



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

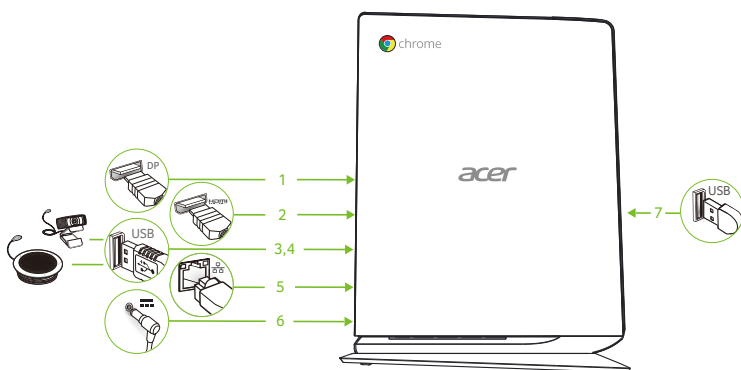


Note: You may find it easier to complete the setup procedure if you use a USB keyboard and mouse. If you are using a remote control:

- 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.

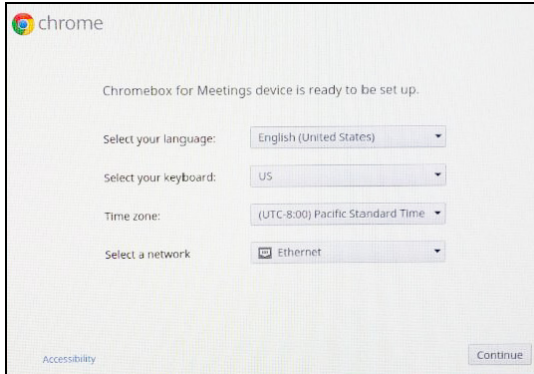
The basic enrollment should work for most users. There are other options shown during the process which you can learn more about at "**Advanced setup**" on page 6.

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.



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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.

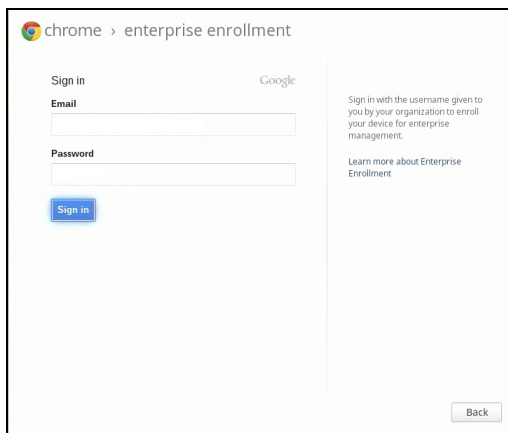
Accessibility: Offers options including larger fonts and cursors, voice prompts and more. The options you select here apply to the setup process only, not for when you're using your *Chromebox for Meetings*.

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

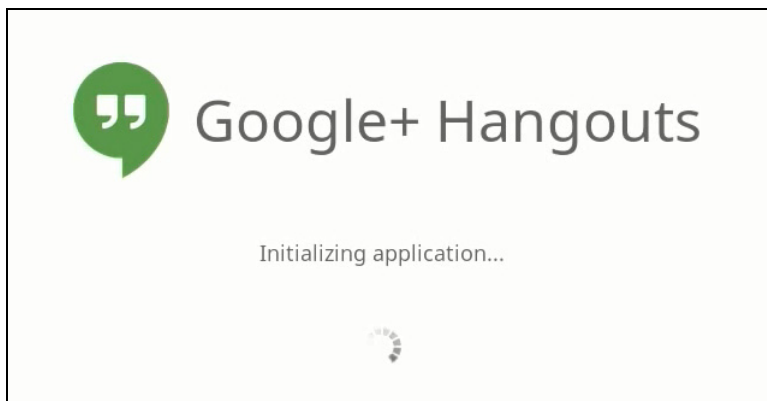
Enter your *Google Apps for Work* email address and password, or your Google-assigned login information, in the sign-in box that appears and click the **Sign in** button.



