# Table of Contents

What Is Alexa for Business? .................................................................................................................. 1
How to Get Started with Alexa for Business ...................................................................................... 1
Related Services .................................................................................................................................... 1
Accessing Alexa for Business ............................................................................................................ 1
Concepts ................................................................................................................................................ 1
Resources ............................................................................................................................................. 2
Prerequisites ......................................................................................................................................... 4
Sign Up for AWS .................................................................................................................................... 4
Create IAM Users and Policies ........................................................................................................... 4
Getting Started with Shared Devices .................................................................................................. 5
Get Recommended Hardware ................................................................................................................ 5
Prepare Your Devices ............................................................................................................................ 5
Create an IAM User for Device Setup Tool ....................................................................................... 6
Run the Device Setup Tool .................................................................................................................. 6
Create Room Profile, Skill Group, and Room ..................................................................................... 7
Managing Your Shared Devices .......................................................................................................... 8
Managing Rooms ............................................................................................................................... 8
Managing Room Profiles .................................................................................................................... 9
Managing Devices ............................................................................................................................. 10
Managing Skills .................................................................................................................................. 12
Private Skills ....................................................................................................................................... 14
Managing Skill Groups ....................................................................................................................... 15
Managing Conferencing .................................................................................................................... 17
Set up Alexa Conferencing ................................................................................................................ 17
Use Echo Device as Speakerphone ...................................................................................................... 18
Link Alexa for Business to Your Calendar System ............................................................................ 18
  Link Alexa for Business to Office 365 ............................................................................................ 19
  Link Alexa for Business to Office 365 (Limit Access Option) ...................................................... 19
  Link Alexa for Business to Google G Suite ................................................................................... 20
  Link Alexa for Business to Microsoft Exchange .......................................................................... 21
Use the Alexa for Business Gateway .................................................................................................. 22
  Installing the Gateway ...................................................................................................................... 23
  Maintaining the Gateway ................................................................................................................ 25
Use Cisco TelePresence with Alexa for Business ............................................................................. 26
Manage Conferencing Providers ....................................................................................................... 28
Managing Calling ............................................................................................................................... 30
Managing Address Books .................................................................................................................. 30
Managing Contacts ........................................................................................................................... 31
Managing Users .................................................................................................................................. 32
Set up Enrollment ............................................................................................................................... 32
Invite and Remove Users .................................................................................................................... 33
Set up Microsoft Exchange Access for Users ..................................................................................... 33
Logging Administration Calls .......................................................................................................... 37
Document History ............................................................................................................................... 39
What Is Alexa for Business?

Alexa for Business makes it easy for you to use Alexa in your organization. Alexa for Business gives you the tools you need to manage Alexa devices, enroll your users, and assign skills, at scale. You can build your own context-aware voice skills using the Alexa Skills Kit, and the Alexa for Business APIs, and you can make these available as private skills for your organization. Alexa for Business also makes it easy to voice-enable your products and services, providing context-aware voice experiences for your customers.

How to Get Started with Alexa for Business

After you set up your shared devices, you organize them by creating rooms and assigning devices to these rooms. You manage skills and settings centrally with skill groups and room profiles. You can configure the rooms to be linked to your corporate calendar and configure them to automatically join meetings.

Related Services

The Alexa Skills Kit is a collection of self-service API actions, tools, documentation, and code examples. You can create your own skill and add it to the Alexa for Business console. All of the code runs in the cloud and nothing is stored on devices. For more information, see the Alexa Skills Kit details page and Managing Skills (p. 12).

Accessing Alexa for Business

Alexa for Business is accessed through the AWS Management Console or the Alexa for Business API.

Concepts

To help you get started with Alexa for Business, review the following concepts:

Alexa

The cloud-based voice service that powers devices such as the Amazon Echo and Amazon Echo Dot. You can give Alexa new abilities by creating your own cloud-based service that accepts requests from Alexa and returns responses.

Alexa device

A device that provides access to the Alexa service. Examples include Amazon Echo, Amazon Echo Dot, and devices that use the Alexa Voice Service.

Device Setup Tool

A Windows-based application you can use to connect Amazon Echo devices to your Wi-Fi network and register them with Alexa for Business.
enrolled user

Employees can join an organization by enrolling their personal Amazon account. When users join their employer’s Alexa for Business organization, they can use all of the Alexa for Business features on an unlimited number of Alexa endpoints registered to the Amazon account used when they join.

master account

Some skills require account linking. If you enable a skill and link your account, this becomes the master account and is shared by default for all devices with that skill enabled. You can override this master account and link a different account inside an individual room.

room

The physical location that contains your device. Examples include conference rooms, lobbies, and hotel rooms.

room profile

A room profile is associated with a room and contains all of the settings for your devices. This enables Alexa to provide weather, time, and other location-based information. You can create a room profile that applies the same settings to all rooms in the same building. You can modify the settings in a room profile, including the default room profile, at any time.

private skill

An Alexa skill that is only available for the users and Alexa devices in your organization. A private skill never shows up in the Alexa Skills store.

skill

A stand-alone capability that an Alexa customer can discover, enable, use, and disable to add new functionality to their Alexa experience.

skill group

A skill group is a collection of one or more skills that can be added to a room. The only way to enable skills on a Alexa for Business-managed device is to add a skill group that contains the skills to enable in a room. After enabling a room, any device in that room has access to those skills.

shared device

An Alexa device placed in a shared location, such as a conference room, lobby, or hotel room.

smart home device

Smart home lights, thermostats, and drapes. Not to be confused with device, which is an Alexa device such as the Amazon Echo.

Resources

The following related resources can help you as you work with this service.

- **Classes & Workshops** – Links to role-based and specialty courses as well as self-paced labs to help sharpen your AWS skills and gain practical experience.
- **AWS Developer Tools** – Links to developer tools, SDKs, IDE toolkits, and command line tools for developing and managing AWS applications.
- **AWS Whitepapers** – Links to a comprehensive list of technical AWS whitepapers, covering topics such as architecture, security, and economics and authored by AWS Solutions Architects or other technical experts.
- **AWS Support Center** – The hub for creating and managing your AWS Support cases. Also includes links to other helpful resources, such as forums, technical FAQs, service health status, and AWS Trusted Advisor.
• **AWS Support** – The primary web page for information about AWS Support, a one-on-one, fast-response support channel to help you build and run applications in the cloud.

• **Contact Us** – A central contact point for inquiries concerning AWS billing, account, events, abuse, and other issues.

• **AWS Site Terms** – Detailed information about our copyright and trademark; your account, license, and site access; and other topics.
Prerequisites

Before you can get started with Alexa for Business, complete the following tasks:

Tasks
• Sign Up for AWS (p. 4)
• Create IAM Users and Policies (p. 4)

Sign Up for AWS

Your AWS account gives you access to all services, but you are charged only for the resources that you use.

If you do not have an AWS account, use the following procedure to create one.

To sign up for AWS
2. Follow the online instructions.

Create IAM Users and Policies

The Alexa for Business console requires a user name and password so that the service can determine whether you have permission to access its resources. We recommend that you avoid using AWS account credentials for general access because those credentials cannot be revoked or limited in any way. For more information, see AWS Security Credentials in the AWS General Reference.

Instead, use AWS Identity and Access Management (IAM) to create an IAM user and add the user to an IAM group with administrative permissions. You can then access the Alexa for Business console using the credentials for the IAM user. If you signed up for AWS but have not created an IAM user for yourself, you can create one using the IAM console. For more information, see Creating an IAM User in Your AWS Account in the IAM User Guide.

By default, IAM users don't have permissions to manage Alexa for Business resources. You must use a customer managed policy that explicitly grants IAM users those permissions, and attach the policy to the specific IAM users or groups that require those permissions. For more information, see the following topics in the IAM User Guide:
• Managed Policies and Inline Policies
• Access Management

In alignment with standard security guidelines, we recommend that you create another IAM user for the Device Setup Tool. We recommend a separate user with only the necessary permissions for Alexa for Business. For more information, see Create an IAM User for Device Setup Tool (p. 6).
Getting Started with Shared Devices

After setting your IAM permissions, you can now get started with your shared devices. The following devices can be set up as shared devices:

- Echo (1st and 2nd generation)
- Echo Dot (2nd generation)
- Echo Plus

Tasks
- Get Recommended Hardware (p. 5)
- Prepare Your Devices (p. 5)
- Create an IAM User for Device Setup Tool (p. 6)
- Run the Device Setup Tool (p. 6)
- Create Room Profile, Skill Group, and Room (p. 7)

Get Recommended Hardware

We recommend that you obtain the following hardware to simplify the setup process:

- Label printer or other equipment to print asset or identification tags for your devices
- Power strips appropriately spaced for Echo or Echo Dot power adapters
- Extra power adapters
- Windows laptop or desktop with Wi-Fi controller

Note
The Device Setup Tool requires a Windows laptop. It doesn’t work on any virtual desktop running in the cloud or on Apple hardware.

