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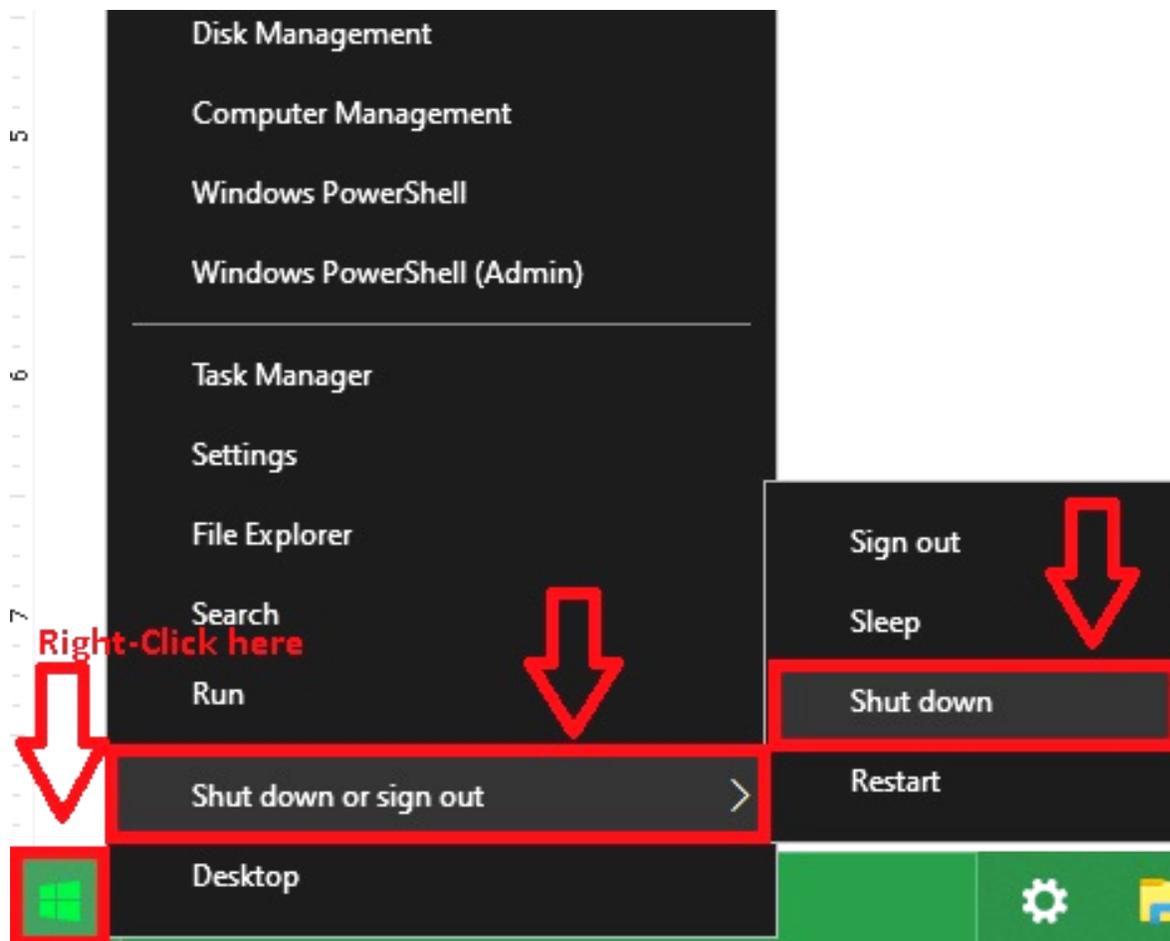
Preserve Battery

Fully **shut down** your PC when finished to **preserve battery**.

1. **Right-click** on the **Windows** icon in the lower right corner (To **right-click**, click on the right side of the touchpad or tap with 2 fingers anywhere on the touchpad)

