

## **Guidance for CPGs on use of IT equipment in the meeting rooms**

The Code of Conduct states that “MSPs, but not other members of CPGs, may make reasonable use of the Parliament’s telephone, fax, photocopying, IT facilities and parliamentary stationery in pursuit of CPG business” (rule 6.4.11). Members are therefore allowed to use the technology available in meeting rooms during CPG meetings. Attached is guidance for MSPs on the use of the IT equipment in the meeting rooms during CPG meetings.

If possible, please ensure that you set up any technology to be used in the meeting room well in advance of any meeting to allow time for any technical issues to be resolved. If there are any difficulties using the equipment, members and their staff can contact the IT helpdesk during its working hours.

Firstly you will need to log onto the screen that is in the room; to do this turn the TV and the computer on.

Once the log in screen appears hit control-alt-delete.

The log-in details are—

User name – presentation

Password – presentation1

This will not give access to the network but will enable you to access any documents/presentations you have from a memory stick.

Plug the memory stick into the computer and wait until the system has recognised it.

Click on the start key, then click on computer. On the left hand side of the screen there will be a list of programmes - select the memory stick (usually called the E Drive or F Drive). You will now be able to open any documents/presentations you wish to use.

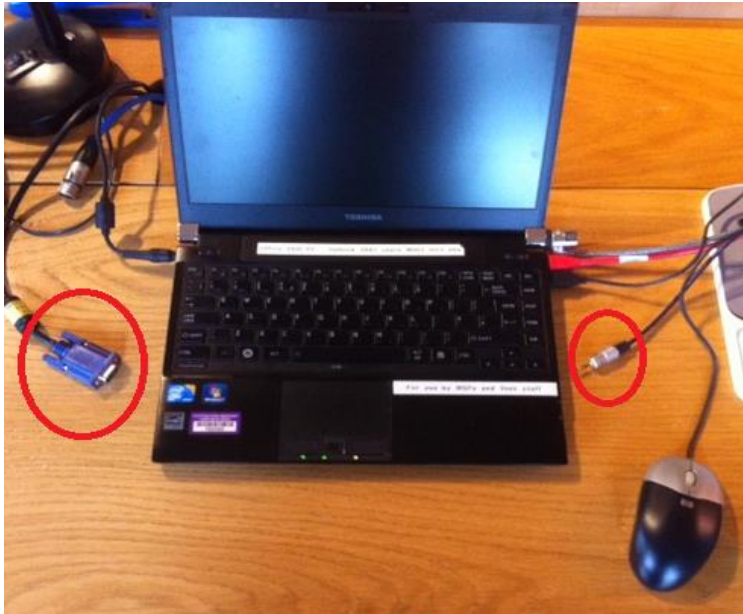
Whilst video conferencing facilities are not available to CPG meetings, Apple TV and Skype are available for use in certain meeting rooms. These facilities can be useful in connecting with people who are unable to attend meetings at the Parliament. Further guidance is available in the annexes on other IT available—

- [Annexe A – Connecting to the Plasma Screens;](#)
- [Annexe B – Apple TV – quick start Guide](#)
- [Annexe C – Push2TV – quick start guide](#)
- [Annexe D – Skype user instructions](#)
- [Annexe E – Wireless presenter with laser pointer](#)

## **ANNEXE A - CONNECTING TO THE SAMSUNG PLASMA IN P1.02**

When connecting to the Plasma in P1.02 you need to connect the Blue VGA cable to the VGA port and the small silver 3.5 jack (headphone size) cable into the headphone/speaker socket in the required Laptop/Device.

Push the output to the TV by using the required keys (Usually the Fn+F5 or equivalent)



To set the TV to the correct output press the Source button at the top of the remote control and scroll down to the PC option on the list.



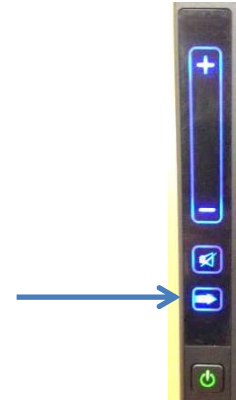
You should now see the Laptop/Device output mirrored on both screens

## **ANNEXE B – APPLE TV QUICK START GUIDE**

Apple TV is way of displaying what is on the screen of your Apple device (iPad or iPhone) on the plasma screen at the front of the meeting room. This allows you to present, show video or share anything on your iOS device with attendees at your meeting.

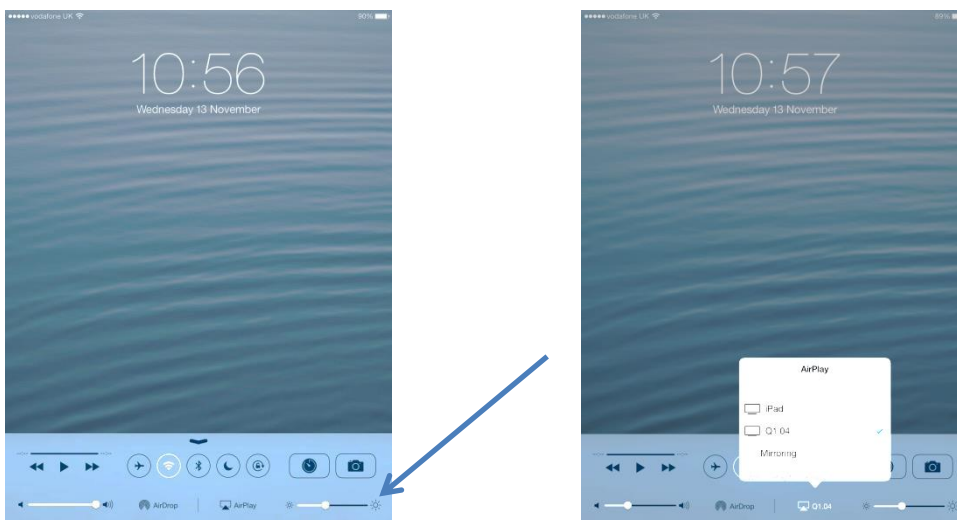
### **1. Display Apple TV on the SMART Board.**

Change the input source on the display to HDMI 1 by pressing the Input Selector button until HDMI 1 is selected, and then waits a few seconds for the display to switch over.



### **2. Enable AirPlay on your device.**

From your device, access Control Centre by swiping up from the bottom of the screen, and select AirPlay. Select TG.45 from the list and tap the 'Mirroring' button to push your device's display to the SMART Board.



