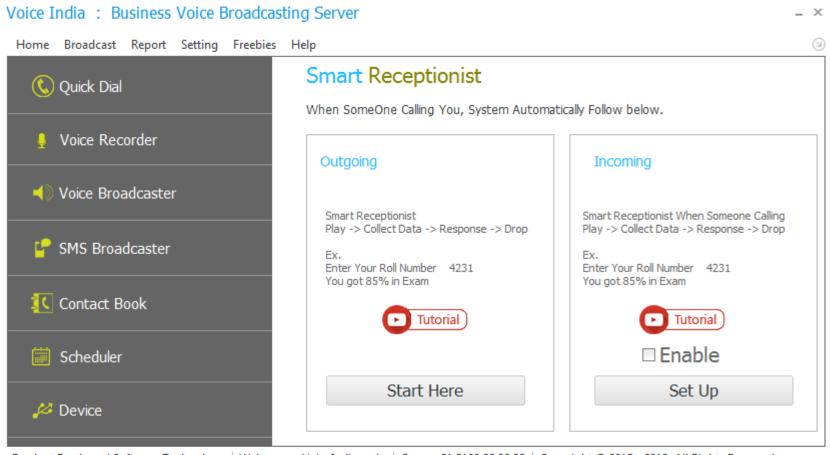# How to Use Smart Receptionist (Outgoing)

**Step 1: -Smart Receptionist (Outgoing Call)**

Smart Receptionist Mode that automates bulk voice call to mobile/telephone users and playing pre-recorded messages. In this system call To mobile and playing pre-recorded audio and also gather input (Count Base -> Get first 5 from entered number, till base -> Get till # Pressed) inputs from user and reply using Voice or SMS.



Voice India : Business Voice Broadcasting Server

Home   Broadcast   Report   Setting   Freebies   Help

- Quick Dial
- Voice Recorder
- Voice Broadcaster
- SMS Broadcaster
- Contact Book
- Scheduler
- Device

## Smart Receptionist

When SomeOne Calling You, System Automatically Follow below.

**Outgoing**

Smart Receptionist
Play -> Collect Data -> Response -> Drop

Ex.
Enter Your Roll Number    4231
You got 85% in Exam

▶ Tutorial

Start Here

**Incoming**

Smart Receptionist When Someone Calling
Play -> Collect Data -> Response -> Drop

Ex.
Enter Your Roll Number    4231
You got 85% in Exam

▶ Tutorial

☐ Enable

Set Up

**Step 2:- Import Contact Details.**

**Contact Number Format:**

Enter 10 digits Number for Indian Number, Leave +91

Use +<Country Code> For Outside of India Number.

Ex. +85221420069 (Here + 852 is Hong Kong Country Code.)(Consider Charge(s) for international call)

**Alternatively: -** you can import from text file, Contact Book or History.

**Remove Duplicate**: - Software automatically removes Duplicate Number from List

**Remove Problematic**: - if you are using for Marketing Purpose, You have too many Number in txt or Excel file for that, and you are
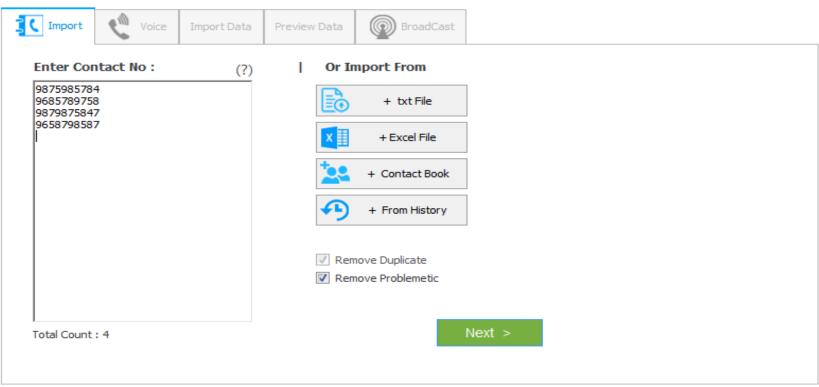
Not Sure for Valid Number or not. If you are not checking this option software automatically detect them and

Give chance to correct them, either it remove it.

