

# ***alfaview***

## **User Manual**

Last updated 23 April 2026

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### General

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For IT Administrators

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# Download and Installation on Windows

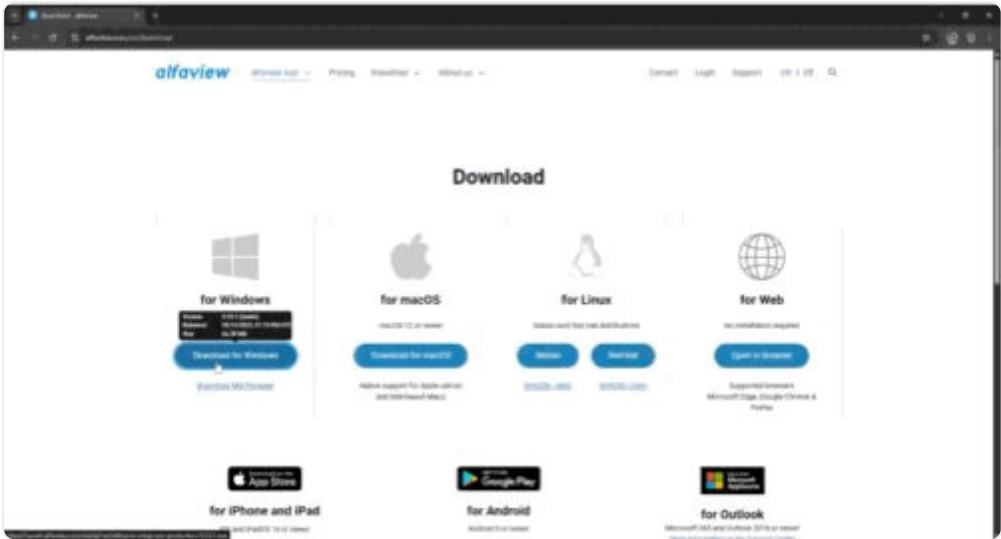
alfaview can be installed without administrator rights on desktop computers running Microsoft Windows.

For more information about updating the alfaview app, see the [Updates](#) page.

Please refer to the [system and network requirements](#).

## Download and installation

- Download alfaview from the [download page](#).
- Then click the  button under the Microsoft logo.
- In the upper right area of your browser, click the **Download** button and a list will open.
- Wait for the progress bar to complete and click on the **alfaview-setup-win-production** file in the list.
- A new window opens with the note: **Ready to install**.
- In the new window, click on **Install** and wait until the installation has been finished.
- Then click on **Finish**.
- You can now use alfaview.



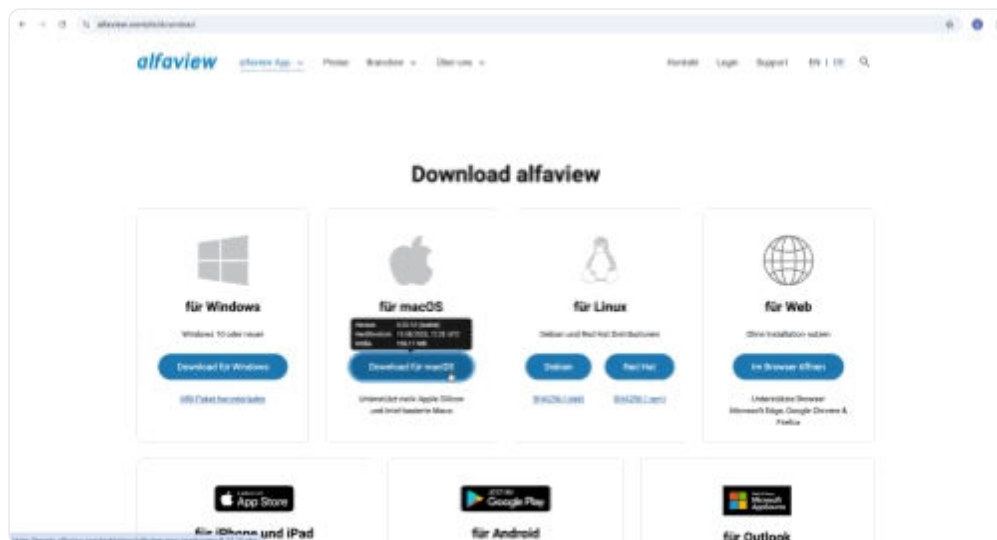
Installation with Chrome (animated image)

# Download and Installation for Mac

If you want to update your alfaview app, please refer to the [Updates](#) page.

Please refer to the [system and network requirements](#).

- Go to the [alfaview download page](#).
- Then click the [Download](#) button under the Apple logo. The download will begin automatically.
- Open the download list by clicking on the ⬇ **Download** icon in the top right corner of your browser. Wait for the progress bar to complete.
- Double-click the downloaded **alfaview-mac-production** file.
- A window will open to guide you through the installation process. Follow the instructions to complete the installation.
- alfaview is now installed and ready to use.



Installation on macOS (animated image)

# Download and Installation for Linux and mobile devices

alfaview can be installed on Debian/Ubuntu and Fedora/RedHat based operating systems and mobile devices.

Please refer to the [system and network requirements](#).

## Linux

- Go to the [alfaview download page](#).
- Then click on the  button under the Linux logo. Choose between **Debian/Ubuntu** and **Fedora/RedHat**. The download will start automatically.
- Install alfaview using the package manager of your distribution.

## Android

The installation for mobile Android devices is done in the Google Play Store. Click on the following icon to access the Play Store:



## Apple iOS, iPad, iPhone

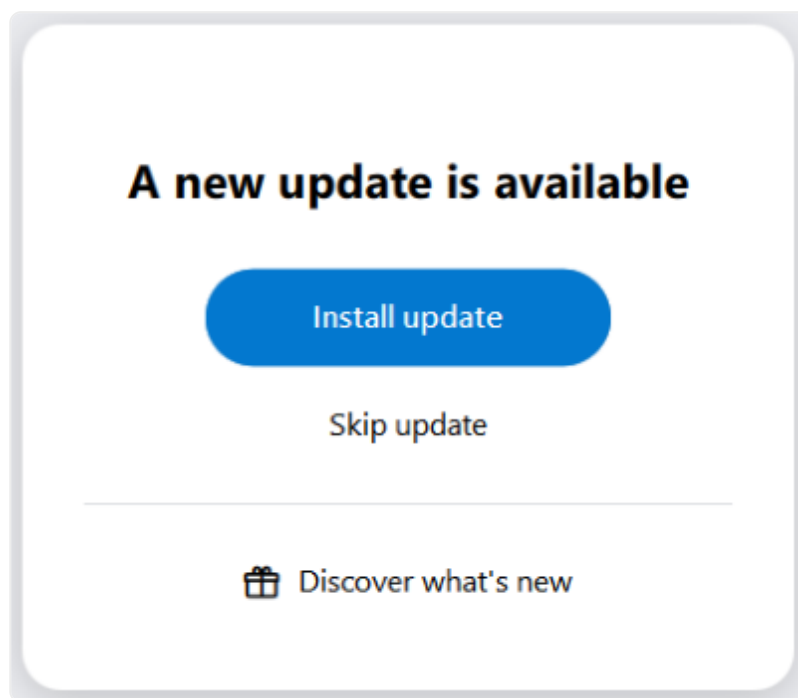
The installation for mobile Apple devices is done in the Apple App Store. Click on the following icon to access the App Store:



# Updates

As soon as a new version is available, a corresponding notice appears when alfaview is started.

- Click the  button to start the process.
  - **Microsoft Windows:** The application will exit, update and restart itself.
  - **Apple macOS:** The application will exit by itself and open the installation window. Follow the instructions to complete the installation. After the new update is installed, alfaview will restart itself.
  - **Linux:** Depending on your Linux system, either the software app will open by default, or you can install the update using the GDebi package. Follow the instructions to complete the installation.



New version available

For optional updates (e. g. a beta version), it is possible to skip the process. For detailed information on updates, see the article [release notes](#).

## Updates on mobile devices

To keep the alfaview app up to date, you can enable automatic updates in your device settings or update the apps manually via the respective app store.

### Android

- **Automatic Updates:**
  - Open the Google Play Store.
  - Tap on your profile icon (top right).
  - Select 'Manage apps and devices'.
  - Open the 'Manage' tab.
  - In the app list, tap on alfaview.
  - Tap on the 3-dot menu (top right) and tick the box next to 'Automatic updates'.
- **Manual Updates:**
  - Open the Google Play Store.
  - Tap your profile icon (top right).
  - Select 'Manage apps and devices'.
  - Tap 'Update' next to the alfaview app.

### Apple iOS

- **Automatic Updates:**
  - Open Settings
  - Select 'App Store'.
  - Enable the 'Automatically update apps' option.

- **Manual Updates:**

- Open the App Store.
- Tap on your profile icon.
- Scroll down to view pending updates.
- Tap on 'Update' next to the alfaview app.

# Signup and Login

- [alfaview for Business, Non-Profit, Education and Events](#)
- [alfaview for personal use](#)
- [Login as user](#)
- [Login as guest](#)

## alfaview for Business, Non-Profit, Education and Events

Use alfaview in a professional environment for collaborating work, learning or meetings. Invite other users and guests to your alfaview company.

### Book a company

Use the [price calculator](#) on the alfaview website to book a company that meets your needs and requirements.

- Once the alfaview team has created your company, you will receive an e-mail containing a link to set a password for your user account.
- To access the alfaview app and administration interface, log in with your e-mail address and password. You can now [create new users](#), [invite guests](#) and [configure your alfaview rooms](#).
- If you wish to adjust your current plan, please get in touch with your customer consultant or the [alfaview team](#).

## alfaview for personal use

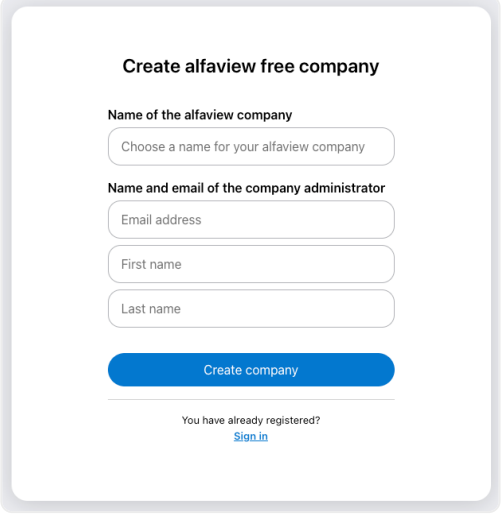
The **Free** plan allows private individuals to use alfaview permanently without charge. Upon registration, you will receive a user account and your own company with one alfaview room. [Create meetings](#) and [invite users](#) and [guests](#) to your company. Please note that this free plan is for private use only.

- Go to the [Pricing page](#) of the website.
- Switch to the **Private** tab.

- Click the button.
- You will now be forwarded to the registration form.

Create your own company with the corresponding user account.

- Enter the name of your company in the text field **Name of the alfaview company**.
- Then, enter your e-mail address, first name and last name in the input fields.

The screenshot shows a registration form titled "Create alfaview free company". It contains three input fields: "Name of the alfaview company" with a placeholder "Choose a name for your alfaview company", "Name and email of the company administrator" with a placeholder "Email address", and two separate fields for "First name" and "Last name". Below these fields is a blue "Create company" button. At the bottom, there is a link that says "You have already registered? Sign in".

Use alfaview for free as a private individual

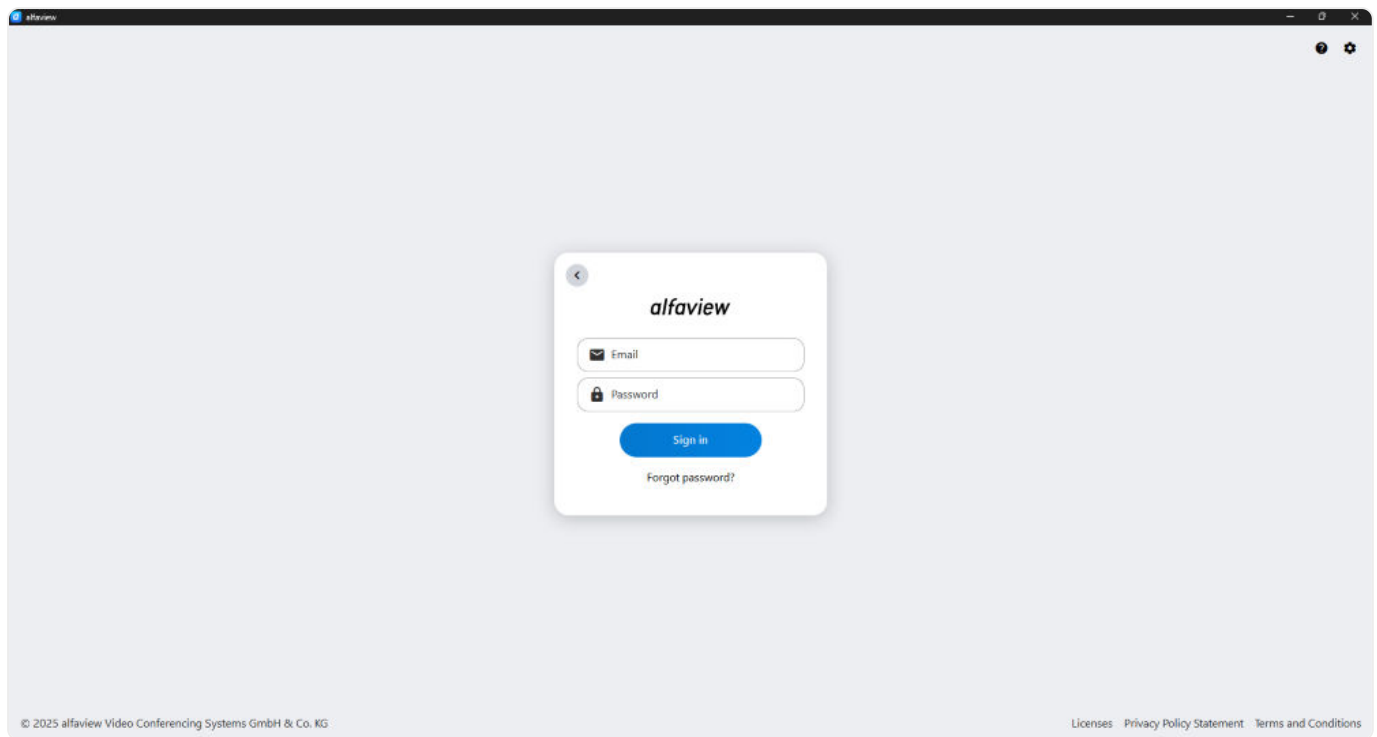
**Please note that the email address with which you have registered will be linked to your alfaview company and that it will therefore not be possible to change it at a later date.**

- Click the button to complete the registration.

## Login as user

Users are provided with their own user account which allows them to access an alfaview company. This account can be used to access the alfaview app, web client, and administration interface. From there, users can manage their profile settings and access alfaview rooms they have permission for.

- When first starting the alfaview app, enter your user information. The login information is saved and will only be needed again when logging out.
- You can change your [Profile](#) on the [administration interface](#).



Login in the alfaview app

## Login as guest

As a guest, you do not have your own alfaview user account. Instead, you enter a room by clicking the invitation link sent to you.

- Click on the invitation link. Alternatively, copy and paste the full link into your internet browser's address bar.
- If your name is not already entered, please click on the **Your name** input field and enter your name.
- Click the [Join with app](#) button to enter the alfaview room with the app. Alternatively, you can enter the room via the web client by clicking the [Join with browser](#) button.

You are about to join

## Test Meeting

No people online at the moment

 Jana Henzler

☐ Remember me 

- Requires [app installation](#)
- Best quality and performance
- No installation required
- Supported browsers: **Microsoft Edge, Google Chrome, Firefox**

Join with alfaview app

Join with browser

Join an alfaview room as a guest

We recommend using the alfaview app, as access via the internet browser can be deactivated by the room administrator. Access via the internet browser is also not possible on mobile devices.

# Join an alfaview room or meeting

If you have been invited to a meeting in alfaview, you can join it via the invitation link that was sent to you. You can also join alfaview rooms you have been invited to via an invitation link.

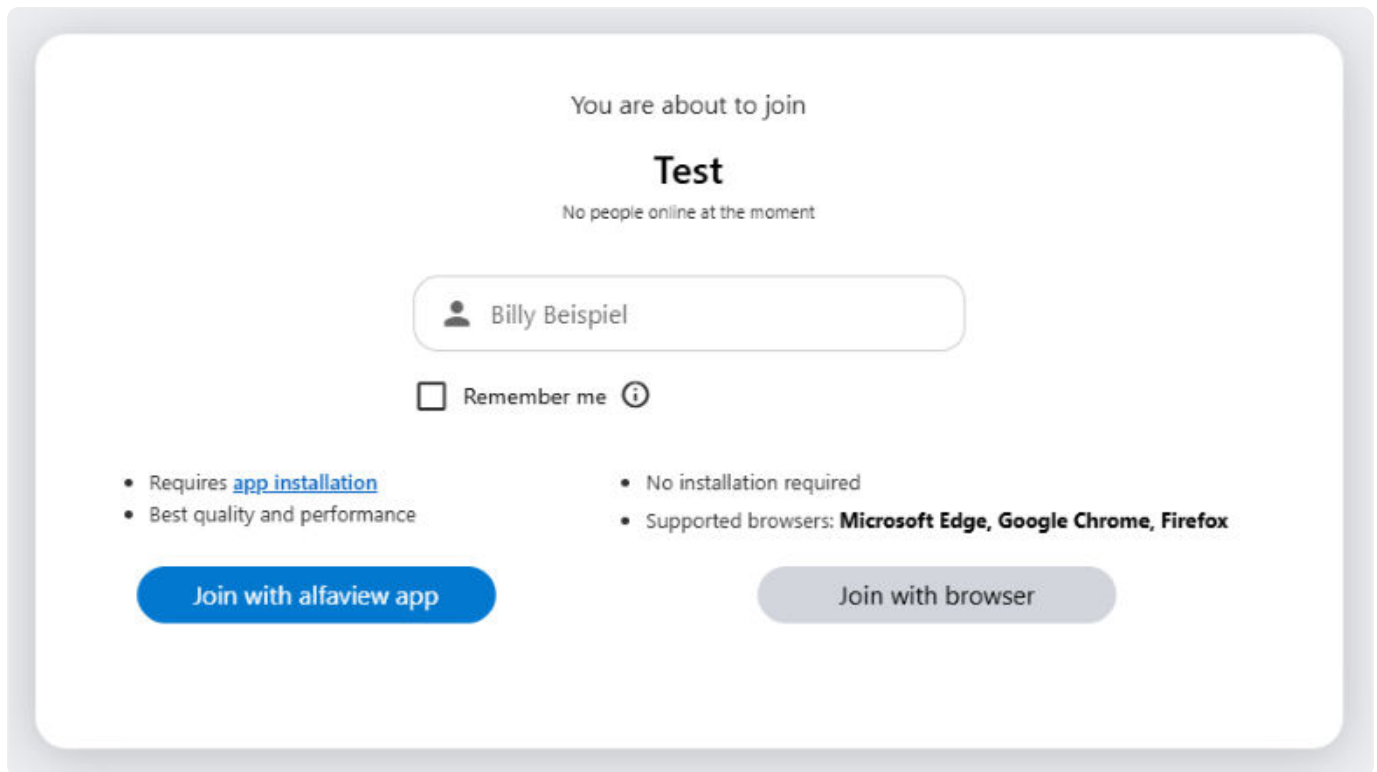
As a member of an alfaview company, you have your own user account. This account allows you to join every alfaview room in your company that you are authorised to enter.

- [Join an alfaview room with invitation link](#)
- [Join an alfaview room with user account](#)
- [Join a meeting with invitation link](#)
- [Join a meeting as organizer](#)

## Join an alfaview room with invitation link

When joining via an invitation link, no user account is required.

- Click on the invitation link you received.  
If the invitation link was sent to your e-mail address by **support@alfaview.com**, click on the button to join the alfaview room.
- Alternatively, you can copy the full link and paste it into your web browser's address bar.
- Enter your name if it has not been predefined. To save this entry for future logins, click on the box next to **Remember me**.
- To join the alfaview room, click on .
- Your internet browser will request permission to open the alfaview app. Confirm this request to join the room.
- Click on the Join with browser button to join the alfaview room via the webclient.



Join an alfaview room with an invitation link

We recommend the installation of the alfaview app as the room administration can deactivate the feature **Join with browser**. If you haven't installed the alfaview application just yet you can follow our download and installation guide for [Windows](#), [Mac](#) or [Linux](#) devices. An installation on [mobile devices](#) is possible too.

When you open the alfaview app for the first time, there are a few additional steps to follow:

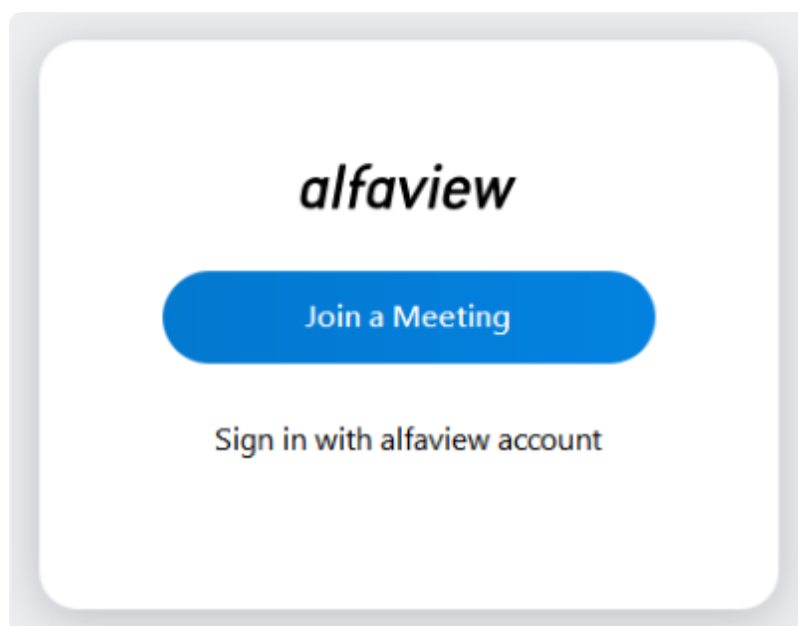
- A window with our general terms and conditions will open up.
- Read these conditions carefully and agree to them by clicking on the small box next to **I accept the Terms and Conditions**. You can always come back to our website to go through the terms and conditions again.
- You can now join your chosen alfaview room by clicking the blue button **Join meeting room**.

## Join an alfaview room with user account

**Via the alfaview app:**

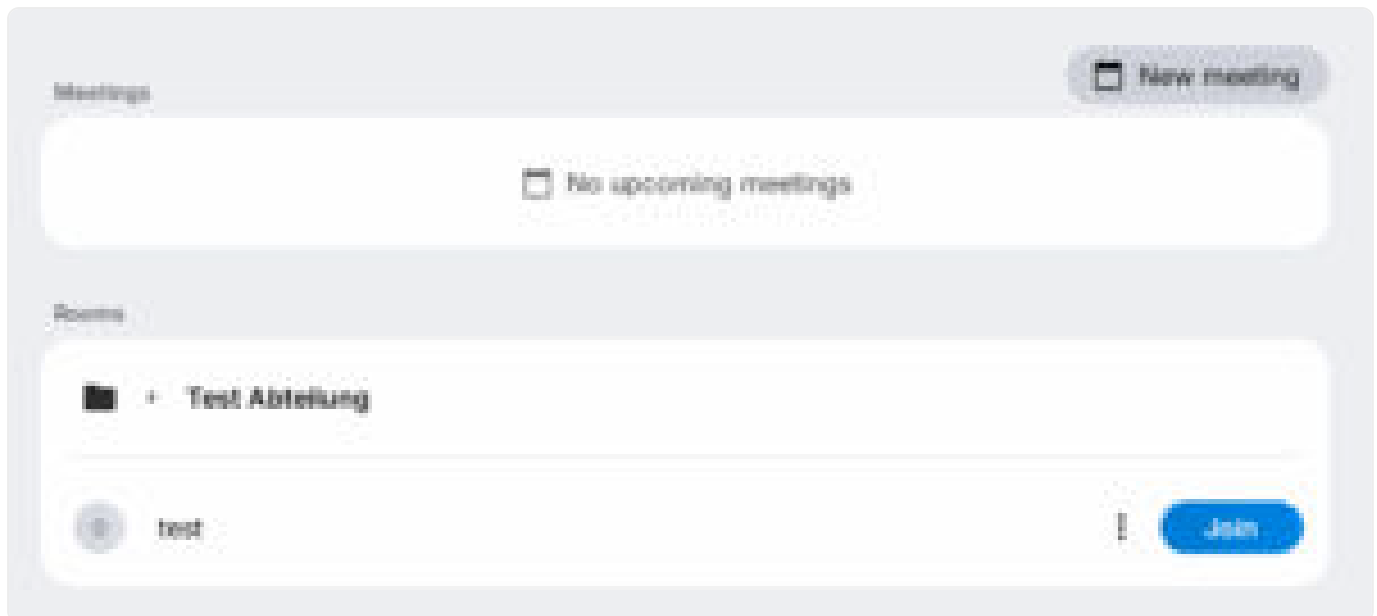
If you haven't installed the alfaview application just yet you can follow our download and installation guide for [Windows](#), [Mac](#) or [Linux](#) devices. An installation on [mobile devices](#) is possible too.

- Open the alfaview app.
- When you open the alfaview app for the first time, or if you haven't logged in in a while, you'll see the landing page.
- On the landing page, click the **Sign in with alfaview account** button.
- Log in with your e-mail address as well as your password.



Landing page in the alfaview app

- You will now see a list of all the rooms available to you.
- Select the alfaview room you want to join.
- You can use the search mask to quickly find your desired room. Click on the  **Search** icon in the top right corner of the alfaview app. The search bar will open up and you can type in the name of the room you want to join.
- You can now join your selected alfaview room by clicking the **Join** button.
- Before you enter the alfaview room, you can adjust your camera and audio settings in the [Quick Setup](#) menu.



Enter an alfaview room

If you open the alfaview application for the first time, a window with our general terms and conditions will open up:

- Read the terms and conditions carefully.
- Agree to them by clicking on the small box next to **I accept the Terms and Conditions**.
- You can always come back to our website to go through the terms and conditions again.

### Via the web client:

- Log in to the [webclient](#).
- Alternatively, you can open the web client from the [alfaview administration](#). In the administration interface, click the **Join with browser** button.
- You will now see a list of all the rooms available to you. Select the alfaview room you want to join.
- You can use the search mask to quickly find your desired room. Click on the **Search** icon in the top right corner of the webclient. The search bar will open up and you can type in the name of the room you want to join.
- You can now join your chosen alfaview room by clicking the **Join** button.

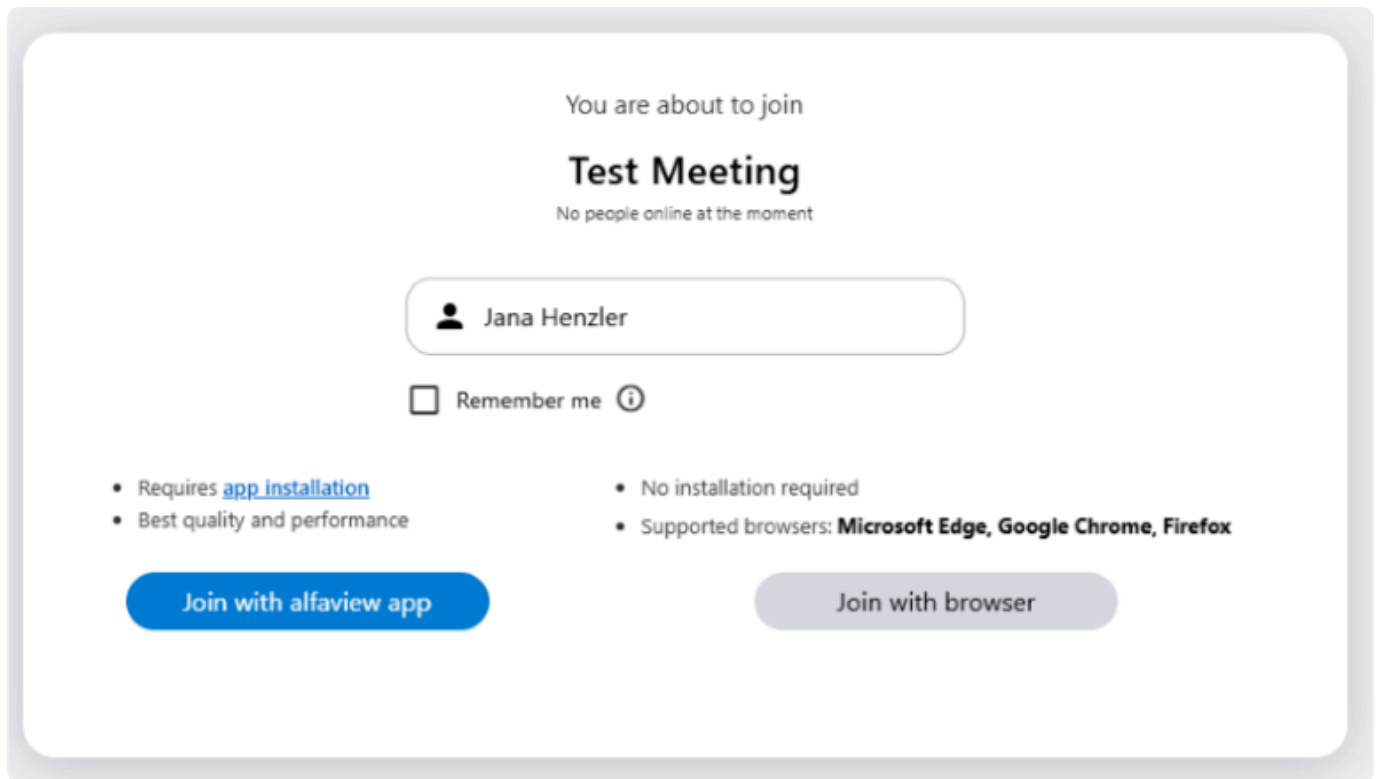
- Before you enter the alfaview room, you can adjust your camera and audio settings in the [Quick Setup](#) menu.

We recommend the installation of the alfaview app as the room administration can deactivate the feature **Join with browser**. If you haven't installed the alfaview application just yet you can follow our download and installation guide for [Windows](#), [Mac](#) or [Linux](#) devices. An installation on [mobile devices](#) is possible too.

## Join a meeting with invitation link

Meetings are temporary alfaview rooms that are automatically deleted after the meeting ends. When you are invited to a meeting, you receive an invitation link. With this link, you can enter the meeting room and join the meeting.

- Click on the invitation link you received.  
If the invitation link was sent to you via the e-mail address **support@alfaview.com**, click on the  button to join the meeting room.
- Alternatively, you can copy the full link and paste it to the address bar of your web browser.
- Enter your name if it has not been predefined. You may save this entry for later logins by clicking on the box next to **Remember me**.
- Click on the  button to join the meeting room.
- Your internet browser will ask you for permission to open the alfaview app. Confirm this request to join the room.
- Click on the  Join with browser  button to join the meeting room via the webclient.



Join an alfaview room with an invitation link

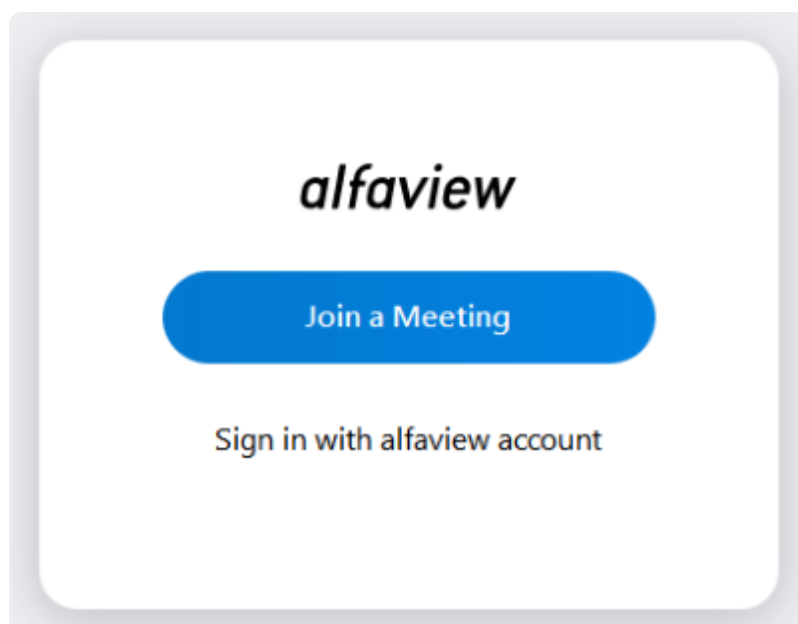
## Join a meeting as organizer

Every meeting you have created and is scheduled in the future is displayed in the meeting list. From this list, you can enter the meeting room and join the meeting.

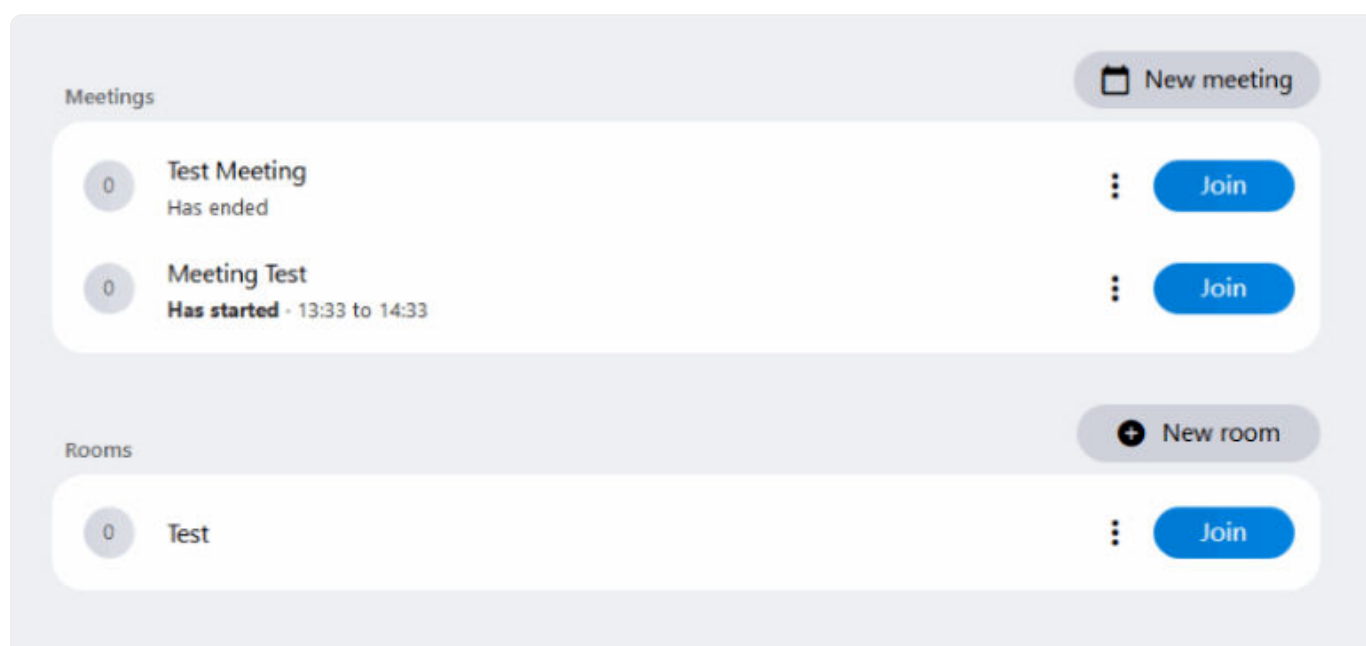
### Via the alfaview app:

If you haven't installed the alfaview application just yet you can follow our download and installation guide for [Windows](#), [Mac](#) or [Linux](#) devices. An installation on [mobile devices](#) is possible too.

- Open the alfaview app.
- When you open the alfaview app for the first time, or if you haven't logged in in a while, you'll see the landing page.
- On the landing page, click the **Sign in with alfaview account** button.
- Log in with your e-mail address as well as your password.



- You will now see a list of all the meetings you've created.
- Select the meeting you want to join and click the  button.
- Before you enter the meeting room, you can adjust your camera and audio settings in the [Quick Setup](#) menu.



Meeting and room list

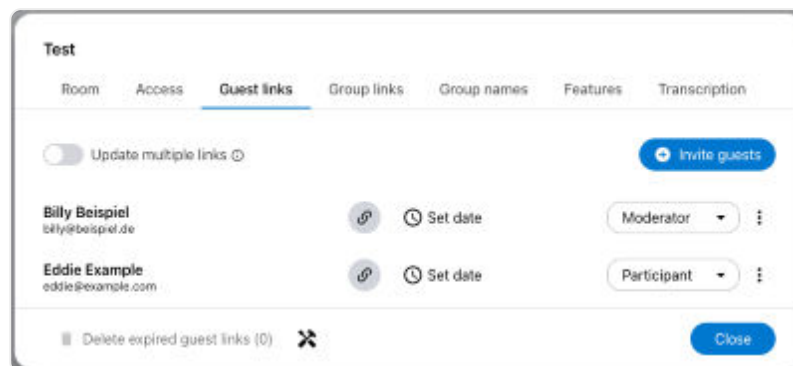
## Via the webclient:

- Log in to the [webclient](#).
- Alternatively, you can open the web client from the alfaview administration. In the administration interface, click the [Join with browser](#) button.
- You will now see a list of all the meetings you've created.
- Select the meeting you want to join and click the [Join](#) button.
- Before you enter the meeting room, you can adjust your camera and audio settings in the [Quick Setup](#) menu.

We recommend the installation of the alfaview app as the room administration can deactivate the feature **Join with browser**. If you haven't installed the alfaview application just yet you can follow our download and installation guide for [Windows](#), [Mac](#) or [Linux](#) devices. An installation on [mobile devices](#) is possible too.

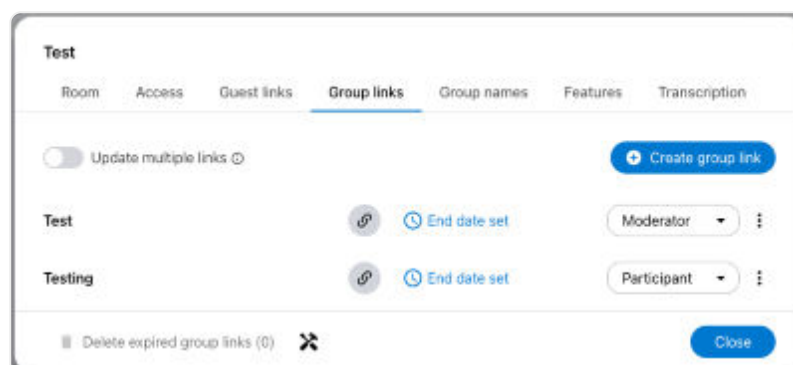
# Invite a guest

As a room administrator, you can invite guests to your alfaview room, even if they are not part of your company. An invitation to a temporary meeting room is also possible. Your guests won't need an alfaview account, as they can join the alfaview room via an invitation link.



Guest links

You can invite guests using either a personalized guest link or a general group link. For more information and a guide on creating invitation links, please refer to the page [Guest and Group Links](#).



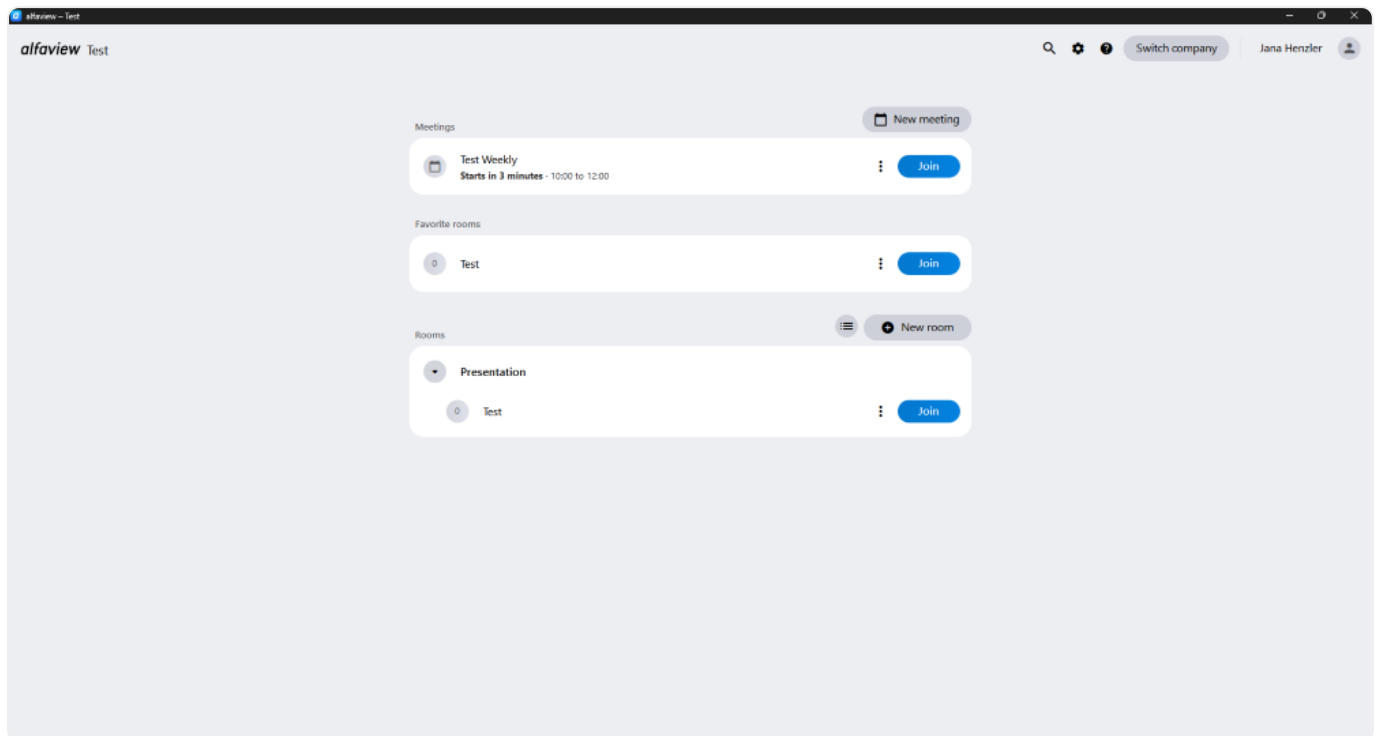
Group links

# Meetings and rooms

Use your invitation link to join an alfaview room or meeting without creating your own user account.

For further information and instructions on how to join, please refer to page [Join an alfaview room or meeting](#).

Once you have logged in to the alfaview application, you will see the **Meetings** and **Rooms list**. If you have added one or multiple rooms to your favorites, they will be displayed in the **Favorite rooms list**.



Room list with all available meetings and rooms

## Meetings

Meetings are personal and time-limited rooms that all registered users can use to start a personal video conference. No special permissions are required to create a meeting.

- You can decide whether to start the meeting immediately or schedule it for a later time and date.
- The meeting is only visible to the person who created it. They can access the meeting through their meeting list.
- All other participants need an invitation link to join a meeting.
- Participants who are currently in a meeting cannot be found using the [search function](#).
- Meetings are always temporary and will be deleted automatically once the defined duration has been reached.

Please note that the meeting function is not included in every plan and must be enabled for your company. Please note that only registered users are able to create meetings.

For more information, please refer to the page [Meetings](#).

## Rooms

Members of your company can enter all alfaview rooms they have permission for at any time. You can grant guests either permanent or temporary permission to enter.

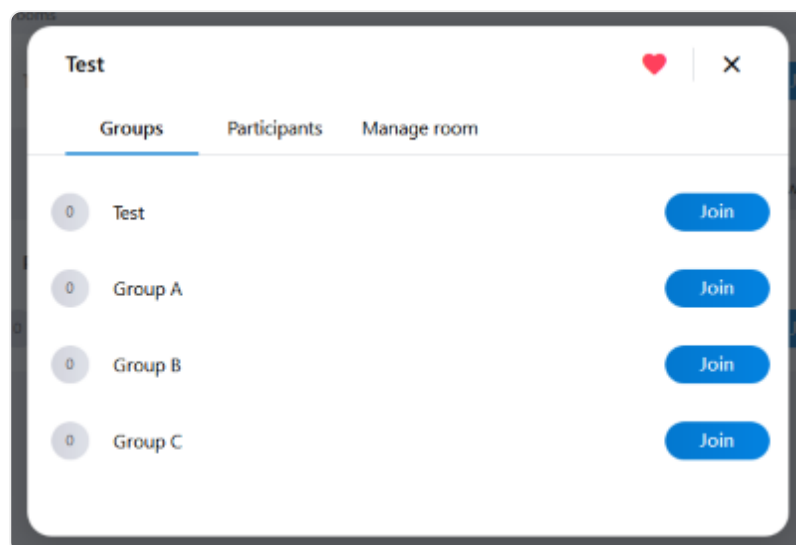
Organize your rooms clearly by creating a [Room structure](#). Each room can have up to 50 breakout rooms for collaborative work or meetings. The main room offers [Live transcription and translation](#).

- You can configure [individual settings](#) for each room.
- Company members with the necessary permission can access rooms without a link.
- You can create [Guest and group links](#) for individual rooms to invite people who are not part of your company. These links can be time-limited.
- Rooms are permanent and have to be deleted manually.

## Favorite rooms

You can favorite rooms. This makes it easier to find rooms that you use frequently. All favorite rooms are displayed in the **Favourite rooms list** above the general **Rooms list**. If you do not have added any rooms as favorites, the list is not visible.

- Click on the context menu  of the room you want to add to your favorites.
- Click the heart icon in the top right corner of the window. If the heart is displayed in red, the room is added to your Favorite rooms list.
- The room will now appear in your Favorite rooms list.



Add a room to your favorite rooms

For more information, please refer to the page [Room management](#).

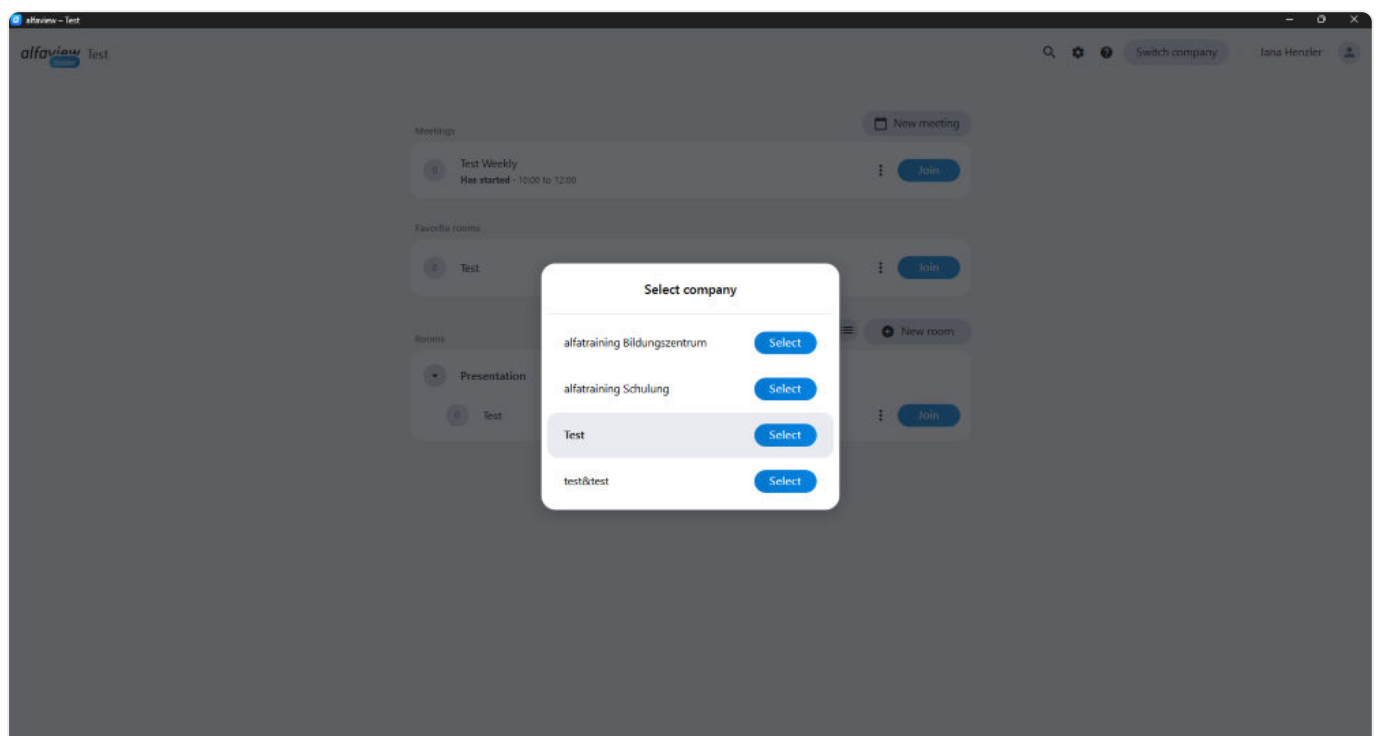
# Switching Companies

If you are registered with your email address in more than one alfaview company, you can switch between the companies.

## In the app

### Select company

- Start alfaview. If you are not logged in, enter your username and password in the login dialogue.
- A dialogue with all available alfaview companies will open. Select the company you want to switch to from the list.
- Then click on the  button next to the company's name.
- You will now be able to see every room you have access to within the selected company.

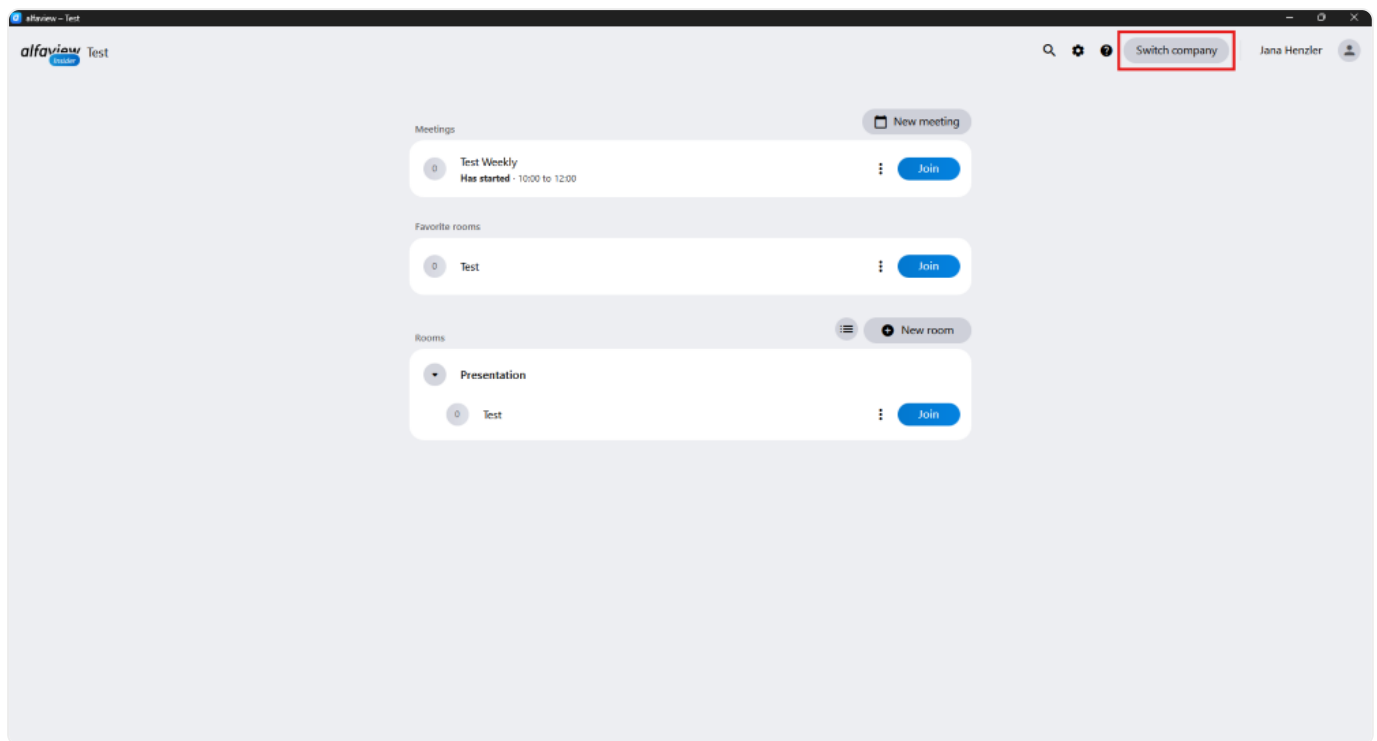


Select a company

## Switch company

When you see the meeting and room list of your current company, you can switch to a different company.

- Click on the **Switch company** button in the top right corner of the alfaview app.
- Select the company you want to switch to from the list. Then click on the **Join** button next to the company's name.
- You will now see the room and meeting list of the selected company.



Switch the company via the room list

## In the administration interface

- Login to the [administration interface](#).
- In the menu on the left, click on the **Switch company** button.
- Select the company you want to switch to from the list.
- Then click on the **Join** button next to the company's name.

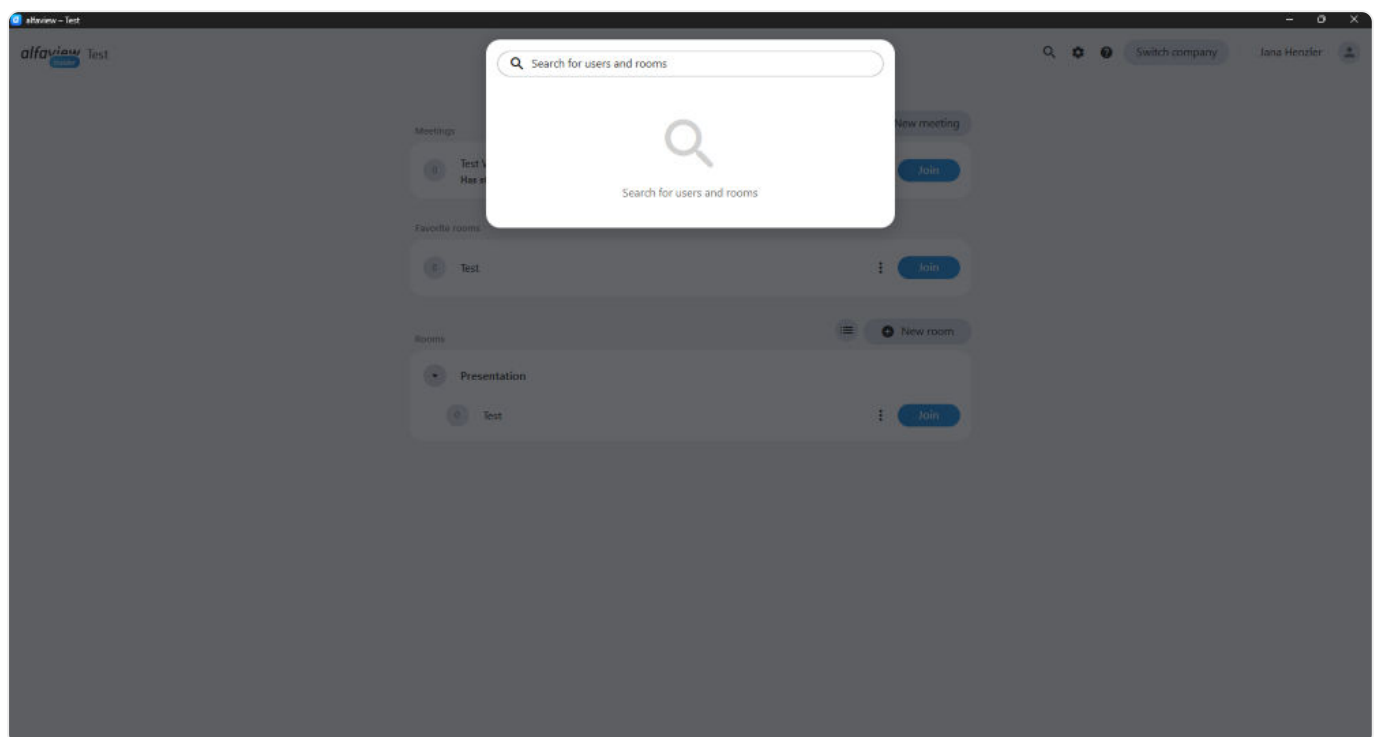
# Search for rooms and users

The search function is only available when you are logged in with your account. If you use a guest or group link the search function is not available.

## In the room list

After logging in to the alfaview app or the web client, you will see the meeting and room list.

- Click on the  **Search** icon in the top right corner.
- In the new window, enter the name of the person or room you are looking for.
- If you want to join the person or room you are looking for, simply click on the  button.



Search in the room list

The search function will only show people who are in a room you have access to.

## In an alfaview room

The search function is also available if you've already joined an alfaview room.

- Click on the  **Search** icon in the [status menu](#) in the bottom left corner.
- In the new window, enter the name of the person or room you are looking for.
- If you want to join the person or room you are looking for, simply click on the  button.

It is always possible to use the **shortcut Ctrl-F** to open the search window, no matter if you are currently in an alfaview room or not.

# Join an alfaview room

You can join an alfaview room either with your own user account or as a guest with an invitation link.

Follow our [guide to join an alfaview room](#).

# Set up Camera and Microphone

## Before entering a meeting or alfaview room

Before you enter an alfaview room, the Quick Setup menu is displayed. This allows you to adjust the settings for your audio equipment and camera.

## Set up your camera

You can see a preview video of the camera your device selected by default in the Quick Setup window. If you want to select a different camera, you can do so in the menu on the right of the video.

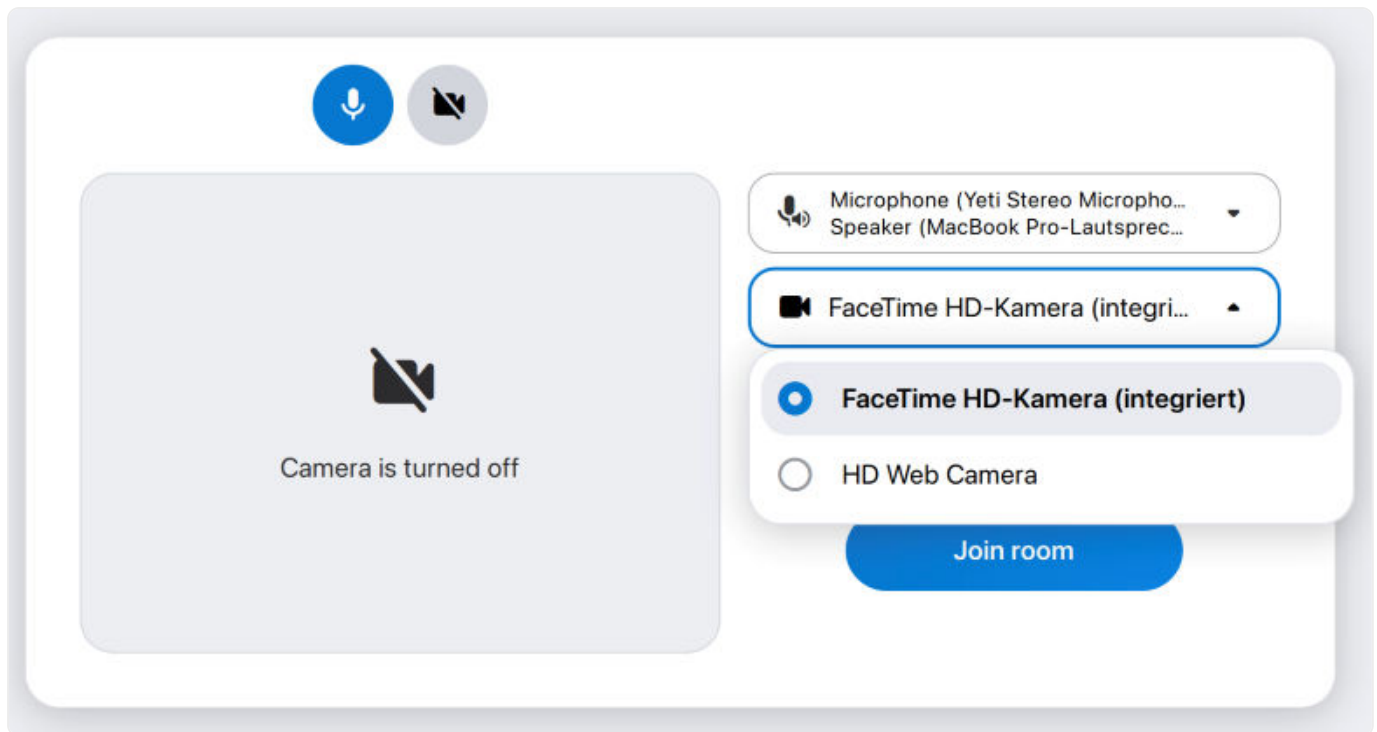
If you see the message **Camera is turned off** instead of a video, please activate your camera.

- Click on the  **Camera off** icon above the preview video.
- Then, click on the **camera on** button.

Your camera is activated when the camera symbol is displayed in blue.

## Select a camera

- Click on the drop-down menu with the camera icon and the name of the preselected camera.
- The drop-down menu will open. Select the camera you want to use.
- The preview video on the left will now show the video of your selected camera.

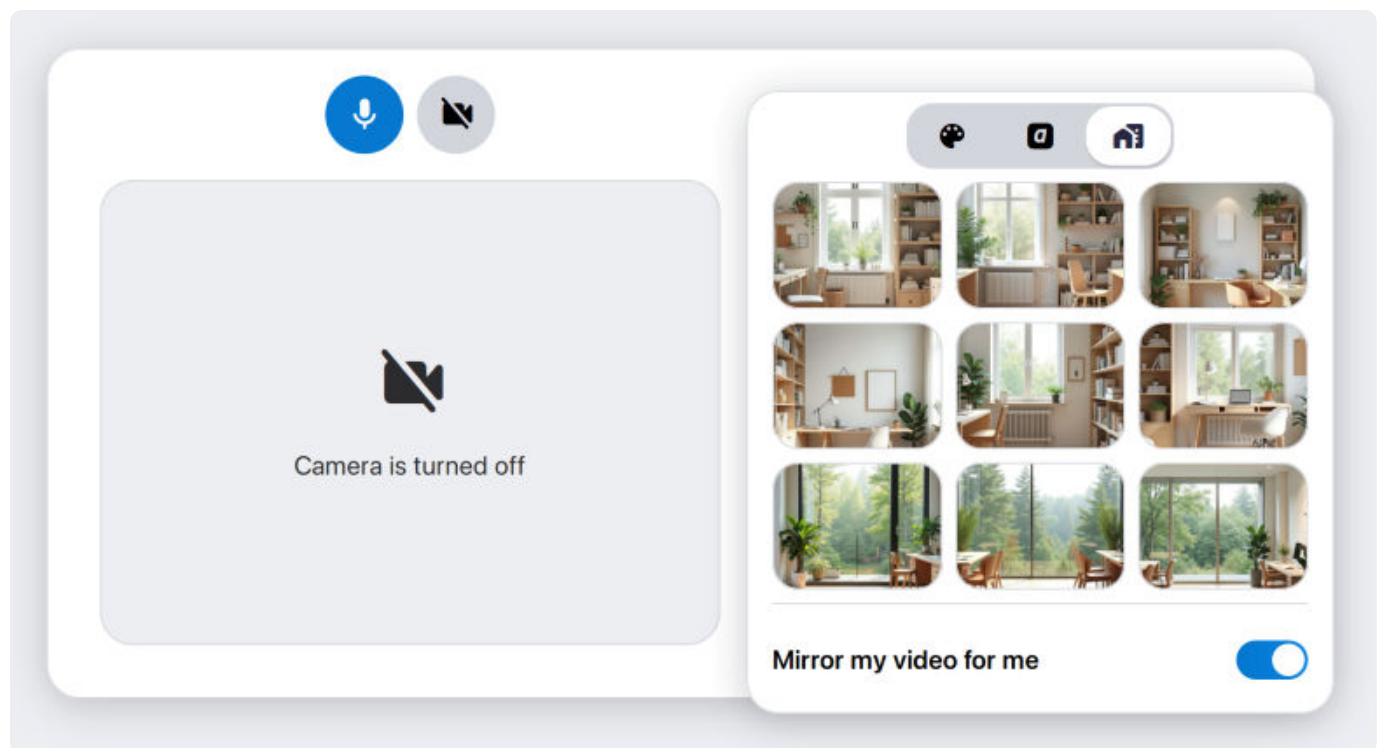


Select camera

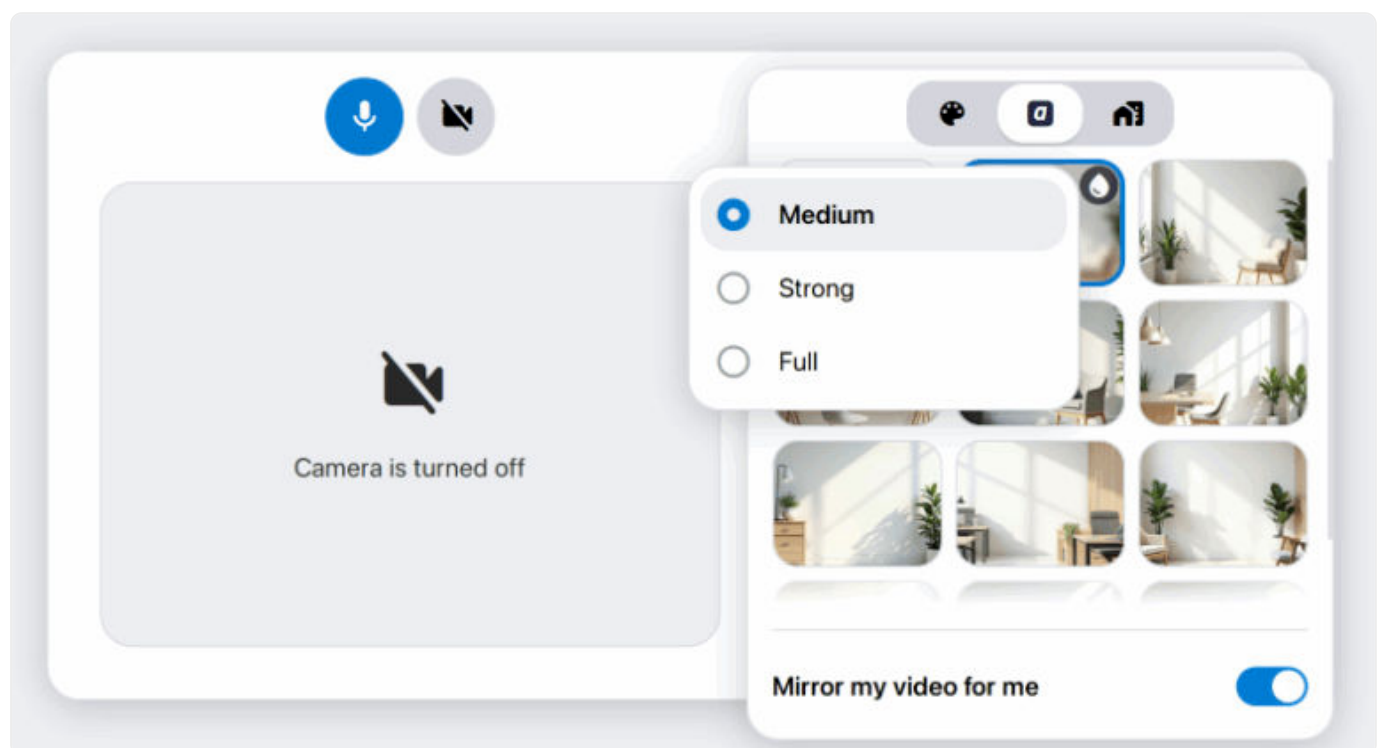
## Virtual Backgrounds

The feature **Virtual backgrounds** allows you to hide your video background and protect your privacy.

- Click on **Virtual Backgrounds** in the menu on the right.
- Select how you want to edit your surroundings. You can choose from **colour backgrounds**, **standard backgrounds** and **study backgrounds**.
- **Standard backgrounds** also offer three levels of **blurring**. To select the blur intensity, click on the drop icon.
- You can also select the option to mirror your own video for yourself. The participants in the alfaview room will see your video unmirrored. Click on the slide control to activate or deactivate this feature.



Study backgrounds



Blur surroundings

Your settings will be saved and applied the next time you start alfaview.

Further settings can be found under [General settings](#).

You can decide who is allowed to see your video before you join an alfaview room. Click on the camera icon above the preview video and select one option.

### Camera on

Everyone in the alfaview room can see you, and you can see everyone.

### Camera to VIP only

Only VIPs in the room can see your video, and you can only see the videos of VIPs.



### Camera off

No one can see your video. You are also not able to see other participants' videos.

alfaview follows the principle **I see you, you see me**. In practice, this means that you can only see the videos of the other participants if your own camera is running.

## Set up your audio device

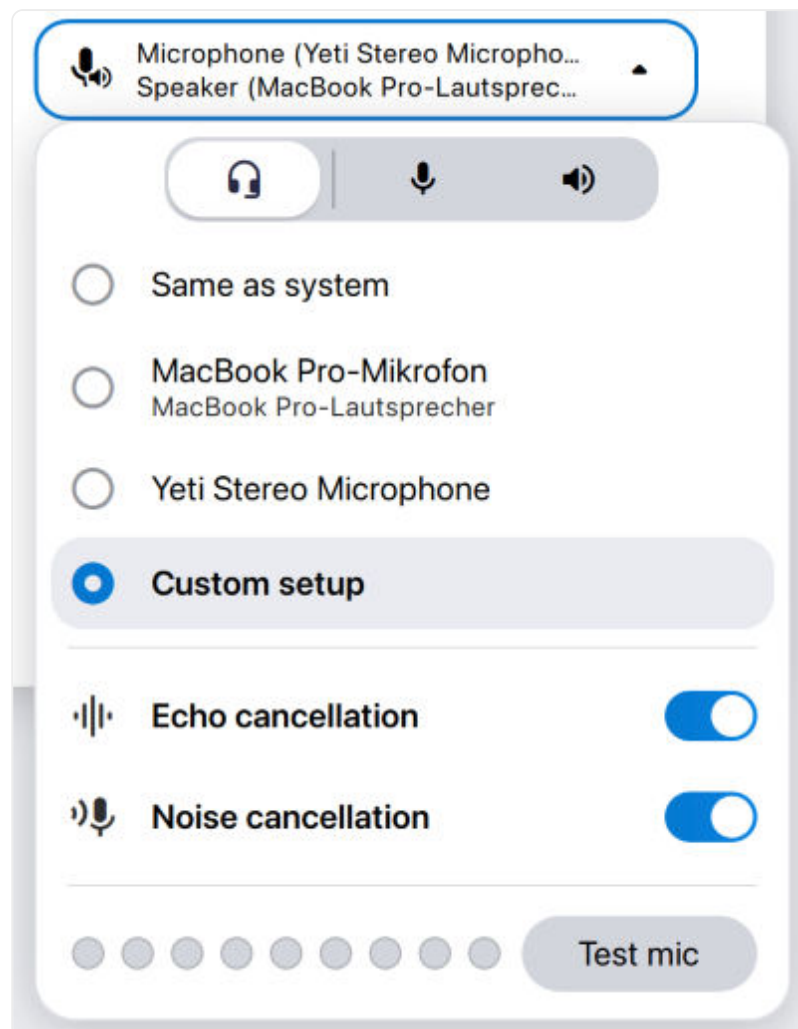
You can select your audio device from the menu to the right of the preview video. Click the microphone icon to open the drop-down list.

The drop-down list is divided into the tabs **Headset**, **Microphone** and **Speaker**. Here you can select your preferred devices.

If you connect a new audio device to your computer after starting alfaview, a message window will appear. In this window you can select the new device as the audio device.

## Headset

- In this tab, you can select the headset to be used in the alfaview room.
- You can also activate the **Echo cancellation** and **Noise cancellation**. To do so, click on the switch next to the feature you want to activate.



Select your communication device

The Headset tab is only displayed when a headset is connected to the PC. If no headset is detected, there will be only the Microphone and Speaker tabs.

## Microphone and Speaker

If you want to use a separate microphone and speaker instead of a communication device, select the devices in the **Microphone** and **Speaker** tabs. To test the functionality of your speakers, click **Test Speaker**.

If you are using a separate microphone, we recommend that you enable **Noise cancellation** and **Echo cancellation**. This will minimize background noise.

### Echo cancellation

If you are using a separate microphone and loudspeaker instead of a headset, we recommend that you enable **Echo cancellation**. This setting prevents audio being picked up from your speaker and retransmitted by your microphone.

If you are using a headset, Echo cancellation is automatically disabled.

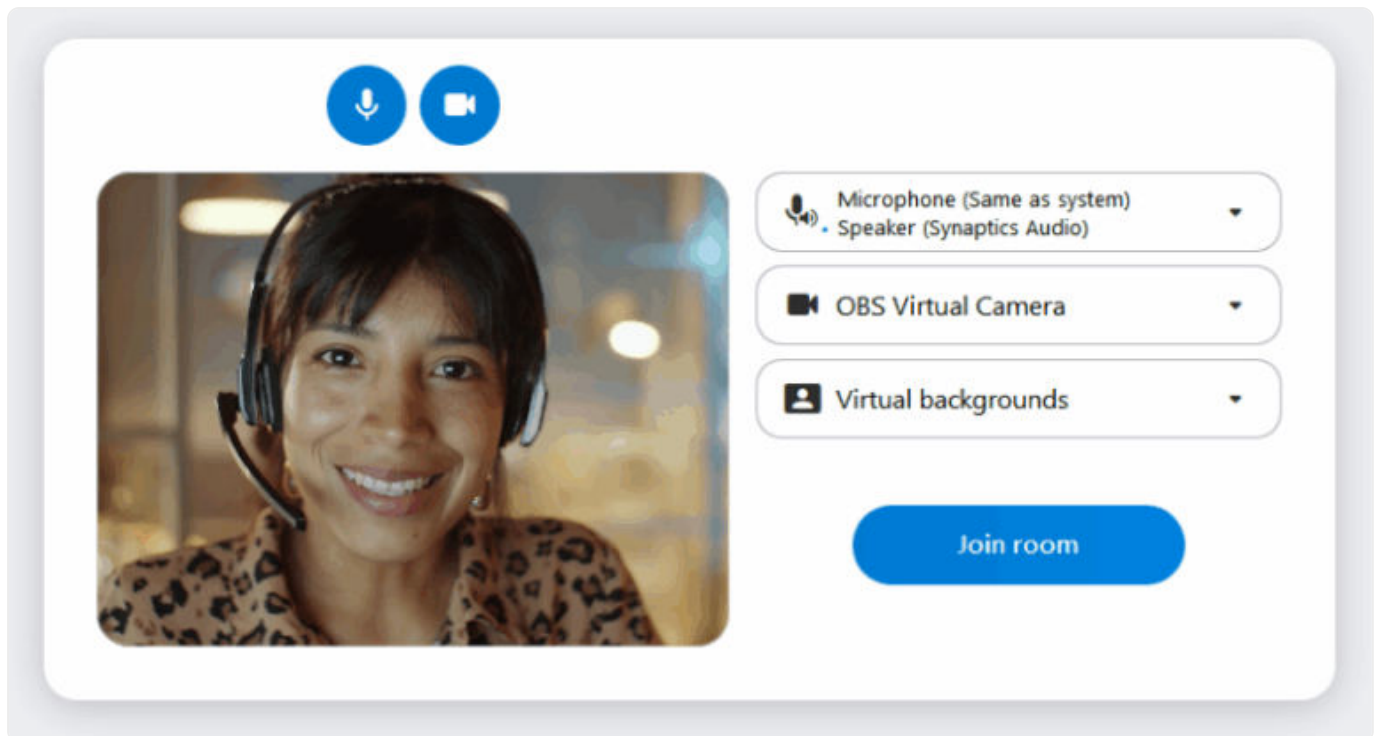
### Noise cancellation

Noise cancellation filters out unwanted background noise from microphone transmissions, improving your audio quality.

## Activate microphone before entering an alfaview room

You can decide whether you want to enter the alfaview room with the microphone on or not.

- To do this, click the  **microphone** icon above the preview video.
- If the button is blue, your microphone is on. The icon will also pulsate when you speak.



Activate your microphone before entering an alfaview room

Your settings will be saved and applied the next time you start alfaview.  
Further settings can be found under [General settings](#).

## In a meeting or alfaview room

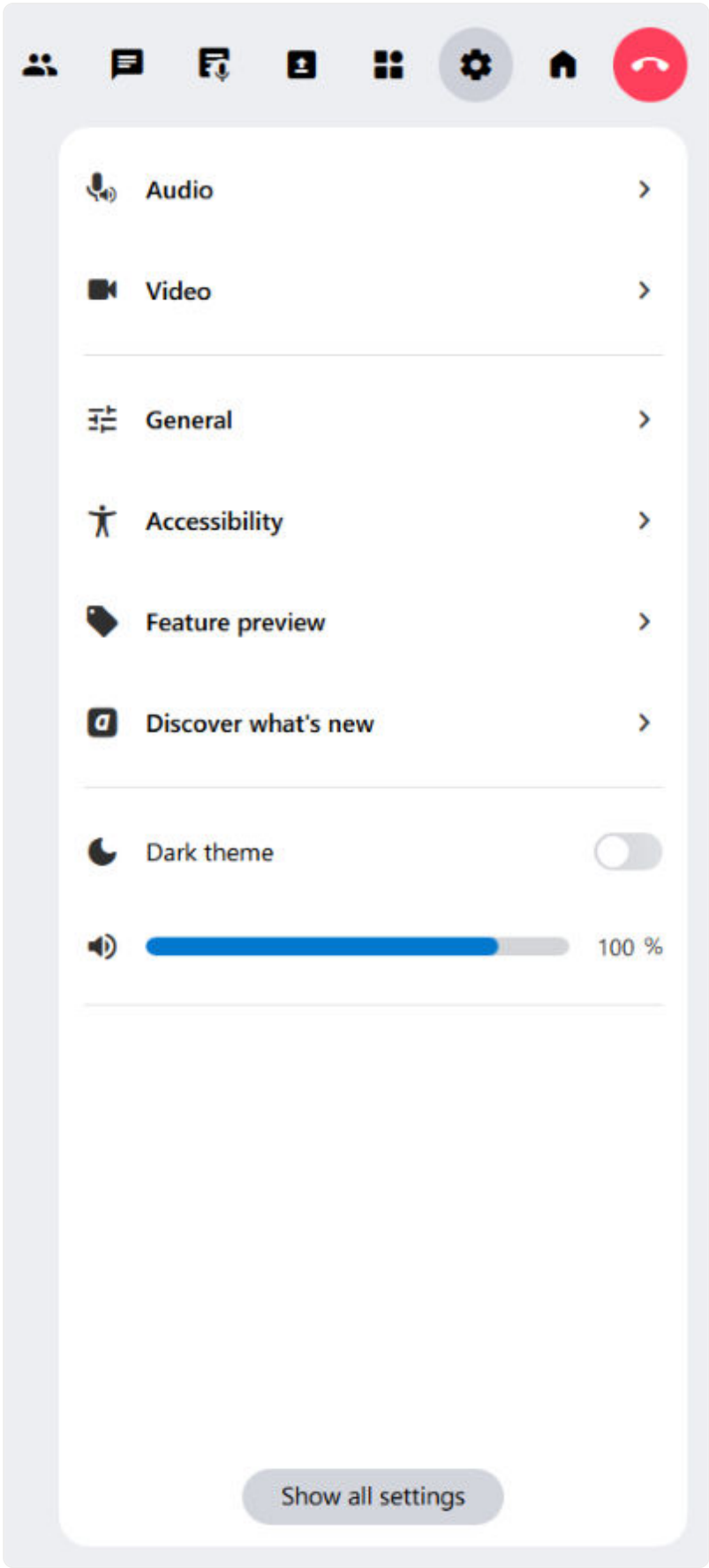
You can still change the camera and audio settings if you have already joined an alfaview room.

- Click on the  **Settings** icon in the [secondary menu](#).
- Audio settings:
  - Click on **Audio**.
  - Select your **microphone**, **speaker** and **headset** from the corresponding drop-down menus.
  - Enable or disable **Echo Cancellation** and **Noise Cancellation** by clicking on the sliders.
  - In the **Advanced Settings**, you can **optimize your microphone** and set the level of **noise cancellation**.

- Video settings:
  - Click on **Video**.
  - Select your **camera** from the corresponding drop-down menu.
  - Protect your privacy by using **virtual backgrounds**.

We recommend the automatic Noise cancellation.

If you want to optimize your microphone yourself, you can use our **Microphone optimization**.

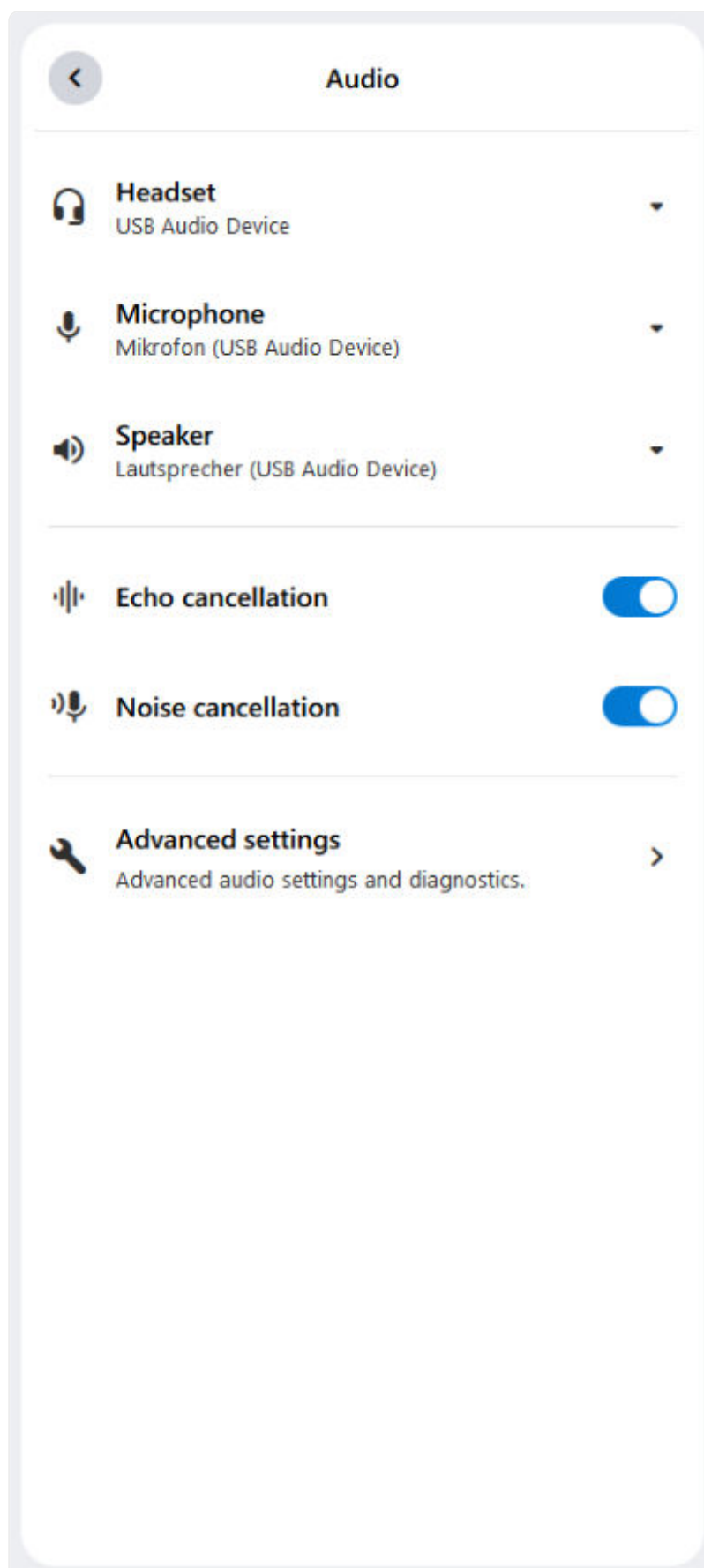


Settings in the secondary menu

## Microphone optimization

Microphone optimization allows you to manually adjust the noise reduction settings to suit your device.

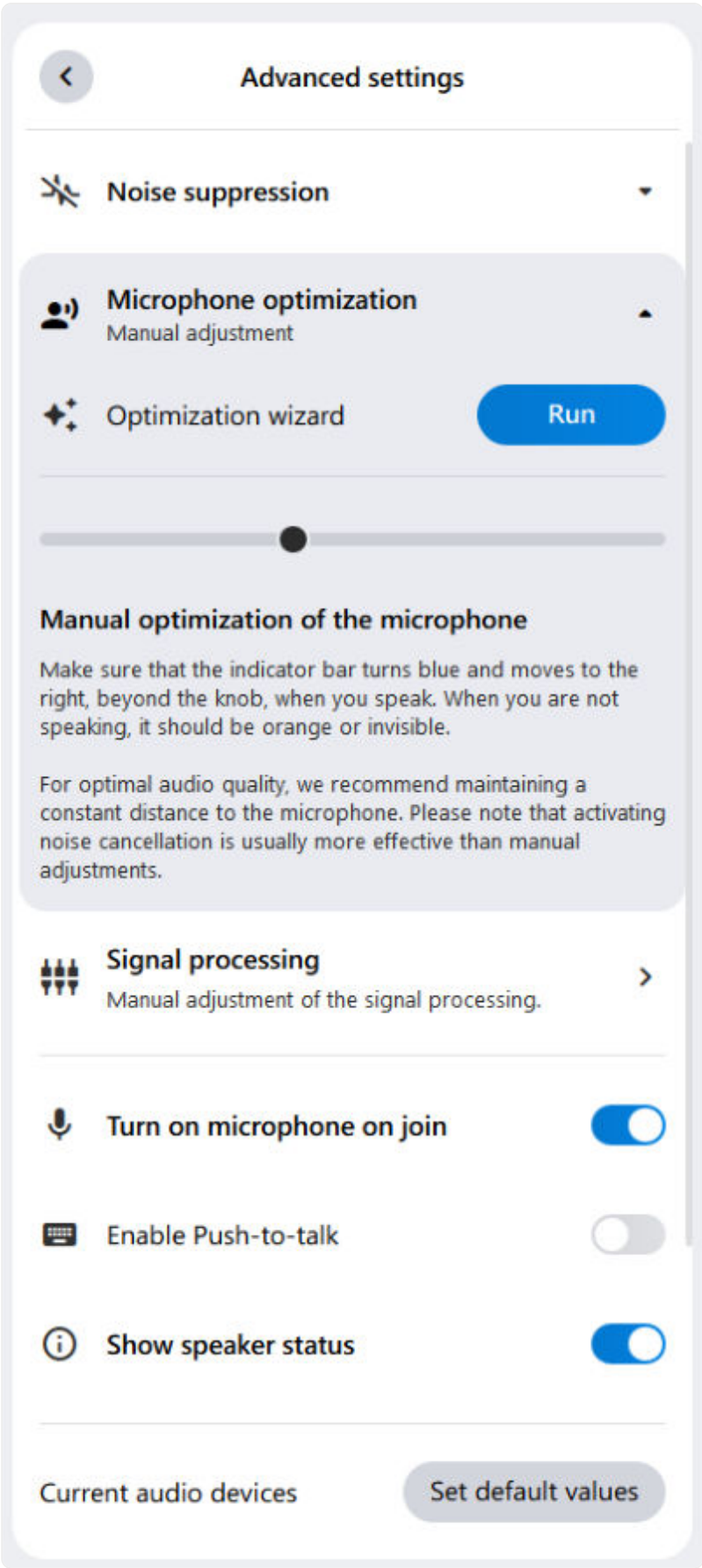
- Disable **Noise cancellation**.
- Click on **Advanced settings** and select **Microphone optimization**, which allows you to manually adjust the noise cancellation for your microphone.
- We recommend that you use the Optimization wizard. To do this, click the  button.
- Read the text at normal volume.
- Your microphone is now optimized.



Echo cancellation and Noise cancellation

Alternatively, you can optimize your microphone yourself.

- Speak into your microphone.
- Now move the slider to adjust the microphone sensitivity. Make sure the indicator bar turns blue and moves beyond the slider to the right.
- When you are not speaking, the indicator bar should be orange or invisible. This means that your voice is not being transmitted.



Microphone optimization



# Participant videos and presentation area

The stage is the central element in alfaview. This is where both the participant videos and shared content are displayed.

Participant videos are displayed in either Speaker view or Gallery view. When content or a screen is shared in the presentation area, the participants' videos are displayed at a reduced size.

- [Participant videos](#)
- [Gallery view](#)
- [Speaker view](#)
- [Mini window](#)

## Participant videos

While you are in an alfaview room, the videos of all participants are displayed on stage.