2. Hover over “**Shut down or sign out**”

3. Click “**Shut down**”

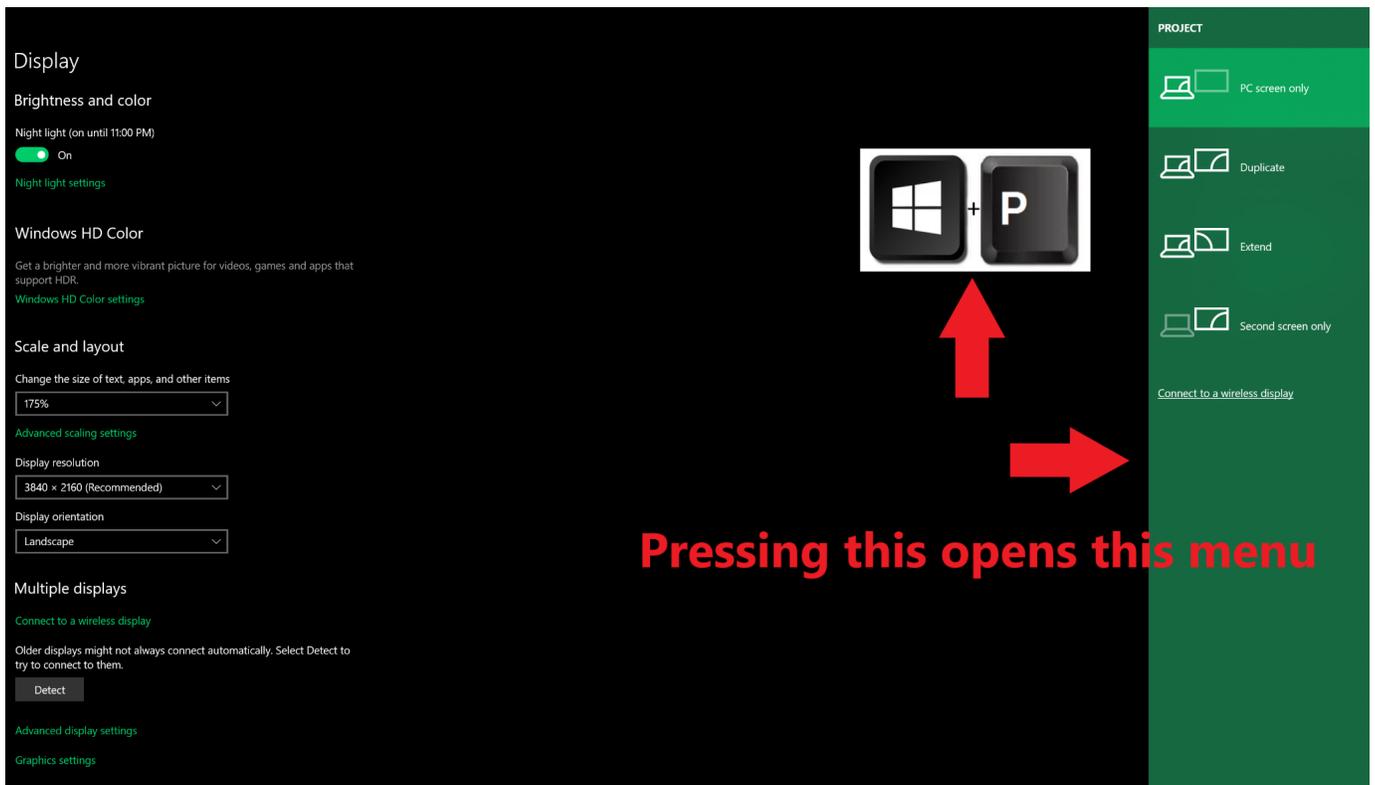


★ We recommend using the included barrel charger, even though the

ChromeBook charger (USBc) also works ★

How to Mirror/Extend to Projector Screen

Press the **Windows key + P** to open side menu



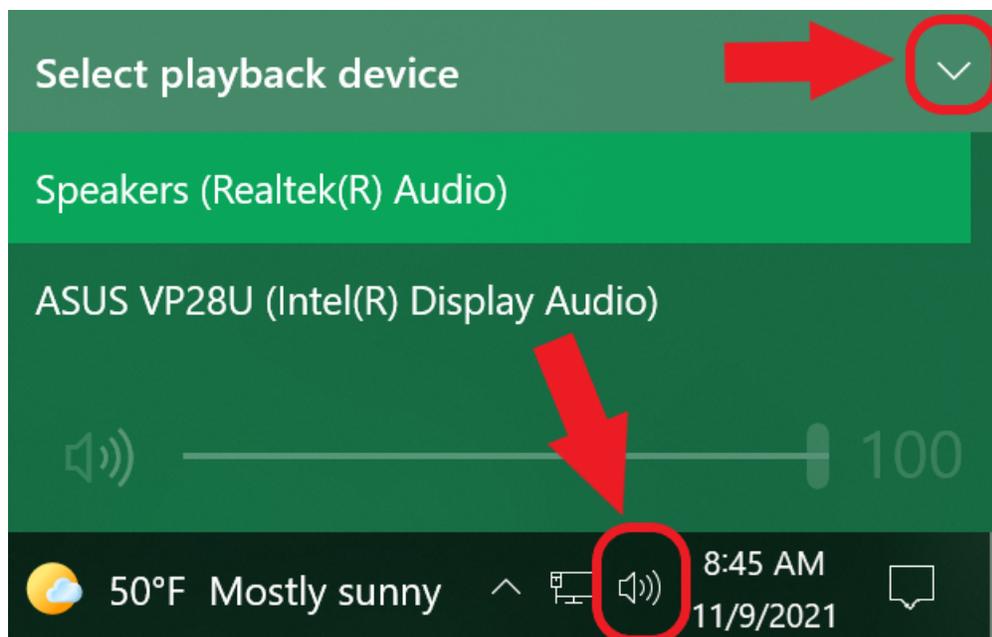
Choose desired projection display setting:

“Duplicate” - mirrors your screen

“Extend” - allows you to **drag** your windows onto the projection screen

How to Play Sounds to External Speakers

1. Click the **speaker icon** on the lower right corner of your toolbar
2. Click the **arrow** on the top right corner to open a drop down menu
3. Select the desired output device



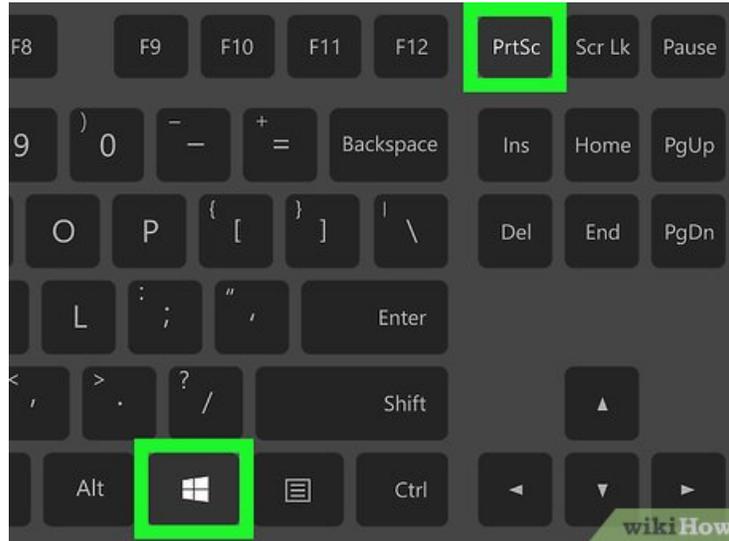
Click [here](#) for additional settings for:
Revolabs Speakers



How to Take Screenshots

Take a screenshot of your **entire screen**:

