

Introduction

Personal Conferencing audio connection mode lets a meeting host quickly start the audio portion of a Cisco WebEx meeting at any time. The meeting host and participants simply dial the same call-in number, enter access codes, and the audio portion of the meeting begins. The system then sends an email to the meeting host with a link to the online portion of the meeting. If the host chooses to start the online meeting, participants can then use it to share information or collaborate on an idea. The meeting host is not required to schedule Personal Conference meetings in advance, and once generated, the access codes do not change.

If you set up a Personal Conference Number (PCN) account on your WebEx service site, you can conduct an on-demand WebEx audio conference anytime, anywhere. You can also use your PCN account numbers when scheduling regular 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 you create.

Teleconferencing Roles

Before you set up and use your PCN account, you should be familiar with the roles in a WebEx teleconference.

Host

- Starts and controls teleconference using telephone keypad
- Can mute or unmute attendees
- Can lock or unlock the teleconference

Attendee

- Joins and participates in teleconference
 - Can mute or unmute self
-

Setting Up a PCN Account

You can set up your PCN accounts on the Preferences page of your WebEx service site. For security, you must add a PIN.

To add a PIN:

1. Log in to bsu.webex.com, then click **My WebEx**.

OR

Click **Schedule Meeting** in the Outlook Ribbon, then select **My WebEx**.

2. Click **Preferences** in the left navigation pane, then click **Audio Set up**. *Audio preferences are displayed.*

The screenshot shows the 'My WebEx' interface. The top navigation bar has 'Meeting Center' and 'My WebEx'. The left sidebar contains a list of options: 'My Meetings', 'My Personal Room', 'My Computers', 'My Files', 'My Contacts', 'My Profile', 'Preferences', 'My Reports', 'Training', and 'Support'. The 'Preferences' option is highlighted. The main content area is titled 'Audio' and 'My Phone Numbers'. A note states: 'Note: The Call Me feature is dependent on your site settings.' Below this, there are four rows of input fields for phone numbers. Each row has a label (Office phone, Mobile phone, Alternate phone 1, Alternate phone 2), a 'Country/region' dropdown menu with '1' selected, and a 'Number (with area)' text input field. The 'Audio PIN' field is located at the bottom, with a red asterisk and an information icon. The value '6969' is entered in the PIN field. A note below the PIN field states: 'A PIN must be 4 digits. It must not contain...'.

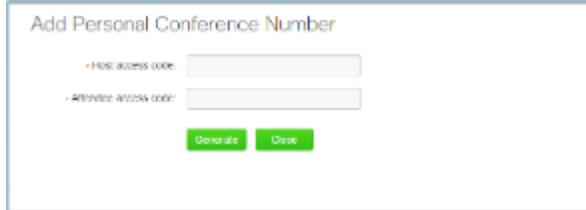
3. Click the **Audio PIN** box, and enter a four-digit PIN.
4. Scroll to the bottom of the page, then click **Save**. *A confirmation message is displayed.*

Once you have added a PIN to your profile, you can create up to three Personal Conference Number accounts.

To create a PCN account:

1. On the Audio Preferences page, scroll down to Personal Conferencing, then click **Generate**

Account. *The Add Personal Conference Number dialog appears.*



Note: If you have not added a PIN to your host profile, you will not be able to generate access codes.

2. Click **Generate.** *Host and attendee access codes are randomly generated and cannot be modified.*

3. Click **Close.** *The My WebEx Personal Conferencing page displays the new account and access codes.*

Note: The first account you create is set as the default.

4. To create another account, repeat steps 1 through 3.

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Editing or Deleting a PCN Account

You can edit or delete your PCN accounts at any time. When you edit an account, you regenerate the host and attendee access codes.

