

# Amazon Echo with Alexa

## Setting up your Echo Device



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So, you have purchased yourself an Amazon Echo. You are really looking forward to using it. However, before you can do this, you must first set it up using the Amazon Alexa app on your Smart Phone or Tablet!

This document outlines how to download and install the Amazon Alexa app onto your Smart Phone or Tablet, and then how to set up your Amazon Echo device using the app.

## **Downloading and installing the Amazon Alexa app**

Before you begin, ensure that you have the following information to hand:

- Your Amazon Account details. These are the email address and password you used to create your Amazon Online Shopping account. If you don't have an Amazon Account, don't worry, you can create an account later in the setup process.
- Your Wi-Fi Password. This is usually an alphanumeric string of characters found on the back of your Wi-Fi Router. You will need this password to connect your Amazon Echo to your Wi-Fi network.

1. Download and install the Amazon Alexa app onto your Smart Phone or Tablet.

To do this:

- On an Apple iPhone or iPad, open the "App Store". Activate the Search tab, situated At the bottom right corner of the screen. Next, activate the Search box at the top of the screen. Then, using the virtual keyboard, type "Amazon Alexa" (without the quotes) and then activate the Search button, situated at the bottom right corner of the keyboard.

When the Search Results are displayed, locate the Amazon Alexa option and activate the associated 'Get' button. Follow the onscreen prompts to install the app.

- On an Android Smart Phone or Tablet, open the Play Store app. Activate the Search box at the top of the screen. Then, using the virtual keyboard, type "Amazon Alexa" (without the quotes) and then activate the Search button, situated at the lower right corner of the keyboard. When the Search Results are displayed, locate the Amazon Alexa option and activate the associated 'Install' button. Follow the onscreen prompts to install the app.

**Note 1:** If you are asked to complete your account setup, activate the Continue button. Then, in the resulting screen about payment methods, activate the Skip button.

2. Open the "Amazon Alexa" app. Upon doing this, you will be at the Sign-In screen. This screen is where you enter your Amazon Account details.

Note 2: If Bluetooth is not enabled on your Smart Phone or Tablet, you may be prompted to grant the Amazon Alexa app permission to use Bluetooth. Go ahead and allow this by activating the OK button.

3. In the "Sign-In" screen, activate the Email Text field and then, using the virtual keyboard, carefully type your email address. Then, activate the Amazon Password Text field and carefully type your password. When you have finished, activate the Sign-In button.

If you don't have an Amazon Account, you can create one at this stage. To do this, activate the Create a New Amazon Account button. Upon doing this, the Create New Account screen will be displayed. This contains 3 Text fields labelled Name, Your Email Address and Create a Password. Activate each Text field in turn and, using the virtual keyboard, carefully type the relevant information. Make a note of your password, as you may need it in the future. When you have finished, activate the Create Your Amazon Account button, situated at the bottom of the screen.

4. You will now be prompted to enter your name. You should find two options, "Account Holder" which will contain your name used in your Apple ID/Google Account, and "I'm someone else". If you are happy with the name suggested in the Account Holder field, activate the Account Holder button. Upon doing this, the "Name Pronunciation" screen will be displayed. Here, you can customise how Alexa says your name. However, this is not obligatory. It can be done later, in the Settings screen of the Alexa app!

If you want to enter a new name, then activate the "I'm someone else" button and complete the details in this screen.

5. Activate the "Skip" button, situated at the bottom of the screen. Upon doing this, the "Setup Voice ID" screen will be displayed. A voice ID allows Alexa to learn your voice, call you by name and provided enhanced personalisation.

You can either choose to consent to the creation of a voice ID, or you can skip this step. Personally, I would skip it, as it's not necessary and can be done at a later stage.

6. Activate the "Skip" button, situated at the upper right corner of the screen. Upon doing this, you will receive a popup message asking if you are sure you would like to skip this stage. Activate the "yes, skip" button to continue.
7. you will now be presented with a screen which states that your profile is ready. Activate the "Set up my Features" button to continue. Upon doing this, the "Allow Access to your Contacts" screen will be displayed.

If you allow access to your contacts, it will be easier to find your friends and family on Alexa, call and message your contacts by name and more. Your contacts will be periodically uploaded to the Amazon service.

It is generally a good idea to allow Alexa access to your contacts, so activate the "Continue" button. Upon doing this, a popup message will be displayed asking permission to use your contacts. Activate the "OK" button to continue.

8. You will now be in the "Choose your Favourites" screen. Here, add contacts to your Favourites for faster calling, messaging and sharing.

You can add contacts as Favourites later in the Settings screen of the Alexa app. So, activate the "Later" button, situated at the bottom left corner of the screen to continue. Upon doing this, the "Allow Notifications" screen will be displayed. This allows Alexa to notify you when you have calls, messages and other alerts from Alexa. Again, this can be done later in the Settings screen of the Alexa app. So, activate the "Later" button, situated at the bottom left corner of the screen. Upon doing this, the "Family" screen will be displayed.

In the Family screen, you can add a profile for each family member, so that Alexa can recognise who's who and get the right information to the right person, such as appointments, reminders, recently played music and more. This can always be done at a later stage, so activate the "Setup Later" button, situated at the bottom of the screen to continue.

