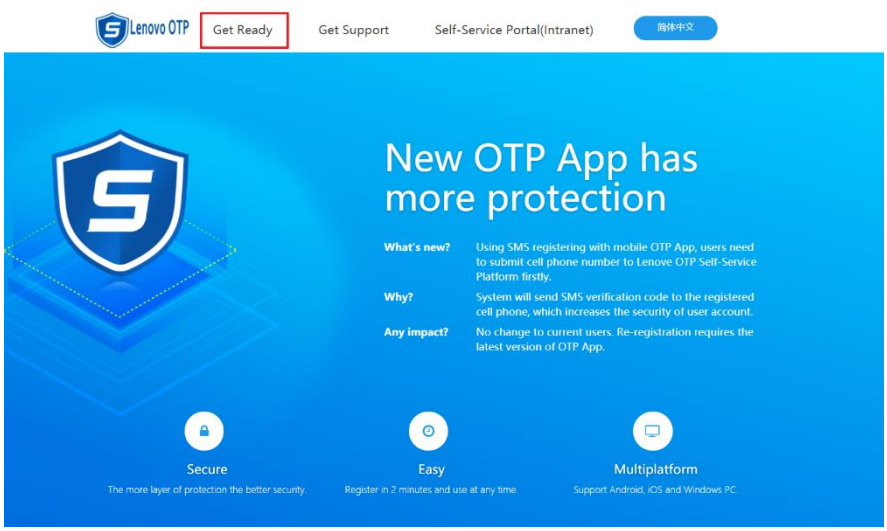
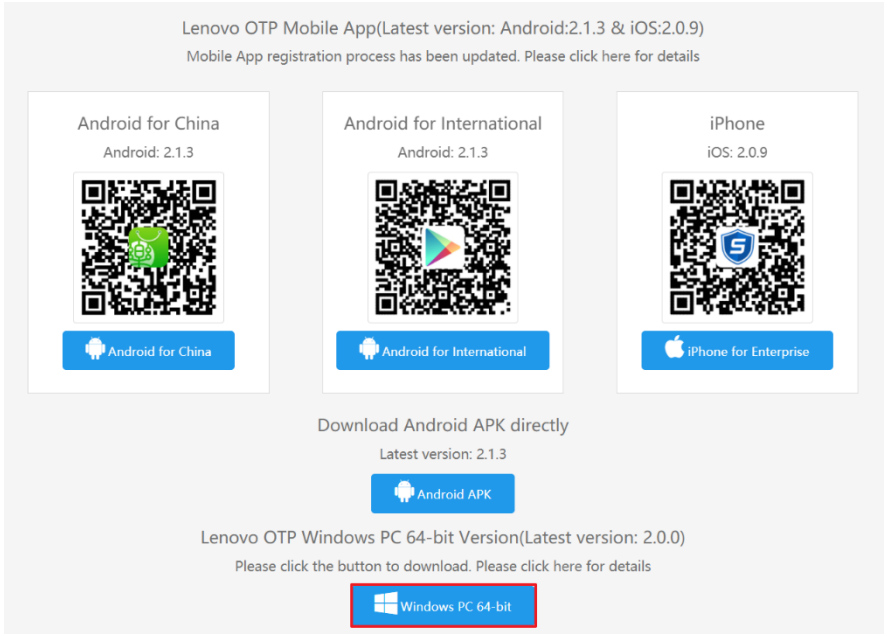
Registration Manual of Lenovo OTP Windows 64-bit PC Version

The Windows 64-bit PC version now supports concurrent use with mobile (Android/iOS) versions. (Previous Windows 32-bit version does not.)
The latest OTP Windows 64-bit version No.: v2.0.0

Please follow the steps to download, install, and register Lenovo OTP.

