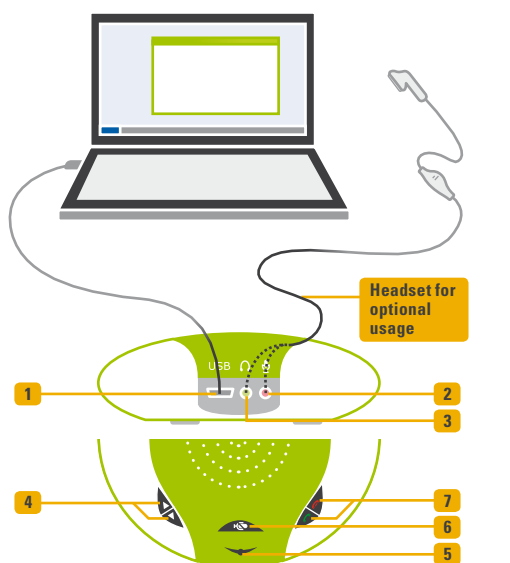


Spread Conference Speaker

Installation on your computer

General Instructions for Installation



- | | |
|-----------------------|------------------|
| 1 USB Jack | 5 Mute indicator |
| 2 External microphone | 6 Mute key |
| 3 External earphone | 7 Extension keys |
| 4 Volume up/down | |

USB Connection

Use the USB cable to connect the Spread USB Conference Speaker Microphone with your computer.

Connecting the headset

If you connect the phone plugs of the headset with your conference speaker, you should hear a noise such as a "click".

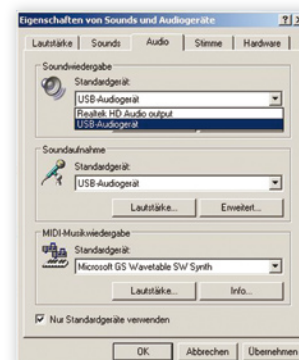
In the meeting room

If you are already participating in a Spread Web Meeting and have changed your sound settings later-on, leave your meeting and reconnect.

Installation on Windows

Windows XP

Please right-click on the volume icon in your taskbar and open "Adjust Audio Properties". A window pops up *[img. 1]*. Set the conference speaker to default in both registers "Audio" and "Voice". The conference speaker is activated when selecting the "USB Audiogerät".

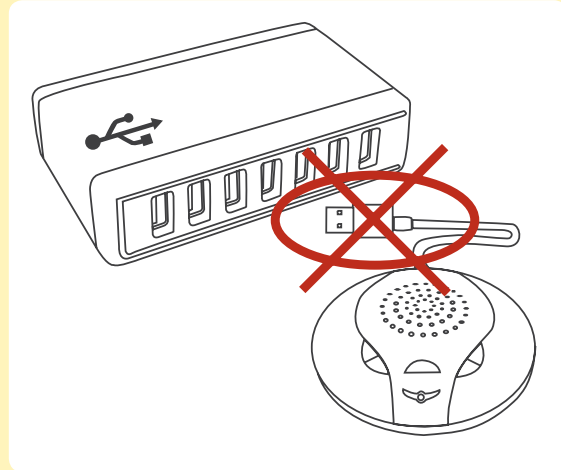


Img. 1

i Important hint for Windows XP Users: If you experience problems with the Spread Conference Speaker or a USB audio device in general under Windows, please check if the Conference Speaker or audio device is connected through a USB hub.

Under Windows XP/NT USB audio devices do not properly work when connected through a USB hub.

To fix the problem leave the Spread meeting (close the Spread meeting window) and connect the USB audio device directly to your computer/laptop.



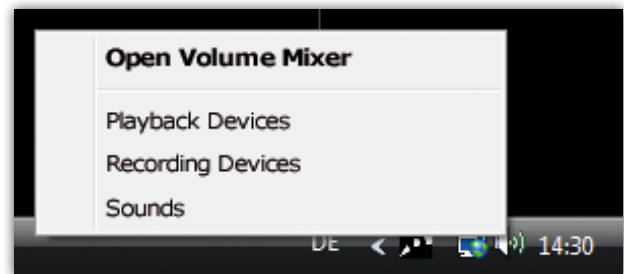
Windows Vista

Please right-click on the volume icon in your taskbar and open the "Volume Mixer" [Img. 2].

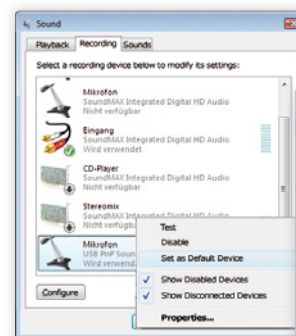
The settings mentioned below have to be done in both registers "Recording" and "Sound".

Please click on "Recording/ Sound". If the Spread Conference Speaker is not activated yet, please right-click on "Microphone / USB PnP Sound Device" and set it to default device [Img. 3].

