

M A V E R I C K A I

USE CHATGPT TO REMOTE CONTROL YOUR COMPUTER

SETUP + VOICE + EVERYDAY WORKFLOWS

Your computer can keep working while you're away from your desk. This guide shows you how to connect it to your phone and give it useful work by speaking.

Pair your phone with your Mac or Windows PC

Keep the computer awake while the screen turns off

Use voice with your files, email and Apple Messages

Understand browser access and CarPlay

10 complete prompts + your one-page setup checklist

September 2026

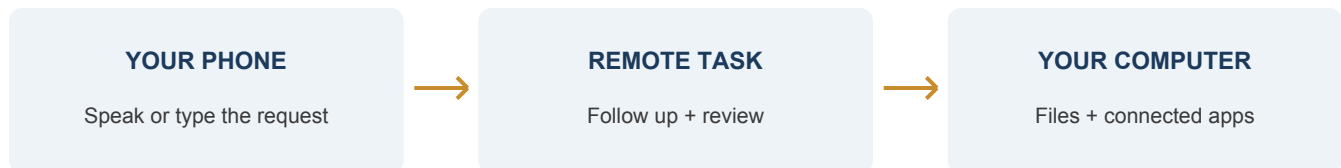
Start Here: Your Phone Gives the Instructions

THE PLAN

1. Pair your phone with your computer and keep the computer awake.
2. Start a small task, then add voice and the connections you need.
3. Try a morning briefing, document review or spoken draft.

Think of Remote like calling an assistant who stayed at your desk. Your phone carries the conversation. The computer at home has the files and tools, and does the work.

You can start a task, check progress, answer a question, or change direction from your phone. Remote uses the connected computer's projects and access. It does not give every ordinary mobile chat access to everything on your Mac.



What you need before starting

Use the computer you already have. You do not need to buy a Mac mini, rent a server, or learn code. Leave a laptop plugged in on a desk with its lid open. Keep the desktop app running and the internet connected.

Remote supports Mac and Windows computers, with the mobile connection available on iOS and Android where enabled. The live Remote voice instructions in this guide use iPhone, because that is the route currently documented by OpenAI.

Desktop voice is available with Plus, Pro, Business, Edu and Enterprise access, subject to rollout and workspace controls. If you use a company account, its administrator can restrict Remote, plugins or computer access.

Choose one useful first job

Start with a document you already have, or a simple note. Once that works, add email, calendar or Apple Messages. Getting five connections working at once makes it harder to tell what needs fixing.

The setup helper is on the next page. It walks you through the work, but you still scan the code and approve permissions yourself.

Your Setup Helper Prompt

Paste this into ChatGPT on your computer. It is a guide you can talk to while you follow the steps. It cannot see your settings unless you show them, and it cannot approve access for you.

Prompt 1: Walk me through Remote

SETUP HELPER | COPY & PASTE

Help me set up ChatGPT Remote so I can use my phone to work with the files and tools on my computer. Explain everything in beginner language and give me one step at a time.

First ask whether my computer is a Mac or Windows PC, whether my phone is an iPhone or Android, and whether I am using a personal or company workspace. Ask what one task I want to do remotely. Do not ask for passwords, verification codes or my pairing QR code.

Use current official OpenAI setup instructions. Start with the desktop app's Settings > Connections > Control this Mac or PC, then Set up or Add. Tell me to scan the QR code with my phone and use the same account and workspace. Wait for me to confirm each step.

Help me keep the computer awake. On Mac, check Connections > Other settings > Keep this Mac awake. Explain that the computer needs power, internet and the app running, and that closing a laptop lid usually puts it to sleep. A dark screen is different from sleep.

Help me choose the correct computer and local project, then try one small task. After that, help me start live voice in the Remote task if supported. Separate live voice from dictation. Explain any plan or platform limit instead of inventing a missing button.

Only add plugins, browser access or Computer Use when my chosen task needs them. Let me review each connection or permission myself. Keep sending, purchasing, publishing and deleting behind my explicit approval. If a label is different, ask what I see and verify the current route instead of guessing.

Finish with a short checklist of what is working, what still needs setup, and the next useful task to try. Do not say a setting or connection is complete until I confirm it or there is visible evidence.

TIP

You can answer the helper with voice notes. If a button looks different, describe it or share a cropped screenshot with private details hidden.

Step 1: Connect Your Computer and Phone

Start on the computer that has the files you want to use. Remote setup begins in the desktop app, not in a regular browser chat or the command-line version of Codex.

1. Open the ChatGPT desktop app on your Mac or Windows PC.
2. Open Settings > Connections > Control this Mac or PC.
3. Select Set up or Add. Approve remote access and complete the verification the app requests.
4. Scan the displayed QR code with your phone. Follow the link into the ChatGPT mobile app.
5. Confirm that both devices use the same ChatGPT account and workspace. Finish any required passkey, multi-factor authentication or company sign-in.
6. Open Remote on your phone. Your connected computer should appear there.