Windows key + PrintScreen key



Take a **partial screenshot**: **Windows key + Shift + S**

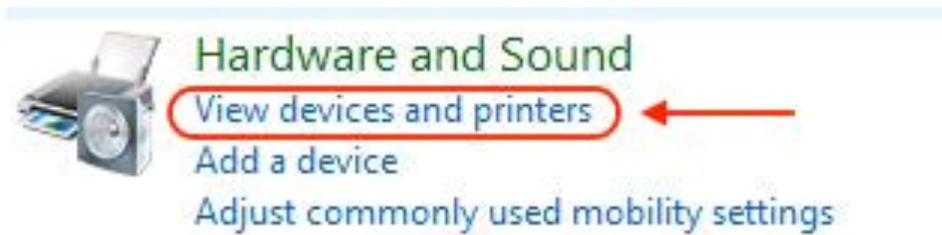
See below for more 

Helpful Shortcuts

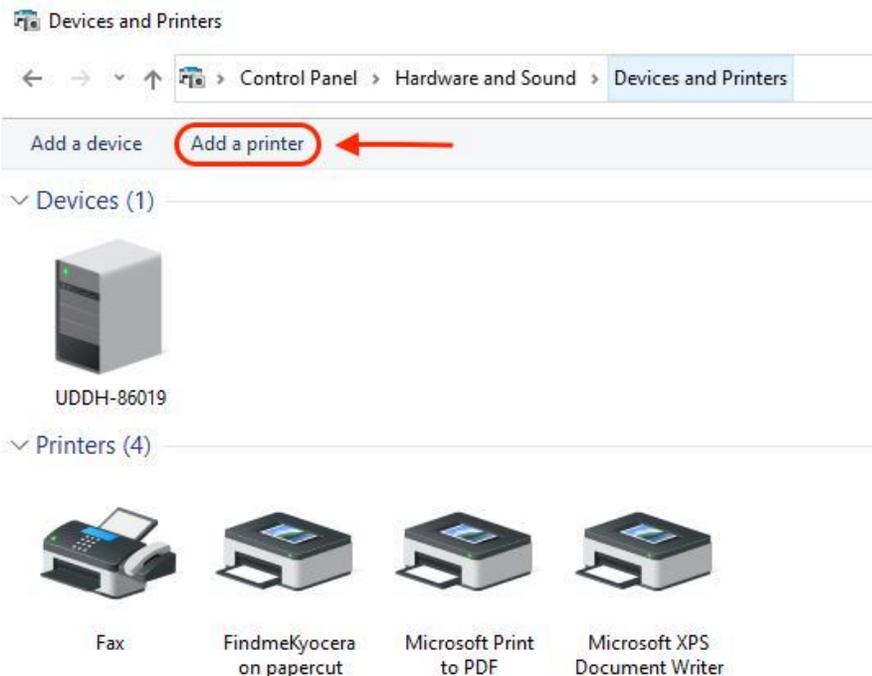
Copy:	ctrl + C
Paste:	ctrl + V
Cut:	ctrl + X
Undo:	ctrl + Z
Redo:	ctrl + Y
Find:	ctrl + F
Select All:	ctrl + A
Lock Screen:	Windows key + L
Switch between apps:	alt + tab
View open apps:	ctrl + alt + tab
Snap Window to left:	Windows key + left arrow
Snap Window to right:	Windows key + right arrow
Full Screenshot:	Windows key + Prt Scr key
Partial Screenshot:	Windows key + Shift + S

Add Printer (IP Address)

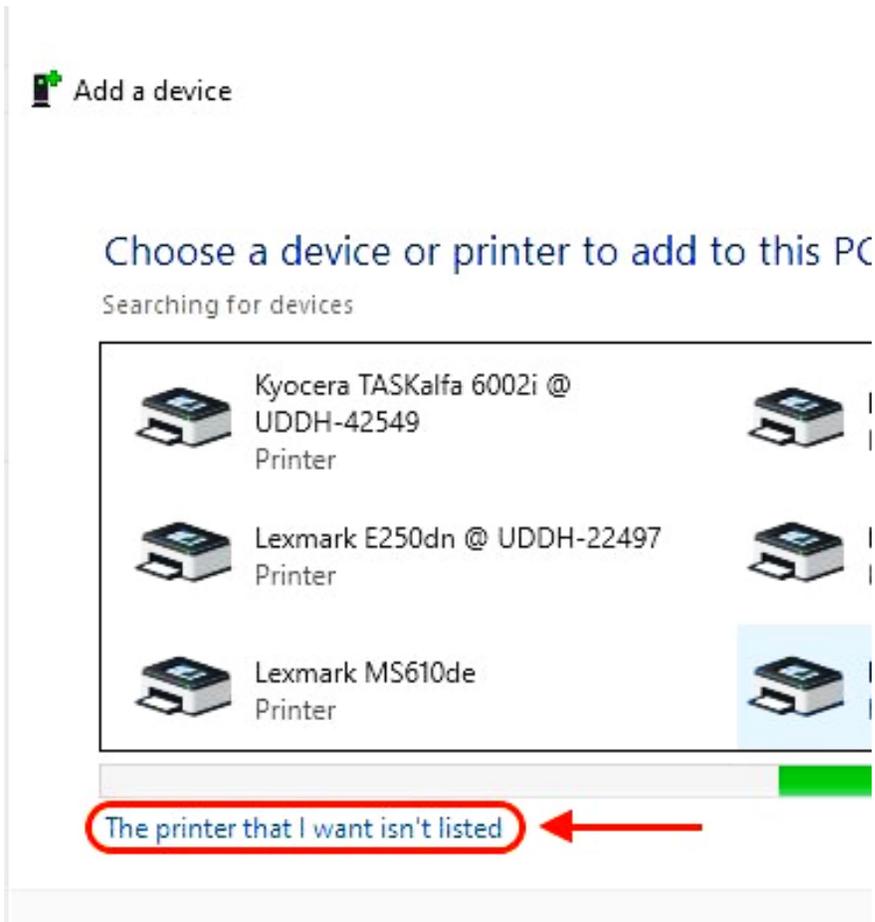
1. Type the words “**control panel**” into the search bar in the bottom left corner
2. Under **Hardware and Sound**, click “**View devices and printer**”



