



User Guides

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This document contains Surface Hub user guides for Windows 10, version 1703 (Creators Update) and version 1607 (Anniversary Update).



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User Guide for Surface Hub with Windows 10, version 1703








About this guide






Use the Surface Hub User Guide to master the features of Surface Hub, whether in an ad-hoc or scheduled meeting. This guide is also available online at <http://www.microsoft.com/surface/support/surface-hub> along with more Surface Hub information.

To start, familiarize yourself with these icons:

Replacement PC connections icons

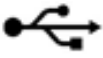




Connector, location	Icon	Description
Switch, bottom I/O		Switches between using internal PC or external PC
DisplayPort, bottom I/O		Provides input for replacement PC (normally covered)
DisplayPort, bottom I/O		Provides second input for replacement PC (normally covered)
USB type B, bottom I/O		Provides USB connection for replacement PC to internal peripherals (normally covered)
USB type B, bottom I/O		Provides USB connection for integrated hub (normally covered)

Wired Connect connections icons





Connector, location	Icon	Description
DisplayPort, bottom I/O		Provides input for Wired Connect PC
HDMI, bottom I/O		Provides HDMI input for Wired Connect PC
VGA, bottom I/O		Provides VGA input for Wired Connect PC
3.5mm, bottom I/O		Provides analog audio input
USB type B, bottom I/O		Provides USB connection for video ingest touchback

Additional connections icons

Connector, location	Icon	Description
USB type A, side I/O	None	Provides one USB 3.0 connection for USB devices. Wake-on USB capable.

USB type A, bottom I/O with blue insulator		Provides USB 3.0 connection
3.5mm, bottom I/O		Provides analog audio out
DisplayPort, bottom I/O		Provides mirrored video out function to another display
IEC/EN60320-C13 receptacle with hard switch, bottom I/O	None	Provides AC input and compliance with EU power requirements
RJ45, bottom I/O		Connects to Ethernet
RJ11, bottom I/O		Connects to room control systems

Warning icons

Connector, location	Icon	Description
Attention: Caution		Identifies important safety and health messages
Warning: Hazardous voltage		Dangerous: Do not touch.
Read instructions		Read instruction manual for safety and health information.
Do not open		No user-serviceable parts inside.

Meet Surface Hub

Surface Hub is designed to support meetings, whether participants are around the world or in one room. Both ad-hoc meetings and scheduled Outlook meetings are supported, with Skype for Business as the driving force.

Surface Hub software features include:

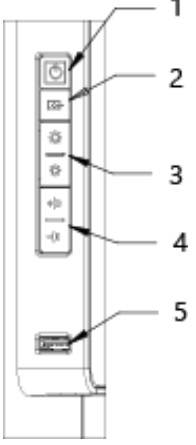
- **Skype for Business:** Include Surface Hub in your Skype for Business meeting request. You can present the Surface Hub screen to remote participants, who can view it in their own Skype for Business window. If a remote user has something to present, it appears on the Surface Hub screen. See [Conduct a meeting](#), below.
- **Whiteboard:** Draw and write on a whiteboard similar to a OneNote page. Copy text and drawings from documents or webpages to the whiteboard, then annotate them. When you're done, mail the page to yourself and anyone else who needs it. See [Whiteboard](#), below.
- **Apps:** Built-in apps include web versions of Microsoft Edge, Word, Excel, PowerPoint, and OneNote. See [Open an app](#), below.
- **Connect:** Project audio and video to your Surface Hub from your computer, tablet, or phone using either cables provided by your Surface Hub administrator or Miracast. See [Connect](#), below.

Surface Hub features

Surface Hub comes in two sizes: 55" and 84", with the following features.





Touchscreen (9)	Use the touchscreen to open apps, write or draw on the whiteboard, join a meeting, invite participants, and more. See Interacting with Surface Hub , below.
Speakers (6) and microphone (1)	Stereo speakers and a microphone let you converse naturally with remote participants.
Cameras (2)	Surface Hub automatically switches between the two cameras so remote users can see the person speaking.
Motion sensors (3) and light sensor (4)	When Surface Hub detects that someone has entered the room, it wakes up and displays the Welcome screen. If it stops detecting movement, it goes to sleep.
Pen charging docks (5)	The Surface Hub pens click into place on the charging docks. Remove a pen to open the whiteboard. Put the pen back in the dock when you're done.
Pens	Use the tip of the pen to write, draw, capture, or select. Use the flat end as an eraser.

