

Parker
we make aging part of life™

Parker Connected Communities

Amazon Echo Guidebook



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To access a playlist of videos related to the topics in this Guidebook, go to: bit.ly/alexaplaylist

Echo Setup Guide

Please fill in as much information as possible prior to your device setup. It is important to have all of the necessary information prepared so that your setup can run smoothly. Allow yourself enough time in case you need to recover passwords.

None of this information will be kept on record by your community or Parker Life.

Email Account

In order to confirm your Amazon account and setup your Echo, we may need to access your email account during setup. If you have an email account, please write the login information.

Email Address: _____ Password: _____

If you do not have an email account, please see a staff member in your community. They will help you create one prior to setup and write the information here.

Amazon Account

In order to use Alexa, you need to have a free Amazon account. If you already have an Amazon account, please write down your login information.

Email Address: _____ Password: _____

If you do not have an Amazon account yet, a staff member can set one up for you during the setup process and record the information here.

Wi-Fi

A staff member will write down the building's Wi-Fi information for you here.

Wi-Fi Network Name: _____ Wi-Fi Password: _____

Alexa App



If you have a smartphone, it is recommended that you download the Amazon Alexa app either from the Play Store on Android or from the App Store on iPhone.

Getting to Know Alexa

Alexa Controls



- 1 Volume Up.**
- 2 Action** - Press this to give a command instead of saying "Alexa." You can also press it to turn off a timer or alarm.
- 3 Volume Down.**
- 4 Microphone Off** - Press this to turn the microphone off so that Alexa will not be listening. Press it again to turn the microphone back on.

Basic Commands

All commands begin with "Alexa..."

You can ask Alexa ...

- Facts
- Math
- General Questions
- Time
- Weather

& much more



"Alexa,
is it going
to rain
today?"



"Alexa,
what time
is it?"

You can tell Alexa to ...

- Set Timers
- Make Lists
- Take Notes

& much more



"Alexa,
read my
news
briefing."



"Alexa,
remind me
to call Carol."

Music & Radio

There are several media services that can be used with Alexa to listen to music - including both streaming music and live radio.

iHEART RADIO



With **iHeart Radio**, you can listen to thousands of radio stations across the country. No account is required. You can play a certain radio station or choose a genre to listen to.

- “Alexa, ask iHeart Radio to play Q104.3.”
- “Alexa, play the Stevie Wonder station on iHeart.”
- “Alexa, ask iHeart to play Frankie Valli.”
- “Alexa, play 70’s hits on iHeart Radio.”

TUNEIN RADIO



TuneIn Radio allows you to listen to free AM and FM stations, internet radio, and even podcasts.

- “Alexa, play [local radio station] on TuneIn.”
- “Alexa, play an easy listening station on TuneIn.”
- “Alexa, ask TuneIn to play Classical 101.”
- “Alexa, play ESPN radio on TuneIn.”

AMAZON MUSIC



Amazon Music allows you to listen to personalized radio stations. You pick an artist or genre that you like, and it will choose songs for you based on your selection. It is already setup for you to use with Alexa, simply say:

🗨️ **“Alexa, play Bob Dylan.”**

🗨️ **“Alexa, play Classical Music.”**

PANDORA & SPOTIFY



Pandora is a music streaming service that lets you listen to personalized radio stations and will choose songs for you based on your selections. You need to have a Pandora account to use it. **Spotify** is another popular subscription music streaming service. *You'll need an account to use them, if you do not have an account, you can create one by downloading the Pandora or Spotify app, or by going to their websites.*

Once you have an account, you can link it on the Alexa app:

1. Tap **☰ Menu** → **Settings** → **Music & Podcasts** → **Link New Service**.
2. Tap **Pandora** or **Spotify**.
3. Tap **Enable to Use**.
4. Enter your **email** and **password**, then tap **Log In**.
5. It will let you know if you were successfully logged in. Once you are, you can tap the **X** to get out of this page.

🗨️ **“Alexa, play Jazz on Pandora.”**

🗨️ **“Alexa, play Here Comes the Sun on Spotify.”**

Both Pandora and Spotify offer free and paid subscriptions. Free subscriptions include ads, while paid subscriptions are ad-free.

