

# USER GUIDE

# PIVOT SPS

# SURFACE PRO S

For Microsoft Surface Pro 4 / 5 / 5 LTE / 6 / 7 / 7+



# PIVOT™

**Better Connection. Better Protection.**  
*Making the **Case** for Aviation.*

## **SURFACE PRO S | User Guide**

*For Microsoft Surface Pro 4 / 5 / 5 LTE / 6 / 7 / 7+*

### Read Before Use

*Your PIVOT case is designed to provide superior device protection while combining functionality and aesthetics. Following the recommendations in this guide will ensure maximum performance with proper use of the case.*

**WARNING:** *Before removing your device from your PIVOT case, refer to the instructions in this guide or on [pivotcase.com](http://pivotcase.com) to avoid damaging your device or case.*

**NOTE:** *Your PIVOT case will hold your device firmly on all sides in order to protect it from accelerated impacts and other hazards. Once installed, your device is not intended to be easily removed.*



**Air Cushion**



**Lightweight**



**Thermal Control**



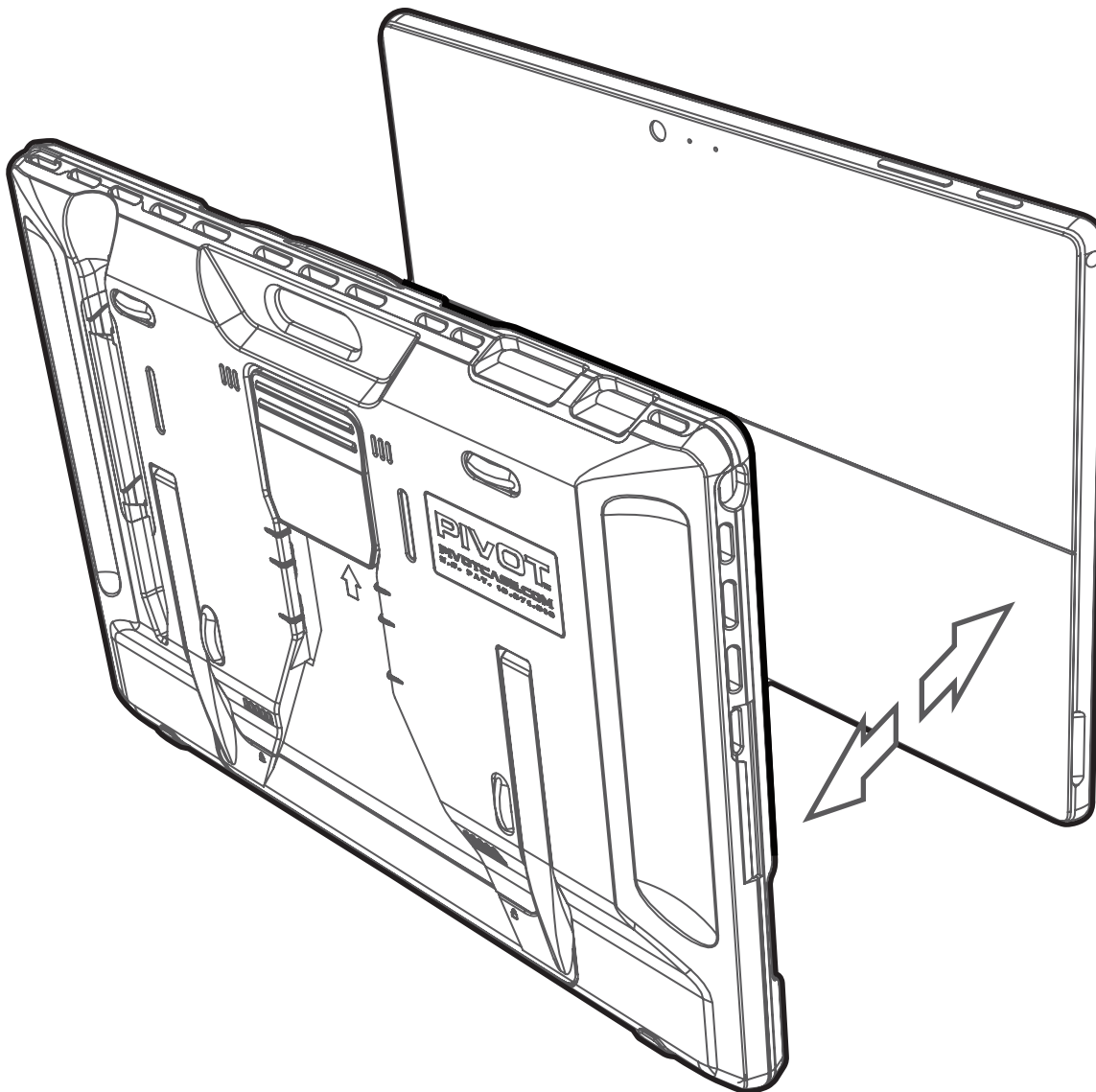
**Tough Protection**



**Easy Setup**



**Stylus Support**



## Device Compatibility

The PIVOT Surface Pro S model (SPS) is compatible with multiple generations of the Microsoft Surface Pro tablet. Before attempting to install your device, refer to the information below to confirm compatibility. The PIVOT SPS supports the following devices:

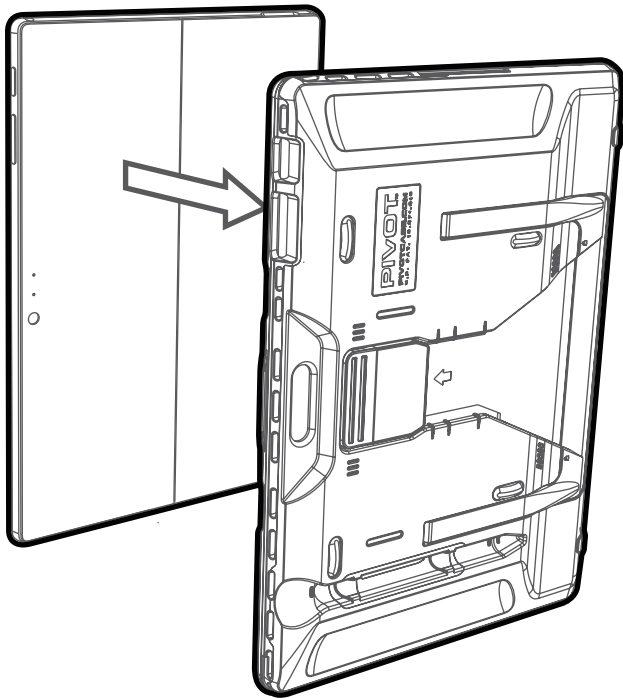
### **Supported Devices:**

- Surface Pro 4
- Surface Pro 5
- Surface Pro 5 LTE
- Surface Pro 6
- Surface Pro 7
- Surface Pro 7+ (Plus)



### **Did You Know?**

Not all SPS compatible devices share the same features or locations of buttons, speakers and cameras. For this reason, the access openings in the SPS case are designed to accommodate the features of all compatible device types.



## Installing Device

Align the device camera and buttons with the corresponding access points in the case body and press the corners of the device into the case beginning with the camera and button area. The device will snap securely into the case's perimeter seal.



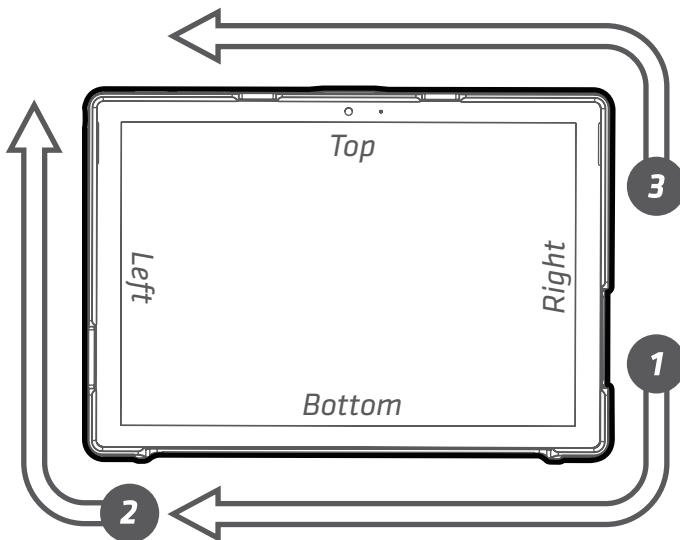
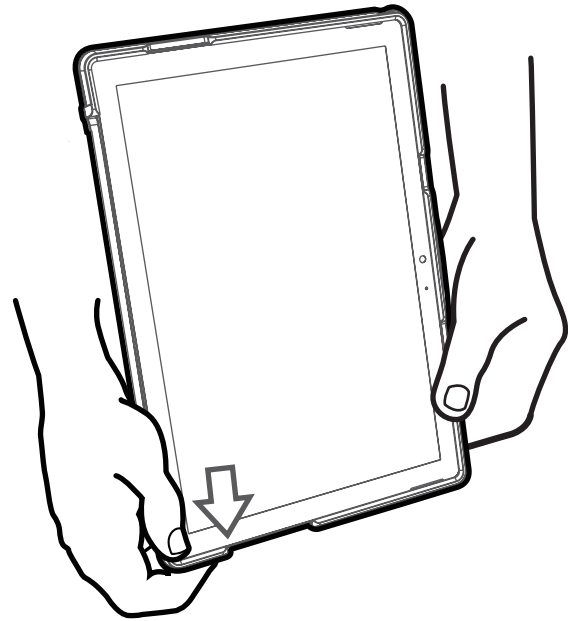
### **Pro Tip!**

If the cases does not snap easily onto the device, double check the alignment of the camera and buttons.



