



TELSTRA CALLING FOR OFFICE 365

Surface Hub Feature Guide

Surface Hub

Surface Hub integrates with **Skype for Business** meetings, supporting both ad-hoc meetings and scheduled Outlook meetings within Skype for Business

Using surface Hub in your meeting provides you with a full collaboration tool. You have the ability to share documents, web applications, annotate on any document and use the whiteboard to take notes. You can also save and send the meeting content to all participants. All this, within the one Skype for Business meeting.



Surface Hub features:

Touch screen

Use the touch screen to open apps, write or draw on the whiteboard, join a meeting, invite participants, and more

Speakers and Microphone

Built in speakers and a microphone allow you to communicate seamlessly with remote participants

Cameras x 2

Surface Hub automatically switches between the two cameras so remote users can see the person speaking

Motion and Light Sensors

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

Pen Charging Docks

The Surface Hub pens click into place on the charging docks, which are located

either side of the Surface Hub. 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

Use the on-screen keyboard to operate your Surface Hub. Specialised keys give you quick access to Surface Hub features

Integrated Computer

Surface Hub has an on board computer that supports Microsoft Edge and Office 365 apps like Word and PowerPoint

Keypad

The keypad is on the right side of your Surface Hub. Use it to set screen brightness, volume, power On/Off.

USB Port


The USB port is situated on the Keypad. Use it to load files onto your Surface Hub for your meeting

Getting Started

If your Surface Hub has been inactive for some time it goes into sleep mode.

When you enter the room, Surface Hub detects movement and the screen will wake up, displaying the Welcome screen. When it stops detecting movement, it goes to sleep

If your Surface Hub does not wake up, try the following:

On the keypad on the right side of your Surface Hub, press the **Power**  button to turn the unit on.

Interacting with Surface Hub

There are several different ways you can interact with your Surface Hub


- Touch screen
- Keypad
- Keyboard

Touch screen:

Surface Hub is designed for touch. Start a meeting, invite more people to join, open apps, write on the whiteboard or send the results of the meeting to yourself and others, all with touch. You have a touch keyboard on the screen which appears when you need to enter text.







Several people can use the touch screen at the same time

In pen mode, up to three pens can write on the board at once

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 of the Surface Hub and displays the following buttons:













-  Power: Turns Surface Hub On and Off
-  Source selector: Cycles through all video input sources
-  Increase screen brightness
-  Decrease screen brightness
-  Volume Up
-  Volume down

Keyboard:

Your Surface Hub comes with a wireless keyboard that is equipped with a touchpad and special action keys on the top row

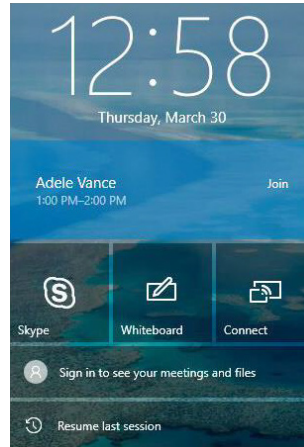


Top Row action keys:

-  Dial or End a Skype for Business call
-  Add people - opens the people pane
-  Opens the messaging side bar
-  Opens the Content pane
-  Mute / Unmute
-  Camera On/Off
-  Moves the sidebar to opposite side of Screen
-  Toggles the room free/busy calendar
-  Opens the action centre
-  Start / Stop screen sharing
-  Maximise / minimize screen
-  Takes screen shot of a selected app and posts it to the Whiteboard






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.



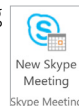
Your Surface Hub will display a list of all scheduled meetings for today

Tap a **scheduled meeting** from the list at the scheduled start time to join it

-  Tap **Skype** to start an ad-hoc Skype for Business meeting, tap
-  Tap to launch the **Whiteboard** App
-  Tap to **project your laptop**, tablet or Smartphone to the Surface Hub
-  **Sign In** – Select to sign in to Office 0365 to get access to your meetings and files
-  **Resume last session** – Tap to re-join a meeting that is still in progress

Schedule a Meeting

Use your **Outlook calendar** to schedule a Skype for Business meeting



Select New Skype Meeting

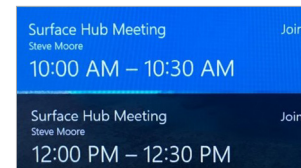
1. Add your Surface Hub as an attendee along with other attendees
2. Attach any Power Point presentations or other documents you want to share during the presentation.
3. At the time of the meeting you will be able to access the meeting from Surface Hub

