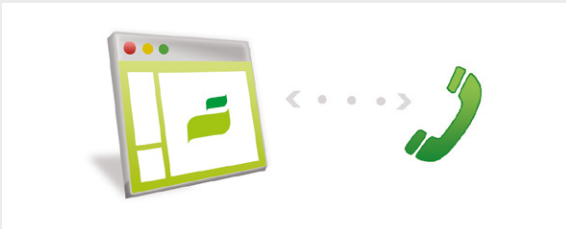


# Telephone Conferencing

Quick Reference Card incl. Dial-in numbers



## Dial-in and Dial-out of online meetings

Spread combines online meetings and telephone conferencing. Participants can dial in and dial out of meetings by telephone.



## Telephone Conferencing without PC

Online meetings can also be used for telephone conference service. Control your meeting by dial pad of your telephone.

## Dial into a meeting room

- 1 Generate a online meeting.
- 2 Choose a dial-in number from the list (see page 2).
- 3 Wait for the telephone information service.  
Enter your meeting number and participant / moderator PIN. Confirm your input with the pound key ("#").
- 4 As moderator, you can set your PIN (see page 2).  
As participant, you will get the meeting number and PIN in your invitation email.

## Telephone controls

Spread offers telephone controls that allow you to run your meeting using your phone's dial pad. If you are connected to a caller extension or telephone system, you may have to change your phone settings to "dial tone".

- \*0 Reset feedback (all participants)
- \*1 Open meeting room (moderator)
- \*6 Mute / unmute your microphone (all participants)
- \*7 Ask a question (all participants)
- \*91 Get information about the participants (moderator)
- \*92 Telephone Dial-out (moderator, Spread Credits required)
- \*95 Mute participants (moderator)
- \*96 Unmute participants (moderator)
- \*97 Lock / unlock meeting room (moderator)
- \*98 Record / Stop recording (moderator, voice/video and presentation recording)
- \*99 End meeting (meeting host)

## How to set up your moderator PIN

- 1 Log in on [www.spread.com](http://www.spread.com).
- 2 Click on the menu entry “Your Spread Profile”
- 3 Click on “Telephone PIN” (menu on the left side) *[1]*
- 4 Change your personal phone login PIN to any 7-digit-number. Confirm your selection.

„My Spread“, Change your moderator PIN.

„My Spread“, manage your telephone credits

## Using telephone credits

As moderator, you can dial out of Spread Online Meeting. The host of a meeting will be charged for credits used.

Callers are responsible for their credits when calling into a meeting. Spread provides cost-effective dial-in numbers for your attendees. **To use the dial-in feature, you need a Spread Meeting Pro plan.**

## Purchase telephone credits

You can purchase phone credits for telephone conferencing on [www.spread.com/store](http://www.spread.com/store). To access credit balance, visit “My Spread” (“My Account” *[2]*) or look at the Meeting interface *[3]* itself.

Meeting interface

## Dial-in numbers. Call at local rate

Spread offers dial-in numbers for telephone conferencing in 26 countries. Choose a number closest to your location. You can also see a current list of

conference numbers in the meeting interface and in every meeting invitation you send.

