Extension map — Voice Diary

073-388-6659

Voice Diary main menu

Direct number: 073-388-6659. From the iCall main menu: 3, then 1. To receive this booklet: 9, then 2, then 5. All keys in this booklet start inside the diary unless stated otherwise. Each choice is introduced by its stage: date and time fields are not shortcuts. From the diary: 8 then 2; 1 for email, 2 for fax or printer.

1	**Add a task and reminder**	
2	**Add a birthday, yahrzeit or yearly event**	
3	**Hear today's tasks**	
4	**Hear tasks by period**	
5	**Hear birthdays and yearly events**	
6	**Add an appointment in one sentence**	
7	**Reminder settings**	
8	**Help and navigation map** ▾	
1	**Explanation of the diary**	8-1
2	**Receive the map by email, fax or printer** For Virtual Mail subscribers only. The map follows the system language. 1 emails the address configured in the diary or subscription; 2 opens the existing fax or VyBox printer menu. For fax, choose the destination, settings and send confirmation; for printing, follow the print menu. Star cancels.	8-2
*	**Return to the diary**	8-*
9	**Alarm clock with a math question**	
0	**Manage checklist tasks and mark completion**	
#	**Daily, weekly and monthly reports**	
*	**Return to iCall applications**	

Add a task — content, date and time

After choosing the time, select the recurrence type as shown on the next page. A checklist task added through 0, then 1 saves only content and date, without a time or recurrence choice.

1	**Add a task** ▾	
	Stage 1 — task content ▾ Say or type the task and finish with pound; recordings can be up to two minutes. After listening, confirm the content.	1
#	Confirm and continue	1-#
1	Listen again After a voice recording	1-1
4	Record or type again	1-4
*	Back or cancel	1-*

	Stage 2 — choose a date ▾	1
1	Today	1-1
2	Tomorrow	1-2
3	Another day this week 1 Sunday; 2 Monday; 3 Tuesday; 4 Wednesday; 5 Thursday; 6 Friday	1-3
4	Civil date Four digits: day and month, then pound	1-4
5	Hebrew date Enter the month number and pound, then the day of the month and pound. The month list is at the end of this booklet.	1-5
*	Back or cancel	1-*
	Stage 3 — reminder time ▾	1
Time then #	Reminder at a specific time Four digits, for example 0930 for 9:30 in the morning	1-Time then #
#	Morning summary only Without a specific time	1-#
*	Back or cancel	1-*
	The task is saved after choosing recurrence ▾	1
#	Return to the Voice Diary	1-#
*	Return to the iCall main menu	1-*

Recurrence and snooze options

Snooze stops when the task is marked done or deleted. The chosen number counts repeats after the first reminder. In a short Hebrew month, a reminder for a missing day moves to the last day of the month.

1	**While adding a task — after choosing the time** ▾	
	If a specific time was set ▾	1
1	One-time reminder	1-1
2	One-time reminder with snooze ▾	1-2
	Interval units ▾	1-2
1	Minutes Enter 5 to 720, then pound	1-2-1
2	Hours Enter 1 to 24, then pound	1-2-2
*	Back or cancel	1-2-*
	After the interval — number of repeats ▾	1-2
1	Snooze with unlimited repeats	1-2-1
2	Set a number of repeats Enter 1 to 99, then pound	1-2-2
*	Back or cancel	1-2-*
3	Weekly reminder	1-3
4	Monthly reminder ▾	1-4
1	Every Hebrew month	1-4-1
2	Every civil month	1-4-2
*	Back or cancel	1-4-*
5	Reminder every few days Enter 1 to 365, then pound	1-5
*	Back or cancel	1-*

	If morning summary without a time was selected ▾	1
1	One time	1-1
2	Weekly	1-2
3	Monthly ▾	1-3
1	Every Hebrew month	1-3-1
2	Every civil month	1-3-2
*	Back or cancel	1-3-*
4	Every few days Enter 1 to 365, then pound	1-4
*	Back or cancel	1-*

