

Telephone Conferencing

Dial-in and Dial-out of Web Meetings

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 access.

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".

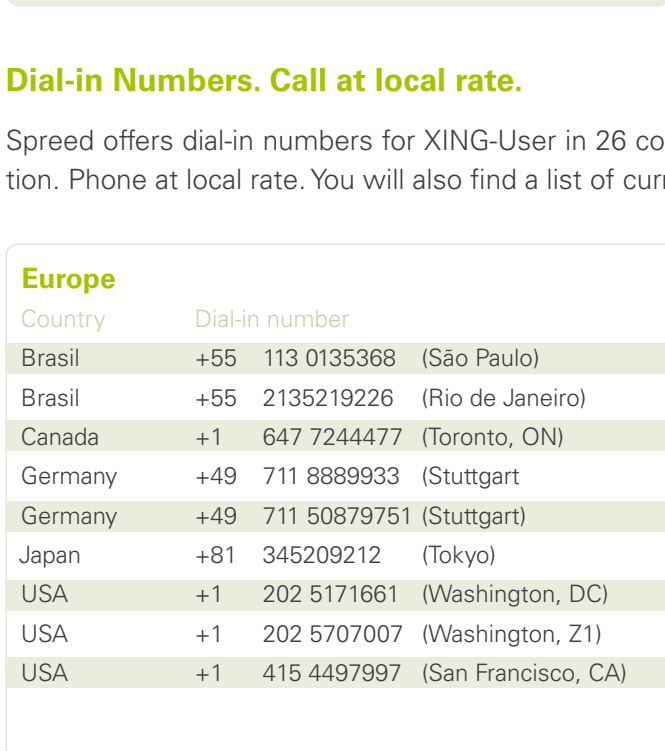
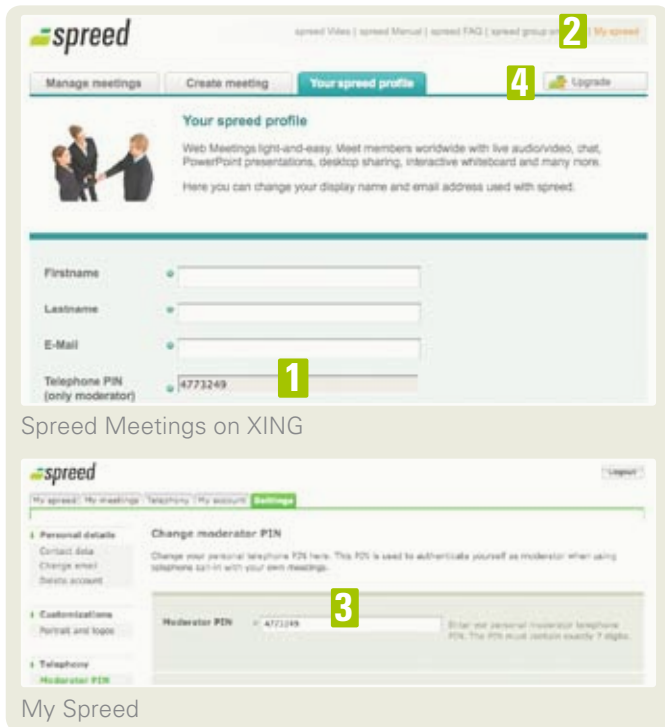
- *0** **Reset own feedback**
(all participants)
- *1** **Start meeting / open meeting room**
(host and moderators only)
- *6** **Mute / unmute own microphone**
(all participants)
- *7** **Pose a question to all participants**
(all participants)
- *92** **Telephone dial - out**
(host only, Spread Credits required)
- *95** **Mute all participants**
(host only)
- *96** **Unmute all participants**
(host only)
- *97** **Lock / unlock meeting room**
(host only)
- *98** **Record / stop recording**
(host only)
- *99** **End meeting**
(host only)

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 the 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.

How to find and set up your Telephone-PIN

- 1 Click on the menu entry „Your Spread profil“.
- 2 The field “Telephone PIN” (1) shows your PIN.
- 3 At present you can only change your PIN in “My Spread” (2).
- 4 Choose the menu point “Moderator PIN” in the “Settings” tab. Change your personal Phone PIN(3) to any 7-digit-number (the initial value is a random value). Save your entry.