Part 1：Download and Install Lenovo OTP Windows 64-bit PC Version

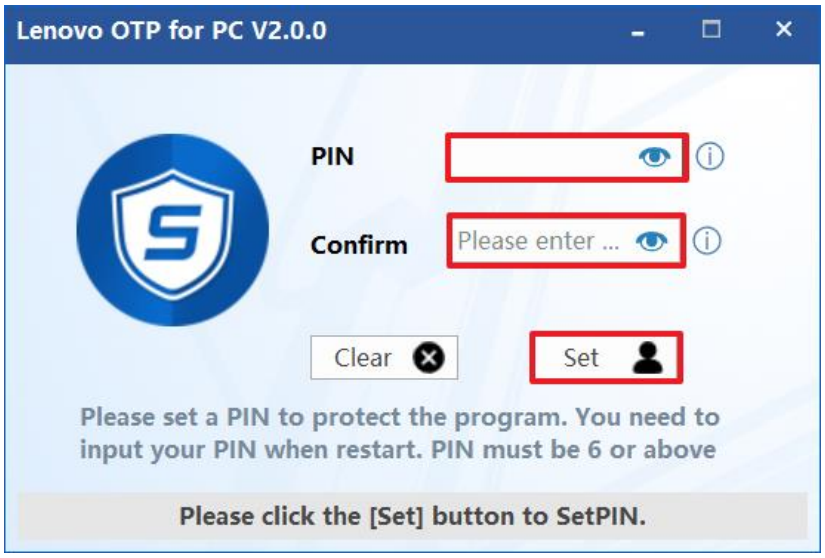
Lenovo OTP Windows 64-bit PC version can be downloaded from Lenovo OTP Portal

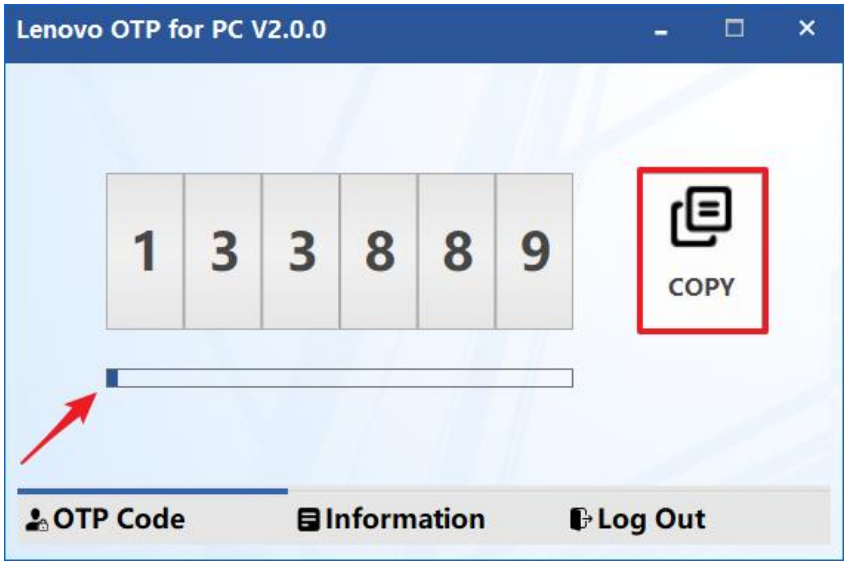
Step 1 Visit Lenovo OTP portal, click [Get Ready] to obtain Lenovo OTP Windows 64-bit PC version	
Step 2 Download Lenovo OTP	Lenovo OTP Windows 64-bit PC version, click the button to download 

In the short term, users can still download and install the Lenovo OTP Windows 32-bit PC version, but the 32-bit version cannot be used in parallel with the mobile APP (Android/Apple) Lenovo OTP.

Part 2：Register Lenovo OTP Windows 64-bit PC Version

Registration with Lenovo Employee ID (users may need to contact HR to obtain their own Employee ID)

Step 1 Open Lenovo OTP Windows 64-bit PC version, enter the user information	Fill in ITcode, Password, Employee ID and Captcha, then click [Register]
Step 2 Set PIN code	Enter PIN code and confirm, then click [Set] button to complete setting 
Step 3 Registration completed once PIN code is set	Click the [COPY] button, or use the Ctrl+C to copy the OTP code to the system clipboard; lower part is the OTP code refresh timing progress bar