Keyboard	Sit back and use the keyboard to operate your Surface Hub. Specialized keys give you quick access to Surface Hub features. See Surface Hub keyboard , below.
NFC reader	This lets you send files from a near-field communications device, such as a smartphone, to the Surface Hub screen.
Integrated computer (10)	Surface Hub has an onboard computer that supports Microsoft Edge and Office 365 apps like Word and PowerPoint.
Keypad (7) and USB 3.0 port (8)	
	Keypad <p>The keypad is on the right side of your Surface Hub, above the pen dock. Use it to set screen brightness (3) and volume (4). See Keypad under Interacting with Surface Hub, below.</p> <p>The keypad also has the power button (1) and source selector (2).</p>
	USB 3.0 port <p>Use the USB 3.0 port—(5) on the keypad—to load files onto your Surface Hub for your meeting.</p>

Wake / sleep

When someone enters the room, Surface Hub wakes up and displays the Welcome screen. When it stops detecting movement, it goes to sleep.

NOTE If your Surface Hub seems to be asleep when you're in the room or does not respond as expected, try the following:

- On the keypad on the side of your Surface Hub, press the Source button  to toggle through the possible video input sources.
- Swipe up from the bottom of the screen. If a menu appears, select Exit Full Screen .

For more info, see [Welcome screen](#), below.

Interacting with Surface Hub

You can interact with your Surface Hub in several ways:

- [Touchscreen](#)
- [Keypad](#)

• Keyboard

You can use your Surface Hub as a display for your laptop, tablet, or smartphone. See [Connect](#), below.

Touchscreen

Surface Hub is designed for touch. Start a meeting, invite more people to join you, open apps, write on the whiteboard, send the results of the meeting to yourself and others—you can do it all with touch. When you need to enter text, a touch keyboard appears.







Several people can use the touchscreen at once.

- In pen mode, three pens can write on the whiteboard at once. For more info, see [Whiteboard](#), below.
- Touch mode supports up to 100 touch points at once. Use touch to write on the whiteboard and select items in any app.

To switch between pen and touch mode, select the **Touch/Pen toggle**  at the bottom of the screen.

Keypad

The keypad is on the right side of your Surface Hub. It has these buttons:

Icon	Description
	Power: Turns Surface Hub on or off. You'll rarely need to do this. Surface Hub automatically goes to sleep when it detects no activity in the room and wakes up when someone enters.
	Source selector: Cycles through all video input sources—onboard computer, DisplayPort, HDMI port, and VGA port
	Brightness up: Increases screen brightness
	Brightness down: Decreases screen brightness
	Volume up: Increases volume
	Volume down: Decreases volume

Keypad indicator lights

LEDs on the keypad indicate your Surface Hub's power state:

LED	Indicates
Off	No power to your Surface Hub

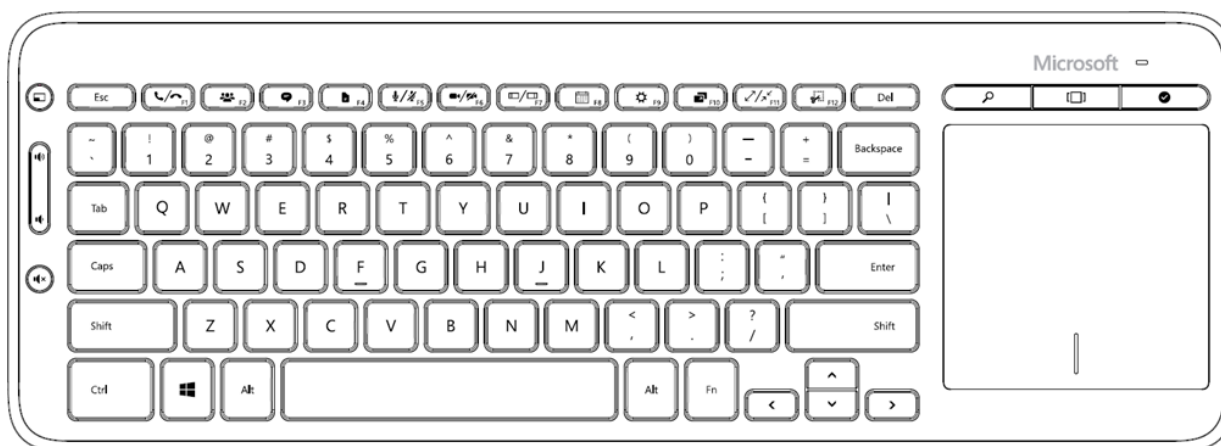
White	Power is on
Amber	Power is off
Flashing amber	Surface Hub has encountered a problem

Pen indicator lights





LED	Indicates
White	Sleep
Amber	Low battery
Flashing amber	Very low battery
Off	Deep sleep

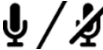
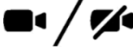
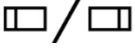



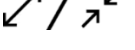

Keyboard

Surface Hub comes with a wireless keyboard that has a touchpad as well as special keys on the top row, down the left side, and above the touchpad.







