

## How can I best prevent damage to my Chromebook?

### **Always keep your Chromebook in its case.**

- If you need a new case, go to the library

### **Carry your Chromebook by closing it and holding it with two hands.**

- Don't hold it by the screen! Thumbs have been known to crack screens.

### **Check before closing your Chromebook.**

- Closing on earbuds, pens, phones, etc. can crack your screen or break the hinges.

### **Beware of your Chromebook being stepped on.**

- This includes when your Chromebook is in a backpack.

### **Keep liquids away from your Chromebook.**

- Spills cause some of the most expensive damage.

### **Fines associated with Chromebook loss/damage:**

- Entire Chromebook: \$300
- Motherboard: \$176
- Lost/damaged charger: \$35
- Cracked/damaged screen: \$66
- Broken hinges: \$15 per hinge
- Trackpad: \$5
- Keyboard: \$20
- Chromebook body: \$25

## What do I do if...?

### My Chromebook isn't charged?

- The library doesn't lend out chargers. Fully charged day-loan Chromebooks can be checked out at the library. Replacement chargers may be issued for a fee.

### I forgot my Chromebook?

- The library lends out fully charged Chromebooks for a day-loan. They must be checked out before the end of third period, and they must be returned by the end of the day to the library.
- Plan wisely to borrow a Chromebook before class and allow time for waiting if there is a line. You will not be provided a late pass.
- You are responsible for damage and loss to any day-loan Chromebooks, just as you are with your regular Chromebook.
- If you do not return day-loan Chromebooks on time or repeatedly borrow, you and your family may need to have a conversation with site administration.
- Make sure someone checks in your day-loan Chromebook before you leave!

### My Chromebook is broken?

- Go to the library and have your Chromebook checked and fixed.
- If your Chromebook must be kept for repairs, you will be issued a long-term Chromebook loaner until your original one is fixed. Any fees will be added when repairs are done.
- Do not avoid or delay asking for help!
  - ... Trying to fix it on your own can cause more damage.
  - ... Damage often gets worse (and more expensive) if you don't fix it.

If you lost your Chromebook? If you left your Chromebook somewhere you can't get to for days or weeks?

- Tell the library staff and we will help you! Our #1 concern is that you are able to do your work!

## How do I print?

Chromebooks can print via **Google Cloud Print**. You have to set up your Chromebook to print from different computers.

To add a printer to Google Cloud Print, you will need to go to the Chrome Settings. Log into Chrome, go to **PREFERENCES > SETTINGS > SHOW ADVANCED SETTINGS** (from the bottom of the list). Select **MANAGE**. You can manage your Google Cloud Printing from this menu.

When printing be sure to check your printing **DESTINATION**. If the destination is <<Save as PDF>>, Select **CHANGE**, and choose a printer from Google Cloud Print.

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## Printing in the Library

You can always print in the library. Look for directions on how to cloud print from your Chromebook. Don't hesitate to ask for help.

Plan wisely to print before class and allow time for technical issues and waiting, especially near or on due dates. You will not be provided a late pass.

Save paper and ink! Use **PRINT PREVIEW**, set page ranges, and try [printfriendly.com](http://printfriendly.com).

Worksheets, documents from your teacher's websites, and school forms are free. Any other printing is:

**Black and White printing: \$0.15/page**

**Color: \$0.50/page**

## Troubleshooting your Chromebook

When in doubt, reboot!

Hold the power button until your computer turns off and then turn your computer back on.

Log out, "remove your user," and log in again re-typing your full email address.

Remove user by using the drop-down in the top right corner of your login screen avatar.

Make sure Chrome is updated.

Got to **SETTINGS > ABOUT CHROME OS**> Check for and apply updates. Follow directions if update is needed.

Can't connect to Wi-Fi?

Check and correct your date and time settings to be accurate.

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## Other Help You Can Get in the Library

Did you know the librarian is every student's teacher for all 4 years? You can get help:

### Finding Information

- Advanced web searching
- Online academic databases

### Working on Assignments

- Organization
- Research
- MLA Format and writing

### Using Technology

- Selecting, troubleshooting, and using tools to learn and to demonstrate learning.