

# IdeaPad Flex 3i Chromebook (15", 7) and Lenovo Flex 3i Chromebook 15" User Guide



**Lenovo**



## **Read this first**

Before using this documentation and the product it supports, ensure that you read and understand the following:

- *Safety and Warranty Guide*
- *Setup Guide*
- [Generic Safety and Compliance Notices](#)

**First Edition (March 2022)**

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# Contents

Discover your Chromebook . . . . .	ii	Use the touchpad . . . . .	11
<b>Chapter 1. Meet your Chromebook . . . . .</b>	<b>1</b>	Use the camera . . . . .	12
Front . . . . .	1	Use the audio . . . . .	12
Base . . . . .	2	Connect to an external display . . . . .	13
Left . . . . .	3	Connect to Bluetooth devices . . . . .	13
Right . . . . .	4	Get to know your Chromebook modes . . . . .	13
Features and specifications . . . . .	5	Set the power plan . . . . .	14
Statement on USB transfer rate . . . . .	6	<b>Chapter 3. Help and support . . . . .</b>	<b>17</b>
Operating environment . . . . .	6	Frequently asked questions . . . . .	17
<b>Chapter 2. Get started with your</b>		Lenovo Customer Support Center . . . . .	17
<b>Chromebook . . . . .</b>	<b>7</b>	Get help from Google . . . . .	18
Charge your Chromebook . . . . .	7	<b>Appendix A. Open source</b>	
Lock your Chromebook . . . . .	7	<b>information . . . . .</b>	<b>21</b>
Connect to Wi-Fi . . . . .	8	<b>Appendix B. Notices and</b>	
Use the touch screen . . . . .	8	<b>trademarks . . . . .</b>	<b>23</b>
Use the keyboard shortcuts . . . . .	10		

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## Discover your Chromebook

**Thank you for choosing a Lenovo® Chromebook™! We are dedicated to delivering the best solution to you.**

Before starting your tour, please read the following information:

- This guide applies to Lenovo product model(s) listed below. Illustrations in this guide may look slightly different from your product model.

Model name	Machine type (MT)
IP Flex 3 Chrome 15JL7	82T3
IP Flex 3 chrome 15JL7 1	

- For further compliance information, refer to the *Generic Safety and Compliance Notices* at [https://pcsupport.lenovo.com/docs/generic\\_notices](https://pcsupport.lenovo.com/docs/generic_notices).
- Depending on the model, some optional accessories, features, software programs, and user interface instructions might not be applicable to your Chromebook.
- Documentation content is subject to change without notice. To get the latest documentation, go to <https://pcsupport.lenovo.com>.

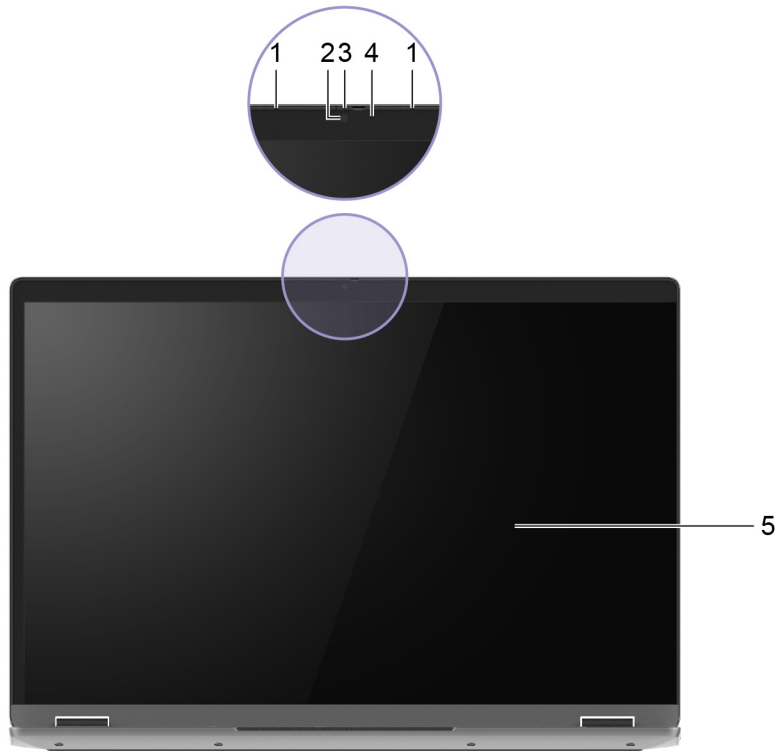


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## Chapter 1. Meet your Chromebook