- Each participant video contains the name of the participant.
- As soon as a participant speaks, a blue frame appears around the video image.
- Participants marked as VIP are displayed with a bigger video image. The videos are also marked with a star icon.
- If a participant is on a break, the coffee cup icon is displayed instead of the video.
- If a participant has no camera attached, a message is displayed that the camera is turned off.

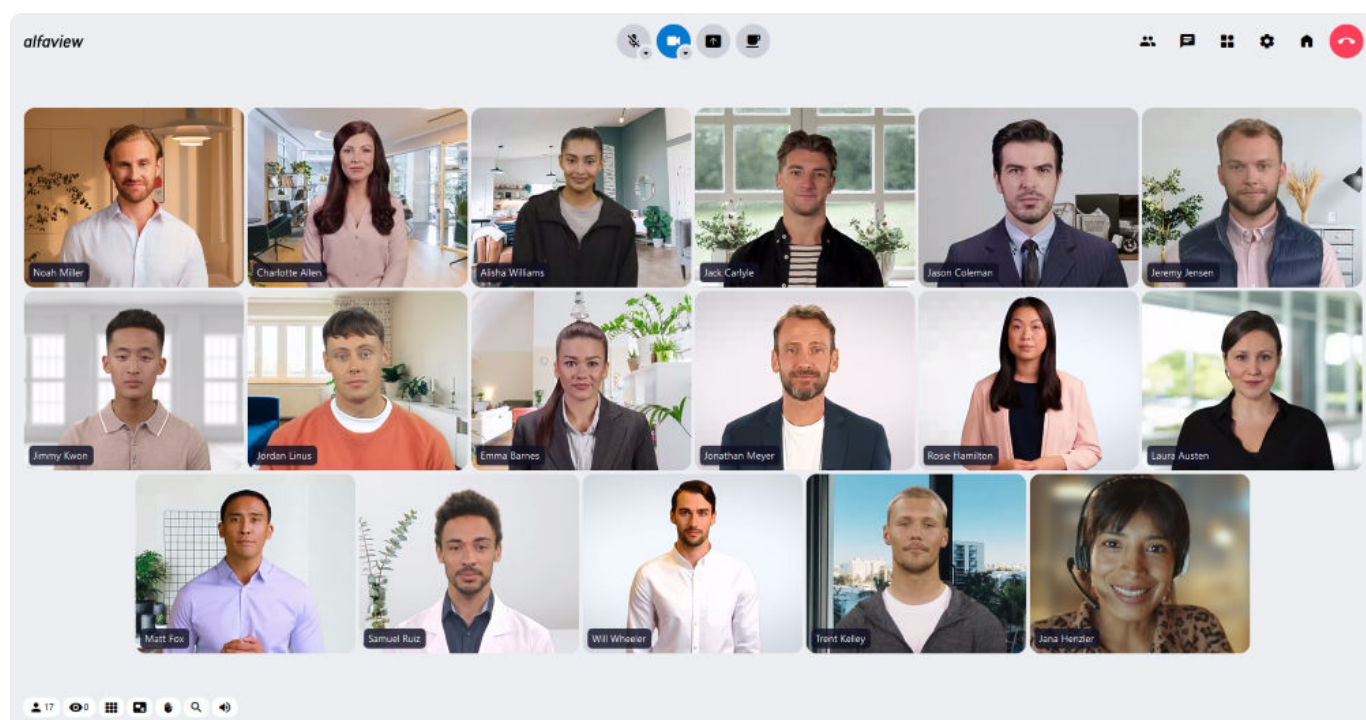
Participants' videos are sorted by the order in which they enter the alfaview room. It is possible to change the sorting to alphabetical order in the [Room features](#).

In the [Status menu](#) at the bottom left, you can choose whether you want the videos to be displayed in Gallery view or Speaker view. Click on the icon to change the view.

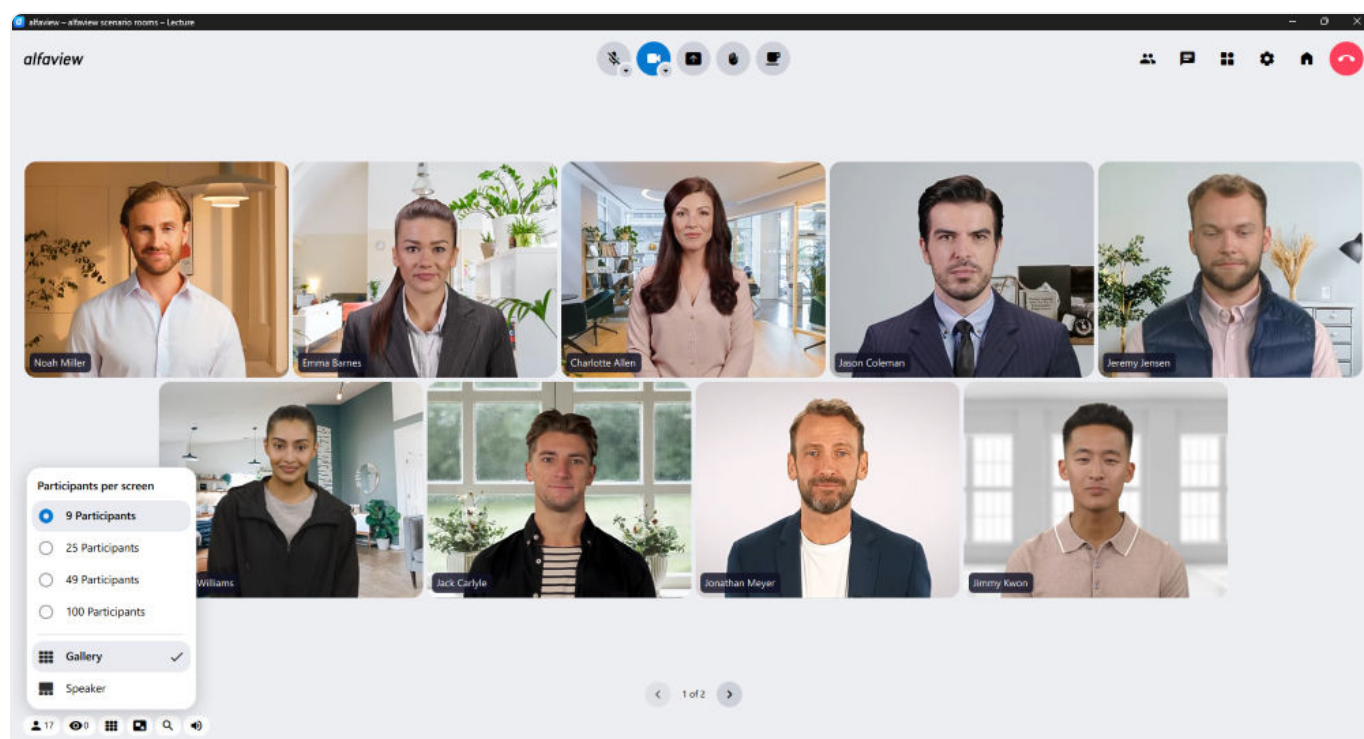
## Gallery view



The **Gallery View** evenly distributes the participants' videos across the stage. Here, you have the option of displaying all people in the room at the same time or dividing them into groups of 9, 25, 49 or 100 people per side. The size of the video images is adjusted depending on the number of participants per side. Videos of VIPs are displayed larger than those of other participants.



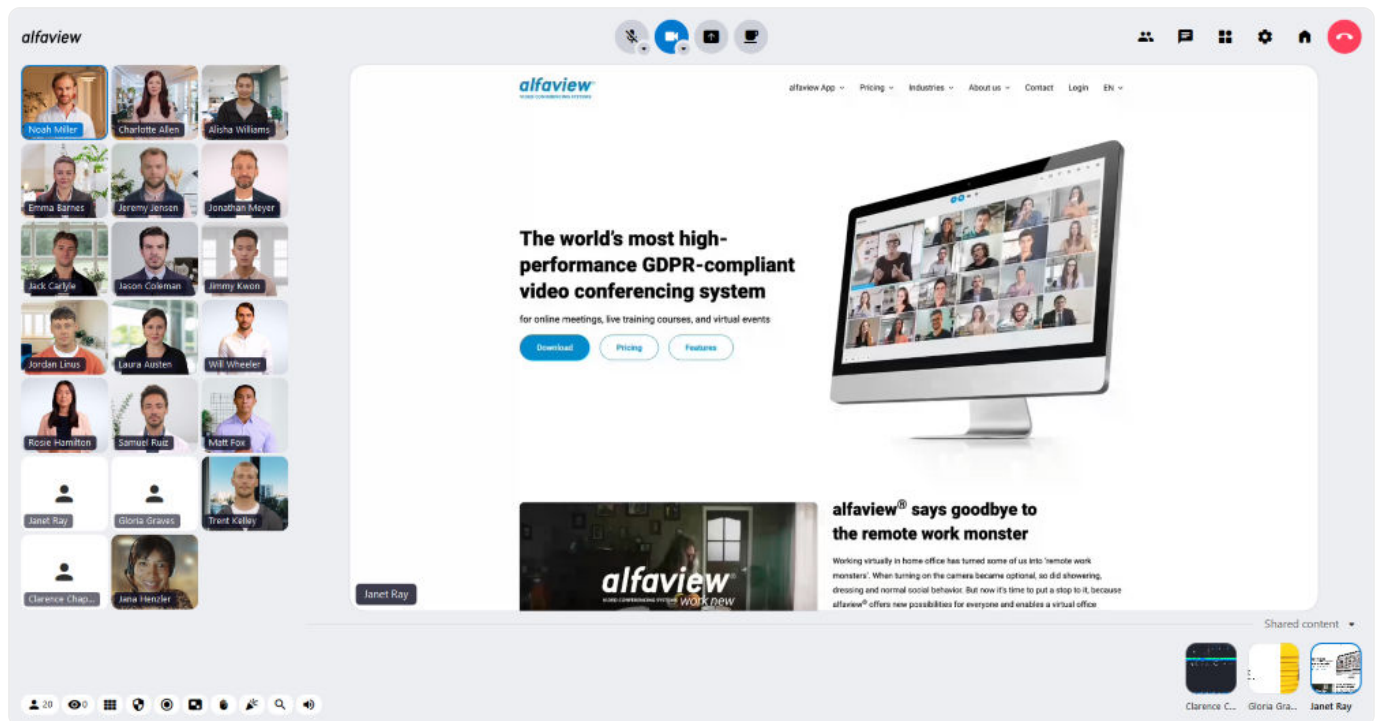
Gallery view



Gallery view with 9 persons per side

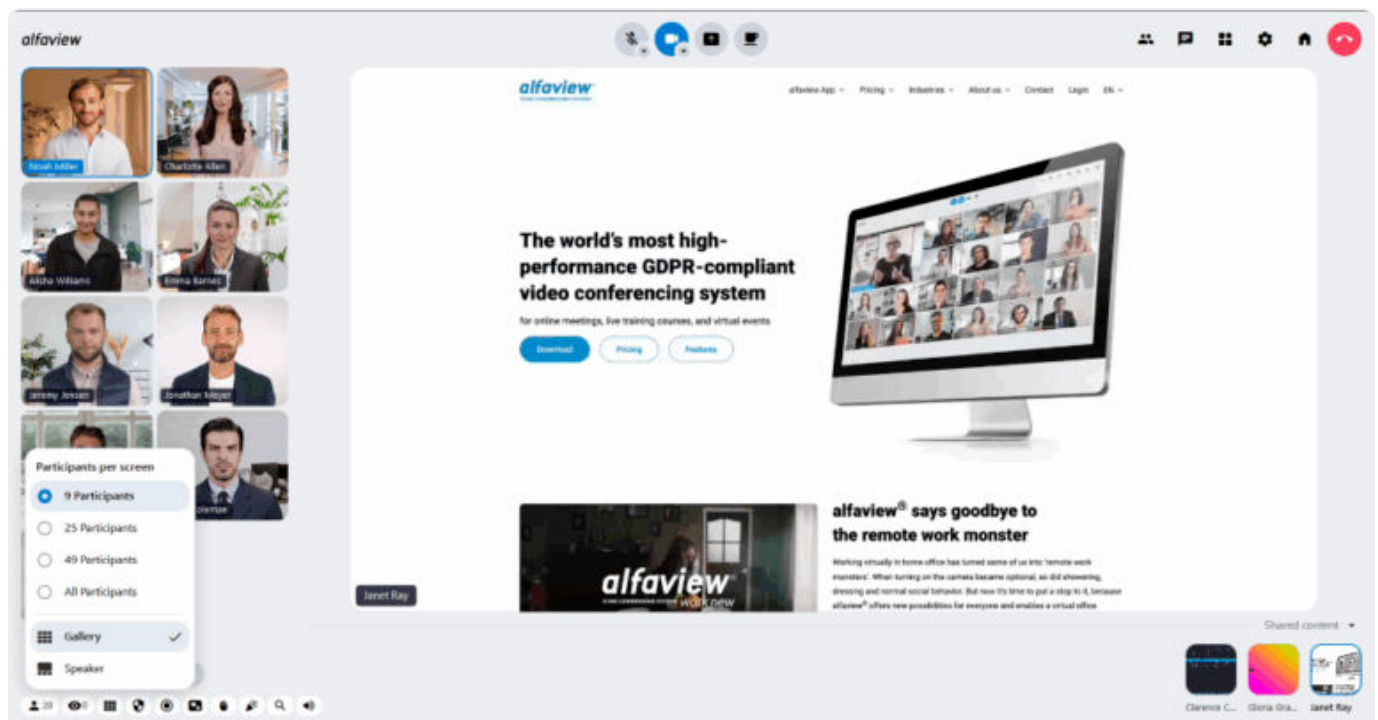
## Gallery view with shared content

When a person starts to share content, this content is displayed in the center of the stage. The participants' videos are arranged to the left of the presentation area. Videos of VIPs are displayed in a larger size.



Gallery view with shared content

To view specific content when multiple pieces are shared, simply click on the small preview of the desired content located at the bottom of the presentation area.



Gallery view with shared content and 9 persons per side

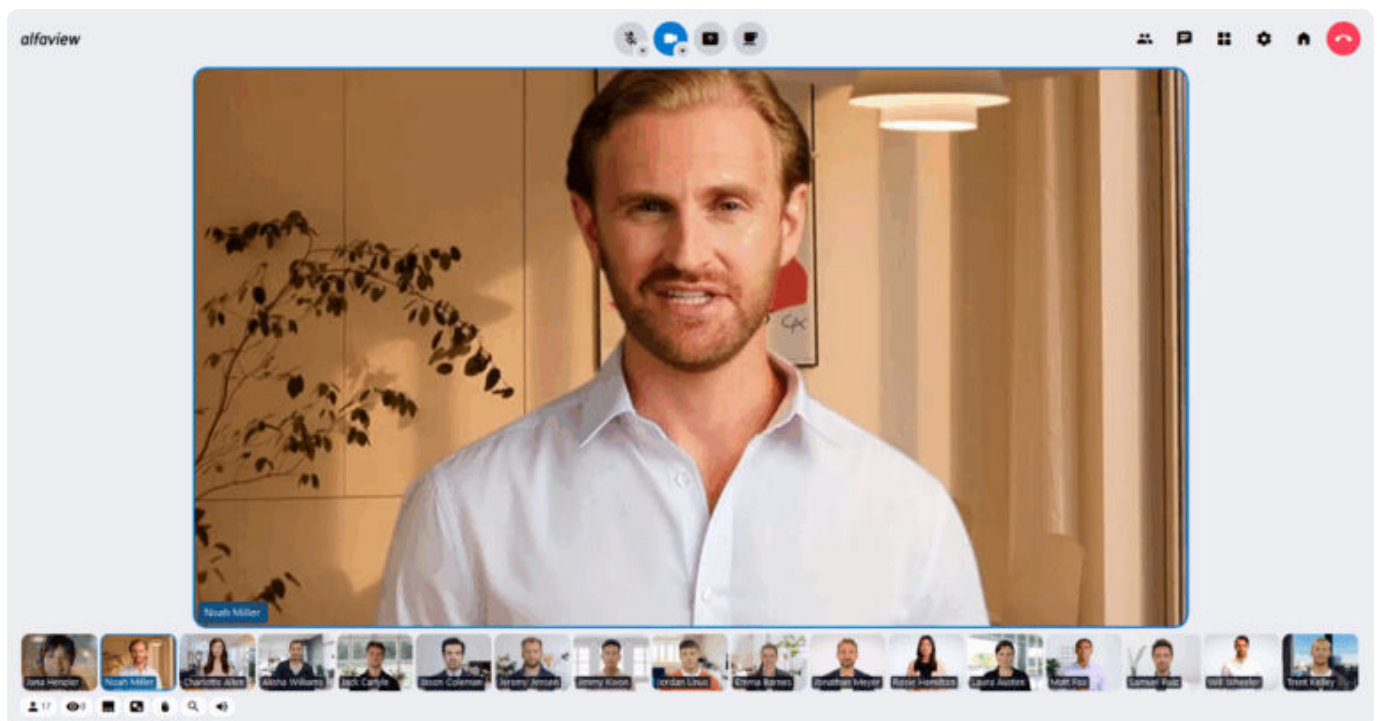
For more information on sharing your screen or using a second camera to share content, please refer to the [Screen and audio share](#) page.

## Speaker view



The **Speaker view** displays the person speaking in the center of the stage as a large video, while the videos of other participants are shown in a row at the bottom of the stage.

When participants are marked as **VIPs**, they are displayed as a large video in the speaker view even when they are not speaking.



Speaker view

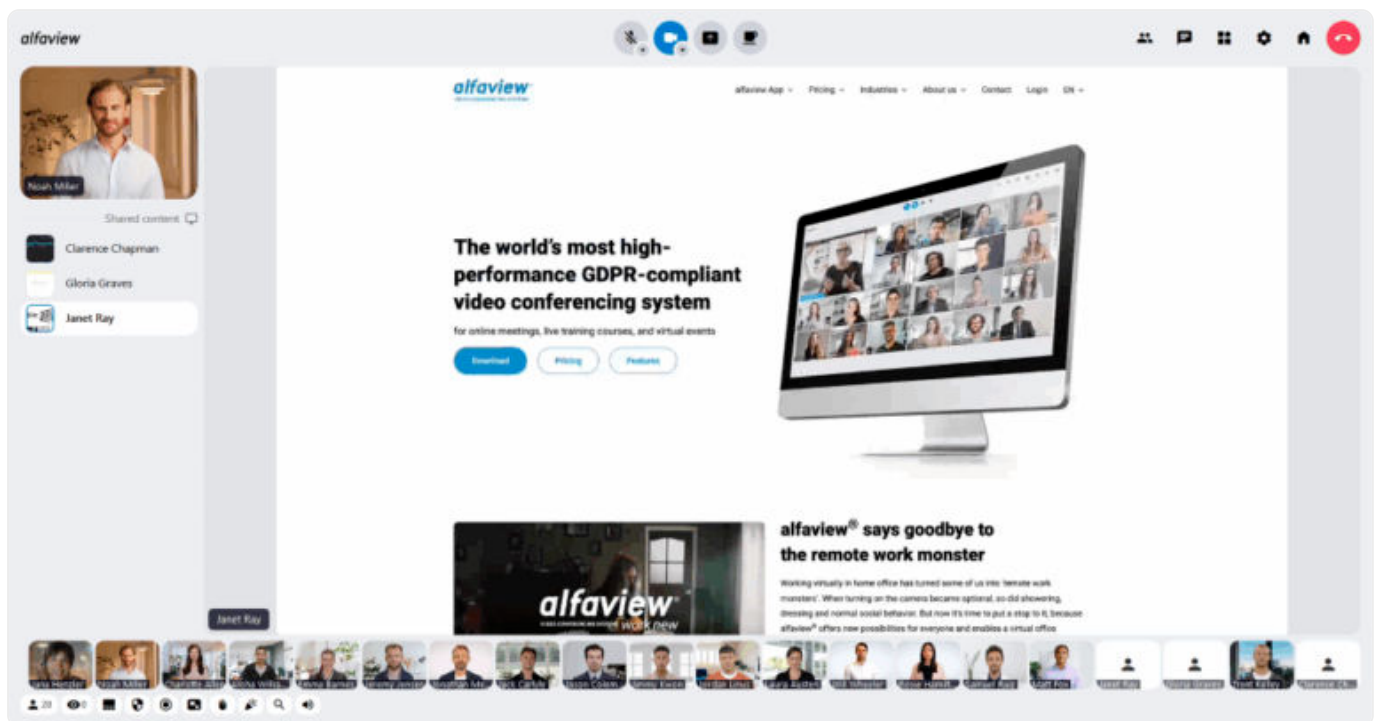
1

If you want your video to appear at the top of the list of participants' videos, enable **Show me first in the speaker view** in the [Feature settings](#). This setting only adjusts your video list and has no effect on other participants' videos.

## Speaker view with shared content

When a participant or moderator starts sharing content, the person speaking is displayed as a larger video next to the shared content in the presentation area. The videos of all other participants will continue to be displayed in a row at the bottom of the stage.

If multiple people share content simultaneously, it will be displayed in a list below the video of the person speaking. To display a specific content, simply click on the content you want to display.



Speaker view with shared content

For more information on sharing your screen or using a second camera to share content, please refer to the [Screen and audio share](#) page.

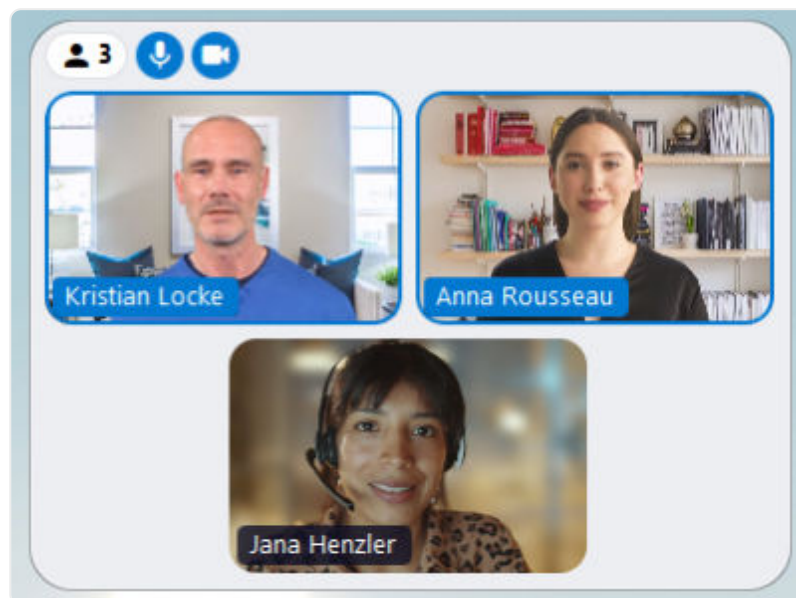
## Mini window

The mini window allows you to stay in contact with other participants while using other applications or sharing your screen. It provides access to the most important functions of alfaview.



### Open the mini window manually

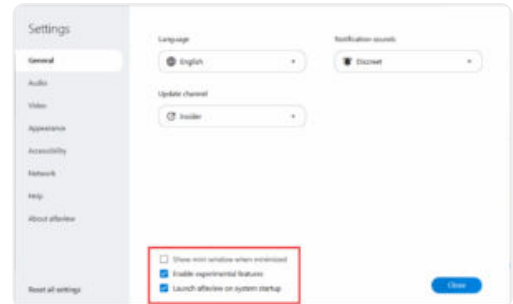
Click on the Mini window icon in the [status menu](#) to manually open the mini window.



Gallery view

### Disable the Mini window

If you minimize the main window of alfaview, the mini window will be displayed automatically. You can deactivate this function in the General tab in the [settings](#) by removing the tick in the box next to **Show mini window when minimized**.



Disable the mini window in the settings

## Video view

In the mini window, you can select either the speaker view or the gallery view by clicking on the corresponding icon located in the top right-hand corner of the mini window.



### Gallery view

The gallery view displays all participants' videos evenly distributed on the stage.



### Speaker view

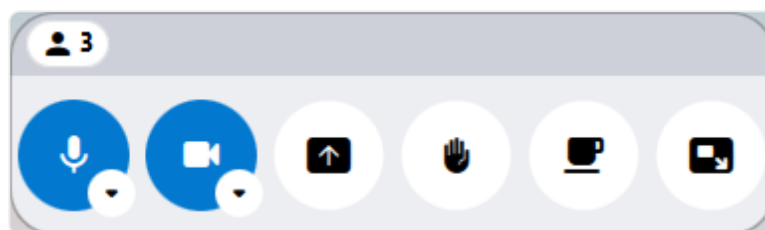
In speaker view, the video of the person speaking fills the mini window. The videos of other participants are displayed in a row at the bottom of the Mini window.



Switching between the speaker and gallery view (animated image)

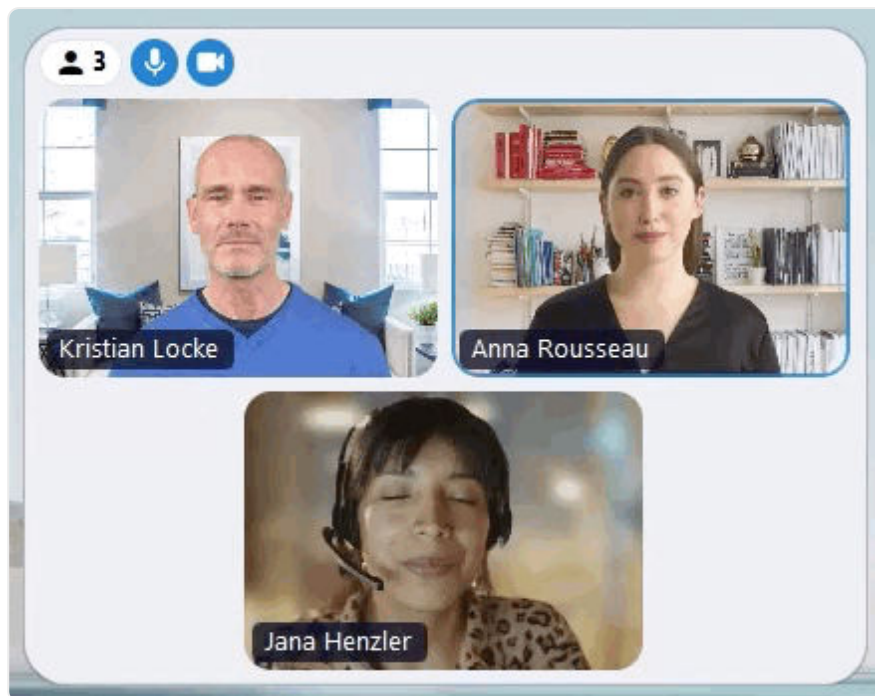
## Compact Control-Only Mode

Instead of the video view, you can choose to display the Compact control-only mode. This view provides access to all settings of the [main menu](#).



Compact control-only mode

- To switch to compact control-only mode, move the mouse to a corner of the mini window until the pointer turns into a double arrow.
- Click and hold the left mouse button.
- Drag the window smaller.
- Release the mouse button when the compact view appears



Switch to the compact control-only mode (animated image)

To return to the main window of alfaview, click on the mini window icon.

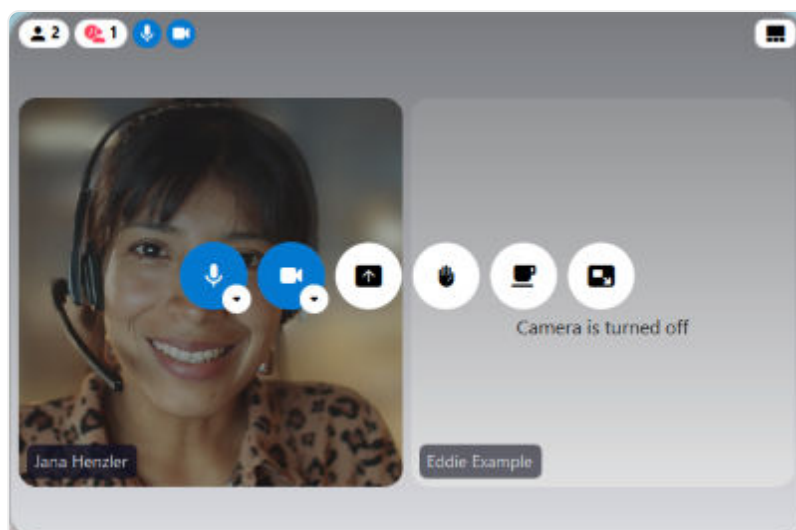
## Primary controls in the Mini window

The mini window contains the most important functions and information from the [main and status menu](#).

The Mini window will reopen in the same position when used again.

## Main menu

The mini window contains all the functions of the [main menu](#) and allows you to return to the main alfaview window.



Primary controls

## Status menu

You can find the most important information about your alfaview room in the [status menu](#).



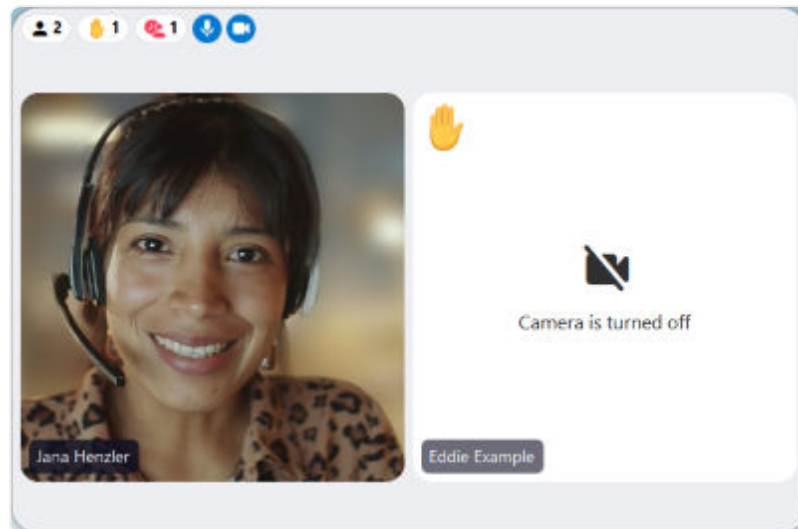
### Number of participants

Here you can see the number of people in the alfaview room.



### Raise hand

Here you can see the amount of people who currently have raised their hands.



Status menu in the mini window



### Waiting room

Here you can see the number of people who are currently waiting in the Waiting room. This information is available for room administrators and moderators only. For further information, refer to page [Waiting room](#).

### Microphone

- If your microphone is activated, the  **microphone** icon is blue.
- The  **microphone** icon will appear grayed out if your microphone is disabled.

### Camera

- If your  **camera** is activated, the camera icon is blue.
- If you only send your camera image to VIPs in the alfaview room, the  **camera** icon will be displayed with a small star.
- The  **camera** icon will appear grayed out if your camera is disabled.

### Screen sharing

When you share content (screen or second camera), the Screen sharing icon is displayed.

## Screen sharing and shared content

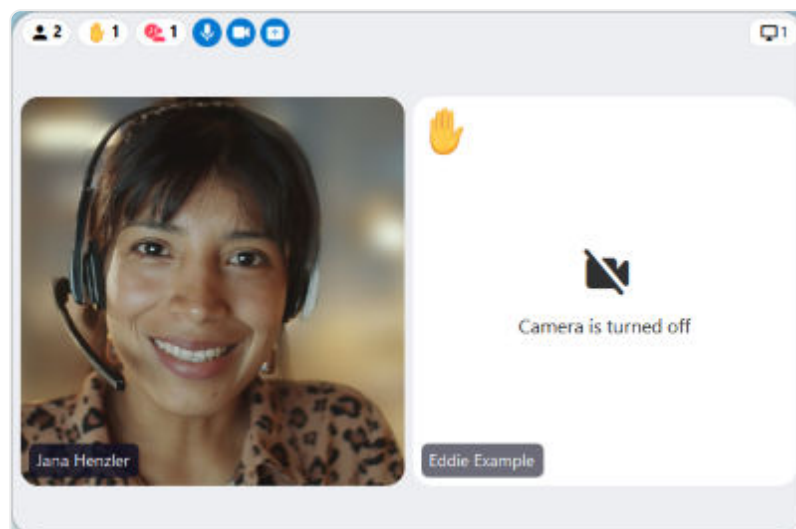
### Share content

To share your own content (screen, screen region or second camera) with other participants, click on the Screen sharing icon.

For more information, please refer to the page [Screen and Audio share](#).



When you share your screen, the screen icon appears in the top right-hand corner of the Mini window. Click on the icon to view your own broadcast in the Mini window. To return to the video view, click on the icon again.



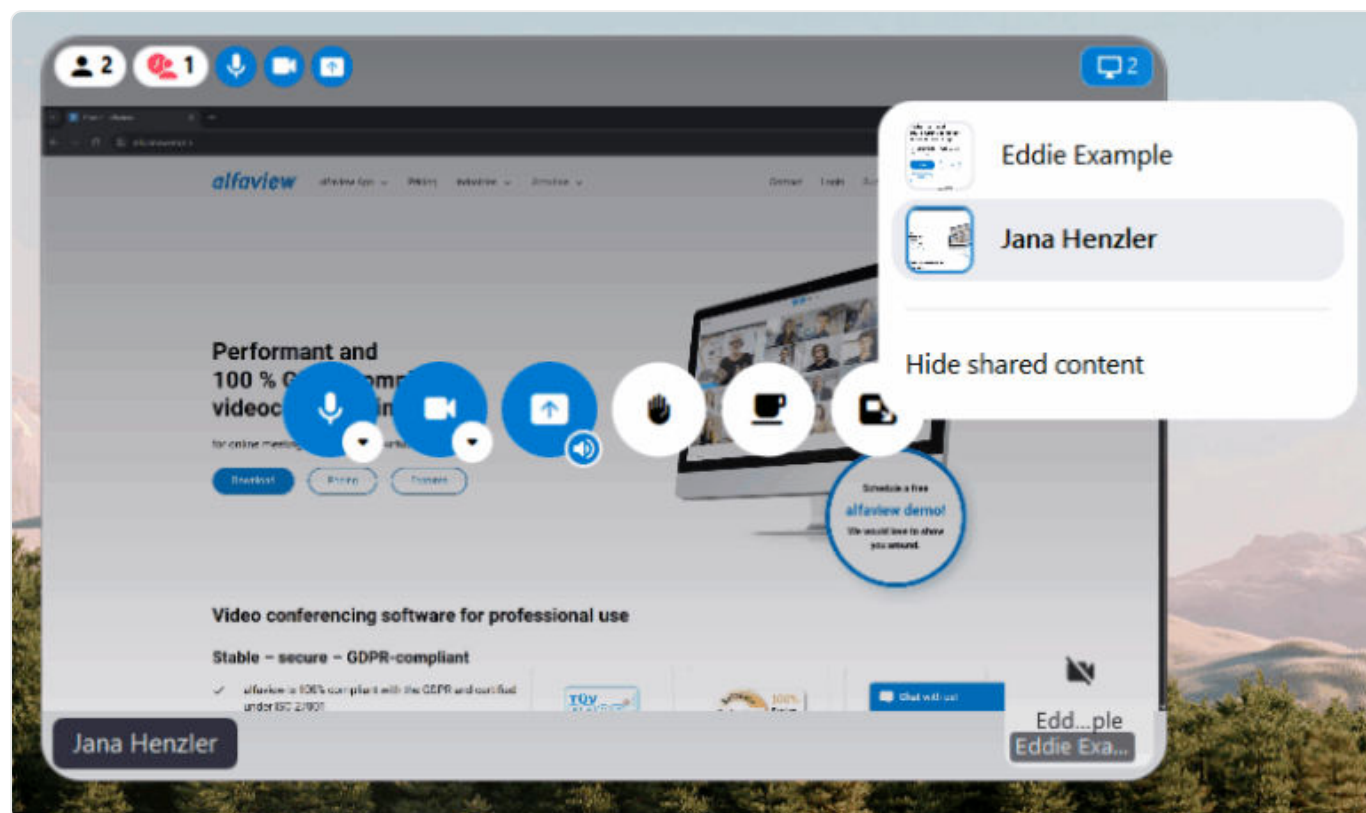
Switch to your shared content

### View shared content

When someone shares their screen, the screen icon will appear in the top right-hand corner of the Mini window. If multiple people are sharing content simultaneously, you can choose which content to display.

- Click the screen icon.
- Select the shared content you want to view.

- Then, click the  button.
- To return to the video view, click the screen icon again and select **Hide shared content**.



View shared content

# Accessibility features

With the update to alfaview 9.0, extensive options are available that ensure accessibility. This article introduces and explains the new accessibility features. For more information on the full update, see our [release notes](#).

## Keyboard navigation scheme

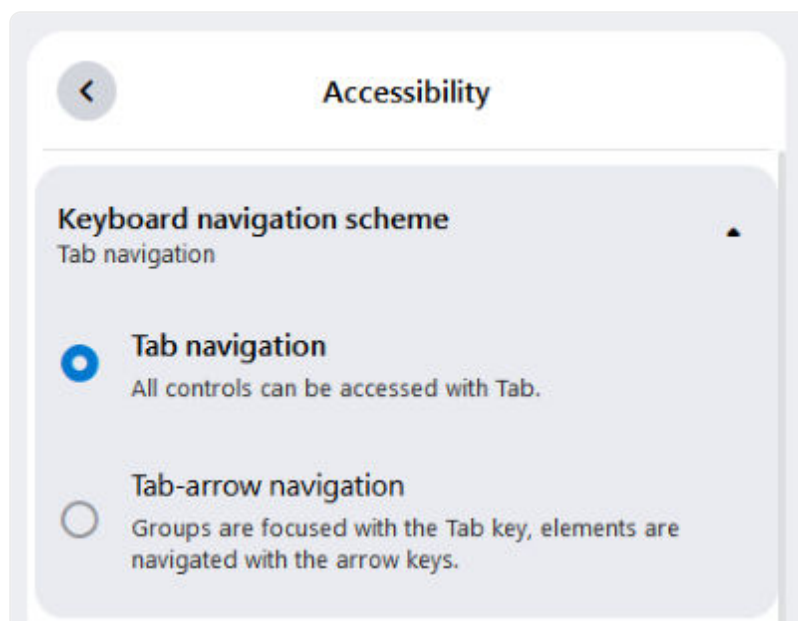
Extensive provisions for keyboard navigation are now available in alfaview. You can choose between two different navigation options:

- **Tab navigation**

This navigation allows you to access all controls using the Tab key.

- **Tab-arrow navigation**

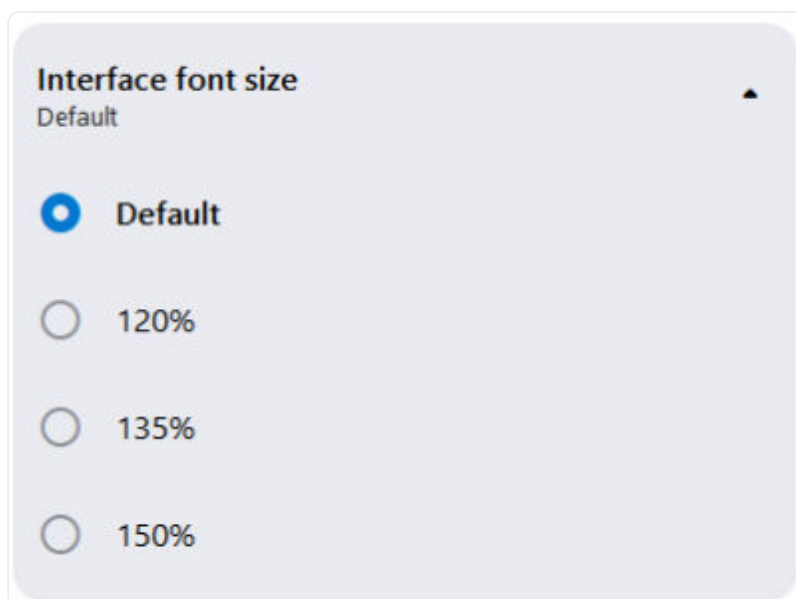
In this navigation, you use the Tab key to move from one group to another (e.g. secondary menu) and the Arrow keys to move through the elements (e.g. camera or microphone buttons in the secondary menu).



Keyboard navigation scheme

## Interface font size

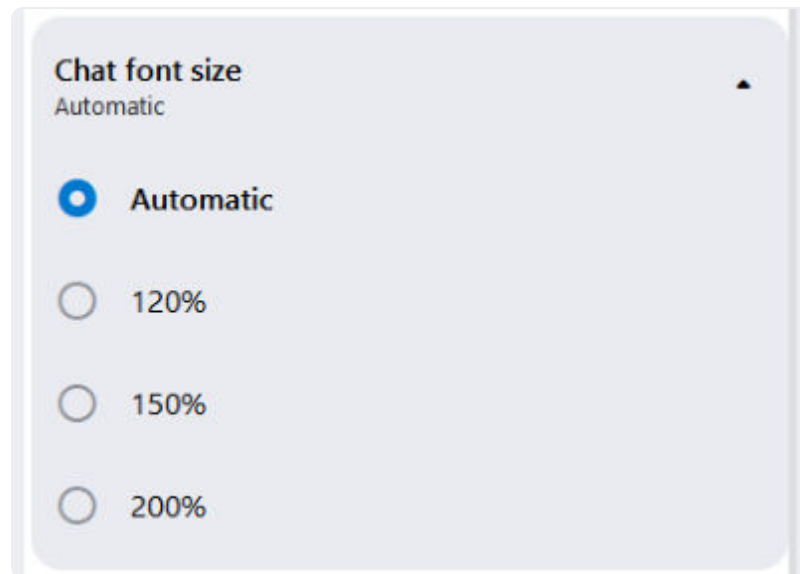
This setting allows you to change the font size in the alfaview app. You can choose from **Default**, **120 %**, **135 %** and **150 %**.



Interface font size

## Chat font size

This setting allows you to change the font size in the alfaview app. You can choose from **Automatic**, **120 %**, **150 %** and **200 %**.



Chat font size

## Font settings

Here you can adjust both the font rendering and the font hinting. With the rendering settings, you can, for example, bring out the shapes of the letters more clearly or smooth out the edges. Hinting improves readability.

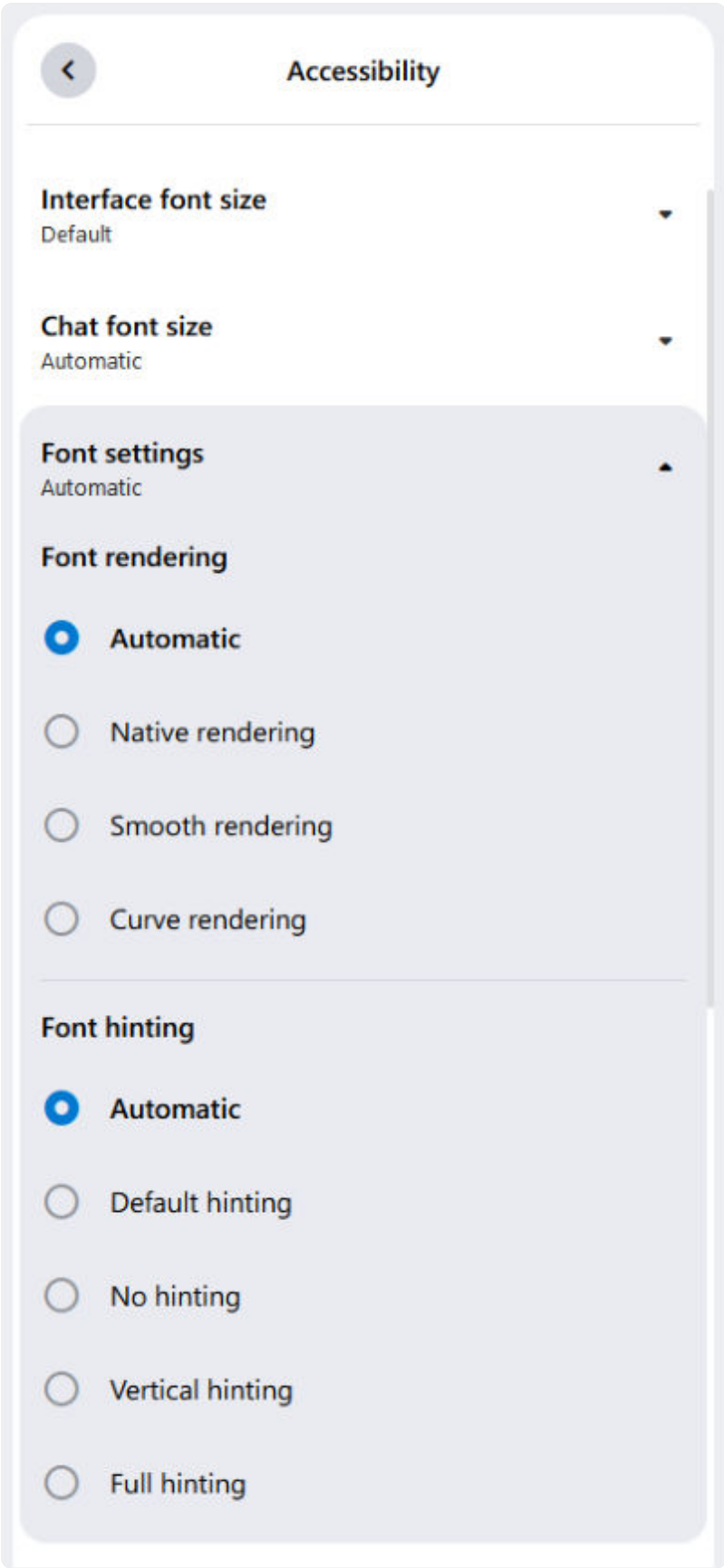
### Font rendering

- **Automatic:** The system automatically determines which font rendering is best suited. This is the default setting.
- **Native rendering:** The font is displayed as the operating system renders it by default.
- **Smooth rendering:** The edges of the font are smoothed, making the font appear softer.
- **Curve rendering:** The shape of the letters is optimized for display.

### Font hinting

- **Automatic:** The system determines the font hinting.
- **Default hinting:** The font is slightly optimized.

- **No hinting**
- **Vertical hinting:** Only the vertical lines of the font are adjusted.
- **Full hinting:** The font is rendered with maximum sharpness.



Accessibility settings for the font

## Screen reader announcements

alfaview offers a wide range of support for screen reader applications in desktop and mobile apps.

This feature is not yet available for the web client. If you rely on screen readers, alfaview makes it easy for you to schedule, attend meetings, and receive voice notifications about events during the meeting.

alfaview supports all common screen reader applications such as JAWS, NVDA, VoiceOver, and TalkBack.

Screen reader support includes the following features:

- **Indication of Participant Activity:**

Users will receive notifications when a participant has entered or left the room.

- **Private Messages Accessibility:**

alfaview will read out the content of private messages, ensuring that visually impaired users can access and respond to personal communications.

- **Dynamic Feedback:**

The screen reader will provide real-time feedback, ensuring that users are continuously updated with events in the application.

- **Active Speaker Identification:**

The screen reader will identify and read out the name of the current active speaker, helping attendees to follow along and understand who is speaking at any given moment.

- **Group Message Announcement:**

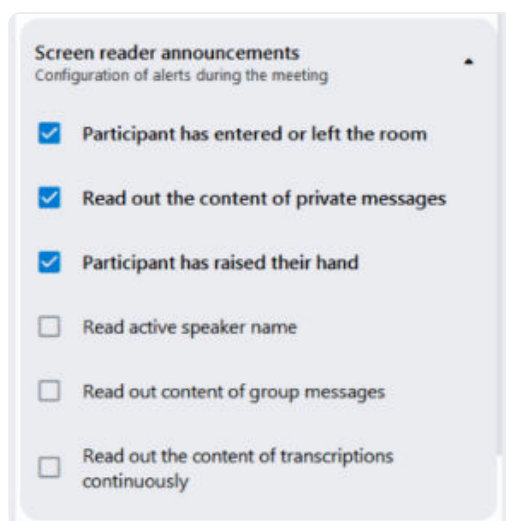
alfaview will read out the content of group messages. This ensures that all participants, regardless of their visual abilities, are kept in the loop about group communications.

- **Continuous Transcription Reading:**

For meetings with transcription services enabled, the screen reader will continuously read out the content of transcriptions. This feature provides an additional layer of support for those who rely on auditory information.

- **Quick Navigation:**

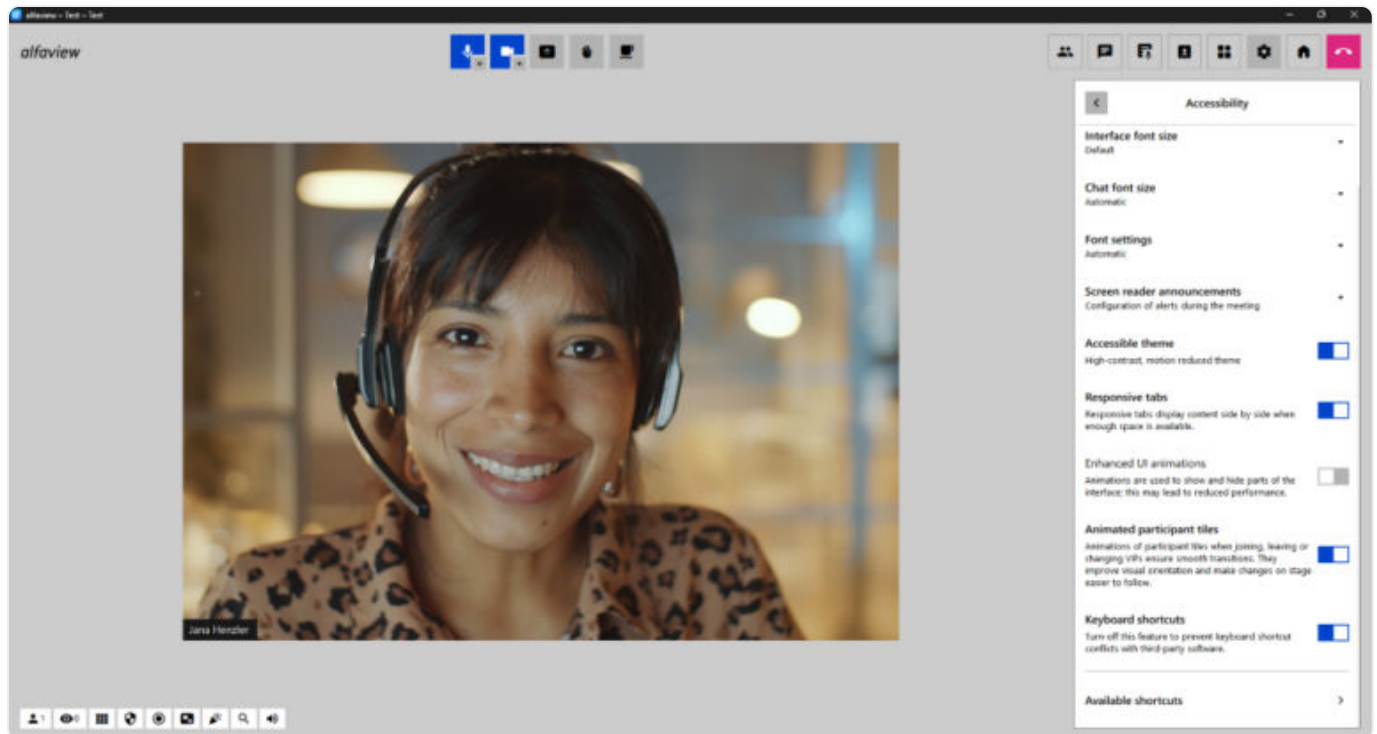
Intuitive keyboard shortcuts and voice commands make it easy for users to navigate the application, start or join meetings, and access various features.



Configuration of screen reader announcements

## Accessible theme

The high-contrast design of the user interface facilitates general navigation and text readability. With this setting, the individual elements of the user interface are clearly outlined, making it easier to select them with the mouse and/or keyboard.



Improved contrast interface

## Responsive tabs

Responsive tabs display content side by side when there is enough space. For example, you can open the chat on the right side of the app and watch the other participants' videos at the same time. This allows you to use all the features without missing anything from the conference.

## Enhance UI animations

Animations are used to show or hide parts of the app interface.

## Animated participant tiles

When participants join, leave, or switch VIP status, the participant tiles are animated. This improves visual orientation and makes changes on stage easier to follow.

## Keyboard shortcuts

User-friendly keyboard shortcuts have been integrated to speed up your interactions with alfaview.

These shortcuts improve navigation and give quick access to controls.

Comprehensive documentation is available right in the alfaview desktop application and in our article for [Shortcuts](#).

# Shortcuts

The following shortcuts can be used in alfaview:

## MAC modifier keys

- Command (⌘)
- Control (^)

## Main menu

| Option                                | Windows       | MAC        |
|---------------------------------------|---------------|------------|
| <b>Microphone on/off</b>              | Ctrl + A / F5 | ⌘ + A / F5 |
| <b>Open/close camera options</b>      | Ctrl + D / F6 | ⌘ + D / F6 |
| <b>Open/close screen sharing menu</b> | Ctrl + S / F7 | ⌘ + S / F7 |
| <b>Start/stop pause mode</b>          | Ctrl + B / F8 | ⌘ + B / F8 |

## Secondary menu

| Option                     | Windows             | MAC           |
|----------------------------|---------------------|---------------|
| Show/hide participant list | Ctrl + P / Ctrl + 1 | ⌘ + P / ⌘ + 1 |
| Show/hide group chat       | Ctrl + G / Ctrl + 2 | ⌘ + G / ⌘ + 2 |
| Show/hide transcription    | Ctrl + T / Ctrl + 3 | ⌘ + T / ⌘ + 3 |
| Show/hide toolbox          | Ctrl + K / Ctrl + 4 | ⌘ + K / ⌘ + 4 |
| Show/hide settings         | Ctrl + O / Ctrl + 5 | ⌘ + O / ⌘ + 5 |
| Show/hide room list        | Ctrl + J / Ctrl + 6 | ⌘ + J / ⌘ + 6 |
| Leave Room                 | Ctrl + E            | ⌘ + E         |
| Show advanced settings     | Ctrl + ,            | ⌘ + ,         |

## Toolbar

| Option                                  | Windows          | MAC           |
|-----------------------------------------|------------------|---------------|
| Raise/lower hand                        | Ctrl + Y / F3    | ⌘ + Y / F3    |
| Show/hide search dialog                 | Ctrl + F / F4    | ⌘ + F / F4    |
| Switch between speaker and gallery view | Ctrl + Shift + X | ⌘ + Shift + X |

Accessibility

| Option                              | Windows          | MAC           |
|-------------------------------------|------------------|---------------|
| Increase font size                  | Ctrl and +       | ⌘ and +       |
| Decrease font size                  | Ctrl and -       | ⌘ and -       |
| Announce active speaker name on/off | Ctrl + Shift + S | ⌘ + Shift + S |

# Window

| Option                                        | Windows          | MAC                           |
|-----------------------------------------------|------------------|-------------------------------|
| Show selected window in full screen on/off    | F11              | $\wedge + \text{⌘} + F$       |
| Show selected window above all windows on/off | Ctrl + Shift + F | $\text{⌘} + \text{Shift} + F$ |
| Always show mini window                       | Ctrl + Shift + M | $\text{⌘} + \text{Shift} + M$ |

Other

| Option                               | Windows          | MAC           |
|--------------------------------------|------------------|---------------|
| Copy chat history                    | Ctrl + Shift + N | ⌘ + Shift + N |
| Open/close the region sharing window | Ctrl + Shift + R | ⌘ + Shift + R |
| Theme toggle                         | Ctrl + Shift + T | ⌘ + Shift + T |
| Switch language                      | Ctrl + Shift + L | ⌘ + Shift + L |

# Main, Secondary and Status Menu

- [Main menu](#)
- [Secondary menu](#)
- [Status menu](#)

## Main menu

The main menu is located in the middle of the top edge of the application and controls the following functions:

## Microphone

With the microphone symbol the microphone can be switched on and off.



### Microphone off

Microphone icon is grey and crossed out.

### Microphone on

Microphone icon is blue.

### Push-to-Talk (PTT) activated

Microphone icon is orange and crossed out.

The push-to-talk function allows manual activation of the microphone by pressing a key. This is especially useful if you are in a place with lots of background noise. Additional information on the push-to-talk function can be found in the Audio section of the [General settings](#) page.

Before entering an alfaview room, you can choose to turn your microphone on or off. On the [Set up Camera and Microphone](#) page, you can find all the settings you can adjust before entering an alfaview room.

## Camera

The camera icon can be used to adjust the camera settings.



### Camera off

Camera icon is grey and crossed out.

### Camera on

Camera icon is blue.

### Camera to VIP only on

Camera icon is blue with a star.

When your **camera is off**, you will not be able to see the videos of the other participants of the meeting.

When **camera to VIP only** is active, you will only see the videos of VIPs and only VIPs will be able to see your video.

## Screen share

With the screen sharing feature, an area of your screen can be captured and shared with other participants of a conference. Computer sound can also be transmitted, but only on Windows 10 or higher. It is possible to share an [individual application](#), [a screen region](#), or [the whole screen](#). This function can also be used to share video from a [second camera](#).



### Share content off

Share content icon is grey.

### Share content on

Share content icon is blue.

### Share content with sound on

A blue share content icon with a small speaker icon in the bottom right corner.

Screen sharing permission is granted by the moderator. If you do not have permission to share your screen, the  **Screen sharing** icon is not visible.

## Raise Hand & reactions

Use this feature for faster and more effective communication.



### Raise hand & reactions

To indicate that you would like to speak, click on the hand symbol. This will notify the moderators in your alfaview room and the symbol will not only appear next to your name in the list of participants but also over your video feed.

In addition, quick reactions such as **applause**, **hearts**, or **thumbs up** are available here. Moderators can also trigger full-screen stage effects visible to all participants.

If multiple participants raise their hands at the same time, the emoji also displays a number indicating their position in the queue.

## Take a break

Use this feature to interrupt an ongoing session without leaving the alfaview room.



### Break mode off

Pause icon is grey.

### Break mode on

Pause icon is orange.

- Camera and microphone are disabled in break mode.
- Group chat can still be used in break mode.
- A running screen share remains visible in break mode.

## Secondary menu

The function menu is located at the top right corner of the application and controls the following functions:



### Participant list

Click on the user icon to display the list of participants and subgroups (also known as breakout rooms).

For more information, refer to the [Participant List and Breakout Groups](#) page. Further moderator functions are available on the [Moderator controls](#) page.



### Group chat

To access the group chat, click on the speech bubble symbol. This is where you can read messages from other participants and write your own messages.

For more information, please refer to the [Chat messages](#) page.



### Live Transcription, Digital Interpreter and Live Translator

To access the live transcription and translation tab, click on the transcription icon. alfaview offers you two different types of transcription for better communication: the Live Transcription and the Digital Interpreter. As a moderator, you can choose the type that best suits your participants and purpose each time.

Additionally, the features can be translated live within the alfaview room.

For more information, please refer to the [Live Transcription and Digital Interpreter](#) page.



### File Sharing

Click the icon to open the room's file sharing function.

With this feature, alfaview allows you to upload files to a room. Depending on the settings, these can be viewed or even downloaded by moderators and participants.

For more information, visit the [File Sharing](#) page.



### Toolbox

Open the toolbox by clicking on the toolbox icon. Inside the toolbox, you will find various tools such as the [whiteboard](#), [poll and vote tool](#), and the ability to insert [web links](#) that all participants can access.

For more information, please refer to the [Toolbox](#) page.



### Settings

Click on the **Settings** icon to open the settings. Here, you can adjust your camera and audio settings, as well as accessibility options. You can also find information about the latest updates to alfaview.

Please refer to the [Settings](#) page for more information.



### Room list

When you open the room list, all accessible rooms will be displayed. To enter a room, click on the button located next to the room name.

After enabling the [experimental features](#), you can choose to display the Room list in a tree view from the [feature preview](#). This feature allows for more intuitive and structured navigation through departments and rooms.

### Leave room

Click on the **Leave room** icon to return to the meeting and room list.

## Status menu

The status menu is located at the bottom left of the application and controls the following functions:



### Number of participants

The number of participants in the alfaview room is displayed here. Click on the symbol to view the participant list.



### Number of spectators

This section displays the total number of spectators in the alfaview room. To show the spectators in the participant list, click on the icon. This will open the settings where you can tick the *Show spectators in Participant list* option.



### Switch to speaker view

The speaker view displays the person speaking at the center of the stage with a large video, while the other participants are arranged in a row at the bottom of the stage with smaller videos.



### Switch to gallery view

The gallery view evenly distributes the participants' videos across the stage. Here, you have the option of displaying all people in the room at the same time or dividing them into groups of 9, 25 or 49 people per side. The size of the video images is adjusted depending on the number of participants per side.



### Host Tools

As a room administrator, you can use the [Host Tools](#) to customise [Room features](#) directly in the alfaview room. Click the checkboxes in front of the features you want to enable.



### Recording & Streaming

Click the record button to either record your conversation locally or broadcast it directly to streaming platforms such as YouTube, Twitch, or a server. For more information, see the [Recording and Streaming](#) page.



### Floating Mini Window

The mini window allows you to follow what is happening in the alfaview room via a detached window. All the functions of the main menu are available. For more information, please refer to the [Mini window](#) page.



### Stage effects

Stage effects can be used by moderators to give gamified reactions during the meeting. To see and control reactions, this feature must be enabled. You can choose from the following effects:

- Confetti
- Graduation
- Heart
- Thumbs Up
- Applause



### Search users and rooms

By clicking on the magnifying glass icon, you can open the search window for users and rooms.

**Audio output off and on**

You can mute alfaview by clicking on the speaker icon. alfaview is muted when the icon is displayed in orange.

**Screen share undocked**

If you want to view the screen share of other participants in a separate window, click on the undock icon that appears in the status menu. This will display the window with the undocked screen share in the foreground.

# Screen and audio share

With the screen sharing feature, an area of your screen can be captured and shared with other participants in an alfaview room.

For macOS screen recording has to be allowed in the system settings.

You can find more information here: [Permission for screen sharing on macOS](#).

It is also possible to share your computer's sound. To be able to do so you need **Windows 10 build 21H1** or higher. On **macOS** devices, sound sharing can be enabled via the [Feature previews](#).



## Screen share off

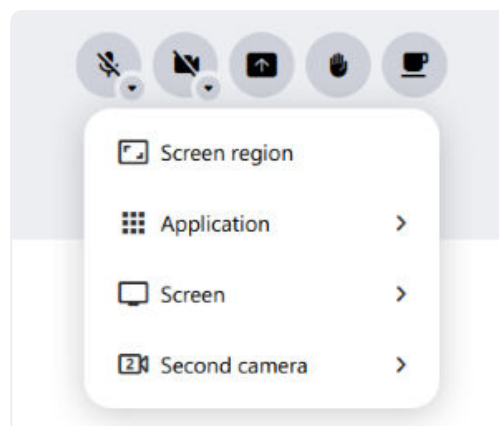
Screen share symbol grey.

## Screen share on

Screen share symbol blue.

## Screen share with sound on

Blue screen share symbol with speaker icon.



Screen share context menu

To start a screen share, click on the  **Share screen** icon in the main menu to open the context menu.

The context menu will list all available screen share options.

The following screen share options are available:

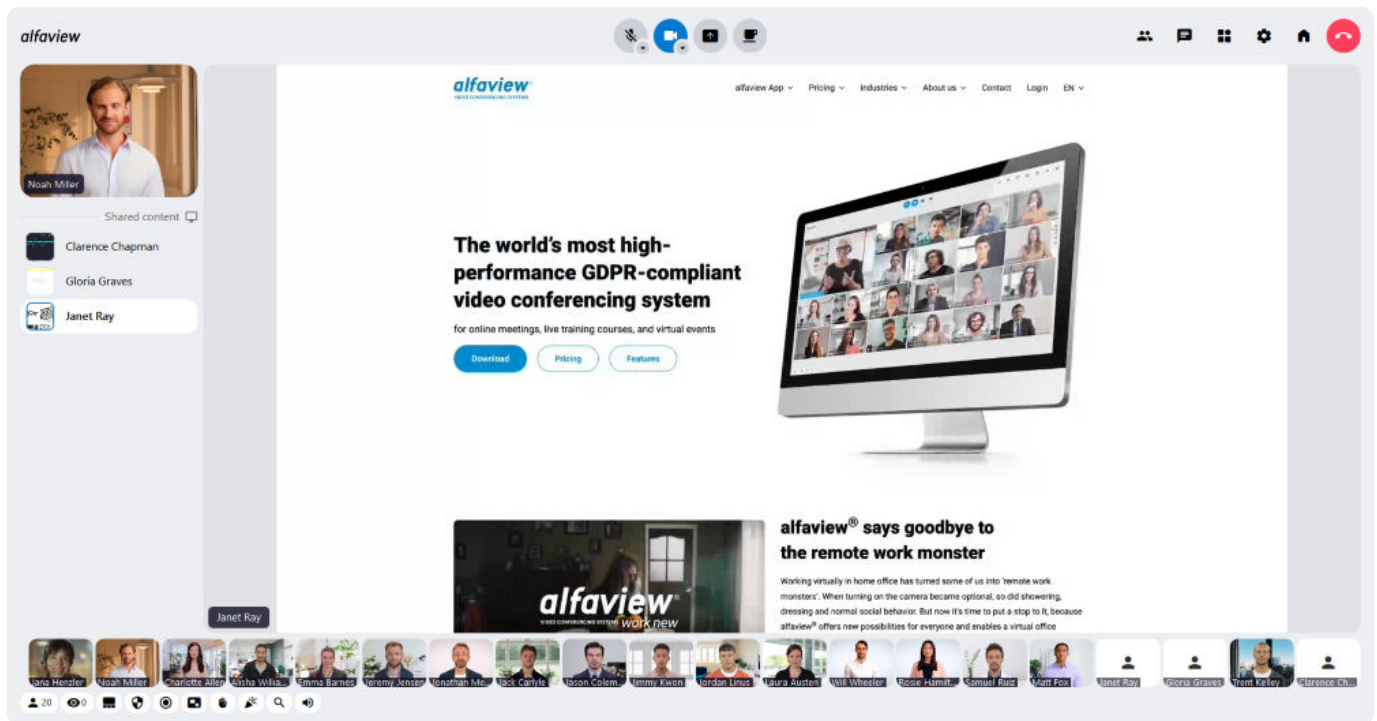
- [Application share](#)
- [Region share](#)
- [Share whole screen](#)
- [Second camera](#)

To share your sound, click on the speaker symbol in the screen share context menu. To stop the sharing of sound, click the speaker icon in the context menu again.

When you share the whole screen on which you opened alfaview, the alfaview main window minimizes automatically and the [Mini window](#) opens.

## Multiple screen shares simultaneously

- If more than one screen share is active, minimised preview images appear at the bottom of the stage area (gallery view) or below the person speaking (speaker view).
- To magnify a screen share, click on a thumbnail.
- The active screen share is indicated by a blue frame around the preview image.
- The preview images contain the name of the participant who shares the screen.
- Each participant can individually decide which screen share should be displayed on the stage.



Multiple screen shares simultaneously

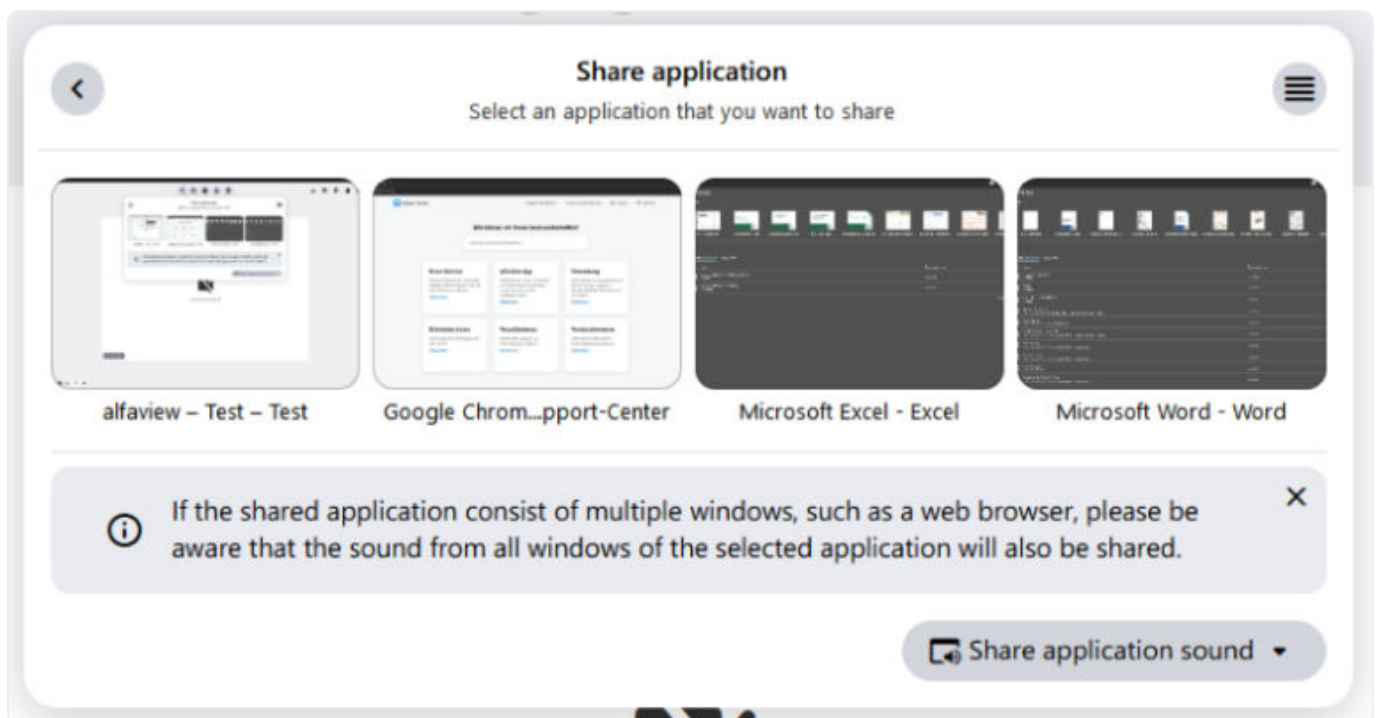
## Display screen share in a separate window

- To display an active screen share in a separate window, click on the  **undock** icon in the top right corner of the screen share video.
- The screen share is now displayed independently of the main window of the alfaview app and can be placed on an external monitor for example.
- To display the screen share in the main window again, simply close the undocked window.
- The last used setting will be reapplied. If the screen share was last used in a separate window, a new screen share will also be displayed in a separate window.
- To bring the undocked screen share window to the foreground, click on the  **gather** icon in the status menu.

## Application share

**Application share** allows you to share a running application with all participants in a room. Only one application will be shared at a time. Every other running program or content won't be visible to the participants.

- Click on the  **Share content** button in the main menu.
- Now click on the  Application button. All running applications are now displayed either in the grid layout or in the list layout.



The selection of running applications



### Grid Layout

You are presented with large preview videos from all running applications.



### List Layout

A list displaying the names of all running applications along with a small preview video is shown.

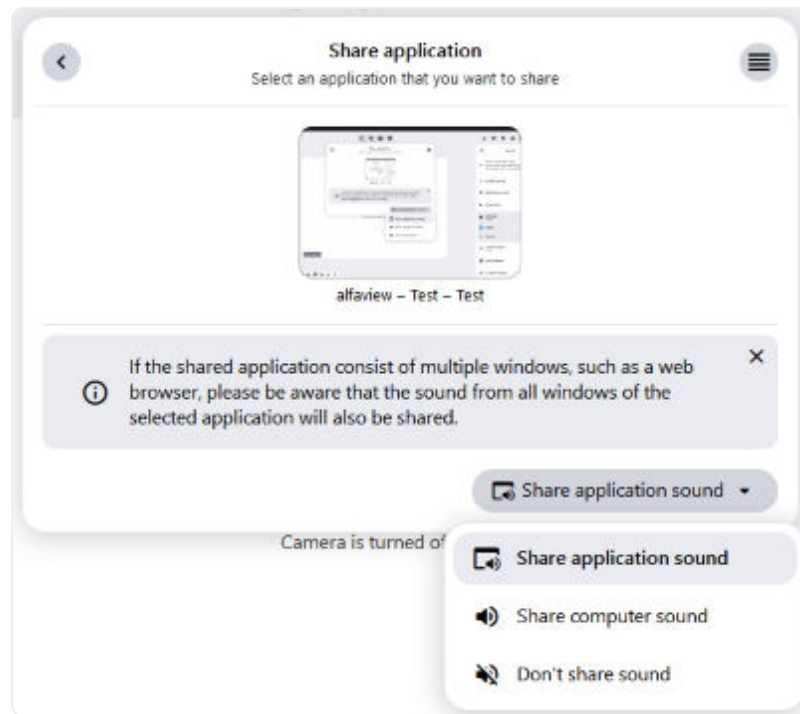
- You can decide whether you want to share your computer's sound. To do so, click either on the **Share application sound** , **Share computer sound** or **Don't share sound** button in the selection menu.
- Select the application you want to share.

Note: Once you have selected an application, transmission will begin immediately.

- To stop the video transmission, click the  **Share content** icon in the main menu.
- Then click the red button in the screen share menu.

## Audio selection

- **Share application sound**  
Only the audio of your chosen application gets shared. Every other audio source will not be shared.
- **Share computer sound**  
All of your computers audio will be shared.
- **Don't share sound**  
No audio will be shared.



Audio selection

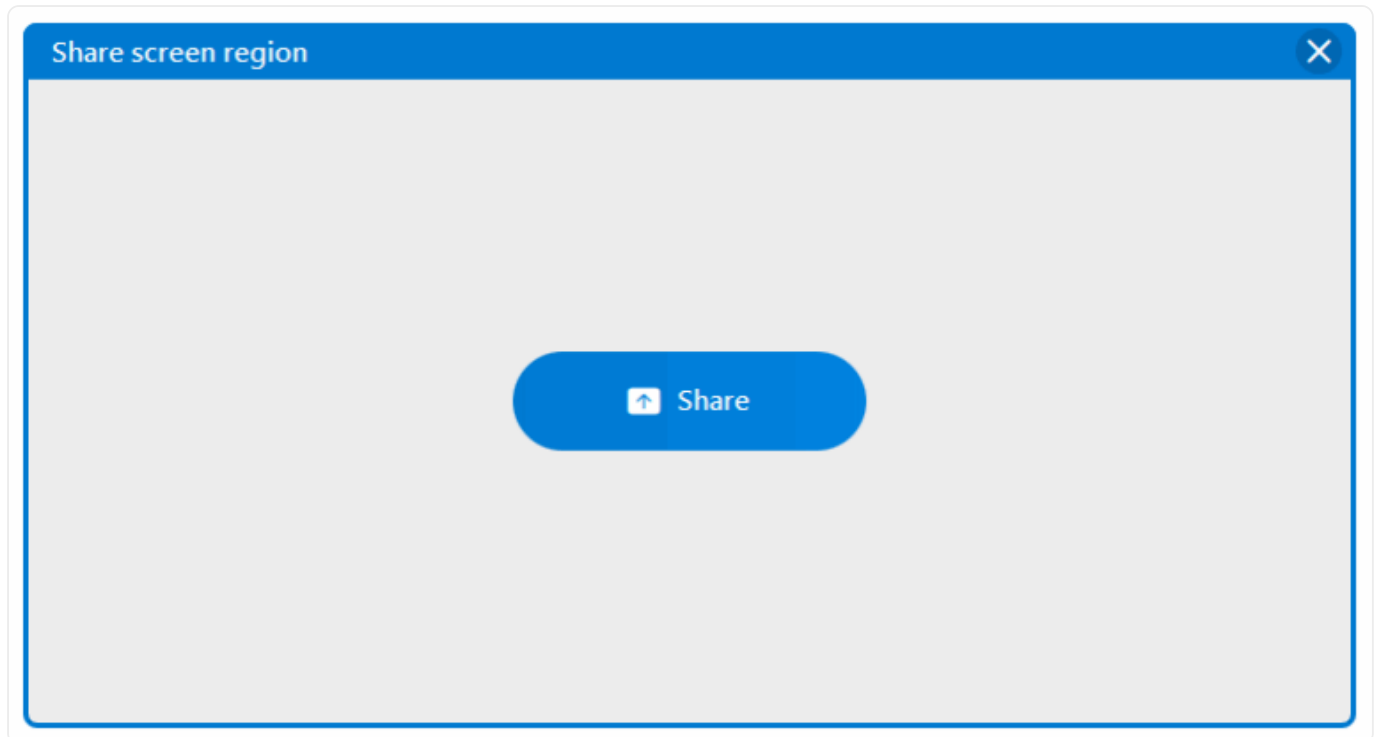
## Region share

### Preparation

The **Screen region** feature allows you to share a specific region of your screen with the other participants in the room.

- Click on the  **Share content** button in the main menu.
- When you hover your mouse over the  button in the drop-down menu, a speaker icon will appear. This allows you to choose whether or not to share the computer's audio.
- Now click on .
- The blue selection frame opens.
- Move the selection frame to the position on your screen that you want to share.
- Modify the frame size by dragging the sides and corners of the frame.

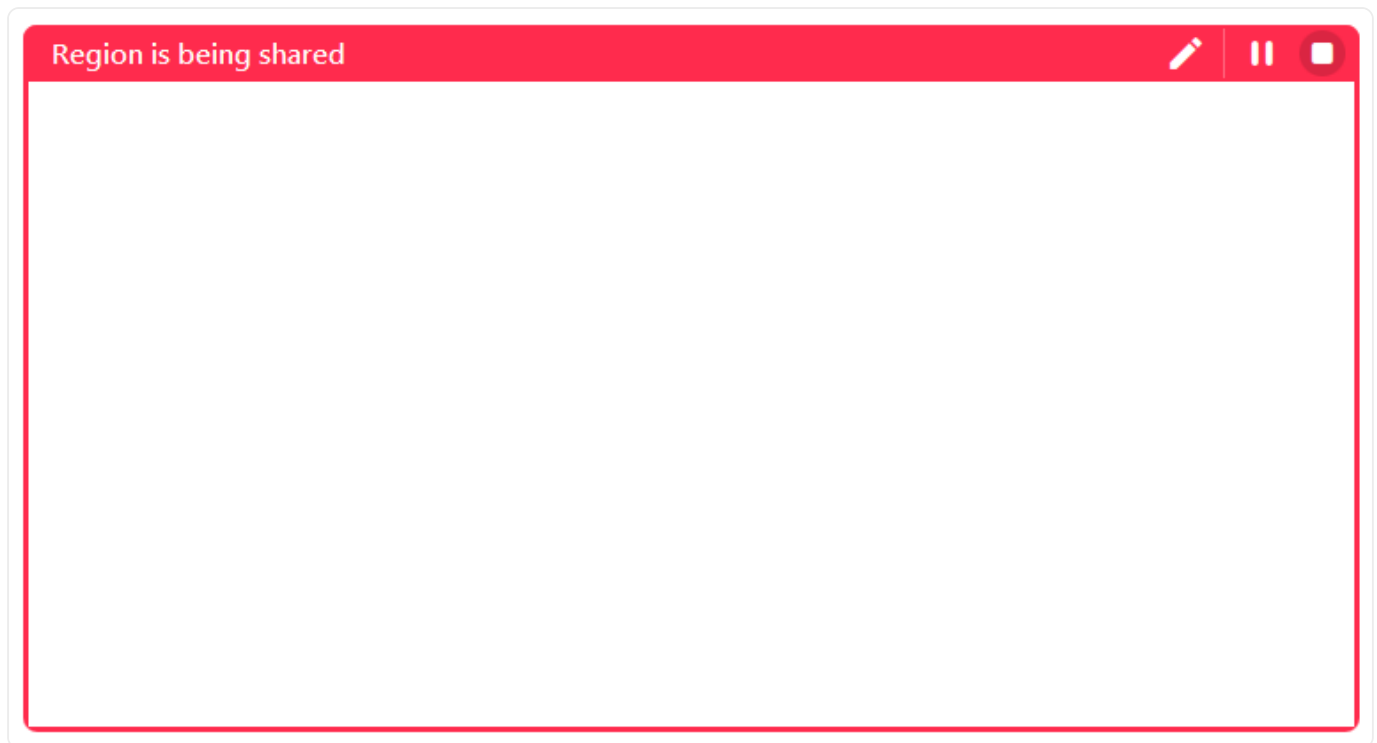
- If you want to cancel the process, click on the  **close icon** in the top right corner of the selection frame.



The screen share selection frame

## Start & stop

- Start the screen share by clicking on the  button in the middle of the selection frame.
- As soon as the selection frame turns red, the screen share becomes visible to all participants.
- To end screen share, click on the  **stop** icon. The selection frame remains open so that you can select a new region to share.
- Alternatively, click on the  **Share content** button in the main menu. Then, click on the  button in the selection menu.



The selection frame while screen sharing

The selection frame can be resized or moved to another area without ending the screen share.

## Pause & resume

- To pause the screen share, click on the  **pause** icon in the selection frame.
- When the screen share is paused, the participants will see a still image and the selection frame turns yellow.
- To resume the screen share, click on the resume icon in the selection frame.



The selection frame of a paused screen share

## Annotate

- To use the annotation feature, click on the  **annotation** icon in the selection frame.
- With the mouse button pressed, draw a line inside the selection frame. Release the mouse button to stop drawing.
- You can choose between the colours red, green, yellow and blue. The colours can be selected in the title bar of the selection frame.
- To clear the annotations and exit the feature, click on the  annotation icon again.
- When the annotation feature is enabled, the application under the selected frame cannot be accessed.



The screen share annotation feature

### Important:

- The annotations become visible to all participants instantly.
- Only the user who started the screen share can annotate.

## Share whole screen

- Click on the  **Share content** icon in the main menu.
- Open the selection menu by clicking on the **Screen** button. All available screens are now displayed either in the grid layout or in the list layout.



### Grid Layout

You are presented with large preview videos from all connected screens.



### List Layout

A list displaying the numbers of all connected screens along with a small preview videos is shown.

- You can decide whether you want to share your computer's sound. To do so, click either on the **Share computer sound** or **Don't share sound** button in the selection menu.
- Select the screen you want to share.

Note: Once you have selected a screen, transmission will begin immediately.

- To stop the video transmission, click the **Share content**  icon in the main menu.
- Then click the red **Stop** button in the screen share menu.

When you share the screen on which you opened alfaview, the alfaview main window minimizes automatically and the **Mini window** opens.

## Second camera

Instead of screen sharing, you can also share the video from a second camera with the other participants.

- Click on the  **Share screen** icon in the main menu to access the screen sharing selection list.
- Click on the **Second camera** button. All cameras are now displayed either in the grid layout or in the list layout.



### Grid Layout

You are presented with large preview videos from all connected cameras.



### List Layout

A list displaying the names of all connected cameras along with a small preview video is shown.

- Click on the **Share computer sound** or **Don't share sound** button at the bottom right to open the drop-down menu. Select whether you want to transfer the sound.
- Start the transfer of the video by clicking on the preview video (Grid layout) or on the blue button (List layout).

As soon as you click on a preview video, the video transmission will begin. The screen icon in the main menu will then be displayed in blue .

- To stop the video transmission, click  **Share screen** icon in the main menu to open the screen sharing selection list.
- Then click the red button.

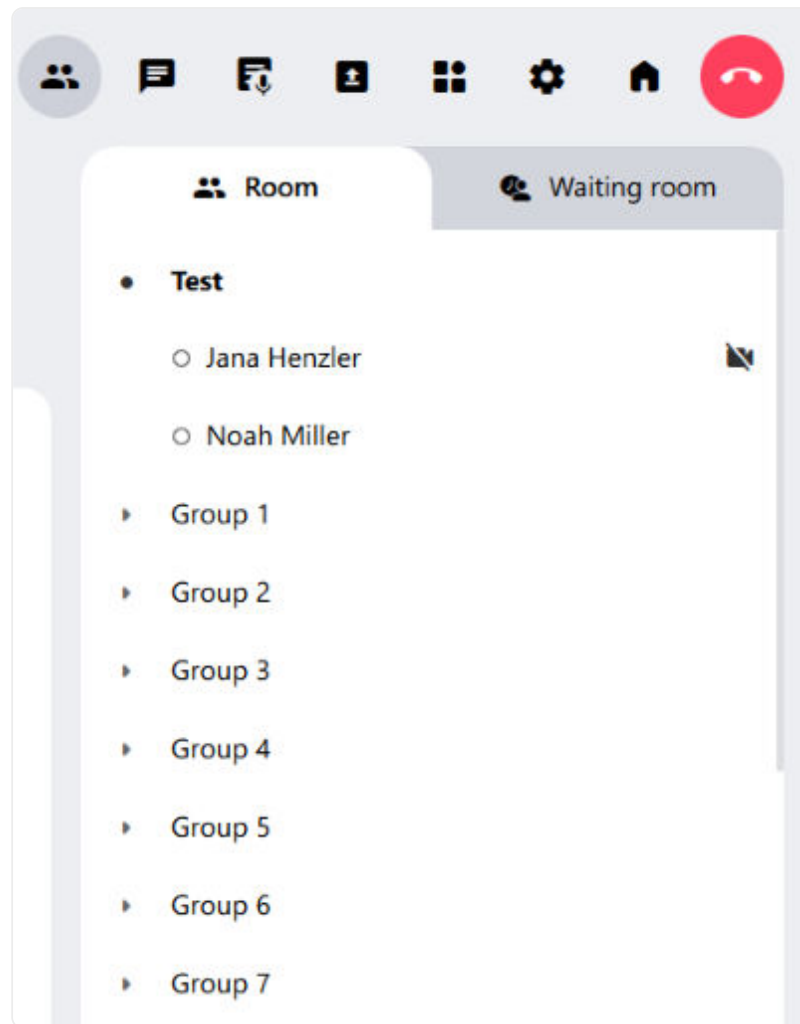
# Participant list, breakout groups and waiting room

- [Additional features for moderators](#)
- [Additional features for admins](#)
- [Waiting room](#)



The participant list shows all participants who are currently in the main room or in one of the breakout groups. Participants can join breakout groups to have one-on-one discussions or to work together in a small team without leaving the alfaview room.

- Click the  **Participant list** icon in the Secondary menu at the top right-hand corner to open the Participant list. Here, you can see which participants are in which breakout groups.
- Select the group you want to join from the list.
- Click the  button.



Participant list

You can send short messages to other participants via the participant list. For more information on this feature, please refer to the [Chat messages](#) page.

## Search for participants

You can search for a person using the  **search** icon located in the status menu on the bottom left-hand corner. For more information, please refer to the Status menu section of the [Primary and secondary controls](#) page.

## Additional features

### Moderator controls

Moderators have additional features that are useful for controlling a meeting. These functions can be accessed via the participant list in the [function menu](#).

When clicking on a participant, a context menu  appears which allows you to control the permissions of participants.

### The features in detail

#### Write short message

Write and send a short message to a participant.

#### Lower hand

Lower the raised hand of a participant.

#### Allow microphone

Activate or deactivate the microphone of a participant.

#### Allow camera

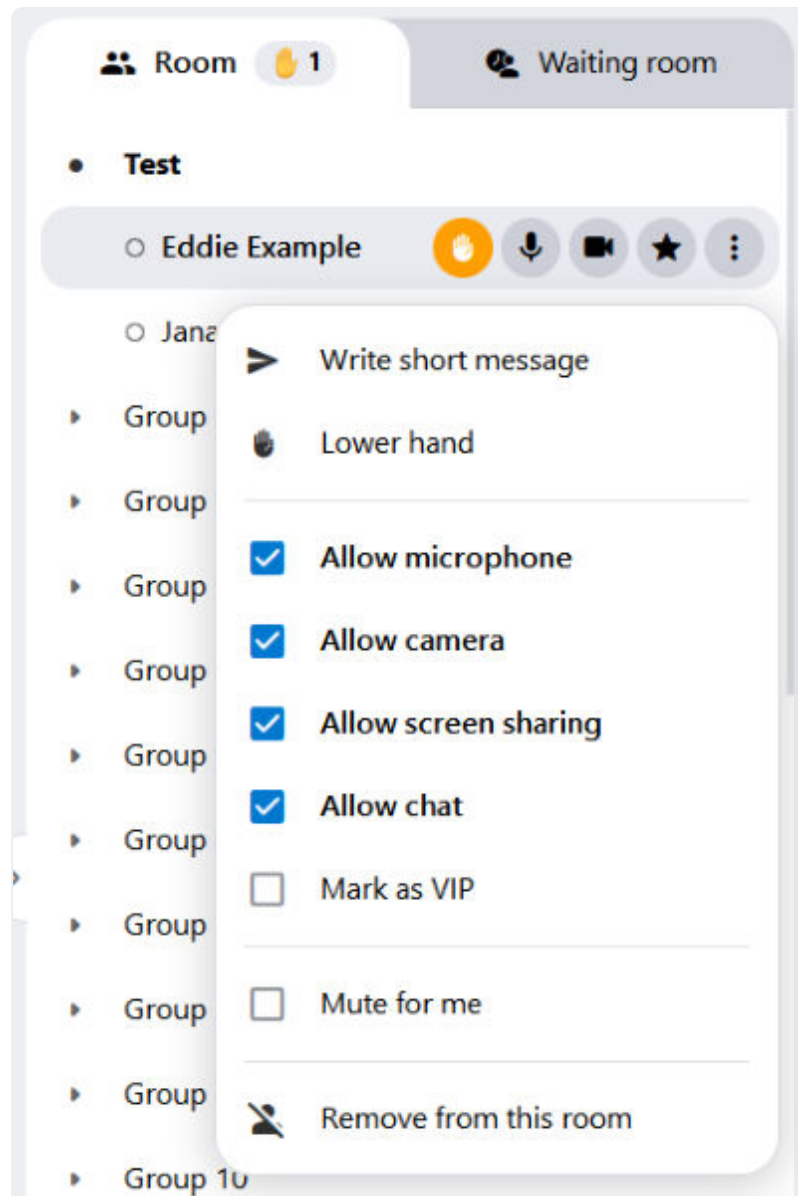
Activate or deactivate a participant's camera.