**Important Note**: - Use your own 1-2 Personal Number first, to check Audio Quality and Sample Voice Call.

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**Smart Receptionist** ✕

| Import | Voice | Import Data | Preview Data | BroadCast |

**Enter Contact No :**    (?)

```
9875985784
9685789758
9879875847
9658798587
|
```

**| Or Import From**

+ txt File

+ Excel File

+ Contact Book

+ From History

☑ Remove Duplicate
☑ Remove Problemetic

**Total Count : 4**

**Next  >**

## Step 3:-Select Voice

**Main Audio:** Select Main Audio That you want to listen first like "Hello Please enters Your Customer ID".
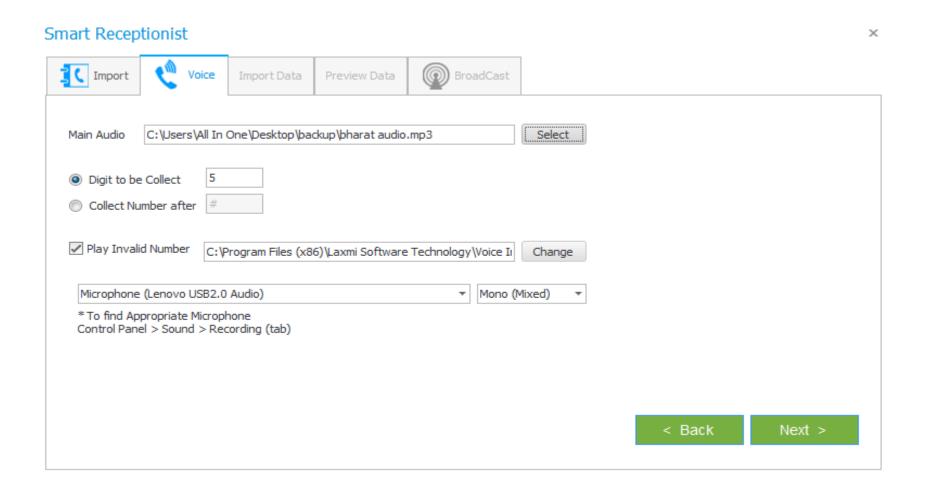
**Digit to be collect:** if you want input count base type how many digit to be collect.

**Collect Number After:** if you want input till special character like "Enter Your Customer ID and press #".

**Play Invalid Option:** (Optional) if audience reply with incorrect menu than alert those like you choose invalid option.
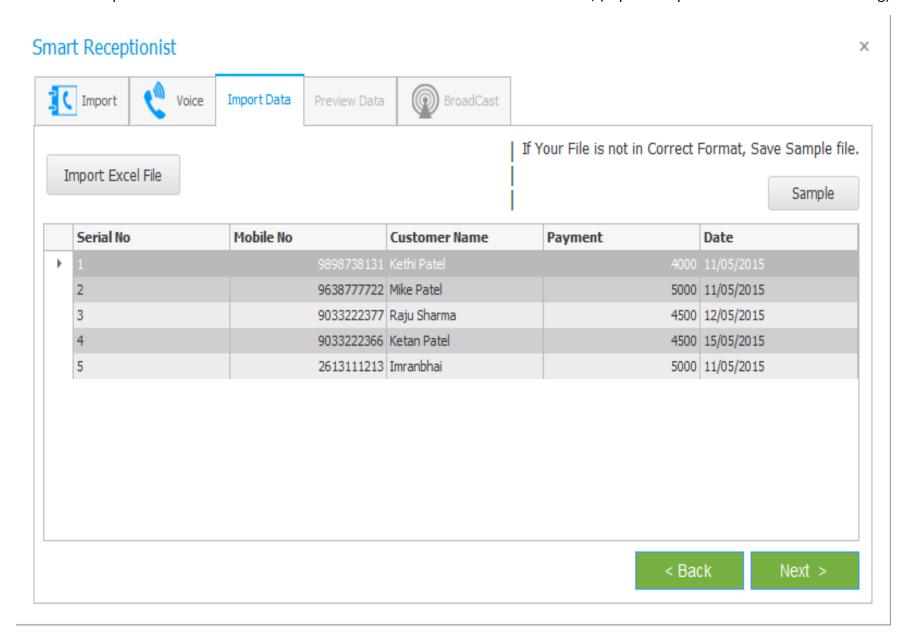
**Sound Card:** You must select Proper Sound Card to catch reply Menu. (Sound Card is nothing but Your Microphone jack of Computer).

