

Alexa at Charlestown

Hope Tillman & Walt Howe

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What We Will Cover

- Introduction
- Choosing the Right Device
- Getting Started with Alexa
- Entertainment, Music, Books and Information
- Lists, Notes, Calendars, Reminders and Alarms
- Calling and Messaging
- Safety and Privacy

Introduction - What is Amazon Alexa?

Alexa is a voice-activated virtual assistant developed by Amazon, capable of performing various tasks and providing information through natural language interactions.

Introduction - Benefits of Using Alexa

- It offers hands-free convenience, allowing you to accomplish tasks and access information with just your voice.
- It enhances home automation, making it easier to control smart devices and create a more comfortable living environment.
- It provides a wide range of entertainment and information options, from playing music and audiobooks to providing weather updates and answering questions, enriching your daily life.

Alexa devices - Choose the right device



Astro



Audio versus Video

For those with hearing issues:

Echo Show - has screen, audio and video, turn on captions

For those with vision issues:

Echo Dot, solely audio

Getting Started with Alexa

Download the Amazon Alexa App on your phone, tablet or computer (Apple, Android, or Microsoft store for apps)

When the Alexa device arrives

1. Register the device (instructions on MyErickson, but you can call IT for support if needed)
 - a. add the device MAC address (from box or bottom of the device) to the campus portal at <https://mydevices.elresident.com>

What does a MAC address look like? - 6 pairs of characters separated by colons (:), The characters are letters 0-9 and letters A-F:
Example: AB:3F:29:CD:45:A9
 - b. Use the Alexa app to connect your device

Alexa App Toolbar



Get to Settings by clicking on “More” - icon at bottom of screen

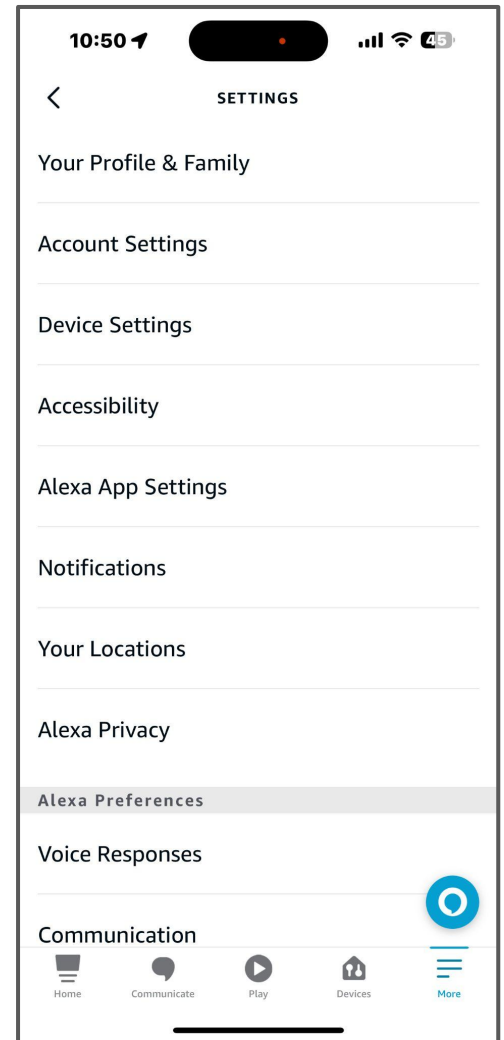
Alexa App Settings

Click on Device Settings and then click on + Plus to Add your new Device

Under Device, pick, Echo, Smart Home and Accessories.

Select Amazon Echo and then select the specific model from the categories Echo, Smart Speakers, Echo on the Go, Echo Audio Companion, or Echo Smart Home

You will be prompted from there.



