

lenovo

User Guide

Lenovo 100S Chromebook-11IBY

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User Guide

Lenovo 100S Chromebook-11IBY

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Read this first

Be sure to follow the important tips given here to continue to get the most use and enjoyment out of your computer. Failure to do so might lead to discomfort or injury, or cause your computer to fail.

Protect yourself from the heat that your computer generates.



When your computer is turned on or the battery is charging, the base, the palm rest, and some other parts may become hot. The temperature they reach depends on the amount of system activity and the level of charge in the battery.

Extended contact with your body, even through clothing, could cause discomfort or even a skin burn.

- Avoid keeping your hands, your lap, or any other part of your body in contact with a hot section of the computer for any extended time.
- Periodically take hands from using the keyboard by lifting your hands from the palm rest.

Protect yourself from the heat generated by the ac power adapter.



When the ac power adapter is connected to an electrical outlet and your computer, it generates heat.

Extended contact with your body, even through clothing, may cause a skin burn.

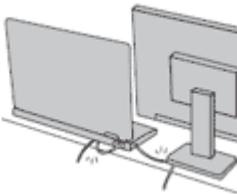
- Do not place the ac power adapter in contact with any part of your body while it is in use.
- Never use it to warm your body.

Prevent your computer from getting wet.



To avoid spills and the danger of electrical shock, keep liquids away from your computer.

Protect the cables from being damaged.



Applying strong force to cables may damage or break them.

Route communication lines, or the cables of an ac power adapter, a mouse, a keyboard, a printer, or any other electronic device, so that they cannot be walked on, tripped over, pinched by your computer or other objects, or in any way subjected to treatment that could interfere with the operation of your computer.

Handle your computer gently.



Do not drop, bump, scratch, twist, hit, vibrate, push, or place heavy objects on your computer, display, or external devices.

Carry your computer carefully.



- Use a quality carrying case that provides adequate cushioning and protection.
- Do not pack your computer in a tightly packed suitcase or bag.
- Before putting your computer in a carrying case, make sure that it is off, in sleep mode, or in hibernation mode. Do not put a computer in a carrying case while it is turned on.

Important safety information

This information can help you safely use your notebook personal computer. Follow and retain all information included with your computer. The information in this document does not alter the terms of your purchase agreement or the Lenovo® Limited Warranty.

Customer safety is important. Our products are developed to be safe and effective. However, personal computers are electronic devices. Power cords, power adapters, and other features can create potential safety risks that can result in physical injury or property damage, especially if misused. To reduce these risks, follow the instructions in this document carefully. By carefully following the information contained in this document and provided with your product, you can help protect yourself from hazards and create a safer computer work environment.

Conditions that require immediate action

Products can become damaged due to misuse or neglect. Some product damage is serious enough that the product should not be used again until it has been inspected and, if necessary, repaired by an authorized servicer.

**As with any electronic device, pay close attention to the product when it is turned on. On very rare occasions, you might notice an odor or see a puff of smoke or sparks vent from your product. Or you might hear sounds like popping, cracking or hissing. These conditions might merely mean that an internal electronic component has failed in a safe and controlled manner. Or, they might indicate a potential safety issue. However, do not take risks or attempt to diagnose the situation yourself. Contact the Customer Support Center for further guidance. For a list of Service and Support phone numbers, go to the following Web site:
<http://www.lenovo.com/support/phone>**

Frequently inspect your computer and its components for damage or wear or signs of danger. If you have any question about the condition of a component, do not use the product. Contact the Customer Support Center or the product manufacturer for instructions on how to inspect the product and have it repaired, if necessary.

In the unlikely event that you notice any of the following conditions, or if you have any safety concerns with your product, stop using the product and unplug it from the power source and telecommunication lines until you can speak to the Customer Support Center for further guidance.

- Power cords, plugs, power adapters, extension cords, surge protectors, or power supplies that are cracked, broken, or damaged.
- Signs of overheating, smoke, sparks, or fire.
- Damage to a battery (such as cracks, dents, or creases), discharge from a battery, or a buildup of foreign substances on the battery.
- A cracking, hissing or popping sound, or strong odor that comes from the product.
- Signs that liquid has been spilled or an object has fallen onto the computer product, the power cord or power adapter.
- The computer product, power cord, or power adapter has been exposed to water.
- The product has been dropped or damaged in any way.
- The product does not operate normally when you follow the operating instructions.

Note: If you notice these conditions with a product (such as an extension cord) that is not manufactured for or by Lenovo, stop using that product until you can contact the product manufacturer for further instructions, or until you get a suitable replacement.

Safety guidelines

Always observe the following precautions to reduce the risk of injury and property damage.

Service and upgrades

Do not attempt to service a product yourself unless instructed to do so by the Customer Support Center or your documentation. Only use a Service Provider who is approved to repair your particular product.

Note: Some computer parts can be upgraded or replaced by the customer. Upgrades typically are referred to as options. Replacement parts approved for customer installation are referred to as Customer Replaceable Units, or CRUs. Lenovo provides documentation with instructions when it is appropriate for customers to install options or replace CRUs. You must closely follow all instructions when installing or replacing parts. The Off state of a power indicator does not necessarily mean that voltage levels inside a product are zero. Before you remove the covers from a product equipped with a power cord, always make sure that the power is turned off and that the product is unplugged from any power source. If you have any questions or concerns, contact the Customer Support Center.

CAUTION:



Before replacing any CRUs, turn off the computer and wait three to five minutes to let the computer cool before opening the cover.

Power cords and power adapters



DANGER

Use only the power cords and power adapters supplied by the product manufacturer.

The power cords shall be safety approved. For Germany, it shall be H05VV-F, 3G, 0.75 mm², or better. For other countries, the suitable types shall be used accordingly.