The screenshot shows a web browser window with the address bar displaying "chrome > enterprise enrollment". The page has a light gray background. On the left, there is a "Sign in" section with the Google logo. Below it are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. To the right of the input fields, there is a vertical line of text: "Sign in with the username given to you by your organization to enroll your device for enterprise management." and a link "Learn more about Enterprise Enrollment". At the bottom right of the page, there is a "Back" 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



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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*.



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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.

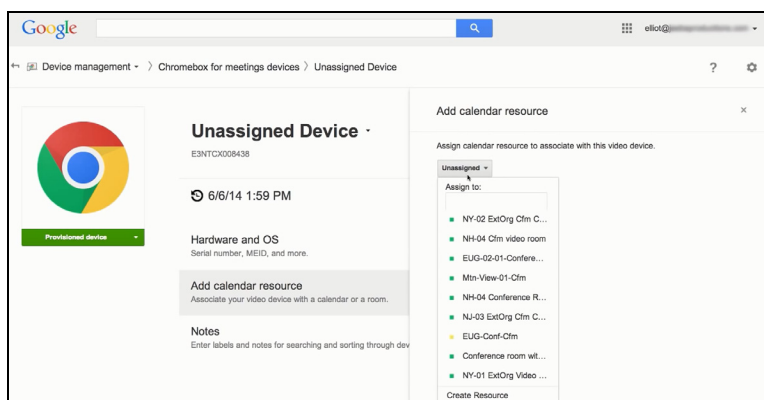
At the end of device enrollment, the screen displays an address for the *Chromebox for meetings* Admin console.

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.

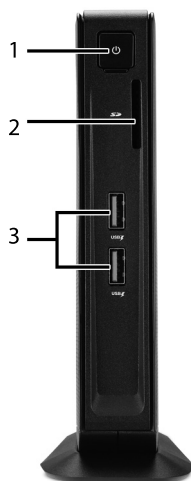
For more information





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

Your Acer Chromebox tour

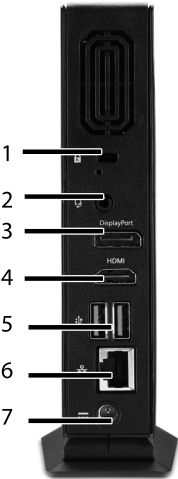
Now that you are done setting it up, let us show you around your new Acer Chromebox.





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%

Information for your safety and comfort

Safety instructions

Read these instructions carefully. Keep this document for future reference. Follow all warnings and instructions marked on the product.

Turning the product off before cleaning

Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.

CAUTION for plug as disconnecting device

Observe the following guidelines when connecting and disconnecting power to the power supply unit:

Install the power supply unit before connecting the power cord to the AC power outlet.

Unplug the power cord before removing the power supply unit from the computer.

If the system has multiple sources of power, disconnect power from the system by unplugging all power cords from the power supplies.

CAUTION for accessibility

Be sure that the power outlet you plug the power cord into is easily accessible and located as close to the equipment operator as possible. When you need to disconnect power to the equipment, be sure to unplug the power cord from the electrical outlet.

Warnings

- Do not use this product near water.
- Do not place this product on an unstable cart, stand or table. If the product falls, it could be seriously damaged.
- Slots and openings are provided for ventilation to ensure reliable operation of the product and to protect it from overheating. These openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug or other similar surface. This product should never be placed near or over a radiator or heat register, or in a built-in installation unless proper ventilation is provided.
- Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short-out parts that could result in a fire or electric shock. Never spill liquid of any kind onto or into the product.
- To avoid damage of internal components and to prevent battery leakage, do not place the product on a vibrating surface.
- Never use it under sporting, exercising, or any vibrating environment which will probably cause unexpected short current or damage rotor devices, HDD, Optical drive, and even exposure risk from lithium battery pack.



Safe listening

Follow these instructions, suggested by hearing experts, to protect your hearing.

- Gradually increase the volume until you can hear it clearly and comfortably and without distortion.
- After setting the volume level, do not increase it after your ears adjust.
- Limit the amount of time listening to music at high volume.
- Avoid turning up the volume to block out noisy surroundings.
- Turn the volume down if you can't hear people speaking near you.