What the QR code does

It pairs your phone with that particular computer. Pair each phone and computer combination you want to use. Only pair devices you own and trust, and do not post the code in screenshots.

How you know this part worked

The computer appears in Remote on your phone. Choose it and look for its projects or existing tasks. If it is missing, use the troubleshooting page before adding more connections.

You do not need to open router ports for this normal pairing flow. SSH setup is a separate advanced route and is not required for this guide.

Use [OpenAI's Remote setup page](#) if your app is showing a different flow. App updates and company settings can change what appears.

Step 2: Keep the Computer Available

On your Mac, start inside ChatGPT

1. Open Settings > Connections in the desktop app.
2. Find Other settings under the controls for this Mac.
3. Turn on Keep this Mac awake.
4. Keep the Mac plugged in with remote access enabled. Leave the desktop app running and the internet connected.

That setting prevents sleep while the computer is plugged in and remote access is enabled. It does not switch a powered-off computer on or reconnect a lost internet connection.

Screen off, sleep and shutdown are different

Screen off: the display can go dark while the computer continues working. This is fine.

Sleep: the computer pauses normal work and your Remote connection becomes unavailable. Closing a laptop lid usually causes this.

Shutdown: the computer is off. Remote cannot do work until you turn it on again.

For your first setup, leave the laptop lid open. Closed-lid Mac operation needs additional conditions, including power and an external display. Do not assume the keep-awake switch alone makes it work.

Windows and fallback power settings

Use the host's keep-awake option in Connections if it is available. Otherwise, on Windows 11 open Settings > System > Power & battery > Screen, sleep & hibernate timeouts. Set the plugged-in sleep timer to Never for your trial. The display timer can remain short.

If the Mac option is missing, open System Settings > Battery > Options on a MacBook and enable prevention of sleep while on power with the display off. Desktop Macs have the equivalent control in Energy. Restore your usual power settings after the trial if you do not want an always-available computer.

TIP

Start with a 24-hour trial on your existing computer. Leave it plugged in on a clear desk, with the lid open. You can decide later whether you want to keep this running every day.

Step 3: Choose a Project and Try One Task

A project is simply the place where the work belongs. For local work, it connects the task to a folder on your computer. Pick a folder containing the document or files you want ChatGPT to use.

On your computer, open ChatGPT Work or Codex and select the intended local project or folder. If you already use the [Maverick OS file system](#), use the relevant workspace inside it. You do not need to rebuild it for Remote.

Create or open a task there. Then open Remote on your phone, choose that computer, and open the same task. This avoids accidentally starting a separate ordinary mobile conversation with no access to your local work.

Prompt 2: A small connection test

PROMPT 2 | COPY & PASTE

```
Tell me which computer and project this task is using. Create a plain-text note called remote-test.txt in this project that says "Remote is working." Show me the file's location and repeat its contents here. Do not change any existing files. If you cannot create it, explain what access is missing.
```

Check the file on your computer when you return. This confirms an actual file operation, rather than just a reassuring answer in the chat.

Prompt 3: Review a document from your phone

PROMPT 3 | COPY & PASTE

```
Find [document name] in this project. Summarize its main points and anything I need to decide. Put the summary in this chat so I can read it on my phone. Name the source file, and quote the relevant sentence for each important deadline or number. Do not edit the original.
```

Remote lets you review the task's results and changed files. Available file previews vary. Asking for the important content in the chat gives you something readable without promising every desktop document will open like a phone attachment.

Step 4: Start a Live Voice Conversation

On your paired iPhone, open the task through Remote. Choose Start voice chat in an existing task, or Start new voice chat where available. Approve microphone access and choose a voice if prompted.

Now speak naturally. You can interrupt, ask a follow-up, or say, "Actually, make that shorter." When the task starts working, keep talking to ask for progress or change direction.

Prompt 4: Your two-minute morning briefing

PROMPT 4 | COPY & PASTE

```
Give me a two-minute morning briefing. Read out today's first appointment and the important emails I need to answer. If Apple Messages is connected on my Mac, include texts that need a reply today. Tell me what makes each one urgent. Ask which one I want to tackle, then draft my response. Don't send anything. Finish with one encouraging reminder based on my priorities.
```

Set up the email, calendar and optional Messages connections on the next pages first. If a source is unavailable, have ChatGPT say so instead of filling the gap with a guess.

Live voice is different from dictation

Dictation turns your speech into a written prompt. Live voice is an ongoing conversation with spoken replies. Look for the voice-chat control inside the task, not just the keyboard's microphone.

If you only see dictation, you can still use Remote with typed or dictated prompts. The troubleshooting page covers live-voice availability.

