




# Lenovo IdeaPad Duet Chromebook

## User Guide

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## Basics

-  All pictures and illustrations in this document are for reference only.
- Because the system will regularly be updated, refer to the latest version for the actual procedure and screenshots.

Before using this information and the product it supports, be sure to read the following:

- **Safety, Warranty & Quick Start Guide**
- **Regulatory Notice**
- **Important safety and handling information in Appendix**

The Safety, Warranty & Quick Start Guide and the Regulatory Notice are available at:

<http://support.lenovo.com>

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# Chapter 1. Account login and logout

## Types of user accounts you can log into Chrome with

You can use two types of user accounts to log into Chrome.

Type of user account	Description
Google Account	<p>This is a user account with 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. Google Accounts can be used to log into any Chrome-based device unless restricted by the device's owner. For details, refer to "Control who can use your Chromebook" on page 5.</p> <p>Please note that the first Google Account used to log into a Chrome-based device will automatically become the device's owner.</p> <p><b>Note:</b> If you do not have a Google Account, you can create one at <a href="http://www.google.com/accounts/NewAccount">http://www.google.com/accounts/NewAccount</a>.</p>
Guest account	<p>This is a special account for logging into Chrome that is not connected to any Google Account. A Guest user account has limited privileges and is only intended to support temporary use of a Chrome-based device.</p> <p><b>Note:</b> Guest account login can be disabled by a Chrome-based device's owner. For details, refer to "Disable guest login" on page 8.</p>

## Become your Chromebook's owner

When starting your Chromebook for the first time, you will need to choose your operating system language and keyboard settings, connect to an available Internet connection, and sign in with your Google Account. The first Google Account user to sign in to a Chromebook will become the device's owner.

**Note:** A Chromebook's owner alone has the permissions needed to enable and disable Guest account login or restrict login for specific Google Accounts.

Step 1. Start your Chromebook by pressing the power button.

Step 2. Select your desired language and keyboard settings when prompted.

Step 3. Connect to the wireless router or wireless LAN that you will use for Internet access.

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

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Step 4. Sign in to your Chromebook with your Google Account. If you do not have a Google Account, you can select **More options** > **Create account** and follow the on-screen instructions to create one.

You are now your Chromebook's owner. To verify this, refer to "Check a Chromebook's owner" on page 16.

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

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

Step 1. Start your Chromebook by pressing the power button.

Step 2. On the login screen, select **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 5.

## **Browse as a Guest**

You can share your Chromebook with people who do not have a Google Account by letting them log into your Chromebook with a special guest account.

**Note:** Some operations, such as installing apps, are disabled for users logged into your device with the Guest account.

Step 1. Start your Chromebook by pressing the power button.

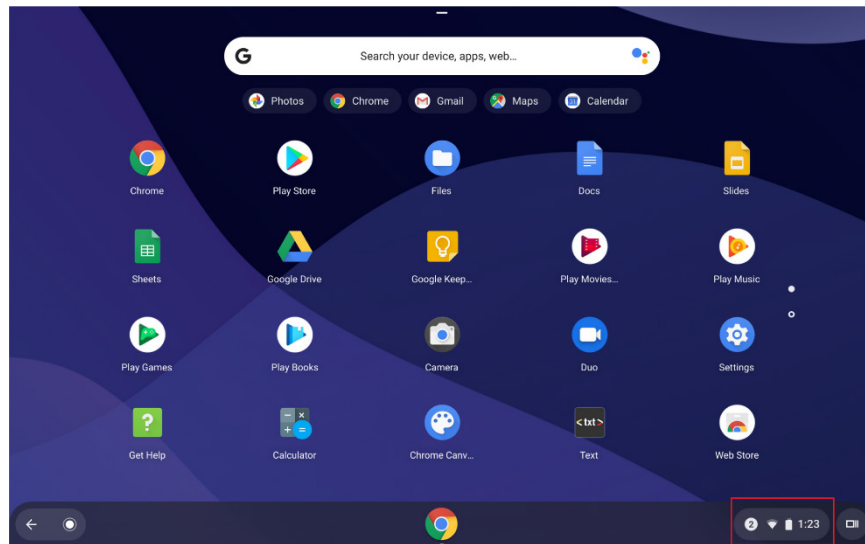
Step 2. On the login screen, select **Browse as Guest**.


**Note:** If you are unable to sign in, guest browsing may be disabled by the Chromebook owner.

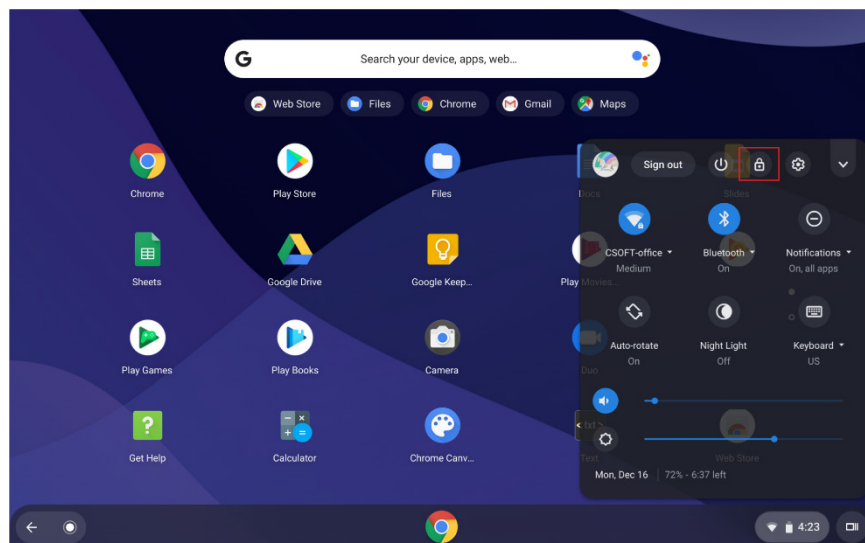
## **Lock your Chromebook**

When you need to temporarily leave your Chromebook, lock it to prevent other people from tampering with your settings or files.

Step 1. Open the status bar in the lower-right corner of the screen.



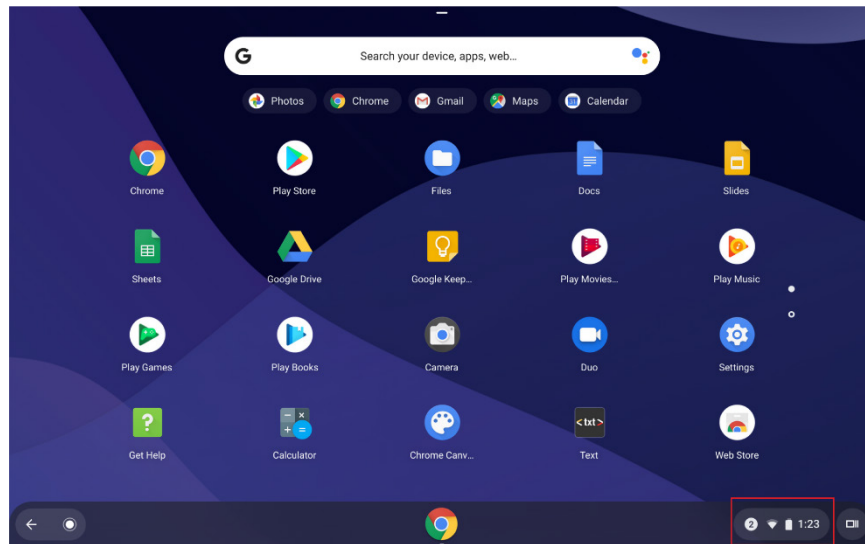
Step 2. Select .



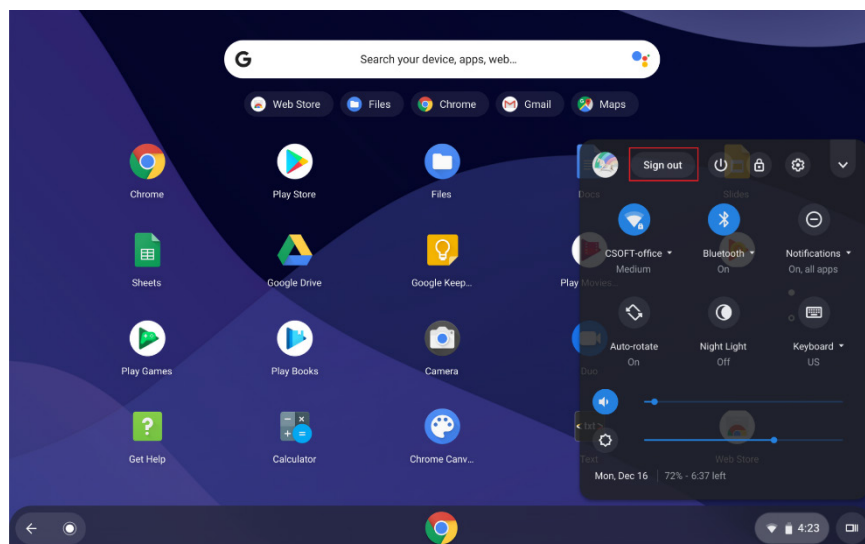
## Sign out

Before you or another user can sign in with a different account, you will need to sign out of your current session.

Step 1. Open the status bar in the lower-right corner of the screen.



Step 2. Select **Sign out**.




## Control who can use your Chromebook

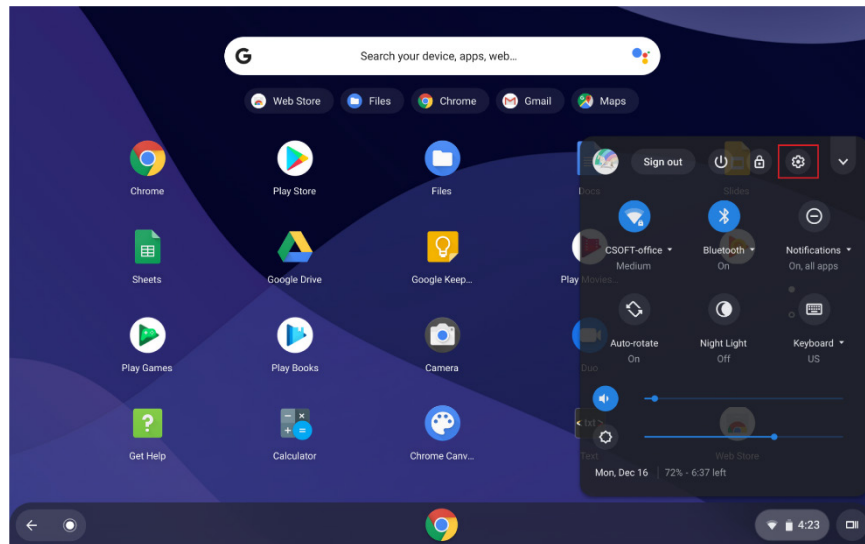
By default, anyone with a valid Google Account can sign in to your Chromebook. However, as your Chromebook's owner, you can set up permissions to limit sign in to specific accounts.

Step 1. Start your Chromebook by pressing the power button.

