

# Surface RT deployment guide

Surface RT deployment requires a Live ID account when you start using it. **You must use your e-mail address (firstname.lastname@innofactor.com) as your Live ID account in any Innofactor's device.** If you have a private Live ID account, this can also be additionally used beside the Innofactor Live ID account. If you already have a Live ID account for firstname.lastname@innofactor.com you can skip the first part of this guide. Otherwise, please follow the steps to create a Live ID account below.

After you have created the required type of Live ID account, you can start the Surface setup. After your Surface is ready to use you should run some setting files and request for a certificate. This will enable you to access software services that are located in Innofactor's network.

## Creating a Live ID account

First we need to create an innofactor.com Live ID account. This must be done before you start to use your Surface.

Go to: <https://signup.live.com/> and fill in the register form.

Microsoft account name should be your Innofactor email ([firstname.lastname@innofactor.com](mailto:firstname.lastname@innofactor.com))

### Microsoft account

Already have a Microsoft account? If you use **Hotmail, SkyDrive, Xbox LIVE** and want to claim a new email

#### Who are you?

Name

Birth date

Gender

#### How would you like to sign in?

Microsoft account name

[Or get a new email address](#)

Create a password

8-character minimum; case sensitive

Reenter password

Your email address will be your Microsoft account. Use it to sign in to any Microsoft service. If you forget your password, we'll send reset info to this address.

If you lose your password, how can we help you reset it?

Phone number

After completing the registration you will receive a confirmation message. Confirm the email by clicking the confirmation link in the email message.

Your Live ID account has now been created and activated.

## Microsoft account

Ready to go!

Thanks for verifying daniela.anker@innofactor.com. You can now get back to what you were doing.

OK

## Surface setup

Follow these steps to setup Surface settings the first time you start your Surface.

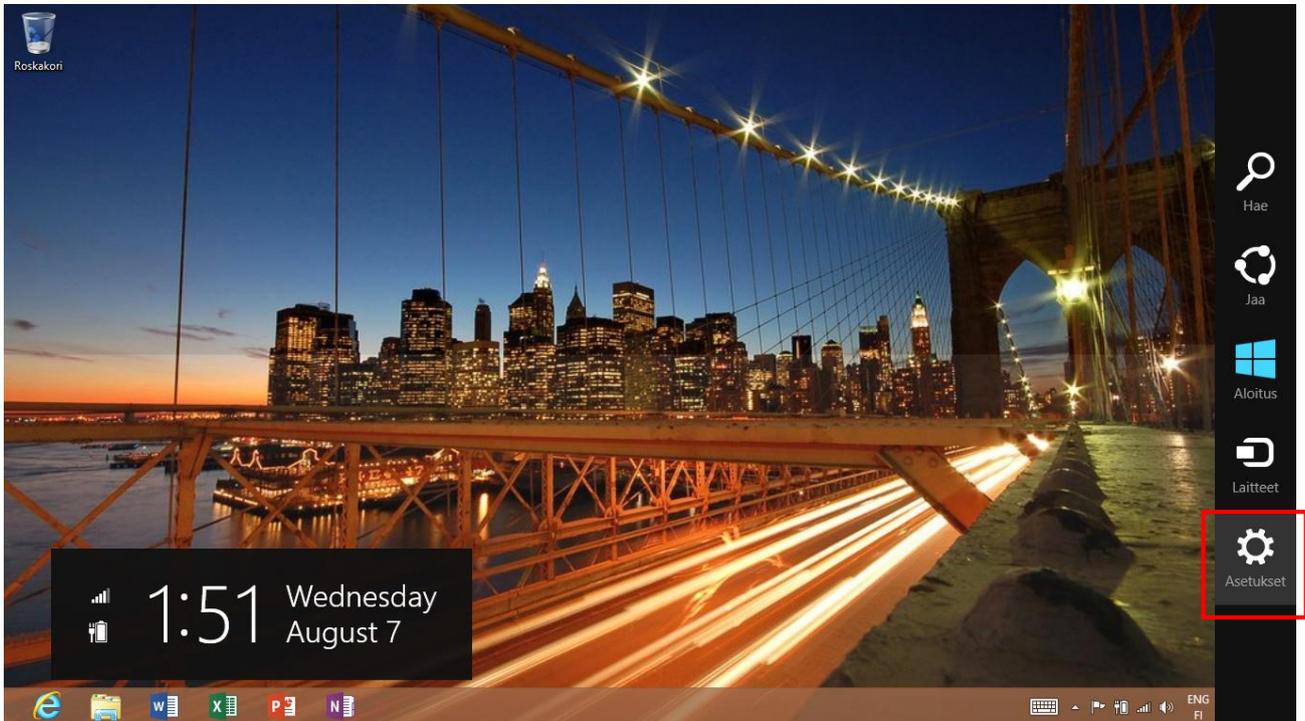
1. Choose the language you prefer.
2. Accept the Windows license agreement.
3. Select the color and give a recognizable name for the Surface (e.g. your lastname or "lastname-SURFACE").
4. Select Wireless connection **Innofactor-Guest**. (at ex. atBusiness Office use your local WLAN)
5. Give the password for Innofactor-Guest WLAN.
6. Select **Customize** (fin. Mukauta) settings.
7. Select sharing settings -> DO NOT SHARE FOLDERS OR DEVICES.
8. Leave security settings to default.
9. Leave Microsoft settings (send information to Microsoft) to default.
10. Leave error search settings to default.
11. Select your regional settings.
12. Login to Surface with your **Innofactor Live ID (firstname.lastname@innofactor.com)** account that you have created. You will receive a security info confirmation e-mail to your Innofactor e-mail account. Confirm Surface as a trusted device.

Surface will now finish the installation. This might take a while.

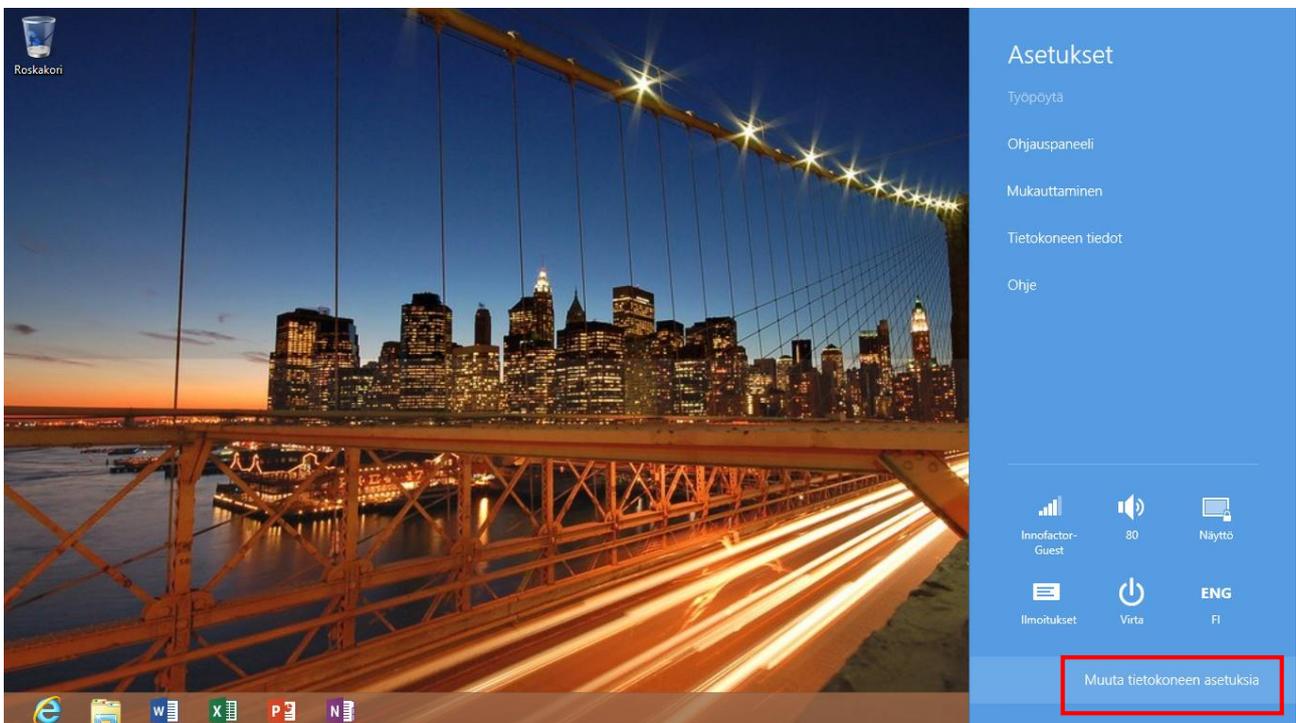
After the installation is ready you will see a start screen similar to PC's Windows 8 OS.