Keys on top row




Icon	Description
	Dial/Hang up: Begin or end a Skype for Business call
	People/Add a person: Opens the people pane
	Messaging: Opens the messaging sidebar
	Content: Opens the content pane

Icon	Description
	Mute/Unmute mic: Toggles to mute and unmute the microphone
	Privacy mode: Toggles to turn the cameras on and off
	Swap sidebar: Moves the sidebar to the opposite side of the screen
	Room calendar: Toggles the room free/busy calendar
	Action center: Opens the action center
	Screen sharing: Toggles to present your screen to other participants or stop presenting it
	Full screen / exit full screen: Toggles the active app in and out of full-screen mode
	Send to whiteboard: Takes a screenshot of the selected app and pastes it to the whiteboard

Keys on left side

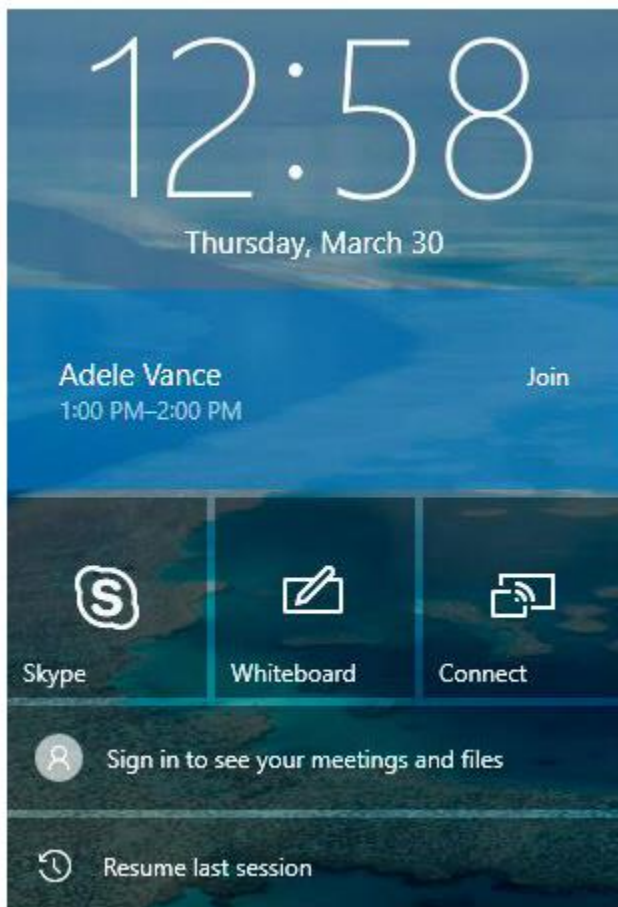
Icon	Description
	Left click: Like the left-click button on a mouse
	Volume up: Increases volume
	Volume down: Decreases volume
	Mute: Mutes speakers

Keys above touchpad


Icon	Description
	Search: Launches Search in Microsoft Edge.
	Task view: Lets you choose between open apps or close apps
	End session: Starts the countdown for ending a session—like tapping I'm done on the touchscreen.





Welcome screen

The Welcome screen appears when your Surface Hub wakes up. When you close a session, your Surface Hub resets itself and the Welcome screen reappears.



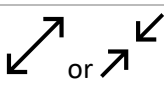


















- To join a scheduled meeting, select it from the list on this screen.
- Ability to access your meetings and files directly.
- If the previous meeting is still active, select **Resume** to reopen it. You'll need to close the previous meeting before you can start a new one.
- To start an ad-hoc meeting, select one of these icons:

Icon	Description
	Skype: Starts a meeting by inviting remote participants to join, using Skype for Business