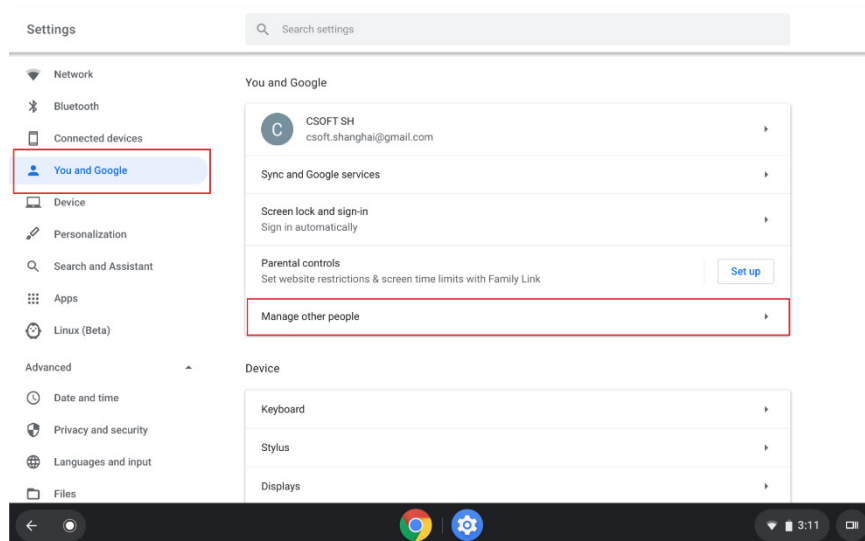
Step 2. Sign in to your Chromebook with the Chromebook owner's Google Account.

**Note:** If you are unsure which account is the Chromebook owner's, refer to "Check a Chromebook's owner" on page 15.

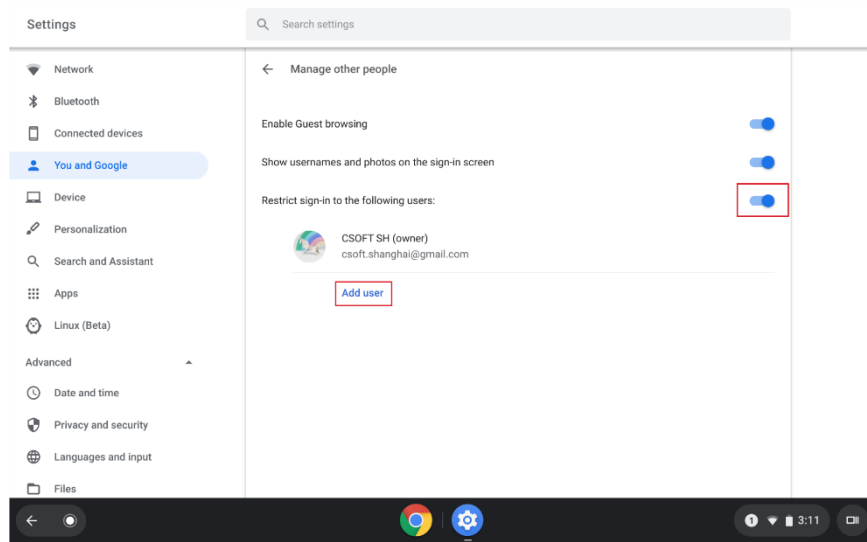
Step 3. Open the status bar in the lower-right corner of the screen and select .



Step 4. Under **You and Google**, select **Manage other people**.



Step 5. Switch on **Restrict sign-in to the following users** and add the Google Accounts that you want to give permission.

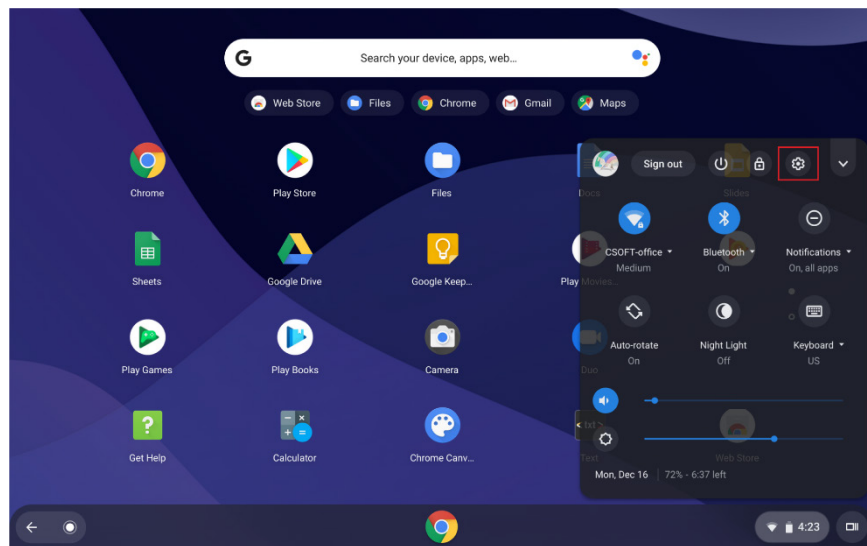


## Check a Chromebook's owner

Typically, the first Google Account user to sign in to a Chromebook becomes the device's owner. However, if you are unsure whether you are the device's owner, you can check your device settings.

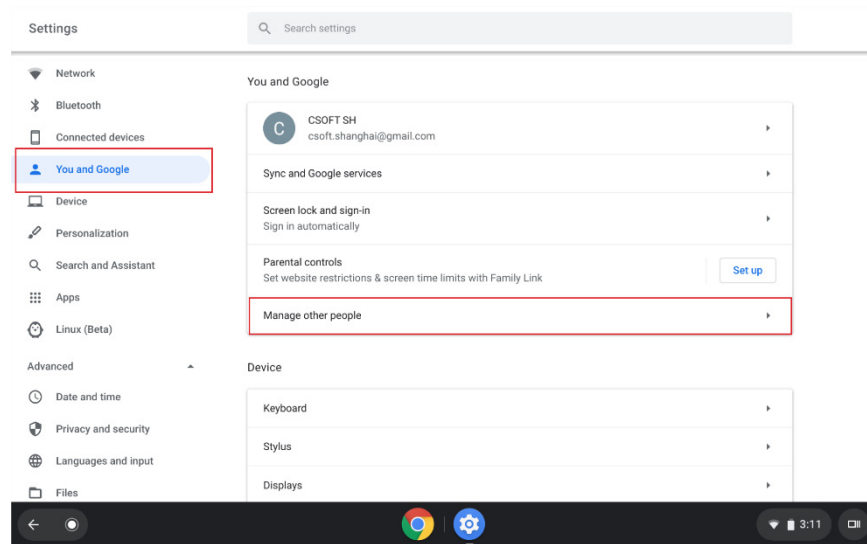
Step 1. Sign in to your Chromebook with your Google Account.

Step 2. Open the status bar in the lower-right corner of the screen and select .

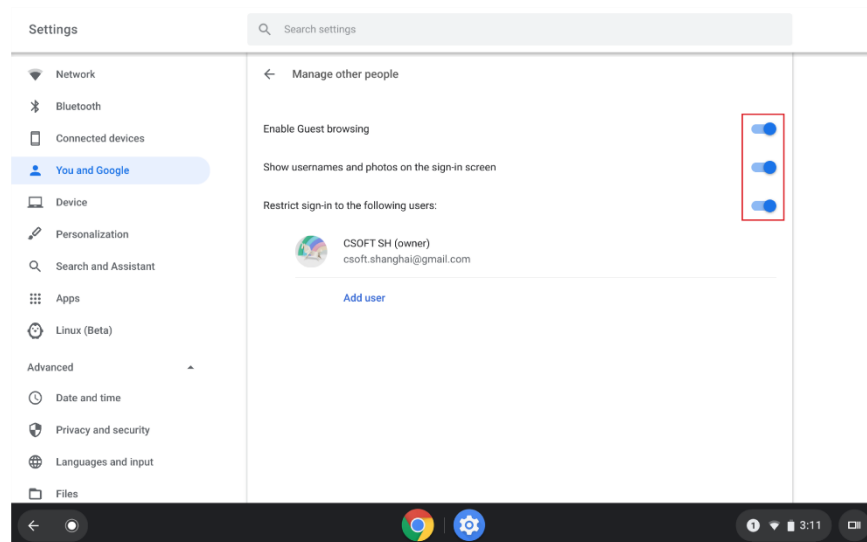




Step 3. Under **You and Google**, select **Manage other people**.



Step 4. Check to whether you can enable or disable your current settings.




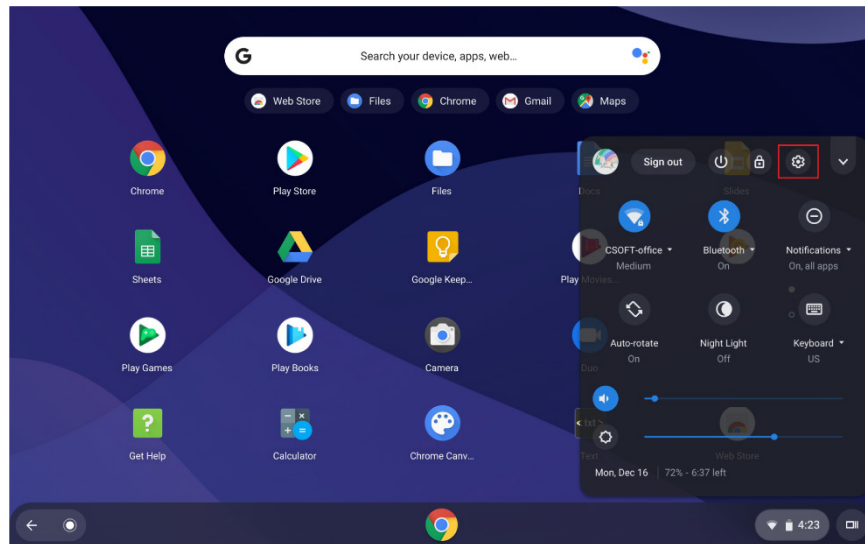
If you are not the Chromebook's owner, you will see a warning message indicating that the settings can only be modified by the device owner and the device owner's username will also display.

## Disable guest login

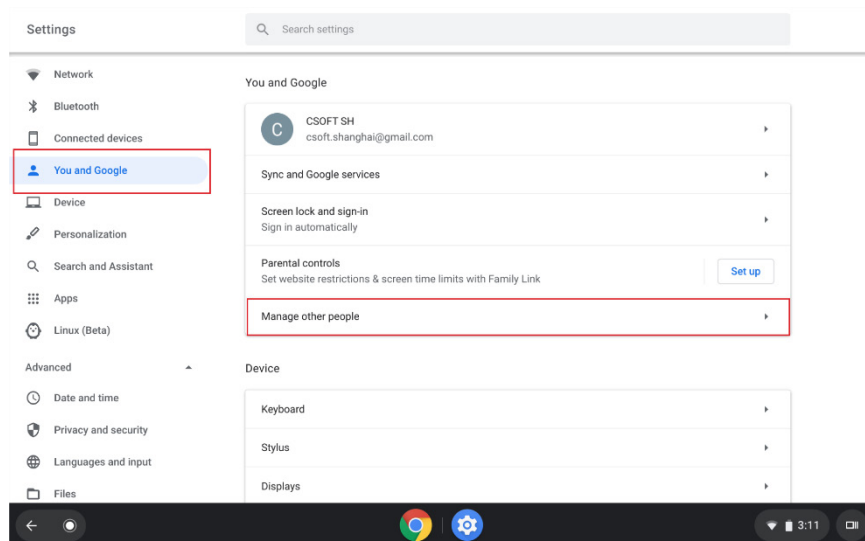
As a Chromebook's owner, you can disable guest login for security reasons.

