



User guide - alfaview.com

- [Step 1: Registration \(requires invite\)](#)
- [Step 2: Download & installation of the alfaview software](#)
- [Step 3: Enter a meeting room](#)
- [Step 4: Set up microphone and camera](#)
- [Login & Logout](#)
- [Update user profile](#)

Last updated on June 13, 2017

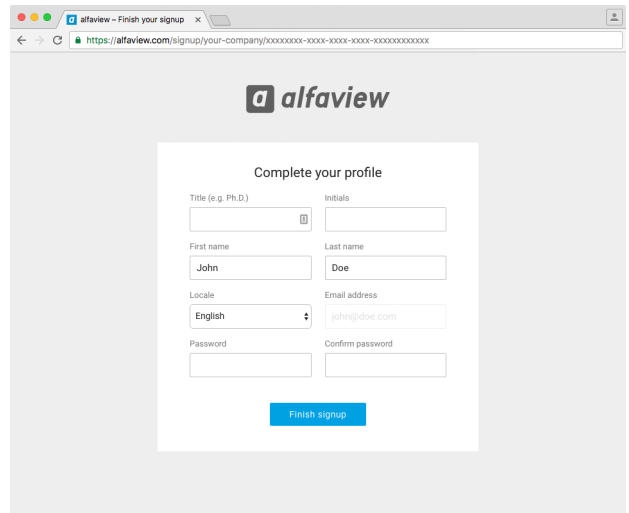
© 2016 alfatraining Bildungszentrum e.K.

Step 1: Registration (requires invite)

In order to use the alfaview platform you will need a user account. Usually the responsible administrator will create the account for you. Subsequently, you will receive an invitation email with a link to complete your user profile.

Complete your profile

- Click on the link in the invitation email or copy the full link to the address bar of your web browser. You will now see the user profile form with your pre-filled data.
- Complete the form.



The screenshot shows a web browser window with the URL <https://alfaview.com/signup/your-company/xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx>. The page title is 'alfaview' and the main heading is 'Complete your profile'. The form contains the following fields:

Title (e.g. Ph.D.)	Initials
First name	Last name
Locale	Email address
Password	Confirm password

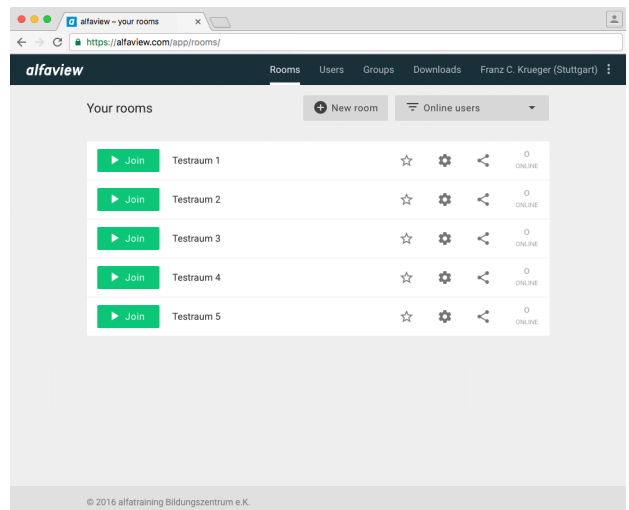
The form is pre-filled with the following data:

- Title: [empty]
- Initials: [empty]
- First name: John
- Last name: Doe
- Locale: English
- Email address: john@doe.com
- Password: [empty]
- Confirm password: [empty]

A blue 'Finish signup' button is located at the bottom of the form.

Automatic redirect to the room list

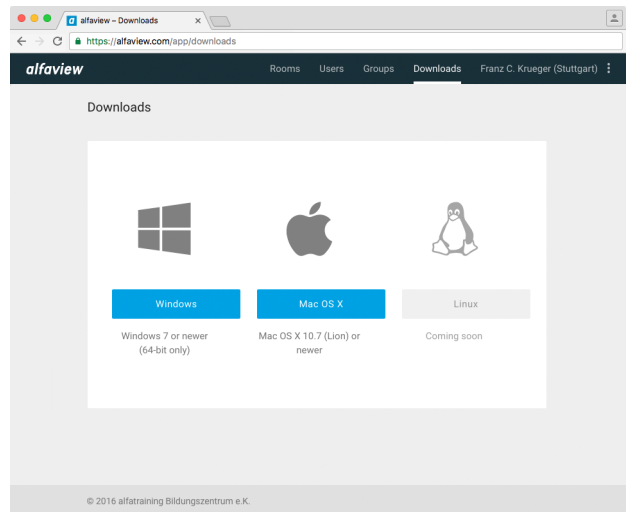
- After completing the user profile you will automatically be forwarded to the list of conference rooms that are available for you.
- The room list can also be accessed from the item **Rooms** in the main menu or via the link alfaview.com/app/rooms.