Never wrap a power cord around a power adapter or other object. Doing so can stress the cord in ways that can cause the cord to fray, crack, or crimp. This can present a safety hazard.

Always route power cords so that they will not be walked on, tripped over, or pinched by objects.

Protect power cords and power adapters from liquids. For instance, do not leave your power cord or power adapter near sinks, tubs, toilets, or on floors that are cleaned with liquid cleansers. Liquids can cause a short circuit, particularly if the power cord or power adapter has been stressed by misuse. Liquids also can cause gradual corrosion of power cord terminals and/or the connector terminals on a power adapter, which can eventually result in overheating.

Ensure that all power cord connectors are securely and completely plugged into receptacles.

Do not use any power adapter that shows corrosion at the ac input pins or shows signs of overheating (such as deformed plastic) at the ac input pins or anywhere on the power adapter.

Do not use any power cords where the electrical contacts on either end show signs of corrosion or overheating or where the power cord appears to have been damaged in any way.

To prevent possible overheating, do not cover the power adapter with clothing or other objects when the power adapter is plugged into an electrical outlet.

Extension cords and related devices

Ensure that extension cords, surge protectors, uninterruptible power supplies, and power strips that you use are rated to handle the electrical requirements of the product. Never overload these devices. If power strips are used, the load should not exceed the power strip input rating. Consult an electrician for more information if you have questions about power loads, power requirements, and input ratings.

Plugs and outlets



DANGER

If a receptacle (power outlet) that you intend to use with your computer equipment appears to be damaged or corroded, do not use the outlet until it is replaced by a qualified electrician.

Do not bend or modify the plug. If the plug is damaged, contact the manufacturer to obtain a replacement.

Do not share an electrical outlet with other home or commercial appliances that draw large amounts of electricity; otherwise, unstable voltage might damage your computer, data, or attached devices.

Some products are equipped with a three-pronged plug. This plug fits only into a grounded electrical outlet. This is a safety feature. Do not defeat this safety feature by trying to insert it into a non-grounded outlet. If you cannot insert the plug into the outlet, contact an electrician for an approved outlet adapter or to replace the outlet with one that enables this safety feature. Never

overload an electrical outlet. The overall system load should not exceed 80 percent of the branch circuit rating. Consult an electrician for more information if you have questions about power loads and branch circuit ratings.

Be sure that the power outlet you are using is properly wired, easily accessible, and located close to the equipment. Do not fully extend power cords in a way that will stress the cords.

Be sure that the power outlet provides the correct voltage and current for the product you are installing.

Carefully connect and disconnect the equipment from the electrical outlet.

Power supply statement



Never remove the cover on a power supply or any part that has the following label attached.



Hazardous voltage, current, and energy levels are present inside any component that has this label attached. There are no serviceable parts inside these components. If you suspect a problem with one of these parts, contact a service technician.

External devices

Attention: Do not connect or disconnect any external device cables other than Universal Serial Bus (**USB**) cable while the computer power is on; otherwise, you might damage your computer. To avoid possible damage to attached devices, wait at least five seconds after the computer is shut down to disconnect external devices.

General battery notice



Personal computers manufactured by Lenovo contain a coin cell battery to provide power to the system clock. In addition, many mobile products, such as notebook computers, utilize a rechargeable battery pack to provide system power when in portable mode. Batteries supplied by Lenovo for use with your product have been tested for compatibility and should only be replaced with approved parts.

Never attempt to open or service any battery. Do not crush, puncture, or incinerate batteries or short circuit the metal contacts. Do not expose the battery to water or other liquids. Only recharge the battery pack strictly according to instructions included in the product documentation.

Battery abuse or mishandling can cause the battery to overheat, which can cause gasses or flame to “vent” from the battery pack or coin cell. If your battery is damaged, or if you notice any discharge from your battery or the buildup of foreign materials on the battery leads, stop using the battery and obtain a replacement from the battery manufacturer.

Batteries can degrade when they are left unused for long periods of time. For some rechargeable batteries (particularly Lithium Ion batteries), leaving a battery unused in a discharged state could increase the risk of a battery short circuit, which could shorten the life of the battery and also can pose a safety hazard. Do not let rechargeable Lithium-Ion batteries completely discharge or store these batteries in a discharged state.

Rechargeable battery notice



Do not attempt to disassemble or modify the battery pack. Attempting to do so can cause an explosion, or liquid leakage from the battery pack. A battery pack other than the one specified by Lenovo, or a disassembled or modified battery pack is not covered by the warranty.

If the rechargeable battery pack is incorrectly replaced, there is danger of an explosion. The battery pack contains a small amount of harmful substances. To avoid possible injury:

- Replace only with a battery of the type recommended by Lenovo.
- Keep the battery pack away from fire.
- Do not expose it to water or rain.
- Do not attempt to disassemble it.
- Do not short-circuit it.
- Keep it away from children.
- Do not drop the battery pack.

Do not put the battery pack in trash that is disposed of in landfills. When disposing of the battery, comply with local ordinances or regulations.

The battery pack should be stored at room temperature, charged to approximately 30 to 50% of capacity. We recommend that battery pack be charged about once per year to prevent overdischarge.

Lithium coin cell battery notice



Danger of explosion if battery is incorrectly replaced.

When replacing the lithium coin cell battery, use only the same or an equivalent type that is recommended by the manufacturer. The battery contains lithium and can explode if not properly used, handled, or disposed of.

Do not:

- Throw or immerse into water
- Heat to more than 100°C (212°F)
- Repair or disassemble

Dispose of the battery as required by local ordinances or regulations.

The following statement applies to users in the state of California, U.S.A.

