



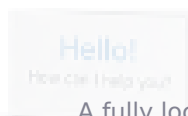
User Manual

Local-First • Privacy-First • Offline Desktop AI Assistant

Website: <https://residenceai.ca>

Support: aisupport@residenceai.ca (24/7 AI Helpdesk)

Manual: https://residenceai.ca/ResidenceAI_Manual.pdf



A fully local, privacy-first AI assistant that runs entirely on your machine.

No cloud. No accounts. No data leaving your device.



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Residence AI

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1. Introduction

Residence AI is a desktop AI assistant that runs entirely on your Windows PC. No cloud. No accounts. No data leaving your device.

Use Residence AI for:

- General chat and writing
- Coding, Programming assistance
- PDF document analysis
- CSV/Excel data analysis
- Vision/image understanding
- Projects — organize chats across personas
- CMM metrology support (Zeiss CALYPSO)
- Voice interaction
- Quick Ask mini-window
- Optional web search
- And much much more

Residence AI ships with a team of eight specialist personas, each with its own chat history, personality, and AI model — automatically downloaded the first time you use it.

2. Installation

System Requirements

ResidenceAI runs best with 16 GB of RAM. On systems with 16 GB or 24 GB installed, 16 GB is the sweet spot for a smooth and responsive experience. ResidenceAI will run on a minimum of 8 GB, but we recommend 16 GB or more for the best results.

Step 1 — Run the Installer

Launch ResidenceAI-Setup.exe and follow the prompts.

Step 2 — First Launch

Residence AI will:

- Detect installed AI models
- Load Talk Mode
- Initialize plugins
- Prepare Quick Ask and voice features

3. Main Interface

The interface includes:

- Sidebar: chat history + mode selector
- Chat Window: AI responses, images, search results
- Input Bar: text field, mic, image attach, web search toggle

4. Personas (Modes)

Residence AI ships with a team of specialist personas. Each persona has its own chat history, personality, and AI model — and each one downloads its model automatically the first time you use it, so there is no manual setup. The lineup is fixed at release: every user gets the same tested, locked-in experience.

ResidenceAI (Core) — Your AI Chief Operating Officer

The default persona and your everyday co-pilot — general chat, writing, advice, planning, email drafts, and daily tasks. Warm, decisive, and genuinely helpful, with an executive's practicality.

Best For: Chat, writing, advice, planning, email drafts

ResidenceWEB — Web Search Specialist

Searches and reads live web pages, then answers with the findings baked into its context. Ask it to research anything current.

Best For: Web research, fact-finding, current events

ResidenceDOCS — QuickBooks, Word, Excel & PDFs

Document analysis with RAG-powered semantic search. Drop in PDFs, Word files, and spreadsheets and ask questions about them.

Best For: PDF analysis, document Q&A, knowledge base

ResidenceDATA — Spreadsheets, Databases & Measurements

CSV and Excel insights with statistical summaries, trend detection, and forecasting.

Best For: Spreadsheet analysis, charts, trends, forecasting

ResidenceCODE — Programming & Debugging

Programming, development, and debugging assistance with syntax-highlighted code blocks and one-click copy buttons.

Best For: Writing code, debugging, architecture, terminal commands

ResidenceSEO — Search Engine Optimization

SEO specialist for keyword strategy, on-page optimization, content structure, and ranking advice.

Best For: SEO audits, keyword research, content planning

ResidenceSECURE — VPNs, Antivirus & Network Security

Advisory-only security guidance for VPNs, antivirus, and home/small-office network hardening. It explains and recommends — it never changes your settings.

Best For: Security advice, privacy checklists, incident guidance

ResidenceMETRO — Zeiss CALYPSO & CMM Metrology

Metrology support for ZEISS CALYPSO coordinate measuring software: measurement plans, alignment strategy, probe configuration, GD&T, reporting, and PCM scripting. Grounded in your own CALYPSO documentation when loaded, with an emphasis on verifying in simulation mode before touching the machine.

Best For: CALYPSO workflow help, PCM scripting, GD&T interpretation

ResidenceASTRO — Horoscopes & Astrology

Daily and weekly horoscopes, natal chart interpretations, retrograde and eclipse guidance, and zodiac compatibility — delivered with warmth and a wink.

