SWISS
SECURIUM®

HIGH-SECURITY COLLABORATION

SWISS SECURIUM™

SWISS SECURIUM™ USER MANUAL

YOUR APPLICATION FOR SECURE COMMUNICATION

THIS USER MANUAL APPLIES TO SWISS SECURIUM™

AN ALPEIN SOFTWARE SECURITY PLATFORM PRODUCT

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INTRODUCTION

The SWISS **SECURIUM**® platform is a special platform for secure communication, storage and exchange of information and documents. The servers are hidden deep in a mountain, ensuring maximum security.

Since foundation we have been successfully protecting communication. The highest corporate communication security is our main goal.

100% are made and protected in Switzerland.

1. FUNCTIONALITY

SwissSecurium™ messenger gives you all opportunities to make communication both effective and secure. **Swiss**Securium™ allows to:

- Use multi-accounts
- Send encrypted messages
- Make secure audio and video calls
- Create multi-user chats (up to 200 users)
- File transfer

2. SET / CHANGE SECURITY CODE

A Security Code is an extra password for **Swiss**Securium™ app on your device. If you use a fingerprint authentication, you can set the Security Code as an additional measure in case fingerprint authentication is failed or disabled on the phone.

1. (Enter existing Security Code)
2. Enter new Security Code.
3. Confirm the Security Code.
4. Enter a hint for the Security Code (optional).
5. Tap <Turn On> (<Change>) to enter **Swiss**Securium™.

3. SIGN IN / ADD ACCOUNT

1. Enter product ID assigned to your company.

2. Enter your Username.

3. Enter your Password.

4. Turn option button to <Remember me> mode to save your login and password on this device.

5. Tap <Sign in> to enter **Swiss**Securium™.

To add an account after logging in, tap the menu icon ☰ in the upper left corner of the screen. Tap <Add account> to open the Authorization menu and pass through signing in process for new account.

