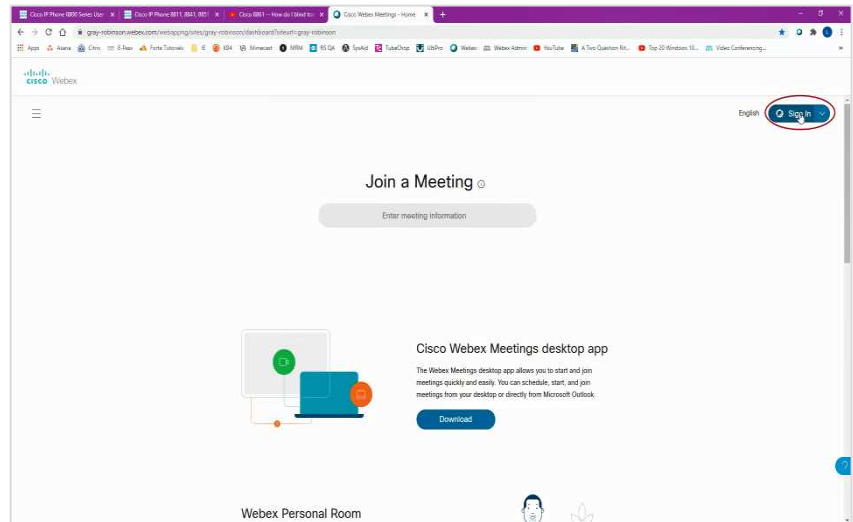


## Personal conferencing accounts

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](https://gray-robinson.webex.com) and **Sign-in** to your Webex Account.



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

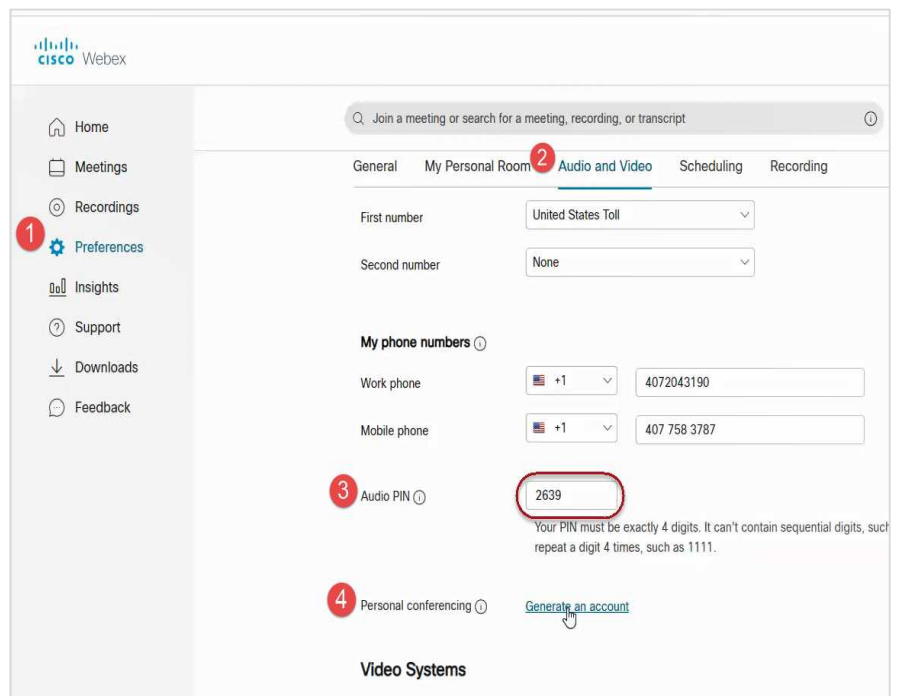
**2** Click the **Audio and Video** link.

**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.*

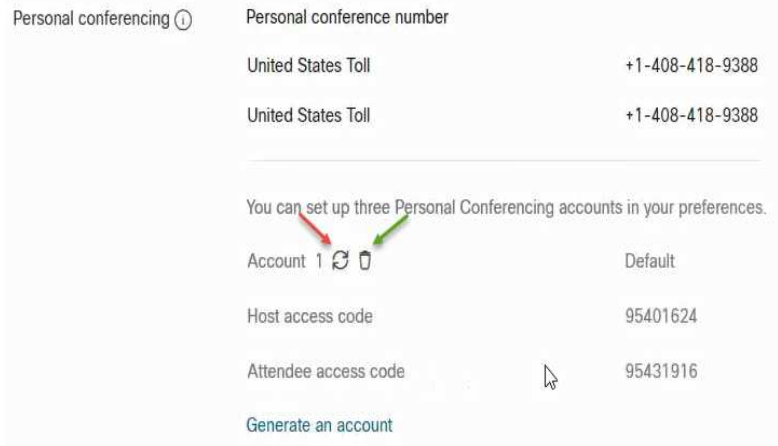


## Personal Conferencing Account Icons

Each account has two buttons:

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

 **Delete** – Deletes the Personal conferencing account



## 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 #

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

## Commands to use during a Personal conferencing call

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