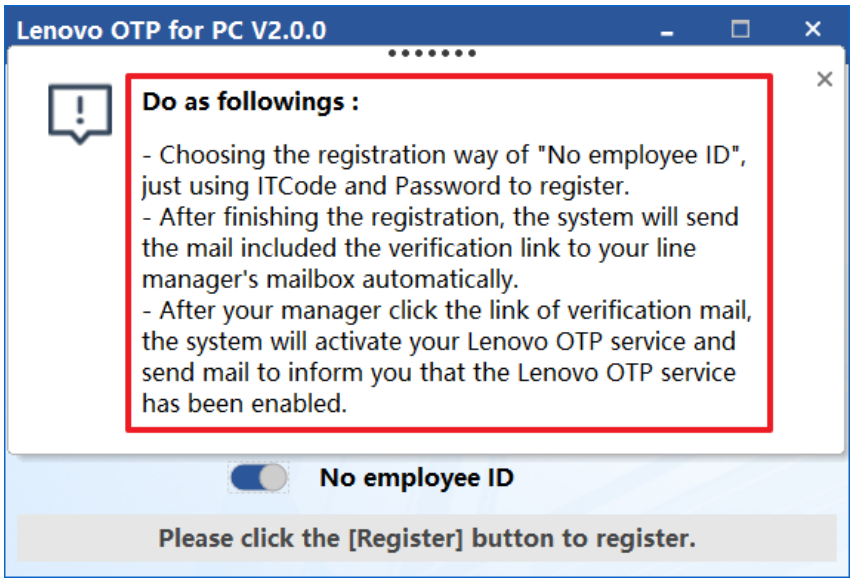
	
Step 4 PIN code is required when login Lenovo OTP	

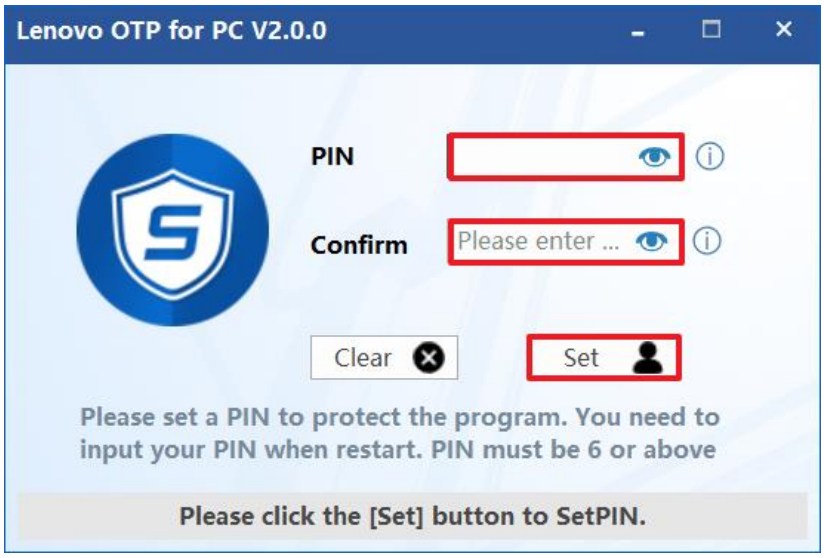
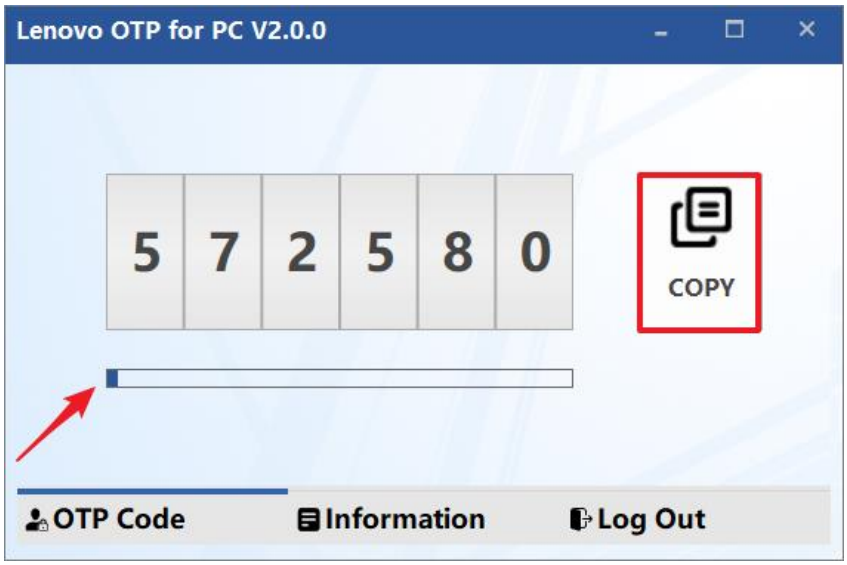
Registration without Lenovo Employee ID

Notice:

Users who do not have an Employee ID need to switch on the [No Employee ID] option, and then continue the registration.

