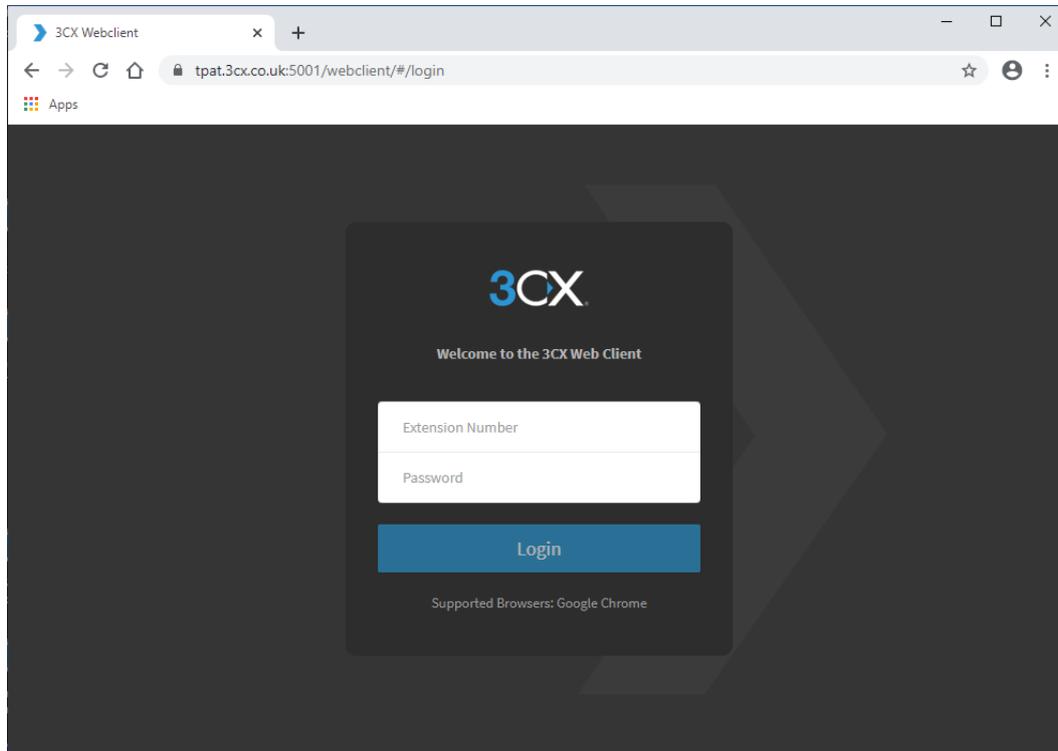
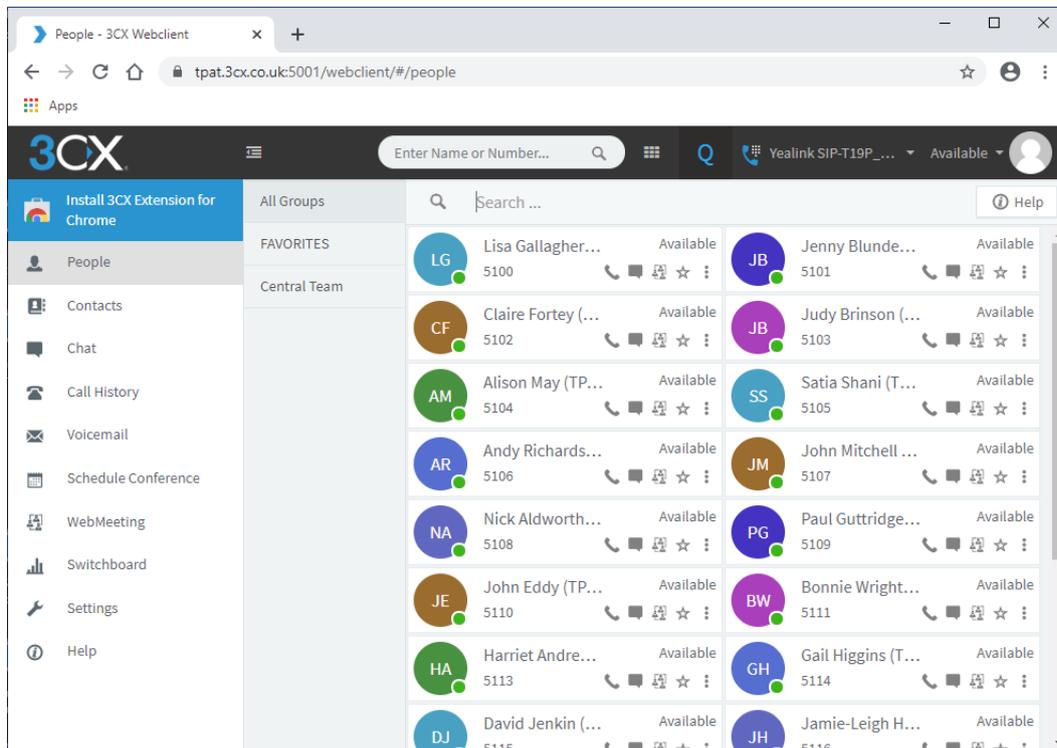


