

# Telephone Conferencing

Quick Reference Card incl. Dial-in numbers



## 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

Web Meetings can also be used for Telephone Conference Service as well. You can control your meeting by dial pad of your telephone – without internet access.

## Dial-In into a meeting room

- 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 in your invitation email.

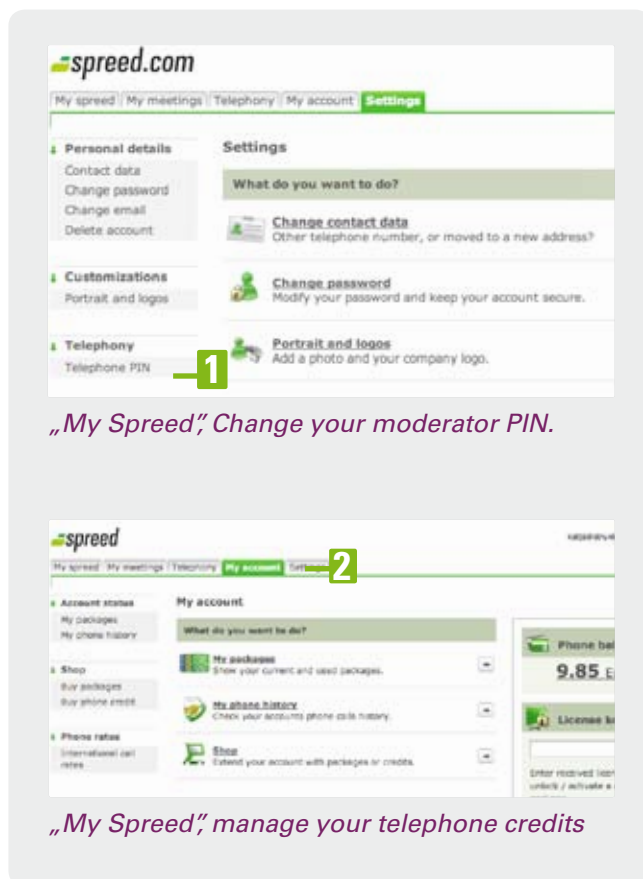
## Telephone controls

Spread provides a set of telephone controls, so that you can hold your telephone meeting as you want by just using your dial pad on your phone. The telephone controls start with “\*” on your phone continued with a number. In case your phone is connected to a caller extension or telephone system, you may have to change your phone settings to “dial tone”.

- \*0 Reset own feedback (all participants)
- \*1 Open meeting room in case of an activated lobby so waiting participants are entering the meeting (for moderators connected only by phone)
- \*6 Mute / unmute your own microphone (all participants)
- \*7 Ask a question (all participants)
- \*91 Get information about the present participants (only moderator)
- \*92 Telephone Dial-out (only moderator, Spread Credits required)
- \*95 Mute all participants (only moderator)
- \*96 Unmute all participants (only moderator)
- \*97 Lock / unlock meeting room (only moderator)
- \*98 Record / Stop recording (only moderator, voice/video and presentation recording)
- \*99 End meeting (only host of the meeting)

## How to set up your moderator PIN

- 1 Log in on [www.spread.com](http://www.spread.com). ([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 (the initial value is a random value). Confirm your selection.



## The use of Telephone Credits

As moderator you can dial out of Web Meetings. The host of a meeting will be charged for the credit units used.

Callers are responsible, for their credit units when calling into a meeting. Spread provides cost – effective dial-in numbers for your attendees when needed. **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.