### **WARNING!**

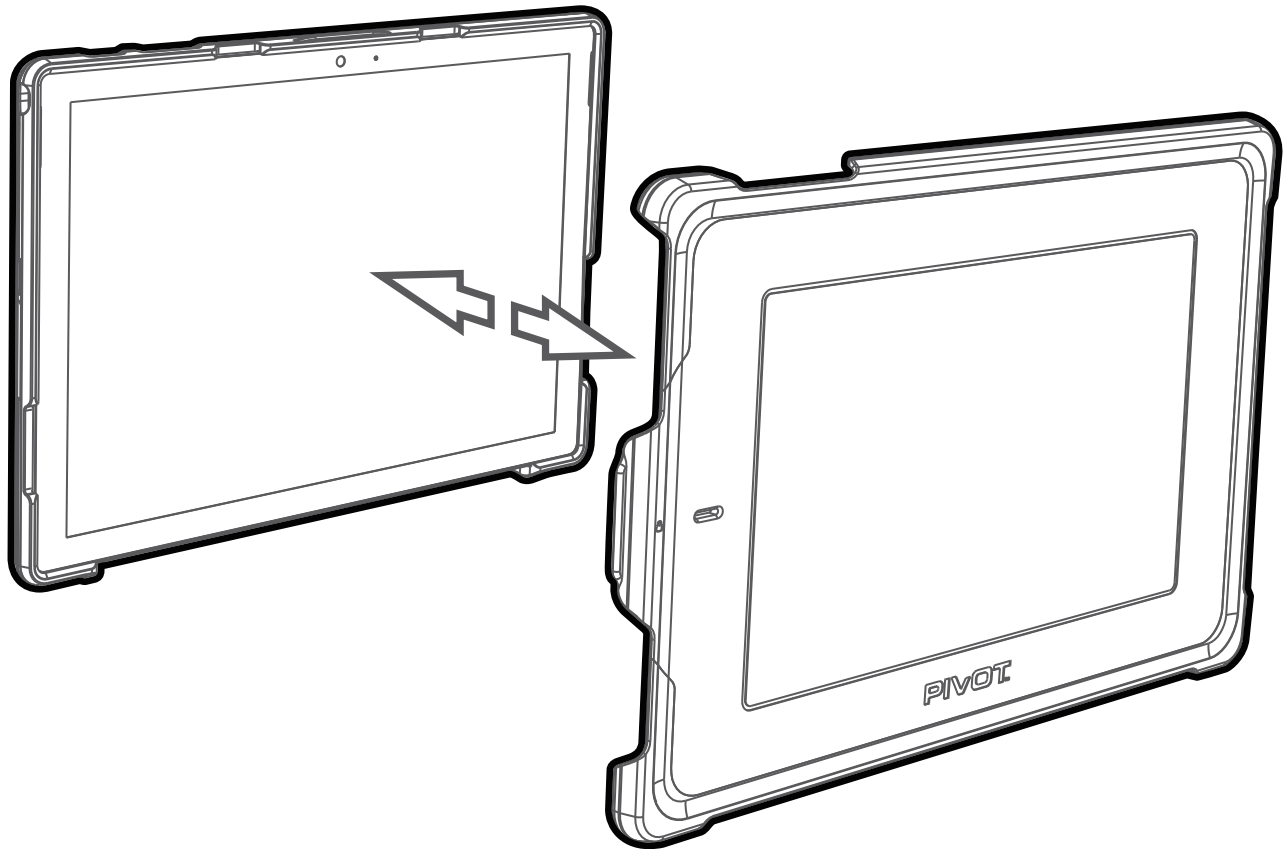
Do not use excessive force or tools of any kind during install or removal of device. Doing so may cause damage or personal injury.



## Removing Device

Beginning with the bottom edge near the charging port, press firmly using your thumbs to disengage the case seal. Continue carefully pressing around the edges of the case to release the device in the order shown. Do not attempt to pry or force the device from the case.

1. Start at the bottom and move left.
2. Continue around the top edge.
3. Release the right edge to remove device.



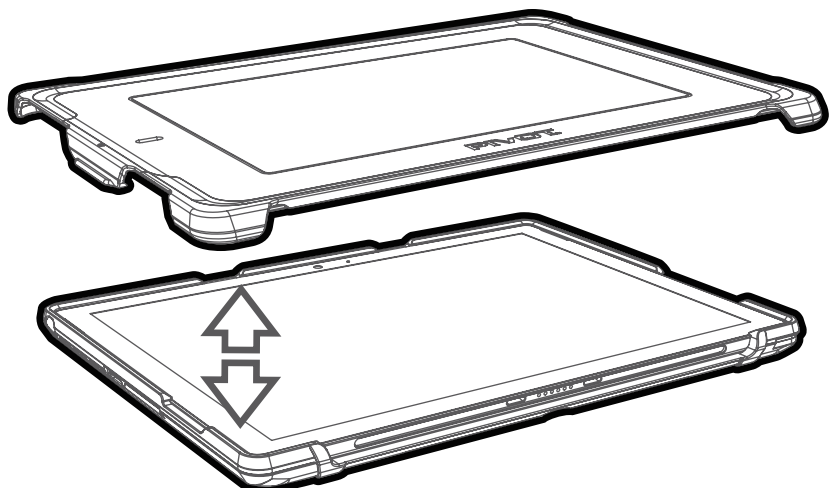
## Installing The Screen Cover

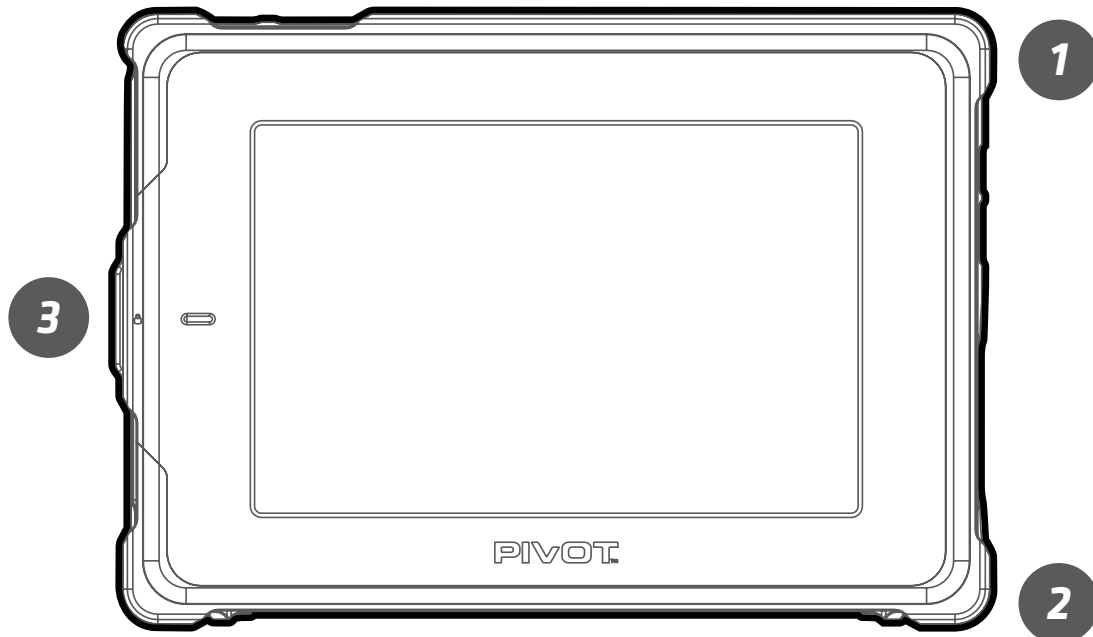
To install the PIVOT Screen Cover, position the case and cover in landscape orientation, with the volume and power buttons of the device in the upper left corner, as illustrated above with the device screen facing you. Align the corners of the PIVOT case and Screen Cover and press to fit.



### **Pro Tip!**

Place the PIVOT case on a flat and level surface when aligning and installing the Screen Cover until you are comfortable and familiar with the installation process.





## Installing The Screen Cover

Once the PIVOT Screen Cover and case body are properly aligned, with the corresponding access points in the case body and cover aligned with the buttons of the device, press the corners of the Screen Cover down onto the case body. The Screen Cover engages with the case body to hold firmly in place by gripping the three locations illustrated above, as follows:

1. Upper-Right Corner
2. Lower-Right Corner
3. Left-Center Locking Tab

*Note:* You may secure the engagement points in any order.

## Removing The Screen Cover

Release the Left-Center Locking Tab to quickly and easily remove the Screen Cover with one hand.



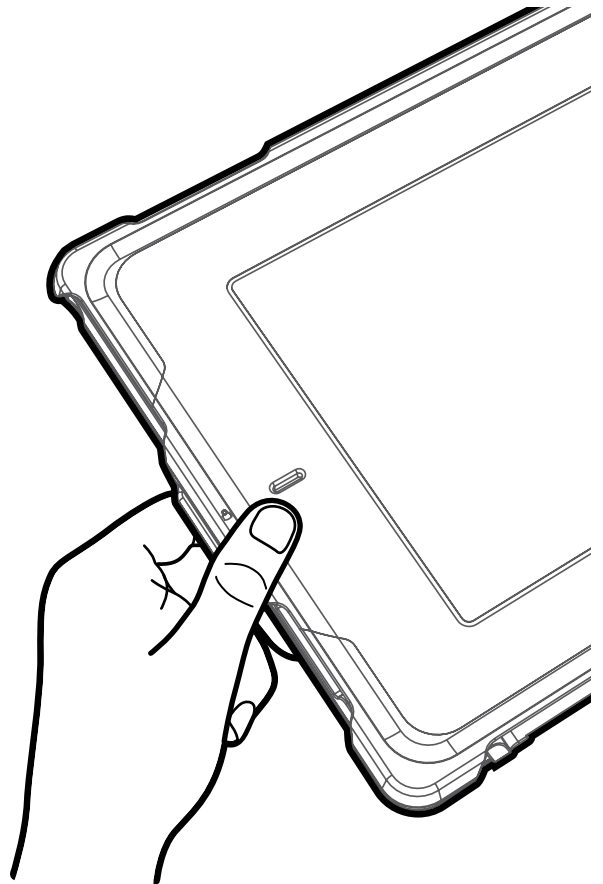
### **Pro Tip!**

Store your Screen Cover in a safe and memorable location when not in use to avoid damage or loss.



