



HP IQ User Guide

Version 1.0.1

HP IQ is an intelligent workplace layer that expands what HP products can do. By automating routine tasks and delivering personalized insights, HP IQ creates a fulfilling work experience – one that helps you explore ideas more freely and make decisions more quickly.

At the foundation is a proximity-based connectivity layer that links HP devices together, with on-device AI built on top to enhance your workflow and enable a seamless, intelligent experience across the HP ecosystem.

How it Works

Several technologies work together to improve your experience, but HP IQ is what you'll interact with on your PC. Let's look at the underlying technologies before exploring the capabilities of HP IQ.



NearSense

Using your device's location, NearSense provides actionable intelligence-based on the space around you. It allows you to discover and connect with people so when you sit near someone you can share files with a drag and drop. It's that simple, allowing you to focus on what matters.

Step into a room and HP IQ-enabled Poly systems invites you to join. With a single click, you're connected. No codes, no cables, no setup. Using spatial and signal sensing, HP IQ-enabled Poly systems continuously read conference rooms to detect ambient conditions and create a real-time awareness of the room and the people in it. Low-energy Bluetooth and Wi-Fi detect motion. The Poly camera, microphone, and speaker use visual and auditory cues to map the size of a conference room and the location of people in the room.



Local AI

Most people don't think about where AI processing happens, but it matters for your privacy.

Local AI runs directly on your PC where it can perform tasks such as transcription and workflow automation instead of sending data to the cloud. That means greater privacy, quicker responses, and sensitive information never leaves your PC – and allows you to keep working even when you're offline.

By default, HP IQ will attempt to process all requests on-device, but when relevant recent data is required in responses such as current weather or stock information, those requests may be handled using secure cloud-based APIs.

Capabilities Overview



Ask IQ

Use Ask IQ to find information on any topic quickly – or open new chat windows for more in-depth conversations on a subject.

Requests are routed to a built-in on-device model or the cloud when real-time data such as weather, stocks, sports, or current news is required.

Ask IQ conversations are stored on device, creating a personal Knowledge Library you can access at any time.



Analyze Documents

Ask IQ to generate a summary or find specific information from an uploaded document (pdf, txt, doc, jpg). Add multiple docs and ask IQ to compare them.



Share Documents

NearSense in IQ shows people nearby, allowing you to drag and drop files to share documents and effortlessly collaborate in seconds.



Capture Meetings

Keep your focus on meetings, not on taking notes. IQ's Meeting Agent can transcribe and summarize discussions to clearly highlight decisions and next steps. Then ask IQ to extract further insights.



Generate Content

Ask IQ to create text and first drafts of content for emails, documents, presentations, and tables to then quickly copy into your preferred applications.

