// Desk Signal · Guide · 5 minutes

Run Desk Signal with your team

A live desk where the head sends colour signals to traders in one key, urgent signals ring until answered, and every signal is logged with the time it was seen and done.

What you need

- One computer for the head of desk, with Chrome or Edge.
- One computer per trader. A phone works, but it must keep the tab open and the screen on.
- A way to send a link: chat, email or your desk's usual channel.

Steps

1 **Start the desk**

The head opens **kalibremarkets.com/lab/desk-live**, types a desk name and clicks **Start the desk**. This browser becomes the head console. Keep using the same browser: the key that sends signals lives in it.

2 **Back up the head key**

Click **Download a backup of the head key** and keep the file. It moves the desk to another browser if you need to.

3 **Invite the traders**

Click **Invite traders**, then **Copy link**, and send the link to each trader.

4 **Traders join**

Each trader opens the link, types a name and a location, and clicks **Join and turn on sound**. They appear on the head's screen as they join.

5 **Turn on sound and the orb**

Each trader clicks **Test sound** once. In Chrome or Edge, **Keep the orb on top** keeps a small orb above every other window.

6 **Send a signal**

Pick a signal (1 to 9), then a trader, or press **A** for everyone. Urgent signals ring until the trader opens them. After 10 seconds the orb grows; after 20 seconds the trader's row turns red on the head's screen.

7 **Read the answers and the log**

Traders click **Seen**, then **Done**. **Who has answered** shows the average time to see and to finish. **Download Excel** saves the full log.

What you will see

- A coloured orb on each trader's screen.
- Who has seen and who has done each signal, to the second.
- Average time to answer per trader.
- A signal log as CSV or Excel.

Good to know

- Signals carry a fixed meaning from your board, never free text and never orders.
- Change the meanings with **Edit signals** before you start.
- The relay keeps the last 5,000 events for 30 days. Download the log to keep it longer.

Questions: markets@kalibrefin.com. Kalibre is software and does not give investment advice. Risk disclosure