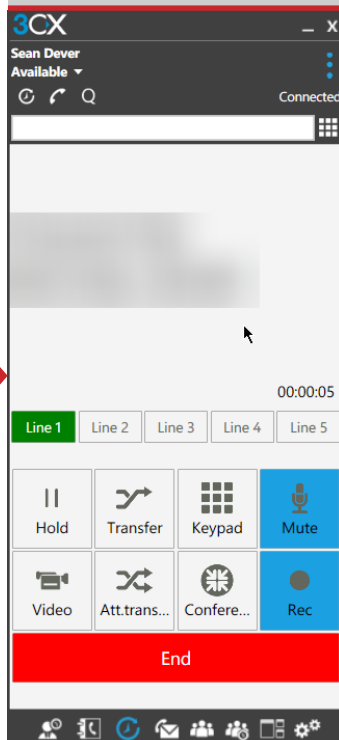# Conference Call in 3CX

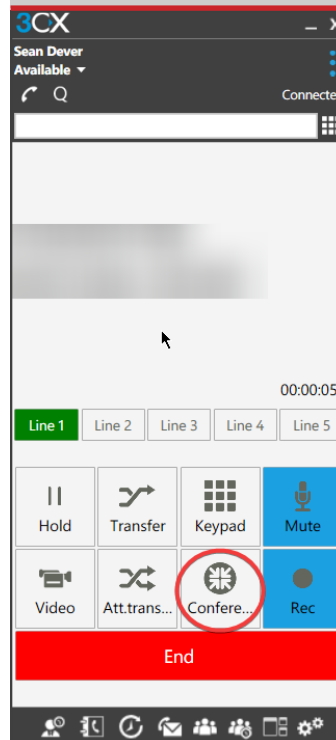*To make a conference call in 3CX you must either schedule a conference call or be on an active call.*
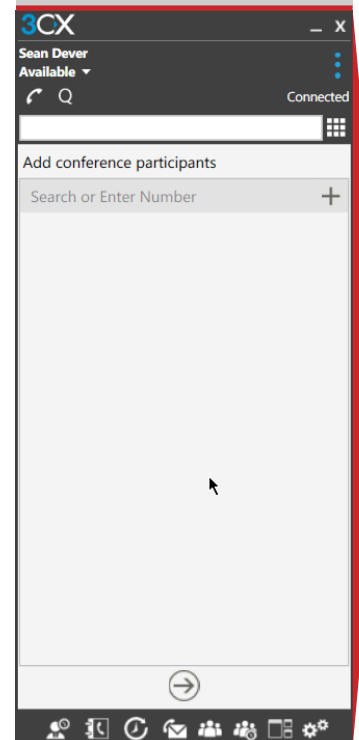
Conferencing on an Active call.

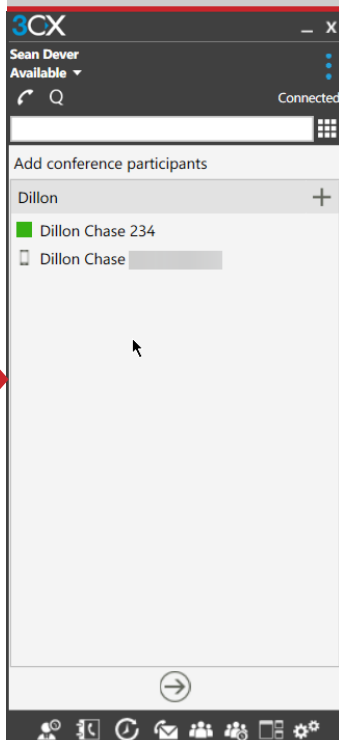Once in the call you will see the active call screen:

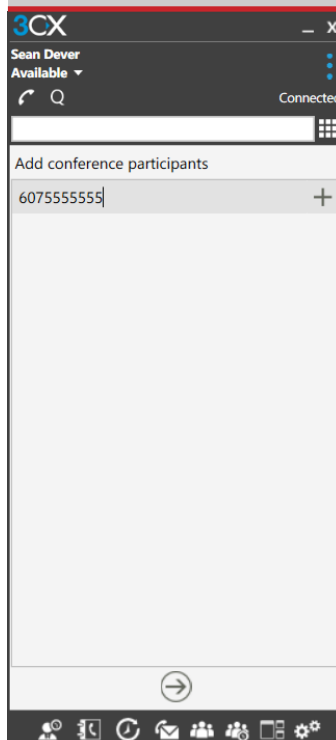From the active call screen select "Conference":

After selecting the conference you will be presented with a selection screen:

From this selection screen you can enter either an organization member's name or an external phone number in the search box:

To transfer the call to an internal member you can double click their name. If you enter an external phone number you must type the number into the search box and then hit enter

After hitting enter the number should drop down and become a contact: