

manual registration

Welcome to www.alfatraining.com!

We're excited that you are interested in a course or an event. We would like to inform you in advance about the course and the technical requirements. The course or event takes place as a face-to-face event via the alfaview® video conferencing system. All participants will be connected via alfaview® with audio and video.

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1) A quick preliminary check

- ✓ Technical equipment (computer, internet, headset and camera)
- ✓ Log in and create profile on www.alfatraining.com
- ✓ Install alfaview® software www.alfaview.com
- ✓ Log back into your profile at www.alfatraining.com and test your setup

2) Important!

In order to use alfaview® and participate in your course or event, you will need a **computer** (64-bit processor), **internet**, a **webcam** and a **headset**.

Please log in to the alfaview® course room via your course profile (www.alfatraining.com) **30 minutes** before the actual start of the session.

3) You haven't booked your course yourself?

Registration on alfatraining.com and download of the alfaview® video conferencing software:

After you have been registered for a course or event at www.alfatraining.com, you will receive a confirmation email. If you have not received an email, please check your spam folder and make sure that you have used the correct e-mail address. Please create an account at www.alfatraining.com. In your personal account you will find the access to your course or event room. You can enter the room after installing alfaview® on your computer. You will find the instructions on the next page. Please test all your equipment 4-5 days in advance!

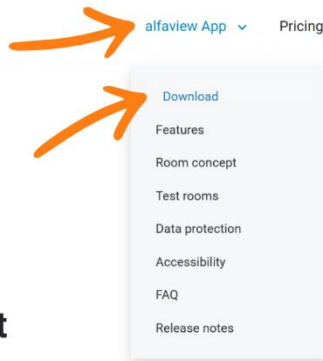
If you are using a company network/company computer, please check all details with the corresponding system administration department beforehand!

4) Do you have questions or need help with the registration process?

- Email address of alfatraining.com: info@alfatraining.com
- 24/7 hotline: 0721 90 99 09 00
- Team phone number (Mon - Fri, 8 AM - 5 PM): 0721 35 450 - 370
- Contact persons:

Francesca Zügn	Georgie Acker
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Sarah Rizzato	Sonja Heieck

alfaview



**Performant and
100 % GDPR compliant
videoconferencing**

a) Brief instructions on how to install alfaview®

- 1 Visit the website www.alfaview.com
- 2 Click “alfaview App” at the top of the navigation bar and then “Download”
- 3 Download and install the software (Windows, macOS or Linux)
- 4 **Important!** Go back to your course profile now at www.alfatraining.com
- 5 Go to “Kursteilnahme” an open your course under “Meine aktuellen Kurse”
- 6 You can now join your booked course room and test your equipment two weeks before the course starts. Enjoy your course or event!

b) What operating system do I need?

- Microsoft Windows 7 or newer (64-bit only)
- Apple macOS 10.13 (High Sierra) or newer
- Linux, iOS, Android
- Versions for Apple devices in the App Store and Android, tablets in the Google Play Store.

c) What hardware do I need?

- Standard desktop computer or notebook
- 1.5 GHz or faster 64-bit (x64) processor, at least 2 GB RAM
- Headset and webcam

d) What internet connection do I need?

- Cable or DSL with 6 Mbit/s bandwidth (16 Mbit/s is recommended)
- LAN connection is recommended

e) Do you have technical questions about alfaview® or need help?

support@alfaview.com