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
- 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
- / / Maximize / 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.

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
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: 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

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 - Chose 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 off 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

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

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
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 \[\text{Connect}\] 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 Inkbak 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:

- **Inkbak**
  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

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**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 \[\text{ seen here}\] to view active tasks and drag the required task on to the screen

**To access internet (Microsoft Edge):**
select the \[\text{ Browser}\] icon from the bottom of the screen

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**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 \[Email\]
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

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**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

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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.*