

Reference Guide for End Users of the Microsoft Surface Hub


Ways of using the Surface Hub


1. Project the contents of your laptop:
 - o Windows 10 systems are wireless and wired capable.
 - o Windows 7 has wired capability only (must have HDMI or DisplayPort connection)
2. Whiteboard
3. As a standalone computer
4. For Skype meetings
5. To access documents from your OneDrive

System Components



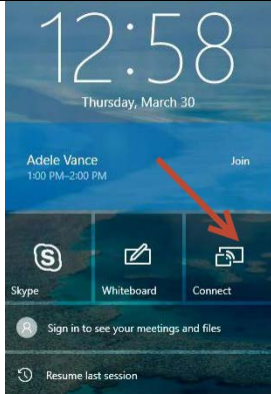

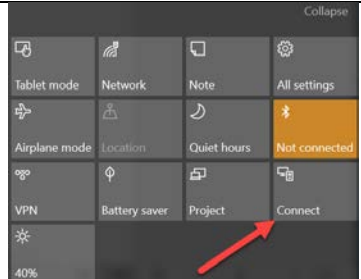

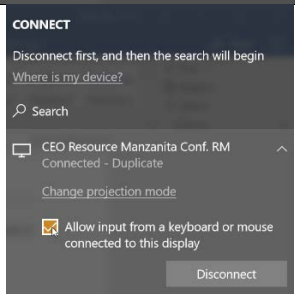
Wake / Sleep

- Wakes up based on motion detection.
- Goes to sleep when it stops detecting motion
- If the device does not turn on automatically, go through these steps until it wakes up:
 - Make sure that it is turned on (power button on the right panel must be green)
 - Swipe up from the bottom of the screen. If a menu appears, select Exit Full Screen
 - On the side keypad, press the Source button  to toggle through the possible video input sources

	PLEASE MAKE SURE THAT BEFORE YOU LEAVE THE ROOM YOU CLICK ON "END SESSION" AT THE BOTTOM OF THE SCREEN

Projecting from Your Laptop

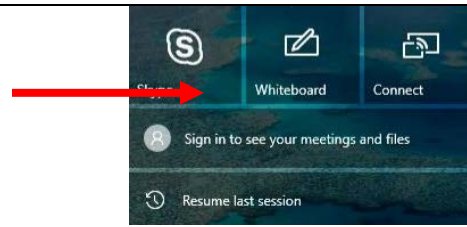
Users have the option to project their laptop screen onto the hub so that it can be viewed by a group of people. To do this, follow these steps:

<p>On the Surface Hub, click on Connect and follow instructions on the screen. Or if you have a Windows 10 laptop follow instructions below.</p> <p>NOTE: If you're using a device running Windows 8 or Windows 8.1 and it's your first time connecting, select Project and follow the on-screen instructions to add a wireless display.</p>	
<p>On your Windows 10 laptop click on the Action Center in the lower right corner of your screen.</p>	
<p>Click on the Connect button. (You may need to click expand first)</p>	
<p>You can now select the id of the Surface Hub and your laptop will automatically display its screen on the Surface Hub.</p>	
<p>Make sure you check the box "Allow Input from a Keyboard" if you want the changes made to your document on the Surface Hub to be reflected on your computer.</p>	
<p>When you finish your session, disconnect your laptop by following steps above and clicking on Disconnect.</p>	

