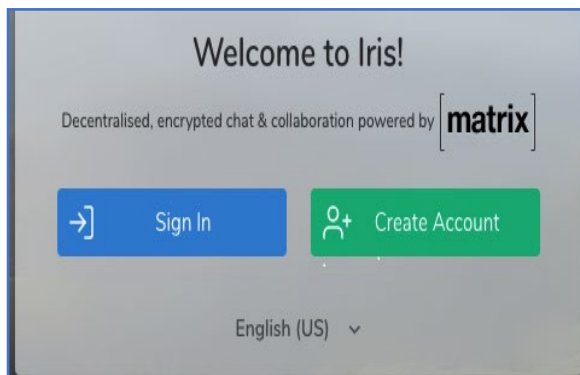## BOX Options Market LLC
## BOX Virtual Trading Floor ("VTF") User Guide

BOX's VTF enables BOX market participants to participate in a virtual open outcry trading environment in the event the physical BOX Trading Floor becomes inoperable.
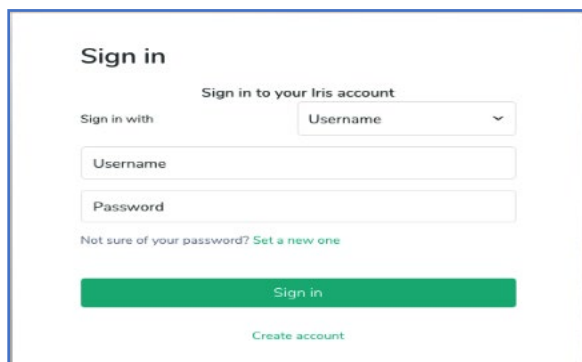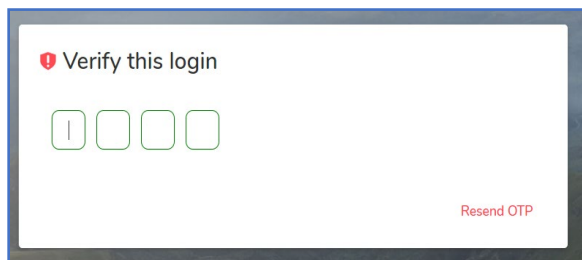
## Participant Login and Launching the VTF

Go to https://vtf.BOXoptions.com.

### Welcome Page
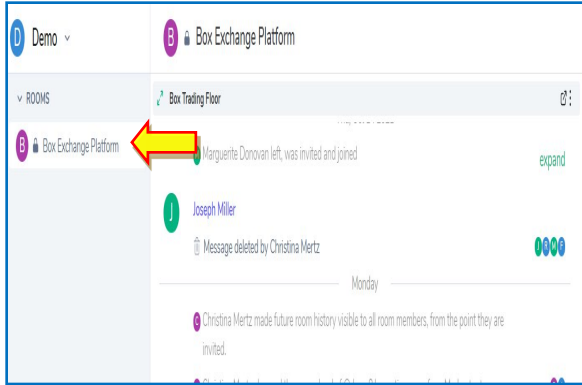
Click on the Sign In button.

### Sign In

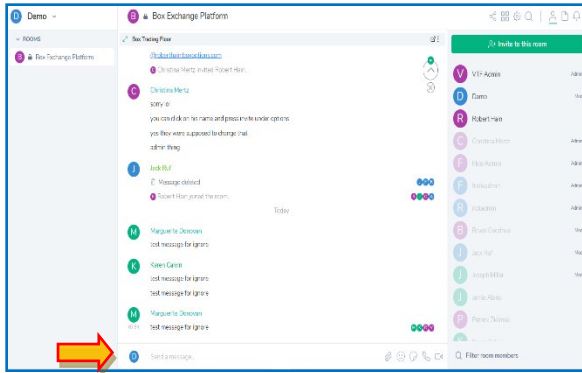Type in the BOX-provided Username and Password (User login credentials) and sign in.

