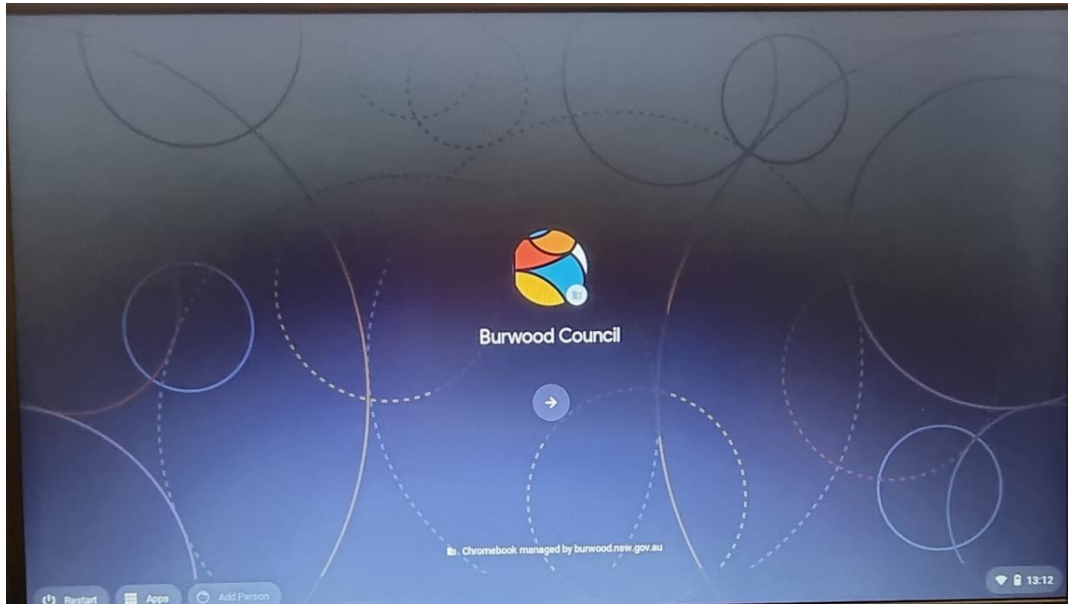


# Chromebook Instructions

## Logging in

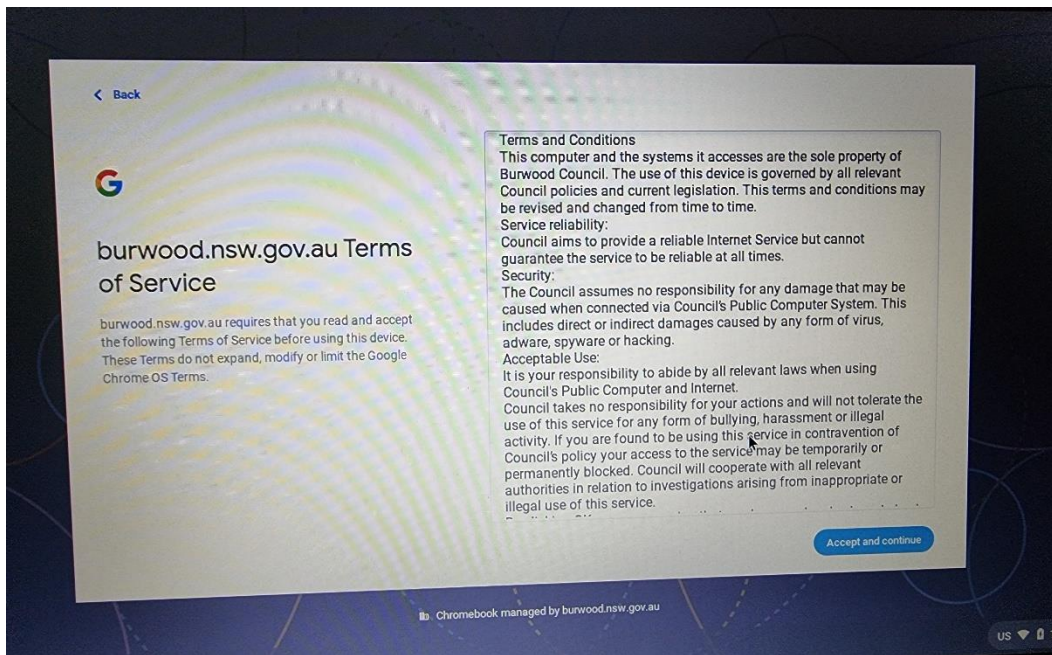
- Press the power button to turn on the Chromebook
- Click on the arrow under Burwood Council



