



Acer Chromebox for meetings

User's Manual



Product Registration

When using your product for the first time, it is recommended that you immediately register it. This will give you access to some useful benefits, such as:

- Faster service from our trained representatives.
- Membership in the Acer community: receive promotions and participate in customer surveys.
- The latest news from Acer.

Hurry and register, as other advantages await you!

How to register

To register your Acer product, please visit **www.acer.com**. Select your country, click **Register a product** and follow the simple instructions.

After we receive your product registration, you will be sent a confirmation email with important data that you should keep in a safe place.

Obtaining Acer accessories

We are happy to inform you that Acer's warranty extension program and notebook accessories are available online. Come and visit our online shop and find what you need at **store.acer.com**.

The Acer store is being progressively rolled out, and, unfortunately may not be available in some regions. Please check back regularly to see when it will be available in your country.

Model number: _____

Serial number: _____

Date of purchase: _____

Place of purchase: _____

Software installation

The first time you turn on your computer, it will automatically check for updates. This may take some time, please do not turn off your computer; wait until the installation has finished.

Having trouble?

Acer provides several options to support your purchase.

Acer support

Make sure you write down your computer serial number, date and place of purchase and model name on the area provided in this guide; save your proof of purchase. Before you call us, please write down any error message that accompanies the problem, and have the computer in front of you and switched on if possible. Having these items to hand when contacting us will ensure better and quicker service.

Acer website

Remember to visit **www.acer.com** and refer to the support section for up-to-date information and help.

Warranty and contact information

You can find information about the warranty for your computer and how to contact technical support in your computer's Warranty.

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Getting started

General information

On the Chromebox, the power button is located at the top of the device.

Before using your *Chromebox for Meetings* you will need to ensure that your organization has a Google admin account and that your domain has been verified, or that your organization is using Google Apps for Work.

Set up your *Chromebox for Meetings*

Basic setup

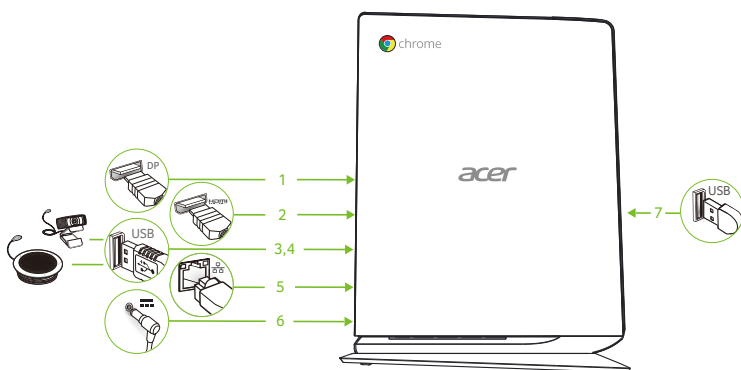


Note: You may find it easier to complete the setup procedure if you use a USB keyboard and mouse. If you are using a remote control:

- Press right to move the next field.
- Press left to move back to the previous field.
- Press up or down to scroll the list for each field.
- Press **Select** to make a selection.

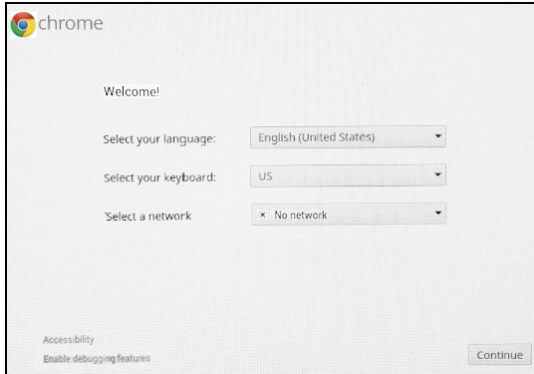
The basic enrollment should work for most users. There are other options shown during the process which you can learn more about at "**Advanced setup**" on page 6.