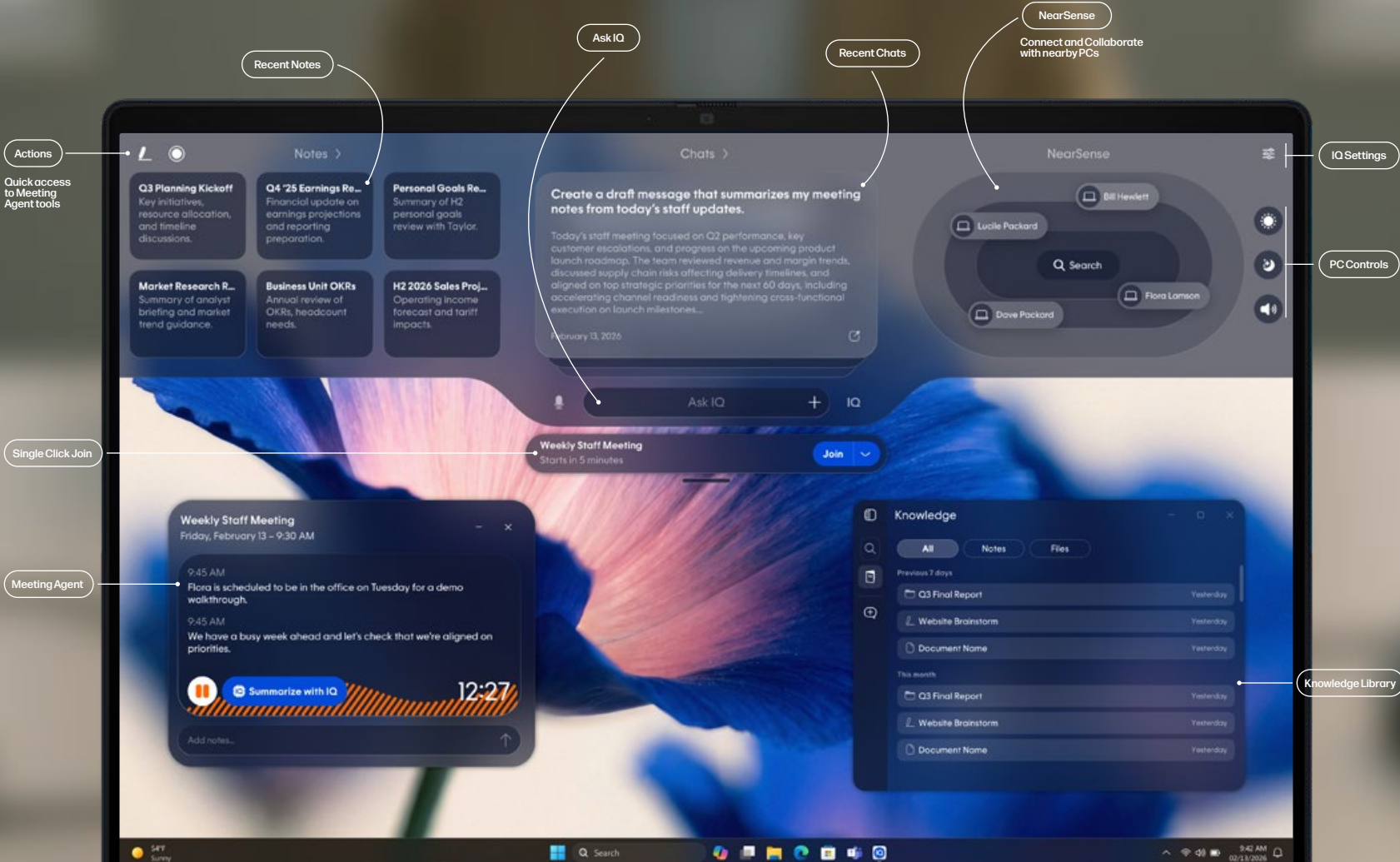


Control Your AI PC

Use Ask IQ to access commonly used controls like brightness, volume, mute, and PC support without needing to dig through your PC's UI for settings.

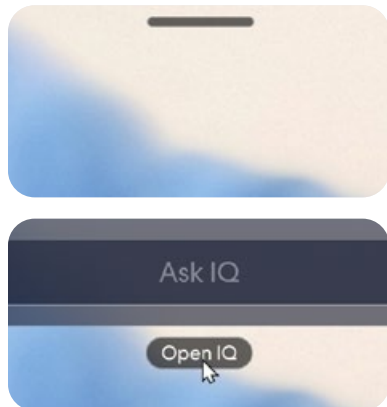
Visor User Interface Overview

Press **Alt** + **Space** to activate Ask IQ



Quick Start

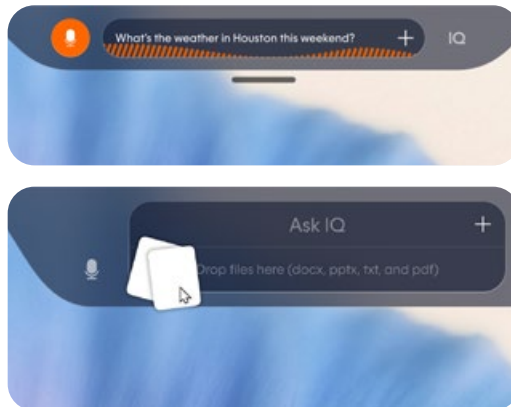
1 Accessing IQ



Press **Alt-Space** on your keyboard or click the **gray handle** to reveal the Peak and the multimodal Ask IQ input field.

Clicking the **gray handle** below the Peak will then open the Visor where you can access previous chats, your Knowledge Library, share files, and control PC settings.

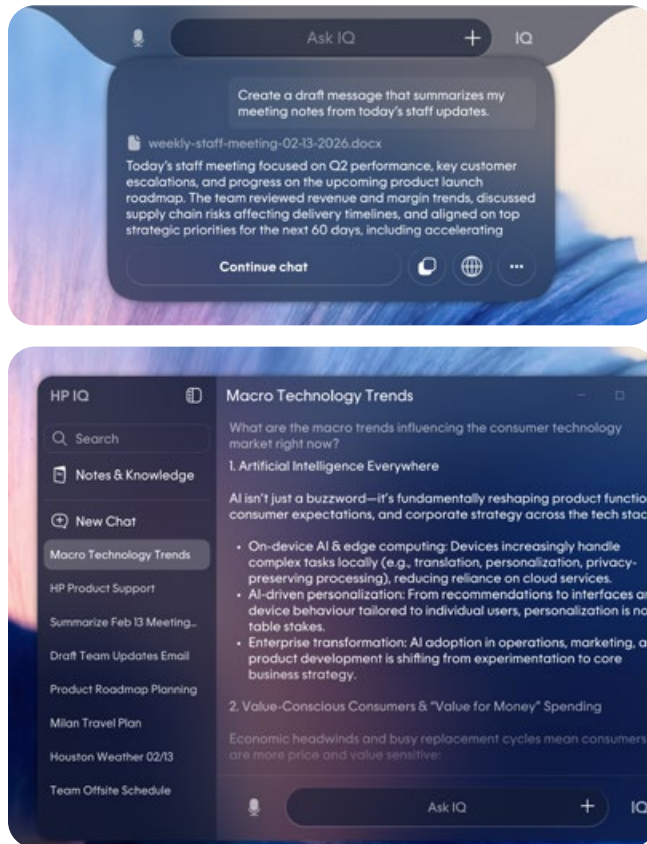
2 Ask & Analyze with IQ



Type a question in the input field or press the **Microphone** button and speak naturally.

