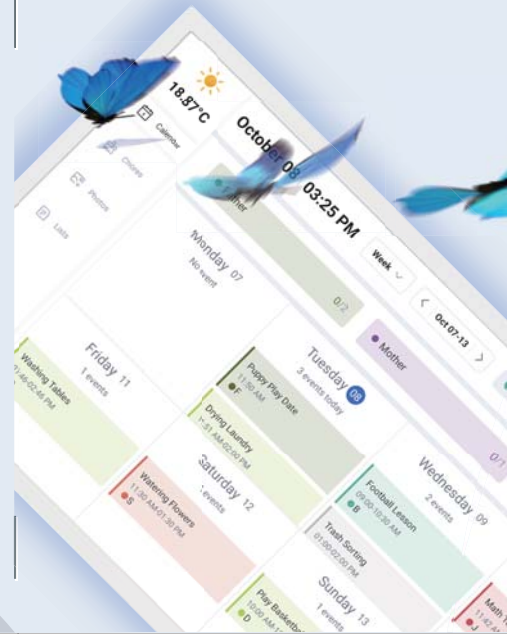


eCalendar

User Manual

Wi-Fi Digital Calendar
for Family Schedules



Cautions

Precautions and Maintenance

- For indoor use only.
- To avoid risk of fire or electric shock, do not expose the unit to moisture or condensation.
- To avoid overheating, do not block the ventilation holes on the back of the Digital Calendar.
- Keep the Digital Calendar out of direct sunlight.
- Do not dismantle the Digital Calendar. There is a risk of electric shock and there are no user-serviceable parts inside. Dismantling the Digital Calendar will void your warranty.

Cleaning the LCD Screen

- Treat the screen carefully. Because the screen of the Digital Calendar is made of glass and it would be broken or scratched easily.
- If fingerprints or dust accumulate on the LCD screen, we recommend using a soft, non-abrasive cloth such as a camera lens cloth to clean the LCD screen. Moisten the cleaning cloth with the cleaning solution and apply the cloth to the screen.

Cautions

WARNING:

To reduce the risk of electric shock, do not expose the unit to rain or excessive moisture.
This device is intended for private use and not suitable for commercial use!

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 improving 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.

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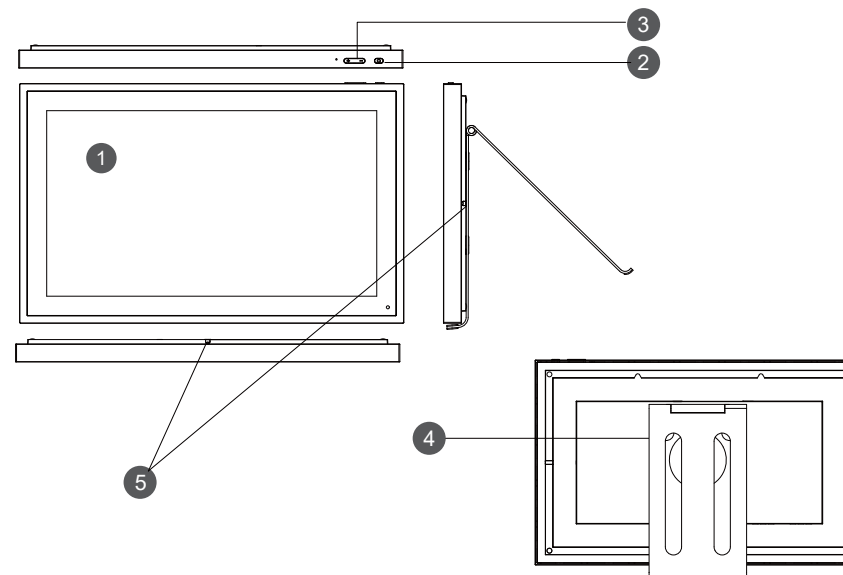
21.5" Digital Calendar For Family Schedules Overview

- ① Digital Calendar
- ② Power On/Off Button
- ③ Volume Up/Down Button
- ④ Bracket
- ⑤ DC IN

Features:

- ① Support 2.4G/5G WIFI
- ② Built-in Memory: 32GB

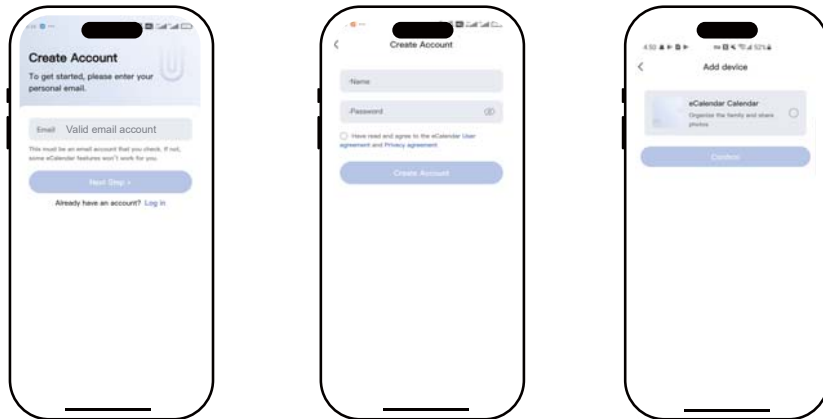
21.5" Digital Calendar For Family Schedules Overview



