otiom®

Personal settings

Updated 01/07/2021

Important information!
We are continuously developing Otiom.
Therefore, there may be a few aspects of the
Otiom app which are different than what is
described in this guide.

Visit www.otiom.com/install to see videos
that explain the person settings options.

A quick start to setting up your Otiom for your daily needs

These instructions will help you adjust your Otiom.

The tag might not work optimally if you do not configure the different settings. It is therefore important that you adjust the settings to match your daily life.

Otiom user overview

Menu

Otiom User

Status of Otiom-tag(s)
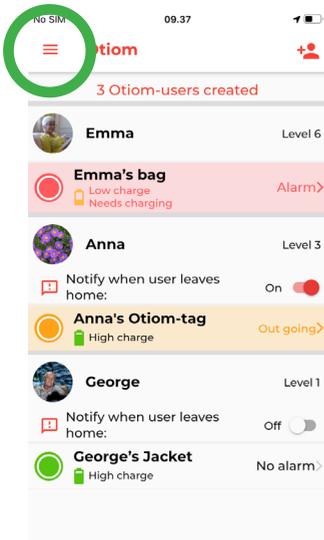
Add new Otiom user

Safety level

No SIM	09.37
≡ **Otiom**	+👤
3 Otiom-users created	
Emma	Level 6
Emma's bag 🔋 Low charge Needs charging	Alarm ›
Anna	Level 3
🔲 Notify when user leaves home:	On 🔘
Anna's Otiom-tag 🔋 High charge	Out going ›
George	Level 1
🔲 Notify when user leaves home:	Off ⚪
George's Jacket 🔋 High charge	No alarm ›

TIP: It is possible to connect several tags to the same Otiom user. This way, there is a greater chance that the user will have a tag on them when they leave. You can choose to place the Otiom-tags in different places: one in a coat, one on a walking frame or anywhere appropriate.

1. Menu

You will find the menu in the top left corner of the Otiom user overview.

Otiom user overview
Here, you will return to your start screen.

My information
Under "My information", you can change your information. For example your username and password

Edit Otiom-base
Here, you can move the Home Base or add another Home Base. For instance, it may be a good idea to bring the Home Base along, for example when going on a weekend trip to the summer cottage. If the base is moved physically, it also needs to be moved in the app. You can also choose to connect several bases, placing a Home Base in different locations. This may be useful if the Otiom user spends their time in different places. For example, in the day nursery/ activity centre or if you are often at your summer cottage.

Detect Otiom-tag
If in doubt, you can identify your tag.

Instructions and support
Under instructions and support, you will find answers to your questions.
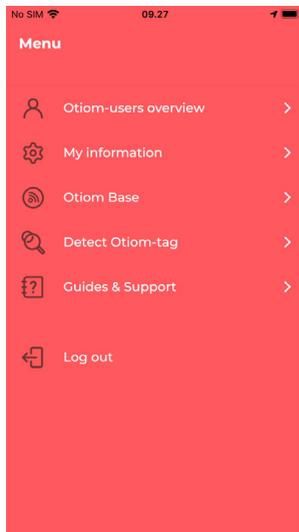
If the same options are not available in the menu, it is because you are a helper and not an administrator.

3

For Levels 1-5, you can activate the function "Notify when the user leaves home".