Audiobooks

There are several media services that can be used with Alexa to read audiobooks. Listening options include subscriptions with monthly fees, individual book purchases, and free audiobooks.

AUDIBLE



Audible is Amazon's audiobook service, and it works seamlessly with Alexa. If you are already an Audible user, simply ask Alexa to read one of your books.

For example, you could say:

“Alexa, read Treasure Island.”

Audible books can be purchased individually without a subscription, or you can sign up for a monthly subscription to get a free audiobook each month, as well as discounts on additional books.

You can get a free 30-day trial of Audible and get two free audiobooks by saying:

“Alexa, start an Audible trial.”

It will prompt you to enter credit card information, but you can set an Alexa reminder to cancel your subscription before your free trial ends.

In addition, you can listen to Audible's free book of the month by saying:

“Alexa, what's free from Audible?”

For more information and to browse audiobooks, go to [audible.com](https://www.audible.com).

USING AUDIBLE

Access your library:

**“Alexa,
what are my
books?”**

To repeat:

**“Alexa,
go back 20
seconds.”**

To adjust speed:

**“Alexa,
read
slower.”**

WITH YOUR LIBRARY CARD



Hoopla is library-sponsored service that loans you digital copies of audiobooks, books, music, movies, and more. To listen to audiobooks, you'll need to register for an account and link your library card at hoopladigital.com. You will need to use a computer or smart device to borrow audiobooks.

Once your account is created, say:

“Alexa, enable Hoopla.”

Next, follow these steps:

1. Tap  **Menu** → **Skills & Games** → **Hoopla Digital** → **Settings**.
2. Tap **Link Account**.
3. Enter your **email** and **password** for Hoopla, then tap **Sign In**.

To access an audiobook title that you've borrowed, say:

“Alexa, ask Hoopla to list my borrowed titles.”

Alexa will ask if you would like to play a title, say Yes to play, or No to skip to the next title.

KINDLE



Alexa also has the ability to read Kindle e-books out loud. You won't get the same professional recording as you will with Audible or Hoopla, but it is another option available for listening to books using Alexa. You can find many free books on Kindle, including many classics.

If you already have Kindle books, you can ask Alexa to read them.

For example, you could say:

“Alexa, read The Time Machine.”

For more information and to purchase Kindle e-books, visit amazon.com/kindlestore.

**“Alexa,
read my
book.”**

Community Hub Skill

Community Hub is a skill that was created to connect residents to events and activities in their community. You will be able to use it to find out about events in your community and register for them simply by talking to Alexa. You are also able to access the latest community news, alerts, dining options and even check to see if the mail has arrived.

HOW TO USE

Launch the skill by saying:



To find out what's happening in your community, you can use one of these commands:

- 🗣️ **“What’s happening today?”**
- 🗣️ **“What’s happening this week?”**
- 🗣️ **“What’s happening on March 6th?”**
- 🗣️ **“When is the next [Event Name]?”**

Alexa will respond by telling you how many events she found and start to list them. After each one, she will ask you if you want to find out more.

- 🗣️ **To hear details about the event, say “yes.”**
- 🗣️ **To hear the next event, say “no.”**

If you answered “yes,” Alexa will read you the details about the event.

- 🗣️ **To register, say “register.”**
- 🗣️ **To have the details repeated, say “hear again.”**
- 🗣️ **To hear about the next event, say “go to next.”**

Once you register for an event, Alexa will ask if you'd like to set a reminder for it. Say “yes,” and Alexa will follow up with some questions about when you would like to be reminded.

You can also use one of these commands:

- 🗣️ **“Alexa, ask Community Hub what’s on the menu.”**
- 🗣️ **“Alexa, ask Community Hub if the mail is in.”**
- 🗣️ **“Alexa, ask Community Hub for community news.”**

Alexa Skills

Alexa has thousands of skills available for you to use. You can search for skills on a smart device using your voice! Alexa can give recommendations on skills or search for the most popular ones.

Alexa skills are apps for your smart speaker!