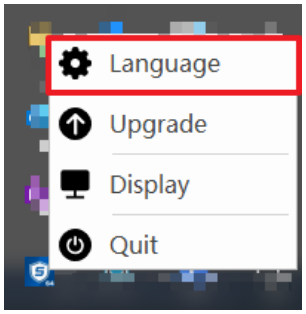
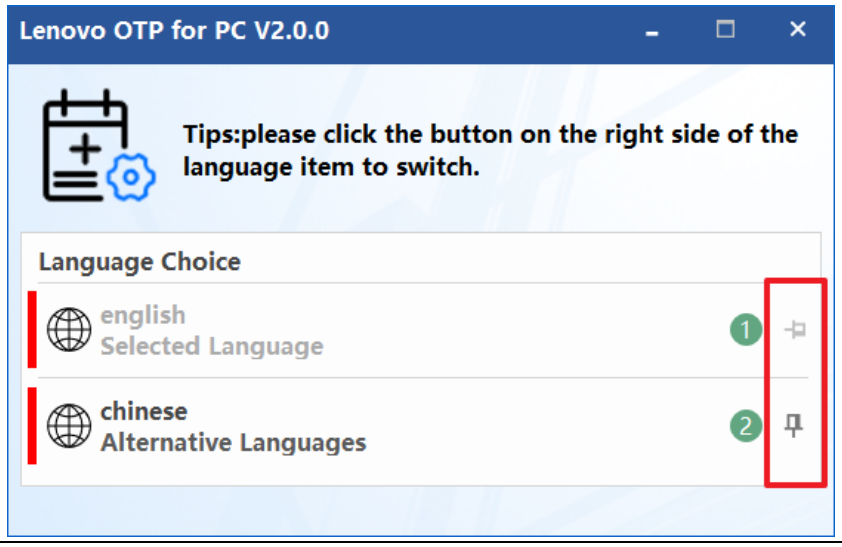
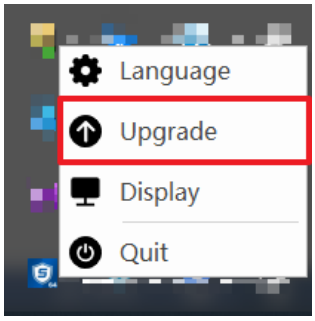
After users who do not have an employee ID complete the registration, their line managers will receive an activation email from OTPAdmin@lenovo.com; the help from managers is required according to the email guidance during the users completing the activation part.