## Worldwide dial-in numbers

Country	Dial-in number	Country	Dial-in number
Argentina	+54 2224482421 (Buenos Aires, Glew)	France	+33 970 441514 (national)
Australia	+61 2 61002116 (Canberra, NSW)	France	+33 970 441515 (national)
Australia	+61 2 61002159 (Canberra, NSW)	Greece	+30 211 1768434 (Athens)
Australia	+61 2 80027413 (Sydney, NSW)	Italy	+39 0240 708163 (Milan)
Australia	+61 2 85073021 (Sydney, NSW)	Italy	+39 0247 921354 (Milan)
Australia	+61 2 80228478 (Sydney, NSW)	Italy	+39 0247 921353 (Milan)
Australia	+61 3 82569698 (Melbourne, VIC)	Israel	+972 3 7219480 (Tel Aviv)
Australia	+61 3 90138348 (Melbourne, VIC)	Luxembourg	+35 220 202242 (Luxembourg)
Australia	+61 3 99484005 (Melbourne, VIC)	Mexico	+52 5511638990 (Mexico City)
Australia	+61 7 30187540 (Brisbane, QLD)	Netherlands	+31 338080109 (Amersfoort)
Australia	+61 7 35036700 (Brisbane, QLD)	Netherlands	+31 338080108 (Amersfoort)
Australia	+61 7 31189560 (Brisbane, QLD)	Netherlands	+31 338080104 (Amersfoort)
Australia	+61 7 56302511 (Gold Coast, QLD)	New Zealand	+64 98871009 (Auckland)
Australia	+61 7 56673303 (Oxenford, Gold Coast)	Peru	+511 7085362 (Lima)
Australia	+61 8 71005402 (Adelaide, SA)	Slowakei	+421 233057957 (Bratislava)
Australia	+61 8 94674967 (Adelaide, SA)	Spain	+34 93 1842426 (Barcelona)
Australia	+61 8 81219383 (Perth, WA)	Spain	+34 93 1816696 (Barcelona)
Australia	+61 8 64301867 (Perth, WA)	Spain	+34 93 1816758 (Barcelona)
Australia	+61 8 94674989 (Perth, WA)	Spain	+34 91 1883733 (Madrid)
Australia	+61 362813412 (Hobart, Tasmania)	Sweden	+46 31 3011891 (Gothenborg)
Austria	+43 720 880048 (national)	Sweden	+46 85 2503430 (Stockholm)
Austria	+43 720 880787 (national)	Switzerland	+41 415 880105 (Lucerne)
Bahrain	+973 16199193 (national)	Switzerland	+41 415 880103 (Lucerne)
Bahrain	+973 16199270 (national)	UK	+44 560 0651115 (London)
Belgium	+32 28881655 (Brussels)	UK	+44 203 3184554 (London)
Brazil	+55 113 3015337 (São Paulo)	USA	+1 703 4599328 (Washington, VA)
Brazil	+55 114 9494490 (São Paulo)	USA	+1 571 4495006 (Herndon, VA)
Brazil	+55 114 6803669 (São Paulo)	USA	+1 415 3759951 (San Francisco, CA)
Brazil	+55 214 0421221 (Rio de Janeiro)	USA	+1 415 2946868 (San Francisco, CA)
Brazil	+55 213 5006780 (Rio de Janeiro)	USA	+1 415 3759954 (San Francisco, CA)
Canada	+1 416 6289356 (Toronto, ON)	USA	+1 650 2151530 (Mountain View, CA)
Canada	+1 514 3127314 (Montreal, PQ)	USA	+1 312 03690270 (Chicago, IL)
Canada	+1 514 3127224 (Montreal, PQ)	USA	+1 312 2830122 (Chicago, IL)
Canada	+1 514 3127295 (Montreal, PQ)	USA	+1 312 2812089 (Chicago, IL)
Canada	+1 604 6286130 (Vancouver, BC)	USA	+1 312 2830123 (Chicago, IL)
Czech Rep.	+420 246019688 (Prague)	USA	+1 617 5170321 (Boston, MA)
Denmark	+45 69918501 (national)	USA	+1 206 3473674 (Seattle, WA)
France	+33 170 619733 (Paris)	USA	+1 206 5081462 (Seattle, WA)
France	+33 170 612211 (Paris)	USA	+1 919 7414668 (Raleigh, NC)
France	+33 368 685566 (Strasbourg)	USA	+1 212 3727732 (NY City)
France	+33 426 462634 (Marseille)	USA	+1 646 2054136 (New York City, NY)
France	+33 486 877848 (Lyon)	USA	+1 262 7270816 (NY, NY City)
France	+33 970 441510 (national)	USA	+1 212 4613308 (New York City, NY)
France	+33 970 441511 (national)	USA	+1 305 7286255 (Miami, FL)
France	+33 970 441512 (national)	USA	+1 305 7286467 (Miami, FL)
France	+33 970 441513 (national)	USA	+1 305 7286422 (Miami, FL)

## Additional call-in numbers, ordered by region:

### From Europe <http://www.spread.com/eu>

Country	Dial-in number	
Brazil	+55 114 6803669	(São Paulo)
Brazil	+55 214 0421221	(Rio de Janeiro)
Canada	+1 647 8006958	(Toronto, ON)
Germany	+49 711 12879330	(Stuttgart)
Japan	+81 345209212	(Tokyo)
USA	+1 202 5171661	(Washington, DC)
USA	+1 202 5707007	(Washington, Zone1)
USA	+1 415 4497997	(San Francisco, CA)
USA	+1 415 5935609	(San Francisco, CA)