## Install Windows updates

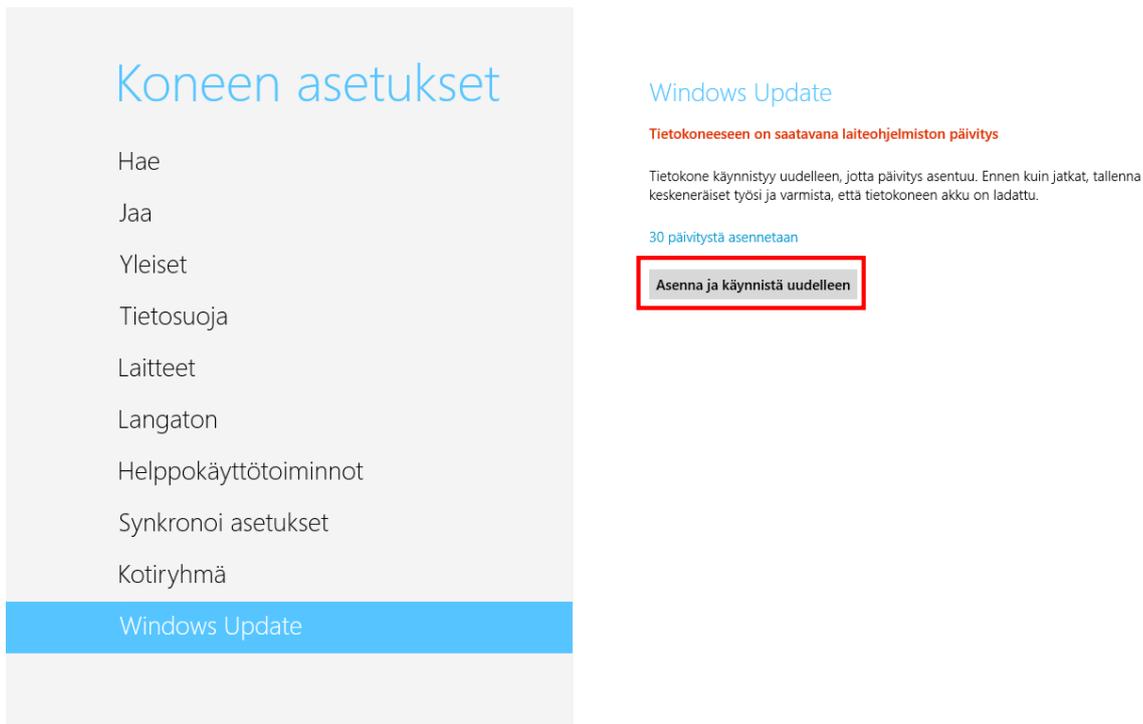
Install Windows Updates by dragging the settings menu from the right side of the screen and selecting Settings. You will see the updates after your device has been connected to the network for a while.



Select **Change PC Settings**.



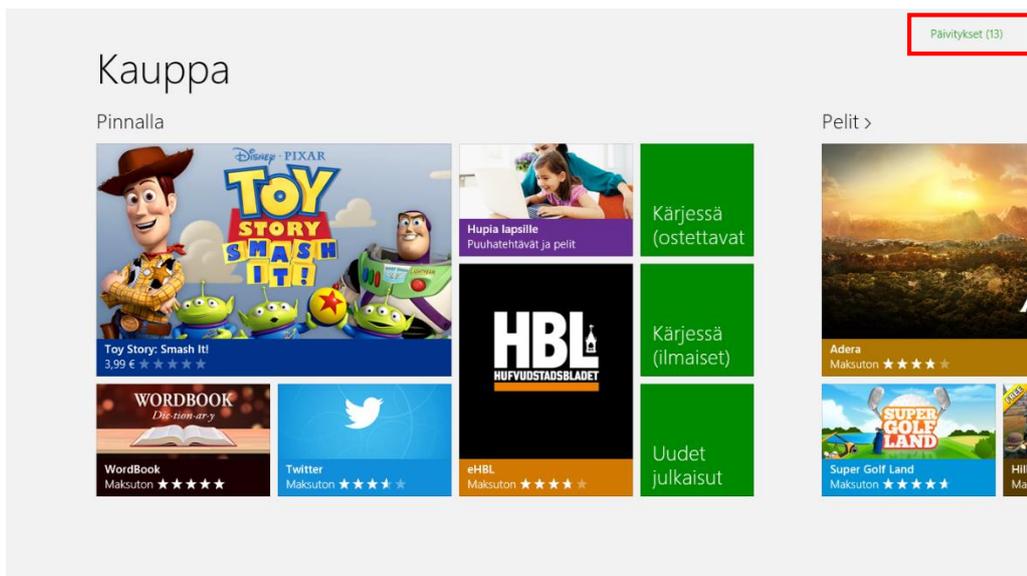
Scroll down the setting options and select Windows Update. Install updates and restart the computer.



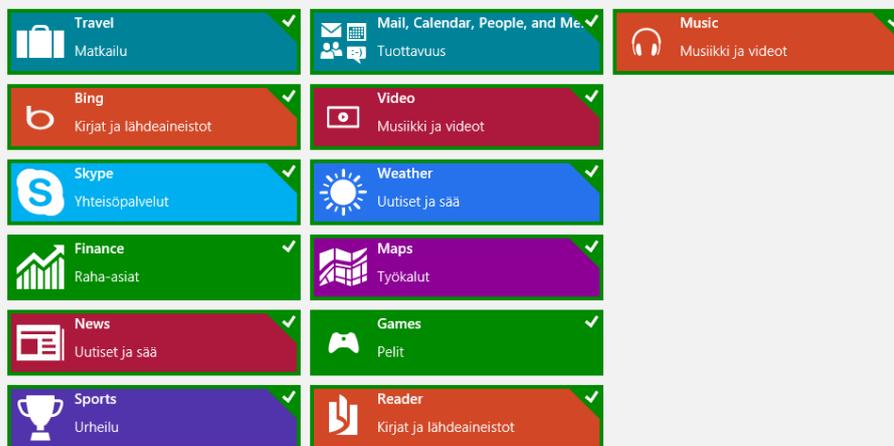
## Install software updates

The next step is to install appropriate updates for Microsoft Store apps and Windows.

Navigate to Microsoft Store and select Updates from the upper right corner. You will see the updates after your device has been connected to the network for a while.