2. Getting Started

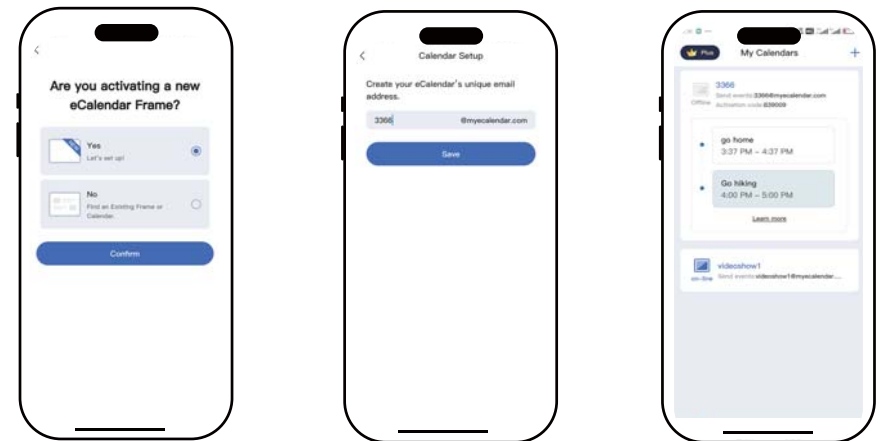
2.1.1 Get the App and Create Account

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



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2. Getting Started

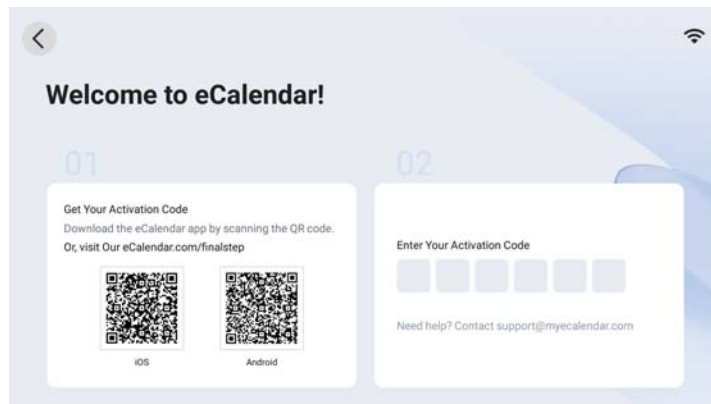


— 08 —

2.Getting Started

2.1.2 Initial Setup on Device

Turn on your eCalendar, select (your preferred) language, connect to wifi and choose the time zone and city, then enter your 6-digit activation code to get started. (PS:The weather function is activated only after you select the city)



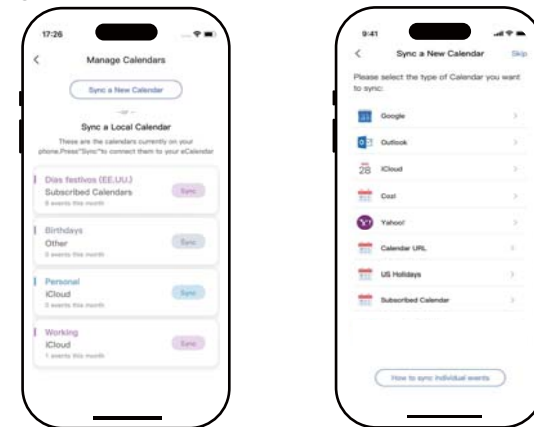
2.Getting Started

2.2 Syncing a New Calendar

Syncing can only be done through the app.

When you sync a source calendar, (such as Google, iCloud, Outlook) with eCalendar any changes on your source calendar will automatically show up on the digital calendar.

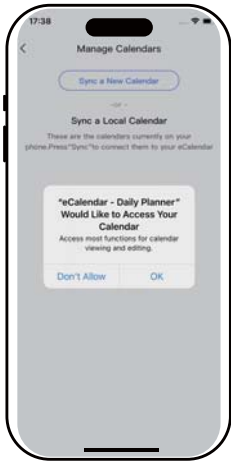
- 1.Open Sync on the home screen.
2. Select "Sync a New Calendar".