Note: If the previous meeting has not been closed, you will need to close it before you can start your meeting

Join a Scheduled Meeting

Your Surface Hub Welcome screen will display all scheduled meetings for today

1. Sign in to your Surface Hub using your Skype for Business log in credentials
2. Tap a meeting to join



Ad-hoc Meeting




To initiate an Ad-hoc Skype for Business meeting from Surface Hub:

From the Welcome screen or Start screen, tap Skype Meeting








Skype for Business will open on your screen

To add people to your ad-hoc meeting:

1. Select **Call** 
2. Search for someone by entering their name or email address
3. When the contacts details appear tap **Invite** to send them an invite to your meeting
4. When they accept the invite you will be connected
5. To invite further participants, tap **People**  then **People plus** 
6. Enter the contact details of each new participant, then tap **Invite** to send an invite to join your meeting

Skype for Business Meeting

Your **Skype for Business meeting** will display on your screen. The following action buttons will be available:




-  The calling icon is used to dial in participants to your meeting
-  Tap to view meeting participants
-  Tap to open Chat. Tap the type field to initiate the on-screen keyboard.
-  Type your message, and then tap  to send

Tap to view a list of documents that have been uploaded to the meeting

Call Control

Call Control buttons will appear at the bottom of the Skype meeting

These are the same as you would have in your regular Skype for Business app.

-  Escalate call to video call
-  Mute call
-  End call

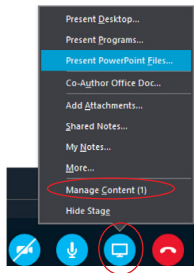


Content Share from Skype for Business


Before an attachment is visible from the Surface Hub, the Skype for Business meeting originator must present the content from their Skype for Business client:

To begin sharing content with meeting participants:

The meeting originator selects **Present** within the **Skype for Business** desktop client and chooses **Manage Content**



To view the file on Surface Hub:

1. Click the **Content tab** to view files 
2. Select the file you want to view
3. Click **Present** to share
4. Click **Stop Presenting** to stop sharing

Note: You may be prompted to enter a Content PIN before you can share content.

Tap **“Get a Content PIN”** to request a new PIN

An email will be sent to the content owner with the 4 digit PIN


Follow the prompts to enter the PIN

You will now be able to share your content

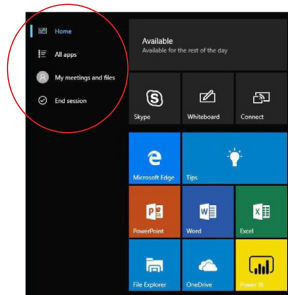
Start Screen

To view Start screen, from the bottom of the screen, select 

or,


Press  on the keyboard

The start screen menu appears




Home:

From **Home**, you can start a Skype for Business call, access Whiteboard, connect a device or select a commonly used app like Word or Excel from the tiles on the Start screen

Select the **Tips** app to learn more about your Surface Hub 

All apps:

Select **All apps** and select the app you want

Note: Only 2 applications can display on the screen at any time. If you select more than 2, they will be stored in Taskview  at the bottom of the screen. You can then select task view and scroll through selected apps to choose what you want to display on-screen

My meetings and files:

Displays a list of scheduled meetings and recently used files

End session:

Select to end your current meeting

Whiteboard

Draw and write on a whiteboard similar to a OneNote page. Copy text and drawings from documents or web pages to the whiteboard, then annotate them. When you're done, mail the page to yourself and anyone else who needs it.

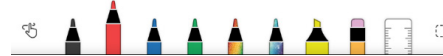
Remove the pen from its docking station to open the whiteboard

or,


Select , then **Whiteboard** 


Whiteboard menu:


The menu is at the bottom of the whiteboard screen





Colours - Choose a pen colour or highlighter. The colour you chose applies to all participants. A raised pen indicates the colour you are using

 **Erase** - When selected the tip of the pen works as an eraser. The flat end of the pen is always an eraser


 **Lasso** - Circle an area to select all images within it. Select Move and drag to move a lassoed area. Select and drag any corner of the selected area to resize the image


 **Finger-paint mode** - Switch between using Pen and touch mode drawing, erasing and highlighting


 **Ruler** - Tap the Ruler to enable it and then use your fingers to position it on the screen. Once positioned, use a pen (or your finger (if in Finger-paint Mode)) to draw straight lines along the edges of the ruler

 **Undo** - Tap to undo the last action

 **Redo** - Tap to redo the last section

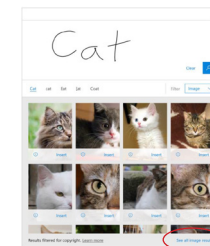
 **Birds Eye View** - Tap to see a zoomed out version of the current whiteboard. You can then select with the pen or your finger any content and place it around the canvas. You can also tap to zoom in to that location.