If this is activated, you will receive a Notification that the Otiom user has left home. The message is just for your information and NOT an alarm, which would trigger Otiom's localisation function.
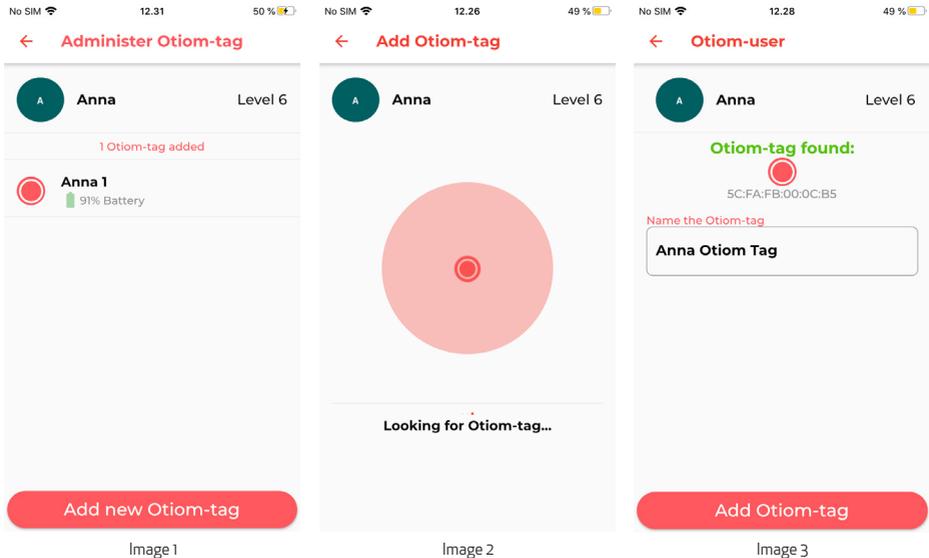
2. Otiom user settings
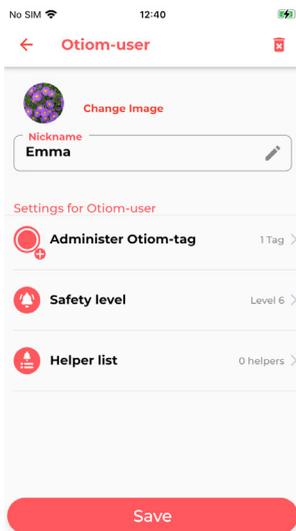
1. If you click on the Otiom user's name in the overview, you will be able to adjust the user's settings.
2. Here, you can:
    - Add a picture of the Otiom user
     - Change the Otiom user's name
    - Add several Otiom-tags (see p. 5)
     - Change the Safety Level (see p. 6)
    - Add and delete helpers (see p. 7)
3. You can change the different options by clicking on them.

> INFO: Under "Help" at www.otiom.com, you can see a video that shows how to change the safety level and add helpers.
>
> For the best experience with Otiom, it is important that you set the safety level to match the Otiom user's daily life.

Add the Otiom-tag

← **Administer Otiom-tag**

A   **Anna**   Level 6

1 Otiom-tag added

🔴 **Anna 1**
🔋 91% Battery

Add new Otiom-tag

Image 1

← **Add Otiom-tag**

A   **Anna**   Level 6

Looking for Otiom-tag...

Image 2

← **Otiom-user**

A   **Anna**   Level 6

Otiom-tag found:
🔴
5C:FA:FB:00:0C:B5

Name the Otiom-tag

Anna Otiom Tag

Add Otiom-tag

Image 3

> When you want to add a new Otiom-tag, you need:
> 1. The wireless charger.
> 2. The cable.
> 3. Your own power supply.

1. In the Otiom user menu, select "Otiom-tags".
2. Here, you have an overview of your Otiom-tags. Click "new Otiom-tag" to add a new tag (see image 1).
3. Connect power to the wireless charger and place the tag that you want to add on the wireless charger.
4. When the tag has been found in the Otiom-app, the tag will appear (see image 3). Now, you can name the tag.
5. Click "add Otiom" and then "save" – the Otiom-tag has now been added to the user and appears in the overview.