Step 1. Start your Chromebook by pressing the power button.

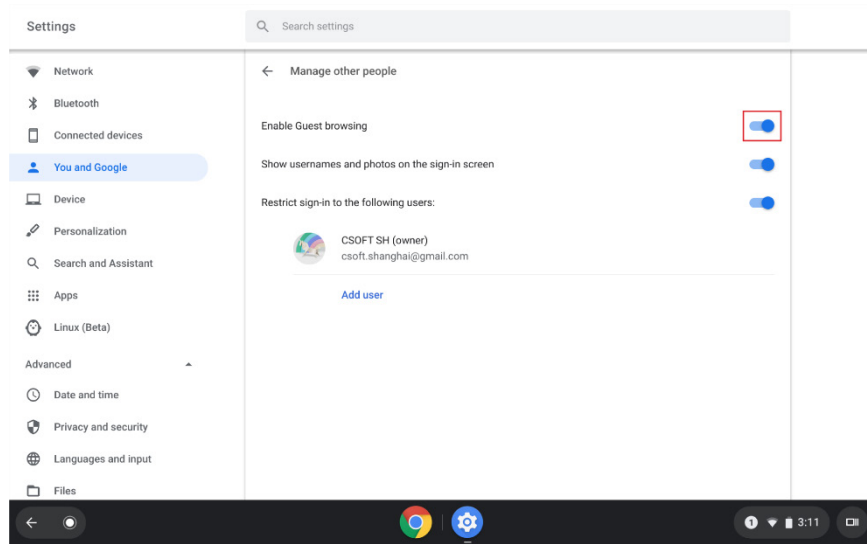
Step 2. Open the status bar in the lower-right corner of the screen and select .



Step 3. Under **You and Google**, select **Manage other people**.



Step 4. Switch off **Enable Guest browsing**.

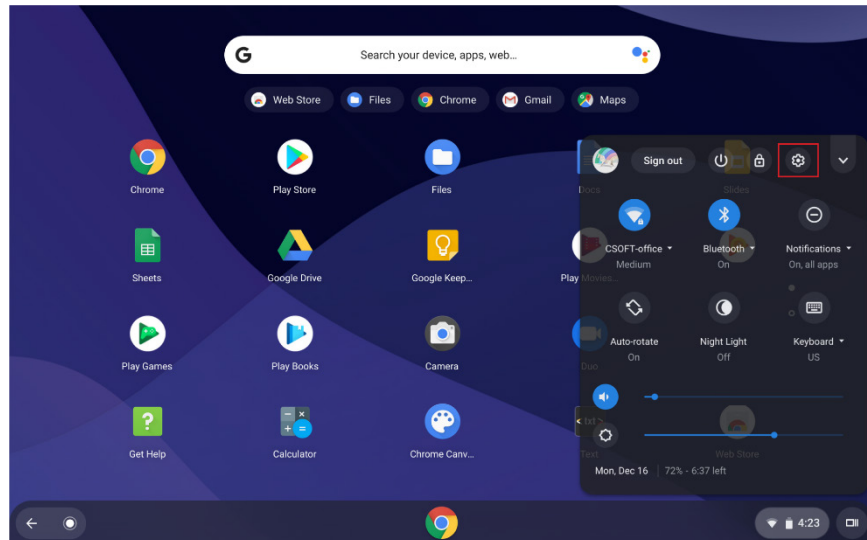


## Reset your Chromebook

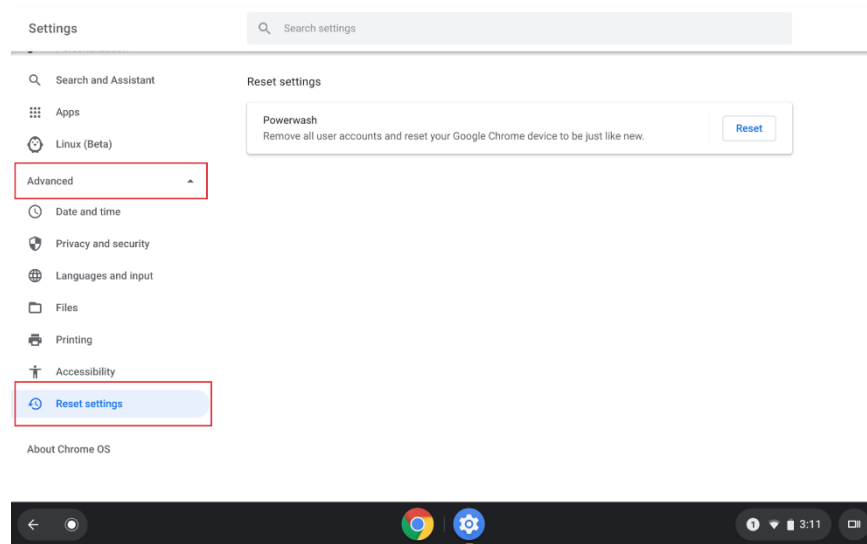
If you need to transfer ownership of your Chromebook to a different Google Account or if you experience problems with its operating system, you may need to reset your Chromebook.

**Note:** After resetting your Chromebook, locally stored user data for all accounts will be deleted. Be sure to back up any important data stored on your device to Google Drive or an external storage device before resetting your Chromebook.

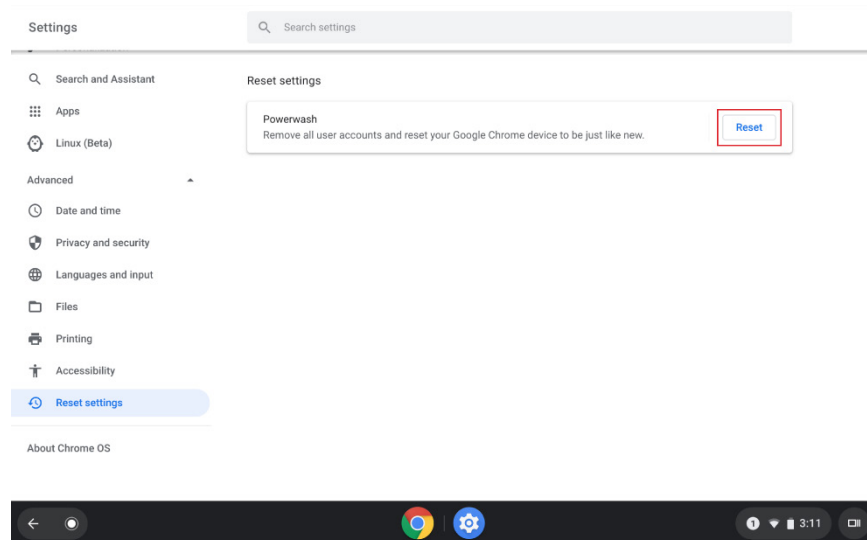
Step 1. Open the status bar in the lower-right corner of the screen and select .



Step 2. Select **Advanced** in the left-side menu, then select **Reset settings**.



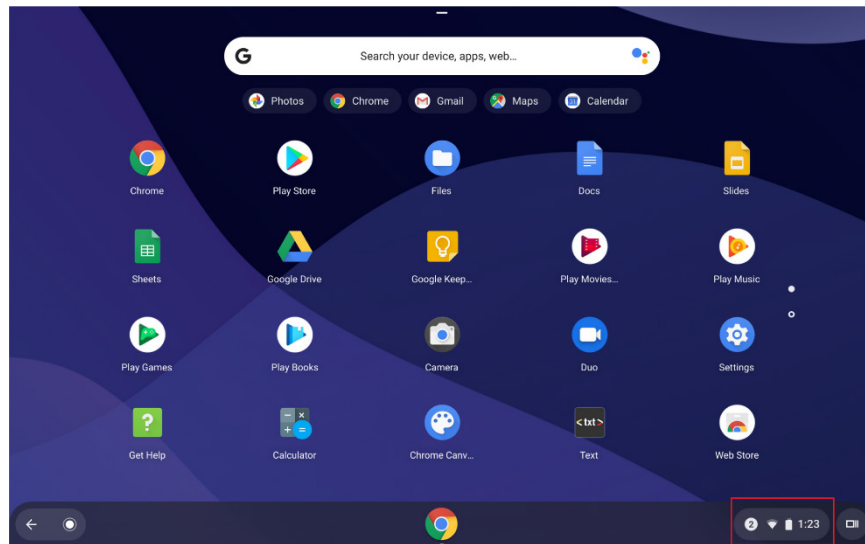
Step 3. Under **Powerwash**, select **Reset**.




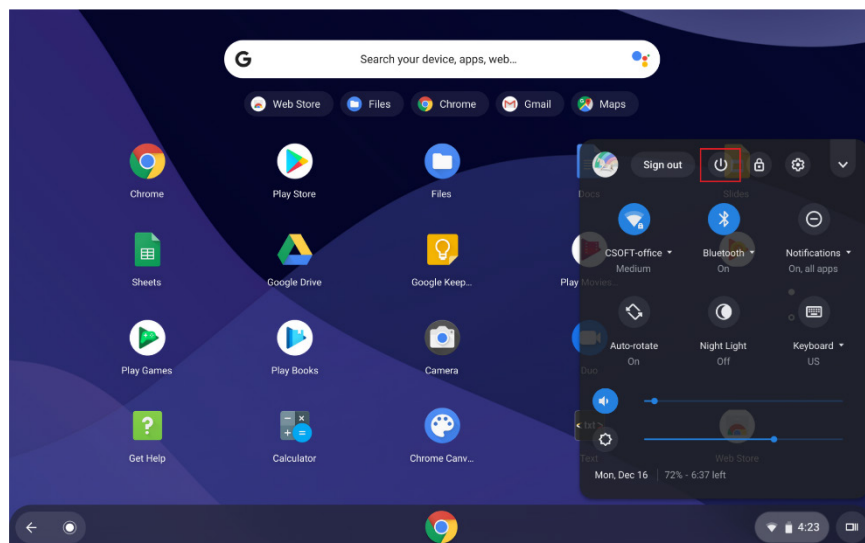
## Shut down your Chromebook

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

Step 1. Open the status bar in the lower-right corner of the screen.



Step 2. Select .



**Note:** As a shortcut, press and hold the power button on your device for more than three seconds and then release the button.

## Get help from Google

After signing in to your Chromebook, select **Get Help** from the Apps launcher. The **Get Help** app provides comprehensive instructions on how to use your Chromebook.

