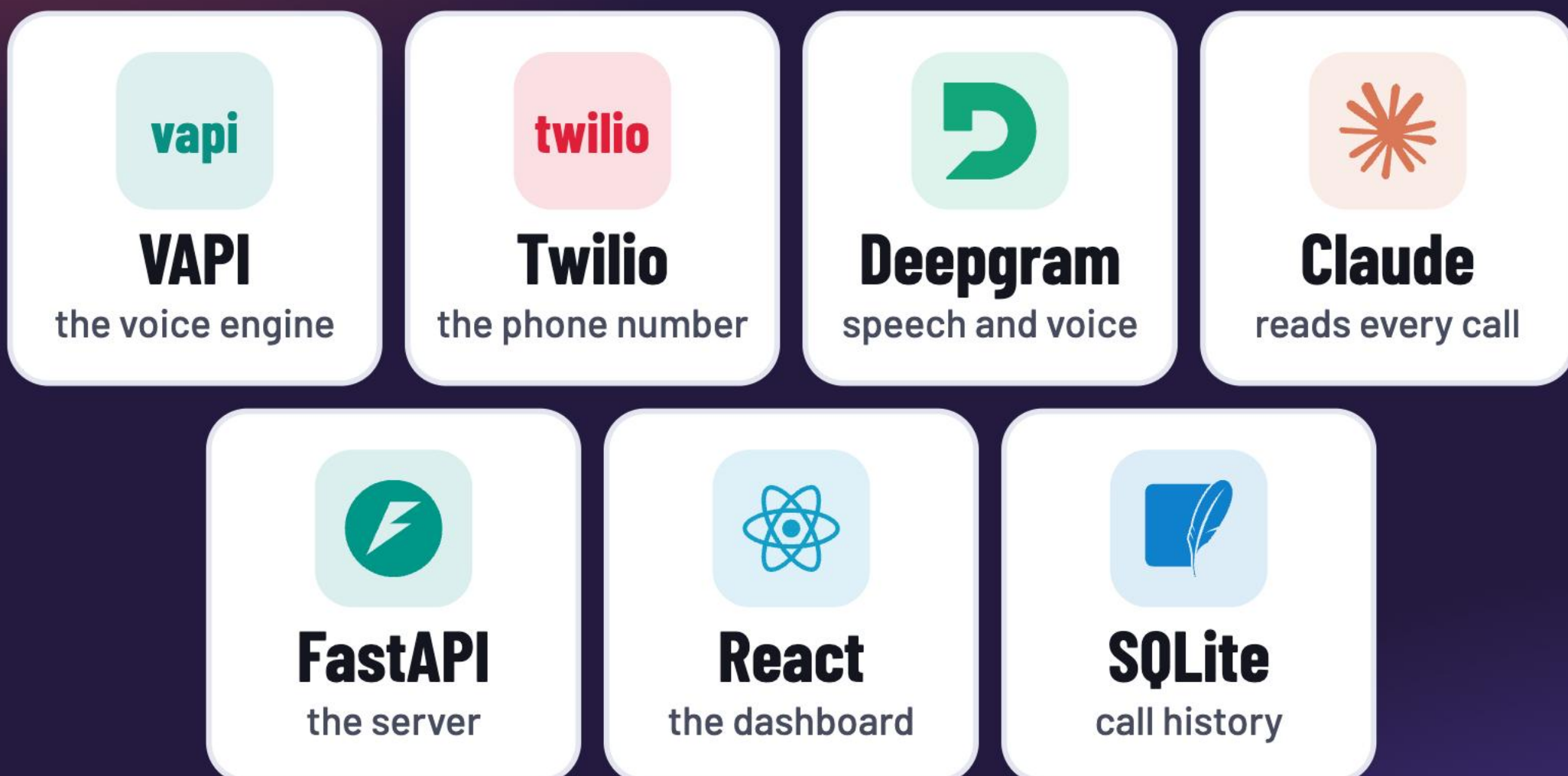


AI VOICE ASSISTANT

HOW TO BUILD AN AI RECEPTIONIST



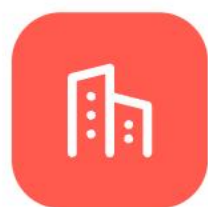
Answers inbound calls. Makes outbound calls.

