



## Instruction Access and Core Functions



This manual contains information on using the **alfaview** conference system.

### **alfaview**

alfaview is DSGVO-compliant, all data is encrypted according to current standards (TLS/AES256), audio and video streams are not stored or forwarded, the servers are located in Germany and the European Union

### **Technical requirements**

In order to be able to use all the functions of **alfaview**, you need

- A computer or laptop with the operating system Windows 7 / or newer, MacOS 10.12 /or newer, or Linux. The **alfaview** app for iPads is available from the App Store.
- Either a front camera integrated in the end device or an external webcam (available from approx. 20€) to transmit the image.
- A headset or headphones with microphone function for audio transmission (the integrated microphone of the terminal device can also be used, but the use of a headset is more comfortable for all participants - keyword feedback).
- An undisturbed environment and – recommended - a monochrome background improve the image that the other participants see of them.
- If possible, avoid sending or receiving large data transfers parallel to the conference.

### **Access to videoconference**

You have received an access link to your event from the organizer.  
Follow this. This window will then open in your browser.

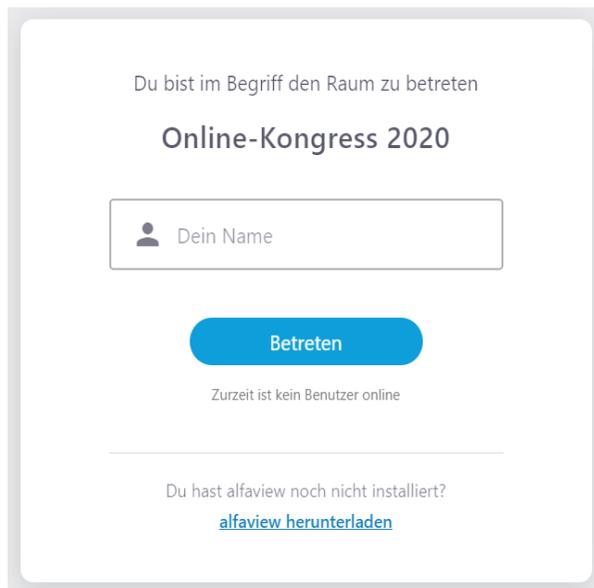
If you have not already done so, load the **alfaview** app for Windows, iOS or Linux.

When the download and installation are complete, enter your name and any additions in the appropriate field. Click on "Enter".

Now accept the terms of use and privacy policy.

Now your browser wants to know whether it is allowed to open the alfaview app. Allow this.

Now a preview of your camera opens in the alfaview app. Under "Set up audio devices" you can select your microphone and speaker.



If you now click on "Enter room" you will enter the congress room.

### **Functions During the Videoconference**

They are muted when entering the congress.

This mute should always remain activated as long as you are not making a speech. This prevents unpleasant feedback and noise.

The moderator also has the option of muting individual participants.

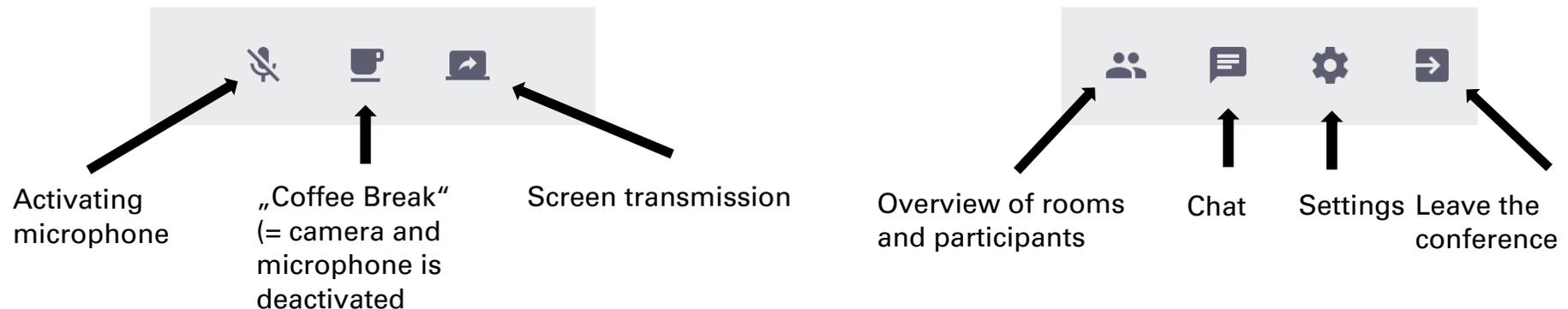
To switch to the workshop rooms, simply click on the corresponding group in the room menu and then on "Enter".

In the settings you can adjust the bandwidth usage (in case of a bad Internet connection), the volume and the own voice activation level (i.e. from which volume the own sound transmission is triggered). In addition, the desired speaker, microphone and camera can be selected again in the settings. Further details can be edited under "Show all settings".

### For moderators/Hosts

- The screen transfer is done by clicking on the symbol in the bar.

Then you have the option to select the screen or to share a specific region of your screen in a custom way (light blue rectangle marks the transmission area and can be resized as desired).



- A digital pen can be used during screen transmission. Simply click on the corresponding symbol in the transmission window and select the color if necessary.
- Participants can be manually muted by moderators. This is done via the participant list of the corresponding room.
- alfaview does not have a "raise hand" function. Introduce a rule at the beginning of your conference, e.g. using chat or visual signals.