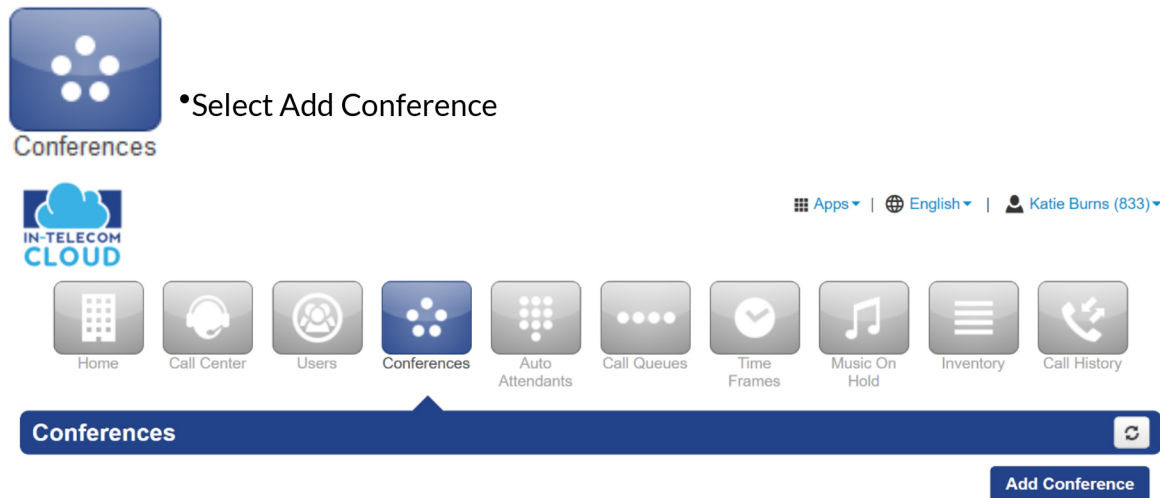


## ITC Cloud Audio Conference Bridge

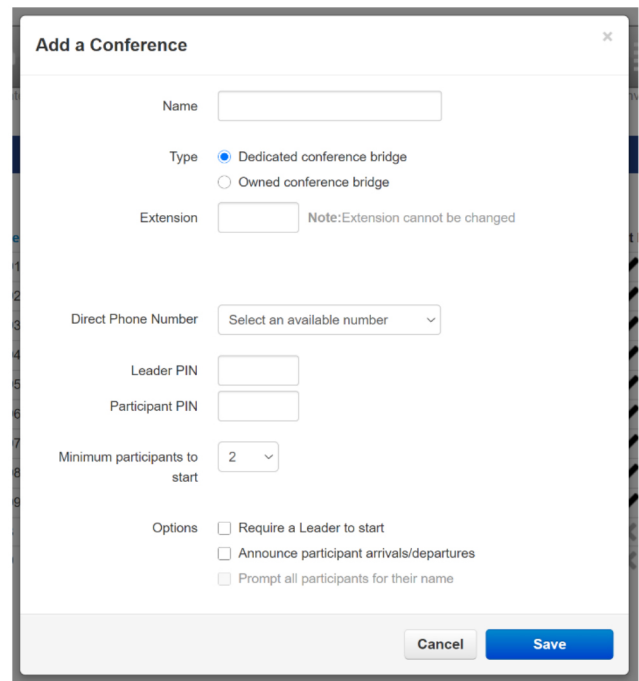
### Step 1: Login ITC Cloud Manager Portal

- 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:** A text input field.
- Type:** Two radio button options: 'Dedicated conference bridge' (selected) and 'Owned conference bridge'.
- Extension:** A text input field with a note: 'Note: Extension cannot be changed'.
- Direct Phone Number:** A dropdown menu with the text 'Select an available number'.
- Leader PIN:** A text input field.
- Participant PIN:** A text input field.
- Minimum participants to start:** A dropdown menu with the value '2'.
- Options:** Three checkboxes: 'Require a Leader to start', 'Announce participant arrivals/departures', and 'Prompt all participants for their name'.

At the bottom right of the modal are 'Cancel' and 'Save' buttons.

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.

**Add a Conference**

Name:

Type:  Dedicated conference bridge  
 Owned conference bridge

Owner:  Note: Owner cannot be changed

Direct Dial:

Direct Phone Number:

Leader PIN:

Participant PIN:

Minimum participants to start:

Options:  Require a Leader to start