

*acer*



*Acer Chromebook 514*

# USER'S MANUAL

© 2025. All Rights Reserved.

Acer Chromebook 514

Covers: C937 / C937T / C937-TCO / C937T-TCO

This revision: June 2025



### Important

**This manual contains proprietary information that is protected by copyright laws. The information contained in this manual is subject to change without notice. Images provided herein are for reference only and may contain information or features that do not apply to your computer. Acer Group shall not be liable for technical or editorial errors or omissions contained in this manual.**

## 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 ID to register your product.

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

Model number: \_\_\_\_\_

Serial number: \_\_\_\_\_

Date of purchase: \_\_\_\_\_

Place of purchase: \_\_\_\_\_

Google and Google Play are trademarks of Google LLC.



The terms HDMI and HDMI High-Definition Multimedia Interface, and the HDMI Logo are trademarks or registered trademarks of HDMI Licensing Administrator, Inc. in the United States and other countries.

# TABLE OF CONTENTS

---

<b>Getting started</b>	<b>4</b>	Touchpad .....	8
Turn on your Chromebook .....	4	Left view .....	9
Select your language settings .....	4	USB Type-A information .....	9
Connect to a network .....	4	USB Type-C information .....	9
Accept the Terms of Service .....	4	Right view .....	10
First-time sign-in .....	4	USB Type-A information .....	10
Create a new Google Account .....	4	USB Type-C information .....	11
Browse as a guest .....	4	Rear view .....	11
<b>Your Acer Chromebook tour</b>	<b>5</b>	Bottom view .....	12
Front view .....	5	<b>Frequently asked questions</b>	<b>13</b>
Keyboard view .....	6	Get help or more information .....	14
Function keys .....	7	Taking care of your vision .....	15
Common keyboard shortcuts .....	8	How to Turn On Night Light Mode .....	16

# 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 password to connect to it.

## Accept the Terms of Service

Once connected to a network, accept the Terms of Service. Your Chromebook will then download any available system updates, so you automatically get the latest ChromeOS features.

## First-time sign-in

### Create a new Google Account

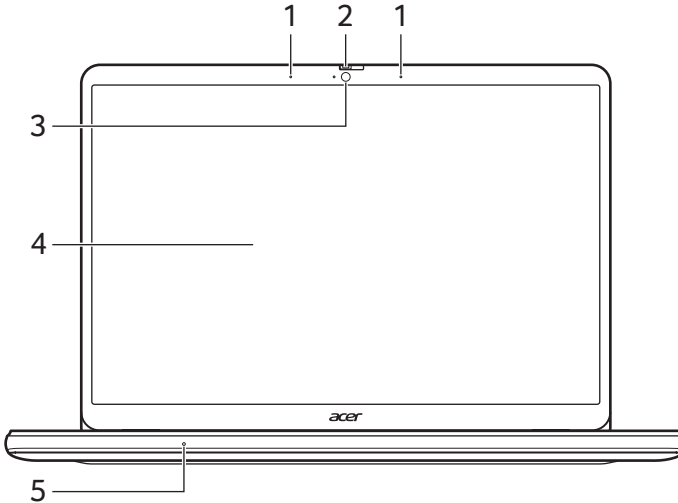
You can create a new Google Account if you don't already have one. Select **Create a Google Account** to set up a new account. A Google Account gives you access to useful web services developed by Google, such as Gmail, Google Drive, and Google Calendar.

### Browse as a guest

You can also use the Chromebook without a Google Account by selecting **Browse as a Guest**.