1. Plug your remote control receiver, camera and speakerphone into your *Chromebox for Meetings*.



2. Remove the battery protector from the remote control.

3. Connect and turn on your display.
4. Turn on your *Chromebox for meetings*.
5. Verify or change your language and keyboard layout.



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



Note: If you can't find your network under *Select a network*, choose **Join Network** and enter the correct settings. If necessary, ask for the correct settings from your network administrator.

7. Once connected to a network, accept the Terms of Service.

Advanced setup

Advanced options are available if you want to customize the setup experience or learn more. These options appear on the second enrollment screen, except for accessibility, which appears on both screens.

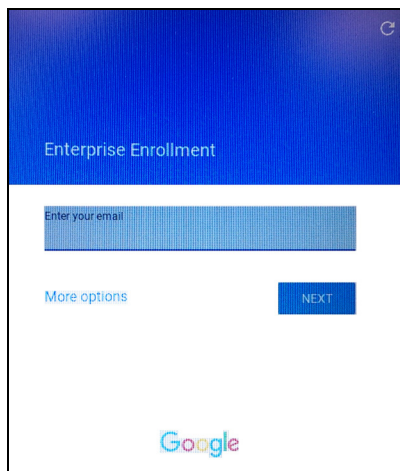
Accessibility: Offers options including larger fonts and cursors, voice prompts and more. The options you select here apply to the setup process only, not for when you're using your *Chromebox for Meetings*.

Send usage and crash info to Google: Allows your device to send info to Google to help us improve the Chrome OS experience for all users. To find out more about this option, click **Learn more**.

System security settings: Read more about the *Chromebox for Meetings* security settings.

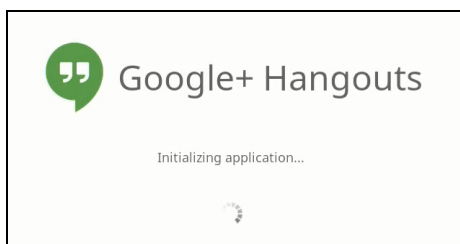
Sign in to your Google Account

Enter your *Google Apps for Work* email address and password, or your Google-assigned login information, in the sign-in box that appears and click the **Sign in** button.



Set up Hangouts

When the Hangouts screen appears follow the onscreen instructions to test your camera and speakerphone.



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If you can't see video or hear audio during the test:

Ensure that your camera and speakerphone were connected to your Chromebox for meetings before you turned on your device.

Ensure that your camera and speakerphone are connected to your device properly.

Unplug the cables and plug them in again, then restart your device.

Manage devices and rooms



Note: Your Chromebox for meetings uses the Google video conferencing solution.

To manage your *Chromebox for meetings* from the Admin console, you need to ensure your time zone is set correctly. You can also choose to reboot your *Chromebox for meetings* regularly.

1. From a notebook or other computer, sign in to the Google Admin console.
2. Click **Device management**, and then to the right of *Chromebox for meetings*, click **Settings**.
3. In the *Schedule reboot* field, enter the number of days between automatic reboots (optional).
4. In the Time Zone field at the bottom of the screen, make sure the time zone is correct.

Associating your *Chromebox for meetings* with the room's online calendar

After enrolling a *Chromebox for meetings* device in a room, an admin user needs to associate the device with that room's online calendar. This allows other users to schedule video conferences using the *Chromebox for meetings*.



Note: You do not need to associate a *Chromebox for meetings* device with the room's calendar to use the device for ad hoc meetings.

