**Webex Standard or Premium can allow Meetings users to create up to three (3) basic Webex Personal Conference accounts that can be used for audio only conference calls.**

Webex Personal Conference Setup

In your Webex desktop application:

1. Navigate to **Settings** > **Meetings**
2. Click the **Configure Advanced Settings** link.

This action opens the online Webex site for your account in a new browser window.
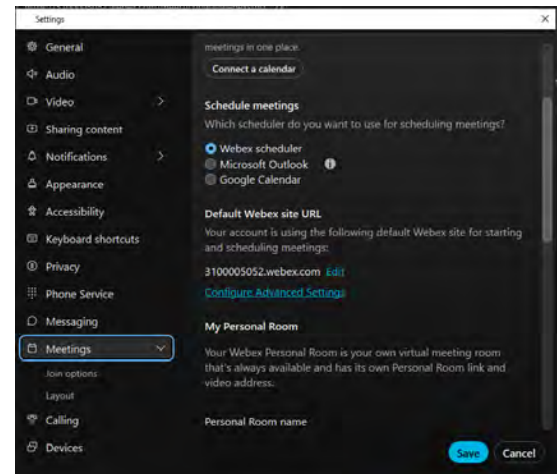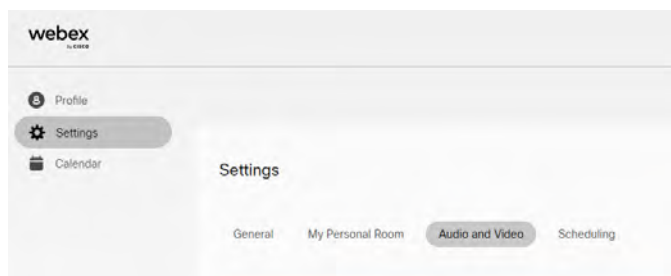
While viewing the Webex Online site:

3. Click **Settings** on the left.
4. Click on the **Audio and Video** tab
5. **Audio PIN** - scroll down to this field and enter a 4-digit PIN per basic requirements.
   This entry can be the same 4-digits defined as the HOST PIN if you like.
   This will act as the 'HOST' PIN for your personal conferencing <u>audio only</u> conference calls.

6. **Personal Conferencing -** Click the Generate an account link.

Webex will auto-generate a set of Dial In numbers and conference access codes that will be used solely when you create a meeting using this new Personal Conferencing account.

Recommendation: Make note of your Host and Audio PINs, audio conference phone numbers, Host Access Code, and the Attendee Access Code for future use.

Schedule a Webex Personal Audio Only Conference

While you continue working in the Webex Online portal (or return to it using the steps noted above):

1. Click on **Calendar** in the left navigation menu to view calendar/scheduling options.
2. Click on **Schedule** (far right) to begin creating a meeting.
3. **Meeting type:** Choose your **Webex Personal Conference** from the drop-down options.
4. Continue to set dates/times, choose all the attendees, and define other meeting related options, as desired.
5. Click the **Schedule** or **Start** button when you are ready to send the meeting invitation(s).
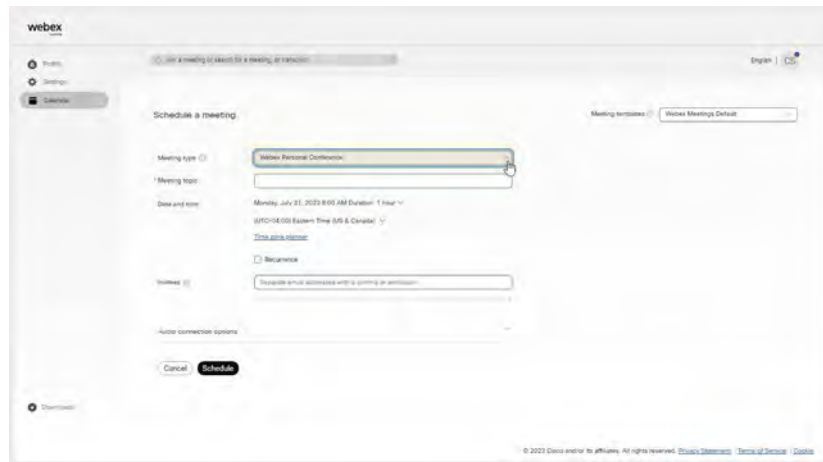
The generated email invitation provides the dial-in phone number and Conference ID information to join the audio conference call.

Join a Webex Audio Only Conference

1. Dial the conference phone number provided in the meeting invitation.

Host

Follow the instruction prompts to enter the HOST Conference ID and the HOST PIN (use the Audio PIN you created for an audio only conference call). *You will be added to the conference as the Host.*

Attendee

Follow the instruction prompts to enter the Attendee Conference ID number in your meeting invitation. *You will be added to the conference call as an Attendee.*

Webex Audio Only Conference Call Dialpad Commands

Host commands

To...	Enter...
Lock the teleconference, preventing anyone else from joining it	*5
Unlock the teleconference	*5
Mute your microphone	*6
Unmute your microphone	*6
Meeting reminder email to Host	*7
Let participants continue the teleconference without the host	*8 Then hang up your phone.
Mute all attendees with full-speaking access	##
Unmute all attendees with full-speaking access	99
Play the participant count	*#
Hear all keypad commands that you can use	**

Attendee commands

To...	Enter...
Mute your microphone	*6
Unmute your microphone	*6
Play the participant count	*#
Hear all keypad commands that you can use	**

Please Note: Starting or dialing into a conference call by phone only does limit the tools available to you for managing the conference call. If a recording of the conference call audio is needed, the Host should initiate the conference/meeting using the Webex application to take advantage of the full set of recording and meeting management tools available to Webex application users.