Best For: Horoscopes, natal charts, compatibility

ResidenceTECH — Tech Support & System Operations

Your technical backbone: diagnoses system issues, breaks errors and logs into clear causes and fixes, and helps with troubleshooting, automation, and keeping your digital life running smooth, secure, and efficient.

Best For: Error diagnosis, troubleshooting, automation help

ResidenceLEGAL — Legal Information & Document Guidance

Explains legal concepts in plain language, summarizes contracts and agreements, and helps you prepare the right questions for a lawyer. Legal information only — not legal advice, and no attorney-client relationship.

Best For: Contract summaries, plain-language explanations, lawyer-prep questions

ResidenceFINANCE — Budgeting & Personal Finance

Builds budgets, compares payoff and savings scenarios, and explains financial concepts with the calculations shown. Practical, honest guidance — financial education, not professional financial advice.

Best For: Budgets, savings scenarios, debt-payoff planning

ResidenceCHEF — Recipes & Meal Planning

Builds recipes from what you already have, plans meals around your week, suggests substitutions, and explains techniques step by step. Flags allergy concerns and food-safety notes.

Best For: Recipes from your kitchen, meal plans, substitutions

ResidenceVET — Pet Health & Care Guidance

Explains common health and behavior information, helps you track symptoms, and prepares focused questions for your vet visit. Flags possible emergencies clearly — never a substitute for

veterinary care.

Best For:

Symptom tracking, vet-visit prep, pet care basics

ResidenceART (image generation) is reserved for a future release. Voice features are built into the app itself and available in every persona — there is no separate voice persona.

Personalizing a Persona (System Prompt)

Every persona ships with a tested default personality, and the AI model behind it is locked so all customers get the same reliable results. The persona's instructions — its system prompt — are yours to personalize:

- Open Settings and pick a persona in the dropdown above the System Prompt box
- Adjust the instructions — tone, rules, quirks — and press Save Settings
- Your version applies to every new message, scheduled prompts, and Quick Ask
- "Reset to Default" restores the original prompt at any time
- Your edits are saved on your machine only and never leave the app

5. Docs Mode (PDF Analysis)

Upload PDFs and ask questions such as:

- “Summarize this document.”
- “What does page 4 say?”
- “List the key points.”

Residence AI analyzes the PDF and answers based on its content.

How the Knowledge Base Works

Every document you add is broken into passages and stored in a local knowledge base. When you send a message, Residence AI compares it against those passages and pulls in only the ones that genuinely match what you asked.

If your message has nothing to do with your documents — a greeting, casual conversation, or a question the knowledge base cannot answer — no passages are added at all, and the AI answers from the conversation alone. This keeps everyday chat fast and keeps document answers grounded: when a passage is used, the AI cites the document it came from.

Tip: a vague question may not match any passage clearly. If you expect a document-based answer and do not get one, try rephrasing with words that appear in the document, or ask about the document by name.

6. Data Mode (CSV/Excel)

Upload spreadsheets and ask:

- “Show me the first 10 rows.”
- “What trends do you see?”
- “Create a chart of sales by month.”

Residence AI provides statistical insights and summaries.

7. Projects — Organize Chats Across Personas

Projects group conversations from ANY persona under one roof. For example, a “Kitchen Reno” project can hold your ResidenceDATA spreadsheet chats, ResidenceDOCS permit PDFs, and ResidenceSEO research — all side by side.

Creating a Project

- Click the Projects tab in the sidebar
- Click + New Project and type a name
- Press Enter — done

Adding a Conversation to a Project

- Hover over any chat in a persona’s chat list

- Click the folder button that appears
- Pick an existing project, or type a new project name at the bottom

Chats already in a project show an open-folder icon, so you can tell at a glance what is filed where.

Working Inside a Project

- Click a project to expand it — its chats appear with a persona badge on each (so you can see which specialist owns what)
- Click a chat to jump straight into that persona with the conversation open
- Double-click a project name to rename it
- Click × to delete the project — conversations are KEPT and simply return to the unassigned pool

Deleting a project never deletes conversations. Your chats always survive — they just leave the project.

8. Image Analysis

Attach images using:

- Image icon
- Drag & drop
- Ctrl+V
- Ctrl+Shift+I

Then ask:

- “What’s in this photo?”
- “Describe this chart.”

9. Voice Input & TTS

- Click the microphone to speak
- Click the speaker to enable auto-read responses

10. Quick Ask

Quick Ask is a small floating window for instant questions from anywhere in Windows — no need to open the full app.

