**Set up your Surface Pro 4**

Please select your options from one of the below. The options provide you a way to go in detail about the topic of your interest.

Charge your Surface Pro 4

1. Connect the two parts of the power cord.
2. Connect the power cord securely to the charging port.
3. Plug the power supply into an electrical outlet.

Connect the Cover

If you have a Type Cover for Surface Pro 4 (sold separately), snap it into place and open the kickstand.

Setting up the Surface Pro 4

Press the power button to turn on your Surface Pro 4. Windows starts and guides you through the setup process. For more info, see Set up your Surface on Surface.com.

**The basics**

Please select your options from one of the below. The options provide you a way to go in detail about the topic of your interest.

Check the battery level

You can check the battery level from the lock screen or the desktop

Power and charging

It takes two to four hours to charge the Surface Pro 4 battery fully from an empty state. It can take longer if you’re using your Surface for power-intensive activities like gaming or video streaming while you’re charging it. You can use the USB port on your Surface Pro 4 power supply to charge other devices, like a phone, while your Surface charges. The USB port on the power supply is only for charging, not for data transfer. If you want to use a USB device, plug it into the USB port on your Surface.

Desktop taskbar

Battery status appears at the right side of the taskbar. Select the battery icon for info about the charging and battery status, including the percent remaining.

Touch, keyboard, pen, and mouse

With Surface, you can easily switch between using touch, a keyboard, a mouse, or a pen.

1. Touch. You can use your fingers on the touchscreen, the same as you would on a smartphone. For example, drag your finger across the screen to scroll. For demos of the gestures you can use, see The Surface touchscreen on Surface.com. You can also type on the touchscreen—see How to use the Surface touch keyboard on Surface.com.
2. Type Cover keyboard and touchpad. The Type Cover for Surface Pro 4 (sold separately) clicks into place when you want to type and folds back out of the way when you want to use your Surface as a tablet. Because the Cover is perfectly sized for your Surface Pro 4, closing it puts your Surface to sleep while it protects the touchscreen. The Type Cover includes a touchpad that supports Windows 10 gestures. For more info, see Touchpad use and settings on Surface.com.
3. Surface Pen. Take notes, draw, and mark up documents using the Surface Pen that comes with your Surface Pro 4. Click the top button once to jot a quick note in OneNote, double-click to take a screen capture straight to OneNote, or hold the button down for a second or two to open Cortana. Write, draw, and tap naturally with the tip—while the tip is near the screen, Surface ignores touches from your hand. Flip the pen around to erase with the top button. A button near the tip lets you right-click without changing your grip. For more info, see Using Surface Pen (Surface Pro 4 version) on Surface.com.
4. USB or Bluetooth keyboard and mouse. See Connect a USB mouse, printer, and more and Add a Bluetooth device on Surface.com to learn more.

**Accounts and signing in**

When you set up your Surface, an account is set up for you. You can create additional accounts later for family and friends, so each person using your Surface can set it up just the way he or she likes. For more info, see All about accounts on Surface.com. There are several ways to sign into your Surface Pro 4:

Use the sign-in screen

1. Turn on or wake your Surface by pressing the power button.
2. Swipe up on the screen or tap a key on the keyboard.
3. If you see your account name and account picture, enter your password and select the right arrow or press Enter on your keyboard.
4. If you see a different account name, select your own account from the list at the left. Then enter your password and select the right arrow or press Enter on your keyboard.

Use Windows Hello to sign in

Since Surface Pro 4 has an infrared (IR) camera, you can set up Windows Hello to sign in just by looking at the screen. If you have the Surface Pro 4 Type Cover with Fingerprint ID (sold separately), you can set up your Surface sign you in with a touch. For more info, see What is Windows Hello? on Windows.com.

Sign out

Here's how to sign out: Go to Start, and right-click your name. Then select Sign out.