Change Safety Level
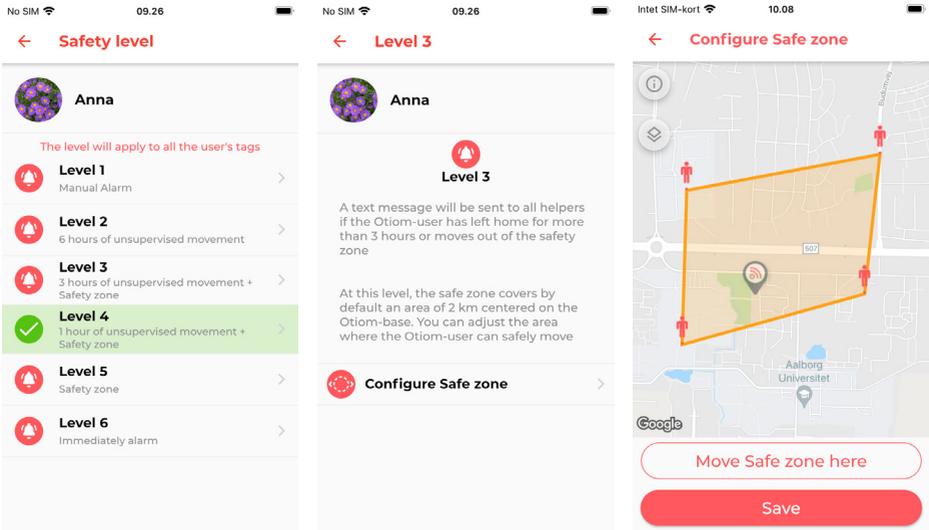
1. In the Otiom user menu, select "Safety Level".
2. By clicking on the levels, you can read more about them.
3. Check which level best fits the daily life of the Otiom-user.
4. Set up the Safety Zone if the selected level has such a zone. If not, just click "save".
5. If you are going to set a safety level, place it as you like by following the instructions in the app. When you are satisfied, click "save".

> Your Otiom-tag is by default set to Safety Level 6.
> It is important that you decide which of the six levels best fits your situation.
>
> If the Safety Level is not adjusted to your daily life, you will find that the Otiom-tag will run out of power quickly or that you get unwanted alarms.
>
> You can learn more about the six Safety Levels on our website: www. otiom.com/otioms-safety-zones/

Add helper
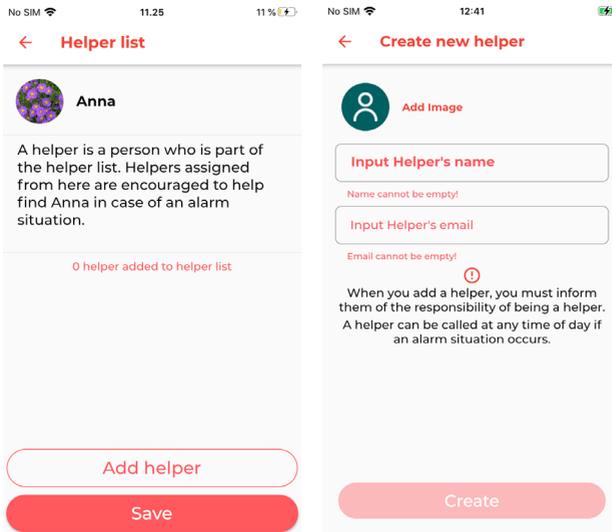
1. In the Otiom user menu, select "Helper list".
2. If you are yet to add a helper, the list will be empty. If you have added a helper, the person will appear on the list.
3. Click "Add helper" and enter the helper's name and email. (The email will be used as the user name).
4. Click "Create" and the new helper will now appear on the helper list.
5. Repeat the procedure to add more helpers.

INFO: When you have added a Helper, the person will receive an email from Otiom with the login information and brief description of what they are saying yes to.

We recommend that you talk to the persons that you want to add before doing so. This way, you can make sure that they are aware of the responsibility that comes with being a Helper.

This is how you charge the Otiom-tag.

When Otiom is about to run out of power, the administrator will receive a Notifikation informing them that the device needs charging. The Notification is sent when the power level of the Otiom-tag is about 30%.

Use the accompanying wireless charger to charge your Otiom.

To connect power to your wireless charger, plug it into a wall socket from a smart phone charger. The charger will blink three times when power is connected. This indicates that the charger has power.

Place the Otiom-tag in the middle of the connected wireless charger. When the charger emits a solid blue light, charging is underway and the tag is correctly placed. If the charger emits a solid green light, the tag is fully charged and placed correctly.

If the charger emits no light, try turning the tag around. If the charger blinks turquoise/blue, try removing the tag and placing it back on the charger. If the charger continues to blink after you have tried to remove the tag and to place it back on, please contact us.

A full charge can take up to three hours. When the charger emits a green light, the tag is fully charged.

The Otiom-tag must always be charged after an alarm.