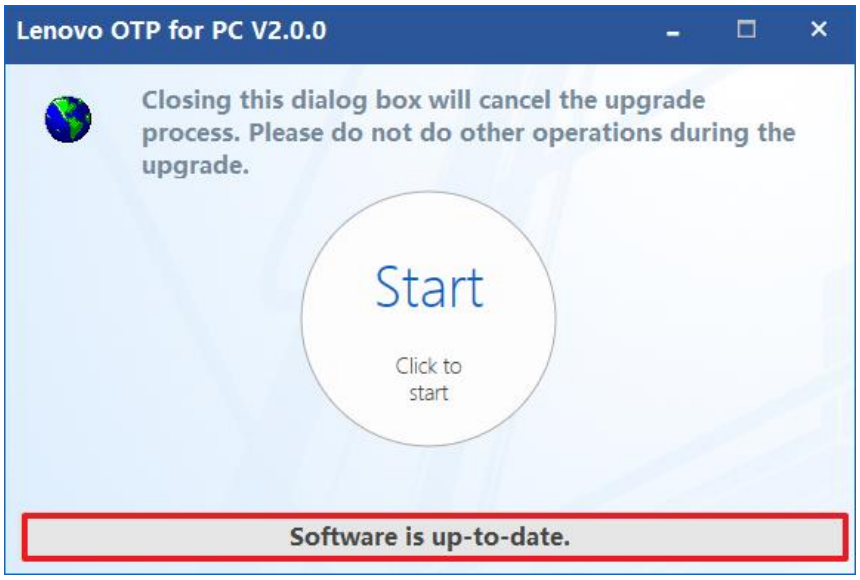
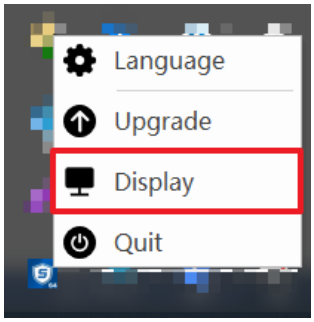
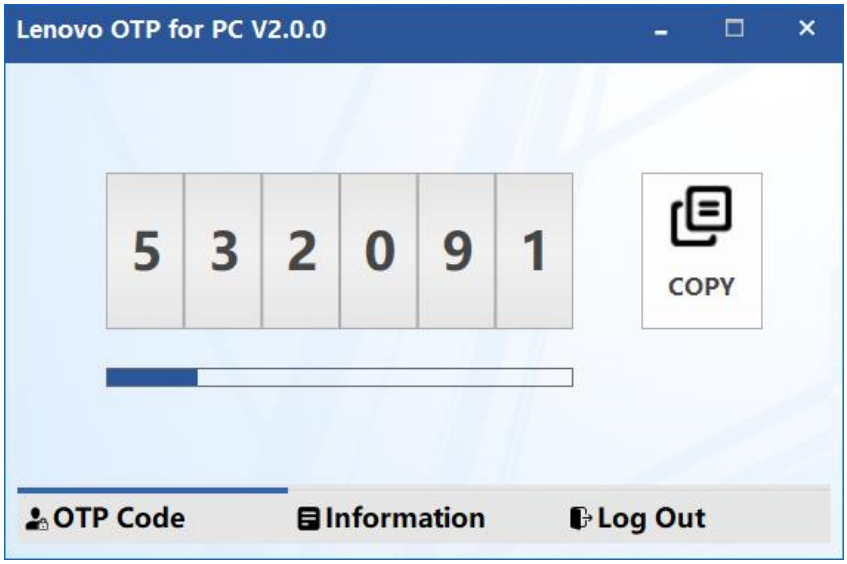
Step 1 Open the Windows64PC version, fill in user information; switch on the [No employee number] option	Fill in the ITcode, Password and Capcha then switch on the [No Employee ID] option
Notice: Here a reminder of the No Employee ID registration procedure pops up. Read it carefully and follow the instruction	The registration procedure of No Employee ID will pop up. Please read it carefully then take actions as the following instruction 
Step 2 Set PIN code	Enter PIN code and confirm, then click [Set] button to complete setting

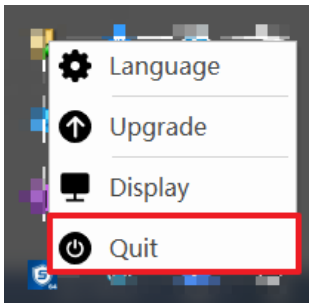
	
Step 3 Registration completed once PIN code is set	Click the [COPY] button, or use the Ctrl+C to copy the OTP code to the system clipboard; lower part is the OTP code refresh timing progress bar  (!!! Note: the OTP code does not take into effect at this time. After user's manager follow the activation instructions sent by OTPAdmin@lenovo.com to activate user's account, the OTP code will be valid for login.)