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

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## Chapter 2. Manage files and folders

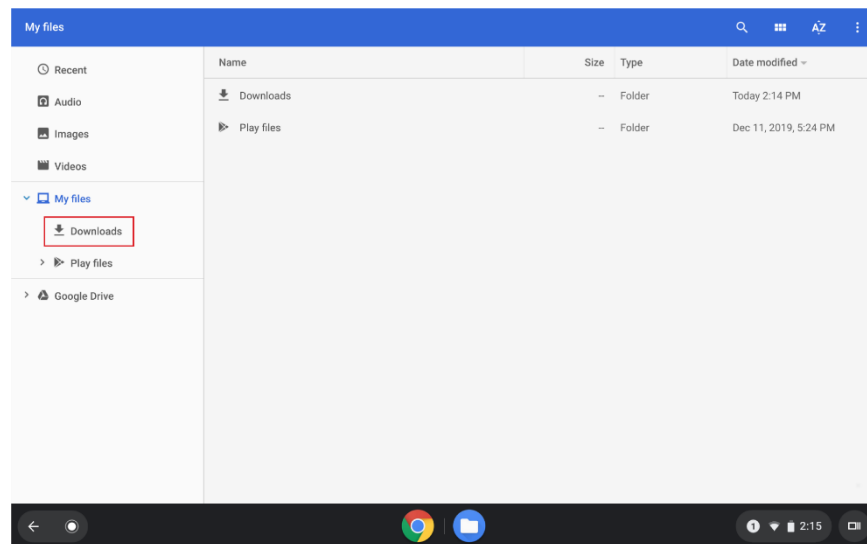
### What is Google Drive?

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. With 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 to share files between devices. You can also access your files online by visiting <http://drive.google.com>.

### Your local storage space

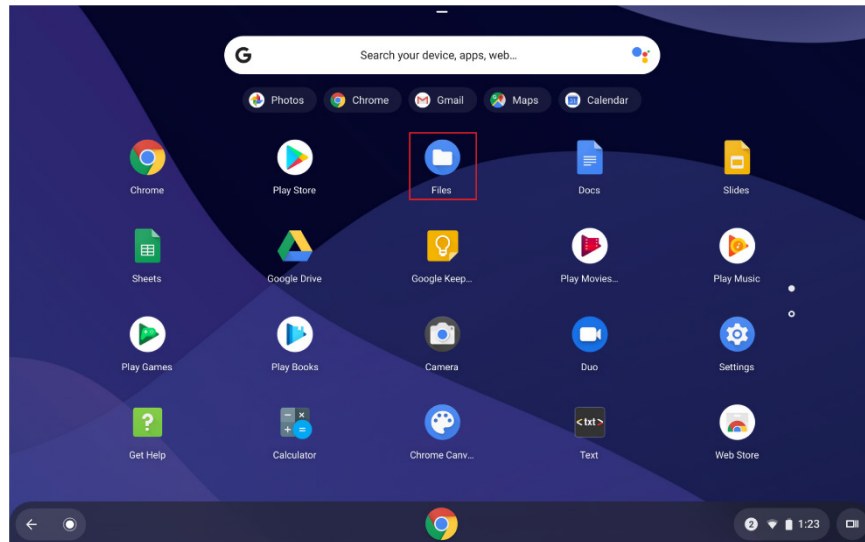
Each Google Account signed in to a Chromebook is assigned a local storage space in a folder named **Downloads**. Each Google Account has its own **Downloads** folder. You can only view and edit files in the **Downloads** folder of the account you are signed in with.



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## The Files app

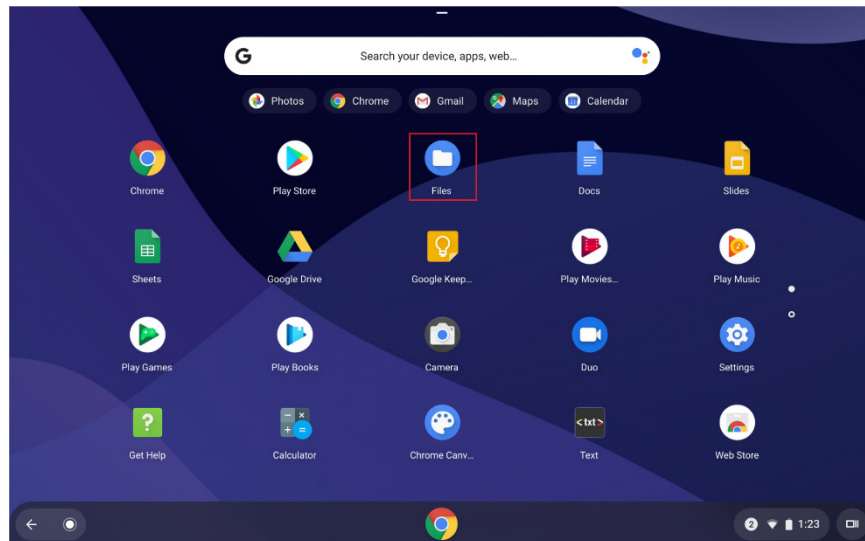
Your Chromebook has a Files app you can use to manage files and folders stored on your local storage device, a connected external storage device, or Google Drive. You can open the Files app from the Apps Launcher.



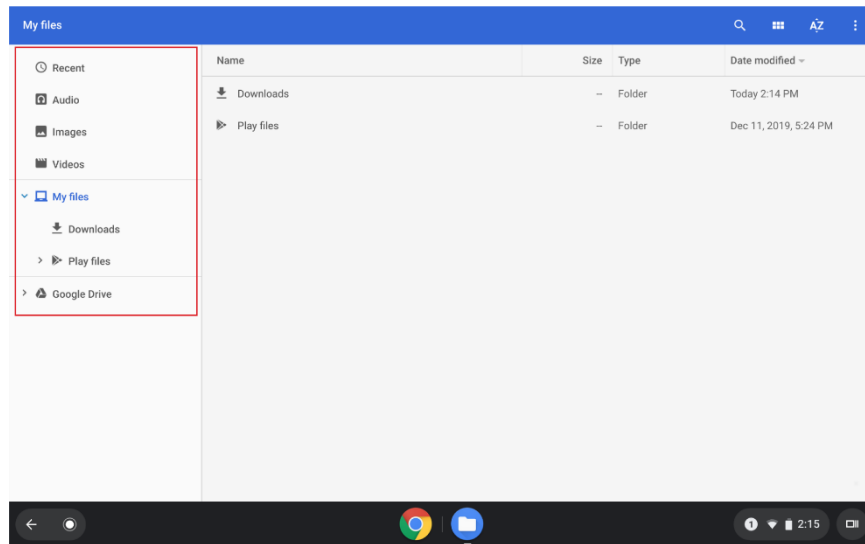
## Create folders using the Files app

You can create folders and sub-folders to help you better manage your files.


Step 1. Open the Files app from the Apps launcher.

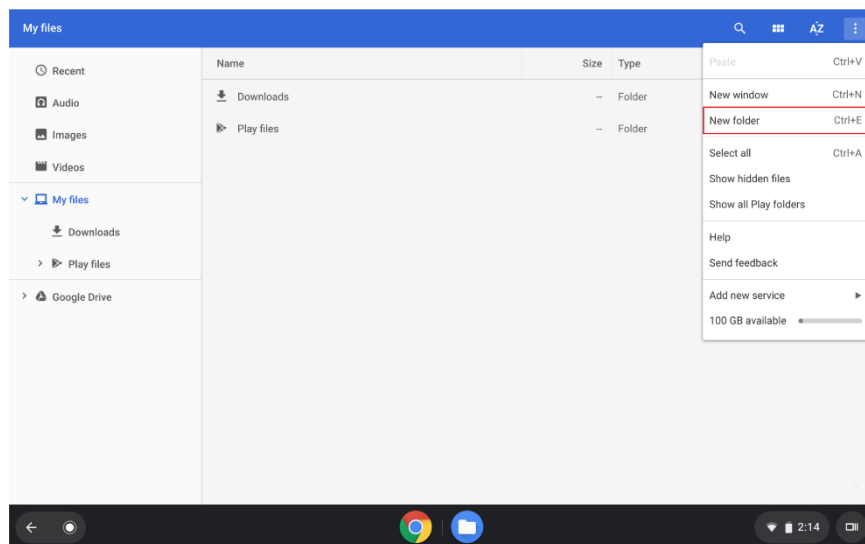


Step 2. In the left-side menu, select the storage space where you want to save your files.



**Note:** A storage space can be located in your device's local storage, on a connected external storage device, or on Google Drive.

Step 3. Select  in the upper-right corner and then select **New folder**.



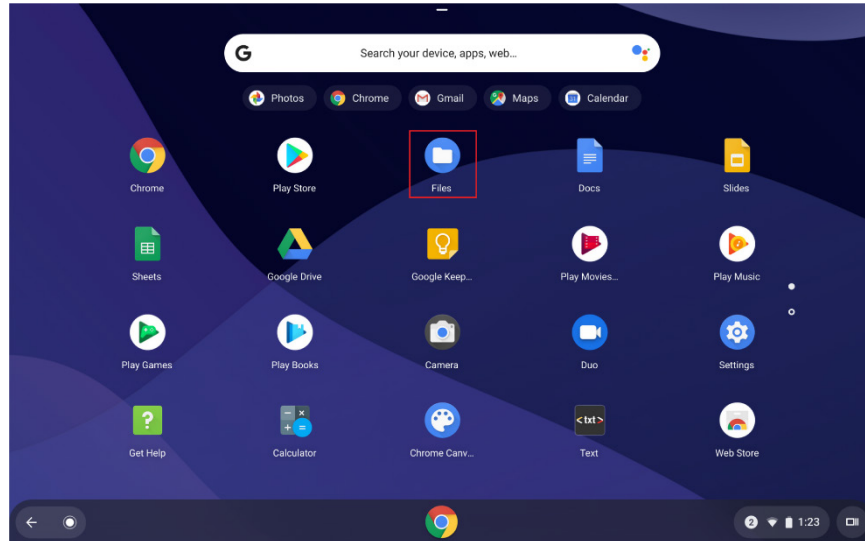


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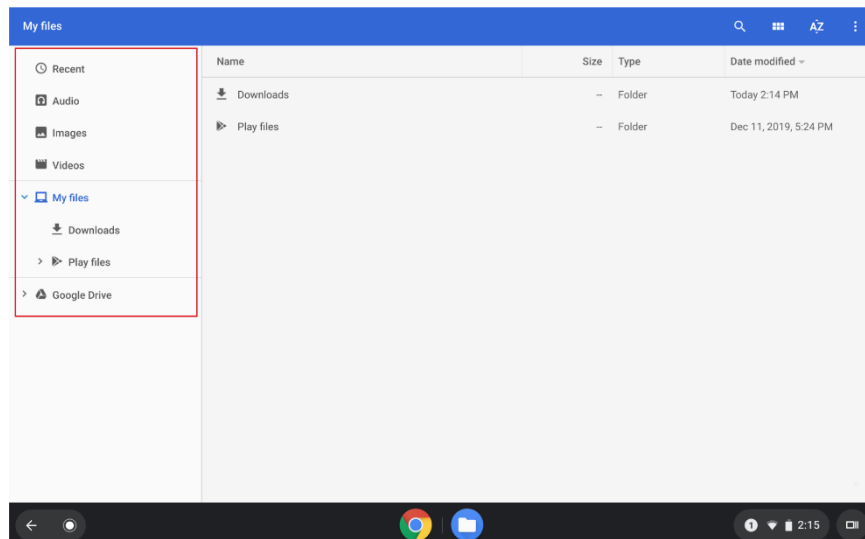
## Check your available storage


If you are unable to save a file, you may need to delete unused files to free up more space. You can use the Files app to check whether you have enough available storage space.

