

QR – Webex: Personal Conferencing – Two Options

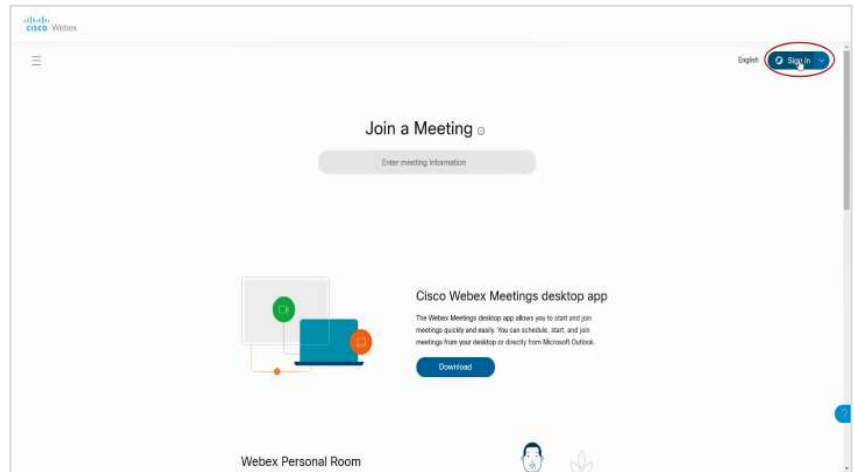
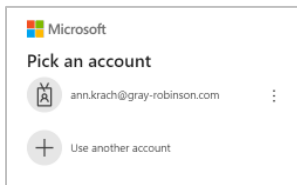
Option 1: Personal conferencing using your Personal Room

Your Webex Personal Room provides one number you can use again and again for conference bridges. **Please note** this option provides only one number, and you cannot later change it. If you need additional conference bridges/numbers, see, **Option 2** in this QR.

Locating your Access Code and Host PIN

Go to gray-robinson.webex.com and **Sign-in** to your Webex Account.

Please note: You will see a Microsoft login screen. Enter your GR email and network password.



Click the **More ways to join** link.

Under **Join by phone** note your call in number, access code and host PIN.

The call-in number is always the same for any Webex audio call.

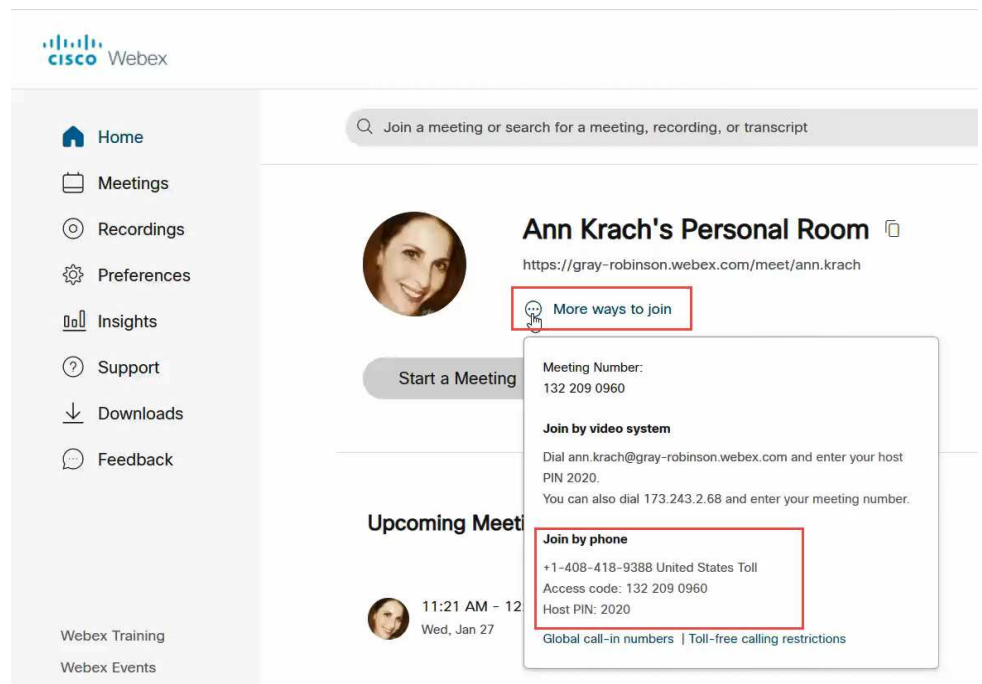
1-408-418-9388

Provide attendees with:

1-408-418-9388

Access Code: XXX XXX XXXX
(Enter your unique access code)

Host PIN is only for you to use to start the meeting.