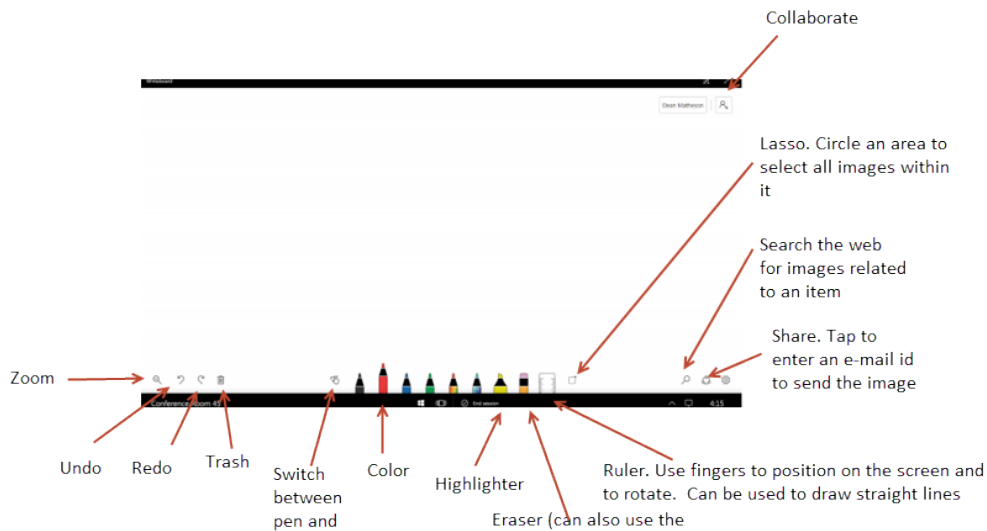
Using the Surface Hub as a Whiteboard

On the Surface Hub, click on Whiteboard or simply remove a pen from the docking station.

- Use the pens or your finger to draw.
- To erase, flip the pen over and press it on the touchscreen like a pencil eraser. Or, select the erase button to erase with the pen tip.



The Whiteboard Menu is at the bottom of the screen.

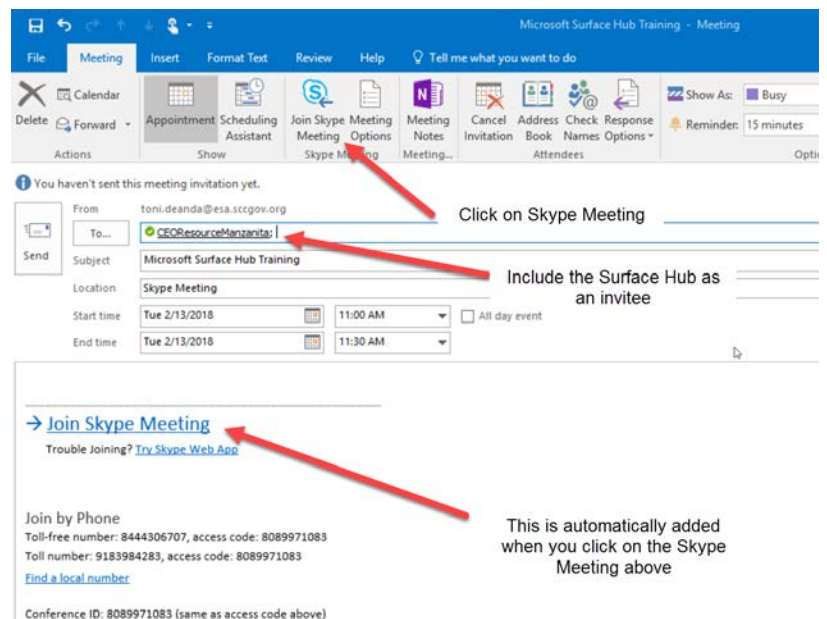


Using the Surface Hub for Skype Meetings

Scheduling a Meeting with Outlook

Schedule a meeting in Outlook like you would any other meeting. Invite the people you want to invite. Also include the following invitee:

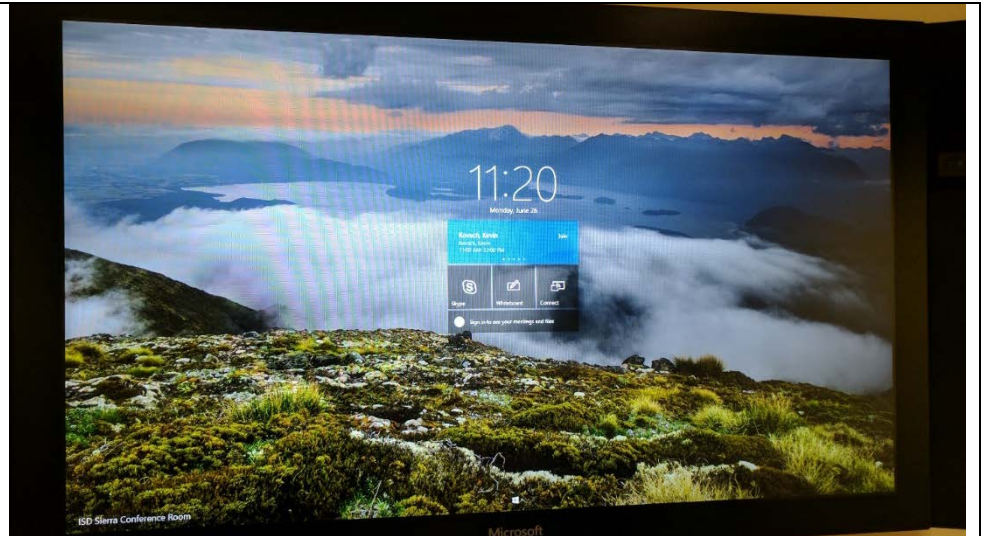
- CEORESOURCEMANZANITA@ceo.sccgov.org
- Click on the Skype Meeting Button on the top of the screen.
- After you have sent the invitation, when you arrive in the room, the surface hub will have your meeting scheduled, and then you can begin.