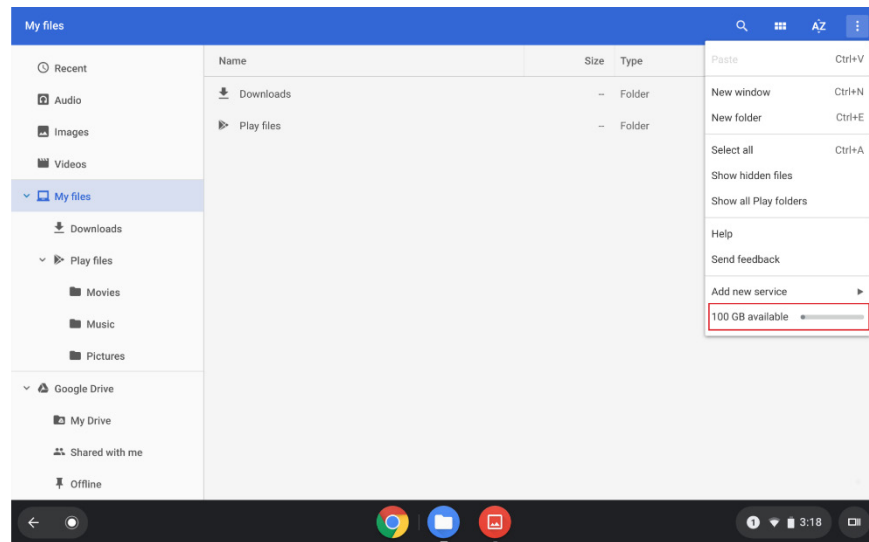
Step 1. Start the Files app from the Apps launcher.



Step 2. In the left-side menu, select a storage space.



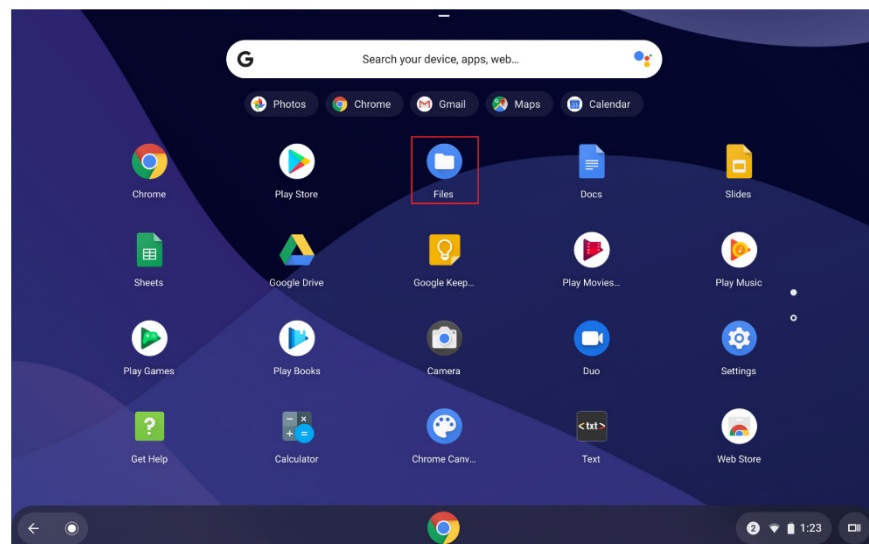
Step 3. Select  in the upper-right corner. The amount of available storage will display in the drop-down menu.



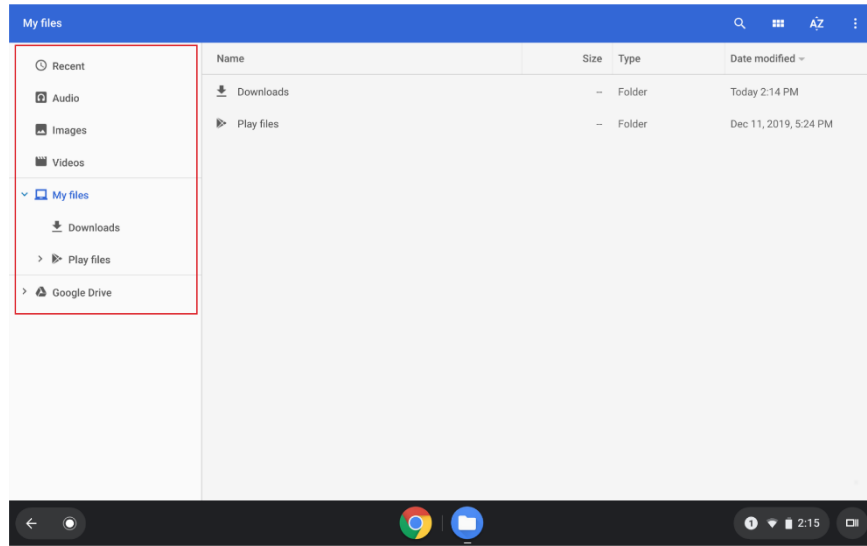
## Delete unused files


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

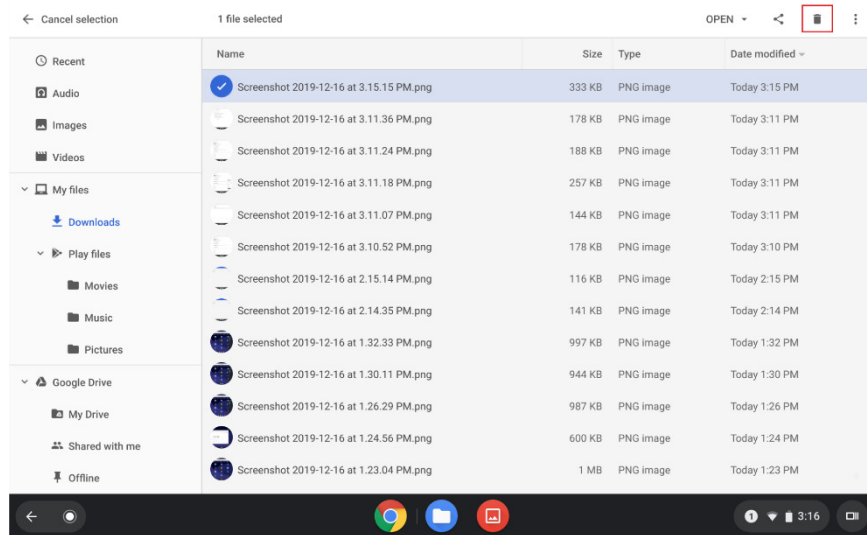
Step 1. Open the Files app from the Apps launcher.



Step 2. In the left-side menu, select the storage space where you have unused files and then navigate to the correct folder.



Step 3. Select the unused files you want to remove and then select  in the upper-right corner.




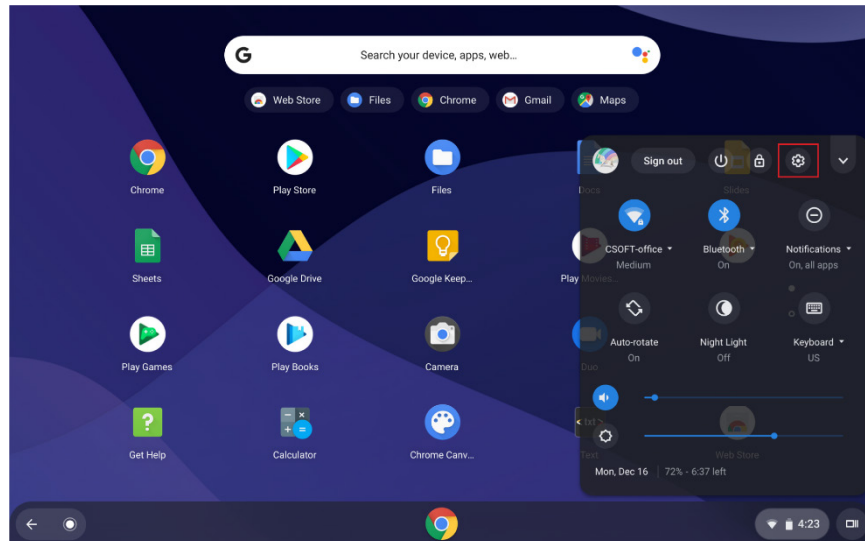
## Chapter 3. Language settings

### Change your display language

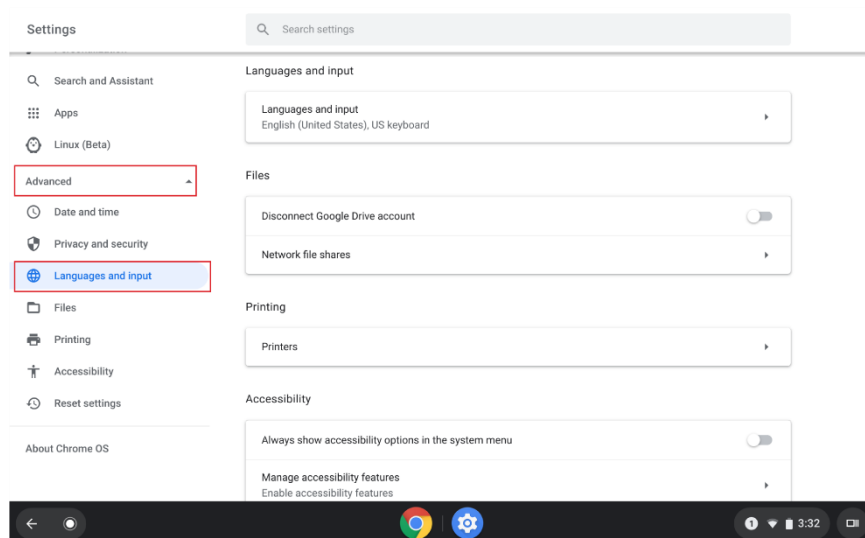
When starting your Chromebook for the first time, you will be prompted to select the display language for your device. This setting can be changed at a later time if you need to use a different language.

Step 1. Sign in to your Chromebook with your Google Account.

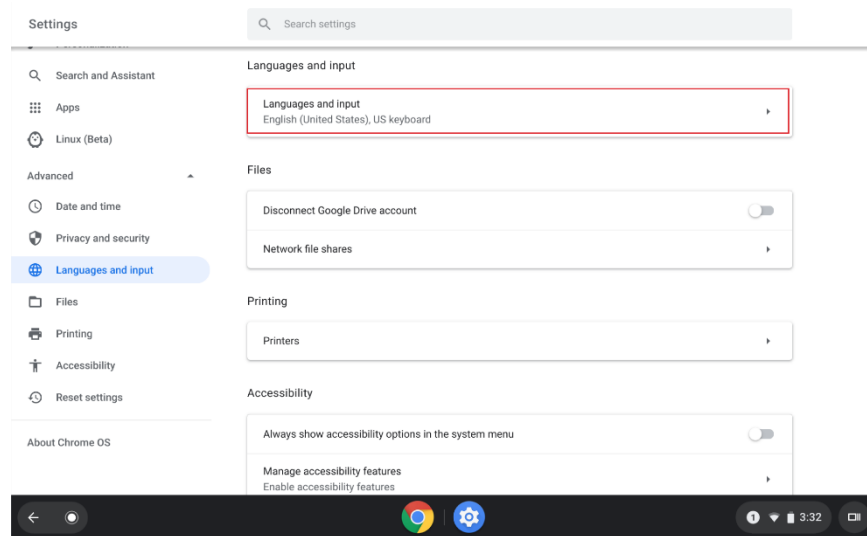
Step 2. Open the status bar in the lower-right corner of the screen and select .



