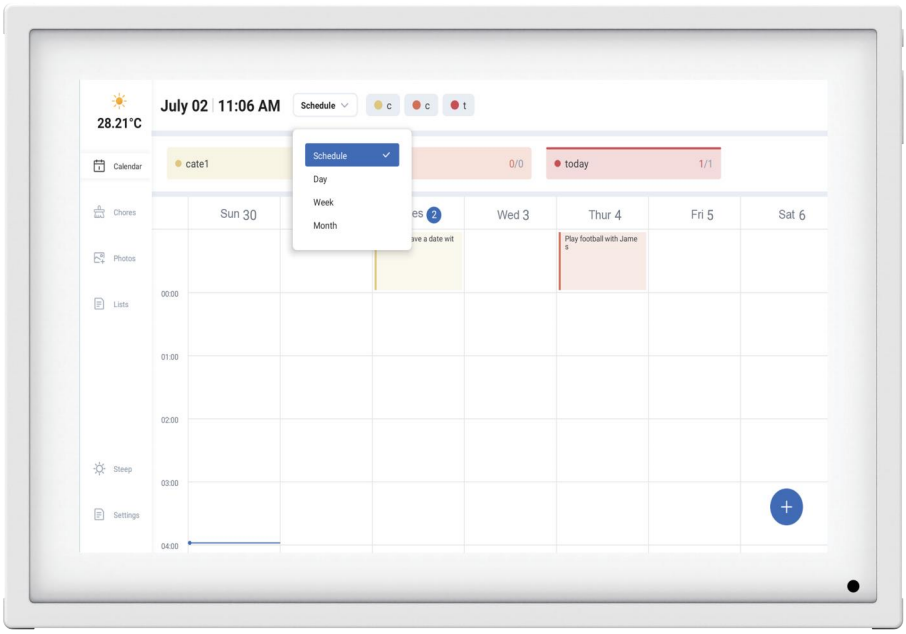
User Manual



eCalendar

Photo Frame

Download the eCalendar App

Down load on the App Store

GET IT ON Google Play

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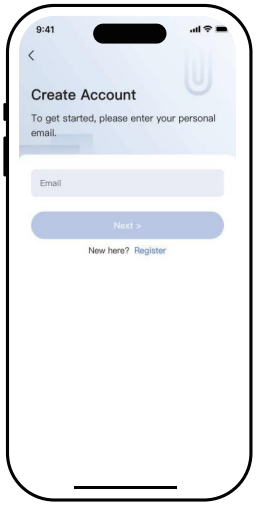
Introduction

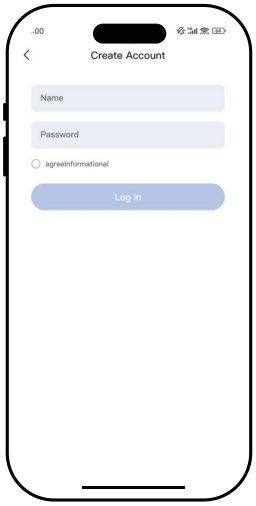
Congratulations on your eCalendar purchase! We are excited to help you lighten the mental load of keeping track of everyone's busy schedules so you can get back to enjoying what matters most to your family.

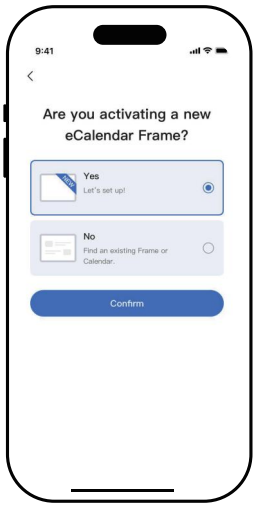
We are always looking to improve and evolve our product, new features will be downloaded automatically to your device or mobile app, and you' ll be notified through emails , push notifications, and in-app messages.

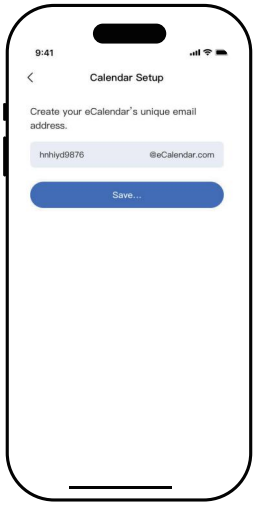
Get the App and Create Account

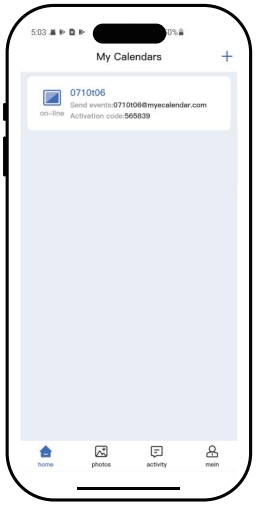
You'll need the free eCanlendar app to use the features of your eCalendar to their full potential. Download the app on Google Play or APP Store and get started





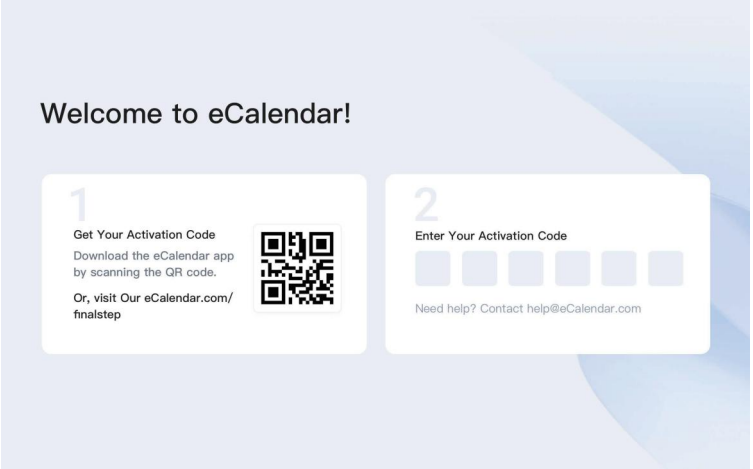






Initial Setup on Device

Turn on your eCalendar, select language, connect to wifi and choose the time zone and city, then enter your 6-digit activation code to get started.

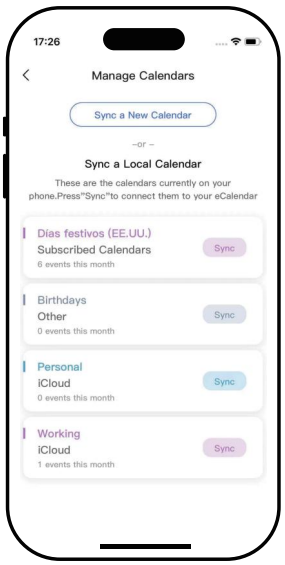


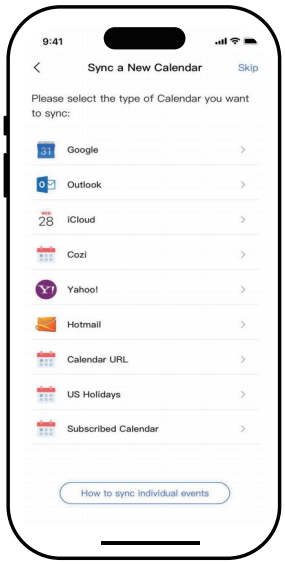
Syncing a New Calendar

Syncing can only be done through the app.
When you sync a source calendar (like Google, iCloud, Outlook) with eCalendar any changes on your source calendar will automatically show up on the digital calendar.

1.Open Sync in the home screen.

