

Amazon Echo

Setting up your device



By Gary Eady, Access Technology Trainer at Sight For Surrey

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 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 bottom or 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 app. At the bottom of the screen, activate the Search Tab. Next, activate the Search box at the top of the screen. Then, using the virtual keyboard, type Amazon Alexa 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 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 'Install' button. Follow the onscreen prompts to install the app.
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 1: 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, situated at the bottom of the screen. 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 add your mobile number to the Amazon Account information. For now, don't worry about this, as you can always do it later. Activate the Not now link. Upon doing this, you will be signed into the Amazon Alexa app and the Setup screen will be displayed.
5. In the Setup page, activate the option which matches your Amazon Account. This should be a button labelled "I'm", followed by your name. Upon doing this, the Permissions screen will be displayed.
6. In the Permissions screen, you will be prompted to allow Amazon access to your Contacts. This is useful if you intend to use calling and messaging features. Your contact information will be kept securely on the Amazon server. You will also be prompted to allow Alexa to send you notifications when you receive new messages, calls and alerts. It is recommended that you grant these permissions, so activate the Allow button.
7. You will now be prompted to allow Amazon access to your contacts. Activate the OK button to allow access, or activate the Don't Allow button to deny access.

8. You will now be prompted to allow notifications. Activate the OK button to allow notifications, or activate the Don't Allow button to opt out of notifications.
9. You will now be in the Teach Alexa Your Voice screen. This is where you can personalise Alexa to recognise your voice. This is not required in order to use the Amazon Echo, so activate the Skip button, situated at the upper right corner of the screen.

Note 2: You can always personalise Alexa to recognise your voice later in the Amazon Alexa app.

10. The following 4 screens are all informational. So, activate the Next button in each screen.
11. 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, 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, an Orange light should come on around the rim of the device. This indicates that it is ready to set up.
2. In the Amazon Alexa app, activate the Menu button, situated at the upper left corner of the screen. Upon doing this, a list of options will be displayed.
3. From the list of options, activate the one called "Add 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 Amazon Echo button. Upon doing this, you will be prompted to specify the type of Echo device you have. This will usually be Echo, for the model which is around 7 inches tall and shaped like a tube of Pringles, or Echo Dot, for the model which is around 2 inches tall and shaped like a small tin of baked beans. Ensure that you choose the correct Generation of the device. If you have just purchased it, it will be a 3rd Generation device!

5. You will now 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 and the orange light will come on. Then, activate the Continue button.

Note 3: The Action button has a small dot on it to help you identify it.

6. You will now be prompted to connect your Echo device to Wi-Fi. 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.

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 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 "The Amazon Echo - 20 Useful Skills and Functions".