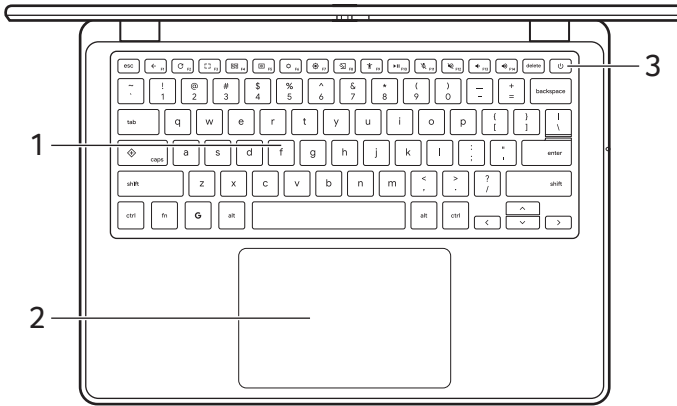
# YOUR ACER CHROMEBOOK TOUR


## Front view



#	Icon	Item	Description
1		Microphone	Internal microphone for sound recording.
2		Webcam shutter	Slide the shutter to the left to cover the webcam. Slide right to open it.
3		Webcam	Web camera for video communication. <i>A light next to the webcam indicates that the webcam is active.</i>
4		Screen	Displays Chromebook output, supports touch or non-touch option.
5		3 <sup>rd</sup> microphone (optional)	Internal digital microphone for sound recording with AI noise reduction function.

















## Keyboard view



#	Icon	Item	Description
1		Keyboard	For entering data into your Chromebook.
2		Touchpad / click button	Touch-sensitive pointing device which functions like a Chromebook mouse. <i>Pressing down anywhere on the pad functions like the left button of a mouse.</i> <i>Pressing down anywhere with two fingers functions like the right button of a mouse.</i>
3		Power button	Turns the Chromebook 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.
	Overview	Summary of open apps.
	Screenshot	Takes screenshot.
	Brightness down	Decreases the screen brightness.
	Brightness up	Increases the screen brightness.
	Dictation	Voice input.
	Accessibility	Accessibility settings.
	Play/Pause	Media control.
	Mute Mic	Microphone control.
	Speaker mute	Turns off audio output.
	Volume down	Decreases the volume.
	Volume up	Increases the volume.
	Quick Insert	Insert content.
	Launcher	Launch the Apps panel / Google Assistant.

## Common keyboard shortcuts

You can use shortcuts to complete some tasks more quickly.

Keyboard shortcuts	Description
Ctrl + 	Takes screenshot.
Fn + 	Toggles caps lock.
 + d key	Dictation.

**Note:** For a complete list of keyboard shortcuts, press **Fn + F14** or **Ctrl + G + s**




## Touchpad

The built-in touchpad is a pointing device that senses movement on 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) <b>Alt</b> on the keyboard and tapping the touchpad with one finger both equal a "right-click" on a Chromebook 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



#	Icon	Item	Description
1		HDMI port	Supports high-definition digital video connections. <i>Supports two external displays.</i>
2		USB port	Connects to USB devices.
3		USB Type-C port with DC-in	Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort™ over USB-C™. <i>Supports two external displays.</i>

## USB Type-A information

- USB 3.2 Gen 1 compatible ports are blue.
- Compatible with USB 3.2 Gen 1 and earlier devices.
- For optimal performance, use USB 3.2 Gen 1-certified devices.
- Defined by the USB 3.2 Gen 1 specification (SuperSpeed USB).

## USB Type-C information

- USB 3.2 Gen 2 with transfer speeds up to 10 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 at 5~20 V.

For optimal performance, please use a certified Acer power adapter or USB Power Delivery device.

## Right view



#	Icon	Item	Description
1		Battery indicator	Indicates the Chromebook's battery status. <b>Charging:</b> The light shows amber when the battery is charging. <b>Fully charged:</b> The light shows blue when in AC mode.
2		Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones), or a headset with microphone.
3		USB port	Connects to USB devices.
4		USB Type-C port with DC-in	Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort™ over USB-C™. <b>Recommended port for charging.</b> Supports two external displays.
5		Kensington lock slot (Nano-type)	Connects to a Kensington-compatible security lock.