### **Did You Know?**

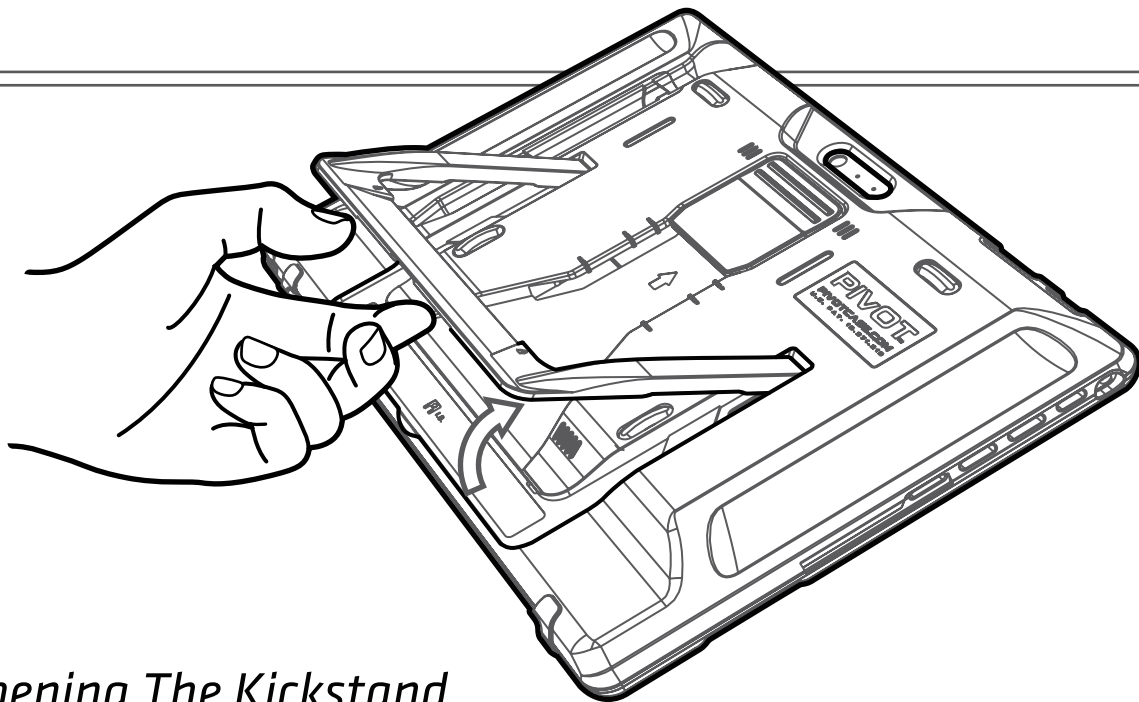
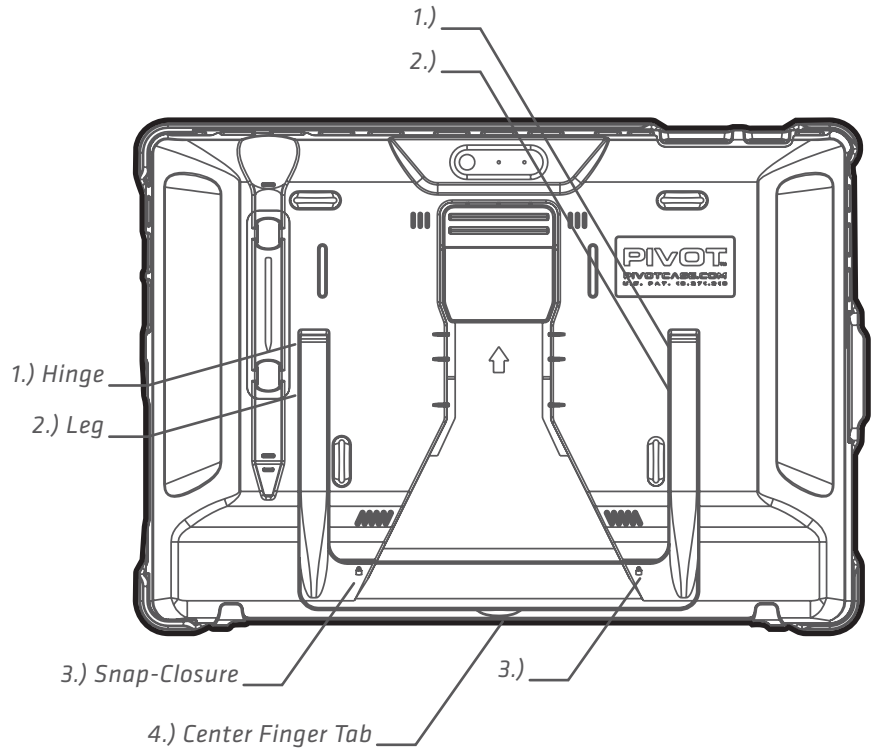
A small window slot near the locking tab allows you to confirm the device screen is powered on or off at a glance.



## Kickstand Key Features

The PIVOT Kickstand is built into the back of the case body. Please take time to identify and become familiar with the key features of the PIVOT Kickstand before use:

- 1.) Hinge(x2)
- 2.) Leg (x2)
- 3.) Snap-Closure (x2)
- 4.) Center Finger Tab



## Opening The Kickstand

Locate the Center Finger Tab and lift gently. Apply constant force while lifting to disengage the two Snap-Closures, which are located to the left and right of the Center Finger Tab. An audible “Click” may be heard as the closures release.

### **!** Pro Tip!

Once open, adjust the angle of the PIVOT Kickstand evenly on both sides to prevent unnecessary wear. Do not bend or adjust the left and right sides independently.

## Adjusting Viewing Angle

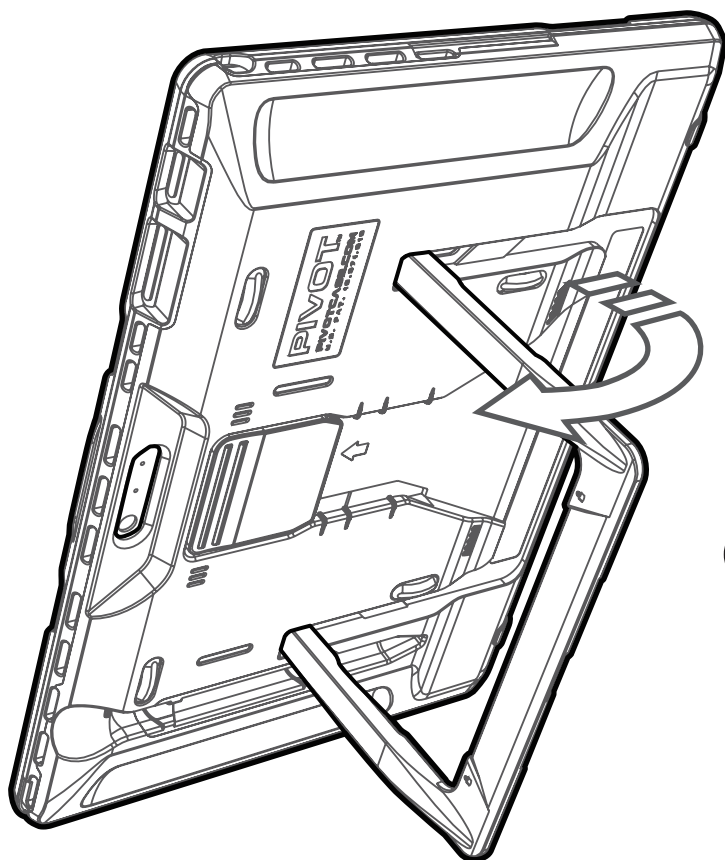
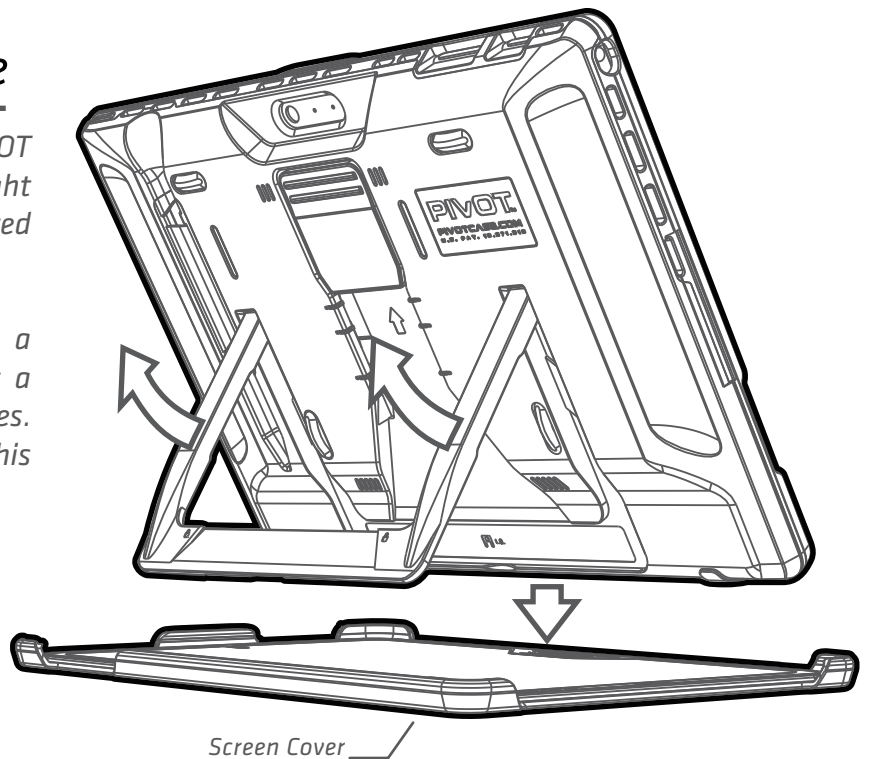
Adjust the viewing angle of the PIVOT Kickstand by rotating the left and right Legs of the kickstand evenly to the desired position.

The PIVOT Kickstand Hinges provide a preset resistance force, which supports a range of viewing angles up to 120-degrees. Do not force the kickstand beyond this point to avoid damage.



### Did You Know?

The Screen Cover serves as a flat, non-slip surface for the case when in viewing mode.



## Portrait Viewing Mode

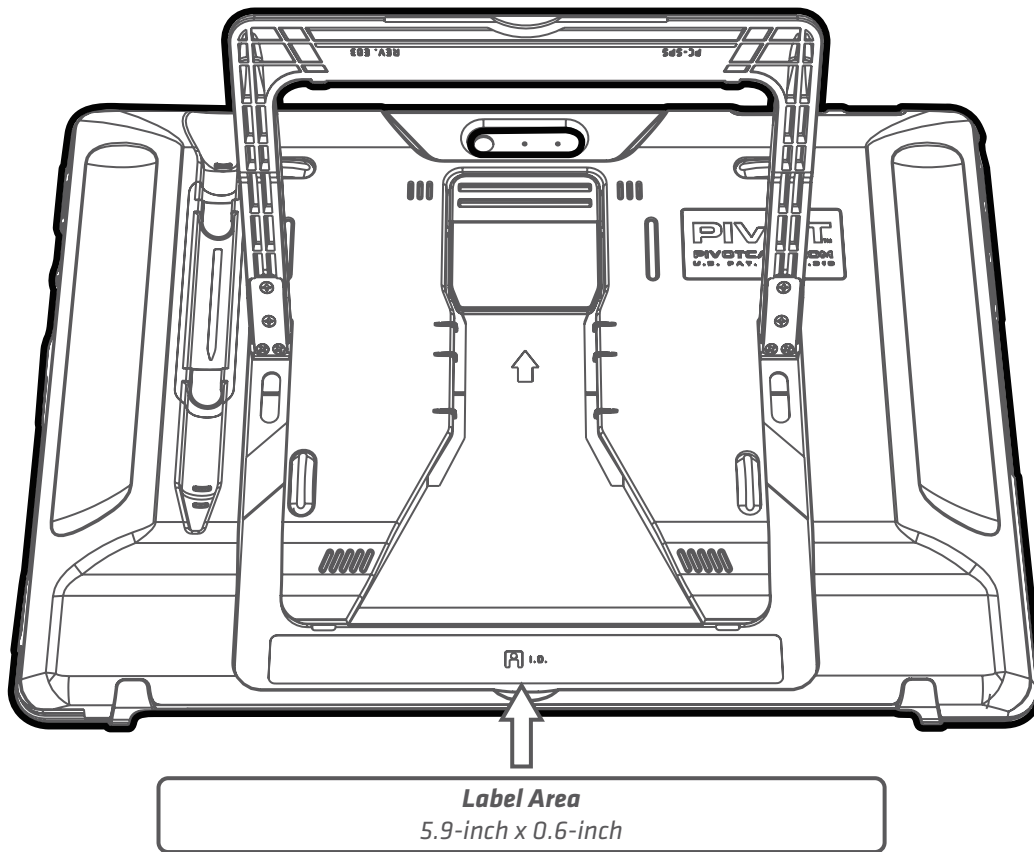
To use your device in portrait orientation, simply open and rotate the kickstand approximately 90-degrees until both legs of the kickstand are even and perpendicular to the case body, and place on a flat, stable surface. Only one viewing angle is available in portrait mode.



