



# TELSTRA CALLING FOR OFFICE 365

## Surface Hub - Meetings Quick Reference 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 within the one Skype for Business meeting.



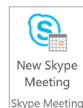
Surface Hub Welcome Screen

1. **Schedule a Meeting**
2. **Join a Scheduled meeting**
3. **Ad-hoc meeting**
4. **Call Control**
5. **Content Share – Skype for Business**
6. **Content share from device**
7. **Annotate**
8. **Whiteboard**
9. **Apps**
10. **Save Data**
11. **End Meeting**

### Schedule a Meeting

To create a scheduled meeting, use your Outlook calendar

1. Select **New Skype Meeting**

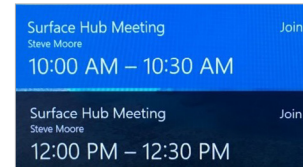


2. Add the **Surface Hub** as an **attendee** on the invite
3. Attach content such as PowerPoint presentations or other documentation you want to share during the meeting

### 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:

1. 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

### 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

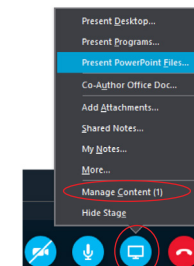
Before an attachment is visible from the Surface Hub, the **Skype for Business** meeting originator must present the content from their **Skype for Business** client.

To begin sharing content with meeting participants:

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



### 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




## Content Share from Device

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

1. Connect your **Laptop** directly to the **Surface Hub** with the supplied HDMI or VGA cable
2. From the **Laptop** screen select  then select  **Connect**
3. Select the **name** of your Surface Hub from the list that appears
4. If prompted enter the **PIN** that appears on the screen  
or  
Insert a **USB** into the **USB input** to share the content
5. Click **Present** to share the content with meeting participants
6. Click **Stop Presenting** to stop sharing

## Annotate



To annotate or mark-up content you are sharing:

1. Select **Clip**  icon
2. **Highlight** the area you want to write on or mark up
3. The selected area will be moved to a whiteboard
4. Use **pen** to start annotating

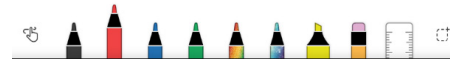
## Whiteboard

During a meeting you can take notes or draw on a whiteboard.

To **open** the Whiteboard:

Remove the pen from its docking station  
or  
Select  then 

**Whiteboard menu** is located at the bottom of the screen



Choose a **pen colour** or **highlighter**



Use **Eraser** to erase work



**Lasso** an area and drag to whiteboard or resize to area



**Move** between **pen mode** and **finger-paint mode**



Position the **ruler** and use the pen or your finger to draw straight lines along the edges of the ruler



**Undo** the last action



**Redo** the last action



Tap to view a **zoomed** out version of current Whiteboard




**Delete** your data

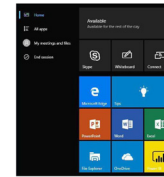


**Search** images from the internet – Tap to type in a search term and see related results (Whiteboard uses Bing Images)

## Apps

You can have 2 apps open side by side on the screen at one time:

1. Open the first App, for example: Whiteboard or Word document
2. Select  **All Apps**




3. Select the second app


**To hide an app:**

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

**To display the app again or change which app appears:**


Select  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 your data

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. Select **Email**  at the bottom right of the screen
2. Select **To:** and enter the **email address**  
or  
Select **OneDrive** and follow the steps
3. Select **Send**

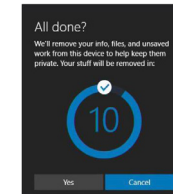
Changes made to data on your computer and projected to Surface Hub can be saved

## End Meeting


To end a meeting:

Select **End Session**  at the lower right side of the screen

When you select I'm done, you'll see a brief countdown during which you can go back and save your data. This is your last chance to save any files



or

Press the **End session** key  on the keyboard

**When you end your meeting:**

- If you are projecting from your laptop or another device to Surface Hub, that connection will close
- If you are in a Skype for Business Meeting, your Surface Hub leaves the meeting
- Any open applications on your Surface Hub will close
- Data and files from the meeting will be deleted

