Setting up your Personal Conference Number (PCN)

Personal Conference Numbers (PCNs) are provided by Cisco, through the Purdue WebEx site. You can use your PCN as a stand-alone teleconference line, or in conjunction with a WebEx meeting. These instructions will show you how to obtain your PCN for stand-alone use.

Adding a PIN to your WebEx profile

For security purposes, you must first add a PIN to your WebEx profile.

1. Browse to http://purdue.webex.com

2. Click the Login link in the upper right:

3. Log in with your Purdue Career Account and password.
4. Once logged in, click the **My WebEx** tab at the top of the page:

![My WebEx tab](image)

5. In the left menu, click **Preferences**:

![Preferences menu](image)

7. Enter a 4-digit PIN in the text box under Audio PIN. Remember your PIN for later use (if you forget it, you can always find it by returning to the Audio Set Up.)
8. Scroll to the bottom of the page, and click **Save**.

![Setting up a PCN account](image)

### Setting up a PCN account

1. Click the **My WebEx** tab:

![My WebEx tab](image)
2. Click **Preferences** in the left navigation menu.

3. Click **Audio Set up**.
4. Scroll down below your PIN number to where you see **Personal Conferencing Number** and click **Generate Account**:

![Personal Conferencing Number Image]

5. The **Add Personal Conference Number** dialog box appears. Click **Generate**.

**Note:** If you have not established a PIN as described above, you will not be able to generate a PCN account.

![Add Personal Conference Number Image]

6. Click **Close**. The **My WebEx Audio** page displays the created host and attendee access codes.
**Note:** Do not share your host code with others. You will use the host code to start your teleconference. You will distribute the attendee access code, along with the dial-in number, to your invitees.

### Using your PCN

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 a teleconference meeting:

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. You are placed in the teleconference as the host and notified if you are the first participant to join.

   **Note:** Host access codes are exclusive. If another person has used a code for a meeting that is in progress, you cannot:
   
   - Use the same host access code to start another teleconference.
   - Use the same code to join the in-progress teleconference as a second host

To join a teleconference:

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 attendee access code.
   - 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.
## Reference: Telephone Keypad Commands

Use the following keypad commands during an audio conference.

### 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>