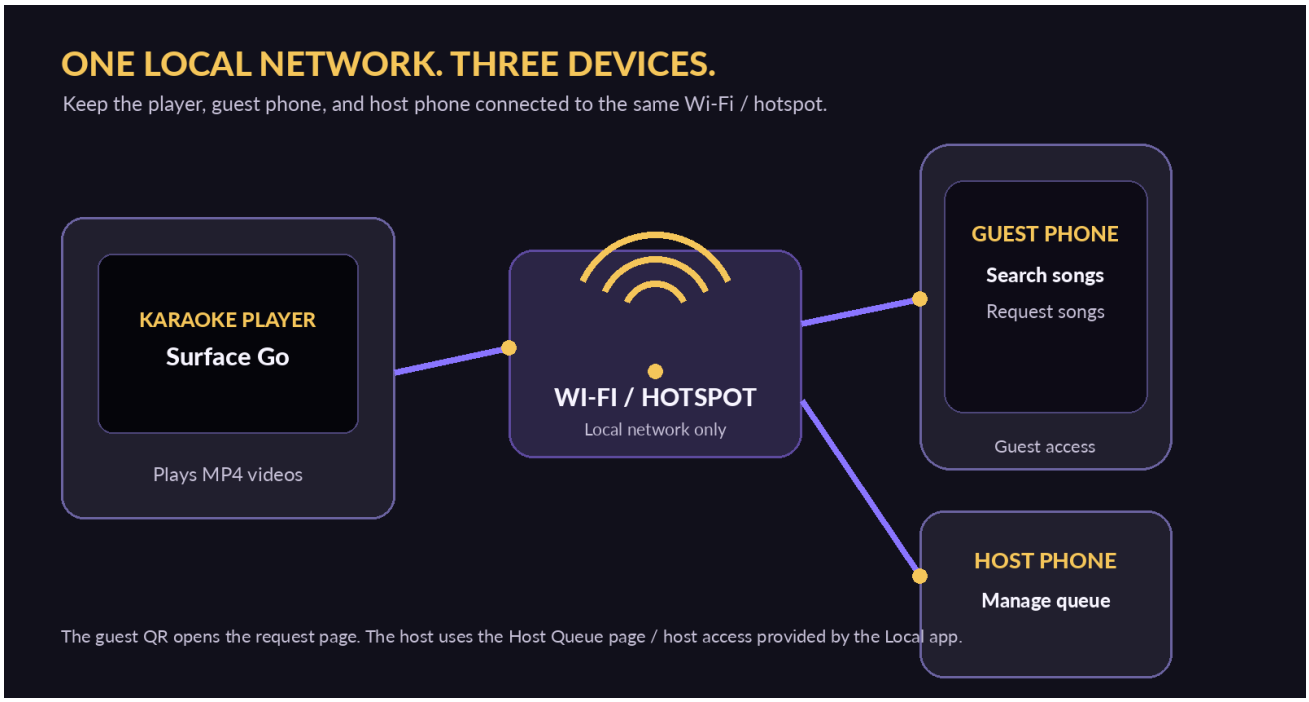
KARAOKE VAULT PH

LOCAL

Step-by-step user guide

A practical setup and operating guide for a Microsoft Surface Go, one guest phone, and one host remote phone.



Illustrative connection diagram for the three-device setup.

QUICK OVERVIEW The Surface Go runs the Windows Local player and plays your own MP4 karaoke files. Guests use a phone browser to search and request songs. The host uses the Host Queue page to manage playback and the waiting list.

