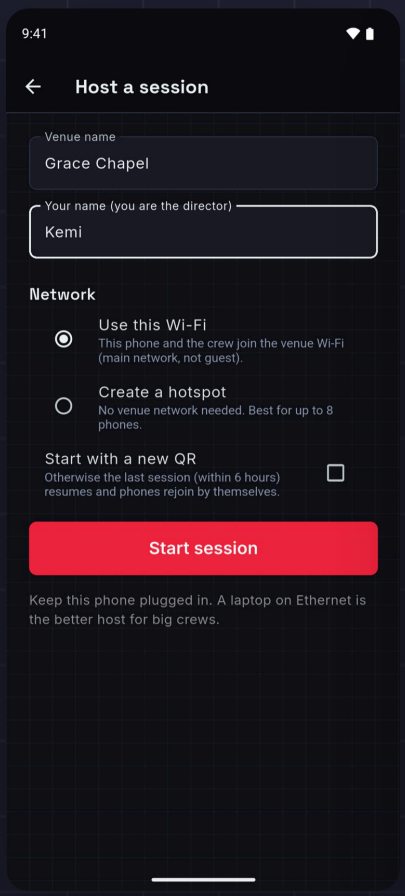
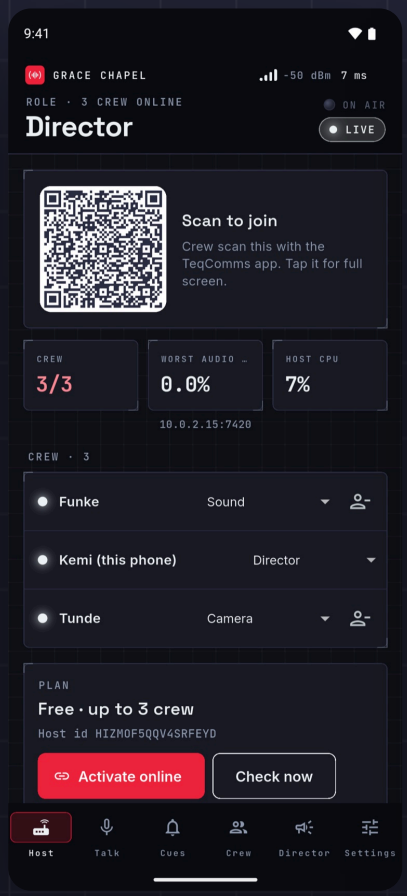
TeqComms

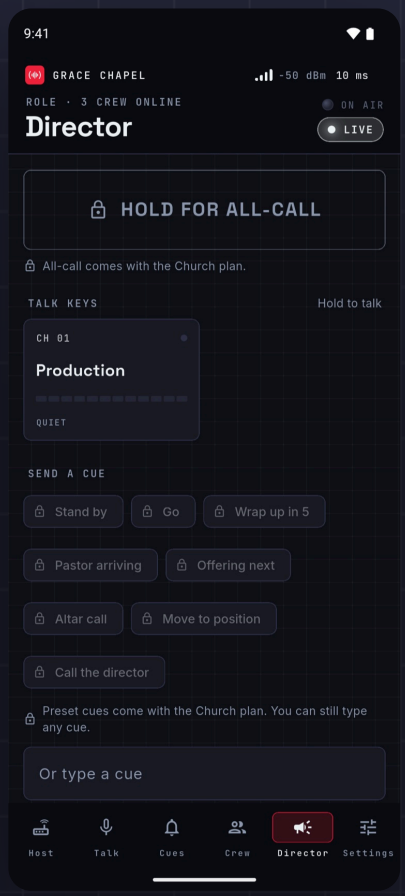
HOW-TO GUIDE · 2 OF 3

The phone host

No computer? An Android phone can run the intercom for a small crew, on the venue Wi-Fi or from its own hotspot, while you direct from the same phone.







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Android 10+

Hosting is on Android phones and tablets. iPhones join as crew but can't host.