## 4. DELETE ACCOUNT

1. Tap on the menu icon ☰ at the upper left corner of the screen.

2. Tap <Manage accounts>.

3. Tap and hold the account you want to delete until the menu appears.

4. Tap <Delete> or <Cancel> to cancel the deletion.
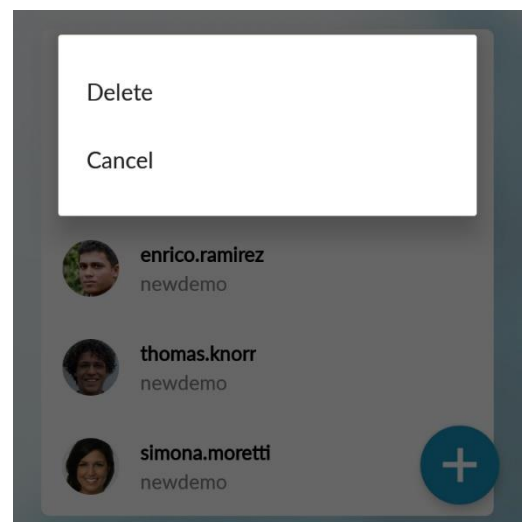
5. SWITCH USER

1. Tap on the menu icon ☰ at the upper left corner of the screen.

2. Tap on the combo box icon ▼ to open account list.

3. Tap on the account you want to switch to.

You can also switch accounts by tapping account icon in the top of the menu. There are first two accounts from drop-down account list.
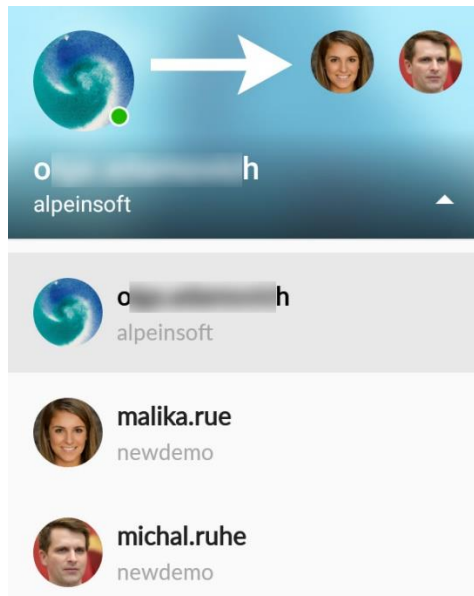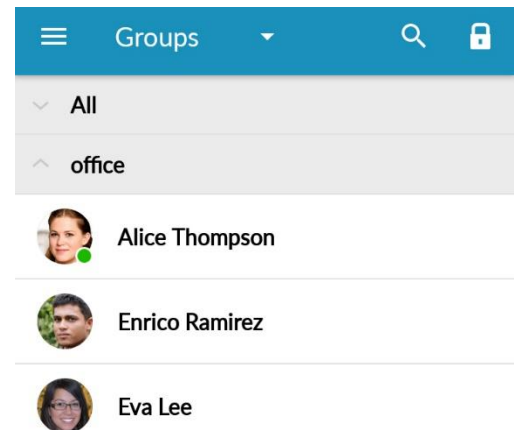
6. CONTACTS

Tap <Contacts> tab to view contacts.

Active/inactive indicator: Contacts which are active have a green dot on their avatars in the contact list. Active means that **Swiss**Securium™ window is open at recipient's device at the moment.

You can view All contacts, Favorites or Groups.

To find a contact by username, tap a magnifier icon .

If you tap the menu icon in chat window and choose <Profile> from the menu, you will see User info screen.
There you can turn on Anonymous call (hide name of the user while calling) (more – in Section 15), add the user to Favorites, clear all the chat history with this user (on your device) (Section 12), check status of OTR fingerprint (Section 16).

7. ADD TO CHAT

Any participant can add new chat users to the chat:

1. Tap the menu icon in chat window to open chat menu.

2. Choose <Add participants> from the menu.

3. Tick participants you want to add.

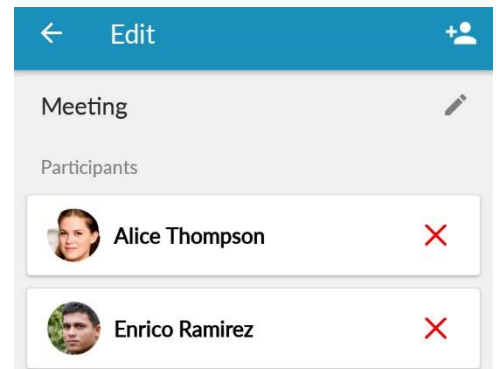4. Tap on the tick icon to add ticked contacts to the chat.

8. DELETE FROM CHAT

Only person who created the group chat can remove participants from it:

1. Tap on the menu icon ⋮ in the chat window to open the chat menu.

2. Choose <Participants> from the menu.

3. Tap on the red cross icon ✕ near the chat participant you want to delete.

4. Tap on the arrow icon ⬅ to go back to the chat.

9. TEXT MESSAGES

1. Tap a contact you want to send message to open the dialog window.

2. Tap the <Type a message> field in the dialog window to open the keyboard.

3. Then write your message using the keyboard.

4. Tap the message sending icon ➤ .
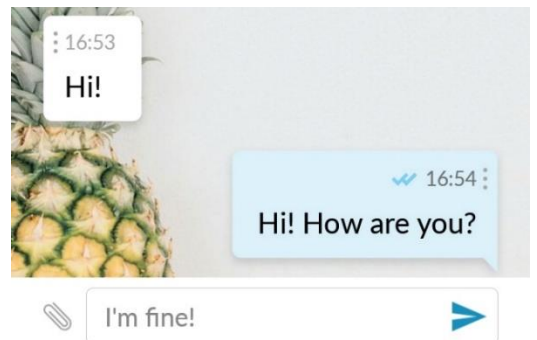
Tap the message with which you want to perform one of the following actions, and hold until the menu appears at the top of the screen.

