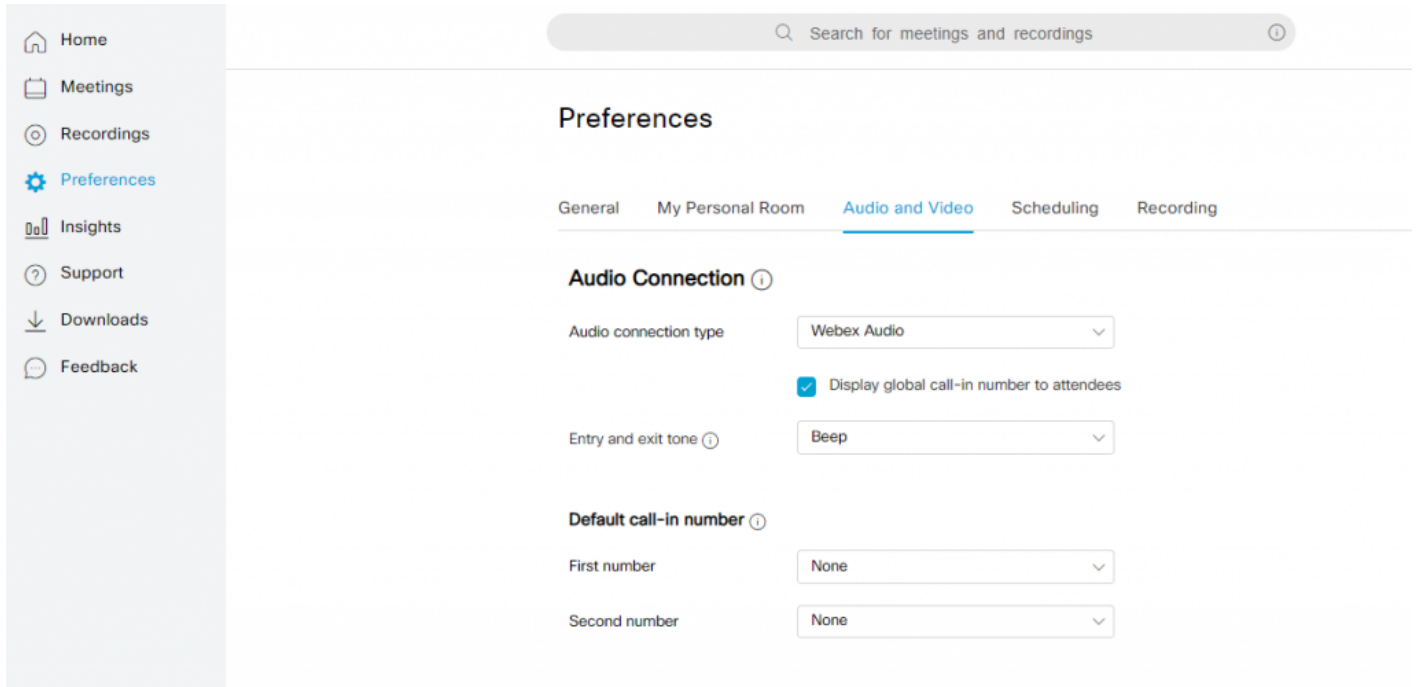


Turn Entry and Exit tones on and off

Go to [Mahec.webex.com](https://mahec.webex.com) and sign in. Click preferences on the left hand side of the screen. In the Entry and Exit Tone drop-down, make your selection



The screenshot shows the Webex user interface. On the left is a navigation sidebar with options: Home, Meetings, Recordings, Preferences (highlighted), Insights, Support, Downloads, and Feedback. At the top right is a search bar labeled 'Search for meetings and recordings'. The main content area is titled 'Preferences' and has tabs for 'General', 'My Personal Room', 'Audio and Video' (selected), 'Scheduling', and 'Recording'. Under the 'Audio and Video' tab, there are three sections: 'Audio Connection' with a dropdown set to 'Webex Audio' and a checked checkbox for 'Display global call-in number to attendees'; 'Entry and exit tone' with a dropdown set to 'Beep'; and 'Default call-in number' with two dropdowns, both set to 'None'.

Then scroll to the bottom of the screen and click save.

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

Search for meetings and recordings

General My Personal Room **Audio and Video** Scheduling Recording

Call Me numbers

Office phone

Mobile phone

Display office phone number

Display mobile phone number

Audio PIN

Your PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Personal conferencing To use Personal Conferencing, you must set a valid audio PIN in your preferences.

Video Systems

My video address

Video system 1 Default

Video system 2 Default

Video system 3 Default

Cancel

Save

Webex Training
Webex Events
Webex Support