Up to 8

phones on the phone's own hotspot. On venue Wi-Fi, your plan sets the limit.

You direct

The host phone is also the Director: talk, all-call and cues from the same screen.

> HOW THIS GUIDE TALKS
>
> Words in ‹**angle quotes**› are exactly what you see on the screen. The screenshots are from the real app, with a made-up crew at "Grace Chapel". Crew phones join exactly as in the **Crew app guide**.

01 Is a phone host right for you?

The host is the device every crew phone connects to. It mixes the voices and keeps the session going. A phone can do this for small teams.

Host from a phone when…

you have a small crew (a few people up to about 8 on hotspot), there's no computer at the venue, you're on the move (outdoor events, a hall with no router), or you need something up in two minutes.

Use a computer when…

you have a bigger crew, you want the most reliable audio (a laptop on an Ethernet cable is best), you want to listen back to recordings, or the session runs for many hours.

SAME PLANS, SAME APP

A phone host uses the same plans as a computer: Free is 3 crew including the host phone itself, Starter 10, Church 25, and so on. The phone you host from is also the Director, so it takes one of those places.

02 Before you start

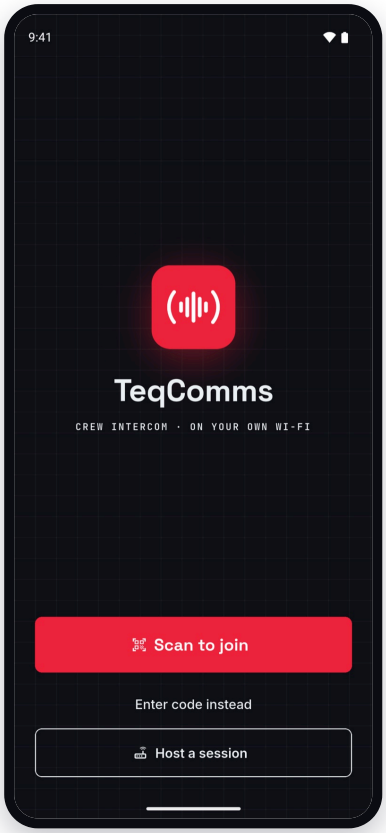
- [ ] **Install TeqComms** from Google Play on an Android 10 or later phone or tablet.
- [ ] **Plug it in.** Hosting uses the radio and the processor the whole time. The app warns you below 30% battery.
- [ ] **Turn off battery saving for TeqComms**: Settings tab → ‹**Keep TeqComms running**› (section 10). Do this once, before the first service.
- [ ] **Choose the network.** On venue Wi-Fi, connect the host phone to the **main** network (not guest). For a hotspot you need no network at all.
- [ ] **Allow the permissions** Android asks for: microphone, notifications, and for hotspot mode **Nearby devices** (Android 13+) or **Location** (Android 10–12).

TIP

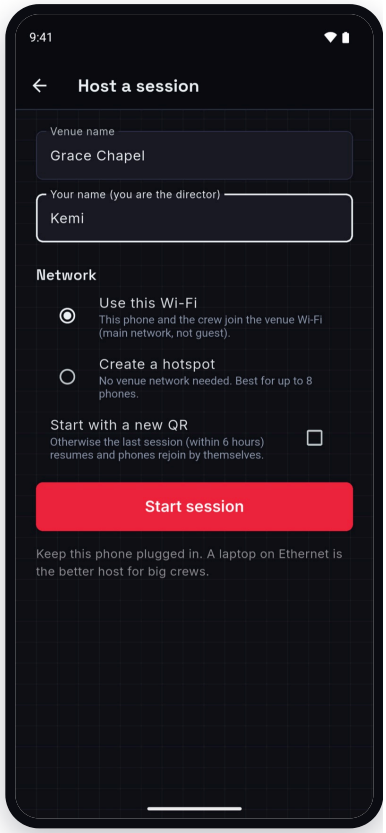
Keep a short USB cable and a charger at the director's position. A phone host on mains power can run a whole service.