STEP 1



SET UP THE FRONT DESK

Tell it who you are and what you sell.



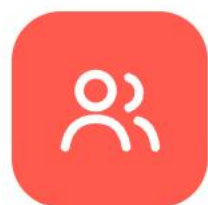
Add your business details

Who you are and what you do.



Fill in your Knowledge

Services, prices, availability.



Add your departments

Who gets which call, with number and hours.



Give it the time

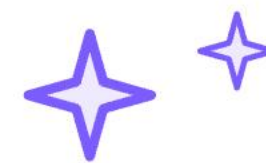
It takes a message when you are closed.



TIP

The AI only says what you **wrote down**. Nothing invented.

STEP 2



PICK THE VOICE

It should sound like part of your team.



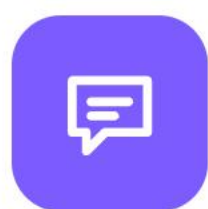
Choose a natural voice

Calm, clear and in your style.



Set the language per country

English, Arabic and more.



Fix how it says your name

We write Anqor, it says Anchor.



End calls politely

It hangs up after goodbye, with a spend cap.



TIP

Say your **brand name** out loud. Voices mangle names.

STEP 3



CONNECT A PHONE LINE

A real number that people can call.



Attach a phone number

Twilio, or a local carrier over SIP.



Publish it

Every caller to that number reaches the AI.



One line per country

Each country keeps its own settings.



Take it offline anytime

One button gives the line back to you.



TIP

Test with **your own phone** first.

STEP 4



LET IT HANDLE THE CALL

What happens before, during and after.



Transfers to the right person

Spoken handover, or takes a message.



Spots voicemail

It hangs up. It never pitches a mailbox.



Books a callback

When the person asks for one.



Labels it, sends it to your CRM

Outcome, name, email, phone.



TIP

Every call keeps a **transcript** you can read.

STEP 5



RUN OUTBOUND CALLS SAFELY

Upload a list and let it dial within limits.



Upload your lead list

CSV or Excel, cleaned and de-duplicated.



Calls only in working hours

Set per country, weekends off.



Respects the rules

One call a day. Opt-outs never called again.



Budget cap and STOP ALL

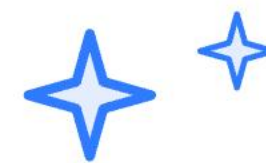
One click halts all new calls.



TIP

Start in **test mode**: it only dials your own number.

THE BUILD



HOW IT IS WIRED

The exact build behind the AI receptionist.

INBOUND

CALLER

someone dials
your number



PHONE LINE

Twilio or SIP
carrier



VOICE AI

hears, thinks,
speaks



FRONT DESK

Knowledge +
departments

Answers

Transfers

Takes a message

OUTBOUND

LEAD LIST

CSV, Excel or
your CRM



CAMPAIGN

dials the list in
batches



GUARDS

hours, opt-outs,
budget



VOICE AI

calls the person

STOP ALL halts new calls

AFTER EVERY CALL

TRANSCRIPT

saved for every
call



CLAUDE

labels it,
captures the
lead



DASHBOARD

call sheet and
insights



YOUR CRM

signed and
retried

THE TOOLS



BUILT WITH REAL TOOLS

What the receptionist runs on.



VAPI

the voice engine



Twilio

the phone number



Deepgram

speech and voice



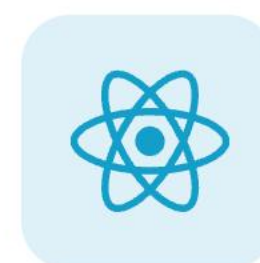
Claude

reads every call



FastAPI

the server



React

the dashboard



SQLite

call history

WANT THIS SET UP **FOR
YOUR BUSINESS?**

RECEPTIONIST

Comment the word and I will send you how it is set up.

POST