Beginning Your Meeting

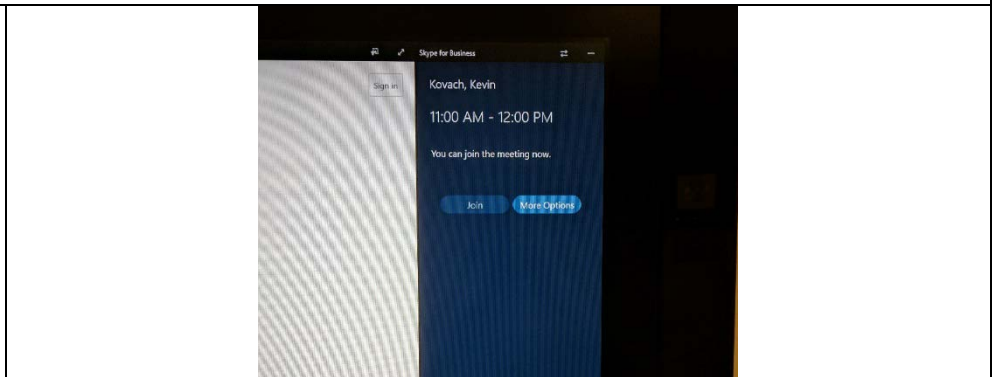
To begin your meeting tap on the blue Join button, or pick up a pen on either side.

- The screen will automatically open to the Whiteboard, which can be drawn on with your finger or the included pens.

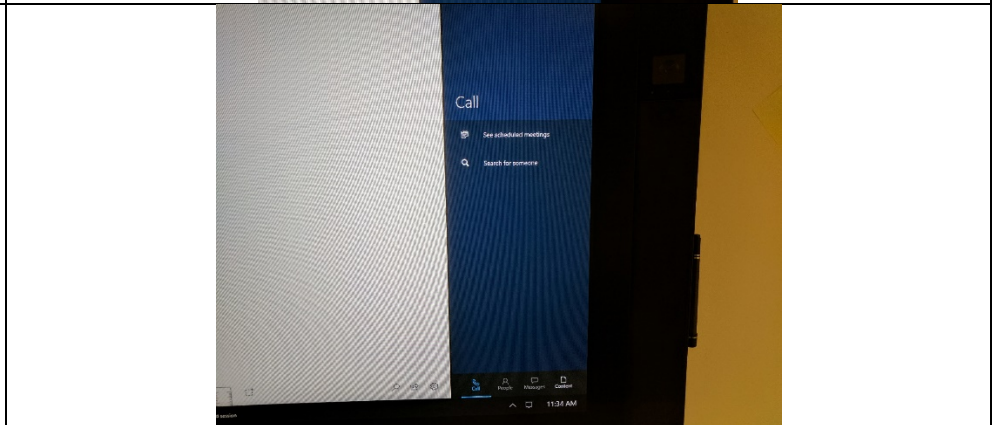


If you want to use the Skype function for your meeting, tap on the Skype button, or if you are already in a meeting, tap on the windows icon at the bottom of the screen.

Once you have clicked on Skype, the hub will open to the whiteboard and the Skype panel will be displayed on the side.



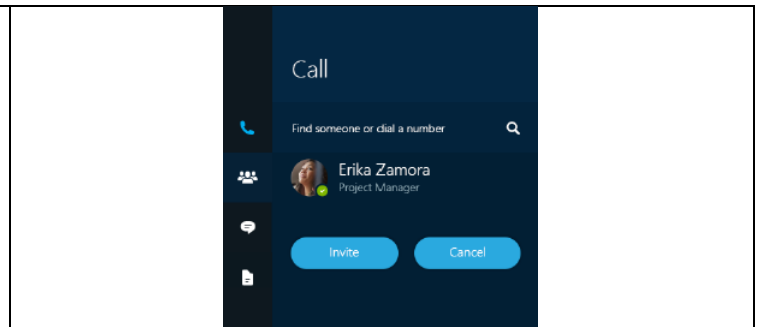
Tap on the People icon to search for a user to add to the call. This only applies to contacting County Employees.