### **3. Disconnect your device from Apple TV.**

When finished select iPhone or iPad from the AirPlay list to disconnect your device.

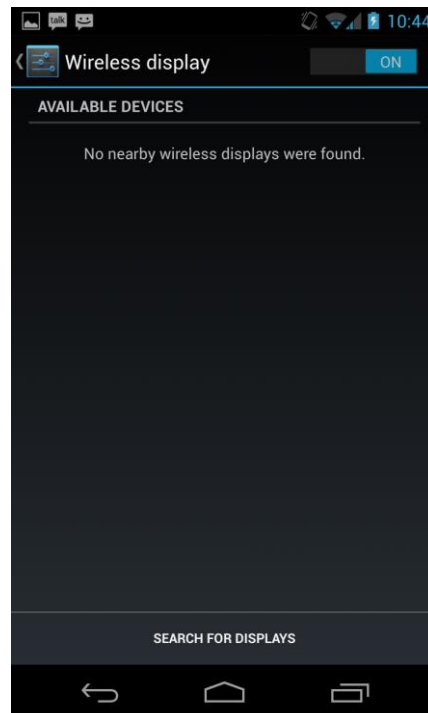
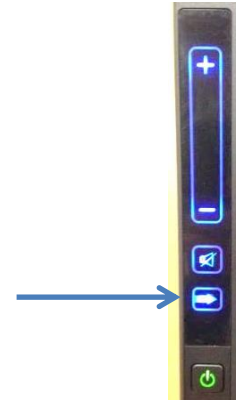
**If you do not disconnect your device, it may still display in the meeting room after you have left until you disconnect it.**

## ANNEXE C – Push2TV (Miracast) QUICK START GUIDE

Push2TV is way of displaying what is on the screen of your Android device (tablet or phone) on the plasma screen at the front of the meeting room. This allows you to present, show video or share anything on your Android device with attendees at your meeting.

On your smartphone, tablet, or laptop, find and start the wireless display application.

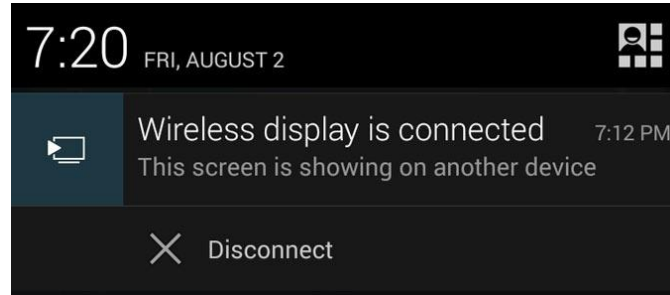
On Android devices this is normally located under Settings>Display>Wireless Display:



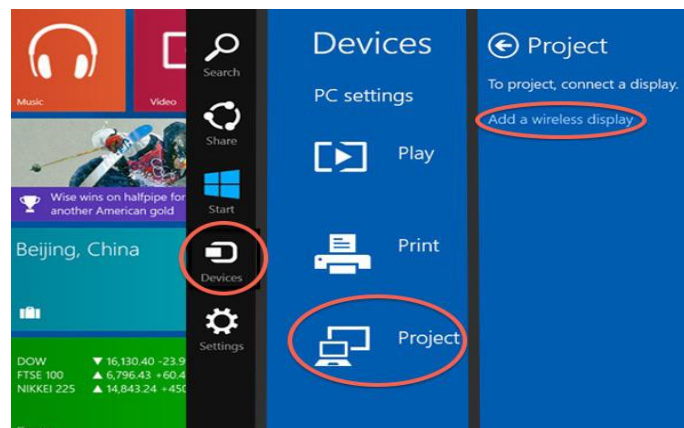
Please note that the name and location of the application may differ by device.

You should see the adapter **Push2TV 3000** . Tap on the adapter from the list. If the TV displays a security code, enter the security code shown on the screen.

When complete either return to this screen and press disconnect or if your device supports this function natively you will see a shortcut in the Notification bar:



On Windows 8 devices select Devices from the Charms bar on the right hand side and select Project.



You should have a list of devices you can cast to, select **Push2TV 3000**.

To disconnect please return to the above location and press disconnect.

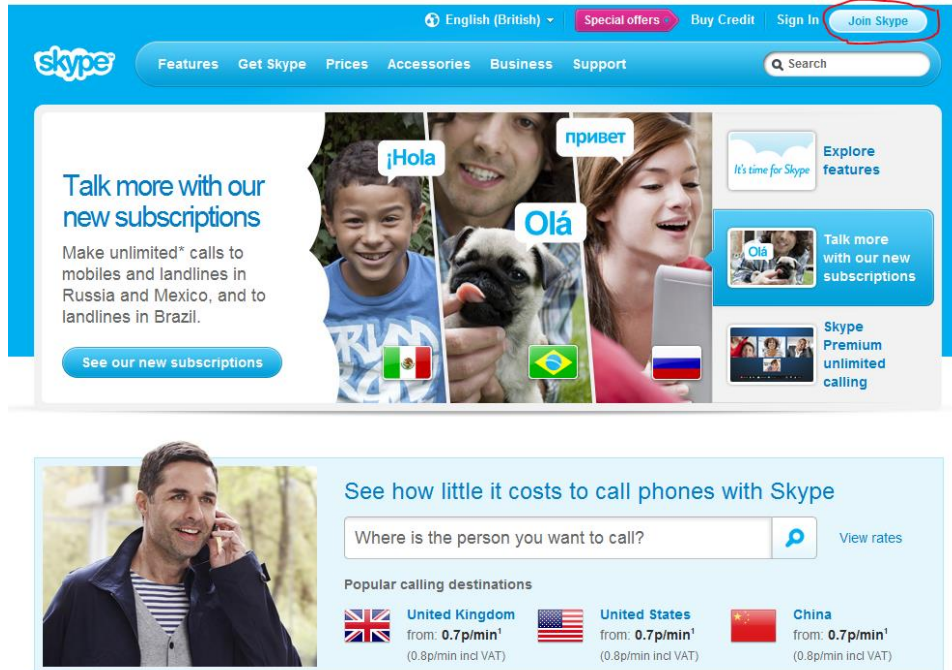
## **ANNEXE D - SKYPE USER INSTRUCTIONS**

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## How to create a Skype Account

Go to [www.Skype.com](http://www.Skype.com) and select Join Skype from the top right hand corner



The screenshot shows the Skype website homepage. The top navigation bar is blue and contains the following elements from left to right: the Skype logo, a language dropdown menu set to 'English (British)', a 'Special offers' button, a 'Buy Credit' button, a 'Sign In' button, and a 'Join Skype' button which is circled in red. Below the navigation bar is a search bar and a main content area. The main content area features a large banner with the text 'Talk more with our new subscriptions' and a 'See our new subscriptions' button. To the right of the banner are three smaller promotional tiles: 'Explore features', 'Talk more with our new subscriptions', and 'Skype Premium unlimited calling'. Below the main banner is a section titled 'See how little it costs to call phones with Skype'. This section includes a search input field for 'Where is the person you want to call?' and a 'View rates' button. Below the search field is a table of 'Popular calling destinations' with columns for country, flag, and rate.