Search Using Your Voice

“Alexa,
what are
your
top skills?”

Alexa will list skill categories. Repeat a category or ask for more options.

“Alexa,
recommend
some
games.”

Alexa will ask if you would like to play her top game. Say “Yes” to start.

You can also ask...

For a category:

“Alexa,
what are
your health
skills?”

For a mood:

“Alexa,
help me
relax.”

For something new:

“Alexa,
what are
your best
skills?”

To install skills just say:

“Alexa, enable [name of skill].”



**“Alexa,
enable
WebMD.”**

Health Skills:

WebMD
Senior Workout
EngAGE Workout
Healthy Habit



**“Alexa,
open
Chair
Yoga.”**

Lifestyle Skills:

Chair Yoga
Guided Meditation
Go Green
Daily Gratitude



**“Alexa,
enable
Jeopardy.”**

Games:

Jeopardy
Categories Game
20 Questions
Escape the Room



**“Alexa,
enable
Rosetta
Stone.”**

Education Skills:

Rosetta Stone
Birthday & Holiday
Countdown
Daily Word
Book Info



**“Alexa,
enable
AllRecipes.”**

Food Skills:

AllRecipes
OurGroceries
Save the Food



**“Alexa,
enable
Ambient
Sounds.”**

Audio Skills:

Ambient Sounds
Sleep and Relaxation
Sounds
Nature Sounds



**“Alexa,
create a
note.”**

Organization:

Lists & Notes
Reminders & Alarms
Routines
To Do List

Alexa Skills Setup Guide

Alexa's skills add features to your device that do not come pre-installed. There are thousands of skills that you can add to your device, and most are free.

Searching By Voice

You can find new skills by asking Alexa questions. Alexa can understand many different phrases and ways of asking of asking questions, so if she doesn't understand your question, try rephrasing it. Below is an example of how you can find a top game to play.

1. Ask “**Alexa, what are your top skills?**”
2. Alexa will list skill categories. Repeat a category or ask for more options.
3. You can say “**Alexa, recommend some games.**”
4. Alexa will ask if you would like to play her top game.
5. You can say “**Yes.**” Alexa will then start the game.

Searching on the Alexa App

1. Open the Alexa App on your tablet or phone.
2. Tap  in the lower right corner.
3. Tap on **Skills and Games**.
4. You can then search for a skill by tapping , then entering a keyword or the name of a skill.
5. To enable a skill, tap on its name, then tap the **Enable to Use** button.

Searching on a Computer

1. Go to **alexa.amazon.com** and sign into your account.
2. Click **Skills** on the left of the screen.
3. Enter keyword or the name of a skill in the search area and click  .
4. To enable a skill, click on its name, then click the **Enable** button.

Making Calls with Alexa

With the Amazon Echo you can make phone calls using just your voice. This service lets you call any phone number other than 911, or call other Echo devices. All calls made are free.

Making Calls

To start a call, say:

“Alexa,
call
[contact].”

OR

“Alexa,
dial
[phone
number].”



To end a call, say:

“Alexa,
end the
call.”

OR

“Alexa,
hang
up.”

Receiving Calls

To answer a call, say:

“Alexa,
answer
the call.”

To decline a call, say:

“Alexa,
decline
the call.”