### Pro Tip!

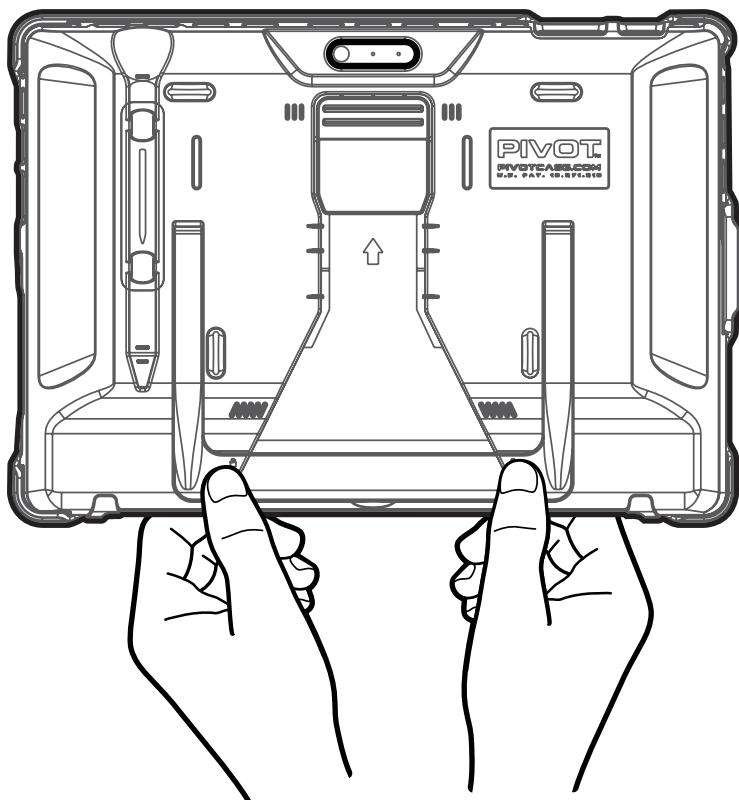
Use the Screen Cover when in portrait viewing mode to improve stability. The non-slip interior surface of the Screen Cover is designed to provide additional grip in both portrait and landscape viewing modes.





## I.D. Label Area

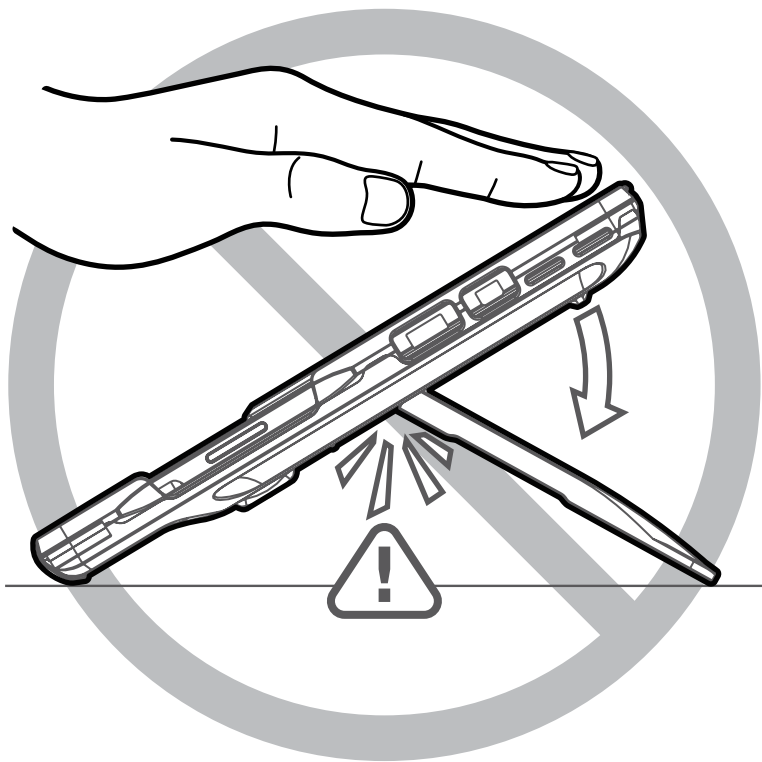
The I.D. Label Area is located on the case back behind the Kickstand.  
Recommended Label Template: Avery 5167.



## Closing Kickstand

To close the PIVOT Kickstand, rotate it from any open angle until it is nearly in the closed position, or at a 0-degree angle, parallel to the case body.

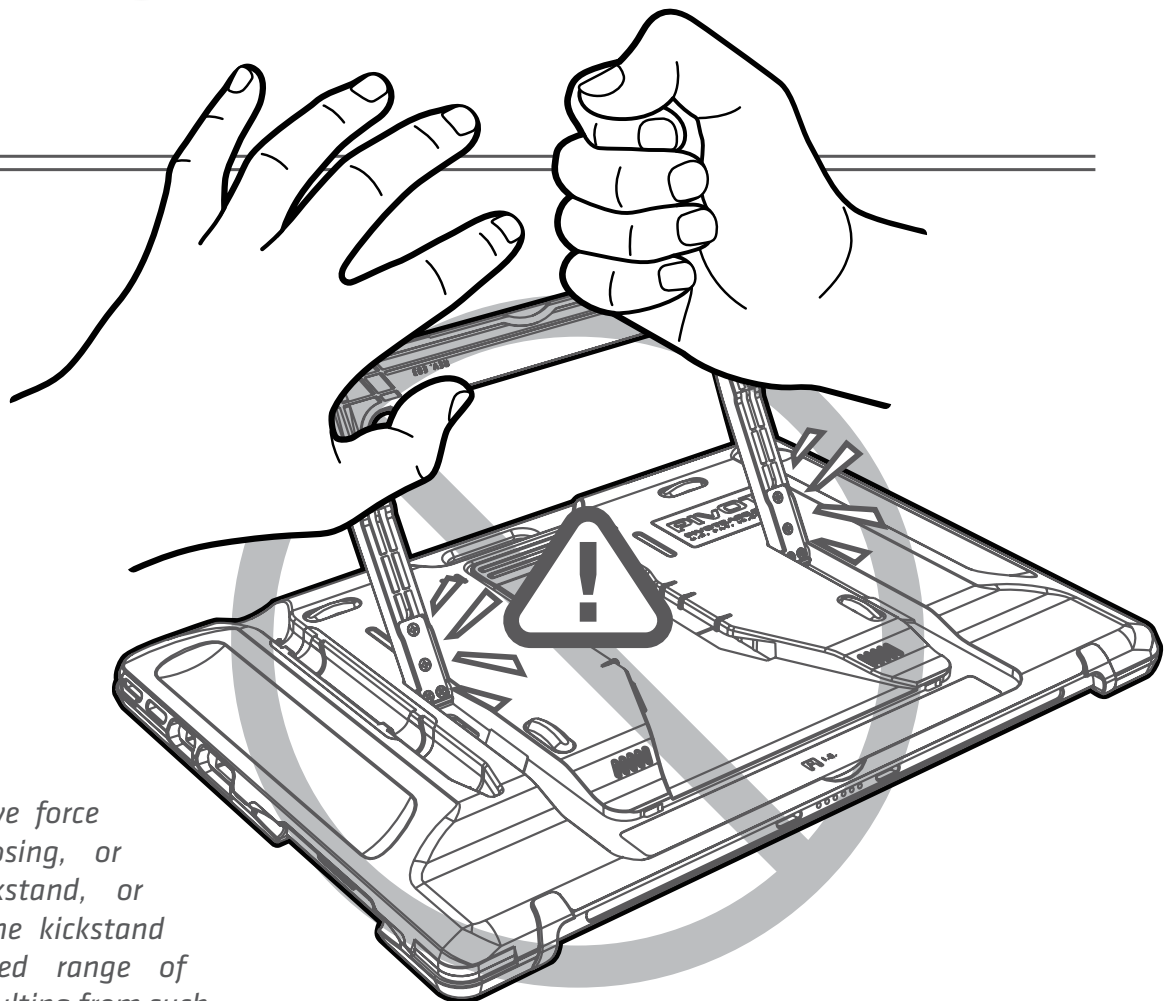
Press or squeeze the Snap-Closures on both the left and right side of the kickstand. The closures are identified by the padlock icons. You may hear an audible “click” when the closures engage with the case body.



## Incorrect Use

The PIVOT Kickstand is durable if used as intended. However, it can be damaged if misused and put under repeated stress.

Do not attempt to force the PIVOT Kickstand beyond the maximum 120-degrees of rotation or adjust the Legs independently. Doing so may result in damage to the Kickstand, hinges, and case body.



### **WARNING!**

Do not use excessive force when opening, closing, or adjusting the kickstand, or attempt to force the kickstand beyond its intended range of motion. Damage resulting from such misuse is not covered under warranty.

## Read Before Use

**WARNING:** Your PIVOT Keyboard Cover is designed to hold your Surface Type Cover device securely to protect against accelerated impacts. Once installed, your device will be held firmly. It is not intended to be removed easily. Do not use excessive force or tools of any kind during installation or removal of device. Doing so may cause damage or personal injury. If you need to remove your device, please refer to this document or visit PIVOT online for instructions to avoid unnecessary damage to your device and PIVOT product.

## Preparing For Install

Position the PIVOT Keyboard Cover upright as shown atop a smooth table surface. Align the device above the Keyboard Cover as illustrated. Slowly lower the device into place until the left and right sides begin to engage with the Keyboard Cover.