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### Front

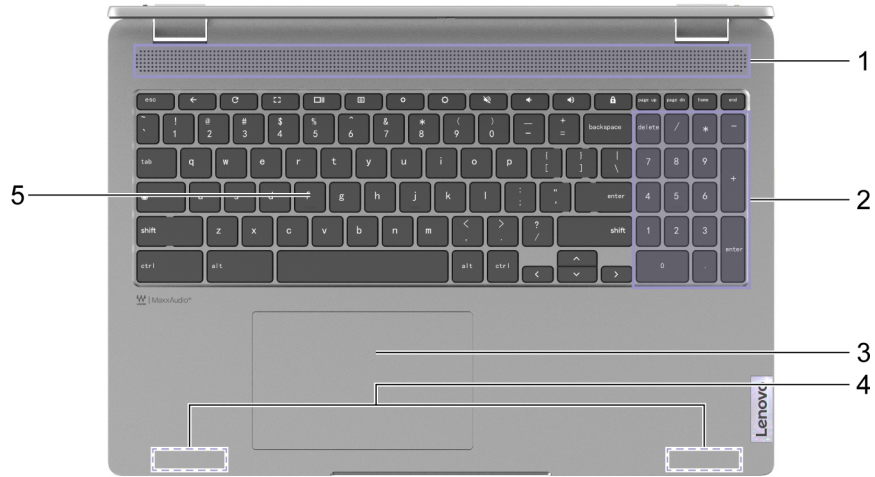


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1. Microphones	Capture or record sound and voice.
2. Camera	Capture still and moving images for taking photos, recording videos, and video conferencing.
3. Camera switch	Disable or re-enable the camera
4. Camera light	If the light is on, the camera is in use.
5. Screen	Display text, graphics, and videos. The screen supports multi-touch function.

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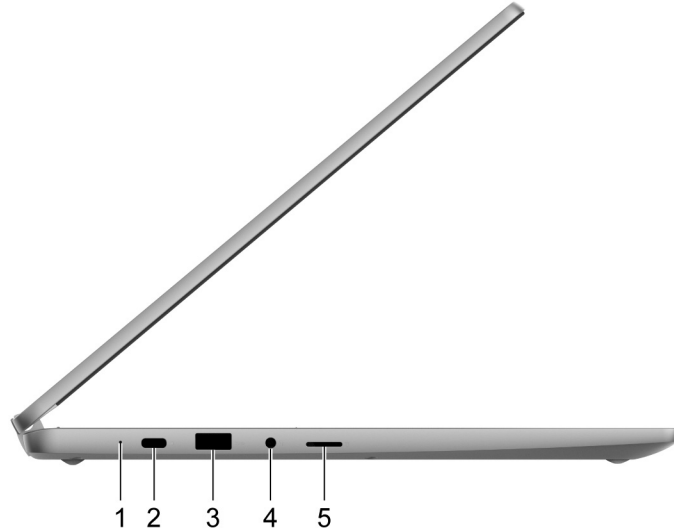
## Base



1. Speakers	Produce sound.
2. Numeric keypad	To enable or disable the numeric keypad, press the Num Lock key. <b>Note:</b> If the Num Lock key light is on, the numeric keypad is in use.
3. Touchpad	Perform finger touch and all the functions of a traditional mouse. <b>Note:</b> The touchpad also supports multi-touch function.
4. Wireless antennas	Send and receive radio waves for the built-in wireless LAN (local area network) and Bluetooth module. <b>Note:</b> The antennas are not visible from the outside of the computer.
5. Keyboard	Enter characters and interact with programs. <b>Note:</b> The keyboard also includes hotkeys and function keys for changing settings and performing tasks quickly.