Step 2: Download & installation of the alfaview software

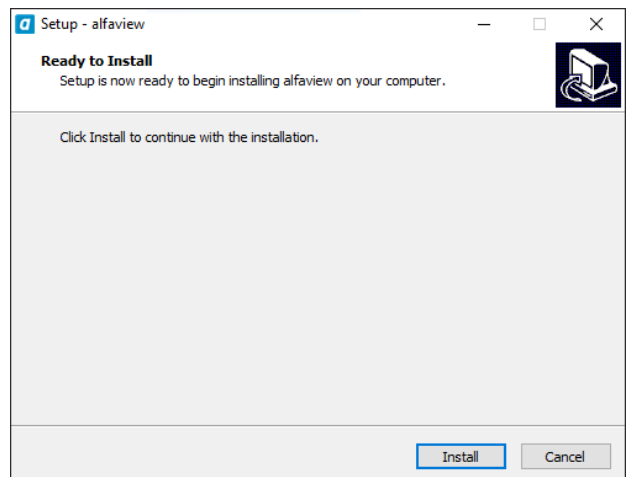
Download

Download the alfaview software from the downloads section on the alfaview platform alfaview.com/downloads.



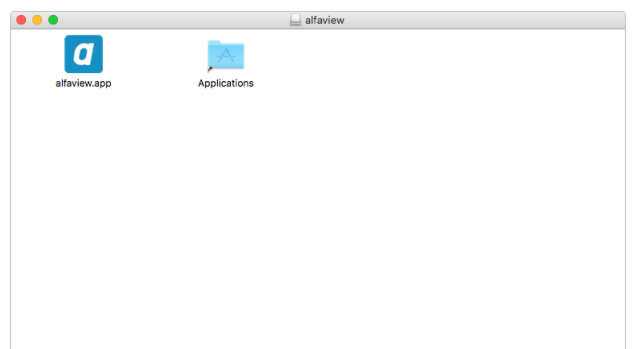
Installation on Microsoft Windows

- To start the installation process, double-click the setup file.
- Follow the instructions in the installer dialog.



Installation on Apple macOS

- Open the disk image file with a double click.
- To install, simply drag the application icon into the Applications folder.



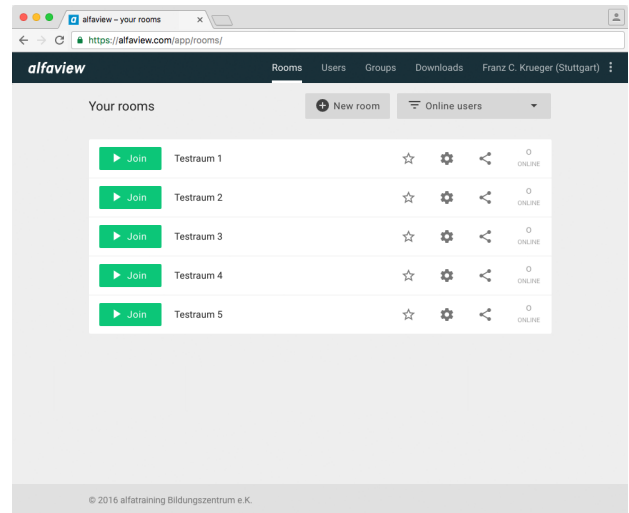
Step 3: Enter a meeting room

To enter a meeting, click on the item **Rooms** in the main menu. All rooms that can be accessed have a **Join** button next to it.

- Make sure the alfaview application is installed.
- Click on the **Join** button of a room in the room list of your alfaview account.
- The alfaview application should launch instantly.