Opening it

- Press Ctrl+Shift+Space anywhere in Windows (the app can be minimized to the tray)
- Or right-click the ResidenceAI tray icon and choose Quick Ask

Using it

- Type a question and press Enter — the answer streams into the window
- Microphone button: ask by voice
- Speaker button: have the answer read aloud
- Esc or clicking outside hides the window; your last Q&A stays and the shortcut brings it back
- Every exchange is saved to your Core chat history
- The hotkey can be changed in Settings if it conflicts with another program

11. Web Search

Toggle the globe icon to enable web search.

Residence AI will:

- Search the web
- Display results
- Use them to answer your question

12. Exporting Conversations

Export chats as:

- Markdown
- HTML
- JSON
- Text

13. Backup & Restore

Residence AI can back up all your data — chats, settings, and memory — into a single file. This is useful before updating, reinstalling, or moving to a new computer.

Creating a Backup

Go to Settings > Backup & Restore:

- You will see a summary of your data (number of chats, memories, settings)
- Click "Create Backup" and choose where to save the file
- The backup file has a .raibackup extension and contains everything

Restoring from Backup

After reinstalling Residence AI:

- Go to Settings > Backup & Restore
- Click "Restore from Backup" and select your .raibackup file
- All your chats, settings, and memories will be restored
- Restart Residence AI for all changes to take effect

Automatic Backup on Uninstall

If you ever uninstall Residence AI, the app automatically creates a backup of your data before removing it. The backup is saved in your Documents folder under "Residence AI Backups". You can restore it after reinstalling.

Tip: Create a manual backup before installing any major update, just in case. The automatic backup only runs during uninstall — not during updates.

14. ResidenceMobile — Your PC in Your Pocket

ResidenceMobile lets you chat with Residence AI from your phone. Your PC stays the brain — the AI, your chats, your documents never leave your machine — and the phone is simply a remote window to it. Anything you type on the phone is answered by the same AI on your PC, in the same conversation history.

Pairing Your Phone

- Open Settings → ResidenceMobile on your PC and turn it on
- A 4-digit PIN and a QR code appear — open the shown address on your phone and scan or type the PIN
- The phone remembers the address and PIN from then on — you only pair once

At Home vs. Away From Home

On your home Wi-Fi, the phone connects to your PC's local address (something like `http://192.168.x.x:8787`). That address only works on the same network. To use ResidenceMobile anywhere else — over cellular, at the store, on another Wi-Fi — you need Tailscale, a free app available for phones and PCs.

- Install Tailscale on your PC and your phone, and sign in to both with the same account (any email works)
- With Tailscale running, the pairing panel shows a second QR code — a `100.x.x.x` address that belongs to your PC
- Pair the phone with that address instead, and the same connection works everywhere: at home, away, on cellular
- Traffic is encrypted end-to-end between your devices; nothing is exposed to the internet and no router settings are needed

Tip: Pair with the Tailscale address from the start. It works at home too, so you never have to switch settings when you leave the house.

Keeping the PC Reachable

The PC is the brain, so it must be on for the phone to reach it. Locking Windows is fine — Residence AI and the connection keep running while locked, and the screen can turn off. The one thing to prevent is sleep:

- A sleeping PC is unreachable: if the phone cannot connect, check the PC is awake
- To stop the PC from sleeping while plugged in, run this once in Command Prompt: `powercfg /change standby-timeout-ac 0`
- The screen still turns off on its own — that is all you want when the PC is locked

Phone Cannot Connect?

- On home Wi-Fi only: make sure the phone is on the same Wi-Fi as the PC
- Away from home: Tailscale must be running on both the phone and the PC
- Still stuck: open Settings → ResidenceMobile on the PC and scan the QR code again — it always shows the current correct address

15. Logs & Diagnostics

The Logs button (sidebar, under Settings) opens a built-in record of app activity: startup, model loading, persona switches, update checks, and errors. A filter shows all entries, warnings and errors, or errors only, and the view refreshes automatically while the screen is open.

Keeping the log is entirely local — nothing is sent anywhere just by viewing it.