You'll be able to:

1. ⧉ copy text of the message;

2. ❞ quote the message;

3. ✎ edit;

4. 🗑 delete (the message will be deleted from the history for all chat participants on all devices).

If you want to delete more than one message, you should tap and hold until the message become highlighted. When you mark all the messages to delete, tap the bucket icon.

10.   FILE SHARING

To share file which is already uploaded to your CloudSecurium™:

1. Tap the clip icon .

2. Choose <Share existing file> to send file which is uploaded to your **Cloud**Securium™.

3. Find file you need in your **Cloud**Securium™ and tap it.

To share file which isn't uploaded to your CloudSecurium™:

1. Tap the clip icon .

2. Choose <Upload and share> to send file which isn't uploaded to your **Cloud**Securium™.

3. Find the file you need to send on your device and tap on it.

4. This file is uploaded to your **Cloud**Securium™ now.

11.   CHAT BACKGROUND

You can change the background image of chats in **Swiss**Securium™. To do this, perform the following steps:

1. Enter the <Settings> menu at the bottom of the screen.

2. Select <Apperance>.

3. Select a picture on your device or from **Swiss**Securium™ gallery and adjust its position as a background.

4. Save.

Now the background you've selected are set for all chats.
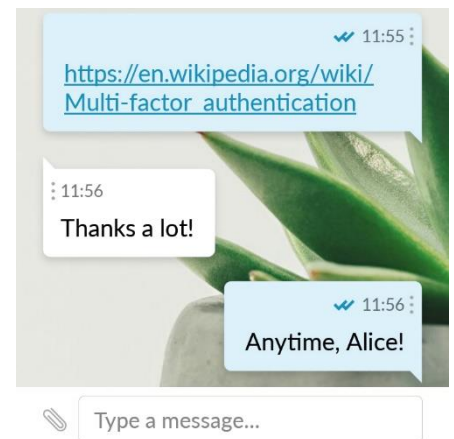

12.   CLEAR HISTORY

Tap on <History> tab in the top of the screen to view history.

1. Tap a contact in <History> tab which history you want to clear and hold until the menu appears.

2. Choose <Delete> in the menu and confirm deletion.

You can delete the chat history also on the User info screen ([Section 6](#)).

The chat history will be removed only on your device. It will remain on your other devices and on the devices of the chat participants.
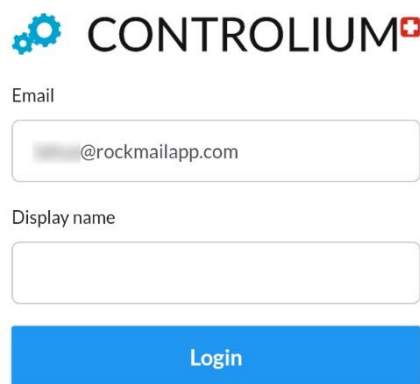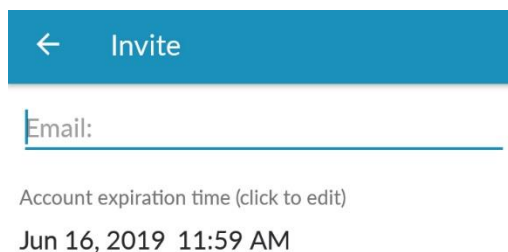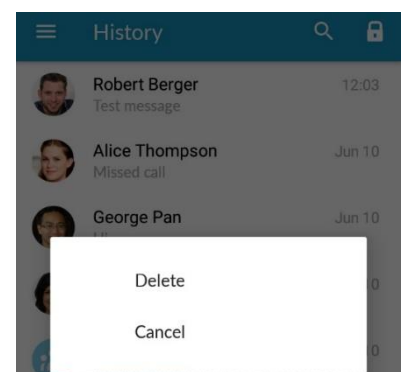
13. ADD EXTERNAL CONTACT