#### Attention:

If you revoke the **Allow microphone** and **Allow camera** permissions for a participant (or yourself), that person will be reassigned the [role of Spectator](#). As a Spectator, this person will not be listed in the Participant list by default.

You can undo the role change in the alfaview app:

- In the  **Settings** tab, open the [Feature settings](#).
- Enable the **Show spectators in user list** feature.
- Give the participant with the Spectator role (or yourself) the **Allow microphone** and **Allow camera** permissions in the Participant list.
- The participant (or you) now has the old role again.



Overview of the moderator functions

**Allow screen sharing**

Activate or deactivate screen sharing for a participant.

**Allow chat**

Grant or deny permission to a participant to send messages in the chat.

**Mark as VIP**

Highlight a participant. The video will be larger and displayed in the order before the videos of the other participants.

## Mute for me

Mute a participant for the user himself.

## Remove from this room

Remove a participant completely from the room for 12 hours.

## Assign a moderator

The moderator is defined in the room settings. More information can be found in the [edit room](#) article.

**Note:** A moderator is not necessarily required to conduct a meeting.

The participant list gives administrators additional features such as managing group and guest links or sending direct messages to groups. For more information about these and more features, please refer to the [Room admin controls](#) page.

There are also additional features available for moderators. These help the moderators to manage participants in the alfaview room. For more information, please refer to the [Moderator controls](#) page.

## Room admin controls

As a room administrator, you have additional functions in the app in addition to the moderator functions. To access these functions, open the  Participant list in the function menu.

- To access the functions, click on the context menu  located next to the name of the alfaview room.
- You can select from the following functions:



### Short message to this group

Send a short message to all participants in one group simultaneously.



### Short message to all groups

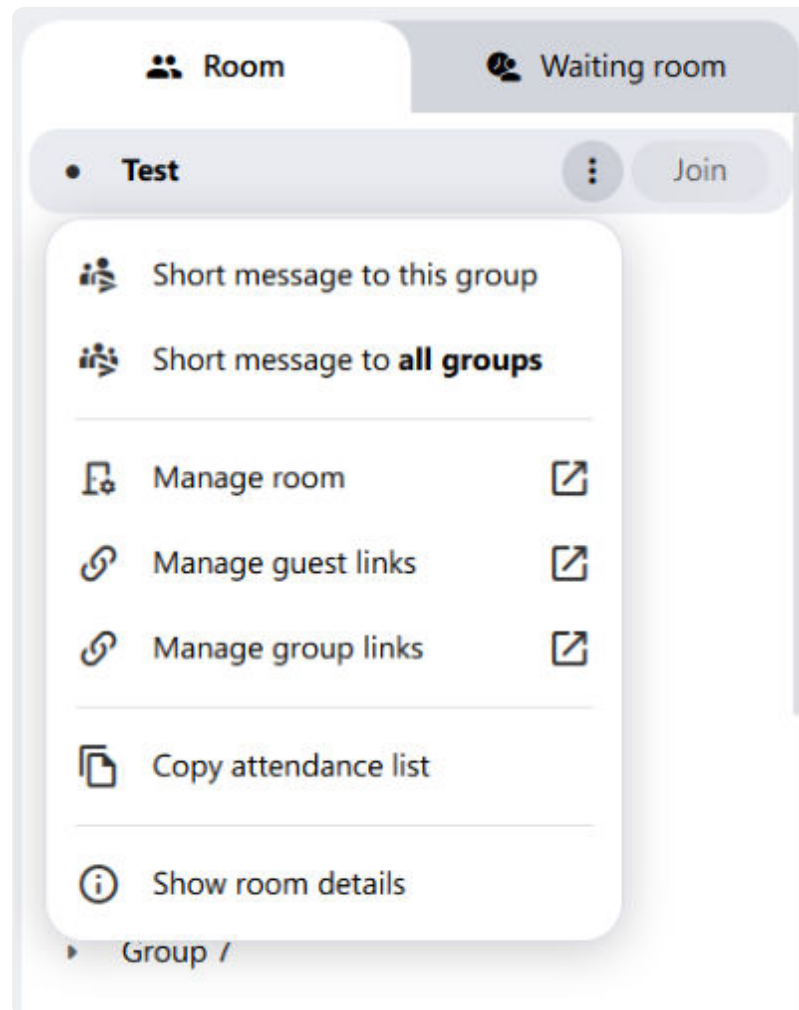
Send a short message to all participants in all groups simultaneously.



## Manage room

To modify the room name or the number of groups, click on the **Manage room** button to access the administration interface.

For more information, please refer to the [Room management](#) page.



Room admin controls



## Manage guest links

To edit existing guest links or create new ones, click on the **Manage guest links** button. This will redirect you to the administration interface.

For more information, please refer to the [Guest and group links](#) page.



### Manage group links

To create new group links or edit existing ones, click on the **Manage group links** button. This will redirect you to the administration interface.

For more information, please refer to the [Guest and group links](#) page.



### Copy attendance list

Create an attendance list comprising of all attendees in the main room and groups. Refer to the [Attendance list and attendance report](#) page for more information about this feature.



### Show room details

The Room Details contains tabs for **Groups** and **Participants**, where you can see which participants are currently in which groups. The **Manage Room** tab also takes you to the administration interface.

## Waiting room

The waiting room feature requires the **alfaview version 8.68 or higher**.

The **alfaview version 9.11.0** allows moderators to join waiting participants in the waiting room and speak to them before the participants are admitted to the alfaview room.

As of **alfaview version 9.16.1**, moderators can add a customised welcome note to the waiting room, which is displayed to those waiting.

The waiting room is deactivated by default and can be activated by moderators or administrators. Participants in the waiting room cannot see or communicate with each other.

Moderators can send private direct messages to people waiting, or join them in the waiting room.

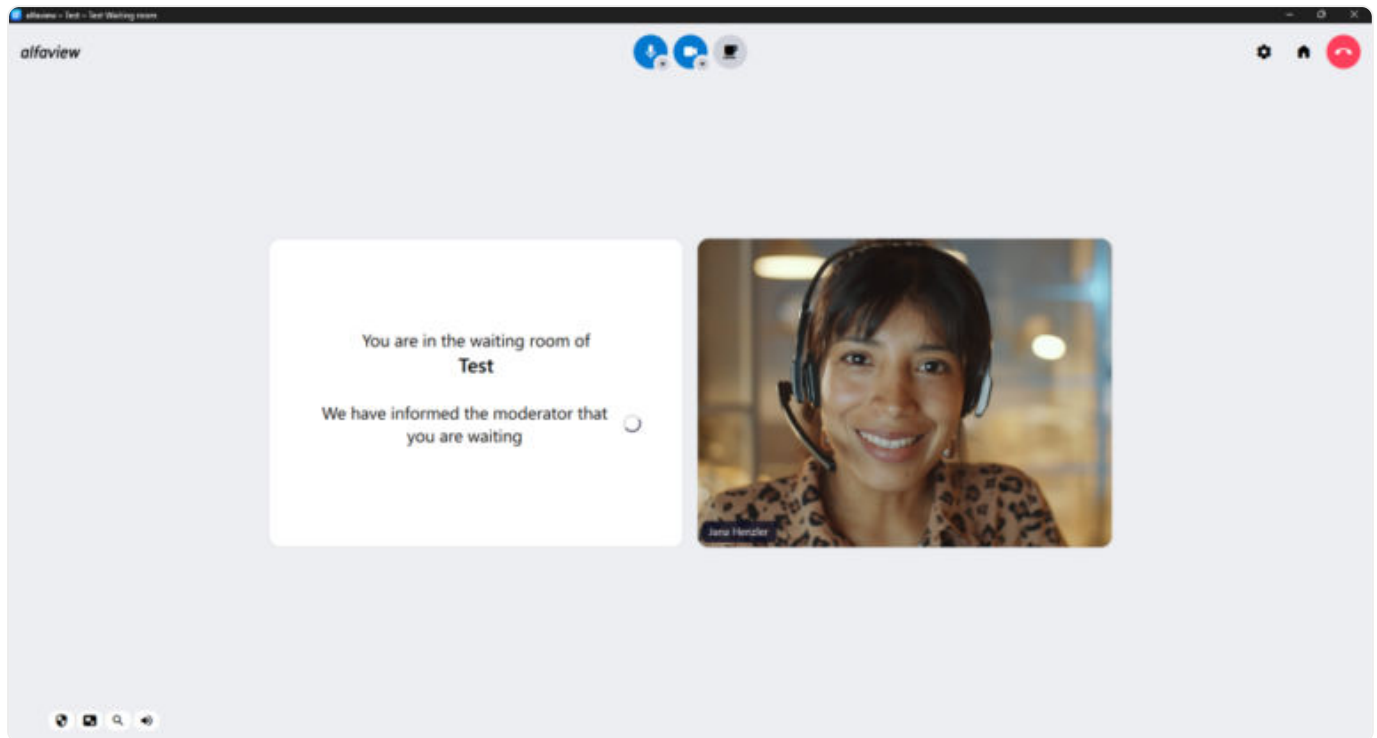
- [Activate the waiting room](#)
- [Edit welcome note](#)
- [Admit waiting participants](#)
- [Join waiting participants](#)

## The waiting room

When the waiting room is activated, participants without moderator or administration permission enter the waiting room before being admitted to the alfaview room.

Each participant is informed that they are in the waiting room and that a moderator must grant them access to the alfaview room.

Administrators and moderators skip the waiting room and enter the alfaview room immediately.



Participant waiting in the waiting room

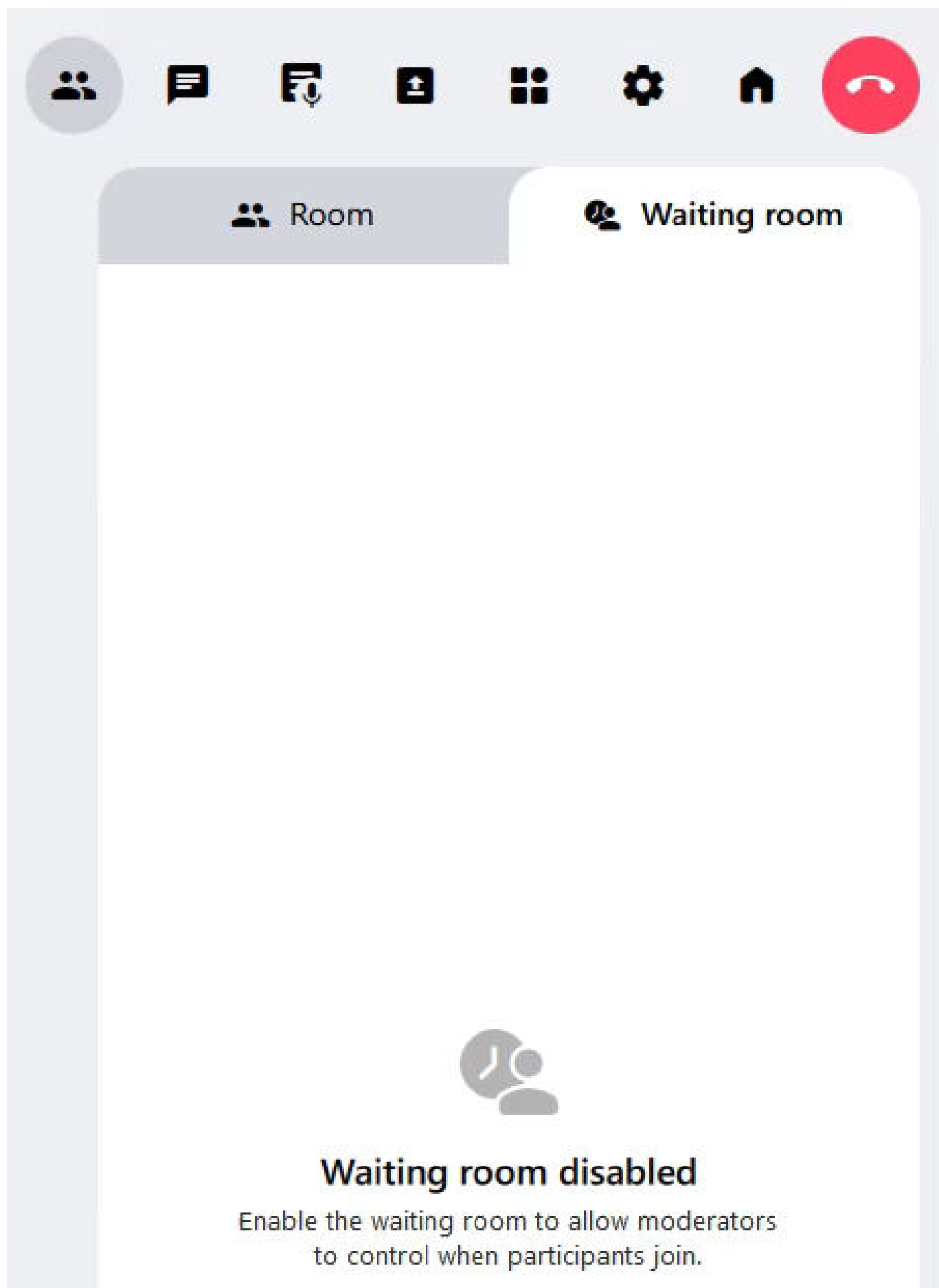
## Activate the waiting room

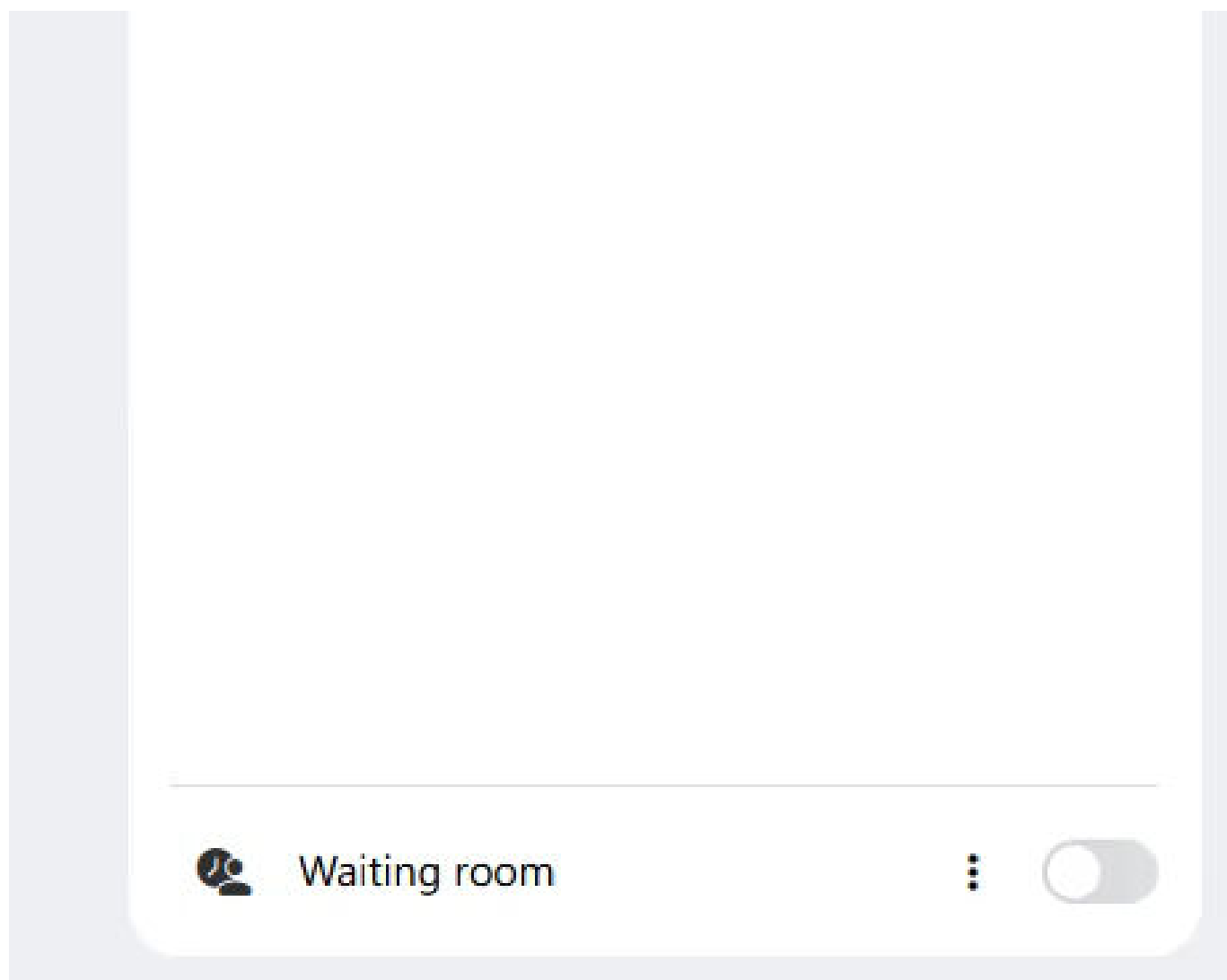
You can activate the waiting room both in the alfaview administration or in the alfaview app itself.

### In the alfaview app

As moderator or administrator, you can activate the waiting room in the secondary menu of the alfaview app or web client.

- Open the participant list in the secondary menu by clicking on the  **Participant list** icon.
- Click on the  **Waiting room** tab.
- Click on the switch in the bottom of the tab to activate the waiting room. The waiting room is activated when the switch is displayed in blue.
- To deactivate the waiting room, click on the switch again.





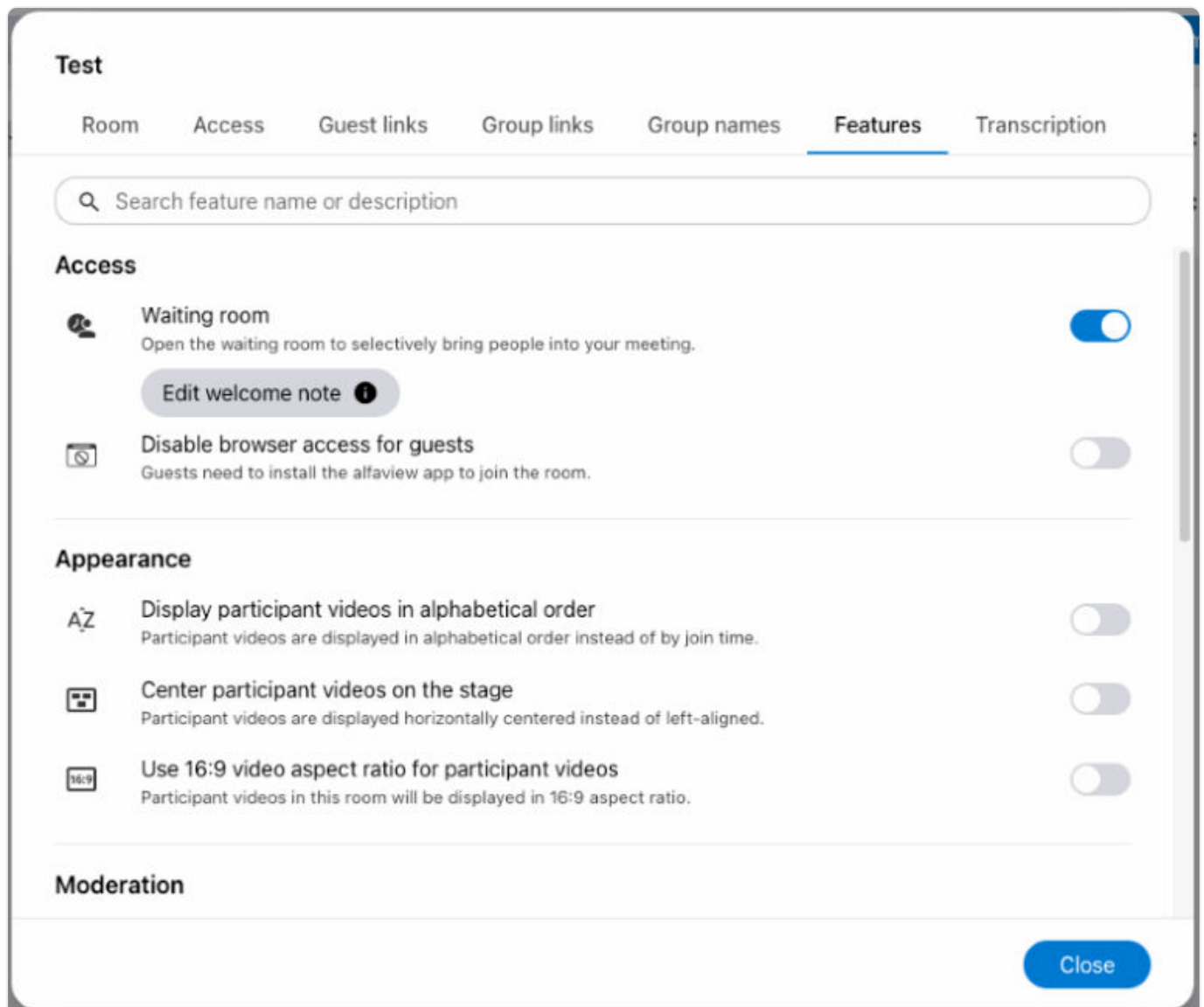
Activate waiting room in alfaview

## In the administration

As a room administrator, you can also activate the waiting room in the [room features](#) on the administration page.

- Log in to your alfaview account on the [administration interface](#).
- Click on **Rooms** in the menu bar on the left side of the administration interface.
- In the list of your rooms, select the alfaview room for which you want to activate the waiting room.
- Click on the  **Settings** icon.
- Click on the **Features** tab.

- Activate the waiting room by clicking on the switch next to **Waiting room**. The waiting room is activated when the switch is displayed in blue.
- To deactivate the waiting room, click the switch again.



Activate the waiting room in the Room features

## Edit welcome note

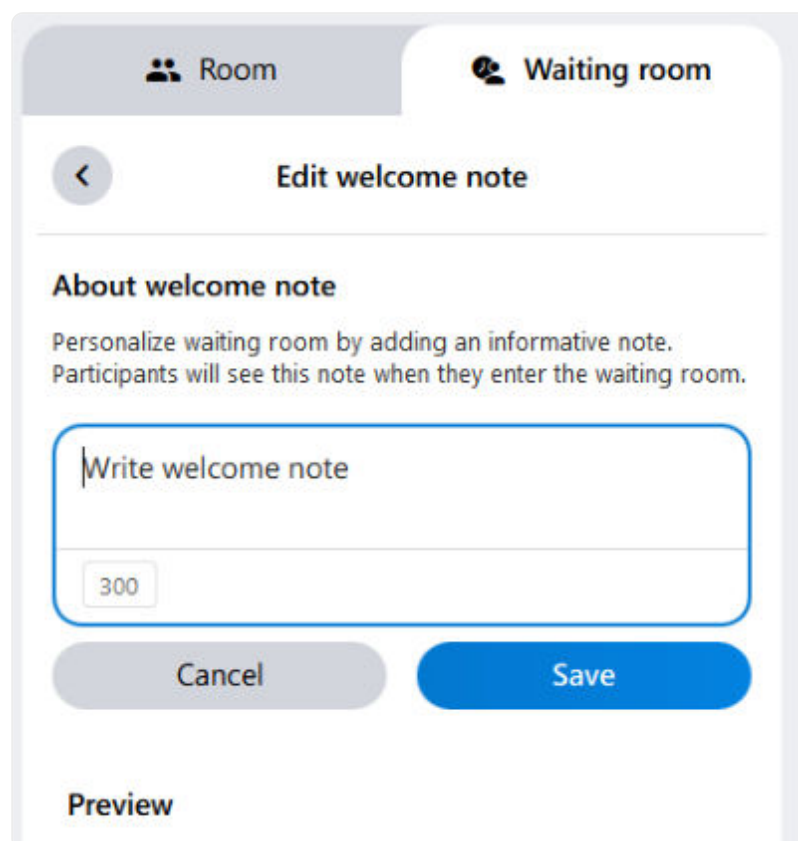
Add a personalised welcome note to the waiting room to be displayed to people while they wait to join the alfaview room. The welcome note can be added individually for each room.

When you deactivate the waiting room, the welcome message will be saved and used again the next time you activate it.

### In the alfaview app

- Open the  **Participant list** in the secondary menu.
- Go to the  **Waiting room** tab.
- Click on the  context menu of the Waiting room.
- Click the  **Edit welcome note** button to adjust the welcome note.
- Click in the text box and enter the welcome note.
- Confirm the changes by clicking the  button.

You will be notified if other moderators update the welcome message at the same time as you. This is to ensure that the changes are not overwritten.



**Room** **Waiting room**

 **Edit welcome note**

**About welcome note**

Personalize waiting room by adding an informative note. Participants will see this note when they enter the waiting room.

Write welcome note

300

**Cancel** **Save**

**Preview**

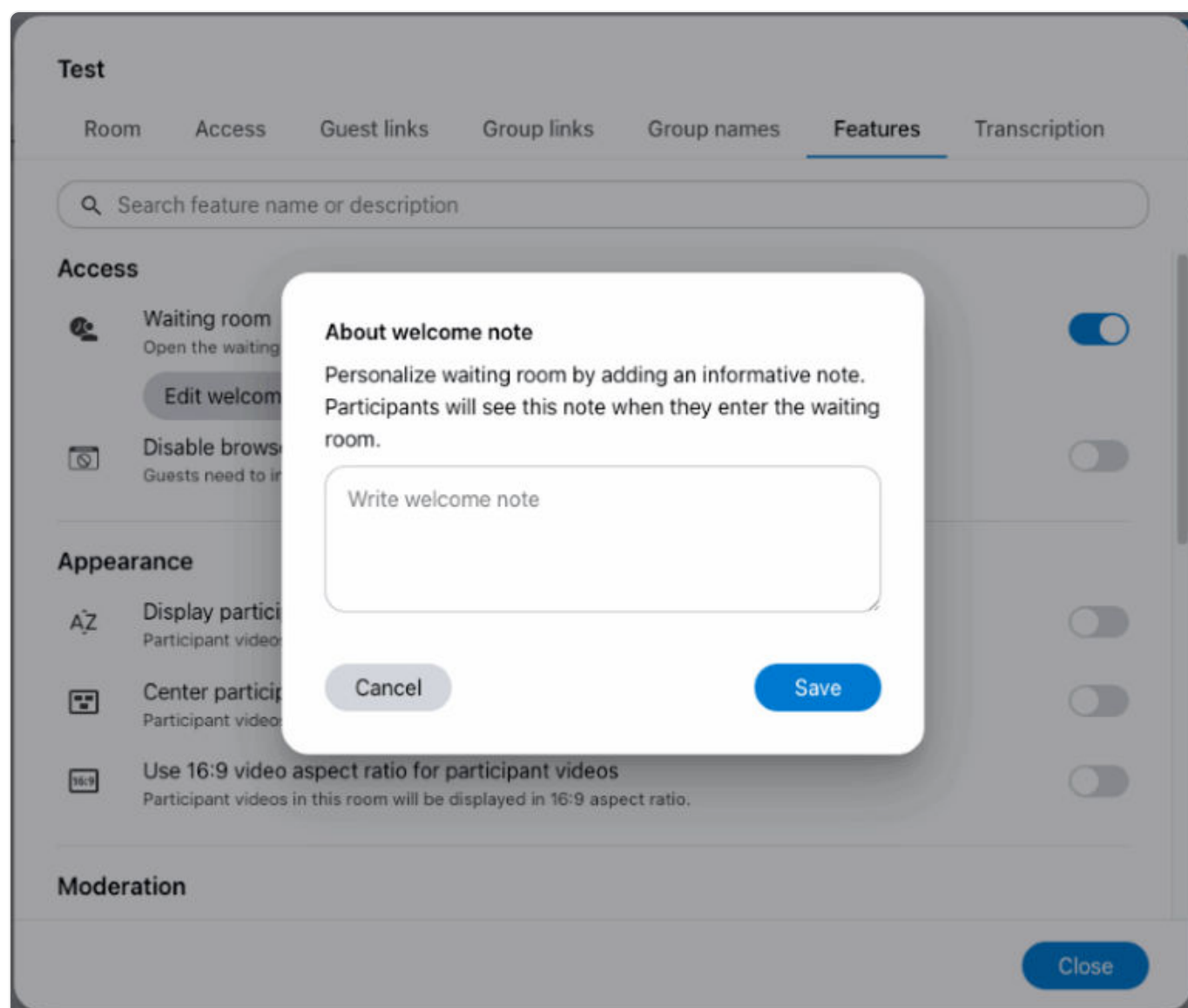
Edit your welcome note

Please note:

- The message must not exceed 300 characters.
- It is not possible to format the welcome note using HTML tags and line breaks.

## In the administration

- Log in to your alfaview account on the [administration interface](#).
- Click on **Rooms** in the menu bar on the left side of the administration interface.
- In the list of your rooms, select the alfaview room for which you want to activate the waiting room.
- Open the  **Settings** and switch to the **Features** tab.
- Click on the  Edit welcome note button.
- Enter the welcome note in the text box.
- Confirm the changes by clicking the  button.



Edit your welcome note via the Room Features

## Admit waiting participants

Moderators will be informed by an acoustic signal and a visual notification that there are people in the waiting room. In addition, a red notification signal appears below the  **Participant list** icon in the secondary menu.

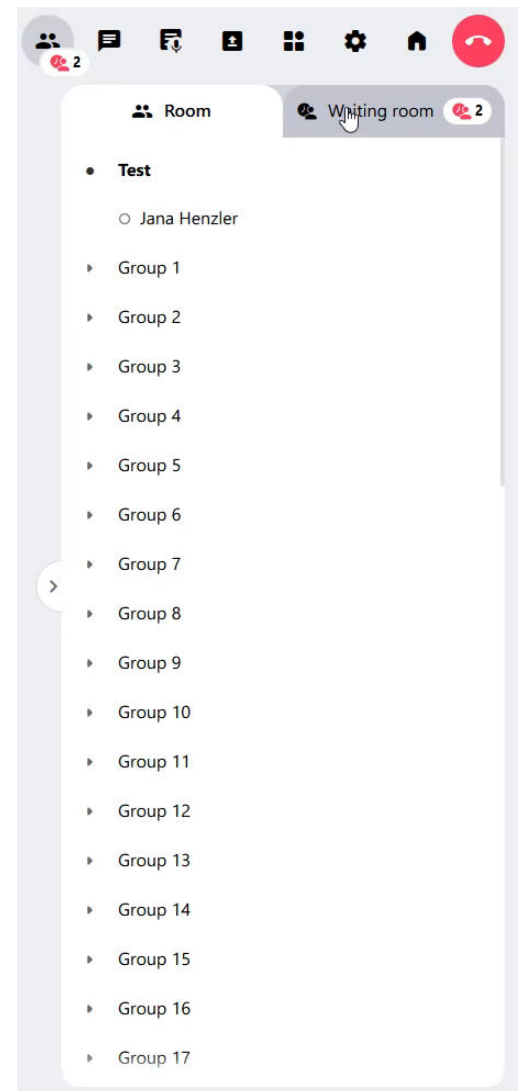
- Click on the  **Participant list** icon in the secondary menu to open the participant list.
- Click on the  **Waiting room** tab to view all participants who are waiting.
- Select the participant you want to admit to your alfaview room.
- Click the  button that appears when you hover over the person's name.

### Admit multiple participants at once

- Tick the boxes next to the names of the people you want to admit to your room.
- To select all participants, tick the **Select all** box.
- Once you have selected all the people you want to admit to your room, click the  button.

### Sort the participants

- Click on the  context menu at the bottom of the tab.
- Choose between **Sort by arrival time** and **Sort by name**.



Admit waiting participants to your alfaview room

Admitted participants always join the main room, even if the moderator is in a group.

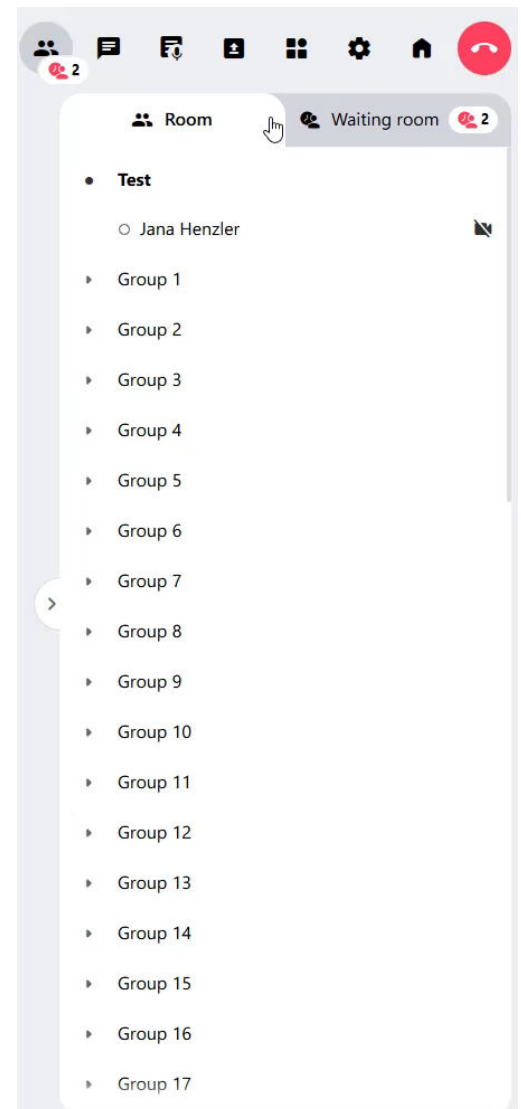
If the waiting room is deactivated, waiting people are not automatically admitted to the main conference room. Instead, a moderator must admit them to the alfaview room.

## Join waiting participants

As a moderator, you can join the waiting room and speak with waiting attendees. This feature allows you to exchange information, have a chat, or verify the identity of the waiting participants before admitting them to the alfaview room.

### Join the group of a waiting participants:

- Click on the  context menu at the bottom of the  **Waiting room** tab.
- Click on the **Join waiting participants** button.
- Select the group of the waiting person you want to speak to.
- Click on the  button next to the group's name.
- As soon as you and the waiting person have entered the waiting room group, you can communicate with each other via your microphones, cameras and the chat.
- When you have finished your conversation, you can leave the waiting room by navigating to the  **Room** tab in the Participant list.
- Select the group you want to join. Then click on the  button next to the name of the group.
- The waiting person returns to the waiting room and must be admitted to the alfaview room by a moderator.



Join participants in the waiting room

While you are in a waiting room group, you can still manage the participants in the alfaview room as well as the participants in the waiting room by using the [moderator controls](#).

If the **Consultation with moderation** icon is displayed next to a participant's name in the waiting room, at least one moderator has joined the person in a waiting room group.

As a moderator, you can also join this group or admit the participant to the alfaview room by clicking the  button.

# Chat messages

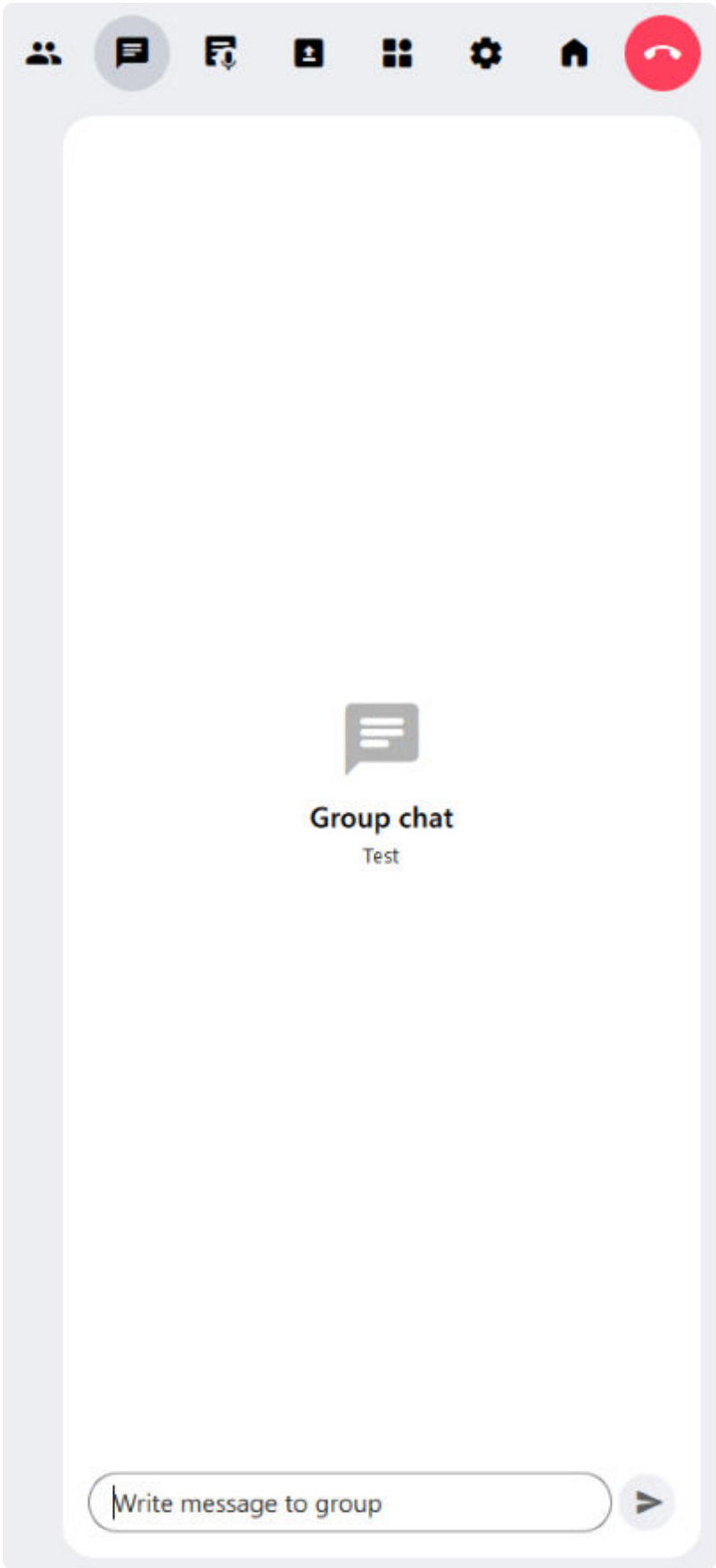


Click the **Group chat** icon in the secondary menu to display the messages.

- Write a message in the input field at the bottom of the sidebar.
- Press the Enter key to send the message. Alternatively, you can click on the **Send** icon next to the input field.
- New messages are indicated by a red notification point next to the  **Group chat** symbol in the secondary menu.
- Messages are visible to all participants in a conference room, including the breakout groups.
- Participants re-entering the conference room cannot access the message history.

## Copy group chat history

In order to copy the group chat history you need to right-click the group message window and choose *Copy chat history*. The chat history is now in your clipboard and can be used in third party software.



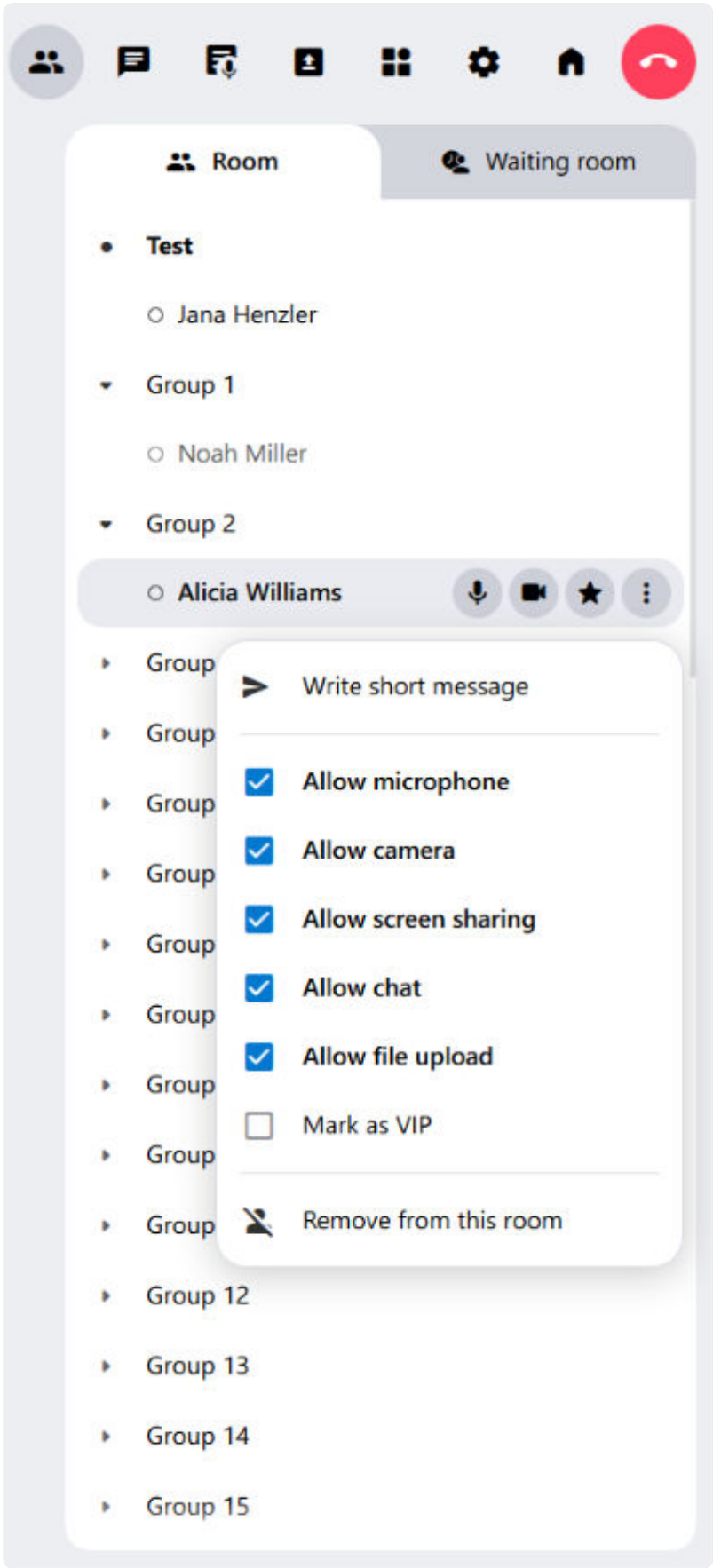
The message list

## Write short message

The *Write short message* function is used to send messages directly to other participants, which only they can see.

- To send a short message, first open the **participant list** .
- Hover the mouse over the participant you want to send a message to.
- Click on the **context menu**  or right-click on the participant.
- Now select *Write short message*.
- A text box will open in which you can compose your message.
- Then click  to send the message.

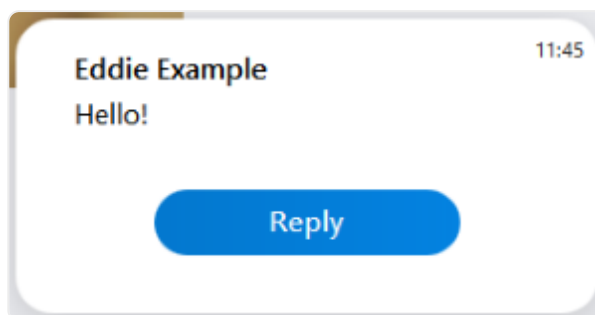
Short messages are only available from alfaview version 8.18.1. If you still have an older version installed, you will not be able to receive or send short messages.



Write short message

## Receive short message

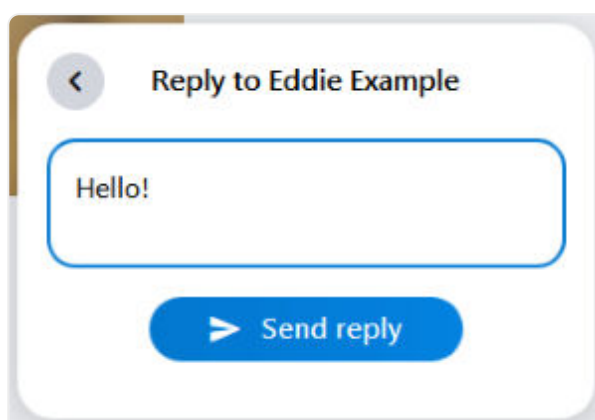
When you receive a short message, it will be displayed at the bottom of the [stage](#). You can either close it or reply to it.



Short message received

## Reply to short message

- In order to reply to a short message, click on it so that the [Reply](#) button appears.
- By clicking [Reply](#) a text box will appear where you can enter the text.
- Clicking [Send reply](#) will send the message.

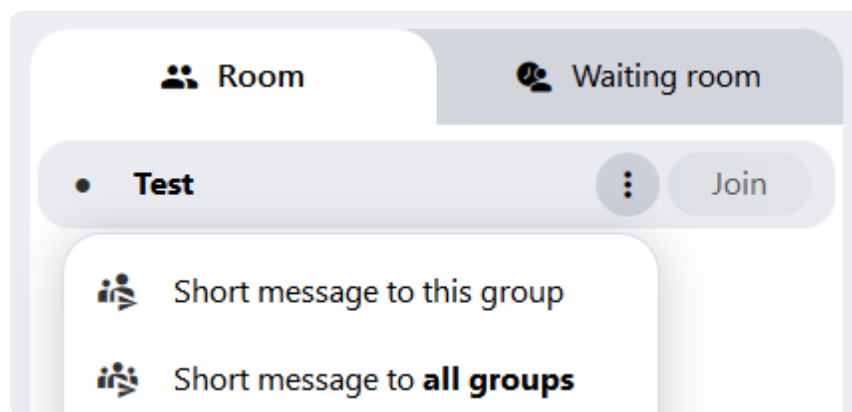


Reply to short message

To be able to reply to short messages you need the *Allow chat* permission otherwise the button will not be displayed.

## Write short message to group

- Open the **participants list** .
- Click the **context menu**  or right-click the group you want to send the message to.
- Then select *Short message to this group*.
- Enter the desired message in the new text box.
- Send the message by clicking .



Short message to group

## Write a short message to all groups/participants

- Open the **participants list** .
- Click the **context menu**  next to the room name or right-click on the room name.
- Then select *Short message to all groups*.
- Enter the desired message in the new text box.
- Send the message by clicking .

# Live Transcription, Translation and Digital Interpreter

alfaview offers you different types of transcription for better communication. As a moderator, you can choose the type that best suits your participants and purpose each time.

- [Live Transcription](#)
- [Digital Interpreter](#)
- [Translation](#)

In order for live transcription and translation to be available to the participants in the alfaview room, room administrators with **full room admin** permission must activate the function and select which translation languages should be available in their alfaview room.

Instructions on how to do this can be found on the [Edit room](#) page.

## Live Transcription



Live transcription automatically converts participants' spoken language into text (speech to text). It is then displayed as a chat message. The Live Transcription can also be translated into various other languages.

## Enable and manage Live Transcription

If the live transcription is enabled for your alfaview room, people with admin or moderator rights can start the Live Transcription.

- Click on the **Transcription** tab in the secondary menu.
- As an administrator, you can first set the language spoken in the room by clicking the **Settings** button.
- Admins and moderators can start the Live Transcription by clicking on the **Start transcription** button. The spoken language will then be displayed as chat messages in the **Transcription** tab.

- Click the **Stop** button to stop the transcription.

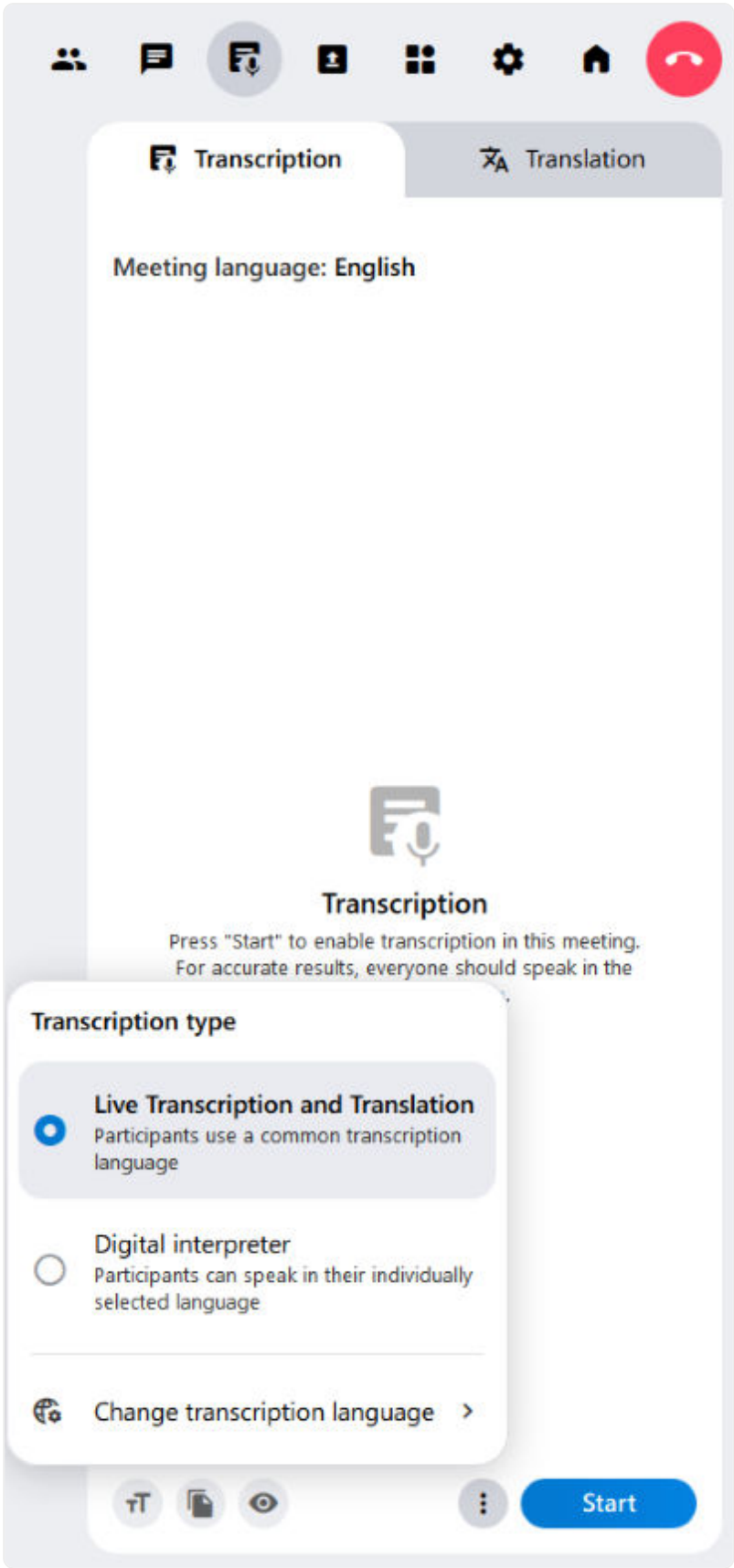
Once the live transcription has started, the following settings are available:



### **Transcription options**

As an administrator, you can define the language spoken and transcribed in your alfaview room.

Click on the **Transcription Options** icon at the bottom of the **Transcription** tab. The **Transcription Type** menu will open. Select **Live Transcription and Translation**, click on **Change Transcription Language**, and select the room language from the selection list.



The Live Transcription

## Use Live Transcription as participant

- Open the **Live Transcription** tab in the Secondary menu.
- The **Live Transcription** tab now displays the spoken word in the room as a transcription.

The following functions are available for live transcription:



### Font size

You can change the font size of the live transaction by clicking the icon. Several font sizes are available.



### Copy text

You can copy the live transcription or translation. To do this, click the copy icon. The text will be saved in your clipboard. Paste it into a text program of your choice.



### Hide your own text

You have the option to hide your own comments in the transcript. When the icon is blue, the feature is enabled. Clicking the icon again will make your comments visible again.

You will be shown a running live transcription from the time you joined the meeting room. This means that you can only copy the part of the live transcription for which you were present in the alfaview room.

## Live Translation

You can also have the live transcription translated using live translation. The transcription will be translated into your desired language and displayed as text.

Administrators can set the available translation languages by clicking on **Translation options** at the bottom of the **Translation** tab. The **Translation menu** will open. Click on **Update available languages** and select the translation languages from the list. A maximum of 3 languages can be selected.

For more information, please refer to [Translation](#).

## Digital Interpreter

The Digital Interpreter helps participants who speak different languages to communicate with each other. All participants decide for themselves which language they speak. The digital interpreter automatically translates what is said into the chosen language.

The **Digital Interpreter** Feature must be enabled by moderators or room administrators in order to be available to participants.



If enabled, you can find the Digital Interpreter in the Secondary menu under  **Live Transcription**.

The Digital Interpreter helps you to follow multilingual conversations. You select the language you want to speak. The spoken word is displayed in the language you selected.

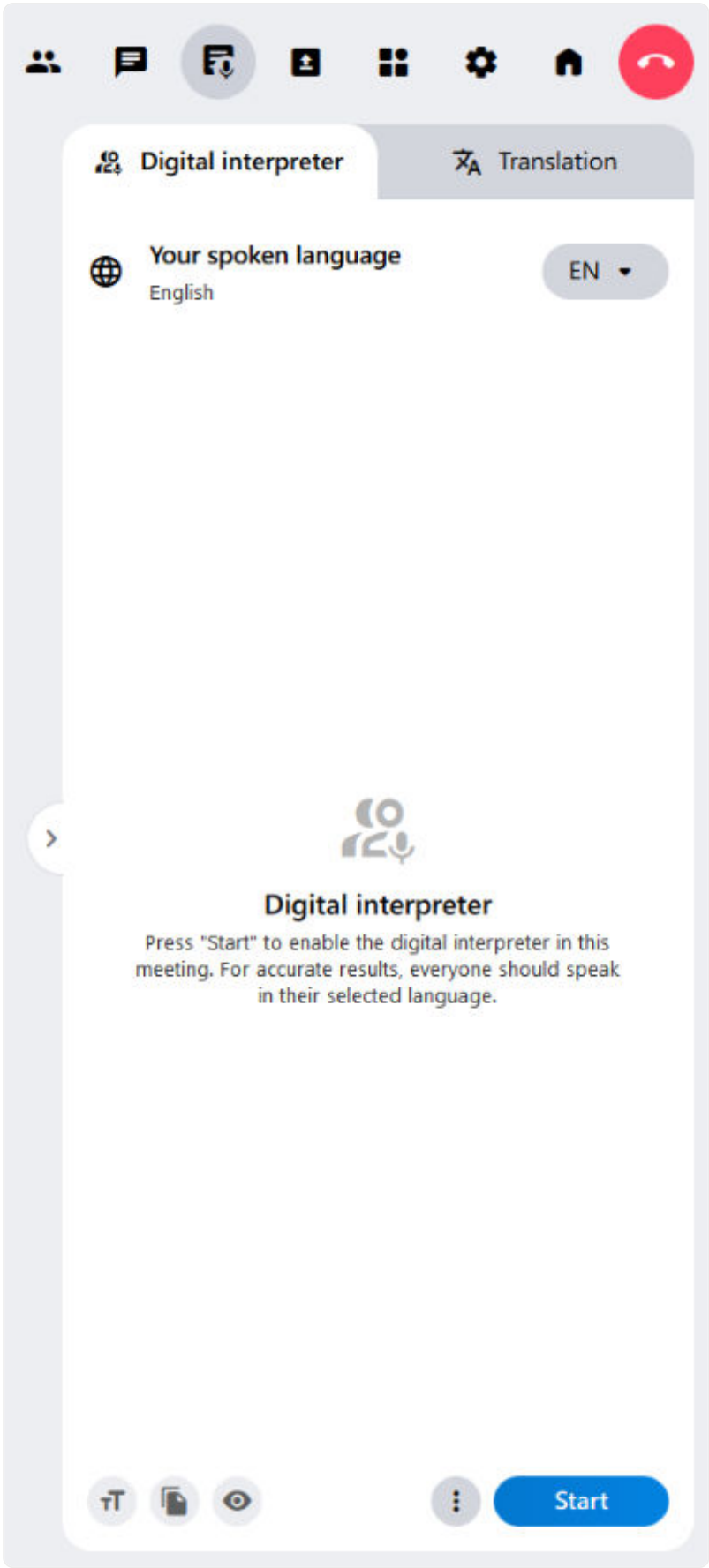
## Selecting a language

The language selection is located at the top of the **Digital Interpreter** tab. The selection can be updated at any time:

- Click the drop-down menu next to **Your spoken language**. If you have previously selected a language, the drop-down menu will display a country code.

Depending on the room administrator's settings, you can choose from different languages.

- Click on the language you speak. The selected language will immediately change.
- You can now speak in your chosen language and the spoken word will appear as transcribed text.



The Digital Interpreter

If the participants are speaking in a language other than the language you are using, their spoken words will be displayed in the language you have selected.

## Settings

You can adjust the following settings for the **Digital Interpreter**:



Click on the **Font size** icon to adjust the font size of the text. Each click increases the font size by one size.



You can copy the text from the Digital Interpreter. To do this, click on the **Copy to clipboard** icon. The text will be copied to your clipboard. Paste it into a text program of your choice.



You can hide your own spoken text. To do this, click on the **Hide own text** icon. The transcription of your own spoken word will no longer be visible in the Digital Interpreter tab. Instead, you can only see the text of the other participants' spoken word.

## Live Translation

The digital interpreter currently supports eight languages. The spoken word can therefore be translated into this languages.

For more information, please refer to [Translation](#).

## Settings for moderators

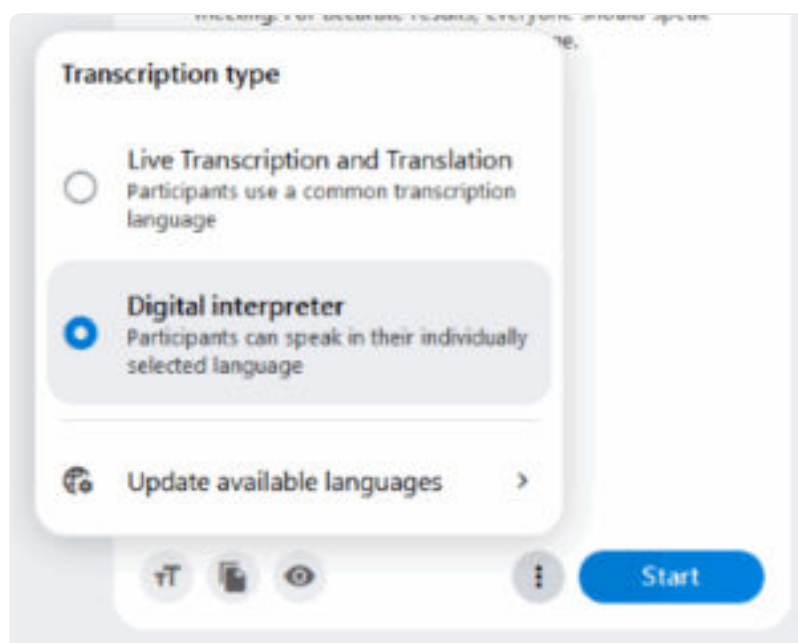
Moderators can start and stop the Digital Interpreter and can choose between the transcription types Digital Interpreter and Live-Transcription. While the Live-Transcription is limited to one spoken language in the room, the Digital Interpreter allows participants to choose their individual preferred spoken language.

## Selecting a transcription type

Select the transcription type as the first step:

- Open the settings by clicking on the  **Transcription options** icon at the bottom of the tab.
- Then click on the **Digital Interpreter** option.
- Close the menu with a second click on the  **Transcription options** icon.

You are now ready to start the Digital Interpreter in your alfaview room.



The transcription types

## Starting the Digital Interpreter

Click on the  button, to start the Digital Interpreter. Once activated, every word spoken in the room will be logged and translated.

## Stopping the Digital Interpreter

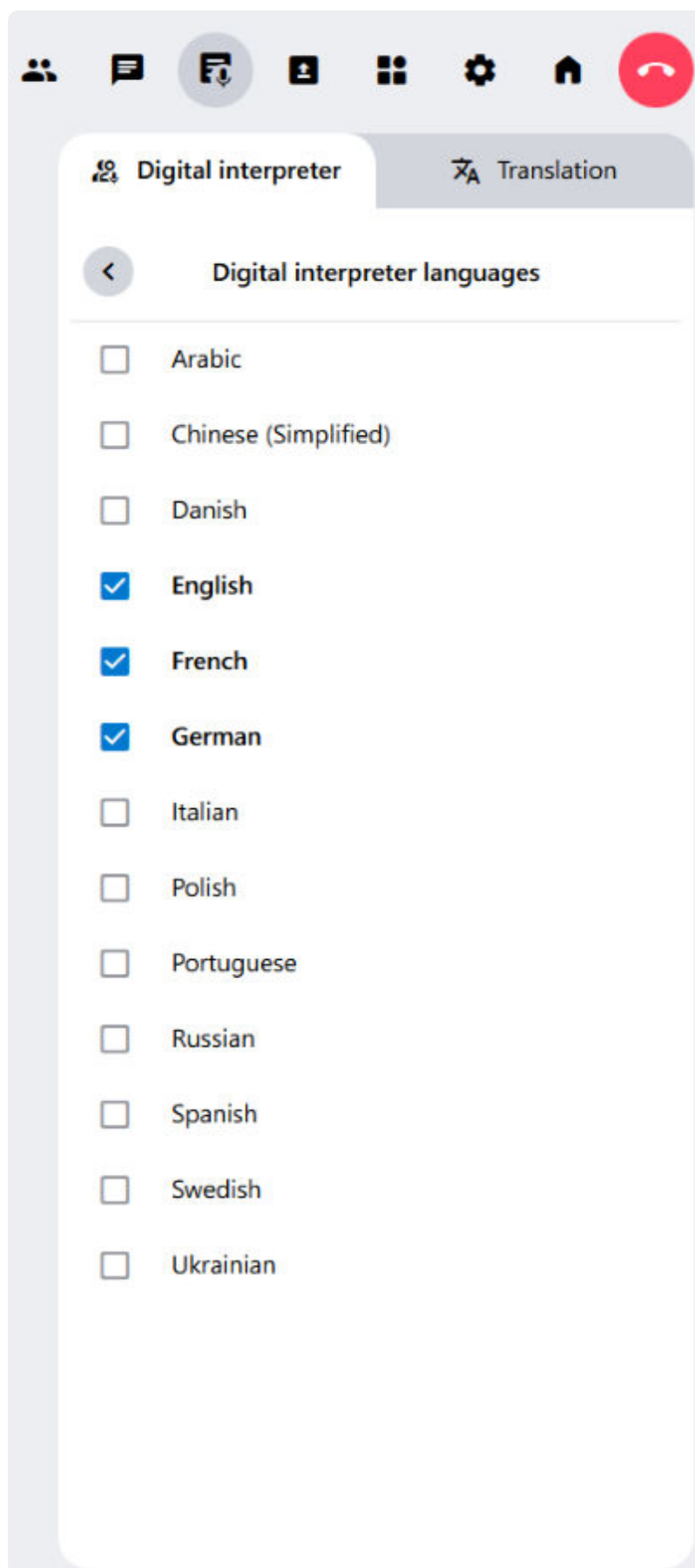
Click on the  button, to stop the Digital Interpreter. Once the feature is disabled, logging and translation will stop.

## Settings for room administrators

Room administrators can also control which languages participants can choose from.

### Selecting spoken languages

- Open the  **Live-Transcription** tab in the Secondary menu.
- Click on the  **Transcription options** icon next to  in the **Digital Interpreter** tab.
- Click on **Update available languages**.
- The meeting language menu offers you the following languages:
  - Arabic
  - Chinese (Simplified)
  - Danish
  - English
  - French
  - German
  - Italian
  - Polish
  - Portuguese
  - Russian
  - Spanish
  - Swedish
  - Ukrainian
- Tick the box of each language you wish to activate in your alfaview room.



Language selection menu for the interpreter

## Translation

The **Translation** feature offers participants to follow conversations in the alfaview room without language barriers. Both, the Digital Interpreter and the Live transcription can be translated with this feature.

The Translation feature must be enabled by a room moderator in order to be available in the alfaview room.

## Settings for participants



The Translation feature translates the spoken word from the Digital Interpreter or Live Transcription into various other languages to minimize language barriers.

You can find the translation in the Secondary menu under  **Live Transcription**. Click on the **Translation** tab to access the translation.

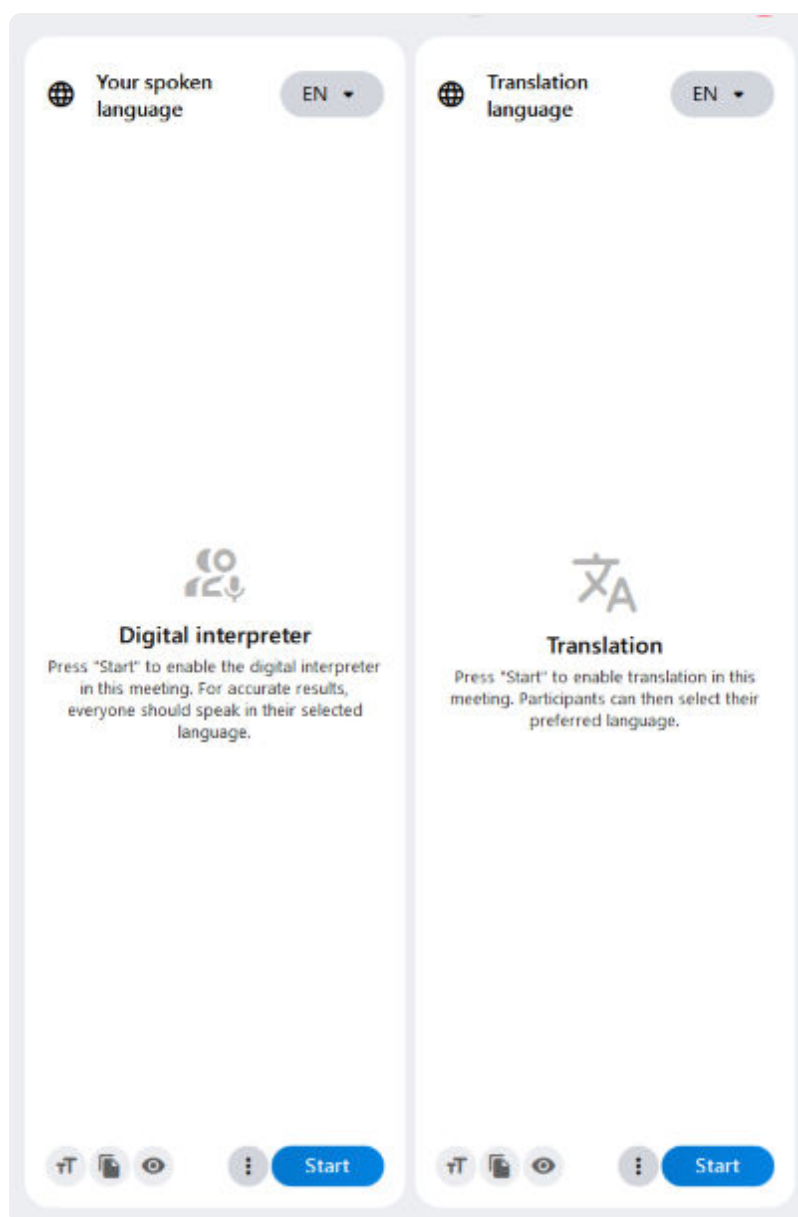
## Selecting a translation language

- Click on the  button at the top of the **Translation** tab.
- Select the language you want the spoken word to be translated into.

The translation will now appear in the sidebar in your selected language. You can change the selected language at any time. The conversation will be translated retroactively into the new language.

Tip: View the Digital Interpreter or Live Transcription and translation at the same time:

- Move your mouse over the left edge of the **Live Transcription** tab. The pointer will change to a double-headed arrow.
- Hold the left mouse button and drag the tab to the left until the Digital Interpreter / Live Transcription and Translation tabs are displayed side by side.



Language selection menu for the translation

## Settings for room administrators

### Enabling translation

The Translation feature must be enabled on the alfaview administration page by a room administrator.

- Log in to the alfaview administration page.
- Click on **Rooms** in the menu on the left side.
- Click on the  **Settings** icon of the room you want to enable the Translation feature.
- Go to the **Transcription** tab in the Room Features.
- Click on the switch next to **Transcription and Translation availability**. If the switch is blue and on the right side, the feature is enabled.

### Language selection

As a room administrator, you can select up to three translation languages at the same time. These languages will be available for all participants in your room.

Selecting multiple languages will result in faster consumption of your transcription quota.

### In the alfaview administration

- Click on the drop-down menu next to **Available translation languages**.
- Check the boxes for the languages you want to be available for translation in the room. A maximum of three languages can be selected at a time. You can choose from 31 languages.

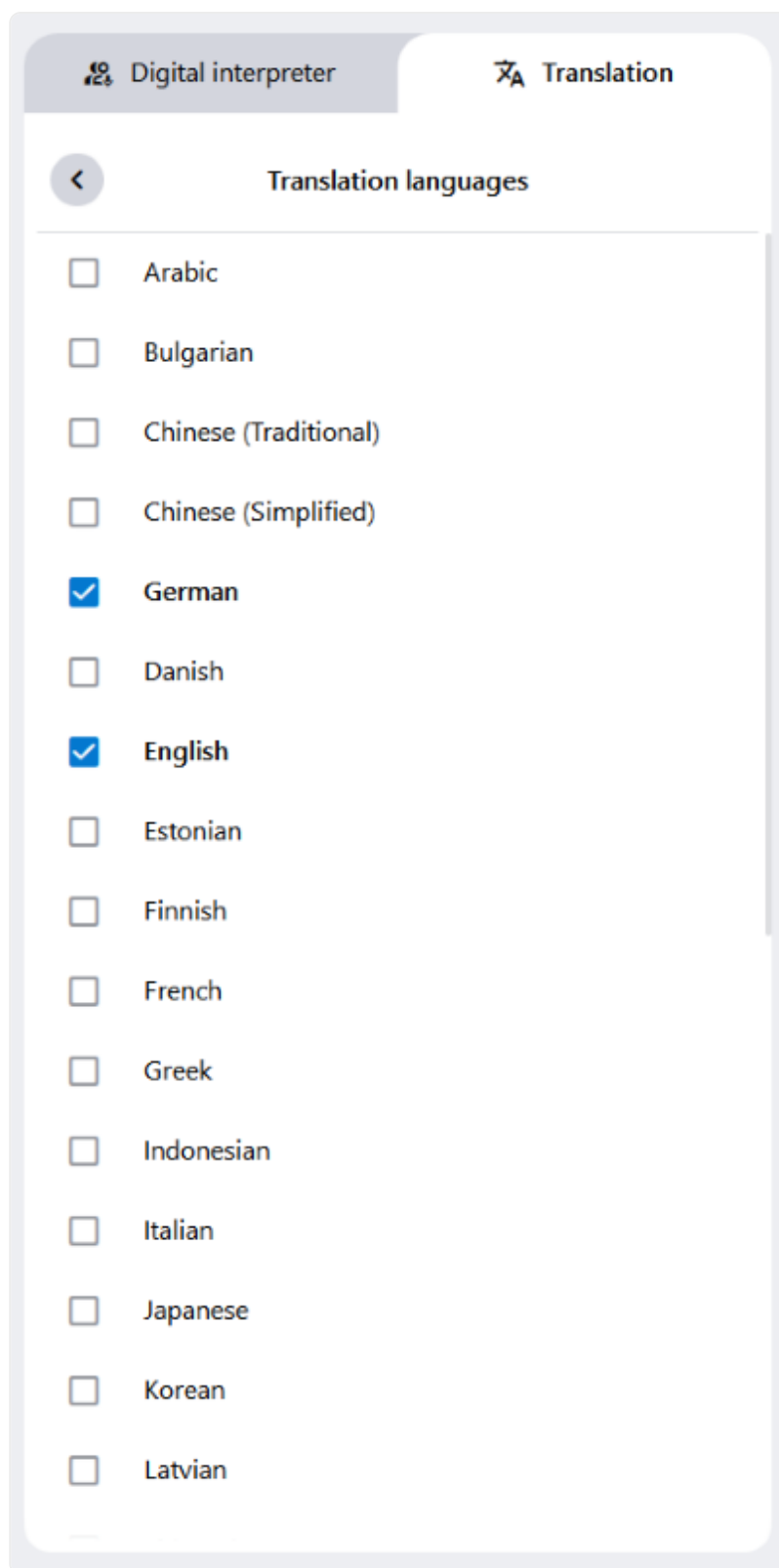
The changes will be immediately be implemented in your room.

### In the alfaview app

You can select the translation languages in the alfaview app if you are a room administrator.

- Open the **Transcription** tab in the Secondary menu.
- Click on the **Translation** tab.
- Click on the **Translation options** menu at the bottom.
- Click on the option **Update available languages**.
- Tick the box of each language you wish to activate in your alfaview room (a maximum of three translation languages at the same time). There are 31 different languages to choose from.

The changes will be immediately be implemented in your room.



Language selection menu for the translation

# File Sharing

## Before you start

The file sharing feature is disabled for newly created company accounts. We are following the principle of “Security by default” and “Privacy by default”. If you want to use the feature, it has to be explicitly activated in the [company settings](#) by a company administrator.

File sharing allows you to exchange files with other people in the alfaview room.

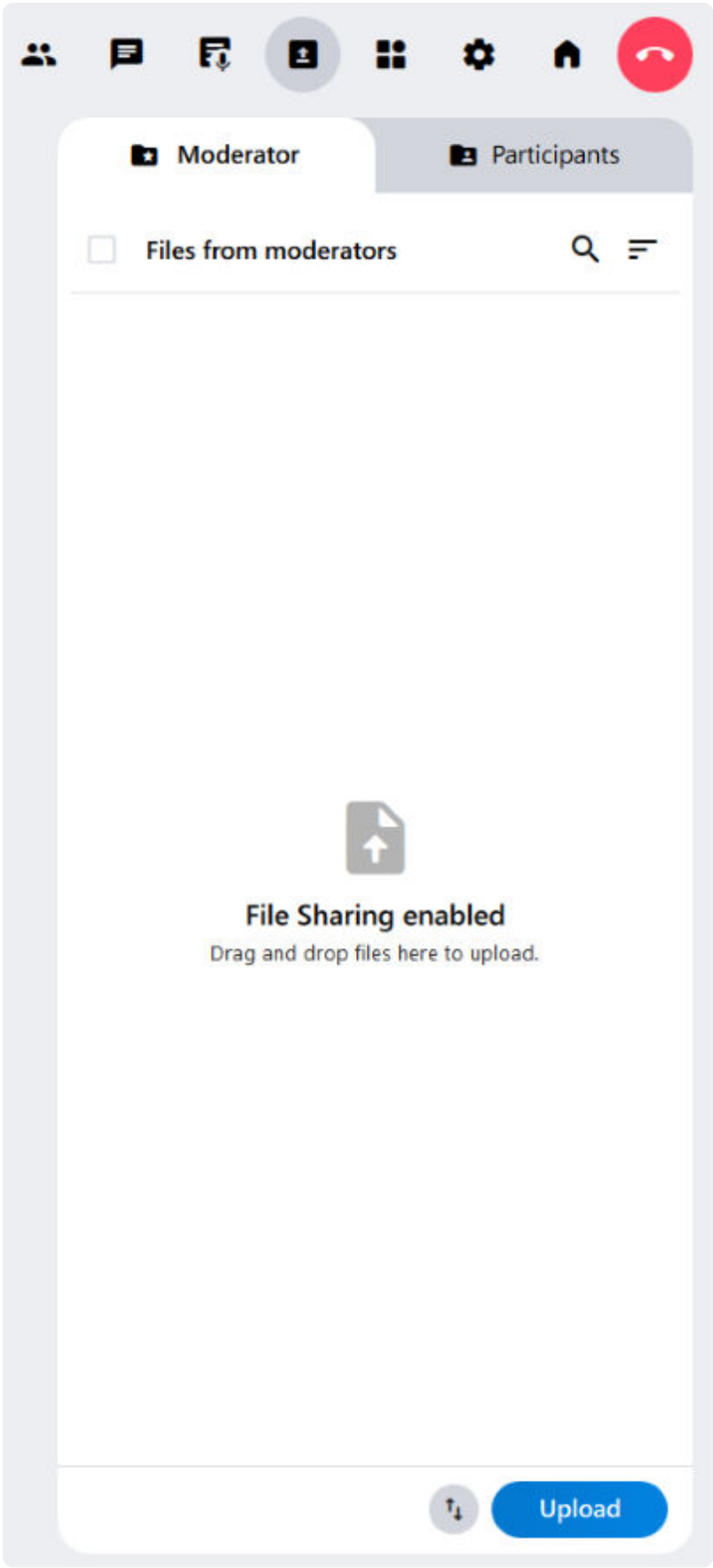
- [File sharing menu](#)
- [Upload files](#)
- [Download files](#)
- [Sort and group](#)
- [Moderator options](#)
- [Administrator options](#)

## File sharing menu



Click the **File Sharing** icon in the function menu at the top right to open the file library.

File sharing can be enabled or disabled in the [room features](#). Only moderators or people with admin rights can edit the feature via room management or the [host tools](#) in the room.



File Sharing

## Upload files

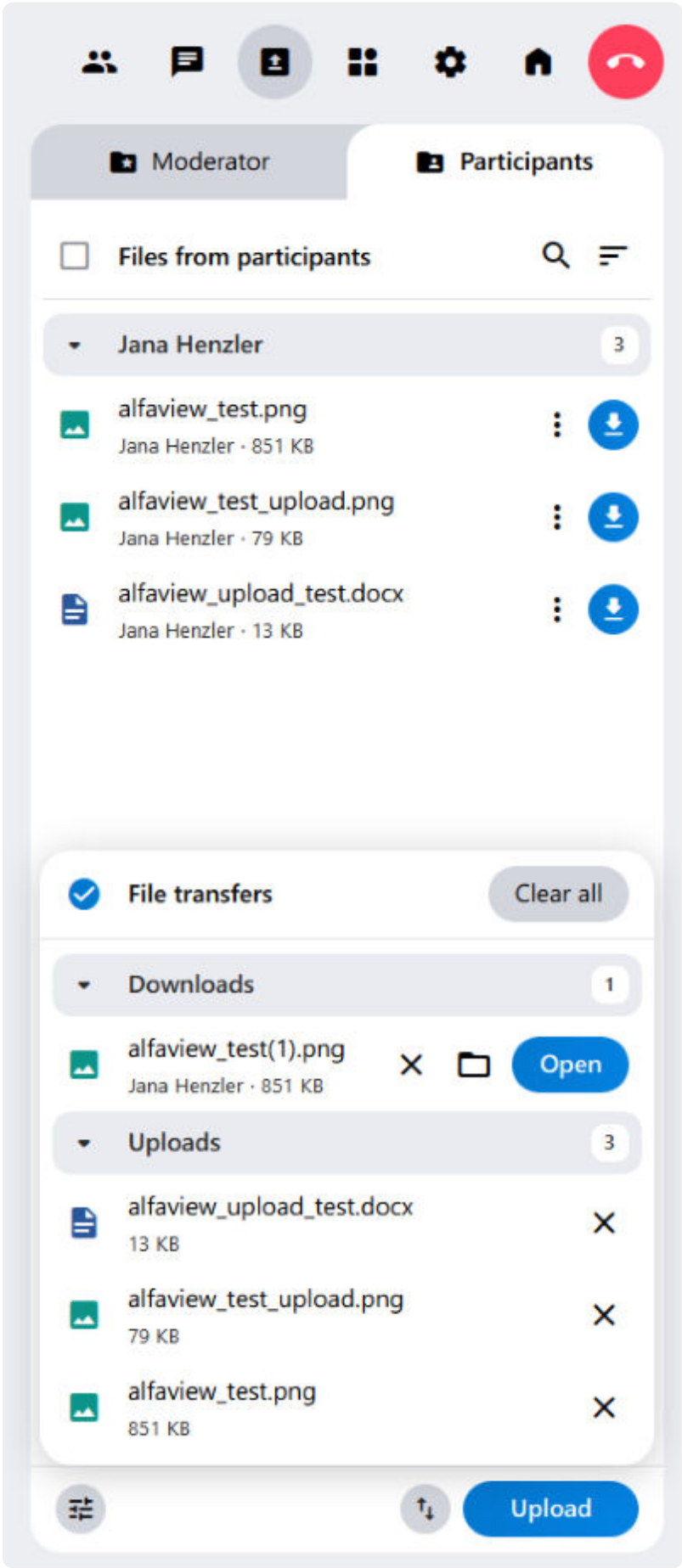
- Open the **Participants** tab in File Sharing.

As a moderator, you can also store files in the **Moderators** tab. Participants can only download material curated by moderators from this tab.

- Drag and drop one or more files into the window. Alternatively, click  in the lower right corner. The document folder on your PC will open. There you can choose the file you want to upload to the alfaview room by double-clicking it or clicking on the file followed by “Open.”
- The **File Transfers** window will open, allowing you to track the upload progress for each file in real time.
- Once the upload is complete, the file will be visible to everyone in the room via File Sharing.

Each room can store a maximum of 500 files (total maximum 1 GB) in File Sharing. The files have no expiration date and remain in File Share until they are deleted.

In the [feature settings](#), you can limit the upload speed.



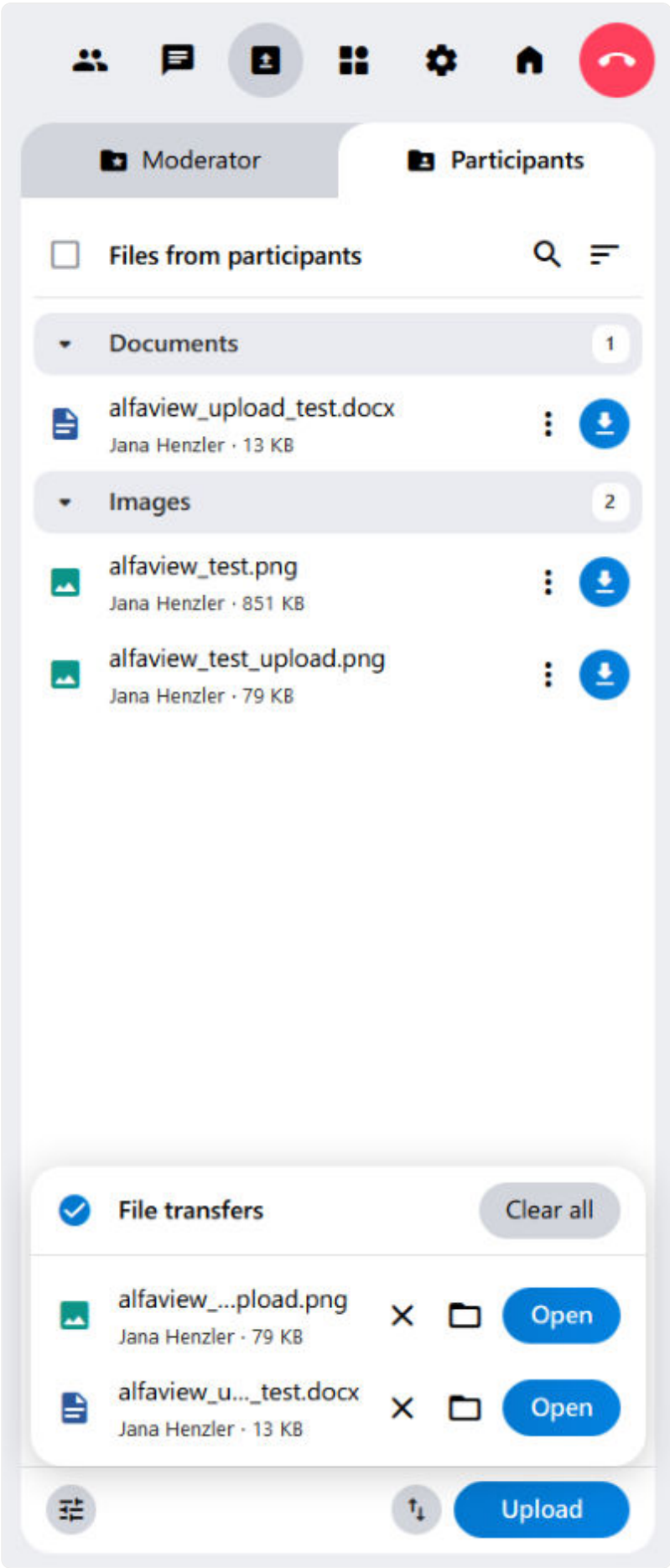
## Upload via File Sharing

## Download files

- Open File Sharing and choose between the **Moderators** (material curated by moderators) and **Participants** (material uploaded by participants) tabs.
- Find the file you want to download in the list and click the download icon to the right next to the file.
- The **File Transfers** window will open, where you can track the download progress.
- Once the file is downloaded, you can open it directly by clicking  in the File Transfers window. Clicking the folder icon will open the file's storage location.

You can also download multiple files at once. As soon as you click on a file name, checkboxes appear in front of the files. All files with activated checkboxes are downloaded simultaneously when you click on .

Activate the checkbox in front of “Files from participants” or “Files from moderators” to select all files that match the selection criteria



Download

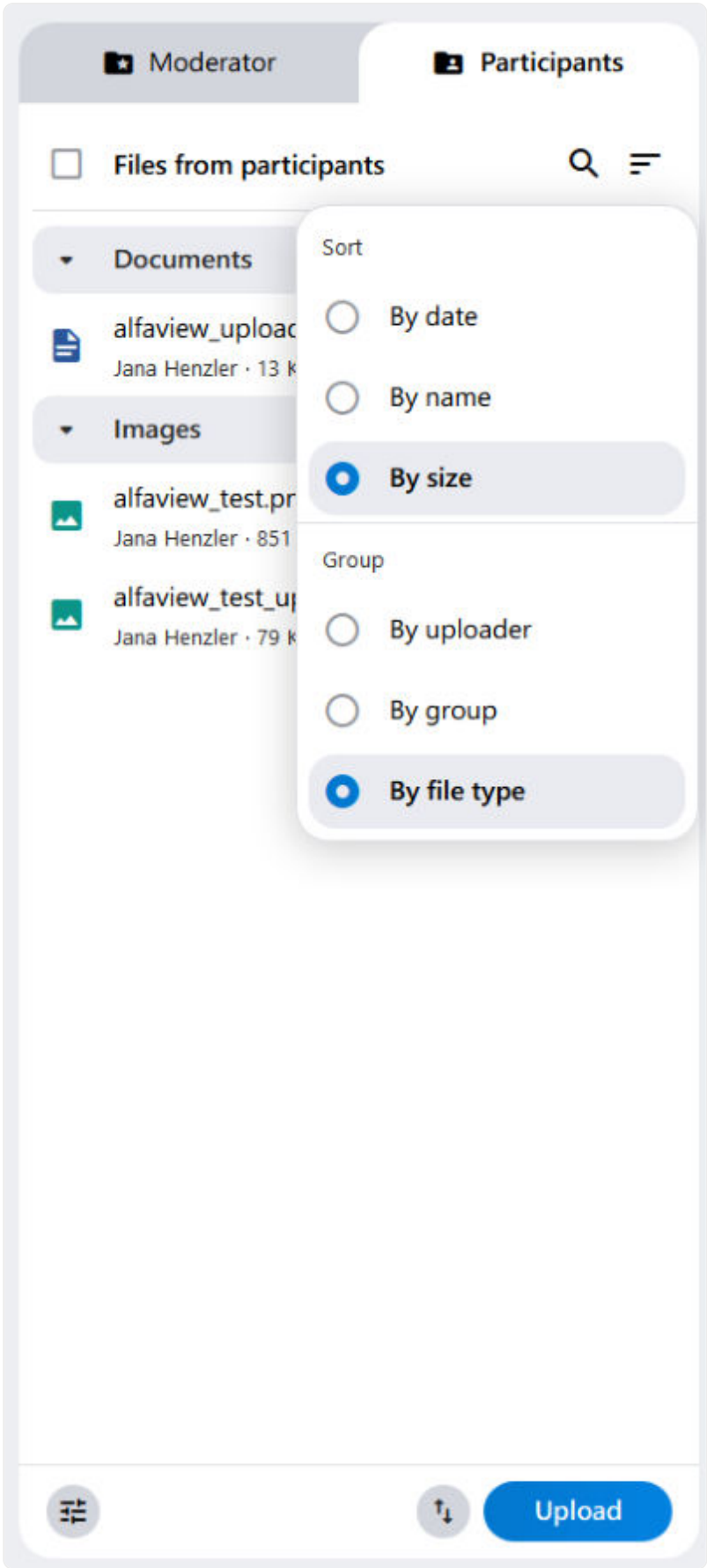
## Sort and group

For a better overview, you can sort and group the files in File Sharing.