To edit an account:

1. Log in to bsu.webex.com, then click **My WebEx.**

OR

Click **Schedule Meeting** in the Outlook Ribbon, then select **My WebEx.**

2. Click **Preferences** in the left navigation pane, then click **Audio Set up.** The Audio preferences are displayed.

3. Click **Edit.** *The Edit Personal Conference Number dialog appears.*

4. Click **Re-generate.** *The host and attendee access codes are randomly re-generated.*

5. Click **Close.** *The updated codes are displayed on the My WebEx Personal Conferencing page.*

To delete an account:

1. Locate the account you want to delete on the Audio Set up page.
2. Click **Delete**, then click **OK**.

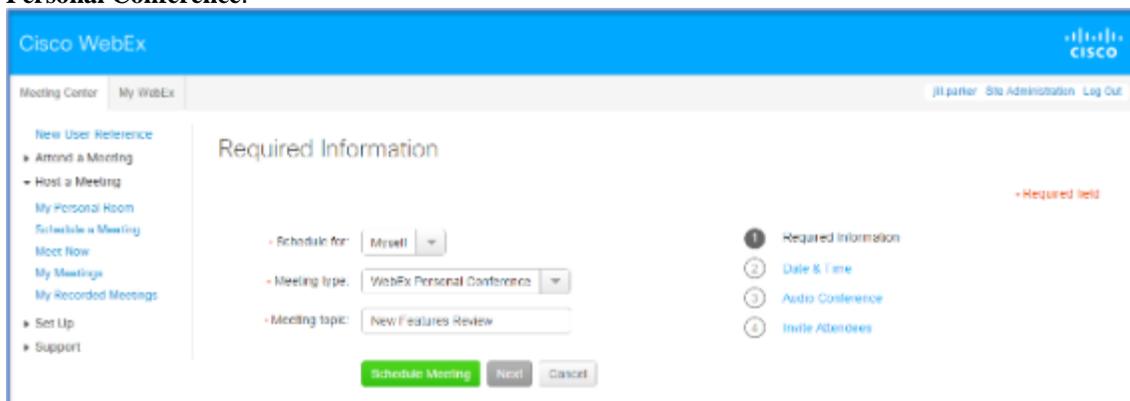
Note: If you have scheduled meetings using the deleted account, you must edit the audio conference option for those meetings.

Using Your PCN Account

After you set up a PCN account, you can easily start or join a Personal Conference meeting. To do so, you need the call-in number, the host or attendee access codes, and the PIN from your WebEx profile.

To schedule a Personal Conference Meeting:

1. On the Advanced Scheduler, Required Information page, locate **Meeting type**, then select **WebEx Personal Conference**.



The screenshot shows the Cisco WebEx interface for scheduling a meeting. The page title is "Required Information". On the left, there is a navigation menu with options like "New User Reference", "Attend a Meeting", "Host a Meeting", "My Personal Room", "Schedule a Meeting", "Meet Now", "My Meetings", "My Recorded Meetings", "Set Up", and "Support". The main content area contains three required fields: "Schedule for:" with a dropdown menu set to "Myself", "Meeting type:" with a dropdown menu set to "WebEx Personal Conference", and "Meeting topic:" with a text input field containing "New Features Review". To the right of these fields is a list of steps: "1. Required Information", "2. Date & Time", "3. Audio Conference", and "4. Invite Attendees". At the bottom, there are three buttons: "Schedule Meeting" (highlighted in green), "Reset", and "Cancel".

2. Enter a meeting topic, then select **Date and Time** from the list on the right, and enter scheduling information..

Cisco WebEx

Meeting Center My WebEx jf.parker Site Administration Log Out

New User Reference

- Attend a Meeting
- Host a Meeting
 - My Personal Room
 - Schedule a Meeting
 - Meet Now
 - My Meetings
 - My Recorded Meetings
- Set Up
- Support

Date & Time

- Required field

Meeting date: 10/05/2015

Meeting time: 8:40 am am pm
[San Francisco Time](#) | [Plan meeting time zones](#)

Estimated duration: 1 hr 0 min

Email reminder: 15 minutes before meeting starts

Recurrence: None Daily Weekly Monthly

[Schedule Meeting](#) [Back](#) [Next](#) [Cancel](#)

- Required Information
- Date & Time**
- Audio Conference
- Invite Attendees

3. Select **Audio Conference** from the list on the right, then select the Personal Conference Number Account you want to use.