## ← Sovelluspäivitykset 13 päivitystä saatavilla

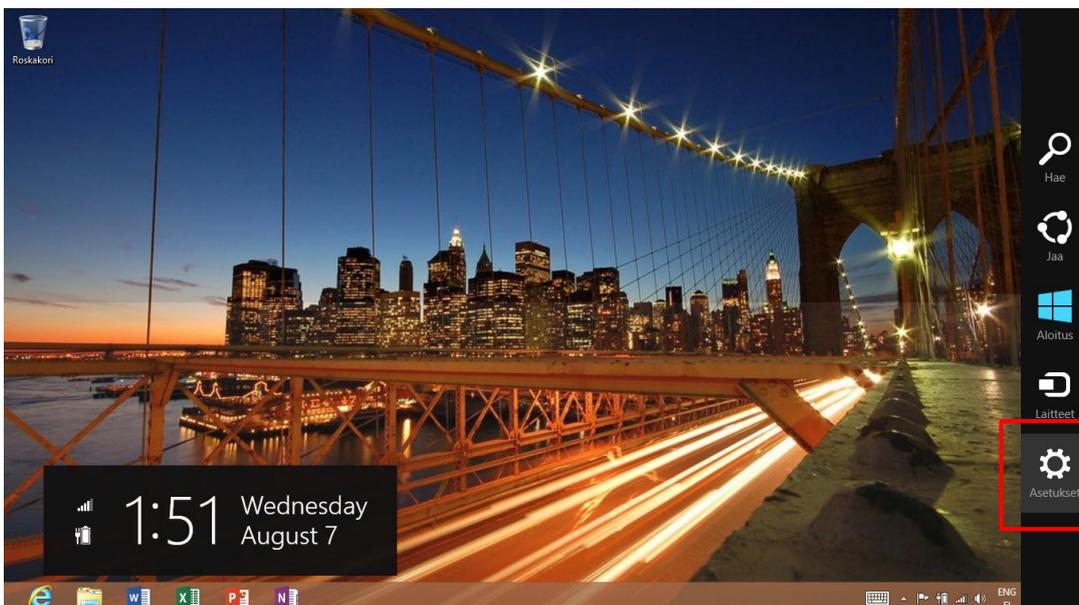


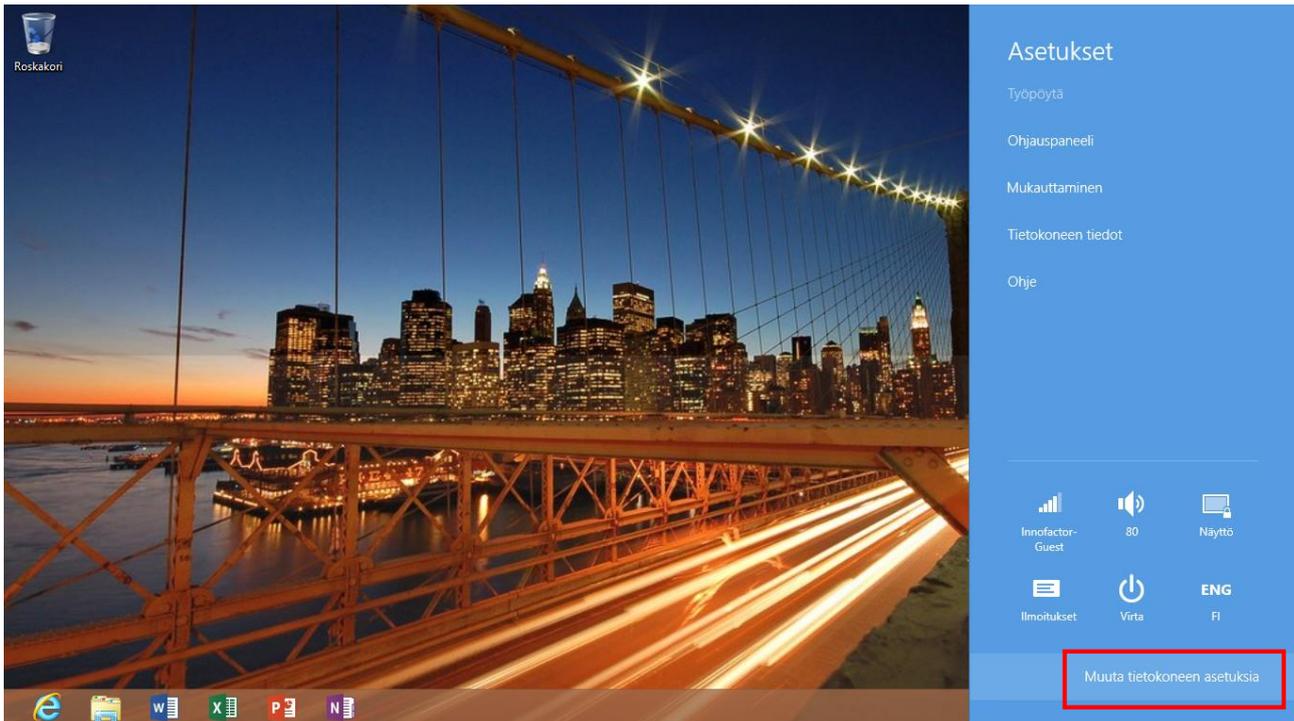
**After you have installed these updates **restart** your Surface.**

## Add another account to Surface

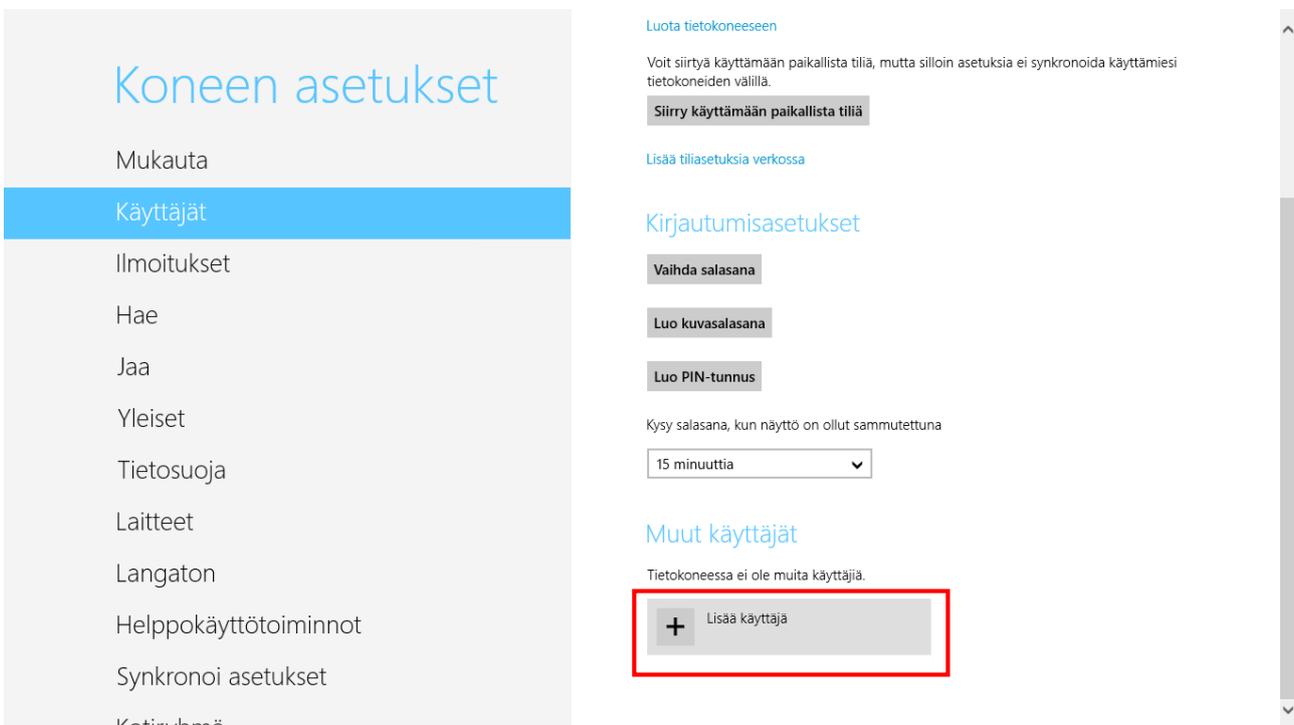
**Only you are allowed to use your Surface by your account. If you like e.g. let your children use your device you must create a user profile for them.**

You can add another Microsoft account or a local account to Surface. Navigate to the desktop view and drag the settings visible menu from the right side of the screen. Select Settings and Change PC Settings.