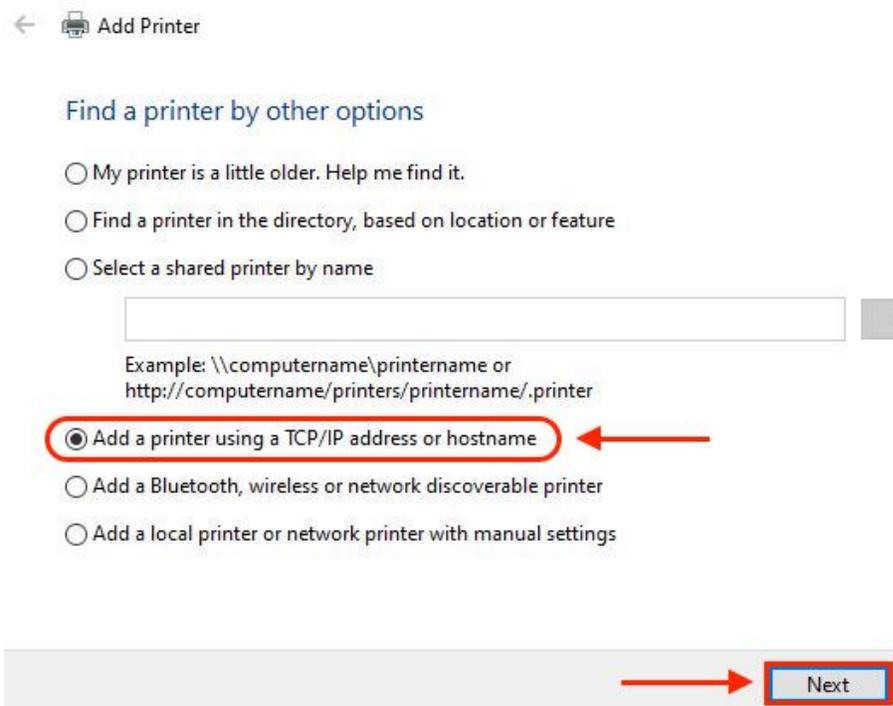
3. Click “**Add a printer**”



4. Click “**The printer that I want wasn’t listed**”



5. Select **“Add a printer using a TCP/IP address or hostname”**



6. Enter the **IP address** of the printer and click **Next**

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address:

Port name:

Query the printer and automatically select the driver to use

→ **Next**

7. Name the printer and click **Next**

You've successfully added NPID1AEE3 (HP LaserJet 200 colorMFP M276nw)

Printer name:

This printer has been installed with the HP LaserJet 200 color MFP M276 PCL6 Class Driver driver.

→ **Next**

8. Select **“Do not share this printer”** and click **Next**

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested or a new one. The share name will be visible to other network users.

Do not share this printer ←

Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

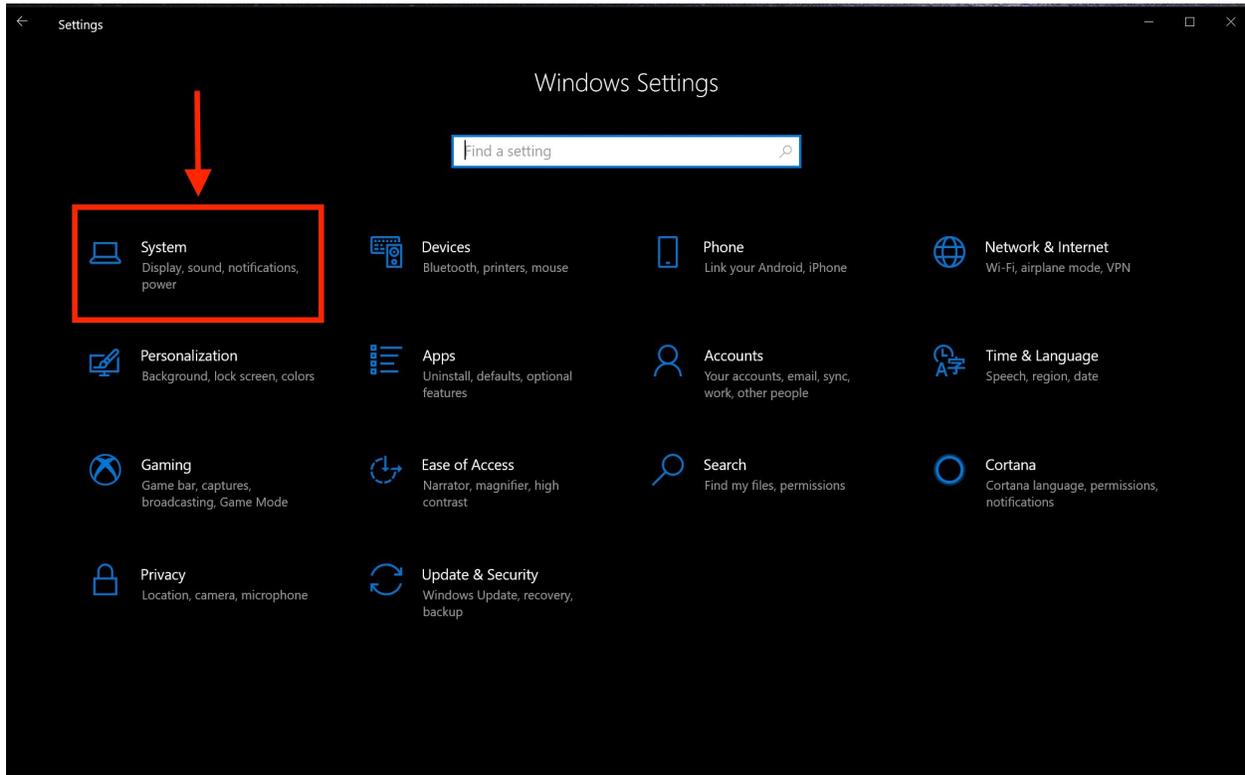
→

9. Click **Finish**

Raise the Microphone/Input Sound

1. Open **Settings**

2. Click **System**



3. Click **“Sound”**

4. Under **“Input”**, click **“Device properties”**

Settings

Home

Find a setting

System

- Display
- Sound**
- Notifications & actions
- Focus assist
- Power & sleep
- Battery
- Storage
- Tablet mode
- Multitasking
- Projecting to this PC
- Shared experiences
- Clipboard

Sound

Certain apps may be set up to use different sound devices than the one selected here. Customize app volumes and devices in advanced sound options.