TIP

Start the briefing while getting ready for the day. You can listen, interrupt, and pick one thing to work on without sitting down at your desk.

Step 5: Connect Email and Calendar

Remote uses the connections available on the computer doing the work. Set up the accounts there before asking your phone to use them.

1. Open Plugins in the desktop app.
2. Search for the service you use, such as Gmail or Google Calendar, and open its details.
3. Use the install control, which may appear as a plus button or Install plugin.
4. Complete the service's sign-in and permission flow when prompted. Select the intended account if you have personal and work accounts.
5. Start a new Work or Codex task after installation, then open it through Remote.

Installing a plugin and connecting your account are two different steps. A plugin can be installed while it still needs permission to access your email.

Prompt 5: Check the sources for your briefing

PROMPT 5 | COPY & PASTE

```
Before making my morning briefing, check which email and calendar accounts are available in this task. Tell me which accounts you will use, the timezone for today's schedule, and whether Apple Messages is available. Do not read unrelated accounts or change anything. Ask me to choose if there is more than one possible account.
```

What changed in Voice

The September 23 update brought plugins into Voice on web, iOS and Android. Voice in Work can also create documents, presentations and spreadsheets, use connected apps, and work in a browser.

Those additions do not automatically grant access to your home computer. For that, use the paired Remote task. The task keeps its existing account permissions and computer setup.

You can follow the written result in the conversation after speaking. That is useful for a briefing you want to listen to now and check later.

Step 6: Add Apple Messages on Your Mac

This is optional. It is useful when the messages you need to answer are in Apple's Messages app on your Mac.

Apple Messages requires an Apple silicon Mac, the ChatGPT desktop app, and Work or Codex. It does not work in a regular ChatGPT chat or install directly as a phone Messages connection.

1. On your Mac, open Messages yourself and confirm the conversations you need are available there.
2. In the ChatGPT desktop app, open Plugins, find Apple Messages, and install it.
3. Start a new Work or Codex task and ask for a small read-only summary.
4. Complete the requested macOS permissions yourself. Do not assume installation alone granted access.
5. Open that Mac's task through Remote on your phone and ask it to use the same connection.

Remote carries the request to the Mac. The Messages plugin reads what is available on that Mac. It is not a way to text ChatGPT through iMessage, and it does not promise access to every message you have ever received.

Prompt 6: Find the texts that need an answer

PROMPT 6 | COPY & PASTE

```
Use Apple Messages on this Mac to review messages from the last 24 hours. Find conversations where someone asked me a direct question, is waiting for a decision, or mentioned a deadline today. Read a short summary of the three most important ones. Say why each needs attention and ask which I want to answer first. Draft only. Do not send a message or change any conversation.
```

Keep per-send approval enabled. When you later want to send a reply, review both the exact wording and recipient. A voice request to draft something is not a request to send it.

TIP

Keep this scoped. "The last 24 hours" is a much more useful starting point than "read all my messages."

Step 7: Add Computer and Browser Access

You only need this for tasks that require clicking through apps or websites. Reading an accessible project file or using an email plugin does not require full desktop control.

Desktop apps

1. In the desktop app, choose ChatGPT Work or Codex.
2. Open Plugins > Computer Use. Select Install plugin or Enable, as shown.
3. Enable the plugin's server and skill controls, then select Try now.
4. On macOS, complete Screen Recording and Accessibility permissions when prompted. Review individual app access under Settings > Computer use.

Your signed-in browser

Open Settings > Computer Use, select your browser, and choose Install beside it. Follow the official extension-store flow. Return to the setting and look for Manage, then choose that browser with an @-mention in a new Work or Codex task. Use the profile where you installed the extension.

Prompt 7: Try a read-only browser task

PROMPT 7 | COPY & PASTE

```
Use my connected Chrome browser to open [public webpage URL]. Read the page and summarize its three most useful points in this chat. Do not sign up, submit a form, download anything or change an account setting. Ask if permission is needed.
```

A locked screen is another separate setting

On macOS, desktop-app control after the screen locks requires the optional Locked use setting under Settings > Computer Use. It installs an authorization component, so review its explanation before enabling it. Keep-awake alone does not grant this access. [OpenAI explains locked use here](#).

Windows Computer Use works in the foreground and needs an unlocked session. Use it only where leaving that computer available is appropriate. Keeping a PC awake is not enough if the target desktop is locked.

Three More Things to Try With Voice

Prompt 8: Turn a ramble into a useful document

PROMPT 8 | COPY & PASTE

I'm going to talk through an idea. Let me finish before organizing it. Then ask up to three questions to fill the important gaps. Turn my answers into a one-page brief with the goal, audience, next three actions and unresolved decisions. Save it in this project and put a short summary in the chat. Do not publish or send it.