From the Users menu you can add another account beside your current Microsoft Live ID account. Select **Add User** and add a Microsoft account or a local account.



## Lisää käyttäjä

Mitä sähköpostiosoitetta tämä henkilö haluaisi käyttää Windowsiin kirjautumiseen? (Jos tiedät sähköpostiosoitteen, jolla hän kirjautuu Microsoft-palveluihin, kirjoita se tähän.)

Kun kirjaudut Windowsiin Microsoft-tiillä, voit

- Voit ladata sovelluksia Windows-kaupasta.
- Saat omat tiedostot ja valokuvat käyttöösi miltei mistä tahansa.
- synkronoida asetukset verkossa, jotta tietokoneen käyttökokemus pysyy yhtenäisenä; näitä asetuksia ovat esimerkiksi selaimen suosikit ja sivuhistoria.

### Tietosuojatiedot

Rekisteröi uusi sähköpostiosoite

[Kirjaudu ilman Microsoft-tiiliä](#)

Seuraava

Peruuta

Kotiryhmä

## ← Lisää käyttäjä

Voit kirjautua kahdella eri tavalla:

### Microsoft-tiili

Tietokoneeseen kirjautuminen sähköpostiosoitteella mahdollistaa:

- Voit ladata sovelluksia Windows-kaupasta.
- Saat omat tiedostot ja valokuvat käyttöösi miltei mistä tahansa.
- Voit synkronoida asetukset verkossa, jotta tietokoneittesi käyttökokemus pysyy yhtenäisenä; näitä asetuksia ovat esimerkiksi selaushistoria, tiilin kuva ja värit.

### Paikallinen tiili

Paikallisella tiillä kirjautuminen tarkoittaa tätä:

- Sinun on luotava käyttäjätunnus ja käyttäjätili jokaiseen tietokoneeseen, jota käytät.
- Sovellusten lataamista varten tarvitset Microsoft-tiilin, mutta voit määrittää sen myöhemmin.
- Asetuksia ei synkronoida käyttämiesi tietokoneiden välillä.

Microsoft-tiili

Paikallinen tiili

Peruuta

Kotiryhmä

# Outlook and Lync configure

## Lync

You can download Lync application to your Surface RT from Microsoft Store.

The image shows two screenshots related to the Lync application. The left screenshot is the Microsoft Store product page for Lync, featuring a blue background with the Lync logo, a 5-star rating from 20 reviews, and a 'Maksuton' (Free) label. It includes an 'Asenna' (Install) button and text in Finnish describing the app's features and requirements. The right screenshot shows the Lync app's home screen, which includes a navigation bar with 'Yleiskatsaus', 'Tiedot', and 'Arvostelut'. The main area displays a 'Contoso Product Review' meeting card, a 'Favorites' section with user avatars, and a 'Groups' section with lists for 'Favorites', 'Frequent', and 'Demo Contacts'. A 'Home screen' indicator is visible at the bottom.

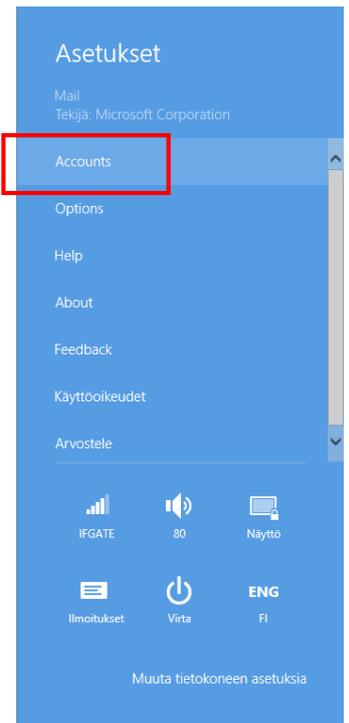
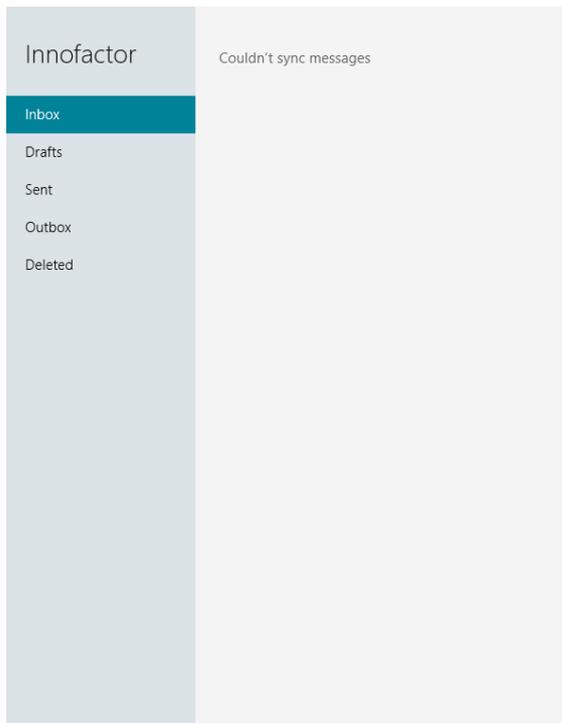
**Kuvaus**  
IMPORTANT: You need to have a Lync account already to use this app. Also, some functionality might require an update to Lync Server or might not be available to all users. If you're not sure about your account status, please contact your IT department.  
[Lue lisää](#)

**Ominaisuudet**

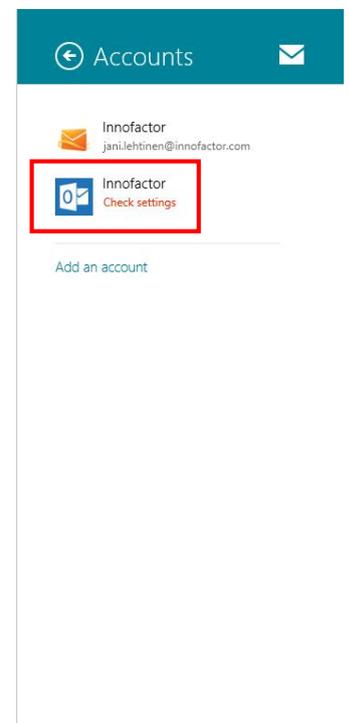
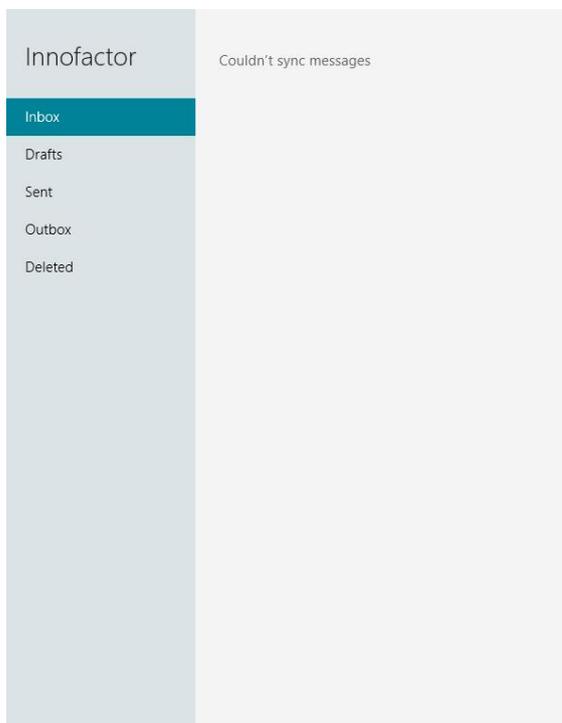
## Outlook