[Device properties](#)

Master volume

50

Troubleshoot

[Manage sound devices](#)

Input

Choose your input device

Microphone (Realtek(R) Audio)

Certain apps may be set up to use different sound devices than the one selected here. Customize app volumes and devices in advanced sound options.

[Device properties](#)

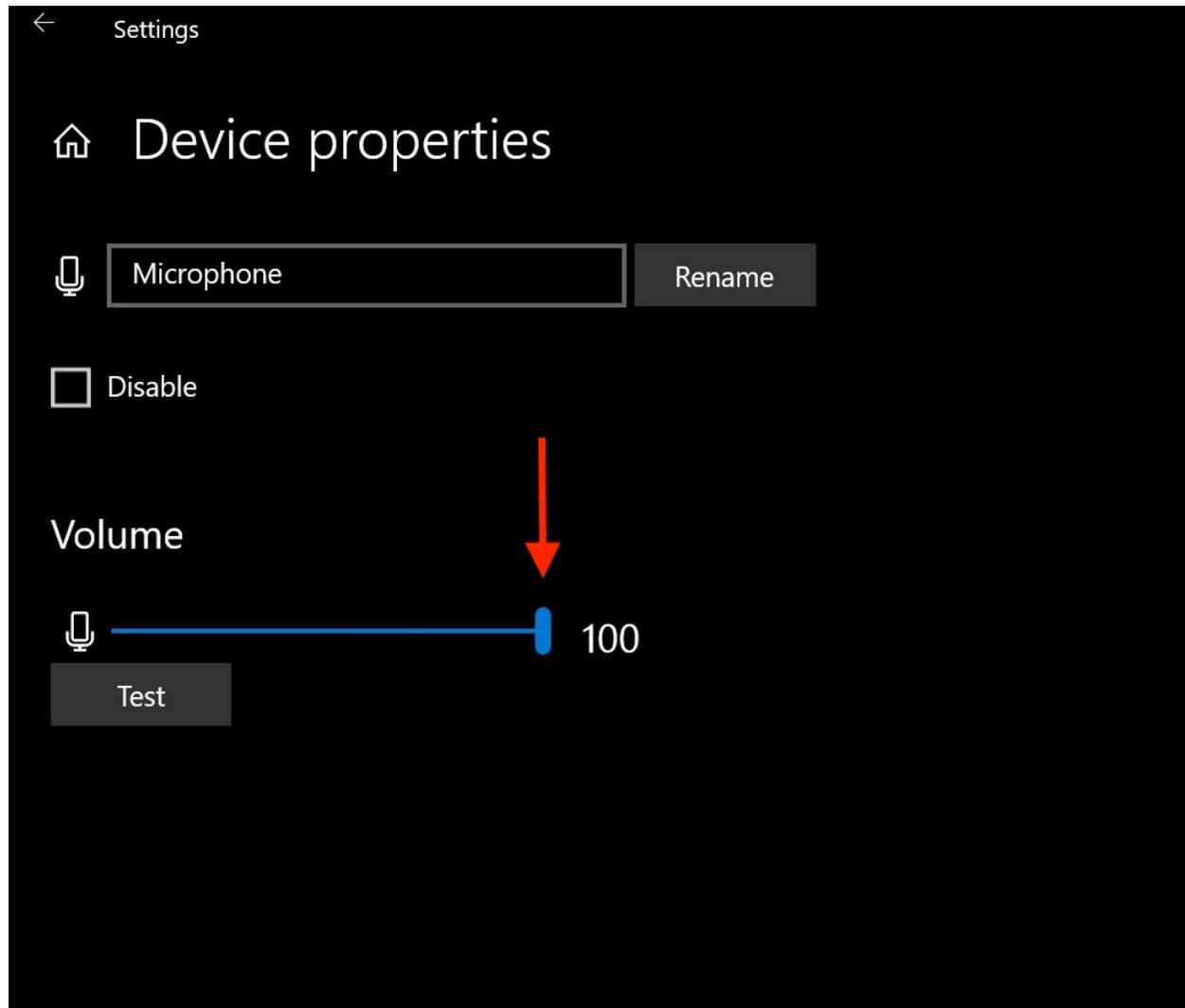
Test your microphone

Troubleshoot

[Manage sound devices](#)

The image shows a Windows Settings window with a dark theme. On the left, the 'Sound' option in the System category is highlighted with a red box and a red arrow pointing to it. On the right, the 'Sound' settings page is displayed. The 'Input' section is highlighted with a red box, and a red arrow points to the 'Device properties' link within this section. The 'Master volume' slider is set to 50. The 'Microphone (Realtek(R) Audio)' is selected as the input device.