## USB Type-A information

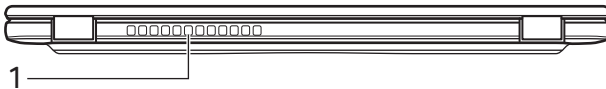
- USB 3.2 Gen 1 compatible ports are blue.
- Compatible with USB 3.2 Gen 1 and earlier devices.
- For optimal performance, use USB 3.2 Gen 1-certified devices.
- Defined by the USB 3.2 Gen 1 specification (SuperSpeed USB).

## USB Type-C information

- USB 3.2 Gen 2 with transfer speeds up to 10 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 at 5~20 V.

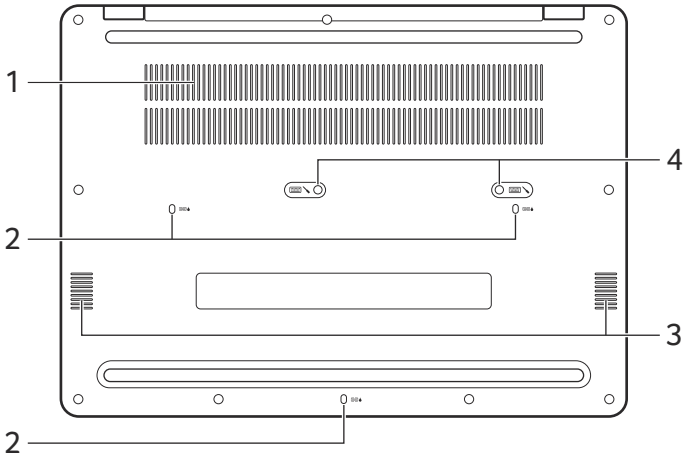
For optimal performance, please use a certified Acer power adapter or USB Power Delivery device.



## Rear view






#	Icon	Item	Description
1		Ventilation and cooling fan	Allows the Chromebook to stay cool. <i>Do not cover or obstruct the openings.</i>

## Bottom view





#	Icon	Item	Description
1		Ventilation and cooling fan	Allows the Chromebook to stay cool. <i>Do not cover or obstruct the openings.</i>
2		Drain holes	Liquid spilled on the keyboard can drain out of the holes in the underside of the housing.
3		Speakers	Deliver stereo audio output.
4		Keyboard repair screw	Keyboard screw for maintenance and repair.

# FREQUENTLY ASKED QUESTIONS

Question	Answer
What software works on a Chromebook?	Chromebooks use apps from the Google Play Store and on the web. There are apps to be productive, get creative, enjoy movies and shows, play games and more.
How do I get more apps?	You can get more apps from the Google Play Store  or the web.
Can I use Microsoft Office software?	Chromebooks work with Microsoft <sup>®</sup> Office. Whether it's Word, Excel <sup>®</sup> or PowerPoint <sup>®</sup> , you can easily find the apps on the web.
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). You can also upload your files, photos, and videos to Google Drive. After setting up your Chromebook with your Google Account, you'll be able to access your files on Drive.
Why does my Chromebook need my Google Account information?	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 and Drive. Your Chromebook uses your account information to automatically sign you into apps and services.

Question	Answer
How do I set this up for my child?	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 don't 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:	Refer to:
Chromebook Help	Open the <b>Explore</b> app  on your Chromebook.
ChromeOS	<a href="https://google.com/support/chromebook/">google.com/support/chromebook/</a>
Explore More Acer Features	Open the Acer app  on your Chromebook.

## 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 for 5 - 10 minutes every hour.
  - 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 for extended periods of time.

## How to Turn On Night Light Mode

Night Light helps reduce eye strain by lowering blue light from the screen. To enable Night Light:

1. Click the **status area** (bottom-right corner where the clock is).
2. Select the **Settings** (gear icon).
3. In the left menu, click **Device > Displays**.
4. Scroll down and find the **Night Light** section.
5. Toggle the switch to turn it **On**.



### Note

*Selected models only.*

*Low Blue Light feature on the display is designed to minimize blue light emitted from the display for better eye comfort.*

*When you enable the default level of Night Light mode, it is compliance with TÜV Rheinland (Software Solution).*