### Creating a Conference Call on the 3cx Telephone system

Start a web browser and go to <https://tpat.3cx.co.uk:5001/webclient>. Log in with your extension number and password.

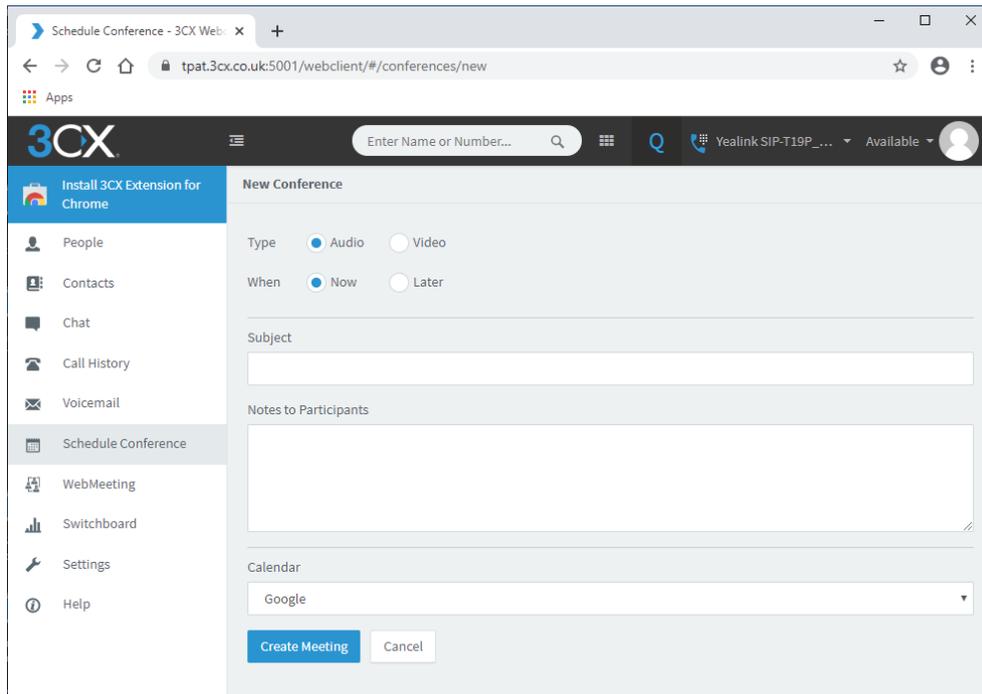


You should see a list of users on the phone system





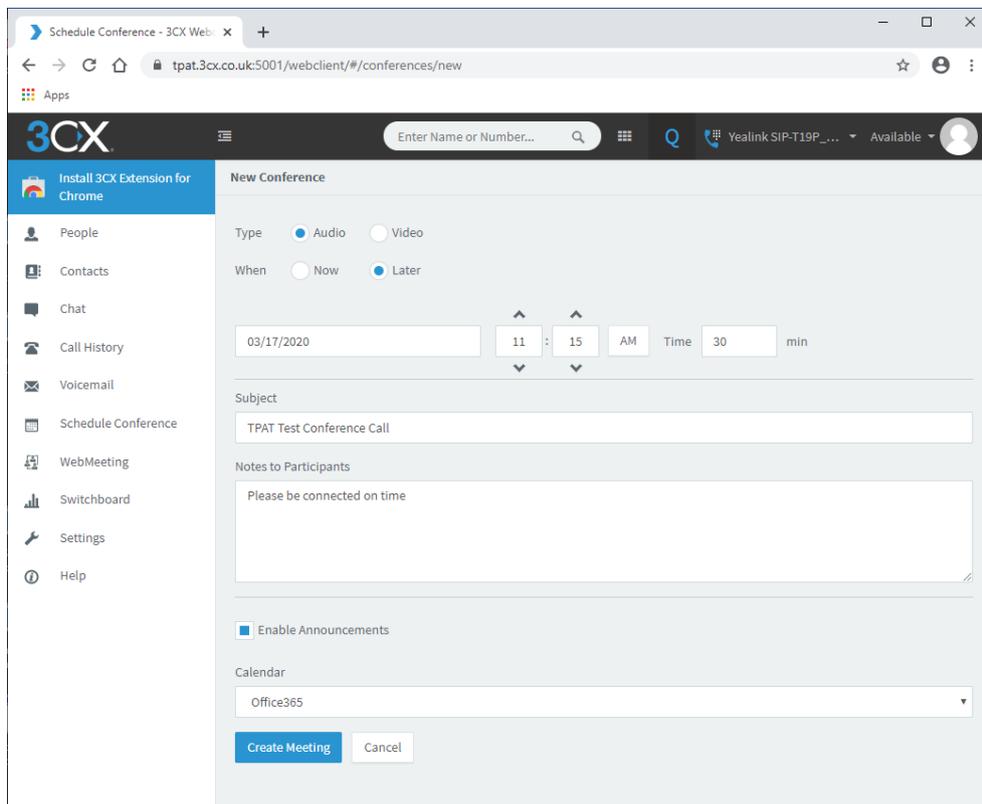
Click on the menu option 'Schedule Conference'