Popular calling destinations		
	<b>United Kingdom</b> from: <b>0.7p/min<sup>1</sup></b> (0.8p/min incl VAT)	
	<b>United States</b> from: <b>0.7p/min<sup>1</sup></b> (0.8p/min incl VAT)	
	<b>China</b> from: <b>0.7p/min<sup>1</sup></b> (0.8p/min incl VAT)	

Or [https://login.skype.com/account/signup-form?application=download&return\\_url=http://www.skype.com/go/buy-credit%3Fflow=join&intcmp=join](https://login.skype.com/account/signup-form?application=download&return_url=http://www.skype.com/go/buy-credit%3Fflow=join&intcmp=join)

Fill in the registration form, ensuring that you choose a Skype name and password that you will remember

<b>First name*</b> <input type="text" value="Firstname"/>	<b>Last name*</b> <input type="text" value="Surname"/>
<b>Your email address*</b> <input type="text" value="firstname.surname@scottish.parliament.u"/>	<b>Repeat email*</b> <input type="text" value="firstname.surname@scottish.parliament.u"/>

Note: no-one can see your email address.

**Profile information**

Note: anyone on Skype can see your profile information.

**Birth date**    Day     Month     Year

**Gender**   

**Country\***   

**City**   

**Language\***   

**Mobile phone number**  
 +44

Note: only your contacts can see your mobile number.

**How do you intend to use Skype?**

**Skype Name\***

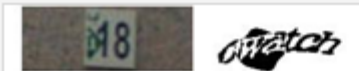
Note: only choose a name you have a right to use.

**Password\***      
**Repeat password\***   

**Password strength: Medium.**  
Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.

Inform me about new products, features, and special offers. When you sign up for SMS notifications, our first SMS will allow you to get Skype on your mobile (where applicable, your operator may charge you for receiving SMS messages).

By SMS  
 By email



Can't read the text in the box?  
       

Time this text shows here

Select **I agree – Continue**



The next screen allows you to add credit to your account which gives you the option to send text messages or to phone normal phones.

skype

Register 2 Add Credit (optional) 3 Download confirmation

Thanks for registering a Skype account. Before you continue we'd like to introduce Skype Credit.

By adding a little credit, you can start doing even more with Skype, like calling phones around the world for less and sending text messages (SMS).

Add £10 Skype credit to your account

Not now, thanks

Continue

\*£11,50 inc. VAT.

No emergency calls with Skype  
Skype is not a replacement for your telephone and can't be used for emergency calling

Click **Continue**.

Your Skype account overview - Windows Internet Explorer

https://secure.skype.com/account/ Skype Technologies SA (LU) wikipedia

Welcome to Skype **Firstname.surname.msp** Special offers Add Credit Account Logout

skype Features Get Skype Prices Accessories Business Support Search

Welcome, **Firstname** **£0.00**  
This is your account. You can view, manage and activate products and features. This is your Skype Credit balance. Buy Skype Credit

**A new version of Skype is available**  
Get the latest version of Skype for free and enjoy great new features with our best video yet.  
Upgrade for free Learn more about Skype 5.9 for Windows

**You have** Also available

Free calls and video Call phones Group video Online Number Skype To Go Number Voicemail Send SMS Call forwarding

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PAY AS YOU GO FROM **1.4p/min<sup>1</sup>** (1.6p/min incl. VAT) **0.7p/min** (0.8p/min incl. VAT)

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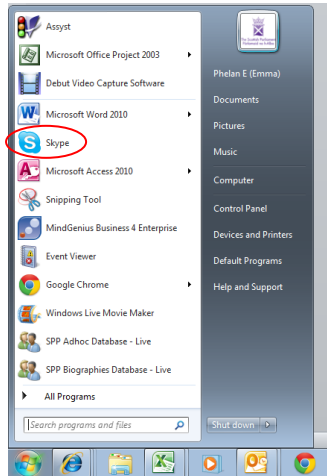
**Firstname** Settings and extras  
Your Skype Name **Firstname.surname.msp** Payment settings Stored payment details and Auto-recharge settings. View details

Internet | Protected Mode On 95% 17:40 24/05/2012

Your account is now set up.

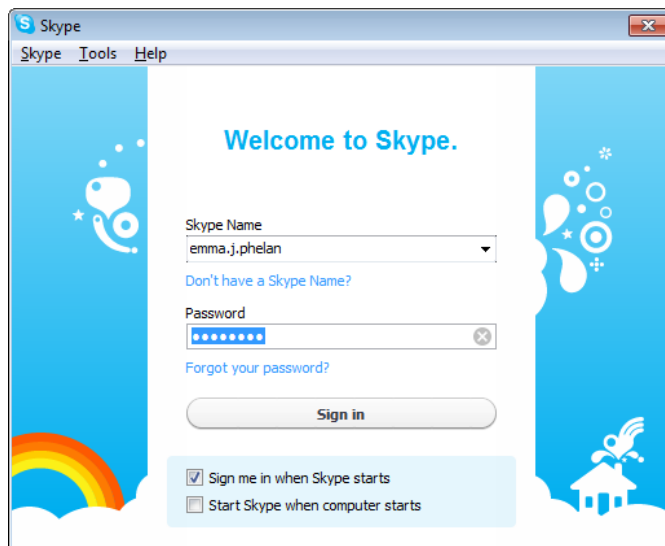
## Using Skype

Locate Skype on the Start Menu,



or simply type Skype into the search all programs and files box on the Start Menu.