- Click on arrow at next screen



- Click **Accept and continue** to accept the terms and conditions

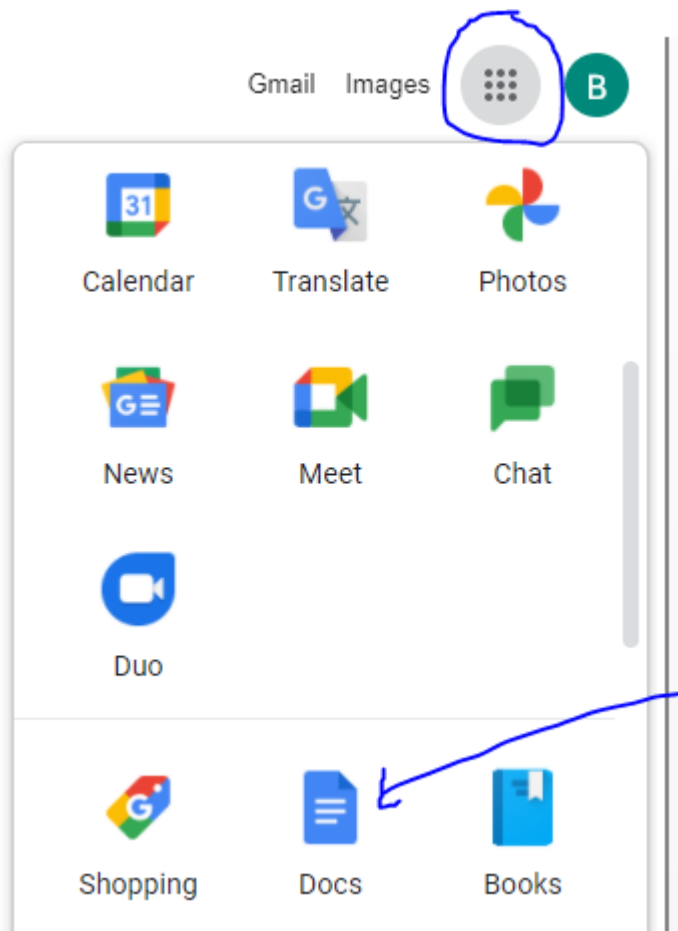


- You will see the Chrome browser open. You can now start using the laptop
- Accessories  
Mouse or headphones will not be provided .You will have to use your own USB enabled device.  
NB. Bluetooth and wireless enabled devices cannot be used with Chromebook.

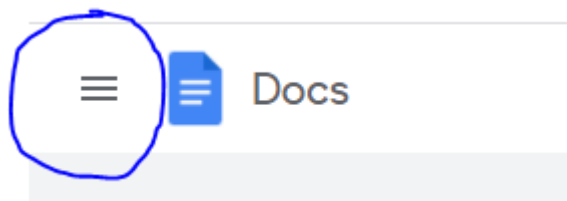
## Creating Documents

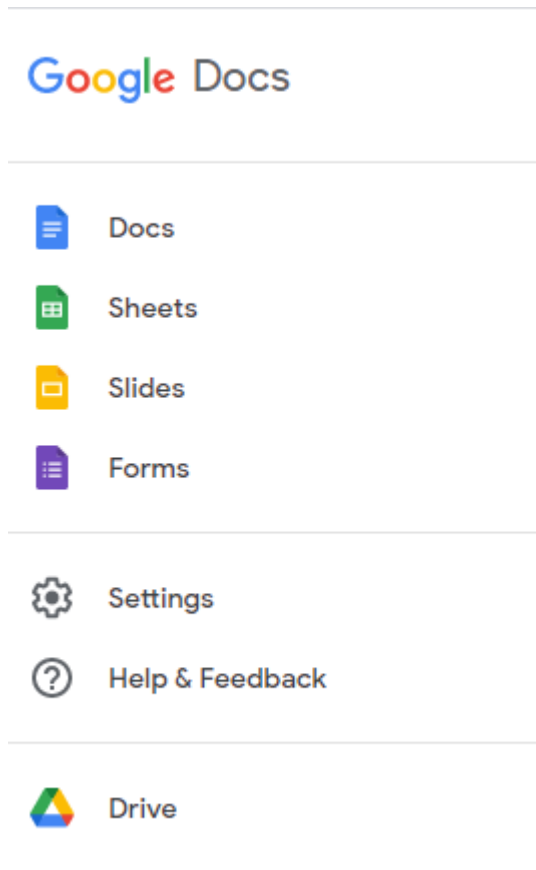
You will need to have a Gmail or Hotmail account to create a document

- **Google Docs**
  - To access Google Docs you need to use your Gmail account.
  - Go to <https://accounts.google.com>
  - When you log in for the first time it may ask security questions eg mobile number, secret question, code etc for verification
  - Go to top right hand corner and click on icon near login select Docs