You will now be in the final setup screen. This screen informs you that you are all set, Alexa is ready to assist your family.

9. Finally, activate the "Done" button. That's it, your Amazon Alexa app is now configured! The screen will display the current day and date. Additionally, it will display the current weather conditions!

## Setting up your Echo device

Now that you have the Amazon Alexa app installed and configured on your Smart Phone or Tablet, you are ready to set up your Amazon Echo device. This involves connecting it to your Wi-Fi network, so that it can access the Internet! Once this has been done, you will be able to use it for so many things!

To set up your Amazon Echo device, follow these suggested steps:

1. Find a suitable place in the room which is close to an electrical wall socket. Ensure that it is more than 1 meter away from other electrical appliances, such as a TV or a Lamp. Now plug your Amazon Echo device into the wall socket. A few seconds later, depending on which model you have, an Orange light should come on around the rim or base of the device. This indicates that it is ready to set up.
2. In the Amazon Alexa app, activate the "More" button, situated at the lower right corner of the screen. Visually, this looks like 3 horizontal lines of differing lengths. Upon doing this, a list of options will be displayed.
3. From the list of options, activate the one called "Add a Device", situated at the top of the list. Upon doing this, the "Setup" screen will be displayed. Here, you will be prompted to specify the type of device you wish to set up.
4. Activate the button labelled "Amazon Echo". Upon doing this, you will be prompted to specify the type of device you wish to setup. Activate the option labelled "Echo, Echo Dot, Echo Plus and More". Upon doing this, You will be in a screen which asks if your Echo device is plugged in and displaying an orange light. If it is, then activate the Yes button to continue. If it is not, activate the No button. In the resulting screen, you will be prompted to hold down the Action button on the top of the Echo device for around 6 seconds. Do this! This will initiate the setup mode. An orange light will come on and Alexa will say "Now in setup mode".

**Note 3:** The Action button is round in shape and is the button nearest the power cable.

5. Activate the Continue button, situated at the lower right corner of the screen. Upon doing this, you will be prompted to connect your Echo device to Wi-Fi.
6. Open the Settings app on your device and then activate the Wi-Fi option. In the resulting screen, locate and activate the option which starts with "Amazon". When you have done this, go back to the Amazon Alexa app and activate the Continue button.
7. You will now be prompted to enter the Wi-Fi password. Activate the Password Text field. Then, using the virtual keyboard, type the password for your Router. When you have done this, activate the Continue button.
8. If your Echo device is one which has a clock on it, you will now be in a screen which provides information about the clock. If this is the case, activate the Continue button.

**Note 4:** If you receive a message prompting you to Remember the Wi-Fi network, activate the Yes button.

9. You will now be in a screen stating that your Echo device is now connected to the Wi-Fi network. Activate the "Continue" button, situated at the lower right corner of the screen. Upon doing this, you will be in a screen from which you can choose a language for Alexa.
10. Activate the "English United Kingdom" button and then activate the Continue button, situated at the lower right corner of the screen. Upon doing this, you will be asked to specify which room your Echo device is in.
11. Activate the appropriate option from the list of choices and then activate the "Continue" button, situated at the lower right corner of the screen.

**Note 5:** If you don't want to specify a room, activate the "Skip" button.

12. You will now be in a screen which asks if you would like to set up a Voice ID. This isn't necessary, so activate the "Skip" button, situated at the upper right corner of the screen. Upon doing this, you will be asked "are you sure you want to skip?". Activate the "Yes, Skip" button to continue.
13. You will now be in a screen which asks the location of your Echo device. It's recommended to specify your address, as it will help Alexa provide more accurate information. When you have done this, activate the "continue" button, situated at the lower right corner of the screen. Alternatively, if you don't want to provide a location, activate the "Skip" button, situated at the lower left corner of the screen.
14. You will now be in the final setup screen. It will be headed "Get started with Alexa". Activate the "Let's Go" button to complete the setup process. Upon doing this, Alexa will start to talk to you!

That's it, your Amazon Echo is set up and ready to use! Test it out. Say "Alexa". All being well, a Blue light will come on around the rim of the device. This indicates that the microphone has been activated and Alexa is listening to you. Now say "What is the time". A second or two later, Alexa will tell you the time!

Tip! It is recommended to pause for around 2 seconds after saying "Alexa" and giving your command or asking your question. This will allow your Amazon Echo device time to activate the microphone and start listening to you! If you do not allow enough time for this to happen, Alexa might not hear all of your commands or questions!

You can ask Alexa almost anything and she will supply you with the answer. Some of the useful things that Alexa can do include setting alarms and reminders, provide you with weather forecasts, tell you what is on TV, play radio stations and music, make telephone calls and send voice messages. There is so much you can do, and so much to learn! You will really enjoy using your Amazon Echo!

For more information on what your Amazon Echo and Alexa can do, see the document called " Amazon Echo with Alexa - 20 Useful Skills and Functions" available at <https://sightforsurrey.org.uk/get-help/vision-impairment/technology-and-equipment/ict-handouts-tutorials/>.