NSW GOVERNMENT Education

Microsoft Surface Pro

User Guide

Document Identifier	Microsoft Surface Pro – User Guide
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Document Owner	Director, Service Support, Customer Experience and Service Delivery, ITD
Version No.	3
Status	Approved
Document Location	Department of Education Intranet
Source Document Location	ComFleet Reference Manual
Last reviewed	March 2020
Review Frequency	Annual

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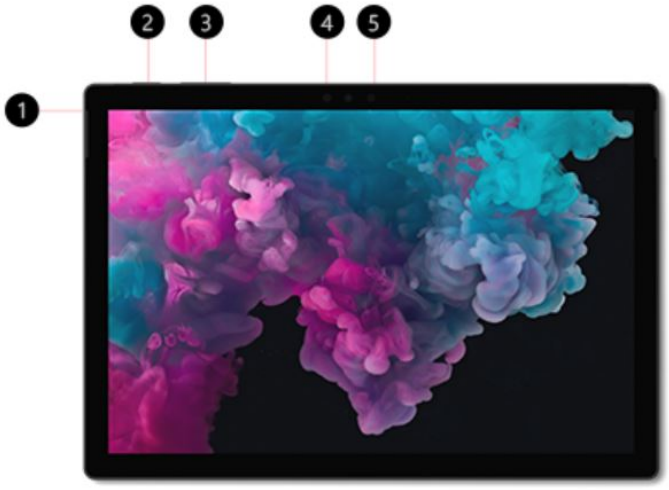
1. Meet the Surface Pro

Features

Get to know your Surface Pro's buttons and ports.



1 Headset jack	3 Volume	5 Front-facing camera
2 Power button	4 Windows Hello with face sign-in	

1 Mini DisplayPort	3 SurfaceConnect (charger port)	5 MicroSD™ card reader
2 USB 3.0	4 Kickstand	

Power button	Press the power button to turn your Surface Pro on. You can also use the power button to put it to sleep and wake it when you are ready to start working again.
Touchscreen / Tablet Mode	Navigate Windows faster by using the touch screen – swipe to get to the information you need more quickly by sliding your fingers across the screen. Use your fingers to select items, zoom in and move things around. Tablet mode makes Windows easier and more intuitive to use when you do not want to use a keyboard and mouse. Simply detach the Type Cover from the screen to use your device as a tablet.
Surface Pen	Enjoy a natural writing experience with a pen that feels like an actual pen. Use Surface Pen to launch Cortana, open OneNote or Windows Ink Workspace and quickly jot down notes or take screenshots.
Microphones	Front and back microphones are included. Use the front microphone for calls and recordings. Its noise-cancelling feature is optimised for use with Skype and Cortana.
Speakers	Stereo front speakers provide an immersive music and movie playback experience.
USB	Connect a USB accessory like a mouse, printer, USB portable storage drive, or smartphone.
3.5mm headset jack	Plug in your headset for a little more privacy when listening to music or when participating in conference calls.
Kickstand	Flip out the kickstand and work comfortably at your desk or while giving a hands-free presentation.
SurfaceConnect (charging port)	When your battery is low, attach the included power supply to the charging port. Also, attach your dock via this port.
Cortana	Cortana is the Windows 10 voice-activated assistant (like Siri). Ask Cortana for help to find information, search applications or set reminders.

2. Setup instructions

Charge your Surface Pro

1. Connect the two parts of the power cord.
2. Connect the power cord securely to the charging port.
3. Plug the power supply into an electrical outlet.
4. At the office, simply connect your dock cable to the charging port.

It takes two to four hours to charge the Surface Pro battery fully from an empty state. On your Surface Pro power supply, there is also a USB port, which you can use to charge other devices (like a phone) while your Surface charges. The USB port on the power supply is only for **charging**, not for data transfer. If you want to use a USB storage device, plug it into the USB port on your Surface.

