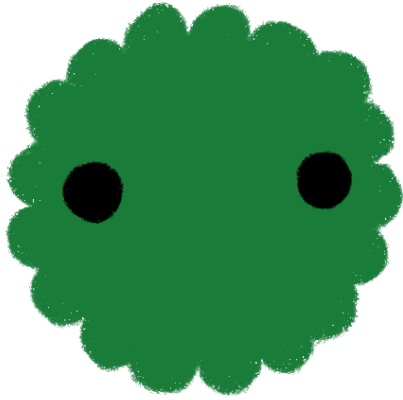




Your Neighbors Tablet

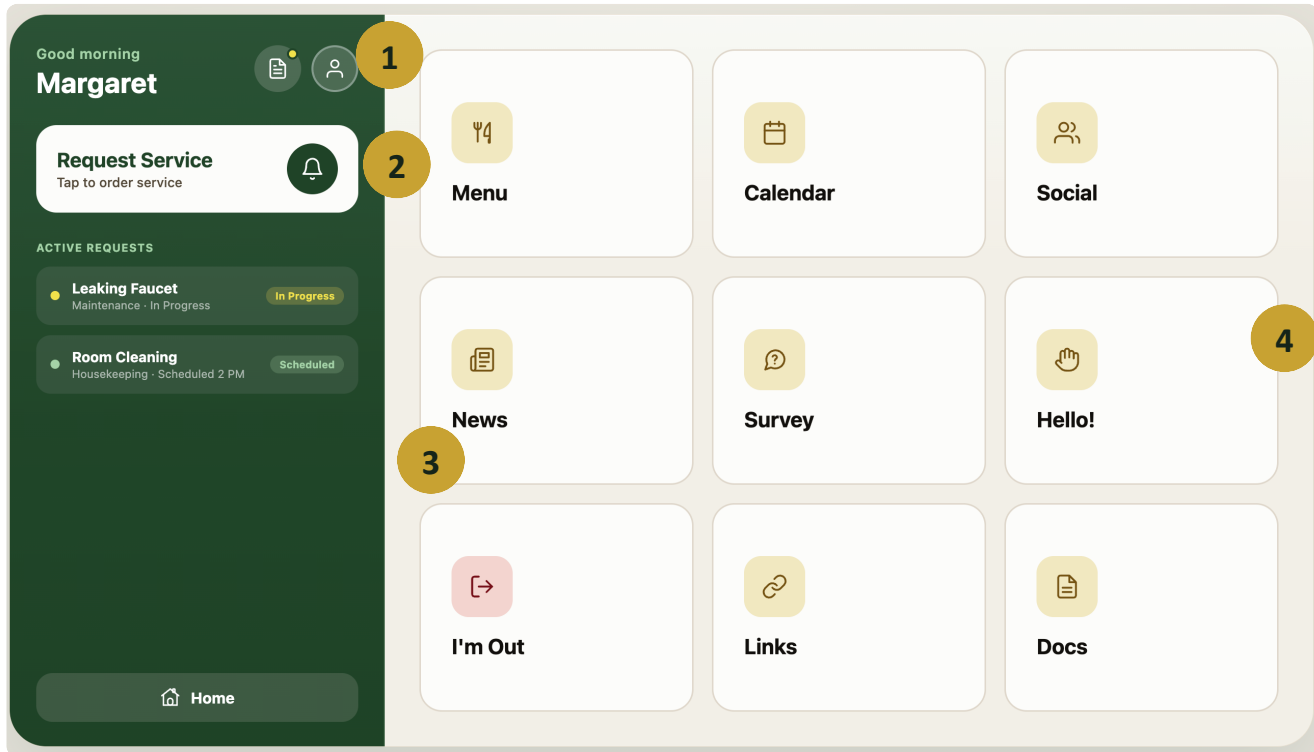
A step-by-step guide to every screen

INSIDE

Getting around · Home · Calendar · Dining · Request Service · Social · News & Documents · Contacts & Profile · I'm Out · Hello! · Survey · Links · Signing in

Getting around

The “Home” screen has two parts: a green menu on the left, and the features you can select by tapping on the right.



1 **Your name** and apartment, so you know the tablet is yours.

2 **Request Service.** Ask staff for help from any screen.

3 **The main area.** Scroll up and down here to see more.

4 **Signage & Mute.** Click to view signage or mute the microphone.



Feeling lost? Tap Home to start over.

The Home screen

Home shows nine large buttons. Tap any button to open that feature.



Menu

See what's being served.



Calendar

Events and activities.



Social

Posts and groups from neighbors.



News

Community announcements.



Survey

Share your opinion.



Hello!

Check in to say you're OK.



I'm Out

Tell staff you're away.



Links

Helpful websites.



Docs

Forms, notices and papers.



Your requests show on Home too. Look under **Active Requests** in the green menu to see how your service requests are coming along.



Calendar

To open: tap **Calendar**.

