Lenovo 100e/300e Windows 2nd Gen User Guide

Lenovo

IMPORTANT

Use your FULL FPS email address as your Username to login BEFORE you leave school!

HOW TO CARE FOR YOUR DEVICE

CLEAN YOUR DEVICE WITH APPROVED PRODUCTS

DO NOT ATTEMPT TO REPAIR YOUR OWN DEVICE, LET A TEACHER KNOW

CARRY DEVICE IN A PROPER BAG OR CASE

DO NOT LEAVE IN EXTREME TEMPERATURES

DO NOT CARRY DEVICE BY SCREEN, CLOSE WHEN CARRYING

DO NOT PLACE HEAVY OBJECTS ON TOP OF DEVICE

FOOD AND DRINKS ARE NOT ALLOWED AROUND THE DEVICE

DEVICE GUIDELINES FOR TEACHERS/STAFF

IF STUDENTS DEVICE NEEDS REPAIR, CONTACT IT AND PLACE A HELPDESK TICKET ONLINE

508-543-1555 or EXT 50100

REVIEW GUIDLINES OF DEVICE CARE WITH STUDENTS

Ensure that students understand what they can and cannot do with their devices.

IF FULLY REMOTE, THERE WILL DESIGNATED DROP-OFF AREAS FOR REPAIRS

There will be a location at every school building..

**ASSIST STUDENTS WITH LOGGING ON FOR FIRST TIME**

Show where the programs are that will be using for the class.

Need an application that's not already downloaded?
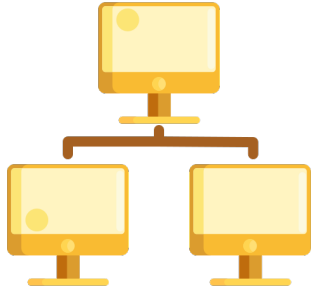Go to start menu to navigate to...

Company Portal – replaces the "Software Center"
for FPS specific apps (e.g. eBeam software, HoverCam software, etc)