The use of Telephone Credits

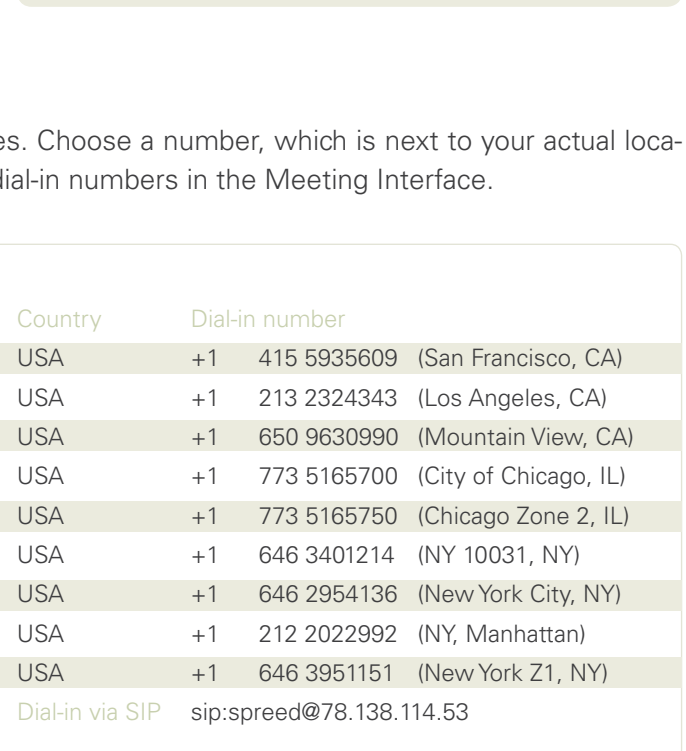
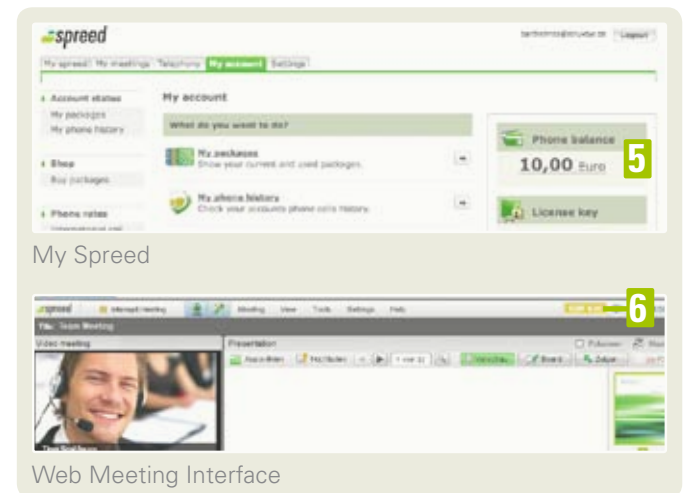
As moderator you can dial out of Web Meetings. The host of a meeting will take charge for the units.

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 or by using the “Upgrade” button (4) on XING.

To access your actual credit balance, please visit „My Spread” (“My account”(5)) or have a look at the display in the meeting interface(6).



Dial-in Numbers. Call at local rate.

Spread offers dial-in numbers for XING-User in 26 countries. Choose a number, which is next to your actual location. Phone at local rate. You will also find a list of current dial-in numbers in the Meeting Interface.

Europe							
Country	Dial-in number			Country	Dial-in number		
Brasil	+55	113 0135368	(São Paulo)	USA	+1	415 5935609	(San Francisco, CA)
Brasil	+55	2135219226	(Rio de Janeiro)	USA	+1	213 2324343	(Los Angeles, CA)
Canada	+1	647 7244477	(Toronto, ON)	USA	+1	650 9630990	(Mountain View, CA)
Germany	+49	711 8889933	(Stuttgart)	USA	+1	773 5165700	(City of Chicago, IL)
Germany	+49	711 50879751	(Stuttgart)	USA	+1	773 5165750	(Chicago Zone 2, IL)
Japan	+81	345209212	(Tokyo)	USA	+1	646 3401214	(NY 10031, NY)
USA	+1	202 5171661	(Washington, DC)	USA	+1	646 2954136	(New York City, NY)
USA	+1	202 5707007	(Washington, Z1)	USA	+1	212 2022992	(NY, Manhattan)
USA	+1	415 4497997	(San Francisco, CA)	USA	+1	646 3951151	(New York Z1, NY)
				Dial-in via SIP	sip:spread@78.138.114.53		