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## Left



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1. Charging light	Indicate whether the computer is connected to ac power. <ul style="list-style-type: none"><li>• Solid white: connected to ac power; battery capacity 91%–100%</li><li>• Solid amber: connected to ac power; battery capacity 1%–90%</li><li>• Off: not connected to ac power</li></ul>
2. USB-C® connector/Power connector	<ul style="list-style-type: none"><li>• Connect external display, storage, or data devices.</li></ul> <p><b>Note:</b> An appropriate adapter may be needed for connecting external devices.</p> <ul style="list-style-type: none"><li>• Connect to power with the included power cord and ac power adapter.</li></ul>
3. USB 3.2 Gen 1 port	This USB port utilizes the USB Standard-A connector. Connect a USB-compatible device, such as a USB keyboard, a USB mouse, a USB storage device, or a USB printer.
4. Combo audio jack	Connect headphones or headsets with a 3.5 mm (0.14 inch), 4-pole plug. <p><b>Note:</b> This jack does not support standalone external microphones. If you use headsets, choose one with a single plug.</p>
5. microSD card slot	Insert a microSD card into the slot for data transfer or storage.

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## Right



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1. Power button	Press the button to turn on the computer or put the computer into sleep mode. <b>Notes:</b> When you finish working with your Chromebook, shut it down to save power. <ul style="list-style-type: none"><li>• Click  in the system tray.</li><li>• Press the power button.</li></ul>
2. Volume buttons	Press the button to increase or decrease the system volume.
3. USB 3.2 Gen 1 port	This USB port utilizes the USB Standard-A connector. Connect a USB-compatible device, such as a USB keyboard, a USB mouse, a USB storage device, or a USB printer.
4. HDMI™ connector	Connect to a compatible digital audio device or video monitor, such as an HDTV.
5. Nano security-lock slot	Lock your computer to a desk, table, or other fixtures through a compatible security cable lock. See “Lock your Chromebook” on page 7.

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## Features and specifications

**Note:** Specifications might change without notice. Some specifications are model-specific and might not apply to the computer model that you purchased.

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Dimensions	Approximately 362 mm × 248 mm × 19 mm (14.25 inches × 9.76 inches × 0.75 inches)
ac power adapter	<ul style="list-style-type: none"><li>• Input: 100 V –240 V , 50 Hz–60 Hz</li><li>• Output: 15 V</li><li>• Power: 45 W</li></ul>
Battery pack	<ul style="list-style-type: none"><li>• Capacity: 47 Wh</li><li>• Number of cells: 3</li><li>• Type: Built-in Li-Polymer battery</li></ul> <p><b>Note:</b> The battery capacity is the typical or average capacity as measured in a specific test environment. Capacities measured in other environments may differ but are no lower than the rated capacity (see product label).</p>
Memory	<ul style="list-style-type: none"><li>• Type: Low Power Double data rate 4x (LPDDR4x)</li><li>• Capacity: 4 GB or 8 GB</li></ul>
Storage device	<ul style="list-style-type: none"><li>• Type: Embedded multi media card (eMMC)</li><li>• Capacity: 32 GB or 64 GB or 128 GB</li></ul> <p><b>Note:</b> The capacity of the storage device displayed in the operating system is typically lower than the nominal capacity.</p>
Screen	<ul style="list-style-type: none"><li>• Multi-touch screen</li><li>• Size: 396.24 mm (15.6 inches)</li><li>• Display resolution: 1920 × 1080 pixels</li></ul>
Connectors and slots	<ul style="list-style-type: none"><li>• Combo audio jack</li><li>• USB Standard-A connector × 2</li><li>• USB-C connector<ul style="list-style-type: none"><li>– Power input up to 45 W using the included power adapter</li><li>– Power output up to 5 V and 3 A</li><li>– USB data transfer rate up to 5 Gbps for USB 3.2 Gen 1</li><li>– DisplayPort™ 1.4. Supports maximum output resolution of 5120 × 3200, at 60 Hz frame rate and color depth of 24 bpp (bits per pixel).</li></ul></li><li>• HDMI 1.4 connector</li><li>• microSD card slot</li></ul> <p><b>Note:</b> Data rates and performance ratings are dependent on connected devices and cables if they are used. For DisplayPort connection through a USB-C port, the listed maximum output capacity is only available on external displays with a DisplayPort, a Mini DisplayPort, or a USB-C port that supports DisplayPort Alternate Mode. For connections using a converter or an adapter, the actual output resolution may be lower.</p>
Security	Nano security-lock slot