Country	Dial-in number	
USA	+1 213 2324343	(Los Angeles, CA)
USA	+1 650 9630990	(Mountain View, CA)
USA	+1 773 5165700	(City of Chicago, IL)
USA	+1 773 5165750	(Chicago Zone 2, IL)
USA	+1 646 3401214	(NY 10031, NY)
USA	+1 646 2054136	(New York City, NY)
USA	+1 212 2022992	(NY, Manhattan)
USA	+1 646 3951151	(New York Zone1, NY)

### From the USA <http://us.spread.com>

Country	Dial-in number	
Brazil	+55 113 3015337	(São Paulo)
Brazil	+55 114 9494490	(São Paulo)
France	+33 481 680100	(Paris)
France	+33 182 880507	(Paris)
Germany	+49 711 95863540	(Stuttgart)
Israel	+972 3 7219492	(Tel Aviv, Amishav)
Japan	+81 345 209212	(Tokyo)
Japan	+81 345 895099	(Tokyo)
Japan	+81 345787650	(Tokyo)

Country	Dial-in number	
Netherlands	+31 20 7084798	(Amsterdam)
Netherlands	+31 20 8903844	(Amsterdam)
Spain	+34 93 3938959	(Barcelona)
Spain	+34 93 3938957	(Barcelona, Terrassa)
Switzerland	+41 43 5016462	(Zurich)
Switzerland	+41 43 5004188	(Zurich)
UK	+44 20 30512913	(London)
UK	+44 33181168	(London)
UK	+44 80990771	(London)

### From Australia <http://spread.com/au>

Country	Dial-in number	
Brazil	+55 113 3015337	(São Paulo)
Brazil	+55 114 9494490	(São Paulo)
France	+33 481 680100	(Paris)
France	+33 182 880507	(Paris)
Germany	+49 711 95863534	(Stuttgart)
Israel	+972 3 7219492	(Tel Aviv, Amishav)
Japan	+81 345787650	(Tokyo)
Netherlands	+31 20 7084798	(Amsterdam)

Country	Dial-in number	
Netherlands	+31 20 8903844	(Amsterdam)
Spain	+34 93 3938959	(Barcelona)
Spain	+34 93 3938957	(Barcelona, Terrassa)
Switzerland	+41 43 5016462	(Zurich)
Switzerland	+41 43 5004188	(Zurich)
UK	+44 203 0512913	(London)
UK	+44 203 3181168	(London)
UK	+44 208 0990771	(London)

### From Japan <http://spread.com/ja>

Country	Dial-in number	
Brazil	+55 113 3015337	(São Paulo)
Brazil	+55 114 9494490	(São Paulo)
France	+33 481 680100	(Paris)
France	+33 182 880507	(Paris)
Germany	+49 711 95863534	(Stuttgart)
Israel	+972 3 7219492	(Tel Aviv, Amishav)
Netherlands	+31 20 7084798	(Amsterdam)
Netherlands	+31 20 8903844	(Amsterdam)

Country	Dial-in number	
Spain	+34 93 3938959	(Barcelona)
Spain	+34 93 3938957	(Barcelona, Terrassa)
Switzerland	+41 43 5016462	(Zurich)
Switzerland	+41 43 5004188	(Zurich)
UK	+44 203 0512913	(London)
UK	+44 203 3181168	(London)
UK	+44 208 0990771	(London)

## Dial-in via SIP telephone

Dial into a meeting via SIP. Choose one of the addresses below. After connecting, follow the audio instructions and type in the number of your meeting room.

You may also have to enter your PIN, when accessing a private meeting.

### Europe

sip: spreed@78.138.114.53

### USA

sip: spreed@72.232.160.34

### Australia

sip: spreed@113.192.8.247

### Japan

sip: spreed@61.215.207.185

For additional information please take a look at the [Spreed Manual](#).



### Spreed Germany

Phone: +49-711-25 24 28 66

Email: [info@spreed.com](mailto:info@spreed.com)

Web: [www.spreed.com](http://www.spreed.com)

### Spreed United States

Phone: +1-800-96 98 776  
(Toll-free USA)

Email: [value@spreed.com](mailto:value@spreed.com)

Web: [www.spreed.com](http://www.spreed.com)



## Further questions?

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