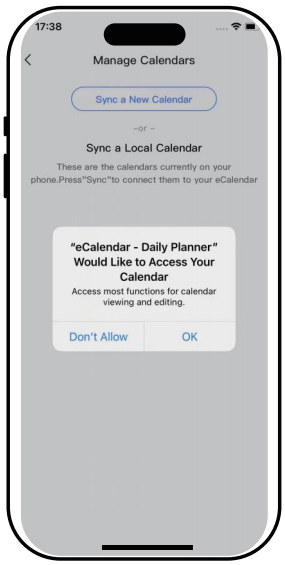
2. Select "Sync a New Calendar".

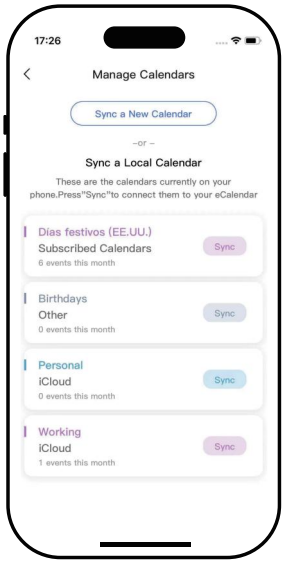




Syncing a Local Calendar on Your iPhone

1. Please first have access to a local calendar on your iPhone, not available on Android phones
2. Choose a local calendar and press Sync to start the syncing process.

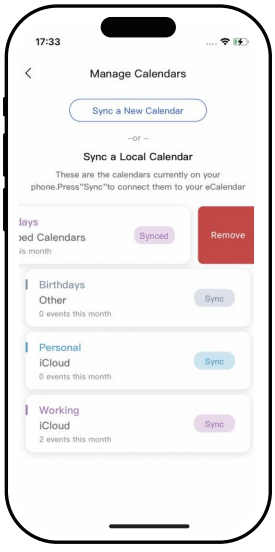


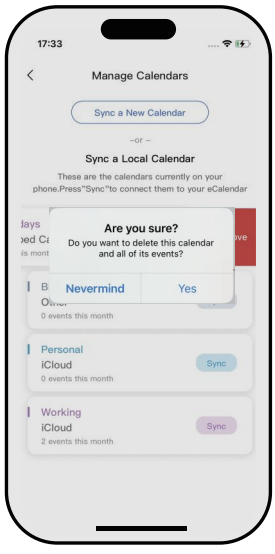


Deleting a Synced Calendar

1. Press Edit in the top right of the Manage Calendars screen
2. Press the trash can icon next to the calendar you want to delete
3. Press Yes.

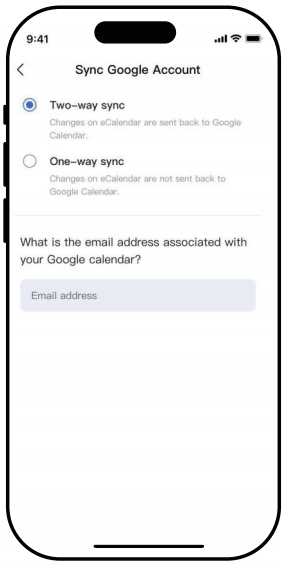
The Category associated with your synced calendar will still remain after you remove your synced calendar. You will need to delete the Category separately.

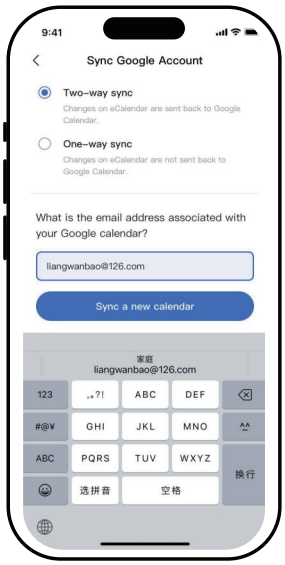


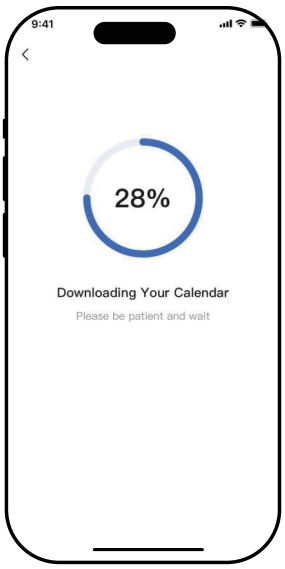


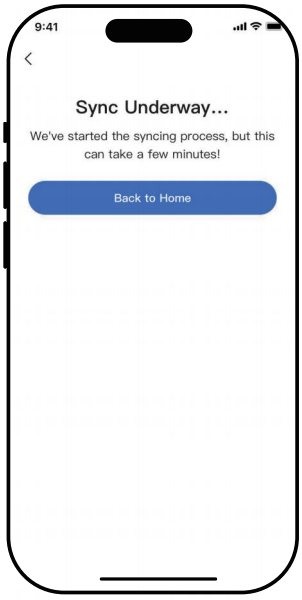
Google Calendar

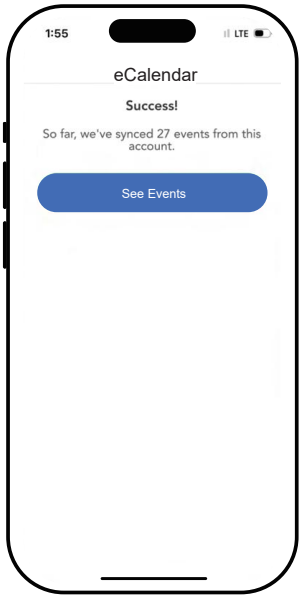
If you’re syncing a work calendar that uses Google Workspace, select Google.
1. Choose if you want two-way sync or one-way-sync.
2. Enter your Google Calendar email address and press Sync a new calendar.
3. Choose the account you want to sync.
4. Wait for your calendars to download.
5. Choose the calendars you want to sync and press Sync Calendar.
6. Tap See Events to complete.





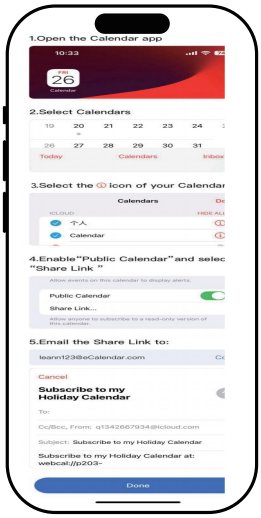


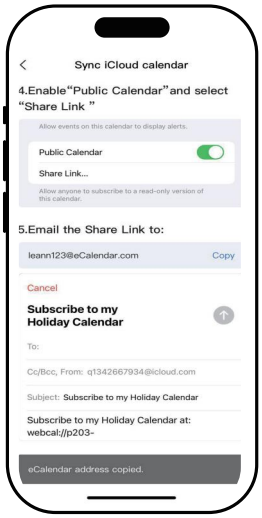




iCloud Calendar

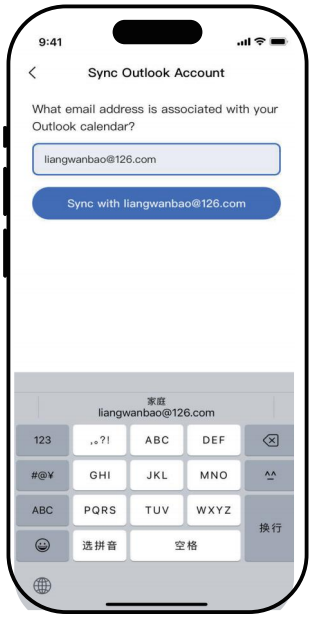
1. Open the Calendar app.
2. Select Calendars at the bottom.
3. Select the icon next to the calendar you want to sync.
4. Enable Public Calendar and select Share Link.
5. Email the Share Link to your calendar address (e.g., leann123@eCalendar.com)

