Tips for a successful Interactive White Board meeting

► **First time user?** Welcome! Using this is basically point, touch and go! You'll be working with and sharing all your favorite productivity tools:

Ⓢ Skype for Business   W Word   P PowerPoint   X Excel   e Edge

► **How do I...**

Show my laptop screen
Use a video cable or connect wirelessly by pressing ⊞ + 'K' (Windows 10 only)

Connect to the Internet
When prompted, enter 'domain\your 5+2' as the user name, then your Windows password. For example, 'us\smithal'. (This is a built-in security feature.)

Keep the contents of the meeting's whiteboard
Simply email it to yourself and anyone else by clicking the 'Share' charm ⤷

► **Look, and please touch.** This is all about the 'hands-on': tap and go apps; electronic pens; touch keyboard; swipeable whiteboard; fingertip drawing and annotation. All of it – and more – intended to be 'touched' in what quickly becomes an intuitive meeting experience.

► **Find out more.** Try the Tips App, available from the Apps menu by touching ⊞ on the Surface Hub screen. For FAQs, how-to videos and other useful information, visit http://surfacehub.ey.net.
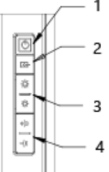
EY
Building a better working world

Something not right? Need help?

► System not powered on
► Picture or sound problem
► Missing or non-functioning pen or keyboard
► Simply confused

Contact a local support person for assistance:

Visit the Interactive White Board product page, located in ServiceNow

Look inside for a handy Quick Reference guide to using Microsoft Surface Hub

Microsoft Surface Hub
Quick Reference

The Welcome screen and features

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.

‣ If the previous meeting is still active, select **Resume** to reopen it. You'll need to close the previous meeting before you can start or join a new one.

‣ Select **Call**, **Whiteboard**, or **Connect** to start an ad-hoc session.

|	
Touchscreen (9)	Use the touchscreen to open apps, write or draw on the whiteboard, join a meeting, invite participants, and more.
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.
Integrated computer (10)	Surface Hub has an onboard computer that supports Microsoft Edge and Office 365 apps like Word and PowerPoint.
Keypad (7)	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). The keypad also has the power button (1) and source selector (2).

Start screen

Apps on the 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.

Use apps in split screen mode

When you open a second app, it appears alongside the first app. You can open more than two apps, but only two can be displayed at once. Here's how to open more than one app.

1. Open the first app, for example the Whiteboard app or a Word doc.

2. Select **Start ⊞ > All apps** and select the second app. Repeat to open additional apps.

To hide one of the apps, drag the vertical black bar toward the app you want to hide until the app disappears. To display the app again or change which apps are displayed:

1. Select **Task View** ▭ at the bottom of the screen.

2. Drag the app you want to the side of the screen where you want it to appear.

Connect and project

Use the Connect feature to project the screen and audio from your laptop to your Surface Hub. Connect supports these special features:

‣ **Touchback**: Lets you control your connected laptop, tablet, or phone from the Surface Hub touchscreen.

‣ **Inkback**: Let's you add markups to supported projected apps on the Surface Hub screen which also appear in the file on the laptop. Saving the file on the laptop also saves the markups.

Wireless Connect
If your laptop supports Miracast (Windows 10 only), you can project your laptop screen wirelessly to your Surface Hub. Here's how:
1. Press the Start key ⊞+K or open the Action center ▤ and select Connect.
2. Select the name of your Surface Hub from the list that appears.
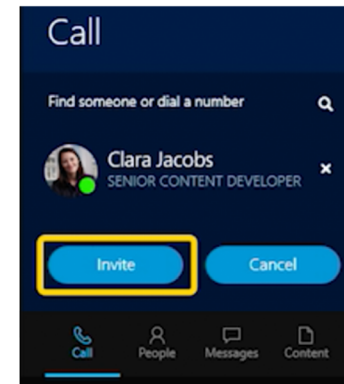
Wired Connect
You can connect by plugging the HDMI cable into your laptop (if available)
‣ If you want to use Touchback and Inkback, plug in the USB 2.0 cable.

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.

NOTE Inviting someone to join a meeting will, by default, connect them with video.
The invitee has the option to join by audio only.

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 Surface Hub 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.
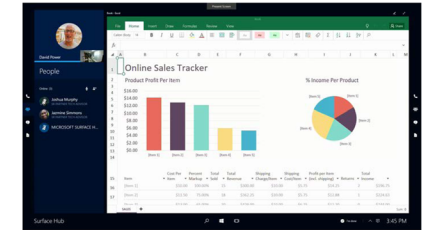
Ink to Shape
With this option turned on, drawing simple shapes like triangles, circles, rectangles, and more automatically converts the drawings to clean, tidy ones.

Present the 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.

End your session

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

You'll have a few seconds before the 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 you want to keep.

Email/Save your files

In support of EY's Data Privacy policies, Surface Hub deletes all notes from a meeting when it is closed. If you want to save your work, it's very important to email your files.

To email Whiteboard files, select the **Share** charm ⤴ 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**.

Learn more...

The Tips app

The Tips app has all the info you need to get going with Surface Hub. To open it, select **Start ⊞** on the touchscreen, and then select the **Tips** app tile.

The Surface Hub User Guide

A copy of the Surface Hub User Guide is available in this room (and from **http://surfacehub.ey.net**), with expanded information on the topics covered here, plus many more.