The following options are available to you:

- Sort by date of the upload
- Sort by name of the file
- Sort by size of the file

- Group by uploader
- Group by group
- Group by file type



Sort and group files

## File options

The file's options menu is located as a three-dot menu to the left of the download button. Here you can pin the file to the lobby, edit access to the file, report or delete it.

The file options can be selected individually for each file. You can also edit multiple files at once. As soon as you click on a file name, checkboxes appear in front of the files. The three-dot menu now appears at the bottom of the tab next to .

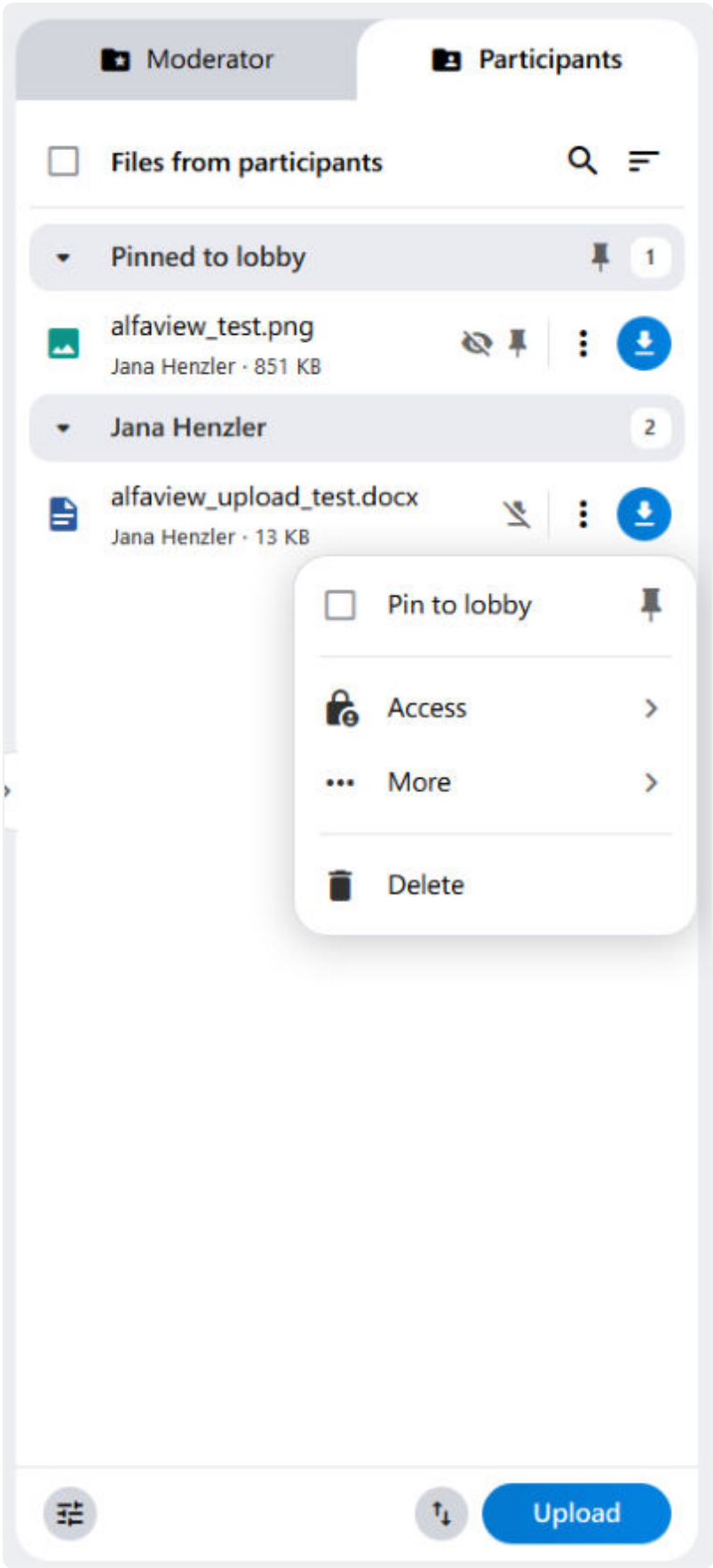
If you activate the checkbox in front of "Files from participants" or "Files from moderators," all files that match the selection will be selected.

## Pin to lobby

The file appears at the top of the **Participants** tab in File Sharing.

## More

You can use the **More** option to report files if, for example, they contain inappropriate content. Once you report the file, it will be sent to alfaview Support, which will review it and delete it if necessary.



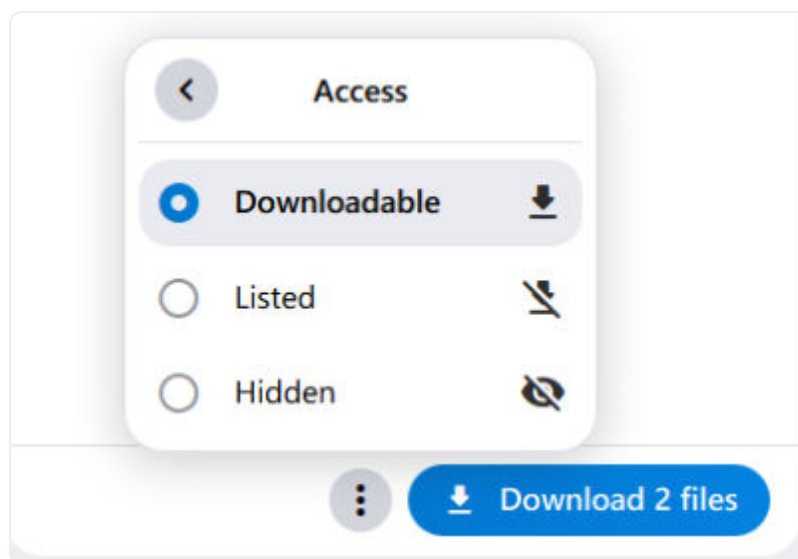
File options

## Delete

You can delete your file at any time. As soon as you click on **Delete**, a window will open in which you must confirm the deletion. Only then will the file be deleted from File Sharing.

## Access

- **Downloadable:** The file can be downloaded by moderators and participants in the room.
- **Listed:** The file is visible in File Sharing but cannot be downloaded.
- **Hidden:** Only the person who uploaded the file as well as moderators can see it. The file is invisible to everyone else in the room.



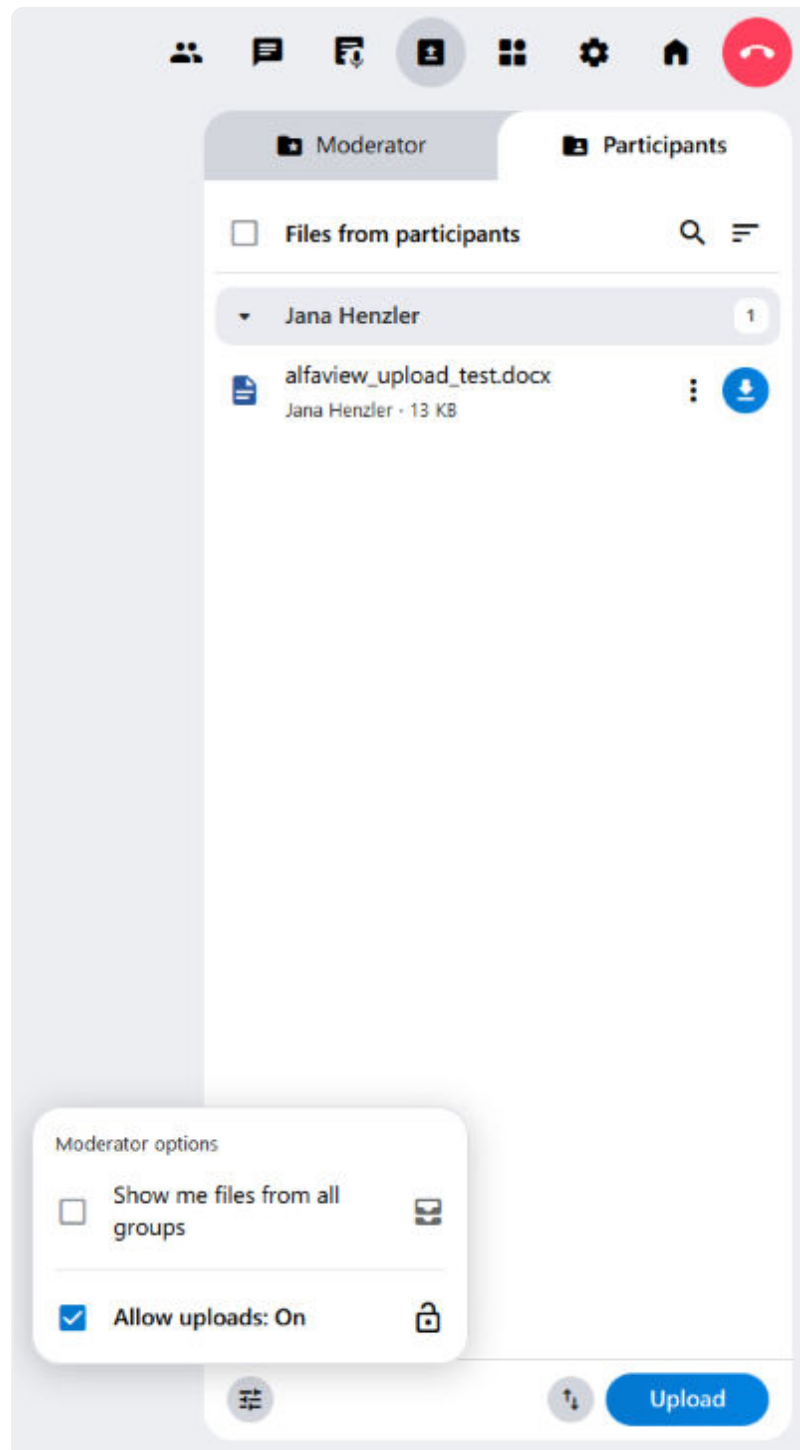
File Access

## Moderator options

As a moderator, you can use the moderator options to configure additional settings.

- **Show me files from all groups:** While participants can only see the files from the room they are in, the moderator has the option of displaying all files from all room groups.

- **Allow uploads:** Here, the moderator can enable and disable file uploads by participants. If the permission has been revoked, the message “Participant uploads are disabled” appears in the **Participants** tab.

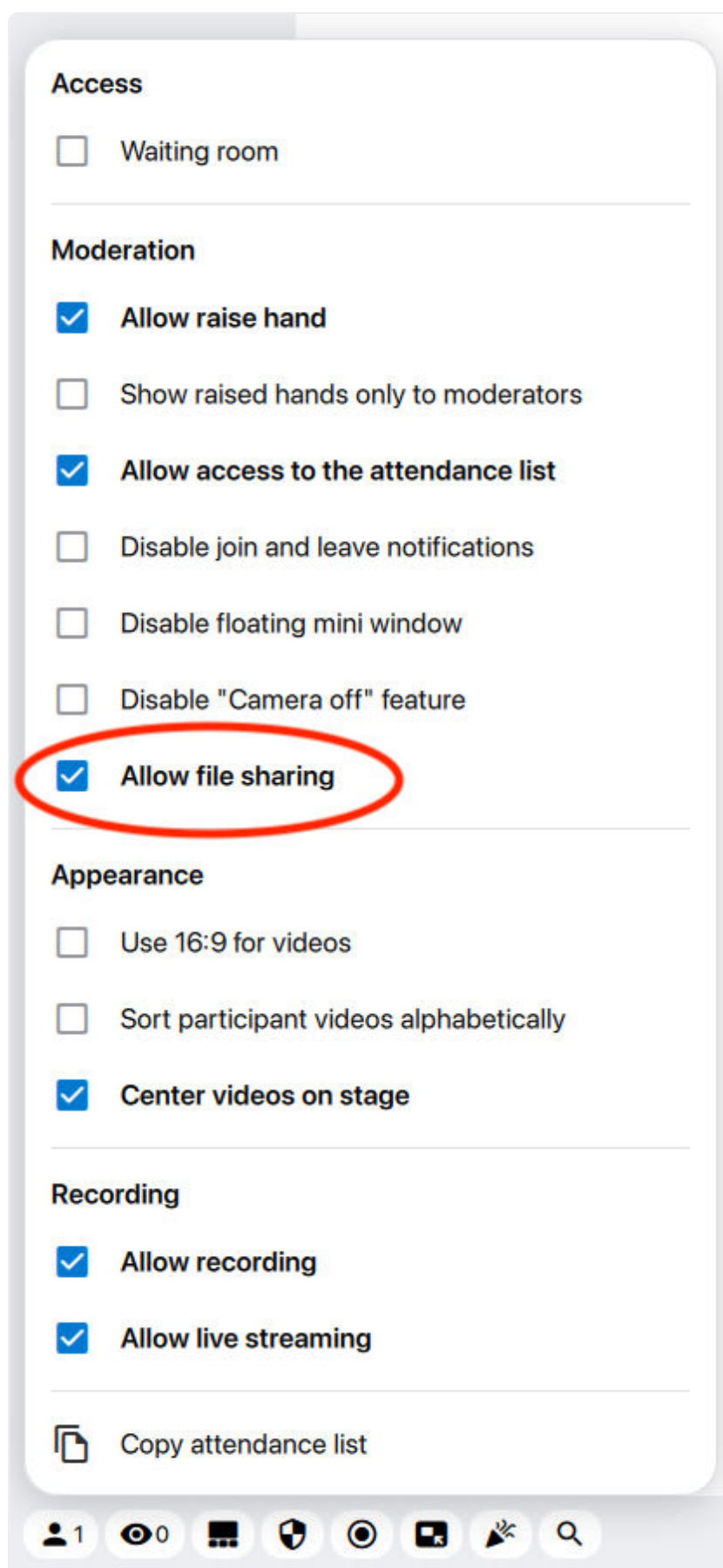


Moderator options

## Administrator options

As a moderator and also as an administrator for an individual room you can **enable and disable file sharing feature per room**. Go to the host tools in the status menu and toggle the **Allow file sharing** checkbox.

If you want to enable or disable file sharing completely, or change the default availability **across the company**, you can do so in the [company settings](#).



The image shows a screenshot of the 'Host Tools' menu in the alfaview application. The menu is organized into several sections: 'Access', 'Moderation', 'Appearance', 'Recording', and a 'Copy attendance list' option at the bottom. The 'Allow file sharing' option under the 'Moderation' section is highlighted with a red circle. The 'Recording' section also has two checked options: 'Allow recording' and 'Allow live streaming'. The bottom of the screen shows a toolbar with icons for participants, video, chat, screen sharing, camera, gallery, and search.

**Access**

- ☐ Waiting room

**Moderation**

- ☒ Allow raise hand
- ☐ Show raised hands only to moderators
- ☒ Allow access to the attendance list
- ☐ Disable join and leave notifications
- ☐ Disable floating mini window
- ☐ Disable "Camera off" feature
- ☒ Allow file sharing

**Appearance**

- ☐ Use 16:9 for videos
- ☐ Sort participant videos alphabetically
- ☒ Center videos on stage

**Recording**

- ☒ Allow recording
- ☒ Allow live streaming

 Copy attendance list

1 0 [Screen Sharing Icon] [Camera Off Icon] [Gallery Icon] [Hand Icon] [Search Icon]

Allow file sharing in the host tools



# Toolbox



To simplify collaborative work in alfaview, the Toolbox provides you with [quick votes and polls as well as a star rating](#) and a [whiteboard](#). You can also link to [external tools](#).

## Open the Tool manager

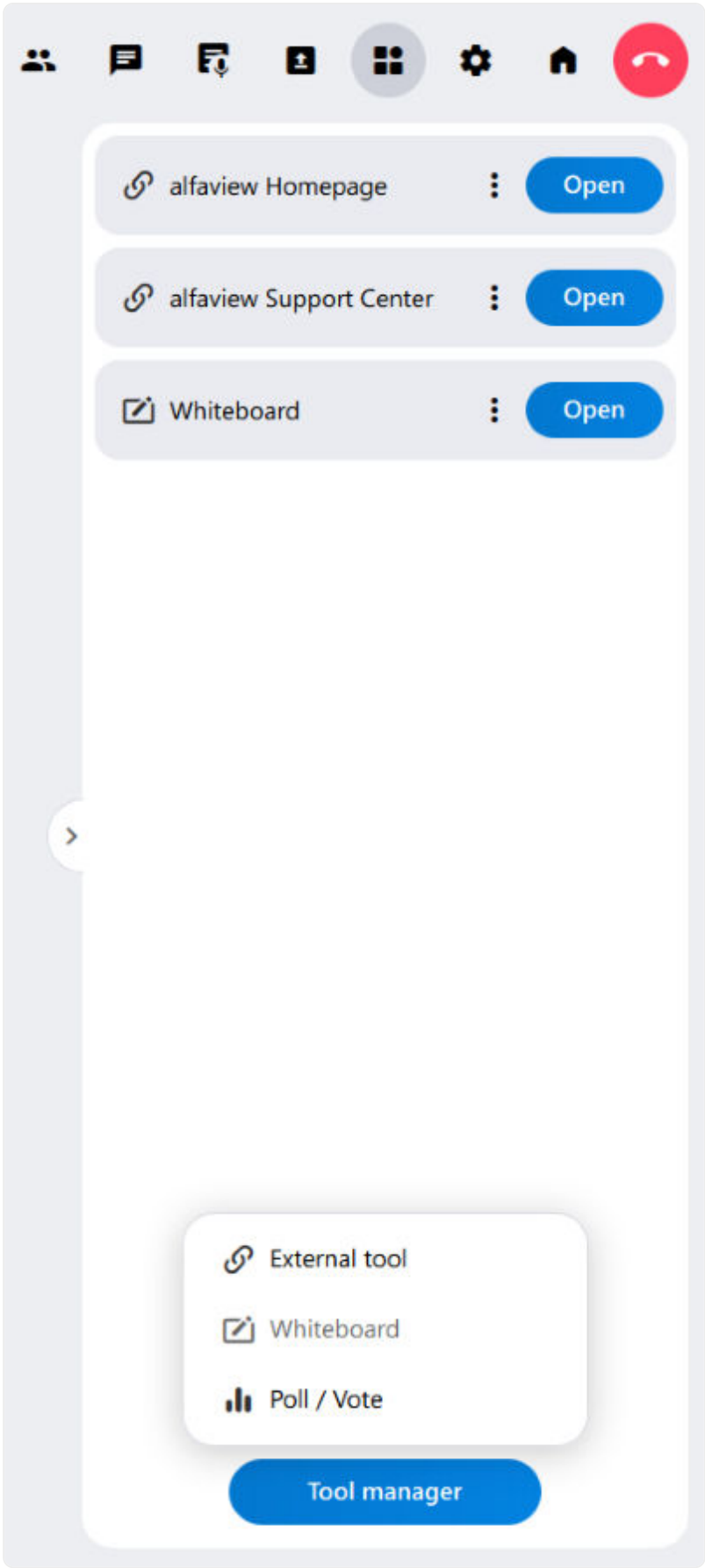
You can either open the Tool manager via the alfaview app or the [room management](#).

### In the alfaview app:

- Open the Toolbox in the secondary menu.
- Click the  button.
- Click on the relevant tool. You will now be redirected to the Tool manager in your web browser. If external links, polls, quick votes or star ratings have already been created for this room, you will see them in the list.

### In the room management:

- Log in to the [Administration interface](#).
- In the menu on the left, click on **Rooms**.
- Open the room settings for the room in which you want to create the query. To do this, click on the  **Settings** icon.
- Click the  **Toolbox** button.
- Click on the relevant tool. You will now be redirected to the Tool manager in your web browser. If external links, polls, quick votes or star ratings have already been created for this room, you will see them in the list.



Toolbox

## External tool

As administrator or moderator, you can link external websites or apps from third-party providers as External tools in your Toolbox. Everyone in your alfaview room can access these links.

### Create an External tool

- Click on the  button in the Tool manager.
- Enter the following information:
  - **Link title:** Enter a title for your link.
  - **Details:** Add a short description for your link to provide further information to participants in your alfaview room. This entry is **optional**.
  - **Address:** Enter the web address (URL) of your link. Please ensure that the address you enter is a valid HTTP/S link.
- After clicking on the  button, all individuals in your alfaview room will be able to access the link in the Toolbox.



**Create link**

Link title  
alfaview Homepage

Details  
Website of alfaview

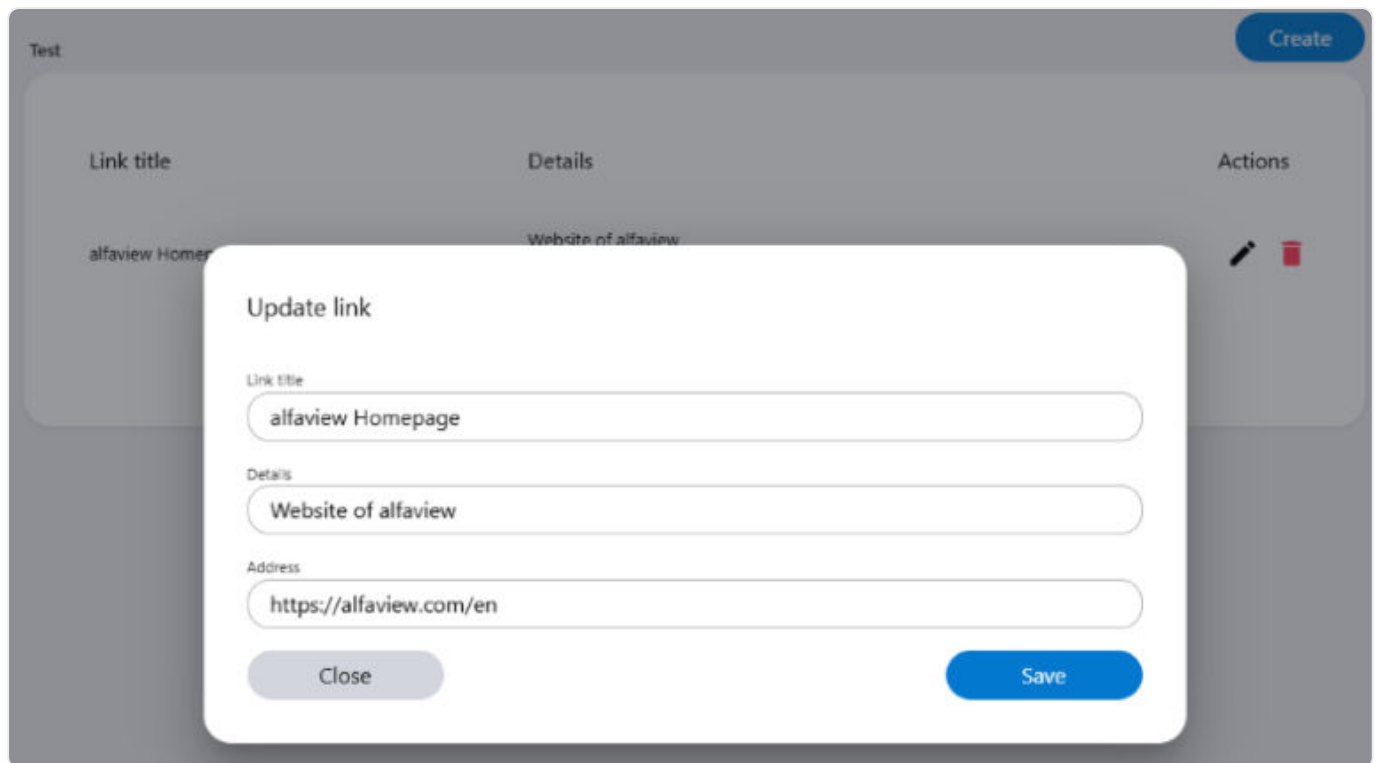
Address  
https://alfaview.com/en

Close Create

Create an External tool

## Update an External tool

- In the Toolbox in the alfaview app, click on the context menu  next to the link you want to edit.
- To edit a tool, click on  **Edit**. You will now be redirected to the Tool manager in your Internet browser. If you have already accessed the Tool manager, you can select the link to be edited directly from the list of all links. Then click on the  **Edit** icon.
- You can now change the link title, the details and the web address. Confirm the changes by clicking on the  button.



Update an External tool

## Delete an External tool

**Note:** The External tool will be deleted immediately as soon as you click on  **Delete** in the Toolbox of the alfaview app.

### In the alfaview app:

- Open the  **Toolbox** in the alfaview app.
- Click on the context menu  next to the link you want to delete.
- Click on  **Delete**. The external tool will be deleted immediately.

### In the Tool manager:

- Open the External link's Tool manager in the  **Toolbox**.
- Select the link you want to delete from the list of all links.

- Click on the  **Delete** icon.
- Confirm the deletion by clicking on  button.

## Whiteboard

The whiteboard is available in the alfaview toolbox. All participants in an alfaview room can work on it together and download the results. The whiteboard is automatically deleted after a week.

You can create only one whiteboard per alfaview room. Only participants with the [room permission](#) “Allow screen sharing” can actively work on the whiteboard. Participants without this permission can open the whiteboard in “view only” mode.

### Create the whiteboard

- Open the  Toolbox in the main menu.
- Click on the  button.
- Then, click on the  Whiteboard button.
- The whiteboard link now appears in the toolbox list.

### Open the whiteboard

- Open the  Toolbox in the main menu.
- Select the whiteboard from the links list. Click on the  button to go to the whiteboard.

### Delete the whiteboard

**Note:** The whiteboard is deleted immediately when you click  **Delete**.

- Open the  Toolbox in the main menu.

- Click on the  context menu of the whiteboard.
- Then click on  **Delete**.

## Poll / Quick vote / Star rating

As moderator or administrator, you can create three different queries via the Toolbox:

- **Poll**  
A poll contains a question with up to ten answer options defined by you during creation. You can decide whether the participants in your alfaview room can vote for one or multiple answers.
- **Quick vote**  
If you want to get a quick insight into what the participants in your alfaview room think, the quick vote is most suitable. The answers **Yes**, **No** and **Abstain** are already set. You can add further answer options.
- **Star rating**  
The star rating allows participants to rate a question, item or suggestion by awarding between one and five stars. The result shows the average of the stars given.

You can display the result of the Poll, Quick vote and Star rating to the participants in the alfaview room.

- [Create a Poll](#)
- [Create a Quick vote](#)
- [Create a Star rating](#)
- [Status and actions](#)
- [Functions in the context menu](#)

## Create a Poll

- Click the  button at the top right corner of the Tool manager website.
- Select the **Poll** template from the drop-down menu.

- Fill in the following fields:
  - **Title:** Enter a title or a description to be voted on.
  - **Options:** You can add up to ten answer options. To do this, enter an option and confirm by either clicking on the plus icon or by pressing the Enter key.  
You can change the order of the answer options by clicking on the arrow icons.  
Delete an answer you have entered by clicking on the **Delete**  icon.
  - Click the drop-down menu under **Number of selectable options**. Now, select whether the participants in your alfaview room can vote for one or more answers.
- Then click on the  button. You will now return to the list of all polls and your poll will have the status **Draft**.

**Publish and start:** The **Publish and start** function allows you to open the poll for voting directly.

- **Please note that once the poll has been published, it will no longer be possible to edit it.**
- Therefore, only tick the box next to **Publish and start**, if you do not wish to make any more changes.
- After direct publication, the poll has the status **Published**.

You can find a detailed explanation on each status and the corresponding action in the section [Status and actions](#).

## Create a Quick vote

- Click the  button at the top right corner of the Tool manager website.
- Select the **Quick vote** template from the drop-down menu.

- Fill in the following fields:
  - **Title:** Enter a title or a description to be voted on.
  - **Options:** The options **Yes**, **No**, and **Abstain** are already set. You can add up to seven more answer options. To do this, enter an option and confirm by either clicking on the plus icon or by pressing the Enter key.  
You can change the order of the answer options by clicking on the arrow icons.  
Delete an answer by clicking on the **Delete**  icon.
  - Click the drop-down menu under **Number of selectable options**. Now, select whether the participants in your alfaview room can vote for one or more answers.
- Click the  button. This will create the poll and take you back to the list with all queries. Your quick vote will have the status **Draft**.
- 

**Publish and start:** The **Publish and start** function allows you to open the quick vote for voting directly.

- **Please note that once the quick vote has been published, it will no longer be possible to edit it.**
- Therefore, only tick the box next to **Publish and start**, if you do not wish to make any more changes.
- After direct publication, the quick vote has the status **Published**.

You can find a detailed explanation on each status and the corresponding action in the section [Status and actions](#).

## Create a Star rating

- Click the  button at the top right corner of the Tool manager website.
- Select the **Star rating** template from the drop-down menu.
- **Title:** Enter a question, statement or description that the participants should evaluate.
- Click the  button. This will create the star rating and take you back to the list with all queries. Your star rating will have the status **Draft**.

**Publish and start:** The **Publish and start** function allows you to open the Star rating for evaluation directly.

- **Please note that once the star rating has been published, it will no longer be possible to edit it.**
- Therefore, only tick the box next to **Publish and start**, if you do not wish to make any more changes.
- After direct publication, the star rating has the status **Published**.

You can find a detailed explanation on each status and the corresponding action in the section [Status and actions](#).

## Status and actions

Polls, quick votings and star ratings always have a status after they have been created. You can use actions to switch from one status to another. In every status, different [functions](#) are available in the context menu.

| Status                 | Action                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Draft</b>           | You can edit polls, quick votes and star ratings via the context menu  while they have the <b>Draft</b> status. You can also preview each query. Click the <b>Publish</b> button to display the query in the alfaview room. Confirm the publication in the new window by clicking the <b>OK</b> button. |
| <b>Published</b>       | The poll, quick vote or star rating is now visible in the alfaview room's Toolbox. Participants can view the query, but <b>cannot</b> vote yet. Click the <b>Start</b> button to enable voting.                                                                                                                                                                                            |
| <b>Voting started</b>  | Participants can now take part in the poll, quick vote or star rating and cast their vote. Click the <b>End</b> button to close the query.                                                                                                                                                                                                                                                 |
| <b>Voting ended</b>    | The poll, quick vote or star rating will no longer appear in the Toolbox. As an administrator or moderator, you can view the results in the Toolbox. Click on the desired query in the list or on the small arrow to the left of the query's title. Click the <b>Publish results</b> button to make the result available in the alfaview room.                                             |
| <b>Results visible</b> | Participants in the alfaview room can view the result via the Toolbox. Click on the <b>Hide results</b> button so that the result is no longer accessible in the alfaview room.                                                                                                                                                                                                            |

As long as you do not delete the poll, quick vote or star rating, you can toggle between **Voting ended** and **Results visible** as many times as you like. To do this, click on the corresponding action.

## Functions in the context menu

In addition to changing the status via the **Actions** button, you can also access various functions via the context menu . These are used to manage polls, quick votes and star ratings.



**Edit:** You can edit the **title**, **answer options** and **number of selectable options** when the query has the status **Draft**.

This function is no longer available in later statuses.



**Action:** This function allows you to switch from one status to the next. Actions are also displayed as a button in the list of polls, quick votes and star ratings allowing you to switch statuses more quickly.



**Preview:** The preview allows you to view the poll, quick vote or star rating before you publish it. This allows you to see how it will appear to participants.



**CSV export:** The function CSV export allows you to download the result as a CSV file.



**Duplicate:** Create an identical copy of your query. The duplicated query will have the status **Draft**.



**Delete:** Delete your poll, quick vote or star rating by clicking on this function. Confirm the deletion in the new window by clicking the  button.

The result will then no longer be available.

# Settings



The **Settings** can be found in the [secondary menu](#). Here you can change your audio and video settings. In addition, you can adjust accessibility settings and find out about the latest updates. Further settings can be found on the [General settings](#) page.

Setting changes are automatically applied, saved and applied again upon next application launch.

Click on the  **Settings** icon in the secondary menu to access all available settings.

## Audio

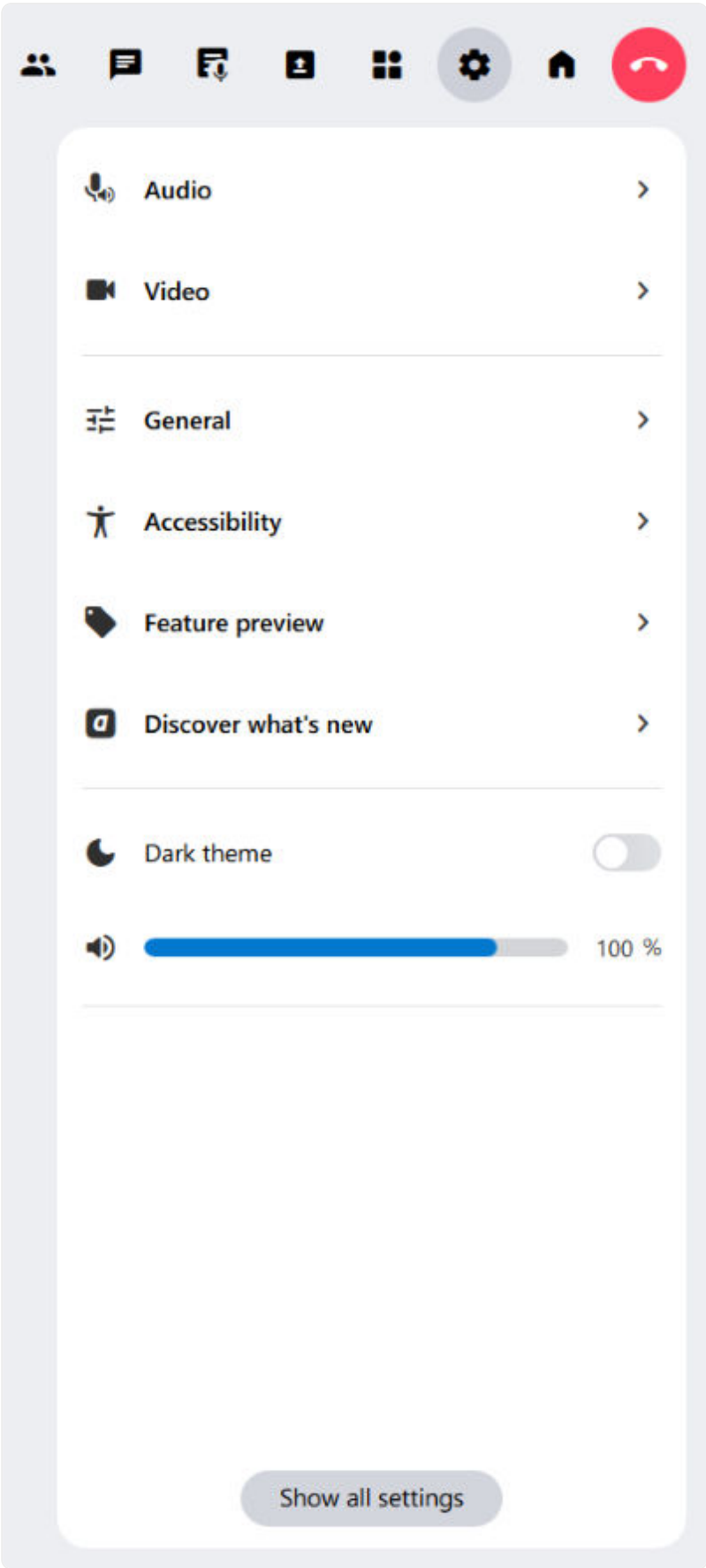
The **Audio** tab allows you to make various changes to your audio settings. Here you can select your preferred microphone, speaker or headset or activate / deactivate the options Echo cancellation and Noise cancellation. The advanced settings include the features Push-to-talk and microphone optimization.

To learn more about all the features and settings available for audio, please refer to the [Audio settings](#) page.

## Video

The **Video** tab offers various options for your video settings. In addition to your camera, you can also select virtual backgrounds or adjust the bandwidth usage for screen sharing and the quality of your secondary camera.

To learn more about all the features and settings available for video, please refer to the [Video settings](#) page.



Settings in the secondary menu

## General settings

### Personalization

#### Appearance

Customize the alfaview app to suit your needs. Here, you can choose between a light or dark theme.

- The light theme is ideal for bright environment.
- The dark theme is ideal for environments with low light or at night.



#### **Animated participant tiles**

Smoother transitions through animations of participant tiles when entering, leaving or changing VIPs. This improves visual orientation and makes changes on stage easier to follow.

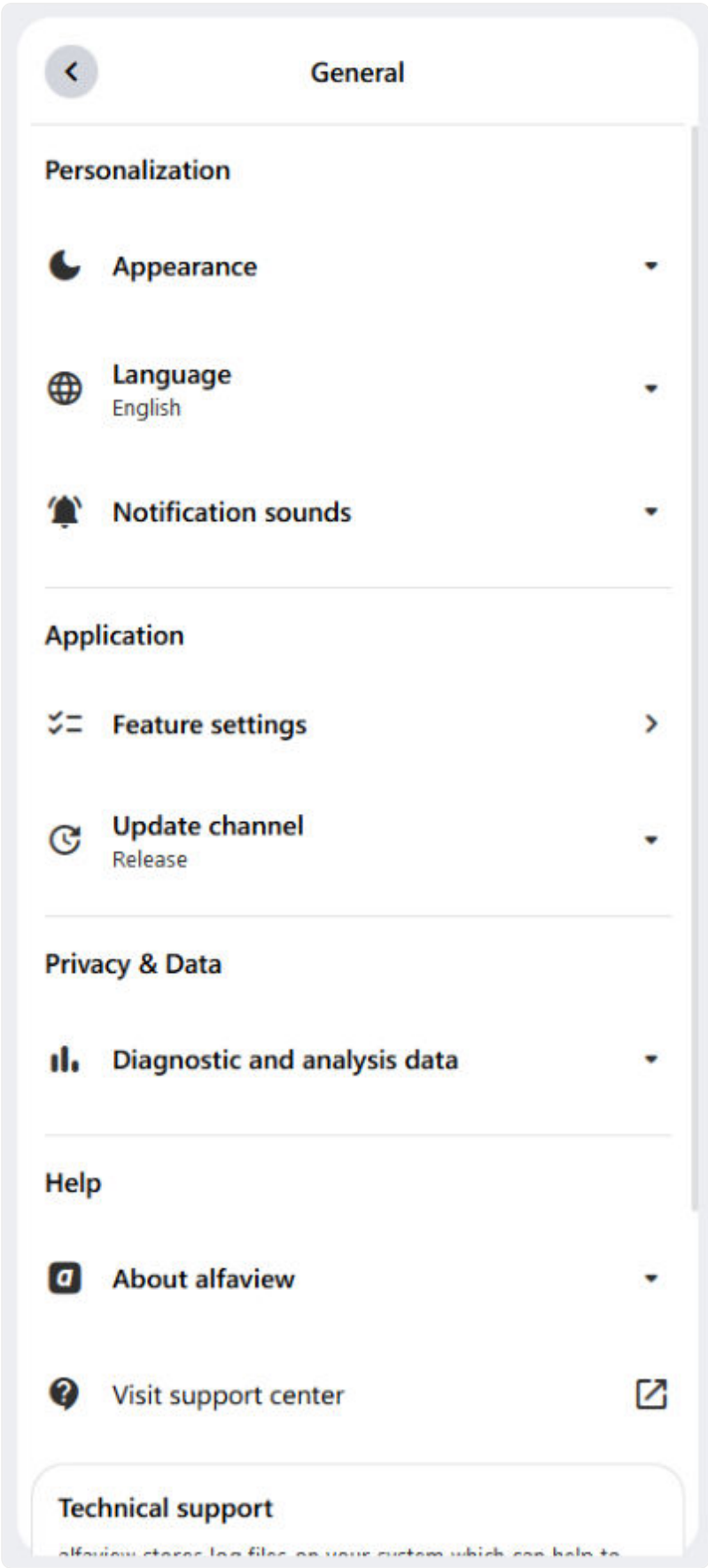


#### **Enhanced UI animations**

Animations are used to show and hide parts of the interface; this may lead to reduced performance.

#### Language

This selection menu allows you to change the language of the user interface. Currently English and German are available.



General settings

## Notification sounds

alfaview's notification sounds can be changed here.

- **Off:** No notification sounds are used.
- **Discreet:** Quieter notification sounds are used.
- **Normal:** Normal notification sounds are used.

## Application

### Feature settings

You can use the feature settings to customize alfaview to suit your needs. These features are optional and can be enabled or disabled with a single click on the toggle switch. If the switch is blue, the feature is enabled.

The features are divided into the following categories: **Reactions & Effects**, **Appearance**, **Compatibility**, **Application**, and **File Sharing**.

### Reactions & Effects



#### Raise hand in main menu

This feature adds the **Raise Hand** option to the main menu. This allows you to respond and react more efficiently during meetings or events.



#### Reaction effects

If this feature is enabled, alfaview displays the reactions not only in the left corner of the video but also as animated visual effects on the stage.



#### Stage effects

Stage effects can be used by moderators to display full-screen visual effects during the meeting. To see and control stage effects, this feature must be enabled.

## Appearance



### Color coding of users

For faster recognition, the participants of a meeting are randomly color-coded when you use the search function.



### Highlight participants taking a break

People in break are highlighted (name in orange) to make them easier to spot.



### Show spectators in Participant list

This setting is used to display participants in the user list with the [Spectator permission group](#). Spectators can only passively participate in a meeting because of their permission, so they are hidden by default in the user list.



### Show me first in the speaker view

In the [speaker view](#), my video image is displayed at the beginning of the participant videos only for me.

## Compatibility



### Discreet style for room exit button

Displays the **Exit room** button in a subtle and discreet design. This style is familiar from previous versions of alfaview.



### Legacy gallery view

Modern animations and optimisations of the gallery grid layout are disabled. This mode mimics the behaviour of older versions of alfaview.

## Application



### Show mini window when minimized

If you minimize the main window of alfaview, the mini window will be displayed automatically. If you want to turn off this feature, click on the toggle.

## File Sharing



### Upload Speed Limit

You can choose how quickly your files are uploaded to the file-sharing area in the alfaview room. You have the option to choose between

- 1 MB/s
- 3 MB/s (default)
- 5 MB/s
- No Limit

## Graphic settings

Here you can set which interface alfaview should use to communicate with the graphics card.

- **Automatic:** With this setting, alfaview automatically selects the best graphics engine for your device. (Default setting)
- **OpenGL:** Use the cross-platform graphics standard if there are problems with Metal or the automatic selection.
- **Metal:** Use Apple's modern graphics engine for maximum performance on macOS and iOS devices.

After changing the graphics settings, you have to restart alfaview.

### FPS monitor

Only enable this option in situations where technical support is required to check the performance of your graphics card.

## Update channel

For interested users we offer the opportunity to choose from different update channels or versions of alfaview.

- **Release:** For regular updates and a stable, fully tested app version. (Default setting)

- **Beta:** Select the Beta channel if you want to test new features early and support us with your feedback.
- **Insider:** In the Insider channel, you will receive experimental updates that are still in development.

After changing the update channel, alfaview must be restarted.

## Privacy & Data

### Diagnostic and analysis data

alfaview collects pseudonymised technical diagnostic and analysis data for the purpose of ensuring the proper functioning and security of the application and for product optimisation. You can object to the collection of data by deactivating the **Share diagnostic data** switch.

### Surveys

Support alfaview and our developers by sending us feedback on current issues. By participating in the surveys, you are helping us to make alfaview even better.

## Help

### About alfaview

In the **About alfaview** menu, you can find the current version of alfaview, as well as links to our licences, privacy policy, and terms and conditions.

### Visit support center

When you click on this menu item, your browser will open and redirect you to our Support center.

## Technical support

Enable debug logging if you are asked to do so by our employees as part of support enquiries. Click on the **Show log files** button to view the log files stored on your computer. Enable extended debug logging by clicking the switch next to **Enable debug logging**.

## Reset all settings

This feature allows you to reset all settings to their default values. To do this, click the button.

## Accessibility

The **Accessibility** setting enables you to adjust the alfaview interface, activate the screen reader, or learn about available keyboard shortcuts. For a detailed description of all functions and settings, please refer to the [Accessibility](#) page.

## Feature previews

The **Feature preview** allows you to test various functions that are currently under development before the official release.

### Latest features:



#### alfaPhone

Integrated SIP softphone for making and receiving calls.



#### Virtual backgrounds

Protect your privacy by hiding your real surroundings with improved background blurring or by using virtual backgrounds.



### Room list tree view

The tree view of the room list offers intuitive navigation through departments and rooms.

If you are using a computer with the macOS operating system, you can enable **screen sharing with sound** in the feature preview. For computers running Microsoft Windows operating systems, this feature is included in the release version.



### Screen sharing with sound

This feature allows you to share the audio output in addition to your shared screen content.

## Discover what's new

Find out about the main new features in the latest and previous versions of alfaview. To read the full release notes, click on the [Read the full release notes](#) link. You will be redirected to the Support Center.

## Dark theme

The Dark theme setting allows you to switch between a **light and dark display** of alfaview. Simply click on the switch to toggle between the two options.

## Volume

Adjust the volume of alfaview using the slider.

## Show all settings

To access [all available settings](#), click on the **Show all settings** button.

# Audio settings

The  **Settings** tab in the secondary menu allows you to make various changes to your audio settings. You can find the menus to select your preferred microphone, speaker or headset as well as the advanced settings including the features Push-to-talk and microphone optimization. The **Quick settings** in the main menu offer you a condensed selection of settings with which you can select your microphone or speaker.

- [Quick settings](#)
- [All audio settings](#)

## Quick settings

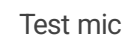
- Open the Quick settings by clicking on the small **Open menu** icon in the bottom right corner of the microphone icon in the main menu.

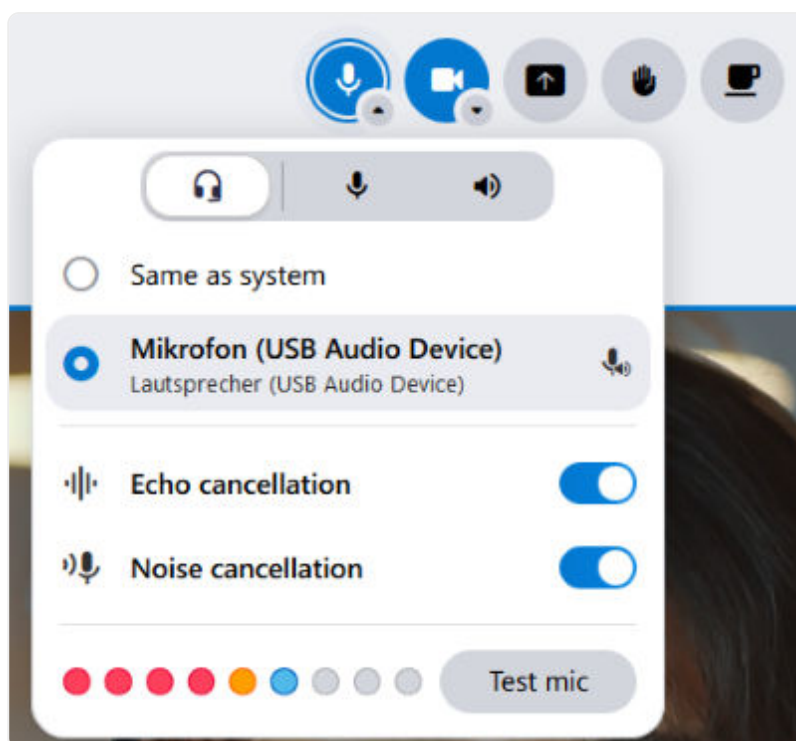
A window opens with the **Select headset**, **Select a microphone** and **Select a speaker** menus.

## Headset & Microphone

- Select the headset or microphone you want to use.
- Drag the switches to enable or disable the **Echo cancellation** and **Noise reduction**. When the switch is blue and to the right of the toggle, the feature is enabled.

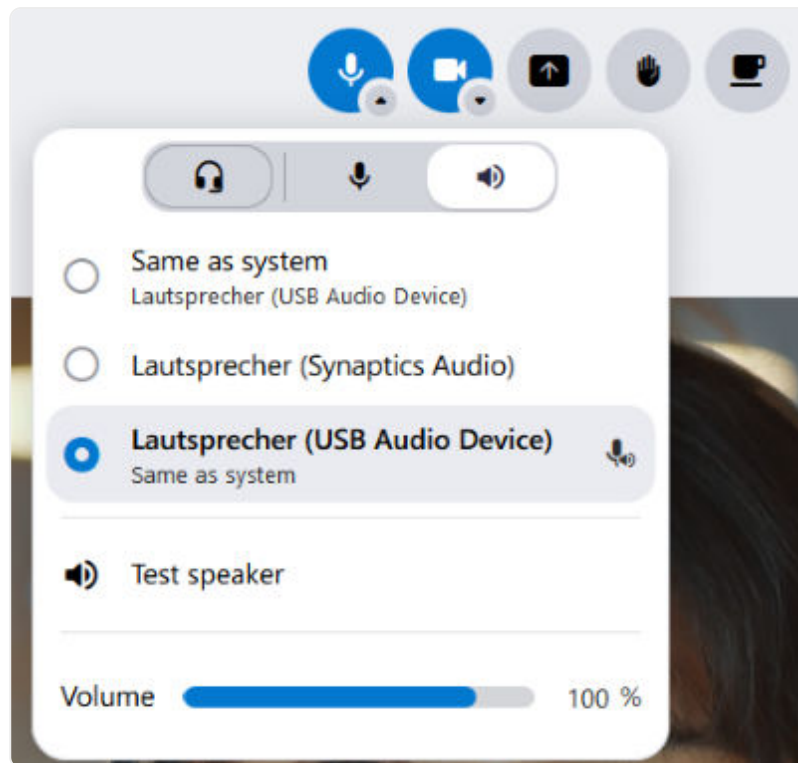
You can also test your microphone in the **Quick settings**.

- Click on the  button at the bottom of the window.
- The button now displays the text . Speak into your microphone. The circles next to the button should light up. This indicates that your microphone is working.
- After the recording of your voice is finished, it will be played back to you.



## Speaker

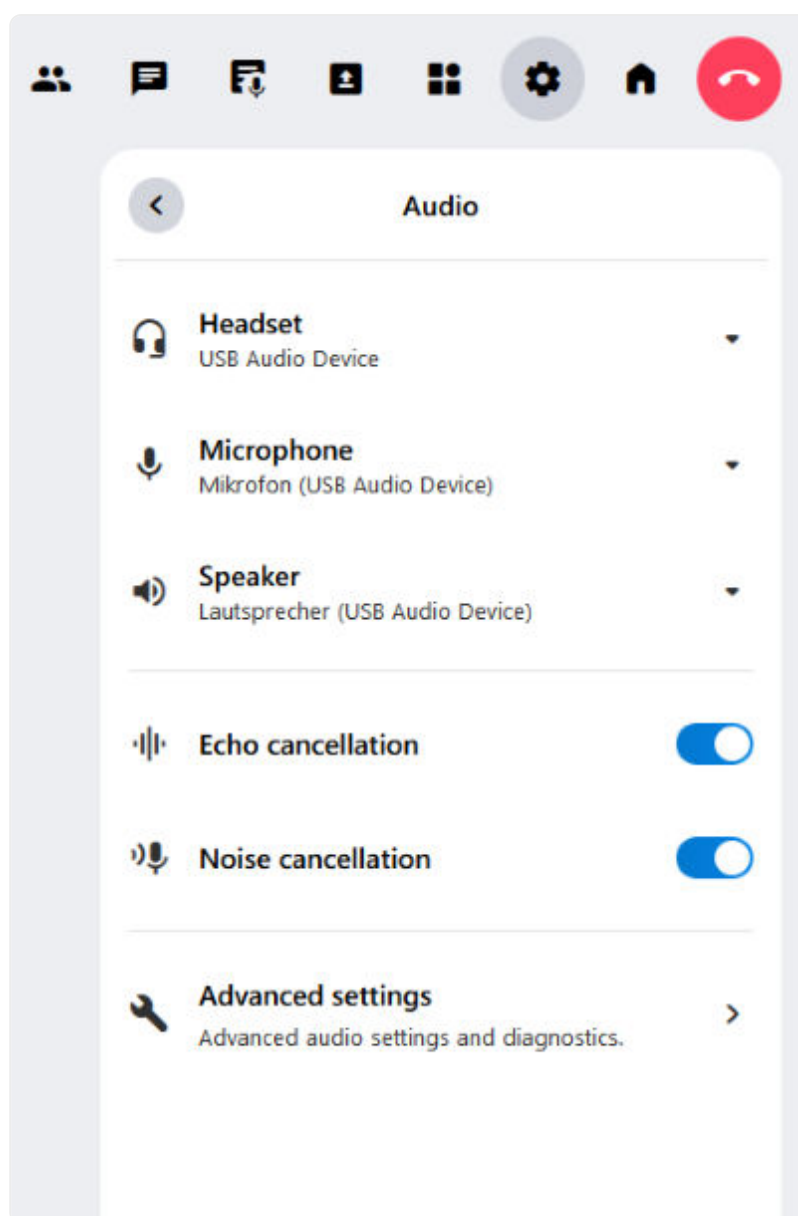
- Select the speaker you want to use.
- Test the speaker by clicking on the **Test speaker** button. A sound is now played.
- Adjust the volume by dragging the slider to the left or right. The blue bar and the percentage indicates the current volume.



## All audio settings

In addition to the Quick setup, the **Audio** menu offers additional settings to optimise your audio.

- [Headset](#)
- [Microphone](#)
- [Speaker](#)
- [Echo cancellation](#)
- [Noise cancellation](#)
- [Advanced settings](#)
  - [Noise suppression](#)
  - [Microphone optimization](#)
  - [Signal processing](#)
  - [Turn on microphone on join](#)
  - [Enable Push-to-talk](#)
  - [Show speaker status](#)
  - [Treat current devices as a headset](#)



Audio settings

The settings are applied automatically and do not need to be saved manually.

## Headset

Click on the **Headset** menu item to open a selection list of all connected devices. Select the preferred device.

## Microphone

Click on the **Microphone** menu item to open a selection list of all connected microphones. Select the microphone you want to use.

## Speaker

Click on the **Speaker** menu item. In the section list, you can choose the speaker you want to use. Additionally, you can adjust your speaker volume by moving the slider. Click on the **Test speaker** button to test the functionality of your speaker.

## Echo cancellation

If you are using a separate microphone and loudspeaker instead of a headset, we recommend that you enable **Echo cancellation**. This setting prevents audio being picked up from your speaker and retransmitted by your microphone.

If you are using a headset, **Echo cancellation** is automatically disabled.

## Noise cancellation

Noise cancellation filters out unwanted background noise from microphone transmissions, improving your audio quality.

## Advanced settings

Additional audio settings, such as **Noise suppression** or **Microphone optimization**, are available in the **Advanced settings**.

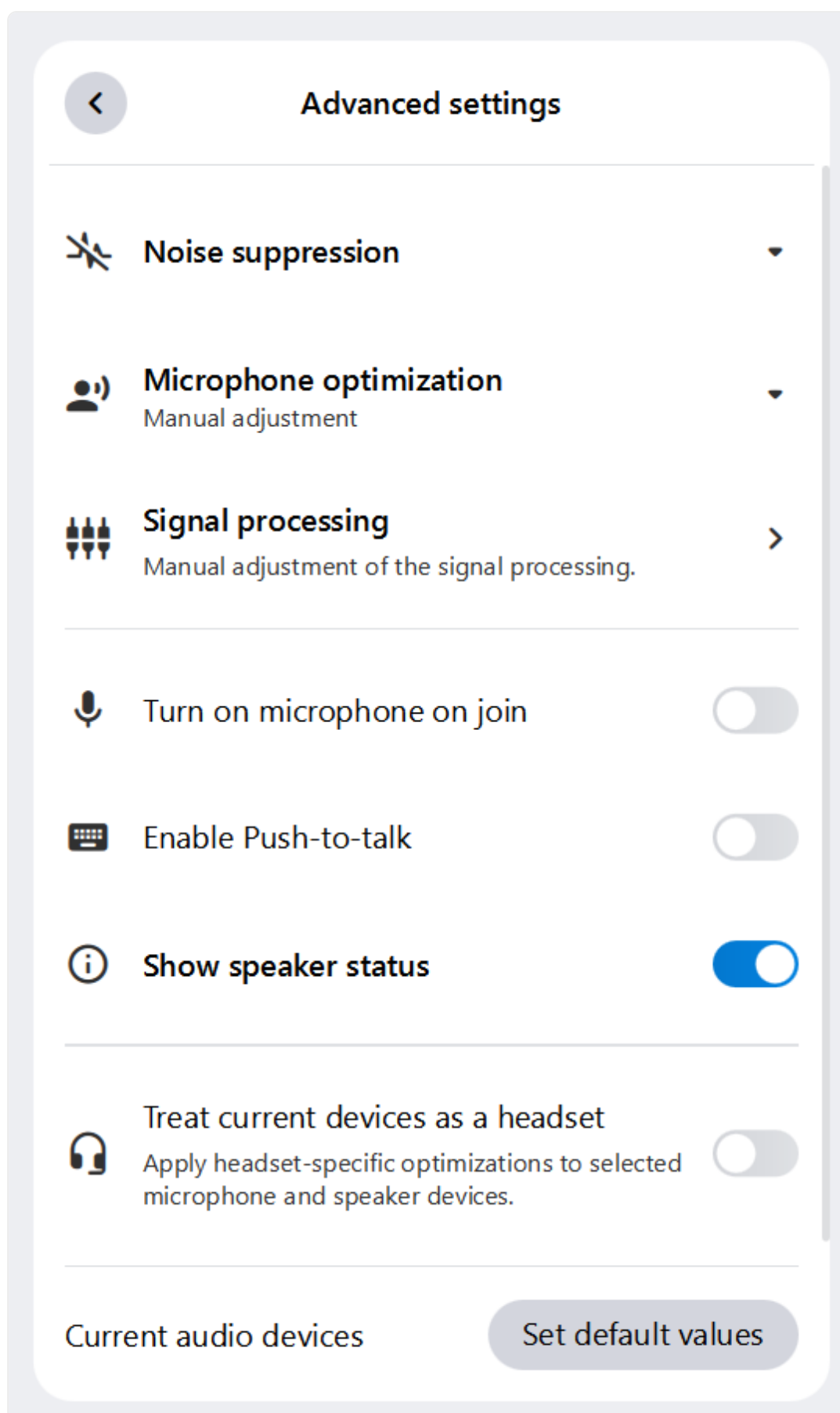
## Noise suppression

Select the level of noise suppression to better filter background noises from your audio transmission.

## Microphone optimization

We recommend the automatic Noise cancellation. If you want to optimize your microphone yourself, you can use our **Microphone optimization**. This feature allows you to adjust the input level at which the microphone picks up your voice.

- Speak in your microphone.
- Move the slider to adjust the microphone sensitivity. Make sure the indicator bar turns blue and moves beyond the slider to the right.
- When you are not speaking, the indicator bar should be orange or invisible. This means that your voice is not being transmitted.



Advanced audio settings

For the best transmission quality, we recommend that you maintain a constant distance from the microphone. You can also use the **Optimization wizard**. This will automatically adjust the level for you based on a short voice sample.

To do this, click the  button next to the Optimisation Wizard.

## Signal processing

The signal processing offers various additional settings to advance your audio quality. These settings are automatically enabled.

## Turn on microphone on join

When you enable this feature, your microphone is automatically turned on before joining an alfaview room. You can deactivate your microphone at all times in the quick settings before joining a room.

## Enable Push-to-talk

Push-to-talk can be helpful in noisy environments or when no headset is available.

The Push-to-talk feature allows you to activate the microphone manually by pressing a button. With this feature, your microphone only transmits sound when you press the **CTRL** key.

- Activate the push-to-talk feature by ticking the box.
- The  **Microphone** icon in the main menu is now displayed in orange and crossed out.
- To speak, press and hold the **CTRL** key on your keyboard.
- Release the **CTRL** key as soon as you have finished speaking.

If you do not want to use the **CTRL** key for push to talk, you can define a custom key combination.

- Activate push to talk by clicking the switch.
- Click in the input field next to the **Edit** button.
- Now press the key on your keyboard that you want to use to activate Push-To-Talk.
- Then click the **button**.

## Show speaker status

When you activate the speaker status, a small speaker icon appears in the status menu in the bottom left corner of your alfaview room. You can mute alfaview by clicking the icon. If the icon is displayed in orange and crossed out, alfaview is muted.

## Treat current devices as a headset

When this feature is enabled, headset-specific optimizations are applied to the currently selected microphones and speaker devices.

The settings are applied automatically and do not need to be saved manually.

## Set default values

You can set all your audio settings back to default. To do so, simply click on the **Set default values** button.

Please note that the defaults will be applied immediately. All previous settings will revert to the default settings without an opt-out option.

# Video settings

The **Settings** tab provides various options for your video and camera settings. You can select your preferred camera, virtual backgrounds and the quality of your second camera.

Click on the  **Settings** icon in the secondary menu, then click on the menu item **Video** to access all available settings.

## Camera

Click on the **Camera** menu item to select the camera from which you want to stream the video. You will also see a preview of what the video will look like when it is streamed.

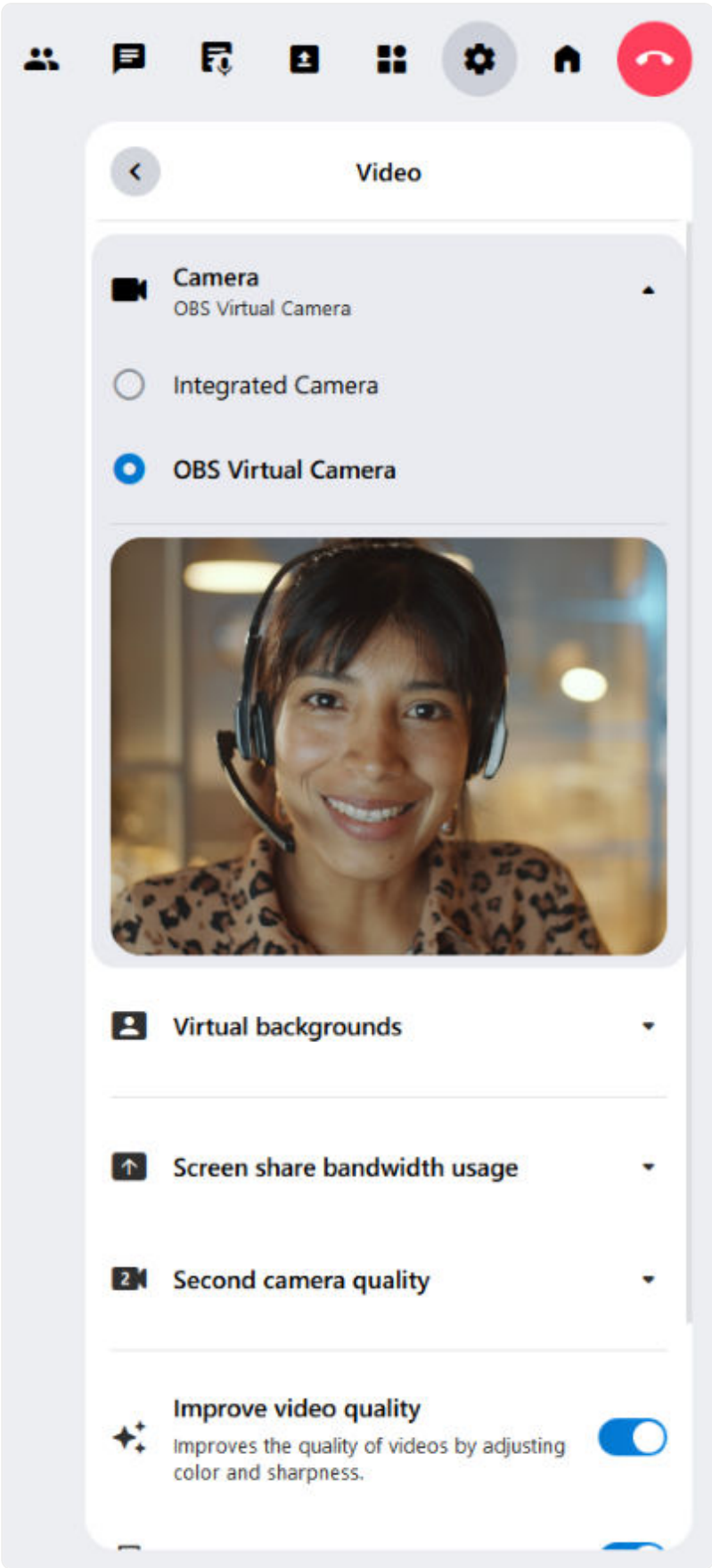
Select the camera by clicking on its name.

## Virtual backgrounds

Choose a coloured background or a pre-selected background from the menu item **Virtual backgrounds**. You can also blur your background here.

## Colour backgrounds

In the **Colour backgrounds** tab, you can choose between single-coloured and colour gradient backgrounds. Click on the background you want to use.



The camera selection menu

## Standard backgrounds

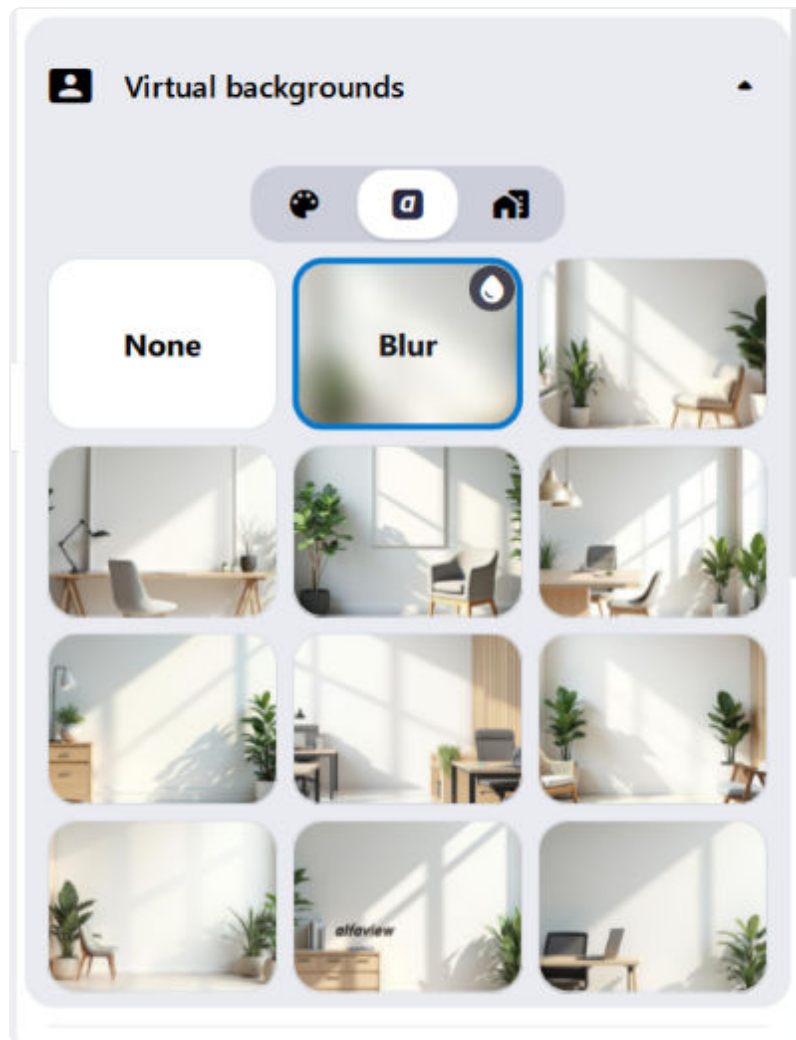
You can blur your background in the **Standard backgrounds** tab. To do this, click on the **Blur** preview image. Click on the **Blur strength** icon in the top right corner of the preview image to open the menu. Select your preferred blur level.

Click on one of the other preview images to use a default virtual background.

To disable the virtual background feature, click on the **None** menu item.

## Study backgrounds

The **Study backgrounds** tab provides additional virtual backgrounds for you to choose from. Click on the preview image you want to use as your background.



Select a virtual background

## Screen share bandwidth usage

Decide whether you want to broadcast your screen sharing with **reduced** or **normal** bandwidth usage. Reduced bandwidth is useful if you have a poor internet connection, as your screen will still be shared.

## Second camera quality

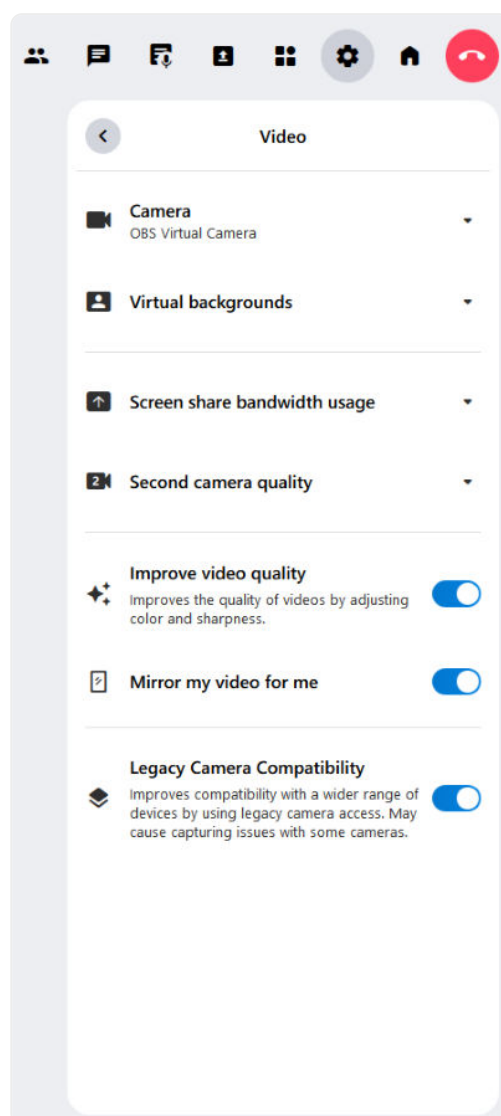
The **Second camera quality** menu allows you to choose between 480p, 720p and 1080p video resolutions for your second camera.

## Improve video quality

Enable the **Improve video quality** feature by clicking on the switch. When this feature is enabled, the colour and depth of your video will be adjusted to improve the video quality.

## Mirror my video for me

Mirror your video by clicking on the switch. Your video will not be mirrored for the other participants in the alfaview room.



The video settings

## Legacy Camera Compatibility

This setting is only available on older devices or external cameras.

Improves compatibility by using legacy camera interfaces. Enable this option if your camera does not work with the default setting.

# General settings



In addition to the [settings](#) in the secondary menu, the **All Settings** window provides further settings options that allow you to customise the alfaview app to your needs. In order to open the settings window, click the  **Settings** icon in the sidebar to access the settings. Then click the button [Show all settings](#) to open the separate window with all settings.

The settings are divided into the following sections:

- [General](#)
- [Audio](#)
- [Video](#)
- [Appearance](#)
- [Accessibility](#)
- [Network](#)
- [Help](#)
- [About alfaview](#)
- [Reset all settings](#)

Changes are automatically applied, saved and applied again upon next program start.

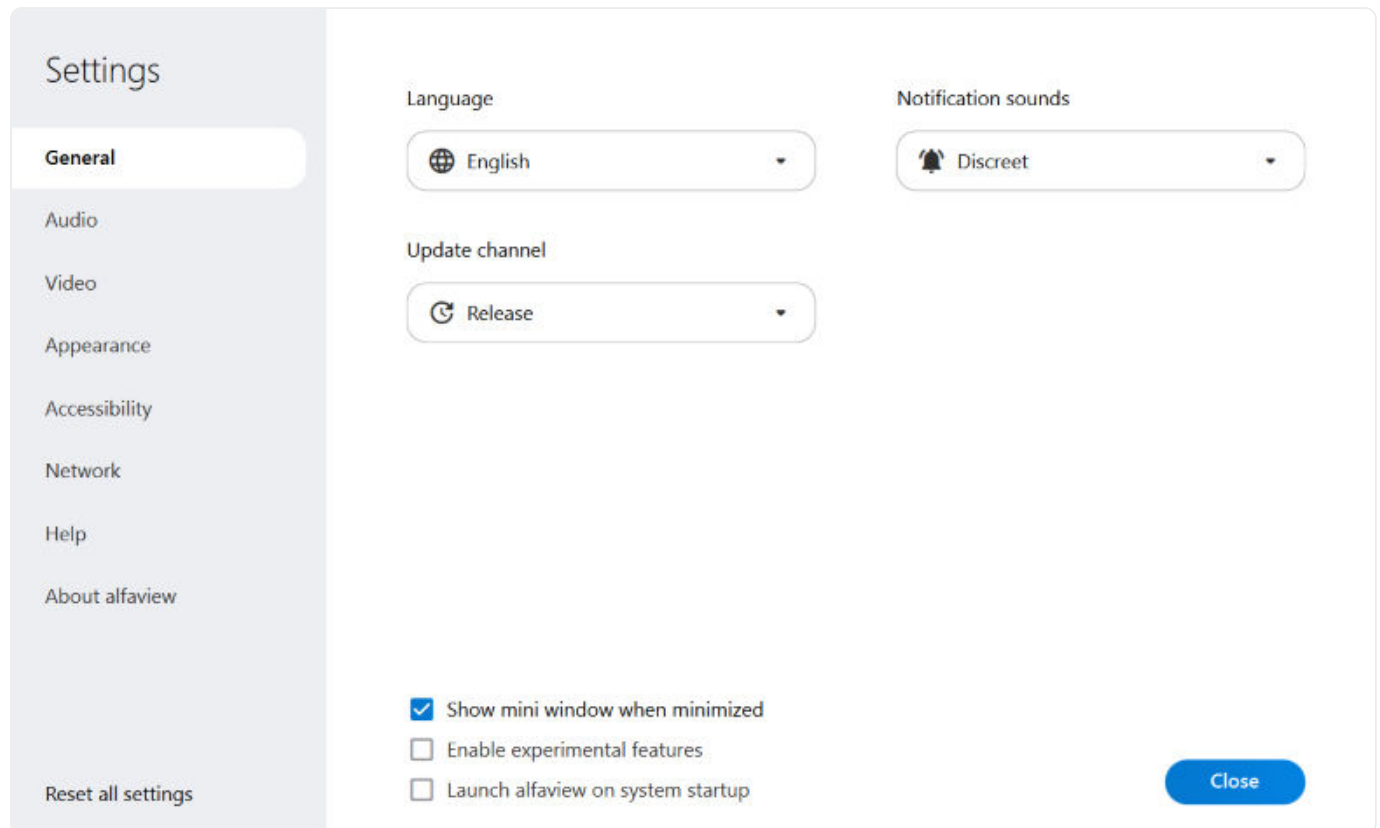
## General

### Language

This selection menu allows you to change the language of the user interface. Currently English and German are available.

## Update channel

For interested users we offer the opportunity to choose from different update channels or versions of alfaview.



Settings – General

- **Release:** For regular updates and a stable, fully tested app version. (Default setting)
- **Beta:** Select the Beta channel if you want to test new features early and support us with your feedback.
- **Insider:** In the Insider channel, you will receive experimental updates that are still in development.

After changing the update channel, alfaview must be restarted.

## Notification sounds

Customise the app's notification sounds, which alert you to things like chat messages or people in the waiting room. Choose from the following options:

- **Off:** No notification sounds are used.
- **Discreet:** Quieter notification sounds are used.
- **Normal:** Normal notification sounds are used.

## Show mini window when minimized

The [mini window](#) allows you to follow conversations and events in the alfaview room when you have minimized the main window of the application. It provides you with the most important functions of the primary and secondary menus.

## Enable experimental features

When activated you can select the additional option pixelate to blur the surroundings in the [settings](#).

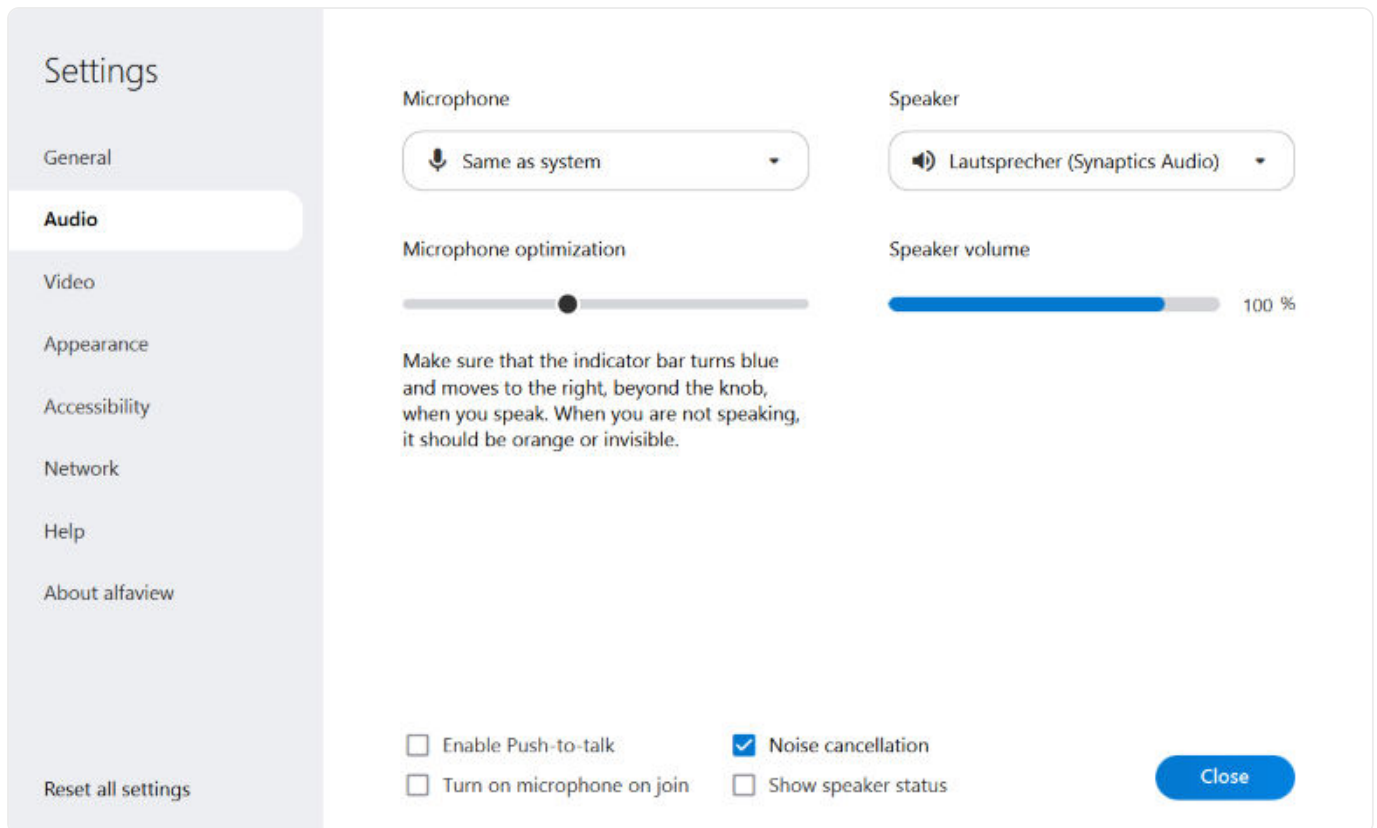
## Launch alfaview on system startup

When activated, alfaview automatically starts when you start your computer.

## Audio

The **Audio** tab allows you to set up your microphone and speakers.

Newly connected devices are listed in the selection menu as soon as they are recognised by the operating system.



Settings – Audio

## Microphone

Select the microphone you want to use from the drop-down menu.

### Microphone optimization

We recommend that you use the automatic **Noise cancellation** function. This effectively adjusts the sensitivity of your microphone so that unwanted background noise is filtered out of your microphone transmission.

You can also optimize the microphone yourself. You can manually adjust the input level at which the microphone picks up your voice.

- Speak into your microphone.

- Now move the slider to adjust the microphone sensitivity. Make sure the indicator bar turns blue and moves beyond the slider to the right.
- When you are not speaking, the indicator bar should be orange or invisible. This means that your voice is not being transmitted.

For the best transmission quality, we recommend that you maintain a constant distance from the microphone. You can also use the Optimization wizard in the **Settings** tab in the secondary menu. This will automatically adjust the level for you based on a short voice sample.

## Speaker

Select the speaker you want to use from the drop-down list.

## Speaker volume

You can adjust the volume of alfaview using the slider below the speaker selection. Move the slider to adjust the volume.

## Enable Push-To-talk

Push-to-talk can be helpful if you are in a noisy environment or if you do not have a headset available.

The Push-to-talk feature allows you to activate the microphone manually by pressing a button. With this feature, your microphone only transmits sound when you press the **CTRL** key.

- Activate the push-to-talk switch.
- The  **microphone** icon in the main menu will now appear orange and crossed out.
- To speak, press and hold the **CTRL** key on your keyboard.
- Release the **CTRL** key as soon as you have finished speaking.

If you do not want to use the **CTRL** key for push to talk, you can define a custom key combination.

- Activate the Push-To-Talk function by checking the box.
- Click the  button next to the Push-To-Talk option input field.
- Press the key on your keyboard that you want to use to activate the Push-To-Talk function. As soon as alfaview recognizes your key selection, it will be displayed in the input field.
- Then click the  button.

## Activate microphone before entering an alfaview room

If you activate this function, your microphone is automatically switched on before you enter an alfaview room. You can deactivate the microphone at any time in the quick settings before entering a room.

## Noise cancellation

Noise cancellation filters out unwanted background noise from your microphone feed, improving your audio transmission. Tick the box to enable it.

## Show speaker status

When you activate the speaker status, a small speaker icon appears in the bottom left corner of the status menu in the conference rooms. You can mute alfaview by clicking the icon. If the icon is displayed in orange, alfaview is muted.

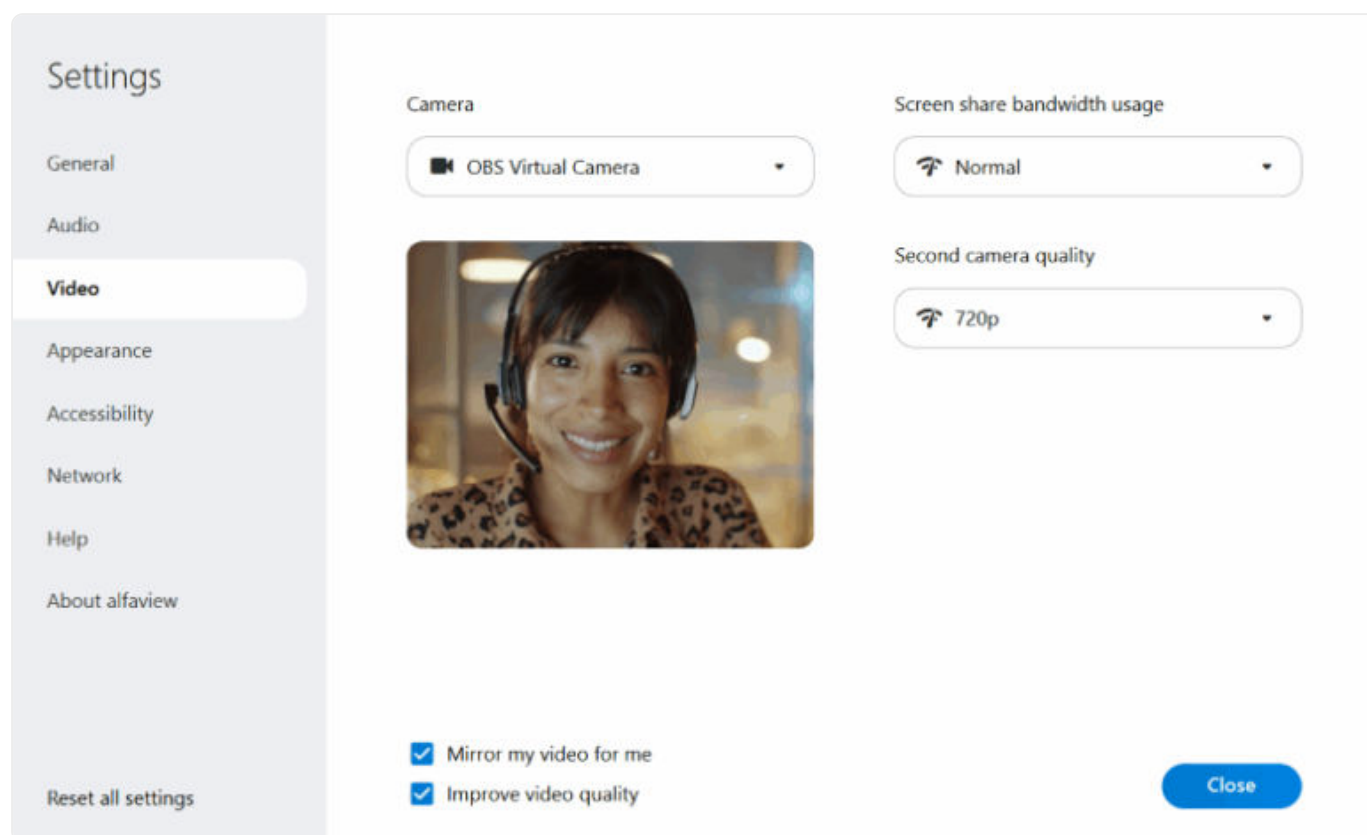
The settings are saved permanently and will be used again the next time you start alfaview.

## Video

### Camera

Determine the desired camera in the respective selection menu.

- The selected camera will be applied instantly and transmitted to the conference room.
- Newly connected devices are listed in the selection menu as soon as they have been detected by the operating system.



Settings – Video

## Screen share bandwidth usage

This selection menu allows to reduce the amount of bandwidth used for screen sharing. There are two options to choose from:

- **Normal:** Screen share is transmitted in regular quality (default setting).
- **Reduced:** Screen share is transmitted in reduced quality.

## Second camera quality

This menu changes the video quality for the second camera.

## Mirror my video locally

This setting is used to see your own video like in front of a mirror. The presentation of your video to other participants is not mirrored.

## Improve video quality

Improves the appearance of all videos by adding a slight soft focus. Especially with skin tones this results in a smoother presentation.

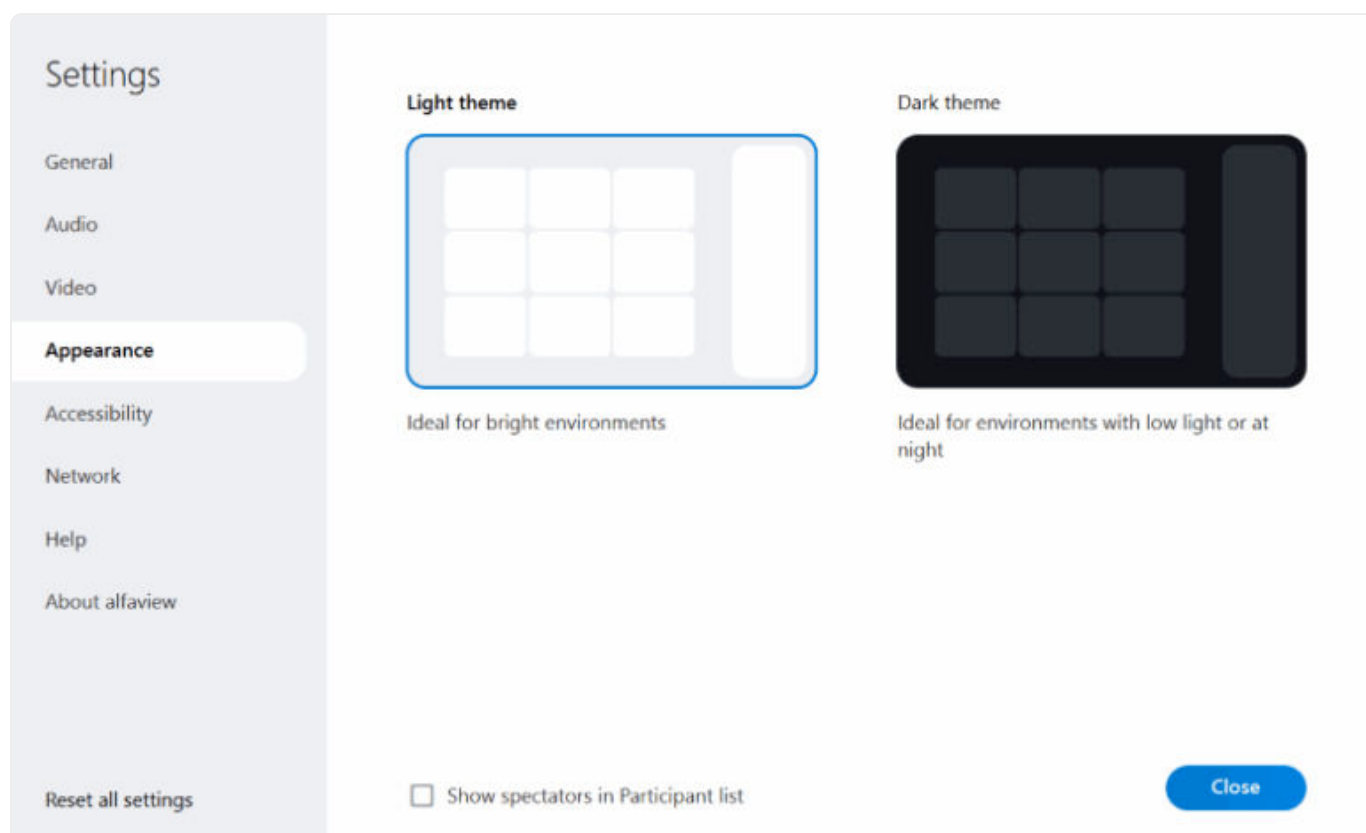
## Appearance

### Design

Choose between a light and a dark color scheme. The dark color scheme relieves the eyes in dark environments.

