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.

### Teleconferencing Roles

Before you set up your Personal Conference Number account, you should be familiar with the different roles in a WebEx teleconference.

**Host**
- Starts and controls teleconference using keypad controls
- Can mute or unmute attendees
- Can lock or unlock teleconference

**Attendee**
- Participates in the teleconference
- Can mute or unmute self

### Setting Up an Account

You set up PCN accounts on the My WebEx page of your WebEx service site. For security purposes, you must also add a PIN to your WebEx profile.

**To add a PIN to your WebEx profile:**
1. Log in to your WebEx service site and click My WebEx in the top navigation bar.
2. Click My Profile in the left navigation bar.
3. Scroll down to the My Phone Numbers section and enter a 4-digit PIN, then scroll down and click Update.

**To set up a PCN account:**
1. Click My WebEx in the top navigation bar.
2. Click Personal Conferencing in the left navigation menu. The My WebEx Personal Conferencing page appears.

3. Click Add Account. The Add Personal Conference Number dialog box appears.

**Note:** If you have not established a PIN as part of your host profile, you will not be able to generate access codes.

<table>
<thead>
<tr>
<th>Add Personal Conference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>An asterisk (*) indicates required information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Host Access Code</th>
<th>Attendee Access Code</th>
</tr>
</thead>
</table>

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

5. Click Close. The My WebEx Audio page displays the created account and access codes.

6. The first account you create is set as the default.
7. To create another account (3 accounts maximum), return to step 4 and repeat the instructions.

### 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.

**To edit an account:**
1. Locate the account you want to edit on the My WebEx Personal Conferencing page.
2. Click the Edit button next to the account. The Edit Personal Conference Number dialog box appears.
3. Click Re-generate. The host and attendee access codes are randomly re-generated.
4. 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 My WebEx Personal Conferencing page.
2. Click Delete next to the account. A confirmation message is displayed.
3. Click OK.

**Note:** If any previously scheduled meetings have been set up to use that account, you must edit the conference option for each meeting.
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:**
- Call-in number
- Host or attendee access code
- PIN from your WebEx Profile

**To use your PCN for a scheduled 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.
3. At the scheduled time, dial the call-in number for your PCN account.
4. Follow the voice instructions to provide 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. **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

<table>
<thead>
<tr>
<th>To...</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial the phone number of a participant to add to the audio conference</td>
<td>*1</td>
</tr>
<tr>
<td>Lock the audio conference, preventing anyone else from joining</td>
<td>*5</td>
</tr>
<tr>
<td>Unlock the audio conference</td>
<td>*5</td>
</tr>
<tr>
<td>Mute your microphone</td>
<td>*6</td>
</tr>
<tr>
<td>Unmute your microphone</td>
<td>*6</td>
</tr>
<tr>
<td>Let participants continue the audio conference without the host</td>
<td>*8 (then hang up the phone)</td>
</tr>
<tr>
<td>Mute all attendees</td>
<td>##</td>
</tr>
<tr>
<td>Unmute all attendees</td>
<td>99</td>
</tr>
<tr>
<td>Play the participant count</td>
<td>*#</td>
</tr>
<tr>
<td>Hear all keypad commands that you can use</td>
<td>**</td>
</tr>
</tbody>
</table>

### Attendee Commands

<table>
<thead>
<tr>
<th>To...</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute microphone</td>
<td>*6</td>
</tr>
<tr>
<td>Unmute microphone</td>
<td>*6</td>
</tr>
<tr>
<td>Play the participant count</td>
<td>*#</td>
</tr>
<tr>
<td>Hear all keypad commands that you can use</td>
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</table>