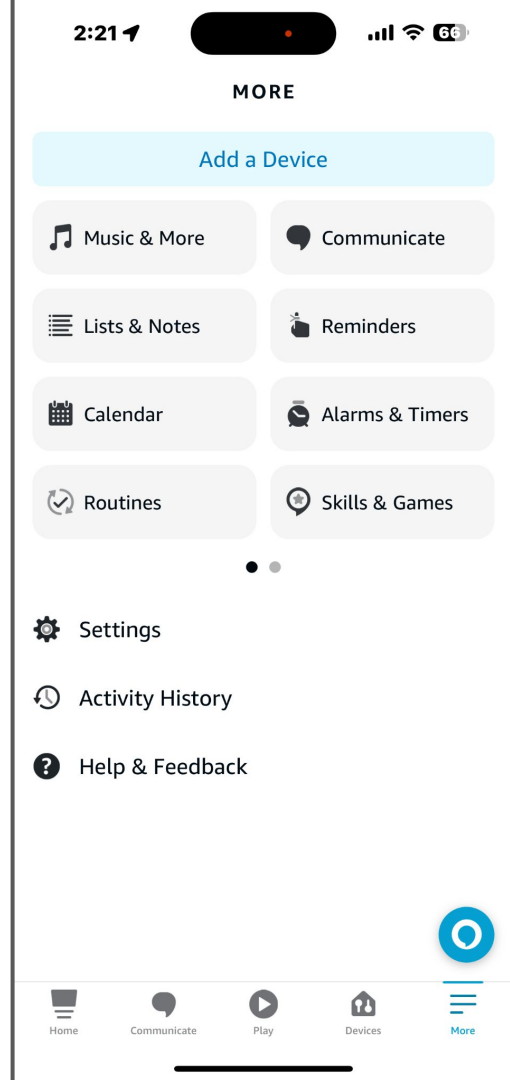
Next steps after the device is registered

- Put your address or zip code in the app so it knows where you are when you ask for the weather
- Tap on the “More” icon and then Settings and select the name of your Echo.
- Swipe down to the section on Device location.
- Type your ZIP code to give Alexa a general location, or enter your address to be more specific. Tap Save.

Next steps after the device is registered

- Choose your wake word if not Alexa.
 - In the Alexa app, open Devices, select Echo & Alexa, and then select your device. Scroll down under General and select Wake Word. Pick the wake word you prefer, and then select
- Set up any Skills in the app.
 - You can always come back to the app to add more - Use the command “Discover Skills”

“More” Screen



Alexa at Charlestown

Start by Saying Open My Community

- Check out Activities
- Check out Announcements
- No Dining Menus available
(no “What’s for breakfast today”)

If something is on the MyErickson What’s Happening, it is likely to be on the Alexa Community App



Charlestown Skill

Charlestown help for Alexa

**Your Community
Pin Is:**

3556



If you've got an Alexa-enabled device, you can use Touchtown's new skill, "My Community!"

Just follow these simple steps to complete set up:

- Ensure that your Alexa-enabled device is online.
- Search for "My Community" under skills in the Alexa app or website (amazon.com/alexa) and enable it.
- Say "Open my community" to start the set up. You'll be asked to provide your community's pin.
- After set up, say "Hey, Alexa, open My Community" anytime to hear your community's information. Invocation word is "My Community."

Questions?

Visit learn.touchtown.us/s/voice



Skills & Games

Alexa, Open My Community

Alexa, What's the weather?

Alexa, Read my Kindle book.

Alexa, what time is it in London?

Alexa, what's the definition of [word]?

Alexa, enable Jeopardy

Music and More: Entertainment and Information

- Playing music and audiobooks
 - Apple Music, Amazon Music, Pandora, etc.
 - Audible
- News briefings and more

Lists & Notes

Create shopping lists

Create to do lists

Movies to watch

Books to read

Combination to the Fitness Center

Calendars and Routines

Link your Google, Apple or Microsoft Calendar

Use your calendar to create routines.

Default setting - will not allow notifications between 10 pm and 7 am.

Can have Alexa notify you of upcoming calendar events 15 minutes before start (or keep that turned off).

Reminders and Alarms

- Set alarms
- Set reminders
- Set timers

Communicate: Calling and Messaging

- Making phone calls (Up to 10 contacts can be designated for phone calls)
- Sending messages to loved ones

Smart home control

- Controlling lights, thermostats

Safety and Privacy

- Review safety on Alexa
- Manage your Alexa privacy settings.
- Turn on "Do Not Send Voice Recordings"
- Turn the microphone off when you do not need it.
- Regularly delete your voice history or set an auto-deletion of the old voice data.
- On Echo Show models, close camera privacy screen when not using it.