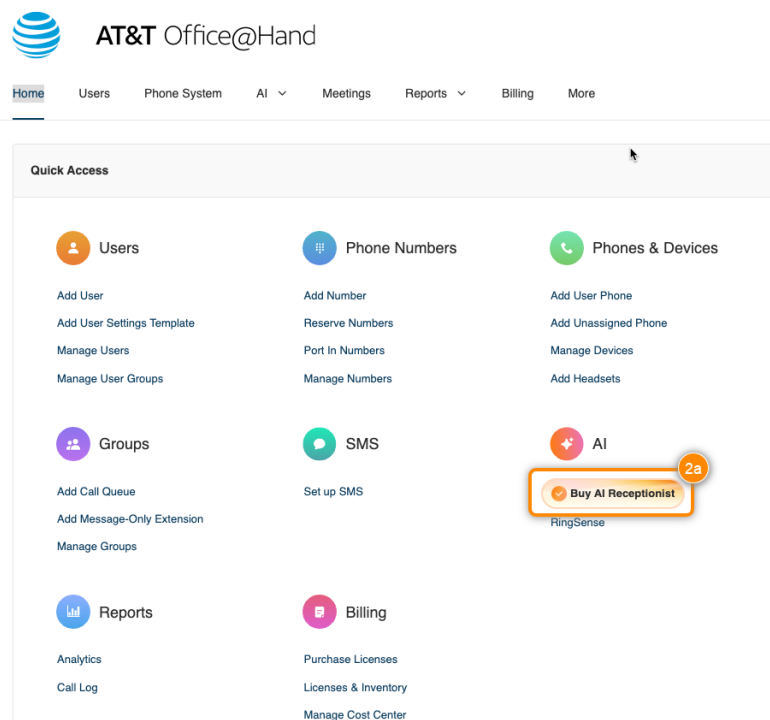


How to Order an AI Receptionist for AT&T Office@Hand

Admins can purchase an AI Receptionist to add to their company's AT&T Office@Hand account. Once you purchase these items, you can manage and assign them to users.

To purchase AT&T Office@Hand AI Receptionist:

1. Sign in to the [Admin Portal](#). You must be an authorized admin user to proceed with the next steps.
2. In the **Home** tab, (a) click **Buy AI Receptionist**, and you will be directed to the AI Receptionist under the **AI** tab. (b) Then click **Buy Now**. Then, a pop-up window will appear to purchase the AI Receptionist.



AI RECEPTIONIST

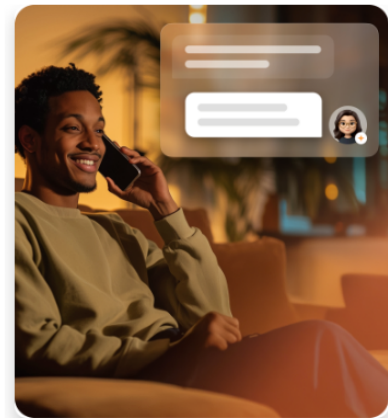
Never miss a call with AI Receptionist™

Now you can add AI Receptionist to your account.

Handle calls, book appointments, and answer questions about your business 24/7 to reduce costs and improve service.

2b

[Buy Now](#)



Alternatively, you can proceed to the AT&T Office@Hand [Billing Portal](#) and navigate to the **Purchase** tab.

AT&T Office@Hand Billing

Account overview
Product details
Billing history
Purchase

The prices shown are for information purposes only and actual amounts may be different. These prices may not reflect any discounts or contracted rates provided. Final charges will be available in your AT&T Office@Hand invoice.

Purchase

Search license

Product: Phone Video meetings Push to Talk Analytics

Used by: User Company Feature: Bundles SMS Rooms AI

Office Licenses
#Phone: #User United States \$35.99/month 1 Buy now
Zone: Domestic DigitalLine Unlimited
An all-inclusive business phone solution with enterprise-grade voice, fax, text, conferencing and video meetings.

Additional Local Numbers
#Phone: #User: #Company United States \$6.00/month 1 Buy now
Zone: Domestic

- In the AT&T Office@Hand Billing Portal, search for the **AI Receptionist**, then click **Buy Now**. A pop-up window will appear to proceed with your purchase.
- Click **Next**.