## Show spectators in user list

This setting is used to display participants in the user list with the [Spectator permission group](#). Spectators can only passively participate in a meeting because of their permission, so they are hidden by default in the user list.



Settings – Appearance

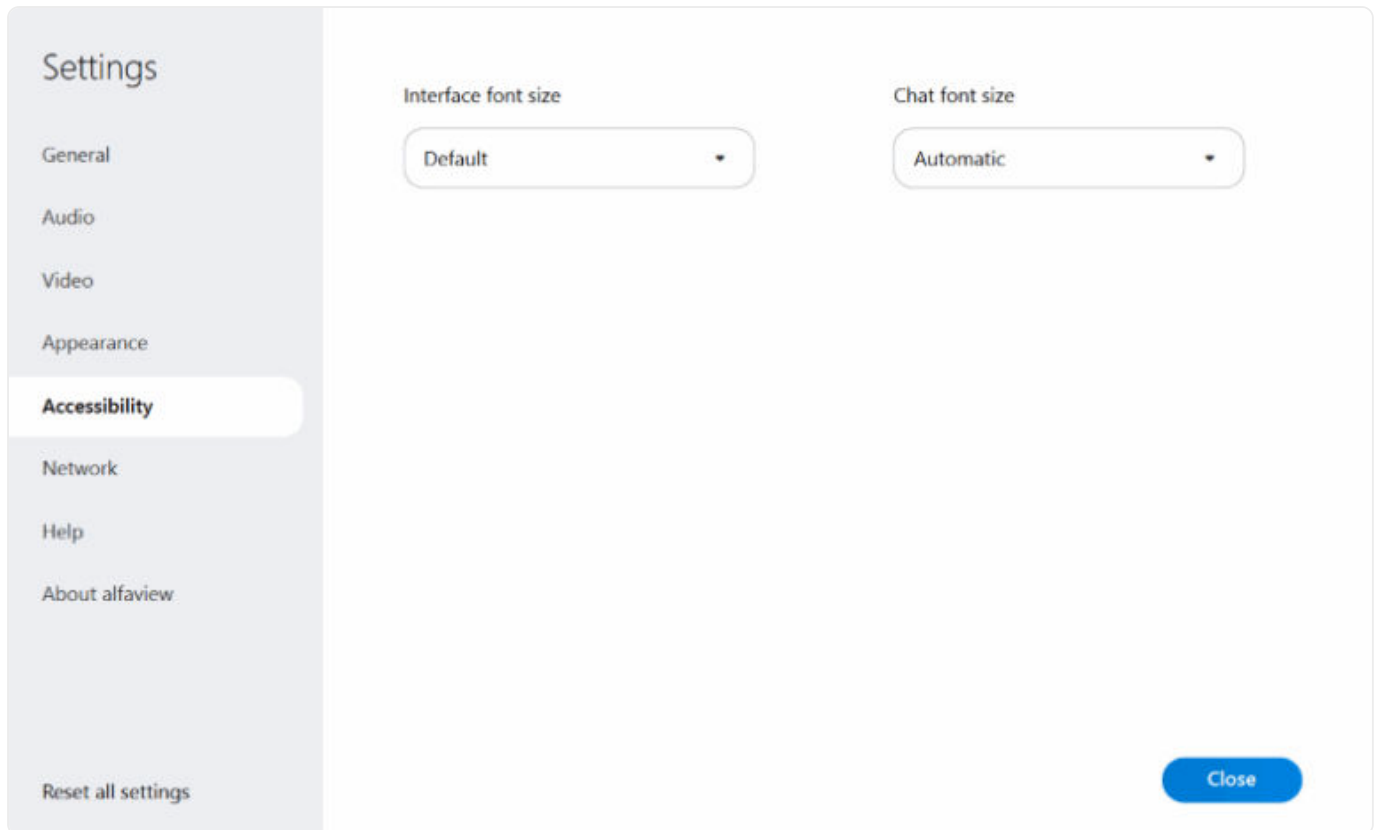
## Accessibility

### Interface font size

Changes the font size of the alfaview interface.

## Chat font size

Changes the font size of chat messages.



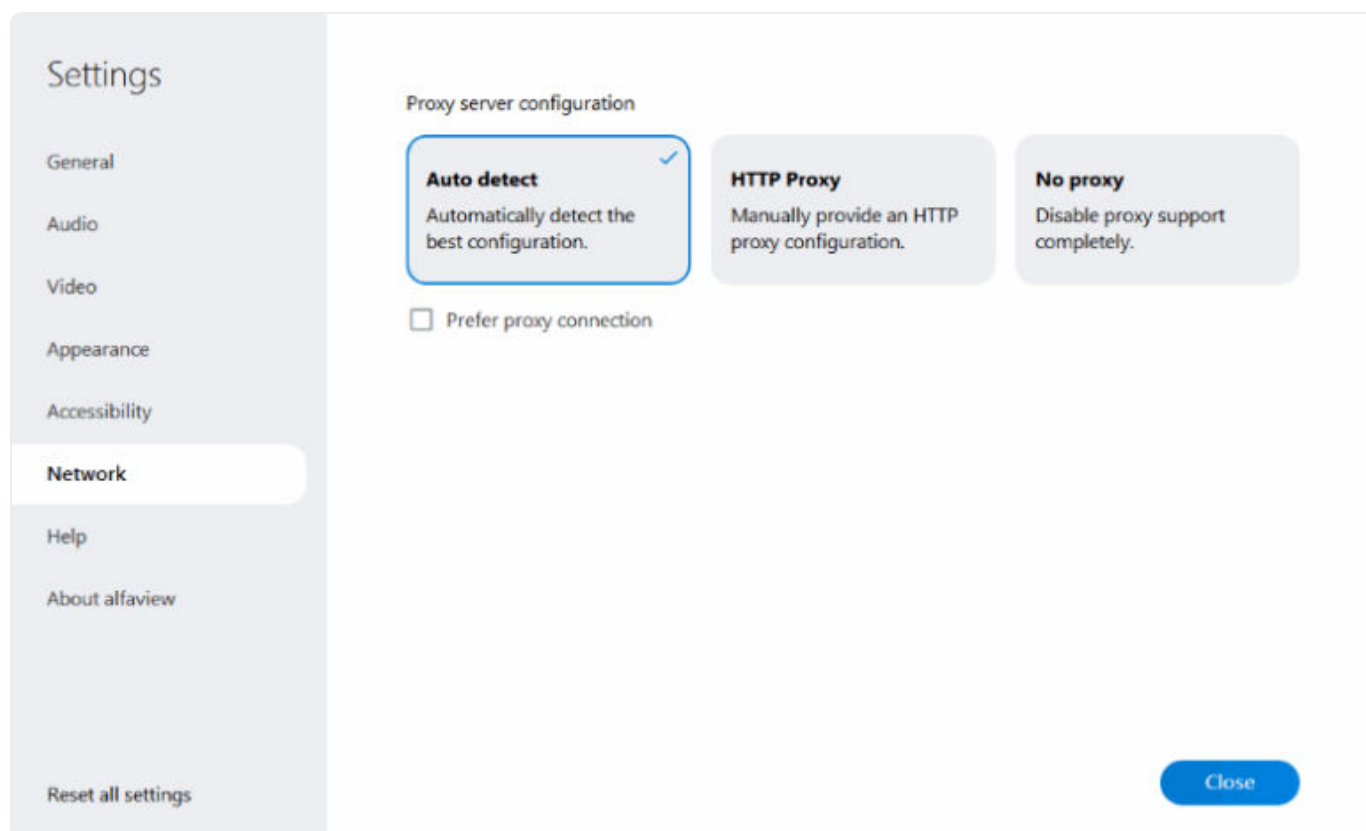
Settings – Accessibility

## Network

If you connect to the Internet through a proxy server, you can configure it here. There are three configuration options to choose from:

- **Auto detect:** Automatically detects the best configuration (default setting)
- **HTTP Proxy:** Manually provide an HTTP proxy configuration
- **No Proxy:** Disable proxy support completely

Additional information can be found in the [Proxy configuration](#) article, as well as under [system requirements & network settings](#).



Settings – Network

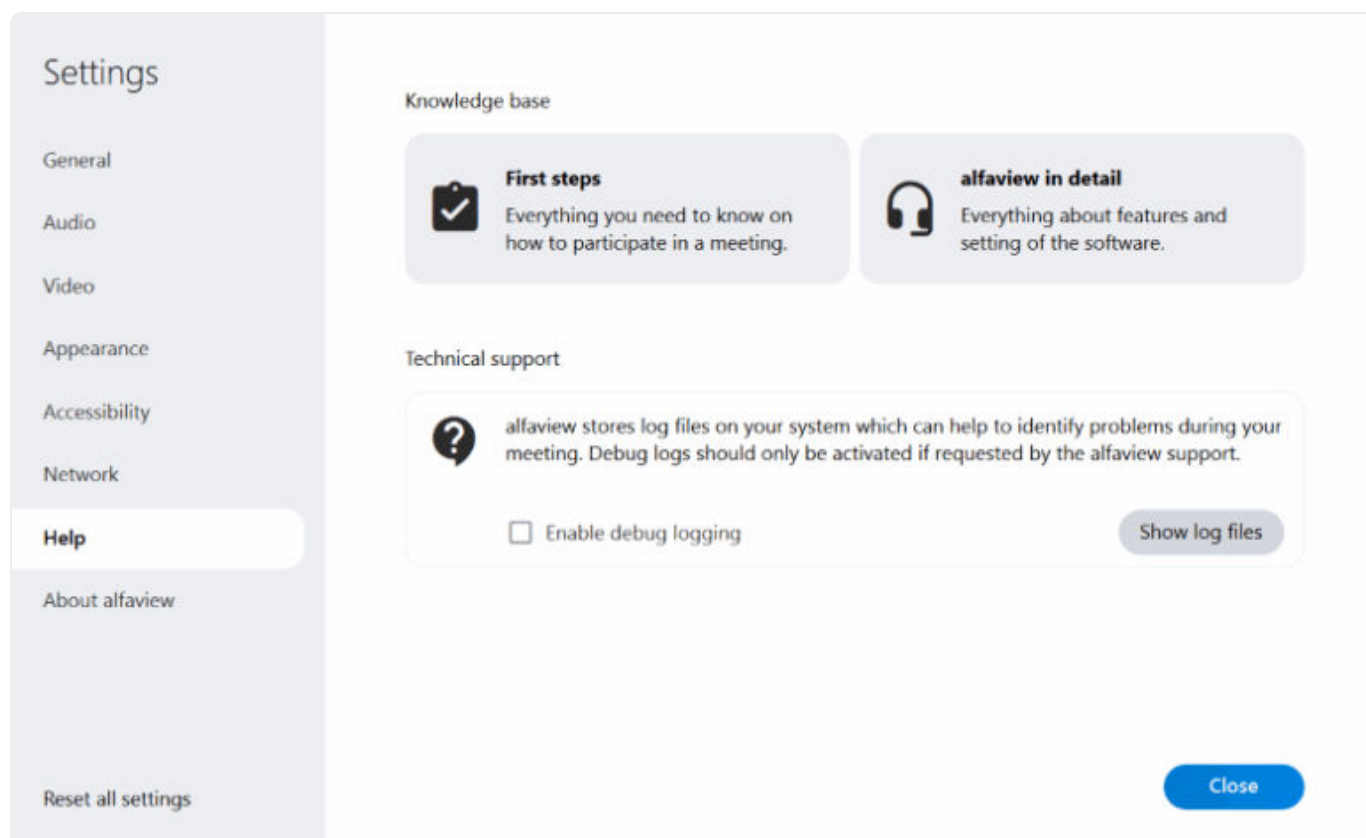
## Help

## Knowledge base

The knowledge base contains detailed articles on features and usage of the software.

## Technical support

Enable Debug logging when requested by our staff as part of support requests. Click on **Show log files** to view the log files stored on your machine.



Settings – Help

## About alfaview

You can find general information about alfaview here.

## Reset all settings

All settings can be reset to the default values with this feature.

# Proxy configuration

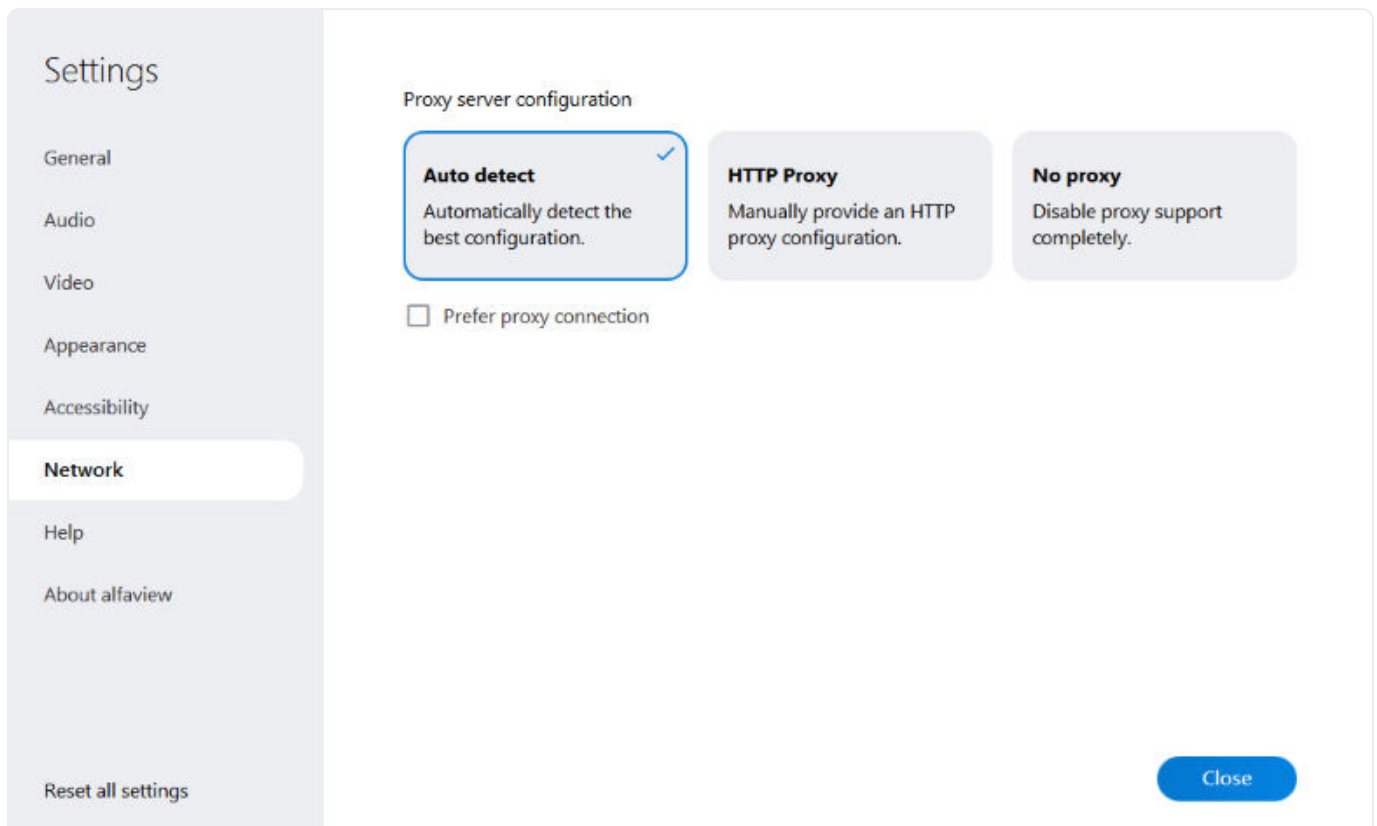
The proxy configuration is located in the settings dialog under *Settings > Network*.

Further information on network requirements can be found in the article [system and network requirements](#).

## Auto detect

Automatic proxy configuration is the default setting and recommended for most use cases.

- This setting tries to adopt an existing proxy configuration.
- It also attempts to establish the connection through bypassing the proxy configuration.
- The option *Prefer proxy connection* prevents bypassing the proxy configuration.



Automatic proxy configuration

## HTTP proxy

This setting allows the manual configuration of an HTTP proxy. Enter the host and port, and optionally the user name and password for configuring the proxy server.

The screenshot shows the 'Settings' application with the 'Network' section selected. Under 'Proxy server configuration', three options are available: 'Auto detect' (selected), 'HTTP Proxy' (highlighted with a blue border and a pencil icon), and 'No proxy'. Below this, the 'Proxy configuration' section contains input fields for 'Host' (containing '0'), 'Username', and 'Password'. A blue 'Connect' button is positioned below the 'Password' field. At the bottom right, there is a blue 'Close' button. The left sidebar lists various settings categories: General, Audio, Video, Appearance, Accessibility, Network (highlighted), Help, and About alfaview. A 'Reset all settings' link is at the bottom of the sidebar.

HTTP proxy configuration

## No proxy

If no proxy configuration should be used, use this option.

# Host Tools



You can enable or disable room features using the host tools in the status menu. Room features allow you to configure additional settings for a room. You can find more [room features](#), such as “Disable browser access for guests,” in the room management.

## Room Features in the alfaview room

You can manage some selected Room features via the  Host Tools in the status menu.

- Join the room for which you want to customize the Room features.
- Click on the  **Host Tools** icon in the status menu at the bottom left.
- Tick the boxes for each Room feature that you want to enable for this room.

The features are grouped into four categories: **Access**, **Moderation**, **Appearance** and **Recording**.

You can customize the following features:

## Access



### Waiting room

Activate the Waiting room feature in your room to selectively bring people into your meeting.

For more information, please refer to page [Waiting room](#).

### Access

☐ Waiting room

---

### Moderation

☒ Allow raise hand

☐ Show raised hands only to moderators

☐ Allow access to the attendance list

☐ Disable join and leave notifications

☐ Disable floating mini window

☐ Disable "Camera off" feature

☒ Allow file sharing

---

### Appearance

☐ Use 16:9 for videos

☐ Sort participant videos alphabetically

☐ Center videos on stage

---

### Recording

☒ Allow recording

☒ Allow live streaming

---

 Manage room



 Manage guest links



 Manage group links



---

 Copy attendance list



## Host Tools in the alfaview room

## Moderation



### Allow raise hand

This setting allows participants and spectators to raise their hand to indicate that they want to say something.



### Show raised hands only to moderators

If this setting is activated only moderators can see who is currently raising a hand.



### Allow to access attendance list

This setting allows moderators to copy the contents of the participant list to the clipboard. For more information, refer to page [Attendance list and attendance report](#).



### Disable join and leave notifications

This setting disables notifications when users join or leave the room.



### Disable floating mini window

This setting prevents the displaying of the mini window when the alfaview window is minimized.



### Disable "Camera off" feature

Prevents the camera from being turned off.



### Allow file sharing

This setting enables [file sharing](#) in the room.

The File Sharing feature is disabled by default. If you want to use this feature, you first need to enable it in the [Company Settings](#). This requires the “Manage Company Settings” permission. Only then will **Allow file sharing** appear in the Host Tools.

## Appearance



### Use 16:9 for videos

The room will use the wider 16:9 aspect ratio for participant videos.



### Sort participant videos alphabetically

This overrides the default order-by-join-time behavior.



### Center videos on stage

This allows for a more balanced appearance, but increases movement in the video grid.

## Recording



### Allow recording

Moderators may [record](#) meetings in this room locally.



### Allow live streaming

The moderators are allowed to [stream](#) the meeting live on external platforms.

## Additional settings



### Manage room

You will be taken directly to the room management page for the current room.

**Manage guest links**

Direct link to the guest links for the current room.

**Manage group links**

Direct link to the group links for the current room.

**Copy attendance list**

The room's attendance list is copied directly to the clipboard and can be pasted into any word processing or spreadsheet program.

# Recording and Streaming

Recording and streaming allows you to record conversations in the alfaview room or meeting locally or share them directly on streaming platforms such as YouTube, Twitch or a server. To use this [feature](#), it must be activated by a room administrator in the room management section. Furthermore, only [moderators](#) can start a recording.



## Recording & Streaming off

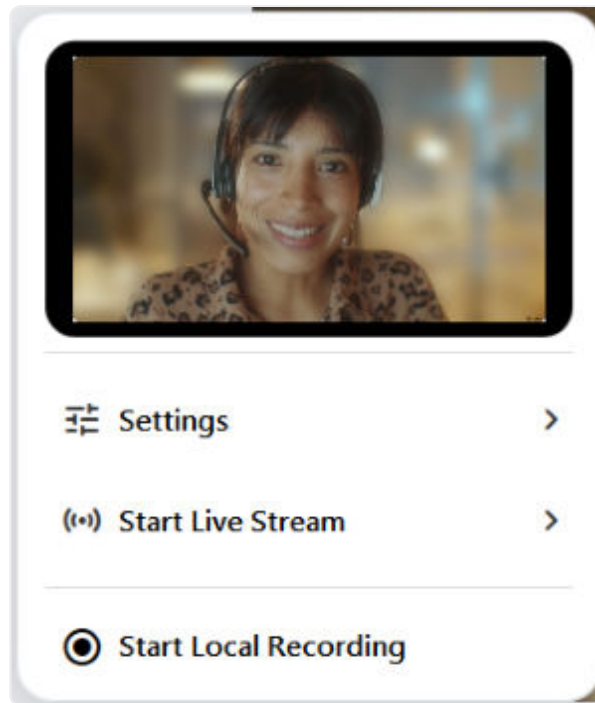
● **Recording & Streaming** is displayed in grey.

## Recording & Streaming on

The stop recording icon is displayed in red. A timer also shows how long the recording has been running.

To start a recording or stream, click on the ● **Recording & Streaming** icon in the status menu. A selection window will open where you can configure settings and choose whether to start a [Local Recording](#) or a [Live Stream](#).

As soon as a video recording is to be started, a **recording legal notice** appears. You can only start recording once you have read and confirmed this notice.



Recording &amp; Streaming

## Settings for Recording and Streaming

Before you start recording or streaming, you can make various adjustments in the settings.

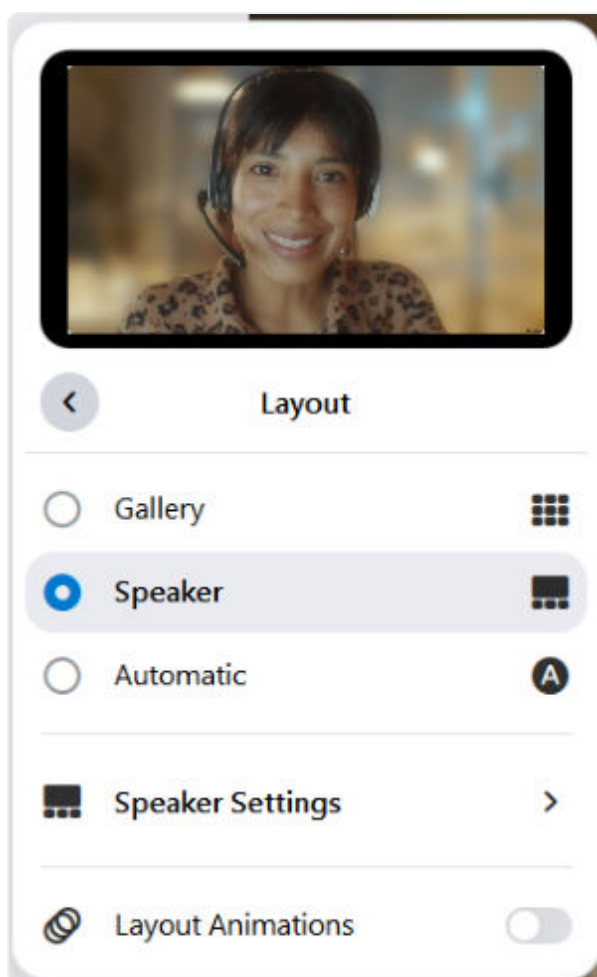


### Layout

With the layout settings, you can decide on the appearance of your recording. You can display participants as a gallery or in speaker view. In addition, you have the option of selecting the **Automatic** setting. The preview is provided directly in the selection window.

Use the slider to activate **Layout Animations** for a smooth transition when speakers change.

The layout can also be changed during a recording.



Layout Settings



### Speaker Settings

Use the Speaker settings to enable or disable the **thumbnail bar** and **picture-in-picture on shared content**. Do this by checking the box to the left of the respective setting. You can also change the size and position of the picture-in-picture display on shared content.

The speaker settings can be changed whilst recording is in progress.

 **Speaker Settings**

☒ **Thumbnail bar** 

**Shared content**

☒ **PiP on shared content** 

**PiP size**

☒ **Small**

☐ Medium

☐ Large

**PiP position**

☒ **Bottom right**

☐ Bottom left

☐ Top right

☐ Top left

Speaker Settings



## Participants

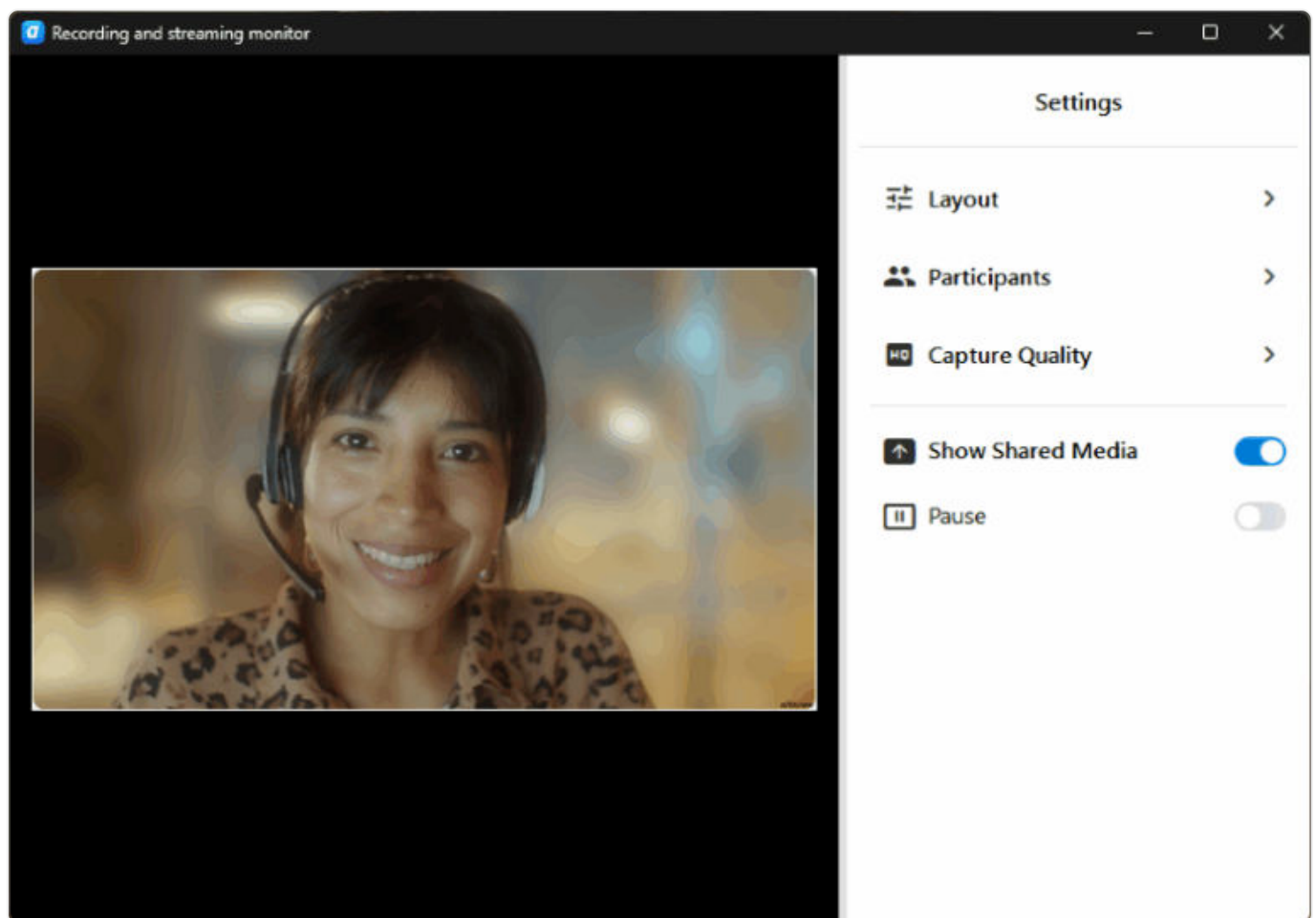
Using the check boxes, you can specify the extent to which participants' names and videos should be shown in the recording. The following options are available.

- VIP Name Labels on/off
- Participants Name Labels on/off
- VIP Videos Only

If you select **VIP Videos only**, but there is no VIP in the room, the video will be replaced by the alfaview logo.

- Hide My Video

You can see a preview of the recording in the mini window. By clicking on this preview image, the **Recording and Streaming Monitor** will open. This also offers all options for adjusting the settings.



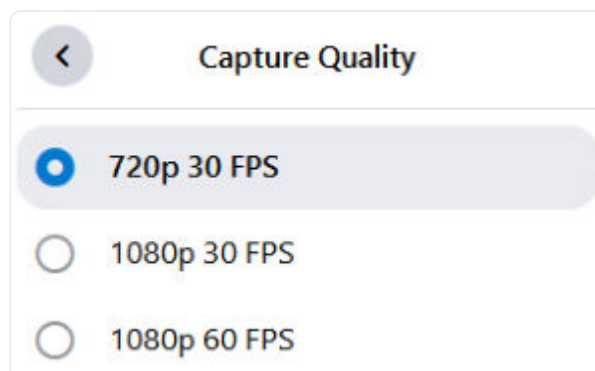
Recording and Streaming Monitor Pop Out



### Capture Quality

Decide on the quality you want your video to be recorded in. You can choose between 720p 30 FPS, 1080p 30 FPS and 1080p 60 FPS.

The default setting is 720p 30 FPS. Please note: The higher the video quality, the higher the system requirements and the larger the video file.

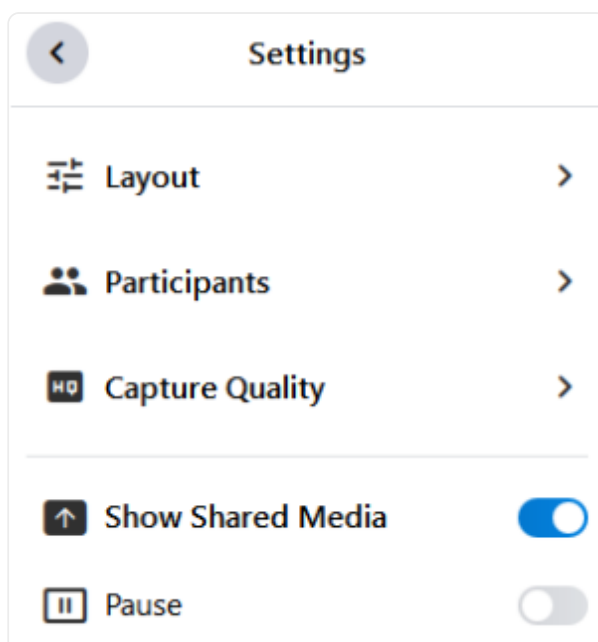


Capture Quality



### Show Shared Media

You can also specify whether **shared content** should be recorded in the room. The function is enabled when the slider is blue.

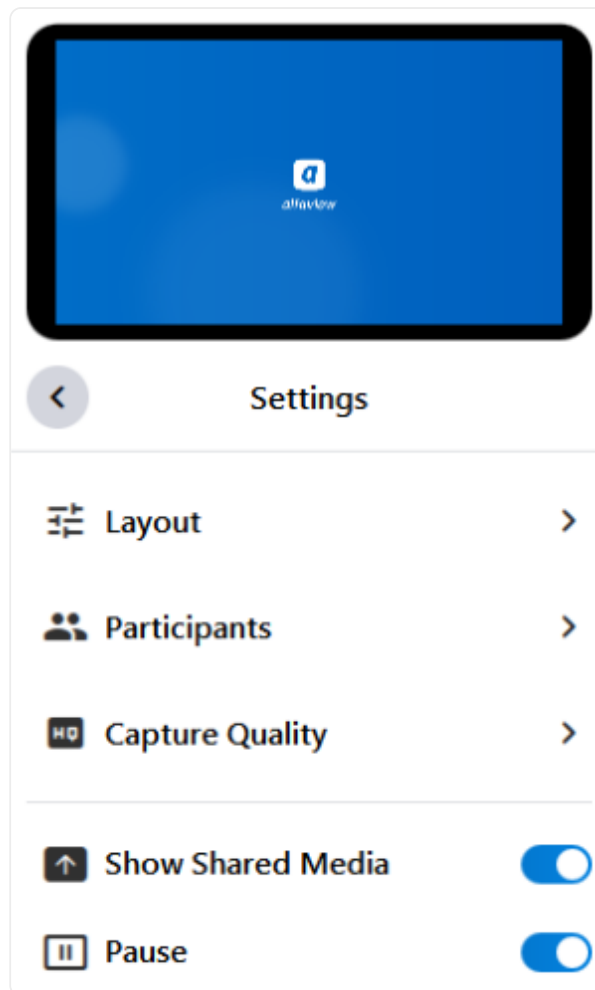


Show Shared Media activated

## II

### Pause

To pause the recording, select **Pause** in the **settings**. When the slider is displayed in blue, the function is active. During the pause, the video shows a blue background with the alfaview logo, and no sound is recorded. To end the pause, click on the slider again. The function is deactivated when the slider is displayed in grey again.



Paused Recording

## Local Recording

To start a Local Recording, click on **Recording & Streaming** in the status menu. A selection window will open where you can configure [settings](#) and choose whether to start a **Local Recording** or a [Live Stream](#).

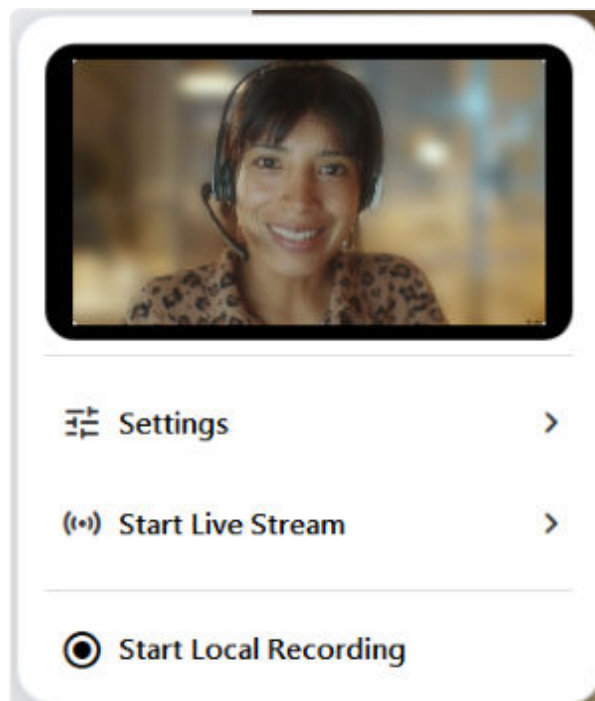
If **Recording & Streaming** is not displayed in the status menu, the [feature](#) has to be activated for the room first. To do so, use the room features in the [administration](#) or directly in the [host tools](#) in the status menu of the room.

To start a recording, you need to be a [moderator](#) for the room.

- Click on **Start Local Recording**.

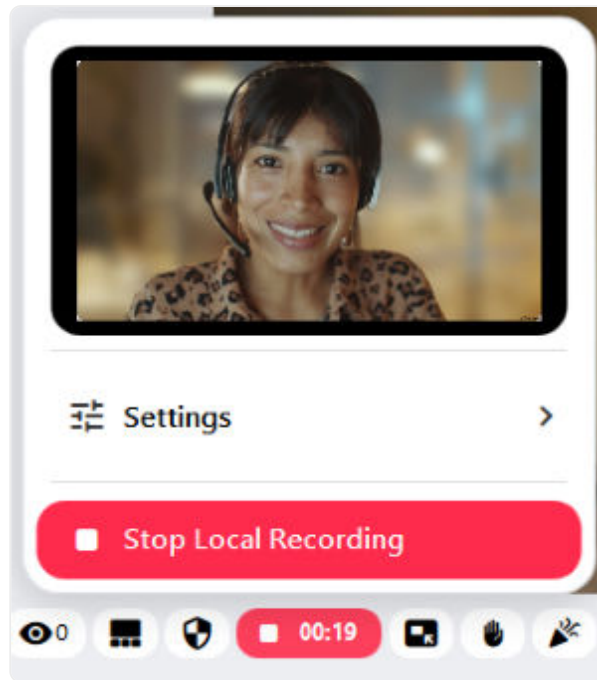
- Read the recording legal notice carefully and confirm it by ticking the box next to 'I acknowledge my responsibility for recording consent' and clicking on [here](#).
- You can also adjust the layout [settings](#) or pause while recording. To do this, click on  to open the selection window and open the  **Settings**.

When paused, the video shows a blue background with the alfaview logo; no sound is recorded during the pause.



Start Local Recording

- To stop recording, click on the red **Stop Local Recording** button in the selection window.
- The finished recording is now saved directly to your PC. Once you've finished recording, the save folder will open automatically. You can also find your recordings in the alfaview video folder.



Stop Local Recording

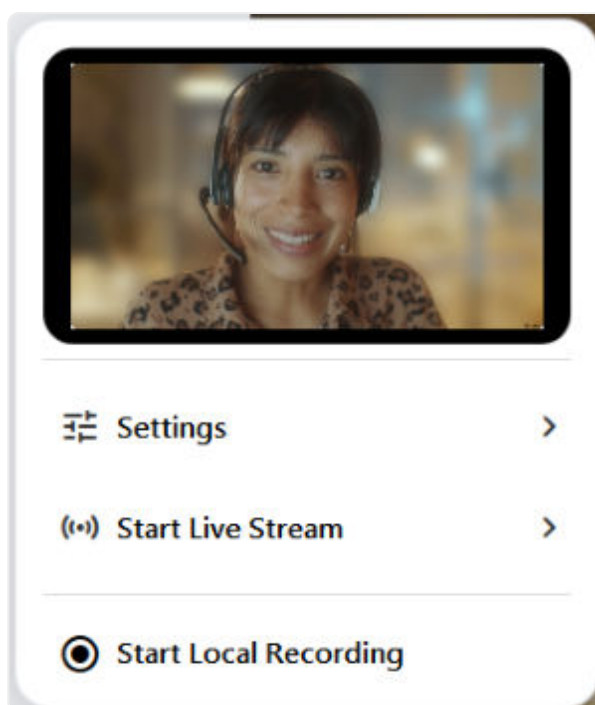
You can also use the **Recording and Streaming Monitor** to moderate recordings. This pop-out window opens by clicking on the preview image. Here you will also find all the setting options.

## Live Stream

To transmit your alfaview video directly to a streaming platform, click on **Recording & Streaming** in the status menu. A selection window will open where you can configure [settings](#) and choose whether to start a [Local Recording](#) or a **Live Stream**.

If **Recording & Streaming** is not displayed in the status menu, the [feature](#) has to be activated for the room first. To do so, use the room features in the [administration](#) or directly in the [host tools](#) in the status menu of the room.

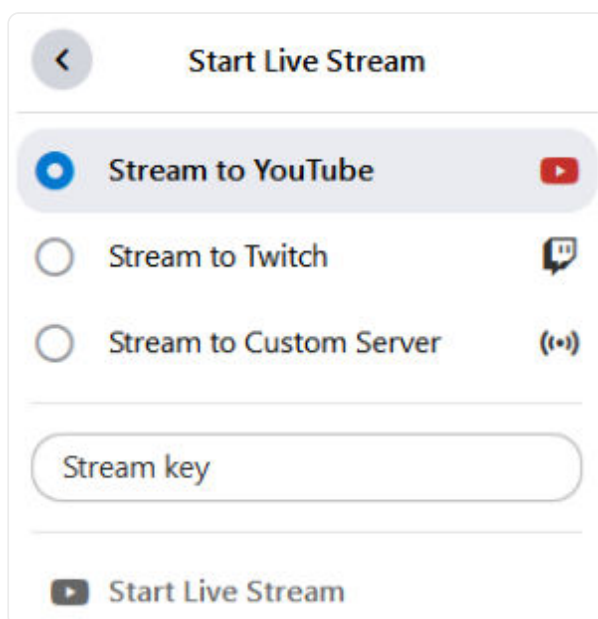
To start a live stream, you need to be a [moderator](#) for the room.



Start Live Stream

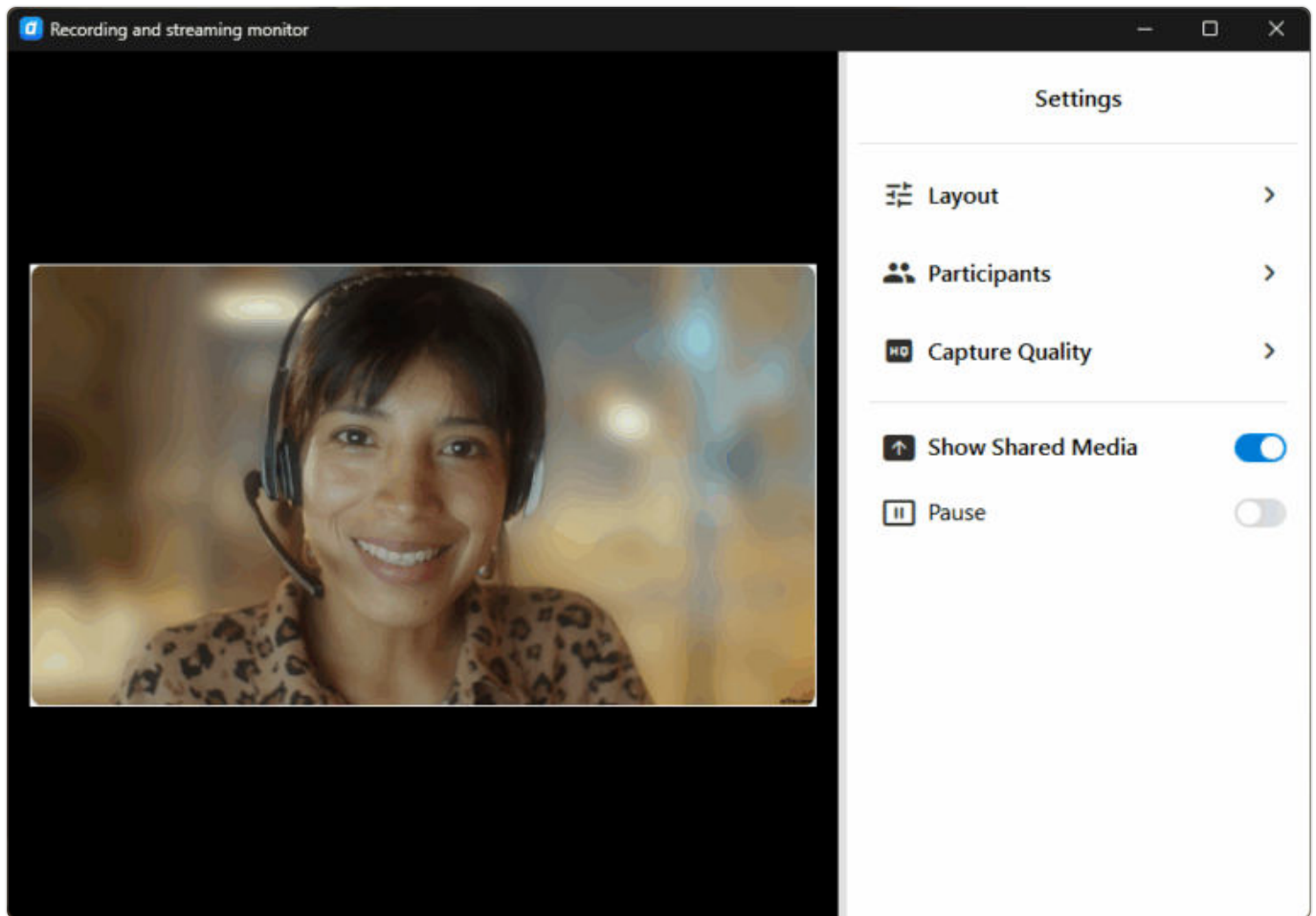
## Streaming platform

- Click on **(🎤) Start Live Stream**.
- Select the platform you want to stream to.
- Enter your Stream Key.
- Click on **Start Live Stream**.
- Read the recording legal notice carefully and confirm it by ticking the box next to 'I acknowledge my responsibility for recording consent' and clicking on **Start Live Stream**.
- The video is streamed directly to the selected platform.



Stream to a platform

You can see a preview of the recording in the thumbnail. By clicking on the preview image, the **recording and streaming monitor** will open. Here you will also find all the settings options.



Recording and streaming monitor

- You can also adjust the layout [settings](#) or pause while recording. To do this, click on  to open the selection window and open the  **Settings**.

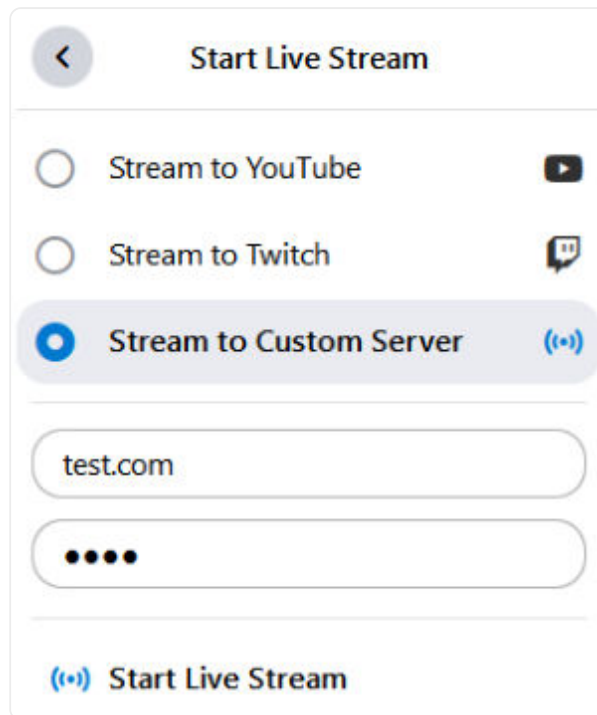
When paused, the video shows a blue background with the alfaview logo; no sound is recorded during the pause.

- To stop recording, click on the red **Stop Live Stream** button in the selection window.

## Stream to a server

- Click on  **Start Live Stream**.
- Select **Stream to Custom Server**.

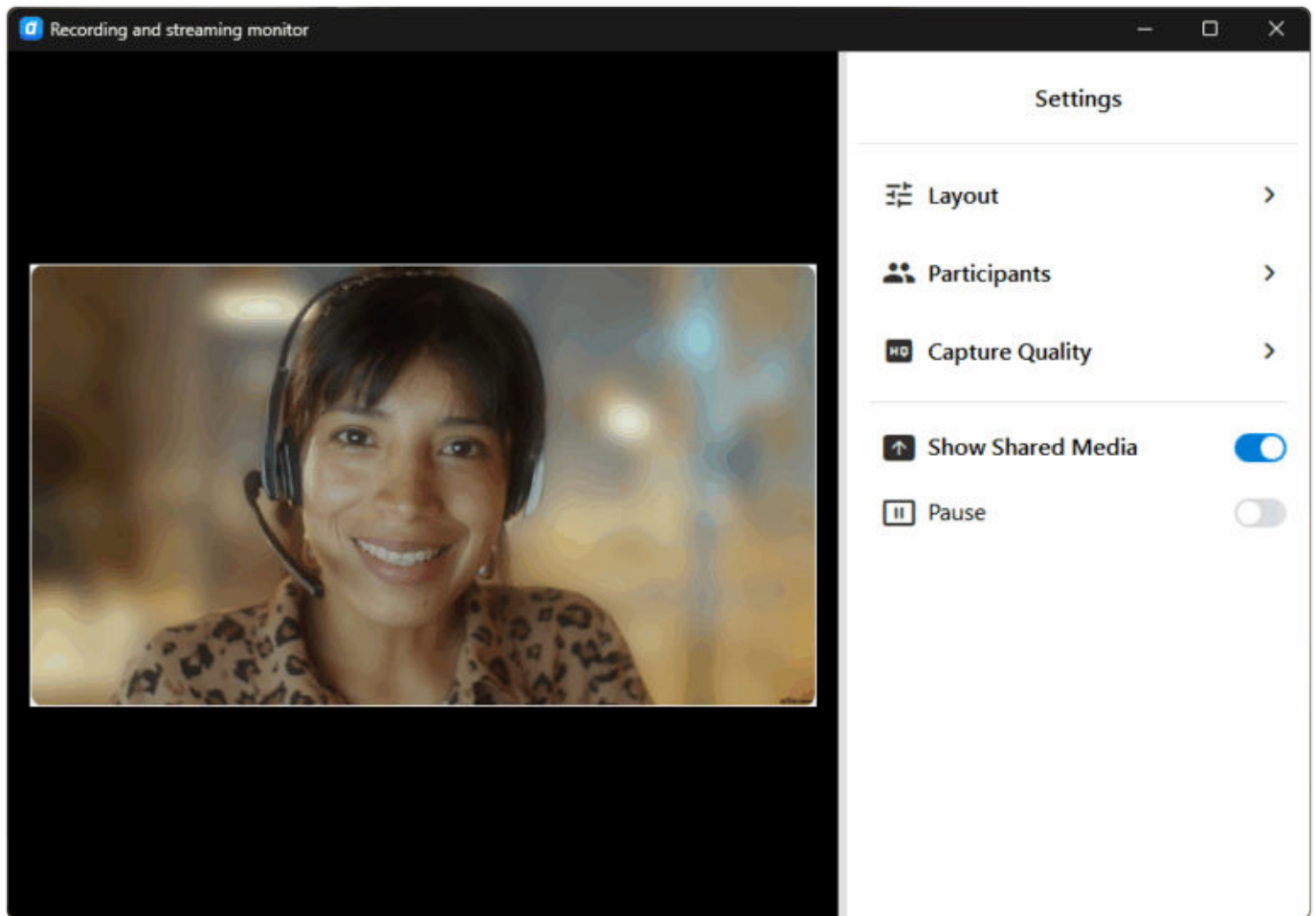
- Enter the Server URL.
- Enter your Stream Key.
- Click on **(••) Start Live Stream**.
- Read the recording legal notice carefully and confirm it by ticking the box next to 'I acknowledge my responsibility for recording consent' and clicking on **(••) Start Live Stream**.
- The video is streamed directly to the selected server.



The screenshot shows a mobile application interface for starting a live stream. At the top, there is a back arrow and the title "Start Live Stream". Below this, there are three radio button options: "Stream to YouTube" with a YouTube icon, "Stream to Twitch" with a Twitch icon, and "Stream to Custom Server" with a custom server icon. The "Stream to Custom Server" option is selected. Below the options, there are two input fields. The first field contains the text "test.com". The second field contains four dots, indicating a stream key. At the bottom of the dialog, there is a button labeled "(••) Start Live Stream".

Stream to a server

You can see a preview of the recording in the thumbnail. By clicking on the preview image, the **recording and streaming monitor** will open. Here you will also find all the settings options.



Recording and streaming monitor

- You can also adjust the layout [settings](#) or pause while recording. To do this, click on  to open the selection window and open the  **Settings**.

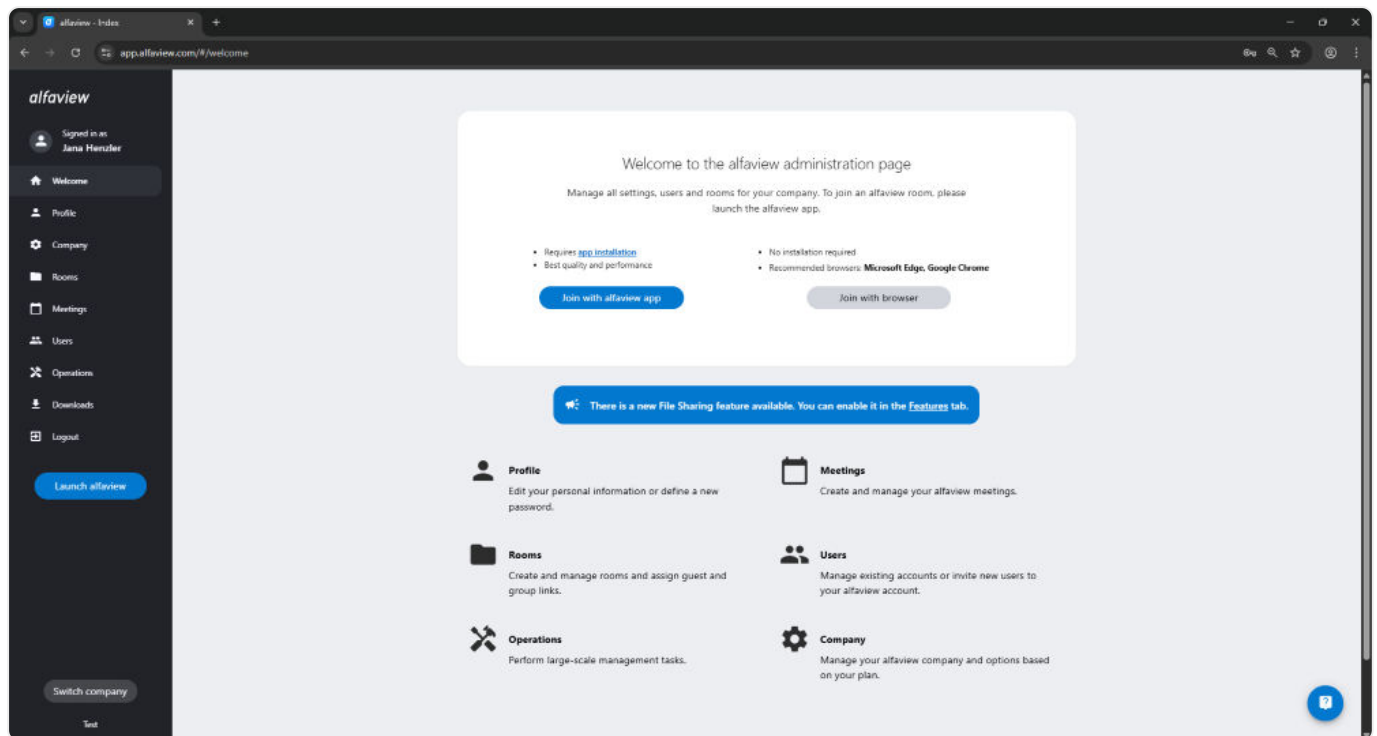
When paused, the video shows a blue background with the alfaview logo; no sound is recorded during the pause.

- To stop recording, click on the red **Stop Live Stream** button in the selection window.

# Administration interface

The web based administration interface allows you to adapt alfaview to your structures. Here, you can manage your [company](#) and [profile](#), the [rooms](#) and [meetings](#), invite and manage [users](#) and [guests](#).

To access the administration, you must [log in to the administration interface](#).



Administration Interface

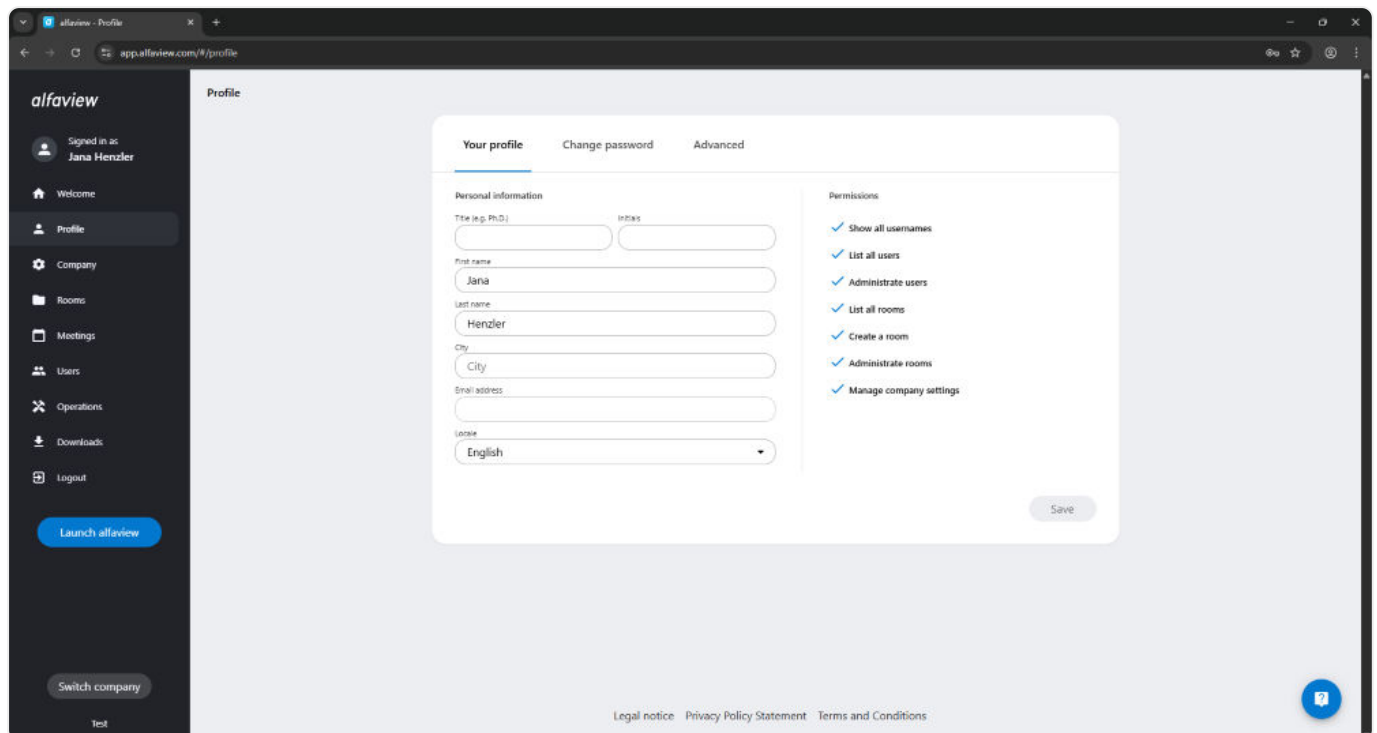
## Switch company:

If your email-address is used for multiple companies you can [switch between the different companies](#) at the bottom of the black sidebar on the left.

# Personal profile and security

The profile offers the possibility to view personal data and permissions. You can also change your password and manage the two-factor authentication.

- Log in to your alfaview account on the [administration page](#).
- Click on **Profile** in the menu bar on the left.



Personal Profile

## Your profile

In the **Your profile** tab, you can see which [user permissions](#) you have in your company. You can also edit your personal data here.

- To update your title, initials, first and last name, and city, click on the input fields.
- Enter the new information.
- Save the changes by clicking the [Save](#) button.

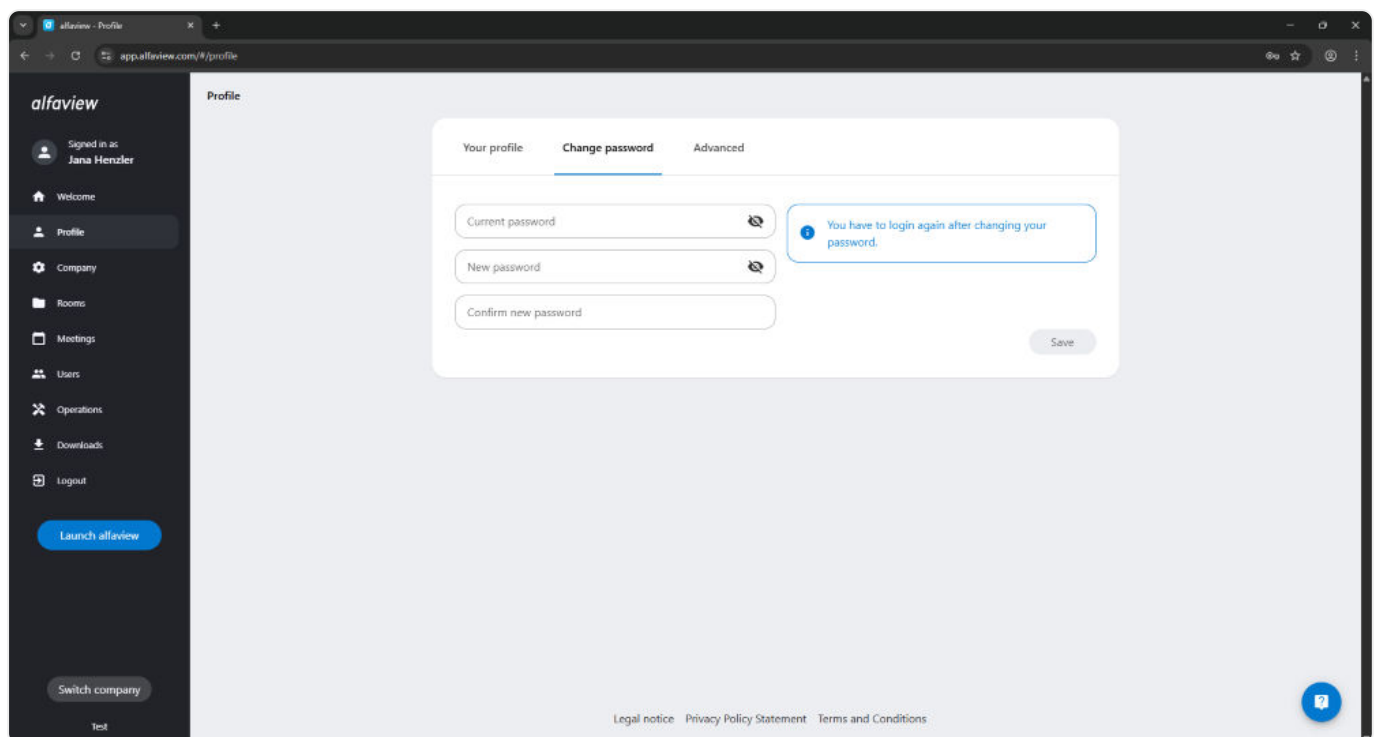
In addition to the personal data, the language can also be adjusted. This influences the display language of the administration interface.

- Click the drop-down menu under Locale. Choose between **English** and **German** from the list.
- Click the  button to apply your changes.

## Change password

You can update your current password in the **Change password** tab.

- Enter your current password in the first input field.
- Then enter your new password in the second input field.
- Confirm your new password by entering it again in the third input field.
- Click the  button to apply the changes to your password.



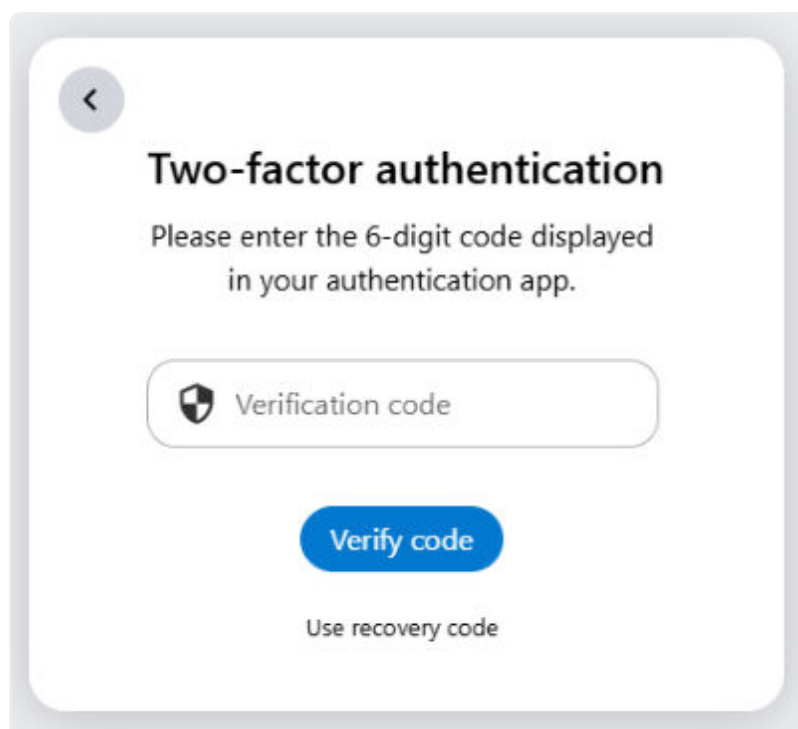
Change password

Once you have changed your password, you will need to log in again.  
If you forgot your password, please use the function [Reset Password](#) to receive a new password by e-mail.

## Two-factor authentication

With two-factor authentication, you can enhance the security of your account even further. When this option is enabled, an authentication code generated by an authentication app or software will be required for every login.

Refer to the page [Two-factor authentication](#) for more information and a guide to activate the function.

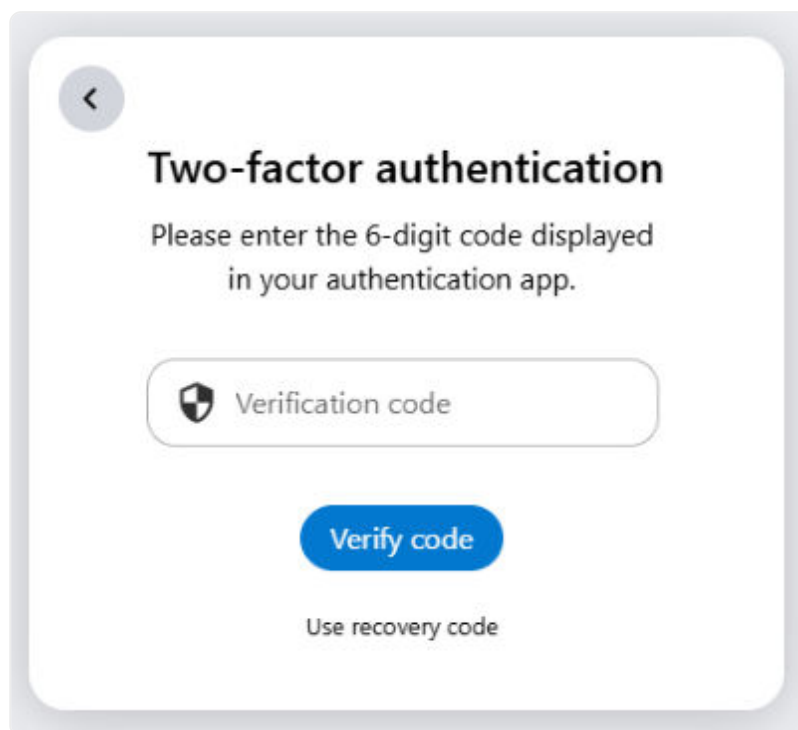


Authentication of the login

# Two-factor authentication

With two-factor authentication, you can enhance the security of your account even further. When this option is enabled, an authentication code generated by an authentication app or software will be required for every login.

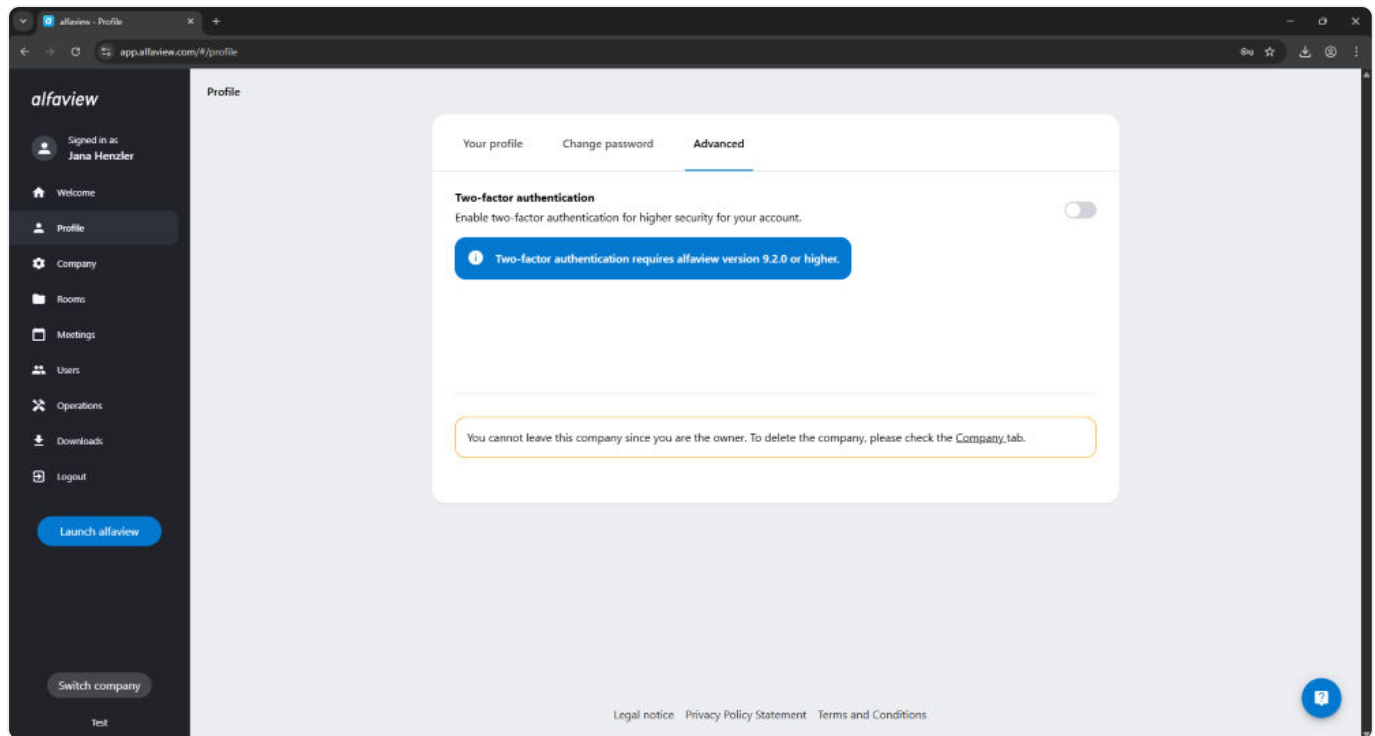
Please note that you need alfaview version 9.2.0 or higher to use this feature.



Authentication of the login

## Activate the Two-factor authentication

- Log in to the [administration page](#).
- Click on **Profile** in the menu bar on the left.
- Go to the **Advanced** tab.
- Click on the switch located on the right to activate the function.



Overview of Two-Factor Authentication

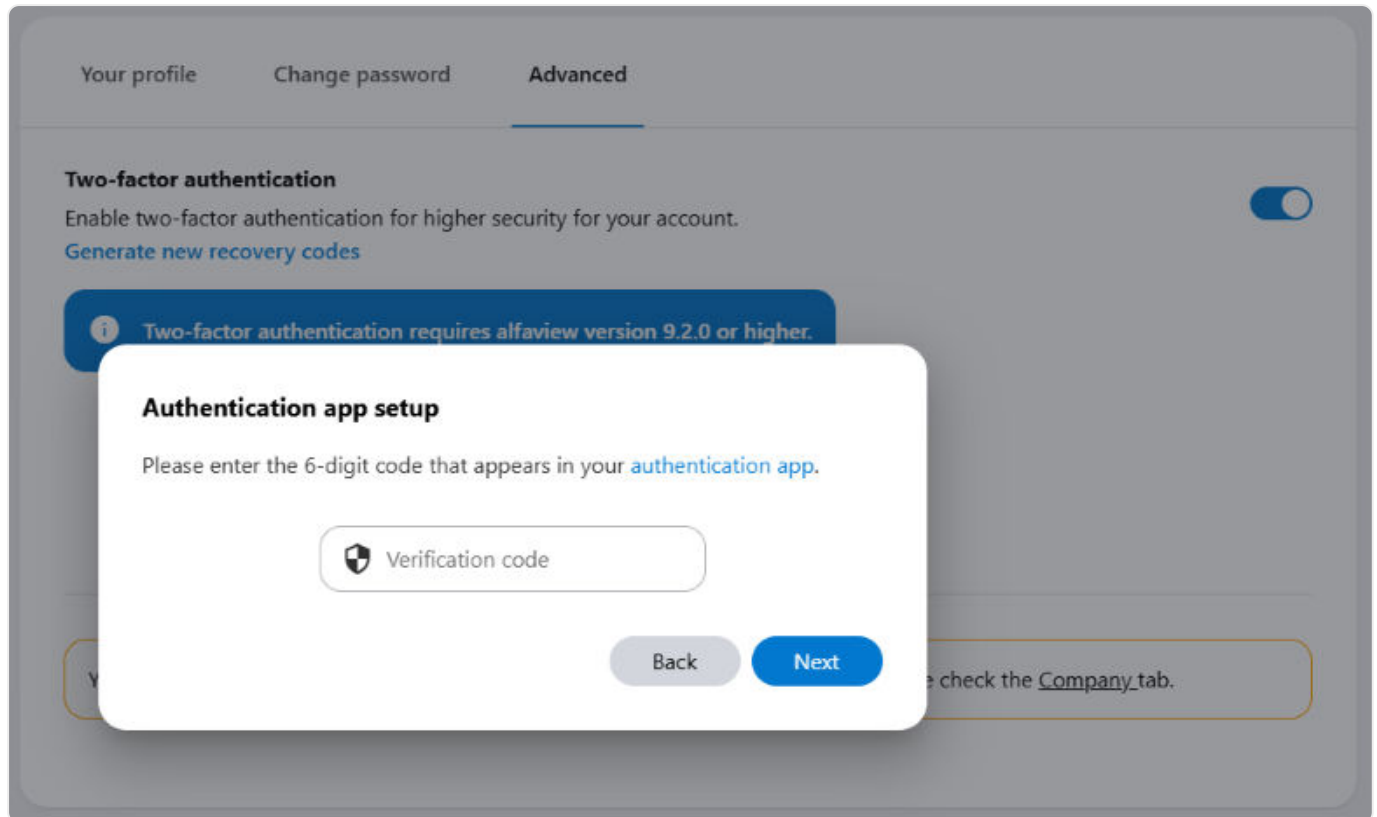
The software for the authentication can be freely chosen. A commonly used app, for example, is the Google Authenticator or the Microsoft Authenticator. Both apps are available for iOS and Android.

If you prefer to authenticate via your computer, you can use programs like KeePass or 2fast – Two Factor Authenticator.

## Set up the Two-factor authentication

- Scan the QR code generated after activation with your chosen authentication app. A new entry will be added for your alfaview user account, and the time-limited codes will be generated from this point onwards.
- If you are unable to scan the code, click on **I cannot scan this QR code**.
- Manually enter the code displayed in your app.
- On the alfaview administration page, you will be prompted to enter a confirmation code.
- You can find the code in your authentication app. Copy the code generated for alfaview.

- Enter the code on the alfaview administration page.



Verification of two-factor authentication by entering a confirmation code.

## Recovery codes

Two-factor authentication is now activated. Afterward, you will receive recovery codes.

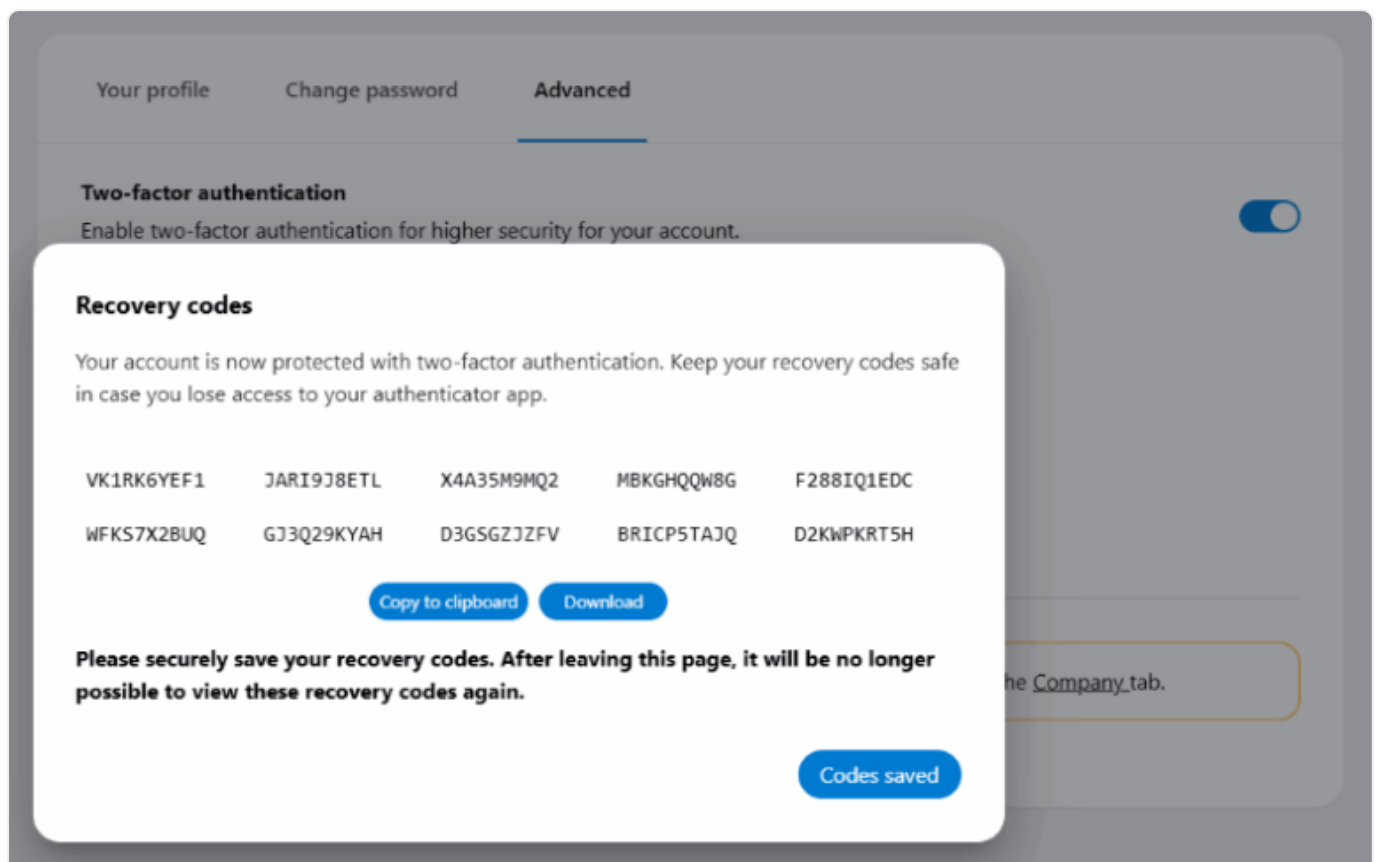
Make sure to save these in a **secure place** or **print them out**.

You will need these codes in case you lose access to your authentication app. The following scenarios can lead to this, among others:

- Loss of your device/smartphone
- Factory resetting your device/smartphone
- Uninstalling the authentication app

Recovery codes are the only way to regain access to your account. Each recovery code can only be used once. Therefore, use the codes exclusively for account recovery and not for regular login to alfaview.

Recovering your account may require you to deactivate two-factor authentication if you no longer have access to your old authentication method. You can then set up the feature again.



Overview of the recovery codes

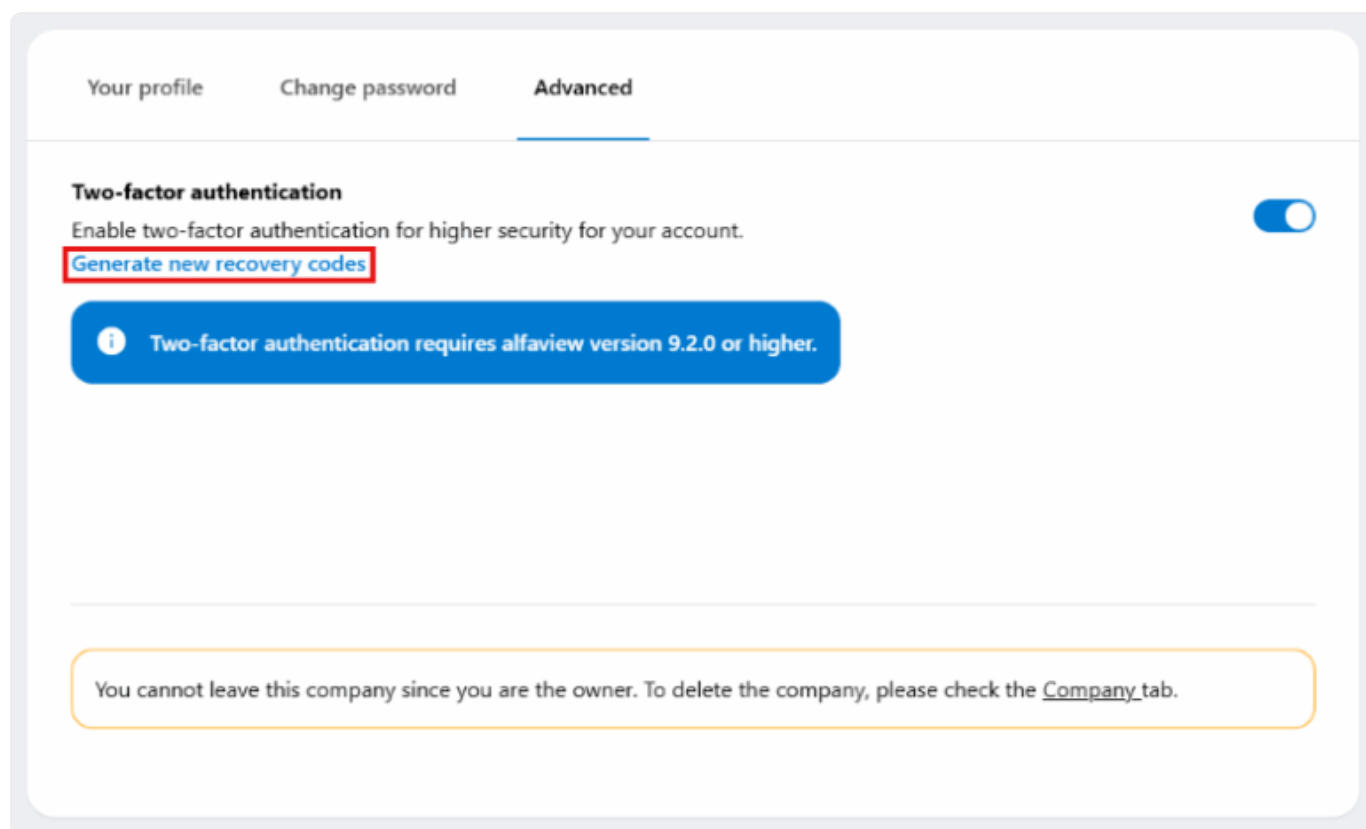
## Generate new recovery codes

You can generate new recovery codes in the advanced profile settings of the management interface.

This may be necessary if you have lost or used up your existing recovery codes but still have access to your account through the authentication app.

Generating new recovery codes will invalidate the old ones.

Click on the **Generate new recovery codes** button to receive new recovery codes.



Generate new recovery codes

## Frequently asked questions

| Question                                                                                    | Answer                                                                                                                                              |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Do I need a smartphone to set up two-factor authentication?</b>                          | No, there are solutions like “2fast – Two Factor Authenticator” or “Keepass” that allow you to generate authentication codes on your PC.            |
| <b>Can I log in with enabled two-factor authentication in earlier versions of alfaview?</b> | No, in older alfaview versions, you cannot log in.                                                                                                  |
| <b>How long is an authentication code valid?</b>                                            | An authentication code is valid for approximately 1 minute and 30 seconds.                                                                          |
| <b>What happens if I lose access to my authentication app and recovery codes?</b>           | You can ask the administrators of the companies where you are registered to delete your profile and invite you again (with the same email address). |
|                                                                                             |                                                                                                                                                     |

**What happens if I lose access to my authentication app and recovery codes but I am also the owner of an account?**

If you have a paid subscription, we can verify your identity. Please contact our support and sales team by email or phone for this purpose.

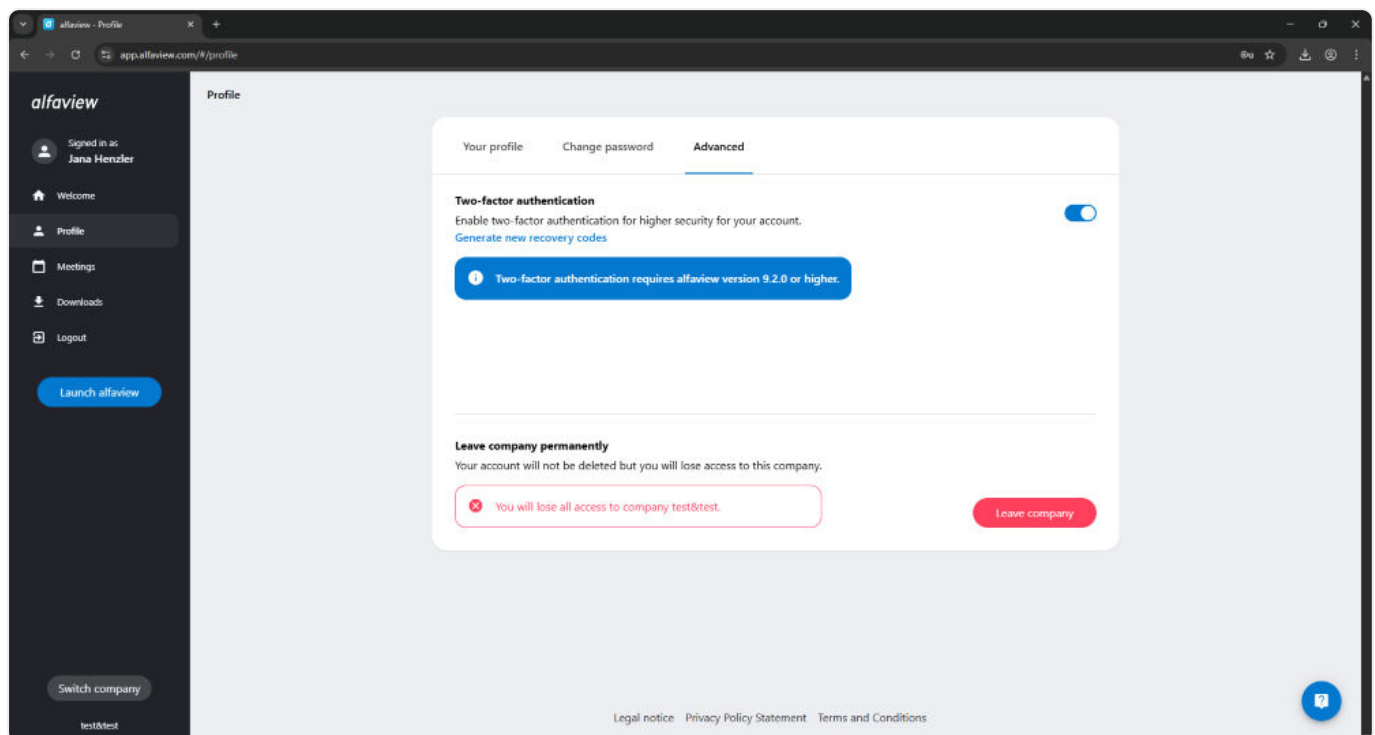
Once your identity has been verified, we can manually deactivate two-factor authentication for you.

# Leave Company

To leave a company you have previously been invited to, please login to the [administration interface](#).

Make sure that the company you want to leave is selected on the bottom of the black sidebar on the left.

- Now click on **Profile** on the left side.
- Select the **Advanced** tab.
- You can leave the selected company by clicking .
- Confirm the dialog by clicking  again to permanently leave the selected company.



Leave company

Please note that you can no longer access the company's meeting rooms after leaving. **If you need access to the meeting rooms again, you need a new invite by the organizer of the meetings.**

# User permissions

All users have specific permissions that can be defined when they are invited into a company and can be updated later. Only users with the **Administrate users** permission can grant or revoke permissions for other users. Only permissions that the user has can be granted to other users. It is not possible to revoke your own permissions.

Please note that in order to grant or revoke the **Manage company settings** permission, you must have this permission yourself. The **Administrate users** permission alone is not sufficient.

## Hierarchical structure of the permissions

Permissions are hierarchical and follow a tree structure. When a user is granted a parent privilege, the child privilege is automatically granted. Conversely, a child privilege can be granted without granting the parent privilege.

- Manage company settings
  - Show all usernames
  - Administrate users
    - List all users
  - Administrate rooms
    - List all rooms
    - Create a room

Edit user - Eddie Example

Personal information

Permissions

Room access

☐ Manage company settings

☒ Show all usernames

☒ Administrate users

☒ List all users

☐ Administrate rooms

☒ List all rooms

☐ Create a room

Close

Update

Structure of the permissions

If you use API keys, we recommend that you create individual user profiles with limited permissions for the different API keys (e.g. create a room). This will provide your company with the best possible protection if the API key is stolen or compromised.