California Perchlorate Information:

Products containing manganese dioxide lithium coin cell batteries may contain perchlorate.

Perchlorate Material - special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate

Heat and product ventilation



DANGER

Computers, ac power adapters, and many accessories can generate heat when turned on and when batteries are charging. Notebook computers can generate a significant amount of heat due to their compact size. Always follow these basic precautions:

- When your computer is turned on or the battery is charging, the base, the palm rest, and some other parts may become hot. Avoid keeping your hands, your lap, or any other part of your body in contact with a hot section of the computer for any extended length of time. When you use the keyboard, avoid keeping your palms on the palm rest for a prolonged period of time. Your computer generates some heat during normal operation. The amount of heat depends on the amount of system activity and the battery charge level. Extended contact with your body, even through clothing, could cause discomfort or even a skin burn. Periodically take breaks from using the keyboard by lifting your hands from the palm rest; and be careful not to use the keyboard for any extended length of time.
- Do not operate your computer or charge the battery near flammable materials or in explosive environments.
- Ventilation slots, fans and/or heat sinks are provided with the product for safety, comfort, and reliable operation. These features might inadvertently become blocked by placing the product on a bed, sofa, carpet, or other flexible surface. Never block, cover, or disable these features.
- When the ac power adapter is connected to an electrical outlet and your computer, it generates heat. Do not place the adapter in contact with any part of your body while using it. Never use the ac power adapter to warm your body. Extended contact with your body, even through clothing, may cause a skin burn.

For your safety, always follow these basic precautions with your computer:

- Keep the cover closed whenever the computer is plugged in.
- Regularly inspect the outside of the computer for dust accumulation.
- Do not operate your computer inside furniture, as this might increase the risk of overheating.

- Airflow temperatures into the computer should not exceed 35°C (95°F).

Electrical current safety information



DANGER

Electric current from power, telephone, and communication cables is hazardous.

To avoid a shock hazard:

- Do not use your computer during a lightning storm.
- Do not connect or disconnect any cables or perform installation, maintenance, or reconfiguration of this product during an electrical storm.
- Connect all power cords to a properly wired and grounded electrical outlet.
- Connect to properly wired outlets any equipment that will be attached to this product.
- Whenever possible, use one hand only to connect or disconnect signal cables.
- Never turn on any equipment when there is evidence of fire, water, or structural damage.
- Disconnect the attached power cords, battery pack, and all the cables before you open the device covers, unless instructed otherwise in the installation and configuration procedures.
- Do not use your computer until all internal parts enclosures are fastened into place. Never use the computer when internal parts and circuits are exposed.



DANGER

Connect and disconnect cables as described in the following procedures when installing, moving, or opening covers on this product or attached devices.

To connect:

1. Turn everything OFF.
2. First, attach all cables to devices.
3. Attach signal cables to connectors.
4. Attach power cords to outlets.
5. Turn devices ON.

To disconnect:

1. Turn everything OFF.
2. First, remove power cords from outlets.
3. Remove signal cables from connectors.
4. Remove all cables from devices.

The power cord must be disconnected from the wall outlet or receptacle before installing all other electrical cables connected to the computer.

The power cord may be reconnected to the wall outlet or receptacle only after all other electrical cables have been connected to the computer.

Liquid crystal display (LCD) notice

CAUTION:

For products with mercury-containing fluorescent lamps (for example, non-LED)

- The fluorescent lamp in the liquid crystal display contains mercury; dispose of according to local, state, or federal laws.
- The LCD is made of glass, and rough handling or dropping the computer can cause the LCD to break. If the LCD breaks and the internal fluid gets into your eyes or on your hands, immediately

wash the affected areas with water for at least 15 minutes; if any symptoms are present after washing, get medical care.

Using headphones or earphones

CAUTION:

Excessive sound pressure from earphones and headphones can cause hearing loss. Adjustment of the equalizer to maximum increases the earphone and headphone output voltage and the sound pressure level. Therefore, to protect your hearing, adjust the equalizer to an appropriate level.

Excessive use of headphones or earphones for a long period of time at high volume can be dangerous if the output of the headphone or earphone connectors do not comply with specifications of EN 50332-2. The headphone output connector of your computer complies with EN 50332-2 Sub clause 7. This specification limits the computer's maximum wide band true RMS output voltage to 150 mV. To help protect against hearing loss, ensure that the headphones or earphones you use also comply with EN 50332-2 (Clause 7 limits) for a wide band characteristic voltage of 75 mV. Using headphones that do not comply with EN 50332-2 can be dangerous due to excessive sound pressure levels.

If your Lenovo computer came with headphones or earphones in the package, as a set, the combination of the headphones or earphones and the computer already complies with the specifications of EN 50332-1. If different headphones or earphones are used, ensure that they comply with EN 50332-1 (Clause 6.5 Limitation Values). Using headphones that do not comply with EN 50332-1 can be dangerous due to excessive sound pressure levels.

Additional safety information



DANGER

Plastic bags can be dangerous. Keep plastic bags away from babies and children to avoid danger of suffocation.

Teachers, Parents and Adult Supervisors in Safety Instructions

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 100S chromebook, power supply, battery pack, and power cord.

Warning: Chocking Hazard – Small parts. Not suitable for children under age 3.

- 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 power supply (adapter) should not be handled by the children.
- The 100S chromebook should not be placed on the bare skin (lap) of the child for long periods,. The laptop should be placed on another surface, like desk tabletop, if intending to use it for more than a few minutes.
- The 100S chromebook (including power supply and battery pack, as applicable) should not be left in the rain or subjected to exposure to water. If cleaning is necessary do not immerse in water; wipe clean with damp cloth.
- The 100S chromebook (including power supply and battery pack, as applicable) should not be dropped, crushed (stepped on) or otherwise abused.
- The children should be careful with the interconnect cable (wiring) between the power supply (adapter) and 100S chromebook, in particular as a potential trip hazard.
- An adult should inspect the 100S chromebook (including power supply and battery pack, as applicable) periodically for damage, and replace if necessary. Similarly, if a child notices damaged/broken parts, this should be reported to the teacher/parents/adult supervisors immediately so that the damaged parts can be replaced.