You can create a temporary chat with an external contact (which is not set by the administrator in the Controlium cabinet of your corporate platform). To do this, follow these steps:

1. Tap on the menu icon at upper left part of the screen.

2. Tap <Invite user>.

3. Enter a valid email address to which the invitation will be sent.

4. Choose an expiration date and time for the invited user account.

5. Tap <Send>.

A user who receives an invitation to his/her email should go to the link, enter his/her Email and Display user name to enter the chat. But firstly user should install the **Swiss**Securium™ app on his/her device, which can be downloaded for free on Google Play and iTunes.

The invite link will be valid for the time specified by the inviting user. The user who received the invitation will be able to go to the chat with the user who sent the invitation. The invited user will not be available to other platform users unless inviting user adds him/her to group chats or user groups.

The invited user is able to create group chats in **Swiss**Securium™, make calls and edit the settings of the application. File sharing via **Cloud**Securium™ is unavailable for this type of invitation.

14. CALL AND ITS OPTIONS

To make a call tap on a contact you want to call:

1. Tap on the phone icon in the dialog window to start call.

2. Tap on the red phone icon to end a call.

3. To receive incoming call tap on the green phone icon .

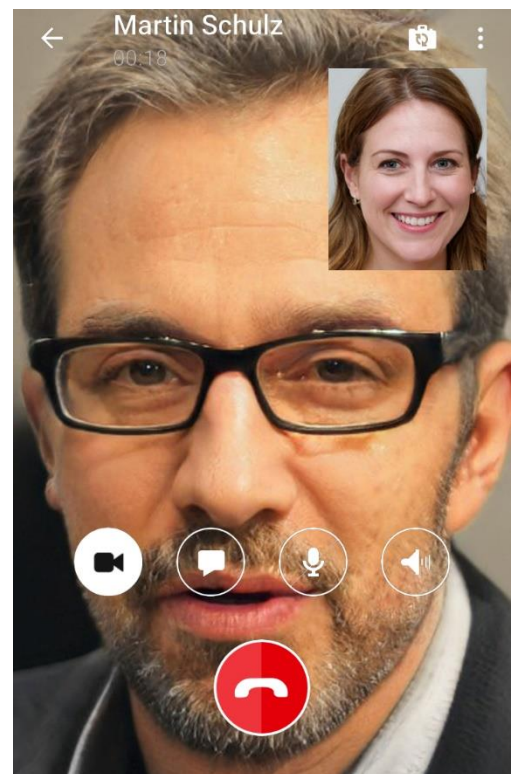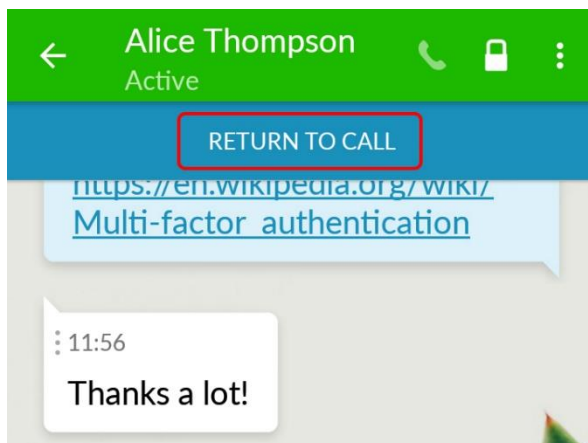During a call you will see the next options:

The shield icon means that connection is encrypted.

Turn back to dialog during a call:

Tap the left arrow icon in the upper left corner of

the call screen or the messages icon to back to the
chat during the call.

Turn back to call from chat:

Tap the <Return to call> button at the top of the chat
screen.

Turn microphone off/on:

Tap the microphone icon to turn microphone off. The microphone icon must turn blue .

Loudspeaker mode on/off:

Tap the dynamic icon to turn on loudspeaker during the voice call. The icon will turn blue .