Part 3: Additional Functions of Menu Bar (New features of 64-bit PC version)

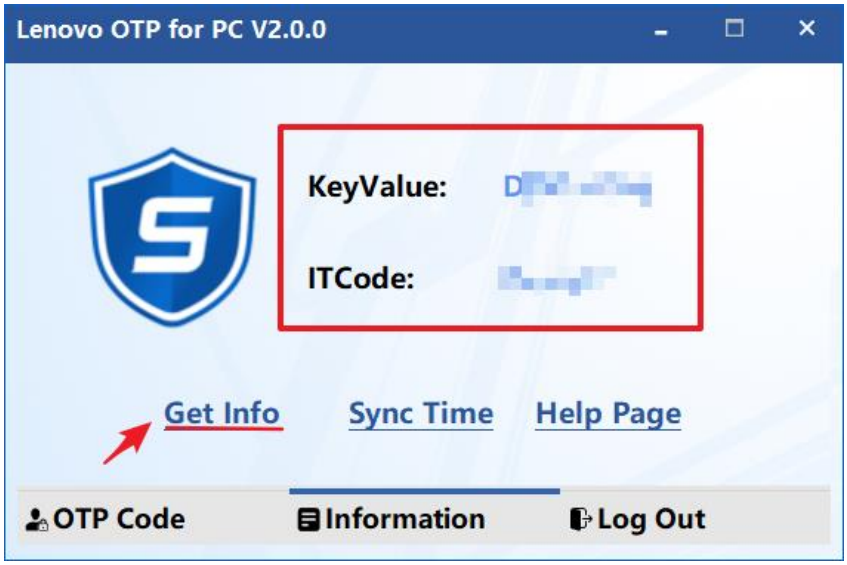
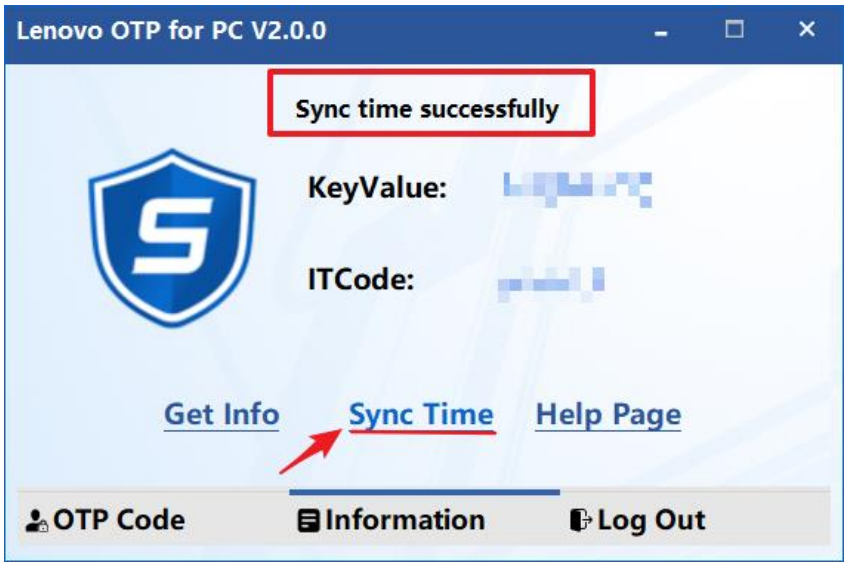
Users can find the Lenovo OTP 64-bit PC version icon in the tray. By right clicking, following features are presented