CAUTION:
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.

Chapter 1. Account, login, and logout

Become your Chromebook's owner

When starting your Chromebook™ for the first time, you need to set the operating system language and keyboard, the Internet connection, and sign in with your Google® Account. The user of the first Google Account signed in to a Chromebook becomes the device's owner.

Note: The owner of a Chromebook has permissions to enable (or disable) guest account login and restrict login of certain Google Accounts.

- Step 1. Start your Chromebook by lifting up the LCD cover.
- Step 2. Select your local language and keyboard when prompted.
- Step 3. Set up connection to your wireless router (or a wireless LAN) that has Internet access.

Note: This step cannot be skipped. You must have an Internet connection when starting your Chromebook for the first time.

- Step 4. Sign in with your Google Account. If you don't have a Google Account, create one by following the on-screen instructions.

You're now your Chromebook's owner. To verify this, refer to "Check a Chromebook's owner" on page 2.

What is a Google Account

A Google Account is a user account that has access to a variety of Google Web services, including Gmail™, Google Drive, and Google Docs. Typically a Google Account is created when you apply for a Gmail account.

If you don't have a Google Account, you can create one at <http://www.google.com/accounts/NewAccount>.

Sign in with a Google Account other than the owner's

As the device owner, you may share your Chromebook with other people. They can use their Google Accounts to sign in and use your Chromebook.

- Step 1. Start the Chromebook by lifting up the LCD cover.
- Step 2. On the login screen, click **Add person**.
- Step 3. Type the Google Account user name and password to sign in.

Note: An Internet connection is required when signing in for the first time.

If you cannot sign in with your Google Account, your account may be restricted by the Chromebook owner. For details, refer to "Control who can use your Chromebook" on page 2.

Browse as a guest

You may share your Chromebook with people who do not have a Google Account. They can use your Chromebook with a special guest account.

Note: Some operations such as installing apps are disabled if you log in as a guest.

- Step 1. Start the Chromebook by lifting up the LCD cover.
- Step 2. On the login screen, click **Browse as Guest**.

Note: If you cannot sign in, guest browsing may be disabled by the Chromebook owner.

Lock your Chromebook

If you need to temporarily leave your Chromebook, lock it so others cannot tamper with your settings or files.

- Step 1. Click the status area
- Step 2. Click the lock icon.

Note: As a shortcut, press and hold the Power button (located on the far upper-right of your Chromebook keyboard) for two seconds and then release the button.

Sign out

If you or others need to sign in with another account, sign out of current login session.

- Step 1. Click the status area.
- Step 2. Click **Sign out**.

Control who can use your Chromebook

By default, anyone with a valid Google Account can sign in to a Chromebook. However, as a Chromebook owner, you can set up permissions to only allow people with certain accounts to sign in.

- Step 1. Start the Chromebook by lifting up the LCD cover.
- Step 2. Sign in with the owner's Google Account.

Note: If you're not sure who is the Chromebook's owner, refer to "Check a Chromebook's owner" on page 2.

- Step 3. Click the status area in the lower-right corner and then click **Settings**.
- Step 4. Under **People**, click **Manage other users**.
- Step 5. Check **Restrict sign-in to the following users** and add the Google Accounts that you want to give permission.

Check a Chromebook's owner

Typically, the user of the first Google Account signed in is set as a Chromebook's owner. However, if you're not sure whether you're the owner, you can follow the steps below to check a Chromebook's owner.

- Step 1. Sign in with your Google Account.
- Step 2. Click the status bar in the lower-right corner and then click **Settings**.
- Step 3. Under **People**, click **Manage other users**.

If you're not the owner of the Chromebook, you will get a warning message that the settings may only be modified by the device owner. The user name of the owner is also displayed.

Disable guest login

As a Chromebook's owner, you can disable guest login to only allow people with a Google Account to use your Chromebook.

- Step 1. Sign in with the owner's Google account.
- Step 2. Click the status area in the lower-corner and then click **Settings**.
- Step 3. Under **People**, click **Manage other users**.
- Step 4. De-select **Enable Guest browsing**.

Reset your Chromebook

If you need to transfer ownership of your Chromebook or if you experienced problems with the operating system, you might need to reset your Chromebook.

Important: After resetting your Chromebook, user data for all accounts stored locally will be deleted. Back up important data to Google Drive or external storage devices before resetting your Chromebook.

- Step 1. Click the status bar in the lower-right corner.
- Step 2. Click **Settings** and then click **Show advanced settings**.
- Step 3. Under **Powerwash**, click **Powerwash** and then click **Restart**.

Shut down your Chromebook

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

- Step 1. Click the status area.
- Step 2. Click the shutdown button.

Note: As a shortcut, press and hold the Power button (located on the far upper-right of your Chromebook keyboard) for more than three seconds and then release the button.

Get help from Google

After signing in to your Chromebook, click **Get Help** from Launcher. The **Get Help** app provides comprehensive instructions on using a Chromebook.

In addition, Google provides an online community for Chromebook users. If you're interested, go to <http://chromebook.com/community>.

Get Chrome OS updates from Google

You can update your Chrome OS manually to the latest version.

- Step 1. Sign in with the owner's Google account.
- Step 2. Click the status area in the lower-corner and then click **Settings**.
- Step 3. Click **About Chrome OS**.
- Step 4. Click **Check for and apply updates** to get the latest Chrome OS version.

