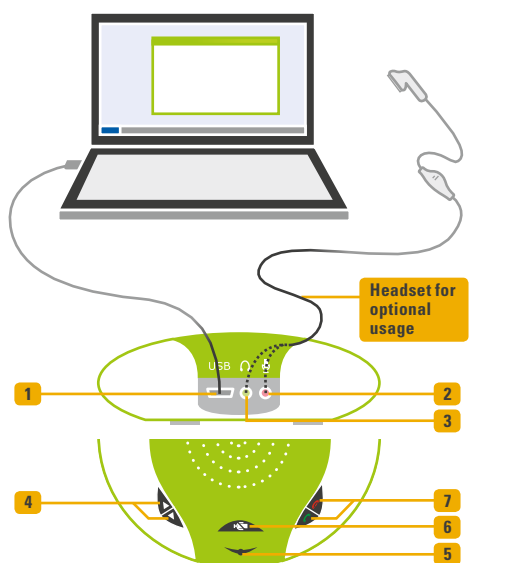


Spread Conference Speaker

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 headphone plug of the headset with your conference speaker, you should hear a noise such as a “click”.

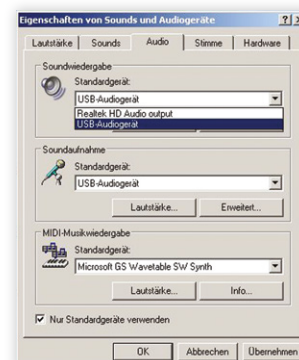
During the meeting

If you are already participating in a Spread Online Meeting and change your sound settings, please leave the meeting and reconnect.

Windows Installation

Windows XP

Please right-click on the volume icon in your task bar 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 Audio device”.



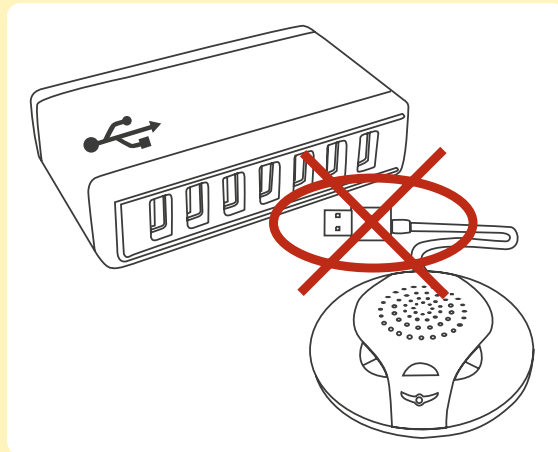
Img. 1



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.



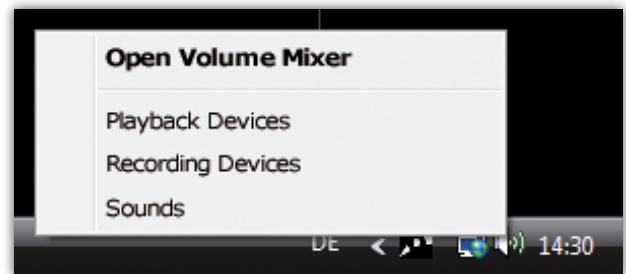
Windows Vista

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

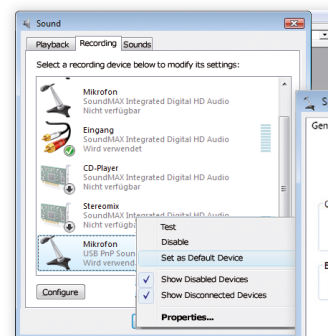
The settings mentioned below have to be done in both registers "Recording" and "Sound".

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

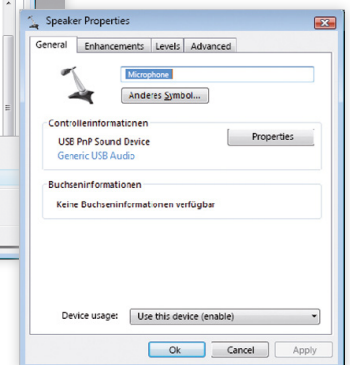
By clicking on "Properties" you can change your audio settings. (I.e. change the volume of your microphone) [Img. 4].



