Ross Bible Chapel Conference Call Ministry Instructions

Using TurboBridge Phone In Call

Conference ID not necessary when dialing the Dial in number

Ross Bible Chapel
Conference ID 2287242

Dial-in Numbers 513 386-0126

Conference Ministry

Active Call Phone Commands:

*5 Raise your hand

*6 Mute your line (toggle on/off)

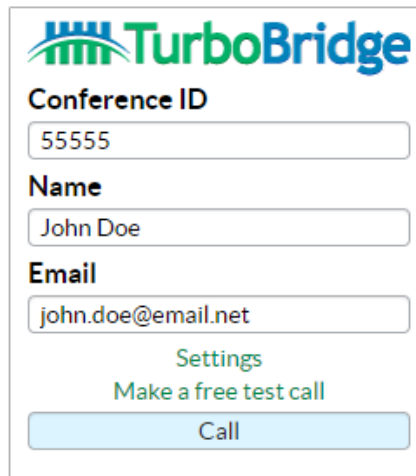***86 Increase speaking volume**

*87 Decrease speaking volume

** Toggle hold music on and off

Using TurboBridge WebCall

- **Login into WebCall.** Go to **https://www.turbobridge.com/webcall/** and login with the Conference ID for the conference call, plus your name and email address. The name you enter will be displayed on the **Host Control Panel** and listed in the conference email report. (While TurboBridge does not verify a caller's identity, the IP Address is logged in our system, and the Caller ID field will display the IP Address if no email address is provided.) Click on the **Call** button to join the conference.
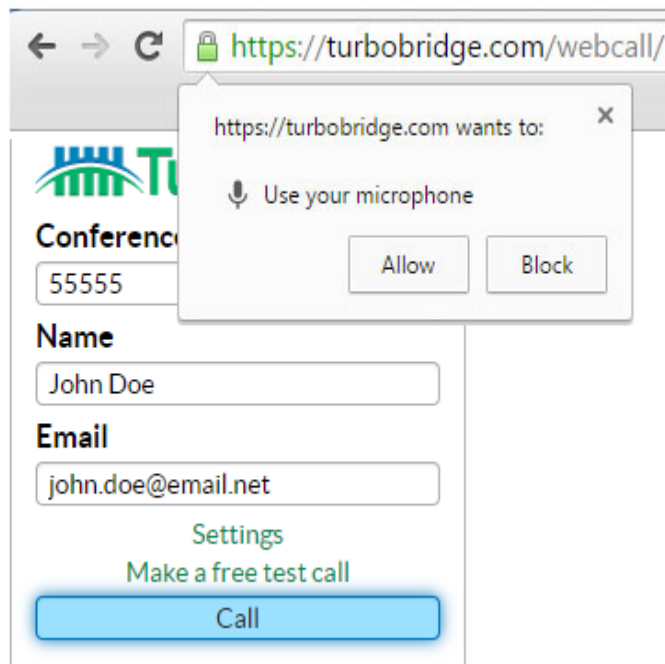
Ross Bible Chapel Conference Call Ministry Instructions
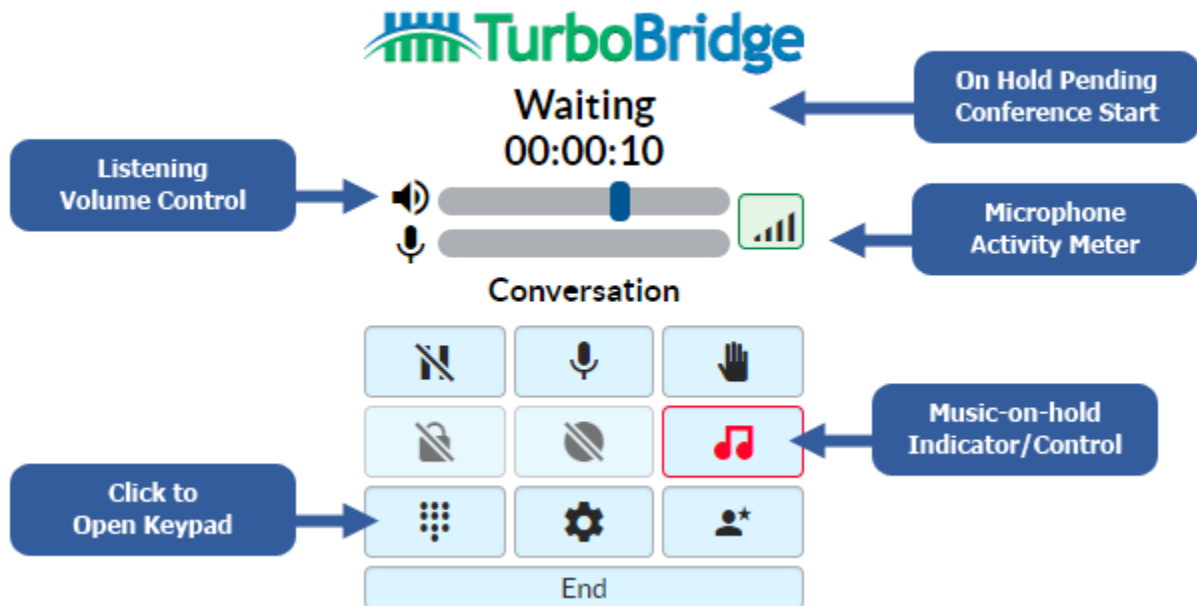
- Use Conference ID for Ross Bible Chapel provided above

- **Allow WebCall to Access Your Microphone.** The first time you access WebCall, your browser may ask you for permission to allow WebCall to access your computer microphone. Click on the **Allow**.

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- **Conference Pending View.** If you are the first participant in the conference, or if the conference is pending the arrival of the Host, you will hear hold music (if enabled on the conference bridge) and **"Waiting"** will be displayed at the top. You can click on the musical note icon to turn off the hold music. If you are prompted to enter a code (User ID, etc.), click on the ⠿ Dialpad button to open the keypad panel.

- **Active Non-Host View.** Once the conference call begins, the status at the top will change to **"Active"**. The top row of icon buttons allow you to toggle settings.
    - ⧄ ‖ *Place Yourself On Hold (removes you from the conference)*
    - 🎤 🔇 *Mute Your Microphone*
    - ✋ ✊ *Raise Your Hand (use only if requested by Host)*