

# Your Otto by Oxford user guide

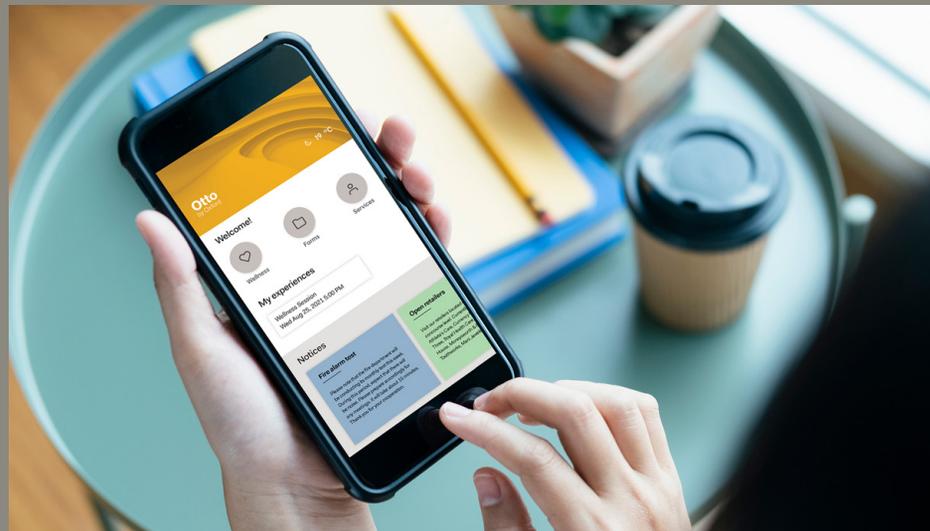


# Hello

It's time to enrich your work-life experience. Meet Otto, the helpful friend in your pocket.

Created just for you, Otto is here to make your everyday a little easier and more enjoyable. Stay connected and informed, organize your workday, and take advantage of offerings around you – all at the tap of a button.

Welcome to your step-by-step user guide – Meet Otto today!



[ottobyoxford.com](https://ottobyoxford.com)

# Quick start

## Get the app

### Download the app

Otto is available in the Google Play store for Android users and the iOS App store for iPhone users.



Search **Otto by Oxford** in the Apple App Store or Google Play Store to find the app. Or you can follow the directions below using the QR code.

### QR code

1. Open your camera app with the camera direction facing outward.
2. Hold your phone to scan the QR code below.



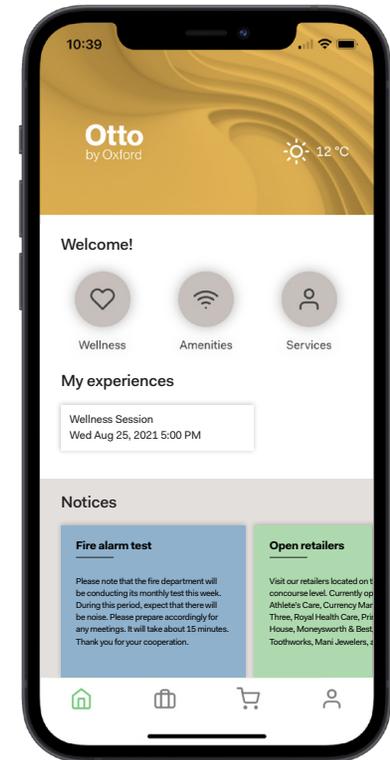
3. Select 'open link'. You will automatically be brought to the **Otto by Oxford** app page.
4. Click to download.

### Sign up

Allow notifications.

Select building and company name.

Sign up/create an account.

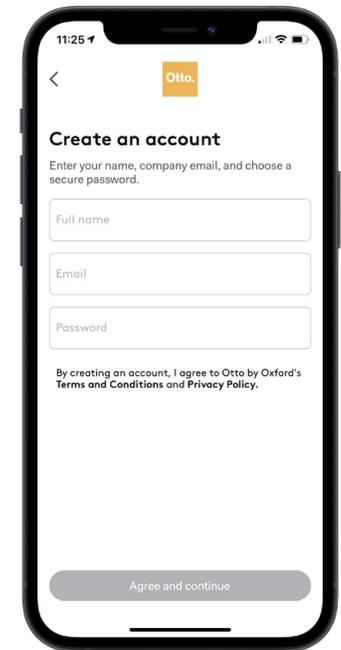
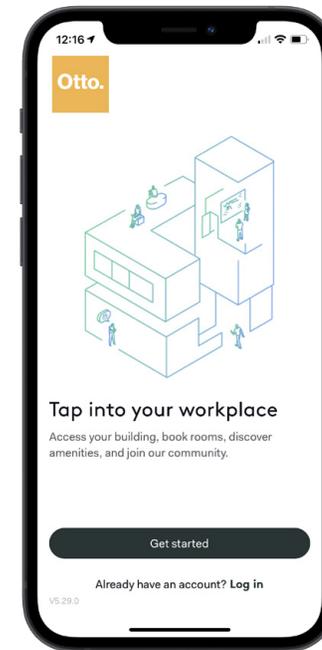


# How to sign-up

Once Otto has successfully been downloaded and opened on your mobile device, the next step is to click “Get started” then sign up if you’re creating an account for the first time.

