



**present ↔ advise ↔ share
cooperate ↔ train**

Any time, any where — at the push of a button.

As easy as making a phone call. As effective as an on-site meeting.

- Meetings, presentations and webinars can be hosted any time and anywhere
- Effective sales discussions
- Employee training at any location, at any time
- Better advice and service for support and helpdesk
- Reduce time and cost
- Faster decisions
- Relieve pressure on the environment



With spread Web Meetings you will markedly improve your internal and external communication. It enhances the efficiency of your conferences, meetings, training and support and reduces travel times and costs at the same time. Employees can

communicate with each other and together develop outcomes as effectively as in an on-site meeting. spread Web Meetings provide you with many options and can be used in various areas to meet your ever changing needs:

Sales & Advice

Shorten sales cycles by giving presentations online exactly as you would conduct conventional on-site presentations.

Training & Support

Train employees and customers online. It is faster and more comfortable for all parties concerned. And it does not come more cost effective.



Fast-track your business with improved efficiency and reduced costs.

Save on costs

Elaborate and costly business trips, especially to overseas contacts, are made redundant.

Fast-track your decisions

spread Web Meetings makes travelling to team discussions in other locations or to the office of a client redundant. Joint projects can be discussed online and the necessary decisions can be made quicker.

Improve the support and helpdesk

You can easily look at the display screen of your client and identify the problem quickly and show your client how the problem can be resolved. This saves time and keeps the client satisfied.

Improve your customer reach

Get closer to your customers regardless of locality! Even your International partners can be contacted directly and without complications.

Organise seminars online

Whether it is a short employee training session, comprehensive software training or a specialised lecture – spread Web Meetings enable participants to follow the seminar directly from their desks. With video transmission and interactive tools the seminar leader can convey content clearly and vividly to small and large groups.

Hold telephone conferencing

Complete your spread Web Meeting with telephone services. In addition to VoIP spread provides world wide telephone conferencing. Hold web and telephone conferences with one service.

Easy operation

Operating spread Web Meetings is easy and intuitive. No additional software is needed! You only need a standard browser with Flash support. Audio and video are supported by PC, Mac and Linux (VoIP audio connection and webcam optional).



Features and Services

spread Web Meetings offer a wide range of tools that allow you to interactively layout and conduct your meetings.



Host live **multimedia presentations with audio and video** and thus turn your and thus turn your conference or presentation into an exciting event.



Present Documents and Slide Lectures interactively in the Team room and facilitate the decision making processes. PDF, MS Office, OpenOffice documents, graphics and video files can be presented. Get the benefit of immediate feedback from your participants.



With **Live Documents** a PDF document can be saved live from presentations during a meeting.



Use **Filesharing** to make documents interactively available to participants.



Display screen content and applications can be separated with **Screen and Application Sharing**. Remote access (Remote Control) to applications of other participants is also possible.



Use the **Chat** function to exchange information. Collect feedback from the participants, answer their questions or react to their performance feedback.



With the **Whiteboard** for moderators and all participants, you can develop, draw and visualise ideas online in a team and emphasise its key points.

The all-round tool for your meetings



With **Private Branding** organisers of spread Web Meetings can replace the spread logo with their own company logo. Private Branding is available for spread 1- and 2-year Channels and spread Webinars of 50 or more participants.



Host your meeting on the telephone as a **telephone conference**. spread offers you the option to combine web and telephone conferences with each other. spread provides local dial in numbers in many cities and countries worldwide.



With spread **Co-browse** the presenter can visit websites together with the participants. All participants will see the websites in their browser that the presenter visits.



With spread **Recording** meetings can be recorded and played back at a later stage. spread Live-Recordings are ideal for web seminars, training sessions and trainees!



With **Voting** you will receive the opinions of your participants – with just a few clicks and while the meetings is in progress.



The **Mind Map** makes it possible to do joint planning and to formulate thoughts and ideas. Give structure to your thoughts and ideas in the Team, quickly and uncomplicated!



The **Phone** is an integral component of spread Web Meetings.

Call any telephone number worldwide from your spread Web Meeting. Company clients and spread users worldwide benefit from the ease of use and excellent voice quality of the spread Phone.



spread offers a special mode for the transfer and discussion of **medical image data**. The data material is transferred without loss of data and colour-corrected when reproduced. The largest possible resolution amounts to 256 million pixels (16.284 x 16.284 pixels) with a colour depth of 30 bit (3 x 10 bit) or 1 billion colours.