**Get to know Windows 10**

Here are some of the basics about Windows 10. For more info, see Get Started with Windows 10 on Windows.com

Go to Start

Select Start in the taskbar or press the Start key on your keyboard to open the Start menu.

At the lower left of the Start menu, you'll find quick links to File Explorer, Settings, Power (shut down, sleep, and restart), and All apps. The apps you've used most often appear at the upper left. Your name and profile picture appear at the top of the left side. Select them to change your account settings, lock the screen, or sign out.

Tiles on Start act as quick links to apps. You can rearrange, resize, add, and remove tiles whenever you want. For more info, see Love it? Pin it on Windows.com.

Action center

Swipe in from the right edge of the screen or select Action center in the taskbar to open the Action center. Here you can adjust common settings like Wi-Fi connections or screen brightness, open OneNote, create a wireless connection to another screen, and more. If there are notifications waiting for you, they appear at the top of the Action center. For more info, see Take action instantly on Windows.com.

Search

Search is always ready for you. Just select the search box in the taskbar and enter your question. Learn more at Search for anything, anywhere on Windows.com. Or, go to Start , and select Cortana . You can also open Cortana by holding down the top button on your Surface Pen for a second or two. For more info, including tips on personalizing Cortana, see What is Cortana? on Windows.com.

Connect monitors, accessories, and other devices

You can connect monitors, accessories, and other devices directly to your Surface Pro 4 using the USB port, Mini DisplayPort, or Bluetooth. Or, connect everything to a Surface Dock (sold separately). With Surface Dock, you can switch between fully connected and fully mobile with a single connector.

Set up your workspace with Surface Dock

Surface Dock supports high-speed transfer of video, audio, and data. Its compact design gives you flexibility and keeps your desktop clutter-free. Here's how to get your workspace set up with Surface Dock:

1. Plug the AC end of the Surface Dock power cord into an electrical outlet or power strip, and plug the other end into the power port on Surface Dock.
2. If you want to use a wired network connection, connect a network cable to the Ethernet port on Surface Dock.
3. Connect your computer peripherals to the USB ports on Surface Dock.
4. Connect a cable from your monitor to a Mini DisplayPort on Surface Dock. If your monitor cable doesn’t have a Mini DisplayPort connector, you’ll need to buy another cable or an adapter. For more info on adapters, see Connect Surface to a TV, monitor, or projector on Surface.com.
5. Connect any audio accessories like speakers or headphones. Without external speakers, you may not hear audio when you’re using your Surface. If this is the case, see Troubleshoot Surface Dock on Surface.com to learn how to switch to the builtin speakers on your Surface.

Connect or project to a monitor, screen, or other display

If you don't have a Surface Dock, or when you're away from your desk, you can connect your Surface to a TV, monitor, or projector. Or, connect to an HDTV and watch movies on a big screen. There are a number of ways to connect:

1. HDTV. If your TV has an HDMI port, you’ll need an HDMI cable and a Mini DisplayPort to HD AV adapter or an HDMI to Mini DisplayPort cable. (Both are sold separately on Surface.com.)
2. Projector or monitor. If your monitor has a DisplayPort, you can connect it to your Surface using a DisplayPort to Mini DisplayPort cable (sold separately). If your monitor doesn’t have a DisplayPort or HDMI port, use a VGA cable and the Mini DisplayPort to VGA Adapter. Note: A VGA adapter or cable is for video only. Audio will play from your Surface speakers unless you’ve connected external speakers. For more info about this, see Surface sound, volume, and audio accessories on Surface.com.
3. Wireless. You can connect to wireless displays when Windows detects one nearby. Or, use a Microsoft Wireless Display Adapter (sold separately) to connect to a screen using Miracast. Here's how to connect to a wireless display:

* On your Surface, swipe in from the right edge of the screen or select Action center in the taskbar.
* Select Connect, and in the list of displays, select the name of the wireless display. For more info, see Connect Surface to a TV, monitor, or projector on Surface.com.