Video call off/on:

Tap the camera icon to turn video on during the voice call. You can also switch from the front

camera of the phone to the rear camera by tapping switching icon at the upper right corner of
the call screen.

Video quality:

Tap the menu icon at the upper right corner of the call screen and choose one of the quality
options: Low, Medium or High.

15. ANONYMOUS CALLS

You can hide the name of an incoming call so that nobody can see who is calling you. The name is also hidden in the missed call notifications.

To hide names for all incoming calls:

1. Enter the <Settings> menu.

2. Go to <Privacy & Security> tab.

3. Turn on the <Anonymous call> option.
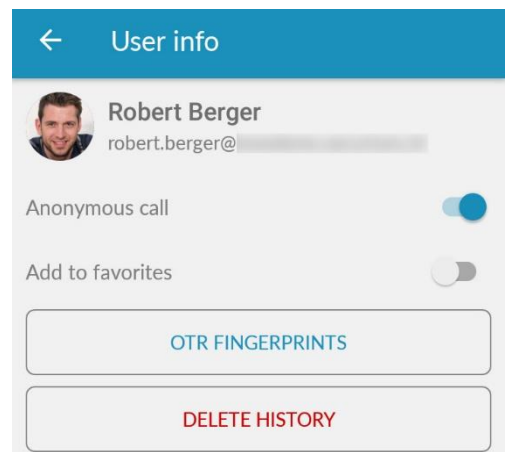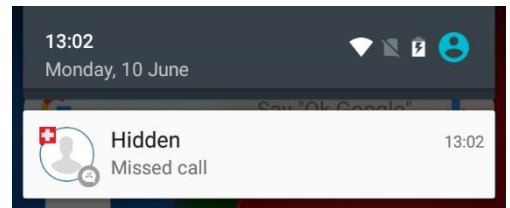
To hide name for incoming calls of certain contact:

1. Tap the Menu ⋮ icon in the upper right corner of the chat screen with this user.

2. Select <Profile> from the pop-up menu.

3. Enable the <Anonymous call> option.

16. OTR PROTOCOL MESSAGING

SwissSecurium™ offers one more opportunity to make conversation secure. Use OTR* (Off-the-Record Messaging) protocol to be sure that you are messaging to the right person.

1. Tap on the shield icon 🛡 in the dialog menu to enable end-to-end encryption.

2. Tap on the shield icon again to choose a method to verify your interlocutor.

If you chose verification using a secret question (SMP):

1. Enter a hint or a question in the dialog menu.

2. Enter your secret (an answer to the question).

3. Tap <OK>.

4. Wait for your partner types the answer.

If you chose to compare the fingerprints (Manual verification):

Your OTR fingerprint is:
DCDE6D97 ▓▓▓▓ ▓▓▓▓
▓▓▓▓ 457EE3E2

1. Check if the fingerprint of your interlocutor in **Swiss**Securium™ matches the fingerprint that you have.

2. If they match, tap <Trust>.

Contact's OTR fingerprint is:
98EE03E9 ▓▓▓▓ ▓▓▓▓
▓▓▓▓ 8A6C70DA

CANCEL   TRUST

* This feature is available only when your partner is active.
Please refer Section 6 of this User manual.

Types of connection with end-to-end encryption:

– end-to-end encryption is enabled for the devices, the message history will be stored encrypted only on the devices of the interlocutors.

– end-to-end encryption is enabled for the devices, the message history will be stored encrypted only on the devices, but the interlocutor is not verified.

– end-to-end encryption for the devices is not enabled, the message history will be stored not only on devices, but also on the server.

17. SETTINGS MENU

Tap on the menu icon ▤ on the upper left corner of the screen and tap ▦ <Settings> section or

tap ⚙ Settings tab in the bottom menu to access Settings menu.

Profile tab:

You can see Product ID and your Username there, change the application language and your Profile photo or logout.