Add a yearly event

2	**Birthday, yahrzeit or yearly event** ▾	
	Choose the event type ▾	2
1	Birthday	2-1
2	Yahrzeit	2-2
3	Other yearly event	2-3
*	Back or cancel	2-*
	Event name ▾	2
Voice or typing	Say or type the name Finish with pound	2-Voice or typing
	Choose the calendar ▾	2
1	Hebrew date Enter the month number and pound, then the day of the month and pound	2-1
2	Civil date Four digits: day and month, then pound	2-2
*	Back or cancel	2-*
	For a birthday or yahrzeit — count the years ▾	2
1	Hear the age or years elapsed Enter the number reached at the coming date, from 0 to 150, then pound	2-1
2	Skip the year count	2-2
*	Back or cancel	2-*
	Reminder schedule ▾	2
Days then #	Number of days before the event 0 to 30	2-Days then #
Time then #	Reminder time Four digits, for example 0810	2-Time then #
	If the reminder falls on Shabbat or a holiday ▾	2
1	Postpone until after Shabbat or the holiday	2-1
2	Move to the last permitted time beforehand	2-2
*	Back or cancel	2-*
	Review the details before saving ▾	2

1	Confirm and save	2-1
2	Correct the name By voice or typing	2-2
3	Correct the date and reminder settings	2-3
*	Back or cancel	2-*

Hear tasks and use playback actions

The listed action keys work during or after playback and are not appended to the period-selection path. An empty list announces that there are no tasks for the selected period.

3	**Today's tasks** Includes overdue open tasks	
4	**Tasks by period** ▾	
1	**Tomorrow**	4-1
2	**Coming week**	4-2
3	**Coming month**	4-3
4	**All open tasks**	4-4
5	**Report by email, fax or printer** Opens the period and delivery choices described in the reports section	4-5
*	**Back or cancel**	4-*
	In every task list ▾	
0	**Jump to a task by number** Enter the task number as instructed	0
1	**Replay**	1
2	**Previous task**	2
3	**Next task**	3
4	**Edit task content** New recording or typed text, then confirmation	4
5	**Delete** 1 to confirm, star to cancel	5
6	**Mark as done** A recurring task moves to its next date; a one-time task is marked done	6
7	**Postpone to tomorrow**	7
8	**Move to another date** Opens date selection: today, tomorrow, weekday, Hebrew or civil date	8
#	**Stop playback and return to the diary** During recording playback; for another action, press its number	#
*	**Back or cancel**	*

Hear and edit yearly events

Playback also gives the event date and next reminder. Deleting an event stops its reminders. An empty list announces that no yearly events are recorded.

5	**Birthdays and yearly events** ▾	
0	**Jump to an event by number**	5-0
1	**Replay**	5-1

2	**Previous event**	5-2
3	**Next event**	5-3
4	**Delete the event** 1 to confirm; star to cancel	5-4
5	**Edit the event** ▾ In Israel, the United States, Canada and the United Kingdom	5-5
1	Save changes	5-5-1
2	Correct the name By voice or typing	5-5-2
3	Correct date and reminder settings The same steps as adding a yearly event	5-5-3
*	Back or cancel	5-5-*
*	**Back or cancel**	5-*

An appointment in one sentence

If content, date or time is missing, only the missing details are requested. Without a specific time, the appointment appears in the morning summary. The appointment is saved as a one-time event.

6	**Quick appointment entry** ▾	
	Speaking or typing ▾	6
Voice or typing	Appointment content, day or date, and time For example: meeting with Moshe on Sunday at three in the afternoon. Finish with pound.	6-Voice or typing
	After the details are read back ▾	6
#	Confirm and save	6-#
4	Record or type again	6-4
*	Back or cancel	6-*

Reminder and morning-summary settings

Direct entry: when you return to the diary after a reminder within the chosen time window, the task or event that triggered the reminder plays first. The morning summary and its delivery mode are separate settings from the regular reminder mode.

7	**Reminder settings** ▾	
1	**Reminder mode** ▾	7-1
1	Missed call only	7-1-1
2	Email only	7-1-2
3	Missed call and email	7-1-3
*	Back or cancel	7-1-*
2	**Morning summary** Pressing toggles on or off; wait for confirmation	7-2
3	**Morning-summary time** Four digits and pound, for example 0810	7-3
4	**Email address for reminders** Enter it according to the email-address instructions	7-4
5	**Direct entry after a missed call** ▾	7-5
1	Enable	7-5-1
2	Disable	7-5-2