Prepare Your Devices

There are several tips for preparing your devices before setup:

- After you unpack a brand new device, keep the device connected for at least 15 minutes to download the latest firmware. If your device doesn’t have the latest firmware, assigning the device to a room fails.
- As you unpack your devices, label them with the last three characters of the device serial numbers (DSN), printed on the box. DSNs are not printed on some devices, and clearly labeling them helps you track them during setup. You can also create asset tags that have the full DSNs and barcode on the label.
- You need to be within a certain distance of your devices, so we recommend that you use power strips and set them up on one or two long tables.
- If it’s the first time they’re turned on, the devices automatically enter setup mode. If the devices have been turned on previously, hold the action button on the top of the devices for 8 seconds until the light ring turns orange.
- If you are setting up hundreds of devices, leave the power cord for each Echo or Echo Dot plugged into the power strips and move the devices without power cords through your setup station.
Create an IAM User for Device Setup Tool

To create an IAM user for the Device Setup Tool

1. Open the IAM console at https://console.aws.amazon.com/iam/.
2. Choose Users, Create new users.
3. Enter a user name (for example, DeviceSetupTool), and choose Programmatic access, Next.
4. Choose Attach existing policy directly, AlexaforBusinessDeviceSetup from the list, and Next.
5. Choose Create user.
6. Download and save the IAM access key and secret key. You need them later when you configure the Device Setup Tool.

Run the Device Setup Tool

Follow these steps to run the Device Setup Tool.

To run the Device Setup Tool

1. Download, install, and open the Device Setup Tool on a Windows computer enabled with Wi-Fi.
   
   **Note**
   By downloading the Device Setup Tool, you agree to the AWS Customer Agreement and AWS Service Terms. If you already have an AWS customer agreement, you agree that the terms of that agreement govern your download and use of this product.

2. From the home page of the application, choose Get started.
3. Enter the IAM access key and secret access key that you created for the Device Setup Tool user, and choose Next.
4. Enter the Wi-Fi information of the network to connect to your Alexa devices.
5. Enter the Wi-Fi information of the network to connect to your computer during setup, and choose Next.
   
   **Note**
   To change this information later, choose Change Wi-Fi from the Device setup home page.

6. Put your Alexa devices into setup mode by powering them on for the first time, or by holding the action button on the top of the Echo device.

7. From the Device setup home page, choose Start setup to scan for all Alexa devices in setup mode nearby and register them to your Alexa for Business organization.
   
   **Note**
   If you don't want to set up all Alexa devices in setup mode near your computer, choose Select devices and select from the list the devices to set up. To download a .csv file with the MAC address for your selected devices, choose Download MAC info.

8. Wait for the tool to complete. You can monitor progress in the tool to see which device is being set up, as well as the status of each device (Successful or Failed).
   
   **Note**
   After the status for a device changes to Successful, you can unplug the device even if the light ring is still orange. If all devices show as Failed, make sure that you have a strong connection to the network and that the Wi-Fi information is entered correctly.

After all of your devices have been set up, they are listed on the Shared devices page of the Alexa for Business console. To set up more devices, repeat steps 1–8 for the additional devices.
Create Room Profile, Skill Group, and Room

After you set up your devices with the Device Setup Tool, you are ready to create the following resources:

- A room (p. 8)
- A room profile (p. 9)
- A skill group (p. 15)
Managing Your Shared Devices

After you set up Alexa for Business, you can add, edit, or delete rooms, room profiles, shared devices, skills, and skill groups.

Tasks
- Managing Rooms (p. 8)
- Managing Room Profiles (p. 9)
- Managing Devices (p. 10)
- Managing Skills (p. 12)
- Managing Skill Groups (p. 15)

Managing Rooms

A room is a physical location where you can put your Alexa devices. Examples of rooms include conference rooms, lobbies, or hotel rooms.

We recommend naming your rooms with unique and meaningful identifiers that can be logically parsed by a third party. Instead of “Room 12” or “Suite 104,” pick a name like “ORD_01_0201” or “SEA_38_0021.” The ResolveRoom API action exposes the room name to third-party skill developers, including any skills that you develop privately for your organization. If you are planning to enable smart home skills in your room, we recommend naming rooms with only alphanumeric characters and the following special characters (no dots, no spaces): _ = # ; : ? @ &.

To create a room
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Rooms, Create room.
3. For Name, enter a unique name.
4. For Profile name, select a room profile or choose Create room profile and choose Next.
5. (Optional) To add a skill group, select the check box next to the skill group to add and choose Next.
   
   Note
   You can assign a skill group to multiple rooms at once from the Skill group detail page.
6. (Optional) To add devices, select the check box next to the devices.
   
   Note
   You can also assign devices to a room from the Shared devices list view.
7. Choose Create room.

You can edit the name, description, and room profile of your room in the Rooms tab. You can also assign or unassign devices and skill groups in the same tab.

To edit a room
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Rooms and select the name of the room to edit.
3. Edit the Name, Description, or Room profile and choose Save.
4. Under Devices or Skill groups, choose Assign or Unassign.
If you no longer need a room, you can delete it. This stops the Alexa device in the room from responding to voice requests.

To delete a room
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Rooms and select the check box next to the room to delete.
3. Choose Delete room, Delete.

After your room is deleted, your Alexa devices are automatically unassigned and can be assigned to a different room. For more information, see Managing Devices (p. 10).

Echo, Echo Dot, and Echo Plus devices use on-device keyword spotting to detect a wake word. When they detect a wake word, the light ring around the top of the device turns blue to indicate that Alexa is streaming audio to the cloud. These voice recordings are anonymously stored in the cloud. You can't view or listen to the interactions that users have with the Alexa devices in a room. You can choose to delete voice recordings from all of the devices in a specific room. If you delete these recordings, it might degrade your experience using voice features.

To delete voice recordings
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Rooms and select a room.
3. Choose Delete voice recordings, Delete.

Managing Room Profiles

To simplify the process of creating and managing rooms, first define room profiles. A room profile contains the settings for your Alexa devices so that they can provide you with the weather, time, and other location-based information. For example, you can create a room profile that contains the Alexa settings that apply to all rooms in the same building.

When you create a room, you must select a room profile. If you have not created one, a default room profile is provided. You can modify the settings, including the default room profile, at any time.

To create a room profile
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Room profiles, Create room profile.
3. Fill in the following fields:
   • Profile name – Enter a unique name for the room profile. (Required)
   • Location – Enter the physical address of the building. (Required)
   • Time zone – Select the time zone for the room profile. (Required)
   • Wake word – Select the voice command that turns on the device.
   • Temperature units – Choose Fahrenheit or Celsius.
   • Distance units – Choose Feet or Meters.
   • Max volume – Choose a value between 6–10 to limit the volume output of the device to this value.
   • Device setup mode – Choose On to allow users to hold the action button for 7 seconds to put the device into setup mode. Otherwise, choose Off.
Managing Devices

You can set up your Alexa devices (Amazon Echo, Echo Dot, or Echo Plus) using the Device Setup Tool. This connects your device to your Wi-Fi network and registers it with Alexa for Business. After you set up your devices, you can assign them to your rooms.

**Note**
You need a Windows computer to use the Device Setup Tool. You cannot run the Device Setup Tool on any cloud-based, Windows streaming tool, such as Amazon WorkSpaces, or any imaged driver such as Boot Camp.

**To set up a device**

1. If you haven't already, install the Device Setup Tool. For more information, see Run the Device Setup Tool (p. 6).
2. Note the last three characters of the device service number (DSN), printed on the box. These characters are included in the Wi-Fi network that the device broadcasts while you are setting it up. They are required when you assign your device to a room.
3. Plug your device into a power outlet, and press and hold the **Action** button (white dot) for five seconds. Wait until the device tells you that it is ready and the light ring turns orange.

**Note**
If the device has already been set up before, you can manually enter setup mode by pressing and holding the **Action** button for 7 seconds.
4. Open the Device Setup Tool, which discovers your device.

**Note**
If the Device Setup Tool doesn't discover your devices, choose Discover devices.
5. Choose the devices to set up and choose **Set up devices**.
6. Enter your Wi-Fi network details and choose **Next**.
To assign devices to a room

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Shared devices and select the check box next to the devices to assign to a room.
3. Choose Assign to room, and choose the room to which to assign the devices.
4. Unplug the device and plug it back in to restart it.

We recommend that you label the devices with the room to help ensure that the device remains in the correct room. To move devices from one room to another, unassign and then re-assign the devices.

