

# Telephone Conferencing

Quick Reference Card incl. Dial-In Numbers

Short Manual



## Dial-In and Dial-Out of Web Meetings

spread combines Web-and Telephone Conferencing. Participants can Dial-in and Dial-out of meetings by telephone.



## Telephone Conferencing without PC

Arranged Web Meetings can also be used for a Telephone Conference Service. You can control your Meeting by Dialpad - without Internet acces.

## Dial-In into a meeting

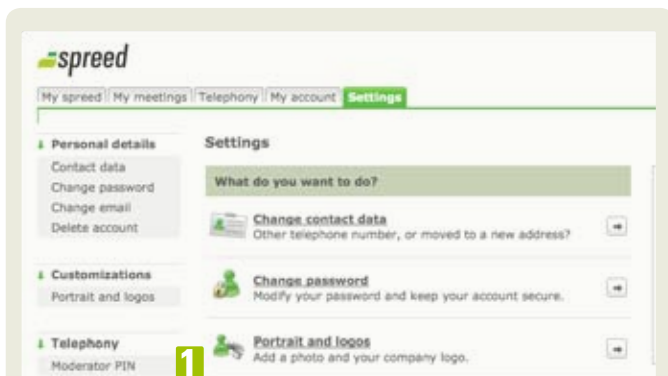
1. First generate a Web Meeting.
2. Choose a suitable Dial-In Number from the list (see page 2).
3. Wait for the telephone information service. Enter your Meeting number and Participant/Moderator-PIN. Confirm your input with pound-key('#').
4. As moderator you can define your PIN on your own. (see page 2) As participant you will get the meeting number and your PIN within your invitation email.

spread provides a set of telephone controls, so that you can hold your telephone-meeting as you want it by just using your dialpad. The telephone controls start with "\*" on your phone continued with a number. In case that your phone is connected to a caller extension or telephone system you may have to change your phone-settings to "dialtone".

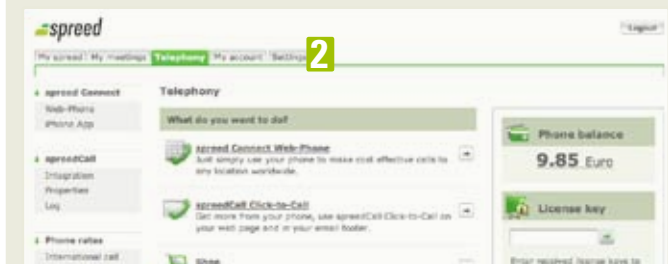
- \*1 **Start meeting / Open meeting room (moderators only)**
- \*6 **Mute / Unmute (participants and moderators)**
- \*7 **Pose a question to participants**
- \*92 **Telephone Dial-Out (moderators only)**
- \*96 **Mute / Unmute all participants (moderators only)**
- \*97 **Lock / Unlock meeting room (moderators only)**
- \*98 **Record / Stop recording (moderators only, voice / video and presentation recording)**
- \*99 **End meeting (moderators only)**

## How to set up your moderator-PIN

1. Log in on [www.xing.com](http://www.xing.com).
2. Click on the menu entry "Your spread Profil"
3. Click on "Telephone PIN" (menue on the left side).
4. Change your personal Phone login PIN to any 7-digit-number (the initial value is a random value). Confirm your selection with "Upgrade".



"my spread" Create your own Moderator PIN.



"my spread" Manage your telephone credits.

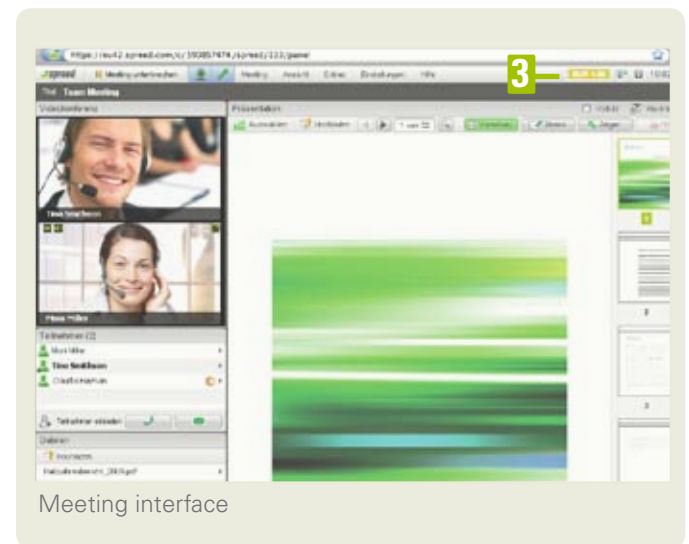
## The use of Telephone Credits

As moderator you can dial out of Web-Meetings. The Initiator of a meeting will take charge for the units.

Every Caller is responsible for their Units when calling into a meeting. spread provides cost-effective Dial-In Numbers for your attendees in that case. **To ensure Dial-In please use a Channel Pro Package for your meeting.**

## Purchase telephone Credits

You can purchase Phone Credits for Telephone Conferencing on [www.spread.com/store](http://www.spread.com/store). To access your actual credit balance, please visit "my spread" ("my Account" (2)) or have a 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 24 countries. Choose a number which is next to your actual location and phone at local rate. You can also see a current list of conference numbers within the meeting interface and in every meeting invitation you mail.

