

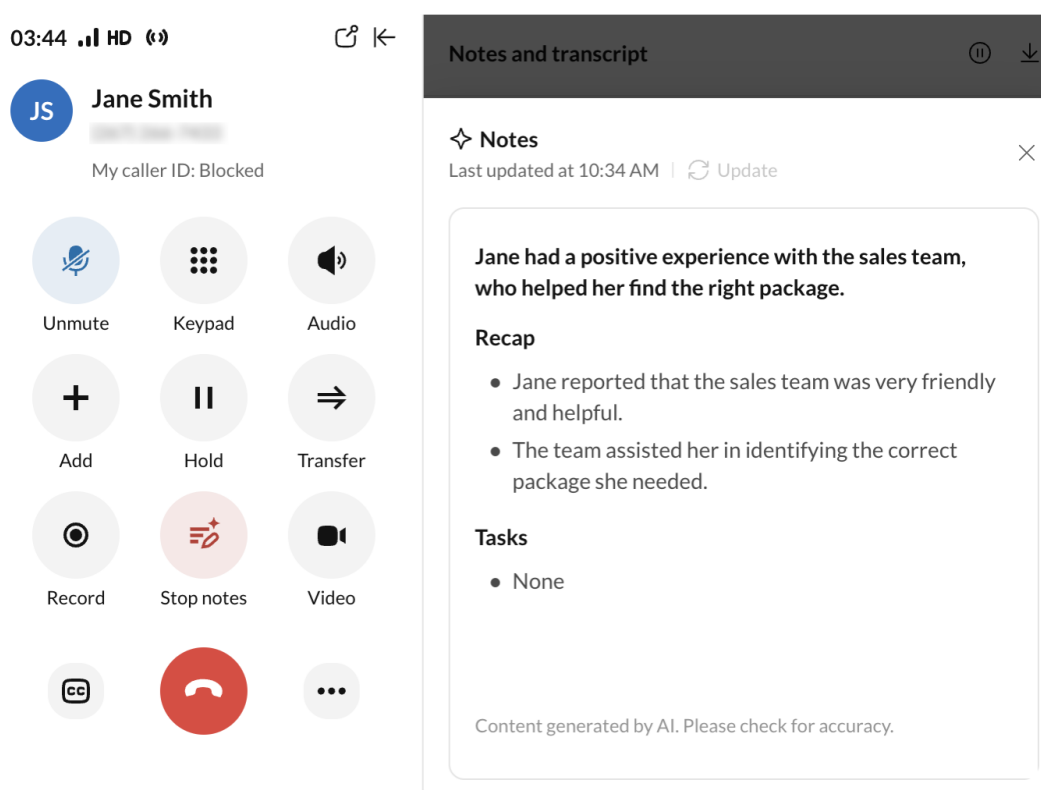
Intro to the AT&T Office@Hand AI Assistant

The AT&T Office@Hand AI Assistant provides features that transcribe and summarize your phone calls and video meetings, and write, improve, or translate your chat and SMS messages. Admins can [turn the AI Assistant on or off](#) for their organization.

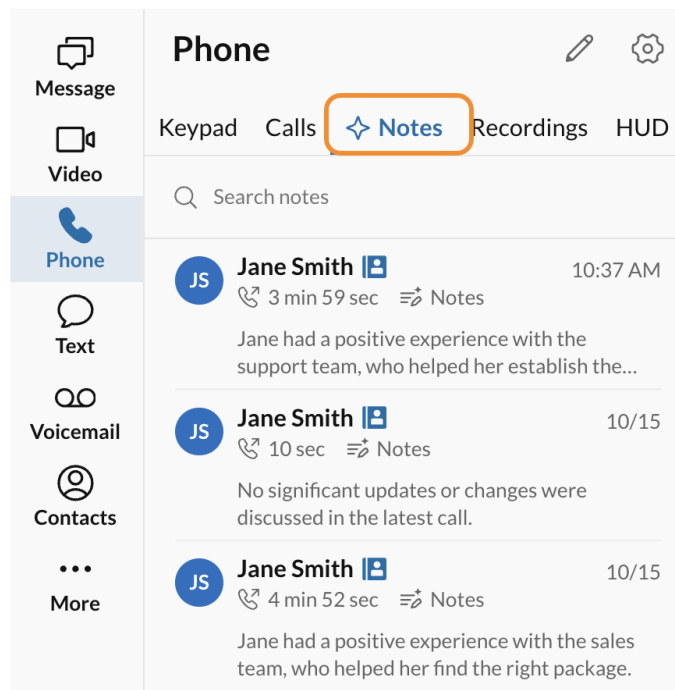
Note: The AI Assistant is being introduced gradually over the coming months. Availability will depend on your plan.