The login screen will appear



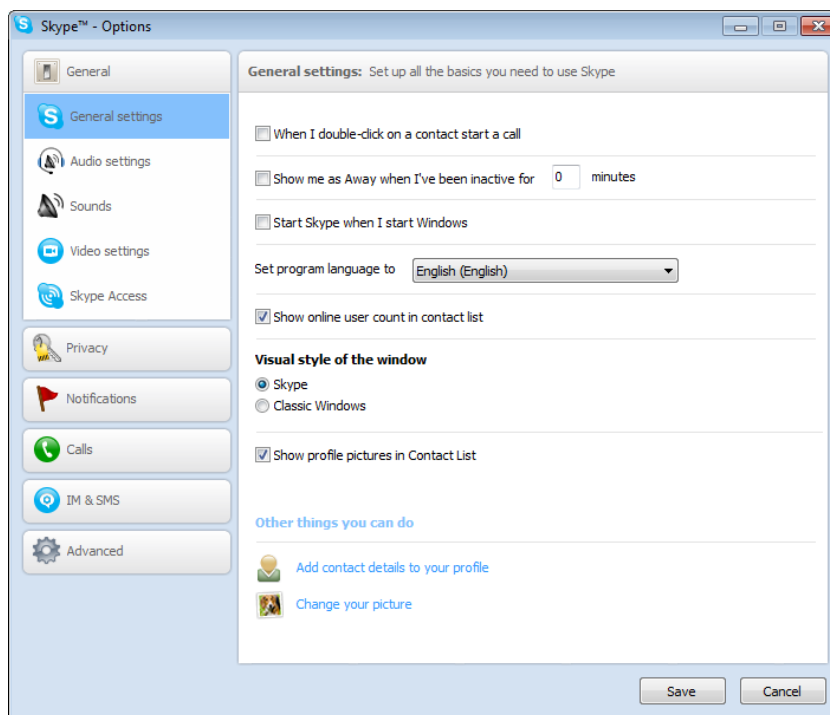
Type in your Skype name and your password and click on **Sign in**

Ensure that your webcam and headset have been plugged in to the USB ports at the front or back of your PC.

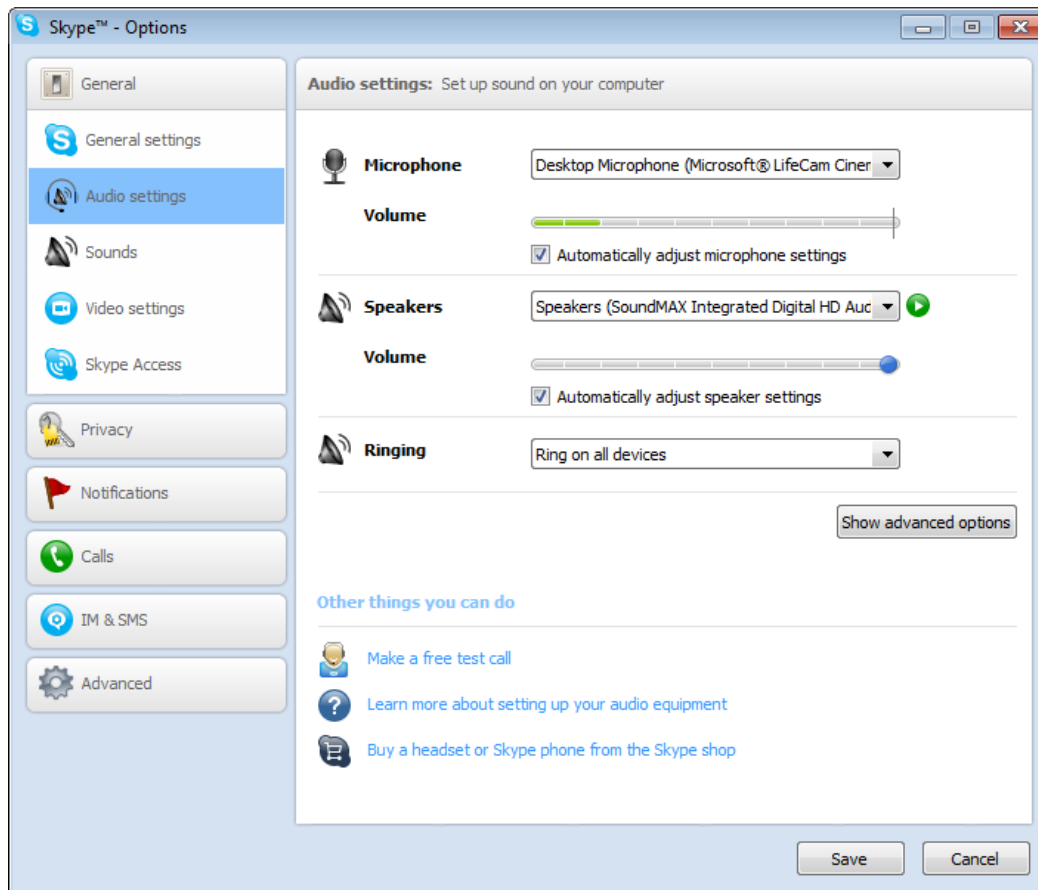
Note that if you are using Skype in the meeting room, the webcam will already be plugged in. You will need to locate the Polycom microphone / speakers from the cabinet in the meeting room and open the back where the USB cable is located. This cable is not long enough to reach onto the meeting room table and so will need to be plugged into the grey USB extension cable found in the Polycom case, which will then plug into the USB port on the front of the PC in the cabinet.



To check that your accessories are all working correctly, select **Tools, options...**



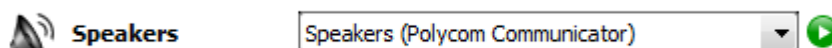
From the options on the left hand side select Audio settings