5. Raise the microphone's input volume to desired level

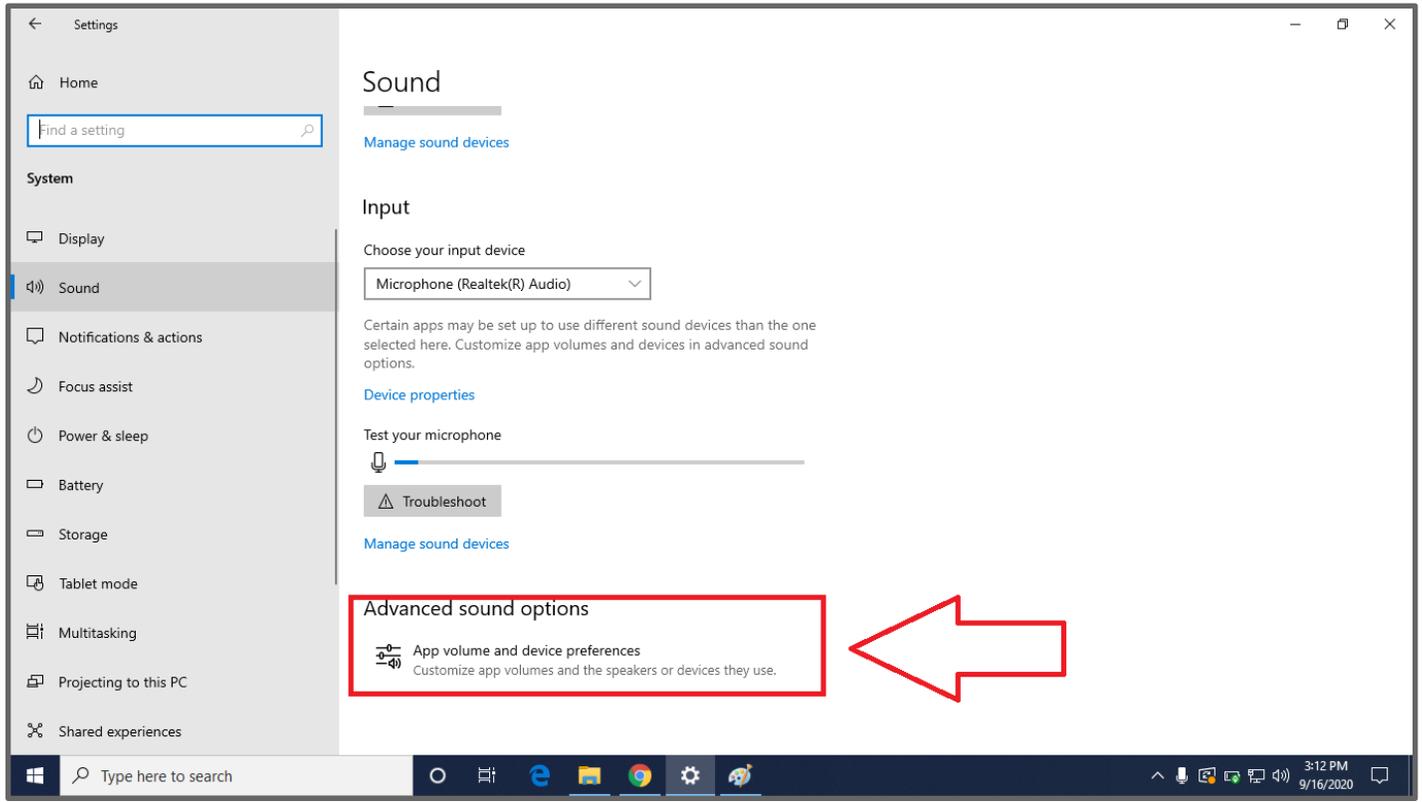


Adjust Application(s) Sounds Volume

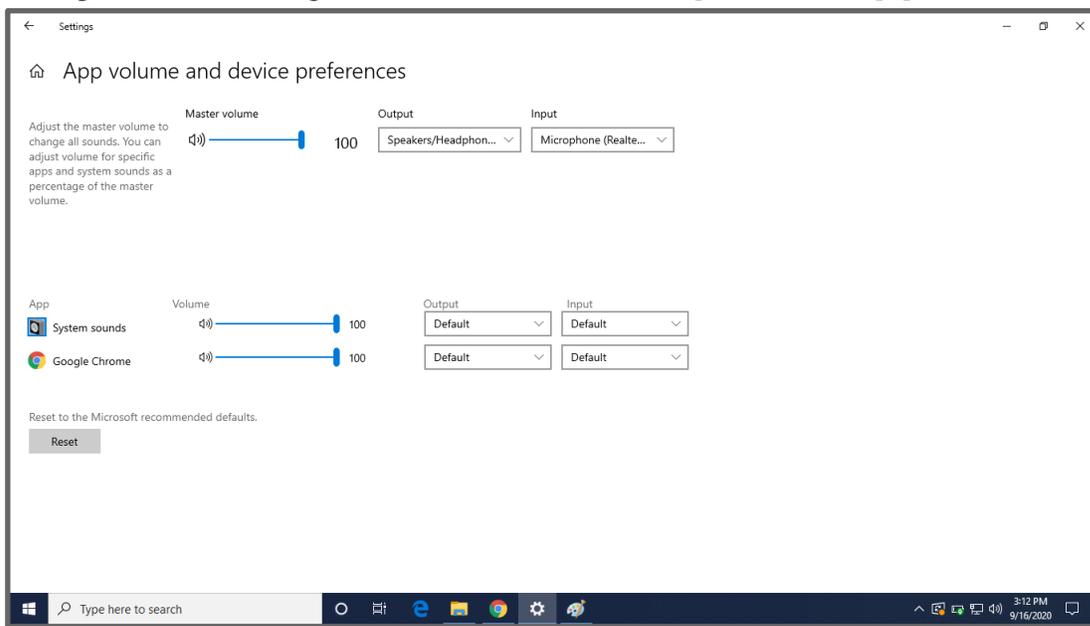
1. Open **Settings**

2. On the gray section to the left, click **Sound**

3. Click **Advanced sound options** (see screenshots below)



Here you can adjust volumes on specific applications

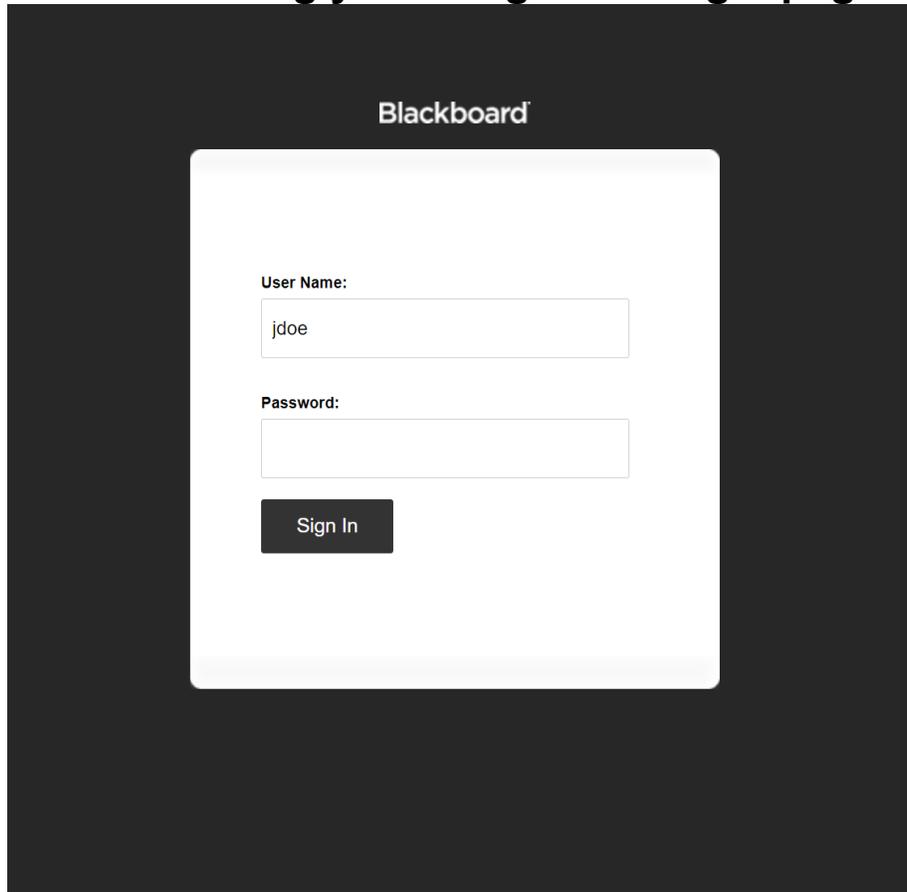


How to Login to Blackboard

Windows PC users should use the following URL:

<https://www.upperdarbysd.org/signin.aspx>

This will bring you to a generic login page:

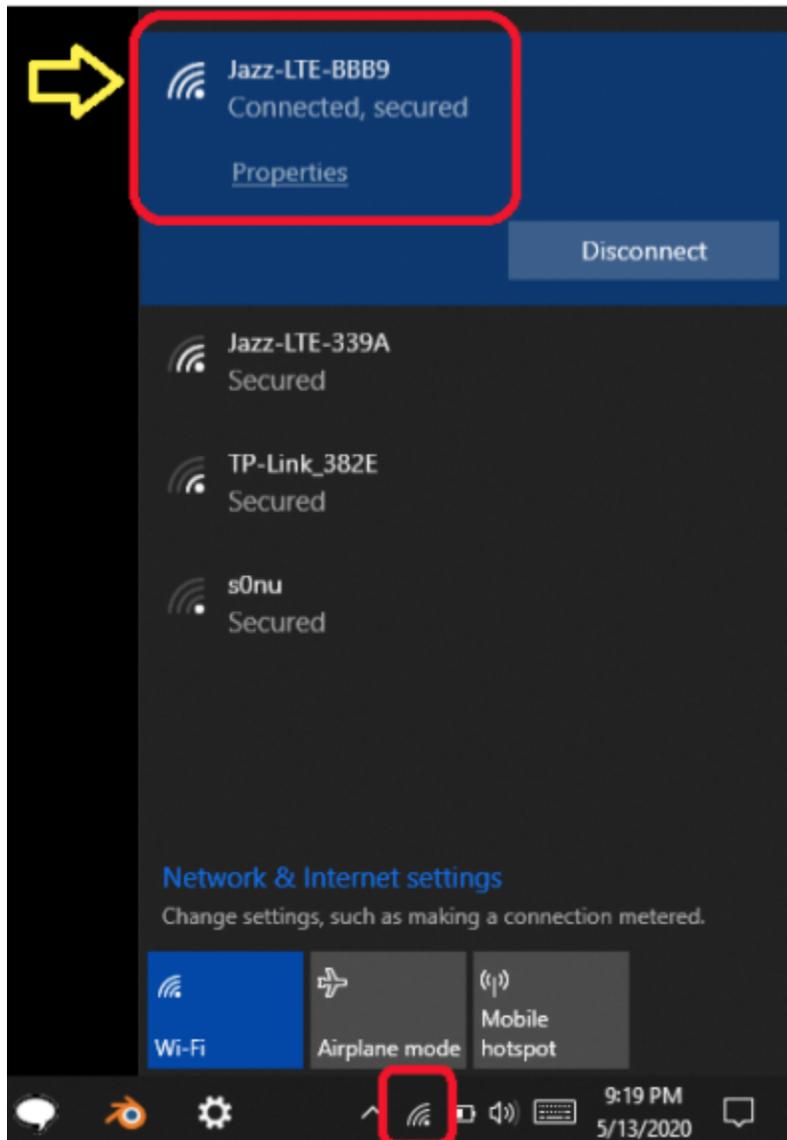