To analyze documents (pdf, docx, pptx, txt), drag one or more onto the multimodal Ask IQ input field and Ask IQ how to analyze the content.

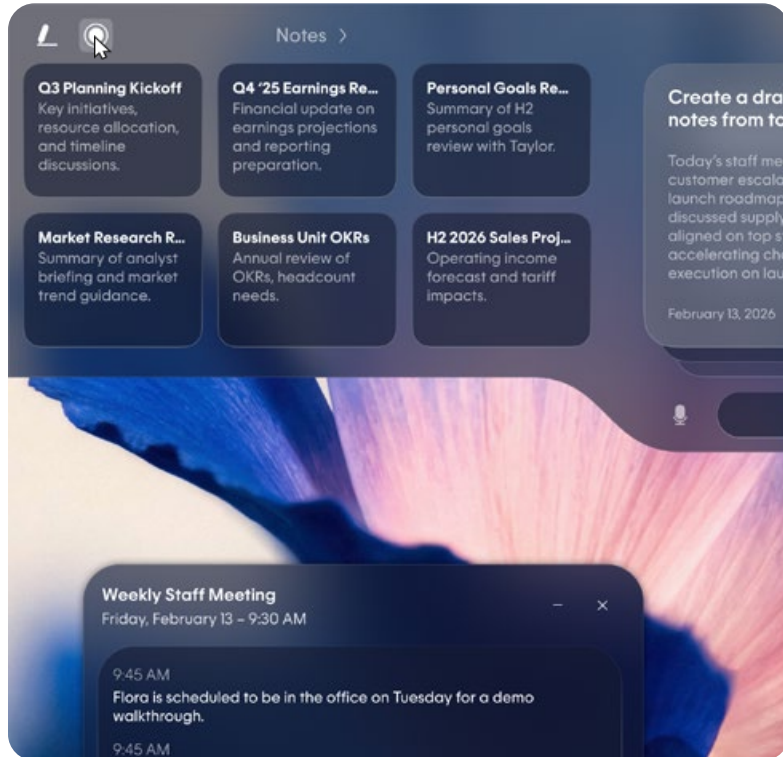
3 Managing Longer Chat Conversations



Responses appear as **Answer Cards** that slide out from Ask IQ input field. Clicking the **Open Chat** button in an Answer Card opens a Chat window where you can ask follow-up questions or start a new conversation. You can access the Chat window directly from the Chats label in the Visor.

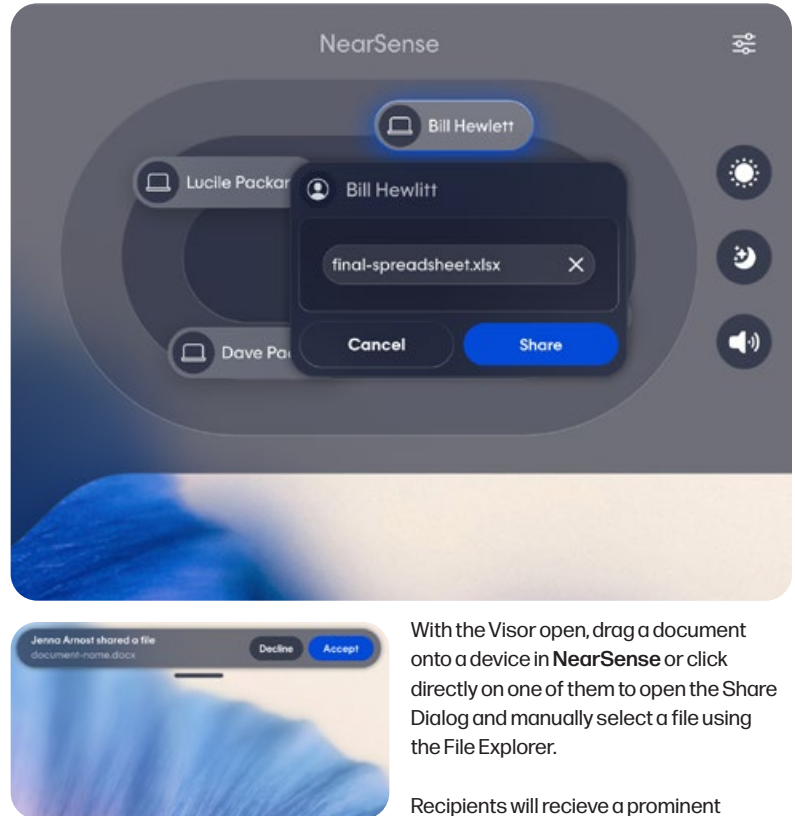
Quick Start

4 Capture Notes



With the Visor open, click the **Compose** or **Capture** buttons to open the Meeting Agent to capture, transcribe, and summarize meetings or jot down notes which are then saved to your Knowledge Library.