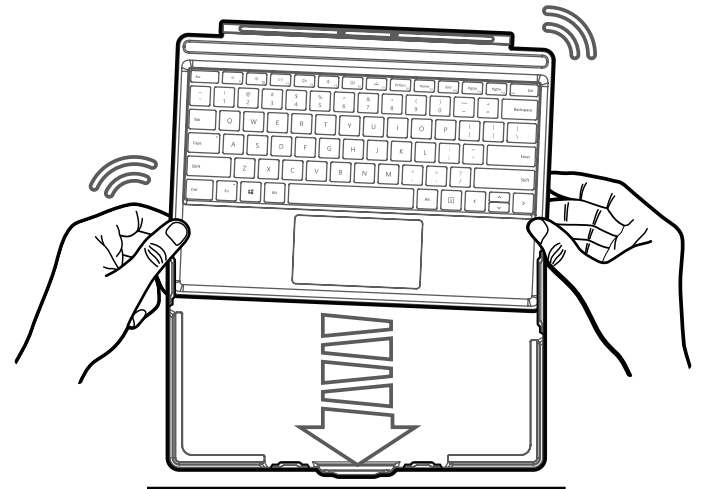
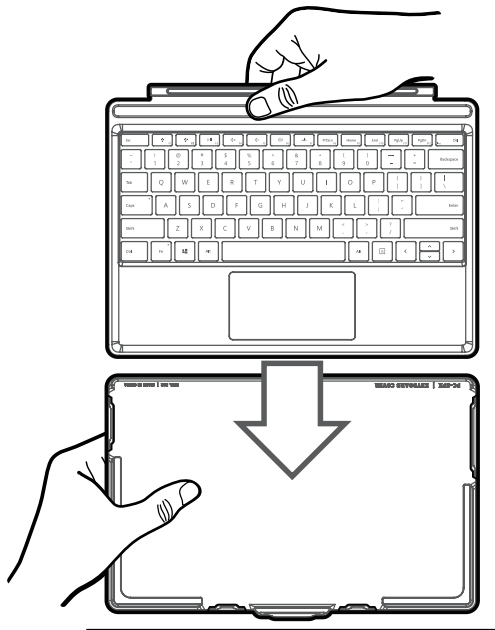
## Installing Device

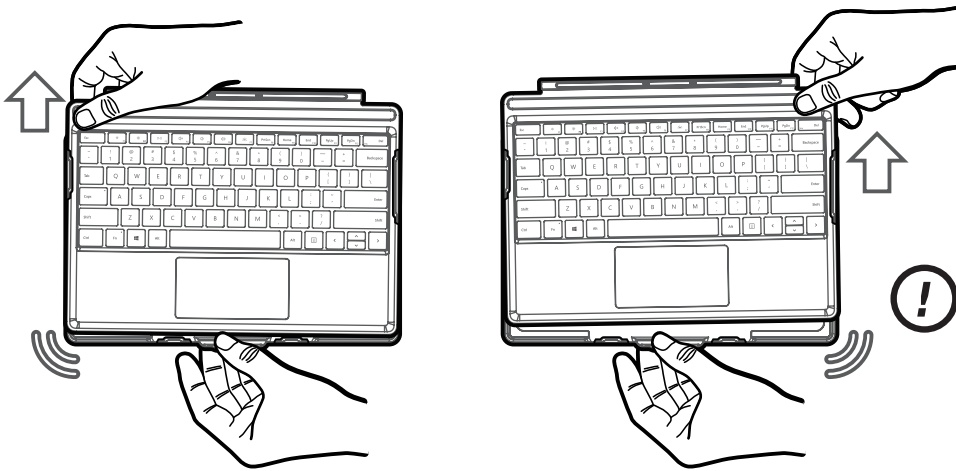
Beginning with either the left or right edge, grip the device with thumbs placed just above the side locking tabs of the Keyboard Cover.

- 1.) Press the soft fabric edges of the device downward and begin feeding the device slowly into the locking tabs.
- 2.) Alternate feeding the device into the left and right locking tabs in small increments. Rock left and right with each small increment atop the table surface.
- 3.) Continue applying light pressure to feed the device into the locking tabs. When fully inserted, tap the upright assembly gently on the table surface to seat the final locking tabs.

### **!** Pro Tip!

Ensure the edges of the device are folded downward, away from the user while incrementally feeding into the locking tabs. If an edge is folded upward or bunching occurs, reverse slightly and try again.





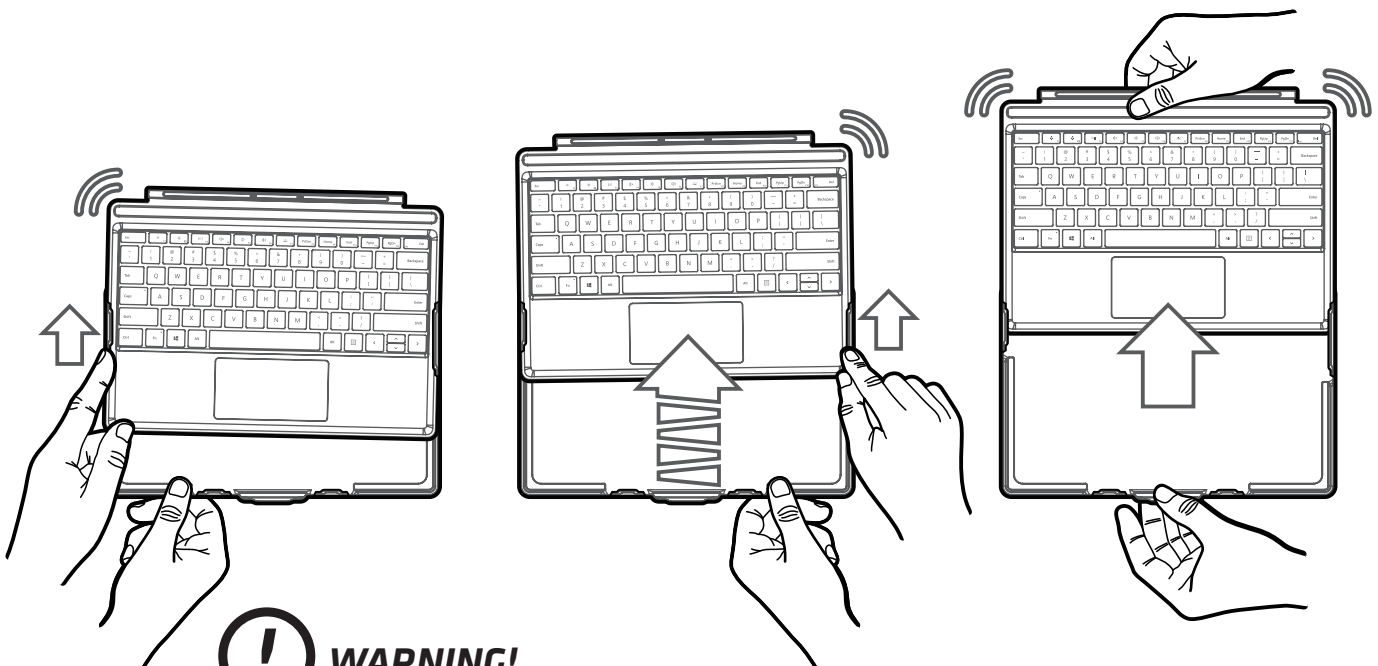
### **Pro Tip!**

*Take care and be gentle. As with install, ensure the soft edges of the device are not bunching or folding the wrong way.*

## Removing Device

*Removing the device from the PIVOT Keyboard Cover requires subtle movements made with care. It is not designed to easily disengage. Please follow the steps listed below:*

- 1.) Beginning with the left edge, grip the device by the upper left corner and pull gently upward. Repeat on the right edge and alternate between left and right until the device is free of the lower locking tabs.*
- 2.) Once free of the lower locking tabs, change hand position and grip as illustrated. Alternate feeding the device upward through the left and right locking tabs in small increments. Use a forefinger to fold the soft edge of the device down and guide it gently through the locking tabs while pressing with the thumb.*
- 3.) After feeding the edges of the device through the locking tabs, pull apart gently to separate.*



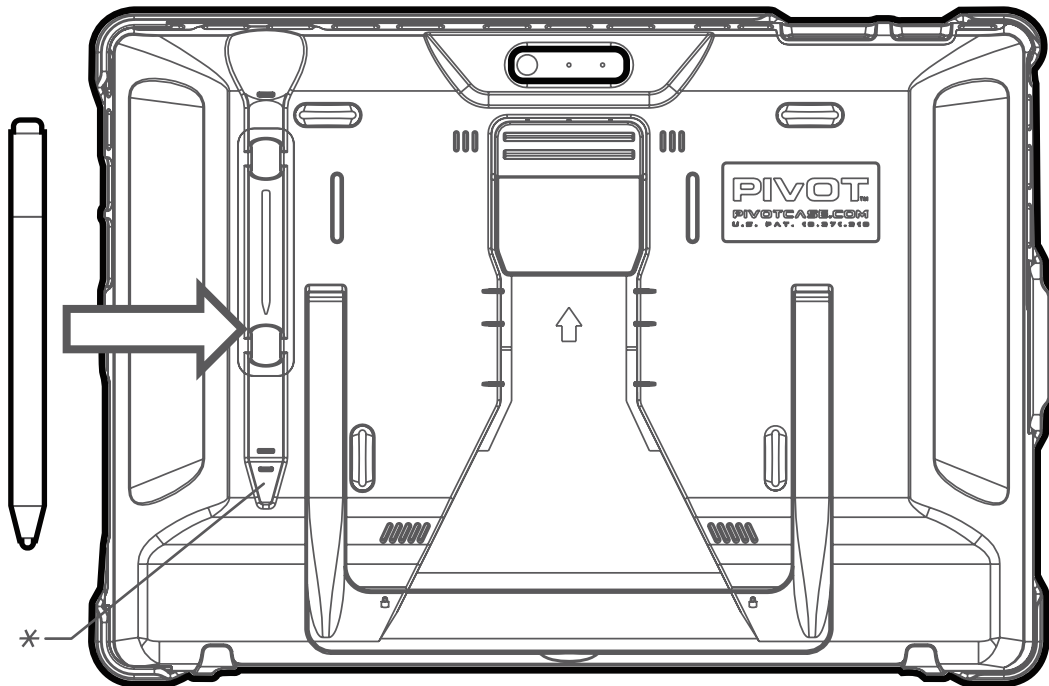
### **WARNING!**

*Do not attempt to simply pull the device and PIVOT Keyboard Cover apart. Follow the instructions provided for carefully removing the device. Do not use excessive force or tools of any kind during installation or removal of device. Doing so may cause damage or personal injury.*

## Stylus Support



*This PIVOT case supports the Microsoft Surface Pen and can hold other styluses of similar sizes. The PIVOT Pen Grip connects and protects the Surface Pen when not in use.*



