

REGISTER AN ECHO DOT

Follow the instructions below to reset an Amazon Echo Dot (screenless). Use setup@Speak2Software.com to register the device and assign the device on the Staff web.

1 Add the Alexa Wifi

Connect your cell phone to the specific WiFi network. Ask your local IT team for this information if you do not have it.

2 Sign in to the Alexa App

Download the Alexa app and log in with setup@Speak2Software.com. Email support@Speak2Family.com

3 Do not create an account or profile

Select the Speak2 Guest Profile and **do NOT add a phone number or address**. If asked for the WiFi, enter the same information as Step 1.

4 Set up Alexa

Plug in the Alexa and hold down the circle (across from the mute button) until it resets or launches "set up" mode. It will blink yellow/orange.

If prompted to accept a nearby device, click Yes. If the pop up doesn't appear, click "Devices" at the bottom menu > click the "+" in the top right corner.

Select "Amazon Echo" and select the type of Echo (Alexa). Skip any prompts. Alexa will start talking when ready. Ignore any prompts (e.g. voice profiles).

5 Assign the Device with the Device Serial Number (DSN)

Go to the Staff Web > Alexa Management > Add and follow the steps to add the device to your community and a specific room.