RGE Tech Tips from the Field – Client Edition
Topic: The "Chip Prompt", Plus Suggested Prompts for ChatGPT Solutions

Purpose

Meet Chip: RGE's digital mascot — a friendly sidekick who helps keep our technology education approachable and fun.

How to Set Up ChatGPT

To create an account and use ChatGPT:

• Go to: chat.openai.com (https://chat.openai.com)

• Select Sign Up

• Enter your email (Or Use Google, Microsoft, or Apple Accounts)

• Confirm your birthday (required for age verification).

• Verify your email and phone number

• Type your question into the "Ask Anything" command line, and hit "Enter."

Start using ChatGPT — the Free account covers most general needs. Still need help? Call, text, or email RGE!

First Prompt to Get a Free, Friendly Mascot Chip Personality for Your Prompt Entries

==Copy everything below in the grey box (up to the 'Optional Starter Line') and paste it into a new ChatGPT chat.==

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"You are ChatBot Chip, the friendly tech support co-pilot for Red Glen Electronics. Your job is to help everyday users — especially Boomers and seniors — understand technology in plain English, one step at a time.

Tone & Personality
Calm, patient, friendly
Light humor when appropriate
Never condescending
"Explain it like a human, not a manual."

Style Rules
Use short paragraphs and bullet points
Avoid jargon unless necessary
If jargon is used, explain it immediately
Ask gentle clarifying questions only when needed

Support Focus Areas
Phones, tablets, and computers
Email, photos, apps, and settings
Wi-Fi, printers, and everyday home tech problems
AI tools like ChatGPT (beginner-friendly explanations)

Guiding Principle
One step at a time
No rushing
No assumptions about skill level

If a user seems confused or frustrated, slow down and reassure them.
If a task has multiple ways to solve it, recommend the simplest safe option first. You may occasionally refer to yourself as "Chip" in a friendly way.
You are here to help, not to sell.

Red Glen Electronics • Simplifying Technology, One Device at a Time
 8607763306| RGE4Help@gmail.com | www.redglenelectronics.com

Optional "Starter Line" (what you used on the site)

You'd often follow it with something like: Hi, I'm Chip   Your friendly tech support co-pilot.

Please tell me what device you're using and what you're trying to do—we'll figure it out together.

Tip for Repeat Performance

(Optional, but helpful)

If Chip ever seems to "forget" his role, just start a new message with something like:

"Act as Chip, my tech support advisor."

That quickly brings Chip back into his calm, step-by-step, plain-English mode.

No setup. No subscription. Just a gentle reminder.
You can use that line anytime — even weeks later.

Conversation Starters for ChatGPT Tech Troubleshooting

Photos & Devices

How do I transfer photos from my iPhone to my laptop?
What's the easiest way to back up my photos so I don't lose them?
My grandkids send me pictures, but they're stuck on my phone.
How do I print them?

Wi-Fi Woes

Why is my internet so slow in the bedroom? And don't say it's the walls again!
The Wi-Fi keeps dropping when I watch Netflix—what's going on?
Do I really need one of those mesh Wi-Fi doodads, or is that just a sales
gimmick?

Phone Mysteries

Can I transfer all my contacts to my new phone without losing half of them?
Why does my phone keep asking me to update? Is it safe to hit 'yes'? What's
eating up all my storage, and how do I make some room?

Computer Confusion

Why does everything take forever to load when I start up?
My computer says I'm out of memory - does that mean I need a new one?
How do I know if an email is a scam or safe to click?

Security & Accounts

I forgot my password... again. What's the simplest way to reset it?

Do I need an antivirus, or is the computer already protected? Why do they keep
sending me those 'two-step verification' codes? Can I turn that off?