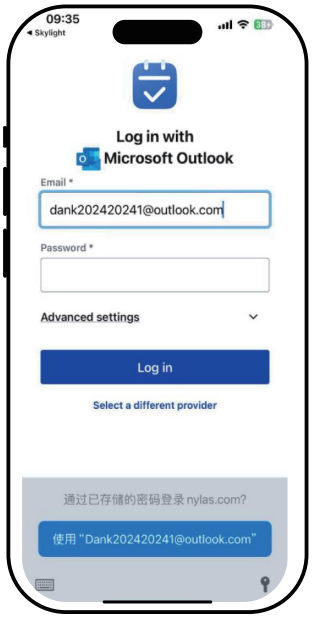


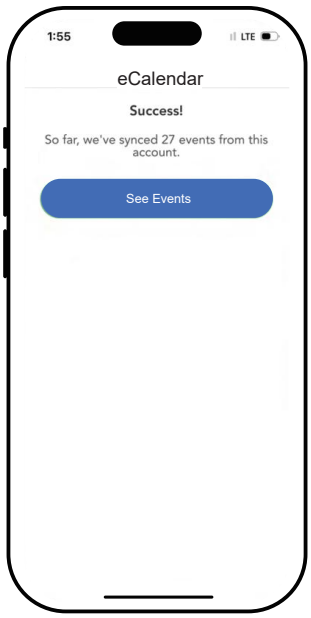


Outlook

1. Enter your Outlook email address.
2. After login, reopen the app.
3. Choose the calendars you want to sync and press Sync Calendar.
4. Tap See Events to complete.





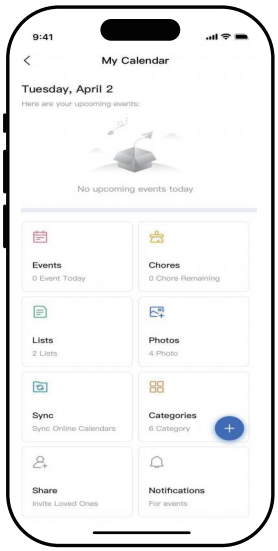


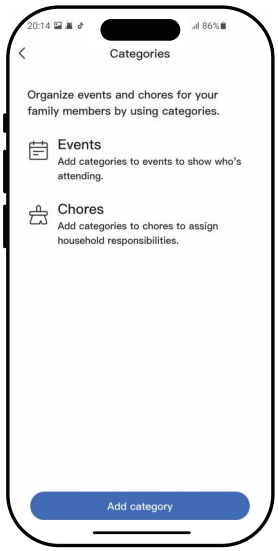
We're actively working on other new calendars to make them accessible in the near future.

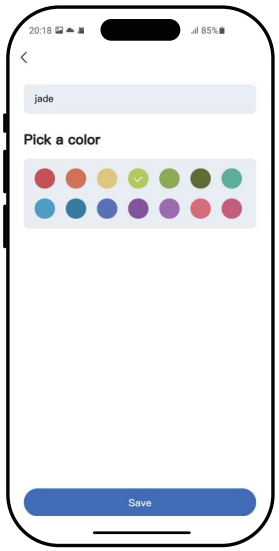
Setting Up Categories / Color Coding
Creating & Editting a Category

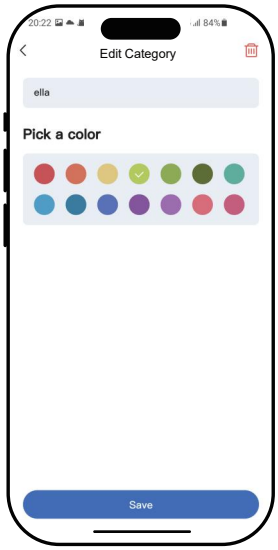
Categories can only be created in the mobile app.

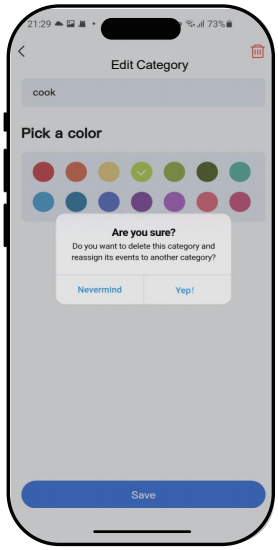
1. Press Categories.
2. Press Add category
3. Enter a person's name, choose a color, and press Save.
4. Edit Category details and press Save.
5. Press " " to Delete a Category(Category deletion can only happen in the app.)





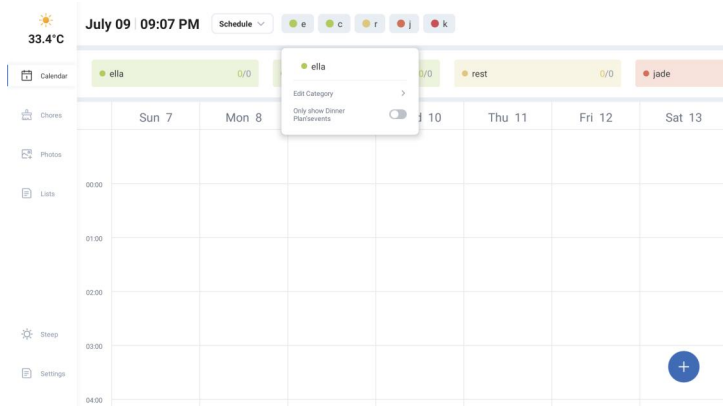




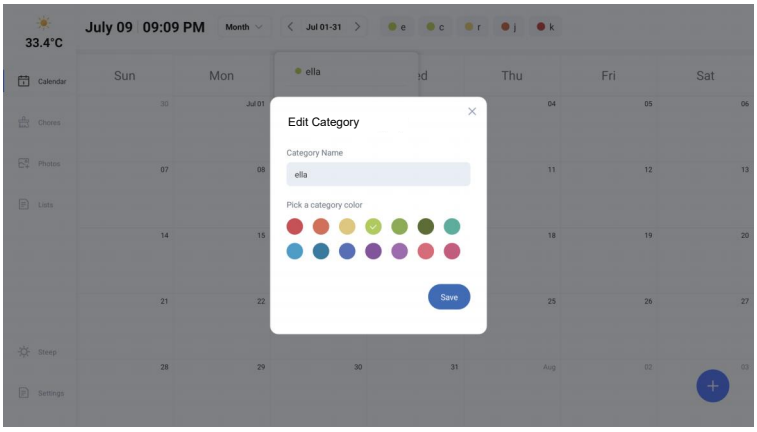


Device

1. Tap the Category circle in the top left corner and press Edit Category. You can swipe through this Categories list if needed.



2. Edit the Category name or Category color and press Save.



Events

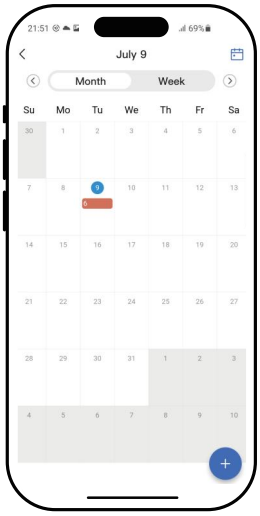
Viewing Events

You can see your events in different views on the app and device to best suit your needs.

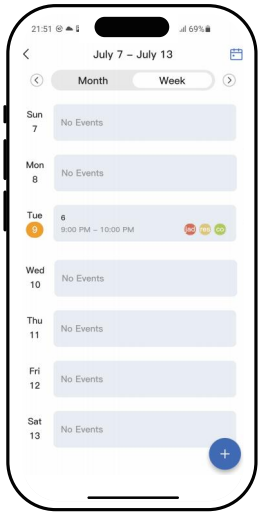
App

You can view your events in a Month or Week view. Tap into an event to view details.

