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- ❑ **Siri** - Apple's virtual, intelligent personal assistant. Siri uses a natural language interface to answer questions, make recommendations, and perform different actions on your iPhone (4S or higher), iPad (3rd generation and higher) and iPod Touch (5th generation or higher).
- ❑ **Siri Settings:** You will want to customize your Siri Settings.
  1. Tap "Settings".
  2. Tap "General".
  3. Tap "Siri".
  4. Tap "My Info" and select Contact you have created for yourself (so Siri knows who you are).
  5. Change "Voice Gender" if desired.
- ❑ **How to use Siri:**
  - ⇒ Press and hold the Home Button to bring up the Siri screen, then say a command or "options" to find out what Siri can do.
  - ⇒ Say "Hey Siri" and then tell Siri what to do. I.e. "Hey Siri, Google Chicago train schedule". *\*You must turn this feature on in "Settings" > "General" > "Siri".*
  - ⇒ Press and hold the "Talk" button on your Bluetooth headset (or voice command button in your car), you can activate Siri. Please try this option before you get on the road!

The more you use Siri, the better she will get at understanding your questions and commands. Watch the screen when first using Siri. She will underline words she misunderstood or commands she can't understand. Tap the underlined word and a dialog box will open that shows alternatives for that word. Tap the correct word. Errors will become less frequent.

- ❑ **Get Siri help:** When Siri is activated there is a small question mark in the lower left corner of the screen. Tap to see a list of apps that Siri can help with. Tap an app in the list to get examples for how to use Siri.
- ❑ **Tips for Using Siri for Dictation:**
  - Almost anywhere you can type, you can use dictation. Look for the microphone icon next to the spacebar on the keyboard. Tap the microphone to start Dictation. When in Dictation mode, the keyboard will disappear.
  - When speaking, hold your microphone about a foot away from your mouth. The microphone is located on the bottom of your iOS device (iPhone/iPad).
  - For better speech recognition in noisy rooms, use a Bluetooth headset or ear buds.
  - Make sure to speak clearly. This will help reduce the number of dictation errors.
  - \* **Say punctuation when dictating sentences.** Example "Hey Katie comma do you want to go to the gym after work question mark I'm going to need it after this crazy day exclamation point"
  - When you speak your text, the information is sent to Apple's servers to record what you are saying. Keeping your dictation to 30 second increments, will ensure that dictation is sent and received quickly, especially when using a cellular connection.
  - Before sending your dictated text in text, e-mail, Facebook post, Twitter, or other social network, read-over your text that is displayed on screen. Most of the time dictation works great, but sometimes difficult words may be incorrect.
- ❑ **e-mail:** In addition to asking if you have any new mail, you can now have it read or send messages. Say:
  - "Read my e-mail" or "Read my latest e-mail"
  - "Do I have e-mail from Steve Turner?"
  - "Send email to Steve Turner about travel plans and say I have to changes."

# Siri Settings & Tips

QUESTIONS? 1-855-778-8463  
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- ❑ **Send text:** Have Siri read or compose text messages. "Text" or "Tell" are the key words that tell Siri to send text. Say:
  - "Text Steve Turner that I am running 10 minutes late".
  - "Read me my texts". Then you can say "Reply" or "read them again".
  - "Call her" or "e-mail him" are additional options while listening to text messages.
- ❑ **Set numbers to call:** You can save time by establishing relationships with Siri. When you assign a title to a person (i.e. Boss, Assistant), you will also assign what number to call this person on (office, mobile). Make sure to say first and last names as they appear in your Contacts. Say: "Call my Boss", Siri will ask who your boss is. Then say "Steve Turner Mobile". Next time you tell Siri to call your boss, she will dial Steve's mobile number.
- ❑ **New! Announce who is calling:** if you go to "Settings" > "Phone" > "Calls" you can have Siri announce incoming callers. Your Settings options are: 'Always', 'Headphones & Car', 'Headphones only', or 'Never' (which is the default).
- ❑ **Change iPhone Settings:** Let Siri change your settings. Say things like:
  - Turn on Wi-Fi
  - Turn off Bluetooth
  - Change font size
 If Siri can't change the actual setting, you will be taken to the right screen in the Settings menu, where you can change that setting manually.
- ❑ **Open apps:** Open any app on your device, including Settings. Say:
  - "Open Maps"
  - "Open Settings"
  - "Open LinkedIn"
- ❑ **New! Control more apps:** You can not control apps like Square Cash, LinkedIn, Uber, and similar apps. Siri will now work with seven types of apps:
 