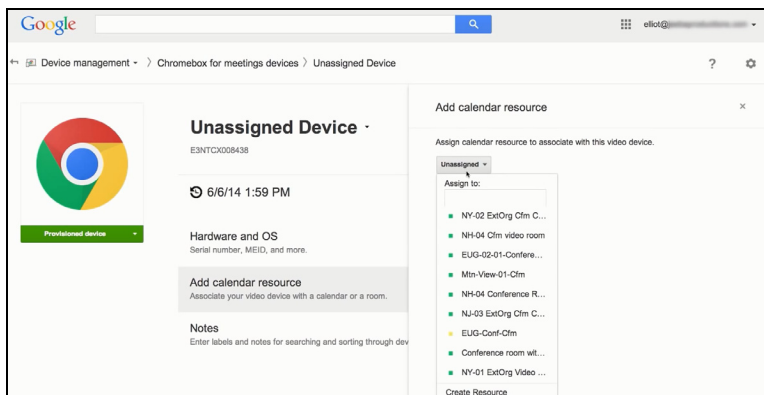
At the end of device enrollment, the screen displays an address for the *Chromebox for meetings* Admin console.

Follow these steps if you are an admin user:

1. From a notebook or other device, open the Admin console address in a web browser.
2. When the login screen appears, sign in to the Admin console using your Google Admin account.



Note: If you are already signed in with your account, you will not see the login screen.



Making video calls

Start a video call

Scheduling a meeting that includes a video call is easy. Your Calendar invitation will include everything people need to join from a room or from a personal device.

1. Sign in using your Google Apps for Work account.
2. Open Google Calendar or enter *google.com/calendar* in the address bar.
3. Click **Create** to schedule an event.
4. Enter event details such as the event title, date, time, and guests.
5. Click **Rooms, etc** on the right of the page.
6. Select a room with a *Chromebox for Meetings* installed and click **Add**.
7. Once the room has been booked, click **Add video call**. Give the video call a name that is short and clear. The name must be shorter than 15 characters.
8. Click **Save** to send out an invitation that includes a link to the video call.

Leave a video call

Even if you're the person who set up the video call leaving the call doesn't mean that you're ending the call for everyone in the meeting. It just means that you are leaving. The video call remains active until the last person leaves it.

To leave a call, press the red handset icon on the remote control or speakerphone.

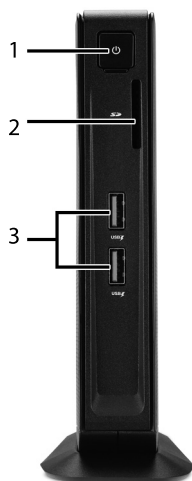
For more information





For more information, please consult Google's tutorials, available from:
<https://support.google.com/chromeboxformetings/>

Your Acer Chromebox tour

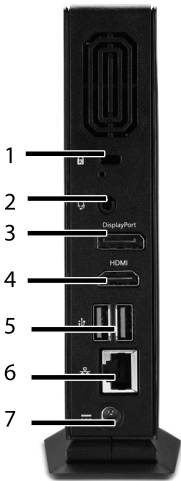
Now that you are done setting it up, let us show you around your new Acer Chromebox.





Front view





#	Icon	Item	Description
1		Power key	Turns the computer on and off.
2		SD™ card reader	Accepts Secure Digital (SD™) cards. Note: The card reader uses one card at a time.
3		USB port	Connect to USB devices.
4		USB port	If a port is black it is USB 2.0 compatible, if it is blue it is also USB 3.0 compatible.

Rear view



#	Icon	Item	Description
1		Kensington lock slot	Connects to a Kensington-compatible computer security lock. Note: Wrap the computer security lock cable around an immovable object such as a table or handle of a locked drawer. Insert the lock into the notch and turn the key to secure the lock. Some keyless models are also available.
2		Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones), or a headset with microphone.
3		DisplayPort	Supports high-definition digital video connections.
4		HDMI port	Supports high-definition digital video connections.
5		USB port	Connects to USB devices. If a port is black it is USB 2.0 compatible, if it is blue it is also USB 3.0 compatible.

#	Icon	Item	Description
6		Ethernet (RJ-45) port	Connects to an Ethernet 10/100/1000-based network.
7		DC-in jack	Connects to an AC adapter.

Environment

- Temperature:
 - Operating: 5 °C to 35 °C
 - Non-operating: -20 °C to 65 °C
- Humidity (non-condensing):
 - Operating: 20% to 80%
 - Non-operating: 20% to 80%