

Instructions for

***alfaview***<sup>®</sup>

VIDEO CONFERENCING SYSTEMS

## EVENT PARTICIPANTS

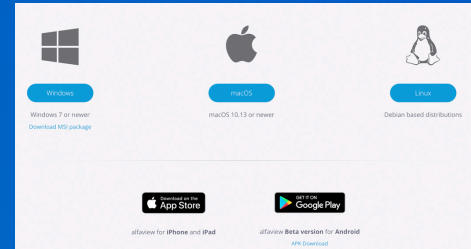
Towards the use of **alfaview**<sup>®</sup> in three steps:

1. Install **alfaview**<sup>®</sup>
2. Enter the room
3. Functions in the room



## Step 1: Install alfaview®

Before first use, download the alfaview® client for your operating system from the website <https://alfaview.com/en/download/>. Install the app after download has been completed. The installation does not require administrator rights.



## Step 2: Participate via link

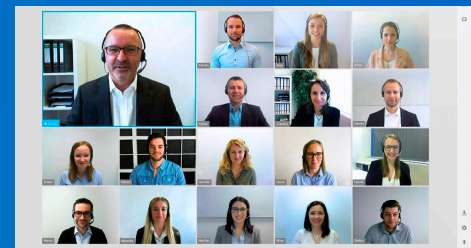
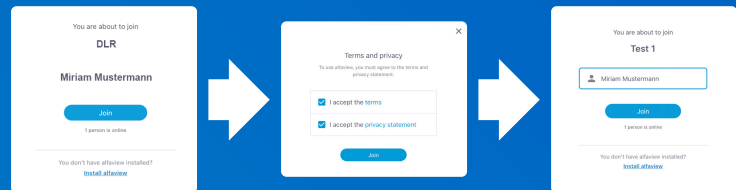
On the event website, click the link to the room you wish to enter, for example, the plenary hall. Your web browser opens.

Enter your name if not yet recorded (preferably first and last name) and click „Join“. Accept use policy and privacy statement and click “Join“. (Please note: now the alfaview app opens). Before entering the room, you can setup audio devices and deactivate the camera here.

alfaview® is based on the principle “If I can see you, you can see me”:

If you enter the video meeting without a camera, the other participants cannot see you. You can re-activate the camera in the settings under bandwidth use.

Switch on the microphone and participate in the meeting. (Please note: in default settings, the microphone is put on mute.)



## Step 3: Functions in the room

### Main menu

#### Microphone

For the event not to be disturbed by unexpected background sounds, it is recommended to generally put the microphone on mute during the contributions of other participants and to have it activated during own speeches only. The microphone is put on mute when the icon is displayed crossed out and is activated when the icon is highlighted in colour.

#### Pause mode

The video and audio connection between you and all other participants is paused. Instead of your camera image, the note „is on a break“ is displayed to the other participants.

- The group chat can be further used in the pause mode.
- An ongoing screen sharing remains visible in the pause mode.

### Function menu

#### List of participants

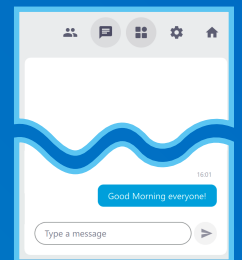
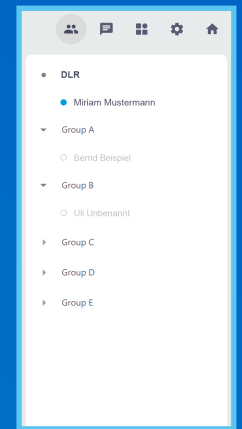
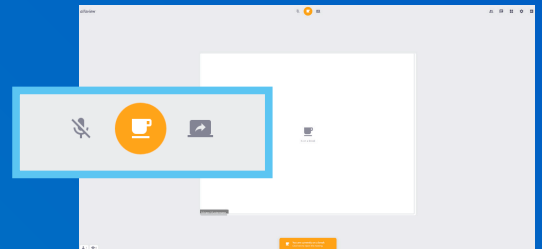
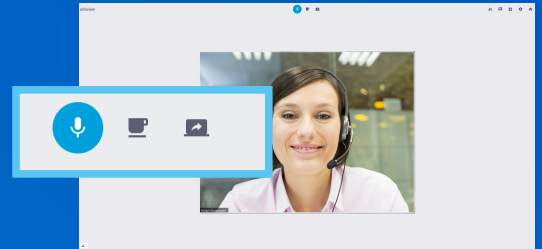
All persons present in a room or, if applicable, in one of the associated subgroups, are listed here.

Please note: the number of watching guests is shown via the eye icon displayed bottom left.

Click the room name on the list to view the participants and, if applicable, groups. Click the button „Join“ next to the room name or a group room to change over to it.

#### Group chat

Here you can send messages to all participants in the room.



## Toolbox

If tools such as a whiteboard or a survey are used for the event, they can be found here.

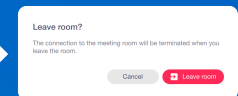
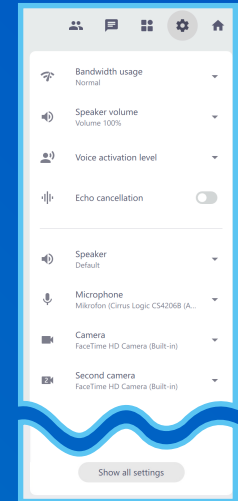
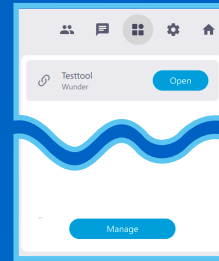
## Quick settings

The following settings can be made here in the room:

- Bandwidth usage
- Speaker volume
- Voice activation level
- Echo cancellation
- Speakers
- Microphone
- Camera
- Second camera (if available)
- „Show all settings“ (for additional settings)

## Exit

Click the square icon with the arrow to leave the room.



## General information

- Each participant video shows the participant's name.
- If a participant is talking, his/her video image is displayed with a blue frame.
- Persons highlighted by the moderator are marked with a star icon and are shown in the upper part of the video area with a larger video image than other participants.
- If a participant is in pause mode, the cup icon is displayed instead of the video.
- If a participant has not activated the camera, an icon or the recorded initials of the participant are displayed instead of the video. The participant is not able to see the video images of the other participants. Shared video contents can be viewed.

# B



## System requirements

### Operating system:

- Microsoft Windows 7 or newer (64 bit only)
- Apple macOS 10.12 (Sierra) or newer
- Linux (Debian-based distributions)
- Versions for iPhone and iPad are available in the Apple App Store
- A version for android smartphones and tablets is available in the Google Play Store

### Hardware:

- Customary desktop computer or notebook
- 1,5 GHz or faster 64-bit(x64) processor
- At least 2 GB RAM
- Microphone and speakers (headset recommended)
- Webcam

### Internet connection:

- Cable or DSL with a 6 Mbit/s bandwidth (16 Mbit/s recommended)
- Wired network connection should be favoured over wireless connection.

### Updates:

When a new version is available, a blue information bar appears on the top edge of the application. Click the link in this bar.

- Microsoft Windows: the application is updated and reboots automatically.
- Apple macOS: the download starts automatically. After the download is completed, drag the alfaview® icon to the programme directory and reboot the application.

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