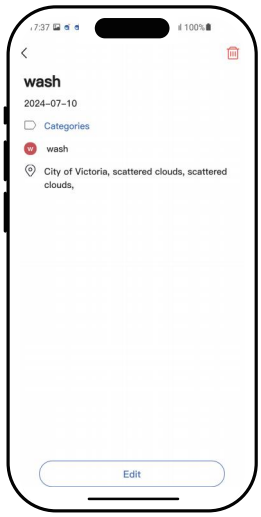
Tap to view events today, depending on the view you're on.



Month View



Week View

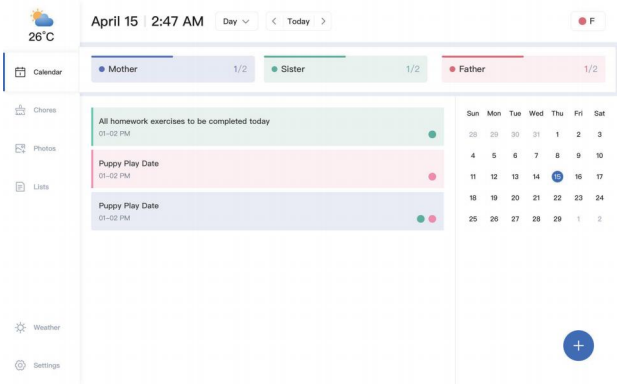


Event Details

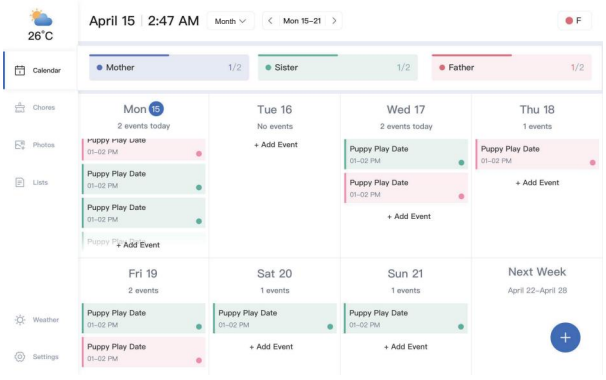
Device

You can view your events in a Day, Week, Month, or Schedule view. Schedule view can be configured in Settings to display between 1 and 7 days.

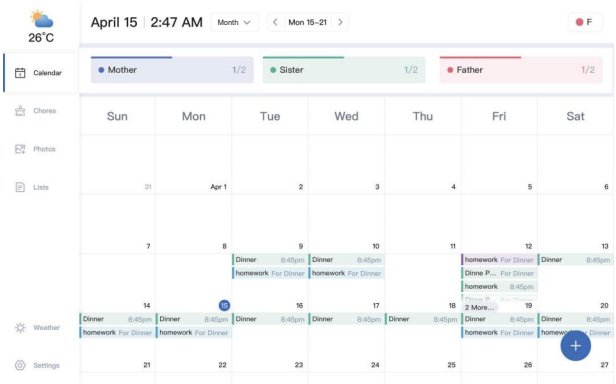
Tap into an event to view details. You can pinch and zoom to show more or fewer hours in the day.



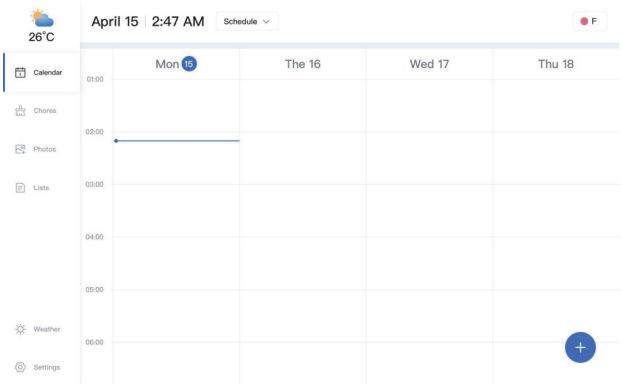
Day View



Month View



Month View



Schedule View

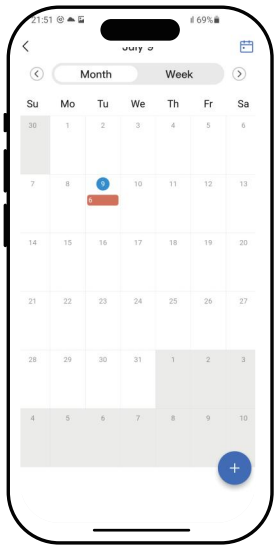
Creating Events

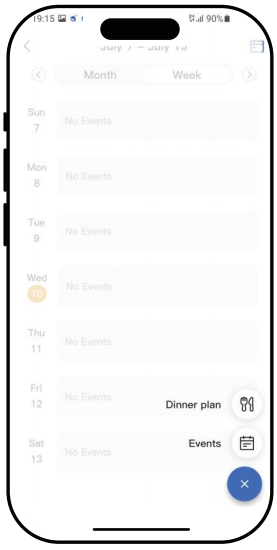
You can create events on your eCalendar from both the mobile app and the device itself. Events created on the device will sync to the eCalendar app and vice-versa. If you have synced a Google Calendar with two-way-sync, changes you make with eCalendar will reflect back too.

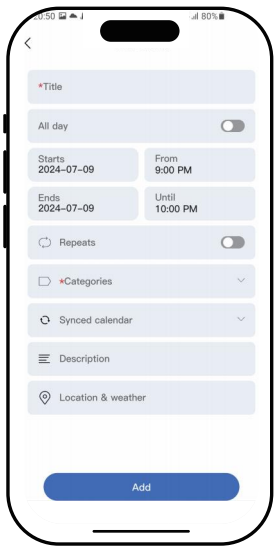
App

1. Press the ⊕ in the bottom right.
In Month View, you can press and hold on a date to quickly add an event on that date (not shown).

2. Choose Event
3. Enter your details and press Save.

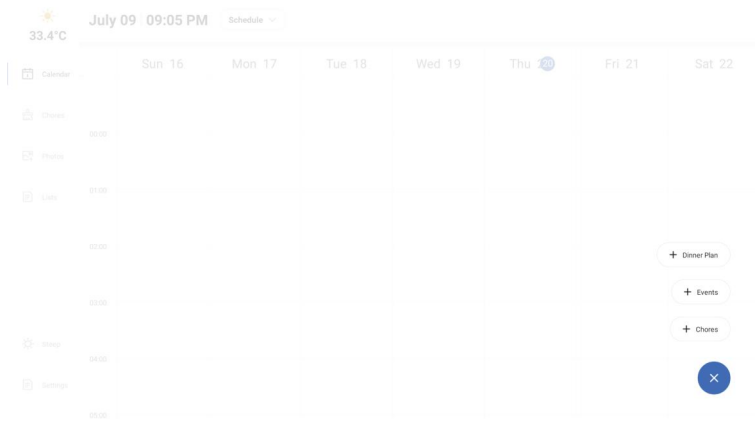




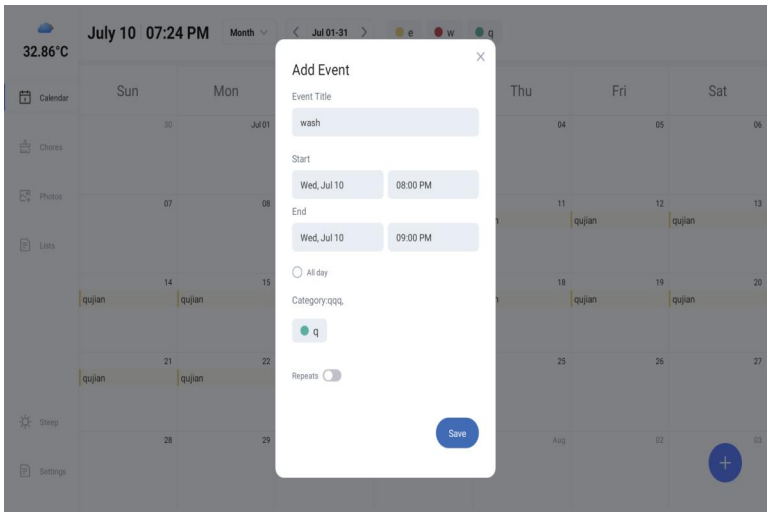


Device

1.Press the ⊕ in the bottom right corner and choose Event.