Microsoft Store – see "Foxborough Public Schools" tab for pre-approved apps
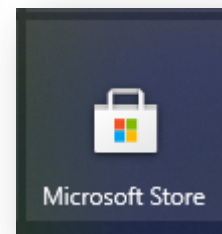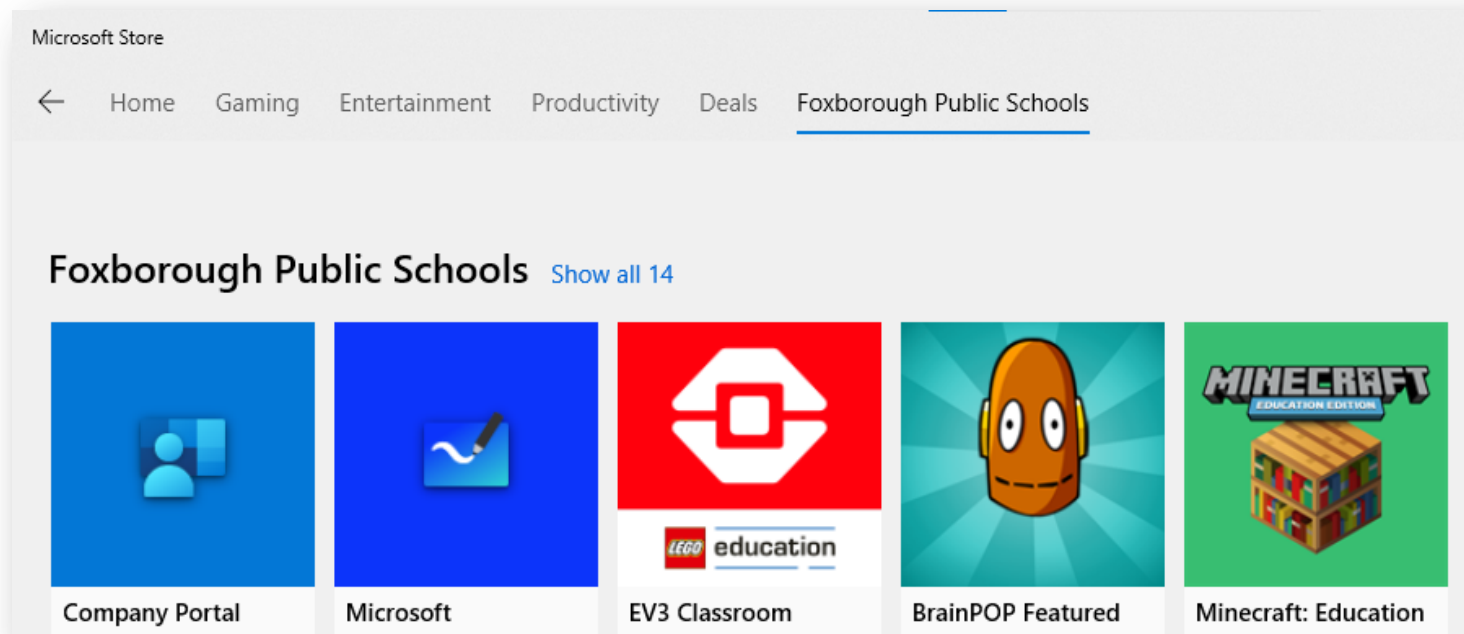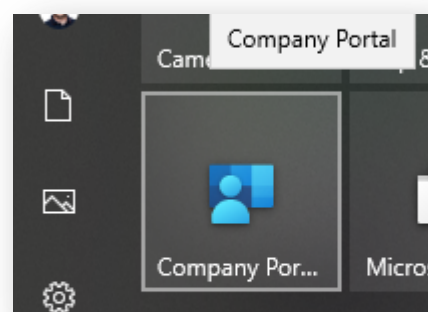
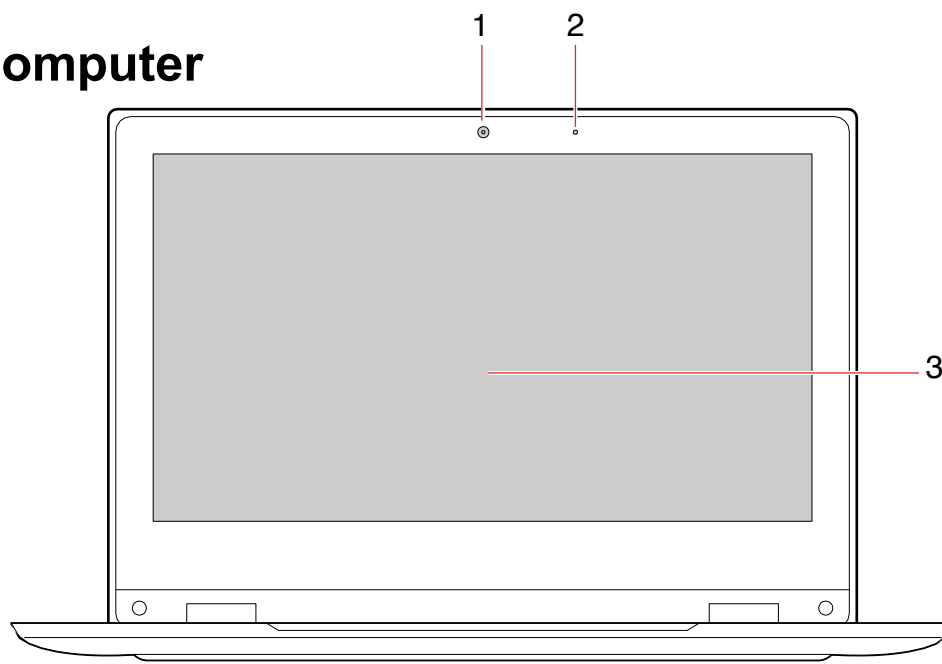Work in the cloud for easy transition between devices

Network Drives are unavailable

Do NOT connect your laptop to classroom projectors! Continue to use your classroom teacher computer

Meet your computer

|	
1. Front camera	Take pictures or record videos by clicking **Camera** from the Start menu. The indicator next to the camera is on when the camera is in use. If you use other apps that support photographing, video chatting, and video conference, the camera starts automatically when you enable the camera-required feature from the app.
2. Microphone	Captures or records sound and voice.
3. Screen	Displays text, graphics, and videos.