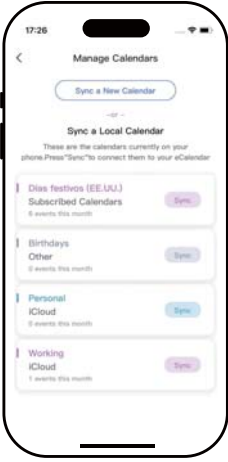
2.Getting Started

2.2.1 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.



1

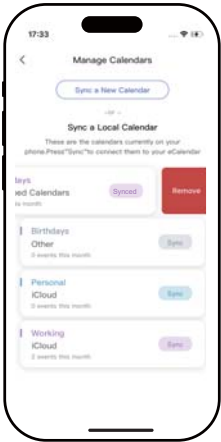


2

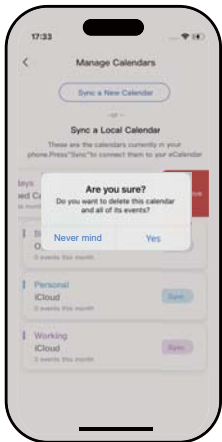
2.Getting Started

2.2.2 Deleting a Synced Calendar

- 1. Press Edit in the top right of the Manage Calendars screen
 - 2. Press the trash 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.



1-2

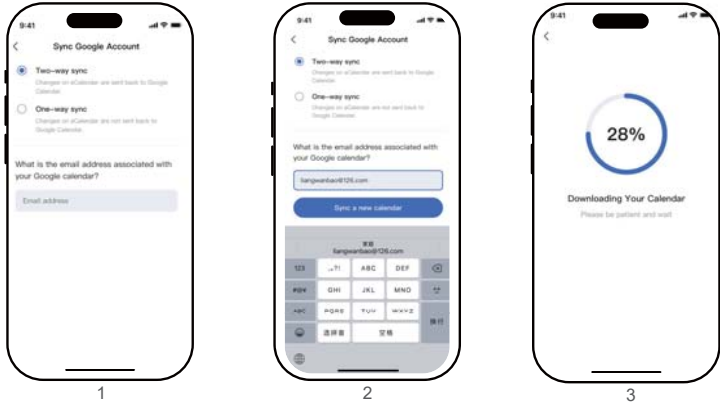


3

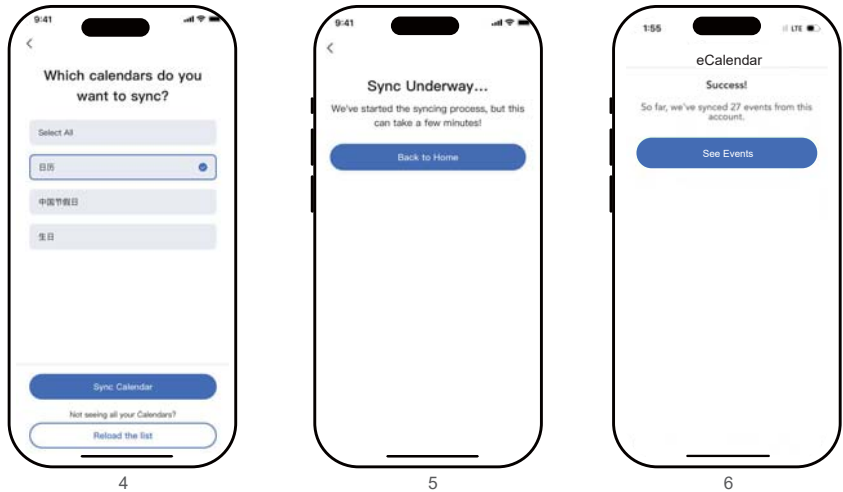
2.Getting Started

2.2.3 Syncing Google Calendar

- If you're syncing a work calendar that uses Google Workspace, select Google.
- 1. Choose two-ways sync or one-way sync as you need.
 - 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 process.