Check the battery level

You can check the battery level from the locked screen or the desktop. The battery status appears in the lower-right corner of the screen.

Attach the Type Cover

The Type Cover attaches magnetically to your Surface Pro. Bring the two close together until the Type Cover aligns and clicks into place. You can also push the Type Cover back against the front of the Surface Pro for extra stability, particularly if you are working on your lap or require a slight angle for easier typing.

Touch, pen, keyboard and mouse

With the Surface Pro, you can easily switch between using the touchscreen, touchpad, pen, a keyboard or mouse.

Touchscreen

You can use your fingers on the Touchscreen, the same as you would on a smartphone or tablet. For example, drag your finger up or down the screen to scroll through a document.

Command	Touchscreen Gesture
Select an item	Tap the item on the touchscreen.
Scroll	Use one finger to tap and drag in the direction you want to scroll. This is pretty much a universal gesture. It works in any app, whether horizontally or vertically.
Zoom in or out	Use two fingers on the touchscreen and pinch them outwards (zoom in) or pinch them inwards (zoom out).
Show additional commands (similar to right-clicking)	Use one finger to tap and hold on the relevant item. This will either open up a menu of actions that you can take, or it will present you with more information about the item you selected.
See all open windows	Use one finger and swipe in from the left edge. This brings up Task View, which shows you all open windows. Tap the windows you wish to bring forward or touch an empty spot to close Task View.

Fold the Type Cover completely back behind the screen to use your Surface as a tablet. Your Surface will not detect key presses while folded back this way.

To type text while the Type Cover is folded back, tap the screen anywhere and the on-screen touch keyboard will appear.

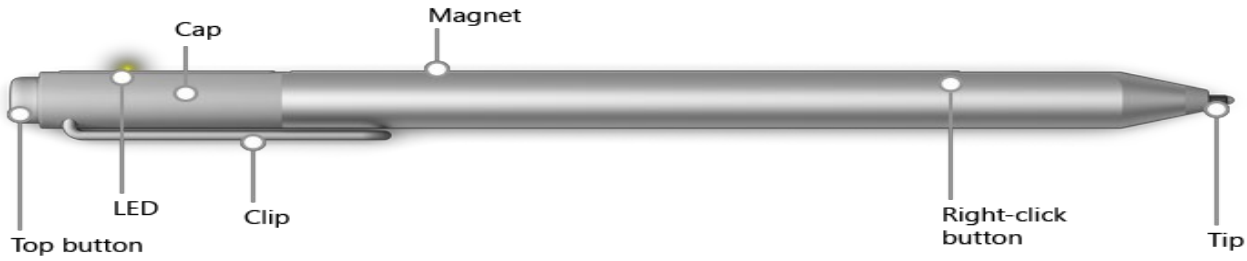
Touchpad

Press the Touchpad firmly on the left or right to use left click and right click as you would with a mouse. In general, it is best to use the bottom section of the Touchpad where you will hear a more defined click on pressing.

Please note that only the very bottom right hand corner activates the right click.

Command	Touchpad Gesture
Select an item	Tap on the Touchpad
Scroll	Place two fingers on the Touchpad and slide horizontally or vertically
Zoom in or out	Place two fingers on the Touchpad and pinch in or stretch out
Show additional commands (similar to right-clicking)	Tap the Touchpad with two fingers, or press in the lower-right corner
See all open windows	Place three fingers on the Touchpad and swipe them away from you
Show the desktop	Place three fingers on the Touchpad and swipe them towards you
Switch between open windows	Place three fingers on the Touchpad and swipe right or left

Surface Pen



Magnetic surface	Use the magnet on the flat side of the pen to attach the Surface Pen to the left side of your Surface Pro.
LED	When the pen is in pairing mode, the LED glows white. When the battery is low, the LED glows red.

Enjoy a natural writing experience with a pen that feels like an actual pen. Use Surface Pen to launch OneNote (one click of the top button) and quickly jot down notes or take screenshots. Train your Surface Pen to recognise your handwriting in Pen Settings.