2. Enter your event details and press Save.



Recurring Events

You can create events that occur on a recurring basis. Events can recur in the following ways:

- Daily
- On certain days of the week (e.g., Tues, Thurs)
- Weekly
- Every X weeks
- Annually

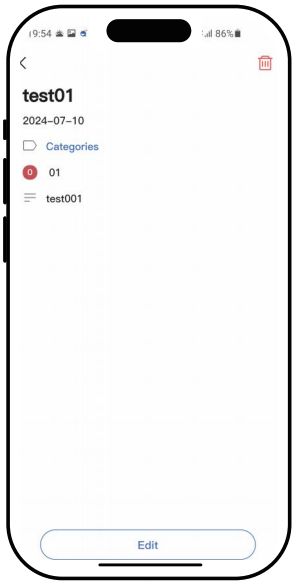
Events can also repeat until a specified end date.

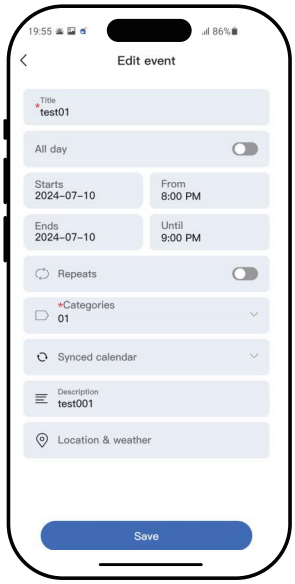
Editing Events

App

1. Open an Event's details and press Edit.
2. Edit your event details and press Save.
3. If the event is on a 2-way synced Google Calendar, the event changes will appear on your Google Calendar.

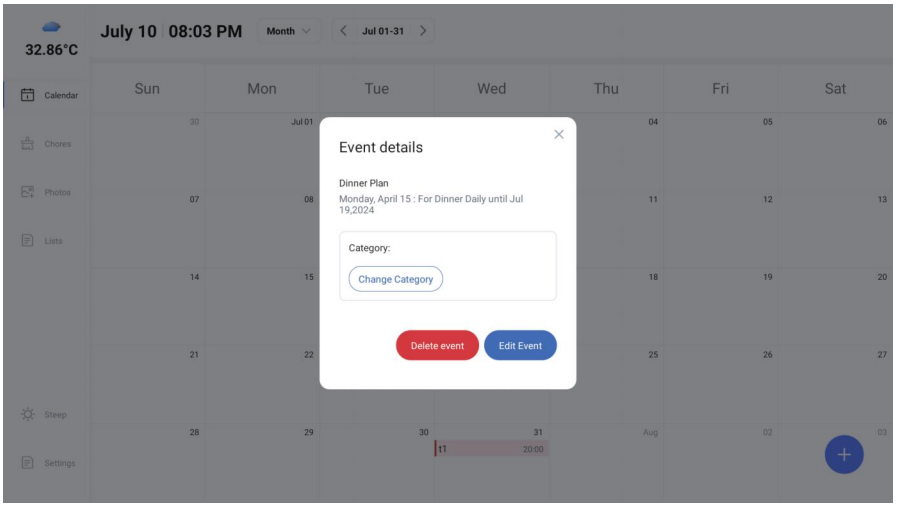
   Note for editing Google events: At this time, you can only edit single instances of a recurring event. You cannot convert one-off events into recurring events or edit recurrence rules.



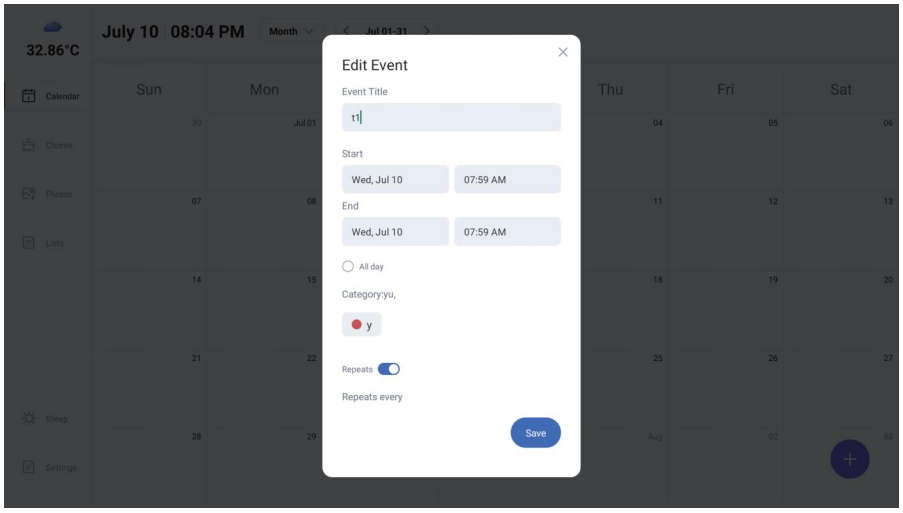


Device

1.Tap an event to view details and press Edit Event.



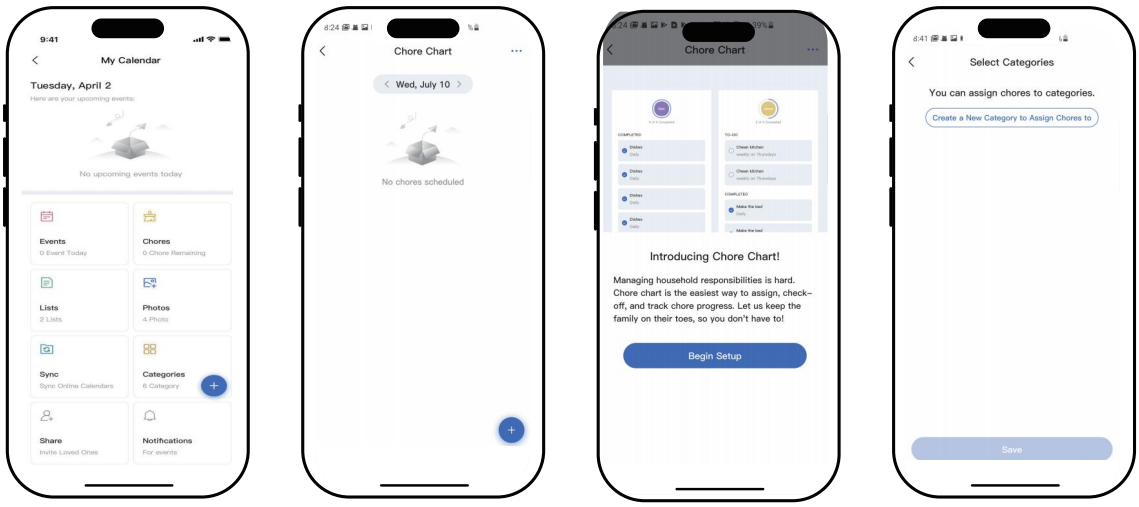
2.Enter your new event details and press Save.