Using electrical power

- This product should be operated from the type of power indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
- Do not allow anything to rest on the power cord. Do not locate this product where people will walk on the cord.
- If an extension cord is used with this product, make sure that the total ampere rating of the equipment plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total rating of all products plugged into the wall outlet does not exceed the fuse rating.
- Do not overload a power outlet, strip or receptacle by plugging in too many devices. The overall system load must not exceed 80% of the branch circuit rating. If power strips are used, the load should not exceed 80% of the power strip's input rating.
- This product's power supply is equipped with a three-wire grounded plug. The plug only fits in a grounded power outlet. Make sure the power outlet is properly grounded before inserting the power supply plug. Do not insert the plug into a non-grounded power outlet. Contact your electrician for details.



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Warning! The grounding pin is a safety feature. Using a power outlet that is not properly grounded may result in electric shock and/or injury.



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Note: The grounding pin also provides good protection from unexpected noise produced by other nearby electrical devices that may interfere with the performance of this product.

- Use the product only with the supplied power supply cord set. If you need to replace the power cord set, make sure that the new power cord meets the following requirements: detachable type, UL listed/CSA certified, VDE approved or its equivalent, 4.5 meters (15 feet) maximum length.

Product servicing

Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.

Unplug this product from the wall outlet and refer servicing to qualified service personnel when:

- The power cord or plug is damaged, cut or frayed.
- Liquid was spilled into the product.
- The product was exposed to rain or water.
- The product has been dropped or the case has been damaged.
- The product exhibits a distinct change in performance, indicating a need for service.
- The product does not operate normally after following the operating instructions.



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Note: Adjust only those controls that are covered by the operating instructions, since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal condition.



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CAUTION: Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

Additional safety information

Your device and its enhancements may contain small parts. Keep them out of the reach of small children.

Disposal instructions



Do not throw this electronic device into the trash when discarding. To minimize pollution and ensure utmost protection of the global environment, please recycle. For more information on the Waste from Electrical and Electronics Equipment (WEEE) regulations, visit www.acer-group.com/public/Sustainability/index.htm

ENERGY STAR



Acer's ENERGY STAR qualified products save your money by reducing energy cost and protecting the environment without sacrificing features or performance. Acer is proud to offer our customers products with the ENERGY STAR mark.

What is ENERGY STAR?

Products that are ENERGY STAR qualified use less energy and prevent greenhouse gas emissions by meeting strict energy efficiency guidelines set by the U.S.

Environmental Protection Agency. Acer is committed to offer products and services worldwide that help customers save money, conserve energy and improve the quality of our environment. The more energy we can save through higher energy efficiency, the more we reduce greenhouse gases and the risks of climate change. More information refers to <http://www.energystar.gov>.



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Note: The statement above is applicable only to Acer system with an ENERGY STAR sticker.

Acer ENERGY STAR qualified products:

- Produce less heat and reduce cooling loads, and warmer climates.
- The display is configured to go into sleep mode after less than 10 minutes of user inactivity. The computer is configured to go into sleep mode after less than 30 minutes of user inactivity.
- Wake the computer from sleep mode by pushing keyboard or moving mouse.
- Computers will save more than 80% energy at "sleep" mode.

ENERGY STAR and the ENERGY STAR mark are registered U.S. marks

Tips and information for comfortable use

Computer users may complain of eyestrain and headaches after prolonged use. Users are also at risk of physical injury after long hours of working in front of a computer. Long work periods, bad posture, poor work habits, stress, inadequate working conditions, personal health and other factors greatly increase the risk of physical injury.

Incorrect computer usage may lead to carpal tunnel syndrome, tendonitis, tenosynovitis or other musculoskeletal disorders. The following symptoms may appear in the hands, wrists, arms, shoulders, neck or back:

- Numbness, or a burning or tingling sensation.
- Aching, soreness or tenderness.
- Pain, swelling or throbbing.
- Stiffness or tightness.
- Coldness or weakness.

If you have these symptoms, or any other recurring or persistent discomfort and/or pain related to computer use, consult a physician immediately and inform your company's health and safety department.

The following section provides tips for more comfortable computer use.

Finding your comfort zone

Find your comfort zone by adjusting the viewing angle of the monitor, using a footrest, or raising your sitting height to achieve maximum comfort. Observe the following tips:

- Refrain from staying too long in one fixed posture.
- Avoid slouching forward and/or leaning backward.
- Stand up and walk around regularly to remove the strain on your leg muscles.
- Take short rests to relax your neck and shoulders.
- Avoid tensing your muscles or shrugging your shoulders.
- Install the external display, keyboard and mouse properly and within comfortable reach.
- If you view your monitor more than your documents, place the display at the center of your desk to minimize neck strain.

