Set up your AI receptionist

A warm, calm assistant answers your line when you can't, takes a clear message and flags anything urgent. **About 5 min.**

1. **Open Reception**
   Add your name and company exactly as callers should hear them, your business hours, and anything extra that counts as urgent for you.

2. **Pick the number**
   Choose which of your numbers she answers. Add a number under Numbers first if you don't see it.

3. **Switch it on**
   Tick 'Reception is on for this number' and save. DialSwarm support connects the line for you.

4. **Read your messages**
   Each message shows who called, the callback number, what it's about, an urgent flag, a three line summary, the transcript and the recording.

TIPS

- Included on Team. $15 a month as an add-on to other plans.
- Click Turn on desktop alerts on the Reception page to get a pop-up for each new message while DialSwarm is open.
- She always says she's an AI if someone asks, and never promises anything for you.