Wireless keyboard and mouse

Use your Surface Pro as a desktop computer when at the office, with a wireless full-size keyboard and mouse. The keys are optimised for improved accuracy, reduced noise and comfort.

You can extend the legs underneath the keyboard to increase the keyboard tilt for more comfort.

If your keyboard and mouse are assigned to you personally, plug the USB transceiver into the USB port on the device itself.

You can store the transceiver inside the mouse for safekeeping when not in use.

If you work in an office where peripherals are assigned to desks, simply connect your device to the dock. The keyboard and mouse are already connected via the USB transceiver that is plugged into the dock itself.

Keyboard Features - Hotkeys

1 Rewind	4 Mute	7 Calculator
2 Play/pause	5 Volume down	8 Battery check
3 Fast forward	6 Volume up	9 Lock PC
		10 Internet Explorer

Keyboard Features – Function Key Shortcuts

1 Internet back	5 Windows search	9 Save (Ctrl F9)
2 Internet forward	6 Zoom out	10 Print (Ctrl F10)
3 Internet new tab (Ctrl F3)	7 Zoom in	11 Windows settings
4 Close Windows (Alt F4)	8 Show desktop	12 PC standby
		13 Right click (Fnct Ctrl)

3. Battery Management

Your keyboard has up to three years of battery life and your mouse has up to two years. This will vary with usage.

Battery sleep mode

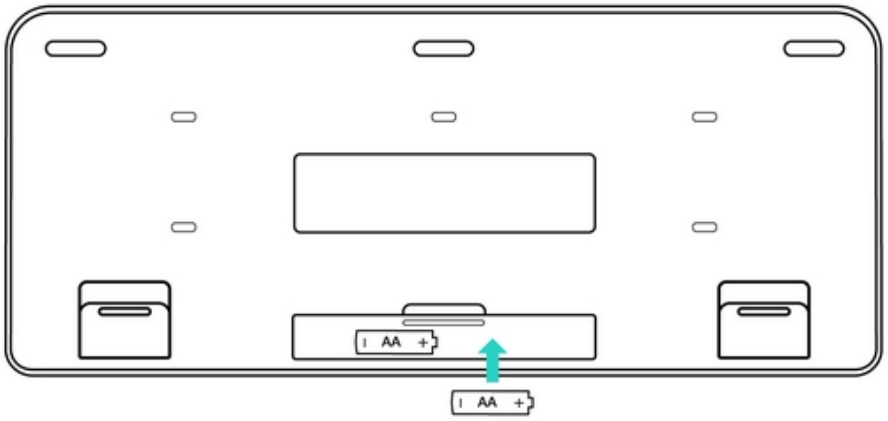
Did you know that your keyboard and mouse go into sleep mode after you stop using them for a few minutes? This reduces battery usage and eliminates the need to keep switching your devices on and off. Both your keyboard and mouse are up and running immediately as soon as you begin using them again.

Keyboard battery life and replacement

If you press the 'battery check' key on the keyboard and the light flashes red, replace the batteries as soon as possible. Turn they keyboard over to locate the battery storage compartment.

Battery requirements:

- Requires 2 AA alkaline batteries
- Expected battery life is up to 36 months



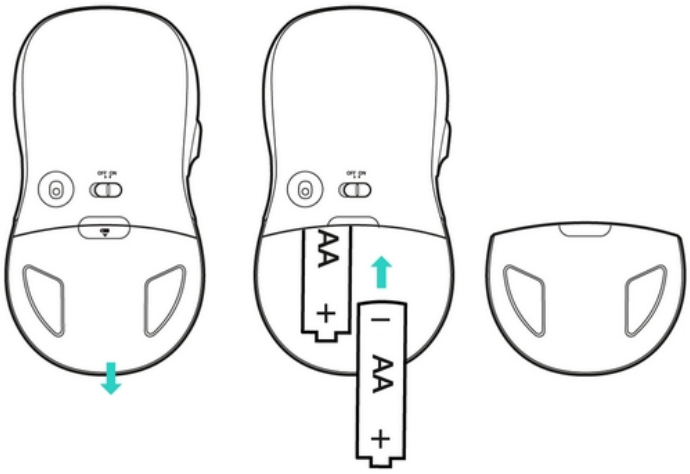
Mouse battery life and replacement

If the LED battery indicator flashes red, replace the batteries as soon as possible.