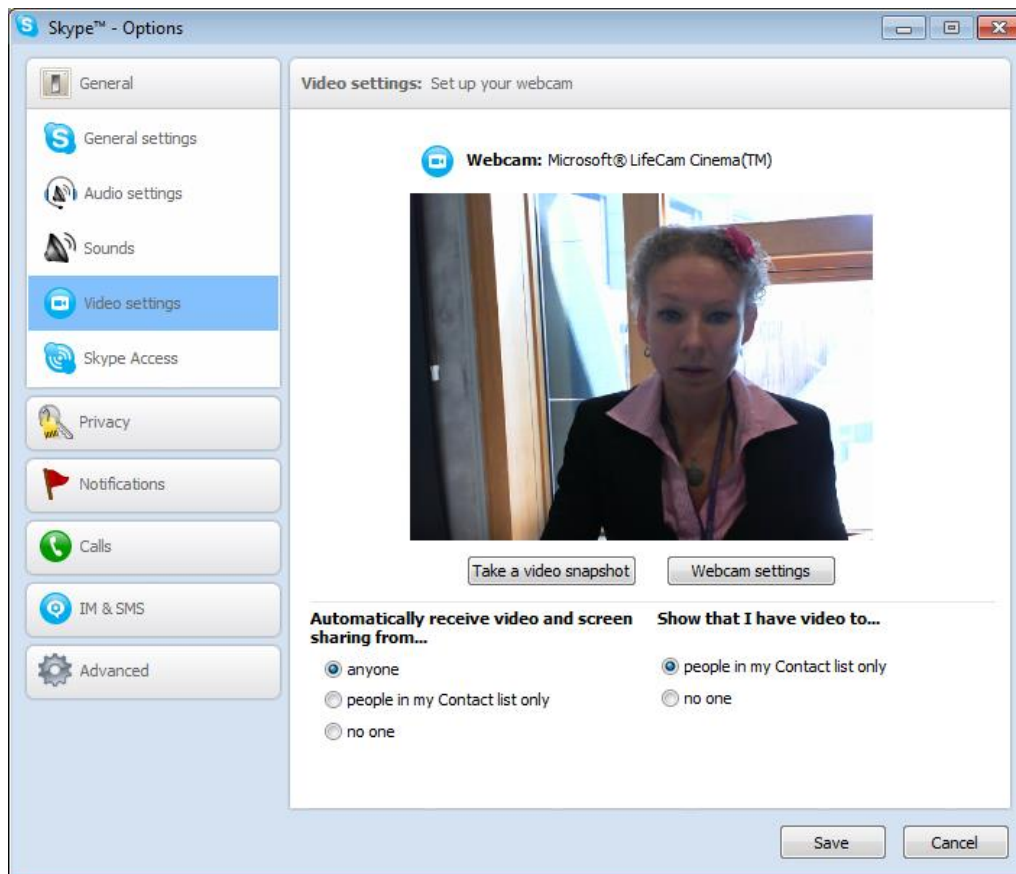
From the **Microphone** drop down you can select the microphone that you would like to use. If you are using the headset then this is the more suitable microphone, but if you are using the speakers on your PC, then select the Microsoft Lifecam Cinema option. If you are in the meeting room, then select the Polycom communicator microphone.

When you speak you should see the green volume bar below change to reflect your voice.

To change the speakers / headset options select from the drop down section beside **Speakers**. To check the speakers are working, click the green “play” button to the right hand side of the drop down list



Click on **Video settings** and check that you can see your image.

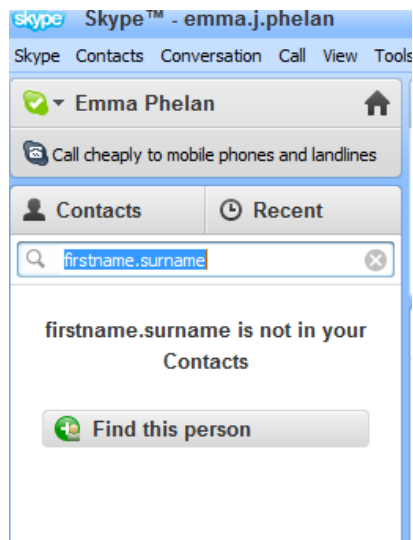


You are now ready to start using Skype.

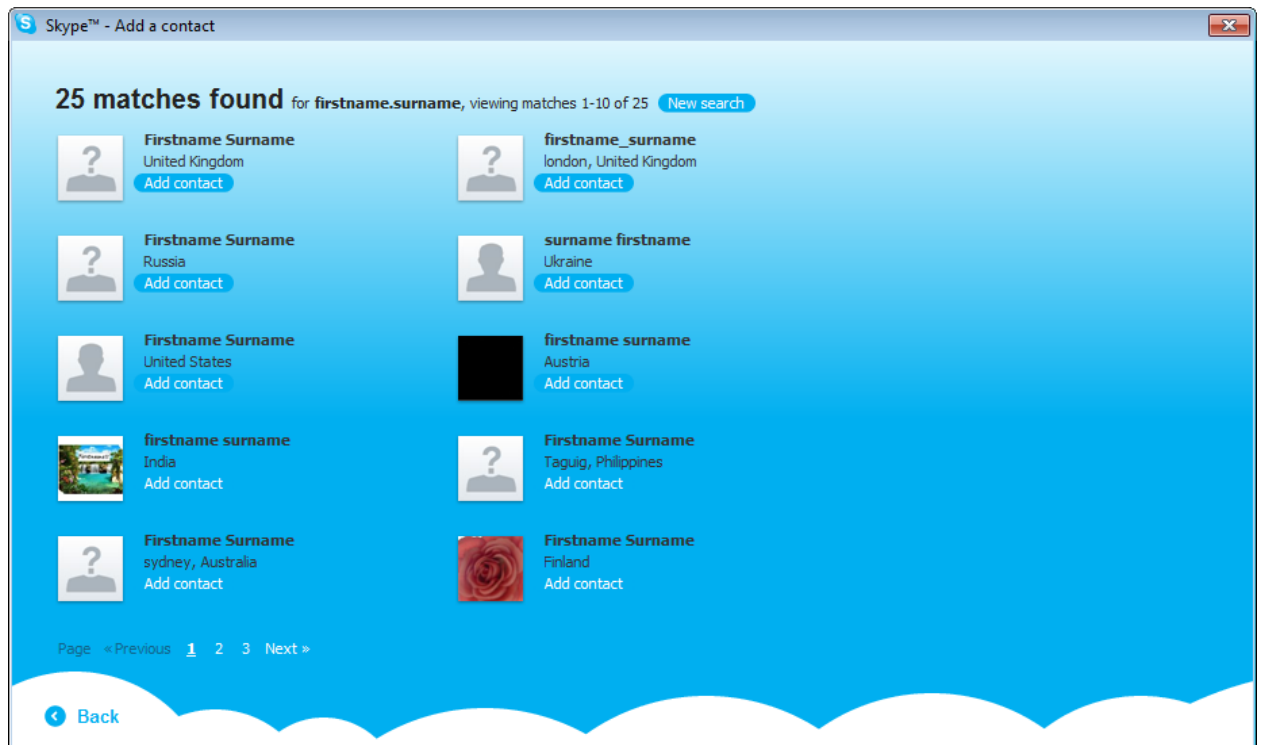
## To make a Skype call

Note that you can only Skype call someone who is on your contact list, which means that you will only ever receive Skype calls from your contacts.