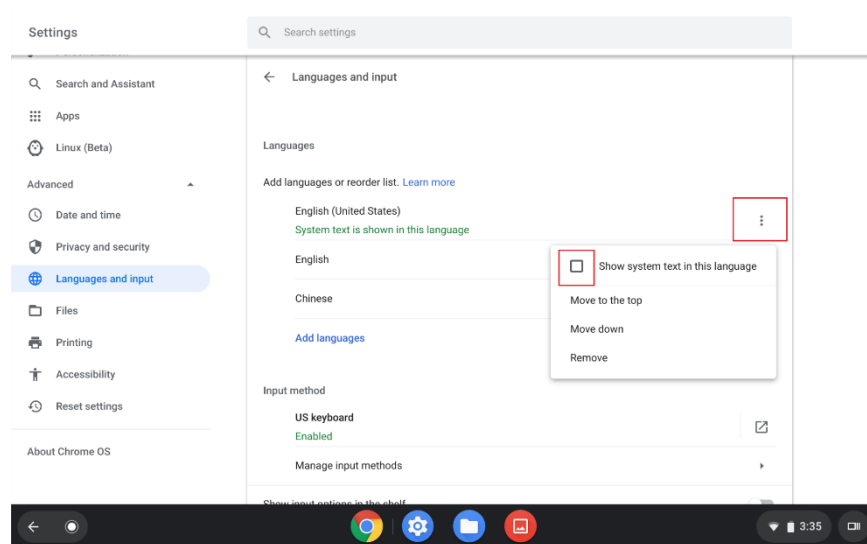
Step 3. Select **Advanced**, then select **Languages and input**.



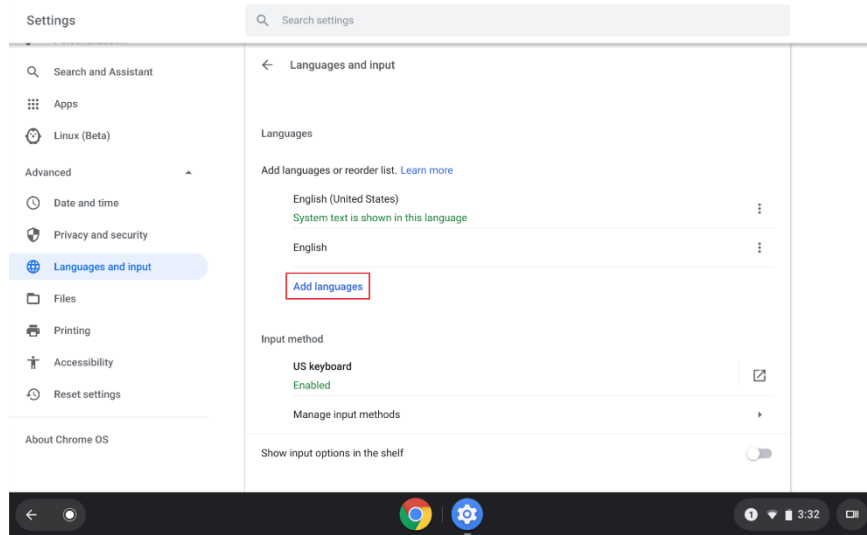
Step 4. Select the **Languages and input** tab in the main display panel.



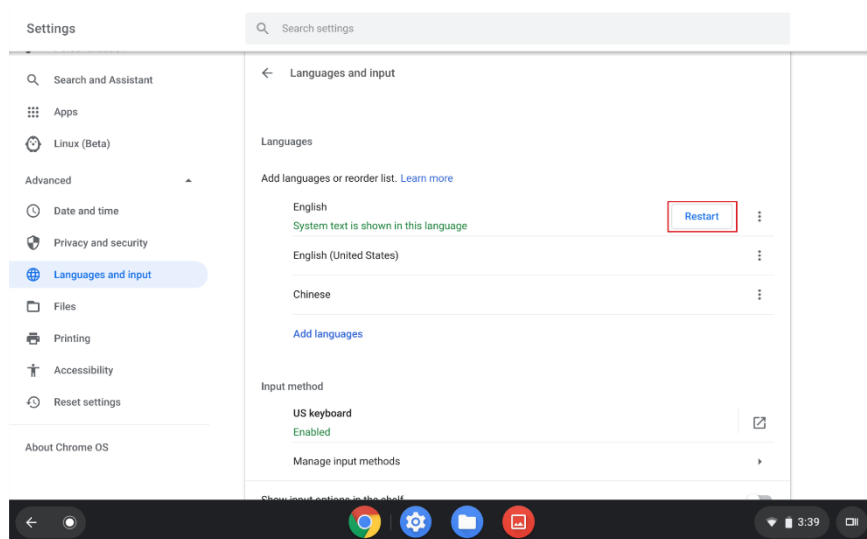
Step 5. In the **Languages** list, select **⋮** for the language you want to use, then check the box for **Show system text in this language**.



**Note:** If the language you want to use does not appear in the list, select **Add languages** and select your desired language from the list.



Step 6. Restart your device to make the new settings take effect.




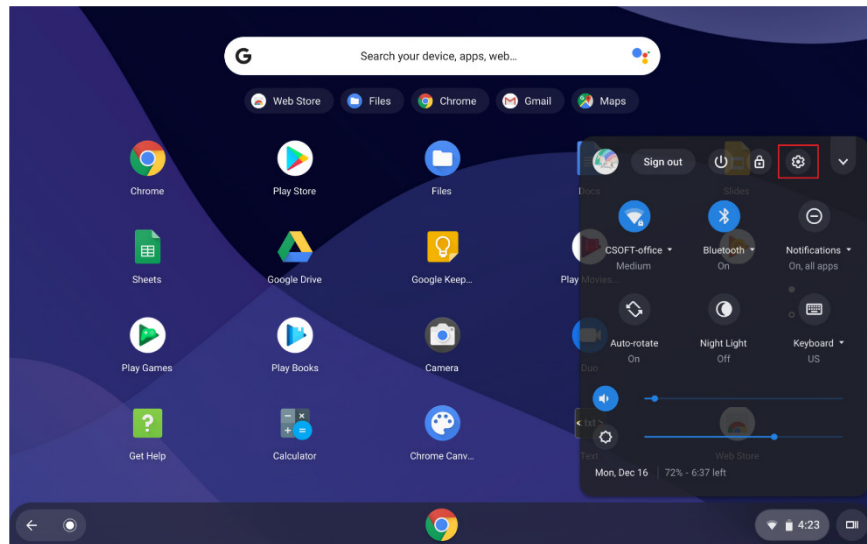
**Note:** You can change the display language settings only for the user account you are signed in with.

## Add an input method

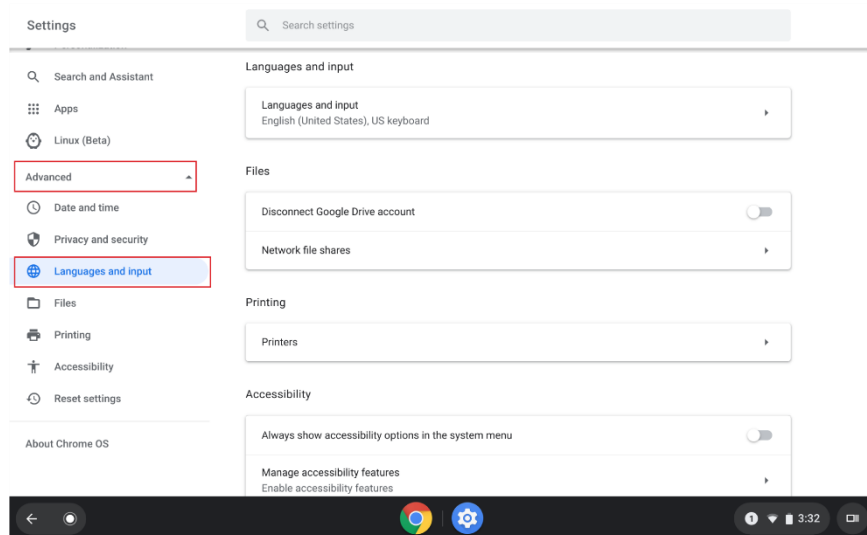
To type or enter text in some languages, you may need to add an input method.

Step 1. Sign in to your Chromebook with your Google Account.

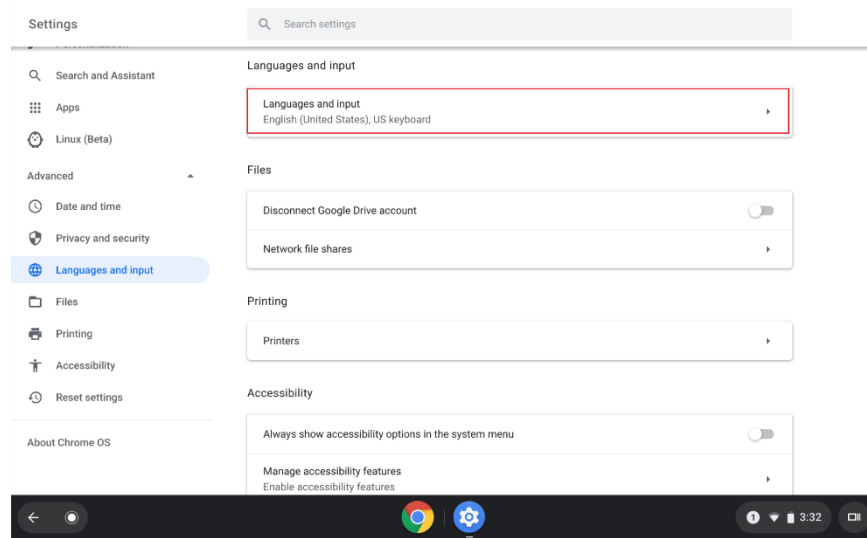
Step 2. Open the status bar in the lower-right corner of the screen and select .



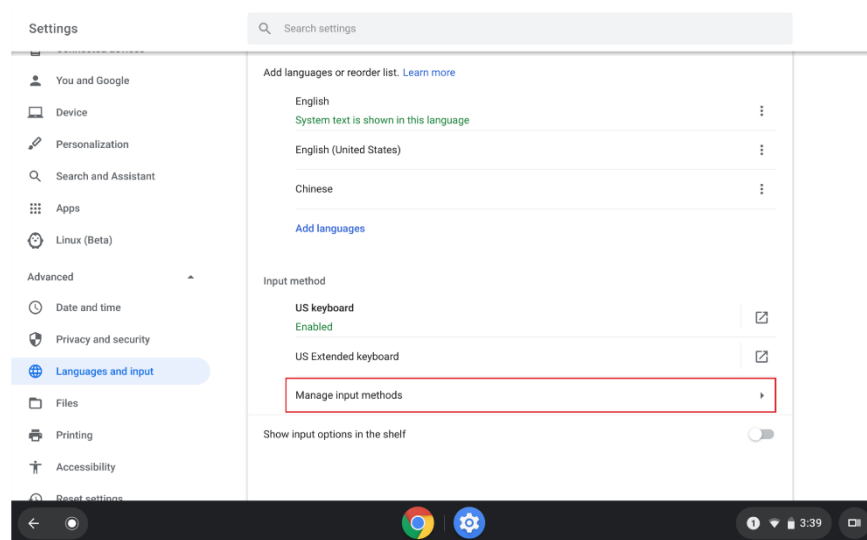
Step 3. Select **Advanced**, then select **Languages and input**.