Upon first launch of the application, the following steps have to be considered:

- **Your internet browser will prompt you to select the application that should be associated with the **Join** button. Choose the alfaview application and tick the option to remember your choice.**
- **A window will present the Terms of Use. Read the terms carefully and confirm your acceptance. The Terms of Use can also be found in the downloads section on the alfaview platform alfaview.com/downloads.**

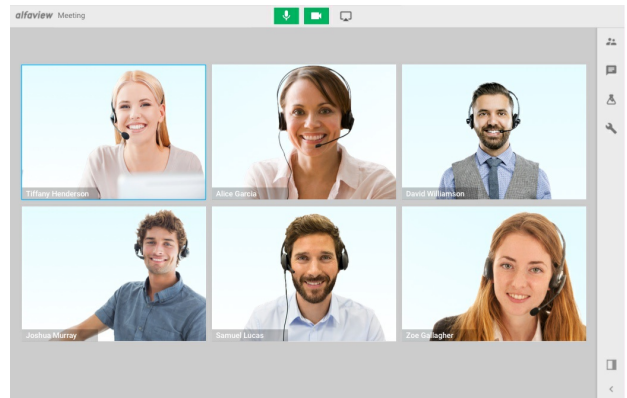


Step 4: Set up microphone and camera

When the application launches, you will see and hear all other participants in the meeting room.

- Plug in your headset and select it as a source for the microphone and the speaker in the settings panel.
- The microphone is muted by default. Activate the microphone by clicking on the microphone symbol in the main menu.
- To reduce ambient noise, you can adjust the microphone sensitivity in the settings panel.
- The attached or built-in camera should be selected and activated automatically.

Refer to the [alfaview user guide](#) for more detailed instructions.



Login & Logout

Login

In order to sign in on the alfaview platform, you will need a user account and the name of the company you want to sign into. The login form can be accessed via the link alfaview.com/login.

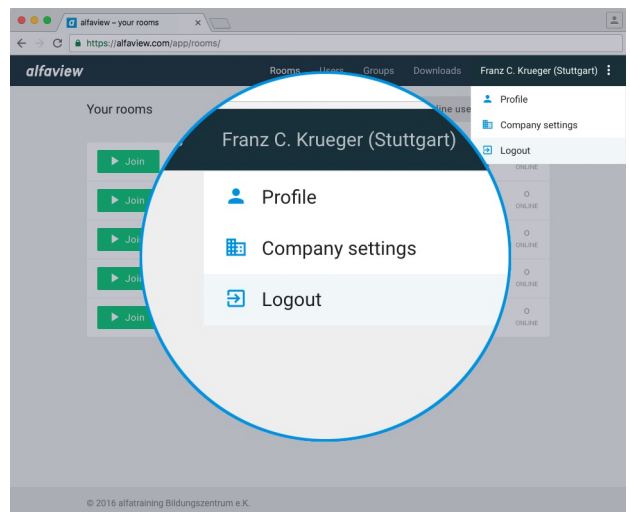
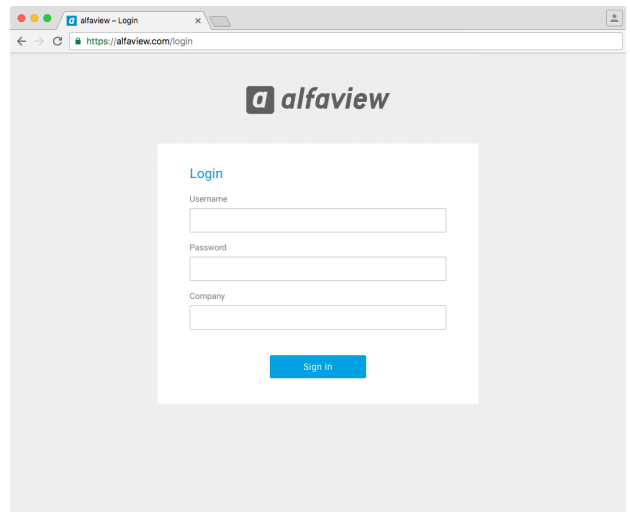
- Enter username, password and company in the login form.
- After the successful login, you will be forwarded to the room list.

As long as you do not log out or clear your browser cache, you can access your alfaview account without reauthenticating.

Logout

It is usually not necessary to log out of the alfaview platform.

- You can log out via the item `Logout` in the personal user menu.



Update your user profile

The personal information as well as the password can be changed via the item `Profile` in the personal user menu.

The provided email address cannot be changed – changing your email address would require a new user registration.