To add someone to your contacts click into the search box at the left hand side of the screen and either type in their Skype name or their email address and select “Find this person”

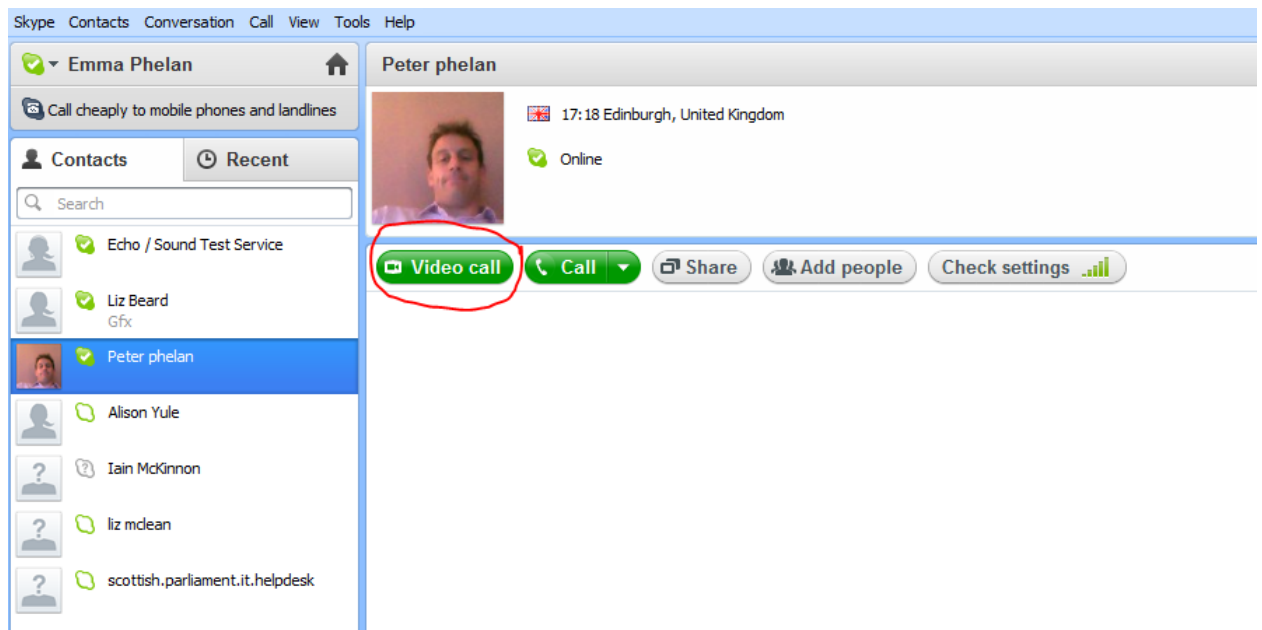


The following screen will appear with people who meet your search criteria. Click **Add contact** and this will send a message to the person requesting that they share their details with you.



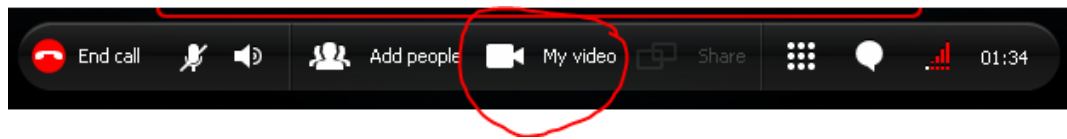
Once they have confirmed that they know you, you are ready to make a call

Select the contact on the left hand side of the screen, and then click on **Video call**



Note that a toolbar appears at the bottom of the screen, which allows you to end the call or add more people to the call. Please note that the **My video** toggle option will either transmit, or stop transmitting your video. If you find that the audio is breaking

up, it is best to turn off the video to reserve the bandwidth of your internet connection for the audio.