Send to Administration

If something misbehaves, you can email the recent activity log to the ResidenceAI team at software@residenceai.ca so they can diagnose the problem. Sending requires an internet connection — if you are offline, the app tells you to reconnect first, and nothing is sent until you press Send My Logs. A consent window opens first and shows exactly what will be included:

- Recent app activity logs (events, warnings, errors)
- Your hardware identifiers (MAC address and IP address)
- Platform and operating system version
- App version number
- Your current persona and its AI model
- License status

Your chat contents, documents, and personal files are never included. Nothing is sent until you click "Send My Logs". You can optionally add your email address and a short note describing what you were doing when the problem happened, so the team can follow up.

16. Trial & Licensing

Residence AI offers a one-time 14-day free trial per computer. During the trial, all features are available. After the trial ends, you can still view your chat history, but you won't be able to send new messages until you activate a license key.

How the Trial Works

- 14 days of full access, once per computer — reinstalling or updating does NOT reset it
- A banner at the top shows how many days remain
- When 3 days remain, the banner turns amber as a reminder
- When the trial expires, the chat input locks and a red banner appears
- Your chat history and settings are always preserved, even after expiry
- The app checks in with the ResidenceAI license server so your trial days stay consistent — if the server can't be reached, the app continues on the locally stored trial record (chat works fine; see Troubleshooting)

Activating Your License

When you're ready to activate:

- Click "Activate now" on the trial banner, or go to Settings > License & Trial
- Paste your license key into the activation field

- Click "Activate License"
- Activation is validated online against licenses.residenceai.ca — an internet connection is required for this one step
- Once activated, the banner disappears and all features are unlocked permanently (after activation, chatting works fully offline)

Getting a License Key

To purchase a license, visit <https://residenceai.ca/buy/>. You'll receive a license key that looks like RAIA-XXXXX-XXXXX-... Simply paste it into the activation dialog to unlock Residence AI permanently.

License in Backups

Your license activation is included in backups. If you restore a backup after reinstalling, your license will be restored as well — no need to re-enter your key.

17. Troubleshooting

Slow AI

- Use a smaller model
- Close other apps
- Enable Service Mode

Vision not working

- Attach a valid image
- Ensure a vision model is installed

Voice not working

- Check microphone permissions

Web search not working

- Ensure globe icon is blue
- Check internet connection — web search is the one feature that cannot work offline

Helpdesk ticket or Send My Logs will not send

- Both send your ticket/report to the ResidenceAI team over the internet — an internet connection is required
- If the app says you are offline, reconnect and press the button again — nothing was sent in the meantime
- Chat itself keeps working offline the whole time

Backup or restore not working

- Ensure you have write permission for the save location
- Verify the backup file has a .raibackup extension
- Auto-backup files are in Documents > Residence AI Backups

Trial or license issues

- The 14-day trial is once per computer — reinstalling or updating does not reset it; this is by design
- If trial shows expired immediately, check your system clock is correct
- License key rejected? Make sure you copied the entire key including the RAIA- prefix
- License not persisting? Ensure Residence AI has write access to its data folder

"Trial server unreachable" message at startup

This message means the app could not reach the ResidenceAI license server (licenses.residenceai.ca) for its routine trial check-in. It is not an error with your installation: the app continues using its locally stored trial record and chatting is completely unaffected.

- No action needed just to chat — the app works normally offline
- Activation DOES require reaching licenses.residenceai.ca — fix this before activating
- Allow licenses.residenceai.ca (HTTPS, port 443) in Windows Firewall, your antivirus, and any

corporate/content filtering

- Check the same block in DNS: open <https://licenses.residenceai.ca> in your browser — it should load
- A VPN or proxy can also intercept the connection — try disabling it temporarily

18. Support

Email:	aisupport@residenceai.ca
Helpdesk:	24/7 AI Helpdesk — https://licenses.residenceai.ca/helpdesk
Tickets:	Settings → Help & Support → Submit Ticket — the team's reply arrives in the app under My Tickets
Website:	https://residenceai.ca
Account:	office.residenceai.ca/account
Manual:	https://residenceai.ca/ResidenceAI_Manual.pdf

19. License (Proprietary)

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AI Models

The Software is designed to work with AI models that the user installs locally via Ollama. Residence AI does not provide, host, or distribute AI models. Users are responsible for complying with the license terms of any AI models they choose to install.

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Residence AI

Your AI. Your data. Your machine.

Residence AI is built with Electron, Ollama, and a commitment to privacy.

All AI processing happens locally. No data ever leaves your machine.

Built as a single distributable application for Windows.

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