

# 7

## Reminders by Phone

The Reminders feature works like a “tickler file” that helps you keep track of important dates and events. You are automatically reminded of these events by the notification method you select. (**Note:** You may also add, edit, and delete your Reminders on your website.)

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### Creating a Reminder

Creating a reminder by phone works a bit differently than creating a reminder on your website. The reminders you create on your website are stored as text files and may be viewed and edited. CommuniKate reads them back to you by way of text-to-speech technology. Those reminders you create by phone are stored as recorded voice messages and are played back in your voice.

⇒ To create a reminder by phone, follow these steps:

1. Speak the command, “**Create a Reminder.**” CommuniKate confirms your command and responds with, “On what date?”
2. Speak the date. For example, you may use dates, such as October 7, or simply say “today,” “tomorrow,” “Thursday” (for Thursday of the current week), or “Next Thursday” (for Thursday of the next week).
3. You will then be prompted for a time of day. “At what time?” Speak the time you want for your reminder. For example, to create a reminder for 2:00 P.M., say “2 P.M.” The default setting for an hour is “A.M.,” so you must specify “P.M.” if that is what you want. For a precise time, include the hour, minute, and whether you want “A.M.” or “P.M.”
4. CommuniKate will repeat your time and ask you to confirm. If all is correct, say “Yes.” Say “No” to change the time.
5. CommuniKate will then ask you for the way you want to be notified and give the available options. Select a method (phone, E-mail, or both phone and E-mail).

6. CommuniKate will repeat your choice and ask you to confirm it. Say “Yes” to confirm, or “No” to change your selection.
7. CommuniKate will then prompt you for your reminder. Speak the reminder. Press any key on your phone pad to end the recording.
8. CommuniKate replays the recorded reminder and asks for confirmation: “Does that sound good enough to you?” Accept the recorded reminder by saying “Yes,” or say “No” to re-record it.
9. To create additional reminders, follow the above steps after hearing CommuniKate’s “What would you like to do?” prompt.

## Checking Reminders

This command enables you to listen to your reminders for a given time period.

⇒ To check your reminders, follow these steps:

1. Speak the command, “**Check Reminders.**”
2. When CommuniKate prompts, “Please specify the period of time,” speak the time period for the reminder. For example, you may say the actual date (e.g., “October 21,”) or say “today,” or “tomorrow,” “this week,” “Thursday” (for Thursday of the current week), or “Next Thursday” (for Thursday of the next week).
3. CommuniKate will repeat your selected date and ask you to confirm it: “Is this correct?” If correct, say, “Yes.” If you want a different date, say “No,” and CommuniKate will prompt you for a new date.
4. CommuniKate will then inform you of the number of reminders for the time period you specified and retrieve them. If you have more than one reminder, you may use the Check Reminder command subset to navigate them. CommuniKate, however, will prompt you with your available options.
5. When you are finished listening to your reminders, say “**Cancel**” when prompted, and you will be returned to the Main Menu and the “What would you like to do?” prompt.

The Check Reminder command has a subset with the following commands. Use any of the following by simply pressing the number on your phone pad:

- Next reminder (1)
- Repeat reminder (2)

- Previous reminder (3)
- First reminder (4)
- Last reminder (5)
- Delete reminder (6)

**Note:** CommuniKate’s voice prompt presents only the “next,” “repeat,” “delete,” or “cancel” options. All of the above touch-tone commands are fully functional, and you may also use those with the voice commands or exclusively.