TMconnect

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

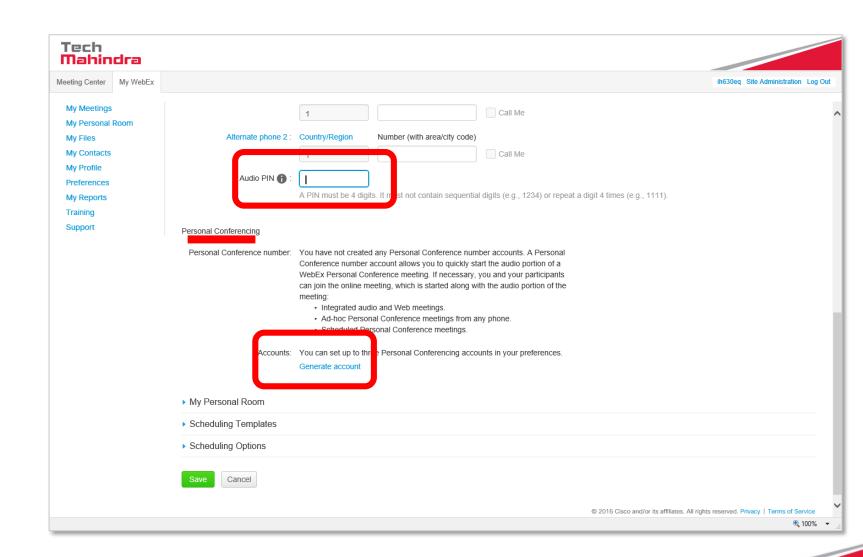
Log into your WebEx site
 https://tmconnect.webex.com

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'





Personal Conference Number

Setting up your PCN continued

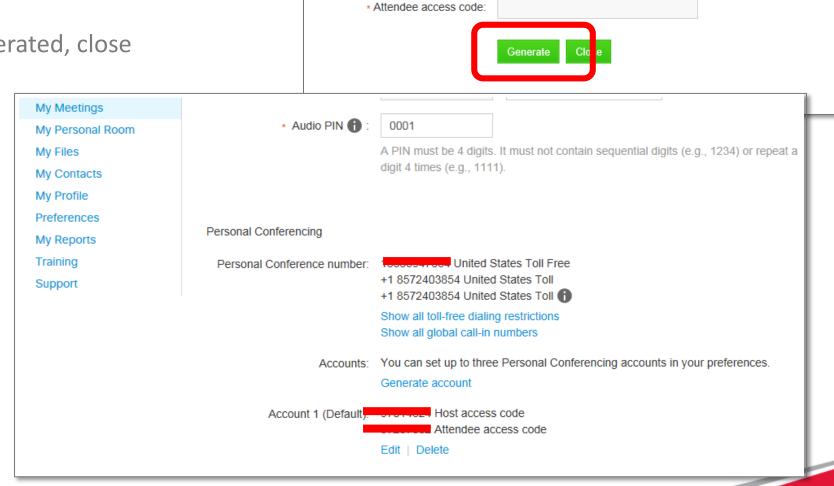
➤ Select 'Generate' (please note you can not manually configure this)

> 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:



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.
- At the scheduled time, dial the call-in 3. number for your PCN account.
- Follow the voice instructions to provide 4. 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 inprogress teleconference as a second host.

To join a teleconference:

- Use any telephone to dial the teleconference call-in number.
- 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 | | |
|---|------------------|--|
| То | Enter | |
| Dial the phone number of a participant to | | |
| add to the audio conference | *1 | |
| Lock the audio conference, preventing | | |
| anyone else from joining | *5 | |
| Unlock the audio conference | *5 | |
| Mute your microphone | *6 | |
| Unmute your microphone | *6 | |
| Let participants continue the audio conference | | |
| without the host | *8 | |
| (then ha | ng up the phone) | |
| Mute all attendees | ## | |
| Unmute all attendees | 99 | |
| Play the participant count | *# | |
| Hear all keypad commands that you can use | ** | |

| Attendee Commands | |
|-----------------------------------|-------|
| То | Enter |
| Mute microphone | *6 |
| Unmute microphone | *6 |
| Play the participant count | *# |
| Hear all keypad commands that you | |
| can use | ** |
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