

Personal Conference Number User Guide

You don't have to host a Web meeting or be at your computer to take advantage of WebEx audio.

Set up a Personal Conference Number (PCN) account on your WebEx service site, and you can conduct an on-demand WebEx audio conference—anytime, anywhere.

You can also use your PCN account numbers when scheduling regular, online WebEx meetings.

You can create and store up to three PCN accounts from the My WebEx page on your WebEx site. For each account, you can generate host and attendee access codes. If the global call-in option is enabled for your site, it is also available for PCN accounts.

Personal Conference Number

Setting up your PCN

- Log into your WebEx site

<https://tmconnect.webex.com>

Go to:

- My WebEx
- Preferences
- Audio Setup
- Scroll down to Personal Conferencing

For first time set up

- Manually create your Audio PIN and save
- then select 'Generate account'

The screenshot shows the Tech Mahindra WebEx interface. The top navigation bar includes 'Meeting Center' and 'My WebEx'. The left sidebar lists various options: 'My Meetings', 'My Personal Room', 'My Files', 'My Contacts', 'My Profile', 'Preferences', 'My Reports', 'Training', and 'Support'. The main content area is titled 'Personal Conferencing' and contains the following information:

- Two 'Alternate phone 2' entries, each with a 'Country/Region' dropdown, a 'Number (with area/city code)' input field, and a 'Call Me' checkbox.
- An 'Audio PIN' input field, which is highlighted with a red box. Below it, a note states: 'A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1111).'.
- A section titled 'Personal Conferencing' with a red underline, containing text: 'Personal Conference number: You have not created any Personal Conference number accounts. A Personal Conference number account allows you to quickly start the audio portion of a WebEx Personal Conference meeting. If necessary, you and your participants can join the online meeting, which is started along with the audio portion of the meeting:'.
- A bulleted list of meeting types:
 - Integrated audio and Web meetings.
 - Ad-hoc Personal Conference meetings from any phone.
 - Scheduled Personal Conference meetings.
- An 'Accounts:' section with the text: 'You can set up to three Personal Conferencing accounts in your preferences.' Below this text is a blue link labeled 'Generate account', which is highlighted with a red box.
- At the bottom, there are three expandable sections: 'My Personal Room', 'Scheduling Templates', and 'Scheduling Options'.
- At the very bottom, there are 'Save' and 'Cancel' buttons.

The footer of the page includes the copyright notice: '© 2016 Cisco and/or its affiliates. All rights reserved. Privacy | Terms of Service' and a zoom level indicator of '100%'.

Personal Conference Number

Setting up your PCN continued

- Select 'Generate' (please note you can not manually configure this)
- Once numbers have been generated, close the box
- Your PCN details will now be visible
- Save changes

You can have up to 3 PCN numbers – return to step 3 and repeat instructions.

You will require your Audio Pin for a PCN call as well as the Host access code

Add Personal Conference Number

* Host access code:

* Attendee access code:

- My Meetings
- My Personal Room
- My Files
- My Contacts
- My Profile
- Preferences
- My Reports
- Training
- Support

* Audio PIN ⓘ :

A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1111).

Personal Conferencing

Personal Conference number: [REDACTED] United States Toll Free
+1 8572403854 United States Toll
+1 8572403854 United States Toll ⓘ
[Show all toll-free dialing restrictions](#)
[Show all global call-in numbers](#)

Accounts: You can set up to three Personal Conferencing accounts in your preferences.
[Generate account](#)

Account 1 (Default): [REDACTED] Host access code
[REDACTED] Attendee access code
[Edit](#) | [Delete](#)

Personal Conference Number

Editing or Deleting an account

You can edit or delete PCN accounts at any time.

When you edit an account, you regenerate the host and attendee access codes.

Log into the WebEx site

- My WebEx
- Preferences
- Audio Setup
- Scroll down to Personal Conferencing

To edit an account:

- Click the Edit button next to the account (the Edit personal Conference Number dialog box appears)
- Click Re-generate
- Click Close

To delete an account:

- Click Delete next to the account (A confirmation message is displayed)
- Click OK

Please note: if you have any previously scheduled meetings using PCN details that have changed, you must edit the conference option for each meeting

Using Your PCN Account

After you set up a Personal Conference Number account, it is easy to either start or join a conference call, or teleconference, using the dial-in number and access codes from the PCN account.

To start or join a teleconference, you need the:

1. Call-in number
2. Host or attendee access code
3. PIN from your WebEx Profile

To use your PCN for a Dedicated meeting:

1. On the Advanced Scheduler page, in the Required Information section, select **WebEx Personal Conference** as the meeting type.
2. On the Audio Conference page, select a PCN account.
3. At the scheduled time, dial the call-in number for your PCN account.
4. Follow the voice instructions to provide your access code and, if prompted, your PIN.

Each invited attendee receives an email message containing the call-in number and the attendee access code.

To start a teleconference meeting with a PCN:

1. Use any telephone to dial the teleconference call-in number.
2. Using the telephone keypad, follow the voice prompts to do the following:
 - Enter your host access code and, if prompted, your PIN.
 - Press # to continue. You are placed in the teleconference as the host and notified if you are the first participant to join.

Note: Host access codes are exclusive. If another person has used a code for a meeting that is in progress, you cannot:

- Use the same host access code to start another teleconference.
- Use the same code to join the in-progress teleconference as a second host.

To join a teleconference:

1. Use any telephone to dial the teleconference call-in number.
2. Using the telephone keypad, follow the voice prompts to do the following:
 - Enter your attendee access code.
 - Press # to continue.

If the host has joined, you are placed in the teleconference. If the host has not joined, you are placed on hold.

Telephone Keypad Commands

Use the following keypad commands during an audio conference.

Note: The host has access to functions that attendees do not have.

Host Commands

To...	Enter...
<ul style="list-style-type: none">Dial the phone number of a participant to add to the audio conference	*1
<ul style="list-style-type: none">Lock the audio conference, preventing anyone else from joining	*5
<ul style="list-style-type: none">Unlock the audio conference	*5
<ul style="list-style-type: none">Mute your microphone	*6
<ul style="list-style-type: none">Unmute your microphone	*6
<ul style="list-style-type: none">Let participants continue the audio conference without the host	*8
	(then hang up the phone)
<ul style="list-style-type: none">Mute all attendees	##
<ul style="list-style-type: none">Unmute all attendees	99
<ul style="list-style-type: none">Play the participant count	*#
<ul style="list-style-type: none">Hear all keypad commands that you can use	**

Attendee Commands

To...	Enter...
<ul style="list-style-type: none">Mute microphone	*6
<ul style="list-style-type: none">Unmute microphone	*6
<ul style="list-style-type: none">Play the participant count	*#
<ul style="list-style-type: none">Hear all keypad commands that you can use	**