## Dial-in Numbers. Call at local rate

Spread offers Dial-in numbers for Telephone Conferencing in 26 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 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)	Japan	+81 358 607912 (Tokyo)
Australia	+61 2 61002116 (Canberra, NSW)	Luxembourg	+35 220 202242 (Luxembourg)
Australia	+61 2 61002159 (Canberra, NSW)	Mexico	+52 5511638990 (Mexico City)
Australia	+61 2 80027413 (Sydney, NSW)	Netherlands	+31 338080109 (Amersfoort)
Australia	+61 2 85073021 (Sydney, NSW)	Netherlands	+31 338080108 (Amersfoort)
Australia	+61 2 80228478 (Sydney, NSW)	Netherlands	+31 338080104 (Amersfoort)
Australia	+61 3 82569698 (Melbourne, VIC)	New Zealand	+64 98871009 (Auckland)
Australia	+61 3 90138348 (Melbourne, VIC)	Peru	+511 7085362 (Lima)
Australia	+61 3 99484005 (Melbourne, VIC)	Slowakei	+421 233057957 (Bratislava)
Australia	+61 7 30187540 (Brisbane, QLD)	Spain	+34 93 1842426 (Barcelona)
Australia	+61 7 35036700 (Brisbane, QLD)	Spain	+34 93 1816696 (Barcelona)
Australia	+61 7 31189560 (Brisbane, QLD)	Spain	+34 93 1816758 (Barcelona)
Australia	+61 7 56302511 (Gold Coast, QLD)	Spain	+34 91 1883733 (Madrid)
Australia	+61 7 56673303 (Oxenford, Gold Coast)	South Africa	+27 213002353 (Cape Town)
Australia	+61 8 71005402 (Adelaide, SA)	South Africa	+27 105002399 (Johannesburg)
Australia	+61 8 94674967 (Adelaide, SA)	Sweden	+46 31 3011891 (Gothenborg)
Australia	+61 8 81219383 (Perth, WA)	Sweden	+46 85 2503430 (Stockholm)
Australia	+61 8 64301867 (Perth, WA)	Switzerland	+41 415 880105 (Lucerne)
Australia	+61 8 94674989 (Perth, WA)	Switzerland	+41 415 880103 (Lucerne)
Austria	+43 720 880048 (national)	Tasmania	+61 362813412 (Hobart)
Austria	+43 720 880787 (national)	UK	+44 560 0651115 (London)
Bahrain	+973 16199193 (national)	UK	+44 203 3184554 (London)
Bahrain	+973 16199270 (national)	USA	+1 703 4599328 (Washington, VA)
Brasil	+55 113 3015337 (São Paulo)	USA	+1 571 4495006 (Herndon, VA)
Brasil	+55 113 7115714 (São Paulo)	USA	+1 415 3759951 (San Francisco, CA)
Canada	+1 416 6289356 (Toronto, ON)	USA	+1 415 2946868 (San Francisco, CA)
Canada	+1 514 3127314 (Montreal, PQ)	USA	+1 415 3759954 (San Francisco, CA)
Canada	+1 514 3127224 (Montreal, PQ)	USA	+1 650 2151530 (Mountain View, CA)
Canada	+1 514 3127295 (Montreal, PQ)	USA	+1 312 2830122 (Chicago, IL)
Canada	+1 604 6286130 (Vancouver, BC)	USA	+1 312 2812089 (Chicago, IL)
Czech Rep.	+420 246019688 (Prague)	USA	+1 312 2830123 (Chicago, IL)
Denmark	+45 69918501 (national)	USA	+1 617 5170321 (Boston, MA)
France	+33 170 619733 (Paris)	USA	+1 206 3473674 (Seattle, WA)
France	+33 170 612211 (Paris)	USA	+1 206 5081462 (Seattle, WA)
France	+33 368 685566 (Strasbourg)	USA	+1 919 7414668 (Raleigh, NC)
France	+33 426 462634 (Marseille)	USA	+1 212 3727732 (NY City)
France	+33 486 877848 (Lyon)	USA	+1 646 2054136 (New York City, NY)
France	+33 581 187949 (Toulouse)	USA	+1 262 7270816 (NY, NY City)
Greece	+30 211 1768434 (Athens)	USA	+1 212 4613308 (New York City, NY)
Italy	+39 0240 708163 (Milan)	USA	+1 305 7286255 (Miami, FL)
Italy	+39 0247 921354 (Milan)	USA	+1 305 7286467 (Miami, FL)
Italy	+39 0247 921353 (Milan)	USA	+1 305 7286422 (Miami, FL)
Israel	+972 3 7219480 (Tel Aviv)		
Japan	+81 358 607911 (Tokyo)		

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

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 8889988	(Stuttgart)	USA	+1	773 5165700	(City of Chicago, IL)
Germany	+49	711 12879330	(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 2054136	(New York City, NY)
USA	+1	202 5707007	(Washington, Zone1)	USA	+1	212 2022992	(NY, Manhattan)
USA	+1	415 4497997	(San Francisco, CA)	USA	+1	646 3951151	(New York Zone1, NY)