Making Calls Setup Guide

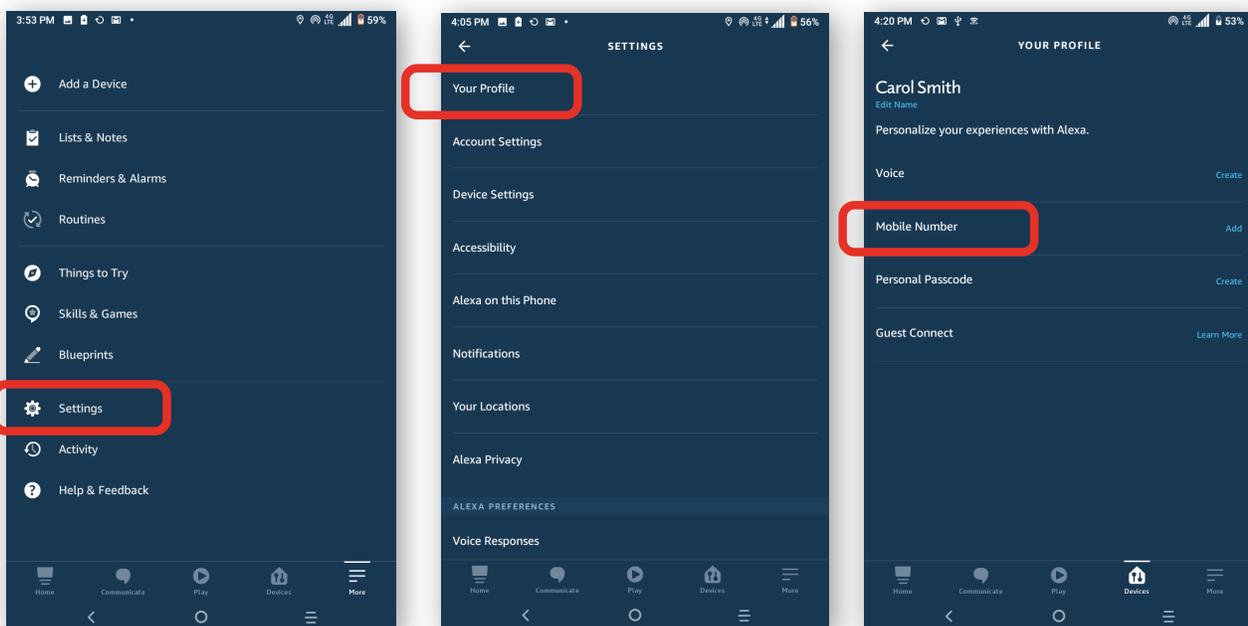
By associating your Echo with a phone number, you can make and receive phone calls hands-free from one Alexa to another.

Follow these steps to setup Alexa to make and receive phone calls:

Setup

1. Open the **Alexa app**.
2. Tap **More** at the bottom right of the screen.
3. Tap **Settings** at the top of the screen.
4. Tap **Your Profile**.
5. Next to Mobile Number tap **Add**.
6. Enter your cell or tablet phone number then tap **Continue**.
7. Enter the confirmation code that was texted to you and tap **Continue**.
Your Echo should chime when connected.
8. Tap **Communicate** at the bottom of the screen.
9. Tap **Allow** to give Amazon access to your contacts.

You are now set up to make and receive Alexa calls!

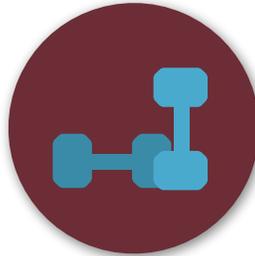


Exercise & Wellness

There are a lot of ways Alexa can help you stay healthy. Alexa can help you find fitness routines, nutrition information, relaxation skills and sleep aids.

Fitness

For a good stretch, you can say:



There are even workouts made specifically for older adults!



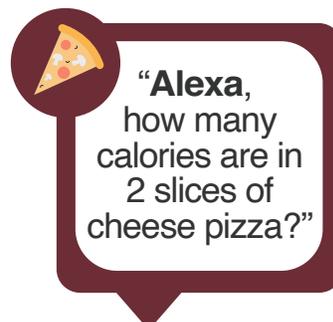
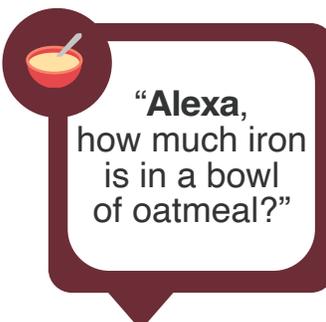
EngAGE Workout promotes strength, flexibility, balance by targeting different muscle groups each day of the week.

Body Works: Senior Workout is a modified 7-minute workout that can help increase hip, back, and core stability.

Nutrition

Alexa can give you **nutrition information** about the foods you eat.