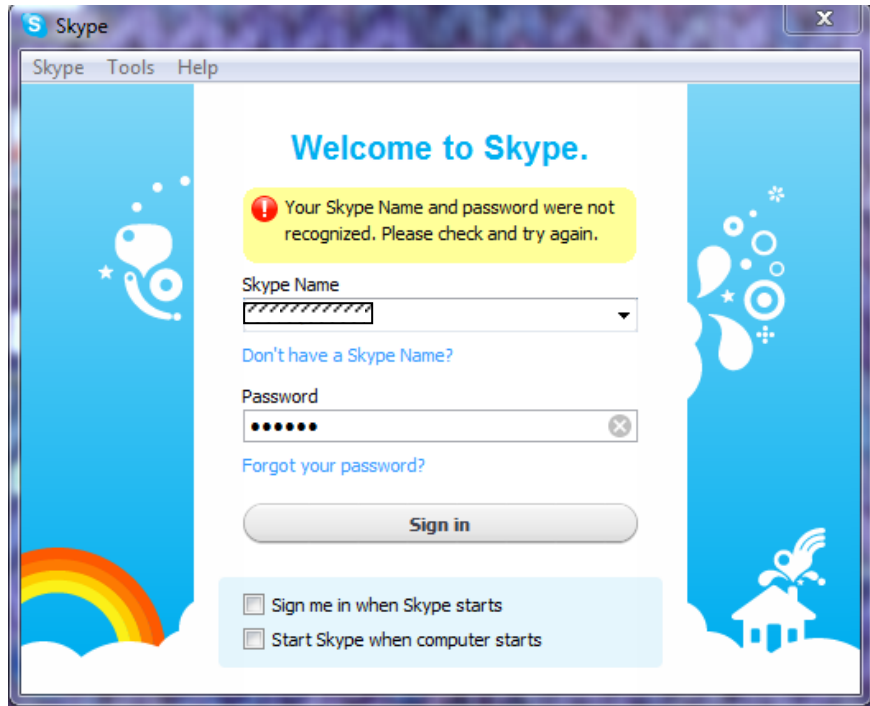


To hang up the call, click on **End call**

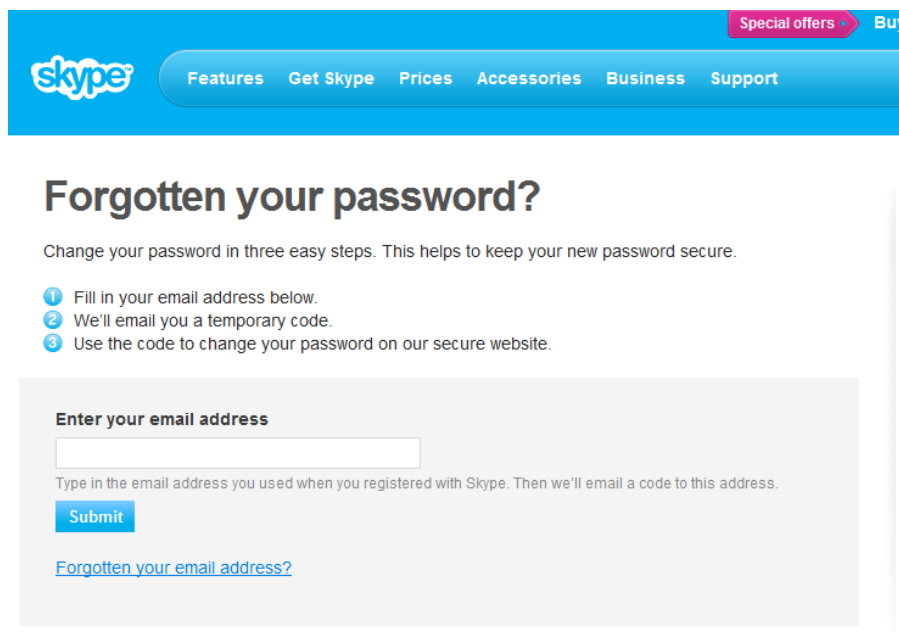


## Forgotten your Password

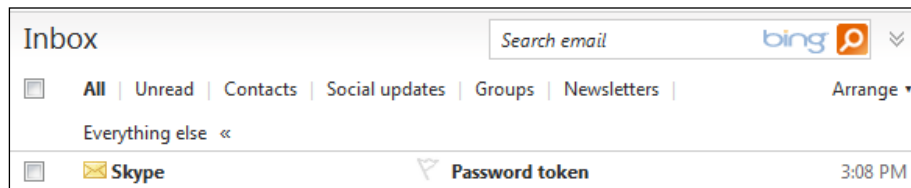
If you forget your password and/or your Skype name, then on the login screen select *Forgot your password?*



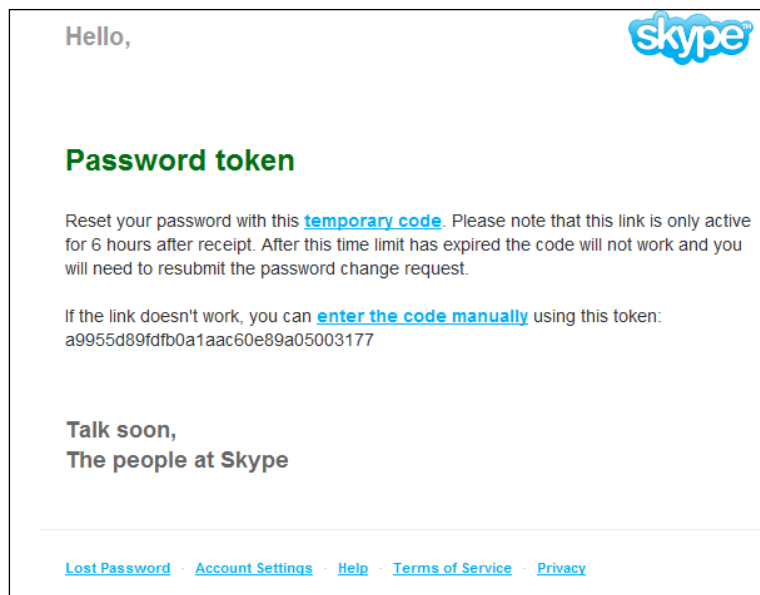
You will be taken to the Skype webpage and prompted to fill in your email address. Do this and then click Submit.



Now open the email account to which your Skype account is registered. There will be a new email from Skype with a subject Password token.



When you open the email this will display a link *temporary code*. Click this link and this will bring up the page that allows you to reset your password.



Type in your new password, and confirm it in the repeat password box. Click on Change password and sign me in.

## Enter a new password

This is the Skype Name registered to the email address below.

Skype Name

Email

Create a new password.

New password

Passwords should be at least 6 characters long, including 1 number and 1 letter.

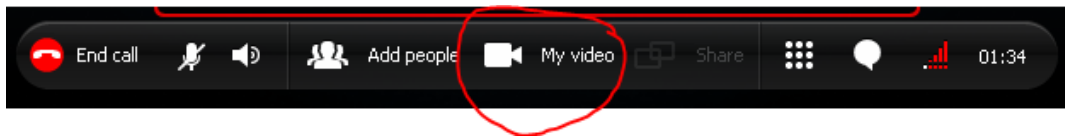
Repeat password

[Change password and sign me in](#) or [Cancel](#)

Note that this will sign you in to Skype online. You will need to open up Skype on your desktop/laptop and use your new password to log in.