To view device information

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Shared devices to see a list of your registered devices and the following information for each device:
   - **Serial number** – The serial number of the device.
   - **Type** – The type of device.
   - **Device name** – The name of the device.
   - **Assigned room** – The room to which the device is assigned.
   - **Status** – The status of the device, including the network connection status of the skills and settings being applied to the device.
     - **Online** – The device is connected to the network and all skills and settings have been applied.
     - **Offline** – The device isn't connected to the network. The device might be unplugged or the network might not be working. The time stamp next to the status shows the date and local time when the device was first detected to be offline.
     - **Sync in progress** – The device is connected to the network, and Alexa for Business is applying skills and settings to the device.
     - **Sync needed** – The device is connected to the network, but not all skills and settings have been applied to the device. This usually happens when the device was offline when Alexa for Business tried to apply all skills and settings. To sync the device, choose Sync. To sync multiple devices with this status, select all the devices from the table and choose Sync devices from the drop-down menu.

Alexa for Business publishes the number of your shared devices online and offline to Amazon CloudWatch as metrics. These metrics are inside the namespace AWS/A4B, and the metric names are OnlineSharedDevices and OfflineSharedDevices. Both of these metrics can be grouped by the metric dimensions Room Profile or Organization.

**Note**

Viewing AWS/A4B metrics by Room Profile filters out devices in your organization that aren't assigned to a room. It also allows you to filter results for a specific building with offline devices.

To monitor devices using CloudWatch

1. Follow the steps in View Available Metrics in the Amazon CloudWatch User Guide. Instead of choosing the namespace EC2, choose the namespace AWS/A4B, and then choose a metric dimension (Organization or Room Profile).
2. To set up alarms from CloudWatch when a critical number of devices go offline, follow these steps:
   1. Graph the metric. For more information, see Graph a Metric.
2. Create an alarm. For more information, see Create an Alarm from a Metric on a Graph.

To avoid having a device respond to voice commands, unplug the device. In the rare case where you no longer want to use the device anymore (for example, if you are giving the device to a new owner), you can deregister it. You can register the device again with the Device Setup Tool. Deregistering devices requires you to re-set up devices (otherwise, they might not work).

**Note**
If you unplug a device, you might trigger your alarm settings, since this counts as an offline device.

**To deregister a device**
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose *Shared devices* and select the check box next to the device to deregister.
3. Choose *Actions, Deregister*.

**Note**
This action removes the device from the console.

You can reset a device to clear all timers, alarms, to-do lists, shopping lists, and Bluetooth-connected phones for a device. This also sets the volume to 5 for a shared device.

**To reset a device**
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose *Shared devices* and select the devices to reset.
3. Choose *Actions, Reset device*.

Alexa for Business manages device accounts and settings through rooms and room profiles. When you add devices to a room, change the room of a device, update specific settings in a room profile (including the wake word, volume limit, and device setup mode), or when you reset a device, the device must be connected to the internet for the update to complete successfully. Alexa for Business retries these calls for one hour, and then the device is placed into a **Sync needed** status. To implement your changes, plug in the Alexa device, ensure that it’s connected to Wi-Fi, and sync the device.

**To sync a device**
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose *Shared devices* and select one or more devices with the status **Sync needed**.
3. Choose *Actions, Sync devices*.

### Managing Skills

Skills are voice-driven capabilities that enhance the functionality of your Alexa device. Alexa for Business gives you access to all Alexa skills. To enable skills for your devices, you must first enable it for your organization and then add it to one or more skill groups that are assigned to your rooms. For more information, see Managing Skill Groups (p. 15).

**To enable a skill**
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose *Skills, Alexa Skills store*. 

---

12
3. Find the skill to add by browsing the list of available skills, filtering by category, or searching by keyword. You can get more details about the skill and how to add it in the skill details.

4. Choose **Enable skill**.

5. If the skill requires it, link your master account by following the account linking steps. When you are done, you receive a success message in the console.

6. If the skill supports it, optionally enable permissions by choosing **Allow** next to each permission and choose **Save**.

7. Choose **Enabled skills**, select the check box next to the skill that you just added, and choose **Add to skill group**.

8. Select the check box next to the skill group to which to add the skill, and choose **Add**.

The skill is enabled on all Alexa devices associated with the skill group.

**Note**
If there are a large number of rooms associated with the same skill group, this step might take up to five minutes.

**To change permissions for a skill**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Skills** and select the skill name.
3. In the upper-right corner, choose **Change permissions**.
4. Choose **Allow** next to each permission to enable it, and then choose **Save**.

**Note**
The permission given is at the skill level. It applies to all shared devices with that skill enabled in your organization. The permission setting doesn’t impact the permissions of your enrolled users. Users must select the permission for themselves in the Alexa companion app. For more information, see **Enable Alexa Skills**.

**To remove a skill**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Skills**.
3. Choose **Disable** next to the skill that you want to remove, then choose **Disable**.

**To link a master account to a skill**

Some skills require the ability to connect with a user in another system. This is called account linking, which links an Alexa for Business account to a user account in another system.

When you add a skill that requires account linking, you are prompted to open the sign-in page of the skill provider and sign in with your user account. After you successfully sign in, Alexa obtains an access token that uniquely identifies the user within the system. Alexa for Business applies this token to all devices that receive your skill by default, making this your master account. Alexa stores this token and includes it in requests sent to the skill provider when the skill is invoked.

If you want to link a unique account for the devices in a specific room, you can override the linked account. For example, to use some smart home skill to control the lights in your conference room, you must link to the user account for that room in the smart home system.

**To link a skill to a room**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Rooms** and select a room.
3. In the **Skills** table, choose *Link account to this room*, **Link**.
4. Follow the skill account linking steps.

On the **Room details** page, there are optional and required actions available in the **Skill configuration** column, depending on skill type and account linking status:

<table>
<thead>
<tr>
<th>Account linking status/skill type</th>
<th>Master account linked</th>
<th>Account linked to room</th>
<th>No account linking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom skill</td>
<td>Link account to this room</td>
<td>Revert to master account</td>
<td>No action</td>
</tr>
<tr>
<td>Smart home skill</td>
<td>Require scope or link account to this room</td>
<td>Revert to master account and require scope</td>
<td>N/A</td>
</tr>
<tr>
<td>Private skill</td>
<td>Optional skill parameters</td>
<td>Optional skill parameters</td>
<td>Optional skill parameters</td>
</tr>
<tr>
<td></td>
<td>Link account to this room</td>
<td>Revert to master account</td>
<td></td>
</tr>
</tbody>
</table>

**To configure the scope of a smart home skill**

**Note**
Not all smart home skills use scope. Check with the skill developer to see if they do, and if so, what the value should be.

1. Open the Alexa for Business console at [https://console.aws.amazon.com/a4b/](https://console.aws.amazon.com/a4b/).
2. Choose **Rooms** and select a room.
3. In the **Skills** table, choose the edit icon next to the text field and enter the scope for a smart home with a master account skill linked.
4. Choose **Save**.

**To configure a skill parameter of a private skill**

**Note**
Not all private skills call into Alexa for Business to use the scope. Check with the skill developer to determine if this value is needed, and if so, what it should be.

1. Open the Alexa for Business console at [https://console.aws.amazon.com/a4b/](https://console.aws.amazon.com/a4b/).
2. Choose **Rooms** and select a room.
3. In the **Skills** table, choose the edit icon next to the text field and enter the skill parameter value.
4. Choose **Save**.

**Private Skills**

In addition to public Alexa skills, developers can use the Alexa Skills Kit to publish skills privately to Alexa for Business organizations without the need to certify or have the skill available with all other Alexa skills.
Managing Skill Groups

To build private skills

- For information about how to build private skills, see Build Skills with the Alexa Skills Kit.

  Note
  If you are building a private skill and want to use any information from a shared device that requires permission, follow the instructions in the Alexa Skills Kit. For more information, see Permissions.

To publish private skills

- There are two ways you can publish private skills:
  - If you are publishing a single skill, we recommend that you use the developer console beta. For more information, see Create and Publish Private Skills (Developer Console Beta).
  - If you want to automate the creation of private skills, you can use the ASK CLI. For more information, see Create and Publish Private Skills (ASK CLI).

To manage private skills

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Skills, Private skills.
3. In the list, select the skill that was published to your account and choose Review.

  Note
  It can take up to two hours after publishing for a skill to appear in this list.
4. To enable the skill for your Alexa for Business organization, choose Enable.
5. To enable the skill for your Alexa devices, choose Enabled skills, select the check box next to the skill that you added, and choose Add to skill group.
6. To make the skill available for end users to discover and enable, choose Private skills and select the Available to users check box.

Managing Skill Groups

Skill groups are collections of skills that Alexa for Business uses to enable skills on the Alexa devices in your rooms. For example, you can define a skill group with all the skills for your conference rooms. When you assign an Alexa device to a room, Alexa for Business enables the skills in the skill groups assigned to the room.