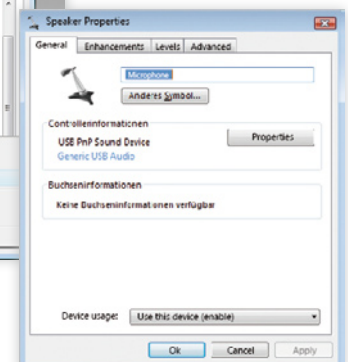
By clicking on "Properties" you can make modifications of your audio settings, e. g. change the volume of your microphone [Img. 4].



Img. 2



Img. 3

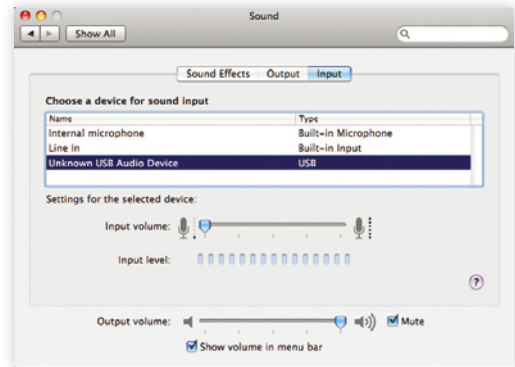


Img. 4

Installation on Mac OS X

Please go to your System Preferences and click on "Sound".

Here you have to set the Spread Conference Speaker to default device in both registers "Input" and "Output". You also can adjust your sound volume and the balance of your right and left ear-phone here.



Img. 5

Installation on Linux

Ubuntu 9.10

Please right-click on the volume icon in your task-bar and open the Sound Preferences [Img. 6].

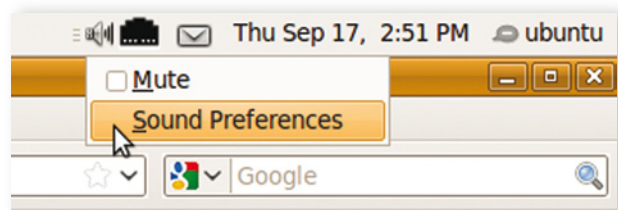
In the register "Hardware" select the device "Audio Adapter" [Img. 7].

Afterwards go to the register "Input" and select "Audio Adapter Analog Mono", then go to "Output" and select "Audio Adapter Analog Stereo" [Img. 8].

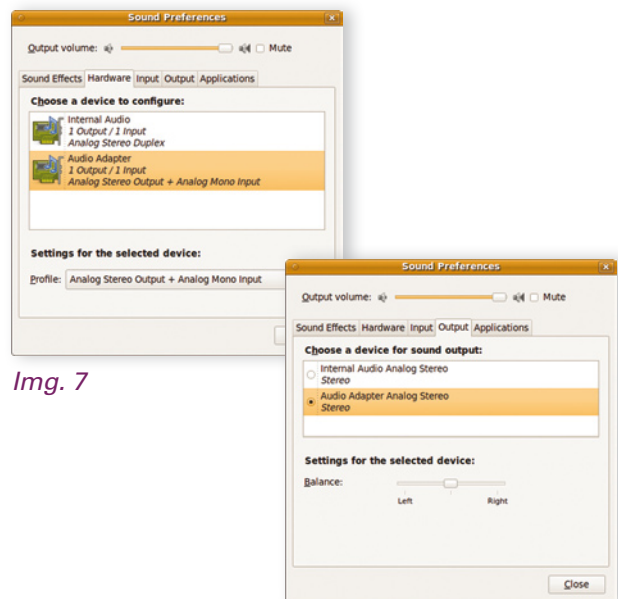
Previous versions of Ubuntu

Set the USB Conference Phone to default device (first sound card). The setup can be done manually for the current user.

e.g. command: `asoundconf set-default-card`



Img. 6



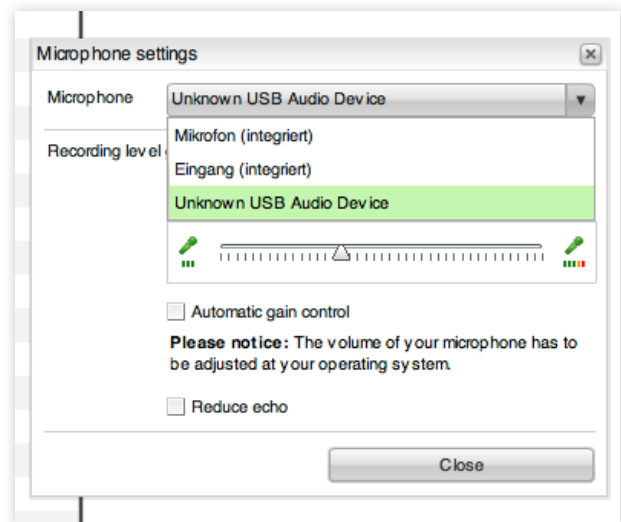
Img. 7

Img. 8

Activation of the Conference Speaker

If you are already participating in a Spread Web Meeting and your Spread Conference Speaker is not activated yet, please go to “Settings” and open “Microphone settings” in the meeting. A popup opens [Img. 9].

Here you have to select the conference speaker (named “Unknown USB Audio Device”).



Img. 9



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