AI-powered notes

Turn on notes during your phone calls to get live transcripts, call recaps, summaries, and tasks.

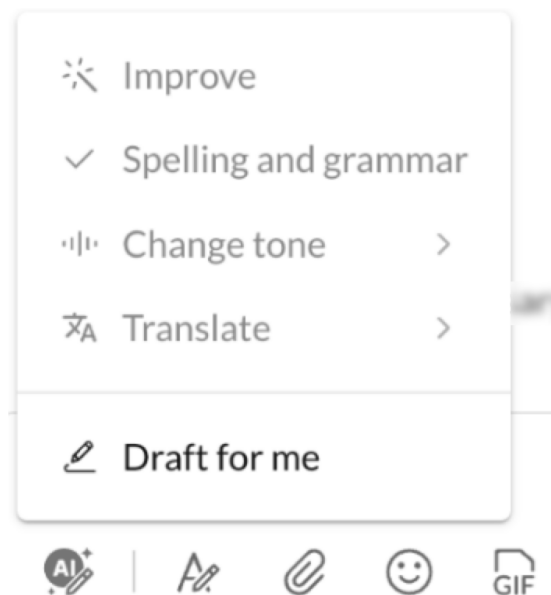


Go to **Phone** and click the **Notes** tab to find all your call notes in one place.



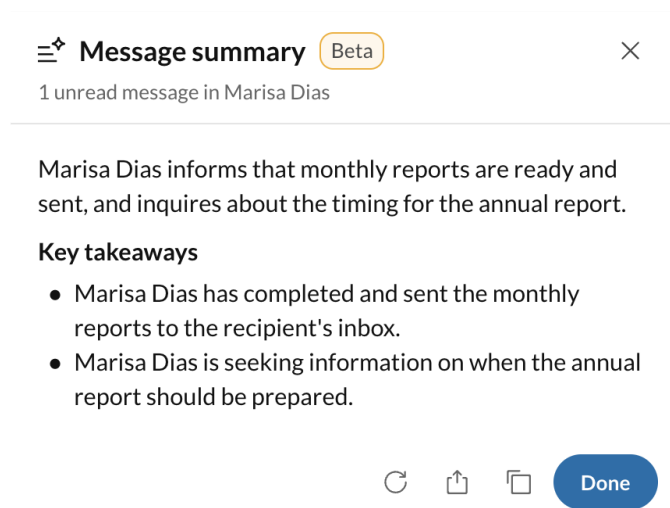
AI writer and translator

Use AI tools to draft, compose, or translate your messages and texts.



Message summaries (Beta)

Summarize unread messages individually or catch up on long threads with Message summaries.



Video meeting highlights

The AI Assistant processes your recorded video meetings and provides automatically generated highlights including a brief of the meeting focus, key words and phrases mentioned, and a summary of the main points discussed.

Σ

Summary

☰

Transcript

★

Highlights

✍

Notes

Brief Auto-generated

[✎](#) [🔗](#)

The participants spoke about live transcript and large meetings.

Keywords Auto-generated

[✎](#) [🔗](#)

screen sharing

large meetings

exact numbers

service limits

prominent features

captions

join requests

annotations

live transcript

chat

open floor

heads

Whiteboard

[Open](#)

Summary Auto-generated

[✎](#) [🔗](#)

The call is about testing the features of a video conferencing software. The participants are discussing the functionality of the video, screen sharing, and annotations.

Managing the AI Assistant

Admins can turn the AI assistant on or off for their organization through the AT&T Office@Hand Admin Portal.

You can manage the AI Assistant manually for individual users, or in bulk by uploading a template.

To manage the AI Assistant for individual users:

1. Sign in to the [Admin Portal](#).
2. Go to **Users > Users with Extensions**.
3. Click any user's name.
4. Under **AI**, click the toggle to turn the AI Assistant on or off for the selected user.

- User List
- Users with Extensions
- Unassigned Extensions
- Roles
- User Groups
- Templates

The screenshot displays the 'Users with Extensions' interface. On the left, a table lists users with columns for 'Status' and 'Name'. The user 'Anika' is highlighted with an orange box and a red circle containing the number '3'. On the right, the 'User Details' for 'Anika' are shown. The 'AI Assistant' section is highlighted with an orange box and a red circle containing the number '4'. This section includes a toggle switch for the AI Assistant, which is currently turned on, and a description: 'A personal assistant that helps you boost productivity. [Learn More](#)'.