

## Amazon Echo Quick Start Guide

For ATE 2.0 – Activity Directors

### Settings:

To adjust Settings, go to [www.alex.amazon.com](http://www.alex.amazon.com) and login. Alternatively, login to the Alexa App on a mobile device. Additional Settings are found on the Echo Show itself, via the on screen settings.

- Say, “Alexa, go to settings,” or swipe down from the top of the Echo Show screen and tap on “Settings.”

**Caution:** If you use a mobile phone for setup you will be prompted to enable phone calling via the Echo. Due to the lack of restrictions or passcode lockout this will enable anyone to place a call appearing to originated from your cellphone on the Echo. Hence, you’ll likely not wish to enable this feature, until such controls are enabled. Follow the steps in the footnote to avoid bypass this feature.

### Quick Scenarios:

These may be powerful features that you may find useful.

- Every morning ask Alexa to play the news. Where several hours of news play back to back from various outlets, in the community room.
- Every day before lunch or breakfast, a repeating reminder announces 10 minutes ahead of time that, “Lunch will be served in 10 minutes.”
- With the activities calendar connected to the Echo, residents can ask about what’s happening today. With reminders, you can have announcements before events or during breakfast in the morning.
- Play music or radio stations throughout the day, and set a sleep timer to automatically shut off the music at the end of the day.

### Sample Commands:

Those with a star (\*) may be of particular use.

- Volume/Stop/Cancel
  - “Alexa, Volume Up”
  - “Alexa, Volume to 5”
  - “Alexa, Stop” (music or talking)
  - “Alexa, Resume” (music)
- Calendar (requires 3<sup>rd</sup> party Calendar like Google Calendar)
  - “Alexa, what’s on my calendar?” \*
  - “Alexa, what’s on my calendar for this afternoon?” \*
  - “Alexa, what’s on my calendar for tomorrow?” \*
  - “Alexa, add appointment.”
  - “Alexa, delete appointment.”
- Public Announcements (available if there are multiple Echos on one account)
  - “Alexa, announce its time for Bingo.” \* (all Echos on the account will play this announcement in real time)
  - “Alexa, announce its dinner time.”
- Weather
  - “Alexa, is it cold outside?” \*
  - “Alexa, what is the weather report for tomorrow?”

- Business Info
  - “Alexa, nearest Applebee’s.”
  - “Alexa, what’s the phone number of the nearest Applebee’s?”
- Alarms, Reminders, Timers, Sleep Time

**Caution:** Alarms and timers will go off UNTIL they are stopped.

  - “Alexa, create a reminder.” \* (like an alarm but with a label only goes off twice)
    - i.e. – could use it for Bingo Thursday 2pm
  - “Alexa, create a repeating reminder.” \* (like an alarm but with a label)
    - i.e. – could use for a lunch reminder everyday 15 minutes before noon.
  - “Alexa, create a timer called check oven.” (a timer with a label)
  - “Alexa, set a repeating alarm.” (follow the prompts for more info)
  - “Alexa, set a 20 minute timer.”
  - “Alexa, set a sleep timer 15 minutes.” \*
  - “Alexa, what [alarms, timers, reminders] are set for today?” \*
    - can set multiple or repeating – separate from calendar
- News
  - “Alexa, give me my news briefing.”
  - “Alexa, play NPR.”
  - “Alexa, play BBC News.”
  - “Alexa, play Weather Channel News Video.” \*
- Podcasts & Radio
  - “Alexa, play People’s Pharmacy Podcast.”
  - “Alexa, play WVTF Radio.”
  - “Alexa, play 92.3 Radio.”
- General Facts, Math, & Figures
  - “Alexa, how much sugar is in a banana?” \*
  - “Alexa, tell me a joke.” \*
  - “Alexa, how do you spell serendipity?”
  - “Alexa, define serendipity.”
  - “Alexa, population of Roanoke, VA?”
  - “Alexa, what is 2 plus 2?”
- Pandora Music & iHeart Radio \*
  - “Alexa, play Kenny G on Pandora.”
  - “Alexa, play Jazz on Pandora.”
  - “Alexa, play Pandora.” (plays last station)
  - “Alexa, play iHeart Radio.” (plays last station)
  - “Alexa, play Lewis Armstrong on iHeart Radio.”
  - “Alexa, sign up for Amazon Music Unlimited.”
- Medical
  - “Alexa, open Web MD.” \*
- Video & Picture Commands

**Caution:** The Echo can play video content and show pictures. Out of the box the child safety features and NSFW filters are on.

#### Enabling a New Skill Verbally:

This will require you to know the name of the skill. You can also add skills via the Alexa App or Website.

- “Alexa, enable Jeopardy Skill.”

#### Slide Show Backdrop:

The Amazon Echo show has a customizable backdrop. It can rotate through a series of photos you have posted on Amazon, free of charge. To access, curate, and upload photos go to

[www.amazon.com/photos](http://www.amazon.com/photos)

To enable the feature on your Echo Show follow the directions below from Amazon:

- Say, “Go to settings.” Or swipe down from the top of the screen and select Settings.
- Select Display and then Photo Slideshow.
- Select Slideshow Speed and then your preferred speed.
- The Amazon Slideshow can also take photos.

#### Additional Resources:

- Echo Tips Podcast by New Vision  
<https://tunein.com/podcasts/Education-Podcasts/Echo-Tips-p1118403/>  
(Or say, “Alexa, play Echo Tips Podcast.”)
- Two other Podcasts: “Dot to Dot” and “Voice of Canada” focus on the Amazon Echo as well.
- Every week or so Amazon will send out an email entitled, “What’s New with Alexa?” that often contains tips, new features, and seasonal features.