Select Your Audio and Meet Now Options

Webex Audio Settings

Before you schedule or start your first meeting, sign in to your Webex site and configure your audio settings. These settings determine the default options for all your scheduled meetings. You can change your default settings when you schedule a meeting.

> **Tip** Classic View—Go to **My Account** > **My Audio Connection Options**.
>
> Modern View—Go to **Preferences** > **Audio**.

Webex Audio lets you use either your phone or your computer to hear others and to speak in your meeting:

- **Phone**—You can use your phone to receive a call to the audio portion of the meeting or you can dial in.

- **Computer**—You can use a headset to join the audio portion of the meeting.

After they join the conference, participants can switch between audio modes with little or no listening interruption. In a mixed-mode conference, where some participants use the phone and others use the computer, all participants can speak.

Your role in an audio conference determines which audio management tasks you can perform.

Role in Audio Conference	Task Description
Host an audio conference.	• Join or leave the audio conference. • Switch audio connection modes. • Mute or unmute one or more microphones. • Edit or update phone numbers in your user profile.
Participate in an audio conference.	• Join or leave the audio conference. • Switch audio connection modes. • Mute or unmute your microphone. • Edit or update phone numbers in your user profile.

Audio and Video Connection Type

When you start or join a meeting that uses Webex Audio, you can choose your connection method when the **Audio and Video Connection** dialog box opens. For more information, see Connect to Audio and Video in Cisco Webex Meetings.

Note Cisco Webex Meetings Server does not support the **Call My Video System** option.

Change the Enter and Exit Tones for Your Meetings

Note You must have a Host account to set options for meetings.

Procedure

Step 1 Sign in to your Webex site, and then select **Preferences**.

If you're using **Classic View**, select **My Account**.

Note If you have sign-in issues, ensure that your browser settings allow cookies. You cannot sign in to Cisco Webex if your browser does not accept cookies.

Step 2 On the **Preferences** page, select **Audio**.

Step 3 From the **Entry and exit tone** menu, choose from the following options:

- **Beep**

- **Announce Name**

- **No Tone**

Step 4   Select **Save**.

Note   Select **Save** before you leave the **Audio Connection** page. Otherwise, the system doesn't save your changes.

Personal Conferencing

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Note   You must have a Host account to host Personal Conference meetings.

With Personal Conferencing audio connection mode, meeting hosts can quickly start the audio portion of a Cisco Webex meeting. The meeting host and participants simply dial the same call-in number, enter access codes, and the audio portion of the meeting begins. The system then sends an email to the meeting host with a link to the online portion of the meeting. If the host chooses to start the online meeting, participants can then use it to share information or to collaborate on an idea. Personal Conference meetings do not require advanced scheduling. Generated access codes do not change.

Personal Conference meetings are available, only if your site supports Personal Conferencing. Before you can have a Personal Conference meeting, you must create a Personal Conference account and host PIN. You can dial in to a Personal Conference meeting using either your phone or your computer.

- **Phone**—Use the call-in numbers. To view the call-in numbers on the **My Accounts** page, go to the **My Audio Connection Options** section and select **Personal Conferencing**. If the host scheduled the meeting, the email invitation that invitees receive includes the call-in numbers.

- **Computer**—Use a computer with a headset connected, to join the audio portion of a Personal Conference meeting. When multiple participants plan to dial in to a meeting using a computer, we recommend that the meeting host schedule the meeting in advance. Participants start and join the online portion of the scheduled Personal Conference meeting by selecting the meeting link in their email invitation. After the host and participants connect to the meeting, the **Audio Conference** dialog box opens and they can connect to the audio portion of the meeting.

After joining the meeting, participants can switch between audio modes with little or no listening interruption. In a mixed-mode conference, where some participants are using a phone and others are using a computer, all participants can speak.

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Note   The number of people who can join a Personal Conference meeting depends on the configuration of the system. Contact your administrator for more detailed information.

Your role in an audio conference determines your level of participation. The following table lists the basic tasks a host and invitee can accomplish before and during a Personal Conference meeting.

Role in Personal Conference Meeting	Tasks
Host	Create a host PIN and Personal Conference account before starting or scheduling your first Personal Conference meeting.
	Schedule a Personal Conference meeting.
	Dial a call-in number and enter their host access code and host PIN to start or join a meeting.
	Use the phone keypad functions:
	• *5 lock and unlock a meeting.
	• *6 mute or unmute self.
	• *7 send a notification email to an invitee.
	Note The system sends only one notification email message to invitees, regardless of the number of times the host presses *7.
	• *8 allow the meeting to continue without the host.
	• ## mute all participants.
	• 99 unmute all participants.
	• *# play participant count.
	• ** DTMF help.
	After starting the online portion of a Personal Conference meeting, a host can:
	• Pass the host role to another meeting participant.
	• Reclaim the host role from a meeting participant.
	• Record the meeting.
Invitee	Dial a call-in number and enter the participant access code to join a meeting.
	Use the phone keypad functions:
	• *6 to mute or unmute self.
	• *# to play the participant count.
	• ** for DTMF help.
	After joining the online portion of a Personal Conference meeting, an invitee can:
	• Become a meeting host, if the host passes the host role.
	• Pass the host role to another meeting participant.