A screenshot of a Blackboard login page. The page has a dark background with the word "Blackboard" centered at the top. Below the title is a white rectangular login form. Inside the form, there are two input fields: "User Name:" with the text "jdoe" entered, and "Password:" which is empty. Below the password field is a dark "Sign In" button.

Enter your username **without** "@upperdarbysd.org"

Enter your password

Changing WiFi Networks

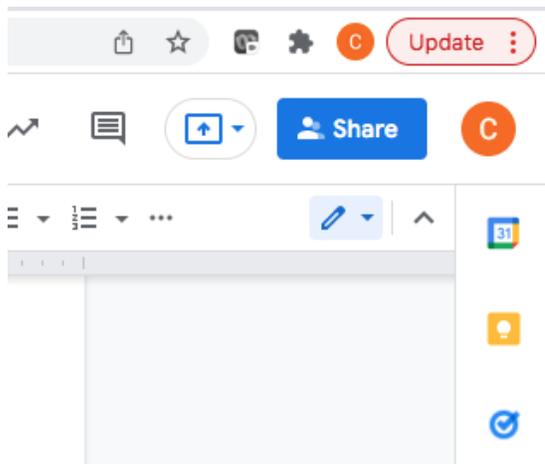
Click on the WiFi icon on the Taskbar and select your target network



Turn Google Chrome Sync On

Before you hand in your old computer, launch Google Chrome, login to gmail and click on your **small (not the LARGE)** Google account picture/initial which is located to the right of the URL address field.