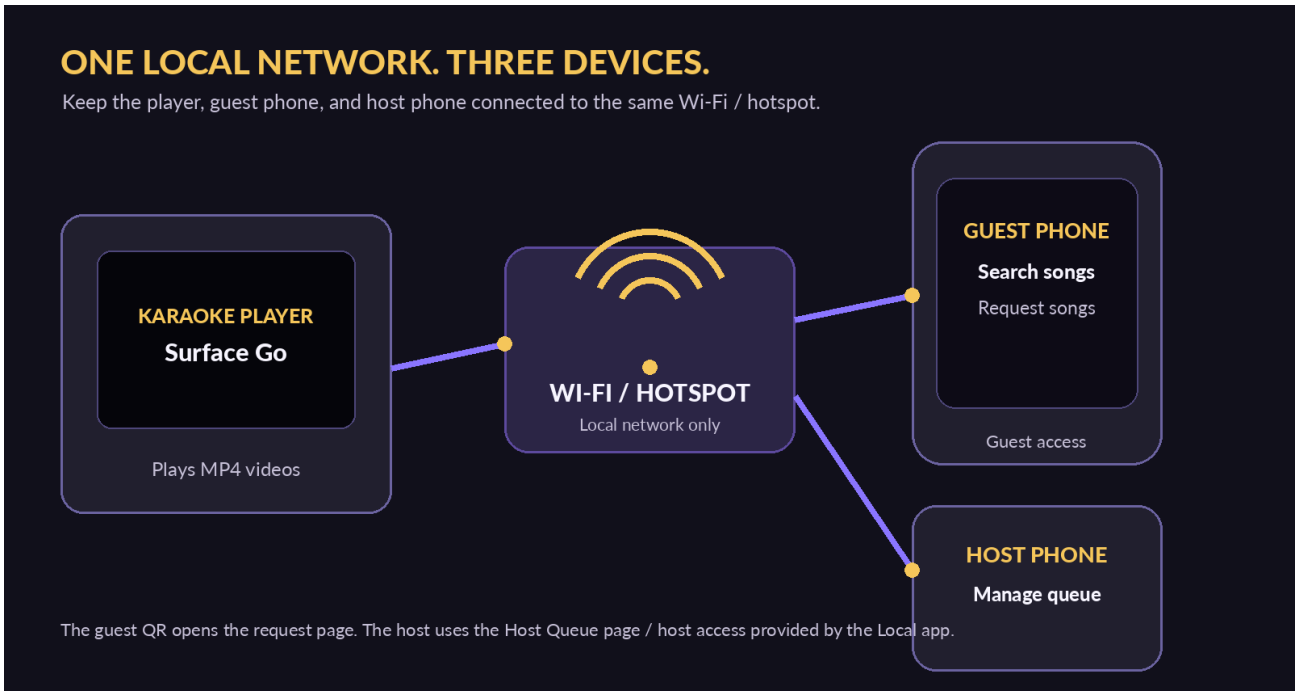
What you will need

- Microsoft Surface Go running Windows, with Karaoke Vault PH Local installed.
- A local MP4 karaoke video library stored on the Surface Go or an attached drive.
- Two smartphones: one for guest requests and one for host control.
- One Wi-Fi hotspot or router that allows the devices to communicate with each other.

VISUAL NOTE The interface pictures in this guide are simplified illustrations based on the official public screenshots. They help identify the key screens and controls; they are not live screenshots from your installation.

1. Connect the three devices

All devices must be connected to the same local Wi-Fi network or phone hotspot so the phones can reach the Local player on the Surface Go.



Keep the Surface Go, guest phone, and host phone on the same network.

Hotspot setup

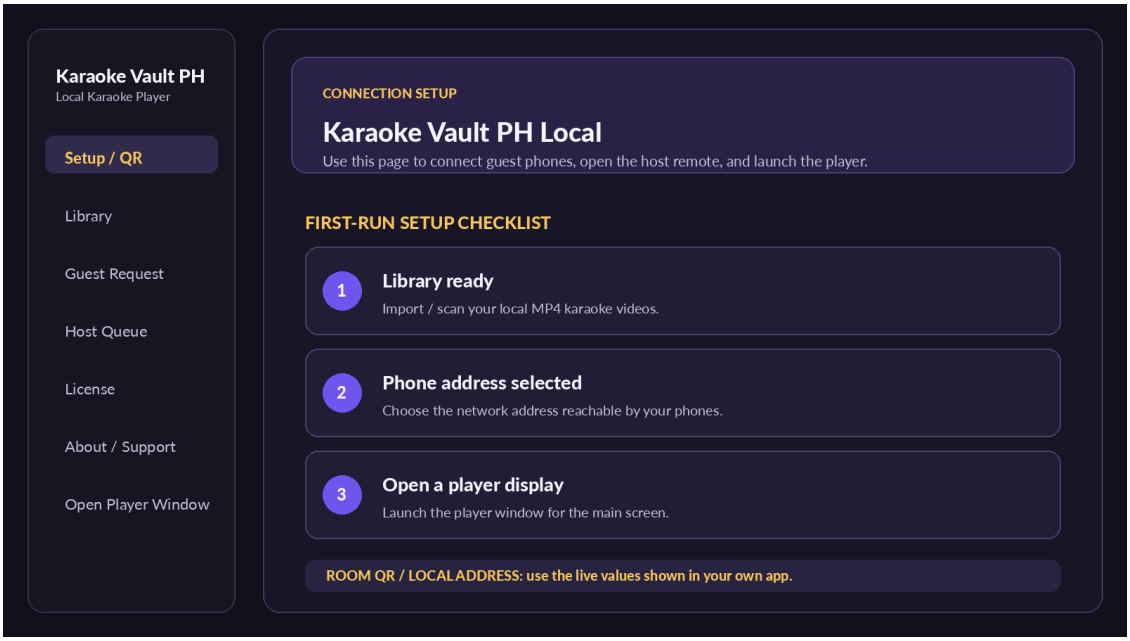
1. Turn on the hotspot on the phone or router you will use for the event.
2. Connect the Surface Go to that hotspot using Windows Wi-Fi settings.
3. Connect the guest phone to the same hotspot.
4. Connect the host remote phone to the same hotspot.
5. Keep the hotspot on for the entire karaoke session. Do not switch networks after connecting.