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Wireless features	<ul style="list-style-type: none"> <li>• Bluetooth</li> <li>• Wireless LAN</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Camera</li> <li>• Microphone</li> <li>• Speakers</li> </ul>

## Statement on USB transfer rate

Depending on many factors such as the processing capability of the host and peripheral devices, file attributes, and other factors related to system configuration and operating environments, the actual transfer rate using the various USB connectors on this device will vary and will be slower than the data rate listed below for each corresponding device.

USB device	Data rate (Gbit/s)
3.2 Gen 1	5

## Operating environment

### Maximum altitude (without pressurization)

3048 m (10 000 ft)

### Temperature

- Operating: 5°C to 35°C (41°F to 95°F)
- Storage: 5°C to 43°C (41°F to 109°F)

**Note:** When you charge the battery, its temperature must be no lower than 10°C (50°F).

### Relative humidity

- Operating: 8% to 95% at wet-bulb temperature 23°C (73°F)
- Storage: 5% to 95% at wet-bulb temperature 27°C (81°F)

If possible, place your computer in a well-ventilated and dry area without direct exposure to sunshine.



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## Chapter 2. Get started with your Chromebook

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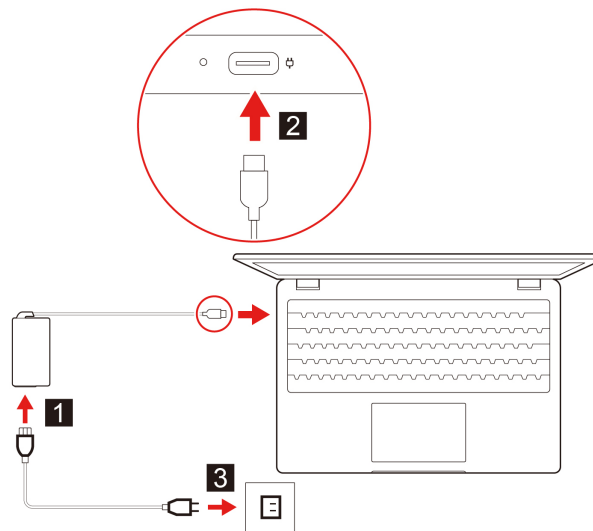
### Charge your Chromebook

The USB-C connector on your Chromebook works as the power connector. Plug in the ac power adapter to charge the built-in battery pack and provide power to the Chromebook.

#### Connect to ac power

#### CAUTION:

All plugs must be firmly and securely inserted into receptacles.



1. Connect the power cord to the ac power adapter.
2. Plug the power adapter into the USB-C connector of the Chromebook.
3. Plug the power cord into an electrical outlet.

#### AC power status indicator behavior

The ac power status indicator is next to the USB-C connector. The following table shows the indicator behaviors and the indicated power and battery status.

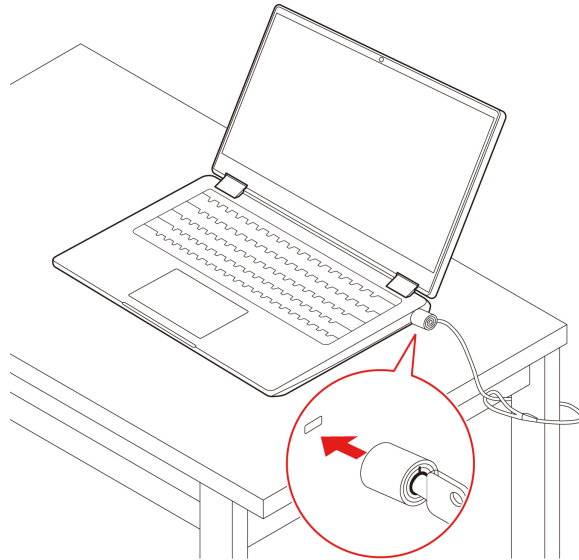
AC power status indicator	Power status	Battery status
on (red)	plugged in	being charged, remaining power is less than 5%
on (amber)	plugged in	being charged, remaining power is between 5% and 97%
on (green)	plugged in	fully charged (97% to 100%)
off	unplugged	discharging

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### Lock your Chromebook

Lock your computer to a desk, table, or other fixtures through a compatible security cable lock.

