



RGE ESSENTIALS

AI & CHATGPT ESSENTIALS

Your AI Assistant. Your Learning Partner. Available Anytime.



Hi! I'm ChatGPT. How can I help you today?

Technology doesn't stop teaching when the service call ends.

ChatGPT is like having a patient, knowledgeable tech coach ready to help you learn, solve problems, and get more from your devices.



RGE TIP

Ask questions in plain English—just talk like you would to a friend.

The more details you give, the better the answer.



MAC NOTE

ChatGPT works great on your Mac! Use Safari and add ChatGPT to your Dock for one-click access whenever you need it.

✓ EVERYDAY TASKS



1 Ask Simple Questions

Get easy answers about any tech topic—Windows, Mac, iPhone, apps, and more.
"How do I take a screenshot on Windows?"



2 Understand Confusing Messages

Paste the message and ask what it means and what to do.
"What does this error message mean?"



3 Learn Your Devices

Ask how-to questions about your computer, phone, printer, or apps.
"How do I organize my Photos on iPhone?"



4 Get Step-by-Step Help

Get clear, easy steps to accomplish tasks at your own pace.
"Walk me through setting up a new printer."



5 Learn Something New

Explore new skills and build your confidence.
"How can I stay safe online?"

✓ USEFUL SKILLS



1 Write Better Emails

Draft, improve, or respond to emails with confidence.
"Help me write a polite email to my doctor."



2 Summarize Documents & Information

Get quick summaries of long articles, PDFs, or webpages.
"Summarize this article in simple terms."



3 Plan & Organize

Plan trips, events, meals, or projects with ease.
"Help me plan a 3-day trip to Boston."



4 Compare & Decide

Compare products, services, or options before you buy.
"Compare these two laptops for a senior user."



5 Troubleshoot Problems

Describe the problem and get ideas to fix it.
"My Wi-Fi keeps dropping. What can I try?"

★ ADVANCED TOPICS



1 Use AI Safely

Understand what AI can and can't do. Use it as a helper, not a replacement.
"What should I know about using AI safely?"



2 Verify Information

AI can make mistakes. Always verify important information.
"Is this information accurate and up to date?"



3 Protect Your Privacy

Never share passwords, personal ID numbers, or sensitive financial details.
"What information should I never share with AI?"



4 Think Critically

Use common sense. You make the final decision.
"Help me understand the pros and cons."



5 Keep Learning

AI is a great teacher—use it daily and keep growing.
"Teach me something new about Windows."

HOW TO GET STARTED



1 Go to chatgpt.com on your computer or phone.



2 No account needed for basic help. Create an account to save your chats.



3 Type your question or just talk naturally. Be as specific as you can.



4 Read the answer and try the suggested steps at your pace.



5 Use it often! The more you use it, the more confident you'll be.

Think of ChatGPT as your patient technology coach—ready when you need it!

IMPORTANT SAFETY REMINDERS



Never share passwords, PINs, Social Security numbers, or bank details.



AI can be wrong. Always verify important information.



Use trusted websites and official sources for sensitive matters.



If something doesn't feel right, trust your instincts.

Stay smart. Stay safe. Stay in control.

RGE GOLDEN RULE



AI is a wonderful assistant—but you're still the decision maker.

Use AI for help and ideas. Use YOU for judgment and choices.

RGE PHILOSOPHY



Technology doesn't stop teaching when the service call ends. With ChatGPT, your learning partner is always available.

Keep learning.
Keep growing.
Keep enjoying technology.

RGE PROMISE



We teach so you can understand. We explain so you can feel confident. We support so you can stay independent.

Teacher first.
Technician second.
People always.



RED GLEN ELECTRONICS
TECHNOLOGY SOLUTIONS WITH HEART



Teacher first.
Technician second.
People always.



We don't just fix devices. We help you feel confident using them. That's the RGE difference.