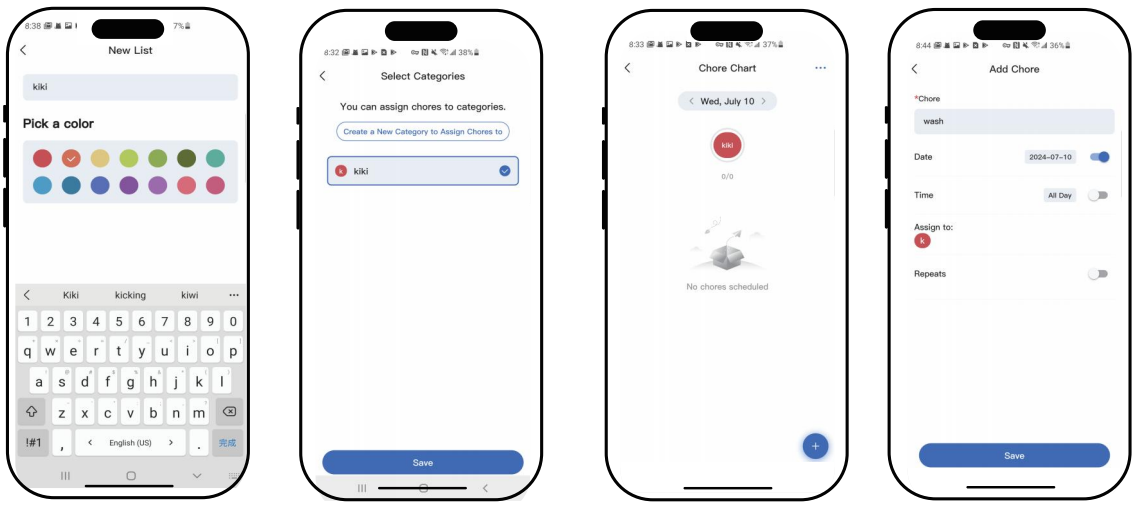


Chore Chart
APP

Chores are a great way to keep track of tasks for the whole household. There are different types of chores to account for the different things that need to get done.

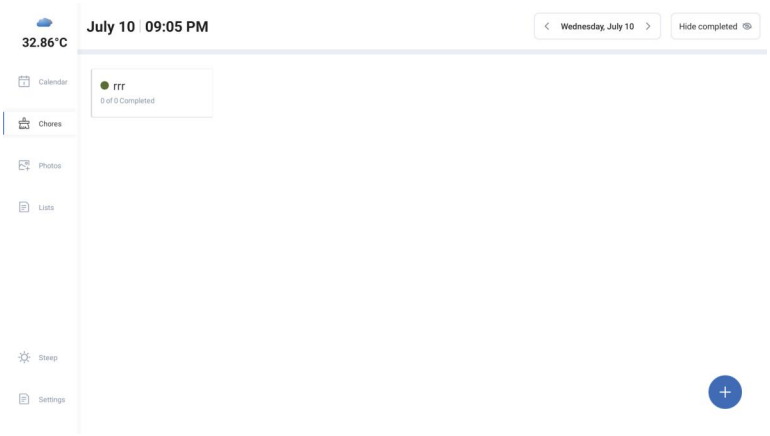
1. Press Chores
2. Tap ⊕ to create new category
3. Choose the certain category to assign chores



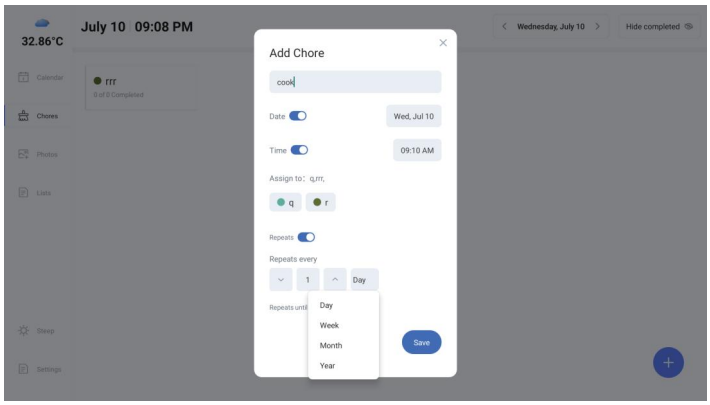


Device
Create Chores

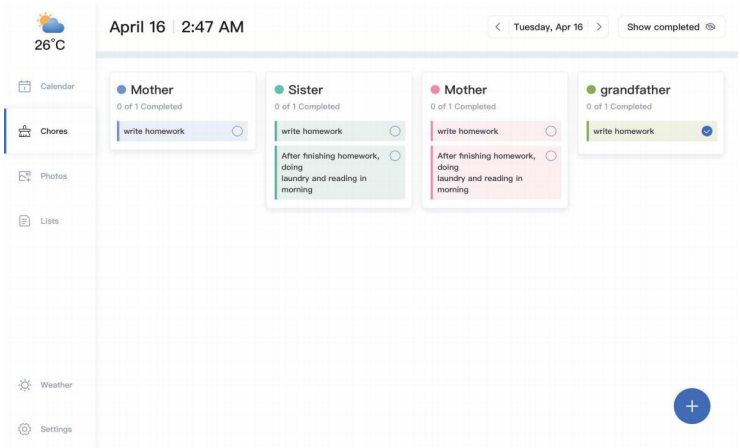
1. Press the ⊕ in the bottom right of the Chores screen to add a chore.



2. Name the chore and assign it to as many members of the family as you would like.
   This will create a separate chore for each member.
   If you want the chore to happen every day, week, or month, toggle on Repeats.

