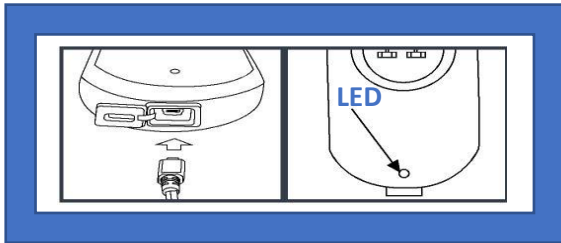


### 1. Charge the OPTi-100 Lock

- Open the USB cover at the bottom of the Lock and insert the Mini-USB connector end of the Wall Power Module.
- Plug the Wall Power Module into an AC outlet. A full charge takes approximately 4 hours.
- The LED light on the Lock will flash and change colors. Eventually, it will turn off. The OPTi-100 will continue to charge after the LED light goes off. Please allow at least 4 hours for a full charge.



### [Client Portal Login -](https://application.opticallock.com/)

<https://application.opticallock.com/>

### 2. Complete your OpticalLock Management Software Setup

- Open the Welcome Email from OpticalLock and follow instructions. **The email is time sensitive; open within 24 hours of receiving it.** Click **Complete Sign Up** to open the *Registration Form*.
- Finish completing the form, including your time zone and your preference for Celsius or Fahrenheit temperature units.
- Enter a password into the Password field with at least 8 alphanumeric characters. Example: 1 capital letter • 1 lower case letter • 1 number character • 1 special character (@#\$%&!)
- Select a Challenge Question in the Challenge Question Options section for password recovery and access.
- Provide an answer that you will remember. Click **Finish** to go to the sign-in screen. Sign in with your email address and your newly created password.

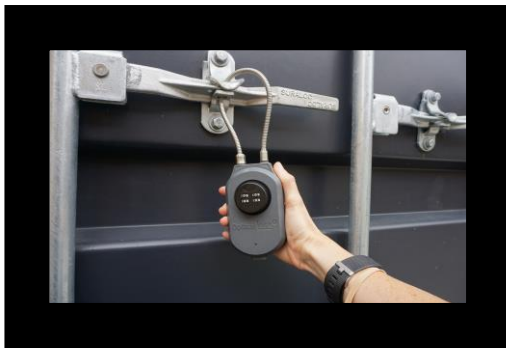
### 3. Add Emails to Your Contacts For Alerts List

- Login to your Administrator Account in the OpticalLock Management Software. Click **Lock Management**
- Click **Contacts for Alerts** under Lock Management in the left column.
- Enter the email in the Contact email field and Click **Add**.
- The email shows up in the Contact Email window. You may now enter additional email addresses.
- Select **All Locks** if this email address will receive alerts for all Locks.
- If this email address is to be used for only some Locks, select the **Select Specific Locks** option, and then enter the Lock number(s) in the Selected Locks field.
- Click **Save** and the new email addresses will show up in the window along with the Lock numbers associated with them.

### **IMPORTANT:**

After setting up email contacts, you must activate the **Enable Notification switch** and set this switch to on. This screen can be accessed from either the **Reporting Interval or Combination** screen **found** on the main menu or under **See All Locks**, also accessed from the Main Menu on the left.

*The OpticalLock Management Software gives you access to additional help and resources in the Left Navigation menu under Help.* For support issues, reference the OPTi-100 User Manual at or contact the Lead Administrator for your OpticalLock System within your company. If you are the Lead Administrator for your company and you need assistance, please contact OpticalLock at [support@opticallock.com](mailto:support@opticallock.com). Please do not hesitate to contact us for assistance in setting-up your OpticalLocks or account. It's our pleasure to help.



## TIPS

Your OpticalLock Monitoring System can easily be setup and optimized:

- ✓ Establish WIFI communication secure credentials and reporting intervals for your lock to check-in and report status. Include the physical address of the WIFI location for enhanced GPS location services.
- ✓ Monitor your battery life and reporting frequency when checking factory defaults to ensure they meet your needs
- ✓ Clear all Geofence Alerts once status is recognized to enable the lock to return to monitor mode
- ✓ Establish alerts contacts, Admins and Field Users as appropriate
- ✓ Sign-up for updates from OpticalLock at [www.OpticalLock.com](http://www.OpticalLock.com)

**OpticalLock**

**OpticalLock**



**Thank you for your purchase!**

Please visit our website at [www.OpticalLock.com](http://www.OpticalLock.com)

You can access our [Client Portal Login link](#) at the top right corner of our website homepage

Check out our videos, find technical specifications, downloads, our blog and sign-up for updates

Download this document online for hotlinks

[www.OpticalLock.com](http://www.OpticalLock.com)  
[Client Portal Login](#)  
(<https://application.opticallock.com/>)



## REMINDERS

Your OpticalLock Monitoring System has many features:

- Rechargeable battery alerts
- Adjustable reporting intervals
- Access Control for enabling, suspending or removing field users
- Customized Reports
- Dynamically switching between WIFI and cellular communication (depending on model)
- Geofencing including multiple geofence capabilities, mapping a route, a circumference or shape on a GPS map where you want to be alerted for movement
- Set Email and Text alerts
- Request a hands-on Easy Setup appointment with customer support team! [Support@OpticalLock.com](mailto:Support@OpticalLock.com)