Step 4. Select the **Languages and input** tab in the main display panel.

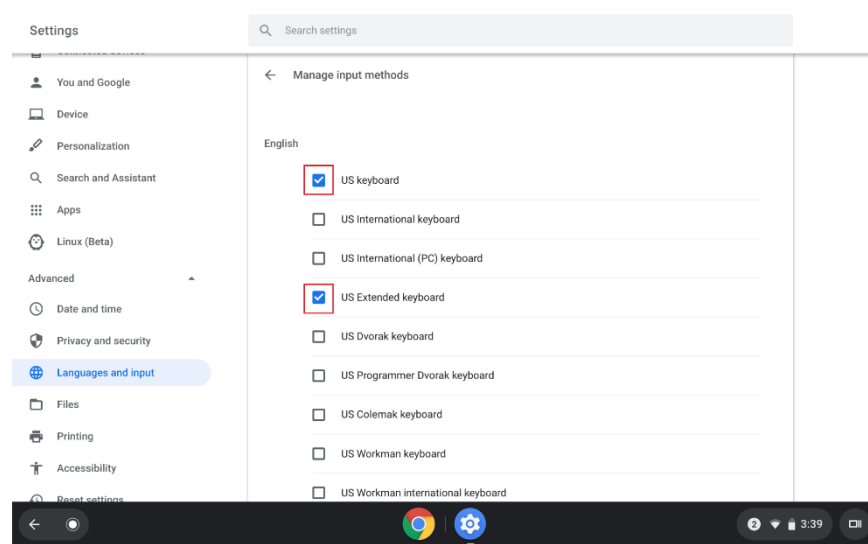


Step 5. In the **Input method** list, select **Manage input methods**.

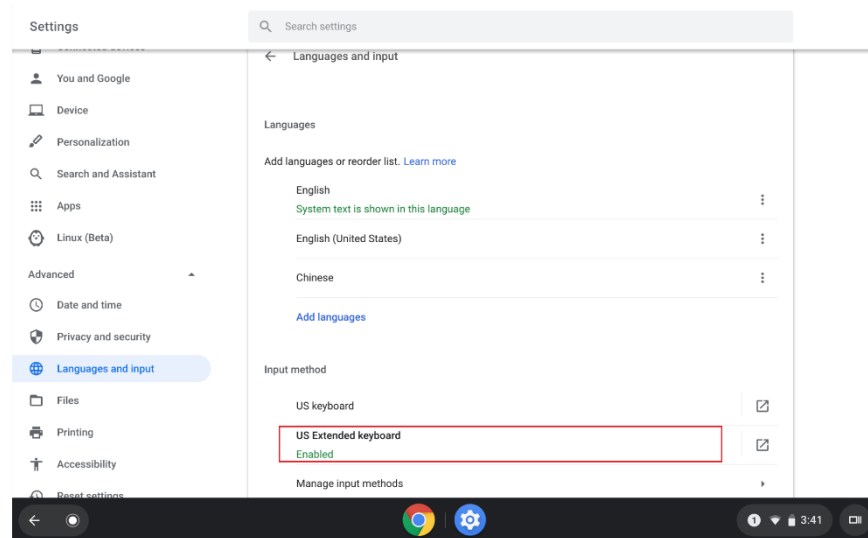




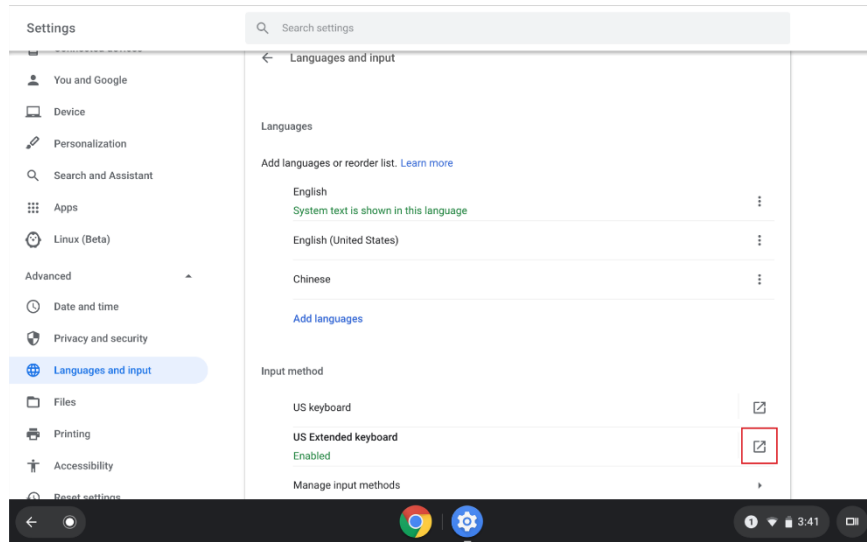
Step 6. Check the boxes for the input methods you would like to add, then return to the **Manage input methods** page.



Step 7. Select the input method you want to use. Your current input method will display as **Enabled**.



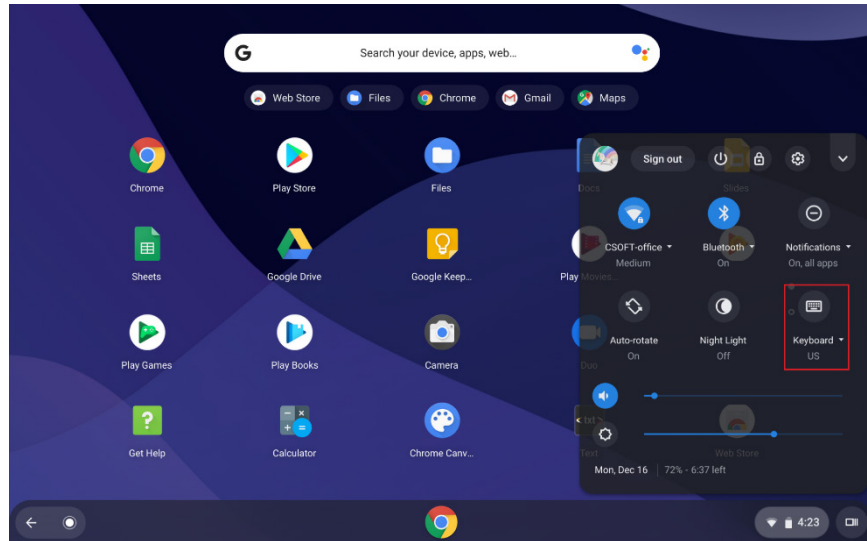
**Note:** You can change your settings for each input method by opening the extension link beside it.



## Switch input methods

If you have added multiple input methods, you may need to switch from one to another.

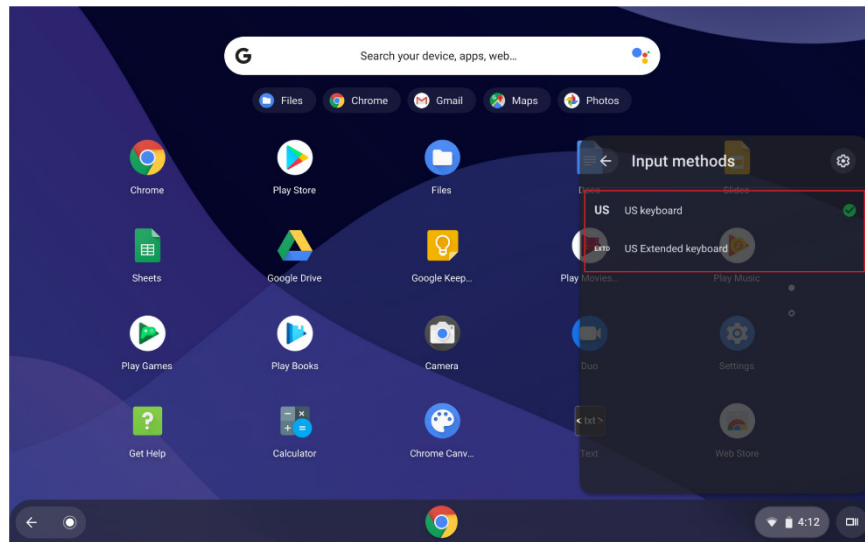
Step 1. Open the status bar in the lower-right corner of the screen and select your current input method to display the list of available input methods.



**Note:** If you cannot find the input method you want in the list, refer to "Add an input method" on page 21.

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Step 2. Select the name of the available input method you want to use.



**Note:** As a shortcut, you can use the following key combinations to switch input methods:

- Ctrl + Shift + Space to toggle through the available input methods.
- Ctrl + Space to switch back to your previous input method.

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## Chapter 4. Add and manage apps

### What is the Chrome Web Store?

The Chrome™ Web Store is a web resource where you can find apps, extensions, and browser themes for your Chromebook and the Chrome browser.

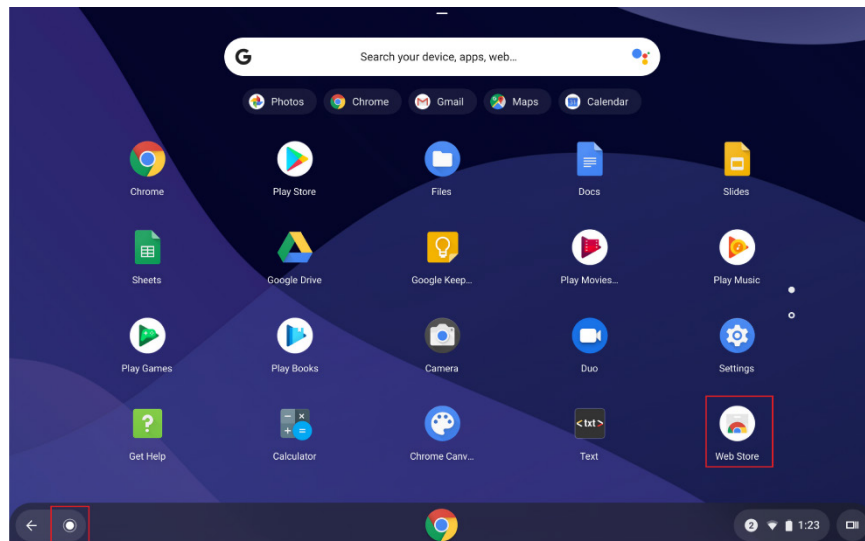
**Note:** Extensions are add-on features for the Chrome browser. Most of the apps and extension available on the Chrome Web Store are free, but some may require payment.

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

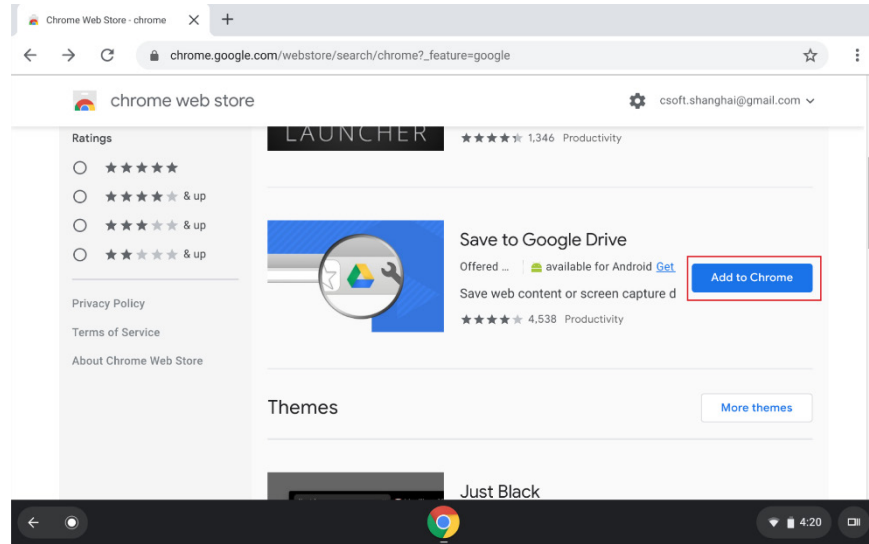
- Select the Web Store icon in the Apps launcher.
- Visit the Web Store directly at <http://chrome.google.com/webstore> using the Chrome browser.