Left
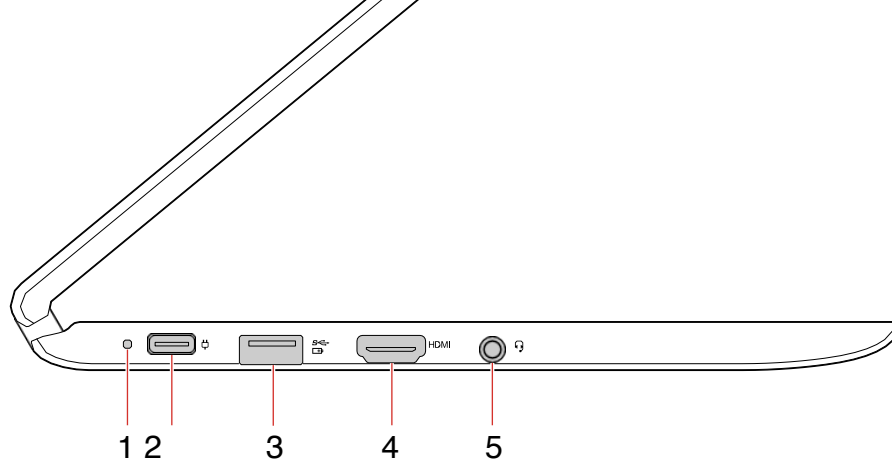
| 1. Battery/Charging status indicator	This indicator shows whether the ac power is connected to the computer and the battery power status of the computer.
2. USB-C™ connector / Power connector	• Charges your computer.
3. Always On USB 3.0 connector	To charge the USB-compatible devices when your computer is off, in sleep mode, or in hibernation mode, enable the Always On USB feature on your computer. See "Enable/ Disable always-on" on page 30.
4. HDMI™ connector	Connect to a compatible digital audio device or video monitor, such as an HDTV.
5. Audio connector	Connect headphones or a headset with a 3.5-mm (0.14-inch) and 4-pole plug to listen to the sound from the computer. **Note:** The audio connector does not support conventional microphones.

Right
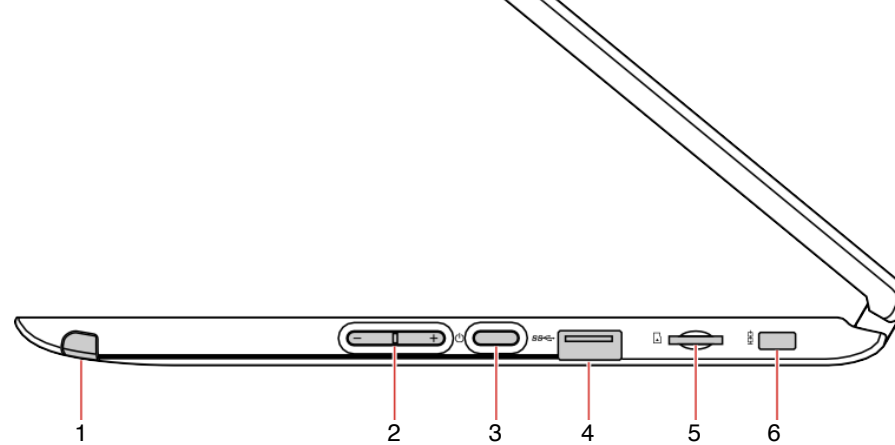
1. Pen slot*	Selected models are equipped with Lenovo Integrated Pen. Use the pen slot to store Lenovo Integrated Pen.
2. Volume up/down button*	Increase/decrease the volume level.
3. Power button	Press to turn on the computer or put the computer to sleep mode. To turn off the computer, open the Start menu, click ⏻ **Power**, and then click **Shut down**.
4. USB 3.0 connector	Connect to USB-compatible devices, such as a USB keyboard, USB mouse, USB storage device, or USB printer.
5. MicroSD card slot	Insert a microSD card for data access or storage.
6. Mini security-lock slot	Lock your computer to a desk, table, or other fixtures through a compatible security cable lock.

Use the multi-touch screen

The screen of Lenovo 300e Windows 2nd Gen supports the multi-touch function. You can navigate the screen with simple touch gestures.