Cisco WebEx

Meeting Center My WebEx jf.parker Site Administration Log Out

New User Reference

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- Set Up
- Support

Audio Conference Settings

- Required field

Conference type: Personal Conference Number

Account 1 Account 2 Account 3

US Toll Free: 1-855-255-2555
 US Toll: +1-855-555-0000
 Backup call-in toll number (US/Canada): Not Available
 Global call-in numbers: Available
 Host access code: 00000000
 Attendee access code: 00000000

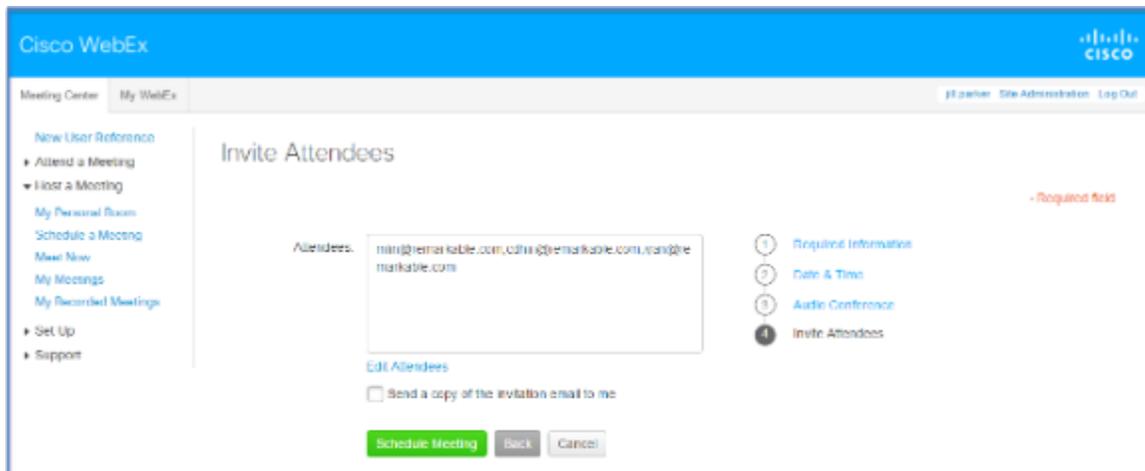
[Show toll-free dialing restrictions](#)

Entry and exit tone: Deep

[Schedule Meeting](#) [Back](#) [Next](#) [Cancel](#)

- Required Information
- Date & Time
- Audio Conference**
- Invite Attendees

4. Select **Invite Attendees** from the list on the right, then add invitees' email addresses.



5. Click **Schedule Meeting**.

6. At the scheduled time, dial the call-in number for your PCN account, then follow the instructions to provide your access code and, if prompted, your PIN. *Each invited attendee receives an email containing the call-in number and attendee access code.*

If you have installed WebEx Productivity Tools, including WebEx Integration to Outlook, you can schedule and start Personal Conference Meetings from Microsoft Outlook.

To use your PCN from Microsoft Outlook:

To...	Follow these steps...
Schedule a Personal Conference	Click Schedule Meeting in the Outlook Ribbon. Click Add Personal Conference Meeting . Change WebEx settings if necessary, then complete the meeting invitation.
Start an impromptu Personal Conference	Click Schedule Meeting in the Outlook Ribbon. Select Start Personal Conference Meeting from the drop-down menu. Click Invite Attendee , then complete the invitation.

You can start or join a Personal Conference Meeting from any telephone.

To start a Personal Conference Meeting:

1. Dial the call-in number.
2. Follow the voice prompts and use the telephone keypad to:
 - Enter your host access code and, if prompted, your PIN.
 - Press # to continue. *You are placed in the meeting as the host and notified if you are the first participant to join.*

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

- Start another Personal Conference Meeting using the same host access code.
- Join the in-progress Personal Conference Meeting as a second host using the same host access code.

To join a Personal Conference Meeting:

1. Dial the call-in number.
2. Follow the voice prompts and use the telephone keypad to:

- Enter your attendee access code.
- Press # to continue. *If the host has joined, you are placed in the meeting. If the host has not joined the meeting, you are placed on hold until the host joins.*

Telephone Keypad Commands

The following keypad commands are available during a Personal Conference Meeting. The host has access to functions that attendees do not.

Note: If you start the online portion of your Personal Conference Meeting, the telephone keypad commands are no longer available.

Host and Attendees:

To...	Enter...
Hear all keypad commands	**
Mute your audio	*6
Unmute your audio	*6
Play the participant count	*#

Host Only:

To...	Enter...
Lock the meeting, preventing anyone else from joining	*5
Unlock the meeting	*5
Send email reminder	*7

To...	Enter...
Let participants continue the meeting without the host	*8 (then hang up)
Mute all attendees	##
Unmute all attendees	99