### Add apps or extensions

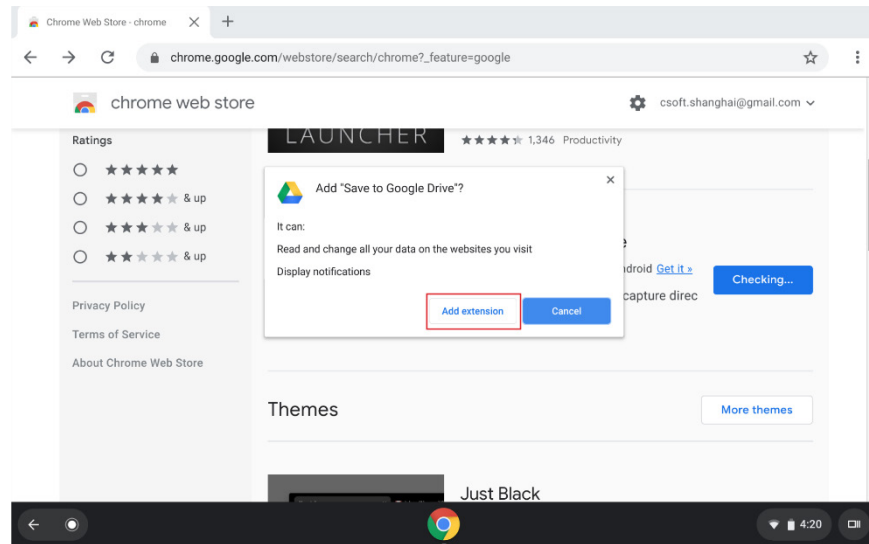
Step 1. Navigate to the Apps launcher in the lower-left corner of the screen, then select **Web Store**.



Step 2. In the Web Store, search for the app or extension you want using keywords or by browsing in categories, then select **Add to Chrome**.



Step 3. Select **Add app** or **Add extension**.



Most apps developed for your Chromebook are Web based and do not require installation. After adding an app, a shortcut for it will be pinned to the Apps launcher.

**Note:** When you use your Google Account to sign in to a different Chromebook, any apps you have added on a previous Chromebook device will synchronize automatically on the new device.

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# Appendix

## Important safety and handling information

To avoid personal injury, property damage, or accidental damage to the product, read all of the information in this section before using the product. For additional tips to help you operate your device safely, go to <http://www.lenovo.com/safety>.

### Handle your device with care

Do not drop, bend, or puncture your device; do not insert foreign objects into or place heavy objects on your device. Sensitive components inside might become damaged.

Your device screen is made of glass. The glass might break if the device is dropped on a hard surface, is subjected to a high impact, or is crushed by a heavy object. If the glass chips or cracks, do not touch the broken glass or attempt to remove it from the device. Stop using the device immediately and contact Lenovo technical support for repair, replacement, or disposal information.

When using your device, keep it away from hot or high-voltage environments, such as electrical appliances, electrical heating equipment, or electrical cooking equipment. Use your device only in the temperature range of 0°C (32°F) to 40°C (104°F) (storage -20°C (-4°F) to 60 °C (140°F)) to avoid damage.

Don't expose your device to water, rain, extreme humidity, sweat or other liquids. **Do not disassemble or modify your device.**

Your device is a sealed unit. There are no end-user serviceable parts inside. All internal repairs must be done by a Lenovo-authorized repair facility or a Lenovo-authorized technician. Attempting to open or modify your device will void the warranty.

### Built-in rechargeable battery notice

Do not attempt to replace the internal rechargeable lithium ion battery. There is risk of explosion if the battery is replaced with an incorrect type. Contact Lenovo Support for replacement.

### Plastic bag notice

#### **DANGER:**

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

### Adapter information

- Prevent your device and AC adapter from getting wet.

Do not immerse your device in water or leave your device in a location where it can come into contact with water or other liquids.

- Use approved charging methods only.

Note: Please only use standard Lenovo power adapters. The use of third-party power adapters will affect the charging speed, resulting in abnormal charging and potential damage to the equipment.

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Connect a standard power adapter to a suitable power outlet.

- Use a standard data cable to connect the device to a PC or a device that complies with USB 2.0 or higher.

Charging devices might become warm during normal use. Ensure that you have adequate ventilation around the charging device. Unplug the charging device if any of the following occurs:

- The charging device has been exposed to rain, liquid, or excessive moisture.
- The charging device shows signs of physical damage.
- You want to clean the charging device.

Warning:

Lenovo is not responsible for the performance or safety of products not manufactured or approved by Lenovo. Use only approved Lenovo ac adapters and batteries.

### **EU ErP (EcoDesign) Directive (2019/125/EC) - External Power Adapters (Regulation (EU) 2019/1782)**

Lenovo Products are designed to work with a range of compatible power adapters. Access <https://www.lenovo.com/us/en/compliance/eu-doc> to view the compatible power adapters. For the detailed power adapter specifications for your computer, go to <https://support.lenovo.com>.

### **Caution about high volume usage**

Warning: exposure to loud noise from any source for extended periods of time may affect your hearing. The louder the sound, the less time is required before your hearing could be affected. To protect your hearing:

- Limit the amount of time you use headsets or headphones at high volume.
- Avoid turning up the volume to block out noisy surroundings.
- Turn the volume down if you can't hear people speaking near you.

If you experience hearing discomfort, including the sensation of pressure or fullness in your ears, ringing in your ears or muffled speech, you should stop listening to the device through your headset or headphones and have your hearing checked.



To prevent possible hearing damage, do not listen at high volume levels for long periods.

### **Take care when using your device in a motor vehicle or on a bicycle**

Always prioritize your safety and the safety of others. Follow the law. Local laws and regulations might govern how you can use mobile electronic devices, such as your device, while you drive a motor vehicle or ride a bicycle.

Dispose according to local laws and regulations

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When your device reaches the end of its useful life, do not crush, incinerate, immerse in water, or dispose of your device in any manner contrary to local laws and regulations. Some internal parts contain substances that can explode, leak, or have an adverse environmental effects if disposed of incorrectly.

See “Recycling and environmental information” for additional information.

### **Keep your device and accessories away from small children**

Your device contains small parts that can be a choking hazard to small children. Additionally, the glass screen can break or crack if dropped on or thrown against a hard surface.

### **Protect your data and software**

Do not delete unknown files or change the name of files or directories that were not created by you; otherwise, your device software might fail to work.

Be aware that accessing network resources can leave your device vulnerable to computer viruses, hackers, spyware, and other malicious activities that might damage your device, software, or data. It is your responsibility to ensure that you have adequate protection in the form of firewalls, antivirus software, and anti-spyware software and keep such software up to date.

Keep electrical appliances away from your device. These include electric fans, radios, high-powered speakers, air-conditioners, and microwave ovens. The strong magnetic fields generated by electrical appliances can damage the screen and the data on the device.

### **Be aware of heat generated by your device**

When your device is turned on or the battery is charging, some parts might become hot. The temperature that they reach 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. Avoid keeping your hands, your lap, or any other part of your body in contact with a hot section of the device for any extended time.

## **Electronic emission notices**

### **FCC Compliance Statement**

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.



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- 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 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  
1009 Think Place - Building One  
Morrisville, NC 27560  
Telephone: 1-919-294-5900

#### **ISED Caution**

This device complies with Innovation, Science and Economic Development Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:

(1) This device may not cause interference, and this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

(1) l'appareil ne doit pas produire de brouillage, et

(2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

#### **Japanese VCCI Class B statement**

この装置は、クラスB情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。取扱説明書に従って正しい取り扱いをして下さい。VCCI-B

#### **Japan compliance statement for products that connect to power mains rated at less than or equal to 20A per phase**

日本の定格電流が 20A/相 以下の機器に対する高調波電流規制  
高調波電流規格 JIS C 61000-3-2 適合品

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## Environmental, recycling, and disposal information

### General recycling statement

Lenovo encourages owners of information technology (IT) 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. For information on recycling Lenovo products, go to <http://www.lenovo.com/recycling>.

### Important battery and WEEE information



Batteries and electrical and electronic equipment marked with the symbol of a crossed-out wheeled bin may not be disposed as unsorted municipal waste. Batteries and waste of electrical and electronic equipment (WEEE) shall be treated separately using the collection framework available to customers for the return, recycling, and treatment of batteries and WEEE. When possible, remove and isolate batteries from WEEE prior to placing WEEE in the waste collection stream. Batteries are to be collected separately using the framework available for the return, recycling, and treatment of batteries and accumulators.

Country-specific information is available at <http://www.lenovo.com/recycling>.

### Battery recycling information for Brazil

#### Declarações de Reciclagem no Brasil

Descarte de um Produto Lenovo Fora de Uso Equipamentos elétricos e eletrônicos não devem ser descartados em lixo comum, mas enviados à pontos de coleta, autorizados pelo fabricante do produto para que sejam encaminhados e processados por empresas especializadas no manuseio de resíduos industriais, devidamente certificadas pelos órgãos ambientais, de acordo com a legislação local. A Lenovo possui um canal específico para auxiliá-lo no descarte desses produtos. Caso você possua um produto Lenovo em situação de descarte, ligue para o nosso SAC ou encaminhe um e-mail para: [reciclar@lenovo.com](mailto:reciclar@lenovo.com), informando o modelo, número de série e cidade, a fim de enviarmos as instruções para o correto descarte do seu produto Lenovo.

### Recycling information for Japan

Recycling and disposal information for Japan is available at <http://www.lenovo.com/recycling/japan>.

### Recycling information for India

Recycling and disposal information for India is available at [http://www.lenovo.com/social\\_responsibility/us/en/sustainability/ptb\\_india.html](http://www.lenovo.com/social_responsibility/us/en/sustainability/ptb_india.html).

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## Battery recycling marks

- The battery recycling information of Taiwan



- Battery recycling information for the United States and Canada



### US & Canada Only

- Battery recycling information for the European Union

EU



## 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. You might find an ENERGY STAR mark affixed on the computer or displayed on the power settings interface. The Lenovo device of the following model name, if carrying an ENERGY STAR mark, has been designed and tested to conform to the ENERGY STAR program requirements for devices.

Lenovo CT-X636F

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By using ENERGY STAR qualified products and taking advantage of the power-management features of the device, 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>.

### **Export classification notice**

This product is subject to the United States Export Administration Regulations (EAR) and has an Export Classification Control Number (ECCN) of 5A992.c. It can be re-exported except to any of the embargoed countries in the EAR E1 country list.