## Permissions and their definitions

| Permission                                     | Definition                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Manage <a href="#">company settings</a></b> | <p>Users with this permission can access the Company tab in the administration interface. The following settings can be managed:</p> <ul style="list-style-type: none"><li>– Company name</li><li>– Data protection information of the host</li><li>– Delete company permanently</li><li>– Insight into company quotas</li><li>– Insight into company usage</li><li>– API Keys</li><li>– Add-Ins</li><li>– Branding</li></ul> |
| <b>Show all usernames</b>                      | <p>This permission allows the names of all other users to be displayed in the participant and room lists in the alfaview app and web client. Without this permission, the user can only see how many other users are currently online.</p>                                                                                                                                                                                    |
| <b>Administrate <a href="#">users</a></b>      | <p>This permission allows the user to access the Users tab in the administration interface and to grant or revoke permissions. The following settings can be managed:</p> <ul style="list-style-type: none"><li>– Invite users</li><li>– Edit users (adjust permissions, reset password by e-mail)</li><li>– Delete users</li></ul>                                                                                           |
| <b>List all users</b>                          | <p>Users with this permission can access the Users tab in the administration interface, which displays all current and pending users. This permission makes it easier for room administrators to grant users access to a room.</p>                                                                                                                                                                                            |
|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrate</b><br><a href="#">rooms</a>     | <p>This permission allows the user to access the Rooms tab in the administration interface. The following settings can be managed:</p> <ul style="list-style-type: none"><li>– Create rooms and departments</li><li>– Edit rooms and departments (including the Room Features, guest and group links and the attendance report)</li><li>– Delete rooms and departments</li><li>– Customise the room and department structure</li></ul> |
| <b>List all</b><br><b>rooms</b>                  | <p>This permission allows users to view all rooms for which they have administrative rights in the administration section, the alfaview app, and the web client.</p>                                                                                                                                                                                                                                                                   |
| <a href="#">Create a</a><br><a href="#">room</a> | <p>With the appropriate quota, users with this permission are able to create a new room.</p>                                                                                                                                                                                                                                                                                                                                           |

# Room permissions

The following permission groups can be assigned to users and guests of an alfaview room:

| Permission            | Admin | Moderator | Participant | Guest | Spectator | No access* |
|-----------------------|-------|-----------|-------------|-------|-----------|------------|
| Edit room             | ✓     |           |             |       |           |            |
| Join room             | ✓     | ✓         | ✓           | ✓     | ✓         |            |
| Send audio & video    | ✓     | ✓         | ✓           | ✓     |           |            |
| Receive audio & video | ✓     | ✓         | ✓           | ✓     | ✓         |            |
| Moderator controls    | ✓     | ✓         |             |       |           |            |
| Screen sharing        | ✓     | ✓         | ✓           |       |           |            |
| Chat                  | ✓     | ✓         | ✓           | ✓     | ✓         |            |
| VIP                   | ✓     | ✓         |             |       |           |            |

\*The permission group **No access** is designed to deny room access for specific users.

Certain features (e. g. screen sharing) can be enabled by the moderator during an ongoing meeting. For more information, please refer to the [Moderator Controls](#).

# Operations

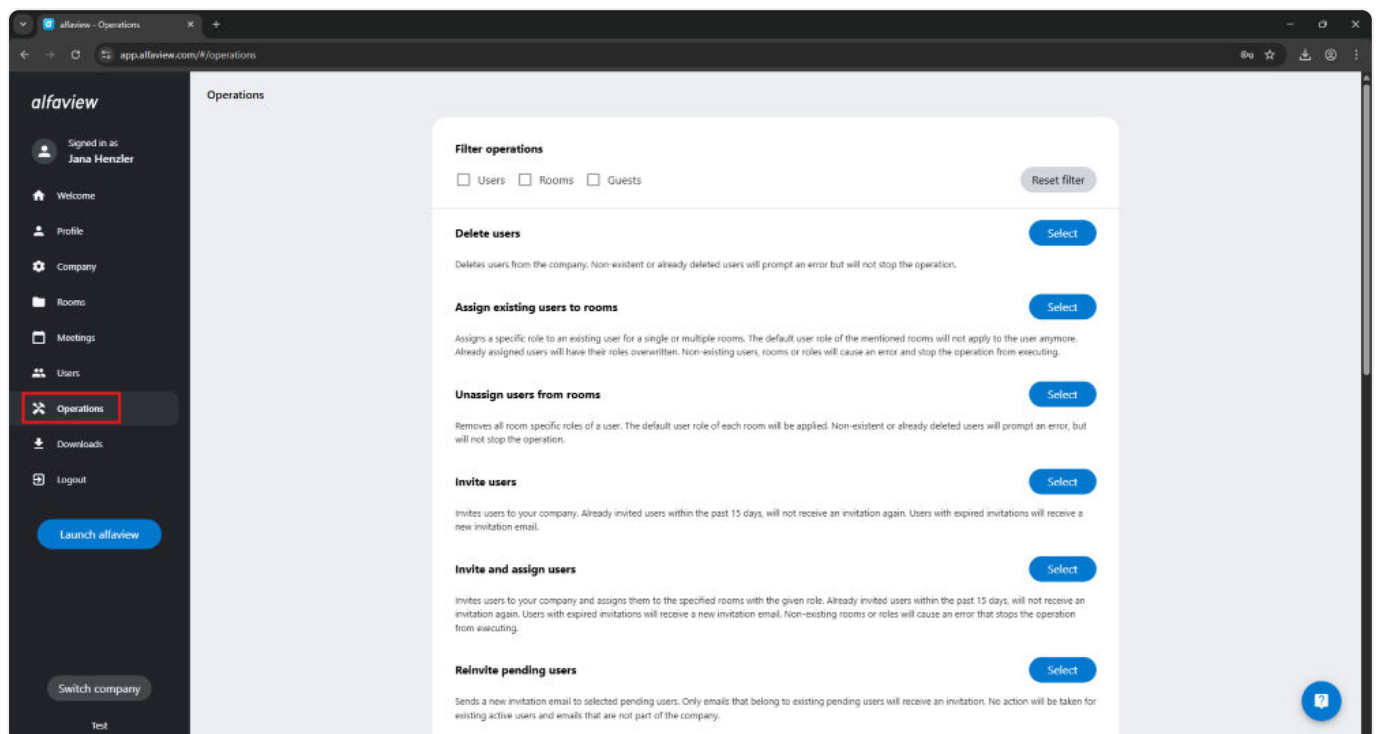
As a **user administrator** or **room administrator**, you can use the administration tools to make changes to several users and rooms at the same time.

All operations that you can manage and thus edit with your authorization are displayed in the list.

**Caution: The operations cannot be undone!**

You can filter the operations by users, rooms and guests by clicking in the respective boxes. Select the operation you want to apply by clicking on the  button. Enter the data in the form as described to perform the operation.

You can either enter the data manually or upload a CSV or XLSX file. Make sure you format the data correctly. This will prevent error messages and ensure that operations are processed correctly.



Batch Operations

## Delete users

Delete multiple users from your company at the same time. If you enter users that do not exist or have already been deleted, an error message will be generated. The deletion process will still be performed.

## Assign existing users to rooms and roles

Use this operation to assign a specific role to a user for one or more rooms. Previously assigned roles will be overwritten and the default user role of the room will not apply to these users. Pay attention to upper and lower case when entering room names to avoid errors. If the entries are incorrect, you will receive an error message and the operation will not be performed.

## Unassign users from rooms

When you perform this operation, all specific user roles are removed from the users in the alfaview rooms to which they have access. Instead, they will be assigned the default user role.

## Invite users

Invite multiple users to your company at once. If users have already been invited to your company within the last 15 days, they will not receive a new invitation. If the invitation was sent longer ago, a new invitation email will be sent to those users.

## Invite and assign users

You can invite users to selected rooms in your organisation, rather than giving them access to all rooms. It is also possible to assign a single role for all assigned rooms.

Pay attention to upper and lower case when entering room names to avoid errors. An error message will be displayed if an incorrect entry is made. This will stop the operation.

## Reinvite pending users

You can resend invitations to your company. If the people you have invited have already accepted your invitation, they will not receive another invitation.

## Invite guests

You can invite guests to a room of your choice. The guests will receive a link with which they can join the alfaview room. Your guests do not need their own alfaview account as they join your alfaview room via an invitation link. Guests who have already been invited will receive another invitation email.

Pay attention to upper and lower case when entering room names to avoid errors. Rooms or roles that do not exist will result in an error message that will stop the operation process.

For more information on guest links, please visit the page [Guest and group links](#).

## Create group links

Create a group link for your alfaview rooms and share it with guests. You can select the role and the time frame in which your guests can access your room. Once a group link has been created, it can be downloaded or copied to a file.

For more information on group links, please visit the page [Guest and group links](#).

## Update room features

Update room features for multiple rooms at the same time. Room features allow you to customise the access, appearance, and moderation features of your room.

For a list of all features and their descriptions, see the [Room features](#) page.

## Update room default permissions

You can assign a new default user role to a room. This role is assigned to all users when you invite them to your room. Existing specific user roles that you have previously assigned will not be updated.

## Update room transcription settings

This operation allows you to change the settings of the transcription function. You can select the language that will be spoken in your alfaview room as well as the languages to be translated. You can also select the rooms where transcriptions will take place.

## Create rooms

Create new rooms on the root level. This operation can only be performed if you have sufficient room quotas.

## Create room structure

You can create your own room structure with departments and rooms. You can assign several rooms to a department or configure and adjust the order of rooms and departments.

To be able to do this, you need sufficient room quotas.

For more information on the room structure, see the [Room Structure and Departments](#) page.

## Extract rooms structure

This operation allows you to download your company's room structure. This can be done either in plain text or as JSON.

## Extract user list

Export a list of all the users in your company to get an overview. You can decide what information (email, first name, last name, role) to include in the list.

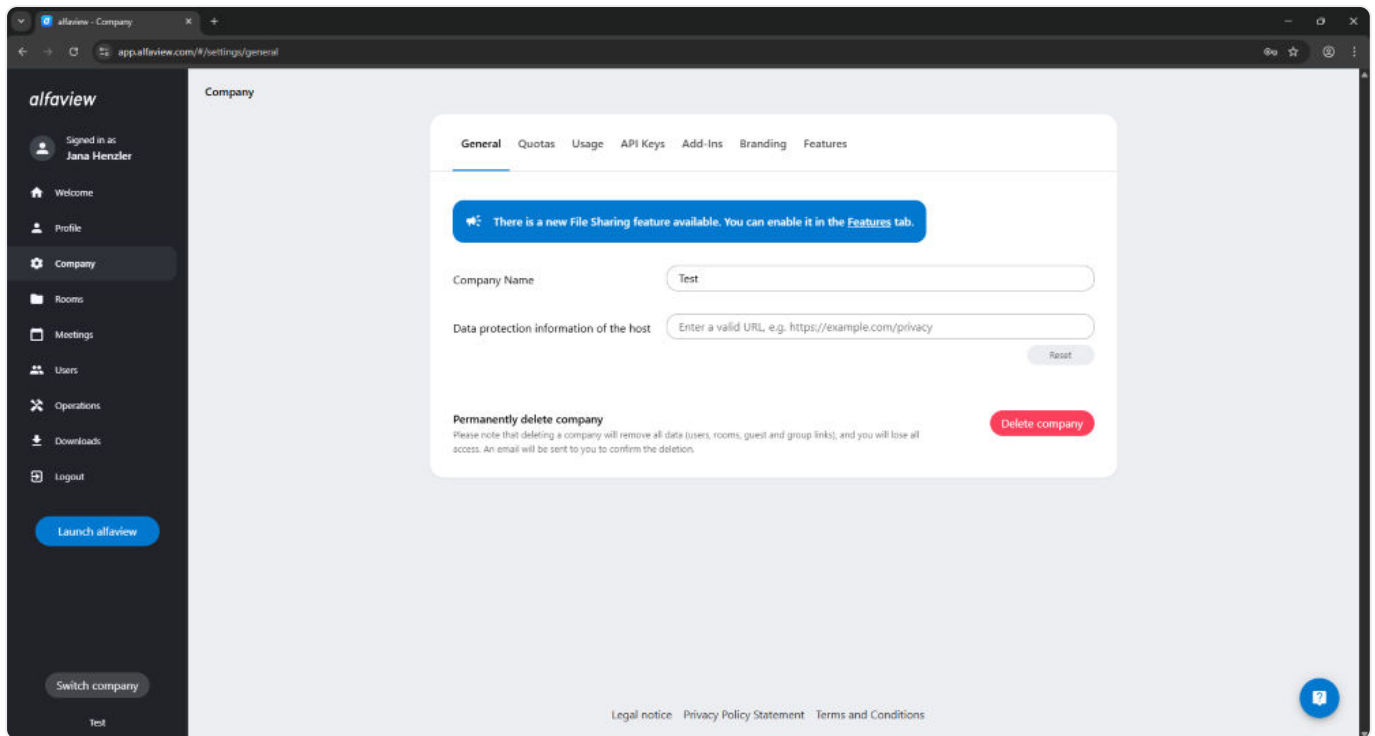
# Company Management

As a company owner or manager of a company, you can access and edit information about your quotas, API keys and add-ins in alfaview. You can also change the company name or delete your company.

- [General](#)
- [Quotas](#)
- [Usage](#)
- [API Keys](#)
- [Add-Ins](#)
- [Features](#)

You can find your company management on the alfaview administration page.

- Login to the [administration page](#) of your alfaview user account.
- Click on **Company** in the menu on the left side of the administration interface.
- You can now make various changes and view information about your alfaview company in the **General**, **Quotas**, **API Keys**, **Add-ins** and **Branding** tabs.

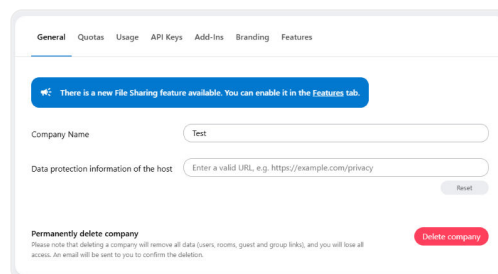


The company management in the administration interface

## General

You can change the name of your company in the **General** tab. You can also link to your company's privacy information. This will be displayed to participants before they enter one of your alfaview rooms.

You can also permanently delete your company in this tab.



Manage the general settings of your company

## Change company name

- To do this, click on the input field with the current name.
- Enter the new name.
- Confirm the changes by clicking the [Save](#) button.

## Linking to privacy policy

- Click in the input box and enter the URL of your privacy policy.
- Confirm your entry by clicking the [Save](#) button.
- If you want to delete the previously entered privacy policy, click the [Reset](#) button.

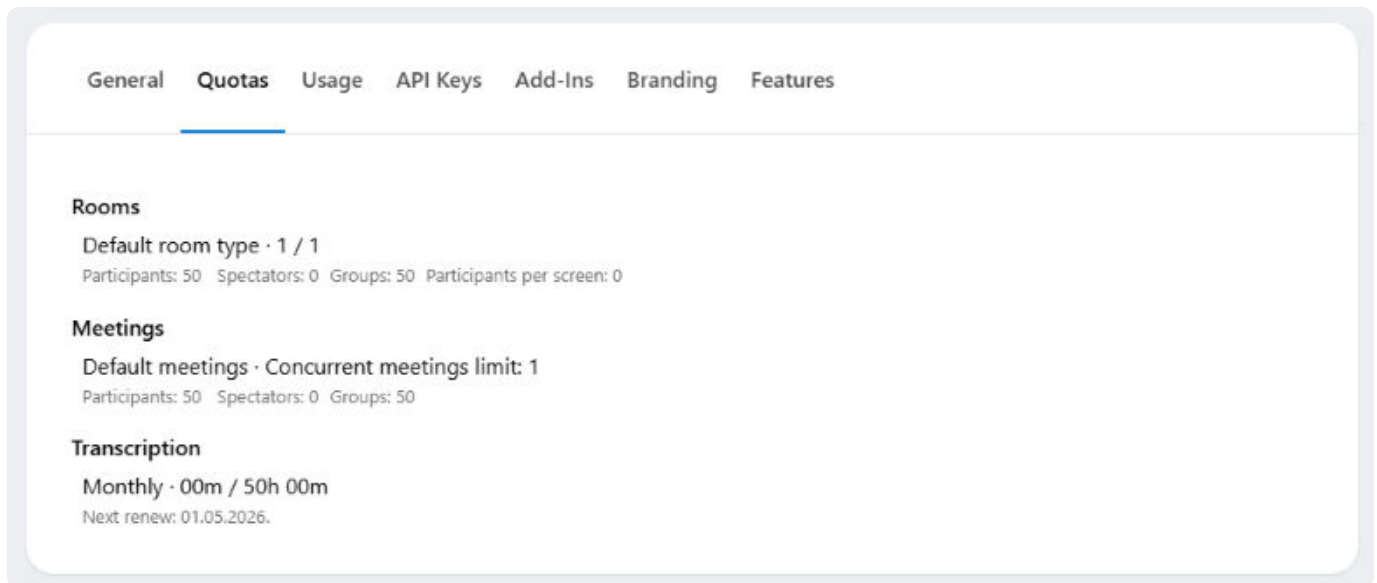
## Permanently delete a company

- Click on the [Delete Company](#) button.
- On the [Delete Company](#) page, you can find further information on deleting the company.

Please note that when you delete a company, all of its data (users, rooms, guest links and group links) will be deleted and you will lose all your access rights.

## Quotas

This tab shows the quotas for your **rooms** and **meetings**, as well as the quotas available to you for the **transcription** feature.



Various quotas of your company

## Rooms

- **Room Type**

The room types you have booked are displayed. You can also see how many rooms are available to you, how many you have already used, and how many rooms you have left to use.

- **Participants**

This shows how many participants can join a room.

- **Spectators**

This quota indicates how many spectators can join your alfaview rooms.

- **Groups**

Here you can see how many groups you can create per alfaview room and how many groups are still available to you.

## Meetings

- **Meeting Type**

This shows the types of meetings you have. It also shows the limit of meetings you can hold simultaneously.

- **Participants**

This quota indicates how many participants can join a meeting.

- **Spectators**

This shows how many spectators can join your meeting.

- **Groups**

This shows how many groups you can create per meeting.

## Transcription

This quota shows you how many minutes and hours of transcription time you have used and how much time you have left.

It also shows you when your transcription quota is renewed.

## Usage

The **Usage** tab allows you to view statistics on how long and how often your rooms and meetings have been accessed. The report can be generated and downloaded for up to 32 consecutive days and up to 45 days in the past.

Two different graphs, one for rooms and one for meetings, visualize the statistics.

## Generate and download a report

- Click the calendar icon in the **“From”** line to set the start date.
- Select the day from which you want to generate the report. You can select a date from the last 45 days.
- Enter the start time. If you do not enter a start time, the default time will be midnight (00:00) on the selected day.
- Click the  button to confirm.



Visualisation of room and meeting usage

- Repeat the steps for the end date and time by clicking on the calendar icon in the “**To**” line.
- Click on the **Download CSV** button to download your report as a CSV file.

If you do not select a specific end date, the report will automatically be generated up to the current date and time.

## Usage statistics

- **Used**  
This statistic shows you how many of your rooms or meetings were used during the selected period.
- **Online Hours**  
Online hours shows how many hours at least one person was in your rooms or meetings during the selected period.
- **User Hours**  
User hours add up the time spent by all participants in your rooms or meetings and display a total.
- **Joins**  
This statistic shows you the number of joins to your rooms or meetings during the selected period. Multiple joins by the same person are also counted individually.

GeneralQuotasUsageAPI KeysAdd-InsBrandingFeatures

Quick selection

Today

Yesterday

Last 7 days

Previous month

From: 26/03/2026, 08:00

To: 01/04/2026, 13:13

A usage statistics data can be up to 32 days

Update

From26/03/2026, 08:00

To01/04/2026, 13:13

Last update01/04/2026, 13:13

|          | Used <span>↓</span> | Online Hours | User Hours | User Joins |
|----------|---------------------|--------------|------------|------------|
| Rooms    | 1                   | 9            | 11         | 23         |
| Meetings | 0                   | 0            | 0          | 0          |
| Total    | 1                   | 9            | 11         | 23         |

Download CSV

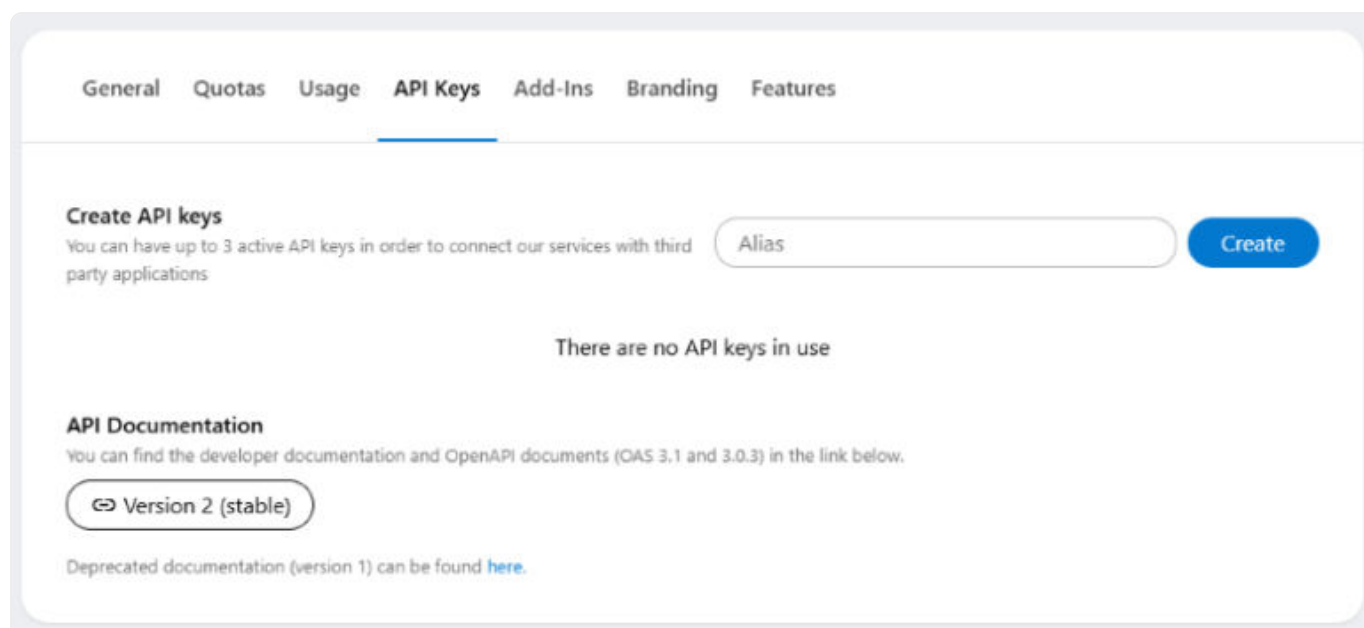
Company usage statistics

## API Keys

In the **API Keys** tab you can create your own API keys to integrate alfaview with third party software. Instructions on how to obtain your API credentials can be found on the [Request your API credentials](#) page.

If you are already using one or more API keys, you can view them in the list. You can deactivate the API key by clicking on the `Deactivate` button. Confirm the deactivation in the new window by clicking on the `button`.

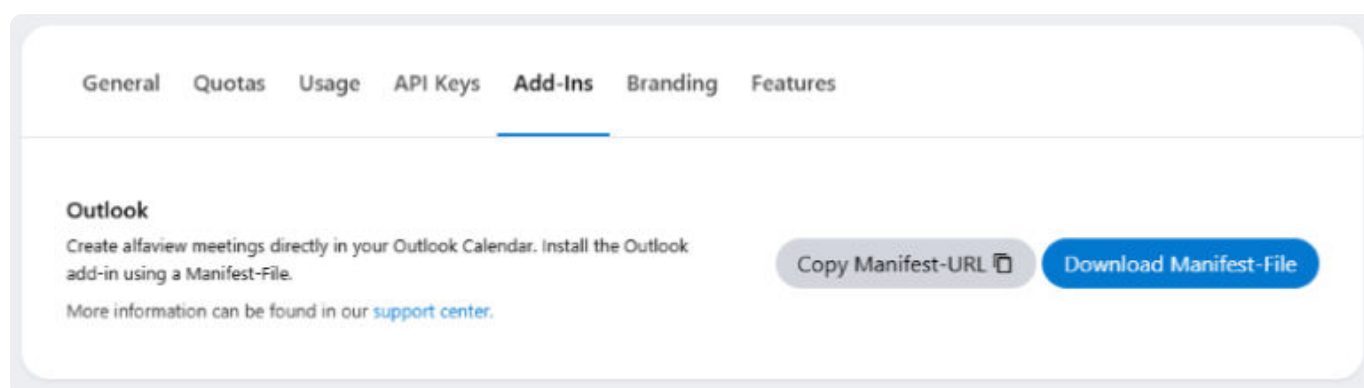
You can find the most commonly used APIs by clicking on the `Documentation` button.



Manage your API Keys

## Add-Ins

You can add alfaview as an **add-in** to Outlook. You can find installation instructions and information about using the add-in on the [Add-In for Microsoft Outlook 365](#) page.

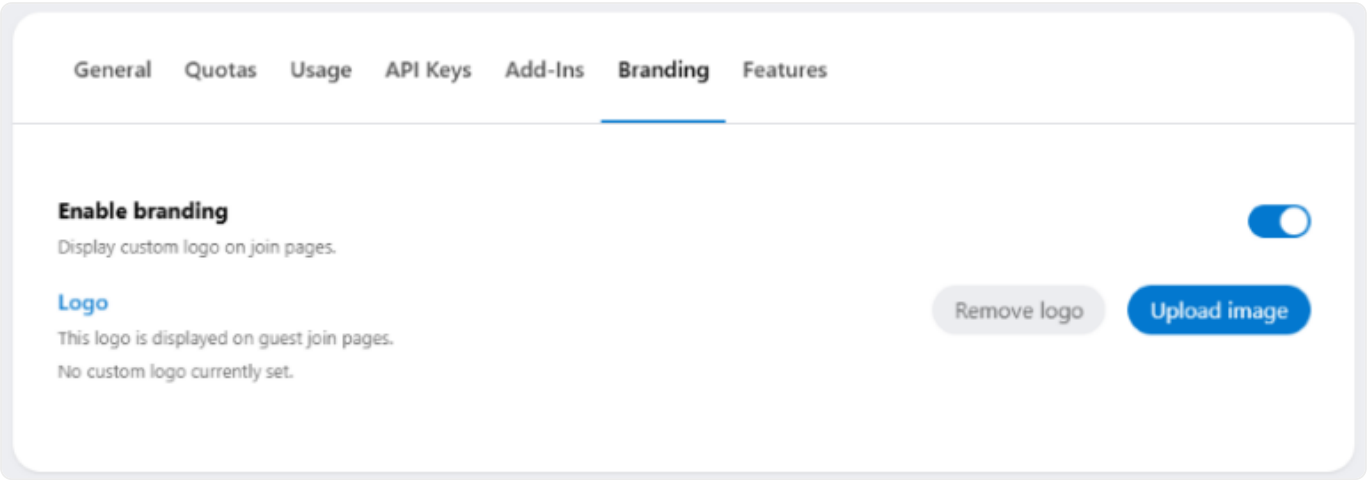


Manage your Add-Ins

## Branding

As the owner or manager of a company, you can also customize the guest login with your logo.

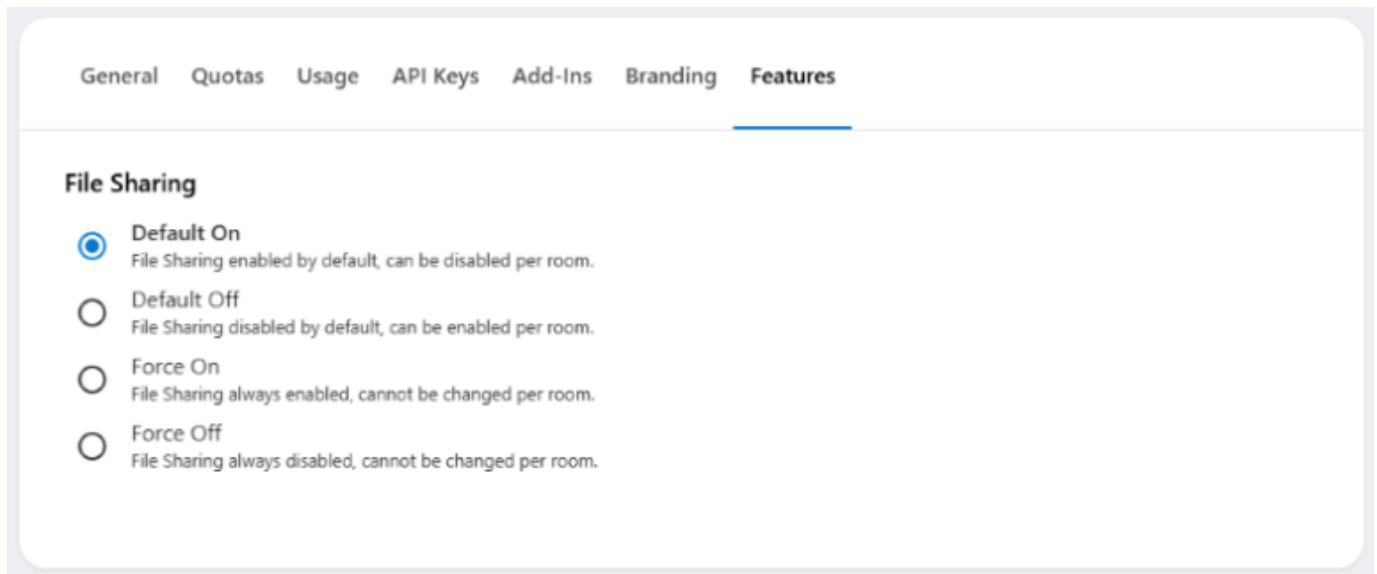
- To do this, activate the slider next to **Enable branding**. The slider is activated when it is blue.
- Now, the **Logo** settings tab and the two buttons `Remove logo` and `Upload image` appear.
- Click on `Upload image` to open the file storage. There you can select the desired logo.



Branding for guest join pages

## Features

Company-wide settings for specific features can be accessed in the Features tab.



Company features

## File Sharing

- **Default on:** File sharing is enabled by default and can be disabled per room.
- **Default off:** File sharing is disabled by default and can be enabled per room.
- **Force on:** File sharing is always enabled and cannot be changed per room.
- **Force off:** File sharing is always disabled and cannot be changed per room. This is the default setting for newly created company accounts.

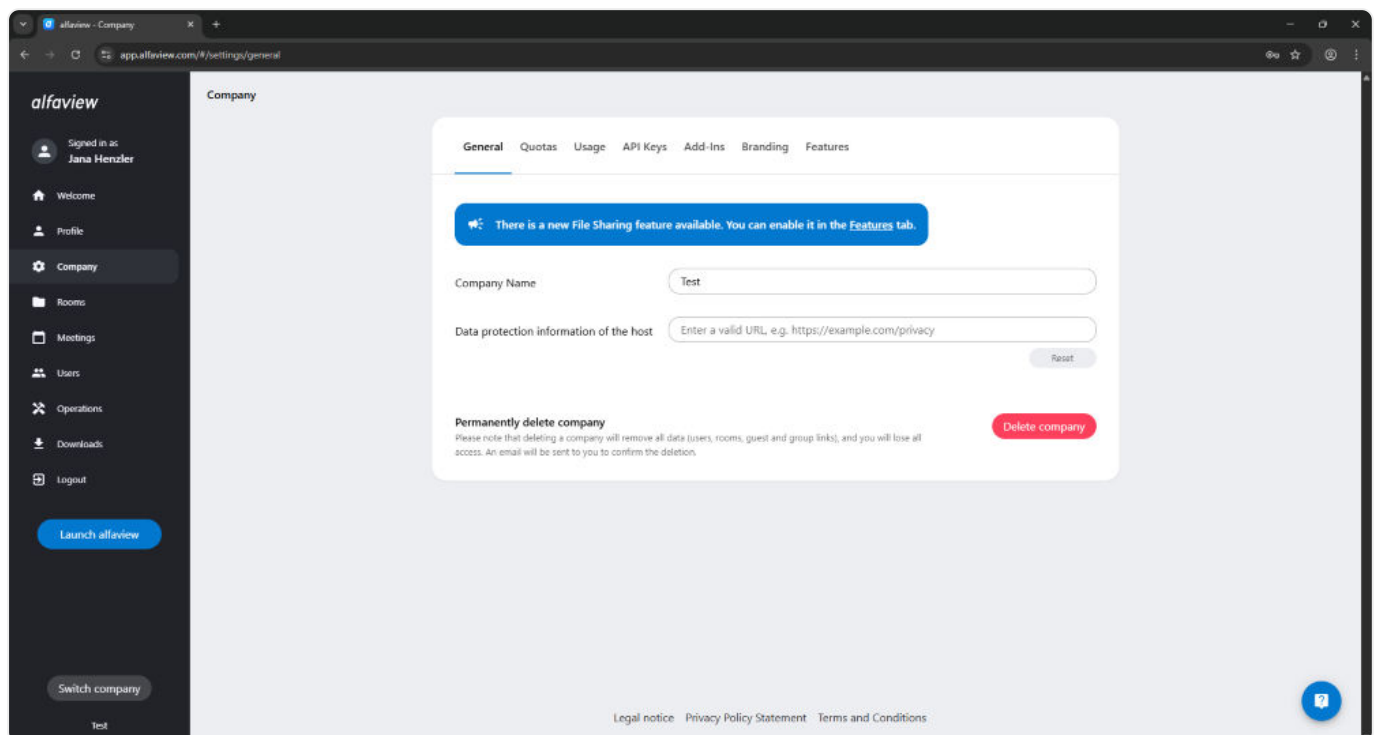
# Delete company

To delete your company please login to the [administration interface](#).

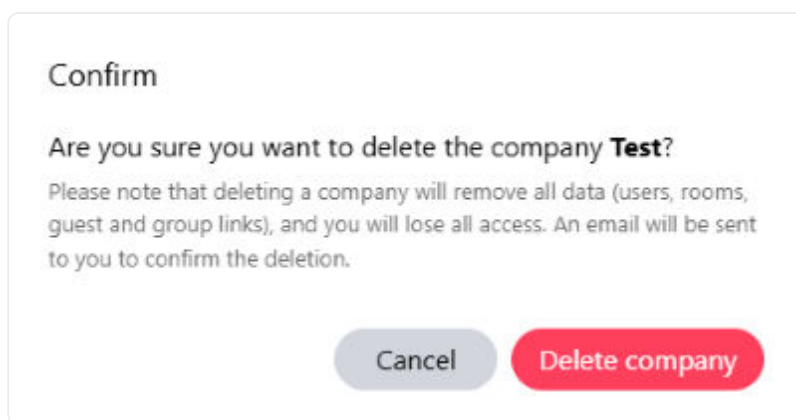
Please note: Only company owners can delete companies. In addition, you need the 'Manage company settings' [permission](#).

Click on **Company** in the menu on the left. This tab is only visible to company owners. By clicking on the [Delete company](#) button, a window will open.

Confirm that you want to delete your company by clicking the [Delete company](#) button again.

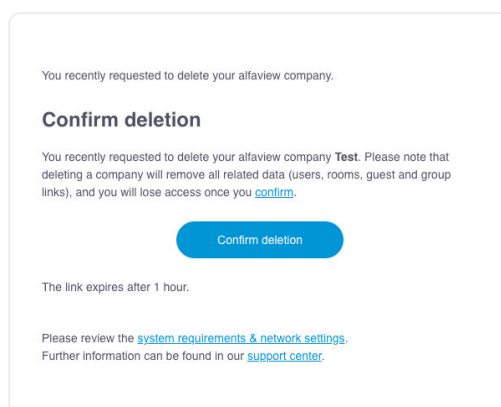


Delete company



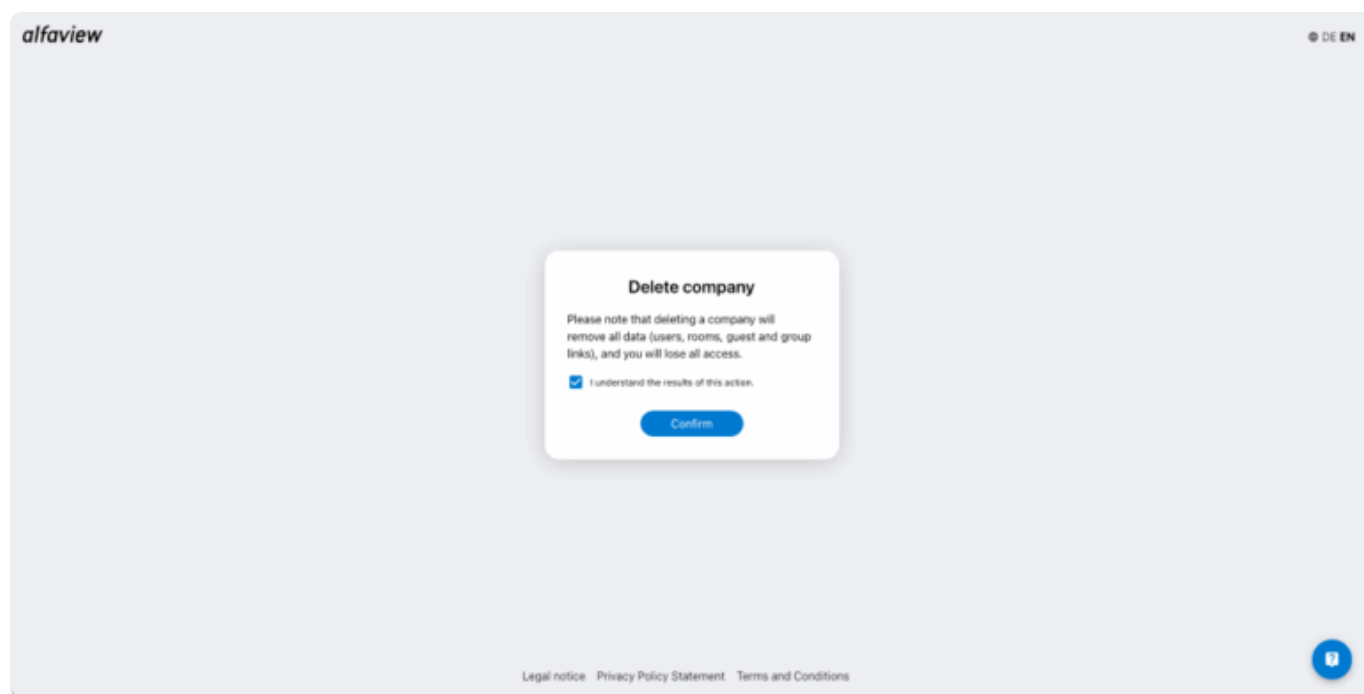
Confirm deletion of company

You will then receive an email containing a link to confirm the deletion process. Click on to open a dialogue window.



Confirm deletion via email

In this dialogue, you must confirm the deletion again. Your company will then be deleted permanently.



Confirm deletion dialogue

Please note that deleting a company will remove all data (users, rooms, guest and group links), and you will lose all access.

**The deletion is permanent and cannot be undone.**

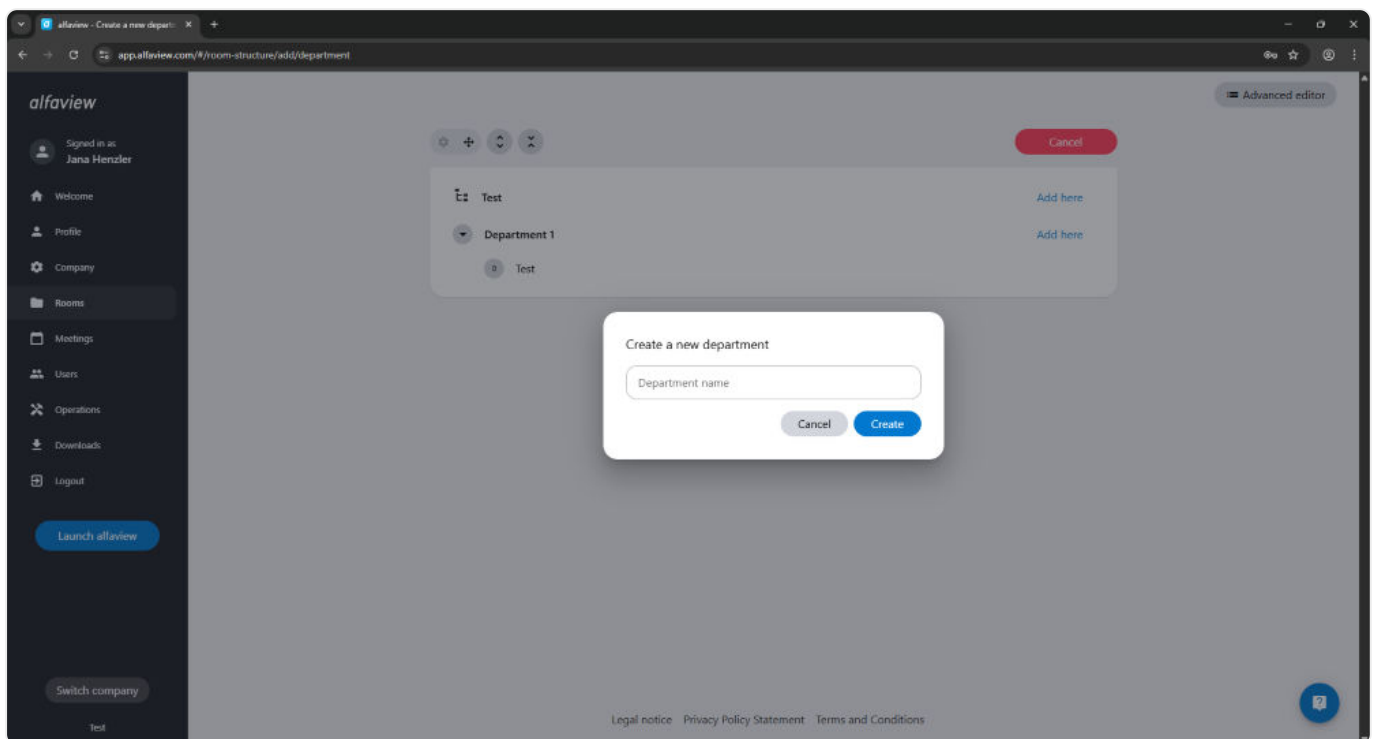
# Room structure and departments

Adjust the room structure to improve the overview of the rooms or to adapt the structure to personal preferences.

## Create departments

Group rooms into departments to achieve a better overview.

- Click on **Rooms** in the menu on the left of the [Administration interface](#).
- Then click the **New department** button.
- Create a new department at the location to be placed by clicking on **Add here**.
- Enter the name of the new department and click the **Create** button.



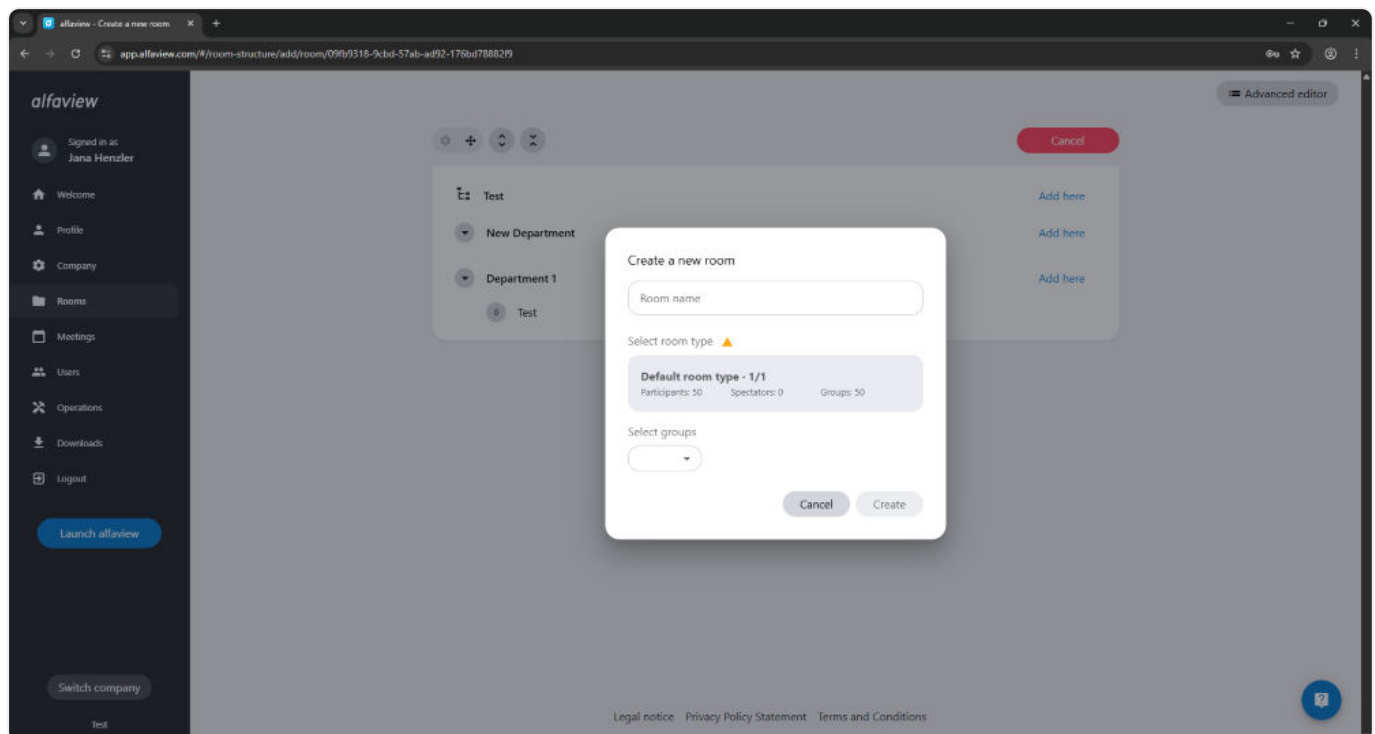
Create Department

To change the department name, click the  **Settings** icon. If there is no room in the department, you can also delete it.

## Create rooms

Depending on your available room quota, you can create new rooms.

- Click on **Rooms** in the menu on the left of the [Administration interface](#).
- Click the  button.
- If you have several departments, select the location where you would like to insert the room. Then click on **Add here**.
- Enter the name of the new room and select the number of groups.
- Then click the  button.

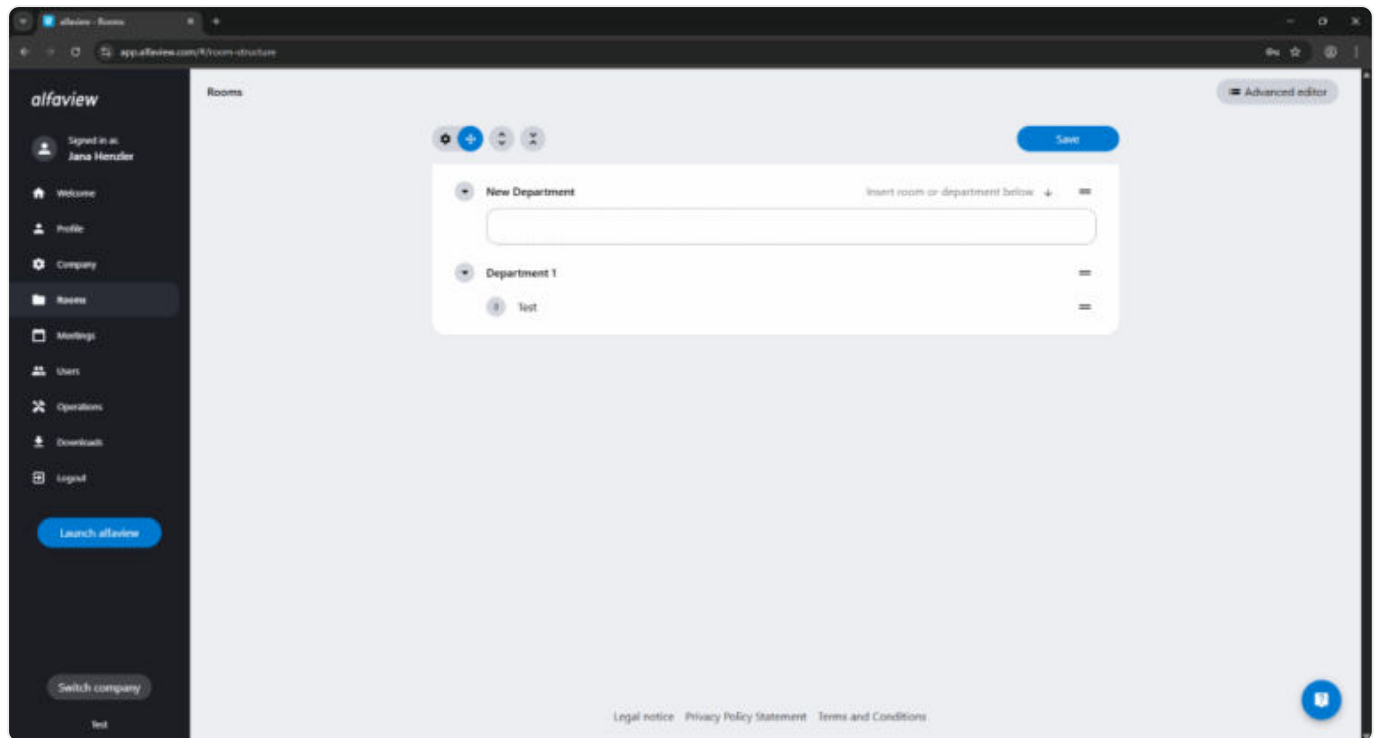


Create room

## Adjust room structure

- Click on **Rooms** in the menu on the left of the [Administration interface](#).
- Now click on the  **Sort** icon.
- You can arrange rooms by **Drag & Drop**.

- Finally, you must confirm the changes by clicking on the **Save** button.



Arrange rooms

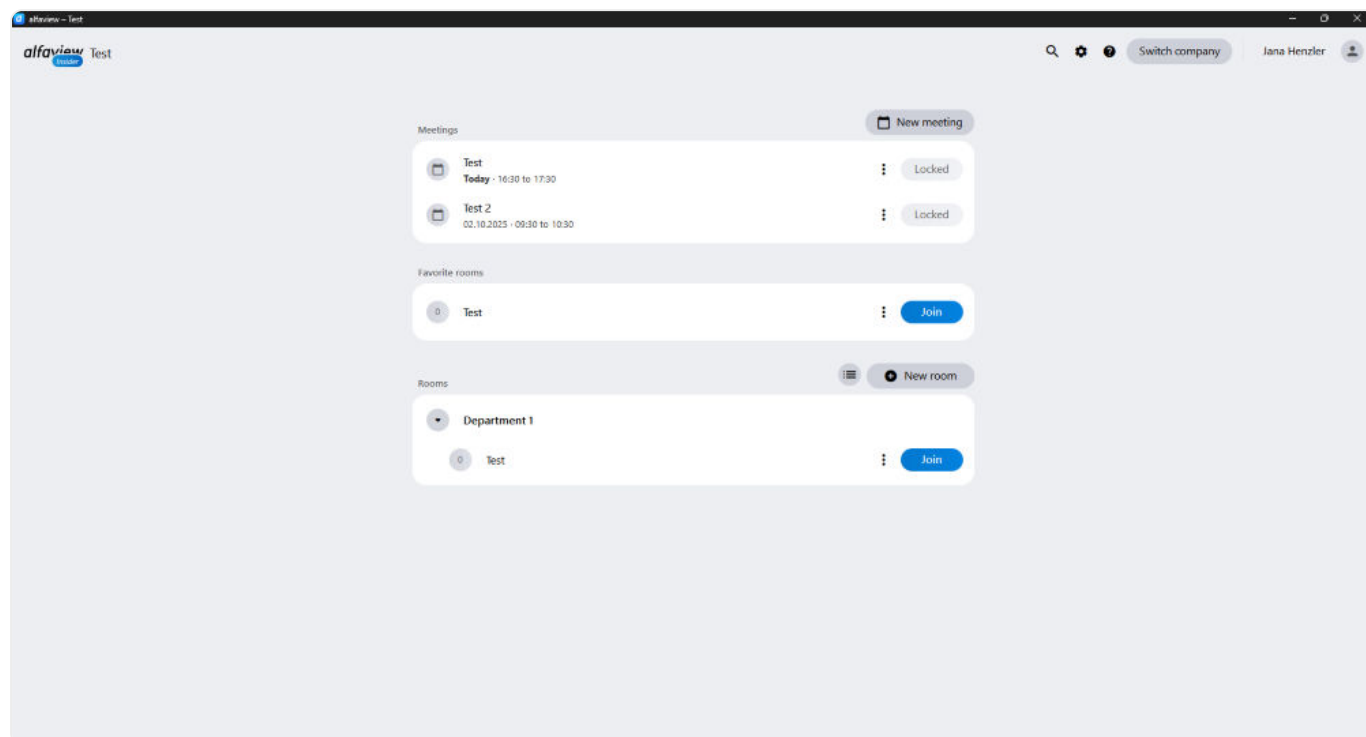
# Create room

To create a new room, please click on the menu item **Rooms** in the menu on the left of the [administration interface](#). Alternatively, you can click on **New room** on the alfaview app's landing page to open the room management directly.

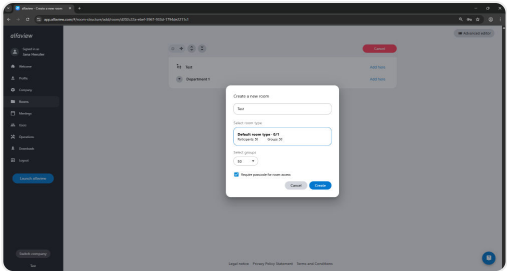
Then click on **+** and then click **Add here**.

Now you can enter the name of the new room and confirm your entry by clicking on **+**.

Please note that you can only create a new room if you have unused rooms.



The room list

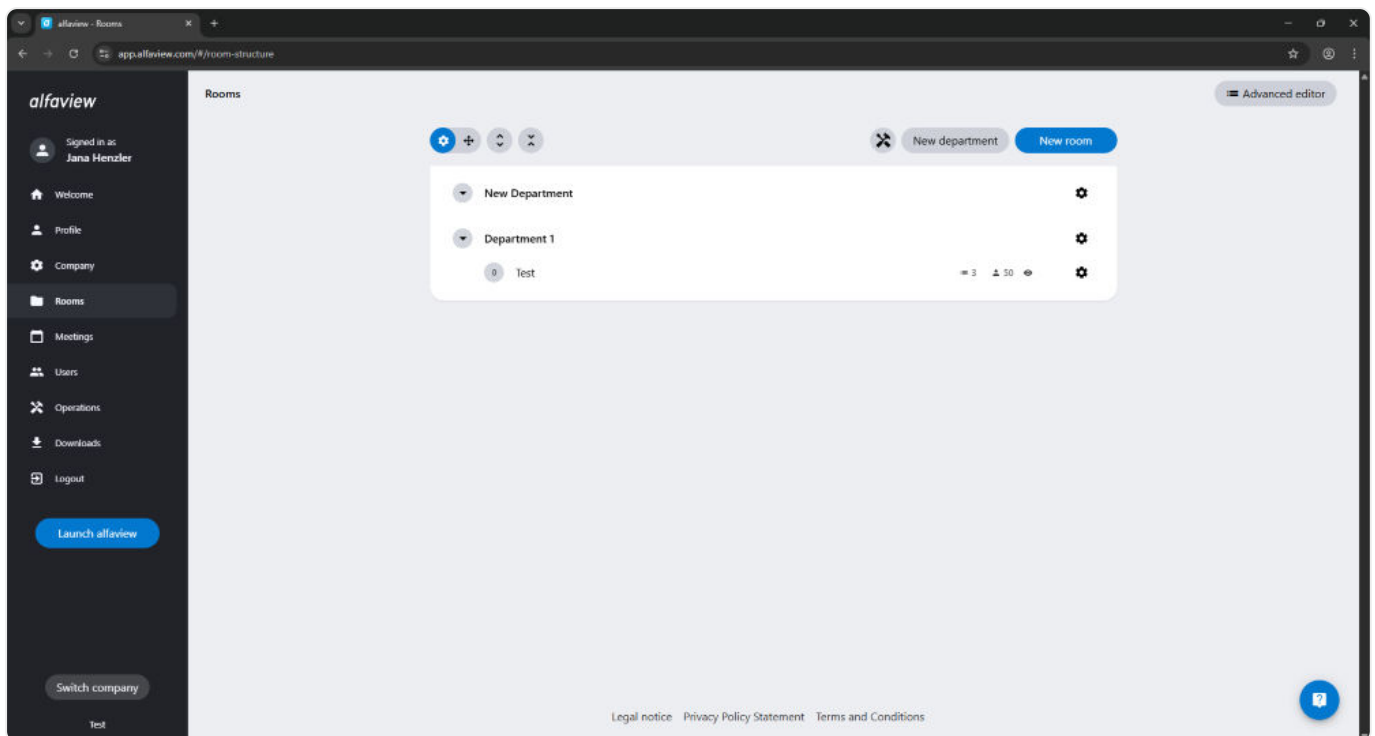


Room management: Create room

# Edit room

Depending on the permissions, you can edit a room.

- In the menu of the administration interface, click **Rooms**.
- Select the room you want to edit.
- Click on the  **Settings** icon of a room to edit it.



Room management: Edit room

The feature is divided into the following sections (tabs):

- [Room](#)
- [Access](#)
- [Guest links](#)
- [Group links](#)
- [Group names](#)
- [Room features](#)

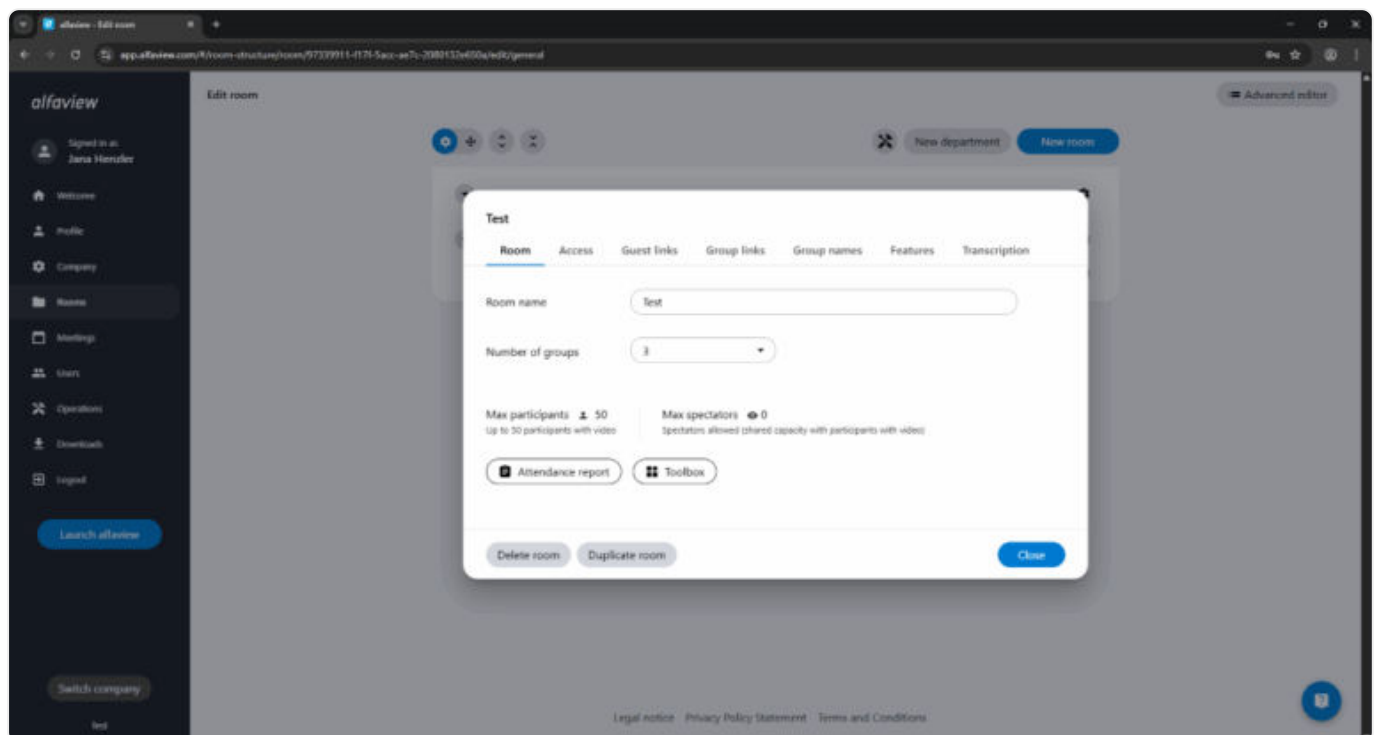
- [Live Transcription and Translation](#)

As a room administrator, you can switch directly to the administration interface if you are currently in an alfaview room.

- Open the **Room list** by clicking on the  **Room list** icon in the secondary menu.
- Click on the  context menu icon next to the name of the room you want to edit.
- Click on the **Manage room** button, which will redirect you to the room management page.

## Room

Here you can change the room name and the amount of breakout groups. Additionally you can [delete the room](#).



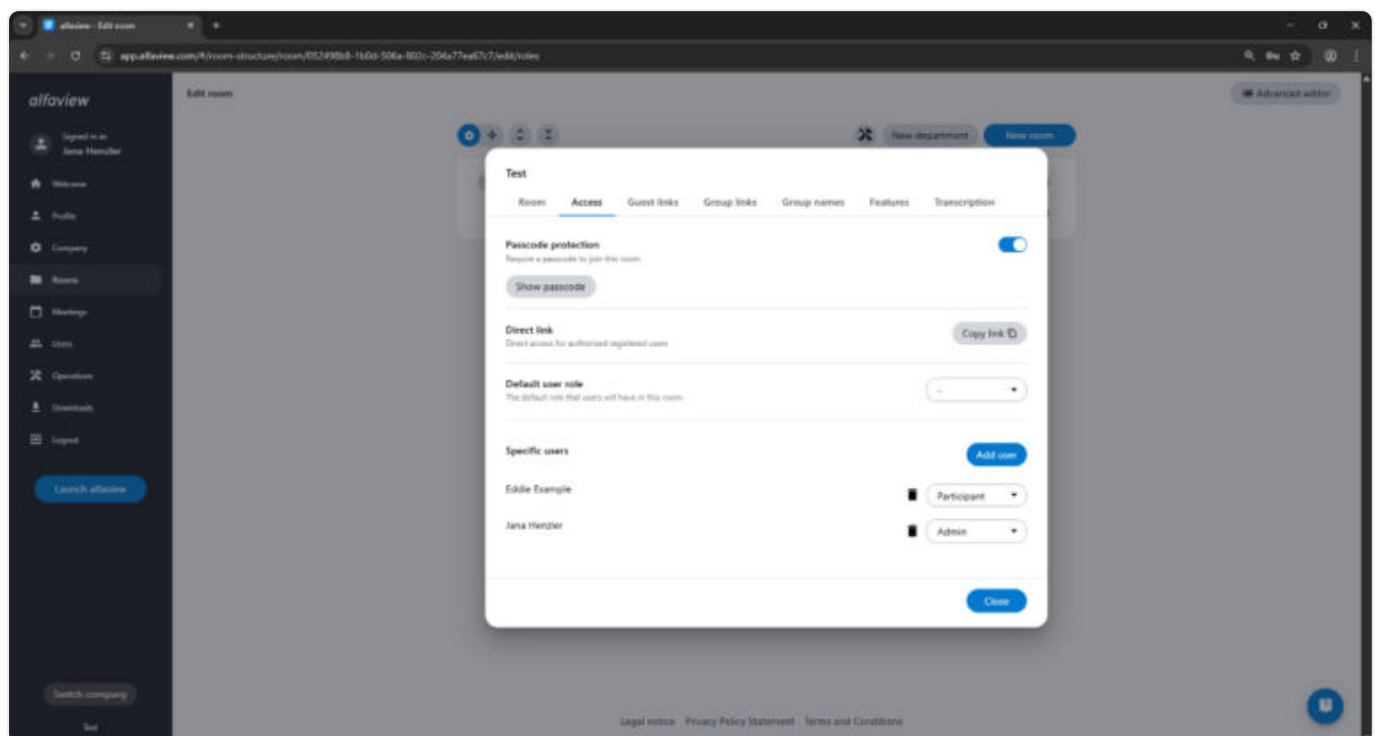
Edit Room

## Access

The Access tab allows you to access the direct link, modify the default user role and add users from your company to the room.

### Direct link

All users who have access to the selected room and who are members of your company can enter the room via the direct link. The user skips the start page and enters the room directly.



Access

- Click on the **Copy link** button.
- Send the link to the members of your company who you would like to join the room, using a communication medium of your choice.

The direct links can only be used by users who are listed as active users in the **user management**. Users must log in with their account details to verify that they are authorised to access the room.

## Passcode protection

For greater control over access, rooms can be protected with a passcode. Before joining, participants must enter the correct passcode, which can be activated, deactivated, or updated at any time in room management. Integrated protection limits repeated failed attempts.

**Test**

Room

**Access**

Guest links

Group links

Group names

Features

Transcription

**Passcode protection**

Require a passcode to join this room

Passcode: %%#S#V6v

Copy passcode

Regenerate

**Direct link**

Direct access for authorized registered users

Copy link

**Default user role**

The default role that users will have in this room.

-

Passcode protection

The room passcode must be re-entered after closing the alfaview app and is not saved. If you change rooms within a session and return without closing alfaview, you do not need to re-enter the code unless it has been changed in the meantime.

## Default user role

If you grant users access to a room and do not select a specific role, they are automatically assigned the default user role.

- From the drop down menu, select **Admin**, **Moderator**, **Participant**, **Spectator** or **Guest** to specify which [role](#) should be used as the default user role.

## Add users

You can add individual users from your Company to an alfaview room. You can either assign the default user role to the users or select a specific role. If no default user role is defined for the room, access or permissions must be defined individually for each user.

- Click on the  button.
- Find and select a user from the search box.
- Choose the [permission group](#).
- Click on the  button.

The user is now listed under **Specific users**.

The user permissions override the default permissions. A typical application is to set the default permission **Participant** and define individual users as **Moderator** or **Admin**.

## Guest and group links

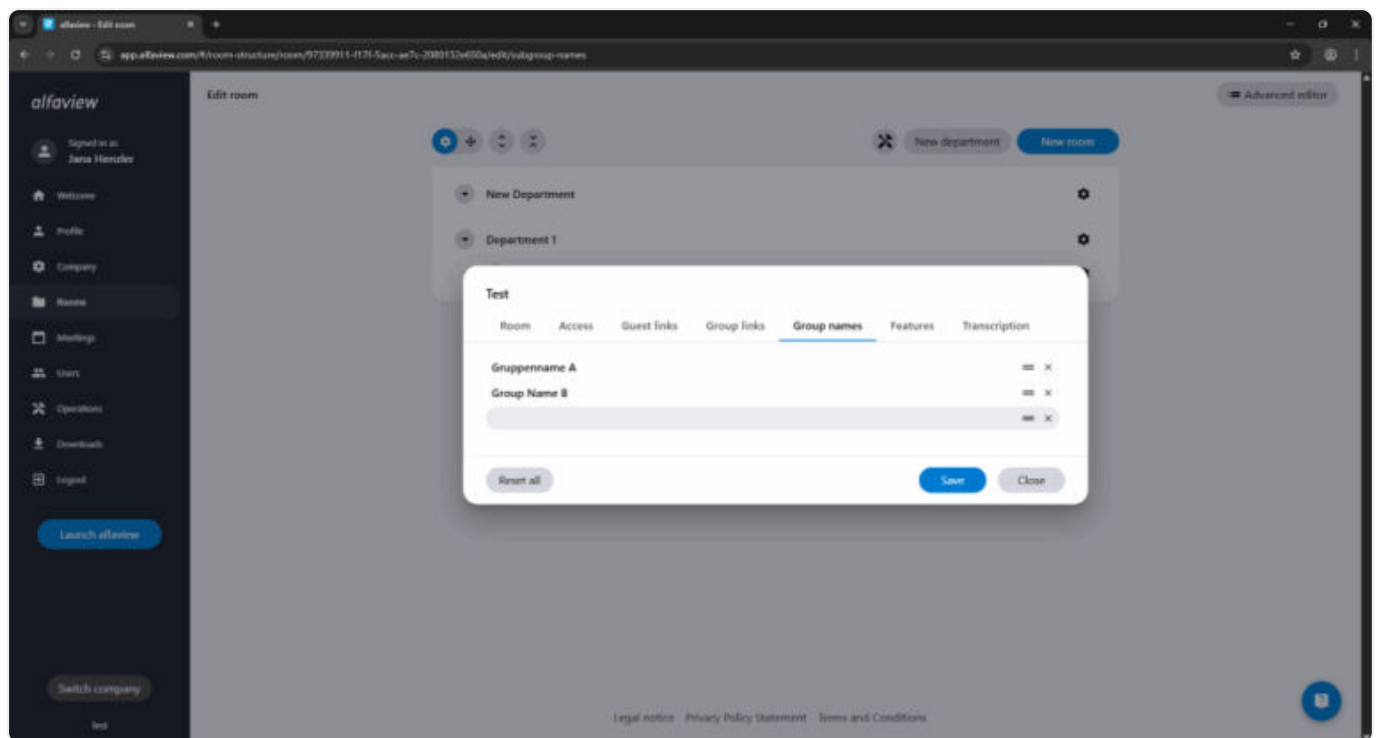
You can use guest and group links to invite participants to your alfaview room. These participants do not need their own alfaview user account. You can find more information and instructions on how to create these links on the [Guest and group links](#) page.

## Group names

In the Group Names tab, administrators can change the names of the subgroups as well as the order of the subgroups.

### Rename Groups

- Click on the group whose name you want to change.
- Enter the desired name.
- Then click .
- For the changes to take effect, alfaview must be restarted.



Group names

### Organize groups

- Click on the icon with the two horizontal lines and hold down the mouse button.

- Drag the group to the location you want to move it to.
- Release the mouse button.

## Room features

Customize your alfaview rooms with room features. You can set your room display preferences, such as alphabetical sorting of participants or displaying all videos in 16:9 aspect ratio. Help your moderators manage the room more easily by enabling the **Raise Hand** or **Copy Attendance List** features, or allow [recording and live streaming](#) in the room.

Visit the [Room features](#) page for an overview of all the features you can set for each alfaview room.

## Transcription and Translation

alfaview helps you communicate more easily by offering two different transcription options:

- [Live Transcription](#) transcribes the participants' spoken language into text. This feature is limited to one spoken language in the room.
- The [Digital Interpreter](#) helps participants who speak different languages to communicate with each other. The Digital Interpreter automatically translates what is said into the chosen language.

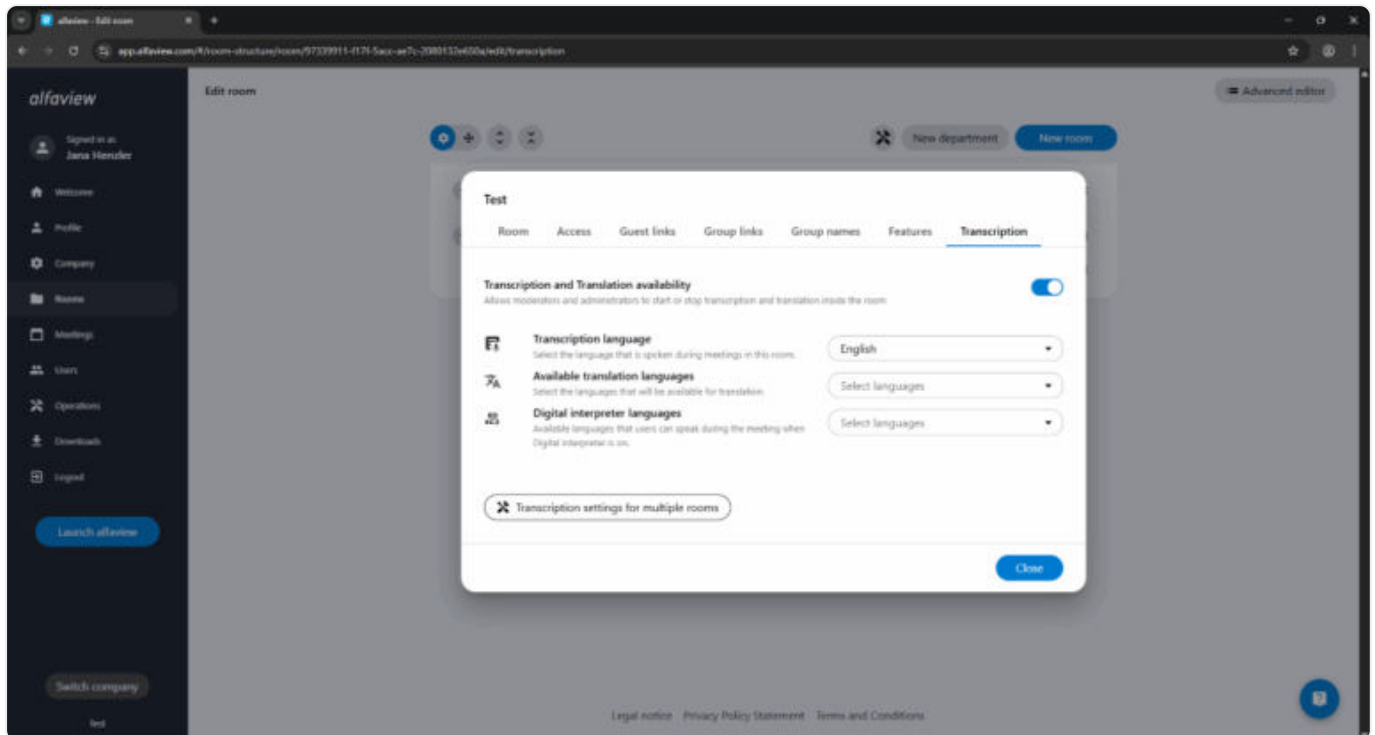
The translation feature helps you get more people involved and breaks down language barriers.

To change the transcription settings, you must have **full room admin** permission. This permission is granted via the [User management](#).

The room language and translation languages can be selected by all room administrators who have room admin permissions for the specific alfaview room.

## Enabling transcription

- From the room list, select the conference room you want to enable the transcription feature. Click the  **Settings** icon.
- In the new window, go to the **Transcription** tab.
- Click the switch next to **Transcription and Translation availability**.



Transcription settings

## Settings

For an easier access, you can also adjust all settings in the alfaview app. For more information, see the article [Live Transcription, Translation and Digital Interpreter](#).

## Transcription language

You can select the language for the Live Transcription feature. The room admin must change the language each time a meeting is held in a different language. For a complete transcription, all participants in the room must speak in the selected language.

- Click on the drop-down menu next to **Transcription language**.
- Select the language that will be spoken during meetings in this room. You can choose from **Arabic, Chinese (simplified), Danish, English, French, German, Italian, Polish, Portuguese, Russian, Spanish, Swedish** and **Ukrainian**.

## Available translation languages

You can select up to three translation languages at the same time. These translation languages can be used to translate both the live transcription and the Digital Interpreter.

- Click on the drop-down menu next to **Available translation language**.
- Tick the boxes in front of the languages you want to enable.

Selecting more than one language means that the transcription quota is used up more quickly.

## Digital Interpreter languages

With the Digital Interpreter, you can select multiple languages for the participants to choose from.

- Click on the drop-down menu next to **Digital interpreter language**.
- Tick the boxes for the languages you want to enable. The languages currently available are **Chinese (simplified), English, French, German, Italian, Portuguese, Russian** and **Spanish**.

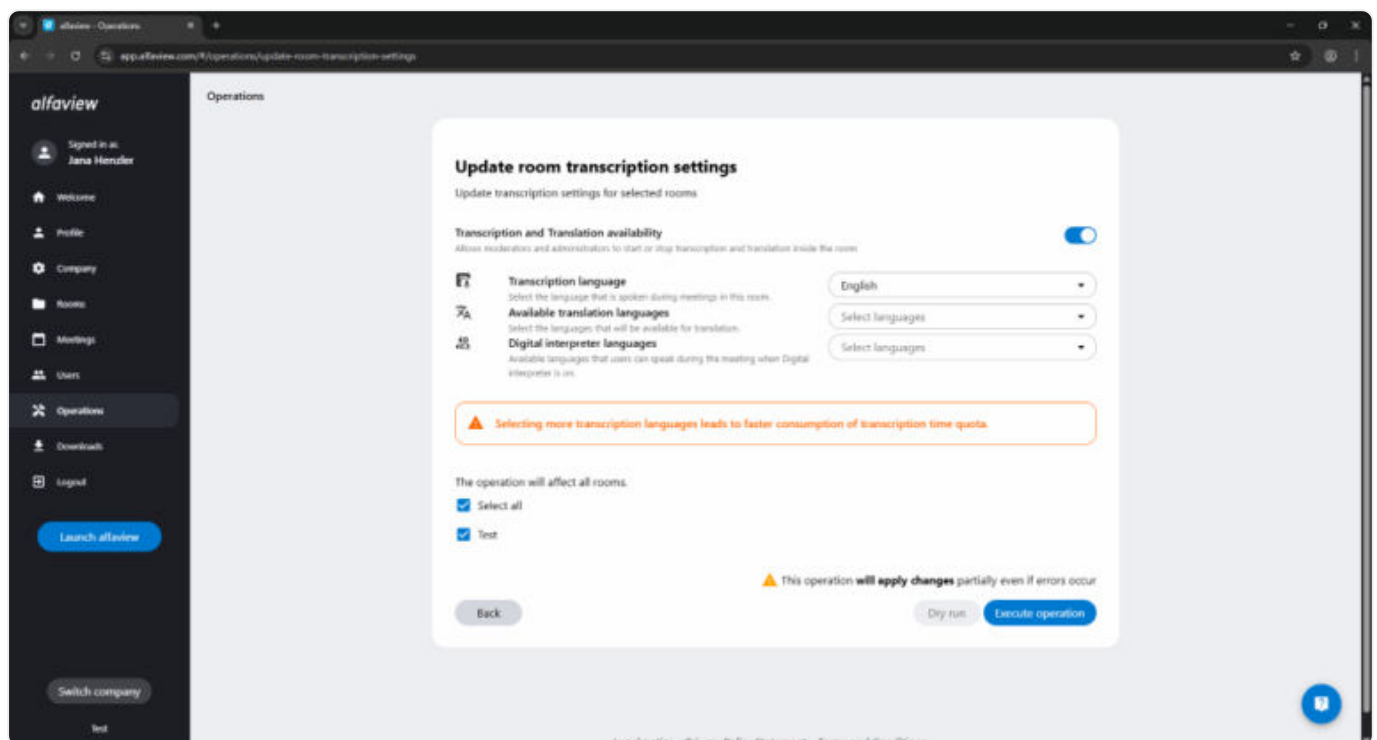
The changes will be saved automatically.

In addition to the selected transcription language, you can choose up to three translation languages at the same time. Selecting multiple languages will result in faster consumption of your transcription quota.

## Batch operations

You can also change the settings for multiple rooms at the same time.

- Click the **Transcription settings for multiple rooms** button.
- Click the switch next to **Transcription and Translation availability** to enable the feature.
- Select the Transcription language, available translation languages and the Digital interpreter languages.
- Tick the box for all rooms where you want the selected transcription settings to be enabled. If you want the transcription feature to be available in all rooms, tick the **Select all** box.
- Click the **Execute operation** button to save your changes.



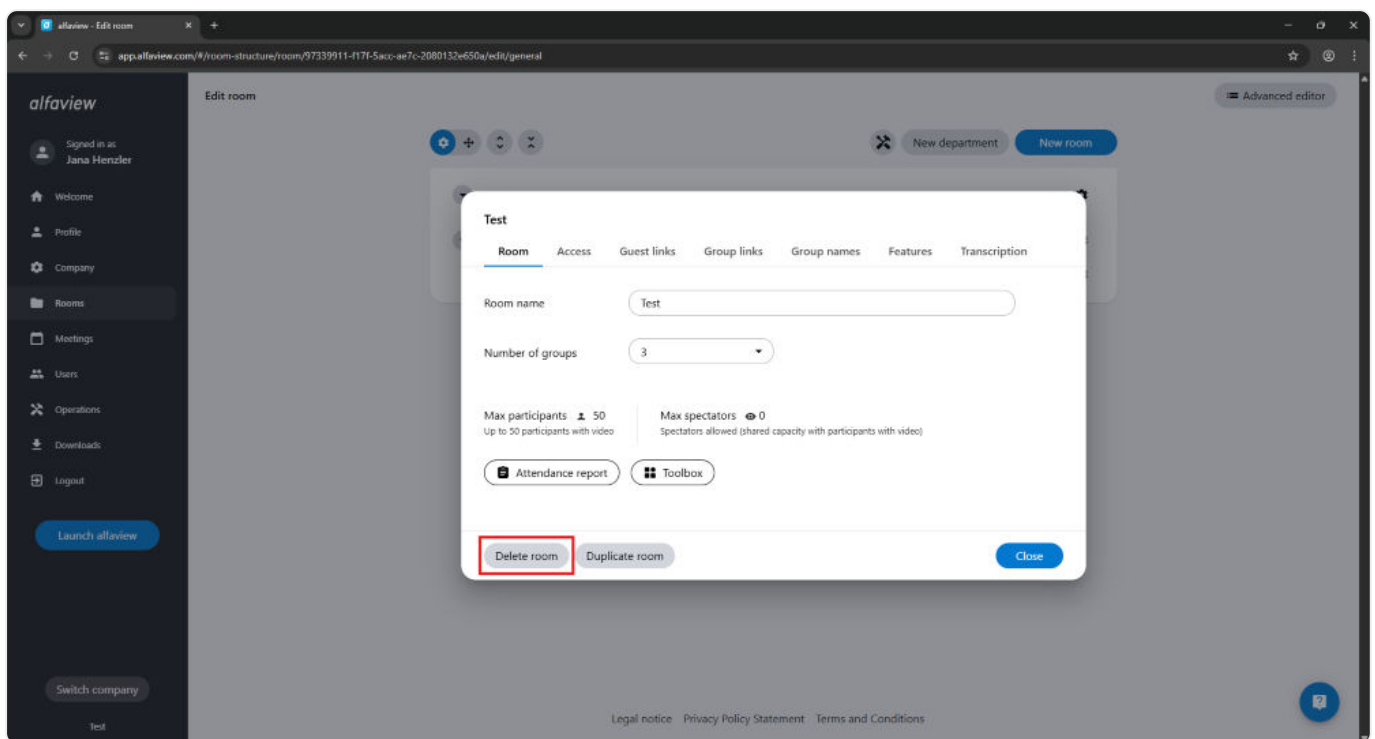
Edit transcription settings for multiple rooms

If you want to activate the live transcription feature in your alfaview room, follow the instructions on the [Live Transcription and Translation](#) page.

# Delete room

As a room administrator, you can delete a room in the alfaview administration:

- Click on the menu item **Rooms** in the menu on the left of the [administration interface](#).
- Select the room you want to delete.
- Click on the  **Settings** icon next to the room's name.
- In the tab **Room**, click on the **Delete room** button.
- Confirm the deletion by clicking on the **Confirm** button in the new window.



Delete room

Please note that deleting a room cannot be undone.

# Room features



The room features allow you to configure settings for a room. You can customize these features via the administration panel or directly in the alfaview room using the [host tools in the status menu](#).

## In the administration

- Open the menu item **Rooms** in the [administration interface](#).
- Click on the  **Settings** icon of the room whose features you want to set.
- Then select the tab **Features**.

The features are grouped into five categories: **Access**, **Appearance**, **Moderation**, **Recording** and **File**. Use the search bar to find features.

Test

Room

Access

Guest links

Group links

Group names

Features

Transcription

Q

Search feature name or description

Access



Waiting room

Open the waiting room to selectively bring people into your meeting.

Edit welcome note ⓘ



Disable browser access for guests

Guests need to install the alfaview app to join the room.

Appearance



Display participant videos in alphabetical order

Participant videos are displayed in alphabetical order instead of by join time.



Center participant videos on the stage

Participant videos are displayed horizontally centered instead of left-aligned.



Use 16:9 video aspect ratio for participant videos

Participant videos in this room will be displayed in 16:9 aspect ratio.

Moderation

Close

Room features

You can customize the following features:

Access

Waiting room

Activate the Waiting room feature in your room to selectively bring people into your meeting.

For more information, please refer to page [Waiting room](#).

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**Disable browser access for guests**

This setting prevents the button to join via browser from being displayed on the guest join page.

## Appearance

**Display participant videos in alphabetical order**

This overrides the default order-by-join-time behavior.

**Center participant videos on the stage**

This allows for a more balanced appearance, but increases movement in the video grid.

**Use 16:9 video aspect ratio for participant videos**

The room will use the wider 16:9 aspect ratio for participant videos.

## Moderation

**Disable "Camera off" feature**

Prevents the camera from being turned off.

**Share content only to moderators**

If this setting is activated only moderators can see active screen shares.

**Disable join and leave notifications**

This setting disables notifications when users join or leave the room.

**Disable floating mini window**

This setting prevents the displaying of the mini window when the alfaview window is minimized.

**Allow raise hand**

This setting allows participants and spectators to raise their hand to indicate that they want to say something.

**Show raised hands only to moderators**

If this setting is activated only moderators can see who is currently raising a hand.

**Allow to access attendance list**

This setting allows moderators to copy the contents of the participant list to the clipboard. For more information, refer to page [Attendance list and attendance report](#).

## Recording

**Allow recording**

Moderators may [record](#) meetings in this room locally.

**Allow live streaming**

The moderators are allowed to [stream](#) the meeting live on external platforms.

## File

**Enable File Sharing**

Enable file uploads for this room.

**Allow Participants to Upload**

Allow participants to upload files. Users must also have the upload room permission.

**Default Access Level**

Default access level applied to participant file uploads.

- **Hidden:** Only uploader and moderators can access.
- **Listed:** Everyone can see, only uploader and moderators can download.
- **Downloadable:** Everyone can see and download.

# Attendance list and attendance report

As a [room administrator](#), you can keep track of who is or has been in your room. You can create an attendance list as a current snapshot. If you want information about past meetings you can create an attendance report. This report covers a period of up to 24 hours within the past 40 days.

This feature is also available for meetings. For more information, see [Attendance List and Attendance Report for Meetings](#).

## Attendance list

As the room administrator, you can create a snapshot of the current participants by generating an attendance list in your room. It lists all participants who are currently in the main room or in the subgroups. The participants are listed with their names and roles.

### Create an attendance list

- Join the alfaview room from which you want to create an attendance list via the App or Web Client.
- Click on the **Participant list**  icon in the secondary menu in the top right corner.
- Click on the context menu  which appears when you hover over the room's name.
- Click on **Copy attendance list** to save the list of participants to the clipboard.
- Paste the list in your preferred text or data program.

## Attendance report

You can create an attendance report for each room for which you have administration rights. Within a period of a maximum of 24 hours, this report analyzes your participants' room access information. You can generate a report up to 40 days in the past to analyze past conferences as well.

You can generate multiple reports. They will be displayed in separate tabs and can be viewed and edited in parallel.

## Create an attendance report

- Log in to your alfaview account on the administration page.
- Click on **Rooms** in the menu bar on the left.
- From the list of all accessible rooms, select the alfaview room for which you want to create an attendance report.
- Click on the  **Settings** icon.
- In the **Room** tab, click the **Attendance report** button.

You can either generate the attendance report by using the quick settings or you customize the report on your own.

## Generate report

If you want to generate an attendance report for a specific period of time, you can use the custom selection.

- Click the calendar icon next to **"From"** and today's date to set the start date.
- Select the day for which you want to generate the report. You can select a date from the last 40 days.
- Enter the start time. If you do not enter a start time, the default time will be midnight (00:00) on the selected day.
- Click the  button to confirm.
- Repeat the steps for the end date and time by clicking on the calendar icon next to **"To"**.

If you do not enter a specific end date and time, the report will automatically be generated for 24 hours from your start date and time.

- Click the  button to create your customized attendance report.

You will now see the following information about your report:

- **Title**

If you used the quick settings, the title will be the same as the name of the quick setting. For a custom report, the title will include the name of your room and the start date.

You can edit the title by clicking the **Edit**  icon. Enter the new title and save by clicking the  button. If you want to discard the changes, click on the  button.

- **From**

Here, you can see the start date and time of your report.

- **To**

This line shows your report's the end date and time.

- **One row per user**

You can decide whether you want to display multiple entries from a single user in multiple rows or bundled together in one row. If you select a bundled display, the first room entry, the last room exit and the total time spent in the room will be displayed.

Tick the box to enable this feature.

Entries via group links cannot be aggregated. Each entry will be displayed in a separate line and therefore as an individual user.

You can display the attendance either as a table or as a diagram. Click on the corresponding button above the list of all entries to switch between the two options.

## Generate quick reports

You can choose from three quick settings options. Click on the corresponding button to generate your report.