Users can also call the Surface Hub on Skype, by searching for its name (e.g. CEORESOURCEMANZANITA@ceo.sccgov.org)

Make a call

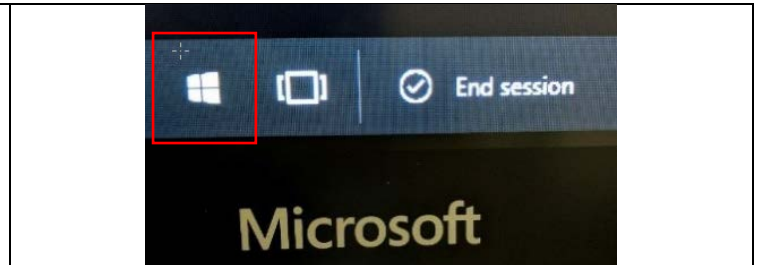
To call someone, select the Call icon and then search for and select the person you want to call. To add more people, select People icon on either side of the screen, select People plus icon, then select each person you want to add to the call. To start the call, select Invite. You can only call County Employees.



Using the Surface Hub as a Computer

There are many apps that are supported on the Surface Hub that may be utilized.

To access all the supported apps, simply tap or click on the Windows Icon at the bottom of the screen.

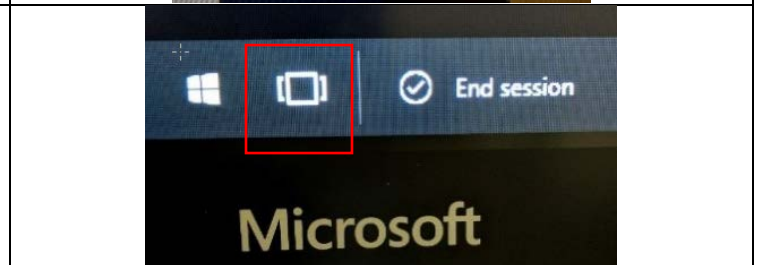


A window will open with all of the available apps, and all you have to do is tap on the one you wish to use.



To access documents from your OneDrive you will have to log-in – using your computer log-in information.

To view all the active applications, tap on the Task Icon.




Email or save your files

When you end a session, all of the files you were working on, anything on the whiteboard, and other meeting info will be completely cleared from the Surface Hub to get it ready for the next session. If you want to save your work, you have two options: You can save the file to OneDrive, log-in if you are not already logged in to save the file or email the files to yourself and/or other attendees from the hub.

To email whiteboard files, select **Email** in the bottom right corner of the screen. Your whiteboard files will automatically be attached to the message. Just fill in the **To:** line and select **Send**.

Get more training

On the Surface Hub

The Get Started app has all the info you need to get going with Surface Hub. To open it, go to any Surface Hub, select **Start**  on the touchscreen, then select the Get Started app tile.



Online













Not near a Surface Hub? Review all of the Get Started app content, plus all of the training videos, on the [Microsoft Web Page](#).

Get more Experience

If you are not familiar with the Surface Hub we recommend you reserve some time to become familiar with the system prior to hosting a meeting or event.

Keyboard Shortcuts and accessibility

Surface Hub has keyboard shortcuts you can use to do things faster or to turn on accessibility features: Here are some of the shortcuts

Press these keys	To do this
Windows logo key 	Go to Start
Windows logo key  + A	Open quick actions
Windows logo key  + F	Enter or exit full screen
Windows logo key  + N	Open Notifications
Windows logo key  + W	Send to whiteboard
Windows logo key  + X	Swap sidebars
Windows logo key  + 1	Open the call pane in the sidebar/close the sidebar
Windows logo key  + 2	Open the people pane in the sidebar/close the sidebar
Windows logo key  + 3	Open the message pane in the sidebar/close the sidebar
Windows logo key  + 4	Open the content pane in the sidebar/close the sidebar
Windows logo key  + Tab	Go to Task view
Windows logo key  + Esc	End your session