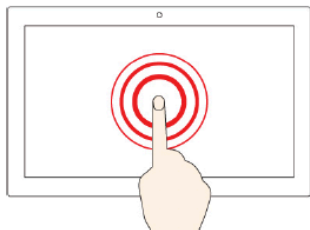**Note:** Some gestures might not be available depending on the app you use.
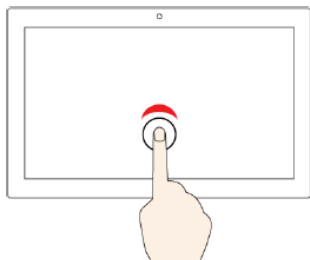
Tap once

- From the Start menu: Open an app or item.
- From the desktop: Select an app or item.
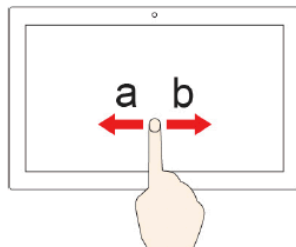- In an open app: Perform an action such as **Copy**, **Save**, and **Delete**, depending on the app.

Tap twice quickly

Open an app or item from the desktop.

Tap and hold

Open a shortcut menu.

Slide

Scroll through items, such as lists, pages, and photos.

Hotkeys

Some keys on the keyboard are printed with icons. These keys are called hotkeys and can be pressed alone or in combination with the Fn key to access certain Windows functions or settings quickly. The functions of hotkeys are symbolized by the icons printed on them.

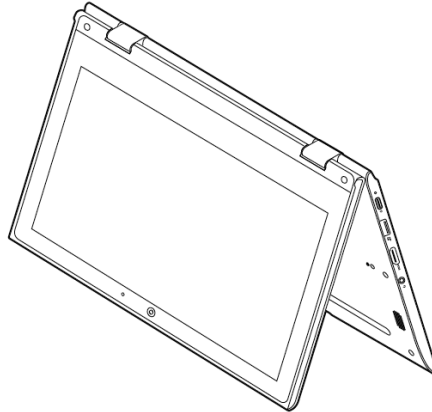| Hotkey	Function
🔇	Mutes/Unmutes the computer. If you mute the computer and turn off your computer, the speakers remain muted when you turn on your computer.
🔉− / 🔊+	Decreases/Increases volume.
🎤✕	Enables/Disables the microphones.
↻	Refreshes the current window.
▱⃠	Enables/Disables the touchpad.
✈	Turns on/off airplane mode.
📷⃠	Enables/Disables the camera.
🔒	Locks the current user account.
▭▯|▭	Manages external displays.
☀− / ☀+	Decreases/Increases display brightness.
Fn + [PgUp/Home]	Equal the Home key.

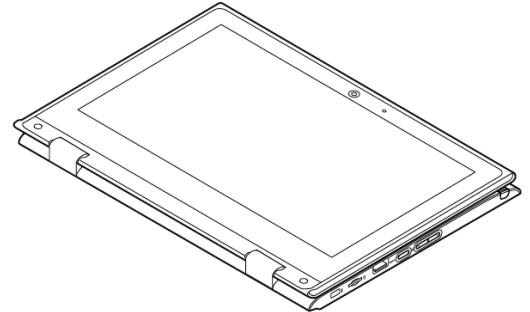IT does not have extra chargers available. Replacement chargers are $50.

Notebook mode
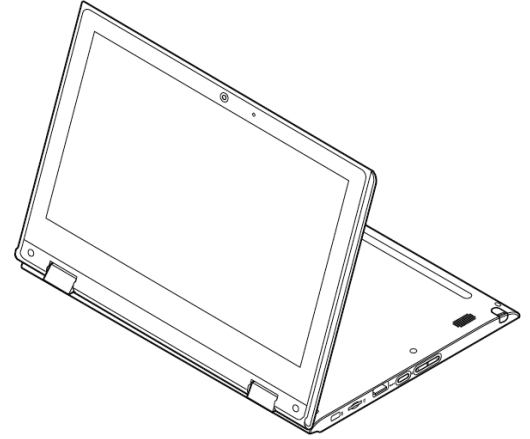
Stand mode

Tent mode

Tablet mode