### Two Factor Authentication (2FA)

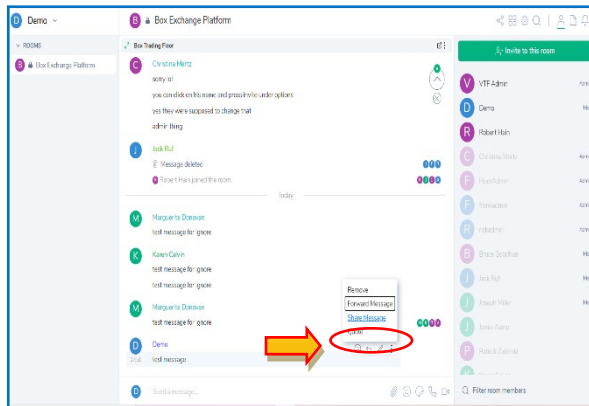Enter the 2FA One Time Password (OTP). Once signed in, the OTP will be sent to the registered phone number or email.

## BOX Exchange Platform Room

Click and open the **BOX Exchange Platform Room** in the left pane.

## Sending a Message in the BOX Exchange Platform

- The center pane of the screen is the messaging area, and the right pane shows the users of the **BOX Exchange Platform**.

- To send a message, type your message in the "Send a Message" text box at the bottom of the screen and hit <Return/Enter>.
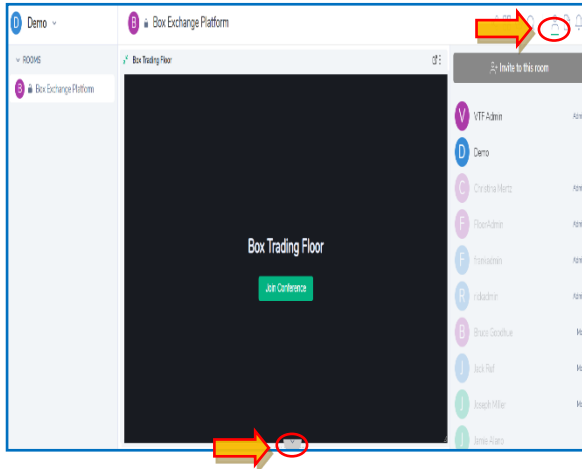
- To delete Remove or edit a message, click on the message, and select the [Settings] option on the top right of the message. Click on edit/delete/forward or quote as required.

**NOTE:** If the BOX Trading Floor is open in separate tab, the User must go back to the BOX Exchange Platform tab for the general chat.
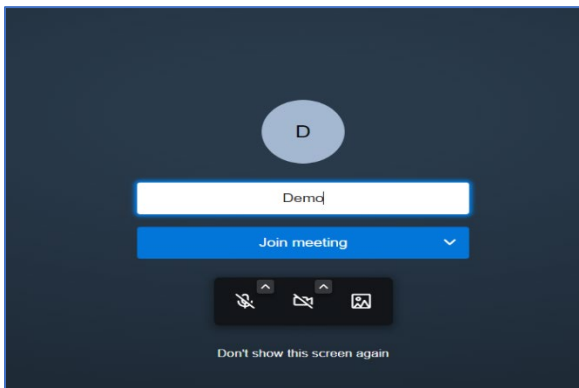
# BOX Trading Floor

The BOX Trading Floor can be accessed in two ways*:



1. **Within the BOX Exchange Platform Room**

   - Click on the BOX Trading Floor bar

   - Click "Join Conference"

   - User can adjust the size of the BOX Trading Floor within the BOX Exchange Platform Room by clicking this ⬛ icon.

   - User can expand the BOX Trading Floor horizontally by hiding the contacts pane (Clicking on the 👤 Contacts icon)
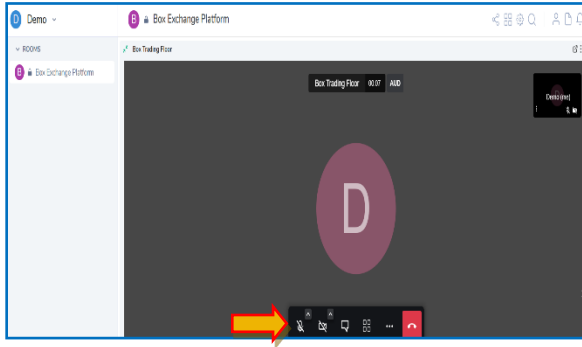


2. **Outside the BOX Exchange Platform Room (in a new tab in your browser)**

   - Click and expand the BOX Trading Floor conference widget using the pop out widget ⧉. The BOX Trading Floor will open in a new tab.