03 Start hosting

1. Open TeqComms. On the welcome screen, tap ‹**Host a session**› (it's only on Android).
2. **Venue name**: what crew will see, for example "Grace Chapel".
3. **Your name (you are the director)**: your name on the crew list.
4. Under **Network**, pick ‹**Use this Wi-Fi**› (this phone and the crew join the venue Wi-Fi) or ‹**Create a hotspot**› (no venue network needed; best for up to 8 phones).
5. Leave ‹**Start with a new QR**› off to resume the last session (within 6 hours): phones rejoin by themselves. Tick it for a fresh start.
6. Tap ‹**Start session**›. The app opens on the **Host** tab with the join QR.



Welcome. Host a session is at the bottom.



Host a session. Name, network, then Start session.

A notification stays in the status bar while you host: *"On the intercom at Grace Chapel"*. That's what keeps the session alive with the screen off.

04 Hosting from the phone's hotspot

With ‹**Create a hotspot**›, the host phone makes its own small Wi-Fi network. Crew join it in two steps.

1. On the Host tab, the QR panel reads **2. Scan to join** and shows the hotspot's network name and password.
2. Tap ‹**Show Wi-Fi QR**›. Crew scan it with their phone's camera to join the hotspot Wi-Fi (or type the name and password in their Wi-Fi settings).
3. Then they open TeqComms, tap ‹**Scan to join**› and scan the **join QR**.

THE HOTSPOT CHANGES EVERY TIME

Android picks a new network name and password each time the hotspot starts. If you stop and start again, crew must join the new Wi-Fi first, then rejoin.

LIMITS

A phone hotspot carries up to about 8 phones well. Above that the app warns you, and voice may break up: use the venue Wi-Fi or a computer host instead. The hotspot has no internet, so activate your licence beforehand (section 07).

If the hotspot won't start, see **section 11**: the usual causes are the phone's own hotspot already being on, or a missing permission.

05 The Host tab

The Host tab is only on the host phone. It has the join QR, how the session is doing, the crew, your plan and the controls.

Show the QR

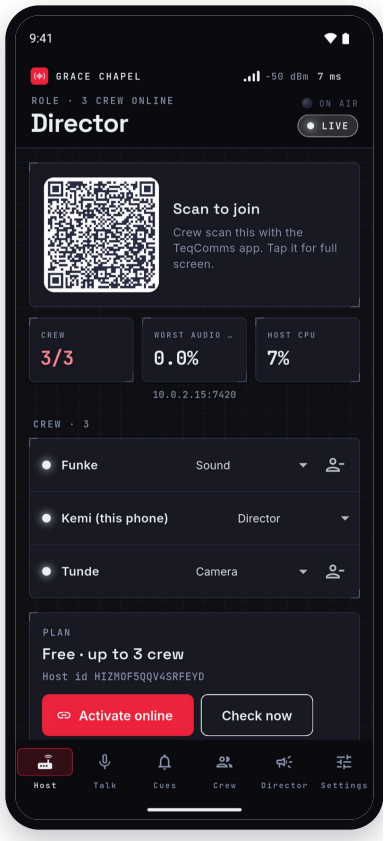
Crew scan the QR with the TeqComms app. **Tap the QR** to show it full screen on white, easier to scan from a distance. Tap anywhere, or ×, to close it.

Read the numbers

- **Crew**: phones in the session out of your plan's limit. It turns amber when full.
- **Worst audio loss**: the worst phone's loss. Amber at 2% or more.
- **Host CPU**: how busy this phone is.
- Under them: this phone's address and port.

The crew list

Everyone in the session, with you shown as **(this phone)**. The dot is white when someone is online, red when their audio loss is 2% or more, grey when away.