You can add skills to your skill groups at any time, and Alexa for Business automatically enables them on the Alexa devices. To enable skills for a device in a room, you must first add them to a skill group, then assign that skill group to a room or group of rooms.

You can also remove a skill group from one or more rooms, or delete it.

To create a skill group

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Skill groups, Create skill group.
3. For Name and Description, enter unique values and choose Create.
4. To add skills, select the group, choose Add skills to group, and then select the skills to add.

You can now assign the skill group to your rooms.
To add or remove skills for an existing skill group
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Skill groups**.
3. In the **Name** column, choose the name of the skill group to edit.
4. Under **Skills**, select the check box next to the skill to edit, and choose **Add skills** or **Remove skills**.

To assign a skill group to one or more rooms
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Skill groups**.
3. In the **Name** column, choose the name of the skill group to assign.
4. Under **Assigned rooms**, select the check boxes next to the rooms to which to assign the skill group, and choose **Assign to room, Assign**.

To unassign a skill group from one or more rooms
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Skill groups**.
3. In the **Name** column, choose the name of the skill group to unassign.
4. Under **Assigned rooms**, select the check boxes next to the rooms from which to unassign the skill group, and choose **Unassign from room, Unassign**.

To delete a skill group
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Skill groups**.
3. Select the check box next to the skill group to delete, and choose **Delete skill group, Delete**.
Managing Conferencing

You can enable Alexa conferencing, as well as link Alexa for Business to your calendar system, to control conferencing with your devices and dial into meetings using your voice.

Tasks

- Set up Alexa Conferencing (p. 17)
- Use Echo Device as Speakerphone (p. 18)
- Link Alexa for Business to Your Calendar System (p. 18)
- Use the Alexa for Business Gateway (p. 22)
- Use Cisco TelePresence with Alexa for Business (p. 26)
- Manage Conferencing Providers (p. 28)

Set up Alexa Conferencing

Alexa for Business enables you to dial into meetings by just using your voice. To dial into a meeting, say "Alexa, join my meeting." If the meeting room has a supported video conferencing system, the request is sent to the third-party Alexa skill. The skill communicates with the video conferencing system, verifies if there is a scheduled meeting on the calendar, and prompts the user for confirmation to join the meeting. If there is no scheduled meeting, Alexa prompts the user for the meeting ID and optionally the PIN to join their meeting. The skill initiates a video conferencing call from the video conferencing system to the meeting.

Alexa for Business supports the following video conferencing systems and in-room control systems:

<table>
<thead>
<tr>
<th>Device model</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco/Tandberg SX, EX, DX, MX, C</td>
<td>Firmware must be TC7.3 or CE8.0+</td>
</tr>
<tr>
<td>Cisco Spark Room Kit</td>
<td>Firmware must be CE8.0+</td>
</tr>
<tr>
<td>Polycom Group Series</td>
<td>Available in beta. To get the latest GS beta firmware to enable integration, see Polycom and Alexa for Business Integration.</td>
</tr>
<tr>
<td>Zoom Rooms</td>
<td>Zoom Rooms for Mac version 4.1.20278.0206 or higher</td>
</tr>
<tr>
<td></td>
<td>Zoom Rooms for PC version 4.1.22620.0319 or higher</td>
</tr>
<tr>
<td>Crestron 3-Series</td>
<td>-</td>
</tr>
</tbody>
</table>

When the room doesn’t contain any of the supported video conferencing or in-room control systems, you can use the Echo as a speaker phone to make a PSTN call to your conferencing provider.
When you connect Alexa for Business to your calendar system, Alexa can join scheduled meetings. Alexa for Business can automatically detect dial-in information from the following conferencing providers:

- Amazon Chime
- BlueJeans
- Zoom
- RingCentral Meetings
- Cisco WebEx
- Skype for Business
- Fuze
- Google Hangouts Meet (only supported for shared devices)

Use Echo Device as Speakerphone

To use an Echo device as a speakerphone

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Room profiles, choose the name of the room profile associated with your meeting rooms, and enable Outbound calling.
3. Choose Conferencing, Add provider.
4. Choose one of the available conferencing providers, which automatically fills in the Provider pane.
   
   Note
   If the conference provider used by your organization is not available, choose Custom conferencing provider.
5. Review the following settings and edit them as necessary:
   - Meeting settings – Specify whether a meeting PIN is required to join the meeting. (Required)
   - PSTN dial-in number – Specify the phone number of your conferencing provider. This must be a US phone number.
   - PSTN dial-in delays – Specify the delays before the meeting ID and PIN are sent using DTMF.
6. Choose Add.
7. (Optional) To join scheduled meetings, link your calendar to Alexa for Business. For more information, see Link Alexa for Business to Your Calendar System (p. 18).

You can now say “Alexa, join my meeting” and Alexa prompts you to join the scheduled meeting or to provide the ID of the meeting to join.

Link Alexa for Business to Your Calendar System

Alexa can automatically dial into scheduled meetings using your Echo devices or existing video conferencing equipment deployed in meeting rooms. To do this, connect Alexa for Business to Office 365, Google G Suite, or Microsoft Exchange.

Tasks

- Link Alexa for Business to Office 365 (p. 19)
- Link Alexa for Business to Office 365 (Limit Access Option) (p. 19)
- Link Alexa for Business to Google G Suite (p. 20)
Link Alexa for Business to Office 365

By default, linking Alexa for Business to Office 365 gives the Alexa for Business client app read access to your organization's calendars. Granting full read permissions enables Alexa for Business to default to the organizer's calendar when the room calendar's invitation is insufficient to automatically join a meeting. If you want to grant access to specific room calendars, see Link Alexa for Business to Office 365 (Limit Access Option) (p. 19).

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Calendar, Office 365.
3. Choose Link account and sign in with the Office 365 account that belongs to the Global Administrators group.
4. Give consent that Alexa for Business has read access to the calendars in your Office 365 organization.
5. Associate the email address of your resource mailboxes in Office 365 to your Alexa for Business rooms.
   1. In the Alexa for Business console, choose Rooms and choose the room to which to add the email address.
   2. Choose Edit and enter the email address of your resource mailbox to associate to the Alexa for Business room.
   3. Choose Save.
6. Test the calendar integration.
   1. Create a new meeting invite in your Microsoft Outlook client.
   2. Add the room as the resource, add meeting dial-in information to your meeting invite, and send the invite to book the room.
   3. Say "Alexa, start my meeting" to the Echo device assigned to the room.

Your Echo device automatically dials into your meeting without prompting you for a meeting ID.

Link Alexa for Business to Office 365 (Limit Access Option)

By default, linking Alexa for Business to Office 365 gives the Alexa for Business client app read access to your organization's calendars. Granting full read permissions enables Alexa for Business to default to the organizer's calendar when the room calendar's invitation is insufficient to automatically join a meeting. If you want to grant access to specific room calendars, follow these steps.

1. Connect to Exchange Online PowerShell. For more information, see Connect to Exchange Online PowerShell.
2. Run the following PowerShell command to create a service account with access to the calendars in your organization:
   ```powershell
   New-Mailbox -UserPrincipalName alexaforbusiness@your_domain -Alias Alexa for Business -Name alexaforbusiness -OrganizationalUnit Users -FirstName Alexa -LastName Service Account -DisplayName "Alexa for Business Service Account"
   ```
3. Make sure that "your_domain" is the domain of your organization, and enter your password when prompted.
3. To look up meeting dial-in information from your resource mailboxes, configure them to include descriptions. Run one of the following commands to keep the descriptions in the meeting invites of your resource mailboxes:

   For a single room mailbox:
   ```powershell
   Set-CalendarProcessing <room name> -DeleteComments $FALSE
   ```

   For all room mailboxes:
   ```powershell
   Get-Mailbox -ResultSize unlimited -RecipientTypeDetails 'RoomMailbox' | Set-CalendarProcessing -DeleteComments $FALSE
   ```

4. Run one of the following commands to give the service account permissions to access the room calendars in your organization:

   For a single room mailbox:
   ```powershell
   Add-MailboxFolderPermission <room name>:\Calendar -User alexaforbusiness -AccessRights ReadItems
   ```

   For all room mailboxes:
   ```powershell
   Get-Mailbox -ResultSize unlimited -RecipientTypeDetails 'RoomMailbox' | ForEach-Object {Add-MailboxFolderPermission $_:\calendar -user alexaforbusiness -AccessRights ReadItems}
   ```

5. To link the service account to Alexa for Business, follow these steps:

   1. In the Alexa for Business console, choose Calendar, Microsoft Exchange.
   2. Enter the user principal name (UPN) of the service account you created earlier, service account password, and URL of the Office 365 EWS endpoint (https://outlook.office365.com/EWS/Exchange.asmx).
   3. For Access method, select Delegation.
   4. Choose Link account.