Review Items and Checkout



⚠ The prices/charges shown are for information purposes only and actual amounts may be different. These prices may not reflect any discounts or contracted rates provided. Final charges will be available in your AT&T Office@Hand invoice.

License name	Price per item	Quantity	Total price
--------------	----------------	----------	-------------

Recurring items | 1

	AI Receptionist	\$0.00/month	1	\$0.00/month	
--	-----------------	--------------	---	--------------	--

Recurring \$0.00/month
One-time Purchase \$0.00

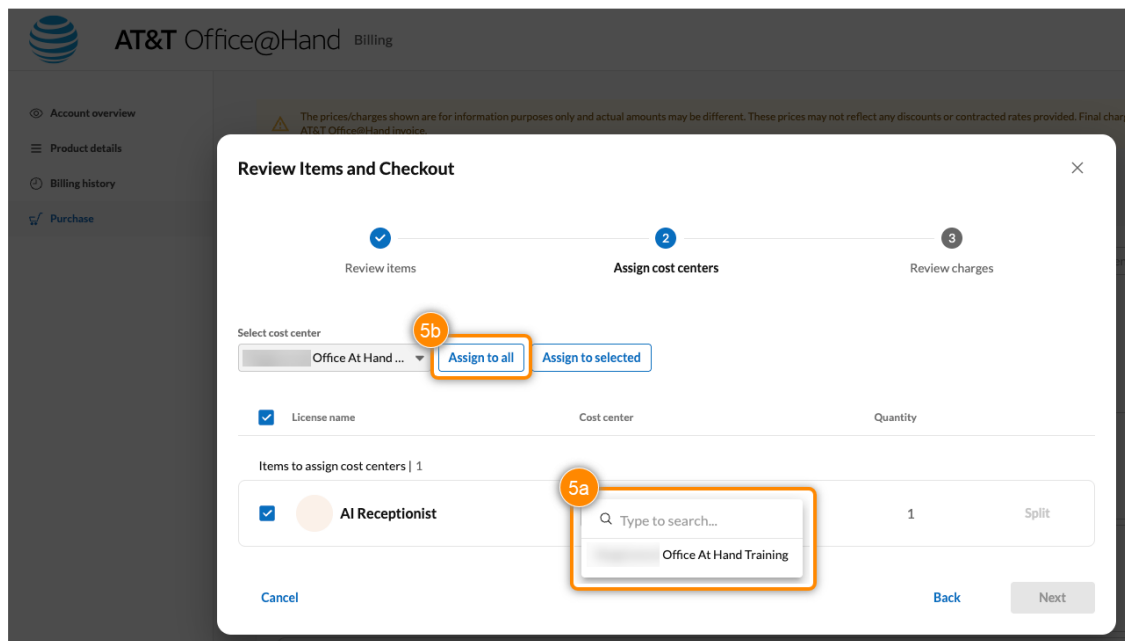
Today's estimated total** **\$0.00**

**This price does not include calculations for prorated amounts, taxes, fees, and/or shipping.

[Cancel](#)



5. (a) You can select the **Cost Center** to which you would like to assign it, or (b) click **Assign to all**. The quantity of the purchase may vary depending on the number of cost centers you have to assign to the AI Receptionist



6. Click **Next**.

7. Review your order and check the box at the bottom to acknowledge that all items are correct. Then click **Confirm** to complete the purchase.

Review Items and Checkout

✓

✓

3

Review items

Assign cost centers

Review charges

⚠

The prices/charges shown are for information purposes only and actual amounts may be different. These prices may not reflect any discounts or contracted rates provided. Final charges will be available in your AT&T Office@Hand invoice.