See what's happening

The calendar opens on this month. Tap a day to see its events.

Show only your events

At the top, tap My Events. Tap All to see everything again.

Sign up for an event

Tap the event to read the time, place and details. Then tap **Register for This Event**. Note, not all events have a registration button

See what you signed up for

Tap **My Events** to see a list of everything you've registered for.

Add your own personal calendar item

Tap **New Event**. Type the name, date, start and end time, and where it is. Then save.



Or just ask: **"Hey Speaky" ... "What's on the calendar today?"**



Dining

To open: tap **Dining**

Order a meal

- 1 Choose a restaurant.** Tap the dining room you'd like to order from.
- 2 Pick your meals.** Today's meals are listed. Tap the dishes you want and any details.
- 3 Review your order.** Check that everything is right. You can add notes here.
- 4 Place your order.** A message will say **Order Placed**. You're all set.

Just want to see the menu?

Tap **Menu** on the Home screen.

Daily shows today's food. **Monthly** shows the whole month.

Tap any dish to read more about it.



Or just ask: **"Hey Speaky" ... "What's for dinner tonight?"**



Request Service

To open: tap **Request Service** at the bottom of the menu.

Need something fixed, cleaned or brought to you? Ask staff in four steps.

STEP 1

Pick a department

Who should help you?

STEP 2

Pick a service

What do you need done?

STEP 3

Add details

Tell staff a little more.

STEP 4

Done!

Your request is sent.

Check on your request

Your requests are listed on Home under **Active Requests**. Each one shows a status:

Open

Staff have your request.

Accepted

Someone is taking care of it.

Closed

It's finished.

Tap a request to see updates or send staff a message.



Social

To open: tap **Social**

Stay in touch with your neighbors. Social has four tabs along the top:

Posts

Messages shared by neighbors and staff.

Groups

Clubs for shared interests.

Feed

Everything new, all in one place.

Directory

A list of residents in your community.

Things you can do

Reply to a post

Tap the post to see its comments. Type your reply and send it.

Join a group

Tap **Groups**, then tap a group to see what it's about and join.

Find a neighbor

Tap **Directory**, then tap a name to see their profile. You can also search things like "pickleball" or "museums" to find someone with similar interests.

News & Documents



News

Tap **News**

Announcements and stories from your community, newest at the top.

To read a story: tap its title. Scroll down to read the rest.

To go back: tap **News** in the menu again.



Documents

Tap **Documents**

Notices, forms and other papers from your community, kept in one place.

To open a document: tap its name.

Can't find one? Ask the front desk to add it.



Or just ask: **“Hey Speaky”** ... **“What are the announcements?”**



Profile

To open: tap **Profile**

Your profile

Change your details

Tap **Edit Profile**, make your changes, then save. You'll see **Profile Saved**.

Wellness

Tap **Wellness** to see your wellness information, hobbies, and share the things you like with your community neighbors and staff. This will also help staff know what kinds of things you like to align their programming.

More on the Home screen

Tap **Home** in the green menu, then tap one of these.



I'm Out

Leaving the community for a while? Let staff know you're out. You'll see a message when it's sent. You may also be prompted to answer some questions.



Hello!

Your check-in. Tap it to let staff know you're up and doing well.



Survey

Your community wants to hear from you. Tap your answers, then send.



Links

Shortcuts to helpful websites chosen by your community. Tap one to open it.

Privacy and Security

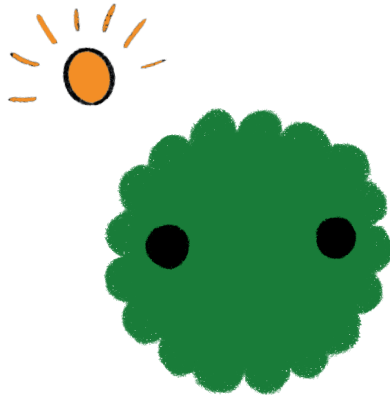
The Speaky Tablet provided by your community and Speak2 are managed by Speak2's PHI-complaint platform. These devices are anonymous to the outside world. No email, or cell number are stored.

Your security and privacy are of the utmost importance and we protect you from any marketing or direct contact by outside, unwelcome sources.

The devices provided have been programmed to work only in the intended community. They cannot be reset or used outside of the specific WiFi and address of the location for which they've been programmed. If they are moved outside the community, they will not work and will not reset.

More details and common topics are discussed below:

1. The tablet is not constantly recording or streaming data to anyone. We use an on-device wake word detection engine to listen for the assigned wake word "Hey Speaky".
2. When the wake word detection engine hears the wake word, it listens for a few second to heard what you want.
3. If someone wishes not to have the device listen for the wake word, they can tap the mute button on the screen device.



Rather not tap? Just ask Speaky.

- 1 Say “Hey Speaky”
- 2 Wait for “I’m listening” and a little “beep”
- 3 Ask your question