Leave the Type of call as Audio unless it is a necessity to use video, as video is a drain on bandwidth.

You can either create a Conference now or schedule it for a later date/time by using the radio buttons next to the word 'When'.

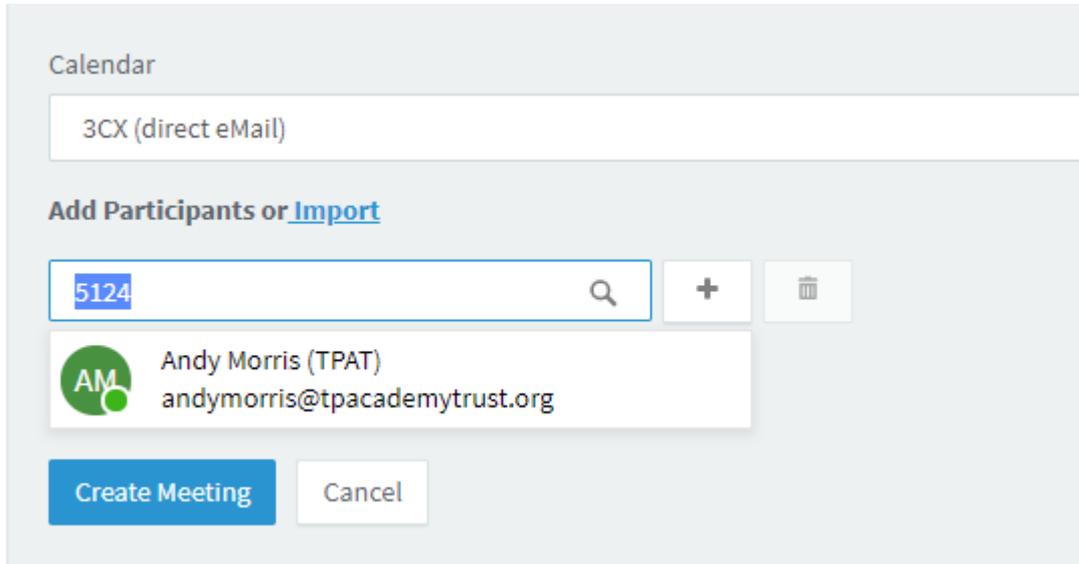
When scheduling a Conference, please bear in mind that the date is currently in the American format of MM/DD/YYYY. The time option at the end is the estimated length of the Conference.