   - Click "Join Conference"

   - Enter name and click the "Join Meeting" button

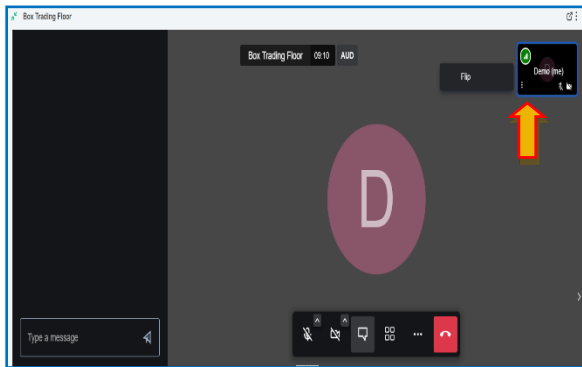**\*Note: Only one instance out of the above two options should be used at one time.**

**\*\*Note: All Users must be visible while on the Virtual Trading Floor.**
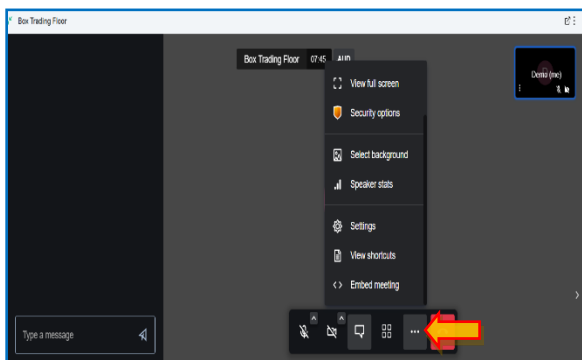
# BOX Trading Floor Controls



- User can Mute and Unmute Audio/Video using the [audio icon] audio and [video icon] video icons.
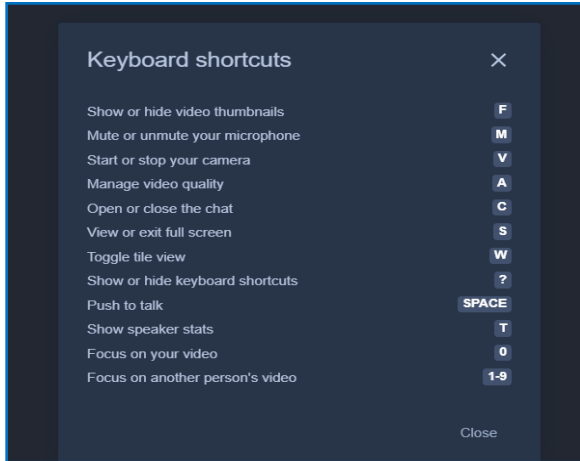
- The Open Outcry Blotter [blotter icon] icon expands the blotter panel on the left side of the screen; Floor Brokers may enter orders for viewing in the BOX Trading Floor Room using this blotter panel. For more information about blotter functionality, see section "Open Outcry Blotter" below.



- The tile [tile icon] icon is used to switch between Tile view (all Trading Floor Room users are displayed on right side of screen) and User view (all Trading Floor Room users are displayed in gallery view format) . User can also click on the three dots [dots icon] on the Self Tile and click on "Flip button" [Flip icon] to flip between Tile View and User View.

- Clicking on the [more icon] icon opens the Settings option.



  (a) User can set the Audio/Video device and also test the Audio output.