Note: Chrome OS updates also are pushed to your Chromebook by Google periodically.

Note: User interface may change after the updates.

Chapter 2. Manage files and folders

What is Google Drive

Google Drive is a server-based file storage and sharing service provided by Google. By creating a Google Account, you get an initial free storage space where you can save files of various formats. From your Chromebook, you can use the Google Drive app or the Files app to create and manage files on your online storage space.

Note: The Google Drive client software is available for Windows®, Android™, OSX and iOS. If you have devices running those operating systems, you can download and install Google Drive on these devices. Google Drive provides a convenient way of sharing files between devices. You can also find your files online by visiting: <http://drive.google.com>.

Your local storage space

After signing in to a Chromebook using your Google Account, you're assigned storage space on the local storage device. The root of this storage is the Downloads / folder in your home directory. You can create sub-folders and save files under this folder.

Note: Because each Google Account signed in to a Chromebook has its own home directory, files and folders created by one account cannot be viewed or edited by users of other accounts.

The Files app

Your Chromebook has a Files app for you to manage files and folders on your local storage device, a connected external storage device, or Google Drive. The Files app can be started from Launcher.

Note: Screen shots captured are automatically stored in Files app.

Create folders using the Files app

You can create folders and sub-folders for better management of files.

Step 1. Start the Files app from Launcher.

Step 2. On the left pane, select a storage space where you want to save files.

Note: A storage space may reside on your local storage device, a connected external storage device, or Google Drive.

Step 3. Click the settings button in the upper right corner and then click **New folder**.

Delete unused files

In some cases, you may need to delete unused files to free storage space.

Step 1. Start the Files app from Launcher.

Step 2. On the left pane, select the storage space and then navigate to the folder where unused files are stored.

Step 3. Select unused files and then click the delete button () in the upper pane.

Check the amount of available storage

If you have failed saving a large-size file, you may need to check the amount of available storage and then decide if you need to delete unused files to free more storage.

Step 1. Start the Files app from Launcher.

Step 2. On the left pane, select a storage space.

Step 3. Click the settings button in the upper right corner. The amount of available storage is displayed.

Chapter 3. Language settings

Change display language

When starting your Chromebook for the first time, you're prompted to select the display language. This setting can be changed at a later time if you need to use a different language.

- Step 1. Sign in to your Chromebook with your Google Account.
- Step 2. Click the status area in the lower-right corner and then click **Settings**.
- Step 3. Click **Show advanced settings** and then click **Language and input settings**.
- Step 4. Select the language you want to use and then click **Display Google Chrome in this language**.

Note: If the language you want to use isn't shown in the list, click **Add**.

You need to sign out and then sign in for the changes to take effect.

Note: Each signed-in user may set their own display language.

Add an input method

You may need to add an input method to type text in a particular language.

- Step 1. Sign in to your Chromebook with your Google Account.
- Step 2. Click the status area in the lower-right corner and then click **Settings**.
- Step 3. Click **Show advanced settings** and then click **Language and input settings**.
- Step 4. From the **Languages** list, select the language for which you want to add an input method. Available input methods are displayed to the right.

Note: If the language you want to use isn't shown in the list, click **Add**.

- Step 5. Select the check box preceding the input method you want to add.
-

Switch between input methods

If you have added input methods, you may need to switch between them.

- Step 1. Click the status area in the lower-right corner and then click the name of the current input method. The list of available input methods is displayed. If you don't find your desired input method in the list, refer to "Add an input method" on page 7.
- Step 2. Click the name of your desired input method.

Note: Input method menu is displayed in the status area only when there is more than one input method available for choosing.

Notes: As a shortcut, use key combinations to switch between input methods.

- Alt + Shift to switch between available input methods.
- Ctrl + Space to switch to your previous input method.

Chapter 4. Add and manage apps

What is Chrome Web Store

Chrome™ Web Store is a Web resource that provides apps and extensions dedicated for your Chromebook and the Chrome browser.

Note: Extensions are add-on features for the Chrome browser. Most of the apps and extension available on the Chrome Web Store are free but some may require payment.

You can access the Chrome Web Store by either of the following ways:

- Click the Web Store icon from Launcher.
- Visit <http://chrome.google.com/webstore> directly using the Chrome browser.

Add apps or extensions

Google provides a wide range of apps for your choosing, including a series of alternative apps that operate just like the ones you use on a Windows computer. For example, Google Docs, Sheets, and Slides enable you to open and edit Word, Excel and Powerpoint files. You can add apps to your Chromebook from Web Store.

Step 1. Click Launcher in the lower left corner and then click **Web Store**.

Step 2. Within the store, find your app or extension by typing keywords or searching the list by category.

Step 3. Click the add icon and then click **Add**.

Most of the apps for your Chromebook are Web based and do not require installation. After adding apps, shortcuts to the apps are pinned to Launcher.

Note: If you sign in to different Chromebooks with the same Google Account, apps you added on one Chromebook are synchronized on other Chromebooks.

Chapter 5. Print with your Chromebook

Chromebooks do not support printing from local printers. Instead, you can connect local printers to Google Cloud Print and then print documents over the Internet from your Chromebook.

What is Google Cloud Print

Google Cloud Print is a Google service that connects your printer online, after which you can print from any Internet-based devices, such as Chromebook and mobile phones by using Google Chrome or Cloud-Print-aware applications.

Before connecting your printer to Google Cloud Print, please make sure that you have a valid Google Account.

Note: You can find Cloud-Print-aware applications by visiting <http://www.google.com/cloudprint/learn/apps.html>

Connect a Cloud-ready printer to Google Cloud Print

A Cloud-ready printer is a printer with Google software installed at factory. It can be set up to connect to Google Cloud Print service directly by doing one of the following.

