

## Welcome to [www.alfatraining.com](http://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](http://www.alfatraining.com) ✓
3. Install alfaview® software [www.alfaview.com](http://www.alfaview.com) ✓
4. Log back into your profile at [www.alfatraining.com](http://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](http://www.alfatraining.com)) **30 minutes** before the actual start of the session.

### You haven't booked your course yourself?

#### Registration on [alfatraining.com](http://alfatraining.com) and download of the alfaview® video conferencing software:

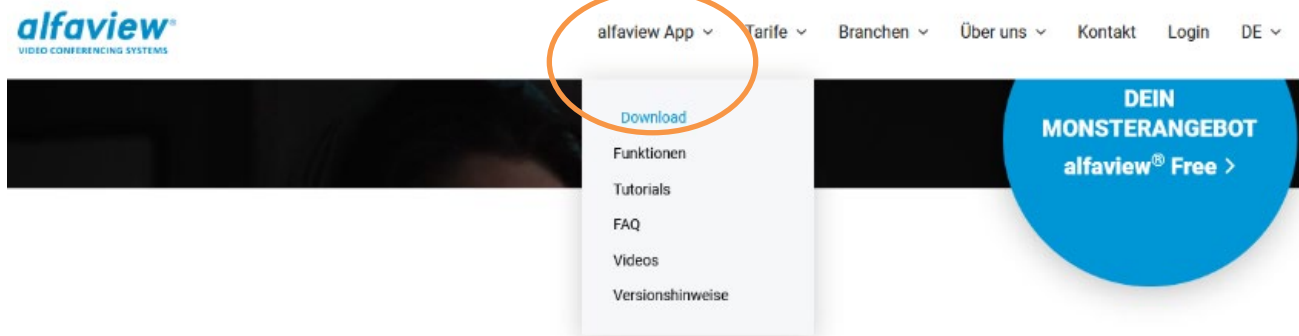
After you have been registered for a course or event at [www.alfatraining.com](http://www.alfatraining.com), you will receive a confirmation email. If you have not received an email, please check your spam folder and make sure that you have used the correct e-mail address. Please create an account at [www.alfatraining.com](http://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!**

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

[info@alfatraining.com](mailto:info@alfatraining.com)



## Brief instructions on how to install alfaview®:

- 1 Visit the website [www.alfaview.com](http://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](http://www.alfatraining.com)
- 5 You can now join your booked course room and test your equipment two weeks before the course starts.
- 6 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
- Versions for iPhone, iPad in the App Store and Android, tablets in the Google Play Store.

## 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](mailto:support@alfaview.com)