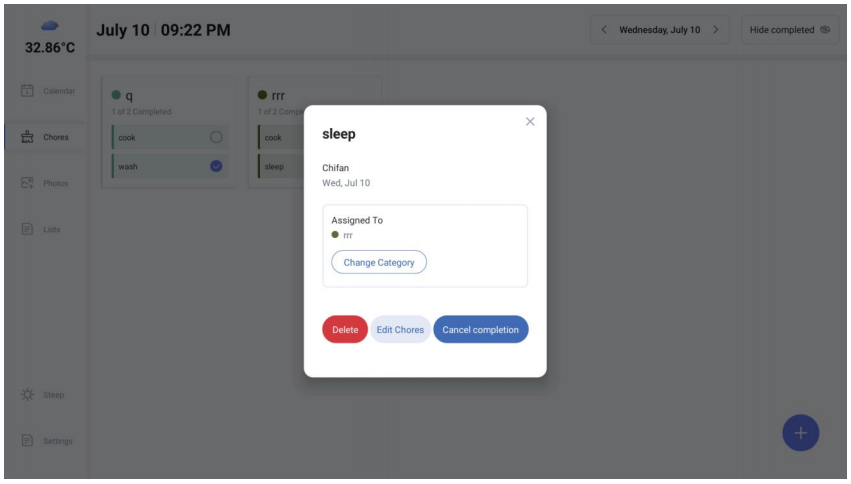


3. Press Save and your chores will be created.

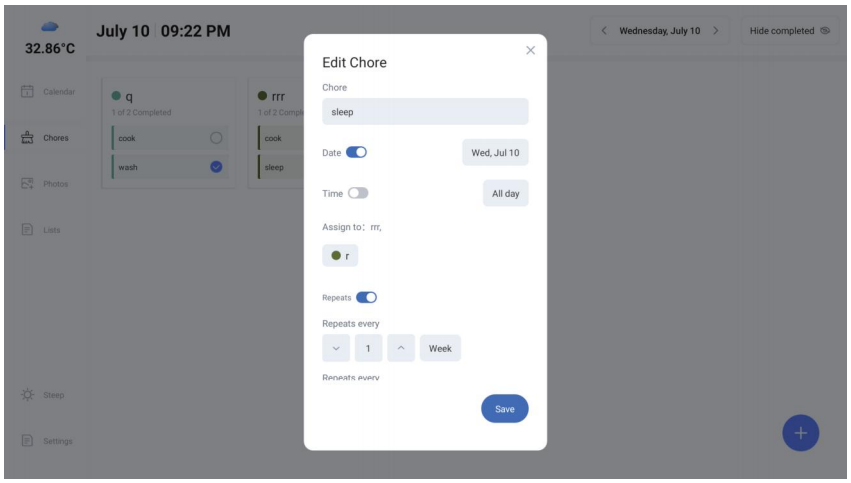


Edit Chores

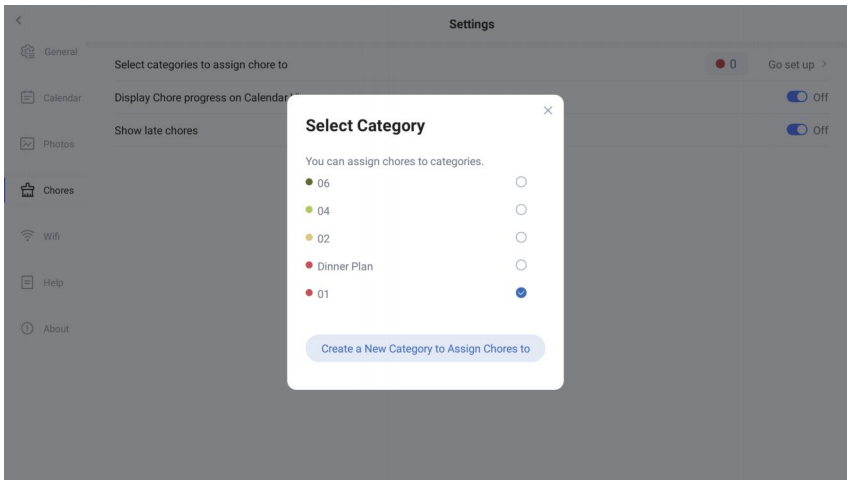
1. Tap the chore and press Edit Chore.



2. Change chore details such as the name, date, or recurrence and press Save.



3. Tap the Chores tab or tap Settings -> Chores to select family members to assign chores to

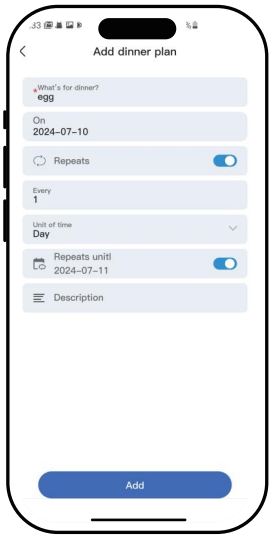


Dinner Plan

Plan dinner for the whole week or month using the Dinner Plan feature. While this feature comes with your eCalendar

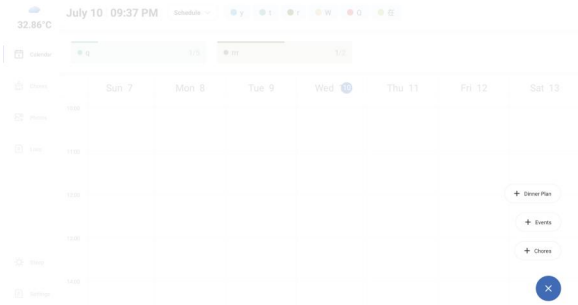
App

1. Tap Event,press the ⊕ in the bottom right corner of the home screen or events screen and choose Dinner plan.
2. Enter the dinner name, date, and details, then press Save
3. Dinner has now been added! You can see this dinner, plan in the list of events.

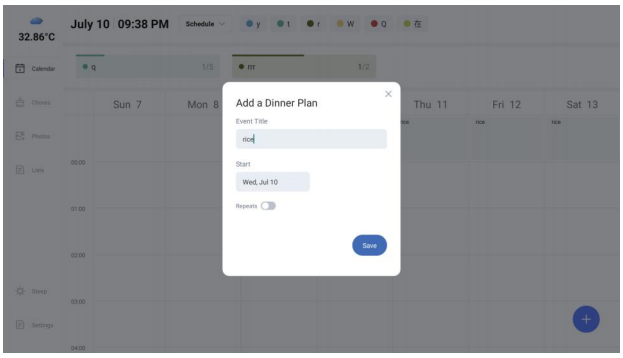


Device

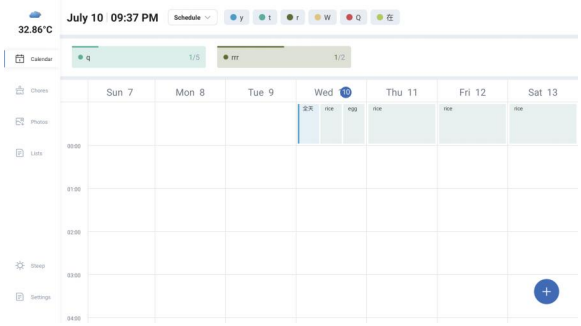
1. Press the ⊕ in the bottom right and choose Dinner plan.



2. Enter the dinner name and date then press Save.



3. Dinner has now been added! You can see this dinner plan in the list of events.



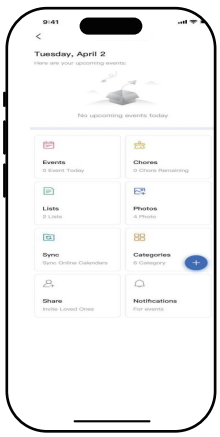
Lists

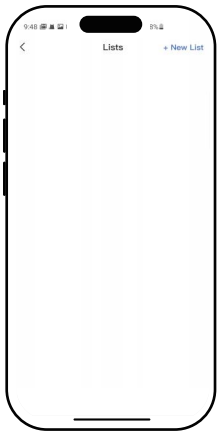
Lists sync between your eCalendar and the mobile app, keeping the whole family on the same page. You can create as many lists as you want.

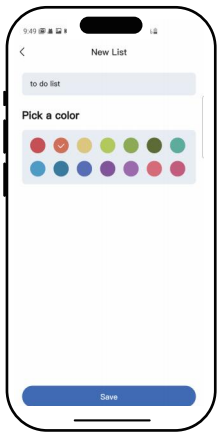
App

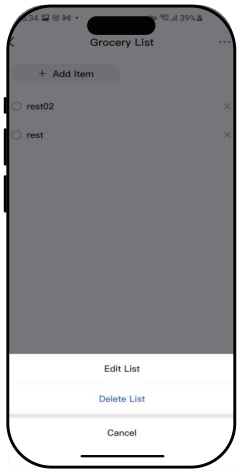
Creating Lists and Editing Lists

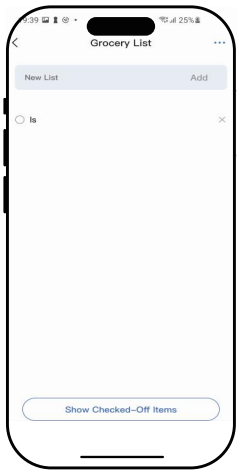
1. Open Lists in the calendar home screen.
2. Press ⊕ New List in the top right.
3. Name your list and choose a color, then press Save.
4. Your new list is ready.
5. Tap the list and add items
6. Press a list, and tap the"**...**" on the upper right corner to edit and delete
7. Tap the circle next to the items, means the item is completed, then it disappears; Tap the bottom icon "show check-off items" to show the completed items.