Worldwide

Country	Dial-in number		Country	Dial-in number	
Argentina	+54 2224482421	(Buenos Aires, Glew)	Japan	+81 358 607911	(Tokyo)
Australia	+61 2 61002116	(Canberra, NSW)	Japan	+81 358 607912	(Tokyo)
Australia	+61 2 61002159	(Canberra, NSW)	Luxembourg	+35 220 202242	(Luxembourg)
Australia	+61 2 80027413	(Sydney, NSW)	Mexico	+52 5511638990	(Mexico City)
Australia	+61 2 85073021	(Sydney, NSW)	Netherlands	+31 338080109	(Amersfoort)
Australia	+61 2 80228478	(Sydney, NSW)	Netherlands	+31 338080108	(Amersfoort)
Australia	+61 3 82569698	(Melbourne, VIC)	Netherlands	+31 338080104	(Amersfoort)
Australia	+61 3 90138348	(Melbourne, VIC)	New Zealand	+64 98871009	(Auckland)
Australia	+61 3 99484005	(Melbourne, VIC)	Peru	+511 7085362	(Lima)
Australia	+61 7 30187540	(Brisbane, QLD)	Slovakia	+421 233057957	(Bratislava)
Australia	+61 7 35036700	(Brisbane, QLD)	Spain	+34 93 1842426	(Barcelona)
Australia	+61 7 31189560	(Brisbane, QLD)	Spain	+34 93 1816696	(Barcelona)
Australia	+61 7 56302511	(Gold Coast, QLD)	Spain	+34 93 1816758	(Barcelona)
Australia	+61 7 56673303	(Oxenford, Gold Coast)	Spain	+34 91 1883733	(Madrid)
Australia	+61 8 71005402	(Adelaide, SA)	South Africa	+27 213002353	(Cape Town)
Australia	+61 8 94674967	(Adelaide, SA)	South Africa	+27 105002399	(Johannesburg)
Australia	+61 8 81219383	(Perth, WA)	Sweden	+46 31 3011891	(Gothenborg)
Australia	+61 8 64301867	(Perth, WA)	Sweden	+46 85 2503430	(Stockholm)
Australia	+61 8 94674989	(Perth, WA)	Switzerland	+41 415 880105	(Lucerne)
Austria	+43 720 880048	(national)	Switzerland	+41 415 880103	(Lucerne)
Austria	+43 720 880787	(national)	Tasmania	+61 362813412	(Hobart)
Bahrain	+973 16199193	(national)	UK	+44 560 0651115	(London)
Bahrain	+973 16199270	(national)	UK	+44 203 3184554	(London)
Brasil	+55 113 3015337	(São Paulo)	USA	+1 703 4599328	(Washington, VA)
Brasil	+55 113 7115714	(São Paulo)	USA	+1 571 4495006	(Herndon, VA)
Canada	+1 416 6289356	(Toronto, ON)	USA	+1 415 3759951	(San Francisco, CA)
Canada	+1 514 3127314	(Montreal, PQ)	USA	+1 415 2946868	(San Francisco, CA)
Canada	+1 514 3127224	(Montreal, PQ)	USA	+1 415 3759954	(San Francisco, CA)
Canada	+1 514 3127295	(Montreal, PQ)	USA	+1 650 2151530	(Mountain View, CA)
Canada	+1 604 6286130	(Vancouver, BC)	USA	+1 312 2830122	(Chicago, IL)
Czech Republic	+420 246019688	(Prague)	USA	+1 312 2812089	(Chicago, IL)
Denmark	+45 69918501	(national)	USA	+1 312 2830123	(Chicago, IL)
France	+33 170 619733	(Paris)	USA	+1 617 5170321	(Boston, MA)
France	+33 170 612211	(Paris)	USA	+1 206 3473674	(Seattle, WA)
France	+33 368 685566	(Strasbourg)	USA	+1 206 5081462	(Seattle, WA)
France	+33 426 462634	(Marseille)	USA	+1 919 7414668	(Raleigh, NC)
France	+33 486 877848	(Lyon)	USA	+1 212 3727732	(NY City)
France	+33 581 187949	(Toulouse)	USA	+1 646 2054136	(New York City, NY)
Greece	+30 211 1768434	(Athens)	USA	+1 262 7270816	(NY, NY City)
Italy	+39 0240 708163	(Milan)	USA	+1 212 4613308	(New York City, NY)
Italy	+39 0247 921354	(Milan)	USA	+1 305 7286255	(Miami, FL)
Italy	+39 0247 921353	(Milan)	USA	+1 305 7286467	(Miami, FL)
Israel	+972 3 7219480	(Tel Aviv)	USA	+1 305 7286422	(Miami, FL)