To find Appropriate Microphone go to **Control Panel > Sound > Recording (tab)**
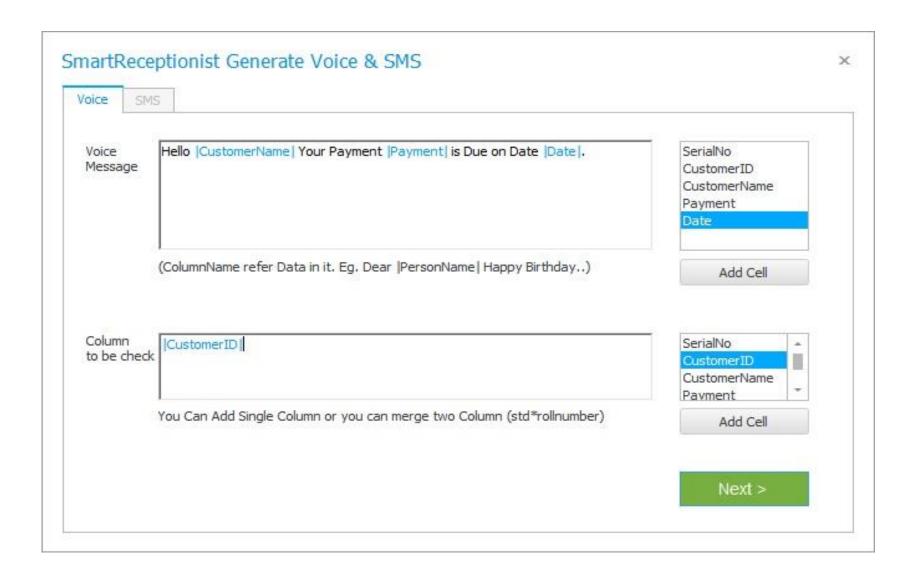
## Step 4:- Import Data

First import Excel file which contain Data. You need excel file with title of Column, (Export sample file for better understanding).

## Step 5: - Voice

Customize your Message with Data that are stored in Excel,
Add cell add particular Column data in Voice, (Column Name refer Data in it. E.g. **Dear |Name| Happy Birthday**)
**Column to be Check:** Select Column that wants to check. You can Merge two Column also, like |Class|*|Roll Number|

**Step 6: - SMS**

If you want to send SMS also Check Option that Send Text Message also and Type Text Message. Customize your Message with Data That is stored in Excel, Add cell add particular Column data in Voice, (Column Name refer Data in it. E.g. Dear |Name| Happy Birthday) and, you must select way to send SMS

