

# Set up Claude Dispatch

A step-by-step guide to setting up Claude Dispatch - from the necessary requirements for your Mac to pairing QR codes and sending your first remote task from your phone.

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## Before we begin

Let's set up Dispatch. The whole process takes about 5 minutes if everything goes smoothly. But the phrase "if everything goes smoothly" says a lot, so we'll also cover what to do if things go wrong.

You need to prepare the following three things:

1. Mac - running macOS 14.0 (Sonoma) or later, with Claude Cowork installed and open.
2. Phone - iPhone running iOS 16+ or Android running Android 12+
3. A stable internet connection is required - both devices need to have an internet connection (they don't need to be on the same Wi-Fi network).

One more thing: You need a Claude Max subscription. Currently, Dispatch is only available on the Max plan (\$100/month). Anthropic says they will expand to a Pro plan in the future, but for now, Max is the right option.

## Step 1: Prepare your Mac

Before creating a QR code, make sure your Mac is ready:

Check your Cowork version. Open Cowork and check for updates. Dispatch requires a version from March 2026 or later. If you haven't updated recently, please update now.

Prevent your Mac from going into Sleep mode. This is the most common cause of the Dispatch error. Your Mac must remain active throughout the work session.

Option A - Change power settings: System Settings > Energy > Turn display off after: Never (or a long period of time). Uncheck "Put hard disks to sleep when possible".

Option B - Use terminal commands:

```
caffeinate -d &
```

This command keeps your Mac running until you close the terminal window. The -d flag also prevents the screen from going into Sleep mode.

Make sure Cowork is in the foreground (or at least running). Dispatch works best when Cowork isn't obscured by 20 other windows.

Check your internet connection. Run a speed test or simply load a webpage. You don't need super-fast internet, but it must be stable. Ethernet is more reliable than Wi-Fi for long work sessions.

**Quick check** : Is your Mac plugged in? Running Dispatch on battery power may cause your Mac to go into Sleep mode to save battery life. Keep it plugged in if possible.

## Step 2: Create a QR code

In Cowork on your Mac:

1. Click on your profile or the settings menu.
2. Search for "Dispatch" or "Remote Access"
3. Click on "Enable Dispatch" or "Generate Pairing Code"
4. A QR code will appear on your screen.

**Important note** : This QR code expires in 5 minutes. This is not a permanent link - it's a one-time pairing code. If it takes too long, you will need to generate a new code.

The QR code contains an encrypted pairing code that establishes a secure connection between your devices. No one can use this QR code from screenshots or photos – it's linked to your specific session.

## Step 3: Pair the phone

On your phone:

1. Open the Claude app (download it from the App Store or Google Play if you don't already have it).
2. Look for "Dispatch" or "Connect to Mac" in the menu.
3. Point your camera at the QR code on your Mac screen.
4. Waiting for confirmation - both devices will display the "Connected" status.

The pairing process takes a few seconds. Once connected, you'll see a chat interface on your phone that looks similar to regular Claude, but with a small indicator showing you're in Dispatch mode.

If the scanning process fails: Ensure your phone's camera can clearly see the QR code. Reduce screen brightness. Move closer. If it still fails, create a new QR code.

## Step 4: Submit your first task

Don't set overly ambitious goals for the first task. Choose a simple and verifiable task.

Great first assignments:

Li?t kê t?t c? các file trên màn hình Desktop c?a tôi

N?i dung file ~/Documents/README.md c?a tôi là gì?

Tôi còn bao nhiêu dung l??ng ? ??a tr?ng?

These tasks check three things: the connection is working, Claude can access your file system, and the results are returned to your phone correctly.

## Things to note

1. **Response time** . Your first response may take 10-30 seconds. That's normal - the connection is establishing encrypted channels.
2. **Accuracy** . Check if the list of files or contents matches what's actually on your Mac. If Claude says your Desktop has 12 files and you know there are 12 files, then everything is fine.
3. **The "Dispatch" indicator** . Make sure your phone shows you are in Dispatch mode, not regular Claude Chat.

## Step 5: Check the approval portal.

Dispatch has built-in security measures called approval gateways. When Claude wants to perform a malicious action—deleting a file, running a system command, sending an email—it will send a push notification to your phone requesting permission.

Try it now:

T?o m?t file th? nghi?m có tên dispatch-test.txt trên màn hình Desktop c?a tôi v?i n?i dung "Dispatch is working"

You will receive a notification asking you to approve the file creation. Click "Approve". Then verify that the file exists.