- **Today**

Click the **Today** button to generate an attendance report starting from 0:00 tonight until the moment you press the button.

- **Yesterday**

You can click the **Yesterday** button to create a report that covers 24 hours from yesterday (midnight to midnight).

- **Last 7 days**

This quick setting generates seven reports simultaneously. Each report covers a full 24-hour day from the last seven days.

You can display the attendance either as a table or as a diagram. Click on the corresponding button above the list of all entries to switch between the two options.

## Download the attendance report

- Go to the tab of the report you want to download.
- Click the **Download report** button.

The download will be saved as an Excel file by default. If you would prefer a PDF version of the report, please tick the **Print or save PDF** box.

- Select the information you want to include in your report by ticking the boxes labelled **Include report details** and/or **Include dates as UNIX**.

|                                                    |  |
|----------------------------------------------------|--|
| <div>Include dates as UNIX</div>                   |  |
| <div>Time of entry in seconds in UNIX-format</div> |  |
|                                                    |  |

|                                                   |  |
|---------------------------------------------------|--|
| <div>Time of exit in seconds in UNIX-format</div> |  |
| <div>Time of entry</div>                          |  |
| <div>Time of exit</div>                           |  |

| <div>Period of attendance in hours and minutes</div> |  |
|------------------------------------------------------|--|
|                                                      |  |

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If you select the **Include dates as UNIX** option, all the general report details will also be included in your report.

- Select whether the data should be separated by a comma or semicolon.
- Click the button.

You will find your report as an Excel or PDF file in your download folder.

# Guest and group links

You can invite participants to join a conference in alfaview with a guest or group link. The participants with guest or group links do not need to create an alfaview account to join a conference. Invitees will be sent an e-mail with the invitation link and further instructions on how to use alfaview and how to join a conference.

- [Guest links](#)
- [Group links](#)

## Guest links

Guest links are personalized, which means that each link can only be used by one person. You enter the name of the invited person when creating the link and the invited person cannot change their name themselves. The link can only be used by one person at a time.

Guest links can be created in the [Room management](#). To create a guest link, please follow the instructions below:

- Log in to your alfaview account on the administration page.
- Click on **Rooms** in the menu bar on the left.
- From the list of all accessible rooms, select the alfaview room for which you want to create a guest link.
- Click on  **Settings**.
- Click on the **Guest links** tab. In this tab, you can view existing links, edit existing links, and delete them.
- To create a new link, click on the  button.

**Test**

Room

Access

**Guest links**

Group links

Group names

Features

Transcription

☐ Update multiple links ⓘ

+

 Invite guests

**Billy Beispiel**  
billy@beispiel.de

🔗

🕒 Set date

Moderator

⌵

⋮

**Eddie Example**  
eddie@example.com

🔗

🕒 Set date

Participant

⌵

⋮

🗑️ Delete expired guest links (0)

✕

Close

Guest links

If you do not want the invitation link to be emailed automatically, uncheck the box next to the email address field. You can copy the invitation link later and send it to the invitee by using your preferred communication medium.

- Enter the email address and name of the person you want to invite. Select a role from the drop-down menu. You can select the preferred language from the drop-down menu next to the role menu.
- You can select a start and end date. If you do this, the guest link will only be valid for the selected period.
- To delete a guest link, click on the trash can icon.
- Click on the  button to create the guest link.

## Create guest links by using CSV or XLSX file

If you are planning to invite multiple people at the same time using a CSV or XLSX file may be better for you.

- In the Invite guests window, click on **Upload CSV file**.

- You can now choose to enter the details manually or upload a CSV or XLSX file.

To ensure that the invitation links are created correctly, please ensure that you have the following details in your file:

- **E-mail address:** Enter only one valid email address per line.
- **Name:** Enter the name of the person you are inviting.
- **Role:** You must enter a role. The available roles are “Moderator, Participant, Spectator, Guest, No access”.
- **Send email:** If you want the invitation link to be emailed automatically, enter “**true**” in this field. Any other value will be ignored.

```
test@test.test;John Doe;Participant;true;14.05.2021 08:30;01.06.2021 19:00;en
```

Data entry for a CSV file

|   | A              | B        | C           | D    | E                | F                | G  |
|---|----------------|----------|-------------|------|------------------|------------------|----|
| 1 | test@test.test | John Doe | Participant | true | 14.05.2021 08:30 | 01.06.2021 19:00 | en |

Data entry for a XSLX file

Optional entries:

- **Start date:** You can enter a start date. The link will only be valid from this date and time. Please enter the date in the format „**DD.MM.YYYY HH:mm**“. This setting can be configured at a later stage.
- **End date:** You can enter an end date. The link will only be valid until this date and time. Please enter the date in the format „**DD.MM.YYYY HH:mm**“. This setting can be configured at a later stage.
- **Locale:** You can choose between English and German and enter the language in this field.

## Edit guest links

You can edit, re-send and delete previously created guest links. If you delete a link, it will change to inactive status and will no longer be valid. You can either edit the links individually or you can edit several links at the same time.



### Set date

You can edit the period during which the link is valid even after creating it. Alternatively, you can delete the period you set when creating the link. To do so, click the clock icon, select the date and time for either the start or end date or clear the selected date. You can deactivate the link by clicking on **Expire link now**.



### Copy link

You can copy the guest link by clicking the  **Copy link** icon. You can then send the guest link via your preferred communication medium.

### Role

You can change the selected role of the participant. Select the new role from the drop-down menu. The changes are automatically saved and the link is updated accordingly.



### Resend invitation email / Delete guest link

There are two additional functions available in the context menu:



#### Resend invitation email

The guest link will be resent immediately after you click on this function.



#### Delete guest link

Clicking on this function allows you to delete the previously created guest link. Confirm the deletion by clicking the  button in the new window.

## Update multiple links

- If you want to edit several links at the same time, click on the switch next to **Update multiple links**.
- Now select the links you want to update by clicking in the corresponding box. If you want to update all links, click in the box next to **Select all**.
- You can now set the time period, let the link expire or assign a new role and save the changes by clicking on the  button.
- If you want to delete the selected links, click on the  button. Then click on the  button to delete the links.

**Test**

Room

Access

**Guest links**

Group links

Group names

Features

Transcription

☒ Update multiple links ⓘ

Set date ⌚

Participant ▼

Update links (0)

☐ Select all

☐ Billy Beispiel  
billy@beispiel.de



Set date ⌚

Participant ▼

⋮

☐ Eddie Example  
eddie@example.com



Set date ⌚

Participant ▼

⋮

 Delete selected (0)



Close

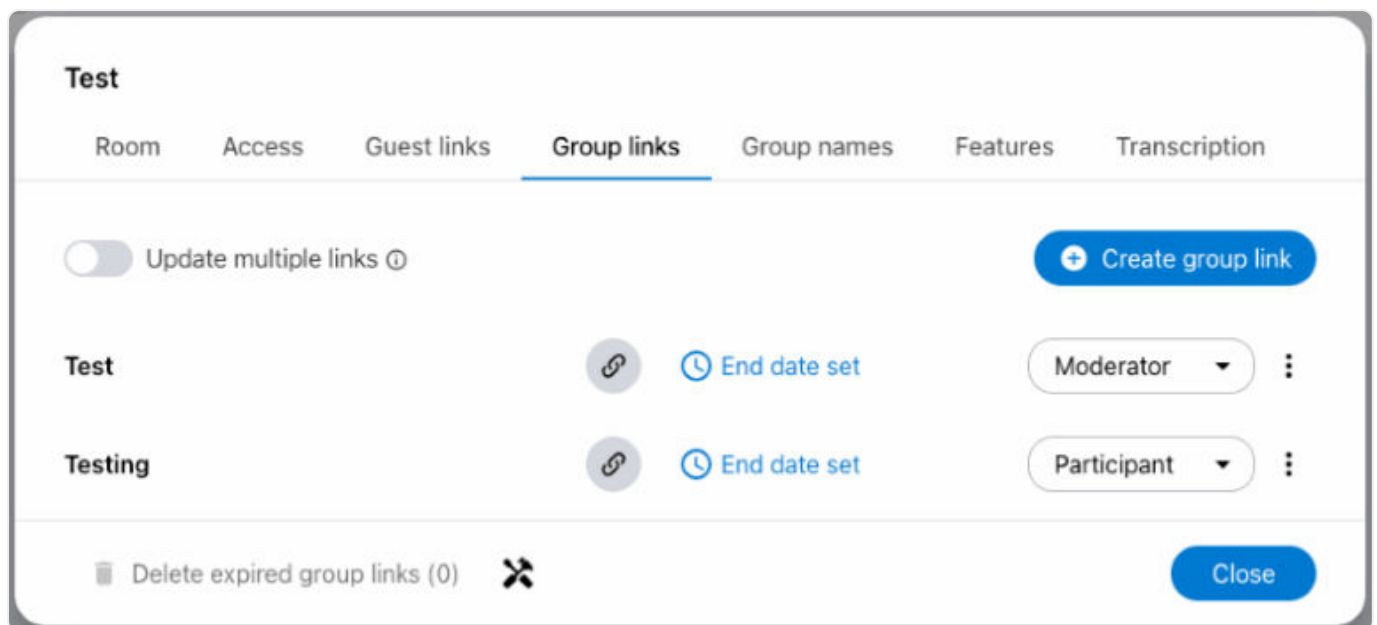
Update multiple links

## Group links

Group links can be used by several people at the same time to enter an alfaview room. They are also useful if you want to assign a role to many people at the same time.

Group links can be created in the [Room management](#). To create a group link, please follow the instructions below:

- Log in to your alfaview account on the administration page.
- Click on **Rooms** in the menu bar on the left.
- From the list of all accessible rooms, select the alfaview room for which you want to create a group link.
- Click on the  **Settings** icon.
- Click on the **Group links** tab. In this tab, you can view existing links and delete them.



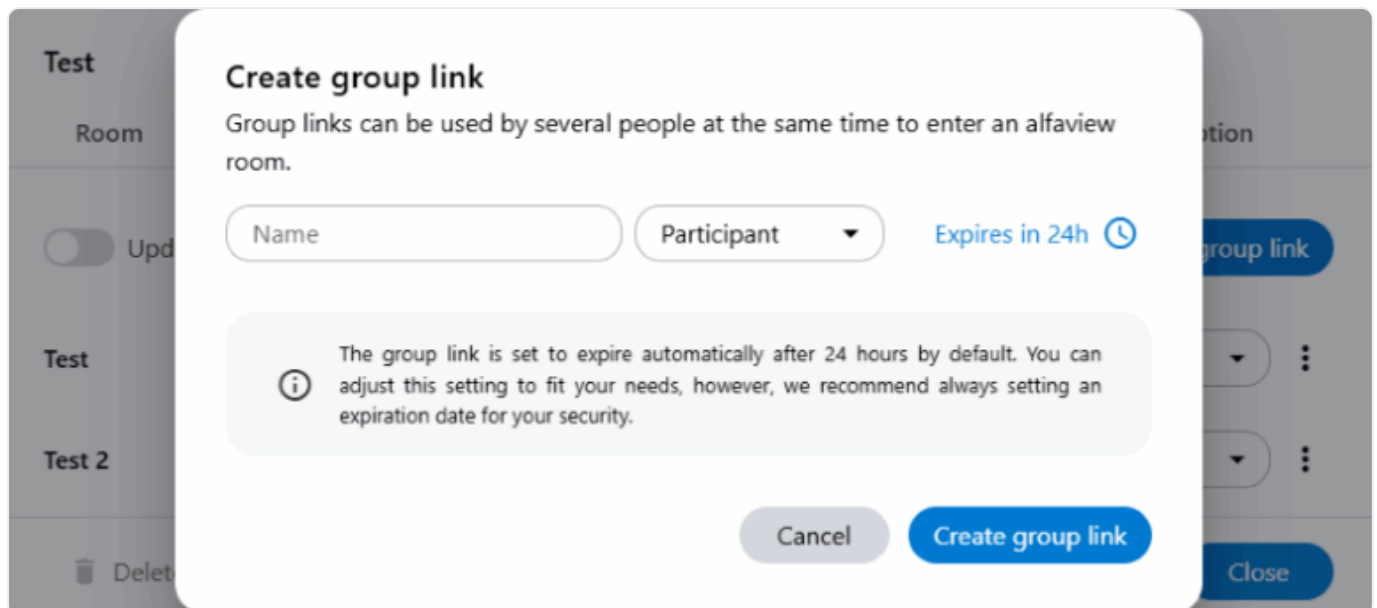
Group links

## Create group links

You can create group links by clicking on the  button.

- Enter a name for the link in the input box.
- From the drop-down menu, select the role that you want users to have when they join using this link.
- Click on the  button.
- To edit the end date, click on the  **Edit** icon.

- By clicking on the **✖ Delete** icon, you can delete the end date. We recommend always setting an expiration date for your security.
- The quick settings **Expire in 24h**, **Expire in a week** and **Expire in 30 days** are also available.



Create a group link

The group link is set to expire automatically after 24 hours by default. You can customize the end date and time.

Once created, the group link will appear in the list below. You can copy the link by clicking the  **Copy link** icon and send it to the participants using your preferred communication medium.

## Edit group links

Once you have created a group link you can edit it in the list. You can either edit the links individually or you can edit several links at the same time. The following settings are available:



### Copy link

You can copy the group link by clicking the  **Copy link** icon. It is then saved to your temporary storage and you can send the group link via your preferred communication medium.



### Set date

You can edit the period during which the link is valid even after creating it. Alternatively, you can delete the period you set when creating the link. To do so, click the clock icon, select the date and time for either the start or end date or clear the selected date. You can deactivate the link by clicking on **Expire link now**.

As soon as the link expires, it will no longer be possible to enter an alfaview room using that link.

### Role

You can change the selected role of the participants. Select the new role from the drop-down menu. The changes are automatically saved and the link is updated accordingly.

If you select **No access** as the role, all participants who have used this link to join an alfaview room will automatically lose access to the alfaview room and will be permanently removed. They can only join again with this link if you change the role.



### Rename group link / Delete group link

There are two additional functions available in the context menu:



#### Rename group link

Click on the context menu and then on **Rename group link**. You can now click on the field with the original group description. Enter the new description and save the changes by clicking the button.



#### Delete group link

Click on the context menu and then on **Delete group link**. Confirm the deletion by clicking the button in the new window.

Once the room has reached its allotted number of participants, each additional participant automatically becomes a spectator until the room reaches its maximum capacity.

Update multiple links

- If you want to edit several links at the same time, click on the switch next to **Update multiple links**.
- Now select the links you want to update by clicking in the corresponding box. If you want to update all links, click in the box next to **Select all**.
- You can now set the time period, let the link expire or assign a new role and save the changes by clicking on the button.
- If you want to delete the selected links, click on the button. Then click on the button to delete the links.

Test

Room

Access

Guest links

Group links

Group names

Features

Transcription

Update multiple links ⓘ

Set date

Participant ▾

Update links (0)

Select all

Test

End date set

Moderator ▾

⋮

Test 2

End date set

Participant ▾

⋮

Delete selected (0)

✕

Close

Update multiple links

# Meetings

You can hold confidential meetings outside your fixed alfaview rooms. People who are not invited to the meeting cannot see the meeting room or the participants in the room list. Meeting rooms can only be created for set periods of time. Once they have been held, they are automatically deleted again and are then no longer accessible.

## Filter meetings

Filter your meetings in the administration interface according to three criteria: **Scheduled**, **Ongoing** and **Finished**. This feature makes it easier for you to edit meetings, send guest and group links or create an attendance report.

- Click on Meetings on the left side of the administration interface.
- The meeting calendar will open.
- Tick the corresponding boxes below the calendar.
- The meetings that meet the filter criteria are now visible in the meeting list.

## Create a new meeting

Once a meeting has been created, it will be displayed on the start page of the alfaview app. Additionally, any meetings that have been created will be visible in both the meeting calendar and the meeting list within the administration interface.

## Edit meeting

You can edit meetings that have not yet started. Adjust the agenda, title or time and date of the meeting as well as its duration. You can also create personalized guest links and group links after the creation of a meeting.

## Cancel meeting

You can cancel meetings that have not yet started. All participants invited via the administration interface will receive an automatically generated email notifying them of the cancellation.

## Attendance list and attendance report

Keep track of who is or was in your meetings. The attendance list gives you a snapshot of the attendees while the attendance report covers the full meeting or a specific time period.

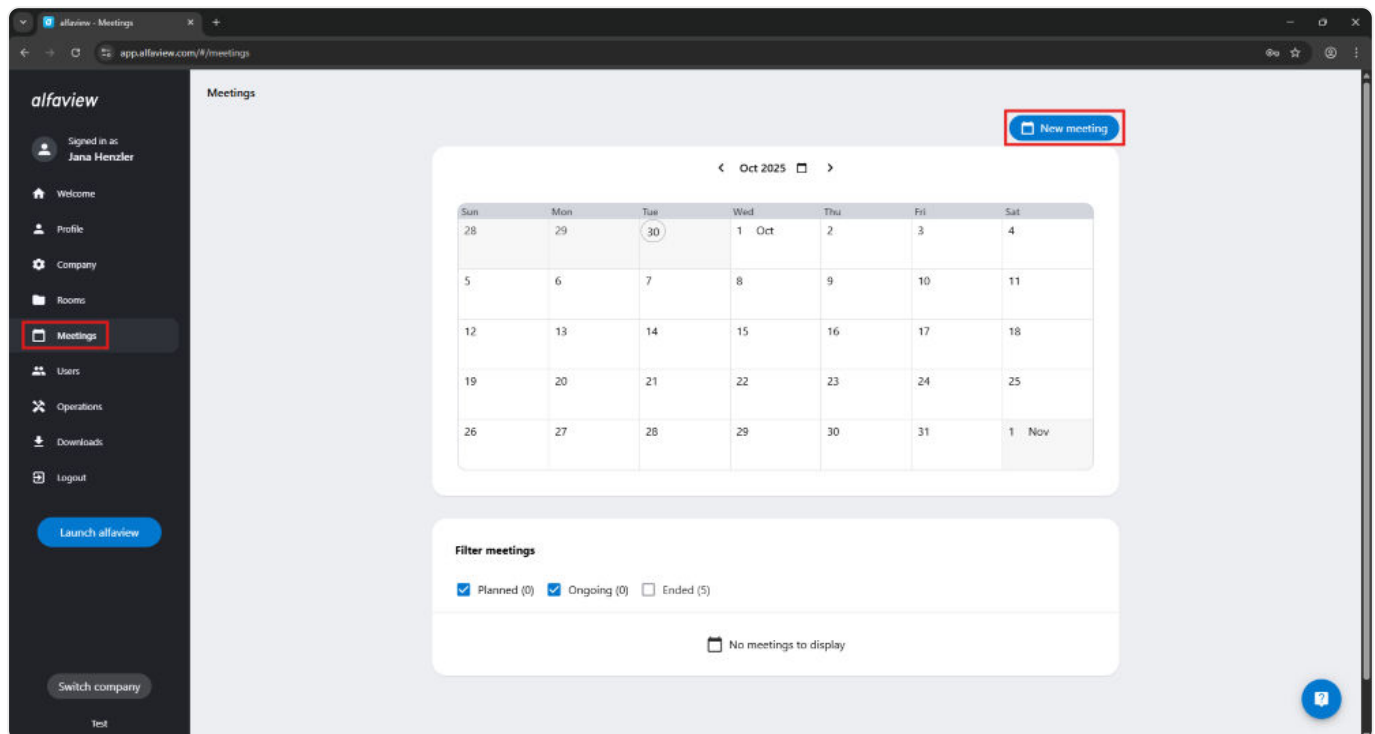
# Create meeting

Meetings are personal and time-limited rooms that all registered users can use to start a personal video conference. No special permissions are required to create a meeting. Each temporary meeting has its own title and agenda. Meetings are automatically deleted after they have been held and are no longer accessible.

When you create a new meeting, the role of the moderator will automatically be assigned to you.

## Creating a meeting

- Log in to [the administration interface](#).
- Click on **Meetings** in the menu on the left of the administration management interface.
- You can see meetings that have already been created in the calendar and in the list below.
- Click on the  button above the calendar to create a new meeting.



Calendar and list of all meetings

## Specify your meeting

- Enter the title and agenda of your meeting in the input fields.
- You can adjust the following settings in the **General** tab:
  - **Starts:** Click on the **Set date** button to set the date and time of the meeting. If you do not change the default settings, the meeting will start immediately after being created.
  - **Time zone:** Select the time zone in which the meeting will take place.
  - **Duration:** Determine how long the meeting will last.
  - **Groups:** The number of the groups indicates how many subgroups are within your meeting. Click on the drop-down menu to select one or more subgroups.
  - **Early access:** You can allow participants to enter your room before the meeting starts.
  - **Waiting room:** You can activate or deactivate the meeting's waiting room. If you activate the waiting room, participants won't be able to enter your meeting until you or other the moderators give them permission.
  - **Passcode protection:** Password protection: You can enable or disable passcode protection for your meeting. If passcode protection is enabled, a passcode will be automatically generated and must be entered before joining the meeting.

General settings of the meeting

If you do not change the starting time and date, the meeting will start immediately after being created. This also means that you won't be able to make any changes after creating the meeting.

## Invite people to your meeting

### Guest links

You can invite people to your meeting from the **Invitees** tab. These people will receive a personalised invitation email.

You can either invite them manually by entering the email address, name and role or you upload a CSV file. A CSV file is more convenient if you invite a lot of participants.

The screenshot shows the 'Create new meeting' interface. On the left is a sidebar with navigation links: Welcome, Profile, Company, Rooms, Meetings (selected), Users, Operations, Downloads, and Logout. The main content area has a 'Create new meeting' header. Below it are input fields for 'Title' (containing 'My meeting') and 'Agenda' (with placeholder text 'Provide an agenda for this meeting'). There are two tabs: 'General' and 'Invitees' (selected). Under the 'Invitees' tab, there's a section 'Invitation via personalized guest link' and a link to 'Upload CSV file'. Below this is a table with 10 rows for adding participants. Each row has three input fields: 'Email address', 'Name', and a dropdown for 'Participant' (set to 'Participant'). At the bottom of the table are navigation arrows and a 'Create meeting' button.

Invite participants

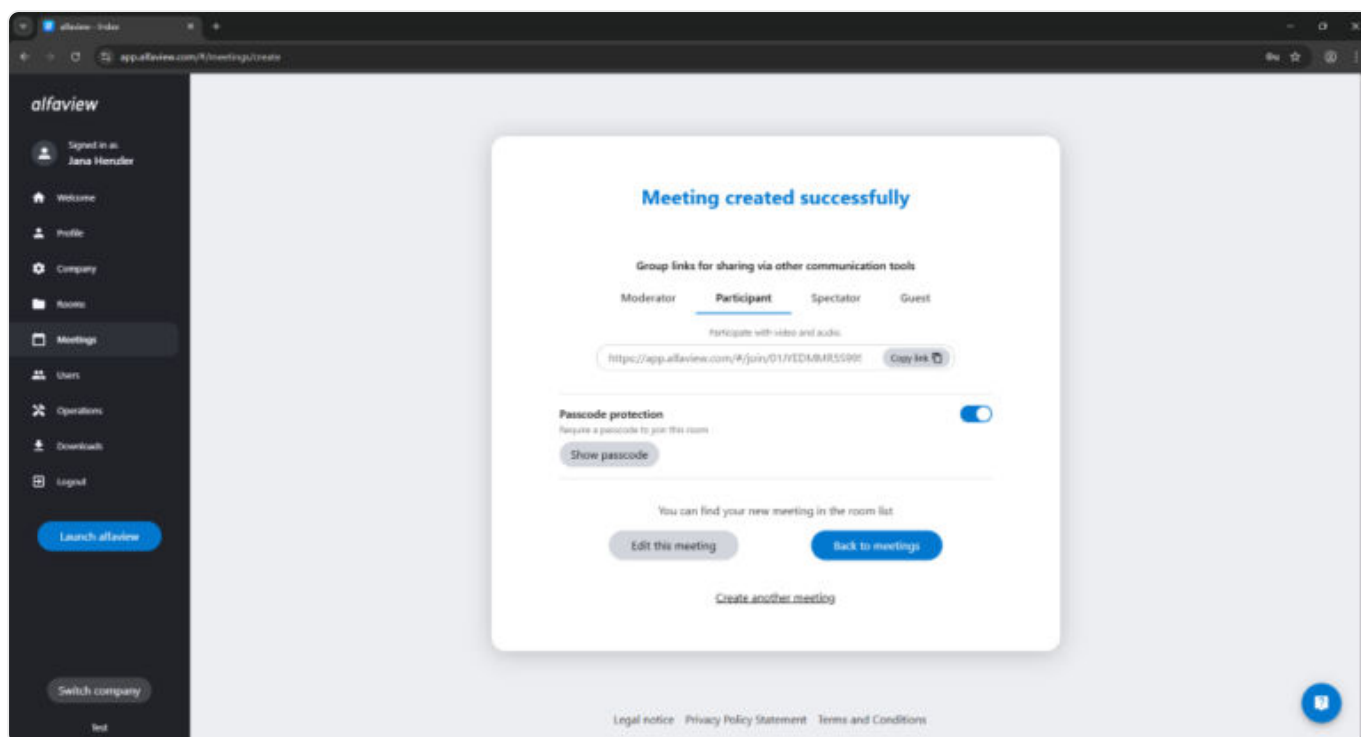
The CSV file should be in UTF-8 format. Separate the email address, the name and the role (not mandatory) using a comma or semicolon. In each line, there should only be the information of one participant. This will help transferring the information correctly into the invitation mask.

## Group links

Group links are generated after you create the meeting. These links allow you to invite multiple people with the same role at the same time.

- Click on the [button](#).
- After creating the meeting, you can copy group links with the different roles as well as the passcode and send them to the participants via your preferred communication medium.

You can also access the group links at a later point of time by using the [Edit meeting](#) feature.



Group links for the meeting after the creation

Your meeting will only show up in your own meeting list. All other participants need the invitation link to join a meeting. The participants aren't visible to other registered users and also can't be found using the [search option](#).

# Edit meeting

You can edit meetings that have not yet started. You can also create personalized guest links and group links after the creation of a meeting.

Select the meeting you want to edit in the calendar or the meeting list below the calendar. Alternatively, you can filter the meeting list.

## Filter meetings

The filter feature is located below the calendar. The default setting shows any meetings you have planned or already started.

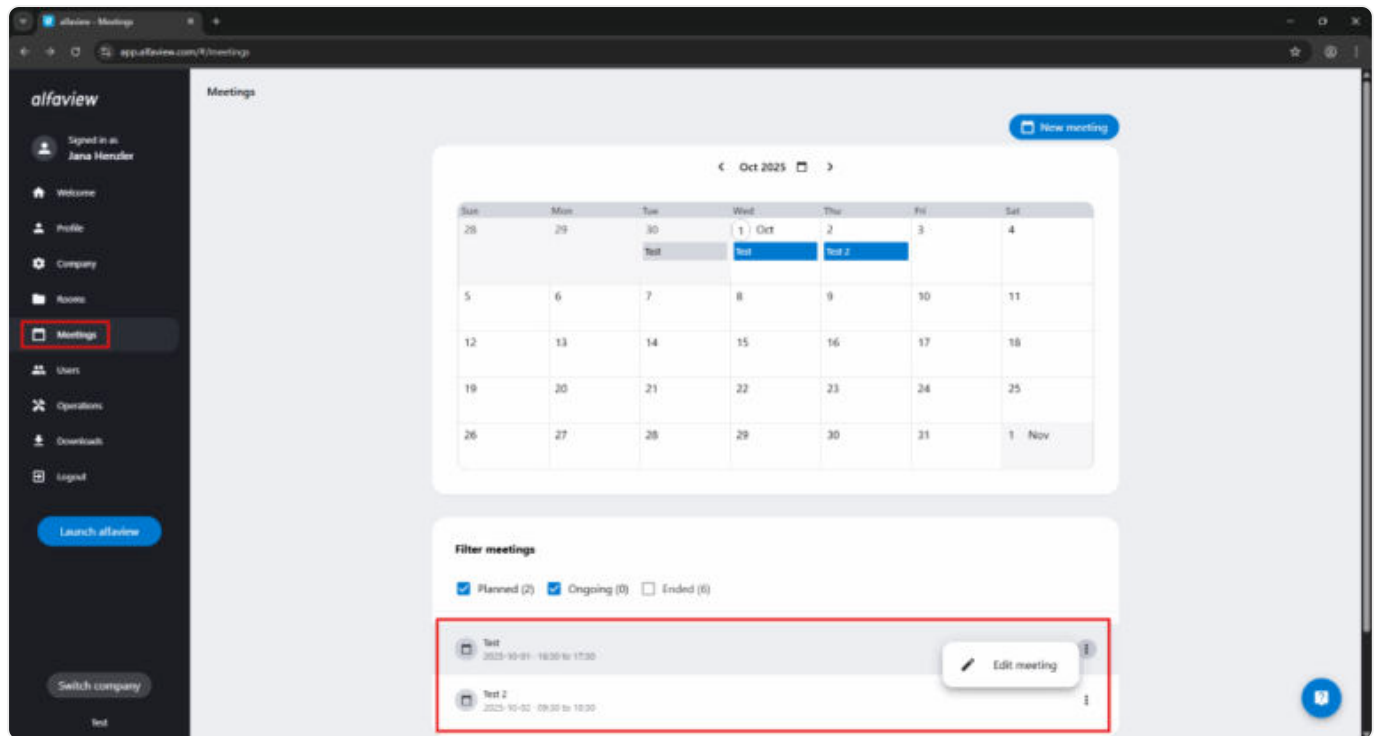
Tick the **Planned** box to see all the meetings that you can still edit.

**Filter meetings**  
☒ Planned (2) ☒ Ongoing (0) ☐ Ended (6)  
Filter your meetings

Please note that you can only edit meetings that have not yet started.

## Edit meetings

- Select the meeting you want to edit in the meeting list below the calendar.
- Click on the  context menu and then click on **Edit meeting**.
- Alternatively, click on the meeting in the calendar. Then, click on the  **Edit** icon.



Edit meeting

You can edit the following settings in the **Meeting** tab:

- **Title:** Change the title of your meeting by clicking in the input field. Type in the new title.
- **Agenda:** In this input field, you can adjust the agenda of your meeting.
- **Starts:** Click on the **Set date** button to change the start date and time. Save changes by clicking on the **Save** button.
- **Time zone:** Change the time zone by clicking the **Edit** icon. Select the correct time zone from the drop-down menu.
- **Duration:** Change the duration of your meeting here.
- **Groups:** You can change the number of groups for your meeting in the drop-down menu.
- **Early access:** Adjust the amount of time your participants can enter the room before the meeting starts.

Test

Meeting

Access

Guest links

Group links

Group names

Features

Transcription

Title

Test Meeting

Agenda

Provide an agenda for this meeting

Starts

2025-12-04 14:45 | Set date

Ends

2025-12-04 15:45

Time zone

(UTC+01:00) Berlin

Duration

01:00

Groups

10

Early access

10 minutes

Allows invitees to join a meeting before the start time. Moderators can always join 30 minutes earlier.

Attendance report

Toolbox

Cancel meeting

Update meeting

Edit the meeting settings

Clicking on  takes you to the screen where you can create [attendance reports](#) for your meeting.

Clicking on  allows you to add an [external tool](#) or a [poll](#) to your meeting.

The **passcode protection** option can be found under the **Access** tab. Here, you can enable and disable the passcode protection, as well as copy the generated passcode or generate a new one.

Click on the  button to save the changes.

All previously invited participants will receive an email about the changes to your meeting.

## Invite participants to your meeting

### Personalized guest links

You can send personalized guest links for your meeting in the **Guest links** tab. Enter the name and e-mail address of the participant and select a role as well as a language from the drop-down menu. If you want to send personalized invitations to multiple people at once, you can also update a CSV file.

When you click the  button, both existing and new invitees will receive an e-mail with the updated meeting information.

You can also delete previously invited participants by clicking the  **Delete** icon at the end of the row. They will receive an e-mail that the meeting has been canceled.

The screenshot shows a web interface for editing a meeting. At the top, there's a header with the word 'Test' and a navigation bar with tabs: 'Meeting', 'Access', 'Guest links' (which is selected), 'Group links', 'Group names', 'Features', and 'Transcription'. In the top right corner of the 'Guest links' tab, there is a blue button with a plus icon and the text 'Invite guests'. Below this, a modal dialog titled 'Invite guests' is open. The dialog has a subtitle: 'You can invite people outside this company to join this room'. Under 'Global settings', there is a toggle switch that is currently turned off. Below the toggle, there is a checkbox labeled 'Send email invitation' which is checked. To the right of this checkbox are two dropdown menus: the first is set to 'Participant' and the second is set to 'English'. Below these, there is a table of invitees. The first row has a checked checkbox, the email 'eddie@example.com', the name 'Eddie Example', a 'Participant' role dropdown, an 'English' language dropdown, and a mobile phone icon. The second row has a checked checkbox, the label 'Email address', the label 'Name', a 'Participant' role dropdown, an 'English' language dropdown, and a generic user icon. At the bottom left of the dialog is a link 'Upload CSV file'. At the bottom right are two buttons: a grey 'Cancel' button and a blue 'Invite now' button with a right-pointing arrow.

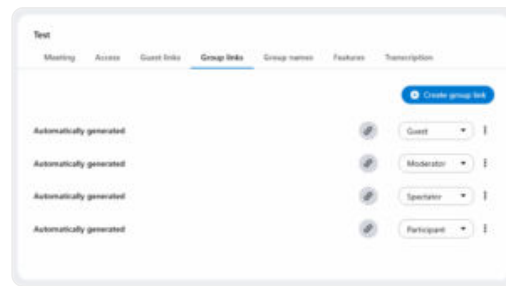
Edit invitations

## Group links

Group links allow you to send an invitation to your meeting to several people with the same role, without having to invite each person individually.

In the **Group links** tab, you will find automatically generated links for each user role. Copy the link with the desired permission by clicking on the link icon. You can now send this link to participants via your preferred communication medium.

When you refresh a meeting, all the group links that you can send will be displayed again. Group links already sent for the meeting will remain valid and will be updated automatically.



Group links in Meetings

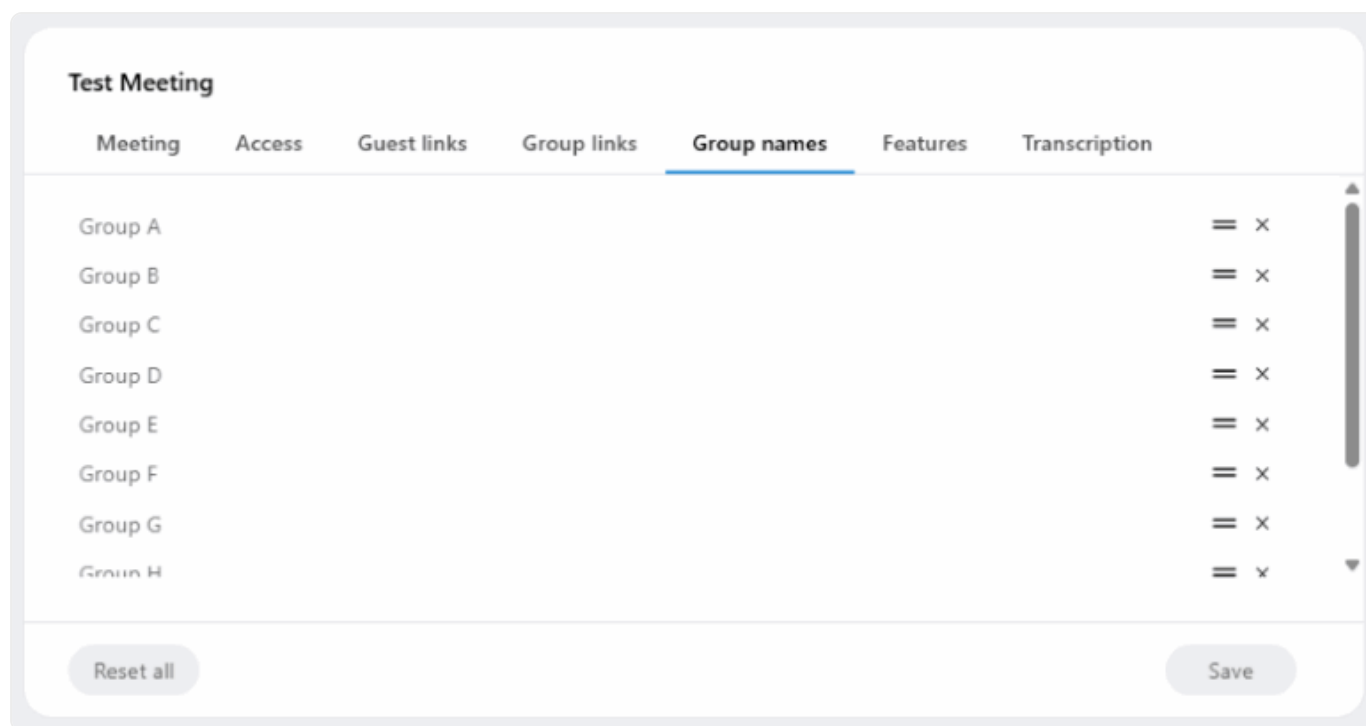
**Note:** You must inform the recipients of the group links of the changes to the meeting yourself.

## Group names

In the Group Names tab, administrators can change the names of the subgroups as well as the order of the subgroups.

### Rename Groups

- Click on the group whose name you want to change.
- Enter the desired name.
- Then click .
- For the changes to take effect, alfaview must be restarted.



Group names

## Organize groups

- Click on the icon with the two horizontal lines and hold down the mouse button.
- Drag the group to the location you want to move it to.
- Release the mouse button.

## Features

In the **Features** tab, you can configure additional settings in the five categories **Access**, **Appearance**, **Moderation**, **Recording** and **File Sharing**. Use the search bar to find individual features.

## Access



### Waiting room

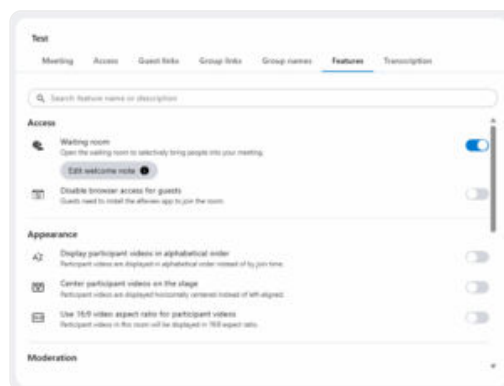
Activate the Waiting room feature in your room to selectively bring people into your meeting.

For more information, please refer to page [Waiting room](#).



### Disable browser access for guests

This setting prevents the button to join via browser from being displayed on the guest join page.



Group links in Meetings

## Appearance



### Display participant videos in alphabetical order

This overrides the default order-by-join-time behavior.



### Center participant videos on the stage

This allows for a more balanced appearance, but increases movement in the video grid.



### Use 16:9 video aspect ratio for participant videos

The room will use the wider 16:9 aspect ratio for participant videos.

## Moderation



### Disable “Camera off” feature

Prevents the camera from being turned off.



### Share content only to moderators

If this setting is activated only moderators can see active screen shares.



### Disable join and leave notifications

This setting disables notifications when users join or leave the room.



### Disable floating mini window

This setting prevents the displaying of the mini window when the alfaview window is minimized.



### Allow raise hand

This setting allows participants and spectators to raise their hand to indicate that they want to say something.



### Show raised hands only to moderators

If this setting is activated only moderators can see who is currently raising a hand.



### Allow to access attendance list

This setting allows moderators to copy the contents of the participant list to the clipboard. For more information, refer to page [Attendance list and attendance report](#).

## Recording



### Allow recording

Moderators may [record](#) meetings in this room locally.



### Allow live streaming

The moderators are allowed to [stream](#) the meeting live on external platforms.

## File Sharing



### Enable File Sharing

[File uploads](#) are enabled for the meeting.



### Allow Participants to Upload

Participants are allowed to upload files. Users must also have the upload permission.



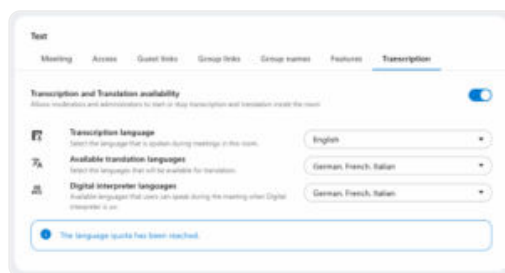
### Default Access Level

Here you can specify who has access to the uploaded files.

- **Downloadable:** The file can be downloaded by moderators and participants in the room.
- **Listed:** The file is visible in File Sharing but cannot be downloaded.
- **Hidden:** Only the person who uploaded the file as well as moderators can see it. The file is invisible to everyone else in the room.

## Transcription

In the **Transcription** tab, you can enable live transcription and translation as well as the Digital Interpreter for your meeting. For more information, see the [Live Transcription and Digital Interpreter](#) page.



Group links in Meetings

# Cancel meeting

You can cancel a meeting by clicking on the context menu  next to the meeting in the room list and choose **Edit meeting**. After clicking on your meeting gets deleted and all participants will be notified via email.

Please note that you will need to notify participants who weren't invited via the administration interface yourself.

Test

Meeting

Access

Guest links

Group links

Group names

Features

Transcription

Title

Test Meeting

Agenda

Provide an agenda for this meeting

Starts

2025-12-04 14:45 | Set date

Ends

2025-12-04 15:45

Time zone

(UTC+01:00) Berlin

Duration

01:00

Groups

10

Early access

10 minutes

Allows invitees to join a meeting before the start time. Moderators can always join 30 minutes earlier.

Attendance report

Toolbox

Cancel meeting

Update meeting

Cancel meeting

# Attendance list and attendance report (Meetings)

You can keep track of who is attending or has attended your meeting. As the meeting creator, you can create an attendance report if you want information about past meetings. This report lists everyone who has attended the meeting. If you are the meeting moderator, you can create an attendance list as a snapshot of the current meeting room.

## Attendance list

As the meeting moderator, you can create a snapshot of the current participants by generating an attendance list in your meeting room. It lists all participants who are currently in the main room or in the subgroups. The participants are listed with their names and roles.

### Create an attendance list

- Join the meeting room from which you want to create an attendance list via the App or Web Client.
- Click on the **Participant list**  icon in the secondary menu in the top right corner.
- Click on the **context menu**  which appears when you hover over the room's name.
- Click on **Copy attendance report** to save the list of participants to the clipboard.
- Paste the list in your preferred text or data program.

## Attendance report

You can create an attendance report for each meeting you have created. This report analyzes your participants' meeting access information. You can generate a report up to 40 days in the past to analyze past meetings as well.

Create an attendance report

- Log in to your alfaview account on the administration page.
- Click on **Meetings** in the menu bar on the left.
- Filter the meeting list with the filter **Ended** to display all previous meetings for which you can create an attendance report.
- Click on the  **Context menu** icon.
- Click on **Get report**. An automatically generated report is provided that covers the entire meeting duration and the time people can join before the meeting starts.

Attendance report

Meeting: Test

Generate report

From: 2025-09-26 13:54

To: 2025-09-26 14:54

Generate report

A report can be up to 24 hours

Meeting details

Date: 2025-09-26 13:54 - 2025-09-26 14:54 (1h 0m)

Users can join a meeting up to 30 minutes before it starts.

Report

Title

Report

From

2025-09-26 13:24

To

2025-09-26 14:54

Download report

☒ One row per user

User activity is merged in a single row. Displays the first join, last leave and the total time the user was in the room.

 User joins from group links are not merged. Every group link join is considered a different user.

Table

Graph

| Name          | First join       | Last leave       | Active duration |
|---------------|------------------|------------------|-----------------|
| Jana Henzler  | 2025-09-26 13:55 | 2025-09-26 14:36 | 40m             |
| Eddie Example | 2025-09-26 13:56 | 2025-09-26 14:02 | 6m              |

Create an attendance report for meetings

23 April 2026

311

## Generate a customised report

If you want to generate an attendance report for a specific period of time, you can use the custom selection.

- Click the calendar icon next to **"From"** and today's date to set the start date.
- Select the start time from which you want to generate the report. If you do not enter a start time, the default time will be the start of the meeting.
- Click the  button to confirm.
- Repeat the steps for the end time by clicking on the calendar icon next to **"To"**.
- Click the  button to create your customized attendance report.

A new tab with the generated report will open at the bottom of the window. You will now see the following information about your report:

- **Title**

The title includes the name of your meeting and the date the meeting took place.

You can edit the title by clicking the  **Edit** icon. Enter the new title. Then click the  button. If you want to discard the changes, click on the  **Cancel** button.

- **From**

Here, you can see the start time of your report.

- **To**

This line shows your report's end time.

- **One row per user**

You can decide whether you want to display multiple entries from a single user in multiple rows or bundled together in one row. If you select a bundled display, the first meeting entry, the last meeting exit and the total time spent in the meeting will be displayed.

Tick the box to enable this feature.

Entries via group links cannot be aggregated. Each entry will be displayed in a separate line and therefore as an individual user.

You can display the attendance either as a table or as a diagram. Klick on the corresponding button above the list of all entries to switch between the two options.

## Download the attendance report

- Go to the tab of the report you want to download.
- Click the `Download report` button.

The download will be saved as an Excel file by default. If you would prefer a PDF version of the report, please tick the **Print or save PDF** box.

- Select the information you want to include in your report by ticking the boxes labelled **Include report details** and/or **Include dates as UNIX**.

|                                                    |  |
|----------------------------------------------------|--|
| <div>Include dates as UNIX</div>                   |  |
| <div>Time of entry in seconds in UNIX-format</div> |  |
|                                                    |  |

|                                                   |  |
|---------------------------------------------------|--|
| <div>Time of exit in seconds in UNIX-format</div> |  |
| <div>Time of entry</div>                          |  |
| <div>Time of exit</div>                           |  |

| <div>Period of attendance in hours and minutes</div> |  |
|------------------------------------------------------|--|
|                                                      |  |

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If you select the **Include dates as UNIX** option, all the general report details will also be included in your report.

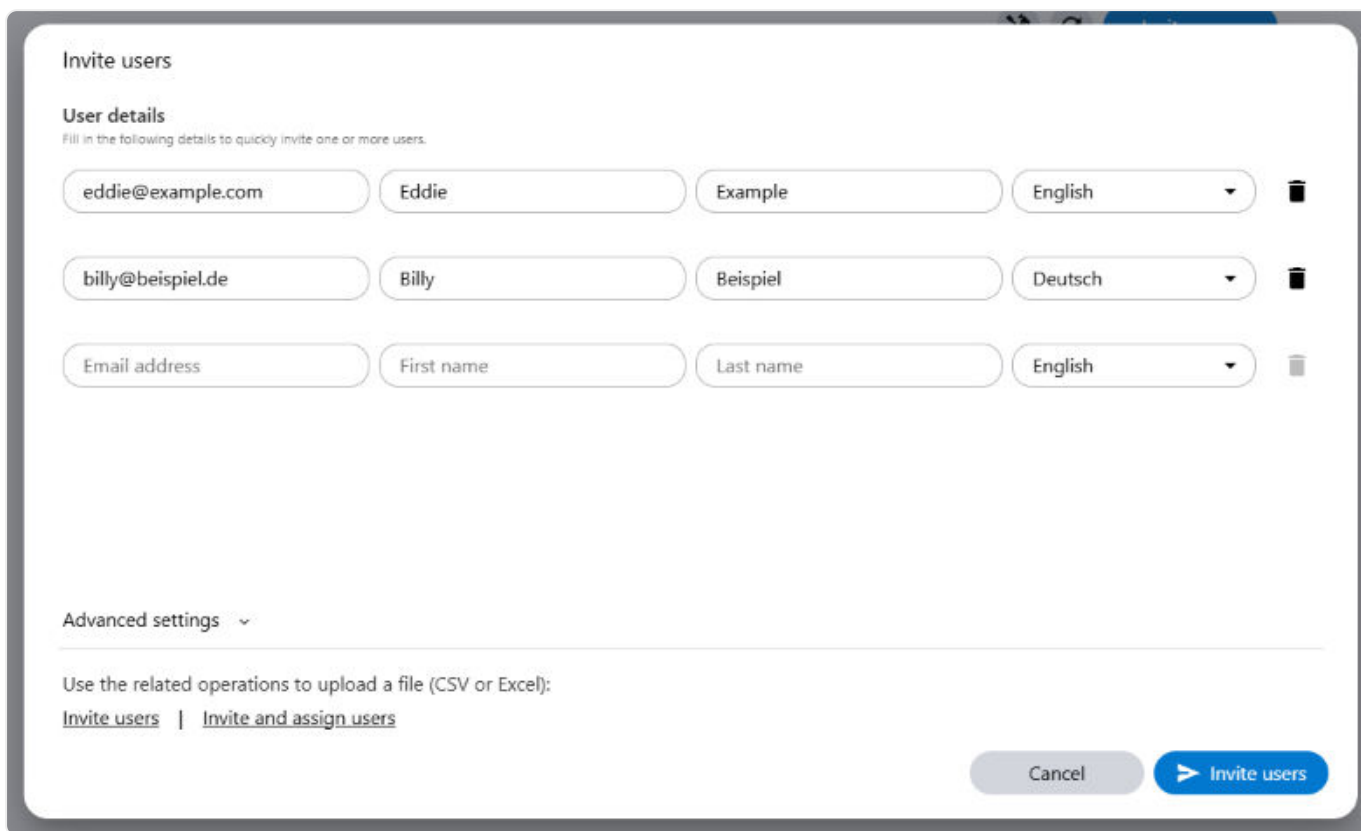
- Select whether the data should be separated by a comma or semicolon.
- Click the button.

You will find your report as an Excel or PDF file in your download folder.

# Invite users

Depending on the permissions, you can access the **Invite user** feature. Within an alfaview company several users can be invited. To invite a user, proceed as follows:

- Click on **Users** in the main menu of the administration interface.
- Now click on .
- You can add additional users by using the extra input line.
- Complete the form and hit the  button.



The screenshot shows the 'Invite users' form. At the top, it says 'Invite users' and 'User details'. Below this, there is a instruction: 'Fill in the following details to quickly invite one or more users.' The form contains three rows of input fields. The first row has fields for 'Email address' (containing 'eddie@example.com'), 'First name' (containing 'Eddie'), 'Last name' (containing 'Example'), and a language dropdown (set to 'English'). The second row has fields for 'Email address' (containing 'billy@beispiel.de'), 'First name' (containing 'Billy'), 'Last name' (containing 'Beispiel'), and a language dropdown (set to 'Deutsch'). The third row has empty fields for 'Email address', 'First name', 'Last name', and a language dropdown (set to 'English'). Each row has a trash icon to its right. Below the input fields, there is a section for 'Advanced settings' with a dropdown arrow. Under this section, there is a text: 'Use the related operations to upload a file (CSV or Excel):' followed by two links: 'Invite users' and 'Invite and assign users'. At the bottom right, there are two buttons: 'Cancel' and 'Invite users' (with a right arrow icon).

Invite users

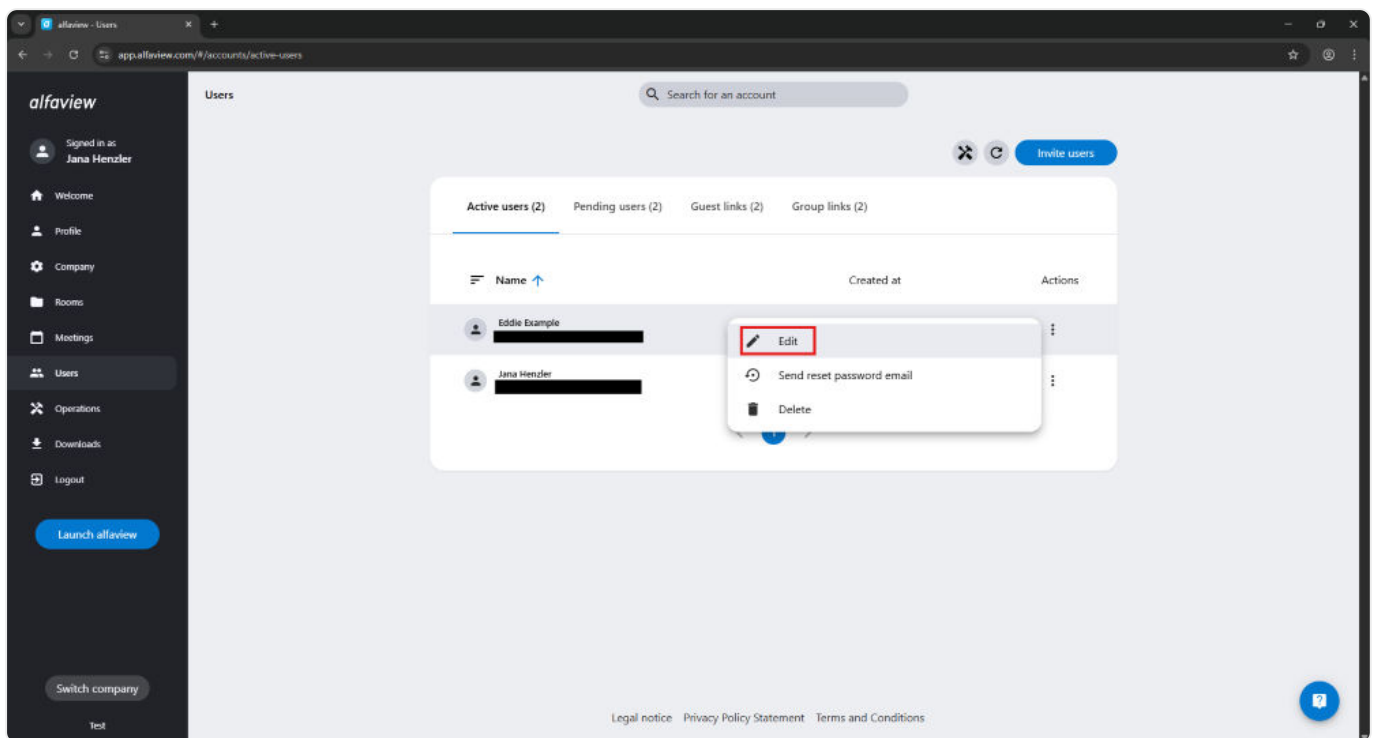
As a result, all invited users receive a confirmation email. The contained link must be opened in the browser in order to activate the user account and set a password.

- 
- Users can only be invited or created by email.
  - It is not possible to specify a user with a predefined password.

# Edit user

Depending on the permissions, you can edit a user. To edit a user, proceed as follows:

- Click on **Users** in the main menu.
- Enter the name or e-mail address of the user you want to edit.
- In the list of results, click on the context menu .
- Then click on **Edit** and change the information accordingly.



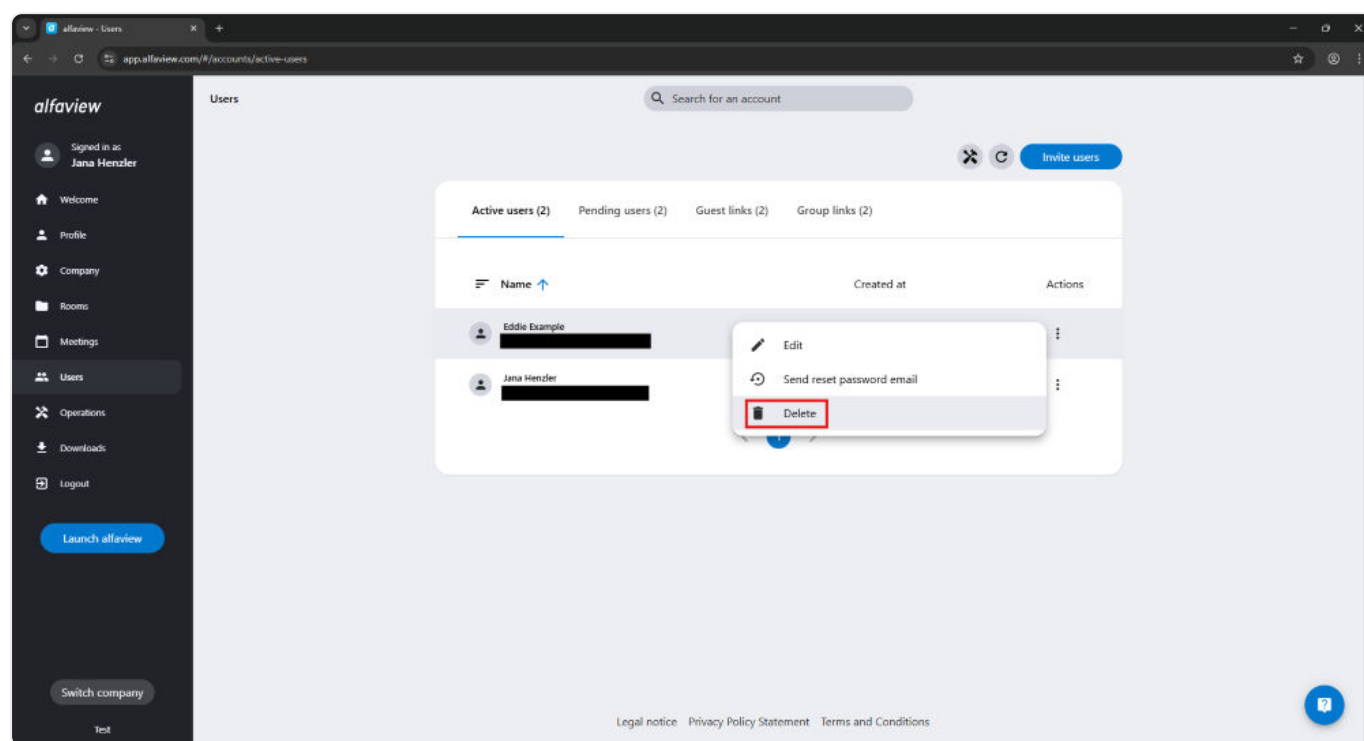
Edit user

For more information, see the [User permissions](#) article.

# Delete user

Depending on the permissions, you can delete a user. To delete a user, proceed as follows:

- Click on **Users** in the main menu.
- Find the user you want to delete in the list
- Click on the context menu  .
- Then click on **Delete**.
- To confirm the deletion of the user, click on  in the new dialog.



Delete user

# Guest access

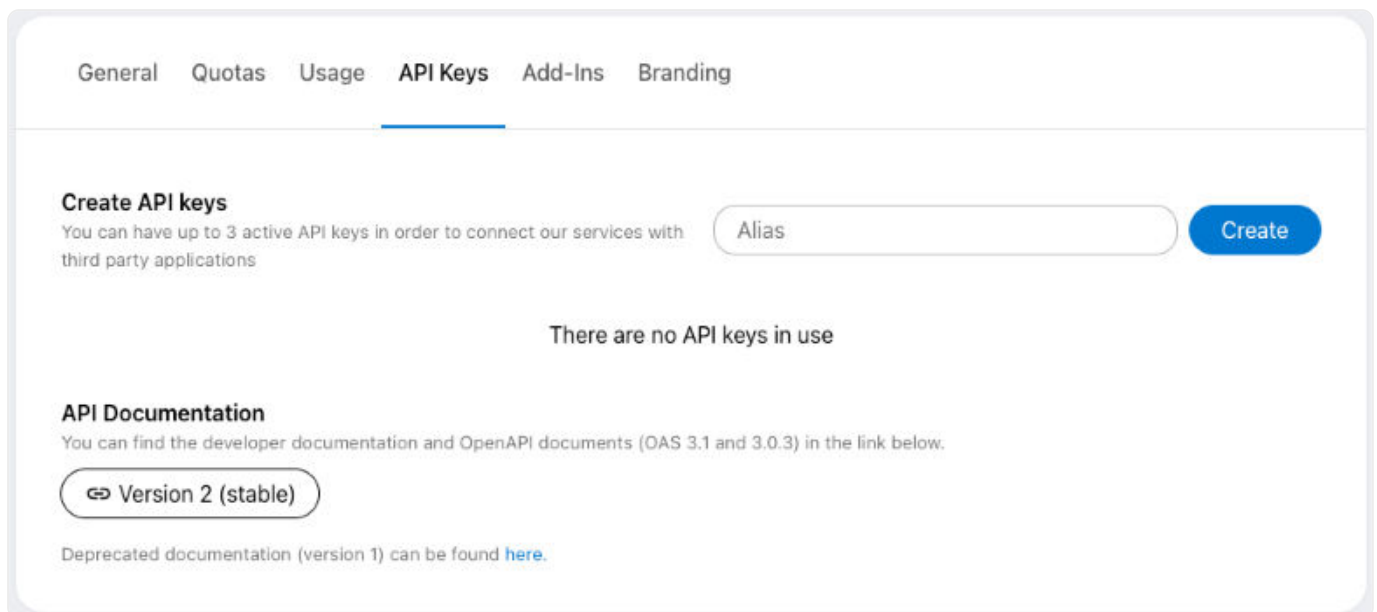
If you are a room administrator and would like to create and send guest links for one of your alfaview rooms, follow our instructions for [creating guest and group links](#).

As a guest, you do not need your own alfaview account to enter the alfaview room you have been invited to. Instead, use the link that was sent to you. Visit our [Join an alfaview room or meeting](#) page for instructions on how to use your link to join a room.

# Generate API credentials

To generate your API credentials, do the following:

- Log in to the [administration interface](#).
- Click on **Company** in the menu on the left.
- Click on the **API keys** tab.
- Enter a name in the Alias field.
- Click .
- Save or make a note of the alias, code, and account ID.
- Use the alias, code, and account ID to authenticate yourself in your API client.



The screenshot shows the 'API Keys' tab selected in a navigation bar with options: General, Quotas, Usage, API Keys, Add-Ins, and Branding. Below the navigation bar, the 'Create API keys' section is visible. It includes a text box for 'Alias' and a blue 'Create' button. Below this, a message states 'There are no API keys in use'. The 'API Documentation' section follows, providing a link to 'Version 2 (stable)' and a note that deprecated documentation (version 1) can be found [here](#).

Generate API credentials

## API Documentation

The **API Documentation** contains links to the current API versions and [the most common uses of the API](#). It also allows you to download the documentation and use external tools to generate code that you can use directly with our API.

## OpenAPI 3.1

- [JSON](#)
- [YAML](#)

## OpenAPI 3.0.3

- [JSON](#)
- [YAML](#)

We recommend switching to the more recent [Version 2](#) now, as Version 1 no longer offers control over all features and will not receive new functionality. It will be **discontinued in March 2027**.

# Command line options

| Command                          | Usage                                                                                                                                                                                                                                                                                          |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>--allowmultiple</code>     | <p>This command allows you to run multiple alfaview instances simultaneously on Windows and Linux operating systems.</p> <p>Note: This command does not work if you join an alfaview room using an invitation link.</p>                                                                        |
| <code>--autoacceptwelcome</code> | <p>This command prevents the accessibility settings, general settings as well as audio and video settings from being set up before joining an alfaview room for the first time. Changes to these settings can be made in the app or via the webclient later on.</p>                            |
| <code>--bypasssettings</code>    | <p>This command prevents the saved settings from being applied. Instead, alfaview opens with the default settings. Any settings made during this session are not saved.</p>                                                                                                                    |
| <code>--disableleaveroom</code>  | <p>This command prevents users from leaving the alfaview room and returning to the login page or the room and meeting list. The  <b>Leave room</b> icon is not displayed to users in the alfaview room.</p> |
| <code>--help</code>              | <p>This command displays all available help information.</p>                                                                                                                                                                                                                                   |
|                                  |                                                                                                                                                                                                                                                                                                |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>--loglevel</code>       | <p>This command can be used to output log entries by level. Valid values are:</p> <p><code>debug / info / warning / error / critical</code> .</p> <p>The command value <code>--loglevel=debug</code> corresponds to the command <code>--verbose</code> .</p> <p>Note: You will receive all log entries of the level <code>info</code> (default) until the level you set is set by the alfaview application.</p> |
| <code>--nocolor</code>        | <p>This command deactivates the coloring in the command center terminal.</p>                                                                                                                                                                                                                                                                                                                                    |
| <code>--noudate</code>        | <p>This command prevents alfaview from automatically checking for new updates.</p> <p>Note: Update alfaview regularly. Older alfaview versions are gradually excluded from usage.</p>                                                                                                                                                                                                                           |
| <code>--skipportcheck</code>  | <p>This command prevents alfaview from checking ports and determining whether a connection can be established. alfaview is launched directly.</p> <p>We do not recommend this command if it is not absolutely necessary.</p>                                                                                                                                                                                    |
| <code>--skipquicksetup</code> | <p>This command deactivates the Quick settings before a user joins an alfaview room. Instead, the user will directly join the alfaview room, where they can adjust the settings.</p>                                                                                                                                                                                                                            |
| <code>--url</code>            | <p>This command is automatically set for invitation links. It opens the alfaview room for which the join permission has been granted.</p>                                                                                                                                                                                                                                                                       |
| <code>--verbose</code>        | <p>This command activates the extended debug logging (more details).</p>                                                                                                                                                                                                                                                                                                                                        |

**--version**

This command displays the alfaview version currently in use.

# Security guide

Our goal is to provide you with a pleasant and secure experience while using our software. We want to help you connect with other people. We offer a DSGVO compliant video conferencing software and prioritize your protection while using alfaview. To further enhance your security, we have created a security guide that provides simple tips and tricks.

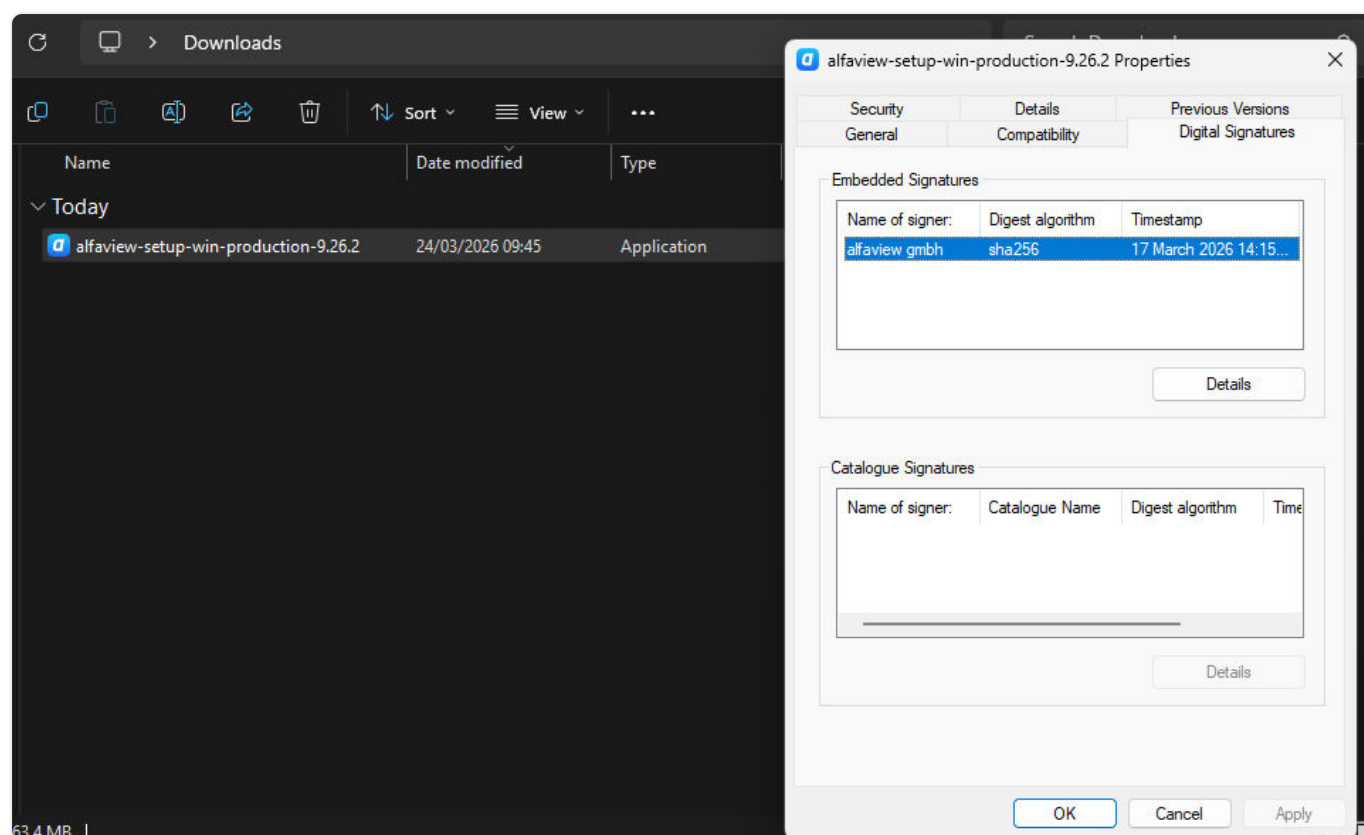
- [Verify the authenticity of the alfaview app](#)
- [Update the alfaview app regularly](#)
- [Secure your password](#)
- [Activate the two-factor authentication](#)
- [Verify the authenticity of emails](#)
- [Join an alfaview room via an invitation link](#)
- [Security precautions for moderators](#)
- [Security precautions in your alfaview room](#)

## Verify the authenticity of the alfaview app

Please download the app only from [our own website](#) or the official [app stores](#). After downloading, you can check the download file for authenticity.

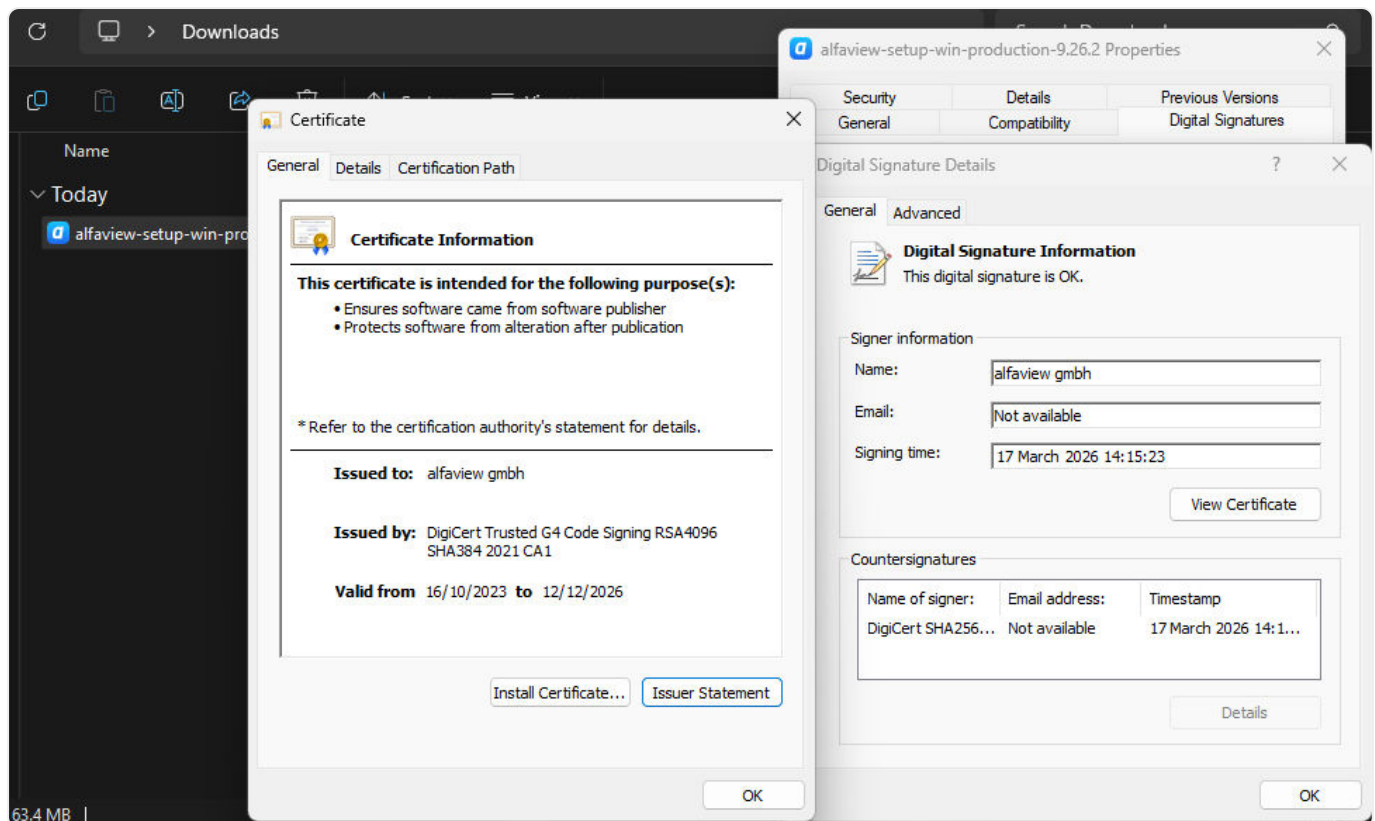
## Windows

- Open the download list. Right-click on the downloaded alfaview file.
- Click on **Properties**.
- Switch to the **Digital Signatures** tab in the new window.



Properties of the alfaview app download

- Select the name of the signer and click the **Details** button.
- You can now display the certificate to check the authenticity of the installation file.



Digital Signature and Certificate of the download

To verify the authenticity of the already downloaded alfaview app, locate the file on your computer and follow the aforementioned steps.

## macOS

- Open the **Privacy & Security** section in the system settings.
- Scroll to Security and choose **Allow applications from App Store & Known Developers**.
- These settings ensure you to install certified and secure software only.

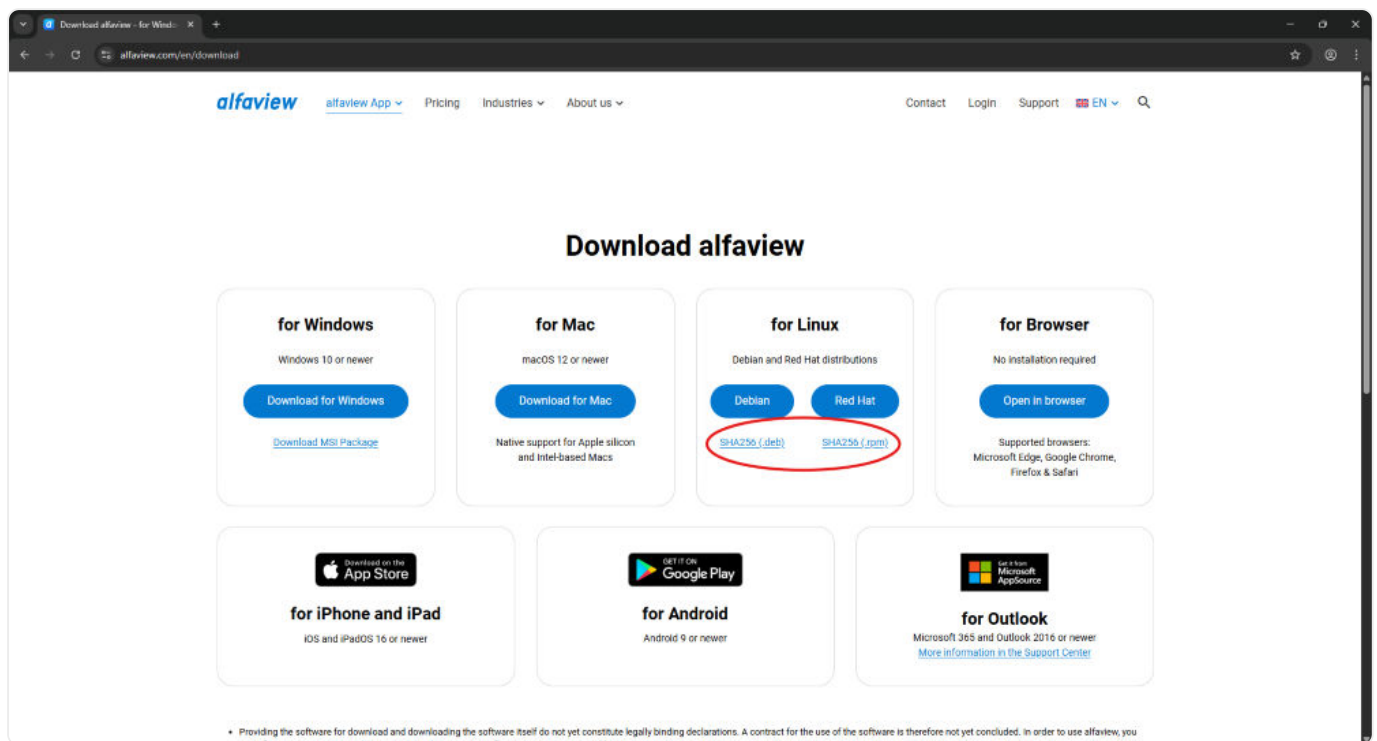
## Linux

The checksum is available for download on the alfaview [download page](#).

You can use it to verify the authenticity of the installation file.

If the file is genuine, the verification will return **OK**:

```
$ sha256sum --check alfaview_9.26.3.deb.sha256
alfaview_9.26.3.deb: OK
```



Linux checksum on the alfaview download page

If the checksum and the installation file do not match, the result will be marked as **FAILED**:

```
$ alfaview_9.26.3.deb: FAILED
sha256sum: WARNING: 1 computed checksum did NOT match
```

## Update the alfaview app regularly

To ensure that you are using the software with the latest security measures and functions, update the app as soon as an update is displayed.

## Secure your password

### **Do not disclose your password to third parties.**

Our customer support team will never request your password – either by email or by phone.

When [registering an alfaview user account](#) or when being invited to join an alfaview company, it is necessary to set a password. This password must meet certain security requirements, which will be communicated to you during the password creation process. Once the password meets all requirements, it can be set for your alfaview user account.

Do not use the same password more than once. If you have trouble remembering passwords, consider using a password manager like KeePass or Microsoft Authenticator. This can help you to use unique and complex passwords without losing track.

To update your password, simply access the [administration page](#) and navigate to **Profile** in the menu on the left. For more information, please refer to the page [Personal profile and security](#).

If you have forgotten your password, please use the [Reset password](#) function.

## Activate the two-factor authentication

Activate the two-factor authentication to protect your user account even better. An authentication code generated by an authentication app or software will be required for every login.

For more information and a guide on how to activate this feature, please refer to page [Two-factor authentication](#).

Please note that you need alfaview version 9.2.0 or later to use this feature.

## Verify the authenticity of emails

When you are invited to an alfaview room, meeting or alfaview company, or if you need to reset your password, you will receive an email from **support@alfaview.com**. Additionally, you will receive an email from this address if you have contacted our customer support or if we need to share important information with you, such as changes to the terms and conditions.

Check the email address for spelling mistakes or incorrect characters to ensure that it is not a phishing email.

### Invitation link received

Invitation links can be created and sent directly through alfaview. Upon creation, you will receive an email from **support@alfaview.com** containing the invitation link.

### Did you receive an email invitation from a different email address?

Invitation links can also be sent via your (company's) own communication channels. It is important to verify the sender's identity before clicking on any links. If you are unsure, please contact your designated contact person.

### Received email from an alfaview employee

You will only be contacted by customer support or the sales team if you have previously submitted an enquiry.

- Did you receive an email from **support@alfaview.com**?  
Our customer support team only communicates through this e-mail address only when responding to queries.
- Did you receive an email from a different email with the domain **@alfaview.com**?  
in this case, it is an email from our sales team.

The customer support team will never request your password, credit card number, or any other payment information.

## Join an alfaview room via an invitation link

When you click on an invitation link that has been sent to you, you will be taken to the Join website. There, you can [join the alfaview room](#) you have been invited to.

- Check if the website address is **app.alfaview.com**.
- When using a Single sign-on to join, you will join the alfaview room through an alfaview subdomain.
  - The web address of a Single sign-on follows the following structure:  
**subdomain.alfaview.com**.
  - Please check if the web address structure is correct.

## Security precautions for moderators

|                                                         |                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Limit the validity period of invitation links</b>    | <p>When creating group or guest links, it is recommended to limit their validity period. This ensures that the invited individuals can only access your alfaview room for the specified duration.</p> <p>For more information, please refer to the page <a href="#">Guest and group links</a>.</p> |
| <b>Do not make invitation links publicly accessible</b> | <p>Please ensure that only authorized people can access the invitation links.</p> <p>To achieve this, either send the invitation links directly to the invitees or make the invitation link available solely on your intranet.</p>                                                                 |
| <b>Use Passcode Protection</b>                          | <p>You can protect any room with a password at any time—either when you create the room or when you edit it later. Use this option to ensure that only authorized users can join your room.</p> <p>For more information, see <a href="#">Passcode Protection</a>.</p>                              |
| <b>Select permissions carefully</b>                     | <p>Before sending invitation links, consciously consider which role and therefore which permissions should be given to the people invited to your alfaview room. This will help minimize any unwanted disruptive factors in your alfaview room.</p>                                                |

## Security precautions in your alfaview room

You can make individual settings for all participants in the room. For information about these settings and instructions on how to change them, please refer to the page [Moderator controls](#).

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Waiting room</b>          | <p>Activate the waiting room for your alfaview room to ensure that only invited people or members of your alfaview company have access to your room. You can admit people in the waiting room individually.</p> <p>The <b>alfaview version 9.11.0 or later</b> allows you to join the waiting room and speak to people who are waiting before you admit them into your room.</p> <p>For more information, please refer to the page <a href="#">Waiting room</a>.</p> |
| <b>Allow camera</b>          | <p>You can activate or deactivate the camera of individual participants to prevent unwanted video transmissions.</p> <p>For more information on how to enable this feature, please refer to the page <a href="#">Moderator controls</a>.</p>                                                                                                                                                                                                                         |
| <b>Allow microphone</b>      | <p>You can activate or deactivate the microphone of individual participants to prevent unwanted or unintended noises.</p> <p>For more information on how to enable this feature, please refer to the page <a href="#">Moderator controls</a>.</p>                                                                                                                                                                                                                    |
| <b>Allow screen sharing</b>  | <p>You can activate or deactivate the screen sharing feature for individual participants to prevent unwanted sharing of content.</p> <p>For more information on how to enable this feature, please refer to the page <a href="#">Moderator controls</a>.</p>                                                                                                                                                                                                         |
| <b>Allow chat</b>            | <p>You can grant or deny permission to a participant to send messages in the chat to prevent disruptive or inappropriate comments.</p> <p>For more information on how to enable this feature, please refer to the page <a href="#">Moderator controls</a>.</p>                                                                                                                                                                                                       |
| <b>Remove from this room</b> | <p>As moderator or admin, you can completely remove other participants from the alfaview room for 12 hours.</p> <p>For more information on how to enable this feature, please refer to the page <a href="#">Moderator controls</a>.</p>                                                                                                                                                                                                                              |

# Webclient of alfaview

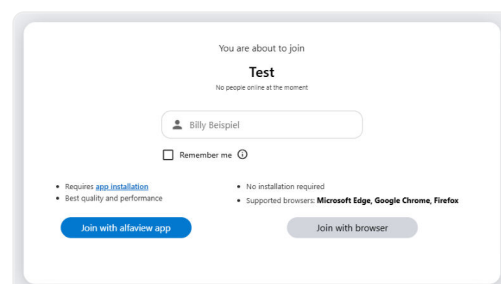
You can use the webclient of alfaview instead of installing the app, if the room administration has enabled this feature. The browsers **Google Chrome**, **Microsoft Edge** and **Firefox** are currently supported.

- [Join with an invitation link](#)
- [Join with a user account](#)
- [Camera, microphone and screen share permissions in Google Chrome, Microsoft Edge and Firefox](#)
- [Camera, microphone and screen recording permissions on macOS](#)

The webclient of alfaview is not supported on mobile devices. [Install the app](#) in the Play Store or App Store to use alfaview on your mobile device.

## Join with an invitation link

- Please click on the invitation link you received. Alternatively, you can copy the full link and paste it into your web browser's address bar.
- Enter your name in the text field if it has not been predefined.
- Click the [Join with browser](#) button.
- Confirm the legal notices.
- Click the [Join with browser](#) button. You will now be forwarded to your selected alfaview room.



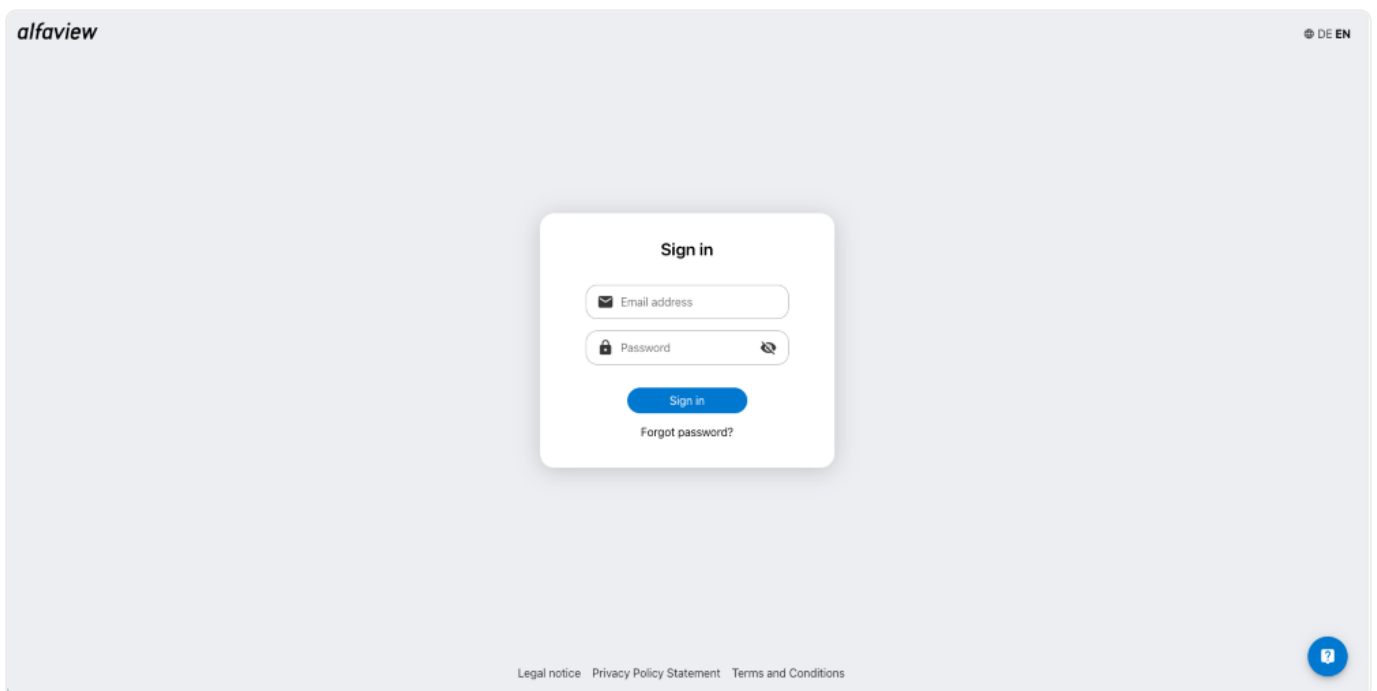
Join an alfaview room as a guest

## When starting the Webclient for the first time, the following steps must also be observed:

- Please grant your browser permission to access your camera and microphone while using alfaview.
- Additional permissions are required for screen share on Apple macOS devices. For more information and a guide on enabling permissions, please refer to [Camera, microphone and screen recording permissions on macOS](#).

## Join with a user account

- Log in to the [web client page](#) using your email address and password.
- You can now see the start page. It displays a list of all alfaview rooms that you have access to, as well as a list of all meetings that you have created.
- To join an alfaview room or a meeting, click the  button next to the room or meeting name.



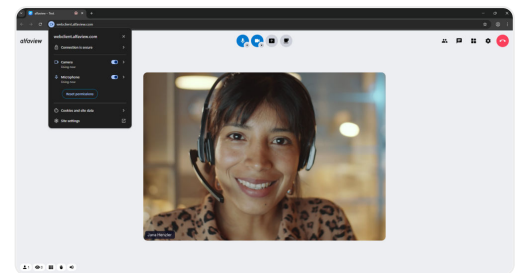
Login screen

Alternatively, you can log in on the administration page. Click the grey **Join with browser** button on the start page to access the list of alfaview rooms and meetings in the Webclient.

## Camera, microphone and screen share permissions in Google Chrome, Microsoft Edge and Firefox

When you start the Webclient for the first time, your browser will request access to the camera and microphone. Please confirm this request to be able to use all functions of alfaview.

With Google Chrome, Microsoft Edge and Firefox, no additional authorization is required to start a screen transfer.



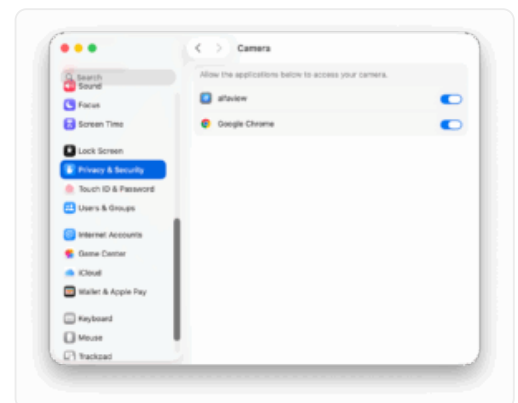
Browser permission for camera and microphone

## Camera, microphone and screen recording permissions on macOS

When you launch the Webclient on macOS for the first time, you will be prompted to allow access to the camera and microphone. The approval is required in order to transfer video and sound to the other participants.