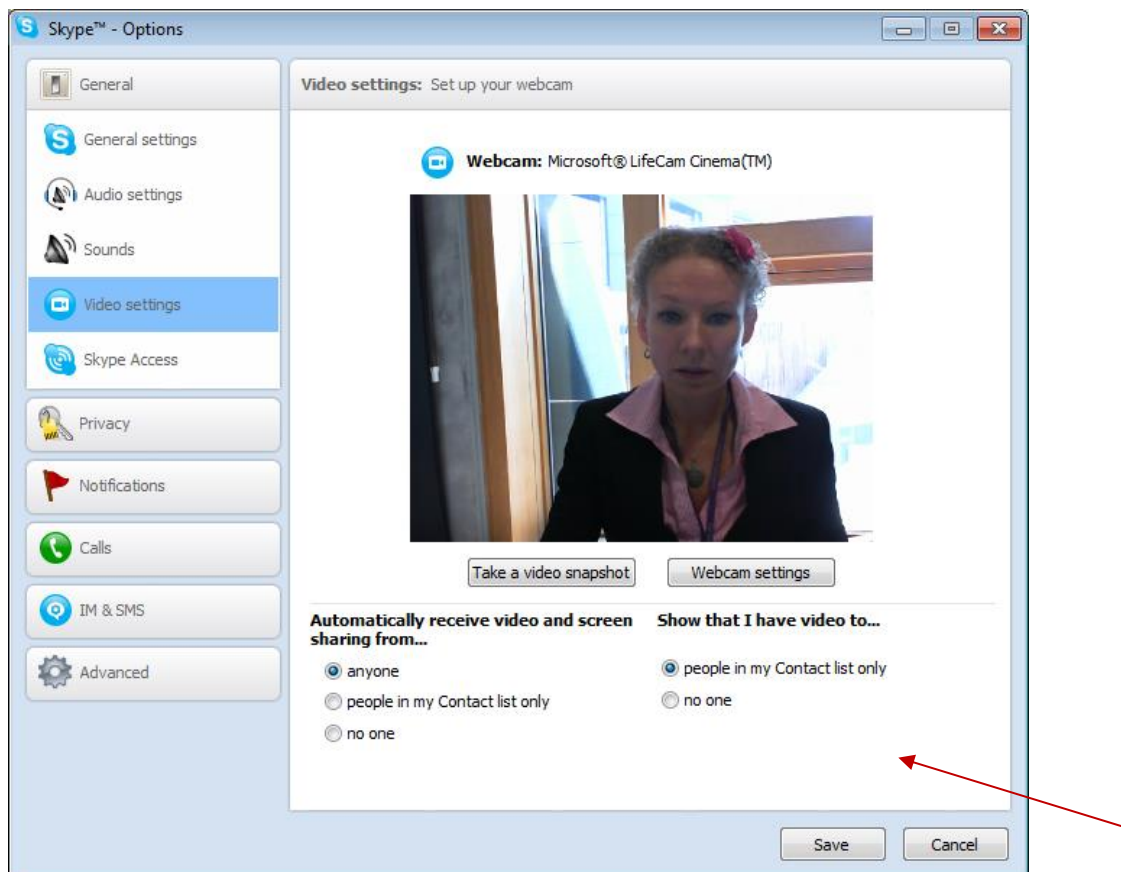
## FAQs

1. The other person cannot see your video during a Skype call.
  - a. The My Video button at the foot of the Skype screen needs to be selected



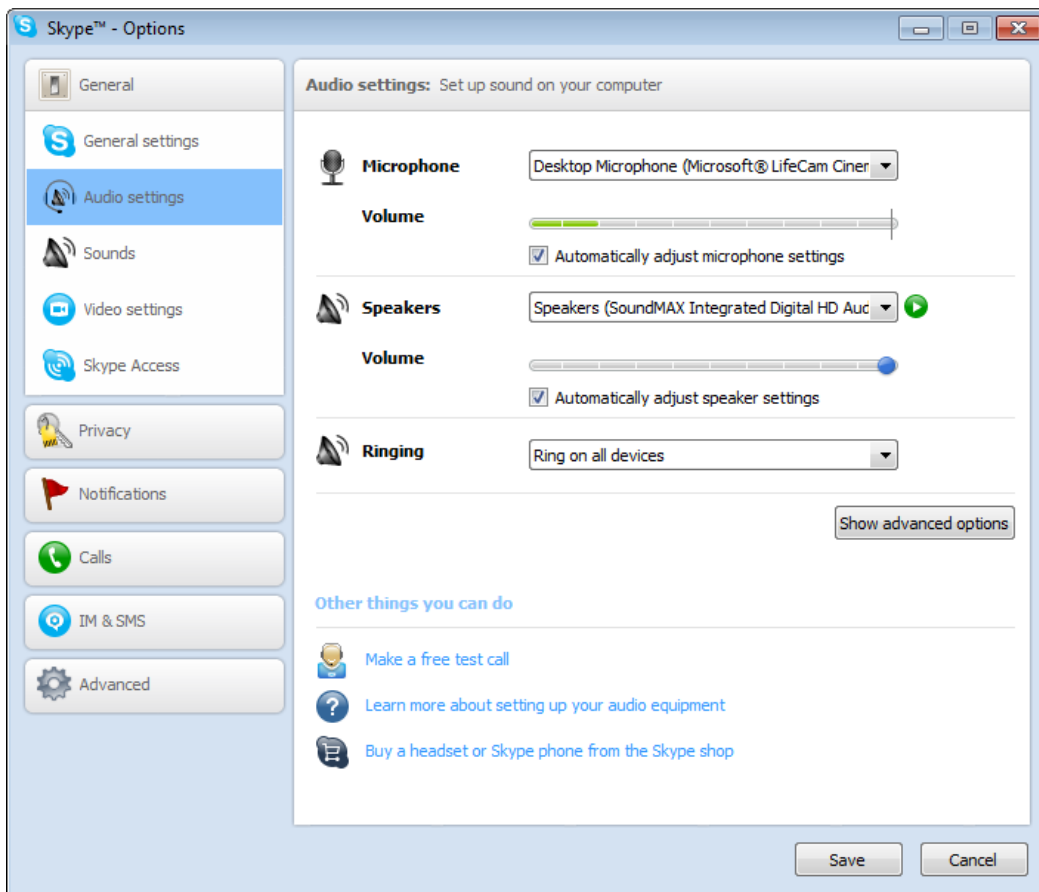
- b. Tools options video settings, ensure that you have Show that I have video to...

People in my Contact list only (and do not have **no one**) selected

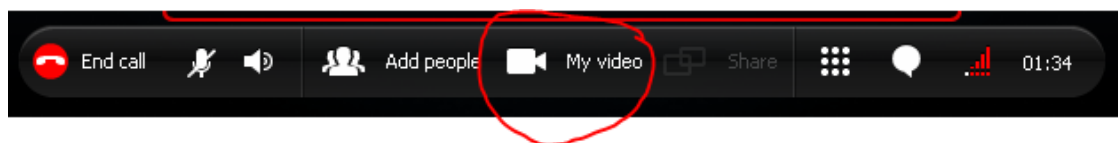


- c. Close down other applications that may be using resources on your PC
  - d. It may be that there is insufficient bandwidth to both transmit and receive video.
2. Other person cannot hear my audio

- a. Ensure that you have the correct microphone selected and that the green bar moves up and down as you speak.



- b. Turn off My Video (toggle button), this will ensure that there is less competition for bandwidth.



## **ANNEXE E - WIRELESS PRESENTER WITH LASER POINTER**

Some meeting rooms are fitted with a Wireless Presenter with Laser Pointer that is compatible with PowerPoint presentations.



To use the device start the presentation then use the left and right buttons to move the slides forward and back, the bottom button pauses the presentation (blank slide) and the top button activates the laser pointer.