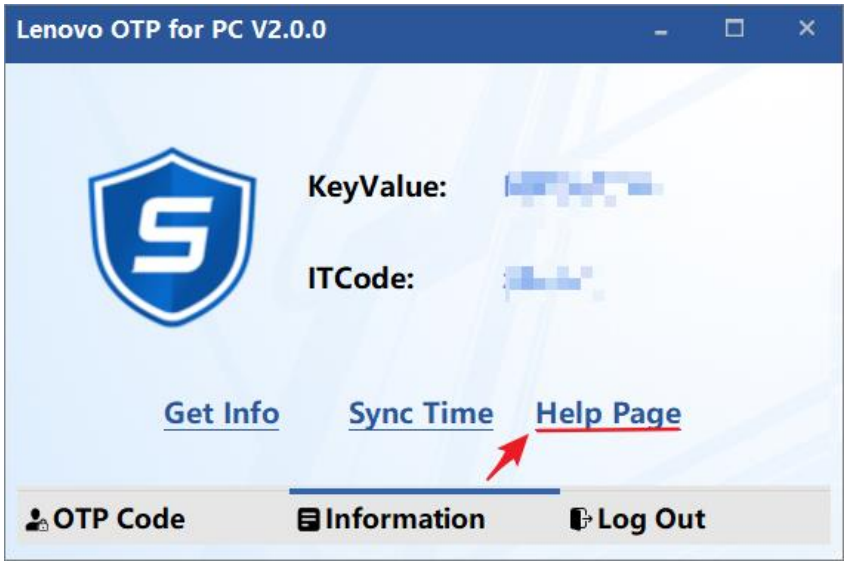
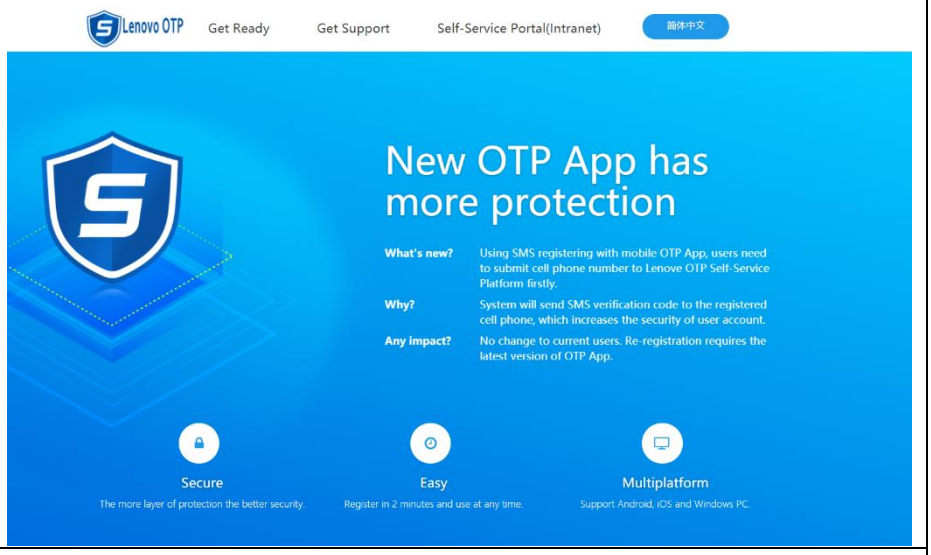
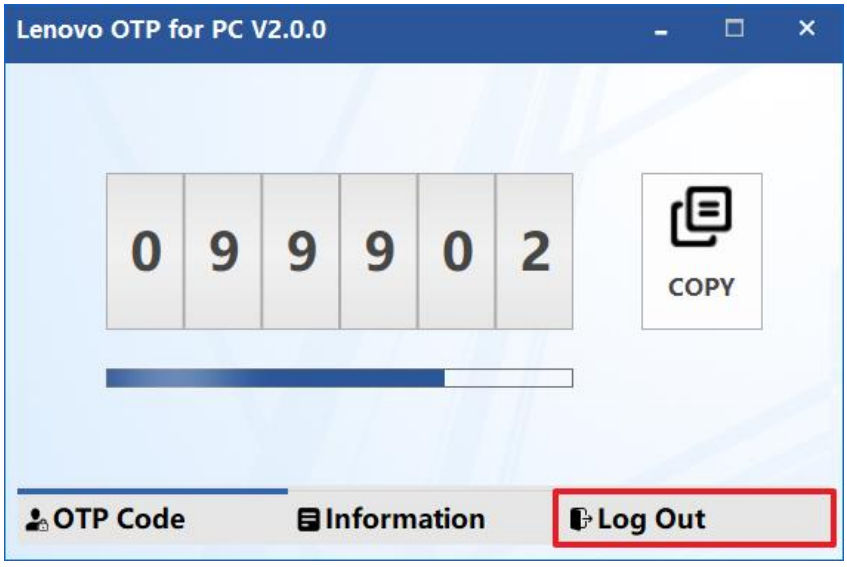
1. Language setting	Click [Language] to switch language settings  Select the language the user prefer, and click the button on the right side of the language item to change 
2. Program upgrade	Click [Upgarde] to enter the upgrade interface  Enter the upgrade interface, and the current version information will be shown at the lower part; If an upgrade is needed, simply click [Start] to begin the download

