

Quick Reference Guide



The Basics

Before your call: No reservations are needed. Distribute the Dial-in Number and Conference ID, along with the time of the call.

A Host is not required, unless you change the Conference Start setting via the Host Control Panel. To join as a Host, press * instead of # after you enter the Conference ID — you will then be prompted to enter the Host PIN.

Host Control Panel

This online dashboard allows you to modify your conference line settings, monitor a live conference call, view activity reports and download records. Click on the **Login** link at TurboBridge.com, entering your Conference ID and Host PIN. You do not need to use the panel during your conference calls, but the panel displays a list of participants, allowing you to mute and drop callers. After your conference, you can download recordings (if available) and print a list of participants.

Joining Your Conference Calls

Your callers can use any of the 200+ local USA dial-in numbers or the 100+ foreign dial-in numbers. Click on the **Dial-in Numbers** link at TurboBridge.com. The standard USA dial-in numbers are:

Toll Access: 1-805-309-2350
Toll-Free Access: 1-800-309-2350

Higher per-minute fees apply for Toll-Free Access and may not be enabled for your conference line. (See your administrator.)

Conference Modes

For large conferences, you can use the Conference Mode setting to automatically mute participants., allowing one or more Hosts to speak while eliminating background noise. You can change the mode during conferences via the Host Control Panel or a Host Keypad Command.

Mode	Description
Conversation (*42)	All un-muted.
Presentation (*41)	Only Hosts can speak. Others muted.
Question & Answer (*43)	Non-Hosts muted, but can un-mute by pressing *6.
Hosts Only (*44)	Private host conversation. Others placed on hold.

Your Bridge Info

Conference ID _____
Host PIN _____
Dial-in Numbers _____

Keypad Commands

Hosts modify settings using the phone keypad. Commands **in bold** are available to non-Hosts.

- *0 Play Keypad Command menu
- *1 Record conference (toggle on/off)
- *2 Lock out new entrants (toggle on/off)
- *3 **Promote yourself to Host**
- *3 Start conference (in "when Host Confirms" mode)
- *41 Presentation Mode
- *42 Conversation Mode
- *43 Question & Answer Mode
- *44 Hosts Only Mode (others placed on hold)
- *47 Select next Raised Hand
- *48 Play count of Raised Hands
- *49 Lower all Raised Hands
- *5 **Raise your hand**
- *6 **Mute your line (toggle on/off)**
- *78 Turn off Entry & Exit alerts
- *79 Restore default Entry & Exit alerts
- *86 **Increase speaking volume**
- *87 **Decrease speaking volume**
- *90 Instant Conference Start (1-party conference)
- *91 End the conference
- *95 Dial out to participant (if enabled)
- *# Private roll call announcement
- ** **Toggle hold music on and off**

See TurboBridge.com for information on other features enabled on your conference line:

- Announce recorded caller name on entry.
- Join via computer with TurboBridge WebCall.
- Manage Q&A using *5 Raise-Your-Hand.
- Assign caller names using the Caller List.
- Automatically record your conference calls.
- Receive post-conference email reports.
- Block specific callers from joining your calls.