Now you can associate the email address of your resource mailboxes with your rooms in Alexa for Business.

**Link Alexa for Business to Google G Suite**

The following versions of G Suite are supported:

- G Suite Basic
- G Suite Business
- G Suite Enterprise
- G Suite for Education

**To link Alexa for Business to Google G Suite**

1. Make sure that you have a super administrator account and have enabled API access in the Google Admin console. For more information, see Enable API access in the Admin console.
2. Link Alexa for Business to Google G Suite using your administrator account.
   a. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
   b. Choose Calendar, G Suite.
c. Choose **Link account** and sign in with an account that has super administrator privileges.

d. Give consent that Alexa for Business has read access to the calendars in your G Suite organization.

## Link Alexa for Business to Microsoft Exchange

### To link Alexa for Business to Microsoft Exchange

1. Before you proceed, confirm that you meet the following requirements:
   - You have an administrator account within your Microsoft Exchange server.
   - Microsoft Exchange is version 2013.
   - You have a valid Exchange Web Services (EWS) endpoint with a valid digital certificate purchased from a trusted public certificate authority (CA).
   - You have basic authentication enabled on your Exchange Web Servers (EWS) endpoint.

2. Verify that basic authentication is enabled:
   
   1. Open Microsoft Exchange Management Shell.
   2. Type `Get-WebServicesVirtualDirectory | fl`.
   3. Verify that the parameter `BasicAuthentication` is set to `True`.

3. If basic authentication isn't enabled, run the following command to enable it:

   ```powershell
   Set-WebServicesVirtualDirectory -Identity "Contoso\EWS(Default Web Site)" -BasicAuthentication $true
   ```

   **Note**
   Contoso\EWS(Default Web Site) is the identity of the Microsoft Exchange Web Services virtual directory.

4. Create a service account with access to the calendars in your organization.
   
   a. Open the Exchange Management Shell.
   b. Run the following command to create the service account.

   ```powershell
   New-Mailbox -UserPrincipalName alexaforbusiness@your_domain -Alias Alexa for Business -Name alexaforbusiness -OrganizationalUnit Users -FirstName Alexa -LastName Service Account -DisplayName "Alexa for Business Service Account"
   ```

   **Note**
   Make sure that your_domain is the domain of your organization. You are prompted to enter a password.

5. To look up meeting dial-in information from your resource mailboxes, configure them to include descriptions:
   
   - Run one of the following commands to keep the descriptions in the meeting invites of your resource mailboxes:

     ```powershell
     For a single room mailbox:
     Set-CalendarProcessing <room name> -DeleteComments $FALSE
     ```

     ```powershell
     For all room mailboxes:
     Get-Mailbox -ResultSize unlimited -RecipientTypeDetails 'RoomMailbox' | Set-CalendarProcessing -DeleteComments $FALSE
     ```
6. Set up permissions. The service account must have permissions to access the room calendars in your organization. Run one of the following commands to give the service account access to your room resource mailboxes:

For a single room mailbox:

`Add-MailboxFolderPermission <room name>:\Calendar -User alexaforbusiness -AccessRights ReadItems`

For all room mailboxes:

`Get-Mailbox -ResultSize unlimited -RecipientTypeDetails 'RoomMailbox' | ForEach-Object {Add-MailboxFolderPermission $_:\calendar -user alexaforbusiness -AccessRights ReadItems}`

7. Link the service account to Alexa for Business.
   a. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
   b. Choose Calendar, Microsoft Exchange.
   c. Enter the user principal name (UPN) of your service account.
   d. Enter the service account password.
   e. Enter the URL of your EWS endpoint. The default URL for EWS is usually in the following format: https://mail.domain.com/EWS/Exchange.asmx.
   f. For Access method, select Delegation.
   g. Choose Link account.

8. Associate the email address of your resource mailboxes in Microsoft Exchange to your Alexa for Business rooms.
   a. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
   b. Choose Rooms and choose the room to which to add the email address.
   c. Choose Edit.
   d. Enter the email address of your resource mailbox that you want to associate to the Alexa for Business room.
   e. Choose Save.

9. Test the integration.
   a. Create a new meeting invite in your Microsoft Outlook client.
   b. Add the room as the resource.
   c. Add meeting dial-in information to your meeting invite.
   d. Send the invite to book the room.
   e. Say “Alexa, start my meeting” to the Echo device assigned to the room.
   f. Your Echo device prompts you to join the scheduled meeting without asking you for the meeting ID.

If you have any issues linking Alexa for Business to Microsoft Exchange, see Set up Microsoft Exchange Access for Users (p. 33).

Use the Alexa for Business Gateway

The Alexa for Business gateway enables you to connect Alexa for Business to your Cisco TelePresence systems to control meetings with your voice. The gateway software runs on your on-premises hardware.
Installing the Gateway

The gateway is available on the Alexa for Business console.

To prepare for installation
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Conferencing, Conferencing equipment skills, Alexa for Cisco TelePresence, and Download gateway.
3. Select the package for your operating system and choose Download.

To install and configure the gateway on Windows
1. Run the installer on your Windows server as an administrator: right-click on the downloaded file and choose Run as administrator.
2. When prompted, enter the IAM access keys and secret keys of the IAM users that you created previously.
3. Enter a unique name for your gateway.
4. (Optional) Enter a description to identify the gateway in the Alexa for Business console.
5. When prompted, enter the user credentials to sign into your Cisco TelePresence appliances.
6. Open the Alexa for Business console again, refresh Alexa for Business Gateways, and confirm that your gateway is listed.
7. In the **Services** window, verify that the service (Alexa for Business gateway) is installed and running.

**To install and configure the gateway on Amazon Linux, Red Hat, CentOS, or Ubuntu Server**

1. Install the Alexa for Business gateway:
   - For Amazon Linux, Red Hat, or CentOS, run the following command:
     ```
     sudo yum install -y a4b_gateway_<architecture>.rpm
     ```
   - For Ubuntu Server, run the following command:
     ```
     sudo dpkg -i a4b_gateway_<architecture>.deb
     ```

2. Edit the `/etc/alexaforbusinessgateway/secrets.cfg` text file to set the credentials of your Cisco TelePresence systems.

3. Open the `/etc/alexaforbusinessgateway/gateway.cfg.template` text file, verify that the system manager in `maintenance.servicemanager` is set to the correct value (valid values are `sysvinit`, `upstart`, or `systemd`) and save the file:

   ```
   "serviceManager": "systemd"
   ```

4. Register the gateway to your Alexa for Business setup:

   ```
   sudo /usr/bin/alexaforbusinessgateway-register
   ```

5. When prompted, enter the IAM access keys and secret keys of the IAM users that you created previously.

6. Start the Alexa for Business gateway service:
   - Sysvinit: `sudo service alexaforbusinessgateway start`
   - Upstart: `sudo initctl start alexaforbusinessgateway`
   - Systemd: `sudo systemctl start alexaforbusinessgateway`

7. (Optional) Check the `/var/log/alexaforbusinessgateway/gateway.log` file for errors logged when starting the service.

8. (Optional) Run the following command to start the alexaforbusinessgateway service at each system boot:

   ```
   - Sysvinit: `sudo chkconfig alexaforbusinessgateway on`
   - Upstart: Enabled by default
   - Systemd: `sudo systemctl enable alexaforbusinessgateway.service`
   ```

**To install and configure the gateway on other Linux distributions**

1. Extract the Alexa for Business gateway tarball:

   ```
   tar zxfv a4b-gateway_<architecture>.tar.gz
   ```

2. Create the directory `/etc/alexaforbusinessgateway`.

3. Copy the config/secrets.cfg text file to `/etc/alexaforbusinessgateway/secrets.cfg` and set the credentials of your Cisco TelePresence systems in the file.

4. Copy the config/gateway.cfg.template text file to `/etc/alexaforbusinessgateway/config.cfg.template`.

5. Open the `/etc/alexaforbusinessgateway/gateway.cfg` text file and set the value of `credentials.static` to the AWS credentials of the AlexaForBusinessGateway IAM user that you created previously.

6. Verify that the system manager in `maintenance.servicemanager` is set to the correct value (valid values are `sysvinit`, `upstart`, or `systemd`) and save the file.
7. Register the gateway to your Alexa for Business setup:

```bash
sudo ./alexaforbusinessgateway-register
```

8. When prompted, enter the IAM access keys and secret keys of the IAM users that you created previously.

9. (Optional) To make the service manager available on your distribution, run the following command:

```bash
sudo ./install.sh
```

10. Start the Alexa for Business gateway service:

- Sysvinit:
  ```bash
  sudo service alexaforbusinessgateway start
  ```
- Upstart:
  ```bash
  sudo initctl start alexaforbusinessgateway
  ```
- Systemd:
  ```bash
  sudo systemctl enable alexaforbusinessgateway.service
  ```

11. (Optional) Check the `/var/log/alexaforbusinessgateway/gateway.log` file for errors logged when starting the service.