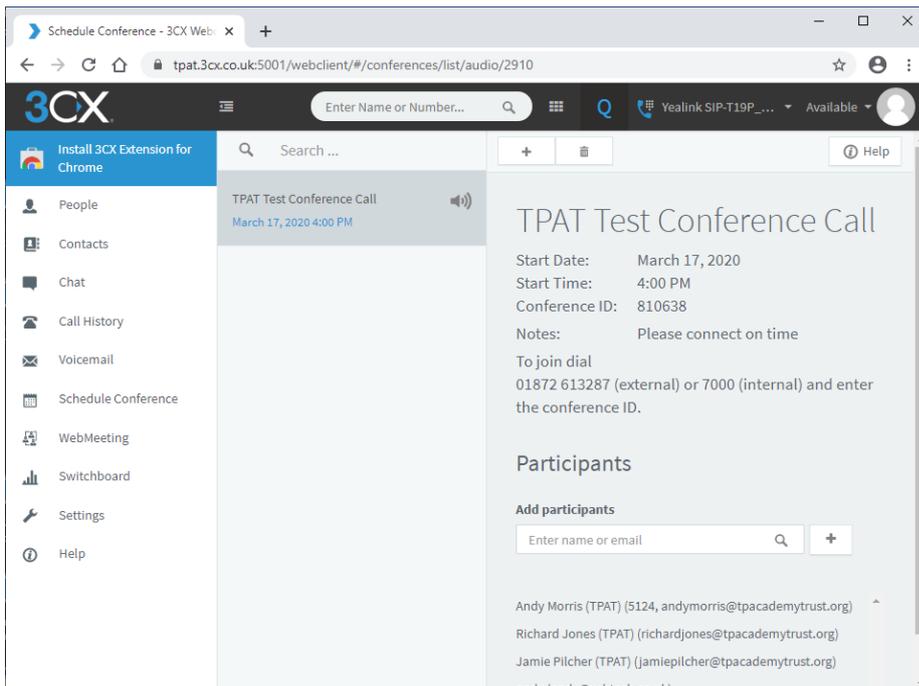
Give the Conference a title by entering a description in the subject field and you can enter a note that will be added to the invite email, possibly reminding people to connect in good time.

Change the Calendar option to '3CX (direct eMail)' and then add your participants by entering their extension number or name if they are on the 3CX phone system or their email address if they are not. Remember to press the + button after entering a participants details to add them to the Conference.



Finally on this screen, click on 'Create Meeting' once you have finished adding participants.

You will now see a summary of your Conference, which you can return to by selecting 'Schedule Conference' at any time up to the end of the Conference.





As participants join the conference, you will see their details on the summary page. You have the ability to mute them or disconnect them by clicking on the buttons to the right of their name.

The screenshot shows the 3CX web interface for a conference. The browser address bar shows the URL: `tpat.3cx.co.uk:5001/webclient/#/conferences/list/audio/2910`. The interface includes a sidebar with navigation options like 'People', 'Contacts', 'Chat', 'Call History', 'Voicemail', 'Schedule Conference', 'WebMeeting', 'Switchboard', 'Settings', and 'Help'. The main content area displays the conference details for 'TPAT Test Conference Call' on March 17, 2020, at 4:00 PM. Key information includes: Start Date: March 17, 2020; Start Time: 4:00 PM; Conference ID: 810638; Notes: Please connect on time; To join dial: 01872 613287 (external) or 7000 (internal) and enter the conference ID. A 'Participants' section lists three attendees: 01736788501 (01736788501) Connected, Andy Morris (TPAT) (5124, andymorris@tpacademytrust.org) Connected, and Richard Jones (TPAT) (richardjones@tpacademytrust.org). A fourth participant, Jamie Pilcher (TPAT) (jamiopilcher@tpacademytrust.org), is listed at the bottom. A floating control panel in the top right corner shows 'ConferencePlace 7000 Connected' with a 00:49 timer and buttons for Transfer, Att.transfer, Conference, Rec, and a prominent red 'End' button.

If a participant is on the 3CX phone system, you will see their Name and extension number, if they are dialled in from another phone system you will see their phone number, unless this is withheld.