	
3. Display window	Click [Display] to re-display the Lenovo OTP window at the position where the window was closed last time  
4. Exit client	Click [Exit] to exit the client

	 Language Upgrade Display Quit

Part 4: Other Featues Instruction of PC 64-bit Version

1. Device registration information query	Get Info: Click to copy "KeyValue" and "ITcode", which can be provided to engineers to view the usage problem  Sync Time: For synchronizing the misaligned time. If the time zone switch causes the OTP code to be unavailable, please click this button to synchronize time  Help Page: It links to Lenovo OTP Portal

	 
2. Log out	Click [Log Out] button  It will return to the login interface

<table>
<tr><td></td><td>
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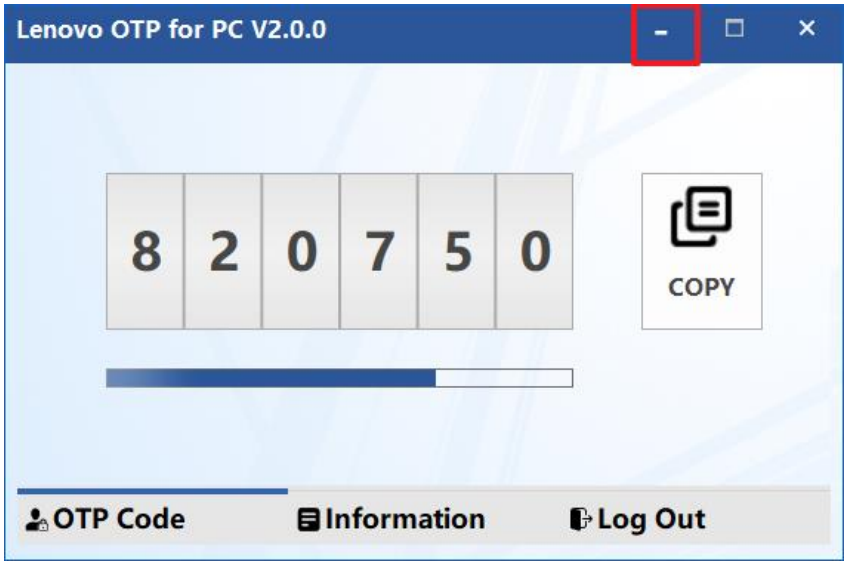
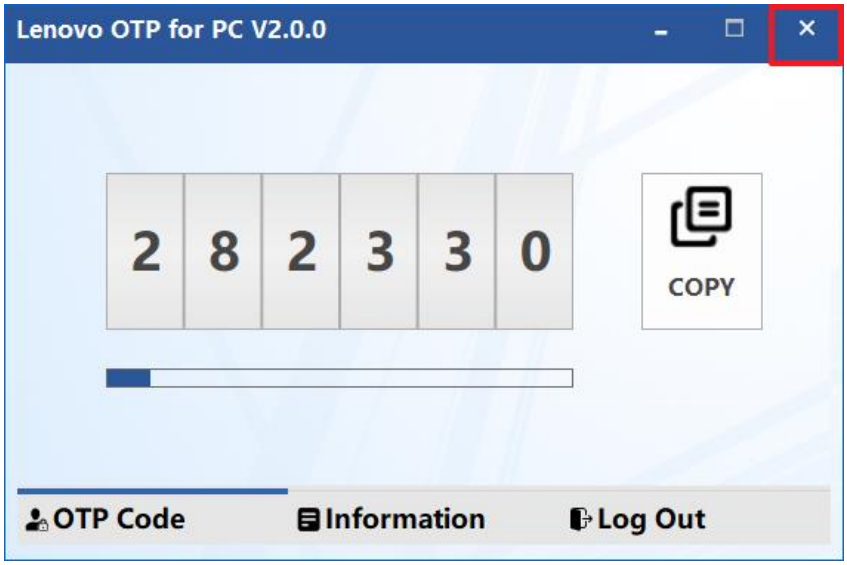
<tr><td>3. Minimizing the window</td><td>Click the [Minimize] button in the box to minimize it to the taskbar
 

Click the [Close] button in the box to minimize it to the tray
 
</td></tr>
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