NO INTERNET VS. LOCAL WI-FI The Local player is designed around local MP4 playback and phone requests over the same Wi-Fi network. The public Local page does not list internet streaming as a requirement for this local workflow. Complete any installation or license activation steps before the event, because separate activation requirements may apply.

2. Open the Local app on the Surface Go

1. Launch Karaoke Vault PH Local on the Surface Go.
2. Open the Setup / QR section from the left-side navigation.
3. Follow the first-run setup checklist: Library ready, Phone address selected, and Open a player display.
4. Use the Choose IP control to select the network address that the phones can reach. If the PC has more than one network adapter, choose the address for the active hotspot / Wi-Fi network.
5. Check the Room Code and QR panel. Use the QR code and local address currently shown by your app; these values can change when the network changes.

Setup / QR screen reference



Simplified Setup / QR screen reference. Use the live QR code and address displayed by your own app.

IMPORTANT Do not copy an IP address or QR code from a web page, picture, or another computer. Scan the QR code displayed by the running Local app on your Surface Go.

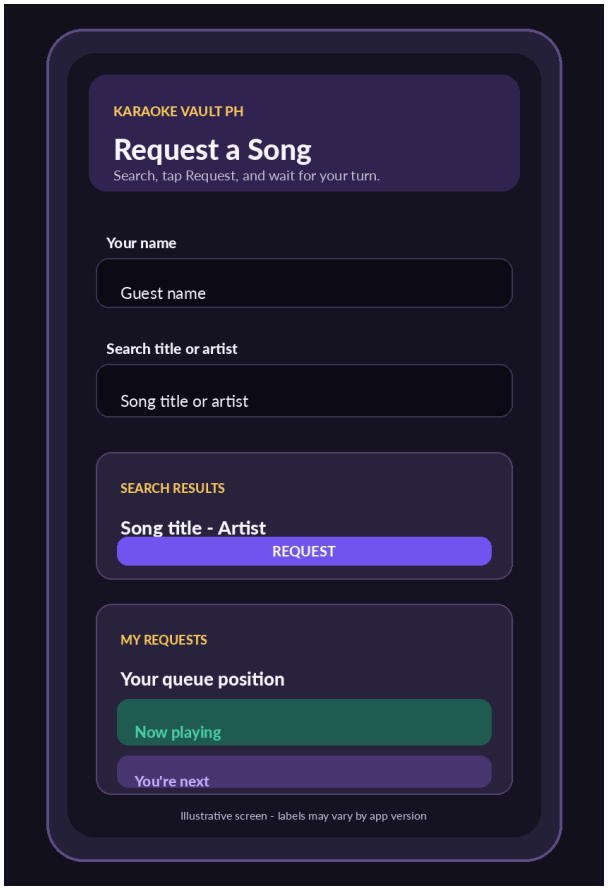
3. Check the local karaoke library

Karaoke Vault PH Local plays karaoke videos from your own local MP4 library. The official setup checklist identifies Library ready as the first item to complete.