  (b) User can change their profile name through settings – Profile option

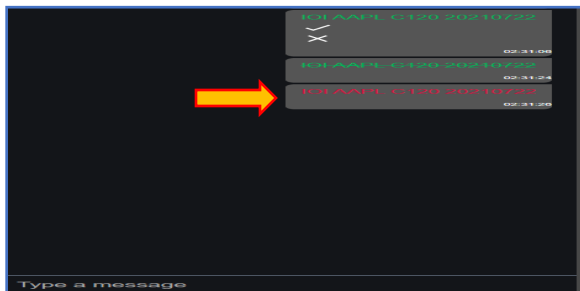  (c) User can view shortcuts by clicking on "View Shortcut" option

## View Shortcut Options

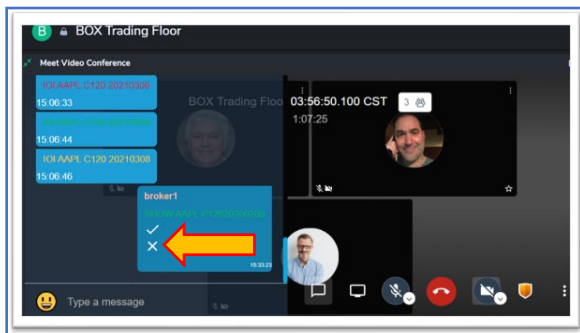Users can use the listed keyboard shortcuts in the BOX Trading Floor:

Show or Hide Video thumbnails – F
Mute or unmute your microphone – M
Start or stop your camera – V
Manage video quality – A
Open or Close the blotter – C
View or exit full screen – S
Toggle Tile View -W
Show or hide keyboard shortcuts - ?
Push to talk – SPACE
Show speaker stats – T
Focus on User video – 0
Focus on another persons's video – 1-9

## Open Outcry Blotter



The Open Outcry Blotter panel contains a running list of all open outcry orders.[1]

- An open order will display as green text.

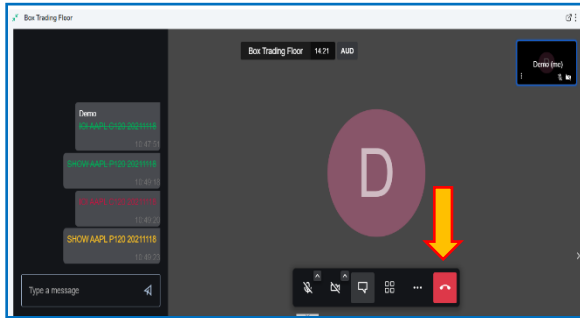- When the User clicks on Tick button  the text changes to red indicating the order has been executed.



A Floor Broker can cancel an order by clicking on cross  button. Cancelled orders will be displayed in orange.

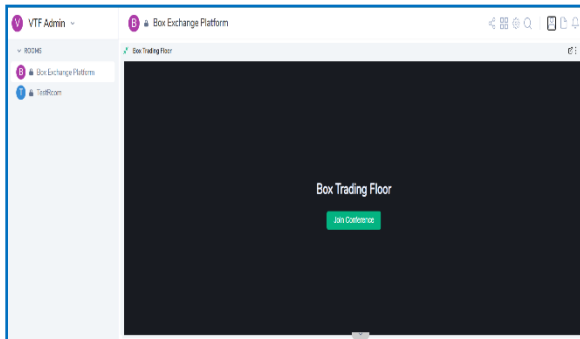**Note:** Blotter messages cannot be edited/deleted.

---

[1] Order terms entered into the blotter should be as follows: **Symbol/Date/Strike/Call, Put.** If an order is entered in the blotter incorrectly, Floor Brokers must cancel and reenter the order.
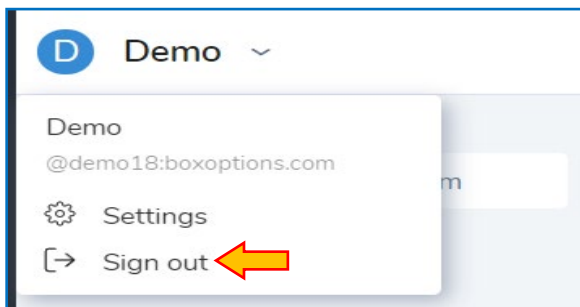
# Exiting BOX Trading Floor



User <u>must</u> exit the BOX Trading Floor by clicking on the "Leave" 📞 Button (and not only signing out of the VTF platform).



Once the User clicks on "Leave" 📞 button it takes the User to the Join Conference page on the BOX Exchange Platform.

