Chromebook Quick Start Guide

A Chromebook is a simple laptop that runs on Google's Chrome operating system. These computers are designed to be used while connected to the internet.

Getting Started

1. To start up the Chromebook, open the cover and press the power button, located on the upper right side of the keyboard.
2. The first screen will display a welcome message and prompt you to connect to an available WiFi connection. Click on the "Let's Go" button.
3. Choose a WiFi network to connect to, once connected click "Next"
4. Agree to the Google terms of service, click "Accept and Continue"
5. You are now connected to the Internet, choose a step below

Sign in with a Google account (@gmail.com email address)
1. Select Add User located on the lower left side of the screen.
2. Sign in to your Google account. Make sure that you include the @gmail.com part of your email address.
3. Click Sign In.
4. The Chromebook will automatically connect with your Google services accounts.

"Browse as a Guest" without a Google account
Guest mode is a separate, temporary account on Chromebooks that clears up your digital trail for you after you log out or exit. You cannot download any new apps and are restricted to using only the Chrome browser to surf the web. If you need more apps, such as Zoom or Google Docs, you will have to login to an existing Google account, or sign up for a Google account.
1. Select "Browse as Guest" on the lower left of the screen
2. Start browsing.

Sign up for a Google Account (@gmail.com email address)
1. When the "Sign Into Your Chromebook" page appears, click on "More Options"
2. Select "Create Account"
3. Follow the prompts to set up a new Google account
4. After you accept the user agreements, you are signed in
5. The "Take a Tour" window is displayed, setup complete

Things to Try

Download apps to access FREE ebooks, audiobooks, streaming video and music from the library.
- SCPL app: Look for "Santa Cruz Public Libraries" in the app store.
- Libby: ebooks, audiobooks, and magazines (coming soon).
- hoopla: ebooks, audiobooks, graphic novels, TV, movies, and music.
- Kanopy: films and documentaries.

Saving & Printing Your Files

While you cannot print directly from the Chromebook to a printer, you can send your work to SCPL's Wireless Printing service, and pick up your prints at one of our open branches.
You can upload your files to a free cloud service like Dropbox or Google Drive.
You can attach your files to an email that you send to yourself.
You can save your files to a USB / Flash Drive.

Returning the Chromebook

This Chromebook must be returned directly to library staff. Do not place it in a book return.

If you have signed in with a Google account (@gmail.com email address)
1. Sign Out by clicking "sign out"
2. Press the **CTRL, ALT, SHIFT and R** buttons at the same time
3. Select "Restart"
4. Select "Powerwash" and "Continue"
5. Chromebook will work for a bit and then relaunch the setup page

If you Browsed as a Guest
1. At the bottom right, click the time.
2. Select Exit guest. This will automatically delete all your browsing history, files and metadata is deleted. Note: Files, cookies, website data, and browsing activity will be deleted.

Getting Help

Internet Connection Problems
Very rarely is this an issue with the computer itself. Please contact your Internet Service Provider (ISP) with any problems you are having connecting to the Internet. They are equipped to help correct connection problems.

User Help

1. For help with problems getting around on this computer, click on the circle in the bottom left corner of the screen.
2. This pulls up a small menu of items. Select the "Explore" button, which pulls up the "Welcome to Your Chromebook" window.
3. On the left sidebar, select "Help" and select the issue you need help with