To change your Host PIN to something easier for you to remember:

Go to **Preferences | My Personal Room**. Change the **Host PIN** and click the **Save** button at the bottom of the screen.

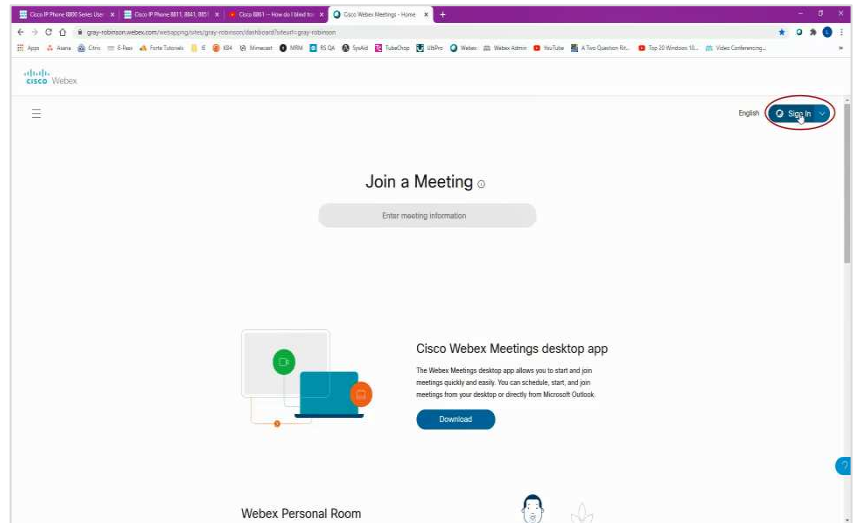
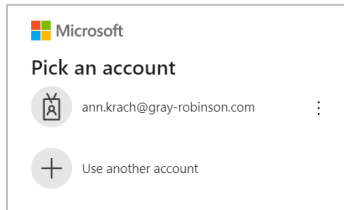
Option 2: Personal conferencing accounts

Your GR Webex account includes the option for you to create up to three (3) Personal conferencing accounts. A Personal conferencing account provides you with unique Host and Attendee access codes that you can use for secure audio conference calling from any phone.

How to create a Personal conferencing account

Go to gray-robinson.webex.com and **Sign-in** to your Webex Account.

Please note: You will see a Microsoft login screen. Enter your GR email and network password.