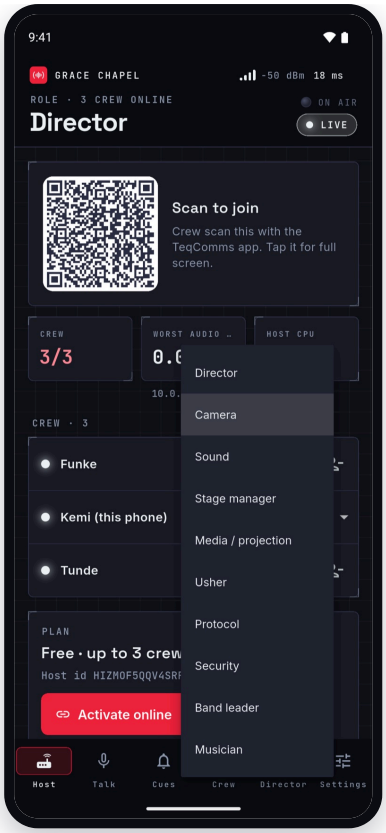
Host tab. On Free, 3/3 shows amber: the crew is full.

Change someone’s role

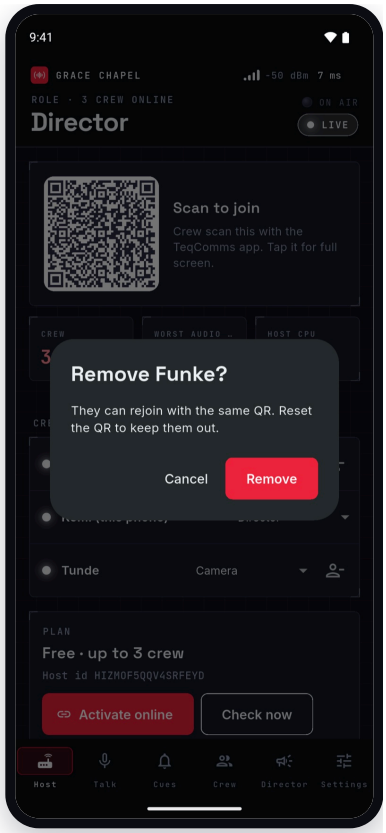
Tap the role next to their name and pick a new one. Their phone changes at once. New phones join as **Camera**. The roles and channels are the same as on a computer host (see the PC host guide, sections 05 and 08).

Remove someone

Tap the remove icon next to their name, then ‹**Remove**›. They can rejoin with the same QR; to keep them out, reset the QR (section 09).



Pick a role.



Remove someone.

CHANNELS

The Host tab lists the venue's channels. To rename channels or change who hears what, use a computer host: the phone host uses the standard set.

06 Direct from the same phone

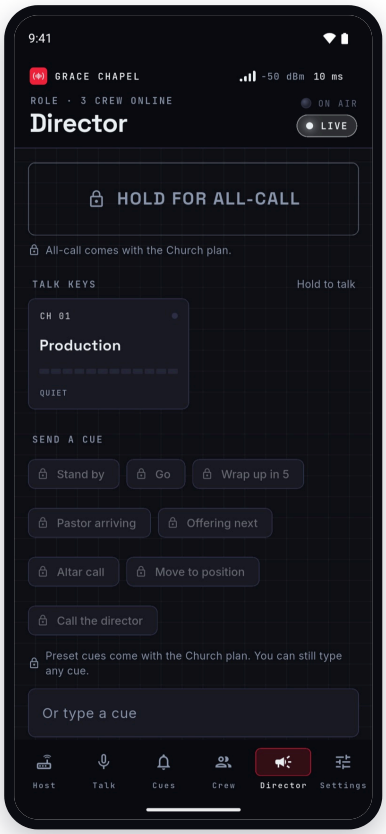
The host phone joins its own session as **Director**, so you get the Talk, Cues, Crew, Director and Settings tabs too. They work exactly as on any crew phone.