## Maintaining the Gateway

By default, the gateway automatically updates itself every day during predefined maintenance windows. These windows are defined in the configuration file (`gateway.cfg`) that the gateway accesses at startup. To change these maintenance windows, edit the `gateway.cfg` file and restart the gateway service. To manually update the gateway, execute the included updater binary installed with the gateway as the administrator (for Windows) or as root (for Linux).

If your Cisco TelePresence or AWS credentials change, you must update your Alexa for Business gateways to use the new credentials.

### To update Cisco TelePresence Credentials for Windows

1. Stop the `AlexaForBusinessGateway` service.
2. Choose Start and type Command Prompt.
3. From the search results, right-click Command Prompt and choose Run as administrator.
4. Run the following command:

```bash
del <path_to_secrets.cfg_file> (for example: del “C:\Program Files\Amazon \AlexaForBusinessGateway\secrets.cfg”)
```
5. Create a new `secrets.cfg` file with the following structure:

```json
{
  "CISCO": {
    "USERNAME": "your cisco appliance username here",
    "PASSWORD": "your cisco appliance password here"
  }
}
```

6. Start the `AlexaForBusinessGateway` service.

### To update Cisco TelePresence Credentials for Linux

1. Update the credentials in `/etc/alexaforbusinessgateway/secrets.cfg`.
2. Restart the `AlexaForBusinessGateway` service:
Use Cisco TelePresence with Alexa for Business

You can connect Alexa for Business to your Cisco TelePresence systems to control meetings with your voice.

To integrate Alexa with your Cisco TelePresence setup, download and install the Alexa for Business gateway. For more information, see Use the Alexa for Business Gateway (p. 22). After you register, you can add the Cisco TelePresence endpoints to control using Alexa. The Alexa for Business gateway is listening to an Amazon SQS queue for control commands. When a user invokes the Alexa skill, a request is added to the queue and received by the Alexa for Business gateway. The gateway processes the request and sends a control command to the Cisco TelePresence endpoint.

You must meet the following requirements to proceed:

• You have a Cisco TelePresence system with firmware version TC7.3.12 or CE8 or higher.
• You have Windows Server 2008 or later, Windows 7 desktop or later, or a Linux server or choice to run the Alexa for Business gateway. This can be a virtual or physical machine.
• Your locally deployed Alexa for Business gateway is allowed to make outbound HTTPS connections and has local network access to control your Cisco TelePresence system. Incoming external communication or inbound ports aren't required.
• A conference provider has been added.
To use Cisco TelePresence with Alexa for Business

1. Set up your conferencing provider in Alexa for Business.
   a. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
   b. Choose Conference settings and then choose the name of your default conferencing provider.
   c. Enter the H323/SIP endpoint if it isn't filled in. Alexa for Business sends these settings with the meeting ID/PIN to create a dial-in string that's called on in the Cisco TelePresence system.

2. Enable the skill.
   a. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
   b. Choose Conference settings and Alexa for Cisco TelePresence in the list of conference equipment.
   c. Choose Enable.
   d. You receive a prompt to link an account. Sign in or create an Amazon.com account (for example, marymajor@example.com).
   e. Choose Skills, Enabled skills, and then select the skill.
   f. Choose Assign to skill group and choose the skill group associated with the rooms where you want to make the skill available.

3. Install the Alexa for Business gateway. For more information, see Use the Alexa for Business Gateway (p. 22).

4. Add your Cisco TelePresence system to Alexa for Business and add it to a room.
   a. Choose Endpoint, Add endpoint.
   b. Specify the Cisco TelePresence system name.
   c. Enter a friendly name, which can be used to control the Cisco endpoint using your voice. For example, "Alexa, turn on <friendly name>.”
   d. (Optional) Enter a description.
   e. Choose the Cisco TelePresence model.
   f. Specify the endpoint URL of your Cisco TelePresence endpoint. For example, "http://10.0.1.42".
   g. Choose the Alexa for Business room where the Cisco TelePresence endpoint is located.
   h. Choose Add.
   i. Choose Rooms and the name of the room where you just assigned the Cisco TelePresence endpoint.
   j. Choose Discover devices to have the endpoint available in your room.
   k. Test the integration by saying “Alexa, start my meeting,” and say the meeting ID and PIN for your meeting when prompted.

To add a Cisco TelePresence endpoint

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Conferencing settings, Alexa for Cisco TelePresence.
3. In the endpoint section, choose Add endpoint. For System name, enter Cisco TelePresence.
4. Enter a friendly name, which can be used to control the Cisco endpoint using your voice. For example, "Alexa, turn on <friendly name>.” Enter an optional description.
5. Choose Cisco TelePresence model and specify the endpoint URL of your Cisco TelePresence endpoint. For example, "http://10.0.1.42".
6. Choose the Alexa for Business room where the Cisco TelePresence endpoint is located and choose Add.
7. Choose Rooms and the name of the room where you just assigned the Cisco TelePresence endpoint.
8. To have the endpoint available in your room, choose **Discover devices**.

You can now use Alexa to control your Cisco TelePresence endpoint using voice.

**To remove an endpoint**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Conferencing settings, Alexa for Cisco TelePresence**.
3. Go to the endpoint section and select the check box next to the device to deregister.
4. Choose **Remove**.

**To use HTTPS to connect to your Cisco Telepresence endpoints**

1. To connect Alexa for Business to your Cisco Telepresence systems over Transport Layer Security (TLS), the gateway must be able to verify the signature of the certificates. To enable this, install the root CA and other intermediate CAs that signed the certificate on the host where you run the gateway. If the Cisco system can’t be authenticated, the connection isn’t established.

   You can either install the root CA and other intermediate CAs in the certificate store of your gateway host or by specifying the path to certificates in the gateway config file.

   "rootCAsFile": "path\to\certs\custom-certs.pem"

2. If your Cisco endpoints are configured with a self-signed certificate, you can also disable the certificate validation to allow the gateway to connect regardless of the certificate in use:

   1. Open the gateway configuration file and change the following configuration value:

      "skipSslVerification": true

   2. To apply the change, restart the gateway.

   3. Verify the gateway log file to confirm that the certificate validation works correctly. If the certificate validation fails, you see the following message in the log file:

      handler-cisco: failed executing request: Get https://<ip-address>/getxml?location=/Status: x509: certificate signed by unknown authority

**To debug log files**

1. Go to one of the following locations to see the log files written by the Alexa for Business Gateway:

   - On Windows: C:\ProgramData\ 
   - On Linux: /var/log/a4b-gateway/gateway.log

2. In the log files, verify that the gateway is listening to the queue for control commands. Find control requests in the log file by searching for “inbound: worker received request.” By default, the log shows all the different control commands the gateway is performing. Looks for errors to determine why the gateway can’t control your Cisco endpoint.

---

**Manage Conferencing Providers**

**To add a conferencing provider**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Conference settings, Add provider**.
3. Choose one of the available conferencing providers, which automatically fills in the **Provider** pane.

   **Note**
   If the conference provider used by your organization is not available, choose **Other**.

4. Review the following settings and edit them as necessary:

   - **Meeting settings** – Specify whether a meeting PIN is required to join the meeting. (Required)
   - **PSTN dial-in number** – Specify the phone number of your conferencing provider. This must be a US phone number.
   - **PSTN dial-in delays** – Specify the delays before the meeting ID and PIN are sent using DTMF.
   - **SIP/H323 dial-in** – SIP/H323 dial-in settings are used to dial into meetings using your existing video conferencing equipment. (Required)

5. Choose **Add**.

You can edit the meeting settings and dial-in information for a provider at any time.

**To remove a conferencing provider**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. In the navigation bar, choose **Conference settings**.
3. On the **Conference settings** page, choose **Remove**.

   **Note**
   You can't remove a provider that is set as the default.

**To edit a conferencing provider**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Conference settings** and choose the name of the provider to edit.
3. Edit the following settings as necessary:

   - **Meeting settings** – Specify whether a meeting PIN is required to join the meeting. (Required)
   - **PSTN dial-in number** – Specify the phone number of your conferencing provider. This must be a US phone number.
   - **PSTN dial-in delays** – Specify the delays before the meeting ID and PIN are sent using DTMF.
   - **SIP/H323 dial-in** – SIP/H323 dial-in settings are used to dial into meetings using your existing video conferencing equipment. (Required)

4. Choose **Save**.

**To set a conferencing provider as default**

When a user joins a meeting and there is no scheduled meeting, the user is prompted for the meeting ID and PIN of the default provider. You can only have one default provider for your account.