**Note:** The slot supports cable locks that conform to the Kensington NanoSaver® lock standards using Cleat™ locking technology. Do not attempt to use other types of cable locks that use a rotating T-bar™ locking mechanism. You are responsible for evaluating, selecting, and implementing the locking device and security feature. Lenovo makes no comments, judgments, or warranties about the function, quality, or performance of the locking device and security feature. Cable locks for your product are available from Lenovo at <https://www.lenovoquickpick.com/>.



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## Connect to Wi-Fi

To connect your Chromebook to Wi-Fi:

1. Click your account picture.
2. Click the network icon and turn on the wireless feature.
3. Select an available network to connect. Provide required information if needed.

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## Use the touch screen

If your Chromebook display supports the multi-touch function, you can navigate the screen with simple touch gestures.

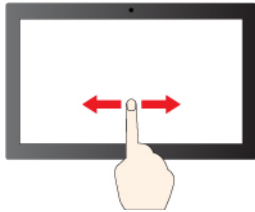
**Note:** Some gestures might not be available depending on the app you use.



Tap once to single click



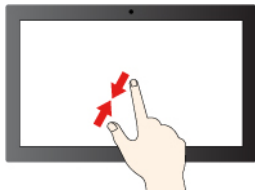
Tap and hold to right-click



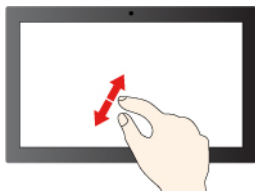
Slide to scroll through items



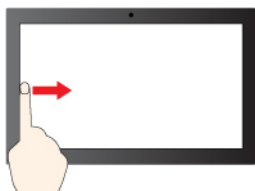
Drag



Zoom out

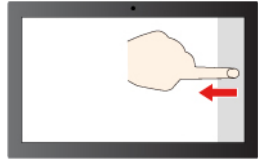


Zoom in

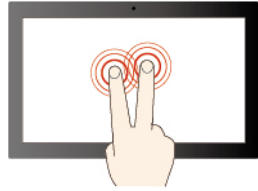


Swipe from the left: view all open windows

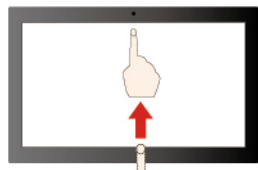




Swipe from the right: open action center



Tap with two fingers to open a shortcut menu



Swipe upwards to unfold the app Launcher










### Maintenance tips:



- Turn off the Chromebook before cleaning the multi-touch screen.
- Use a dry, soft, and lint-free cloth or a piece of absorbent cotton to remove fingerprints or dust from the multi-touch screen. Do not apply solvents to the cloth.
- The multi-touch screen is a glass panel covered with a plastic film. Do not apply pressure or place any metallic object on the screen, which might damage the touch panel or cause it to malfunction.
- Do not use fingernails, gloved fingers, or inanimate objects for input on the screen.
- Regularly calibrate the accuracy of the finger input to avoid a discrepancy.

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## Use the keyboard shortcuts

The function keys on the keyboard help you work more easily and effectively.

	Go to the previous page
	Reload your current page
	Hide the tabs and the App Launcher in full-screen mode
	Show all windows in overview mode
	Drag an area and capture
	Decrease the brightness of the computer screen
	Increase the brightness of the computer screen
	Mute the speakers
	Decrease the volume

	Increase the volume
	Lock the computer screen

Your Chromebook also supports some key combinations.

ctrl + 	Take a screenshot
alt + 	Switch the Caps Lock function
 + L	Lock your computer screen
ctrl + alt + ?	View all keyboard shortcuts

To change the keyboard settings:

1. Click the setting icon in the system tray, and then click **Device → Keyboard**.
2. Follow the on-screen instructions to change the settings as you prefer.