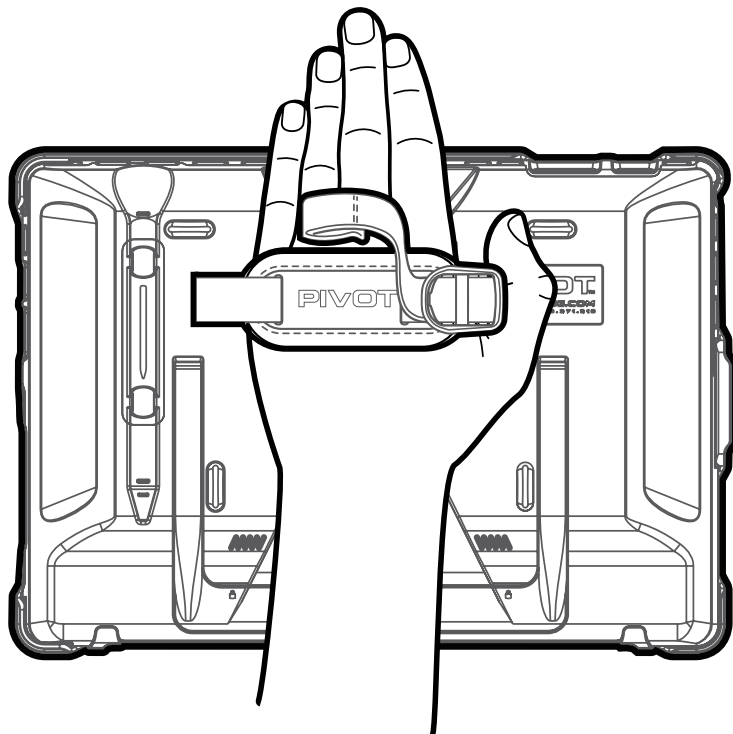
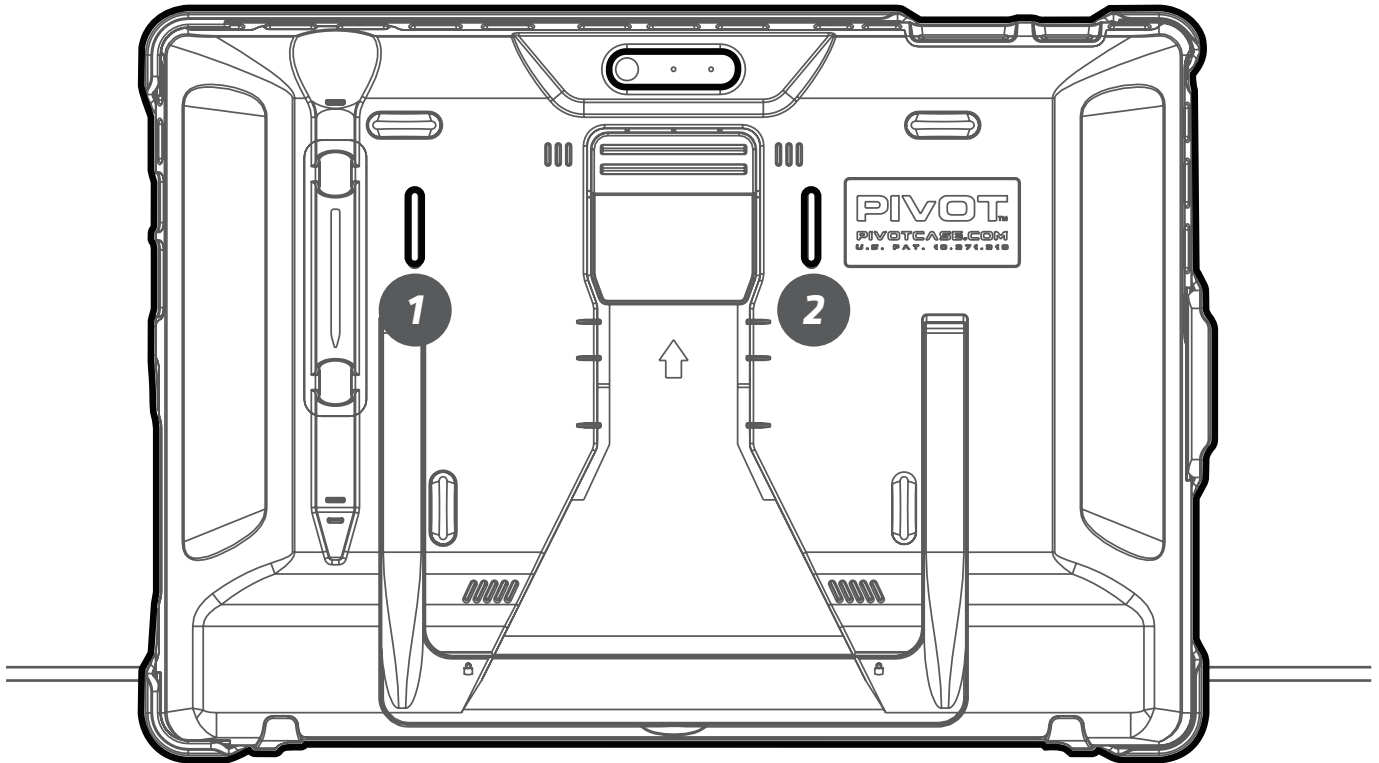
## Pen Grip

*The Microsoft Surface Pen and similarly sized styluses snap firmly into the PIVOT Pen Grip for secure storage when correctly installed in the orientation illustrated.*

*The Pen Tip Cradle\* helps prevent accidental release of the Apple Pencil.*

## Accessory Slots

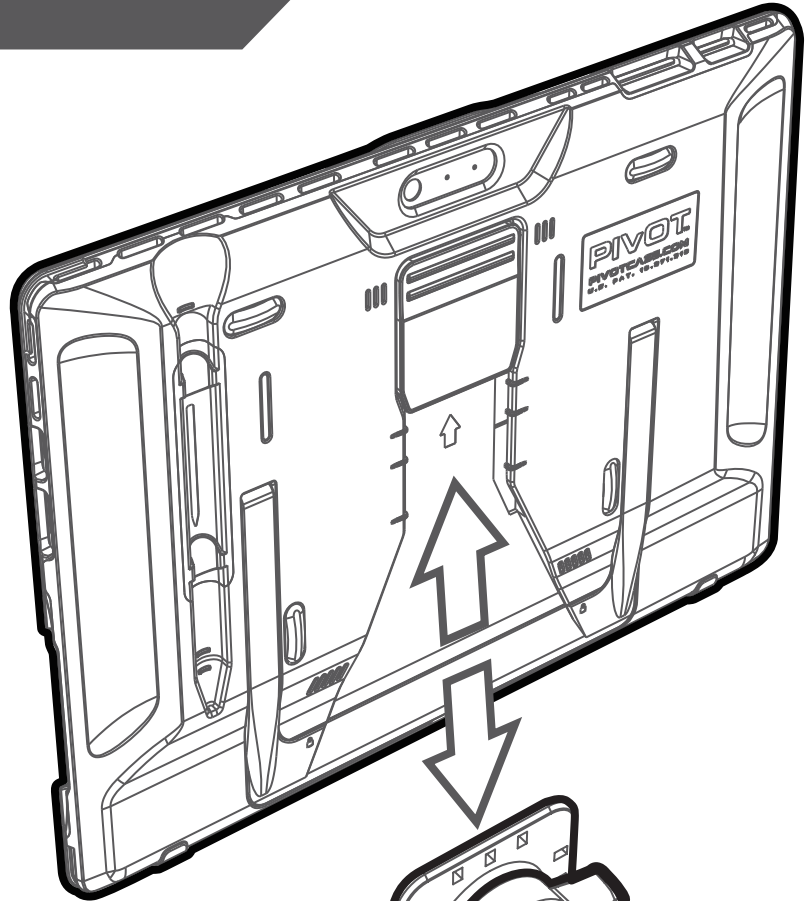
This PIVOT case is compatible with select PIVOT accessories, such as the PIVOT Hand Strap. The Accessory Slots are located to the left and right of the clip with removable rubber inserts. Refer to the accessory product instructions for information on installation and removal of accessories.



## Accessory Products

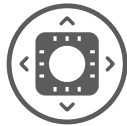
Accessories are available for select cases featuring PIVOT Accessory Slots.

The PIVOT Hand Strap (sold separately) is illustrated here.



## Did You Know?

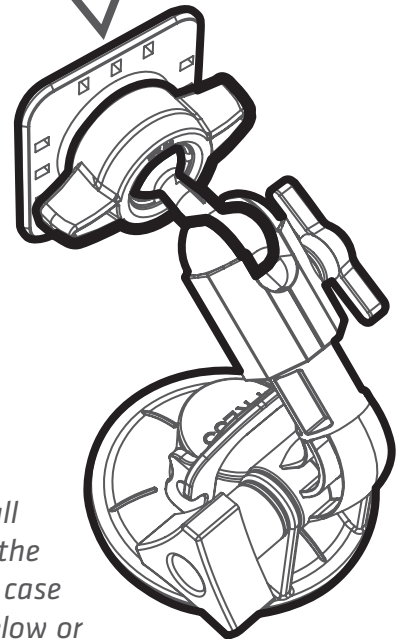
*PIVOT's unique mounting systems are universal and interchangeable, ensuring your PIVOT case will securely connect to every standard PIVOT mount: past, present, and future.*



## Universal Mounts

*Your PIVOT case is compatible with a variety of patented PIVOT Mounting Systems. Before connecting your PIVOT case to the mount, secure the mount in its desired location and adjust it to the desired orientation and tension. Position the mounting plate to be parallel to the case during installation, then connect the case to the mount following the steps below:*

- 1. Position the PIVOT case above the mounting plate and ensure all corners of the mounting plate are below the widest opening of the mounting channel on the case body. If it is not possible to mount the case from above the mounting plate, rotate the case and install from below or the side.*
- 2. Slide the case mounting channel on to the mounting plate. The mounting plate will be guided into the case mounting channel until the clip engages the mounting plate, completing the connection with an audible "CLICK."*
- 3. Depress the PIVOT Clip and reverse the process above to disconnect the case from the mount.*



**WARNING!** *The mounting plate should slide smoothly into the case mounting channel with very little resistance. If you encounter resistance, the mounting plate may be misaligned. Do not force the case on to the mount or damage may occur. Gently remove the case from the mounting plate, confirm correct alignment, and reattempt installation.*

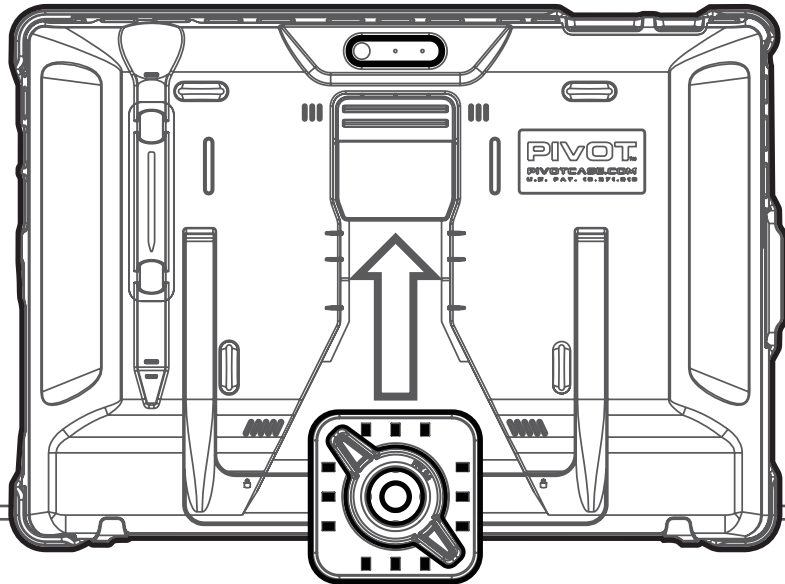
## Click! Connection



PIVOT's audible "Click!" engagement indicates the case is properly and securely connected to the mount. If there is no "Click!" during installation, the case may be misaligned, and you should reattempt installation.