- Then at the top left hand side click on slider to access documents, sheets, slides, forms and google drive etc

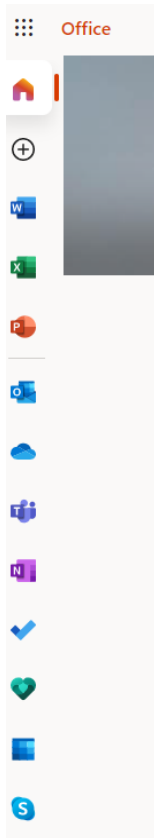




- Make your selection and you are ready to go

### **Microsoft Office**

- To access Microsoft Office you need to use your Hotmail/Outlook account.
- Go to <https://www.office.com> and sign in with your Hotmail/outlook login details
- This will give you access to all the Microsoft Office programs. You will see the ones available to you on the right hand side of the screen



- Choose the required program

### Other options

- If you don't have a Google or Hotmail/Outlook account you can create an account in zoho and use the document feature there
- To access Zoho go to <https://zoho.com>

### Saving and Printing

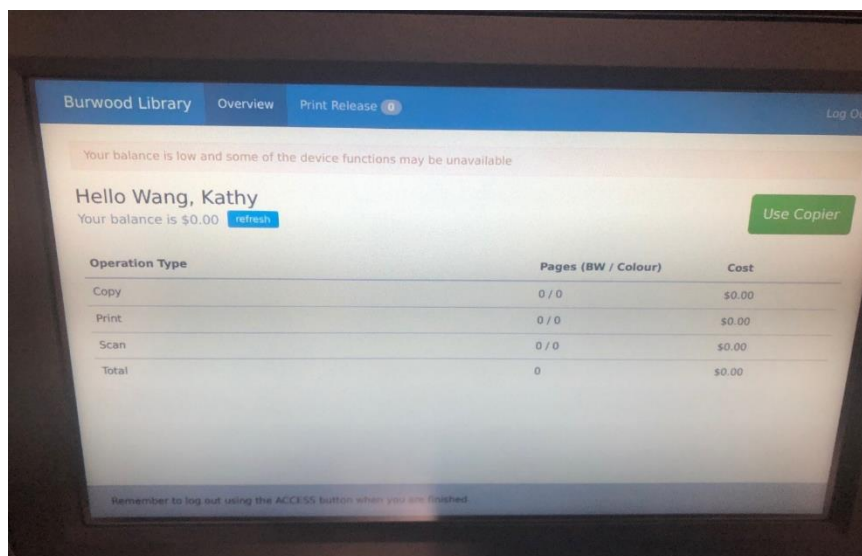
#### Saving

- Remember to save any documents to either Google Drive, OneDrive or to a USB
- Anything saved to the Chromebook will be deleted automatically when your session ends.
- To end session either click on 'X' at the top right hand corner to close the browser or click on 'exit session' at the bottom right hand corner and then click on 'sign out'

## Printing

### From USB

- Once the document is saved to USB you can take the USB to Kiosk on ground floor of Library to print.
  - Select print from USB at kiosk
  - Enter Library number and pin
  - Insert USB in slot
  - Select file to be printed
  - Go to printer and log in with library card and pin
  - Click on **print release** at top of screen



- Log out by tapping the **Access** button

### Via mobile print app

- To use our mobile print service go to: <https://www.burwood.nsw.gov.au/For-Residents/Burwood-Library/Computers-and-Printing> and select **Print and collect**
- Log in with your library card and pin

- Select the file you wish to print

The screenshot shows a web interface for printing. At the top, there are two tabs: 'File Print' (active) and 'Web Print'. Below the tabs, there is a large text area with the instruction 'Browse to a file on your device and send it to us'. To the right of this text, it says 'Maximum allowed file size: 100 MB' and 'Supported file types' with a help icon. A 'Select files...' button is located on the left side of the text area. Below the text area, it says 'Drop files here to upload'. At the bottom of the interface, it displays 'Current attributes : Black & White, One-Sided, 1 Copy, AUTO RESIZE' and a 'Change' button.

- When it's ready to be released you will see this:

The screenshot shows a table titled 'Current Activity' with the following data:

Document Name	Pages	Attributes	Status	Cost
DVKOR-880 tag.docx	2	A4, Black & White, One-Sided, 1 Copy	Waiting for release	\$0.20

Additional information shown in the screenshot includes 'Your balance is \$4.50' and 'Total cost of unreleased jobs \$0.20'. There are also buttons for 'Select All', 'Deselect All', 'Change Job Attributes', and 'Delete'.

- Go to printer on Ground Floor or First Floor to release your print job