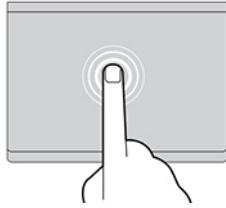
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## Use the touchpad

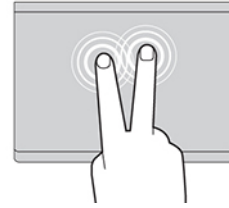
You can use the touchpad to perform various touch gestures. The following section introduces some frequently used touch gestures, such as tapping, dragging, and scrolling.

### Notes:

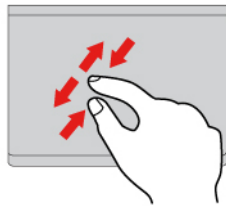
- When using two or more fingers, ensure that you position your fingers slightly apart.
- Some gestures are only available when you are using certain apps.
- If the touchpad surface is stained with oil, turn off the Chromebook first. Then, gently wipe the touchpad surface with a soft and lint-free cloth moistened with lukewarm water or computer cleaner.



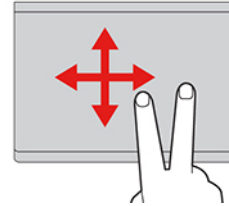
Tap once to select or open an item.



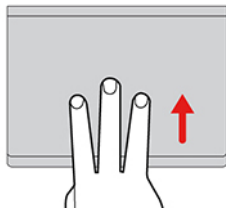
Tap twice quickly to display a shortcut menu.



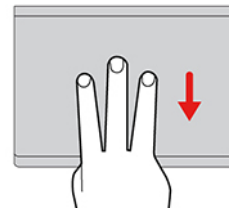
Two-finger zoom in or zoom out.



Scroll through items.



Open the task view.



Show the current window.

To change the settings:

1. Click the setting icon in the system tray, and then click **Device → Touchpad**.
2. Follow the on-screen instructions to change the settings as you prefer.

If **Enable tap-to-click** is turned on, you can tap or press the touchpad. Otherwise, you can only press the touchpad to achieve the clicking function of a traditional mouse.

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## Use the camera

The built-in camera can be used for video calling or video conferencing. The indicator next to the camera turns on when the camera is activated.

To take photos with the camera:

1. Click the Launcher button, and then click **All apps**.
2. Click **Camera**.
3. Click the camera icon.

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## Use the audio

You can connect headphones or a headset with a 3.5-mm (0.14-inch), 4-pole plug to the audio connector to listen to the sound from your Chromebook.

To play a saved audio or video:

1. Click the Launch button, and then select **Files**.



2. Double-click a file to open it in the media player.

To adjust the volume, click the account picture, and then adjust the volume as you prefer.

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## Connect to an external display

You can use the Chromebook's USB-C connectors to connect a projector or an external display.

1. Use a USB-C to USB-C cable (not supplied) to connect your Chromebook to an external display.

**Note:** If the external display does not support input through USB-C connector, you may need to purchase and use adapters. Lenovo provides various USB-C accessories at <https://www.lenovo.com/accessories>, to help you expand your computer functionality.

2. Connect the external display to an electrical outlet.
3. Turn on the external display.

To change display settings:

1. Click your account picture, and then click **Settings**.
2. In the **Device** section, click **Displays**.
3. Follow the on-screen instructions to change the display settings as you desire.

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## Connect to Bluetooth devices

Your Chromebook supports Bluetooth feature. You can connect your Chromebook to a Bluetooth keyboard, mouse, speakers, or other Bluetooth devices.

**Note:** The Bluetooth devices must be within a short distance, usually 10 meters (33 feet), from the Chromebook.

1. Click your account picture, and then click the Bluetooth icon.
2. Turn on **Bluetooth**.
3. Select the device you want to pair and follow the on-screen instructions.