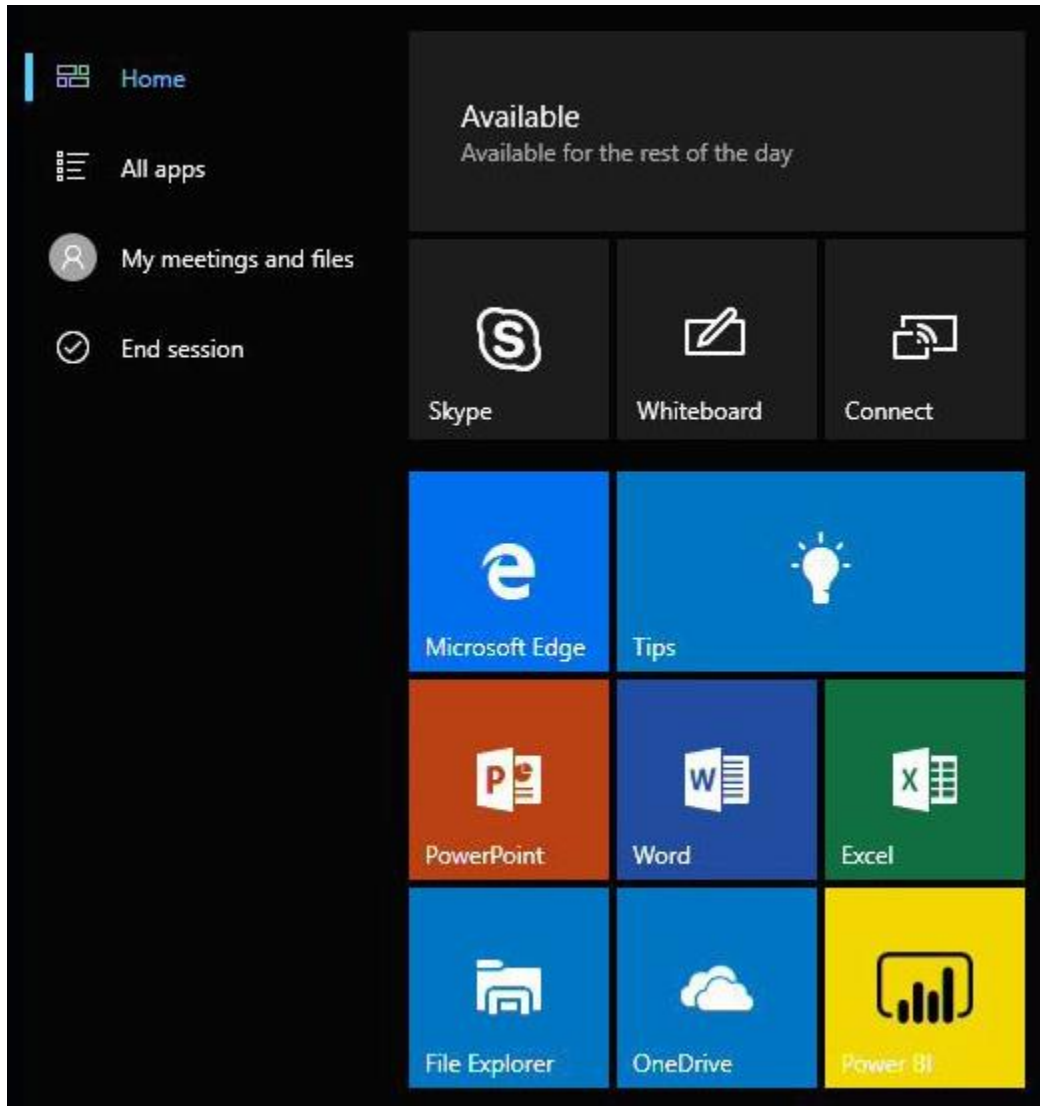
	Whiteboard: Launches the Whiteboard app. You can also open the whiteboard by taking a pen from its dock. See Whiteboard , below.
	Connect: Projects your laptop, tablet, or smartphone screen to your Surface Hub. See Connect , below.
	Sign in: Users can sign in to Office 365 to get access to their meetings and files.
	Resume last session: Lets you rejoin a meeting that is still in progress.

Icons you'll see during a meeting



Icon	Location	Description
	Bottom center	Start: Displays the All apps list and frequently used apps like Word or PowerPoint.
	Bottom center	Task view: Shows all active tasks on Surface Hub and allows you to switch between them, place two of them side by side, or close them.
	Upper right	Full screen: Expands the current window to fill the screen Exit Full Screen: Swipe up from the bottom of the screen, then select this icon.
	Either side	Call: Adds the first remote participant to an ad-hoc meeting. During a scheduled meeting, or when a meeting already has remote participants, you see additional icons. For more info, see During the meeting , below.
	Bottom center	End session: Ends the session. You'll be prompted to save files and session content.
	Top left or right	Swap side: Move the Skype for Business Call menu to the left or right side.
	Top left or right	Minimize: Minimize the Skype window.
	Top right	Clip: Places a screenshot of the current page onto the whiteboard. You can then mark up the screenshot.

Icon	Location	Description
	Either side	People: Shows the people participating in the Skype for Business call.
	Either side	Messaging: Displays IM conversations among participants.
	Either side	Content: Shows the list of documents that have been uploaded to the meeting space.
	Bottom right	Notifications: Shows notifications that have come in—like the Action center on your PC running Windows 10—and shows upcoming meetings.
	Bottom right	More: Displays additional icons: <ul style="list-style-type: none">  Do not disturb  Volume  Restart  Ease of Access
	Bottom right	Email: Select at any time during a meeting to send all the meeting notes to that point to any recipient. See Save your data , below.
	Bottom right	Skype for Business: Only visible when Skype window is minimized.

Start screen



At any time, you can go to the Start screen to access the whiteboard, start a call, open apps, and more. Here's how:

- At the bottom of the screen, select **Start** .
- or -
- Press the Start  key on the keyboard.

Open an app

Select a commonly used app like Word or Excel from the tiles on the Welcome screen.