3	Direct-entry duration 1 to 720 minutes, then pound; choosing a duration also enables the option	7-5-3
*	Back or cancel	7-5-*
6	**Morning-summary delivery mode** ▾	7-6
1	Missed call only	7-6-1
2	Email only	7-6-2
3	Missed call and email	7-6-3
*	Back or cancel	7-6-*
8	**Overdue task retention** ▾	7-8
1	Keep until handled manually	7-8-1
2	Delete automatically when entering the diary	7-8-2
3	Keep for two hours after the time	7-8-3
4	Keep for one day after the time	7-8-4
*	Back or cancel	7-8-*
9	**Date announcements** ▾	7-9
1	Hebrew and civil dates together	7-9-1
2	Hebrew date only	7-9-2
3	Civil date only	7-9-3
*	Back or cancel	7-9-*
*	**Back or cancel**	7-*

Checklist tasks and completion

The list includes open and completed one-time tasks. Each task is read with its completion status; an empty list gives a corresponding message.

0	**Manage checklist tasks** ▾	
1	**Add a checklist task** Enter content by voice or typing, confirm, then choose a date. There is no time or recurrence choice.	0-1
2	**Hear checklist tasks and their status** ▾	0-2
1	Listen again	0-2-1
2	Previous checklist task	0-2-2
3	Next checklist task	0-2-3
6	Change completion status From done to not done, or back	0-2-6
*	Back or cancel	0-2-*
3	**Reports** The same period and delivery choices as pound in the main menu	0-3
*	**Back or cancel**	0-*

Reports and list delivery

Reports and delivery are for Virtual Mail subscribers. The document lists date, type, content and completion status, with totals for done and not done. It describes the current status and schedule, not the history of every recurrence. Email delivery requires an

email address; set it through 7, then 4.

#	**Reports**	
	First choose a period	#
1	Today's report	#-1
2	Last seven days	#-2
3	Current month through today	#-3
4	All tasks and reminders	#-4
*	Back or cancel	#-*
	After choosing the period, select delivery	#
1	Excel workbook by email	#-1
2	Document by email	#-2
3	Fax or printer Pound for fax, 1 for a linked Vibox printer, star to cancel	#-3
*	Back or cancel	#-*

Alarm clock with a math question

When no alarm is active, an explicit message is played. Saving or cancelling an alarm returns you to the alarm list. This booklet does not change call times or reminder behavior.

9	**Alarm clock** For Virtual Mail subscribers in Israel only; up to five active alarms	
1	**Add a new alarm** Offered while the maximum has not been reached	9-1
	Set a time	9-1
Time then #	Four digits For example 0730	9-1-Time then #
	Choose recurrence	9-1
1	Daily alarm	9-1-1
2	One-time alarm	9-1-2
*	Back or cancel	9-1-*
	Number of attempts	9-1
1	Three attempts	9-1-1
2	Five attempts	9-1-2
3	Ten attempts	9-1-3
4	Unlimited in the menu Subject to the system's safety cap	9-1-4
*	Back or cancel	9-1-*
2	**Change or cancel an existing alarm** Offered when an alarm is active; if there are several, choose its number	9-2
1	Change the time After entering the time, choose recurrence and attempts again as when adding an alarm	9-2-1
2	Cancel the alarm	9-2-2
*	Back or cancel	9-2-*
*	**Back or cancel**	9-*

When receiving the alarm call

Answer then #	**Solve the addition question** A correct answer stops repeat calls; otherwise, if attempts remain, the next call comes one minute later	Answer then #

Date entry reference and list navigation

In lists: 1 replay, 2 previous, 3 next. Star goes back or cancels as announced. Finish numeric fields with pound. Reminders are not sent on Shabbat or holidays; yearly-event handling is chosen when the event is added.

Hebrew month numbers

1	**Tishrei**	1
2	**Cheshvan**	2
3	**Kislev**	3
4	**Tevet**	4
5	**Shevat**	5
6	**Adar I** In a regular year: Adar	6
7	**Adar II**	7
8	**Nisan**	8
9	**Iyar**	9
10	**Sivan**	10
11	**Tamuz**	11
12	**Av**	12
13	**Elul**	13

Entering a date

Month then #	**Month number from the list**	Month then #
Day then #	**Day of the month** 1 to 30	Day then #
8	**Explanation from the diary main menu** Hear an explanation of tasks, appointments, yearly events and reminders	