, must be done by a Lenovo-authorized repair facility or technician. Go to <u>https://support.lenovo.com/partnerlocation</u> for more information.

Replace a CRU

Follow the replacement procedure to replace a CRU.

Pen dummy

Prerequisite

Before you start, read Generic Safety and Compliance Notices and print the following instructions.

For access, do the following:

- 1. Ensure that your computer is off or in sleep mode. Disconnect the computer from ac power and all connected cables.
- 2. Close the computer display and turn the computer over.

Removal procedure

Use a tool as shown to release the pen dummy, then remove it.



Base cover assembly

Prerequisite

Before you start, read Generic Safety and Compliance Notices and print the following instructions.

Note: Do not remove the base cover assembly when your Chromebook is connected to ac power.

For access, do the following:

1. Disable the built-in battery. Press **C** together with the power button for about five seconds, and at the same time detach the ac power adapter from the Chromebook.

Note: Power supply from the built-in battery will resume after you reconnect the Chromebook to the ac power adapter.

2. Close the Chromebook display and turn over the Chromebook.

Removal procedure







Installation procedure



Troubleshooting

If the Chromebook does not start up after you reinstall the base cover assembly, disconnect the ac power adapter and then reconnect it to the Chromebook.

Chapter 4. Help and support

Question	Solution
	1. Press and hold the power button until the Chromebook turns off. Then, restart the Chromebook.
	2. If step 1 does not work:
What do I do if my Chromebook	 For models with an emergency reset hole: Insert a straightened paper clip into the emergency reset hole to cut off power supply temporarily. Then, restart the Chromebook with ac power connected.
stops responding?	 For models without an emergency reset hole:
	 For models with the removable battery, remove the removable battery and disconnect all power sources. Then, reconnect to ac power and restart the Chromebook.
	 For models with the built-in battery, disconnect all power sources. Press and hold the power button for about seven seconds. Then, reconnect to ac power and restart the Chromebook.
	 Carefully unplug the ac power adapter and turn off the Chromebook immediately. The more quickly you stop the current from passing through the Chromebook the more likely you will reduce damage from short circuits.
What do I do if I spill liquid on the Chromebook?	Attention: Although you might lose some data or work by turning off the Chromebook immediately, leaving the Chromebook on might make your Chromebook unusable.
	Do not try to drain out the liquid by turning over the Chromebook. If your Chromebook has keyboard drainage holes on the bottom, the liquid will be drained out through the holes.
	Wait until you are certain that all the liquid is dry before turning on your Chromebook.
	 Squeeze out excess liquid from wipe or disinfecting cloth before using. Recommended wipes are hydrogen peroxide wipes and alcohol based wipes. Do not use wipes containing sodium hypochlorite (bleach).
How do I disinfect my	Gently wipe the Chromebook thoroughly, being careful to ensure no liquid drips into the Chromebook. Do not wipe on connector pins.
Chromebook?	After disinfecting, follow the cleaning procedure from the wipe supplier to minimize chemical buildup of disinfectant residue.
	4. Always allow the Chromebook to completely dry prior to any use. For more information about cleaning and disinfecting, go to <u>https://support.lenovo.com/in/en/solutions/ht035676</u> .

Frequently asked questions

Call Lenovo

If you have tried to correct the problem yourself and still need help, you can call Lenovo Customer Support Center.

Before you contact Lenovo

Prepare the following before you contact Lenovo:

- 1. Record the problem symptoms and details:
 - What is the problem? Is it continuous or intermittent?
 - Any error message or error code?
 - What operating system are you using? Which version?
 - Which software applications were running at the time of the problem?
 - Can the problem be reproduced? If so, how?
- 2. Record the system information:
 - Product name
 - Machine type and serial number

The following illustration shows where to find the machine type and serial number of your Chromebook.



Lenovo Customer Support Center

During the warranty period, you can call Lenovo Customer Support Center for help.

Telephone numbers

For a list of the Lenovo Support phone numbers for your country or region, go to <u>https://pcsupport.lenovo.com/supportphonelist</u> for the latest phone numbers.

Note: Phone numbers are subject to change without notice. If the number for your country or region is not provided, contact your Lenovo reseller or Lenovo marketing representative.

Services available during the warranty period

- Problem determination Trained personnel are available to assist you with determining if you have a hardware problem and deciding what action is necessary to fix the problem.
- Lenovo hardware repair If the problem is determined to be caused by Lenovo hardware under warranty, trained service personnel are available to provide the applicable level of service.
- Engineering change management Occasionally, there might be changes that are required after a product has been sold. Lenovo or your reseller, if authorized by Lenovo, will make selected Engineering Changes (ECs) that apply to your hardware available.

Services not covered

- · Replacement or use of parts not manufactured for or by Lenovo or nonwarranted parts
- Identification of software problem sources
- Configuration of UEFI BIOS as part of an installation or upgrade
- Changes, modifications, or upgrades to device drivers
- Installation and maintenance of network operating systems (NOS)
- Installation and maintenance of programs

For the terms and conditions of the Lenovo Limited Warranty that apply to your Lenovo hardware product, go to:

- https://www.lenovo.com/warranty/llw_02
- <u>https://pcsupport.lenovo.com/warrantylookup</u>

Get help from Google

After signing in to your Chromebook, start Get Help from the app Launcher. The Get Help app provides comprehensive instructions on using your Chromebook.

In addition, if you are interested in visiting the Chromebook Help Center and Community, go to <u>http://google.com/support/chromebook</u>.

