

IN WHEN YOU'RE OUT

Setting up Cal.com

For real, AI-powered appointment booking during calls

1. Create a free Cal.com account

If you don't have one yet, sign up here: cal.com/signup. It takes a couple of minutes.

2. Get your API key

Once logged in, go to cal.com/settings/developer/api-keys and create a new key. Keep this page open, or copy the key somewhere safe — Cal.com only shows it to you once.

3. Get your Event Type ID

Open the specific event type you want callers to be able to book, and look at the number at the end of the URL in your browser's address bar — for example:

```
app.cal.com/username/event-type/1427703
```

That number — 1427703 in this example — is your Event Type ID.

4. Come back and paste both in

Head back to your onboarding page, find the "Cal.com booking" section, and paste in your API key and Event Type ID. Once both are saved, your AI receptionist can check real availability and book appointments directly during a call — not just mention a link.

Questions? Just reply to any email from us, or reach out through the site.