- refer to the user manuals provided by the manufacture.
- follow the instructions on <http://www.google.com/cloudprint/learn/printers.html#setup>

Note: Cloud-ready printers typically include a Google Cloud Print Ready label.

Connect a traditional printer to Google Cloud Print

A traditional printer cannot be connected to Google Cloud Print directly. You need to connect the printer to a computer and set up the computer to connect the printer to the Google Cloud Print service.

- Step 1. Open Chrome on a Windows or Mac computer.
- Step 2. Click the Chrome menu on the top-right corner of the tool bar.
- Step 3. Select **Settings** → **Show advanced settings**.
- Step 4. Click **Manage** under **Google Cloud Print**.
- Step 5. Click **Add printers**
- Step 6. If prompted, sign in with your Google Account.
- Step 7. Select the printers you want to connect, and then click **Add printer(s)**.

Note: The computer that your printer is connected to must be Windows, Mac OS, or GUN/Linux based and must be installed with Google Chrome.

Print using Chromebook

After connecting your printer to Google Cloud Print, you can print with the Chromebook by signing in to your Google Account.

- Step 1. Within Chrome, click the Chrome menu on the top-right corner of the tool bar.
- Step 2. Select **Print**.

Step 3. Set printing styles on the preview page.

Step 4. Select **Print**.

If you are using a traditional printer, please make sure that it is properly connected to a Windows, Mac, GNU/Linux based computer and is in working status. For more information about connecting a traditional printer to Google Cloud Print, see: “Connect a traditional printer to Google Cloud Print” on page 11.

Chapter 6. CRU service

What is CRU and CRU service

A CRU (customer replaceable unit) is a service part that can be replaced by the customer in order to fix a computer problem. There are two types of CRUs:

Self-service CRUs

Customers are responsible for removing and replacing CRUs.

Optional-service CRUs

Customers may either replace CRUs on their own or request Lenovo or its Service Provider to do it for them.

CRU service is a service provided by Lenovo or its Service Provider. Under CRU service, Lenovo or its Service Provider ships CRUs to the customer. The customer is responsible for removing and then installing CRUs according to instructions provided here or the instructions accompanying the CRUs. The customer may be required to return the defective part that is replaced by the replacement. When return is required:

- return instructions, a prepaid return shipping label, and a container will be included with the replacement CRU.
- the customer may be charged for the replacement CRU if the Service Provider does not receive the defective CRU within thirty days of the customer's receipt of the replacement CRU.

Note: CRU service is not available for all countries or regions.

CRUs for Lenovo 100S Chromebook

This section lists CRUs for Lenovo 100S Chromebook and where you can find instructions for replacing the CRUs.

| CRU | Type | Publication containing instructions |
|------------------|--------------|------------------------------------------|
| ac power adapter | Self-service | <i>Safety, warranty, and setup guide</i> |

Note: *Safety, warranty, and setup guide* is a printed publication accompanying your Chromebook.

Appendix A. Features and specifications

Features and specifications are subject to change without notice.

Specifications

| | Lenovo 100S Chromebook-11IBY |
|---------------------|---------------------------------------------------------|
| MTM | 80QN |
| Dimensions | 300 mm x 209 mm x 19.9mm |
| Weights | 1.2 Kg |
| CPU | Intel Baytrail-M |
| Camera | 1280 x 720 pixels |
| LCD | |
| Size | 11.6 inch |
| Resolutions | 1366 x 768 pixels |
| Backlight type | LED |
| Memory | |
| Type/speed | DDR3L |
| Capacity | 2 GB/4 GB |
| Expandable | No |
| Storage | |
| Type | eMMC |
| Form factor | eMMC |
| Capacity | 16 GB/32GB |
| Battery pack | |
| Type | Li-Polymer |
| Cells and capacity | 2 cells, 34 Wh |
| ac adapter | |
| Input | 100 – 240 V ac, 50 – 60 Hz |
| Output | 20V dc |
| Power | 45 W |
| I/O ports | |
| Video/audio | HDMI (Type D) x 1 |
| Audio | Combo audio jack x 1, speakers x 2, microphone hole x 2 |
| USB | USB 3.0 x 1, USB 2.0 x 1 |
| Memory card | SD/SDHC/SDXC/MMC reader x 1 |

Indicators

The table below shows available status of the indicators and what they indicate.

| Indicator | Status | Meaning |
|-------------------|-----------------|--------------------------------------------------------------------|
| Camera | Solid blue | The camera is on. |
| | Off | The camera is off. |
| Power and battery | Solid green | The battery is fully charged with the ac power adapter plugged in. |
| | Solid orange | The battery is being charged.. |
| | Blinking orange | A charging-related error occurs. |
| | Off | The ac power adapter is unplugged.. |

Appendix B. Regulatory information

Wireless related information

Wireless interoperability

The Wireless LAN PCI Express Mini Card is designed to be interoperable with any wireless LAN product that is based on DSSS, CCK, and/or OFDM radio technology, and is compliant to:

- The 802.11b/g Standard, 802.11a/b/g or 802.11n draft 2.0 on Wireless LANs, as defined and approved by the Institute of Electrical and Electronics Engineers.
- The WiFi certification as defined by the Wi-Fi Alliance.

