

Secure AI Systems User Manual

Getting Started

Welcome to Secure AI Systems. This section will help you begin using your system quickly and confidently.

1. Access Your System

- Open your web browser (Chrome, Safari, Edge, etc.)
- Click the link provided for your personal chat interface
- Log in using your username and password

If you experience any issues, please contact support.

2. Start Your First Chat

- After logging in, you will see the chat interface
- Click “**New Chat**” to begin
- Type your request in the message box and press Enter

You can:

- Ask questions
- Draft emails or documents
- Analyze information
- Request explanations

3. Use One Chat Per Task

For best results:

- Use a **separate chat for each topic or client**

Examples:

- One chat per client
- One chat per project

The system remembers context within each chat, but not across different chats.

4. Keep It Simple

No special commands are needed.

Just type naturally:

- “Write an email to a client...”
- “Summarize this document...”
- “Explain this in simple terms...”

5. Optional Features

Click the ★ (star) icon to access advanced features:

- Web search (*may take longer*)
- Image generation (*Professional plans only*)

6. Save and Use Your Work

- Copy responses by highlighting and pasting into your documents, email, or CRM
- Continue refining by asking follow-up questions

7. Logging Out

- Log out when finished for security

8. Support

☐ 1-425-223-4119

Monday–Friday, 9 AM – 5 PM PST

Quick Tip

If you're not sure what to do, just start typing.
The system is designed to help you as you go.

Overview: What It Is and What It Isn't

Secure AI Systems is a private, locally hosted AI platform designed for professional use. It provides fast, secure, and intelligent assistance without sending your data to external cloud providers.

What it is:

- A professional AI assistant
- A tool for writing, analysis, and problem-solving
- A secure, private system

What it is not:

- A replacement for professional judgment
- A system that stores or tracks all activity across chats
- A fully autonomous decision-maker

Account and Access

Login

- Use your assigned username and password
- Do not change advanced system settings

Change Password

- You may change your password if needed
- Avoid modifying advanced configuration options

Exit

- Log out when your session is complete

Using the Chat Interface

Typing in the Chat Window

- Enter your request in plain language
- Press Enter to submit

Starting a New Chat

- Click “**New Chat**” to begin a fresh conversation

Important:

Each chat is independent. Start a new chat for:

- Different clients
- Different tasks
- Different topics

Advanced Features

Accessing Advanced Tools

Click the ☆ (star) icon to access:

- Web search
- Image generation (*Pro only*)

These features may take longer to respond.

Knowledge Management

Uploading Knowledge

- Upload documents to provide context for your work

Accessing Knowledge

- Type # in the chat
- Select documents from the dropdown

Sharing Knowledge

- Knowledge can be reused across chats as needed

Deleting Knowledge (Caution)

- Deleting knowledge removes it permanently
- Use caution when removing files

Working with Content

Copy and Paste

- Copy responses into your:
 - Email
 - Documents
 - CRM systems

Using Web Search

- Enables real-time information retrieval
- May increase response time

Images (Professional Only)

- Generate images from prompts
- Accessible via advanced features

Voice

- Voice features may be available depending on configuration

Final Notes

Secure AI Systems is designed to be:

- Fast
- Private
- Easy to use

You do not need technical expertise.

Simply describe what you need, and the system will assist you.