 **Trash** - your Whiteboard data and email to yourself or others or send the saved data to OneNote

 **Search** - Tap to write in a search term and see related images (Whiteboard uses Bing Image Search)


The first set of results are images with a Creative Commons license for reuse. You can view additional results by tapping **See all image results**

Tap **Insert** to add image to your Whiteboard



Annotate

Use **Clip** to copy an image of a page in an open document to the whiteboard and mark it up.

1. While you have an app or document open on the screen, select **Clip**  from the top of the screen
2. Use the **pen** or your **finger** to highlight/clip the area you want to annotate
3. The area will be placed on a whiteboard where you can start annotating





Connect Laptop, Tablet or Phone

You can connect your laptop, tablet, or phone to Surface Hub, so you can project content and audio to your Surface Hub screen and share to meeting participants

Wireless Connect:

If you are using Windows 8 or later and your device supports Miracast

1. Press  then select **Connect** 
2. Select the **name** of your Surface Hub from the list that appears

If prompted, enter the PIN that appears on the touch screen

Note: For other types of devices, check the manufacturer's website for instructions

Wired Connect:

Plug in the HDMI or VGA cable that works with your device

If you want to use Inkback or Touchback, plug in USB 2.0 cable

If you are using a VGA connection, also plug in the audio cable if you wish to include audio

The following features are supported when using **Connect**:

Inkback

If you are projecting an app on the Surface Hub screen that supports inking, any mark ups will appear on your device. If you save the file the mark ups will also be saved.


Touchback

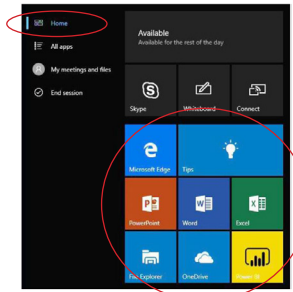
Allows you to control your connected device from the Surface Hub touch screen

Apps

Open apps from you Surface Hub start screen or Share apps from a connected device.

You can have 2 opens open side by side on the Surface Hub at one time

1. Open the first App, for example Whiteboard, Word doc or Internet access
2. Select 
3. Select the App you want to display




Repeat these steps to open a second app, document or whiteboard


Both Apps will appear side by side on the screen

Drag the vertical black bar inwards on the app until it disappears

To display the app again or change which app appears:



Tap  to view active tasks and drag the required task on to the screen

To access internet (Microsoft Edge):

select the  icon from the bottom of the screen

Save Meeting Content

You can save changes made on your Surface Hub, such as **Whiteboard, Word, Excel** and **PowerPoint** and email to yourself or other users, or upload on to One Note:

1. From Whiteboard or an App, select 
2. Select **Email**  at the bottom of the screen
3. Select **To:** and enter the **email addresses**, or select OneDrive and follow the steps
4. Select **Send**

Note: Changes made to data on a device you have connected to Surface Hub, will also be saved on your device.

Changes made to any documents you are sharing through Office 365 on Surface Hub will automatically updated in your OneDrive

When you end your meeting:

- If you're projecting to your Surface Hub from a device in the room, that connection closes
- If you're in a Skype for Business meeting, your Surface Hub leaves the meeting
- Any open applications on your Surface Hub close
- Data and files from the meeting are deleted

If you forget to end your meeting, the session goes to sleep but does not time out.

This means that all the files and information from your meeting will be available to the next party that uses the Surface Hub.

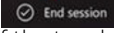

They will need to end your session prior to starting their own session.

This will delete all your meeting content.

Note: It is important to End your meeting to avoid meeting content ending up in the wrong hands

End a Meeting

To end a meeting:

Select **End Session**  at the lower-right corner of the touch screen or press the **End session** key  on the keyboard

A brief countdown will display on the screen, during which time you can go back and save any changes