In the below example, the **small** Google account picture/initial is the orange and white “c” to the right of the word Update

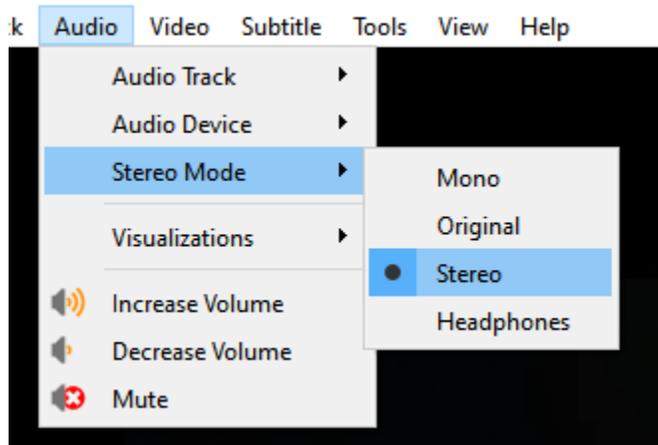


Now, click on “**Turn on sync**” and click **yes** for any additional prompts. Doing this will allow you to turn on sync on your new computer at which point all of your existing Bookmarks and any associated website

usernames and passwords will show up, in Chrome, on your new computer.

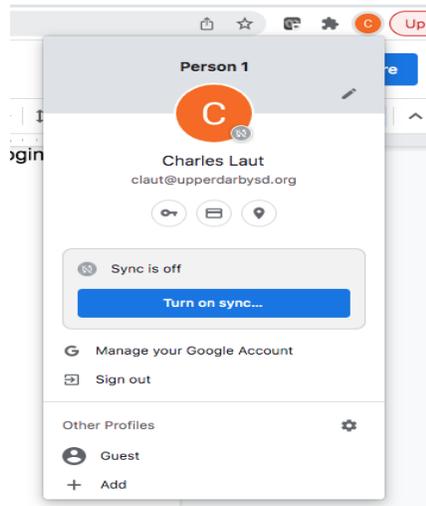
How to on VLC

1. Click
2. Select **Stereo Mode**
3. Select **Mono**



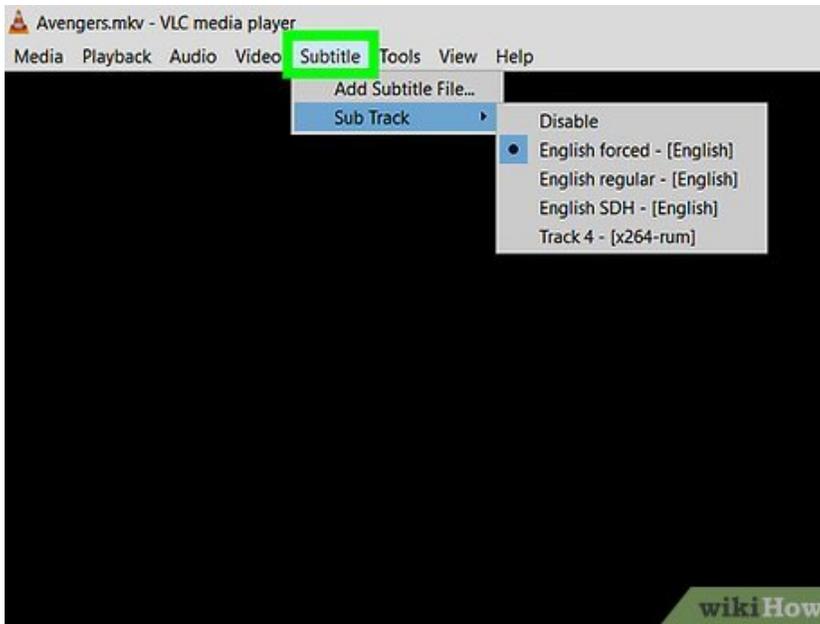
How to Set Closed Captions

1. Click **Subtitle** at the top-right corner
2. Click **Sub Track**
3. Select the Closed Captions that are available



Play Movies Application

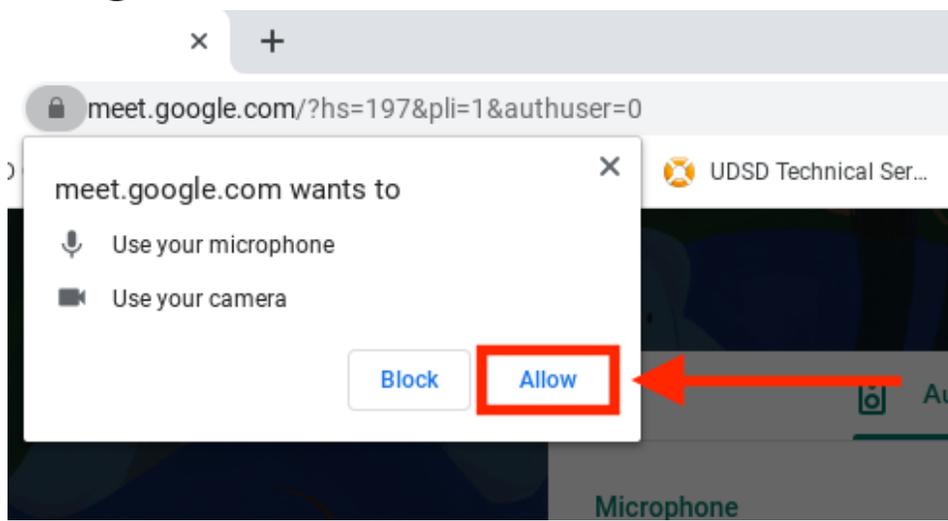
Audio at the top-right



Camera

Not Working

- **Check that the privacy slider is not covering the webcam**
- **Always click “Allow” when entering a Google Meet**



- Check that your computer is up to date:
- [How-To: Run Windows Updates](#)
 - **Restart your computer**

UDSD Resource Links

These Can Be Found on Upper Darby's Website.

In the URL Address field of Google Chrome type **upperdarbysd.org**
When the website loads click on the dark black *staff* rectangle which will now bring up the various UDSD resource Links.



Note: If additional links are required then click on View More and login using the some credentials you use to login to your computer.