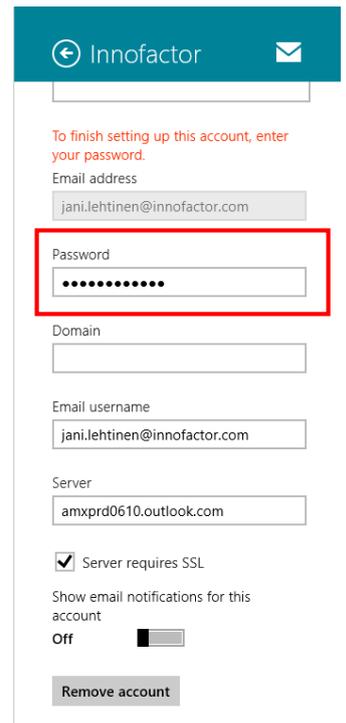
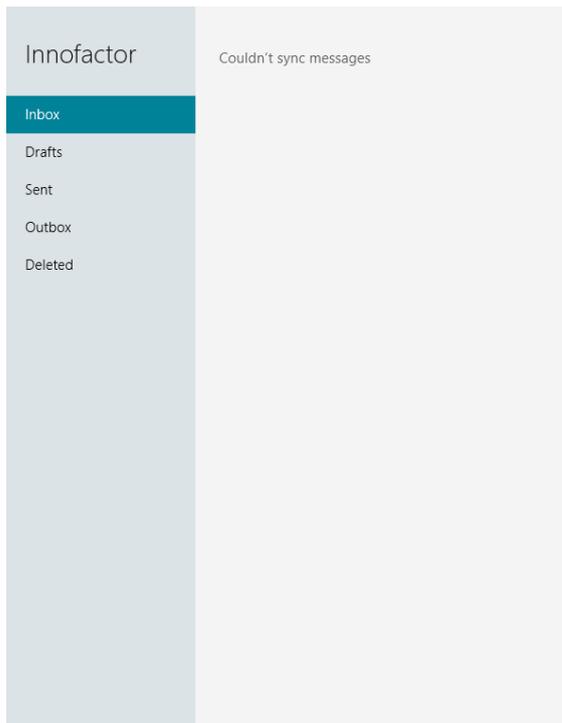
You can use Outlook via Surface RT Mail application. When you open the Mail app you will see your Microsoft mail account. You can add your Outlook account by dragging the Settings menu visible from the right side of the Surface screen.

Select **Settings** and then **Accounts** from the menu.



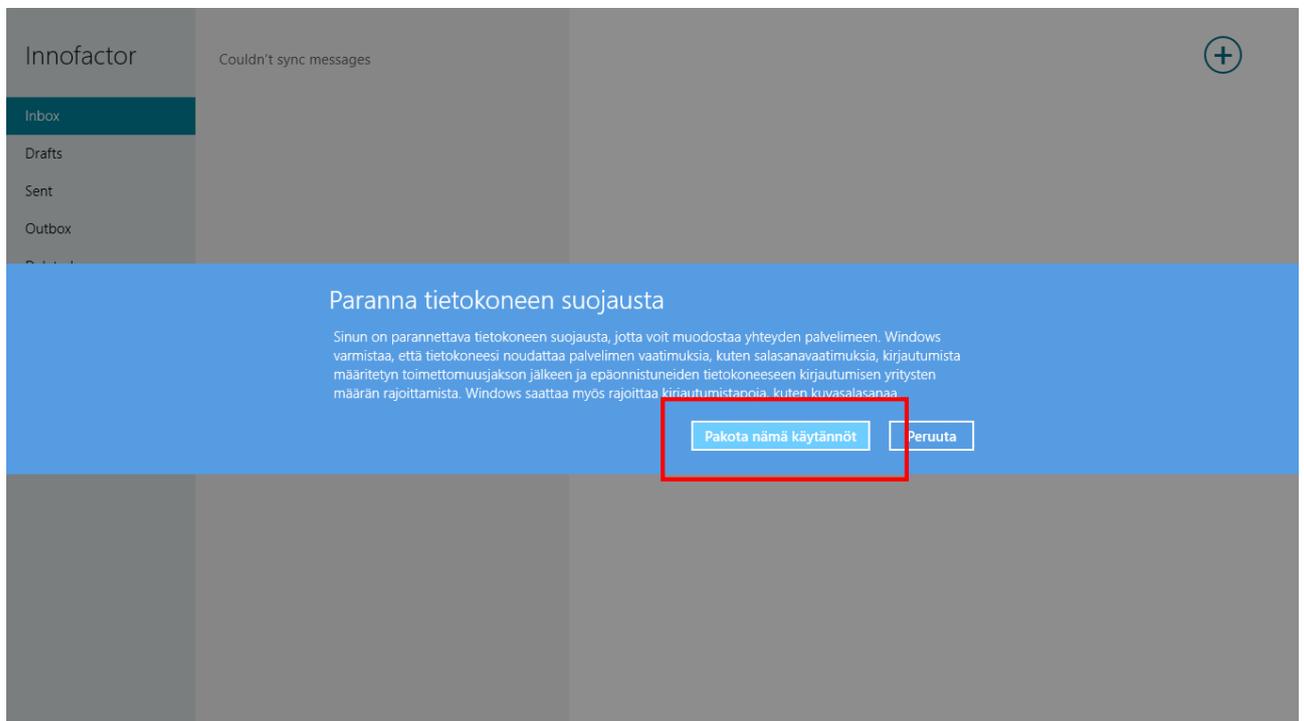
If you already installed Lync and signed in you should see your **Outlook** account under your Microsoft mail account. Click the Outlook icon and type in your password to activate the account.





You can access your Outlook calendar from the Surface Calendar app.