1. Open Library from the left-side navigation in the Windows app.
2. Use the library management option to scan or import the folder that contains your MP4 karaoke videos.
3. Wait for the import / scan to finish and confirm that songs are listed or counted as available.
4. Search for a few known songs and test that the correct files appear.
5. Play a test song before guests start making requests.

FILE PREPARATION Keep your karaoke MP4 files in a stable folder on the Surface Go or attached drive. Avoid moving or renaming the files after scanning the library, unless you plan to scan the library again.

4. Connect the guest phone and request a song



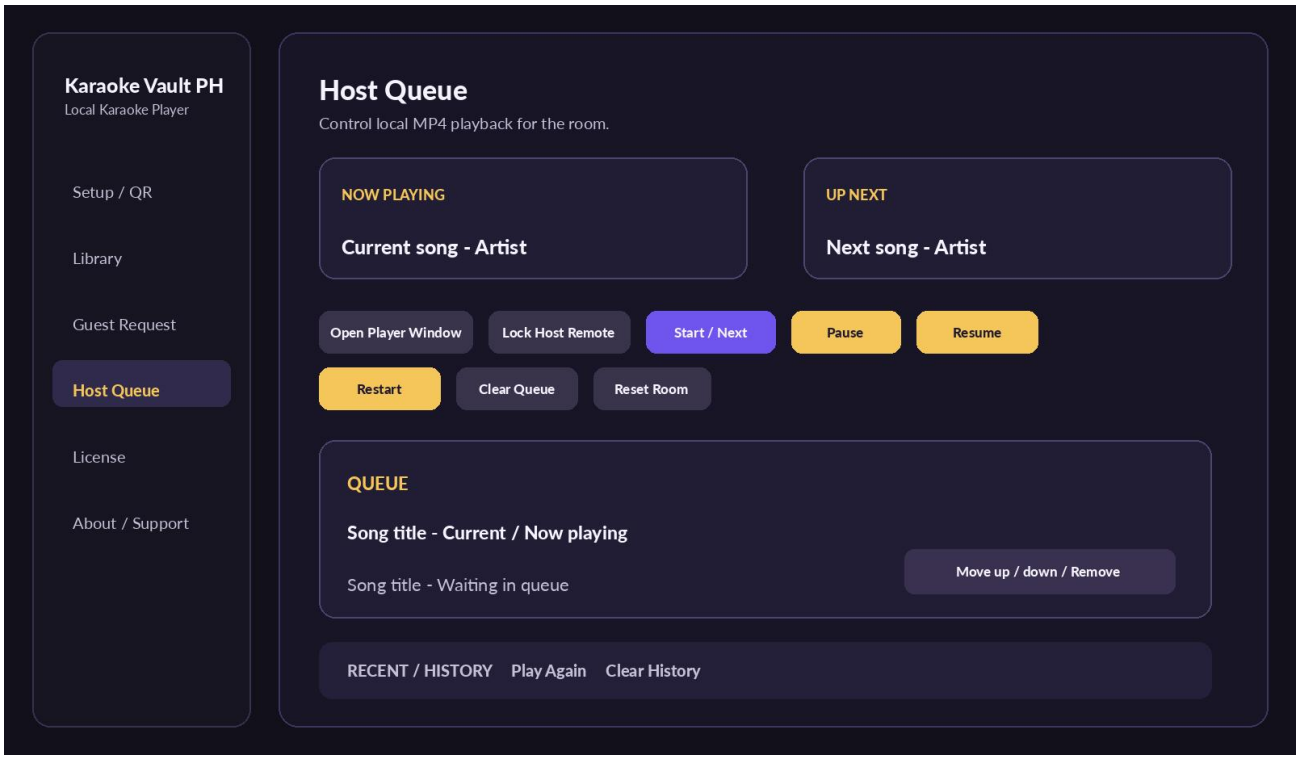
Guest request page reference. The fields and queue cards are shown as a simplified visual guide.

1. Confirm that the guest phone is connected to the same hotspot / Wi-Fi network as the Surface Go.
2. Open the phone camera and scan the live Room QR code displayed in the Local app. If scanning is not possible, type the local room address shown by the app into the phone browser.
3. On the Request a Song page, enter the guest name in the Your name field.
4. Type a song title or artist in Search title or artist.
5. Review the search results and choose the correct karaoke version.
6. Tap Request once. The request should be added to the queue; avoid tapping repeatedly because that can create duplicate requests.
7. Check My Requests / Your queue position to see whether the song is waiting, next, or playing. Use Cancel only for a request that the guest wants to withdraw, when that option is available.