### ! Pro Tip!

It is not necessary to depress the clip during install. If the clip is depressed and held in the release position, there will not be an audible "Click!" to confirm proper installation.

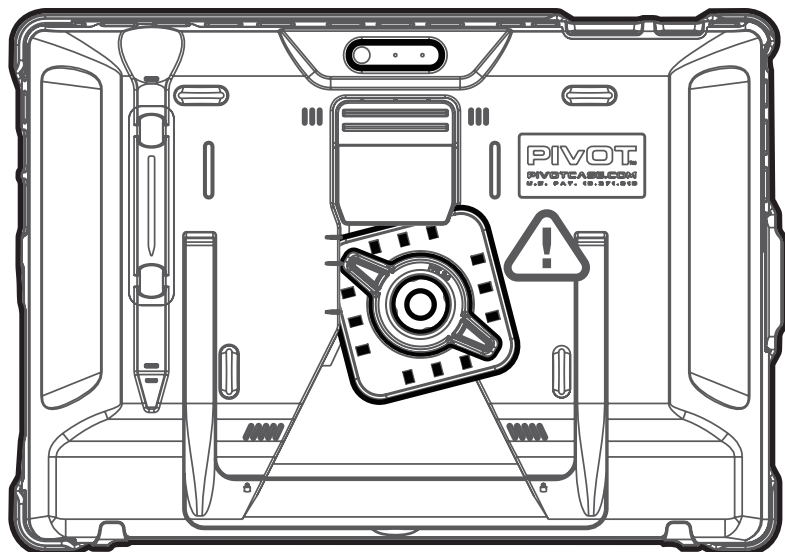


## Incorrect Mount Alignment

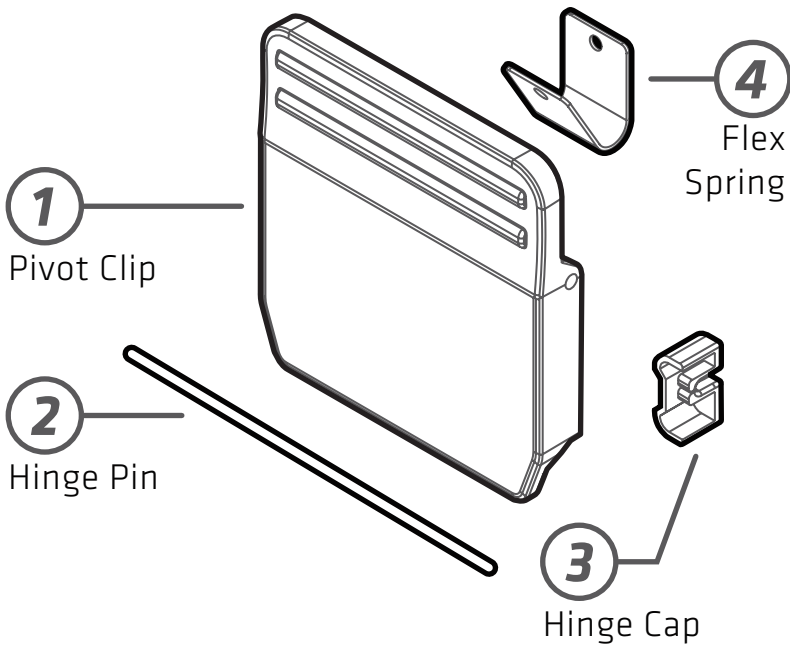
Shown below is an example of an incorrect alignment of the mounting plate and PIVOT case. The clip is not properly engaged with the mounting plate and is not holding the case in the locked position. The mounting plate is not fully inserted into the mounting channel and will not support the weight of the case and device.

### ! Pro Tip!

If you feel resistance on the mounting plate as it enters the mounting channel, you may be engaging the "speed bumps" along the outer edges. They are designed to provide tactile feedback, which indicates misalignment.





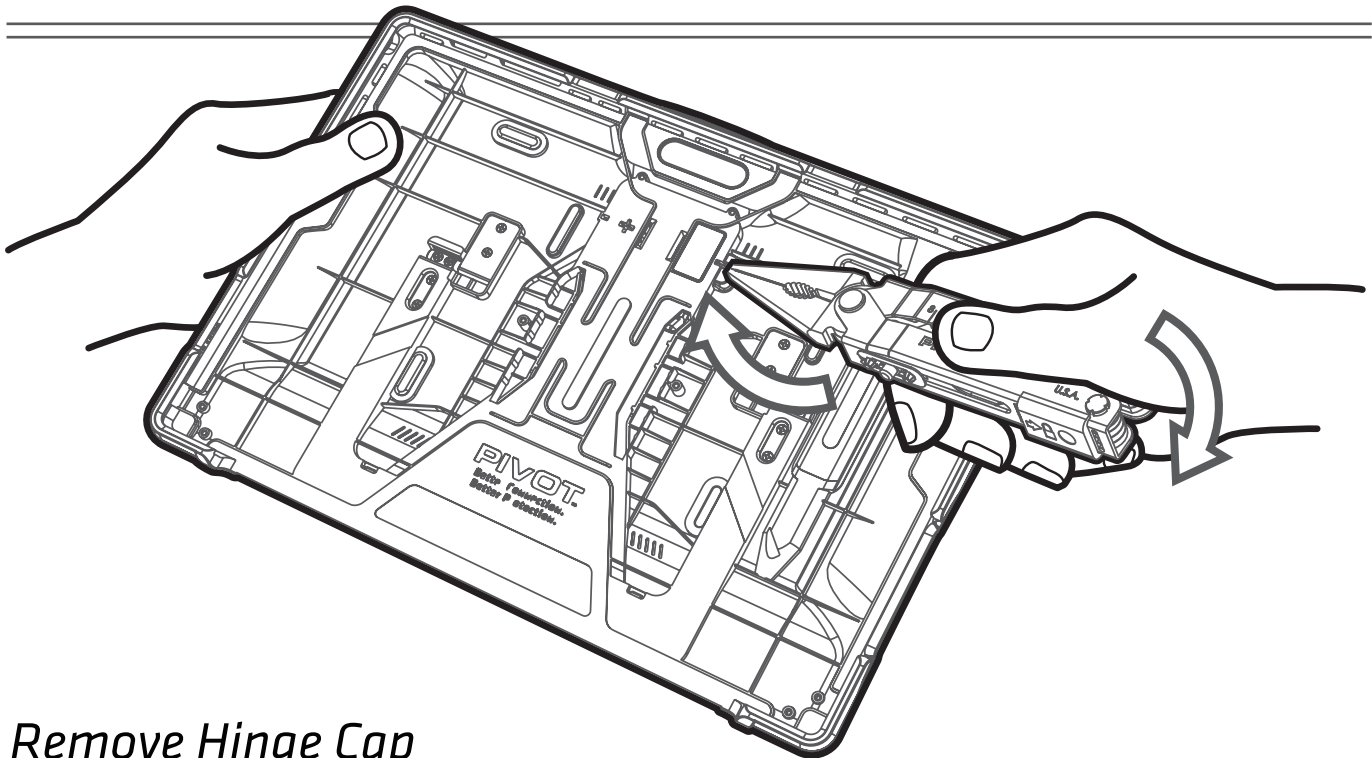


## Getting Started

Before beginning any clip replacement procedure, please ensure you have a compatible Pivot Clip Kit. This PIVOT case uses the PCK-2 Assembly, Gen 2.0. It is not compatible with older versions of the PIVOT clip.

### Required:

- 1 Unit PCK-2 Assembly, Gen 2.0
- 1pc Pivot Clip
- 1pc Hinge Pin
- 1pc Hinge Cap
- 1pc Flex Spring