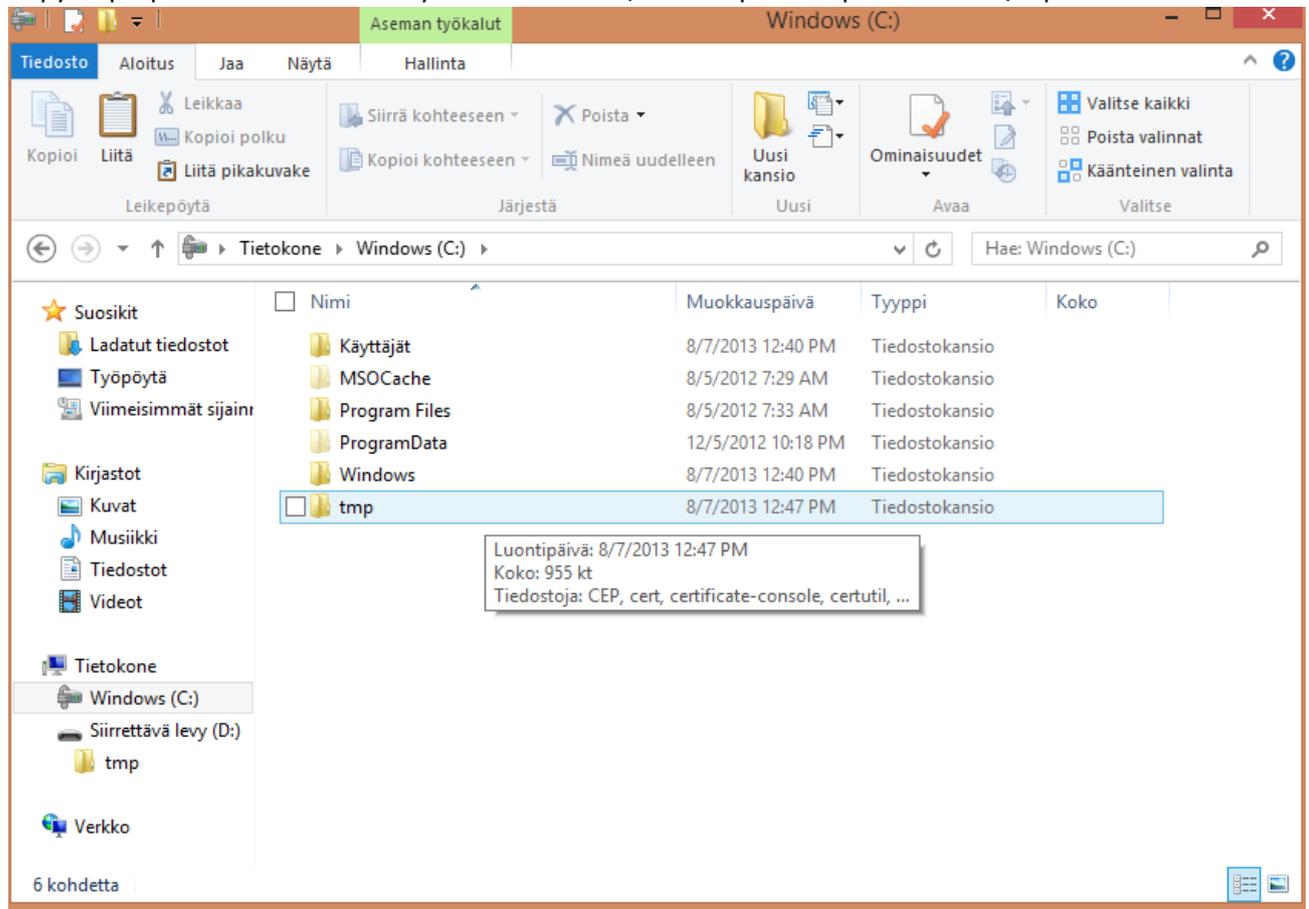
After you have activated your Outlook account you will be prompted to select security settings. Select **Force these settings** to activate correct security settings automatically.



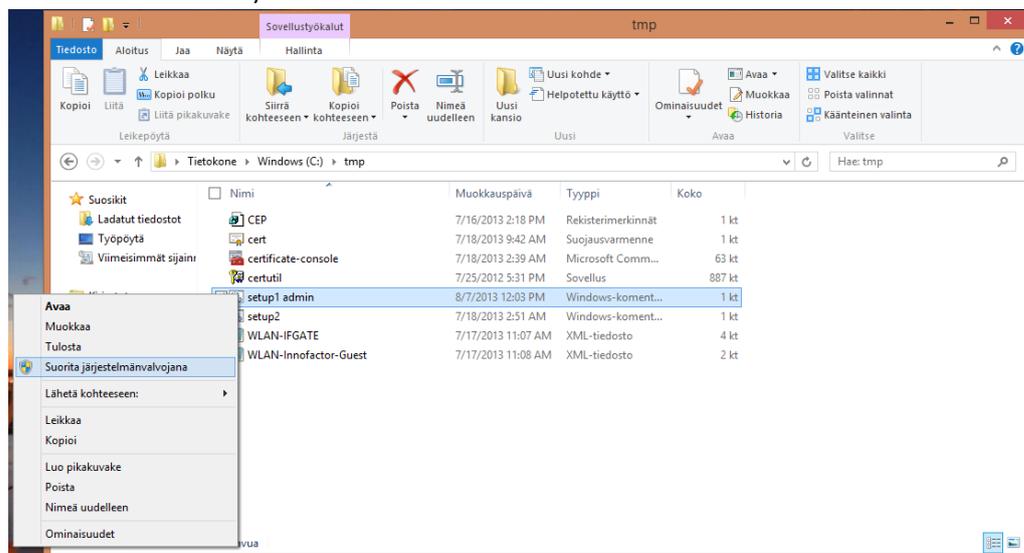
## Configure IFGATE wireless network

IFGATE wireless network enables you to access Innofactor's Local Area Network in local offices. If your office doesn't have IFGATE wireless network yet you will receive it in the near future.

1. Copy tmp.zip folder to the root of your Surface's C:\ and unzip the tmp folder to C:\tmp.

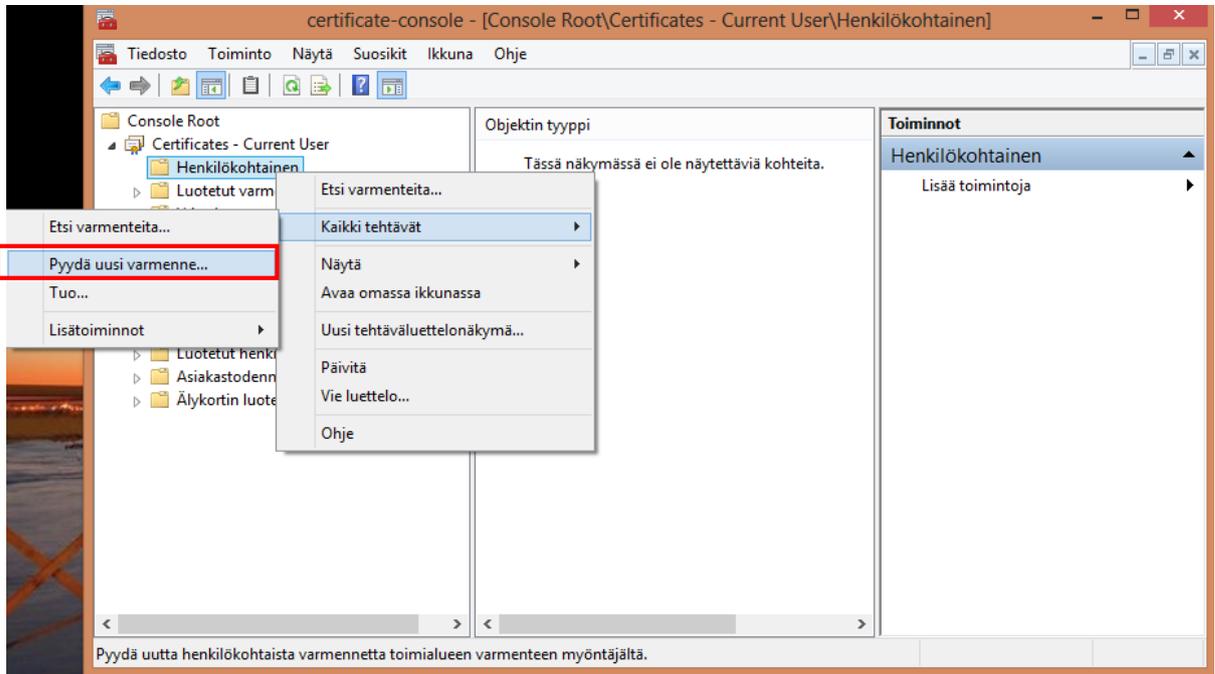


2. Open the tmp folder and run the **setup 1 admin** file as administrator. (Right-click the file and select run as administrator).

