

# EVEREST AI VOICE SETUP CHECKLIST

Get Your AI Receptionist Live in 24-48 Hours

## PHASE 1: PRE-SETUP (Before We Start)

- Gather your business phone number(s)
- Prepare your business hours and holiday schedule
- List your main service offerings or products
- Identify key staff members who should receive calls
- Prepare your calendar/scheduling system access
- Document common customer questions
- Provide emergency contact information

## PHASE 2: SETUP & CONFIGURATION (24 Hours)

- Everest AI team configures your AI voice profile
- We integrate with your phone system
- We connect to your calendar/scheduling software
- We program your business rules and workflows
- We set up call routing and escalation paths
- We configure lead qualification parameters
- We test all integrations and call flows

## PHASE 3: TESTING & OPTIMIZATION (24 Hours)

- You test incoming calls with our team
- We verify appointment booking accuracy
- We test emergency call routing
- We verify lead qualification and routing

- We optimize voice tone and responses
- We make any necessary adjustments
- We provide staff training on the system
- System goes LIVE

## WHAT YOU NEED TO PROVIDE

**Business Information:** Hours, services, staff names, emergency contacts

**Phone System:** Current phone provider and account details

**Calendar/Scheduling:** Access to your scheduling software (Google Calendar, Calendly, etc.)

**Preferences:** Call handling rules, escalation procedures, business rules

**Contact Person:** Primary point of contact for setup and testing

## SUPPORT & QUESTIONS

Throughout the setup process, our team will be available to answer questions and ensure everything is configured perfectly for your business.

**Phone:** 218-256-2087

**Email:** [info@geteverest-ai.com](mailto:info@geteverest-ai.com)

**Hours:** Available 24/7 for urgent support

## POST-LAUNCH SUPPORT

- ✓ 30-day optimization period with daily check-ins
- ✓ Continuous monitoring and performance reports
- ✓ Regular updates and feature enhancements
- ✓ Dedicated account manager for your business
- ✓ 24/7 technical support