1 At the Home page, click **Preferences** in the navigation area.

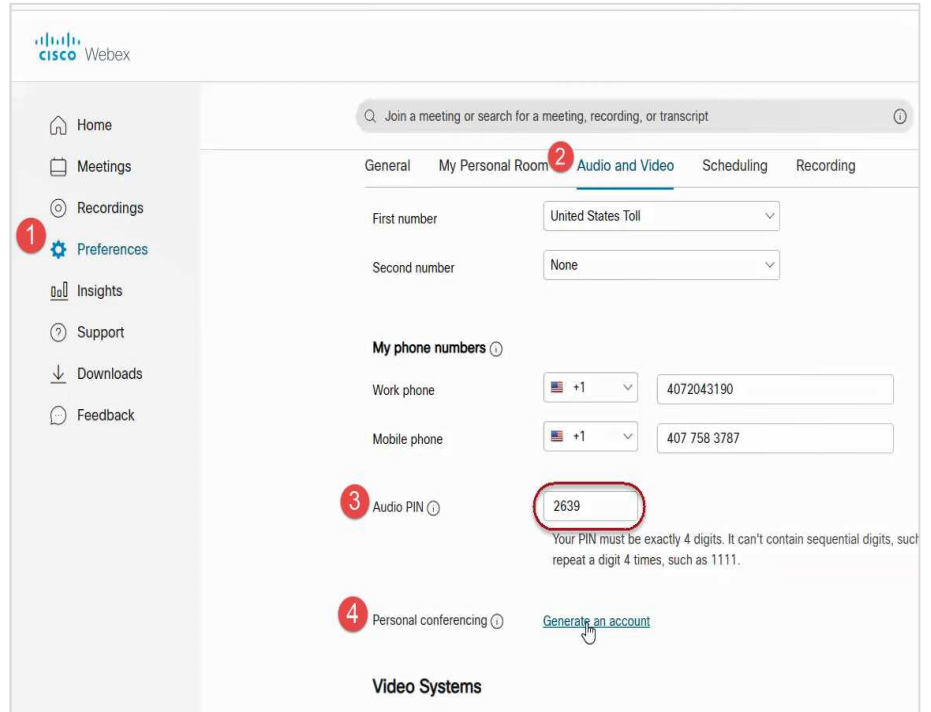
2 Click the **Audio and Video** link.

3 Type a four-digit number in the **Audio PIN** field.

NOTE: You only need to do this once; you will use this PIN for every conference call you host. Click the **Save** button at the bottom of the window.


4 Click the **Generate an account** link to create Personal conferencing Account 1.


Please note: "Generate an account" will not appear unless you have created and saved an Audio PIN.

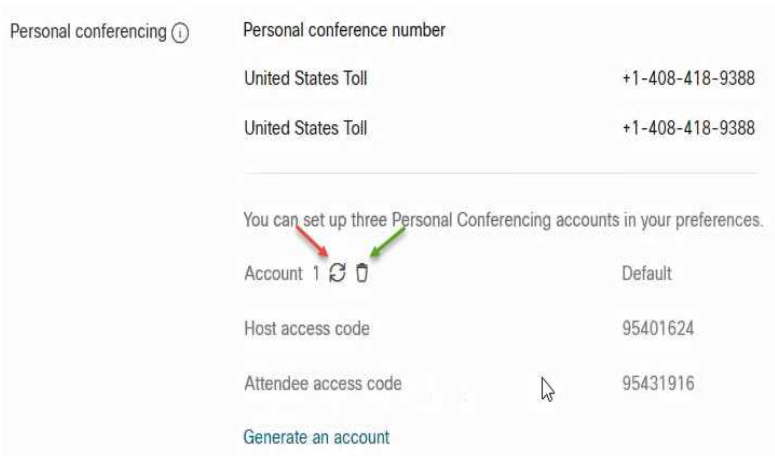


Personal Conferencing Account Icons

Each account has two buttons:

 **Change** – Regenerates the Host and Attendee access codes

 **Delete** – Deletes the Personal conferencing account



How to use a Personal conferencing account for conference calling

1. Provide your attendees with the dial-in number--**408 418-9388**--and the Attendee access code.
2. To begin the conference call, dial **408 418-9388**, then dial the Host access code plus #, then the Audio (or Host) PIN plus #

Host <i>(example only, use your specific conference code and PIN)</i>	Attendees <i>(example only, use your specific conference code)</i>
<p>1-408-418-9388 Host access code 24439072 Audio PIN 6895</p> <p>Host - To join from a mobile device +1-408-418-9388,, 24439072#,6895#</p>	<p>1-408-418-9388 Attendee access code 24427652</p> <p>Attendee - To join from a mobile device +1-408-418-9388,, 24427652##</p>

Commands to use during a Personal conferencing call

To...	Host only	Attendee:
Lock the teleconference (preventing anyone else from joining)	*5	n/a
Unlock the teleconference	*5	n/a
Mute your microphone	*6	*6
Unmute your microphone	*6	*6
Mute all attendees with full-speaking access	##	n/a
Unmute all attendees with full-speaking access	99	n/a

Please note for both methods the DIAL IN NUMBER IS THE SAME – **408-418-9388**