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Conference settings**.
3. Select the name of the provider to set as default.
4. Choose **Set as default**.
Managing Calling

You can make calls from your shared devices with Alexa for Business. You can either call a contact that you defined in the Alexa for Business console by saying the name out loud, or call a number by saying the number out loud. For example, you can say “Alexa, call helpdesk” or “Alexa, call 206-555-0126.”

**Note**
The following types of calls are currently not supported:

- Emergency services numbers (for example, “911”)
- Premium-rate numbers (for example, “1-900” numbers or toll numbers)
- N-1-1 numbers or abbreviated dial codes (for example, “211” or “411”)
- International numbers (numbers outside of the US, Canada, or Mexico)
- Dial-by-letter numbers (for example, “1-800-FLOWERS”)

**To configure Alexa for Business to make calls using an Echo device**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Room profiles**, select the name of the room profile associated with your rooms, and enable **Outbound calling**.

**Tasks**
- Managing Address Books (p. 30)
- Managing Contacts (p. 31)

Managing Address Books

To call contacts from your shared devices, you must first create an address book and assign it to the room profile associated with the rooms where the devices are assigned. You can create multiple address books, but you can only assign one address book to a room profile.

**To create an address book**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Calls**, **Create address book**, and enter a unique name for the address book.

**To assign an address book to a room profile**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Rooms profiles** and select the name of the room profile to edit.
3. Under **Outbound calling**, select the address book to assign, and then choose **Save**.

**To edit an address book**

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose **Calls** and select the name of the address book to edit.
3. Edit the values for **Name** and **Description**, and then choose **Save**.
To delete an address book
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Calls and select the name of the address book to delete.
3. Choose Delete address book, Delete.

Managing Contacts

After you create contacts, you can add them to address books. Edit or delete a contact at any time.

To create a contact
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Calls, Contacts.
3. Choose Create contacts, and enter a name, phone number, and optional description.
4. To add more contacts, choose Add another contact.
5. Choose Add contacts.

To add contacts to address books
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Calls, Contacts.
3. Select the names of the contacts to add to your address book and choose Add to address books.
4. Select the check boxes next to the address book to which to add the contacts and choose Add.

To edit a contact
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Calls, Contacts, and select the contacts to edit.
3. Edit the values for Name, Phone number, and Description, and then choose Save.

To delete a contact
1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Calls, Contacts, and select the check box next to the contacts to delete.
3. Choose Delete contacts, Delete.
Managing Users

You can invite users to connect their personal Alexa account with your organization. When you send an invitation to a user, they receive an email with a temporary URL that allows them to join your organization after logging in with their Amazon account. When they join your organization, they gain access to the following features on their Alexa devices, both at home and at work:

- Discovering and enabling all the private skills that you make available to users.
- Discovering and enabling the private skills that you made available to them in their companion app.
- Joining meetings on Amazon Echo-family devices (Echo Show, Echo Plus, Echo, Echo Dot, and Echo Spot) managed by the account they used when joining your organization, and using the default conferencing provider.
- Linking their Microsoft Exchange calendar, if you issued the invitation to an email address that is part of the Exchange service account you linked in the Alexa for Business console.

In addition to the benefits available to users after joining your organization, you can require that users restrict any calendar accounts that they have linked and that match the domain of your service account configured in the Calendar section of the Alexa for Business console.

Tasks
- Set up Enrollment (p. 32)
- Invite and Remove Users (p. 33)
- Set up Microsoft Exchange Access for Users (p. 33)

Set up Enrollment

Before you can invite users, you must first set up user enrollment.

To set up user enrollment

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Settings, User enrollment, Edit.
3. For Company Name, enter the name of your company.
4. For Company contact email address, enter the full email address that your invited users can contact if they have any questions while going through the enrollment process.
5. Choose Save.

You can edit the company name, company contact email, featured private skills, and featured public skills at any time.

Note
Any invitations that have been sent before you make edits displays old information in both the email and the online webpage that a user navigates to during enrollment.

To edit the user enrollment email

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose User Enrollment, Edit.
3. Edit the values for Company name, Company contact email address, Featured private skills, or Featured public skills.
4. Choose **Save**.

## Invite and Remove Users

After you configure user enrollment for your organization, you can invite users.

**To invite a user**

1. Open the Alexa for Business console at [https://console.aws.amazon.com/a4b/](https://console.aws.amazon.com/a4b/).
2. Choose **Users** and select **Invite new user**.
3. Enter the **First name**, **Last name**, and **Email address** of the user to enroll.

   **Note**

   Typically, this is a corporate email address that can be mapped to a corporate identity in your system. When connecting to a Microsoft Exchange account, this must be the same email address as the one on the corporate Exchange server. Make sure that the email addresses you enter when inviting users are correct. Whoever receives the email with the unique URL can log in with their Amazon account and be a part of your organization.

4. (Optional) Choose **Add another user** and add the information from step 3. Repeat this step until you have entered all the information for the users to invite.
5. Choose **Send invite** to send an invitation to each user for whom you provided information.

**To remove a user**

1. Open the Alexa for Business console at [https://console.aws.amazon.com/a4b/](https://console.aws.amazon.com/a4b/).
2. Choose **Users** and select the check box next to the user to delete.
3. Choose **Remove user, Remove**.

After you remove a user, they can no longer access any of the benefits of being enrolled in your organization. If you remove a user who has not completed enrollment, the token is not valid.

A user might fail to enroll while the URL token is valid. In this case, you can resend the invitation.

**To resend an expired invitation**

1. Open the Alexa for Business console at [https://console.aws.amazon.com/a4b/](https://console.aws.amazon.com/a4b/).
2. Choose **Users** and select the check box next to the user.
3. Choose **Resend invitation**.

## Set up Microsoft Exchange Access for Users

You can link Alexa for Business to your Microsoft Exchange server. This enables enrolled users to ask Alexa about their scheduled events or add new events to their Microsoft Exchange calendar.

To give enrolled users access to their Microsoft Exchange calendar, set up a service account on your Microsoft Exchange server to access the users' calendars. After the service account is set up, users can link Alexa to their Microsoft Exchange using the Alexa app.

If you already set up a service account to access your room calendars, skip to step 3 and give the service account permissions to your users' calendars.
Before your proceed, confirm that you meet the following requirements:

- You have an administrator account within your Microsoft Exchange server.
- Microsoft Exchange is version 2013 or higher.
- You have a valid Exchange Web Services (EWS) endpoint with a valid digital certificate purchased from a trusted public certificate authority (CA).
- Basic authentication is enabled on both your EWS endpoint.

**To verify that basic authentication is enabled**

1. Open the Exchange Management Shell.
2. Type `Get-WebServicesVirtualDirectory | fl`.
3. Verify that the parameter `BasicAuthentication` is set to `True`.
4. If basic authentication isn't enabled, run the following command to enable it:

   ```powershell
   Set-WebServicesVirtualDirectory -Identity "Contoso\EWS(Default Web Site)" -BasicAuthentication $true
   
   Note
   - Contoso\EWS(Default Web Site) is the identity of the EWS virtual directory.
   
**To create a service account with access to the calendars in your organization**

1. Open the Exchange Management Shell.
2. Run the following command to create the service account:

   ```powershell
   New-Mailbox -UserPrincipalName alexaforbusiness@your_domain -Alias Alexa for Business -Name alexaforbusiness -OrganizationalUnit Users -FirstName Alexa -LastName Service Account -Display "Alexa for Business Service Account"
   
   Note
   - Make sure that "your_domain" is the domain of your organization. You are prompted to enter a password.
   
   The service account must have permissions to access the calendars in your organization. You can enable service account access to the calendars in your organization by using one of the following two methods:

- **Set up impersonation**, which enables the service account to impersonate a given account so that it can perform all operations using the permissions associated with the given account.
- **Add the service account as full access and send as permissions for each of your user mailboxes.**

**To set up impersonation**

1. Open the Exchange Management Shell and run the following command:

   ```powershell
   New-ManagementRoleAssignment -name:impersonationAssignmentName -Role:ApplicationImpersonation -User: alexaforbusiness
   
   2. To limit the service account, define the scope. For example, to only give the service account permissions to the room mailboxes in the organization, run the following command in Exchange Management Shell:

   ```powershell
   New-ManagementScope -Name "UserMailboxes" -RecipientRestrictionFilter {RecipientTypeDetails -eq "UserMailbox"}
   
   3. To apply permissions to the service account, run the following command:
New-ManagementRoleAssignment -Name "ResourceImpersonation" -Role ApplicationImpersonation -User alexaforbusiness -CustomRecipientWriteScope "UserMailboxes"

To add the service account as full access

- Run one of the following commands to give the service account access to all user mailboxes:
  - For a single user:
    ```
    Add-MailboxFolderPermission <username>:\Calendar -user alexaforbusiness -accessrights Editor
    Add-ADPermission -Identity <username> -User alexaforbusiness -Extendedrights "Send As"
    ```
  - Note
    Replace `<username>` with the alias of your user.
  - For all user mailboxes:
    ```
    $users = Get-Mailbox -ResultSize unlimited -RecipientTypeDetails UserMailbox | Select -ExpandProperty Name
    Foreach ($user in $users) { Add-MailboxFolderPermission -Identity $user":\Calendar" -user alexaforbusiness -accessrights Editor
    Add-ADPermission -Identity $user –User alexaforbusiness -Extendedrights "Send As" }
    ```

To link the service account to Alexa for Business

1. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
2. Choose Calendar, Microsoft Exchange.
3. Enter the user principal name (UPN) of your service account and service account password.
4. Enter the URL of your EWS endpoint. The default URL for EWS is usually in the following format: https://mail.domain.com/EWS/Exchange.asmx.
5. Select the access method that you have set up and choose Link account.