5 Share Documents with NearSense



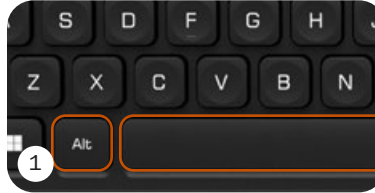
With the Visor open, drag a document onto a device in **NearSense** or click directly on one of them to open the Share Dialog and manually select a file using the File Explorer.

Recipients will receive a prominent notification to accept or decline the file.

Using HP IQ

Opening HP IQ

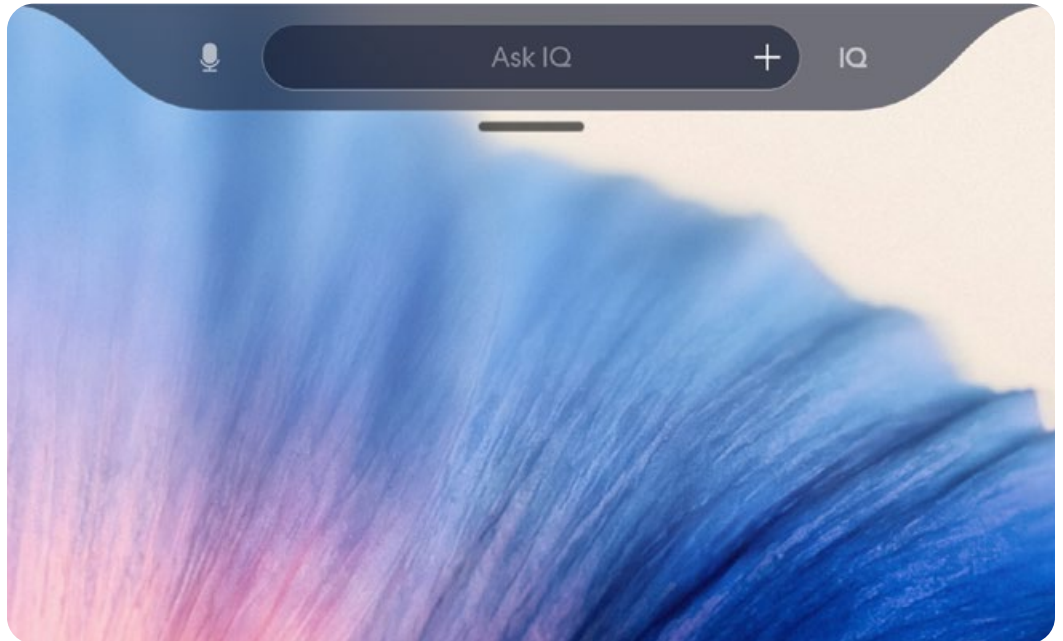
The **Peak** is where you can enter a question either by typing or speaking into the multimodal Ask IQ input field.



Press **Alt + Space** to reveal the Peak using a global keyboard shortcut.



Hover and click on the **gray handle** that appears at the top, middle of the screen to open the Peak. When opening the Peak, **Show IQ** will display.



Using HP IQ

Opening the Visor

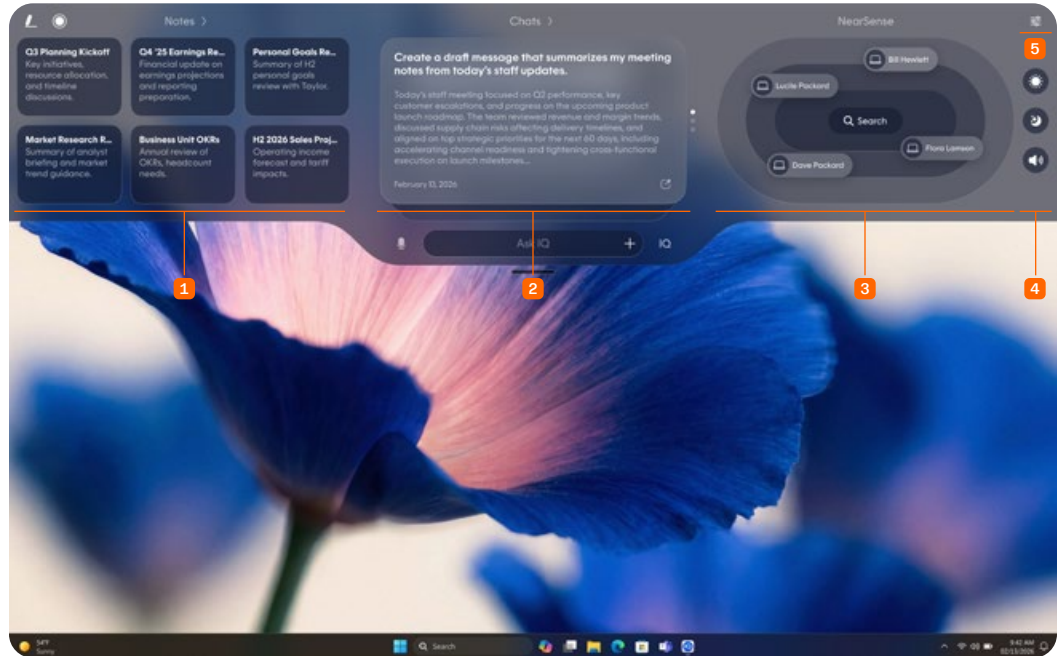
With the Peak open and visible, hover and click on the **Show IQ** handle to reveal the Visor.