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## Get to know your Chromebook modes

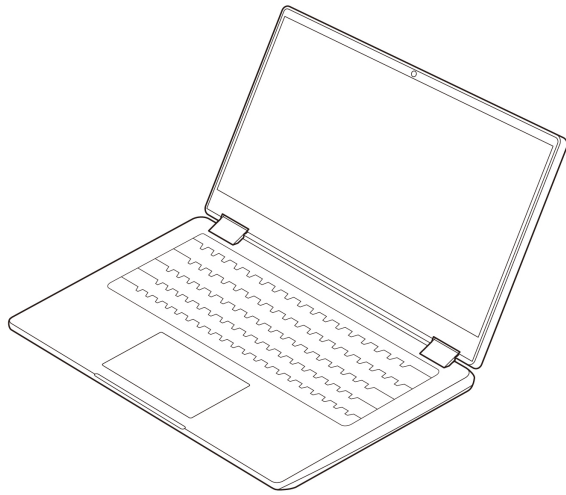
Your computer display can be rotated to any angle up to 360 degrees.

### Attention:

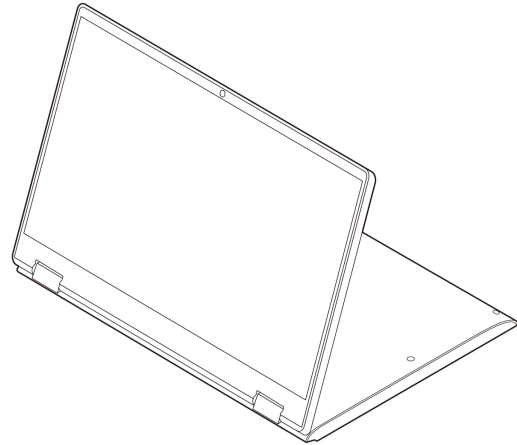
Do not rotate the computer display with too much force, or apply too much force to the upper-right or upper-left corner of the computer display. Otherwise, the computer display or hinges might get damaged.

The keyboard and the pointing devices are automatically disabled in stand mode, tent mode, and tablet mode. Use the touch screen to control your computer instead.

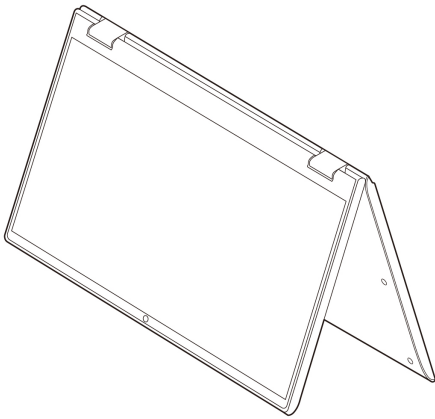
Your Chromebook features the following four Chromebook modes. You can switch among different modes according to your preference.



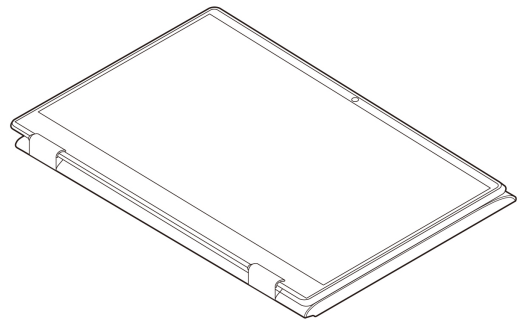
**Laptop mode**



**Stand mode**



**Tent mode**



**Tablet mode**

**Note:** Product illustrations in this section are used to demonstrate features that are supported by a range of Lenovo products. It is normal that they may look different from your product model.

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## Set the power plan

For ENERGY STAR® compliant Chromebooks, the following power plan takes effect when your Chromebooks have been idle for a specified duration:

*Table 1. Default power plan (when plugged into ac power)*

- |  |
|--|
| <ul style="list-style-type: none"><li>• Turn off the display: After 7.5 minutes</li><li>• Put the Chromebook into sleep: After 8.5 minutes</li></ul> |
|--|

To reset the power plan to achieve the best balance between performance and power saving:

1. Click the setting icon in the system tray, and then click **Device → Power**.
2. Follow the on-screen instructions to change the settings as you prefer.



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## Chapter 3. Help and support

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### Frequently asked questions

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What do I do if my Chromebook stops responding?

1. Press and hold the power button until the Chromebook turns off. Then, restart the Chromebook.
2. If step 1 does not work:
  - For models with an emergency reset hole: Insert a straightened paper clip into the emergency reset hole to cut off power supply temporarily. Then, restart the Chromebook with ac power connected.
  - For models without an emergency reset hole:
    - For models with the removable battery, remove the removable battery and disconnect all power sources. Then, reconnect to ac power and restart the Chromebook.
    - For models with the built-in battery, disconnect all power sources. Press and hold the power button for about seven seconds. Then, reconnect to ac power and restart the Chromebook.

