Microsoft Surface Hub

Collaboration Hub meeting room guidance

Quick Reference Guide

Microsoft Surface Hub

Learn how to unlock the power of the group by using Microsoft Surface Hub

Quick Reference Guide

Version 1.0

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Microsoft Surface Hub

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Start your session

1. If you've already scheduled a meeting, select it to get started.

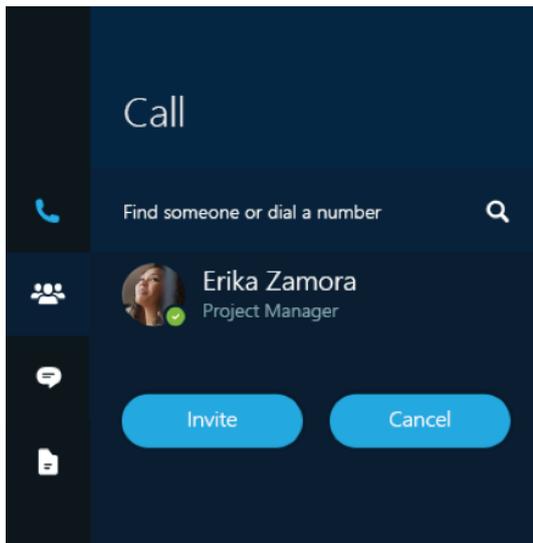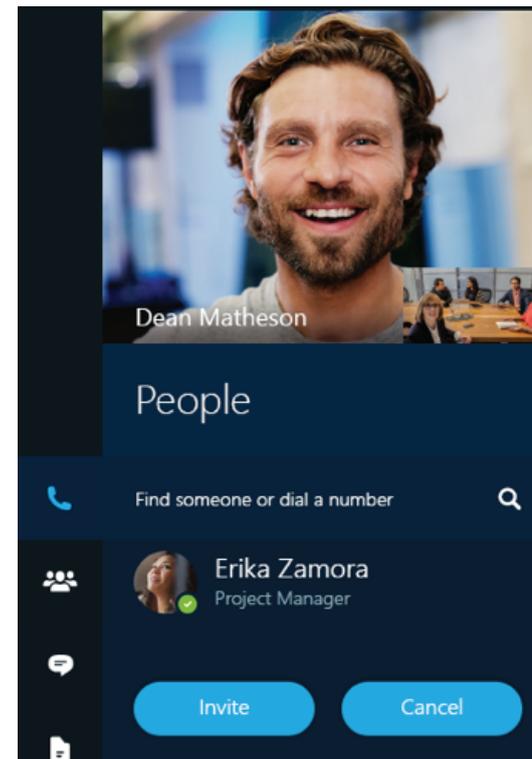2. Select Call, Whiteboard, or Connect to start an ad hoc session.

Make a call

To call someone, select **Call** 📞 and then search for and select the person you want to call. To add more people, select **People** 👥 on either side of the screen, select **People plus** ⊕, and then select each person you want to add to the call. To start the call, select **Invite.**

Add people to a call in progress

If you're already in a conference call and need to add someone else, select **People** 👥 on either side of the screen and search for the person or enter a number. Repeat for each person you want to add. Select **Invite** to add them to the call.

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Use the whiteboard

Grab a Surface Hub Pen to launch the Whiteboard app from the Welcome screen (the Pens should be stored on the sides of the display).

If you're working on a Word, Excel, or PowerPoint file, just start writing with the Pen—your notes will be saved in the file. If you want to save your markups to OneNote, select **Annotate** ✎ in the app's title bar.

Drawing on the Whiteboard

Use the Surface Hub Pens to write on the Whiteboard. To change colors, choose the one you want from the menu at the bottom of the Whiteboard screen.

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 tip of the Pen tip.

## Project your screen

Project wirelessly with Miracast

If your laptop, tablet, or phone supports Miracast, you can connect and share whatever's on your device's screen on Surface Hub without using cables.

The steps to connect wirelessly depend on what type of device you have. If you're using a PC running Windows 8 or later, press Windows logo key ⊞ + K on your keyboard, and then select the Surface Hub you want to project to.

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.