Privacy & Security tab:

Here you can:

- Turn on / off fingerprint authentication for the app;
- Set Autolock interval (application idle time after which it is automatically locked);
- Set / change / disable Security Code for the app;
- Turn on / off Screenshot protection (it disables / enables taking screenshots in the application);
- Turn on / off Anonymous call function (hidden name) for all incoming **Swiss**Securium™ calls;
- Choose database encryption methods: using Security Code / Fingerprint (you can turn on both)*.

* – when **Swiss**Securium™ restarts it needs to decrypt its database. And you have to enter Security Code if Fingerprint decryption isn't turned on. We strongly recommend to turn on at least one method to ensure maximum protection of the app's data.

Notifications tab:

You can turn on / off vibration for calls and the other notifications.

Appearance tab:

You can change font size and chat background here.

Audio & Video tab:

You can turn on / off all the application sounds, change a Ringtone and Messages sound, set video quality.

About tab:

It contains following information:

- Version of your **Swiss**Securium™ app;
- Help: section with frequently asked questions about **Swiss**Securium™ messenger;
- Info about us;
- Privacy Policy for the app;
- Terms and conditions of our products use;
- SSL Certificate info.

18. LOGOUT AND LOCK **Swiss**Securium™

1. Tap on the menu icon at upper left corner of the screen.

2. Tap <Logout>.

3. After that you will see the menu with two options: <Cancel> and <Log out>. Tap <Cancel> if you want to stay logged in **Swiss**Securium™ or tap <Log out> if you want to leave.

After Logging out you'll have to enter your account password to access the application.

To lock **Swiss**Securium™ on your device tap on the lock icon in the upper right corner of the screen. After app lock you'll have to enter your Security Code or use Fingerprint authentication (if it is enabled).

19.   LEAVE FEEDBACK FEATURE

1. Go to the Settings section.

2. Tap <About>.

3. Choose <Leave Feedback> option.

You can send us a message by email. You can ask our support team for assistance, share your impression of the product, report bugs or just thank us.
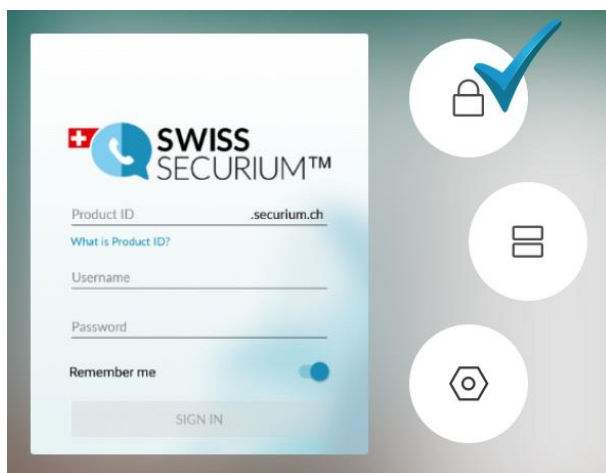
If you want to leave us a feedback about a bug in the application, we'll be very grateful if you attach a screenshot to the description.

⚠️ **Please note** that in **Swiss**Securium™, the screenshot function is disabled by default for security reasons. You can enable it in Settings -> Privacy & Security -> Screenshot protection.

20.   INCOMING CALL IS NOT DISPLAYED ON THE LOCK SCREEN (Xiaomi)

If Lockscreen does not unlock on call (Xiaomi, MIUI) you need to grant special permission to **Swiss**Securium™ so that it may unlock your screen during call.

Go to System Settings > Permissions > Advanced Permissions > select **Swiss**Securium™ and give it permission to access Lockscreen and Start in background.

If after that the call still does not appear on the Lockscreen, lock **Swiss**Securium™ in the task manager (to open the task manager, tap the phone Menu icon ☰): tap and keep your finger on the **Swiss**Securium™ shortcut in the task manager, then choose lock it in the appeared menu.