Talk and all-call

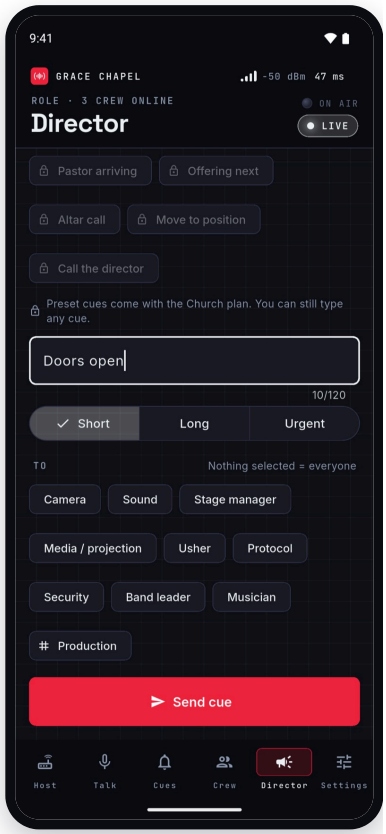
- **Talk** tab: hold the big button to talk, double-tap to latch. Pick the channel under ‹**TALK ON**›, including ‹**All channels**›.
- **Director** tab: hold ‹**HOLD FOR ALL-CALL**› to talk to everyone (Church plan and up). Below it, a **talk key** for every channel: hold one to talk on that channel.
- Volume-down also works as push-to-talk while the app is on screen.

Send cues

1. On the Director tab, tap a preset under **SEND A CUE** or type in ‹**Or type a cue**›.
2. Pick ‹**Short**›, ‹**Long**› or ‹**Urgent**›.
3. Under **TO**, tap roles or channels. Nothing selected means everyone.
4. Tap ‹**Send cue**›, then watch **ACKNOWLEDGEMENTS** fill up as crew tap Got it.



Director tab on Free. All-call and presets are locked; one channel.



Type any cue, even on Free.

> ON THE FREE PLAN
>
> All-call shows a lock (*"All-call comes with the Church plan."*) and the preset buttons are locked (*"Preset cues come with the Church plan. You can still type any cue."*). There is one channel, Production. Activate a paid plan (section 07) to unlock them.

The **Crew app guide** covers every tab in detail.

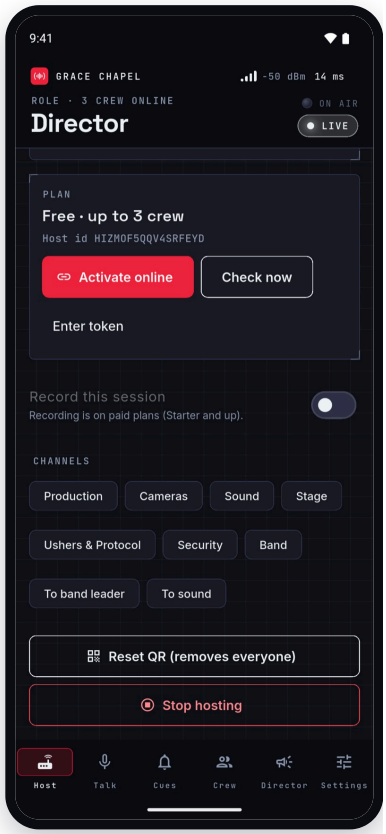
07 Licence on the phone

Without a licence the phone host runs on the Free plan (3 crew, 1 channel). Link it to your Teqpace account once to use your paid plan. The phone needs internet for this.

1. Start a session, then scroll the Host tab to **PLAN**.
2. Tap ‹**Activate online**›. A 6-digit **ACTIVATION CODE** appears. It lasts 30 minutes.
3. On any phone or computer, log in at **comms.teqpace.com/account**. Under **Host computers**, enter the code, name the host (for example "Phone host") and tap ‹**Link host**›.
4. The phone picks up the plan by itself within a few seconds. Tap ‹**Check now**› to ask again any time.