Try saying things like:



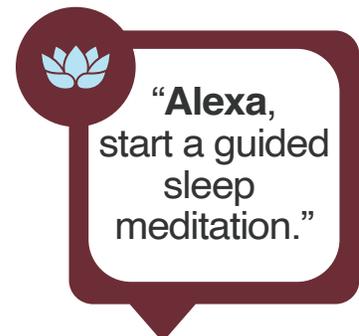
Relaxation & Sleep

You can start your day with a dose of positivity or laughter by saying:



If you need some help with **sleep**, you might ask Alexa to play soothing noises or play a guided sleep meditation.

Say:



Remember, to **stop** any of these skills at any time, simply say:



Alexa Privacy

Alexa privacy controls affords you the ability to control how your data is saved and used. You can manage your data by voice and through the Alexa app.

To prevent Alexa from recording your voice when not in use, you can physically turn off the microphone on the Echo.

Press here to mute the microphone.



The Echo also allows you to use your voice to delete your most recent interaction with Alexa.
Just say:

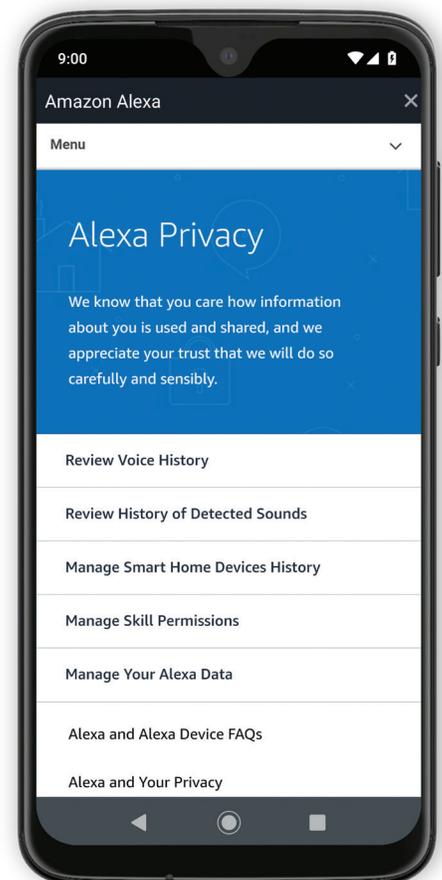
“Alexa,
delete
what I
just said.”

With the Alexa app you can control how your data is used. Here you can review your voice history, manage skill permissions, and delete your Alexa data. **To get started:**

1. Open the Alexa app.
2. Tap **More** on the bottom right.
3. Tap **Settings**.
4. Tap **Alexa Privacy**.

Here you can now make changes to your privacy options. To adjust the permissions for specific skills:

1. Tap **Manage Skill Permissions**.
2. Tap a type of permission, such as “**Location Services**” or “**Phone Number**.”
3. Tap the toggle next to a skill to turn that permission on or off for that skill only.



Adjusting Privacy Settings

Alexa includes privacy settings which prevent Amazon from listening to conversations. Here's how to adjust the settings.

Step 1: Delete your voice history.

This is necessary to keep your past conversations private.

- 1 Open the **Alexa app** on your phone or open alexa.amazon.com on a computer.
- 2 Tap Settings in the menu. If you are using the Alexa app, access the menu by tapping the three lines in the upper-left corner.
- 3 Select **Alexa Privacy**.
- 4 Select **Review Voice History**.
- 5 Select one of the options under **Date Range**.
- 6 Mark the recorded interactions you want to delete.
- 7 Select **Delete All Recordings** for [timeframe selected].

Step 2: Prohibit your data from being used by Amazon to improve Alexa.

- 9 Click **Menu** in top left of the **Alexa Privacy** page.
- 10 Select **Manage Your Alexa Data**.
- 11 Toggle off **Use Voice Recordings to Improve Amazon Services and to Develop New Features**.
- 12 Toggle off all names under **Use Messages to Improve Transcriptions**.

Setting Alarms, Timers & Reminders

Asking Alexa to wake you up, keep track the time for you, or remind you to do things can be handy ways to use your Echo Dot.

