

CLEARBOOK LAPTOP USER GUIDE

NOTE: If you have problems that cannot be resolved by the steps below, please ask your Institution Pell Coordinator.

REQUIREMENTS:

- *Power cable for charging*
- *Docking station in classroom*
- *Headphones for audio*

BACKGROUND:

The Clearbook has no network connection while in cell or when it is not on the docking station. When in the class room the Clearbook will be connected to the docking station and have network access.

CLEARBOOK IN CELL:

Power

- Power button must be held down for a few seconds to turn on or off.
- If the light next to the power button doesn't light up, the battery is low. It needs a charge from the plug in. You will know the unit is charging when the light blinks red next to power connection.
- Shutdown the Clearbook by clicking the clock; then click the power button on the screen. **SAVE YOUR WORK BEFORE SHUTDOWN!**

Sound

- Headphones must be used to play audio by connecting to the port on the side of the Clearbook. There is no external speaker.
- To adjust the sound, F6 is mute, F7 lower and F8 higher.

Log in

- When you boot the computer a web browser will display saying, "Network not available"
- There is a blue link on the screen "sign in as an existing user". Click the link and log into the Clearbook for use in cell.

Files

- Click the launcher on the lower left corner to access file manager. Then click the Files button to access the local files.
- To open existing files (videos, audio, images & documents), drag and drop them into the browser from file manager to a blank Chrome browser tab.
- Back up new and edited files each time you put the Clearbook on the docking station (no need to back up files you've already loaded) to your space on Moodle. There is no backup on the Clearbook; all files are only on the device.

Create new documents


- Open the Chrome browser and click the yellow and green circle "Office Editing for Docs, Sheets & Slides" located in the top right corner. Select new Excel spreadsheet, PowerPoint presentation, or Word document. **SAVE YOUR WORK BEFORE LOGGING OFF OR SHUTTING DOWN!**

Display

- To adjust the lightness or darkness of the display, press the F2 to dim the screen or F3 to brighten the screen.
- The display may be in night-light mode (dim). To change, click the clock and then click the *toggle night light* icon.

Accessibility

To open the Accessibility options: Click by the clock at the log on screen

- Click Accessibility button  and then you will see many different options.