Subscription				Subtotal:	\$0.00
Charges	Billing frequency	Price per item	Qty	Discounts and prorates	Amount
AI Receptionist License (new purchase)	Monthly	\$0.00	1	-	\$0.00
				Total charges after discounts and prorates:	\$0.00
				Total taxes and fees:	\$0.00
				Amount due:	\$0.00

Show order details

☐

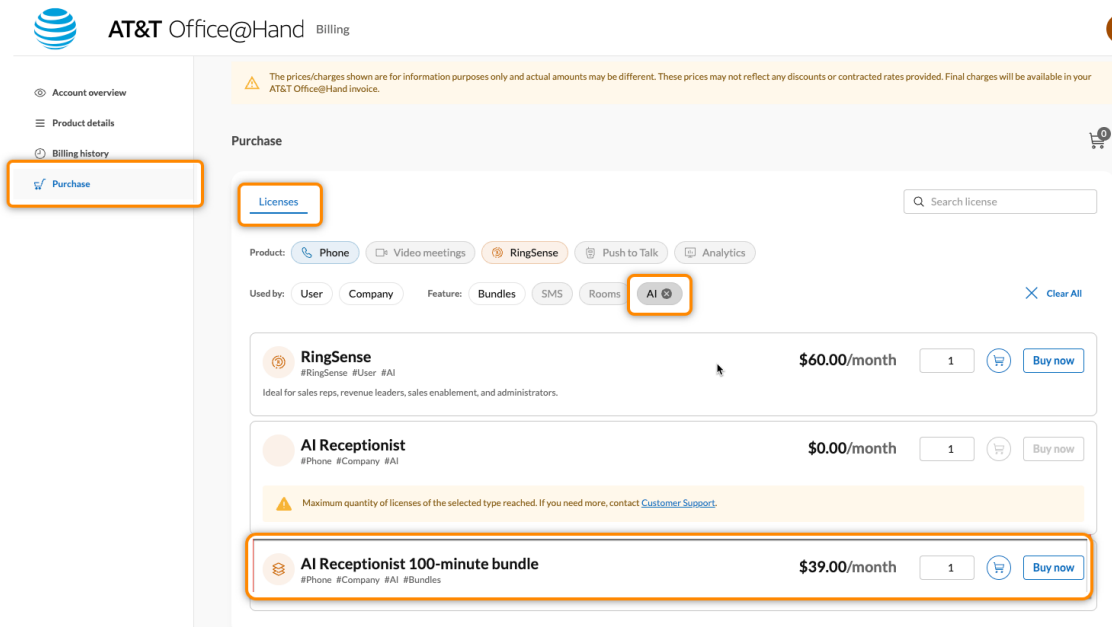
By checking this box, you agree that any monthly reoccurring service(s) you have selected, if applicable, will automatically renew each month based on the rates in effect at the time of renewal, minus any discounts or promotions you qualify for. This will continue until you cancel the service. To avoid further charges, remove the respective charge at the end of your monthly billing cycle by visiting [AT&T Business Wireline Disconnects](#) or by calling 1-800-615-0708 Option 1, Option 4.