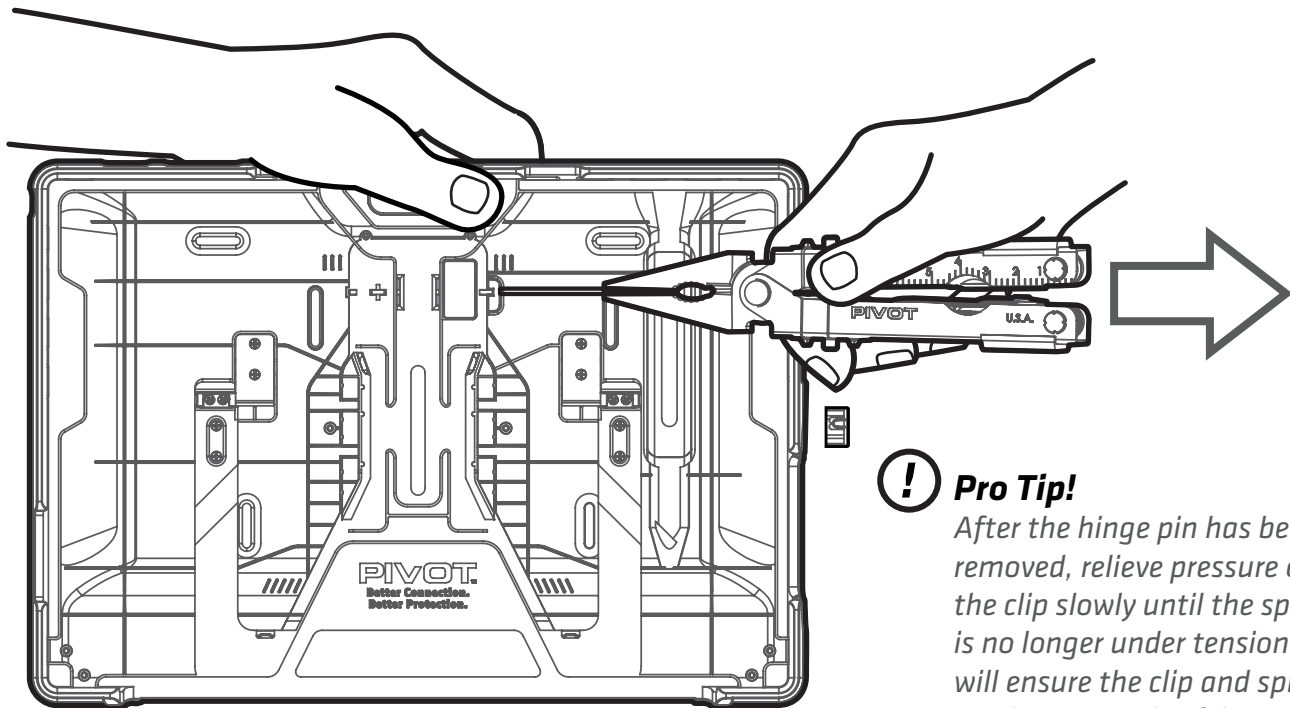


## Remove Hinge Cap

- Remove device. Follow instructions on [pivotcase.com](http://pivotcase.com) for your case and device type.
- Remove the hinge cap using the blunt tip of needle-nose pliers and mild leverage to pry the small cap off. There is a short flange on the edge of the cap for this purpose.

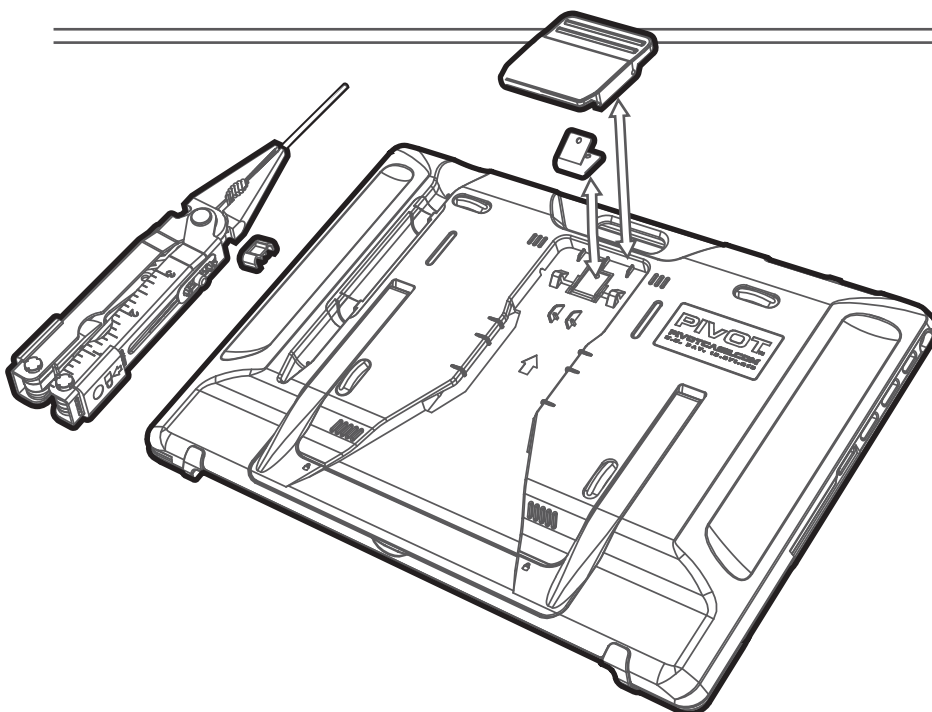
## Removing Hinge and Clip

- c) With one hand, hold the clip firmly against the case, apply even pressure to the clip.
- d) Using pliers with other hand, pull the hinge pin out. (Be careful, the clip is under spring tension.)
- e) Remove clip while holding the spring in place. Replace spring if necessary.



### **Pro Tip!**

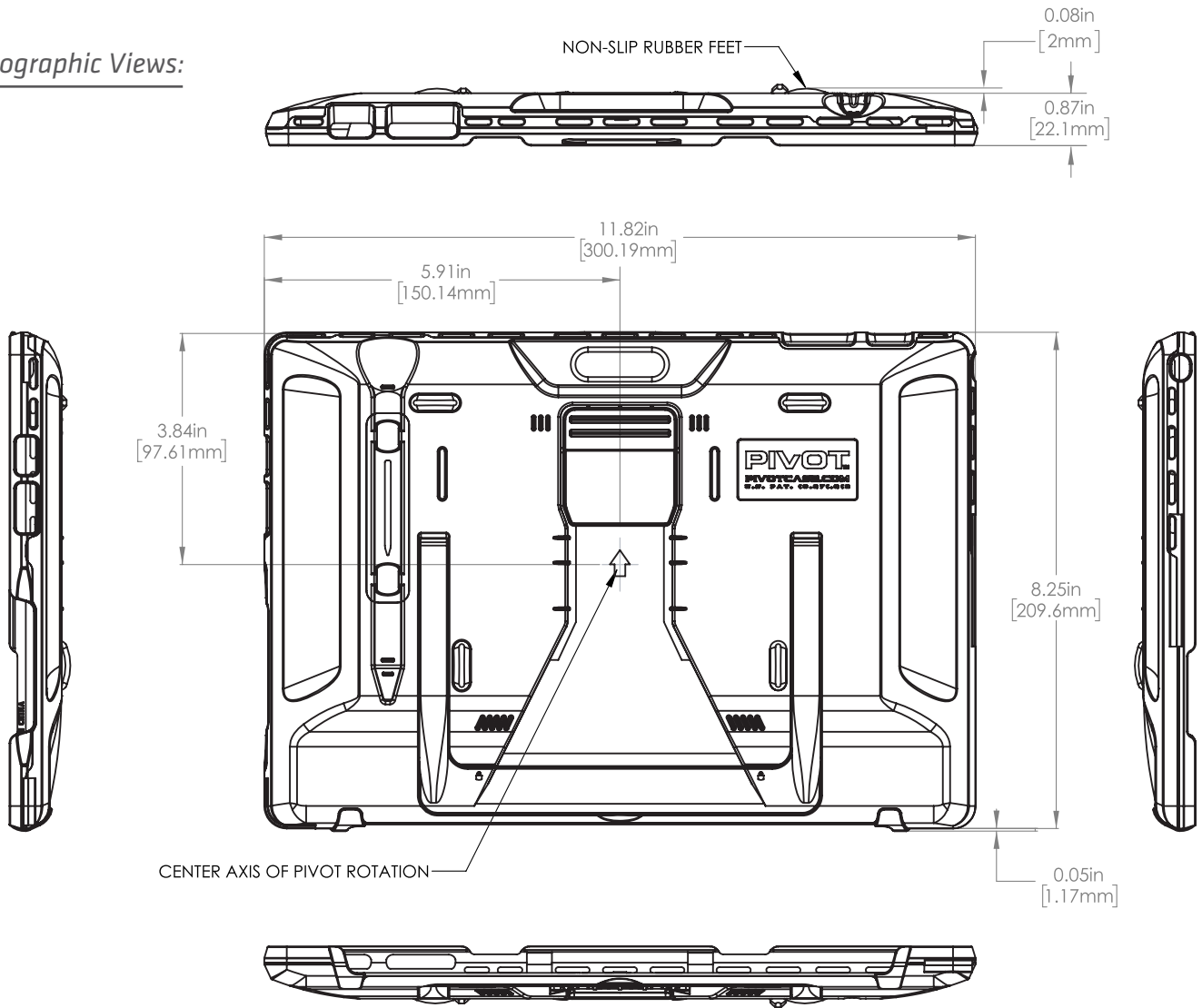
After the hinge pin has been removed, relieve pressure on the clip slowly until the spring is no longer under tension. This will ensure the clip and spring can be removed safely.



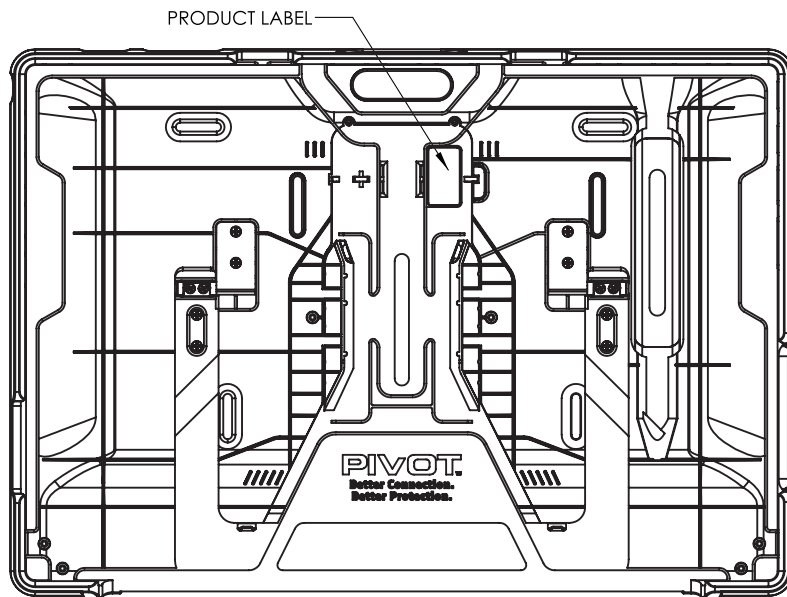
## Installing New Clip

- f) Install new clip, hold it down firmly while applying even pressure.
- g) Reinstall hinge pin, ensure it is inserted all the way.
- h) Replace hinge pin cap... **DONE!**

Orthographic Views:



Interior View:



# *Thank you.*

## Additional Information

To learn more about your PIVOT case, please visit [pivotcase.com](http://pivotcase.com) for instructional videos, product support and additional information about PIVOT products. You'll find valuable online resources provided to enhance your user experience and see the complete line of PIVOT products.

Learn more at:  
**PIVOTCASE.COM**

### PIVOT SUPPORT

If you have questions please contact PIVOT Support.

 [www.pivotcase.com/support](http://www.pivotcase.com/support)

 [sales@pivotcase.com](mailto:sales@pivotcase.com)

 1-888-4-FLYBOYS (1-888-435-9269)

 [www.youtube.com/c/pivotcasevideo](http://www.youtube.com/c/pivotcasevideo)

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# PIVOT™

**Better Connection. Better Protection.**  
*Making the **Case** for Aviation.*