

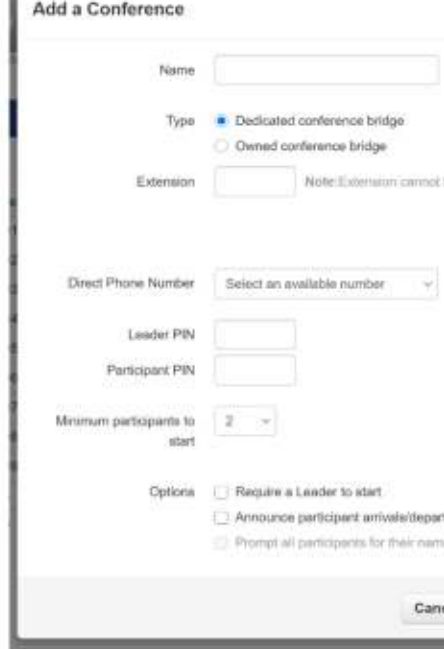
ITC Cloud Audio Conference Bridge

Step 1: Login ITC Cloud Manager Portal

- Select Conference Tab



Configure a Dedicated Conference Bridge

1. In the Manager Portal from the Office Manager view navigate to **Conferences**.
 2. Click the **Add Conference** button. This will load a modal box to add a conference bridge.
 3. Enter a name for the conference bridge.
 4. Under the Type heading, **Dedicated** conference bridge should already be select. If not, select the **Dedicated** conference bridge option.
The modal box should look similar to the following:
- 

The 'Add a Conference' modal box contains the following fields and options:

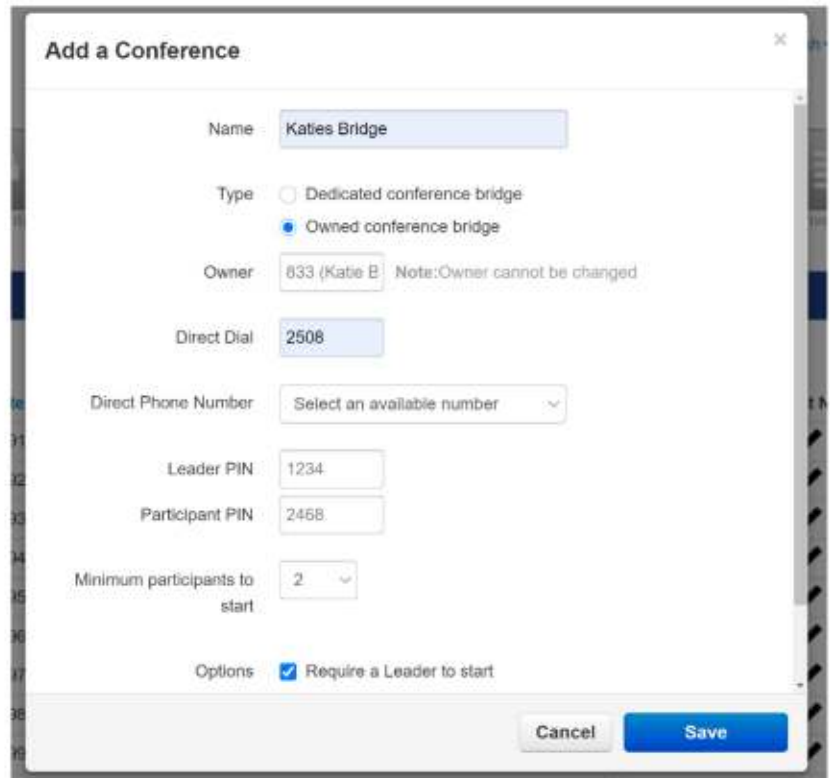
 - Name:** Text input field.
 - Type:** Radio buttons for 'Dedicated conference bridge' (selected) and 'Owned conference bridge'.
 - Extension:** Text input field with a note: 'Note: Extension cannot be changed'.
 - Direct Phone Number:** Dropdown menu with 'Select an available number'.
 - Leader PIN:** Text input field.
 - Participant PIN:** Text input field.
 - Minimum participants to start:** Dropdown menu with '2' selected.
 - Options:**
 - Require a Leader to start
 - Announce participant arrivals/departures
 - Prompt all participants for their name

Buttons for 'Cancel' and 'Save' are at the bottom right.
5. After selecting the **Dedicated** conference bridge type, the Extension field should be available to edit.
 6. Enter an extension. If the extension already exists, this will override the extension's "Always" forward rule and forward to the conference bridge instead.
 7. Continue filling out the rest of conference details.
 8. Click the **Save** button.

Configure an Owned Conference Bridge

1. In the Manager Portal from the Office Manager view navigate to **Conferences**.
2. Click the **Add Conference** button. This will load a modal box to add a conference bridge.
3. Enter a name for the conference bridge.
4. Under the Type heading, select the **Owned** conference bridge option. This will show the Owner and Direct Dial fields.
The modal box should look similar to the following:

5. Enter the extension of the desired owner.
6. If desired, enter a number into the **Direct Dial** field. This will allow someone to dial the conference bridge like they would with an extension.
7. Continue filling out the rest of conference details.
8. Click the **Save** button.



The screenshot shows a modal window titled "Add a Conference" with a close button (X) in the top right corner. The form contains the following fields and options:

- Name:** Text input field containing "Katie's Bridge".
- Type:** Radio button selection with two options: "Dedicated conference bridge" (unselected) and "Owned conference bridge" (selected).
- Owner:** Text input field containing "833 (Katie B)". A note next to it reads "Note: Owner cannot be changed".
- Direct Dial:** Text input field containing "2508".
- Direct Phone Number:** Dropdown menu with the text "Select an available number".
- Leader PIN:** Text input field containing "1234".
- Participant PIN:** Text input field containing "2468".
- Minimum participants to start:** Dropdown menu with the value "2".
- Options:** A checked checkbox labeled "Require a Leader to start".

At the bottom right of the modal, there are two buttons: "Cancel" and "Save".