The Visor includes five sections:

1 Notes, 2 Chats, 3 NearSense, 4 Controls, and 5 Visor's own application Settings.

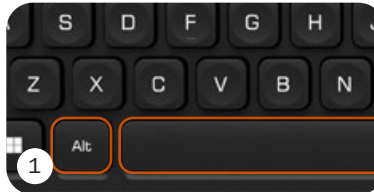
You can then:

- Create a new Note.
- Start a conversation in Chat.
- See nearby people in NearSense.
- Change PC and Visor settings.

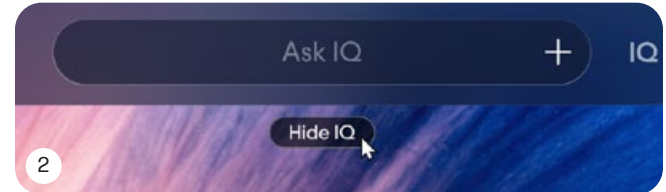


Hiding the Visor

The Visor hides automatically when you click away or start to use another window. You can also close it by doing one of the following →



Press **Alt + Space**.

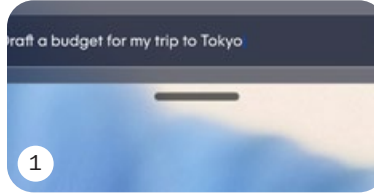


Click the **Hide IQ** handle.

Using HP IQ

Asking a Question

With the Peak or Visor open, do one of the following →



Type your question in the Ask IQ input field. Then press Enter.



Click the **Microphone** button and speak naturally. To stop listening for input, click the **Microphone** button again. Click the blue **Send** button or press Enter to send your question to Ask IQ.

Responses

Ask IQ is designed to provide a quick responses to individual questions. These appear in Answer Cards that slide out from the Ask IQ input field. To save a response you can either:

- Click the **Copy** button to copy its contents to the clipboard and paste into a document.
- Click the **Continue chat** button to open a Chat window and save the conversation history into your Knowledge Library (See **Retrieving Content** on p 12).

To continue a conversation about a topic, click on the **Continue chat** button to open a **Chat window** (See **Conversations with IQ** on page 13).



Examples

"Draft a polite reply declining this meeting invite."

"Convert these dollar amounts to euros at today's rate."

Local vs Web Responses

By default, HP IQ will attempt to process all requests on-device, but when data such as current weather or stock information is required, those requests may be handled using secure cloud-based APIs. These responses can be distinguished by looking for the **Sources** button in the Answer Card or Chat window transcript.

Using HP IQ

Analyzing Content

Drag the document you want to analyze into the multimodal Ask IQ input field. Then tell Ask IQ how to analyze the content.

File Type Support

IQ currently supports Microsoft Word (.docx), Microsoft PowerPoint (.pptx), PDF (.pdf), and plain text (.txt) file types.

Examples

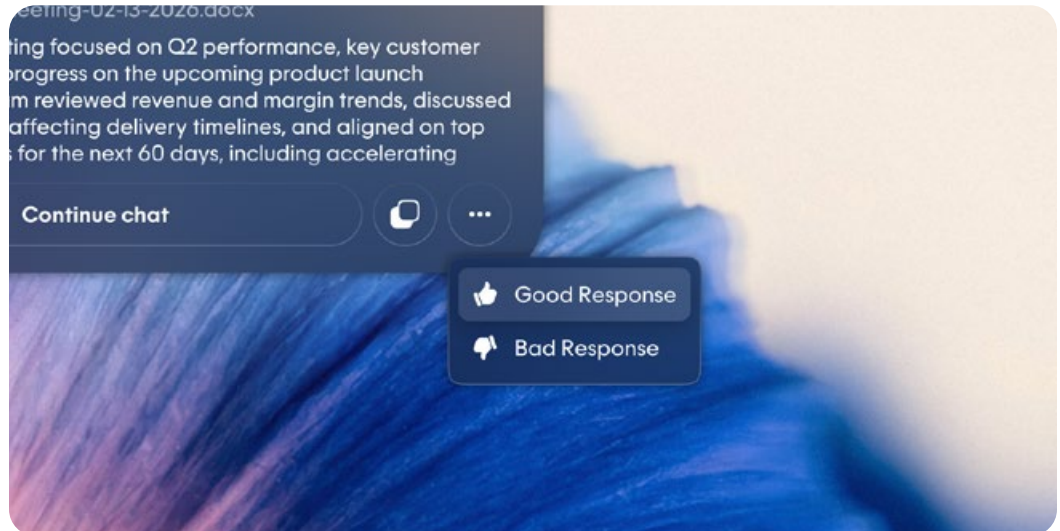
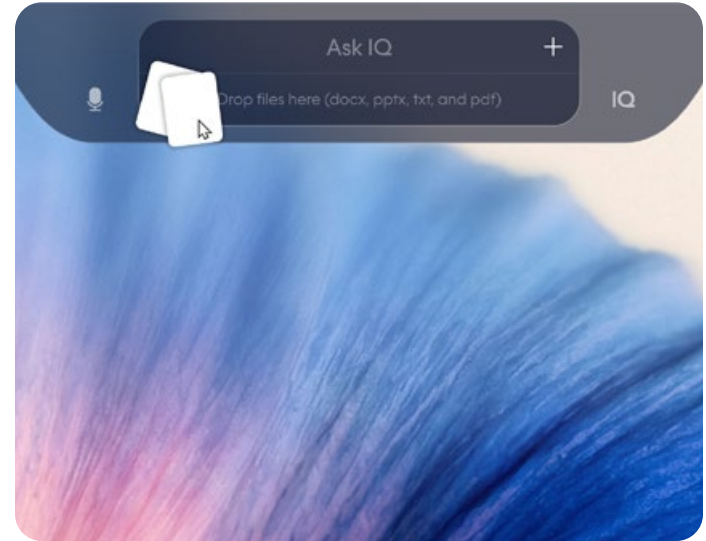
"Summarize this contract and flag unusual clauses."