## To create an account:

1. Enter your full name: sign-up with your First & Last Name.
2. Enter your email: use your work email address.
3. Set your password: use at least 10 characters.
4. Click “Agree and continue” once you’ve reviewed the Terms & Conditions and Privacy Policy.
5. Search for your company name.
6. If there are multiple offices for your company, select the option with your workplace address. Once selected, click continue.
7. You will now enter your building channel successfully! Confirm your registration via email & that’s it! You are now signed-up to receive Building News, find out about community events, and find building information at your fingertips.



## Top tips

### Accessible from anywhere

Whether in the office or working remotely, you can easily access your building’s Tenant Handbook, along with building services and amenities and submit service requests. Access desktop login [here](#).

### Notifications

Simply update your preferred notification settings (push notifications, SMS or email) to find up-to-date information about safety procedures, wellness initiatives, and the latest news and events.

# Features at your fingertips

# Stay safe and connected

**Otto is full of perks that make your work life simpler and more enjoyable.**

**Using the app, you can\*:**

-  Discover exclusive retail offers
-  Find car / bike parking options
-  Explore upcoming events
-  Book yourself into classes
-  Report any concerns

\*Features vary by building, per location

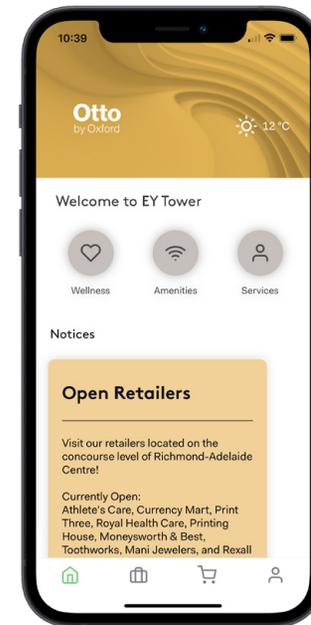
**Otto is also really helpful with necessities like:**

-  Health and safety protocols
-  Building amenities and FAQs
-  Important points of contact
-  WiFi access
-  Local retail listings
-  Building notices and forms, submit service requests

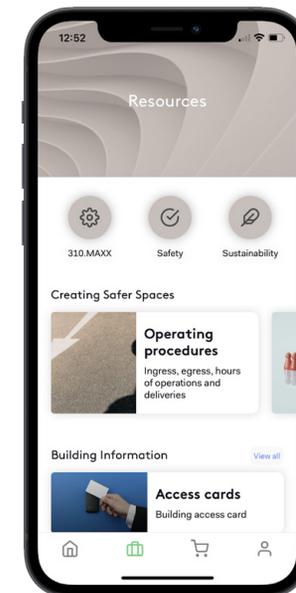
# Navigating Otto

 On the **Home** Tab, you can find quick links for your building wellness offerings, amenities and services. In addition, stay connected to receive pertinent building notices and be the first to know about upcoming events.

To access the **Building Profile**, click the “Otto by Oxford” Icon on the Home Tab. Each Building has unique descriptions, features, an interactive map and highlights of building awards and certifications.

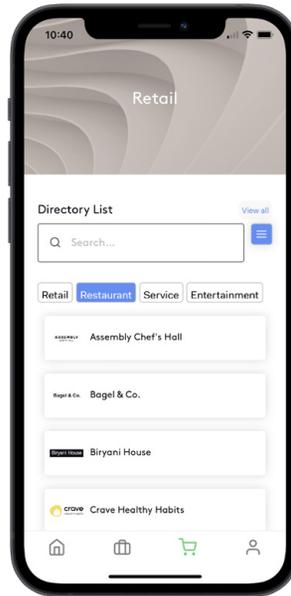


 On the **Resources** tab, you can submit service requests, find about safety procedures and our sustainability efforts. Additionally, the Creating Safer Spaces section provides updated procedures to remain safe upon your Return to Work. Lastly, you have access to building handbook information in real-time.

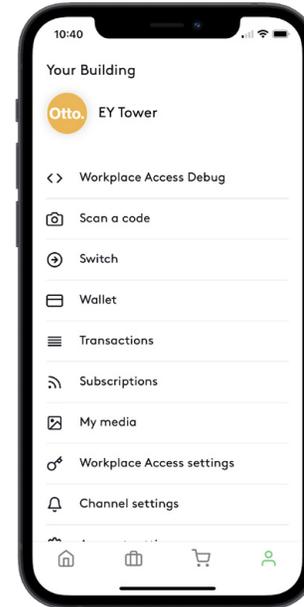


# Navigating Otto

 On the **Retail** Tab, check out Restaurants, Services & Retailers on-site for menu items & hours of operation.



 On the **Profile** Tab, manage your account and set your notification preferences.



## Support

Oxford customers can email  
[support@ottobyoxford.com](mailto:support@ottobyoxford.com)