Prompt 9: Prepare for your next meeting

PROMPT 9 | COPY & PASTE

Use my connected calendar to identify my next meeting today. Ask which project files or email threads to use for preparation. Read those sources and give me a spoken briefing: what the meeting is about, the last agreed next step, and three questions worth asking. Separate recorded facts from your suggestions. Save the notes in this project.

Prompt 10: Improve something while you are away

PROMPT 10 | COPY & PASTE

Open [filename] in this project. Read me its opening paragraph and ask what I want to improve. Draft a clearer version based on my spoken feedback. Save it as a new file with revised in the name, keep the original unchanged, and show the differences in this chat. Wait for me before applying the rewrite anywhere else.

You can follow up with ordinary sentences: "Make it shorter," "Give me the practical version," or "What is the one decision I need to make?" You do not need a perfectly worded prompt for every turn.

Keep documents and notes inside the project you selected. If you move to a different computer or task, confirm it has the same source files before asking it to continue.

Apple CarPlay: The Hands-Free Option

ChatGPT supports voice conversations in Apple CarPlay with a supported iPhone running iOS 16.4 or later, the current ChatGPT app and a compatible car. This is separate from the Remote setup above.

1. While parked, connect your iPhone to CarPlay.
2. Open ChatGPT on the CarPlay screen.
3. Choose New voice chat, or select a recent chat. The Projects tab can start a conversation inside an available project.
4. Wait for the status to change from Connecting to Listening, then speak.

For automatic voice start, open ChatGPT on your iPhone, go to Settings > Voice, and enable Start automatically in CarPlay while connected.

What to expect

Use it to talk through ideas, ask questions or continue supported conversations. The current CarPlay documentation does not confirm that CarPlay can start or operate the paired Remote computer tasks described in this guide. Do not assume it exposes the same controls as Remote on your phone.

CarPlay also does not let ChatGPT control your car, read its live location or operate other car apps. Set up before moving, keep the interaction hands-free, and save document reading and approvals for when you are parked.

The supported setup is described in [OpenAI's CarPlay instructions](#). For the computer-work examples in this guide, use the paired iPhone Remote task.

Common Problems and Quick Fixes

My computer is missing from Remote

Open the desktop app and check Settings > Connections. Remote access must be enabled, the computer must be awake and online, and both devices must use the same account and workspace. Update both apps if the feature is missing. A company administrator may need to enable it.

It worked until I left the house

Check whether the laptop lid closed, the computer slept, the app quit or the internet dropped. Start with power connected and the lid open. A dark screen is fine, but sleep stops access. You do not need to change random network settings to fix a sleeping computer.

Remote stopped after I signed out

Signing out turns off Remote Control. After signing back in, turn it on again under Connections. Existing pairings can remain saved. If Add gives an error, restart the desktop app and try again.

I can type, but cannot start live voice

Check that you opened the task through Remote on a paired iPhone. Update both phone and desktop apps, confirm eligible voice access, and check microphone permissions. Only one desktop voice chat can run at a time. Existing-task voice and workspace availability can vary. Use text or dictation if live voice is unavailable.

It cannot find a file, email or message

Confirm the task is on the correct computer and project. A file needs to be available there, an email service needs its account connected, and Apple Messages needs its Mac plugin and permissions. Ask which source is unavailable instead of accepting an invented answer.

The browser or desktop task stalls

Check the browser connection in Settings > Computer Use, the correct browser profile, and requested app permissions. On Mac, Screen Recording and Accessibility are separate from app approval. Locked-screen control needs its own setup. Windows desktop control needs a visible, unlocked session.

I want to stop using Remote

Stop the running task, then turn off remote access in the desktop app's Connections settings. Review connected devices there and remove ones you no longer use. Restore any temporary power-setting changes.

Quick Reference

What you want	Where to start
Pair your phone	Desktop Settings > Connections > Control this Mac or PC > Set up / Add
Find the computer	Phone app > Remote > your computer > project or task
Keep a Mac available	Connections > Other settings > Keep this Mac awake; power connected
Avoid sleep	Laptop lid open, app running, internet on; display can turn off
Try a first task	Prompt 2 creates one new text note in the selected project
Start live voice	Open the paired iPhone Remote task > Start voice chat
Connect email/calendar	Desktop Plugins > service > install > account authorization
Read Apple Messages	Apple silicon Mac > Apple Messages plugin > Work or Codex
Use desktop apps	Computer Use plugin plus operating-system and app permissions
Use your browser	Settings > Computer Use > browser > Install; confirm Manage
Talk in the car	CarPlay voice is separate; set up while parked
Stop remote access	End the task and turn off remote access in Connections

DO THIS TODAY

Pair your existing computer and phone. Keep the computer plugged in with the lid open. Run the small note test, then try one voice task that saves you time. Add the next connection only when you have a use for it.

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