Your Bluetooth card is compliant to Bluetooth Specification 4.0 as defined by the Bluetooth Special Interest Group SIG, it supports the following profiles:

- Advanced Audio Distribution Profile (A2DP)
- Audio/Video Control Transport Protocol (AVCTP)
- Audio/Video Distribution Transport Protocol (AVDTP)
- A/V Remote Control Profile (AVRCP)
- Basic Imaging Profile (BIP)
- Basic Printing Profile (BPP)
- Dial-Up Networking Profile (DUN)
- File Transfer Profile (FTP)
- Generic Access Profile (GAP)
- Generic A/V Distribution Profile (GAVDP)
- Hardcopy Cable Replacement Profile (HCRP)
- Headset Profile (HSP)
- Hands-Free Profile (HFP)
- Human Interface Device Profile (HID)
- Message Access Profile (MAP)
- Object Exchange Protocol (OBEX)
- Object Push Profile (OPP)
- Personal Area Networking Profile (PAN)
- Phone Book Access Profile (PBAP)
- Service Discovery Protocol (SDP)
- Synchronization Profile (SYNC)
- Video Distribution Profile (VDP)
- Generic Attribute Profile (GATT)
- Proximity Profile
- Find Me Profile
- Immediate Alert Profile

- Battery Status Profile

Usage environment and your health

Integrated wireless cards emit radio frequency electromagnetic energy like other radio devices. However, the level of energy emitted is far much less than the electromagnetic energy emitted by wireless devices like for example mobile phones.

Due to the fact that integrated wireless cards operate within the guidelines found in radio frequency safety standards and recommendations, Lenovo believes they are safe for use by consumers. These standards and recommendations reflect the consensus of the scientific community and result from deliberations of panels and committees of scientists who continually review and interpret the extensive research literature.

In some situation or environment, the use of integrated wireless cards may be restricted by the proprietor of the building or responsible representatives of the organization. These situations and areas may for example include:

- Using the integrated wireless cards on board of airplanes, in hospitals or near petrol stations, blasting areas (with electro-explosive devices), medical implants or body-worn electronic medical devices, such as pace makers.
- In any other environment where the risk of interference to other devices or services is perceived or identified as harmful.

If you are uncertain of the policy that applies to the use of wireless devices in a specific organization (such as airport or hospital), you are encouraged to ask for authorization to use integrated wireless cards prior to turning on the computer.

ENERGY STAR model information



ENERGY STAR® is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy aimed at saving money and protecting the environment through energy efficient products and practices.

Lenovo is proud to offer our customers products with the ENERGY STAR qualified designation. Lenovo computers of the following machine types, if the ENERGY STAR mark is affixed, have been designed and tested to conform to the ENERGY STAR program requirements for computers.

80QN

By using ENERGY STAR qualified products and taking advantage of the power-management features of your computer, you can help reduce the consumption of electricity. Reduced electrical consumption can contribute to potential financial savings, a cleaner environment, and the reduction of greenhouse gas emissions.

For more information about ENERGY STAR, go to:
<http://www.energystar.gov>

Lenovo encourages you to make efficient use of energy an integral part of your day-to-day operations. To help in this endeavor, Lenovo has preset the following power-management features to take effect when your computer has been inactive for a specified length of time:

Table 1. ENERGY STAR power-management features

| Default power saving settings (on ac power) |
|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Turn off the display: After 8 minutes• Put the computer to sleep: After 30 minutes |

To awaken your computer from Sleep mode, press the Power button or any key on your keyboard.

Brazil regulatory notice

Ouvir sons com mais de 85 decibéis por longos períodos pode provocar danos ao sistema auditivo.

Export classification notice

This product is subject to the United States Export Administration Regulations (EAR) and has an Export Classification Control Number (ECCN) of 4A994.b. It can be re-exported except to any of the embargoed countries in the EAR E1 country list.

Appendix C. WEEE and recycling statements

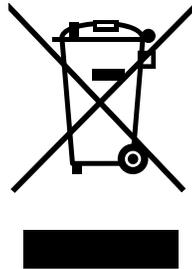
Lenovo encourages owners of information technology equipment to responsibly recycle their equipment when it is no longer needed. Lenovo offers a variety of programs and services to assist equipment owners in recycling their IT products. Information on product recycling offerings can be found on Lenovo's Internet site at <http://www.lenovo.com/recycling>.

China WEEE statement

《废弃电器电子产品回收处理管理条例》提示性说明

联想鼓励拥有联想品牌产品的用户当不再需要此类产品时，遵守国家废弃电器电子产品回收处理相关法律法规，将其交给当地具有国家认可的回收处理资质的厂商进行回收处理。更多回收服务信息，请点击进入<http://support.lenovo.com.cn/activity/551.htm>

Important WEEE information



The WEEE marking on Lenovo products applies to countries with WEEE and e-waste regulations (for example, European Directive 2002/96/EC, India E-Waste Management & Handling Rules, 2011). Appliances are labeled in accordance with local regulations concerning waste electrical and electronic equipment (WEEE). These regulations determine the framework for the return and recycling of used appliances as applicable within each geography. This label is applied to various products to indicate that the product is not to be thrown away, but rather put in the established collective systems for reclaiming these end of life products.

Users of electrical and electronic equipment (EEE) with the WEEE marking must not dispose of end of life EEE as unsorted municipal waste, but use the collection framework available to them for the return, recycle, and recovery of WEEE and to minimize any potential effects of EEE on the environment and human health due to the presence of hazardous substances. For additional WEEE information go to: <http://www.lenovo.com/recycling>

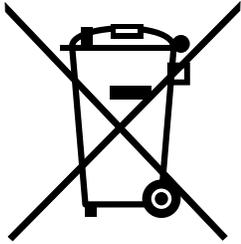
Battery recycling information for Taiwan



廢電池請回收

Battery recycling information for the European Union

EU



Notice: This mark applies only to countries within the European Union (EU).

Batteries or packaging for batteries are labeled in accordance with European Directive 2006/66/EC concerning batteries and accumulators and waste batteries and accumulators. The Directive determines the framework for the return and recycling of used batteries and accumulators as applicable throughout the European Union. This label is applied to various batteries to indicate that the battery is not to be thrown away, but rather reclaimed upon end of life per this Directive.