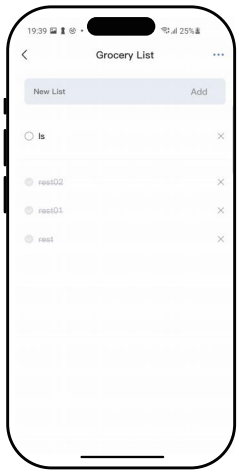






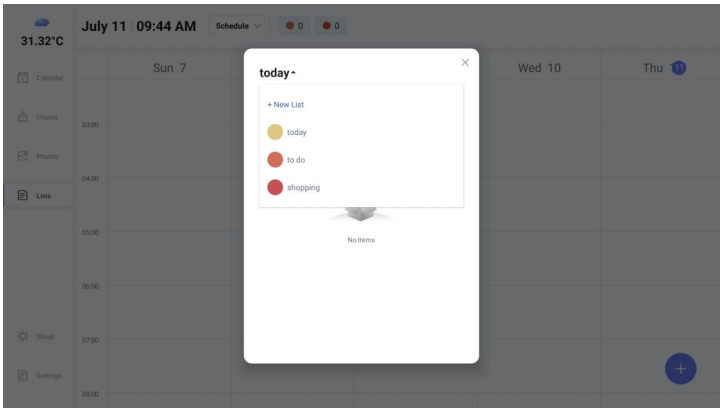


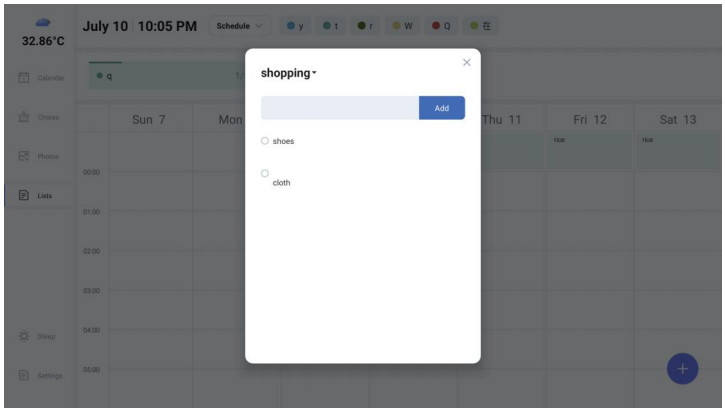


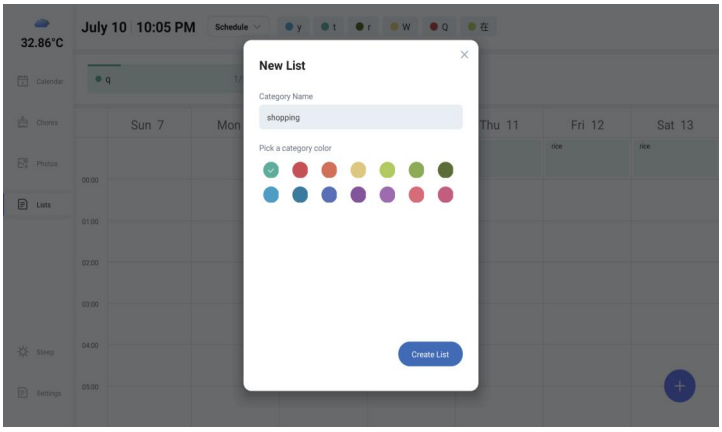


Device

1. Tap the Lists icon in the sidebar to open lists.
2. Tap the arrow next to the list name, such as Shopping List.
3. Press +New List, Enter the new list name and choose a color and list type.
4. Tap a list, and add items.

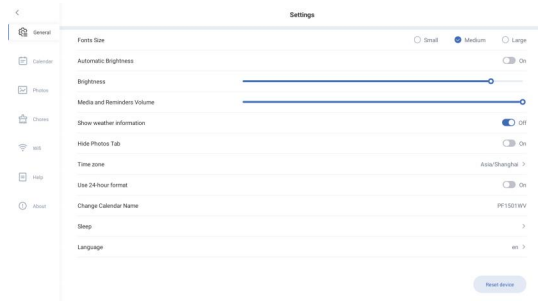


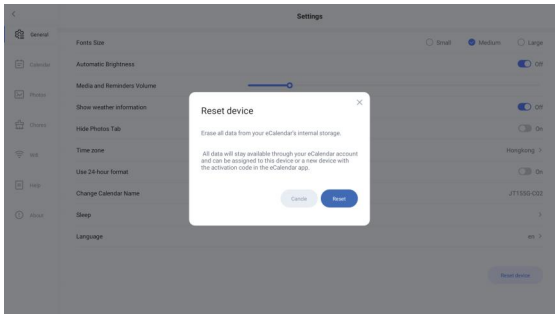




Settings -> General -> Font Size & Time Zone

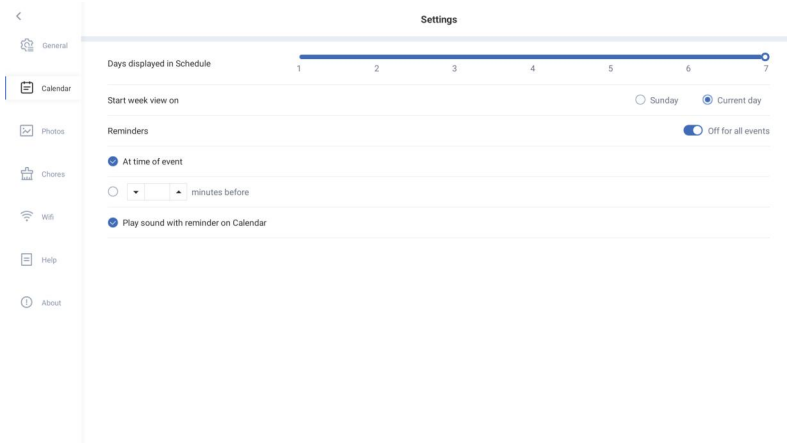
1. Choose from Small, Medium, and Large font sizes in Settings
2. Change the Time zone and languages
3. Tap the icon "Reset device" to clear the data on the device





Settings -> Calendar -> Reminder

1. Reminders
You can enable reminders on your eCalendar to alert you of upcoming events.
(Currently, in-app push notifications are unavailable)

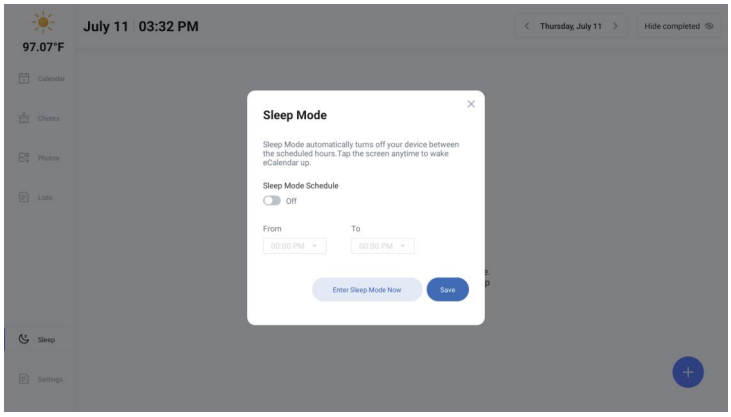


Sleep Mode

Sleep Mode turns off your eCalendar's display during scheduled intervals. Make sure your device's time zone is set properly in Settings -> Configure Time Zone.
Sleep Mode can only be configured from the device.

Scheduled Sleep and Instant Sleep

1. Tap the moon icon located in the bottom of the sidebar.
2. Toggle on Sleep Mode Schedule and choose a time for your Calendar to go to sleep and to wake up. Press Save to confirm.When your Calendar is in Sleep Mode, you can tap the screen at any time to wake the device up.
3. Tap Enter Sleep Mode Now to turn off the display. Tap the screen again to wake up your eCalendar.



FCC Caution:
Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This device and its antenna(s) must not be co-located or operating in conjunction with any other antenna or transmitter.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
-- Reorient or relocate the receiving antenna.
-- Increase the separation between the equipment and receiver.
-- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
-- Consult the dealer or an experienced radio/TV technician for help.

To maintain compliance with FCC's RF Exposure guidelines, This equipment should be installed and operated with minimum distance between 20cm the radiator your body: Use only the supplied antenna.