With **Scan-to-Present** documents can be scanned and immediately presented online in spread. Scan-to-Present is the easiest way to present photos, medical records, magazines, books and hand drawings. It is based on the icoya TeraScan scanning solution by struktur.

spread Web Meetings constantly continues to be developed and expanded with the addition of new functionality on a regular basis. Our aim is to provide you with a large variety of functions and features, so that you can implement your spread Web Meetings as effectively as possible.

spread Web Meeting is easy

Login

You need a free spread account, an email address, a password and, if necessary, a licence code. You can set up your account within a few minutes.



Set up a meeting

You can immediately set up spread Web Meetings after having registered. A user dialogue will guide you through the necessary information. You will be asked to invite participants and to select the participant's data either directly or from the address book.

Meeting types

The following meeting types are available:

Meeting (private):

- Each participant is given a login (email) and a password (PIN) for joining the meeting.
- Participants list is visible to all participants.

Instant Meeting (public):

- Participants do not need a password, but will be given a name.
- Participants list is only visible to the moderator.

Broadcast Meeting (public):

- A public meeting that requires neither a name nor a password.
- This meeting type is for large meetings where participants details may not be known in advance.

Call-In Meeting:

- A permanent meeting room with free access.
- Participants land in the lobby before the moderator brings them into the meeting room.

Invite participants

Invitations to spread Web Meetings can be sent automatically per email from your spread portal. The invitation contains the start time and additional information. Each meeting has a number and participants can either log in with the information sent per email or by entering the meeting number and password.

Start meeting

The moderator starts the meeting. If participants are already waiting in the waiting room (lobby), the moderator can bring the participants interactively into the spread Webinar or meeting room. During the meeting the moderator/s can present documents and discuss this with the participants.



**Try spread out by logging in
on our spread portal!**

Licence package

spread Web Meetings offers free meetings for up to 3 participants. spread Licences allow you access to additional functions, large meeting rooms and telephone credits.

Channel packages

We offer cost-effective flat rates with unlimited use with the spread Channel packages. With a spread Channel you can host an unlimited number of meetings of unspecified duration at very low cost. Your participants always connect free of charge! We offer monthly and yearly contracts for spread Channel packages.



Webinars

Seminar rooms can be booked with Webinar packages. With spread Webinars you can reach many participants simultaneously. Meetings from 5 or 10 up to several thousand participants are possible. With these spread packages you can host web seminars up to a specified maximum number of simultaneous participants at a time determined by you. After the start of the web seminar the meeting room can be used for a period of 10 hours.

spread Phone Credits

With phone credits you can make phone calls via spread. You can acquire these in the currency of your choice and activate them via your spread account.

All spread products can easily be ordered in the spread online shop at <http://www.spread.com/store>. They can be paid for by credit card, direct debit, bank transfer or invoice. License keys will be emailed so that the purchased service can be used immediately.

System Requirements

In order to hold spread conferences, merely an up to date browser with installed Adobe Flash Plugin is required – besides that, no download or software installation is needed.

Internet Bandwidth

- Downstream (from the Internet):
at least 512Kbps
- Upstream (to the Internet):
at least 256Kbps

Browser:

- The web browser must support cookies.
- Adobe Flash version 7 or higher should be installed.
- Windows: Internet Explorer 6,7 & 8;
FireFox 1.5, 2 & 3
- OS X: Safari 3 & 2, Firefox 3 & 2
- Linux: FireFox 3 & 2, 1.5, Webkit, and other

Audio

Use a headset or a hands-free conference speaker (e.g. Yamaha PJP) for audio. Please do not use a microphone together with loudspeakers (e.g. laptop) because the microphone picks up the loudspeaker's audio. This would create an annoying acoustic echo for your meeting attendees.

Video

In order to take advantage of the spread video feature, a USB web camera or FireWire camera (Mac OS X only) is required

Operating systems:

- Windows Vista, Windows XP, Windows 2000
- Mac OS X 10.3 or higher
- All Linux distributions from year 2006 on

Processor:

- Intel/AMD CPU 1.6GHz or higher processor
- OS X: PowerPC G4 1.25GHz or higher

Memory

- 512MB RAM or above recommended
Discrete graphic adapter with 8MB Video
- RAM or above recommended.



Experience spread live on your spread portal. When you have other questions, please call us or send us an email. We look forward to hearing from you.

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