In accordance with the European Directive 2006/66/EC, batteries and accumulators are labeled to indicate that they are to be collected separately and recycled at end of life. The label on the battery may also include a chemical symbol for the metal concerned in the battery (Pb for lead, Hg for mercury, and Cd for cadmium). Users of batteries and accumulators must not dispose of batteries and accumulators as unsorted municipal waste, but use the collection framework available to customers for the return, recycling, and treatment of batteries and accumulators. Customer participation is important to minimize any potential effects of batteries and accumulators on the environment and human health due to the potential presence of hazardous substances. For proper collection and treatment, go to:
<http://www.lenovo.com/lenovo/environment>

Japan recycling statements

Collecting and recycling a disused Lenovo computer or monitor

If you are a company employee and need to dispose of a Lenovo computer or monitor that is the property of the company, you must do so in accordance with the Law for Promotion of Effective Utilization of Resources. Computers and monitors are categorized as industrial waste and should be properly disposed of by an industrial waste disposal contractor certified by a local government. In accordance with the Law for Promotion of Effective Utilization of Resources, Lenovo Japan provides, through its PC Collecting and Recycling Services, for the collecting, reuse, and recycling of disused computers and monitors. For details, visit the Lenovo Web site at: http://www.lenovo.com/services_warranty/jp/ja/recycle/pcrecycle/.

Pursuant to the Law for Promotion of Effective Utilization of Resources, the collecting and recycling of home-used computers and monitors by the manufacturer was begun on October 1, 2003. This service is provided free of charge for home-used computers sold after October 1, 2003. For details, go to http://www.lenovo.com/services_warranty/jp/ja/recycle/personal/.

Disposing of Lenovo computer components

Some Lenovo computer products sold in Japan may have components that contain heavy metals or other environmental sensitive substances. To properly dispose of disused components, such as a printed circuit board or drive, use the methods described above for collecting and recycling a disused computer or monitor.

Disposing of disused lithium batteries from Lenovo computers

A button-shaped lithium battery is installed on the system board of your Lenovo computer to provide power to the computer clock while the computer is off or disconnected from the main power source. If you want to replace it with a new one, contact your place of purchase or ask for a repair service provided by Lenovo. If you have replaced it by yourself and want to dispose of the disused lithium battery, insulate it with vinyl tape, contact your place of purchase, and follow their instructions. If you use a Lenovo computer at home and need to dispose of a lithium battery, you must comply with local ordinances and regulations.

Disposing of a disused battery pack from Lenovo notebook computers

Your Lenovo notebook computer has a lithium ion battery pack or a nickel metal hydride battery pack. If you are a company employee who uses a Lenovo notebook computer and need to dispose of a battery pack, contact the proper person in Lenovo sales, service, or marketing, and follow that person's instructions. You also can refer to the instructions at <http://www.lenovo.com/jp/ja/environment/recycle/battery/>. If you use a Lenovo notebook computer at home and need to dispose of a battery pack, you must comply with local ordinances and regulations. You also can refer to the instructions at <http://www.lenovo.com/jp/ja/environment/recycle/battery/>.

Appendix D. Restriction of Hazardous Substances Directive (RoHS)

India RoHS

RoHS compliant as per E-Waste (Management & Handling) Rules, 2011.

China RoHS

中国有害物质声明

为满足中国电子电气产品有害物质限制相关的法律法规和其他要求，联想公司对本产品中有害物质，按部件分类，声明如下。

| 部件名称 | 有害物质 | | | | | |
|-----------|-------|-------|-------|-------------|-----------|-------------|
| | 铅(Pb) | 汞(Hg) | 镉(Cd) | 六价铬(Cr(VI)) | 多溴联苯(PBB) | 多溴二苯醚(PBDE) |
| 印刷电路板组件* | × | ○ | ○ | ○ | ○ | ○ |
| 硬盘 | × | ○ | ○ | ○ | ○ | ○ |
| 光驱 | × | ○ | ○ | ○ | ○ | ○ |
| 液晶面板 | × | ○ | ○ | ○ | ○ | ○ |
| 键盘 | × | ○ | ○ | ○ | ○ | ○ |
| 内存 | × | ○ | ○ | ○ | ○ | ○ |
| 电池 | × | ○ | ○ | ○ | ○ | ○ |
| 电源适配器 | × | ○ | ○ | ○ | ○ | ○ |
| 底壳、顶盖和扬声器 | × | ○ | ○ | ○ | ○ | ○ |

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Turkish RoHS

The Lenovo product meets the requirements of the Republic of Turkey Directive on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (EEE).

Türkiye AEEE Yönetmeliğine Uygunluk Beyanı

Bu Lenovo ürünü, T.C. Çevre ve Orman Bakanlığı'nın "Atık Elektrik ve Elektronik Eşyalarda Bazı Zararlı Maddelerin Kullanımının Sınırlanmasına Dair Yönetmelik (AEEE)" direktiflerine uygundur.

AEEE Yönetmeliğine Uygundur.

Ukraine RoHS

Цим підтверджуємо, що продукція Леново відповідає вимогам нормативних актів України, які обмежують вміст небезпечних речовин

European Union RoHS

Lenovo products sold in the European Union, on or after 3 January 2013 meet the requirements of Directive 2011/65/EU on the restriction of the use of certain hazardous substances in electrical and electronic equipment ("RoHS recast" or "RoHS 2").

For more information about Lenovo progress on RoHS, go to:
http://www.lenovo.com/social_responsibility/us/en/RoHS_Communication.pdf

Appendix E. Notices

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