"Extract all the dates, deadlines, and dollar figures from this vendor agreement."

Rating an Answer

You can help HP IQ improve by providing feedback on responses.

In the answer window, click the **ellipsis** ... button and choose **Good Response** or **Bad Response**. Bad responses allow you to optionally provide information about issues with response quality.

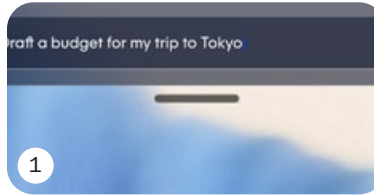


Using HP IQ

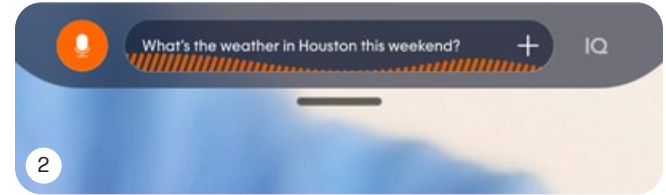
Generating Content

HP IQ can generate drafts of reports, create a presentation outline, and make tables. With the Peak open, do one of the following →

The generated content appears in an **Answer Card**. Click **Open Chat** to see all the content. Click on the **Copy** button to move the content to a document.



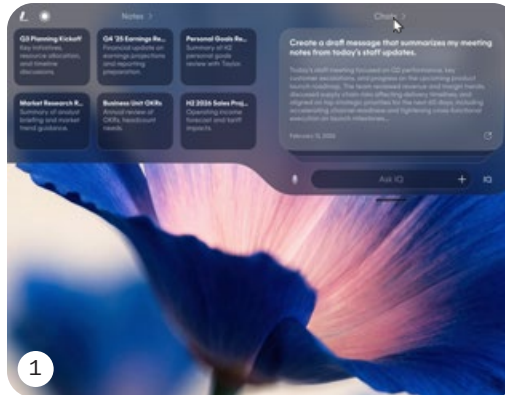
Type your question in the Ask IQ input field. Then press Enter.



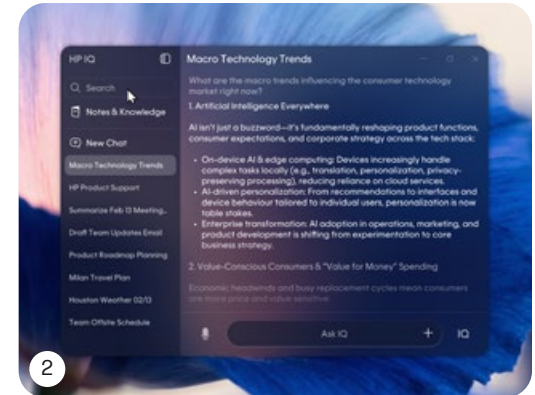
Click the **Microphone** button and speak naturally. To stop listening for input, click the **Microphone** button again. Click the blue **Send** button or press Enter to send your question to Ask IQ.

Retrieving Content

All the notes you create and the conversations you have with HP IQ are stored in the **Knowledge Library**. To retrieve information from your personal Knowledge Library:



With the Visor open, click on the labels for either **Notes** or **Chats** above each area in the window.



Use the **Search** field in the window sidebar to locate any documents that match your search query.