GUEST REMINDER Guests use their phone browser; they do not need to operate the Surface Go or touch the host controls. The guest QR code opens the song-request room, not the host queue.

5. Use the host remote to manage the queue

The Host Queue screen shows the current song, the next song, queue controls, and recent / history. The official Local page documents controls for starting, pausing, resuming, restarting, removing, reordering, and replaying songs.



Host Queue reference layout based on the official Local page screenshot.

Open host controls

1. Keep the host phone connected to the same Wi-Fi / hotspot as the Surface Go.
2. Open the Host Queue / host access page using the host entry point or address provided by your installed Local app.
3. Confirm that the page shows the same Now Playing and Up Next information as the player.
4. Keep the player window open on the Surface Go while using the host phone to manage the queue.

HOST-PHONE ADDRESS The public Local page shows the Host Queue screen and its controls, but it does not publish a separate phone-only host URL. Do not guess a URL or use the guest QR as a substitute. Use the host access path provided by your installed build. If your build does not expose the Host Queue on a phone, use Host Queue from the Windows app.

Host controls at a glance

What the controls do

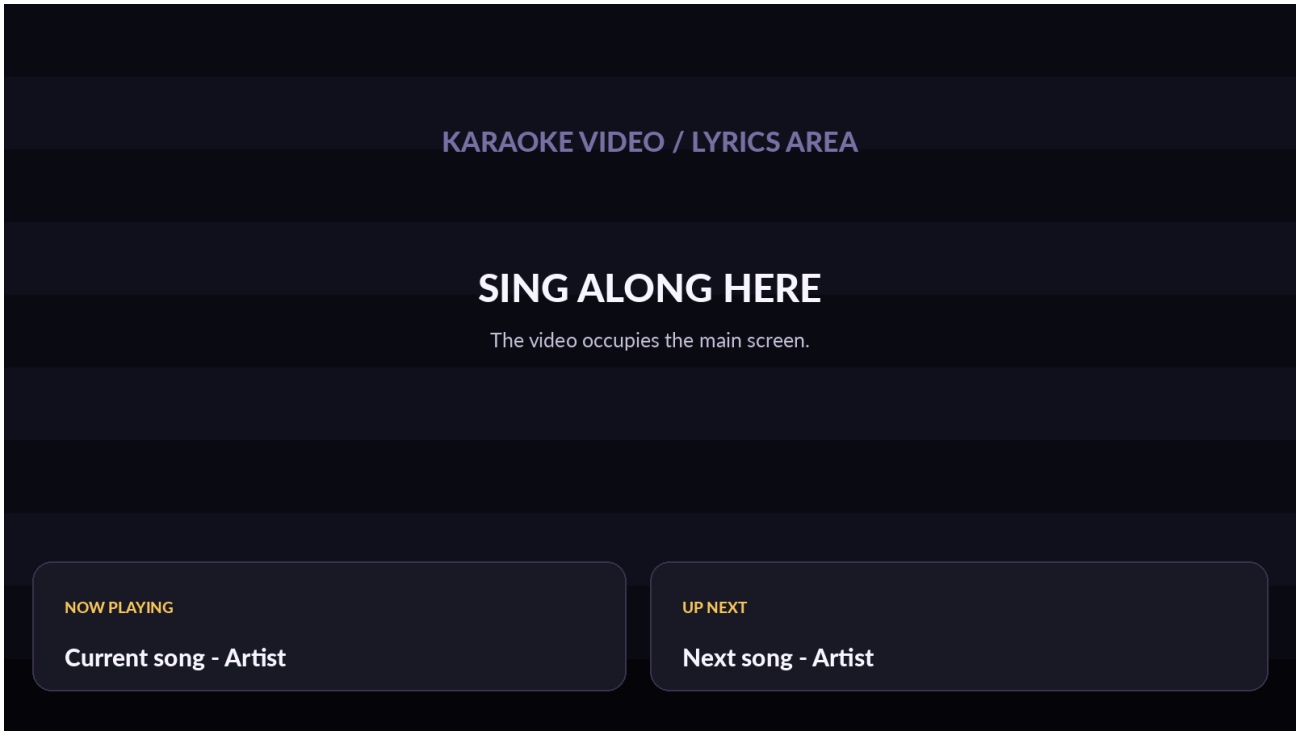
CONTROL	WHEN TO USE IT
Start / Next	Start the selected / queued playback or advance to the next song, depending on the current state.
Pause	Temporarily pause the current song.
Resume	Continue paused playback.
Restart	Play the current song again from the beginning.
Move up / down	Change the order of a waiting song in the queue.
Remove	Remove one waiting song from the queue.
Play Again	Replay a song from Recent / History.
Clear Queue	Remove the waiting queue. Check carefully before using during an event.
Reset Room	A broader room-reset control. Avoid using during a live session unless you intend to reset the room.