LED battery indicator

Battery requirements:

- Requires 2 AA alkaline batteries
- Expected battery life is up to 24 months



Extending battery life

Your keyboard and mouse have an automatic standby mode to conserve power when not in use. You can help extend the battery life by:

- Avoiding using your mouse on dark or transparent surfaces such as glass. These surfaces cause the optical sensor to use more power.
- Using only alkaline batteries
- Turning off you mouse and keyboard when not in use (the on/off toggle button is on the top right of the keyboard and on the underneath of the mouse).

4. Connect to external screens

You can connect your Surface Pro directly to a monitor via the MiniDisplay port (e.g. if at home) or you can simply attach to your docking station at the office which automatically connects you to your monitor.

You can disconnect your Surface Pro from a monitor by carefully pulling the cable out of the Surface Pro (at home) or removing your device from the docking station (if at the office).

Set up your screens

If you connect another screen to your Surface Pro, you can then choose what content to display on the built-in screen and what to display on the larger screen.

Once connected to the external screen, press **and P** to review the options available.

Choose one of the following options:

1. **PC screen only:** Content will only appear on your Surface Pro's screen. Nothing will appear on the external screen. If you are connected to a wireless projector, this option then changes to **Disconnect**.

2. **Duplicate:** The same content appears on your Surface as your desktop monitor or projection screen. You may wish to close your Surface Pro while you work on the external screen.

3. **Extend:** Content is spread over both screens, and you can drag and move items between them. You will need to drag application windows to the specific screen you want them to appear on when you first open them. Some users like to display e-mail on their Surface screen, while they work on other applications on their extended screen. You will need to ensure your mouse is set up correctly to move from one screen to the other. Click on the Start Menu and type display settings and select Change Display Settings to rearrange the screens.

4. **Second screen only:** All content will appear on the connected screen. Your Surface screen will be blank.

5. Log in and log out

Log in

1. Turn on or wake your Surface by pressing the power button.

2. Swipe up on the screen or tap a key on the keyboard.

3. When you see the login screen, enter your full email address and password and press Enter on your keyboard or click the right arrow.

Log out

1. Press **and L** to simply lock the device safely, ready for you to log in again later, or

2. Select the Start Menu, right-click your name (or the person symbol) that appears on the left hand side, then select **Sign out**, or

3. Right click on the Start Menu, select **Shut down** or **Sign out**.

6. Care and cleaning

To keep your Surface looking great and working well, follow these simple steps.

Touchscreen care

1. **Clean it frequently**. Use a soft, lint-free cloth to wipe the screen gently. You can dampen the cloth with water or an eyeglass cleaner, but do not apply liquids directly to your Surface. Do not use window cleaner or other chemical cleaners on your Surface.

2. **Keep it covered**. Close the Type Cover while you are in transit or not using your Surface.

3. **Keep it out of the sun**. Do not leave your Surface in direct sunlight for a long time.

Cover and keyboard care

The Type Cover for your Surface Pro requires minimal care to function well. To clean the keyboard, wipe it with a lint-free cloth dampened in mild soap and water. Do not apply liquids directly to the Type Cover.

Power cord care

Power cords, like any other metal wire or cable, can be weakened or damaged if repeatedly twisted or bent in the same spot. Avoid twisting or pinching your power cord. Do not wrap your power cord too tightly, especially around the power brick.