‹**Enter token**› is for venues with no internet: paste the licence token Teqpace sends you (send them the **Host id** shown on the card) and tap ‹**Apply**›.

> GOOD TO KNOW
> A linked phone counts as one host, the same as a computer. Your plan allows 1 host, or up to 3 on Ministry. The plan is fixed when a session starts, so an expiry never cuts a live service.



PLAN card on the Free plan, with Activate online.

08 Recording on the phone

On paid plans (Starter and up) the phone host can record channel talk and all-call.

- Turn on ‹**Record this session**› on the Host tab. Every crew phone shows a REC badge and a notice that the session is being recorded.
- Private calls are never recorded.
- Recording needs 500 MB free. The app warns below 1 GB and stops by itself below 500 MB.
- On the Free plan the switch is off and reads *"Recording is on paid plans (Starter and up)."*

> LISTENING BACK
> Recordings are kept on the host phone for 30 days. The phone app has no player for them: to listen back, play or export recordings, use a computer host (PC host guide, section 09).

09 Reset the QR, stop hosting

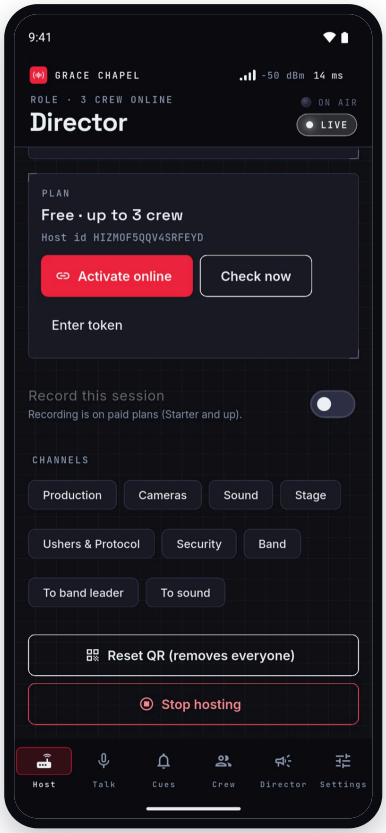
Reset QR

At the bottom of the Host tab, ‹**Reset QR (removes everyone)**› makes a new QR. Everyone is removed and must scan the new one. Use it to start fresh, or to keep someone out after removing them. Your phone rejoins as Director by itself.

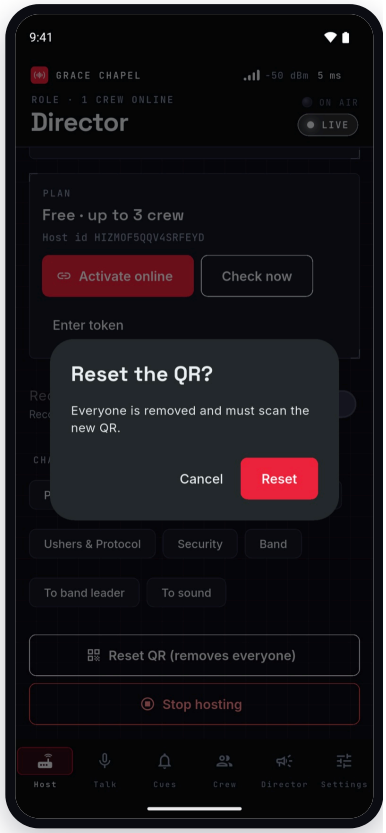
Stop hosting

Tap ‹**Stop hosting**› on the Host tab, or in the Settings tab (*"Ends the session for everyone"*). The session ends for everyone and the hotspot closes.

Within 6 hours, tap ‹**Host a session**› again with ‹**Start with a new QR**› off to bring back the same session: on venue Wi-Fi, phones rejoin by themselves.



Bottom of the Host tab. Record, channels, Reset QR, Stop hosting.



Reset the QR? Everyone must scan the new one.