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

Country	Dial-in number			Country	Dial-in number		
Brasil	+55	113 3015337	(São Paulo)	Netherlands	+31	20 7084798	(Amsterdam)
Brasil	+55	113 7115714	(São Paulo)	Netherlands	+31	20 8903844	(Amsterdam)
France	+33	481 680100	(Paris)	Spain	+34	93 3938959	(Barcelona)
France	+33	182 880507	(Paris)	Spain	+34	93 3938957	(Barcelona, Terrassa)
Germany	+49	711 8889911	(Stuttgart)	Switzerland	+41	43 5016462	(Zurich)
Germany	+49	711 50622173	(Stuttgart)	Switzerland	+41	43 5004188	(Zurich)
Israel	+972	3 7219492	(Tel Aviv, Amishav)	UK	+44	20 30512913	(London)
Italy	+39	0247 921257	(Milano)	UK	+44	33181168	(London)
Japan	+81	345 209212	(Tokyo)	UK	+44	80990771	(London)
Japan	+81	345 903166	(Tokyo)				

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

Country	Dial-in number			Country	Dial-in number		
Brasil	+55	113 3015337	(São Paulo)	Netherlands	+31	20 8903844	(Amsterdam)
Brasil	+55	113 7115714	(São Paulo)	Spain	+34	93 3938959	(Barcelona)
France	+33	481 680100	(Paris)	Spain	+34	93 3938957	(Barcelona, Terrassa)
France	+33	182 880507	(Paris)	Switzerland	+41	43 5016462	(Zurich)
Germany	+49	711 8889961	(Stuttgart)	Switzerland	+41	43 5004188	(Zurich)
Germany	+49	711 50879745	(Stuttgart)	UK	+44	203 0512913	(London)
Israel	+972	3 7219492	(Tel Aviv, Amishav)	UK	+44	203 3181168	(London)
Netherlands	+31	20 7084798	(Amsterdam)	UK	+44	208 0990771	(London)

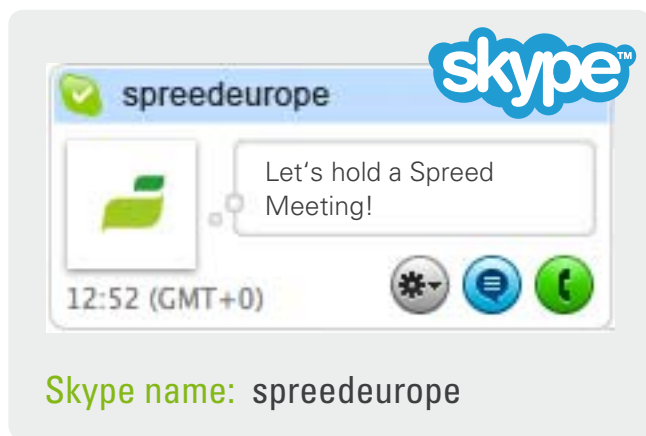
## From Japan <http://spread.com/ja>

Country	Dial-in number			Country	Dial-in number		
Brasil	+55	113 3015337	(São Paulo)	Netherlands	+31	20 8903844	(Amsterdam)
Brasil	+55	113 7115714	(São Paulo)	Spain	+34	93 3938959	(Barcelona)
France	+33	481 680100	(Paris)	Spain	+34	93 3938957	(Barcelona, Terrassa)
France	+33	182 880507	(Paris)	Switzerland	+41	43 5016462	(Zurich)
Germany	+49	711 8889961	(Stuttgart)	Switzerland	+41	43 5004188	(Zurich)
Germany	+49	711 50879745	(Stuttgart)	UK	+44	203 0512913	(London)
Israel	+972	3 7219492	(Tel Aviv, Amishav)	UK	+44	203 3181168	(London)
Netherlands	+31	20 7084798	(Amsterdam)	UK	+44	208 0990771	(London)

## Dial-in with Skype

Spreed is offering dial in via Skype for all attendees. Just search for the name: **spreedeurope** in Skype and add it to your contact list. To dial in please type in your Meeting-ID.

Private Meetings require a PIN number, which is included in your meeting invitation. An audio announcement will also assist you through the dial-in process.



## Dial-in via SIP Telephone

Taking part in a meeting it is also possible dialing in 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 (Headquarters)

struktur AG / Spreed  
Kronenstr. 22A  
70173 Stuttgart

Phone: +49-711 - 89 66 56 66

Fax: +49-711 - 89 66 56 10

Business hours:

9 am – 6 pm

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

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



Brian Krause,  
Customer consultant

### Further questions?

Click here. We call you within seconds for free – worldwide. Please keep your phone ready!

[Call now](#)