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Ride booking</li> <li>• Messaging</li> <li>• Photo/Videos</li> <li>• Payment apps</li> </ul> | <ul style="list-style-type: none"> <li>• VoIP calling</li> <li>• Workouts</li> <li>• CarPlay</li> </ul> |
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- ❑ **Correct pronunciation:** If Siri incorrectly pronounces a name, you can correct the pronunciation immediately. You will be walked through different selections to help Siri pronounce the name better. Say:
  - "that's not how you pronounce Kininmonth (person's name)"
- ❑ **Create calendar events:** You can quickly set or change meetings or appointments using Siri. Include as much information as possible in the command. Include date, time, and any invitees. Say:
  - "Schedule a meeting with Steve Turner tomorrow at 11 a.m." This will set the meeting and send an invitation to Steve Turner via e-mail.
  - "Reschedule my meeting on Thursday at 11 a.m."
  - "What appointments do I have tomorrow?"
- ❑ **Twitter:** you can now do more on Twitter. Say:
  - "What's trending on Twitter?"
  - "Search Twitter for hash tag ....."
  - "What's @Microsoft saying on Twitter?"
- ❑ **Secure Siri with Passcode:** You can set it up to only allow access to Siri with a Passcode:
  1. Tap "Settings".
  2. Tap "General".
  3. Tap "Passcode Lock".
  4. Type in your Passcode.
  5. Turn off "Siri" under "Allow access when locked".
- ❑ **Create Notes:** Locate an existing note or create a new one using Siri. Say:
  - "Note that I spent \$25 on business dinner"
  - "Note: check out the new office supply price list"
  - "Find my ABC Co. meeting note"

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- ❑ **Location based reminders:** you can create reminders that will show up on your iPhone based on your location. Make sure your home and office addresses are included in the contact you set up for yourself. You will also have to add any locations you want to use to your Contacts. Turn on "Locations Services" in Settings > Privacy Location Services. Say:
  - "Remind me to charge my iPhone when I get home" (set home address in contact containing your information)
  - "Remind me to get milk at Target" (create contact for Target)
  - "Remind me to drop off suits at Sam's dry cleaners" (Create contact for Sam's dry cleaners)
  - "Remind me to take home files when I leave the office" (set office address in contact containing your information)
- ❑ **Get directions:** Just ask "how do I get to the nearest Starbucks?" to have Siri locate the closest coffee shop and start the turn-by-turn directions.
- ❑ **Cancel navigation:** ***We don't recommend turning off Navigation when you are driving.*** If you are receiving turn-by-turn directions with the Maps app, you can terminate the navigation by saying: "Cancel navigation"
- ❑ **Add phonetic spellings or nicknames:** if you find that Siri stumbles over places or people's names, you can add a phonetic spelling to their contact. This will help Siri pronounce things the correct way.
  1. Edit contact
  2. Scroll to bottom to "Add Field"
  3. Select one of the fields containing "Phonetic"
  4. In the new field type out a phonetic spelling of the name. Example if you have a friend named Juan you might type "Wan" for the phonetic spelling.
- ❑ **New! Search Photos:** have Siri search for photos from "last week", "last month", "February 2015", and much more.
- ❑ **Not all iPhones need to be plugged in:** "Hey Siri" works all the time, whether plugged in or not on iPhone 6s (6s plus) and iPhone 7 (7 plus).
- ❑ **Read on screen:** You will now see, in real time, on your screen, what Siri thinks you are saying.
- ❑ **Music:** You can ask Siri what song is playing while listening to music.
- ❑ **Buy from iTunes:** You can now purchase movies, books, and apps from iTunes using Siri.
- ❑ **More Siri commands:**
  - "Read my latest e-mail"
  - "e-mail Steve Turner"
  - "Any new e-mail from Tim?"
  - "Show new mail about the office lease"
  - "Show e-mail from Sheri yesterday"
  - "Read my notifications"
  - "Set up a meeting at 3 pm"
  - "Move my 3 pm meeting to 4:30 pm"
  - "Call my sister at work"
  - "Return missed call"
  - "Redial last number"
  - "Do I have any new voice mail?"
  - "Play voice mail from Steve Turner"
  - "What does the rest of my day look like?"
  - "When is my next appointment"
  - "When am I meeting with Michael?"
  - "What time is it in New York?"
  - "What is the date for next Easter?"
  - "Set the timer for 10 minutes"
  - "Set alarm for 6:30 am"
  - "Wake me at 6 am"
  - "turn off all alarms"
  - "What is Steve's address?"
  - "Read my new texts"
  - "Read it again"
  - "Send text message to Todd Young"
  - "Text Trace where are you"
  - "Tell Bill the presentation was great"
  - "Reply I'm running late"
  - "How do I get to Steve Turner's office?"
  - "Show me directions from Chicago to Indianapolis?"
  - "Note that I spent \$18 on copy paper for office"
  - "Find Italian Restaurants in San Diego"
  - "Good Chinese restaurants around here"
  - "Pause", "Play", "Skip"
  - "FaceTime Mom"
  - "Remind me to call my boss"
  - "Remind me to pick up milk when I leave the office"

Things not working the way they should? Do you need assistance? Please do not hesitate to call or e-mail TurnerTime. The answer to your technology questions are always complimentary. Steve@TurnerTimeManagement.com or 855-77-TTime