AUTO-PLAY The Host Queue page includes an “Auto-play when the first song is requested” option. When enabled, the first requested song can start automatically. Check this setting before guests begin requesting songs.

Recommended host routine

- Check Now Playing and Up Next before each new singer starts.
- Move waiting songs up or down when the host needs to adjust the order.
- Remove duplicate or cancelled requests individually.
- Use Clear Queue only when you intend to remove the waiting list; avoid Reset Room during a live session.

6. Play karaoke on the Surface Go



Player display reference showing the large video area, Now Playing, and Up Next.

1. From the Local app, open the Player Window / Open Player Window control.
2. Keep the player window open while the host manages the queue. The official Local page recommends keeping the Player open in a separate tab or window for stable playback.
3. **Use full-screen mode on the player display if available in your version.**
4. **Confirm that the current song and Up Next details are visible and the sound system is working.**

KEEP THE ROLES SEPARATE Surface Go = video playback and main display. Guest phone = song requests. Host phone = queue management. Do not close the player window while songs are playing.

7. Suggested event workflow

STAGE	WHAT TO DO
Before guests arrive	Connect all devices, scan the MP4 library, select the phone address, open the player, test a guest request, and test host controls.
When guests arrive	Show the guest QR code and ask each singer to enter their name before searching.
During the session	Let guests request songs. The host watches Now Playing / Up Next, reorders the waiting list when needed, and removes duplicates.
When a song finishes	Allow the next queued song to play or use Start / Next as needed.
At the end	Finish the current song, review the queue, then close the player and Local app after the session is over.

8. Troubleshooting

PROBLEM	WHAT TO CHECK
Phone cannot open the room page	Check that the phone and Surface Go are on the same Wi-Fi / hotspot. Rescan the live QR code. Confirm the selected phone IP is the active network address.
QR code opens the wrong page / does not load	Use the QR code currently displayed by the running Local app. Do not use a saved or old QR image.
Guest cannot find a song	Check that the MP4 file was imported into the Library and that the search term is spelled correctly.
Song is listed but will not play	Test the MP4 on the Surface Go. Check that the file still exists in its original folder and that it is a playable MP4.
Host page cannot control playback	Confirm same-network connection and use the host access path from the app. Do not use the guest request QR as the host link.
Queue is not changing	Refresh the relevant page once, then verify the player window is still open and connected.
Phones are connected but cannot reach the PC	Some hotspots / routers block device-to-device traffic. Try a different hotspot or router that allows local devices to communicate.

9. Pre-event checklist

- ☐ Surface Go is charged and connected to power.
- ☐ Karaoke Vault PH Local opens successfully.
- ☐ MP4 library is imported and test songs play.
- ☐ Phone address is selected and the live QR code is visible.
- ☐ Guest phone can open the request page and submit a test request.
- ☐ Host phone can open the Host Queue page, or the Windows Host Queue is ready as backup.
- ☐ Player window stays open and displays correctly.
- ☐ **Speakers and microphones are tested.**
- ☐ Hotspot remains powered and all three devices remain connected.

10. Official source and scope notes

Karaoke Vault PH Local – official product and setup page

This guide is based on the public product description, setup checklist, feature list, and published screen examples on the official Local page, checked on 4 November 2026.

The official page documents local MP4 playback, same-Wi-Fi phone requests, QR / local-address setup, the guest request flow, Host Queue controls, and a separate player display. It does not publish a complete manual for every installation-specific setting or a separate phone-only Host Queue URL. For those details, follow the controls and access information shown in your installed version or ask Karaoke Vault PH support.

READY TO SING? Run one complete test: scan the guest QR, request a test song, confirm it appears in Host Queue, start playback, and verify that the Surface Go displays the video and audio.