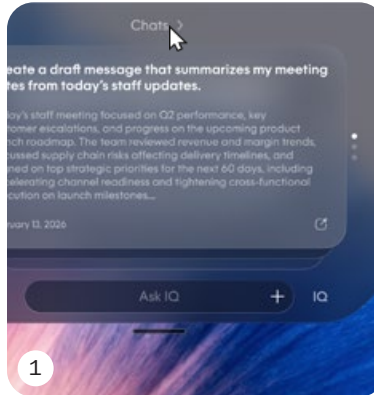
Using HP IQ

Conversations with IQ

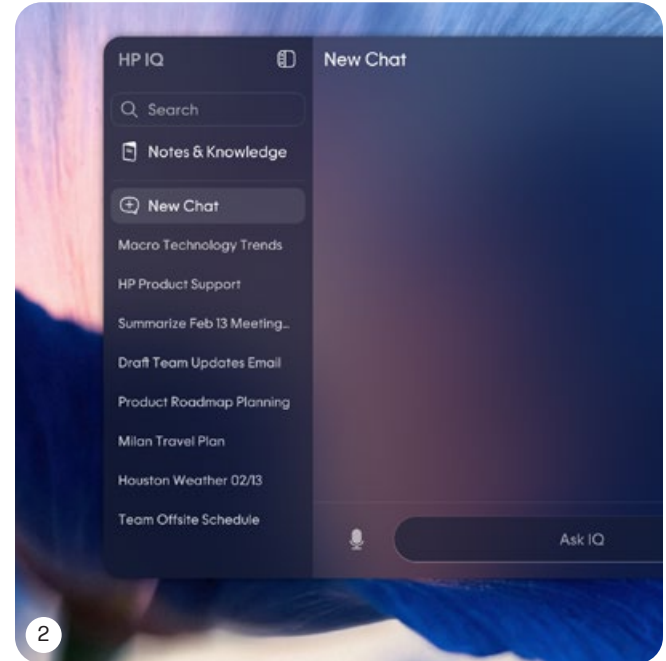
Chat lets you research any topic by having longer conversations with HP IQ.

HP IQ maintains context so that you can converse naturally as you explore a topic. Your chat conversations are saved in your Knowledge Library.

To research a topic →



With the Visor open, click the **Chats** label in Visor to open the Knowledge Library window.



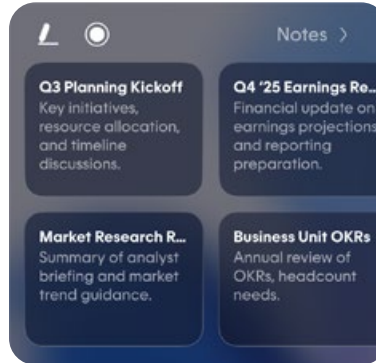
Click **New Chat** to open a chat window. Either start a conversation by speaking or entering text in the Ask IQ input field.

Using HP IQ

Creating Notes

HP IQ's **Meeting Agent** allows you to capture, transcribe, and summarize meeting or to quickly jot down notes manually which are saved to your Knowledge Library where you can use HP IQ to extract decisions, key information, and action items.

Access the Meeting Agent anytime by opening the Visor and clicking the **Compose** or **Capture** buttons.



Note

The Meeting Agent uses your PC microphone to capture and transcribe audio from meetings with an approximate range of 5–8ft, ensuring the mic can pick up a clear audio signal.



In the Meeting Agent window, click the **Record** button to begin transcribing a meeting. Pause listening at any time by clicking the **Pause** button.

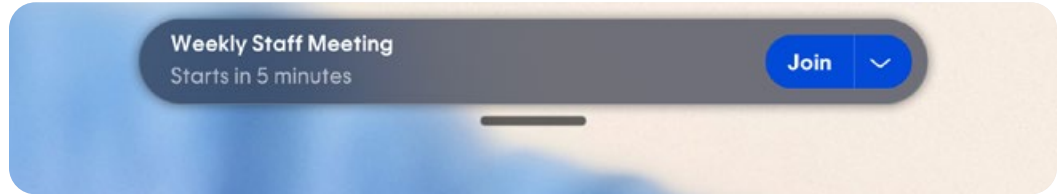
You can enter notes manually in the **Add notes input field** at the bottom of the Meeting Agent window. Press Enter or press the Up Arrow button to save them to the transcript.

When ready, click the **Summarize** button to have IQ generate a summary of any transcribed and manually entered notes and extract relevant action items. Notes will be saved to your Knowledge Library.