**From SIM**: Consider charge as per network Operator charges.
**From API:** Setup Your API from your Login Panel. (**Help > Client Online Login**).
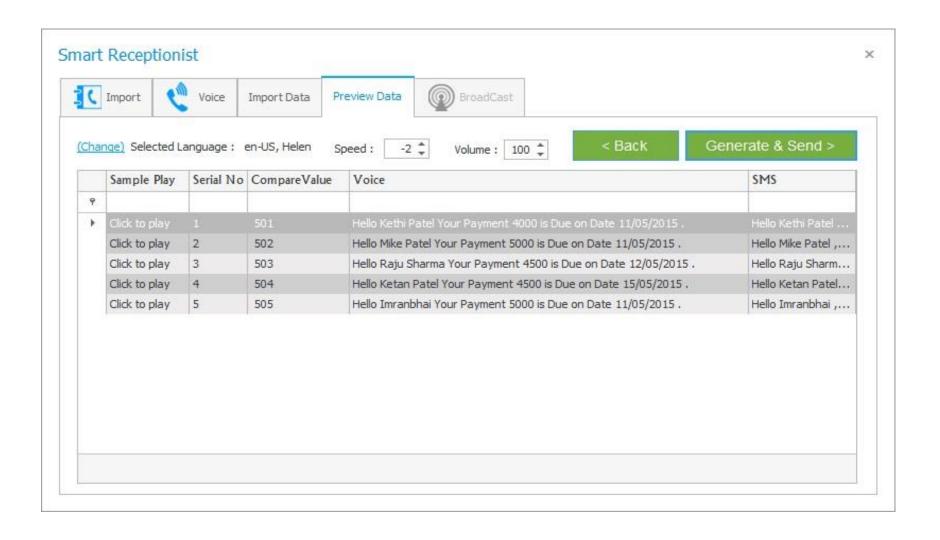
**Step 7:- Preview Data**

Here You See preview of Your Data with Compare Value.
**Speed:** Tempo of speech, (gap between word or Speaking rate) you can increase or decrease using speed.
**Volume:** Sound level of Voice, You can manage here. (Normally leave default, 100).

## Smart Receptionist

Import | Voice | Import Data | **Preview Data** | BroadCast

(Change) Selected Language : en-US, Helen    Speed : -2    Volume : 100    < Back    Generate & Send >

| Sample Play | Serial No | CompareValue | Voice | SMS |
|---|---|---|---|---|
| Click to play | 1 | 501 | Hello Kethi Patel Your Payment 4000 is Due on Date 11/05/2015 . | Hello Kethi Patel ... |
| Click to play | 2 | 502 | Hello Mike Patel Your Payment 5000 is Due on Date 11/05/2015 . | Hello Mike Patel ,... |
| Click to play | 3 | 503 | Hello Raju Sharma Your Payment 4500 is Due on Date 12/05/2015 . | Hello Raju Sharm... |
| Click to play | 4 | 504 | Hello Ketan Patel Your Payment 4500 is Due on Date 15/05/2015 . | Hello Ketan Patel... |
| Click to play | 5 | 505 | Hello Imranbhai Your Payment 5000 is Due on Date 11/05/2015 . | Hello Imranbhai ,... |

**Change Language** option Allow you to change Language.

**Offline TTS:** (Recommended Option) Use Offline TTS (Text To Speech) for Your Message, no internet require. You can see here List of Voice installed on your System, for More Voice please Contact Support.

**Online TTS:** Online TTS Send Your Text to Online and Download Voice for Your Message, this Technique require Internet, and can take Many times.

## Select Language                                                    ✕

◉ Use Offline TTS

○ Catalan-Spain (Herena – Female,Adult)

○ Danish-Denmark (Helle – Female,Adult)

◉ English-India (Heera – Female,Adult)

○ Spanish-Spain (Helena – Female,Adult)

○ Swedish-Sweden (Hedvig – Female,Adult)

○ Chinese-HongKong (HunYee – Female,Adult)

**OK**

**Step 9:- Broadcasting**

## Voice India : Business Voice Broadcasting Server                                    ✕

| Start | Skip Call | Pause | Stop | Refresh | Exit |

| | Contact No. | Status | Call Duration |
|---|---|---|---|
| 🔍 | | | |
| ▶ | 9638777722 | Call answered | 00:14 |
| | 02613111213 | None | 00:00 |
| | 8100828282 | None | 00:00 |

| Total Number | Answered | Answered & Cut | Busy/No Answer | Remaining |
|---|---|---|---|---|
| 3 | 0000 | 0000 | 0000 | 0000 |

Estimate Remaining Time :   00:00:00        0% Completed                    00:00:30