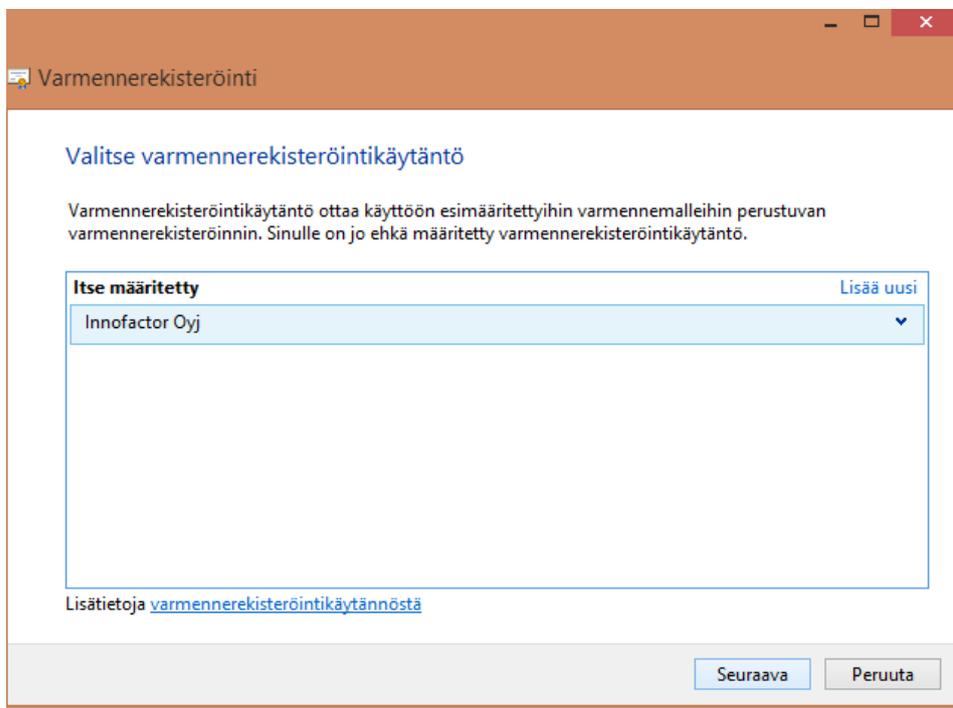


3. Click yes to allow the command prompt to operate.

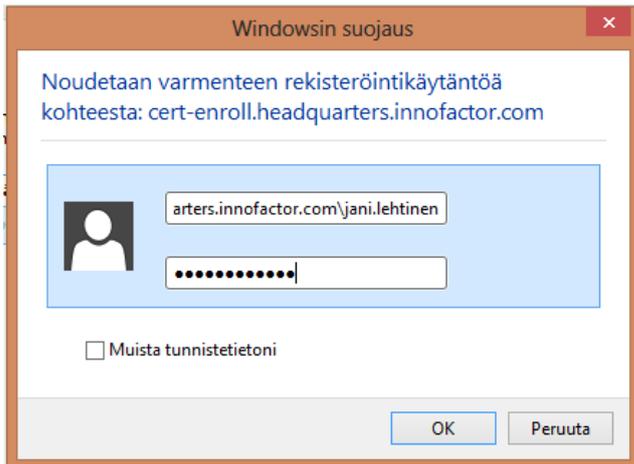
4. After this, run the **setup 2** file as a normal user (just double-click the file).
5. Click yes to allow registry to make changes on the computer.
6. Click yes to allow the Microsoft Management Console to start.
7. Microsoft Management Console opens. Select **Certificates – Current User\Personal folder**. Right-click the Personal folder and select **All Tasks – Request New Certificate** from the menu.



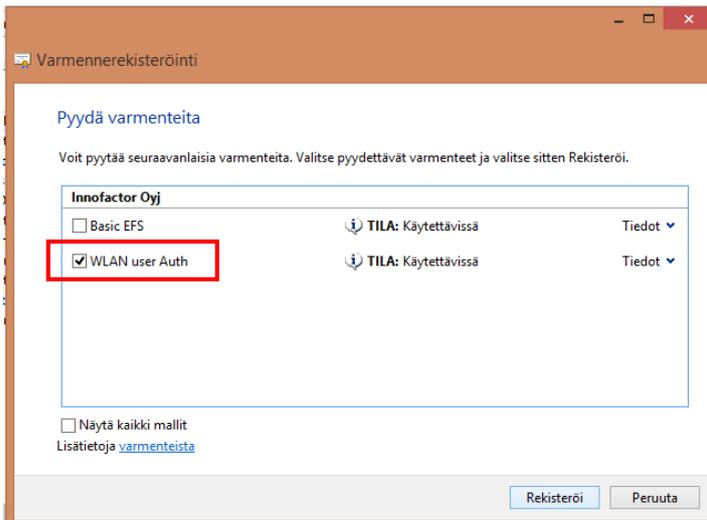
8. Click next in the first window and select Certificate Enrollment Policy -> Innofactor Oyj and click next.



9. You will be prompted for your AD username and AD password. The username must be in Fully Qualified Domain Name: **headquarters.innofactor.com\firstname.lastname**  
**Note:** you must be connected in Innofactor-Guest network to be able to request for certificate.



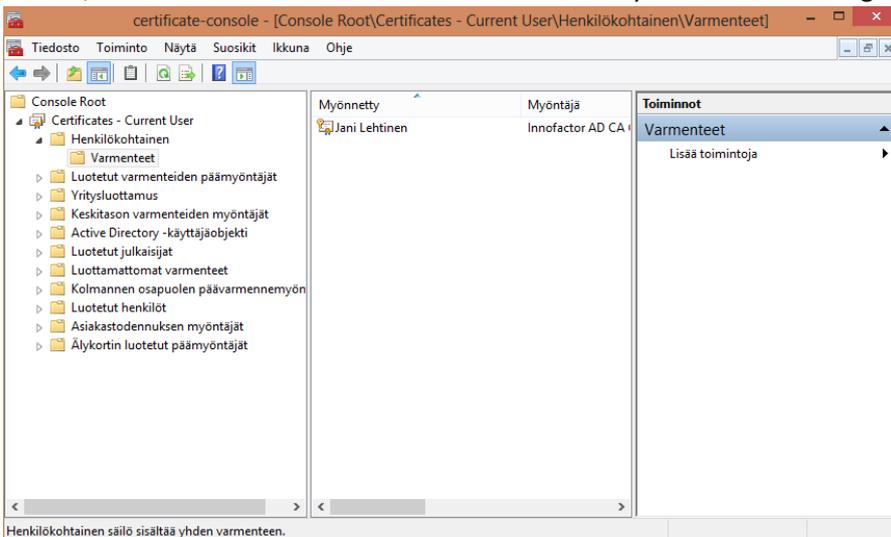
10. Select certificate: **WLAN user Auth**