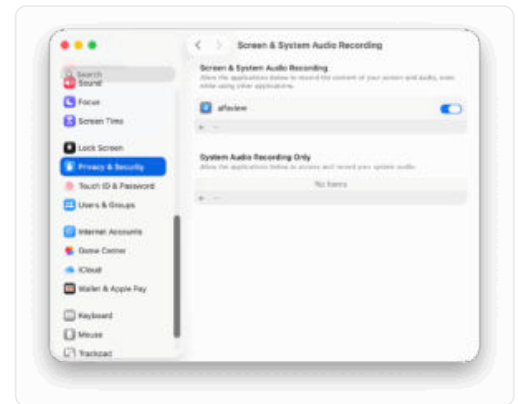
These approvals can be revoked at any time:

- To do this, go to the System Preferences, click on **Privacy & Security**.
- Then click on either **Camera**, **Microphone** or **Screen & System Audio Recording**.
- To prevent access to the camera or microphone, the switch next to the icon of your preferred browser icon must be disabled.



Allow camera access on macOS

- If access is denied, the prompt to allow access again will reappear every time your browser tries to use the camera or microphone.
- Approval of Accessibility is required if the Push-To-Talk (PTT) feature is used. Just like the approval for microphone and camera, this can also be revoked.



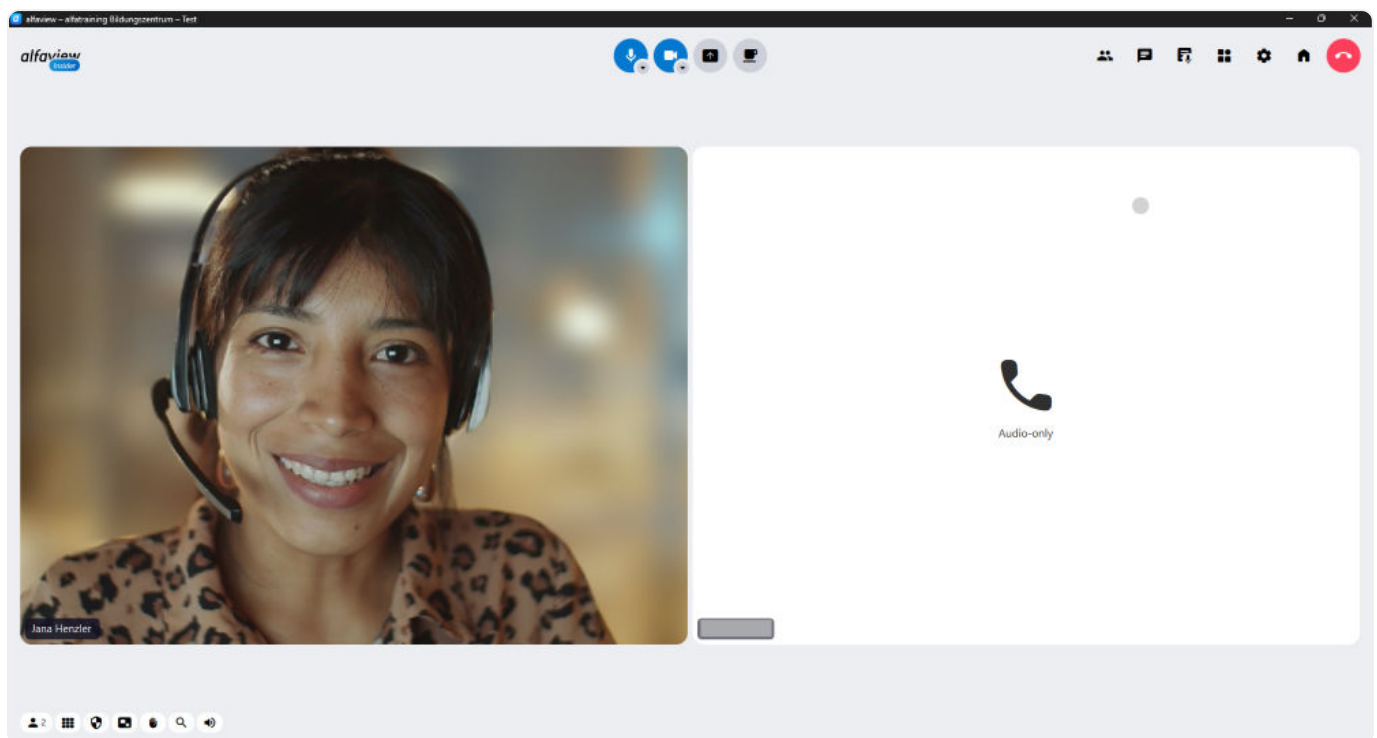
Allow screen share on macOS

# Phone dial-in

The Phone dial-in allows people to join an alfaview room or meeting via their phone.

If you join via a guest link, the name that was entered when the link was created will be displayed in the alfaview room. If you join using a group link, your name consists of the last three digits of your telephone number.

Participants who have joined the alfaview room via Phone dial-in will be indicated accordingly.



A participant who joined an alfaview room via Phone dial-in

## Information for Company owner:

In order for invited people to be able to use telephone dial-in, you must have it enabled for your company. [Contact our support or sales team](#) if you would like to trial or book Phone dial-in.

Phone dial-in can only be booked in conjunction with an alfaview [pay plan](#).

## Join an alfaview room or meeting via Phone dial-in

If you have received an invitation email sent through the alfaview system, you will find the telephone numbers and dial-in code to join via phone at the end of the email.

When using a guest link, note that you cannot simultaneously enter a room or meeting using the alfaview app and Phone dial-in.

- Two telephone numbers are provided for each room as standard: **English** and **German**. Call one of the two telephone numbers to hear the announcements in the desired language.
- Once connected to alfaview, you will be asked to enter the dial-in code. You will find this code below the phone numbers in the invitation email.
- Enter the 12-digit code into your telephone.
- Confirm the code by pressing the # button. You will now be connected to the alfaview room.
- If the waiting room is activated, you will be connected to it first. You will then have to wait until the room's moderator allows you into the room.
- Leave the alfaview room by ending the call.

### Various actions are available in the alfaview room:

| Action                                    | Description                                                                                                                                                                                                                                                                    |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enable/<br/>disable<br/>microphone</b> | Press <b>1</b> on your phone to activate or deactivate your microphone.<br>Depending on the status of your microphone, you will either hear <b>"Your microphone is enabled"</b> or <b>"Your microphone is disabled"</b> .                                                      |
| <b>Raise /<br/>lower hand</b>             | Press <b>2</b> on your phone if you want to raise your hand in order to get the moderation's attention.<br>Pressing <b>2</b> again will lower your raised hand.<br>You will hear the announcements <b>"You have raised your hand"</b> or <b>"You have lowered your hand"</b> . |

## Add Phone dial-in to your alfaview room or meeting

Once Phone dial-in has been enabled for your company, you can add the feature to your [guest and group links](#).

- Create a group or guest link.
- Click on the **Enable dial-in** switch. Phone dial-in is enabled when the switch is blue.
- Now send the links via the alfaview system or a communication medium of your choice.

### Create group link

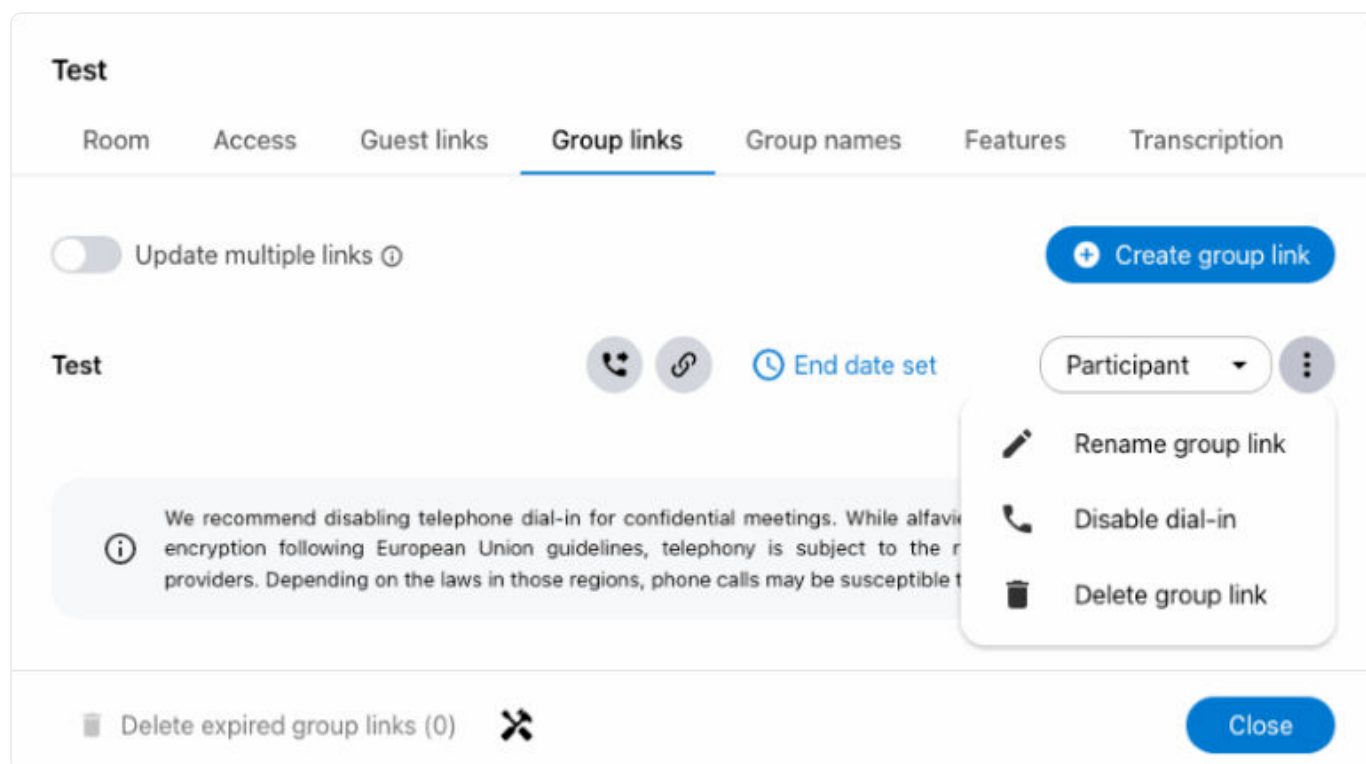
Group links can be used by several people at the same time to enter an alfaview room.

☒ Enable dial-in

We recommend disabling telephone dial-in for confidential meetings. While alfaview is secured with tap-proof TLS encryption following European Union guidelines, telephony is subject to the regulations of national telephone providers. Depending on the laws in those regions, phone calls may be susceptible to tapping.

Enable Phone dial-in for group links

- You can also add or remove Phone dial-in to a link at a later time.
- Click the context menu of the link to which you want to add or deactivate the feature.
- Select the **Enable / Disable dial-in** menu item.



Change Phone dial-in for group links

## Dial-in information

You can view the phone numbers and dial-in code of any group or guest link for which you have enabled Phone dial-in. You can copy the information to send to your guests.

- Click on the dial-in icon located to the right of the link.
- A new window with all the information will open.

**Test**

Room Access Guest links **Group links** Group names Features Transcription

☐ Update multiple links ⓘ [+ Create group link](#)

**Test** [End date set](#) Participant ▾ ⋮

**Dial-in active**

ⓘ We recommend disabling telephone dial-in for confidential meetings. While alfaview is secured with tap-proof TLS encryption following European Union guidelines, telephony is subject to the regulations of national telephone providers. Depending on the laws in those regions, phone calls may be susceptible to tapping.

Delete expired group links (0) [Close](#)

Active Phone dial-in

You can now copy either a single phone number, the dial-in code or all the information to your clipboard.

- **Copy phone number**

Click on the phone number you want to copy.

- **Copy dial-in code**

Click on the dial-in code you want to copy.

- **Copy all the information**

Click on the  button to copy both phone numbers and the dial-in code.

### Dial-in information

Group link: Test

Available phone lines:

|         |                      |                                                                                    |
|---------|----------------------|------------------------------------------------------------------------------------|
| English | <input type="text"/> |  |
| German  | <input type="text"/> |  |

Dial-in code:  

[Copy all information](#)

Only audio participation is available with dial-in.

We recommend disabling telephone dial-in for confidential meetings. While alfaview is secured with tap-proof TLS encryption following European Union guidelines, telephony is subject to the regulations of national telephone providers. Depending on the laws in those regions, phone calls may be susceptible to tapping.

Dial-in information

We recommend **disabling** telephone dial-in for confidential meetings. While alfaview is secured with tap-proof TLS encryption following European Union guidelines, telephony is subject to the regulations of national telephone providers. Depending on the laws in those regions, phone calls may be susceptible to tapping.

# Simultaneous interpreting function

The simultaneous interpreting function offers you the opportunity to follow multilingual meetings, conversations and events live without language barriers. Relay interpreting is possible as well, allowing you to offer the participants in your alfaview room as many different languages as possible.

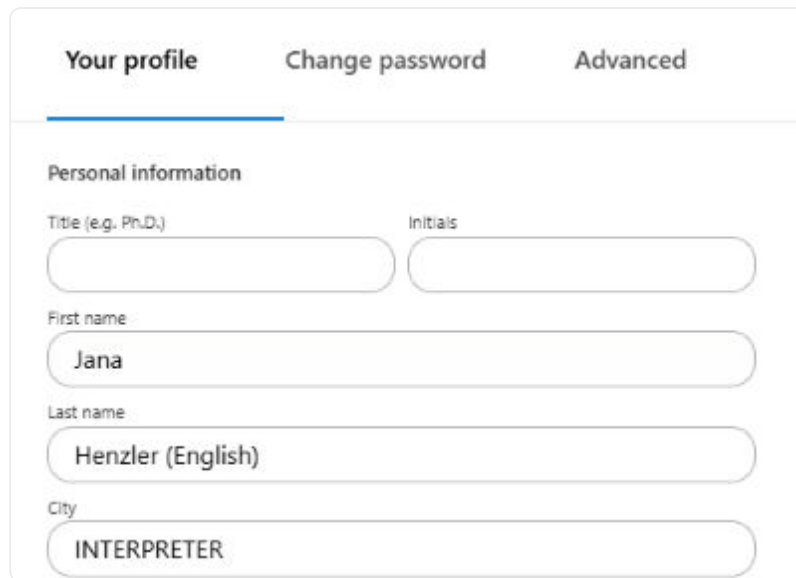
The interpreter will be displayed next to the VIPs in the alfaview room and the participants decide whether they want to listen to the original audio or the interpreted version. If the participants activate the simultaneous interpreting function, the volume of the presenting speaker is reduced and the interpreter can be heard louder.

- [Activation of the interpreting function for simultaneous interpreters](#)
- [Activation of the interpreting function for participants in an alfaview room](#)

## Activation of the interpreting function for simultaneous interpreters

Simultaneous interpreters need their own user account in order to be assigned the interpreter role.

- Click on **Profile** in the left-hand menu of the administration interface.
- In the tab **Your profile**, enter the word “**INTERPRETER**” in the input field of “City”. Make sure the spelling is correct and the word is written in block letters.
- Then click on the  button.
- You can deactivate the interpreter function by deleting the word “**INTERPRETER**” from the input field.
- Click on the  button again to save the changes.



The screenshot shows a user profile form with the following fields:

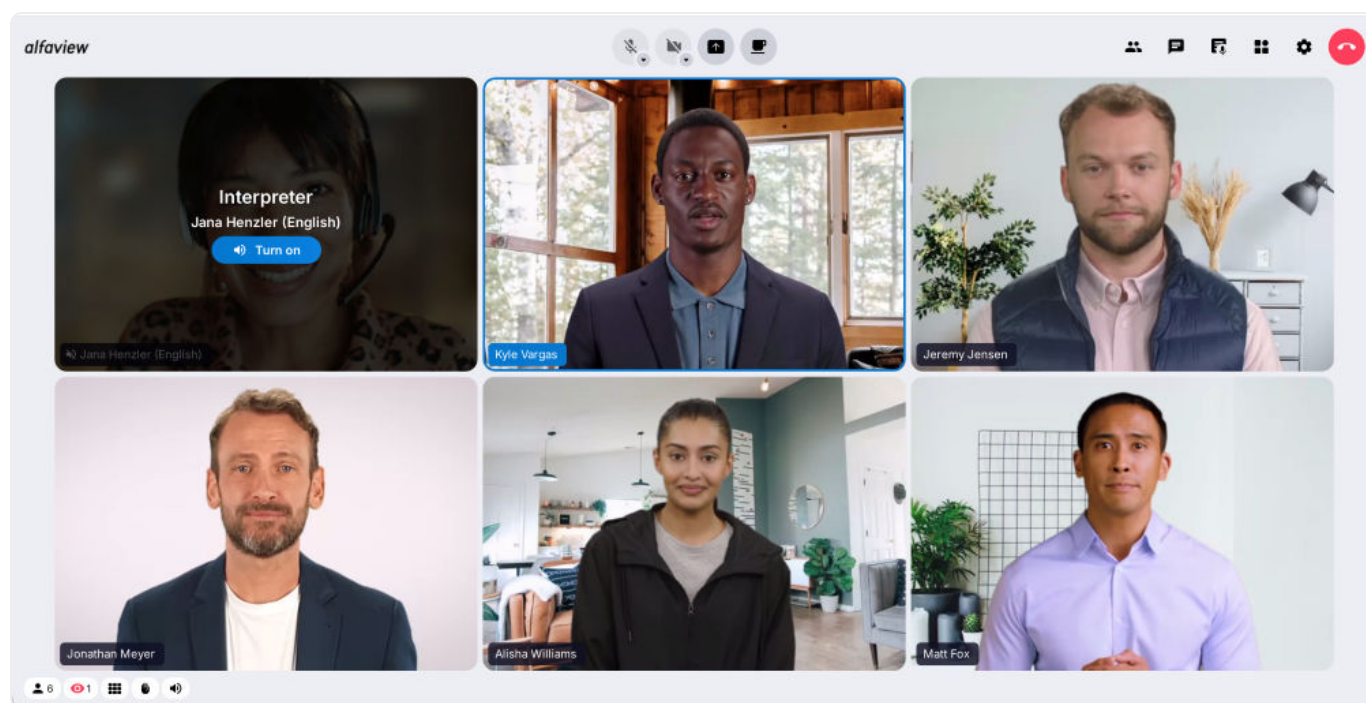
- Title (e.g. Ph.D.):** Empty field
- Initials:** Empty field
- First name:** Jana
- Last name:** Henzler (English)
- City:** INTERPRETER

Our tip: Enter the language you interpret the spoken word to after your surname. This way, the participants can easily see which language you are interpreting into.

## Activation of the interpreting function for participants in an alfaview room

If there are interpreters in an alfaview room, they will be displayed next to the VIPs in the top left-hand corner. You can also find interpreters at the top of the list of participants.

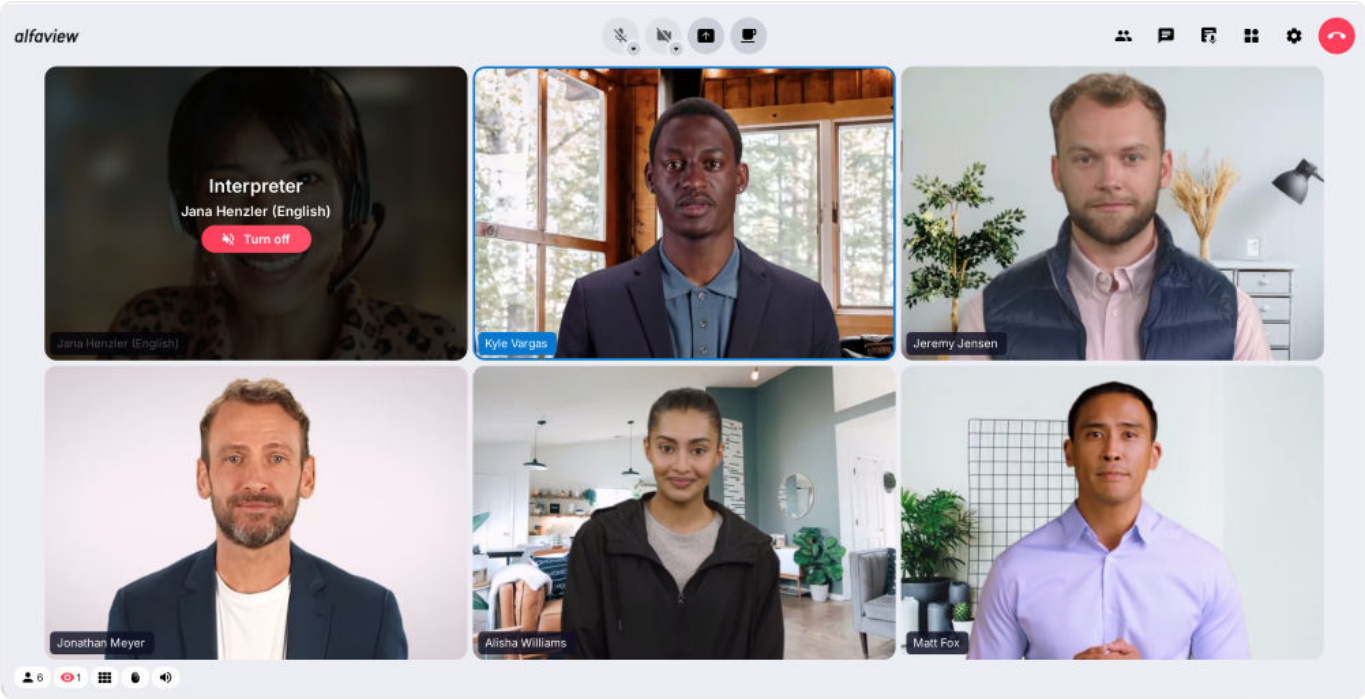
- You can activate the interpretation by moving your mouse over the video image of the interpreter.
- Then click on the  button.
- If you join an alfaview room with a mobile device, you can activate the interpretation in the participant list. Click on the interpreter's name and then tick off the small box next to "Listen to this interpreter".



Activate the interpreting function

When you activate the interpreting function, the volume of the presenting speaker is reduced and you hear the interpreter's voice louder.

- You can deactivate the interpretation by moving the mouse back over the video image of the interpreter.
- Click on the button.



Deactivate the interpreting function

# Public alfaview test rooms

You can test alfaview without registering or creating a user account. Join the public test rooms as a moderator, participant or spectator and try out all functions and permissions.

Please note that the test rooms are open to the public and therefore accessible to everyone at all times.

Click the corresponding link to join one of the three test rooms as moderator, participant or spectator.

|             | Moderator            | Participant          | Spectator            |
|-------------|----------------------|----------------------|----------------------|
| Test room 1 | <a href="#">Join</a> | <a href="#">Join</a> | <a href="#">Join</a> |
| Test room 2 | <a href="#">Join</a> | <a href="#">Join</a> | <a href="#">Join</a> |
| Test room 3 | <a href="#">Join</a> | <a href="#">Join</a> | <a href="#">Join</a> |

The [alfaview website](#) also provides access to the public test rooms for testing purposes at any time.

# Troubleshooting and log files

If you visit this page, you probably have difficulties using alfaview. The following sections are intended to help you solve problems yourself or describe your concerns to us.

You can check the [alfaview status website](#) to see if an incident has occurred.

- [Best practices](#)
- [Common problems and their solutions](#)
- [I need support](#)
- [Log files](#)

## Best practices

- Use a headset to reduce feedback and background noise.
- Select your headset's microphone and speaker in Settings.
- Adjust the voice activation level to your microphone.
- If possible, use a network cable or optimize WiFi reception.
- Place your camera approximately at eye level and an arm's length away.
- Make sure the lighting conditions are pleasant and try to position yourself in the center of the camera image.

## Common problems and their solutions

The following pages provide assistance and suggested solutions for installation issues, internet connection problems, guest link difficulties, and audio and video concerns.

## Registration and installation

We have listed the most common issues related to [registration and installation](#). This list aims to assist you in resolving the problem independently.

## Internet connection and network

If the alfaview app takes a long time to start, if your connection to the alfaview room is interrupted or an error message appears when starting the app, we have some solutions that may help you resolve the problems regarding [Internet connection and network](#).

## Problems with guest links

If you have problems joining an alfaview room with a guest link, the [Problems with guest links](#) page will provide you with some assistance.

## Audio and video

If you have issues with the audio output and microphone or with your video transmission while using alfaview, we have some solutions that may help you resolve your [Audio and video issues](#).

If the solutions listed do not remedy the problem, restart the alfaview app. Restarting your computer can also help to resolve certain issues.

If you can't solve the problems yourself, please do not hesitate to contact our [support team](#).

## I need support

Contact us by phone at [+49-711-758598-50](tel:+49-711-758598-50), or send an email to [support@alfaview.com](mailto:support@alfaview.com).

The following information helps us to process:

- Your contact details
- A precise description of the problem
- Screenshots
- Information on computer and operating system

- Log files (see section [Log files](#))

As soon as you contact our support team, a ticket will be created for your issue in [Zammad](#). There, you can log in at any time to view the status of your ticket. Once your email has been received, your email address will be registered at [Zammad](#) and you can request a [password](#).

## Log files

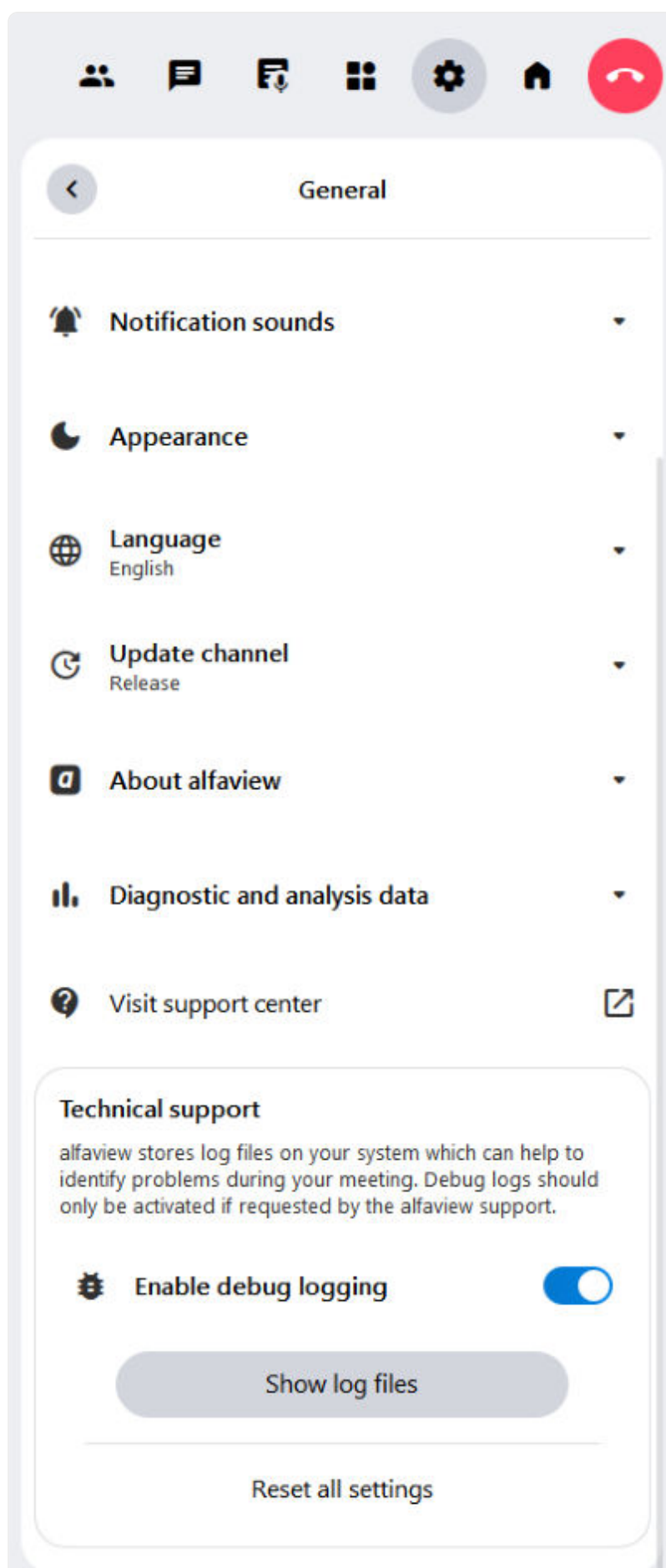
The alfaview app logs technical information and events in log files on your computer.

- The log files are only accessible to you.
- The log files are only meant to be used in case of technical support.
- No communication content is logged.
- These are pure text files.
- There is no way to access log files with mobile devices.

The log files can be found in the alfaview app and in the web client at:  
*Settings > General > Technical support >*

This opens the directory in which alfaview stores log files. Send us the latest file in order to help the technical support resolve the issue.

Activate the **Enable debug logging** option to generate more detailed log files for technical support.



---

Show log files

# Registration and installation

We have listed the most common issues related to registration and installation. This list aims to assist you in resolving the problem independently.

If you can't solve the problems yourself, please do not hesitate to contact our [support team](#).

## Registration

If you have received a guest link, there is no need to register an alfaview account. Simply click on the link to access your room.

For more information, please refer to the page [Join an alfaview room or meeting](#).

If you have not received a confirmation email after registering your alfaview account, please check the following:

- Please check your email program's junk folder as the confirmation email may have been incorrectly classified.
- Have you entered your email address correctly? If you are unsure, please complete the registration process again.
- If you still don't receive a confirmation email, please contact our [support team](#).

## Forgot password

If you have forgotten your password, you don't need to register again. Instead, please use the function [Forgot password](#) and follow the instructions.

## Installation

If the installation fails to start, please check these possible solutions:

- **General solutions**

- Please check if the installation dialog is running in the background.
- Please check your computer's taskbar to see if the alfaview app is already running.

- **Microsoft Windows**

alfaview needs a 64-bit operating system. Please check if your system meets the [system requirements](#) by navigating to **Control Panel > System > About > Device Specifications > System Type**.

For an installation guide, please refer to page [Installation on Windows](#).

The alfaview app can only be installed under Microsoft Windows on **64-bit operating systems**.

- **Apple macOS**

To run alfaview, your Mac must have at least a 10.13 operating system. Please check under **System Preferences > General > About** to see if your macOS meets the [system requirements](#).

For an installation guide, please refer to page [Installation on macOS](#).

The alfaview app can only be installed under Apple macOS on a **10.13 (High Sierra) operating system or newer**.

- **Linux**

Currently, alfaview can be installed on Debian/Ubuntu and Fedora/RedHat Linux systems. Please check whether your computer meets the [system requirements](#).

You can find installation instructions on the [Installation for Linux](#) page.

The alfaview app can be installed on Linux on **Debian/Ubuntu** or **Fedora/RedHat** systems.

## alfaview App

If you start the alfaview app and cannot see the room and meeting list, it may be because you do not have access to any rooms yet. Please contact a room administrator to gain access.

If you are a room administrator and have any issues managing your alfaview room, please refer to the page [Room management](#) or contact our [support team](#).

# Internet connection and network

If the alfaview app takes a long time to start, if your connection to the alfaview room is interrupted or if an error message appears when starting the app, we have some solutions that may help you resolve the problems.

If you can't solve the problems yourself, please do not hesitate to contact our [support team](#).

## Internet connection

- Please check if your internet connection is working.
- If you are using WLAN, ensure that the connection is stable and that you are connected to the WLAN.

For an improved internet connection, we recommend using a **wired network connection**.

## Network and VPN

### General solutions

- Please ensure that the [network requirements](#) are met.
- Consider using a guest network to resolve any network issues.
- If a security or virus software reports alfaview as malicious, add an exception for it.

### Corporate networks

Please ask your IT department, if the alfaview app and data traffic is authorized on the network.

### VPN

- Please check if an active VPN connection is preventing the alfaview connection from being established.
- Disconnect the VPN connection and restart the connection.

- Check the connection again afterwards.

## Proxy

Please verify the [proxy configuration](#) if a proxy is being used.

If the suggested solutions do not resolve your problem, try restarting the alfaview app. Restarting your computer may also resolve some issues.

Should you still encounter problems after this, please contact [our support team](#).

# Problems with guest links

If you have received a guest link, there is no need to register an alfaview account. Simply click on the link to access your room.

For more information, please refer to the page [Join an alfaview room or meeting](#).

## As room administrator

If you have problems creating or editing a guest link, please refer to the page [Guest and group links](#) for more information.

If a guest link you have sent has not been received, please check the following:

- Ensure that the recipient's email address is correct in the [Room management](#).
- Please ask your guest to check their email program's junk folder.
- Resend the invitation via the **Room management**.

## As guest

With a guest link, you can enter an alfaview room via the alfaview app or the web client.

- Click on the invitation link.
- A browser window will now open. Click the [Join](#) button.
- If you have already installed the alfaview app, it will start automatically and you can join your room. For more detailed instructions, please refer to the page [Join an alfaview room or meeting](#).

If you have not yet installed the alfaview app, you can download it for [Windows](#), [Mac](#) or [Linux](#). An installation on [mobile devices](#) is also possible.

Alternatively, you can join an alfaview room via the [Webclient](#). Please note that only Microsoft Edge, Google Chrome and Mozilla Firefox are currently supported.

- Click on the invitation link.
- A browser window will now open. Click the [Join with browser](#) button.
- This will take you to a new page where you can join the alfaview room. For more detailed instructions, please refer to the page [Join an alfaview room or meeting](#).

If the room administration has deactivated the function to join via the Webclient, you can only join an alfaview room via the app.

## Invalid link

If you receive an invalid link message after accessing the guest link, please contact the person who sent you the link for a new link.

# Audio and video

If you have issues with the audio output and microphone or with your video transmission while using alfaview, we have some solutions that may help you resolve your problems.

If you can't solve the problems yourself, please do not hesitate to contact our [support team](#).

- [General audio issues](#)
- [My microphone is deactivated](#)
- [There are loud background noises](#)
- [There is an echo when I speak](#)
- [My volume is too low](#)
- [I have no audio output](#)
- [General video issues](#)
- [My camera is deactivated](#)

For general information and functions related to audio and video settings, please refer to the page [Set up Camera and Microphone](#).

## Audio

### Microphone issues

If other participants are unable to hear you, the reason may be with your microphone.

- If you are using a headset or external microphone, please check if the microphone mute function is enabled on your device. You can disable this function on the device itself.
- Please check if any other program is currently using the microphone.

To verify that it is not a hardware defect, please check if your microphone is properly connected to your computer or mobile device and test it in another application.

## In the alfaview app

Please check the [main menu](#) to see if the microphone is activated. If it is activated, the icon will be displayed in blue. If the icon is displayed grey, click on it to activate your microphone.

- Please check in the [settings](#) if the correct microphone is selected.
- Please check in the settings of the **Microphone optimization** is set too high. Use the **Optimization wizard** to manually optimize your microphone.

We recommend using the automatic **Noise cancellation** instead of the manual **Microphone optimization**.

- Deactivate the **Echo cancellation** if you use a headset.

## Operating systems and Webclient

- Please check if your operating system or a security software is blocking the microphone usage. If so, add an exception for alfaview.
- If you use the browser version of alfaview, please check if you have granted permission to access the microphone.
- Please check your [Internet connection and network](#) you are connected with.

## My microphone is deactivated

If you can't activate your microphone, please check the following:

- Please check your system settings to ensure that the microphone access is enabled for alfaview.

- If you use the Webclient of alfaview, please check if you have granted permission to access the microphone.
- Please check your [Internet connection and network](#).



If you see a red, crossed-out microphone symbol next to your name in the [participant list](#), it means that a moderator has deactivated your microphone. Please notify the moderator in the chat to have the deactivation cancelled.

## Audio cut-off

Sometimes, microphones may cut-off your audio transmission right after joining a meeting. If this is the case, please adjust the system microphone level or gain. To do so, go to your system settings, then rejoin the meeting.

## Loud background noises

If other participants draw attention on loud background noises being transmitted by your microphone when activated, please check the following settings:

- Open the **Audio** tab in the  **Settings** and check whether the options **Echo cancellation** and **Noise cancellation** are enabled. If the switch is blue, the option is enabled.
- Activate the **Treat current devices as a headset** option in the advanced settings tab. Then, manually adjust the Microphone optimization.
- Open the **Signal processing** in the advanced settings tab. If enabled, disable the **Extended voice detection**. Then, manually adjust the Microphone optimization.

## Echo and feedback issues

When you use an open set-up like laptop microphones and speakers or hands-free meeting devices it is possible to experience echo and feedback issues. Please check the following settings and conditions to minimize potential error sources:

- Open the **Audio** tab in the  **Settings** and check whether the options **Echo cancellation** and **Noise cancellation** are enabled. If the switch is blue, the option is enabled.

- Ensure all participants are using the latest version of alfaview.
- Increase the distance between the speaker and microphone to prevent an unwanted audio pick-up through your microphone.
- Avoid subwoofers in hands-free setups.
- Lower the speaker volume.
- Check your microphone's position and adjust if necessary.
- Consider using a USB headset. The usage of a headset can prevent echo and feedback issues and enhances your audio quality.

## Adjust the volume

If other participants can't hear you or if your audio is unclear the reason may be an insufficient audio volume.

- Adjust the system volume level in your system settings.
- Alternatively, adjust the volume output in the alfaview app directly. Open the  **Settings** in the function menu. Adjust the volume slider next to the **Sound** icon until the volume is comfortable for you.

## No audio output

To verify that it is not a hardware defect, please check if your microphone is properly connected to your computer or mobile device and test it in another application.

If you are unable to hear the other participants, please check the following:

### In the alfaview app

- Please check in the [audio settings](#) under the **Speaker menu** item if the correct speaker is selected. You can also test the functionality of your speaker by clicking on **Test speaker**.
- Right-click on the video of another participant and check if the **Mute for me** checkbox is ticked. If so, remove it to unmute them.

If the Mute audio output icon is displayed in orange at the bottom left in the [status menu](#), all participants and notification sounds are muted. Please click the icon to unmute alfaview.

## Microsoft Windows

- Please check the volume output of your computer in the settings or taskbar.
- Please check the volume per application in the volume mixer.
  - Start the Run dialog (key combination WIN + r).
  - Enter the command **sndvol** and confirm by clicking on **OK**.
  - Adjust the volume in the volume mixer and make sure that the alfaview app is not muted.
- Please check the sound settings for communications activity.
  - Start the Run dialog (key combination WIN + r).
  - Enter the command **mmsys.cpl** and confirm by clicking on **OK**.
  - Switch to the **Communication** tab and tick the option **Do nothing**.
- Please check if your operating system or a security software is blocking the microphone usage. If so, add an exception for alfaview.

## Video

If you can't see the videos of the other participants, please check the following:

Please check if the Pause-Mode is activated. If it is, the **Pause** icon in the [main menu](#) will be displayed in orange. Click the icon to end the pause. The participants' videos will be displayed again.



Please check in the [main menu](#) if your camera is deactivated. If the camera icon is displayed in grey, your camera is not active. Click the icon and select **Camera on**.

As alfaview follows the principle of **You see me, I see you**, you can only see the videos of other participants if your own camera is activated.

If there is no other video displayed but your own, it means that you are the only person in a main room or subgroup who has the permission to stream their video. There might be [spectators](#) in the room.

## My camera is deactivated

If you can't see your own video in alfaview, it may be due to your camera or the settings on your computer or in alfaview.

To verify that it is not a hardware defect, please test the camera in another application.

## Hardware

- Please check if your camera is properly connected to your computer.
- Please check if the camera lens is covered.

## In the alfaview app

Please check in the [main menu](#) if the camera is activated. If it is, the camera icon will be displayed blue. If the icon is displayed grey, click on it to activate your camera.

- Please check in your [Video settings](#) if the correct camera is selected.

## Operating systems and browser version

- Please check if your operating system or a security software is blocking the camera usage. If so, add an exception for alfaview.

- If you use the browser version of alfaview, please check if you have granted permission to access the camera.
- Please check if any other program is currently using the camera.
- Please check the [Internet connection and network](#) you are connected with.

# System and Network Requirements

## Operating System

- Windows 10 or later (64-bit only)
- Apple macOS 12 or later
- Linux (Debian and RedHat distributions)
- Versions for iPhone and iPad (iOS 16 or later) are available on the Apple App Store
- A version for Android smartphones and tablets (Android 9 or later) is available on the Google Play Store

## Hardware

- Customary desktop computer or notebook
- Processor:
  - **Intel Nehalem processor (2008)** or later
  - **AMD Bulldozer processor (2011)** or later
  - 1.5 gigahertz (GHz) or faster 64-bit (x64)
- At least 2 GB of RAM
- Microphone & speakers (headset recommended)
- Webcam

## Supported browsers

You can use the Webclient of alfaview without prior installation of the alfaview app. The following browsers are currently supported:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

## Internet connection

- Cable or DSL connection with 8 MBit/s downstream (16 MBit/s recommended)
- A wired network connection is preferred over a wireless one.

## Network settings

Please make sure that the website [alfaview.com](https://alfaview.com) is accessible.

The following port openings and IP addresses or IP address ranges have to be configured in the firewall in order to use alfaview:

| Protocol   | Ports              | Source                     | Target                                                                                                                                                                                                                          |
|------------|--------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TCP</b> | 80<br>443          | Browser<br>alfaview Client | alfaview.com<br>*.alfaview.com<br>185.245.100.0/22<br>185.127.28.0/22<br>195.201.44.128/25<br>88.99.123.0/26<br>159.69.131.128/27<br>49.12.59.224/27<br>188.34.149.224/27<br>188.34.150.0/24<br>80.158.93.0/24<br>2a0c:3c0::/32 |
| <b>UDP</b> | 443<br>3478 – 3481 | Browser<br>alfaview Client | alfaview.com<br>*.alfaview.com<br>185.245.100.0/22<br>185.127.28.0/22<br>195.201.44.128/25<br>88.99.123.0/26<br>159.69.131.128/27<br>49.12.59.224/27<br>188.34.149.224/27<br>188.34.150.0/24<br>80.158.93.0/24<br>2a0c:3c0::/32 |

# Video and screen share resolutions

## Participant videos

The resolution of the video in a room varies depending on the role of the participant.

- In the default 4:3 aspect ratio, videos have a maximum resolution of **640x480p**.
- If you have selected **Use 16:9 video aspect ratio for participant videos** [room feature](#) in the Room Management settings, a maximum video resolution of **1280x720p** is available for VIPs. Other participants' videos are limited to a maximum resolution of **1024x576p**.
- For both the 4:3 and the 16:9 video aspect ratios, the following number of frames per second (fps) will occur:
  - If there are between 1 and 12 people in a room, the videos will be displayed at 30 fps.
  - If there are 13 or more people in a room, the video will be displayed at 24 fps. Videos of VIPs and people who are currently speaking will still be displayed at 30 fps.

Videos with a resolution higher than the maximum specified will be downscaled automatically.

## Screen share

For screen share, the maximum resolution is **1920x1200p**. Sources with a higher resolution are downscaled automatically.

## Second camera

If you want to use a second camera, you can choose between three resolutions in your alfaview room:

- 640x480p
- 1280x720p

- 1920x1080p

Open the **Settings** tab in the secondary menu. Click the **Show all settings** button. Go to the **Video** tab and select the resolution (**480p, 720p, 1080**) you want to use and which is supported by your camera.

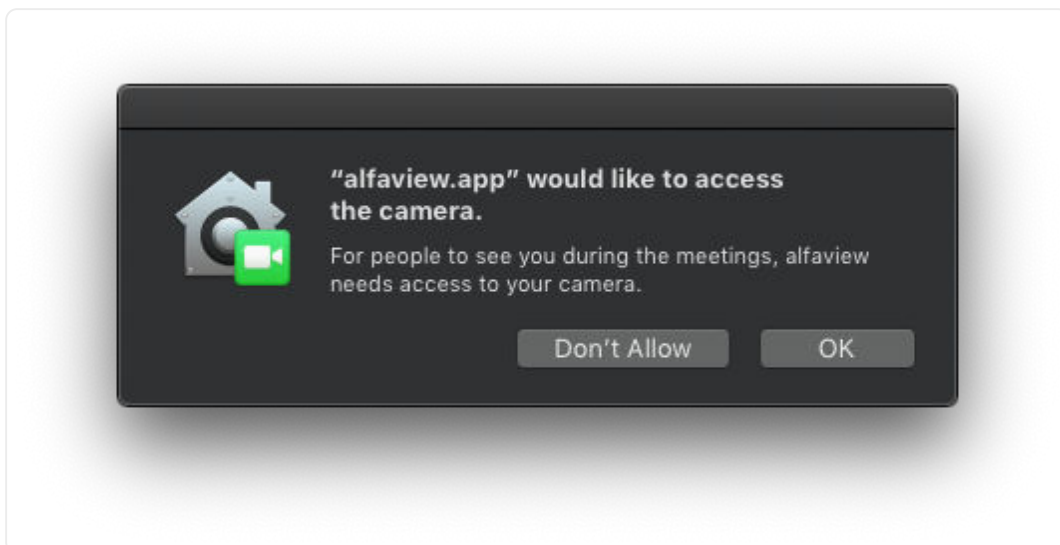
Videos with a resolution higher than the maximum specified will be downscaled automatically.

# Authorize camera, microphone and accessibility features on Apple devices

You have to grant alfaview access to your camera and microphone the first time you launch it. This is necessary for the video and sound to be transmitted in the app.

To proceed, please authorise access in the notification window that appears the first time you use the alfaview app. You can allow or deny access permission at any time in your **System Settings**:

- [macOS 14.2 \(Sonoma\)](#)
- [macOS 10.14 \(Mojave\)](#)
- [macOS 26.0 \(Tahoe\)](#)



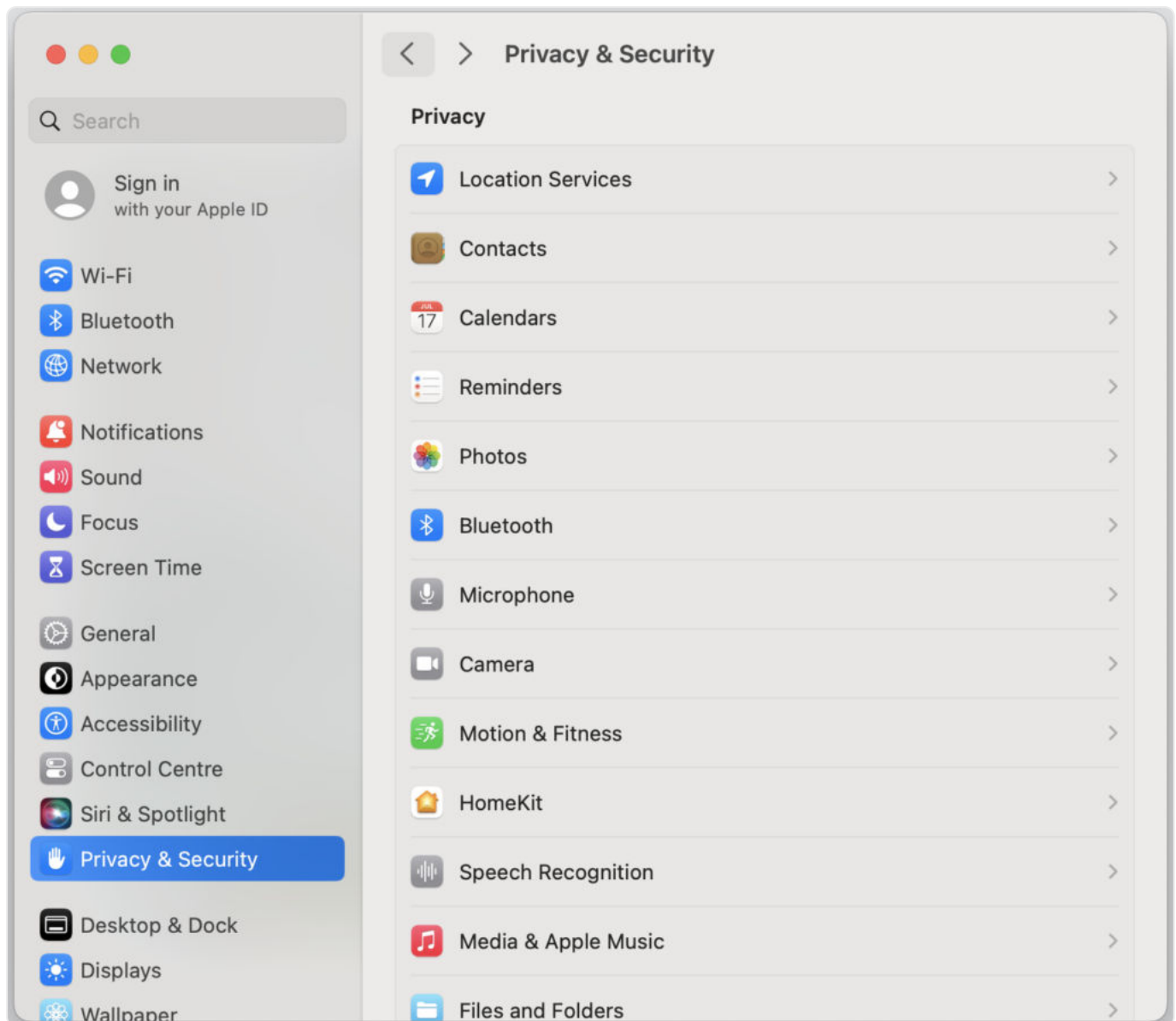
Allow camera access on macOS

## macOS 14.2 (Sonoma)

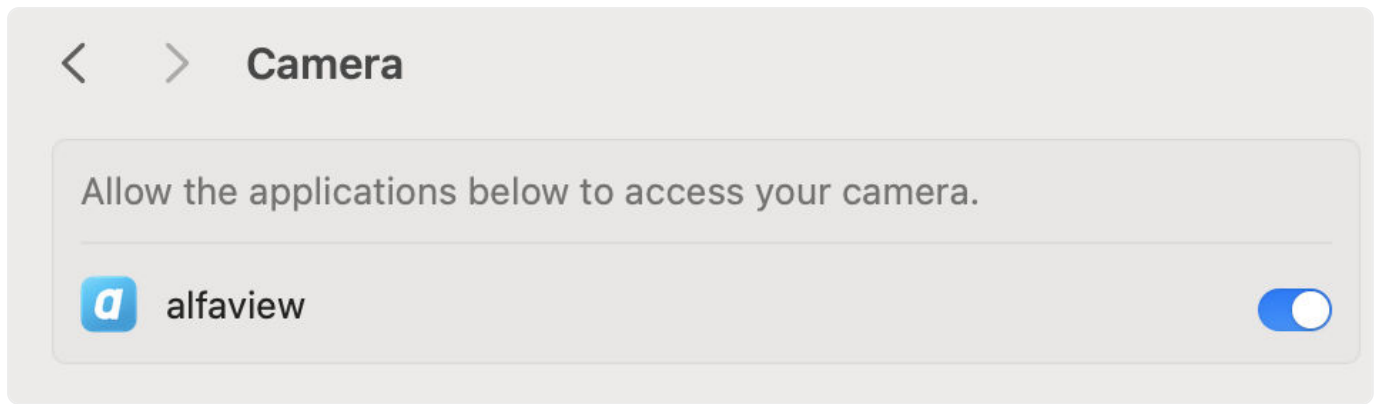
If you did not initially grant access to your camera and microphone when you first used the alfaview app, you can do so again at any time in your system settings. You can also revoke access permission at any time.

- Open the **System Settings**.

- Go to the **Privacy & Security** tab.
- In the list, click either on **Camera** or **Microphone** depending on which permission you want to edit.
- Click on the switch next to **alfaview**. The permission is granted when the switch is displayed in blue.



The Privacy & Security tab in the System Settings

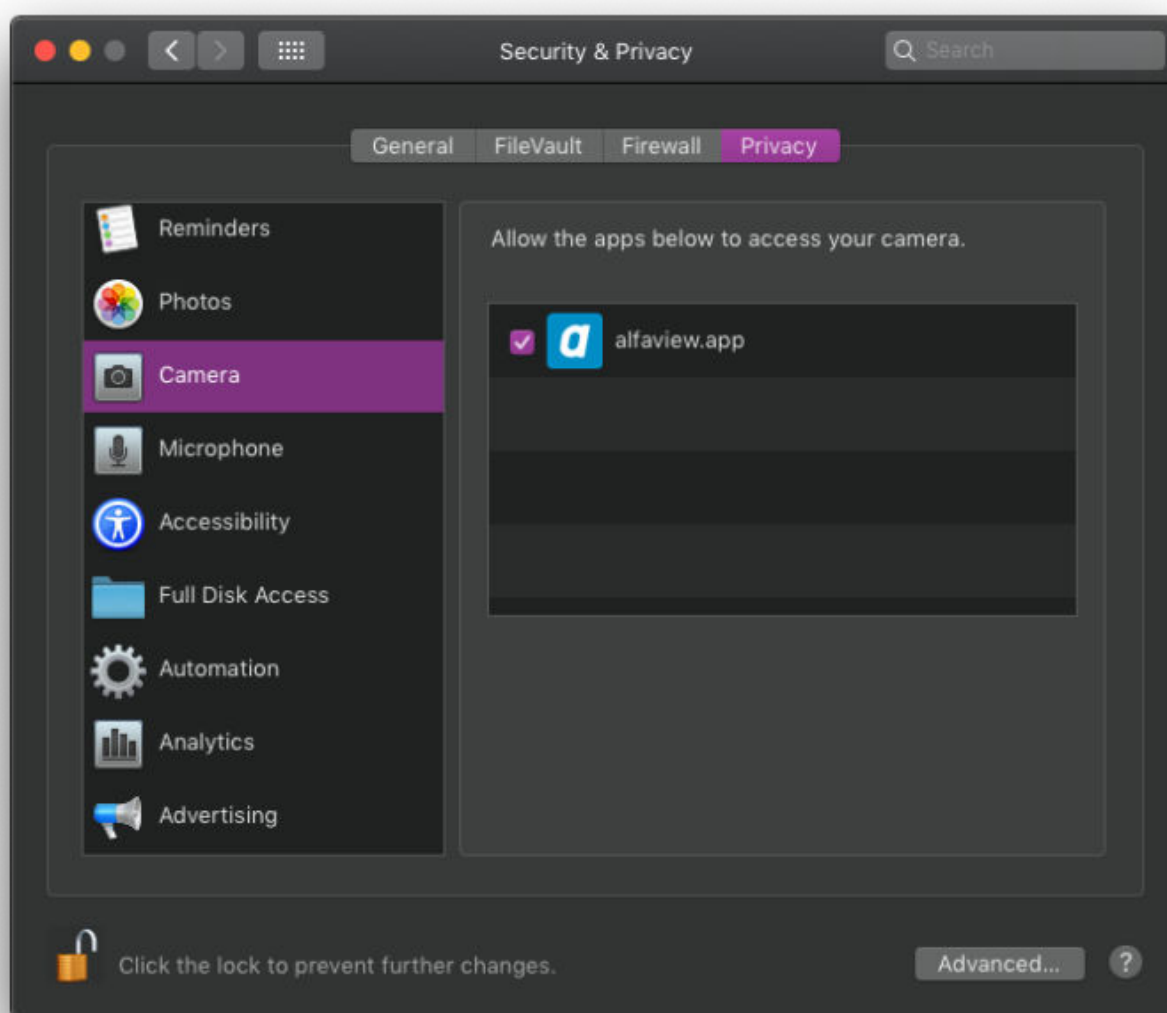


Grant camera access for alfaview

## macOS 10.14 (Mojave)

When first launching the alfaview app, users must grant access to their camera, microphone and accessibility. This allows them to hear and see other users. Permissions can be adjusted at any time via the **System Settings**.

- Open your **System Settings**.
- Click on **Security and Privacy**.
- Then go to the **Privacy** tab.
- In the list, click either on **Camera**, **Microphone** or **Accessibility** depending on which permission you want to edit.
- Click in the check box next to the **alfaview logo**. Permission is granted when the box is checked.
- Approval of **Accessibility** is required if the **Push-To-Talk (PTT)** feature is used. Just like the approval for microphone and camera, this can also be revoked.
- If access is denied, the prompt to allow access again will reappear every time alfaview tries to use the camera or microphone.



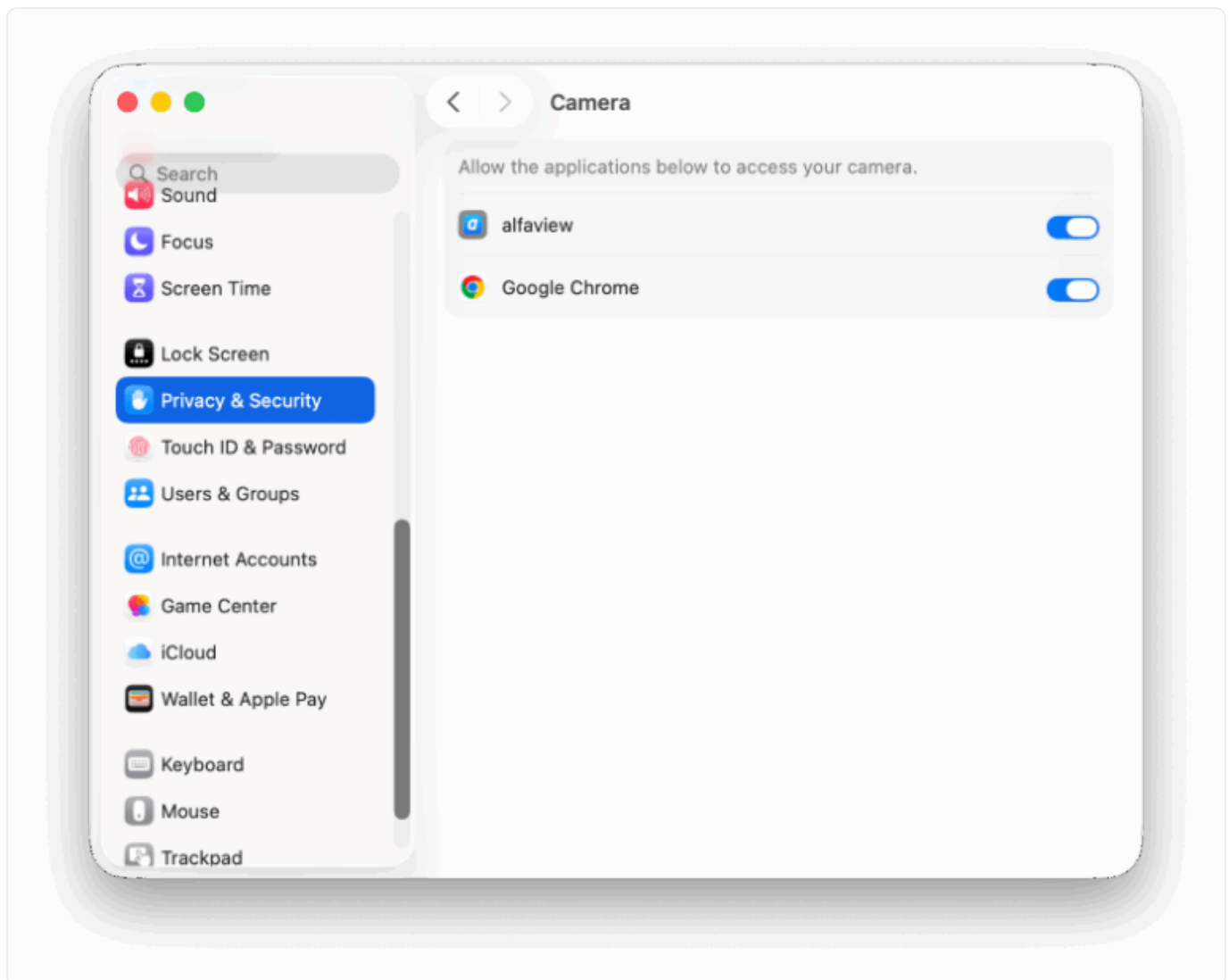
System preferences for camera access on macOS

## macOS 26.0 (Tahoe)

If you did not grant permission to use your camera, microphone, or accessibility features when you started using alfaview for the first time, you can adjust the permissions later in your **System Settings**:

- Open your **System Settings**.
- Go to the **Privacy & Security** tab.

- Click on **Camera**, **Microphone**, or **Accessibility** in the list to edit the respective permissions.
- Now activate the switch to the right of **alfaview**. Permission to use is granted when the slider is set to the right and is blue.
- **Accessibility features** must be enabled when using the **Push-To-Talk (PTT)** function. Like microphone and camera access, access to accessibility features can be revoked at any time.
- If access is denied, you will be prompted to allow access again as soon as alfaview attempts to use the camera or microphone.



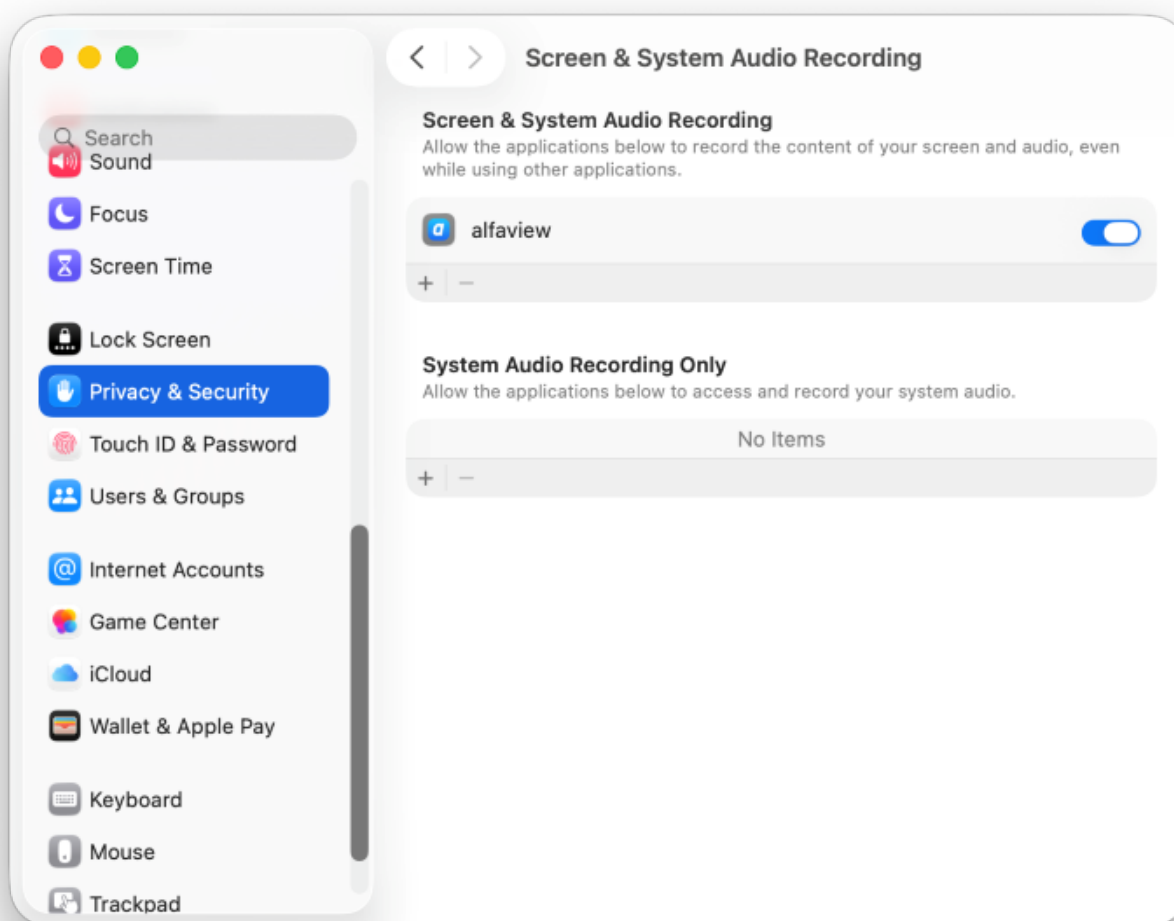
System preferences for camera access on macOS

# Required permission for screen sharing on Apple devices

## Required permission for screen sharing on macOS

For macOS screen recording has to be allowed in the system settings.

- Open the system settings.
- Select the item Security & Privacy. Here you will find Screen & System Audio Recording.
- Allow alfaview to share your screen by activating the switch next to the alfaview icon.



Screen recording settings macOS

You have to restart alfaview for the setting to take effect.

If the alfaview icon is grayed out, you have to click on the lock. You will be asked to enter your password. Now you should be able to activate the switch next to the alfaview symbol.

## Screen sharing on iPad or iPhone

You have to make some settings adjustments in order to share your screen on your iPad or iPhone. The reason for these adjustments is that the iOS operating system has its own function which records the screen of your device.

- Start the alfaview app and join an alfaview room.
- Open the Control Center of your device. alfaview has to run in the background. Follow the instructions for [iPhone](#) and [iPad](#) to open your Control Center.
- Press the **Screen Recording** button for a longer period of time (long press) to make adjustments. Select alfaview as the destination of the screen recording. You are now sharing your screen in alfaview.
- Close the Control Center and switch to the application you want to share with the other participants.
- To stop the screen sharing, re-open your Control Center and press the **Screen Recording** button.

If the **Screen Recording** button is not available in your Control Center, go to your settings and add it to your Control Center.

# Manage alfaview policies via Windows Group Policy

## alfaview Group Policy Templates (ADMX/ADML)

These files allow IT administrators to manage alfaview policies via Windows Group Policy.

### Files

| File                                | Purpose                               |
|-------------------------------------|---------------------------------------|
| <a href="#">alfaview.admx</a>       | Policy definitions (language-neutral) |
| <a href="#">en-US/alfaview.adml</a> | English display strings               |
| <a href="#">de-DE/alfaview.adml</a> | German display strings                |

### Installation

Copy the files to the Windows PolicyDefinitions directory:

```
copy alfaview.admx C:\Windows\PolicyDefinitions\  
copy en-US\alfaview.adml C:\Windows\PolicyDefinitions\en-US\  
copy de-DE\alfaview.adml C:\Windows\PolicyDefinitions\de-DE\
```

This requires administrator privileges. After copying, the policies appear in the Local Group Policy Editor ( [gpedit.msc](#) ) under:

```
Computer Configuration > Administrative Templates > alfaview
```

## Active Directory / Central Store

For domain-wide deployment, copy the files to your AD central store instead:

```
\\<domain>\SYSVOL\<domain>\Policies\PolicyDefinitions\alfaview.admx
\\<domain>\SYSVOL\<domain>\Policies\PolicyDefinitions\en-US\alfaview.adml
\\<domain>\SYSVOL\<domain>\Policies\PolicyDefinitions\de-DE\alfaview.adml
```

## Intune

Upload `alfaview.admx` and the ADML files via:

**Devices > Configuration > Import ADMX**

Then create a configuration profile using the imported templates.

## Available Policies

| Policy             | Registry Value                         | Effect                                |
|--------------------|----------------------------------------|---------------------------------------|
| Disable File Share | <code>file_share.disable.policy</code> | Hides all file sharing UI in alfaview |

All policies are written to `HKLM\Software\Policies\alfaview` .

## Manual Registry Deployment

If Group Policy is not available, policies can be set directly in the registry:

```
reg add "HKLM\Software\Policies\alfaview" /v file_share.disable.policy /t
REG_DWORD /d 1 /f
```

**To remove:**

```
reg delete "HKLM\Software\Policies\alfaview" /v file_share.disable.policy /f
```

# Notes on using the MSI package

We provide alfaview as an MSI package for deployments in corporate networks through Group Policy Objects. The following points should be considered when using the MSI package:

- alfaview is available to all users on the system (unless otherwise limited by Group Policy Objects).
- There are no notifications about any existing updates within the application.
- The availability of updates must be checked independently by the responsible system administrator.
- Updates are installed by installing the latest MSI package.

For the latest version of the alfaview MSI package, please visit the [alfaview download page](#).

## Automate updates

- Under [https://assets.alfaview.com/stable/win/msi\\_version.info](https://assets.alfaview.com/stable/win/msi_version.info) we provide a check file in JSON format with version information.

# Add-In for Microsoft Outlook 365

## Notes on installing the Outlook add-in

Go to the chapter [Outlook Add-In Usage](#).

The alfaview Outlook add-in is available for the following apps:

- Outlook 2016 on Mac and Windows
- Outlook 2019 on Mac and Windows
- Outlook 2021 on Mac and Windows
- Outlook on Mac and Windows (Microsoft 365)
- Outlook on the web

In order to use the alfaview Outlook add-in with an Exchange on-premise solution, **Exchange Server 2016** or later is required. Older versions are not supported.

At the moment the Outlook add-in is not yet compatible with the mobile platforms (iOS/Android).

We provide an alfaview add-in for Microsoft Outlook 365. The add-in allows you to create alfaview meetings directly in your Microsoft Outlook 365 calendar and to send the meeting link to your participants.

More information on the alfaview meeting function can be found here: [Meetings](#).

Once you have logged in to the add-in, you will remain logged in for 30 days.

## Installation via Microsoft AppSource

The alfaview Outlook add-in is available in Microsoft AppSource here:

<https://appsource.microsoft.com/product/office/WA200005288>

## Manual installation using the XML manifest file

To install the alfaview add-in manually you need the XML manifest file. The instructions below will guide you through the installation process.

- Log into the [alfaview administration interface](#) .
- Select the point **Company** from the menu.
- Select the add-ins tab.
- Click on the  button to download it.

## As an Outlook 365 user

Please note that the installation of add-ins must be approved by your administrator. You can find more information on installing Outlook add-ins in the [Microsoft Supportcenter](#).

- Open Microsoft Outlook 365.
- Click on **Get add-ins**.
- Select **my add-ins** in the menu.
- Scroll down to the **Custom add-ins** area.
- Click on **add a custom add-in**.
- Click on **add from file**.
- Select the previously downloaded xml file.
- Confirm the privacy warning by clicking on **install**.
- The add-in is now installed and can be managed under the **my add-ins** tab.

## As an Outlook 365 administrator

As an administrator of Microsoft Office 365, you can roll out the alfaview add-in for your users. More information on deploying Outlook add-ins can be found in the [Microsoft Supportcenter](#).

- Open the Microsoft Office 365 Admin Center.
- Go to **settings**.

- Choose **integrated apps** from the menu.
- Click on **deploy add-in**.
- Choose the app-type **Office-Add-In** in the dropdown menu.
- Choose **Deploy Manifest file (.xml)**.
- Click on **add from file**.
- Choose the previously downloaded xml file and click on **next**.
- Assign the desired users or groups and click on **next**.
- Accept the permissions requirements and click on **next**.
- Review the details and click on **Finish Deployment**.
- The add-in is now available to your users.

## Additional firewall and proxy configuration

When using a proxy or firewall, you may need to enable or configure certain Microsoft endpoints.

For more information, please refer to the web page [Microsoft 365 URLs and IP address ranges](#).

## Exchange Server installation information

Please note that it can take up to 72 hours for a new add-in deployment, add-in updates, changes from turn on or turn off, or add-in removals to reflect for users.

For more information, please refer to the following Microsoft support articles:

- [Install or remove add-ins for Outlook for your Exchange 2013 organization](#)
- [Add-ins for Outlook in Exchange Server](#)

## Outlook add-in usage

We provide an alfaview add-in for Microsoft Outlook 365. The add-in allows you to create alfaview meetings directly in any Microsoft Outlook 365 calendar you manage and send the meeting link to the participants.

More information on the alfaview meeting function can be found here: [Meetings](#).

### First login

- Open your Microsoft Outlook 365 calendar and create a new calendar event.
- Click on the alfaview symbol in the ribbon menu (you might have to expand the menu using the three dots to see the alfaview icon).
- When using the add-in for the first time you have to login first. Click on  .
- Login with your alfaview account.

The screenshot shows the 'New event' window in Microsoft Outlook. The window has a title bar 'New event' and a close button. Below the title bar is a tab labeled 'Event'. A ribbon menu contains options: 'Response options', 'Busy', '15 minutes before', 'Categorise', 'Private', and a three-dot menu. A 'Save' button is at the top left. The main area is titled 'Add a title' with a 'Teams meeting' toggle. Below this is 'Invite attendees' with an 'Optional' link. The date and time are set to '2026-01-20' from '09:00' to '09:30', with a 'Make recurring' link and an 'All day' toggle. A 'Search for a location' field has an 'In-person event' toggle. A large text area for the event description is at the bottom, with a rich text toolbar below it. On the right, the 'alfaview' sidebar is open, showing a 'Sign in' section with input fields for 'Email address' and 'Password', a 'Sign in' button, and links for 'No account? Sign up for alfaview'. At the bottom of the sidebar is a 'Need help? Visit our support center for more details.' link.

The first login

Once you have logged in to the add-in, you will remain logged in for 30 days.

## Create a meeting

- Open your Microsoft Outlook 365 calendar and create a new calendar event.
- Edit your meeting details and add your participants.
- Click on the alfaview symbol in the ribbon menu (you might have to expand the menu using the three dots to see the alfaview icon).
- Click on .

- Your meeting will now be created and can be sent with your event details.
- You can now see your meeting in the alfaview room list.

The screenshot shows the 'New event' form in Microsoft Outlook 365. The form is titled 'New event' and has a tab labeled 'Event'. Below the tab, there are several options: 'Response options', 'Busy', '15 minutes before', 'Categorize', 'Private', and a dropdown menu. The main form area has a 'Save' button at the top left. Below it, there is a section for 'Add a title' with a toggle for 'Teams meeting'. Underneath, there is a section for 'Invite attendees' with an 'Optional' link. The date and time are set to '20/01/2026' from '12:00' to '12:30'. There are options for 'Make recurring' and 'All day'. A location search bar is present with an 'In-person event' toggle. At the bottom of the form, there are icons for adding attachments, images, emojis, and other details. On the right side, there is a sidebar with the 'alfaview' logo, an 'Add meeting' button, and a note that 'Invitees can join 10 minutes before the start time.' At the bottom of the sidebar, there is a 'Need help?' section with a link to the 'support center' and a 'Sign out' link.

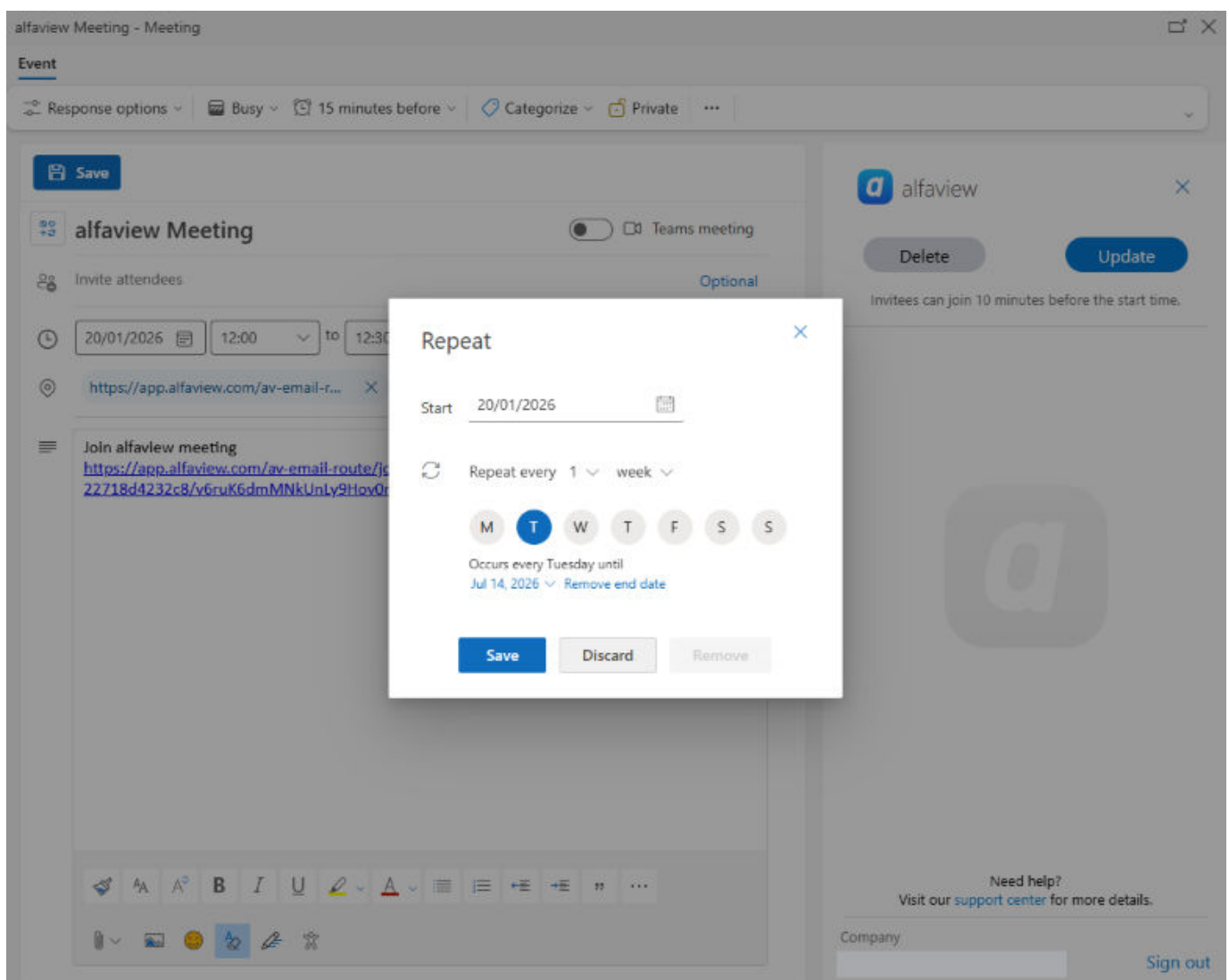
Create a meeting

Do not remove the location from the event details or your participants will not be able to join your meeting.

## Create recurring meetings

- Open your Microsoft Outlook 365 calendar and create a new calendar event.

- Edit your meeting details and click on “Make recurring”. A window opens where you can set the recurrence rate for your meeting.
- Add your participants.
- Click on the alfaview symbol in the ribbon menu (you might have to expand the menu using the three dots to see the alfaview icon).
- Click on .
- Your meeting series will now be created and can be sent with your event details.
- You can now see your meeting series in the alfaview room list.

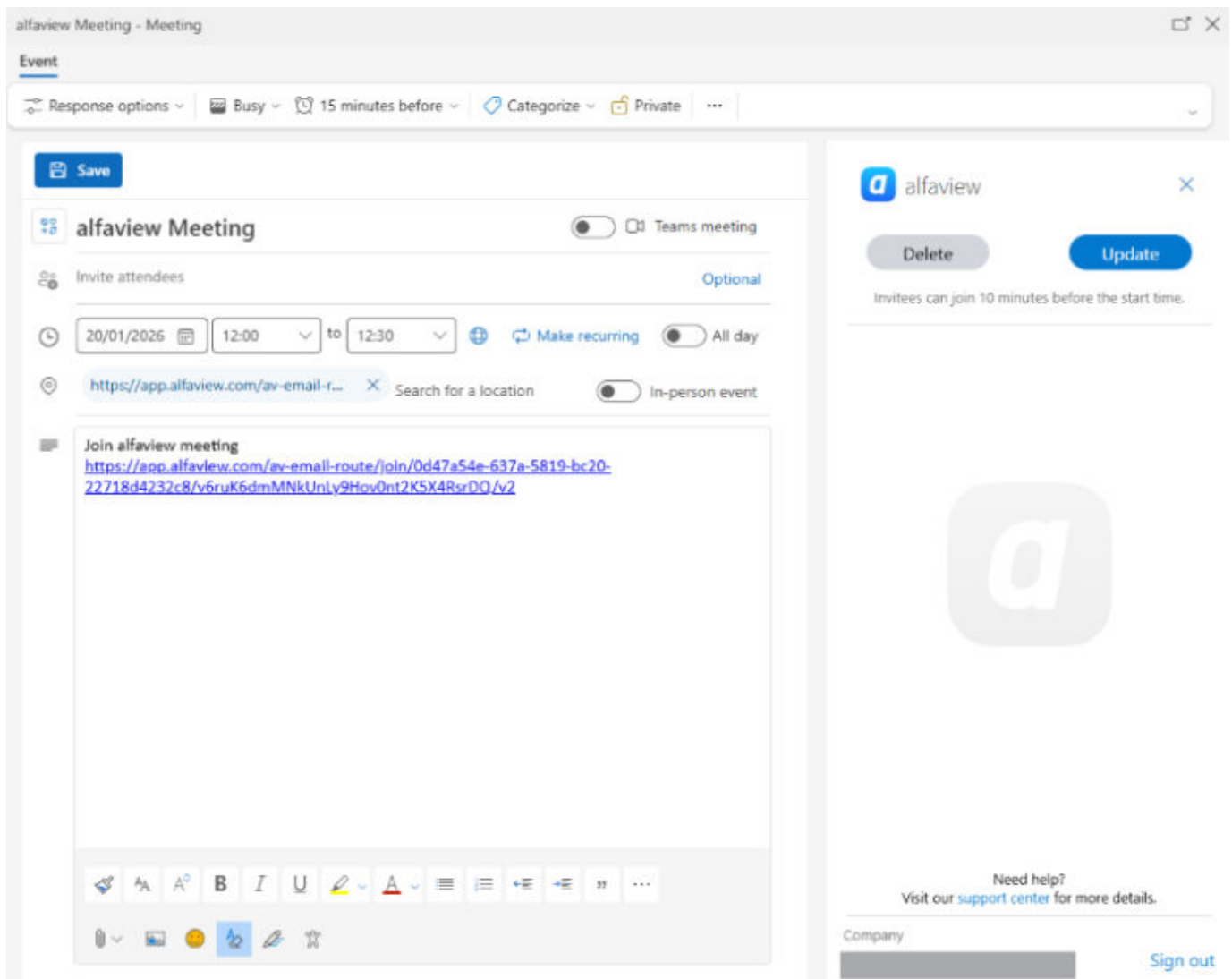


Create recurring meetings

Recurring meetings always take place in the same meeting room.

## Edit a meeting

- Open your Microsoft Outlook 365 calendar and choose the calendar event you want to change.
- Click on “Edit” to change your meeting details.
- Click on the alfaview symbol in the ribbon menu (you might have to expand the menu using the three dots to see the alfaview icon).
- Click on  to apply your changes to your alfaview meeting.



Edit or delete a meeting

## Delete a meeting

- Open your Microsoft Outlook 365 calendar and choose the calendar event you want to delete.
- Click on “Edit” to open the meeting details.
- Click on the alfaview symbol in the ribbon menu (you might have to expand the menu using the three dots to see the alfaview icon).
- Click on **Delete**.
- To confirm click on **Yes**.

# Single Sign-On

With single sign-on you can use your existing identity provider to log in to alfaview.

- [Requirements and Limitations](#)
- [Setup Process](#)
- [Manage groups for single sign-on authentication users](#)

## Requirements and Limitations

In order to setup single sign-on you have to have a working identity provider. It needs to comply to either of the following standards:

- OpenID Connect
- SAML V2.0

## Required Information

To configure our alfaview service provider we need the following information from you:

- the endpoint of your identity provider (e. g. <https://idp.example.com/redirect> )
  - if available: test accounts and an additional testing identity provider endpoint
- if you have a SAML-based identity provider: the URL to your identity provider's metadata XML file
- the identity claims or attribute mapping of your identity provider's SAML/OIDC response
  - required: user's first name, last name and display name
  - optional: user group attribute if you want to use [group based permission management](#) in alfaview
- your desired login domain from where your users will start the single sign-on process (example: [my-company.alfaview.com](#) )

## Limitations

- Your identity provider's SAML XML signature needs to be signed using the SHA256 algorithm. If you have no information about the signing algorithm used, we can try to help you finding it out.
- We do not support identity provider initiated SAML V2.0. But we can provide a start link that initiates the alfaview login by redirecting to your identity provider's login page
- The login domain will be hosted by alfaview.

## Compatible Identity Providers

Here is a list of identity providers that were successfully configured and are proven to work with alfaview:

- GitLab – based on OpenID Connect
- Google Work – based on SAML V2.0
- Shibboleth – based on SAML V2.0

## Setup Process

If you are interested in using Single Sign-On, use our [contact form](#) to get in touch with us.

- [Contact form](#)

## Manage groups for single sign-on authentication users

Users that use single sign-on (SSO) to authenticate with alfaview can be assigned to groups in the external Identity provider (IdP). These groups can be mapped to groups with specific permissions in alfaview and can be assigned to alfaview rooms and departments. This helps in managing large numbers of users in alfaview.

General Quotas Usage API Keys Add-Ins Branding **Manage groups**

Manage groups of users based on a SAML attribute of your external single sign-on authentication provider. External groups can be mapped to a display name and a permission set by binding it to the external ID of the authentication provider.

| Name    | External ID |          |
|---------|-------------|----------|
| test    | 1111        | Assign ⋮ |
| Student | student     | Assign ⋮ |
| Staff   | staff       | Assign ⋮ |

Add

Manage groups

To configure this setting, you will need the permission to **manage company settings**. Additionally, the company needs to have its own custom subdomain to access this feature.

## Creating groups

In the [administration interface](#), navigate to account management > Manage groups. Click and fill in the required fields.

- **Name:** A name that will only be visible in this interface, an easy way to assign meaning to a group. (Example: Students, Teachers, etc)
- **External ID:** A unique ID that is managed by the IdP and will be sent on each login. It must exactly match the group from the IdP response and cannot be empty. Also this value is unique: no two alfaview groups can have the same external ID.

- **Access Level:** Decide whether and what type of profiles should be created for the group.
  - **No user profiles:** Group participants can join rooms but do not have their own profile.
  - **Create user profiles:** Participants receive their own user profile so that individual permissions can be assigned.
  - **Administration Page Access:** Participants receive a user profile and access to the alfaview administration interface.
- **Permissions:** The selected permissions will be granted to all users belonging to this group.

### Create group

Name

External ID

Access level

**No user profiles**  
User information will not be persisted.

**Create user profiles**  
A user profile will be created, which can be used to assign individual privileges for selected rooms via Rooms > Edit Room > Access.

**Administration Page Access**  
A user profile will be created and access to the alfaview administration page will be granted. Depending on group or individual permissions, access to the User management and/or Room management is available.

Permissions

☐ Show all usernames

☐ Administrate users

☐ List all users

☐ Administrate rooms

☐ List all rooms

☐ Create a room

Cancel

Create

Create group

These permissions are **always granted globally** and cannot be restricted to a room or a department.

## Editing groups

Existing groups can be edited via the group list on the main page. Click the triple dot menu for the related group, and select **Edit**. All options that are available in the Add dialog are also available in this dialog.

## Deleting groups

Existing groups can be deleted via the group list in the main page. Click the triple dot menu of the related group, and select **Delete**. A confirmation dialog will be shown. The delete action cannot be reverted, and the group must be recreated from start if needed.

### Edit group

Name

Student

External ID

student

Access level

**No user profiles**  
User information will not be persisted.

**Create user profiles**  
A user profile will be created, which can be used to assign individual privileges for selected rooms via Rooms > Edit Room > Access.

**Administration Page Access**  
A user profile will be created and access to the alfaview administration page will be granted. Depending on group or individual permissions, access to the User management and/or Room management is available.

Permissions

☒ Show all usernames

☐ Administrate users

☐ List all users

☐ Administrate rooms

☐ List all rooms

☐ Create a room

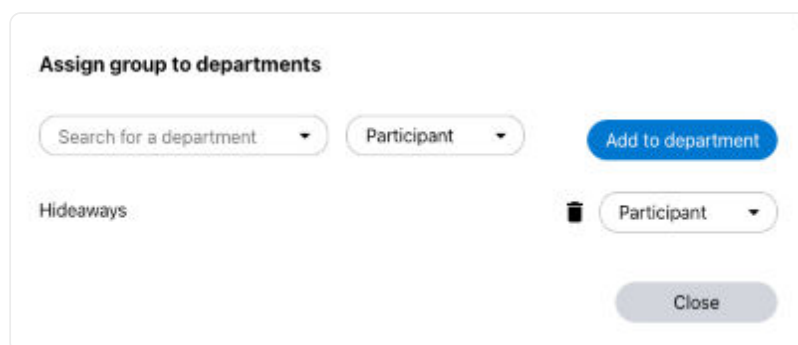
Cancel

Update

Edit group

## Assigning groups to departments

Existing groups can be assigned to departments via the group list on the main page. Click the button of the related group. The assign dialog will be displayed. All existing assignments can be edited or deleted on this page.



The dialog box is titled "Assign group to departments". It contains a search bar with the placeholder text "Search for a department" and a dropdown arrow. To the right of the search bar is a dropdown menu currently showing "Participant" with a dropdown arrow. Further right is a blue button labeled "Add to department". Below the search bar, the text "Hideaways" is displayed. To the right of "Hideaways" is a trashcan icon and another dropdown menu showing "Participant" with a dropdown arrow. At the bottom right of the dialog is a grey button labeled "Close".

Assign group

- **To assign:** Select a department from the dropdown list, select the permission level for this department and click .
- **To unassign:** Click the trashcan icon for the related department.
- **To edit permission level:** Click the dropdown for the related department and select a new permission.