To test integration to access the calendar of an enrolled user

1. Open the Alexa app as an enrolled user.
2. Choose Settings, Calendar.
3. Choose Microsoft Exchange and complete the required steps.

Alexa can now read back the upcoming events on the calendar.

To troubleshoot Microsoft Exchange access

- If you experience one of the following issues, follow these steps:
  - If account linking fails in the Alexa app, verify that the email address you invited the user with matches the email address in your Microsoft Exchange server. Also, make sure that basic authentication is enabled for your EWS endpoint.
  - If setting up the Microsoft Exchange account fails in Alexa for Business and you see the error message "The calendar account could not be linked. If the issue persists, contact AWS Support. Invalid parameter provided.", validate that your EWS endpoint is valid and remotely accessible.

35
To test the EWS endpoint connection and service account credentials

1. Open the Microsoft Remote Connectivity Analyzer.
2. On the Exchange Server tab, choose Service account access.
3. Follow the prompts, fill in the required information, and verify that the service is working correctly.
4. If you receive one of the following results, follow these steps:
   - If the tool fails, the issue is probably your setup. Verify the following:
     - You’re using the EWS endpoint instead of the OWA endpoint. EWS endpoints are usually formatted as: https://mail.domain.com/EWS/Exchange.asmx
     - The service account and password are correct.
     - You’re using Microsoft Exchange 2013 or higher.
     - Your EWS endpoint is reachable from the internet.
   - If the tool succeeds, but associating the account still fails in the Alexa for Business console, verify that you have entered the right credentials in the console.
   - If the issue persists, contact AWS Support.

To manage expiring service account passwords

1. Create a new user principal name (UPN) service account and password.
2. Ensure that the new UPN service account has access to calendars, impersonation, and full access.
3. Validate that the new account works by testing the EWS endpoint and UPN.
4. Open the Alexa for Business console at https://console.aws.amazon.com/a4b/.
5. Choose Calendar, Microsoft Exchange.
6. Enter the new user principal name (UPN) of the service account that you just created.
7. Enter the service account password for the new UPN, and choose Link account.

Expanding password notifications

Alexa for Business sends warning emails to the service account holder at 14 days, 7 days, 3 days, and 1 day before their password expires. After the password expires, the user receives a daily reminder email. Users can also see these alerts in their AWS Personal Health Dashboard.
Alexa for Business is integrated with CloudTrail. CloudTrail is a service that captures API calls made by or on behalf of Alexa for Business in your AWS account and delivers the log files to an Amazon S3 bucket that you specify. CloudTrail captures all API calls from the Alexa for Business console. Using the information collected by CloudTrail, you can determine which requests were made, the source IP address for the request, who made the request, and when it was made. For more information, including how to configure and enable CloudTrail, see the AWS CloudTrail User Guide.

When CloudTrail logging is enabled in your AWS account, API calls made from Alexa for Business on your behalf are tracked in log files. These records are written together with other AWS service records in a log file. CloudTrail determines when to create and write to a new file based on time period and file size.

You can store your log files in your bucket for as long as you want, or you can define Amazon S3 lifecycle rules to archive or delete log files automatically. By default, your log files are encrypted using Amazon S3 server-side encryption (SSE). To take quick action upon log file delivery, you can choose to have CloudTrail publish Amazon SNS notifications when new log files are delivered. For more information, see Configuring Amazon SNS Notifications for CloudTrail.

CloudTrail log files can contain one or more log entries, with each entry comprised of multiple JSON-formatted events. A log entry represents a single request and contains information about the action taken, who generated the request, where they were when they made the request, system information, and information that will vary depending on the type of request. Every log entry also contains information about who generated the request. The user identity information in the log helps you determine whether the request was made with root or IAM user credentials, with temporary security credentials for a role or federated user, or by another AWS service. For more information, see the `userIdentity` field in the CloudTrail Log Event Reference.

Log entries are not in any particular order and are not an ordered stack trace of the public API calls. Entries for Alexa for Business are identified by the `a4b.amazonaws.com` event source. Sensitive information, such as passwords, authentication tokens, file comments, and file contents, are redacted in log entries.

The following is an example of a CloudTrail log entry for Alexa for Business:

```json
{
  "Records": [{
    "eventVersion": "1.05",
    "userIdentity": {
      "type": "IAMUser",
      "principalId": "EX_PRINCIPAL_ID",
      "arn": "arn:aws:iam::123456789012:user/Alice",
      "accountId": "123456789012",
      "accessKeyId": "EXAMPLE_KEY_ID",
      "userName": "Alice"
    },
    "eventTime": "2017-11-13T10:00:02Z",
    "eventSource": "a4b.amazonaws.com",
    "eventName": "CreateRoom",
    "awsRegion": "us-east-1"
  }
}
```
"sourceIPAddress": "192.2.0.1",
"userAgent": "AWS Internal",
"requestParameters": null,
"responseElements": {
  "roomArn": "arn:aws:a4b:us-east-1:123456789012:room/8eed09c4eae340d2ba08b8c6c3e40970/66afda686e75c5b62fceaf60ac00e7a6",
  "requestID": "6a875d42-c859-11e7-93bc-f944dc16ba6b",
  "eventId": "2b045b94-82d9-407d-aff3-6c308b40f8cb",
  "resources": [
    {
      "ARN": "arn:aws:a4b:us-east-1:123456789012:profile/8eed09c4eae340d2ba08b8c6c3e40970/00491b672c651240de09540d2072f660",
      "accountId": "123456789012",
      "type": "AWS::A4B::Profile"
    },
    {
      "ARN": "arn:aws:a4b:us-east-1:123456789012:room/8eed09c4eae340d2ba08b8c6c3e40970/66afda686e75c5b62fceaf60ac00e7a6",
      "accountId": "123456789012",
      "type": "AWS::A4B::Room"
    }
  ],
  "eventType": "AwsApiCall",
  "recipientAccountId": "123456789012"
}
## Document History for Alexa for Business Administration Guide

The following table describes the documentation for this release of the Alexa for Business Administration Guide.

- **Latest documentation update:** April 30, 2018

<table>
<thead>
<tr>
<th>Change</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the network connection status of a device and monitor devices using CloudWatch</td>
<td>Managing Devices (p. 10)</td>
<td>April 30, 2018</td>
</tr>
<tr>
<td>Password expiration emails</td>
<td>Set up Microsoft Exchange Access for Users (p. 33)</td>
<td>April 26, 2018</td>
</tr>
<tr>
<td>Various conferencing updates</td>
<td>Managing Conferencing (p. 17)</td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>Change permissions for a skill</td>
<td>Managing Skills (p. 12)</td>
<td>April 6, 2018</td>
</tr>
<tr>
<td>Make calls from your shared devices with Alexa for Business</td>
<td>Managing Calling (p. 30)</td>
<td>March 28, 2018</td>
</tr>
<tr>
<td>Updates to the Device Setup Tool</td>
<td>Run the Device Setup Tool (p. 6)</td>
<td>March 26, 2018</td>
</tr>
<tr>
<td>Added support for Fuze and Google Hangouts Meet</td>
<td>Set up Alexa Conferencing (p. 17)</td>
<td>March 16, 2018</td>
</tr>
<tr>
<td>Use the Alexa for Business gateway to connect Alexa for Business to your Cisco TelePresence systems</td>
<td>Use the Alexa for Business Gateway (p. 22)</td>
<td>February 8, 2018</td>
</tr>
<tr>
<td>Assign multiple devices to a room</td>
<td>Managing Devices (p. 10)</td>
<td>January 26, 2018</td>
</tr>
<tr>
<td>Initial release</td>
<td>Initial release</td>
<td>November 29, 2017</td>
</tr>
</tbody>
</table>