**\*Note: User must log out of the BOX Exchange Platform at end of trading day as described below.**
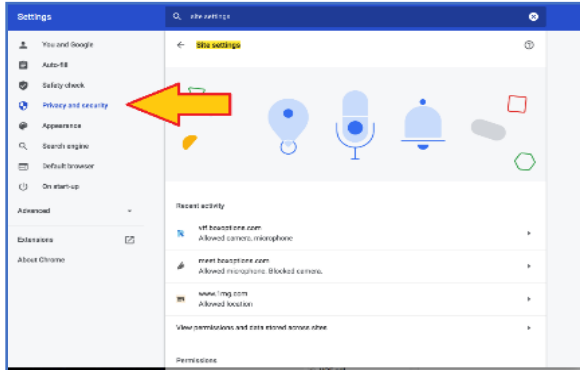
# Logging Out of the BOX Exchange Platform



To log out of the BOX Exchange Platform, click on the **Sign Out** option on the drop down beside the username on the upper left side of the screen. If User is in separate tab for the BOX Trading Floor, Sign Out option is on the main tab in the BOX Exchange Platform.
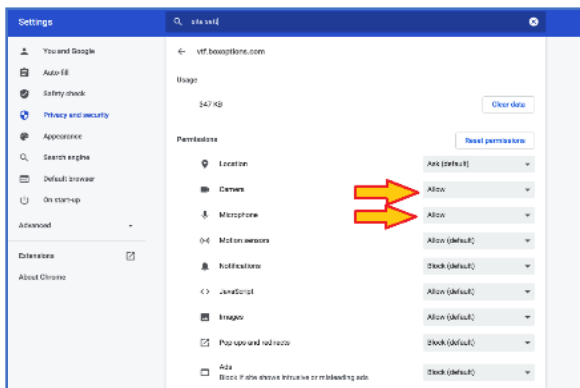
# APPENDIX

How to reset Chrome microphone/camera permissions – if required:
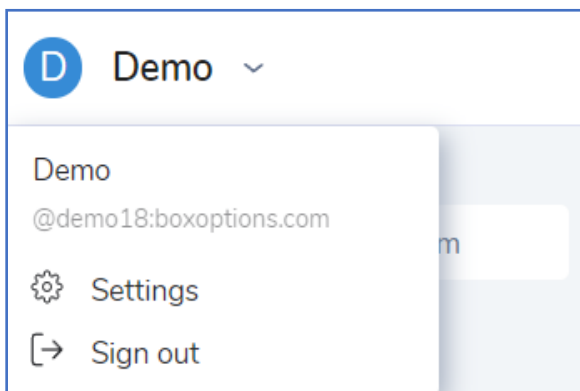
[In Chrome]



At the top right, click **More** and then **Settings.** Under "**Privacy and Security**," click **Site Settings.**
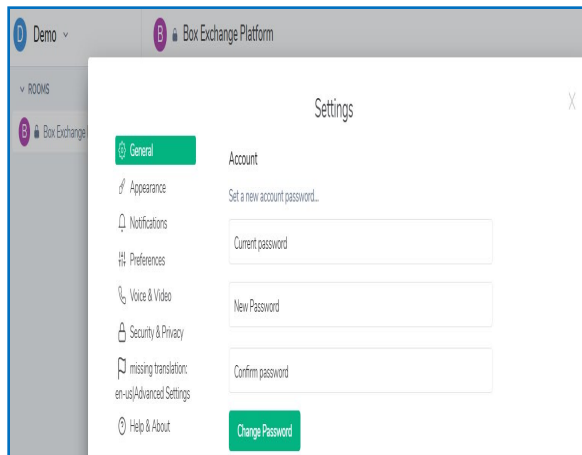


1. Find vtf.boxoptions.com and click to open
2. Select Allow for Camera and Microphone dropdowns



**User Settings:**

- Click on the drop-down menu under name in the top left corner of the web or desktop app and select Settings.

- User you may change all account and general preferences

- User can change display name in the section titled General

## Password Reset:

To change password, click on the drop-down menu under name in the top left corner of the web or desktop app and select Settings. Under the section titled General, User may change password as follows:

- Enter current password and new password
- Click on Change Password Button
- Click Continue
- User will get a message saying Password is changed successfully.