**USA** <https://us88.spread.com/>

Country	Code	Country	Code
Australia	+61 390138348 (Melbourne)	Japan	+81 345 903166 (Tokyo)
Brazil	+55 113 7115714 (São Paulo)	Netherlands	+31 207084798 (Amsterdam)
Canada	+1 514 3127224 (Quebec)	United Kingdom	+44 2030512913 (London)
France	+33 170618520 (Paris)	United States	+1 919 7414668 (Raleigh)
Germany	+49 711 8889911 (Stuttgart)	United States	+1 212 3727732 (New York City, NY)
Germany	+49 711 50622173 (Stuttgart)	United States	+1 650 2151530 (Mountain View )

**Japan** <https://ja73.spreed.com/>

Country	Code		Country	Code	
Australia	+61	731189560 (Brisbane)	Netherlands	+31	208903844 (Amsterdam)
Australia	+61	894674989 (Perth)	Spain	+34	933938957 (Barcelona,Terrassa)
Germany	+49	711 8889981 (Stuttgart)	Switzerland	+41	435004188 (Zurich)
Germany	+49	711 50879749 (Stuttgart)	UK	+44	2033181168 (London)
France	+33	182880507 (Paris)	USA	+1	7034599328 (Washington, VA)
Italy	+39	0247921257 (Milano)	USA	+1	3122830123 (Chicago, IL)
Japan	+81	358607911 (Tokyo)	USA	+1	3057286255 (Miami, FL)
Japan	+81	358607912 (Tokyo)	USA	+1	415 3759951 (San Francisco, CA)

**Australia** <https://au16.spreed.com/>

Country	Code		Country	Code	
Australia	+61	285073021 (Sydney, NSW)	Japan	+81	345802166 (Tokyo)
Australia	+61	756673303 (Oxenford, Gold Coast)	Netherlands	+31	338080108 (Amersfoort)
Australia	+61	261002159 (Canberra, NSW)	Spain	+34	931816758 (Barcelona)
Australia	+61	894674967 (Adelaide, SA)	Tasmania	+61	362813412 (Hobart)
Australia	+61	735036700 (Brisbane, QLD)	New Zealand	+64	98871009 (Auckland)
Australia	+61	864301867 (Perth, WA)	United Kingdom	+44	2080990771 (London)
Australia	+61	399484005 (Melbourne, VIC)	United States	+1	212 4613308 (New York City)
Germany	+49	711 8889961 (Stuttgart)	United States	+1	312 2812089 (Chicago)
Germany	+49	711 50879745 (Stuttgart)	United States	+1	415 3759954 (San Francisco)
Italy	+39	0247921354 (Milan)			

**Europe** <https://eu42.spreed.com/>

Country	Code		Country	Code	
Argentina	+54	2224482421 (Buenos Aires, Glew)	Germany	+49	711 1287933 (Stuttgart)
Australia	+61	261002116 (Canberra, NSW)	Greece	+30	211 1768434 (Athen)
Australia	+61	280027413 (Sydney, NSW)	Israel	+972	3 7219480 (Tel Aviv)
Australia	+61	382569698 (Melbourne, VIC)	Italy	+39	0240 708163 (Milano)
Australia	+61	730187540 (Brisbane, QLB)	Japan	+81	345 209212 (Tokyo)
Australia	+61	756302511 (Gold Coast, QLD)	Luxembourg	+35	220 202242 (Luxembourg)
Australia	+61	871005402 (Adelaide, SA)	Mexico	+52	5511638990 (Mexico City)
Australia	+61	881219383 (Perth, WA)	Netherlands	+31	338080109 (Amersfoort)
Austria	+43	720 880048 (national)	Peru	+511	7085362 (Lima)
Bahrain	+973	16199193 (countrywide)	Spain	+34	93 1842426 (Barcelona)
Brazil	+55	1130135368 (São Paulo)	Spain	+34	91 1883733 (Madrid)
Brazil	+55	2135219226 (Rio de Janeiro)	Sweden	+46	85 2503430 (Stockholm)
Canada	+1	647 724 4477 (Toronto)	Sweden	+46	31 3011891 (Gothenburg)
Canada	+1	5143127314 (Montreal, PQ)	Switzerland	+41	415880105 (Lucerne)
Canada	+1	6046286130 (Vancouver, BC)	United Kingdom	+44	560 0651115 (London)
Czech Republic	+420	246019688 (Prague)	United States	+1	6175170321 (Boston, MA)
Denmark	+45	69918501 (national)	United States	+1	2063473674 (Seattle, WA)
France	+33	58 1187949 (Toulouse)	United States	+1	3057286422 (Miami, FL)
France	+33	42 6462634 (Marseille)	United States	+1	202 5171661 (Washington)
France	+33	48 6877848 (Lyon)	United States	+1	212 2022992 (Manhattan, NY)
France	+33	36 8685566 (Strasbourg)	United States	+1	646 3401214 (New York, NY)
France	+33	17 0619733 (Paris)	United States	+1	213 2324343 (Los Angeles, CA)
Germany	+49	711 8889988 (Stuttgart)	United States	+1	415 4497997 (San Francisco)
Germany	+49	711 32069515 (Stuttgart)	United States	+1	773 5165700 (Chicago, Illinois)



## Click Here to Call!

We call you in 20 seconds at our cost - worldwide.  
You do not need microphone and speakers on your PC.



Call now