



# 10 Steps to Getting Started on Cloud9 Trader

## Let's get started!

Set up your Cloud9 application and revolutionize the way you trade in just minutes.



### 1 Welcome to the Community

Click the installation link in the email you received from the Cloud9 support team, and log in using your user name and temporary password provided in the email.



### 2 Sound Check: Setting Up Audio

In the **Audio Devices** tab of the Settings Menu, click the dropdown and select the devices you wish to use for the microphone, speaker and handset. Adjust the volume levels for all devices and set your notifications.



### 3 Making Connections: Find Your Counterparties

Go to the **Community** tab, select the community you belong to, and click the trading desk you would like to connect with. Use the Search function to find new counterparties. Next, click the invite button to create an invitation.



### 6 Let's Talk: Initiating a Call

Click a button to begin a call. When the counterparty responds, the button will light up and turn green. Hang up by clicking the button or the phone icon in the lower left of the screen.



### 5 Give a Shout . . . or a Ring

When creating a button, you're given the option to choose between a shout down or a ring down connection. This option can be customized for each connection.



### 4 Setting Up Buttons and Managing Invitations

After creating an invitation, name the button that will display in your Cloud9 window, and your counterparty's window.



### 7 All Together Now: Setting Up Group Buttons

Go to **Broadcast Groups** in Settings to manage group buttons, which enable you to shout down to multiple connections at a time.



### 8 Managing Your Buttons

Click on the **Community** tab, then select **My Buttons**. When you click on a button, you'll be able to see information relating to that button. Move the location of your button by dragging it to a new position the screen. To delete a button, click the trashcan icon.



### 9 Sorry I Missed You: Call History

Shows all calls that have taken place or that were missed during the time that you were logged into Cloud9. View call participants, date, time and call duration for calls.



### 10 Help! Contacting Support

In the settings menu, click Technical Support, to send an email to Cloud9.

## Congratulations

You're ready to start using Cloud9!  
How easy was that?!