Using HP IQ

Joining a Meeting

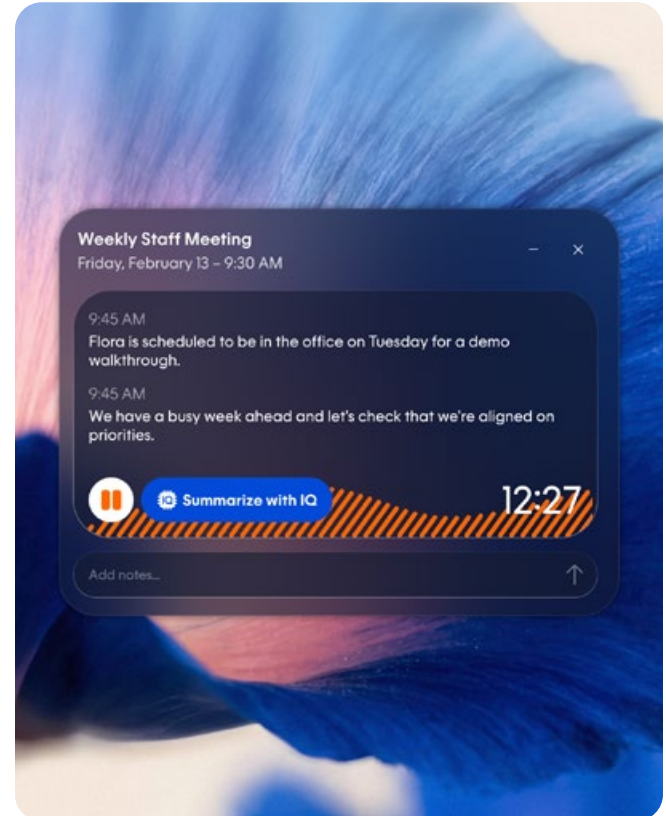
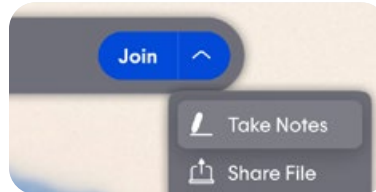
When you enter a meeting room, a notification banner appears on your screen. Click the **Join** button to participate in the meeting.



Taking Notes in a Meeting

HP IQ's Meeting Agent transcribes, summarizes, and organizes notes captured from system and microphone audio at the conclusion of the meeting which are saved to your personal Knowledge Library.

From a notification banner, click the **Down Arrow** on the **Join** button and choose **Take Notes** to open the Meeting Agent window and start capturing and transcribing notes.

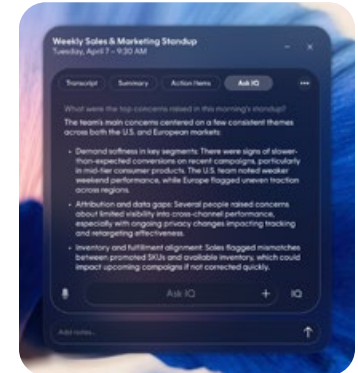
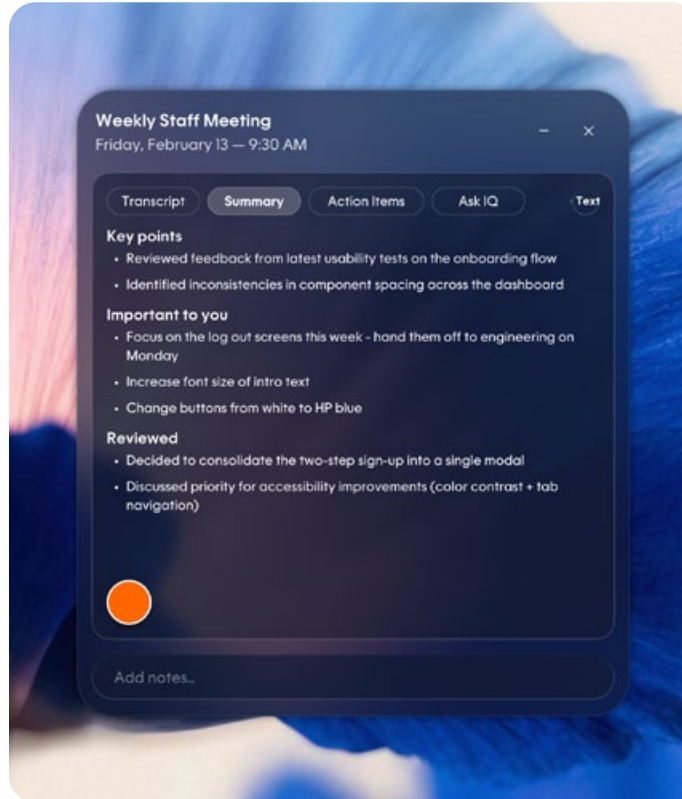


Using HP IQ

Notes Summaries

When viewing meeting notes, you can view the **Summary**, **Action Items**, and original **Transcript** from the meeting.

Click on the **Ask IQ** tab to start or continue a chat with those notes to extract specific information and insights.



Examples

“What were the top concerns the team raised in this morning’s standup?”

“Generate a follow-up email based on what was actually discussed and decided.”

Examples

“Organize these notes into a project update I can send to my manager.”

“What did I decide about the pricing model last Tuesday?”

Using HP IQ

Sharing Documents with NearSense

Open IQ's Visor and drag a document onto a discovered device in NearSense or click on one of those devices to open the share dialog and manually add a document using the File Explorer. Then click **Share** to send the document(s). Recipients will receive a notification to accept or decline the transfer.

Click **Q.Nearby** within NearSense to search for other people and devices you can send documents to.

