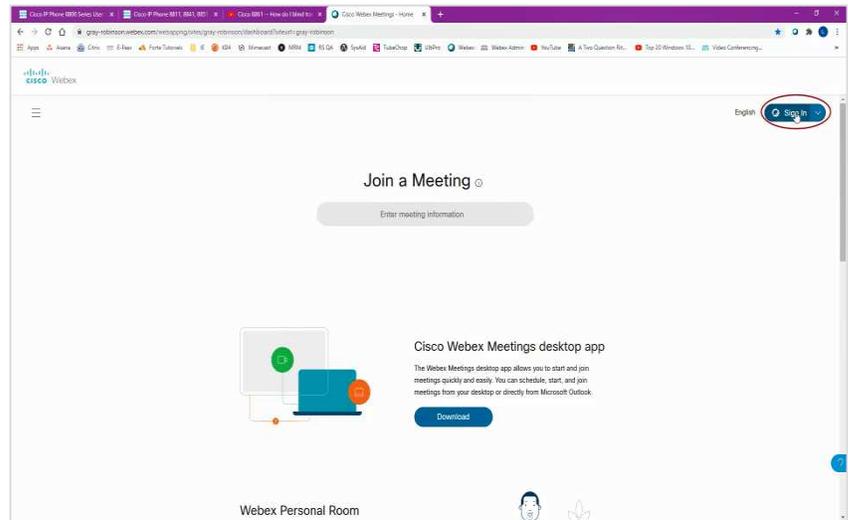


Personal conferencing accounts

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.

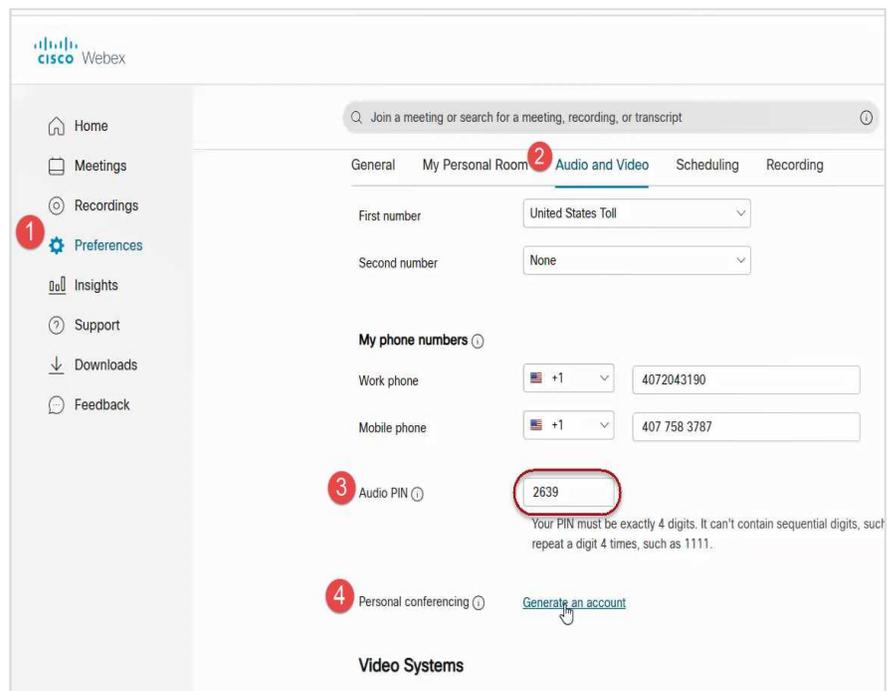
How to create a Personal conferencing account

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



- 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.

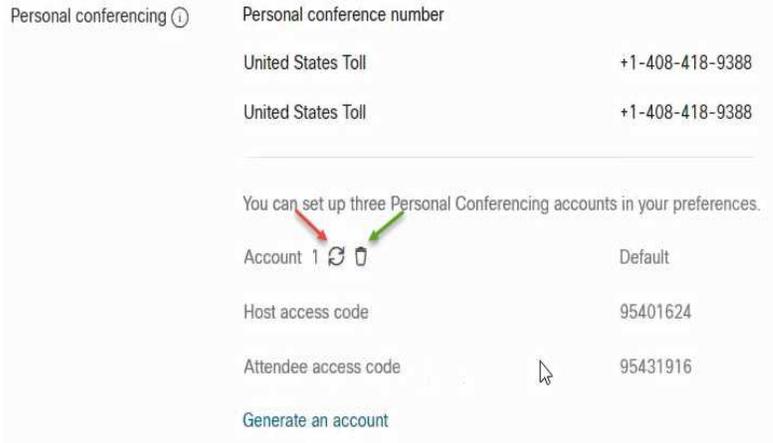


Personal Conferencing Account Icons

Each account has two buttons:

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

 **Delete** – Deletes the Personal conferencing account



The screenshot shows the 'Personal conferencing' settings page. At the top, it says 'Personal conferencing ①' and 'Personal conference number'. Below this, there are two entries for 'United States Toll' with the number '+1-408-418-9388'. A message states: 'You can set up three Personal Conferencing accounts in your preferences.' Below this message, there is a table of accounts. The first account is 'Account 1' with a refresh icon and a delete icon. A red arrow points to the refresh icon and a green arrow points to the delete icon. The account is set to 'Default'. Below the account list, there are fields for 'Host access code' (95401624) and 'Attendee access code' (95431916). At the bottom, there is a 'Generate an account' button.

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