Taking care of your vision

Long viewing hours, wearing incorrect glasses or contact lenses, glare, excessive room lighting, poorly focused screens, very small typefaces and low-contrast displays could stress your eyes. The following sections provide suggestions on how to reduce eyestrain.

Eyes

- Rest your eyes frequently.
- Give your eyes regular breaks by looking away from the monitor and focusing on a distant point.
- Blink frequently to keep your eyes from drying out.

Display

- Keep your display clean.
- Keep your head at a higher level than the top edge of the display so your eyes point downward when looking at the middle of the display.
- Adjust the display brightness and/or contrast to a comfortable level for enhanced text readability and graphics clarity.

- Eliminate glare and reflections by:
 - Placing your display in such a way that the side faces the window or any light source.
 - Minimizing room light by using drapes, shades or blinds.
 - Using a task light.
 - Changing the display's viewing angle.
 - Using a glare-reduction filter.
 - Using a display visor, such as a piece of cardboard extended from the display's top front edge.
- Avoid adjusting your display to an awkward viewing angle.
- Avoid looking at bright light sources, such as open windows, for extended periods of time.

Developing good work habits

Develop the following work habits to make your computer use more relaxing and productive:

- Take short breaks regularly and often.
- Perform some stretching exercises.
- Breathe fresh air as often as possible.
- Exercise regularly and maintain a healthy body.



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Warning! We do not recommend using the computer on a couch or bed. If this is unavoidable, work for only short periods, take breaks regularly, and do some stretching exercises.

Regulations and safety notices

FCC notice

This device has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This device generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Notice: Shielded cables

All connections to other computing devices must be made using shielded cables to maintain compliance with FCC regulations. In compliance with FCC regulations, use shielded cables to connect to other computing devices. A dual-link cable is recommended for DVI output.

Notice: Peripheral devices

Only peripherals (input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this equipment. Operation with non-certified peripherals is likely to result in interference to radio and TV reception.

Caution

Changes or modifications not expressly approved by the manufacturer could void the user's authority, which is granted by the Federal Communications Commission, to operate this computer.

Operation conditions

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Notice: Canadian users

This Class B digital apparatus complies with Canadian ICES-003.

Remarque à l'intention des utilisateurs canadiens

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Declaration of Conformity for EU countries

Hereby, Acer, declares that this PC series is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Compliant with Russian / Ukraine regulatory certification



ME61



UA.TR.002

Compliant with Taiwan regulatory certification



R33142

Notice for Australia

For safety reasons, only connect headsets with a telecommunications compliance label. This includes customer equipment previously labelled permitted or certified.

Notice for New Zealand

- 1 The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- 2 This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.
- 3 Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:
 - a There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
 - b The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- 4 Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. In order to operate within the limits for compliance with Telecom's specifications, the associated equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.
- 5 This equipment shall not be set up to make automatic calls to Telecom's 111 Emergency Service.

- 6 This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.
- 7 Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the telecom Fault Service.
- 8 This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
- 9 Under power failure conditions this appliance may not operate. Please ensure that a separate telephone, not dependent on local power, is available for emergency use.

Laser compliance statement

The CD or DVD drive used with this computer is a laser product.
The CD or DVD drive's classification label (shown below) is located on the drive.

CLASS 1 LASER PRODUCT

CAUTION: INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.

Digital audio output statement

The optical connector contains no laser or light emitting diode (LED) more than Class I.

Radio device regulatory notice



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Note: Below regulatory information is for models with wireless LAN and/or Bluetooth only.

List of applicable countries

This device must be used in strict accordance with the regulations and constraints in the country of use. For further information, please contact local office in the country of use. Please see <http://ec.europa.eu/enterprise/rtte/implem.htm> for the latest country list.

Canada — Low-power license-exempt radio communication devices (RSS-210)

- a Common information
Operation is subject to the following two conditions:
 1. This device may not cause interference, and
 2. This device must accept any interference, including interference that may cause undesired operation of the device.
- b Operation in 2.4 GHz band
To prevent radio interference to the licensed service, this device is intended to be operated indoors and installation outdoors is subject to licensing.