



Conference Service Usage Guide

4Voice partners with TurboBridge to provide voice conference services. This guide describes how you can hold, join and manage your conference bridges.

1 Assigned Conferences

The following conference bridges have been configured as part of your 4Voice service:

Conference ID	Host Pin
64801	5882

To change the conference ID or the administrator pin, please contact 4Voice via e-mail at support@4voice.net or using the support option after dialing 888.864.2317.

2 Using a Conference Bridge

2.1 *Setting up a Conference*

Conference bridges are 'always-on'. To use a bridge:

- Schedule your meeting as normal, and send attendees a list of access numbers to use to dial-in to the bridge.
- Toll-free, US-Nationwide and International access codes are available as described below.
- Include the Conference ID in the meeting invite

2.2 *Joining a Conference*

Attendees will do the following to access the conference:

- Dial 6338 (MEET) from any office phone or one of the access numbers to the conference bridge
- Enter the Conference ID to join the conference

The conference host can optionally dial the host-pin when joining. This allows the host to manage the conference (mute/unmute lines etc.). Follow these instructions to join as the host:

- dial the conference access number as normal
- enter the bridge number when prompted followed by *
- enter the conference pin followed by #

2.3 Access Numbers

Access Number: (713) 955-6338

Use the following link for additional local access numbers:

https://turbobridge.com/local_toll.html

Use the following link for additional international access numbers:

<https://turbobridge.com/international.html>

3 Conference Management

3.1 In-Conference Management

The conference host can control various aspects of the conference, as shown in the following table

Code	Function	Notes
*0	Play menu of commands	
*#	Private roll call of participants	
**	Mute music-on-hold	Toggles playing music on hold on/off
*1	Record conference	Toggles recording on/off
*2	Lock out new entrants	Toggles on/off
*3	Start conference	Used when conference is in 'host confirm' mode
*41	Switch to presentation mode	All other users except host are muted
*42	Switch to conversation mode	Normal conference – all parties can talk
*43	Switch to question-and-answer mode	All parties except host are muted. Parties can unmute by dialing *6
*6	Mute yourself	Toggles mute on/off All users can use this option.
*71	Play entry chime on caller arrival	
*72	Announce name on caller	

	arrival	
*73	No notification on caller arrival	
*81	Play exit chime on caller exit	
*82	Announce name on caller exit	
*83	No notification on caller exit	
*91	Terminate conference	

3.2 Web Interface

A web portal is available for conference hosts to manage conference settings and live conferences.

The web login URL is:

<https://panel.turbobridge.com/>

Enter the conference bridge ID as the login and the conference pin as the password.

The portal has a 'Help' page that describes various conference options and the management of the conference.

4 Support

Please contact **4Voice Support** at mysupport@4voice.net or 888.864.2317 if you have any questions or problems with your conferencing service.