Adding AI Receptionist Bundle Minutes

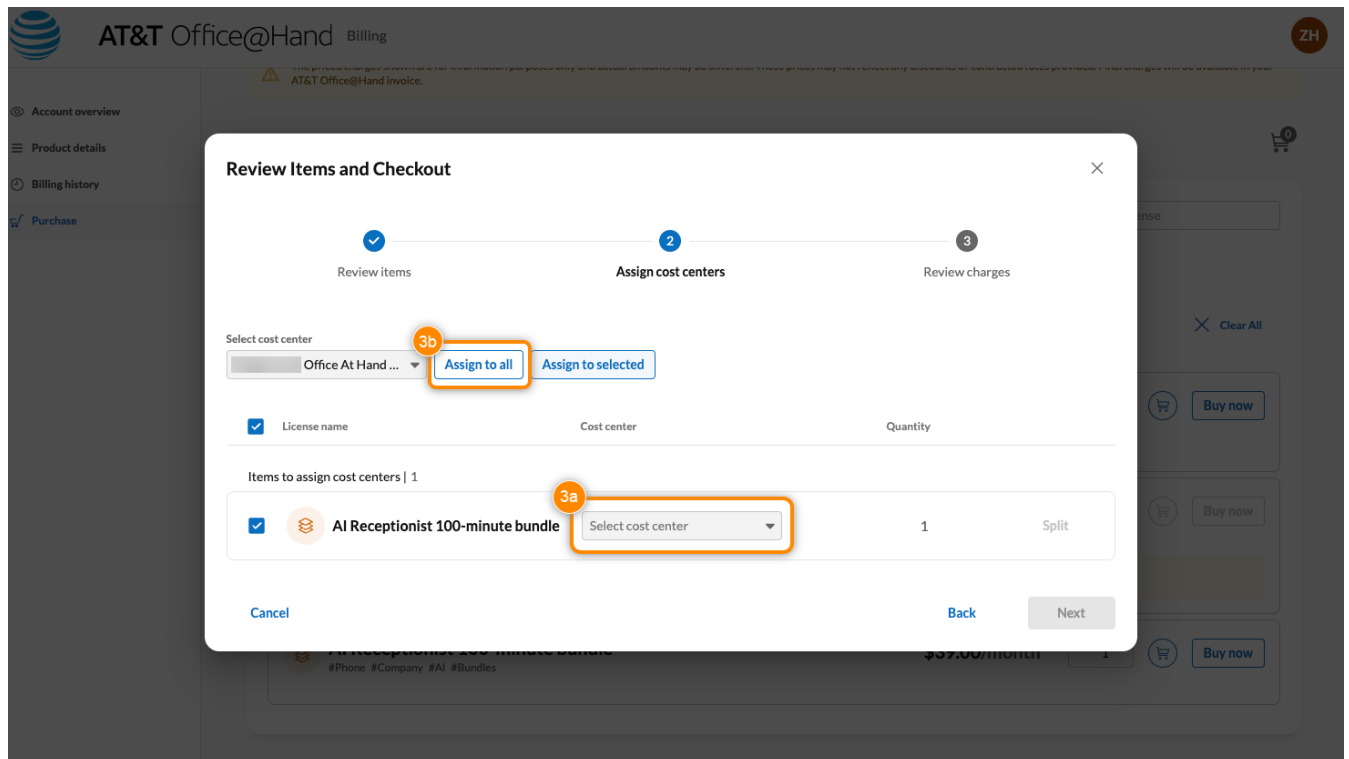
After purchasing AI Receptionist, Admins can add AI Receptionist Bundle Minutes in the [Billing Portal](#).

In the Billing Portal:

1. Go to **Purchase > Licenses**, then click **AI**.



- Look for the **AI Receptionist 100-minute bundle**, enter the quantity you want to purchase, and then click **Buy now**.
- Select the bundle, then choose the (a) **Cost Center** you want to assign, or (b) click **Assign to all**.



- Click **Next**.
- Review your order and check the box at the bottom to acknowledge that all items are correct. Then click **Confirm** to complete the purchase.

Review Items and Checkout

×

✓

Review items

✓

Assign cost centers

3

Review charges

▲

The prices/charges shown are for information purposes only and actual amounts may be different. These prices may not reflect any discounts or contracted rates provided. Final charges will be available in your AT&T Office@Hand invoice.

Subscription

Subtotal: \$39.00

Charges	Billing frequency	Price per item	Qty	Discounts and prorates	Amount
AI Receptionist Bundle 100 Minutes (new purchase)	Monthly	\$39.00	1	-	\$39.00

Total charges after discounts and prorates: \$39.00

Total taxes and fees: \$0.00

Amount due: \$39.00

Show order details

All charges will be invoiced in accordance with your service agreement with AT&T Office@Hand.

☐

By checking this box, you agree that any monthly recurring service(s) you have selected, if applicable, will automatically renew each month based on the rates in effect at the time of renewal, minus any discounts or promotions you qualify for. This will continue until you cancel the service. To avoid further charges, remove the respective charge at the end of your monthly billing cycle by visiting [AT&T Business Wireline Disconnects](#) or by calling 1-800-615-0708 Option 1, Option 4.

Cancel

Back

Confirm

- When you use up all allocated minutes from your current AI Receptionist bundle, a banner notification will show up at the top and indicate that your bundle has run out. You can click **Add minutes bundles** to manage your subscription or add-ons.

▲

Your AI receptionist minutes bundle ran out, enroll in a new bundle now.

Add minutes bundles

AT&T Office@Hand

Home

Users

Phone System

AI

Meetings

Reports

Billing

More

Quick Access

Users

Add User

Add User Settings Template

Manage Users

Manage User Groups

Phone Numbers

Add Number

Reserve Numbers

Port In Numbers

Manage Numbers

Phones & Devices

Add User Phone

Add Unassigned Phone

Manage Devices

Add Headsets

Note

Entry points to purchase (licenses and/or bundles) will also be located on your Billing page in the Admin Portal.