ALARMS

You can ask Alexa to set an alarm to wake you up by saying something like:

- "Alexa, set an alarm for 8:30 tomorrow morning."
- "Alexa, set an alarm every weekday at 10:00 AM."

You can cancel an alarm by saying something like:

- "Alexa, cancel my 8:30 AM alarm."

When your alarm goes off, you can stop it by saying:

- "Alexa, stop my alarm."
- "Alexa, snooze my alarm."



If you snooze the alarm, it will go off again in 9 minutes.

TIMERS

You can ask Alexa to set up a timer in lots of different ways if you say something like:

- "Alexa, set a 5 minute timer."
- "Alexa, set a timer for 5 minutes."



Alexa will tell you when 5 minutes are up.

You can add some details to timers to help keep track of your different timers. If you say things like:

- "Alexa, set a pie timer for 45 minutes."
- "Alexa, set a baked potato timer for 20 minutes."
- "Alexa, set a laundry timer for 1 hour."



Alexa will say something like "Your pie timer is done." "Your baked potato timer is done." "Your laundry timer is done."

You can ask about timers or change them by saying things like:

- "Alexa, how much time is left on my laundry timer?"
- "Alexa, pause timer."
- "Alexa, resume timer."
- "Alexa, add 1 minute to my timer."
- "Alexa, remove 1 minute from my timer."
- "Alexa, cancel timer."

REMINDERS

You can set up reminders in a similar way by saying something like:

- 🗣️ "Alexa, set a reminder for my son's birthday on November 25th."
- 🗣️ "Alexa, remind me to take my medicine every morning at 9:00."

You can cancel a reminder by saying something like:

- 🗣️ "Alexa, cancel the reminder to take my medicine."

USING THE ALEXA APP

If you have the Amazon Alexa app downloaded on your smartphone, you can view or edit the alarms, reminders and timers you've created.

- 1 Open the Alexa app.
- 2 Tap  in the top left corner of the app to access the menu.
- 3 Tap **Reminders & Alarms**.
- 4 You'll see three tabs at the top of the screen that say **Alarms**, **Reminders** and **Timers**. Tap any of them to see a list of existing alarms, reminders or timers.
- 5 To edit an alarm, reminder or timer, tap it.
- 6 You can add new alarms or reminders by tapping .

Voice Training

You can train Alexa to understand and recognize your voice as well as the voices of any other users in your household. Training is easy and takes just a few quick steps.

USING ECHO

1. Say **“Alexa, learn my voice.”**
2. If a voice profile has previously been created, Alexa will ask who you are. Say **“No”** until she asks you to state your name.
3. Alexa will ask if you are ready to proceed, say **“Yes”** to continue.
4. You’ll be prompted to speak **4 phrases** to Alexa. This is to help Alexa capture the special nuances and intonations of your voice. Do not use a voice remote for training and make sure you are one to five feet away in a quiet environment.
5. Alexa will say, **“Okay, you’re all done. It’s great to put a name to your voice.”**
6. After that, you can say, **“Alexa, who am I?”** If the voice training was successful, Alexa will say, **“I’m talking to [your name].”** If the voice training was not successful, Alexa will say, **“I’m not sure who’s speaking.”**

USING THE ALEXA APP

1. Open the **Alexa App**.
2. Go to the **☰ Menu**.
3. Tap **Settings**.
4. Tap **Account Settings**.
5. Tap **Recognized Voices**.
6. Tap **Create a Voice Profile**.
7. You’ll be prompted to speak **4 phrases** to Alexa, continue with **step 4** above.

VOICE PROFILES

Voice Profiles allow multiple users in the same household to personalize their Alexa experience. With voice training, Alexa can recognize an individual and deliver results unique to that user. This works well for news briefings, messaging, and personal music accounts.

1. On a separate device, download the **Alexa app**.
2. Enter the **username** and **password** associated with the existing account.
3. Enter the **verification code**.
4. Tap **Sign-In**.
5. Tap **I'm someone else**.
6. Enter the **name**.
7. Verify the **phone number**.

Instructions on creating a voice profile in the Alexa app can now be followed on this separate device in order to complete the process.



Parker Connected Communities