



## User Manual of Product 1:

Acer Chromebook 514 Laptop | 14" FHD Touch | MediaTek  
Kompanio 828 Octa-Core Processor | 8GB RAM | 64GB eM  
| Wi-Fi 6 | Backlit KB | Chrome OS | Up to 15 Hours Battery Life  
| CB514-2HT-K0FZ, Silver







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Acer Chromebook 514

Covers: CB514-2H / CB514-2HT

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## Important

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## Register your Acer product

Go to [www.acer.com/register-product](http://www.acer.com/register-product), and sign in or sign up your Acer account to register your product.

Once it is done, you can review it under "My Products" page.



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## GETTING STARTED

### Turn on your Chromebook

On the Chromebook, press the power button. A "Welcome" screen will appear when the Chromebook first boots up.

### Select your language settings

Use the "Language" drop-down list to choose your default language setting. If there is more than one way to type in your language, you may be prompted to select a keyboard input method as well.

### Connect to a network

Select a network from the "Connect to network" list to connect to the Internet. If network access is protected, you will need an access key or password to connect to it.

### Accept the Terms of Service

Once connected to a network, accept the Terms of Service. The Chromebook will then download any available system updates, and you will automatically get the latest Chrome OS features.

### First-time sign-in

#### Create a new Google Account

You can create a new Google Account if you don't already have one. Select Create a Google Account to set up a new account. A Google Account gives you access to useful web services developed by Google, such as Gmail, Google Drive, and Google Calendar.



## Enterprise enrollment (optional)

You can enroll the Chromebook by selecting Enterprise enrollment.

## Sign in to your Google Account

If you already have a Google Account, enter your username and password in the sign-in box that appears and select the Sign in button. If your device is a Chromebook Enterprise, click More options and select Enterprise enrollment.

Sign in to your Chromebook

Email or phone

Forgot email?

More options

Back

### Important

Sign in with your primary Google Account. This account will be the owner and is the only account that will be able to change certain Chrome settings.



# YOUR ACER CHROMEBOOK TOUR

## Front view

#	Icon	Item	Description
1		Microphone	Internal microphone for sound recording.
2		Webcam	Web camera for video communication. <i>A light next to the webcam that the webcam is active.</i>
3		Screen	Displays computer output, touch or non-touch option.



# Keyboard view

4

1

2

3












#	Icon	Item	Description
1		Keyboard	For entering data into your computer.
2		Speakers	Deliver stereo audio output from your computer.
3		Touchpad / click button	<p>Touch-sensitive pointing device which functions like a computer mouse.</p> <p><i>Pressing down anywhere on the touchpad functions like the left button of a mouse.</i></p> <p><i>Pressing down anywhere with two fingers functions like the right button of a mouse.</i></p>
4		Power button	Turns the computer on and off.





## Function keys

The Chromebook uses function keys or key combinations to access some hardware and software controls, such as screen brightness and volume. The dedicated function keys each have a specific function.

Icon	Function	Description
	Previous	Go to the previous page.
	Reload	Reload the current page.
	Full-screen	Open the page in full-screen mode.
	Next window	Switch to the next window.
	Screenshot	Takes screenshot.
	Brightness down	Decreases the screen brightness.
	Brightness up	Increases the screen brightness.
	Mute	Turns off audio output.
	Volume down	Decreases the volume.
	Volume up	Increases the volume.
	Launcher	Launch the Apps panel.

## Common keyboard shortcuts

You can use shortcuts to complete some tasks more quickly.

Keyboard shortcuts	Description
Ctrl +	Takes screenshot.
Alt +	Toggles caps lock.
Alt +	Projects your screen.



## Touchpad

The built-in touchpad is a pointing device that senses movement across its surface. This means the cursor responds as you move your fingers across the surface of the touchpad.

### Action

### Gesture

Click

Press down on any part of the touchpad.

Two-finger tap  
(or alt-click)

Tapping the touchpad with two fingers or pressing (and holding) Alt on the keyboard and tapping the touchpad with one finger both equal a "right-click" on a computer mouse.

Two-finger swipe

Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.

Drag and drop

Select the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item. (This gesture works for files, not windows or icons.)



# Left view

1 2 3			
#	Icon	Item	Description
1		USB Type-C port with DC-in	Connects to the provided USB power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort™ over USB.
2		USB 2.0 / 3.0 port	Connects to USB devices.
3		Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones, headset with microphone).



## USB Type-C information

- USB 3.2 Gen 1 with transfer speeds up to 5 Gbps.
- Supports DisplayPort™ audio/video output.
- Delivers up to 3 A at 5 V DC for USB charging.
- DC-in: requires power adapter or power source providing 65 W, 9~20 V.  
For optimal performance, please use a certified Acer power adapter or USB Power Delivery device.



## Right view

1 2

#	Icon	Item	Description
1		Battery indicator	Indicates the computer's battery status. <i>Charging: The light shows a red light when the battery is charging.</i> <i>Fully charged: The light shows a green light when in AC mode.</i>
2		USB Type-C port with DC-in	Connects to the provided USB power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort™ over USB.





## FREQUENTLY ASKED QUESTIONS

### Question

### Answer

What software works on a Chromebook?

Chromebooks use apps from the Google Play Store and on the web, instead of traditional software applications. There are apps to be productive, get creative, enjoy movies and TV shows, play games and more.

How do I get more apps?

Download Chromebook apps from the Google Play Store app. Find the app by clicking the Launcher icon and searching "Play Store".

Can I use Microsoft Office software?

Chromebooks work with Microsoft Office<sup>®</sup> Excel<sup>®</sup> and PowerPoint<sup>®</sup>. You can download the apps from the Google Play Store or use them on the web.  
*\*Additional functionality available with Microsoft 365 subscription. Microsoft, Excel, and PowerPoint are registered trademarks of Microsoft Corporation.*

Where can I find my files?

All your files are stored in the Files app. Find the app by clicking the Launcher icon and searching "Files".

How do I transfer my local files?

Transfer your local files using a compatible storage device. Your Chromebook works with most external storage devices (e.g.: USB thumb drives, removable hard drives).

Why does my Chromebook need

You'll use your Google Account to sign in to your Chromebook. It is the same account you use for Google services such as Gmail.



## Question

How do I set this up for my child?

## Answer

If you want to set up parental controls for your child, it's important that you sign in using your child's personal Google Account. If they already have one, you can create one during the sign-in process on your Chromebook. You will be able to add your child's school account after you complete device onboarding.

## Get help or more information

For information on:

Chromebook Help

Chrome OS

Refer to:

Open the Explore app on your Chromebook.

[google.com/support/chromebook](https://google.com/support/chromebook)