Note   Your System Administrator can enable the **Voice connection using computer** option. When enabled, this option disables keypad shortcuts for audio, when the web portion of a Personal Conference meeting starts.

Create Your Personal Conference Account

Note   You must have a Host account. Personal Conferencing is available only if the site Administrator enabled the feature.

To schedule or start Personal Conference meetings, create your host PIN and at least one Personal Conference account. For each account, the system generates unique host and participant access codes. The system prompts you for these codes after you dial a call-in number to start or join a Personal Conference meeting.

Procedure

Step 1   Sign in to your Webex site, and then select **Preferences**.

If you're using **Classic View**, select **My Account**.

Step 2   On the **Meetings** page, select **Audio**.

Step 3   Enter a 4-digit **Host PIN** and then select **Generate an account**.

The system creates and displays the host and attendee access codes for the new account. The access codes remain the same until you regenerate the codes or delete the account.

Note   You use the same host PIN for all accounts.

Step 4   (Optional) To create another account select **Generate an account**.

You can create up to three accounts.

Note   While a Personal Conference meeting is in progress, you can't add a new account.

Dial in to a Personal Conference Meeting

The meeting host and participants dial the same call-in number and enter their host or participant access code.

Note   For a Personal Conference meeting, always enter your access code if you receive a prompt to enter your access code or meeting number.

Before you begin

- Your System Administrator must have enabled Personal Conferencing for your site.

- You must have a valid host PIN and at least one Personal Conference account.

Procedure

Step 1 Sign in to your Webex site, and then select **Preferences**.

If you're using **Classic View**, select **My Account**.

Step 2 Select **Audio**.

Your Host PIN, and the host and participant access codes for each of your personal conferencing accounts appear.

Step 3 Provide the call-in number and participant access code to meeting participants.

Step 4 Dial the call-in number.

Step 5 If you're the host, enter your host access code and PIN; if you're a participant, enter your participant access code.

Participants remain on hold until after the host dials the call-in number and enters the host access code and PIN. After the host connects to the meeting, waiting participants automatically connect to the audio portion of the meeting.

What to do next

If you are the meeting host, you can perform the following tasks:

- Start the online portion of the meeting to share information that meeting participants can view on their desktops. You can start the meeting from the email invitation by selecting the meeting link, or by selecting **Start** from the **Meetings** page.

- Press *8 on the phone before hanging up to allow meeting participants to continue the meeting without a host.

  If you simply hang up (without pressing *8 first) meeting participants can continue the meeting for five minutes, after which, the meeting ends.

Anyone can leave the meeting by hanging up their phone or ending the call.

Regenerate Access Codes

For security purposes, you can regenerate access codes.

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Important Regenerating access codes, invalidates the access codes for upcoming Personal Conference meetings. See What to do Next .

Before you begin

You must have a Host account to host Personal Conference meetings and to regenerate access codes.

Procedure

Step 1 Sign in to your Webex site, and then select **Preferences**.

If you're using **Classic View**, select **My Account**.

Step 2 Select **Audio**.

The host and participant access codes for each of your personal conferencing accounts appear.

Step 3 Select **Change** to regenerate access codes for an account.

Note While a Personal Conference meeting is in progress, you cannot regenerate access codes.

What to do next

- Send the new access codes to all invitees who have the old access codes.

- Consider rescheduling previously scheduled Personal Conference meetings after you regenerate access codes for an account. When you reschedule a meeting, invitees receive updated email invitations with valid access codes.

Delete a Personal Conference Account

You can delete your Personal Conference accounts if you no longer need them.

Procedure

Step 1 Sign in to your Webex site and select **Preferences**.

If you're using **Classic View**, select **My Account**.

Step 2 Select **Audio**.

The host and participant access codes for each of your personal conferencing accounts appear.

Step 3 Select **Delete** for the account that you want to remove.

Note While a Personal Conference meeting is in progress, you cannot delete an account.

What to do next

Consider rescheduling previously scheduled Personal Conference meetings after you delete an account. When you reschedule a meeting, invitees receive updated email invitations with valid access codes.