

Technical Support

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Microsoft Surface Quickstart Guide



Capture the QR code to
purchase your Surface Tablet

A

Set up your Surface

1. Click kick stand into place
2. Plug in power cord to charge device
3. Press power button



B

Connect to a Wi-fi Network

1. Swipe in from the right edge of the screen and select **SETTINGS** > **WIRELESS NETWORK**.
2. Select a network name, then select **CONNECT**.
3. If prompted, enter your network password, and select **NEXT**.
4. Choose whether to connect to other devices on the network. If you're in a public place such as a library or cafe, select **NO**.

C

Accounts and Signing in

Accounts: The first account on your Surface is always an administrator account.

1. To sign in, swipe up on the home screen or tap a key on the keyboard.
2. Select the left arrow. Then select your account, enter your password, and press **ENTER** on your keyboard.

D

Child Accounts

Child accounts are controlled by the Family Safety settings you apply to the account.

1. Open the Microsoft Family Safety app.
2. Select child's account name.
3. Select **CONTENT FILTERS**.
4. To enable filtering, turn on the "Only Use Allowed Websites" slider.
5. Add or select sites to allow or block.

E

Pairing a Bluetooth Accessory (Headphones)

1. Turn on the Bluetooth device and make sure it is discoverable.
2. On your Surface, go to **START**, and select **PC SETTINGS** > **PC and DEVICES** > **BLUETOOTH**.
3. Make sure Bluetooth is on and wait while Windows searches for Bluetooth devices.
4. Follow the on-screen instructions to finish pairing your accessory.

F

Installing Printer and Printing

1. Turn your printer on. On your home screen, go to **START**, and select **PC SETTINGS** > **PC and DEVICES**.

2. Select **ADD A DEVICE**, then select your printer to install it.

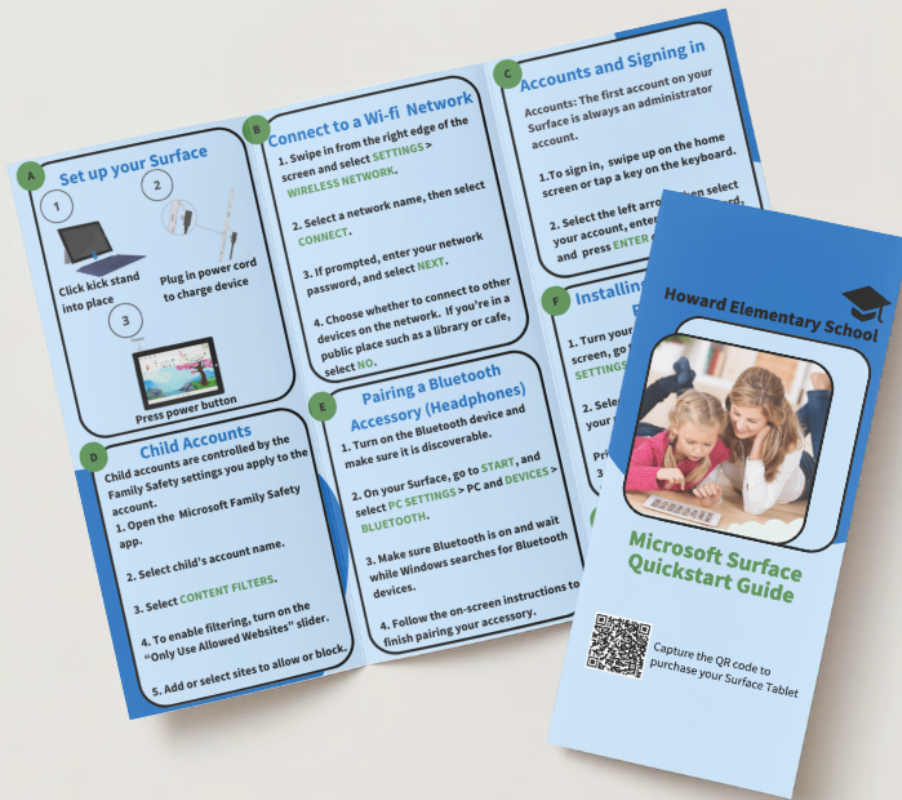
Printing:

3. Open the file you would like to print, then press **CTRL+P** on your keyboard

G

Downloading Apps

1. Using the search bar on your home screen, enter the name of the app you would like to download and select it from the list.



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