10 Keep the host running

The host keeps running with the screen off or the app in the background. Two things stop it: swiping the app away, and the phone's battery saver.

> **NEVER SWIPE TEQCOMMS AWAY**
> Swiping it out of Recent apps (or force-stopping it) ends the session for everyone. Crew phones keep trying for up to 30 minutes. Reopen the app and tap ‹**Host a session**› with ‹**Start with a new QR**› off to bring them back.

Turn off battery saving, once

Settings tab → ‹**Keep TeqComms running**›. The screen shows whether battery optimisation is off (green) or still on (red), and the steps for your brand. Tap ‹**Open battery settings**› to jump there.

PHONE	STEPS
Tecno, Infinix, itel	In Phone Master: turn on **Auto-start** for TeqComms; Power saving → App power saving → **No restrictions**; in Recent apps, swipe down on TeqComms and tap the **lock**.

PHONE	STEPS
Xiaomi, Redmi, POCO	Turn on **Autostart**; Settings → Apps → TeqComms → Battery saver → **No restrictions**; lock it in Recent apps.
Samsung	Settings → Apps → TeqComms → Battery → **Unrestricted**; make sure it isn't in Sleeping or Deep sleeping apps; add it to **Never sleeping apps**.
Other phones	Find TeqComms in battery settings and choose **Don't optimise** or **Unrestricted**; allow it in any auto-start list.

11 Warnings and troubleshooting

Banners on the Host tab

YOU SEE	WHAT TO DO
Host battery is at N%. Plug the phone in.	Below 30%. Plug in now.
N phones on this hotspot. More than 8 may break up...	Move to the venue Wi-Fi or a computer host.
The host lost its network.	Reconnect the host phone to the venue Wi-Fi.
The host's address changed...	Phones search for the host by themselves. If they don't, they scan the new QR.
Less than 1 GB free. Recording stops at 500 MB.	Free some space on the phone.

Starting a hotspot fails

MESSAGE	WHAT TO DO
Allow Nearby devices (or Location)...	Allow the permission in Settings → Apps → TeqComms → Permissions.
Turn on Location so TeqComms can start a hotspot.	Android 10–12 need Location on. Turn it on in quick settings.
Turn off the phone's own hotspot or Wi-Fi Direct...	Switch off the normal Android hotspot, then start again.
This phone doesn't allow hotspots.	Use ‹**Use this Wi-Fi**› or another phone.
No Wi-Fi channel is free for a hotspot.	Move away from other hotspots or try again.

Other problems

PROBLEM	TRY THIS
Crew can't join on venue Wi-Fi	Host and crew on the same **main** network, not guest; mobile data off on crew phones. Ask them to run **Setup check**.
"The crew is full"	Your plan's limit includes the host phone. Remove someone or upgrade (Free is 3).
Session stopped by itself	The app was swiped away or killed by a battery saver: see section 10.
All-call is locked	All-call and cue presets come with the Church plan. Private calls need Starter.

Still stuck?

In the Settings tab, tap **Share diagnostic log** and send it to **hello@teqpace.com**. Help pages: **comms.teqpace.com/support**.

12 Checklist

BEFORE THE DAY

- [ ] Android 10+ phone with TeqComms installed
- [ ] Battery saving off (Keep TeqComms running)
- [ ] Licence activated while you have internet
- [ ] Crew have the app installed

ON THE DAY

- [ ] Host phone on the charger
- [ ] Venue Wi-Fi (main network) or hotspot chosen
- [ ] Start session; QR on the Host tab
- [ ] Hotspot: crew join the Wi-Fi QR first
- [ ] Crew scan the join QR and type their names
- [ ] Roles set on the Host tab
- [ ] Quick talk check and a test cue
- [ ] Record this session on, if you want it

DURING AND AFTER

- [ ] Don't swipe TeqComms away
- [ ] Watch Crew and Worst audio loss
- [ ] Stop hosting at the end
- [ ] Resume within 6 hours if needed