

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.

A quick preliminary check:

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

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.

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.

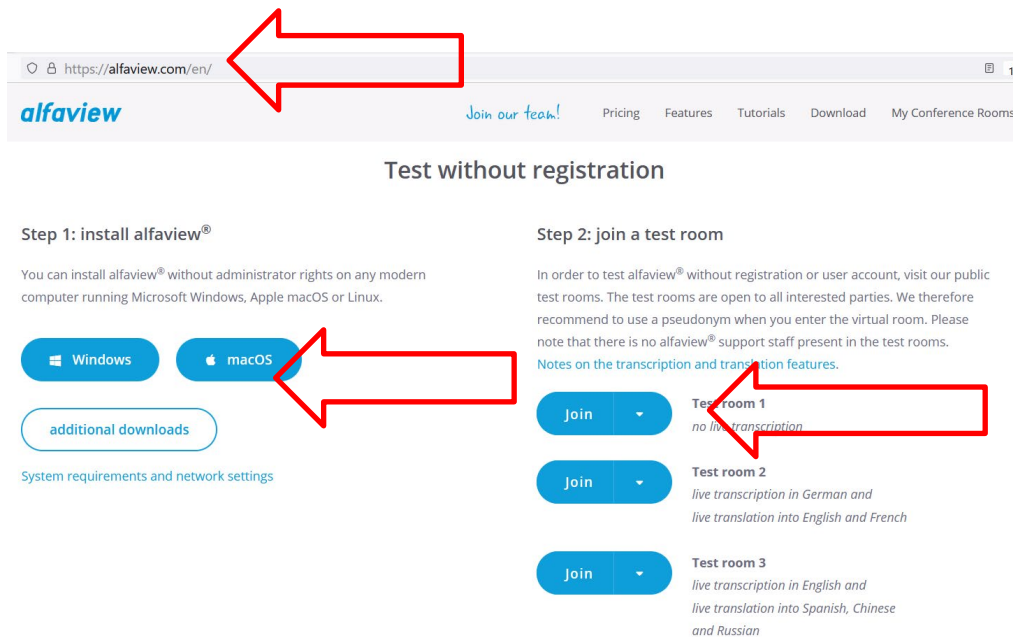
If you are using a company network/company computer, please check all details with the corresponding system administration department beforehand!

Please now install alfaview®. You will find the instructions on the next page.

Please test all your equipment 4-5 days in advance!

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

info@alfatraining.com



Brief instructions on how to install alfaview®:

- 1 Visit the website www.alfaview.com and scroll down
- 2 You will now see the section "Step 1: install alfaview®"
- 3 Download and install the software (Windows, macOS etc.)
- 4 Scroll down to "Step 2: join a test room"
- 5 **Important!** Go back to your course profile now at www.alfatraining.com
- 6 You can now join your booked course room
- 7 Enjoy your course or event!

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

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

What internet connection do I need?

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

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

support@alfaview.com