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What do I do if I spill liquid on the Chromebook?

1. Carefully unplug the ac power adapter and turn off the Chromebook immediately. The more quickly you stop the current from passing through the Chromebook the more likely you will reduce damage from short circuits.  
**Attention:** Although you might lose some data or work by turning off the Chromebook immediately, leaving the Chromebook on might make your Chromebook unusable.
2. Do not try to drain out the liquid by turning over the Chromebook. If your Chromebook has keyboard drainage holes on the bottom, the liquid will be drained out through the holes.
3. Wait until you are certain that all the liquid is dry before turning on your Chromebook.

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How do I disinfect my Chromebook?

1. Squeeze out excess liquid from wipe or disinfecting cloth before using. Recommended wipes are hydrogen peroxide wipes and alcohol based wipes. Do not use wipes containing sodium hypochlorite (bleach).
2. Gently wipe the Chromebook thoroughly, being careful to ensure no liquid drips into the Chromebook. Do not wipe on connector pins.
3. After disinfecting, follow the cleaning procedure from the wipe supplier to minimize chemical buildup of disinfectant residue.
4. Always allow the Chromebook to completely dry prior to any use.

For more information about cleaning and disinfecting, go to <https://support.lenovo.com/in/en/solutions/ht035676>.

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How do I find accessibility information?

<https://www.lenovo.com/accessibility>

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## Lenovo Customer Support Center

If you have tried to correct the problem yourself and still need help, you can call Lenovo Customer Support Center.

## Before you contact Lenovo

Record product information and problem details before you contact Lenovo.

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Production information	Problem symptoms and details
<ul style="list-style-type: none"><li>• Product name</li><li>• Machine type and serial number</li></ul>	<ul style="list-style-type: none"><li>• What is the problem? Is it continuous or intermittent?</li><li>• Any error message or error code?</li><li>• What operating system are you using? Which version?</li><li>• Which software applications were running at the time of the problem?</li><li>• Can the problem be reproduced? If so, how?</li></ul>

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**Note:** The product name and serial number can usually be found on the bottom of the computer, either printed on a label or etched on the cover.

### Telephone numbers

For a list of the Lenovo Support phone numbers for your country or region, go to <https://pcsupport.lenovo.com/supportphonenumber> for the latest phone numbers.

**Note:** Phone numbers are subject to change without notice. If the number for your country or region is not provided, contact your Lenovo reseller or Lenovo marketing representative.

### Services available during the warranty period

- Problem determination - Trained personnel are available to assist you with determining if you have a hardware problem and deciding what action is necessary to fix the problem.
- Lenovo hardware repair - If the problem is determined to be caused by Lenovo hardware under warranty, trained service personnel are available to provide the applicable level of service.
- Engineering change management - Occasionally, there might be changes that are required after a product has been sold. Lenovo or your reseller, if authorized by Lenovo, will make selected Engineering Changes (ECs) that apply to your hardware available.

### Services not covered

- Replacement or use of parts not manufactured for or by Lenovo or nonwarranted parts
- Identification of software problem sources
- Configuration of UEFI BIOS as part of an installation or upgrade
- Changes, modifications, or upgrades to device drivers
- Installation and maintenance of network operating systems (NOS)
- Installation and maintenance of programs

For the terms and conditions of the Lenovo Limited Warranty that apply to your Lenovo hardware product, go to:

- [https://www.lenovo.com/warranty/llw\\_02](https://www.lenovo.com/warranty/llw_02)
- <https://pcsupport.lenovo.com/warrantylookup>

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## Get help from Google

After signing in to your Chromebook, start Get Help from the app Launcher. The Get Help app provides comprehensive instructions on using your Chromebook.

In addition, if you are interested in visiting the Chromebook Help Center and Community, go to <http://support.google.com/chromebook>.





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## Appendix A. Open source information

Your Chromebook may include software made publicly available by Google and other third parties, including software licensed under the General Public License and/or the Lesser General Public License (the “open source software”).

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