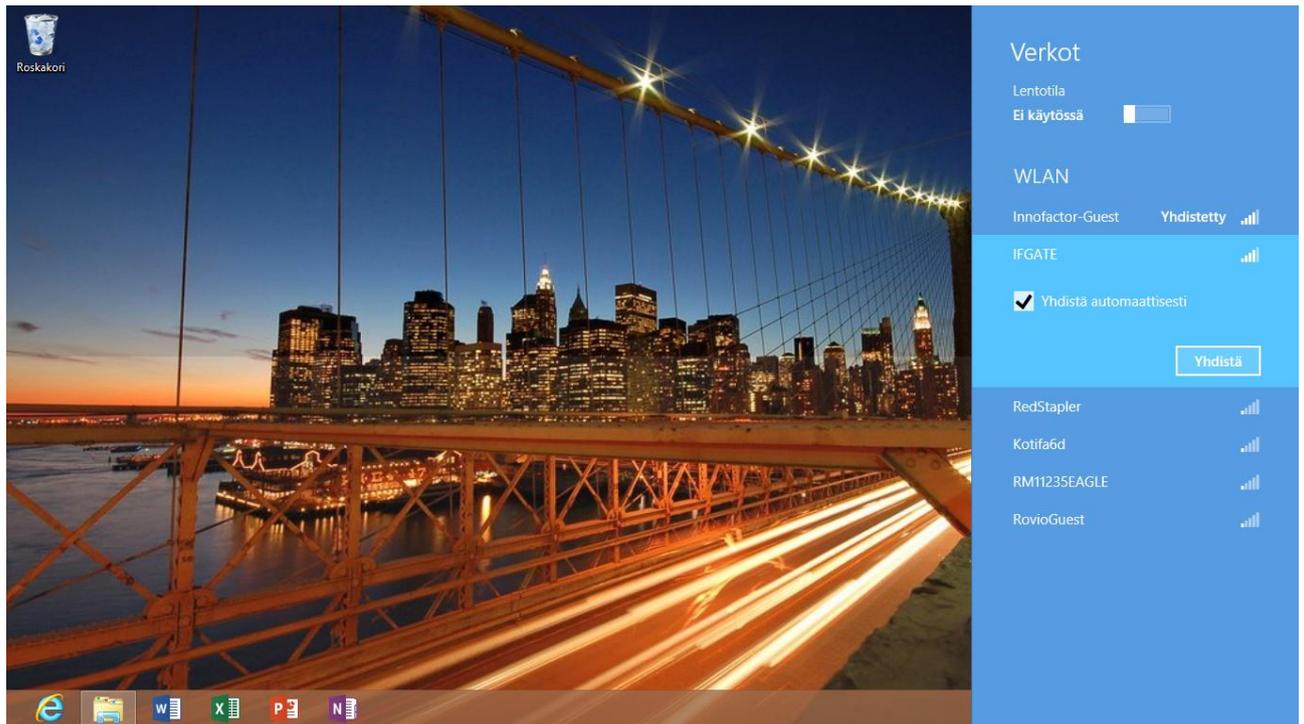
11. Type in your AD username (long format) and AD password again  
**headquarters.innofactor.com\firstname.lastname**

12. You have now requested for the certificate successfully.

Check that you received the certificate by navigating to Certificates – Current User\Personal folder\Certificates. You should see a certificate with your name in the right pane.

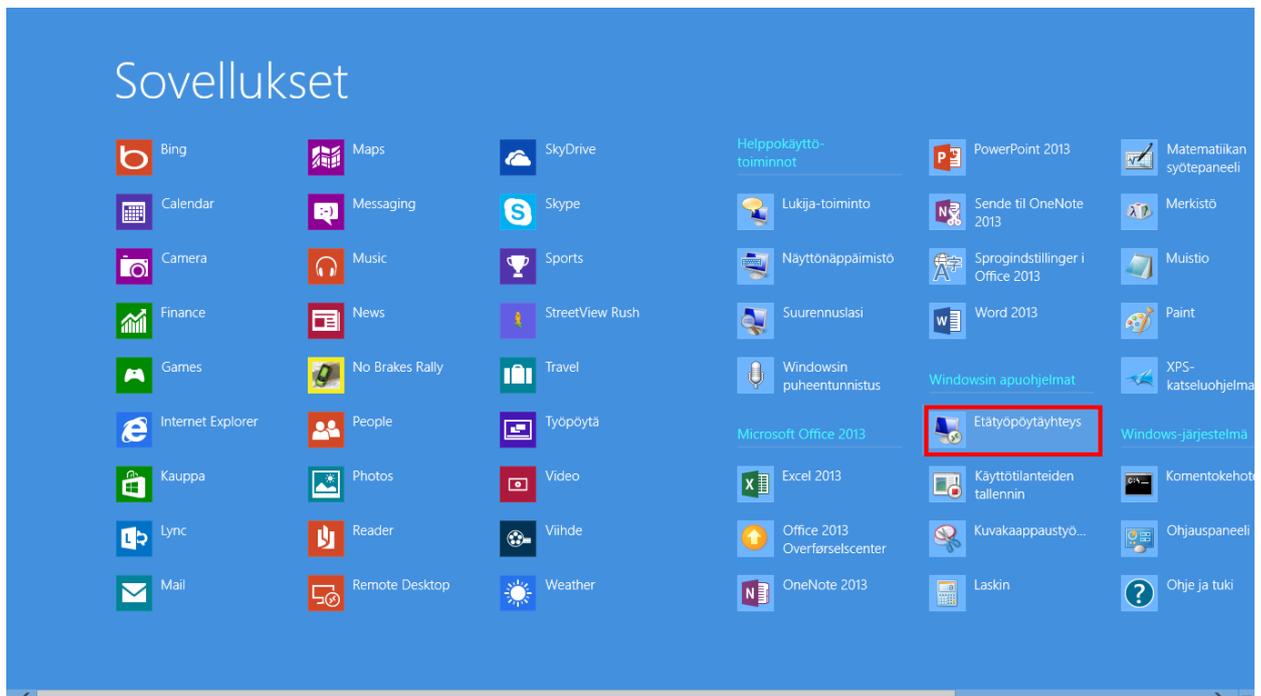


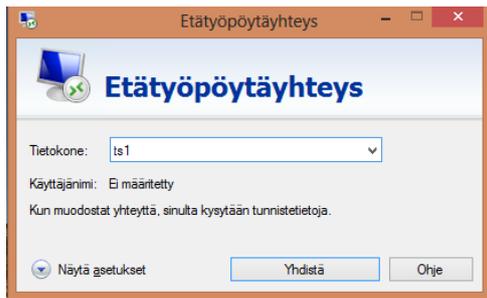
After this you are able to connect IFGATE wireless network access Innopoint and Innoshare.



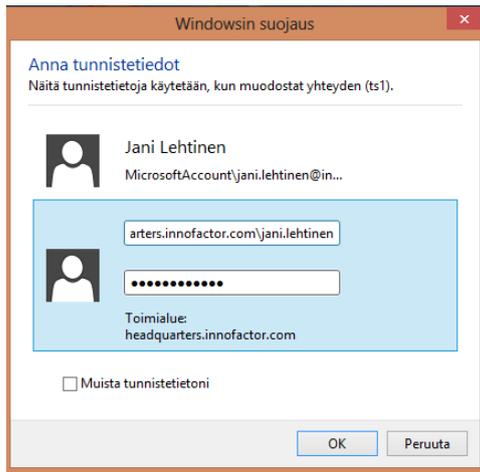
## Remote Desktop Connection

You can find Remote Desktop Connection from All apps – Windows Accessories. The software is called **Etätyöpöytäyhteys** in Finnish Surface.





Connect to a remote PC by giving the AD username (headquarters.innofactor.com\firstname.lastname) and AD password.



## Other notes

In case employee resigns, Surface must be delivered to Innofactor IT department for resetting. After this user can have the Surface for personal use only.