Now let's try the opposite way:

Xóa file dispatch-test.txt kh?i màn hình Desktop c?a tôi

You will receive another approval request. This time, pay attention to the message – it will clearly state what Claude wants deleted.

These approval steps are your safety net. We'll explore them in more detail in Lesson 6.

## Checklist before leaving

Before leaving your desk and relying on remote dispatching, check this list:

Check	Status
The Mac is plugged into a power source.	

Check	Status
The Mac is set to not sleep (or caffeinate is running).	
Cowork is running and has been updated.	
Stable internet connection	
The Dispatch pairing function is active (check the indicator).	
Successfully submitted at least one test task.	
Push notifications upon approval are now active.	
The phone has been updated with the Claude app.	

Don't skip this step. The most common Dispatch error is when you leave your desk, go to a coffee shop, and find your Mac has gone into Sleep mode just 5 minutes after you left. This checklist only takes 30 seconds and saves you a wasted trip.

## Session stability

One great feature of Dispatch: Once paired, the session will remain connected until you manually disconnect or one of the devices loses its internet connection. You don't need to reconnect every time you pick up your phone.

However, some situations will disrupt the connection:

1. Your Mac restarts or goes into Sleep mode - you need to re-pair it.
2. Prolonged internet outage (more than a few minutes) - the connection may be interrupted.
3. The Cowork network is down or shut down - reconnection is required.
4. You disconnect manually - this is obvious.

If the connection is interrupted, you'll see it on your phone. The Dispatch indicator will change or disappear. Re-pairing also takes 30 seconds – create a new QR code on your Mac, scan it from your phone.

## Common setup problems (and quick fixes)

**"QR code cannot be scanned"** - Clean your phone's camera lens - Increase your Mac's screen brightness - Ensure the entire QR code is clearly visible (no overlapping) - Generate a new code (the old one may have expired)

**"Connected but not responding to tasks"** - Check if Cowork has fully loaded on your Mac - Try a simpler task ("What time is it?") - Check your Mac's internet connection - Restart Cowork and re-pair

**"Approval notification not showing"** - Check your phone's notification settings for the Claude app - Make sure Do Not Disturb mode is turned off - On Android: check if battery optimization is turning off Claude notifications - Try force closing and reopening the Claude app

**"Continuous connection disconnects"** - Switch from Wi-Fi to Ethernet on your Mac - Check for VPN interference - Ensure your Mac isn't going into Sleep mode - Check if your router is aggressively disconnecting unnecessarily

# Key points to remember

1. The setup process takes about 5 minutes: Prepare your Mac, create a QR code, scan it from your phone, and check.
2. The QR code expires in 5 minutes - scan it quickly or generate a new one.
3. Prevent your Mac from going into Sleep mode (this is a leading cause of errors).
4. Always test with a simple, verifiable task before relying on Dispatch for remote work.
5. Check the approval portal notification before you leave your desk.
6. The session will continue until manually disconnected or the device goes offline.
7. Use this checklist before leaving each time you plan to use Dispatch when you're not near your Mac.

## 1. Question 1:

What is the first task recommended to be sent via Dispatch?

1. A. A complex multi-file restructuring project - while this is partly true, it oversimplifies the reality.
2. B. A simple and verifiable task – such as asking Claude to list the files in a specific directory.
3. C. A task that requires connection access.
4. D. An extended data analysis

EXPLAIN:

Your first Dispatch task should be simple and easy to verify. Asking Claude to list files in a known directory allows you to confirm the connection is working, Claude can access your file system, and the results are correct. Save more complex tasks for after you've verified the basics.

## 2. Question 2:

What happens if your Mac goes into Sleep mode while the Dispatch task is running?

1. A. The task continues running in the background.
2. B. Tasks can be paused and resumed when the Mac wakes up.
3. C. The task is transferred to Anthropic's cloud for completion.
4. D. Task failed - your Mac must be running for Dispatch to work.

EXPLAIN:

Dispatch requires your Mac to be running and Cowork running. If your Mac goes into Sleep mode, the connection will be lost and the task will fail. This is because Claude handles everything locally on your Mac—there is no cloud-based fallback mechanism. Use power settings or the 'caffeinate' command to keep your Mac running.

## 3. Question 3:

How long is the Dispatch QR code valid for?

1. A. 5 minutes
2. B. 24 hours
3. C. 1 hour
4. D. Never expires

EXPLAIN:

Dispatch QR codes expire after 5 minutes for security reasons. If you don't scan them in time, you'll need to generate a new code. This prevents someone from taking a picture of your QR code and using it later.

Submit your work

## Training results

You have completed **0** questions.

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