



STEP-BY-STEP GUIDE

How to Build an AI Voice Receptionist in 10 Minutes

In this guide, you'll learn how to create an AI voice receptionist that can answer calls, respond to questions, and book appointments automatically. Businesses like dentists, clinics, salons, and real estate offices are actively looking for this solution.

The best part? You can build one without coding in less than 10 minutes. Let's get started.

STEP 01

Find a Business
Website

STEP 02

Generate the Prompt

STEP 03

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STEP 04

What It Can Do

STEP 05

Make Money

01 Step 1

Find a Business Website

First, we need a business website so the AI understands the business.

1. Go to Google
2. Search for something like:

- dental clinic in New York
- dentist near Texas
- orthodontist near California
- dental clinic near Chicago

Open any local dental clinic website.

Example:

A dental clinic website will usually contain:

- ✓ Services
- ✓ Clinic information
- ✓ Address
- ✓ Opening hours
- ✓ Contact details
- ✓ Appointment booking

Copy the website URL.

Example:

<https://exampledentalclinic.com>

Keep this link ready.

02 Step 2

Generate the AI Voice Agent Prompt

Now go to ChatGPT.

Paste the following prompt and include the website link you copied.

PROMPT

Create a JSON system prompt for an AI voice agent that will handle inbound calls for a dental clinic.

Use the information from this website: [PASTE WEBSITE LINK HERE]

Understand services, clinic details, FAQs, and working hours.

The agent should:

- Answer patient questions
- Collect caller details (name, phone, email)
- Book appointments in a calendar

Make the agent sound friendly and professional.

Ask one question at a time and confirm appointment date and time.

Return a structured JSON including:

- greeting
- conversation flow
- FAQ handling
- data collection fields
- appointment booking logic
- fallback responses

ChatGPT will now generate a full AI receptionist prompt.

Copy the entire JSON output.

03 Step 3

Create the AI Voice Agent

Now go to this website:

<https://tolt.link/voiceagent>

Open the website.

Then follow these steps:

1. Click Create Assistant
2. Select Voice Assistant
3. Find the System Prompt / Instructions box
4. Paste the JSON prompt you generated
5. Click Publish
6. Click Skip & Publish

Your AI Voice Receptionist is now ready.

04 Step 4

What This AI Can Do

Your AI agent can now:

- ✓ Answer calls automatically
- ✓ Answer customer questions
- ✓ Collect customer details
- ✓ Book appointments
- ✓ Work 24/7

This is exactly what businesses need because they miss calls every day.

05 Step 5

How People Are Making Money With This

Businesses pay \$500 – \$2500 per month for AI receptionists.

You can offer this to:

- dental clinics
- med spas
- salons
- real estate offices
- law firms

Just build a demo like this and show it to them.

Simple Outreach Message

You can message businesses like this:

Hi, I built an AI receptionist that can answer calls and book appointments automatically for your clinic.

Would you like to see a quick demo?

Many businesses will be interested because it saves them staff cost.

Final Tip

The opportunity right now is AI automation for local businesses. Those who start early will have a massive advantage.

Build demos, show businesses, and start offering this as a service.



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