Project with cables

Plug a video cable into your device to share your screen. If you want to control your device with the Surface Hub touchscreen and Pen, plug in the USB cable too.
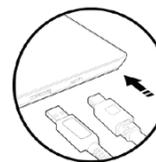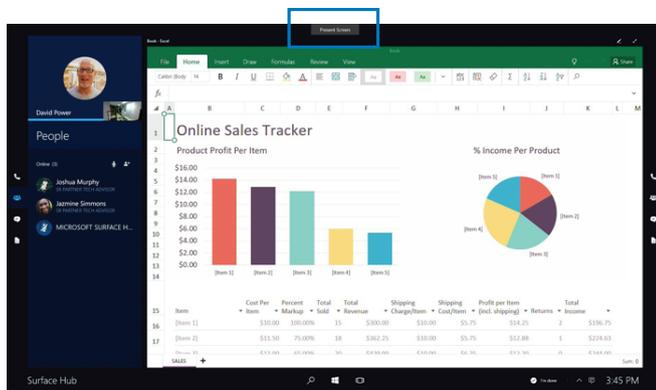

When you're done, unplug the cables.

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Present Surface Hub screen during a call

Start presenting

When you join a call, the microphones and cameras will turn on so the people on the call can hear and see the people in the room. If you also want to share what you're showing on the Surface Hub touchscreen, select **Present Screen**.
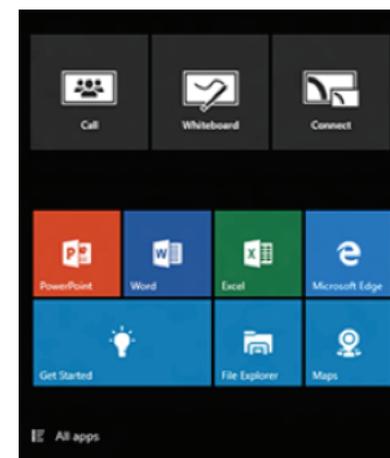

Stop presenting

To stop sharing content with the people on the call without hanging up on them, select **Stop Presenting**. The call will still be happening, but the people on the call won't be able to see what's on the Surface Hub touchscreen.

Apps

Apps on Surface Hub are listed on **Start** ⊞ . To open an app, just select it. You'll see commonly used apps right there.

To see a list of all of the apps, select **Start** ⊞ > **All apps**. Choose the app you want to use to open it. If the app you want isn't in the list, contact your system admin. If you have more than one app open, quickly switch between them with **Task view** ⊡ at the bottom of the touchscreen.

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 Surface Hub to get it ready for the next session. If you want to save your work, it's very important to email your files.

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

End your session

When you're done with Surface Hub, select **I'm done** in the lower-right corner of the touchscreen or press the **End session key** ✔ on the keyboard.

You'll have a few seconds before Surface Hub is cleaned up for the next session. If you haven't saved your work, select **Go back and save** to email anything on the Whiteboard that you want to keep or to save Word, Excel, or PowerPoint files to a USB drive. This is important because there's no way to recover your work later.
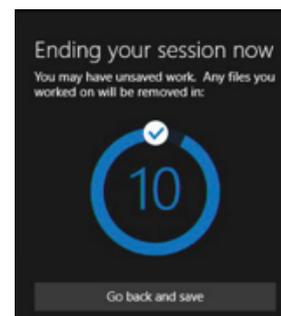
What to do if...

Surface Hub isn't on

Make sure the power cable is connected and try turning it back on. The power button is on the keypad at the right side of the display.

There's no Internet connection

Contact your company's support person.

You can't project your screen

If you're trying to connect wirelessly, make sure your device works with Miracast. If you're trying to connect with cables, make sure both the video and USB cables are attached to both your device and to Surface Hub.

The keyboard doesn't work

Try changing the batteries.

The Pen doesn't work

Make sure the Pen you're using is charged, or try the other Pen. Keep in mind that not all apps work with a Pen. If the Pen doesn't work, select **Annotate** ✏ on the app's title bar and then select the part of the screen you want to draw on. It will automatically open in the Whiteboard so you can draw on it.

Need more help?

If something still doesn't work, contact your company's support person or go to https://www.microsoft.com/surface/support/surface-hub.

Get more training

On 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, and 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, at http://windows.microsoft.com/en-us/windows/getstarted-surface-hub-using-surface-hub.

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Keyboard shortcuts and accessibility

Surface Hub has keyboard shortcuts you can use to do things faster or to turn on accessibility features:

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 ⊞ + S	Open Cortana/search
Windows logo key ⊞ + T	Open date and time
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

Press these keys	To do this
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 ⊞ + F6	Move keyboard focus between the sidebars, top bar, and bottom bar
Windows logo key ⊞ + F6 + Shift	Move keyboard focus between the sidebars, top bar, and bottom bar in the opposite direction
Windows logo key ⊞ + Tab	Go to Task view
Windows logo key ⊞ + Enter	Open/close Narrator
Windows logo key ⊞ + plus (+)	Open Magnifier
Right Shift for 8 seconds	Toggle filter keys
Shift 5 times	Toggle sticky keys
Windows logo key ⊞ + Esc	End your session