Img. 2



Img. 3

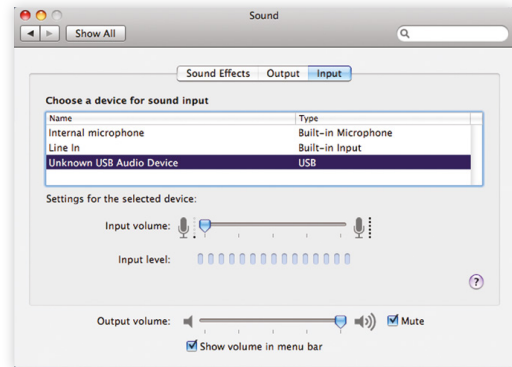


Img. 4

Mac OS X installation

Please go to your System Preferences and click on “Sound”.

Here you have to set the Spread Conference Speaker to default device for both “Input” and “Output”. You also can adjust your sound volume and the right and left balance of your headphone here.



Img. 5

Linux installation

Ubuntu 9.10

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

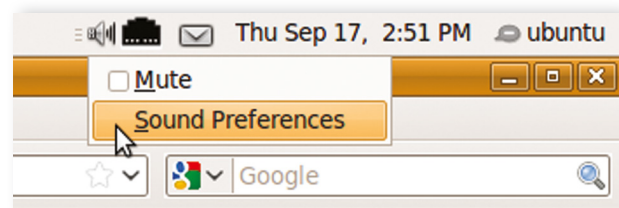
In the register “Hardware” select the device “Audio Adapter” [Img. 7].

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

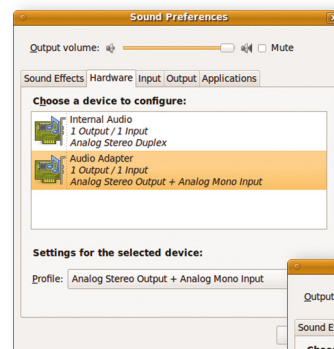
Previous versions of Ubuntu

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

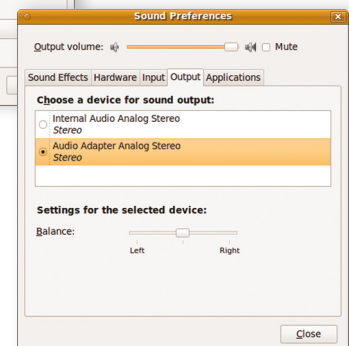
e.g. command: `asoundconf set-default-card`



Img. 6



Img. 7

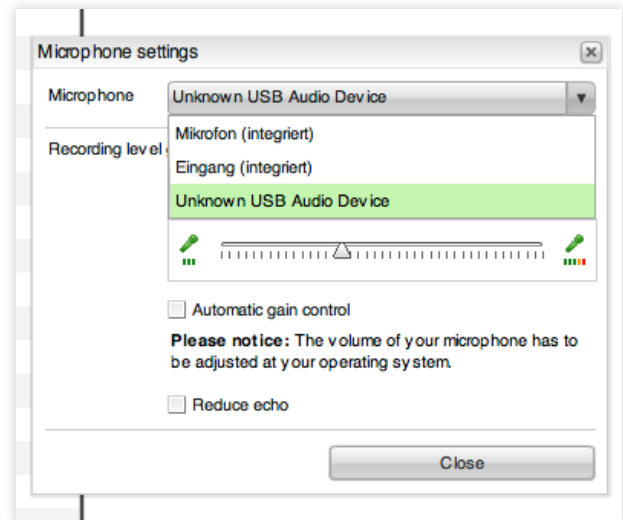


Img. 8

Activation of the Conference Speaker

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

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



Img. 9



Spread Germany

Phone: +49-711 - 25 24 28 66

Email: info@spread.com

Web: www.spread.com

Spread United States

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

Email: value@spread.com

Web: www.spread.com



Brian Krause,
Customer Care

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