

Manuals+

[Q & A](#) | [Deep Search](#) | [Upload](#)

manuals.plus /

> [Microsoft](#) /

> [Microsoft Surface Pen 3UY-00012 Instruction Manual for Surface 3 and Surface Pro 3](#)

Microsoft 3UY-00012

Microsoft Surface Pen Instruction Manual

Model: 3UY-00012 | Brand: Microsoft

1. INTRODUCTION

The Microsoft Surface Pen is designed to enhance your interaction with compatible Surface devices, offering a natural writing and drawing experience. Cased in aluminum, it provides precision and responsiveness for creative and productive tasks.

Compatibility: This Surface Pen is specifically designed for use with **Surface 3** and **Surface Pro 3** devices.







Figure 1: Microsoft Surface Pen (Black)

The image displays the sleek, black Microsoft Surface Pen, highlighting its metallic finish and ergonomic design. The pen is positioned to show its tip, indicating its primary function for writing and drawing on a digital screen.

2. SETUP

2.1 Battery Installation

The Surface Pen requires one AAAA battery for its main power and two 319 coin cell batteries for the top button functionality.

1. Unscrew the top cap of the Surface Pen to access the battery compartment.
2. Insert one AAAA battery with the positive (+) end facing towards the pen tip.
3. Locate the small compartment for the two 319 coin cell batteries, typically near the top cap mechanism. Insert these batteries according to the polarity markings.
4. Screw the top cap back onto the pen until it is secure.

2.2 Pairing with Your Surface Device

The Surface Pen connects wirelessly via Bluetooth 4.0.

1. Ensure your Surface 3 or Surface Pro 3 is powered on and Bluetooth is enabled.
2. On your Surface device, go to **Settings > Devices > Bluetooth & other devices**.
3. Hold down the top button of the Surface Pen for 5-7 seconds until a small light on the pen begins to flash, indicating it is in pairing mode.
4. On your Surface device, select **Add Bluetooth or other device**, then choose **Bluetooth**.
5. Select "Surface Pen" from the list of available devices and follow any on-screen prompts to complete

the pairing process.

6. Once paired, the light on the pen will stop flashing, and the pen will be listed as connected in your device settings.

3. OPERATING THE SURFACE PEN

3.1 Writing and Drawing

- The Surface Pen offers over 250 levels of pressure sensitivity, allowing for varied line thickness and shading based on how hard you press.
- **Palm Block Technology:** You can rest your hand naturally on the screen while writing or drawing without causing unintended marks, as the device recognizes the pen input over touch input.
- Simply touch the pen tip to the screen in any compatible application (e.g., OneNote, Microsoft Whiteboard) to begin writing or drawing.

3.2 Right-Click Function

- A button is located on the side of the Surface Pen. Press and hold this button while touching the pen tip to the screen to activate the right-click context menu, similar to a mouse right-click.
- This provides quick access to formatting options and other contextual commands within applications.

3.3 Erase Function

- The other button on the side of the pen functions as an eraser. Press and hold this button, then touch the pen tip to any digital ink on your screen to erase it.
- This allows for seamless corrections without needing to switch tools within your application.

3.4 OneNote Quick Launch

- Press the top button of the Surface Pen once to quickly open a new page in OneNote, even if your Surface device is locked.
- Double-press the top button to capture a screenshot, which will then open in OneNote for annotation.

4. MAINTENANCE

4.1 Battery Replacement

If your Surface Pen stops responding or its functionality becomes intermittent, it may be time to replace the batteries. Refer to Section 2.1 for detailed battery installation instructions. Always use one AAAA battery and two 319 coin cell batteries for optimal performance.

4.2 Cleaning

Wipe the Surface Pen with a soft, dry, lint-free cloth. Avoid using abrasive cleaners or solvents.

5. TROUBLESHOOTING

- **Pen not writing or drawing:**
 - Check if the pen is properly paired with your Surface device (refer to Section 2.2).
 - Replace the AAAA battery (refer to Section 4.1).
 - Ensure the pen tip is clean and free from debris.
- **Buttons not working (right-click, erase, OneNote):**
 - Replace the two 319 coin cell batteries (refer to Section 4.1).
 - Ensure the pen is paired correctly.

- **Pen frequently disconnects:**

- Ensure the batteries are fresh and correctly installed.
- Try re-pairing the pen with your Surface device (refer to Section 2.2).
- Ensure there are no strong sources of interference (e.g., other Bluetooth devices) nearby.

- **Inaccurate input or jitter:**

- Ensure your Surface screen is clean.
- Restart your Surface device.

6. SPECIFICATIONS

Model Number	3UY-00012
Brand	Microsoft
Compatibility	Surface 3, Surface Pro 3
Connection Type	Bluetooth 4.0
Buttons	Right-click, Erase, OneNote Quick Launch
Color	Black
Dimensions (L/W/H)	5.39 in (137 mm) x 0.37 in (9.5 mm)
Weight	0.81 ounces (23 grams)
Battery Type	1 x AAAA, 2 x 319 Coin Cell Batteries
Material	Aluminum

7. WARRANTY AND SUPPORT

7.1 Limited Hardware Warranty

This Microsoft Surface Pen comes with a **1-year limited hardware warranty** from the date of purchase. Please retain your proof of purchase for warranty claims.

7.2 Customer Support

For further assistance, technical support, or warranty inquiries, please visit the official Microsoft support website or contact Microsoft customer service.

You can find more information and support resources at the [Microsoft Store on Amazon](#) or the official Microsoft website.