Appendix A. Compliance information

For more compliance information, refer to *Regulatory Notice* at <u>https://pcsupport.lenovo.com</u> and *Generic Safety and Compliance Notices* at <u>https://pcsupport.lenovo.com/docs/generic_notices</u>.

Locate the wireless antennas

Your Chromebook has a wireless antenna system. You can enable wireless communication wherever you are. The following illustrations show the antenna locations on your Chromebook.

For models with wireless-LAN card only



Wireless-LAN antenna (auxiliary)
 Wireless-LAN antenna (main)

For models with wireless-LAN and wireless-WAN cards

Lenovo 100e Chromebook Gen 3



Wireless-WAN antenna (auxiliary)
 Wireless-WAN antenna (main)
 Wireless-LAN antenna (auxiliary)
 Wireless-LAN antenna (main)

Lenovo 300e Chromebook Gen 3 / Lenovo 500e Chromebook Gen 3



- Wireless-WAN antenna (auxiliary)
 Wireless-LAN antenna (auxiliary)
 Wireless-LAN antenna (main)
 Wireless-WAN antenna (main)

Certification-related information

Product name	Machine types
Lenovo 100e Chromebook Gen 3Lenovo Chrome 11IJL9	82UY, 82V0, 82J7, and 82J8
Lenovo 300e Chromebook Gen 3	82J9 and 82JA
 Lenovo 500e Chromebook Gen 3 (82JB)Lenovo 500e Chromebook Gen 3* (82JC)Lenovo 500e Chromebook Gen 3* 	82JB and 82JC

* for India only

The latest compliance information is available at:

https://www.lenovo.com/compliance

Federal Communications Commission (FCC) Supplier's Declaration of Conformity

The following information refers to the following products:

Product name	Machine type
Lenovo 100e Chromebook Gen 3Lenovo Chrome 11IJL9	82UY, 82V0, 82J7, and 82J8
Lenovo 300e Chromebook Gen 3	82J9 and 82JA
Lenovo 500e Chromebook Gen 3	82JB and 82JC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult an authorized dealer or service representative for help.

Lenovo is not responsible for any radio or television interference caused by using other than recommended cables and connectors or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party: Lenovo (United States) Incorporated 7001 Development Drive Morrisville, NC 27560 Email: FCC@lenovo.com



Location for the FCC ID and IC ID

If you purchased your computer in the United States or Canada and the computer includes factorypreinstalled wireless modules, a piece of text containing identification strings for these modules (FCC ID and IC ID) is visible on the computer's bottom cover. The text may either be laser etched on the bottom cover or on a physical label affixed to it. To obtain the FCC ID or IC ID for the factory-preinstalled wireless module, check the bottom cover for strings directly after "FCC ID" or "IC ID".

Safety instructions for teachers, parents and adult supervisors

This Chromebook is intended for use as a child development tool primarily by children, 6 years of age or above. There must be supervision by an adult. It is a must to have a thorough explanation to children on safe and proper handling of the computer, battery pack, and ac power adapter.

- For ITE with power supplies not intended to be handled by children: As with all electrical products, precautions should be observed handling and use to prevent electric shock. The ac power adapter should not be handled by children.
- The computer should not be placed on the bare skin (lap) of the child for long periods. The computer should be placed on a flat surface, like desktop, if your child intends to use it for more than a few minutes.
- The computer (including the ac power adapter and the battery pack, as applicable) should not be left in the rain or subjected to exposure to water. If cleaning is necessary do not immerse it in water; wipe clean with damp cloth.
- The computer (including the ac power adapter and the battery pack, as applicable) should not be dropped, crushed (stepped on) or otherwise abused.
- An adult should caution his or her child about the potential trip hazard as posed by the cable between a power source and the computer. An adult should inspect the computer (including the ac power adapter and the battery pack, as applicable) periodically for damage. Similarly, if a child notices damaged/broken parts, this should be reported to the teacher/parents/adult supervisors immediately. Damaged parts may be replaced through service provided by Lenovo.



ELECTRICALLY OPERATED PRODUCT. Not recommended for children under 3 years of age (or other intended age range). As with all electrical products, precautions should be observed during handling and use of electrical products to reduce the risk of electric shock.

Operating environment

Maximum altitude (without pressurization)

3048 m (10 000 ft)

Temperature

- Operating: 5°C to 35°C (41°F to 95°F)
- Storage: 5°C to 43°C (41°F to 109°F)

Note: When you charge the battery, its temperature must be no lower than 10°C (50°F).

Relative humidity

- Operating: 8% to 95% at wet-bulb temperature 23°C (73°F)
- Storage: 5% to 95% at wet-bulb temperature 27°C (81°F)

Appendix B. Open source information

Your Chromebook may include software made publicly available by Google and other third parties, including software licensed under the General Public License and/or the Lesser General Public License (the "open source software").

You may obtain a copy of the corresponding source code for any such open source software licensed under the General Public License and/or the Lesser General Public License (or any other license requiring us to make a written offer to provide corresponding source code to you) from Lenovo for a period of three years without charge except for the cost of media, shipping, and handling, upon written request to Lenovo. This offer is valid to anyone in receipt of this device. You may send your request in writing to the address below accompanied by a check or money order for \$5 to:

Lenovo Legal Department Attn: Open Source Team / Source Code Requests 8001 Development Dr. Morrisville, NC 27560

As part of your request, please include a "UNAME" and a "CHROME VERSION" of this device available by typing: "Chrome://system" in a Chrome Browser's address bar. Be sure to provide a return address.

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To view additional information regarding licenses, acknowledgments and required copyright notices for the open source software used in your device, type: "Chrome://credits" in the Chrome Browser's address bar.

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Appendix C. Notices and trademarks

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