

Installation Guide

This guide walks you through installing and activating the AttorneyConnect website receptionist on your **WordPress website**. The process typically takes just a few minutes and does not require technical expertise.

Before You Begin

Please have the following ready:

- Access and **login credentials** to your Website Admin Dashboard
- Your AttorneyConnect activation **website code** (provided by AttorneyConnect)

If you do not have an activation website code, please contact support before proceeding.

Step 1: Log In to Your WordPress Website

1. Navigate to your website's login page (usually your-domain.com/wp-admin)
 2. Log in using your administrator login credentials
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Step 2: Install the AttorneyConnect Plugin

1. From the side menu, locate and select **Plugins → Add Plugin**
 2. In the Search Plugins bar, type **AttorneyConnect**
 3. Locate **AttorneyConnect AI**
 4. Click **Install Now**
 5. Once installation is complete, click **Activate**
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Step 3: Activate Your Receptionist

1. After activation, go to plugin Settings to enter your **Website Code**
2. Complete options for Appearance, Buttons, and Behavior sections.
3. Click **Save Changes**

Once properly activated, your receptionist will immediately appear on your website.

Step 4: Confirm Installation and Operation

After activation:

- Visit your website in a new browser tab. You may have to refresh your page.
- Look for the AttorneyConnect receptionist on the page
- Engage the receptionist to confirm it opens and responds to your questions

We recommend checking both desktop and mobile views.

Step 5: Verify Email Notifications

Confirm that conversation summaries are being delivered to your email inbox.

If emails are not received, check spam folders or contact support.

Support & Assistance

If you have questions or need help at any point during installation or setup:

Email: support@AttorneyConnect.ai

Phone: (833) 364-2434

We can assist with: Activation issues, Placement and display questions, Customization requests and more.

Next Steps: Once installed, we recommend reviewing the **Quick Start Checklist** to ensure your receptionist is fully optimized for maximum results.