2.Getting Started



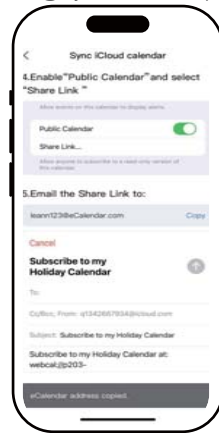
2.Getting Started

2.2.3 Syncing 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@myeCalendar.com)



1



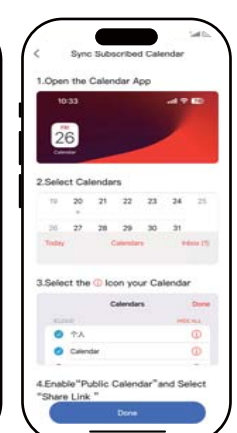
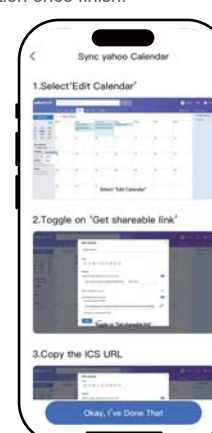
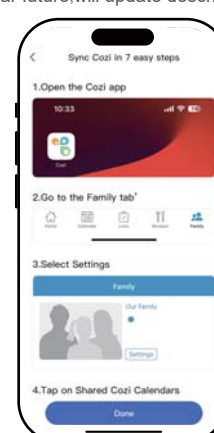
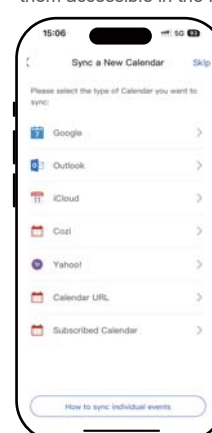
2

— 15 —

2.Getting Started

2.2.3 Syncing Yahoo/Cozi/Calendar UCRL/Subscribed Calendar

If Yahoo, Cozi, Calendar UCRL, and Subscribed calendar are to be synchronized, there will be appropriate operation steps when Subscribed Calendar is clicked to synchronize the new calendar (for details, see the corresponding detailed description in eCalendar). We're actively working on other new calendars (Outlook synchronization will be supported soon.) to make them accessible in the near future, will update description once finish.

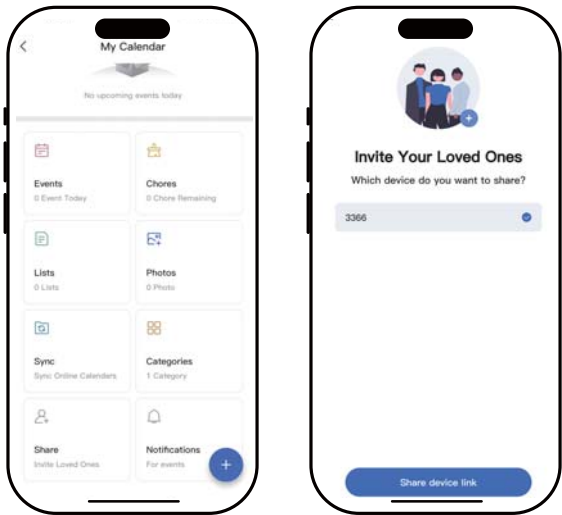


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2.Getting Started

2.3 Share

Tap Share in my calendar to invite family members to share the device (by sending a link invitation)




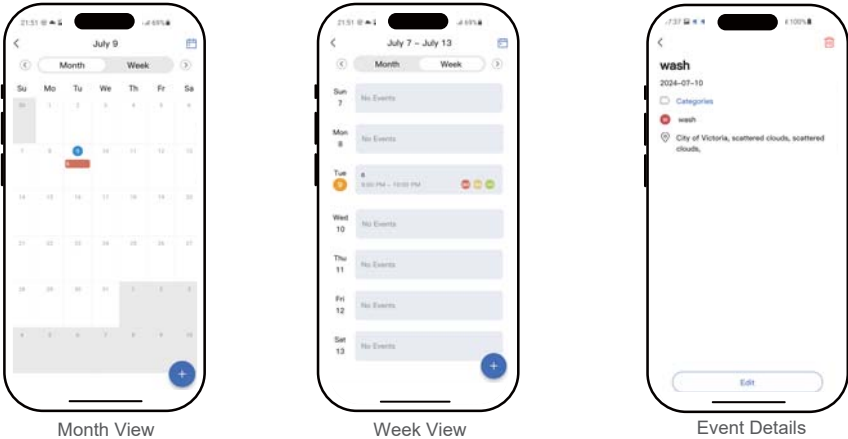
3.Operation Instruction

3.1 Events

You can view your events in different views on the app or device to suit your needs.


3.1.1 Viewing Events-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.

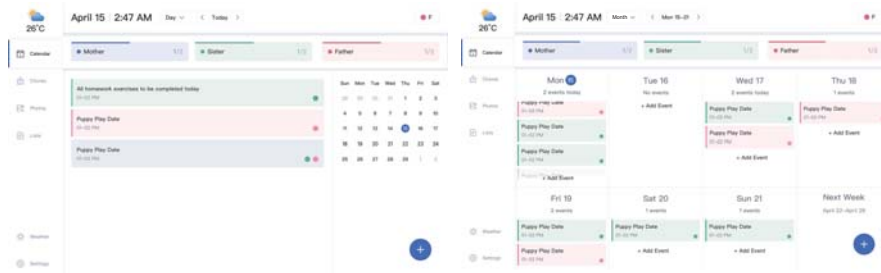


3.Operation Instruction

3.1.1 Viewing Events-Device

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

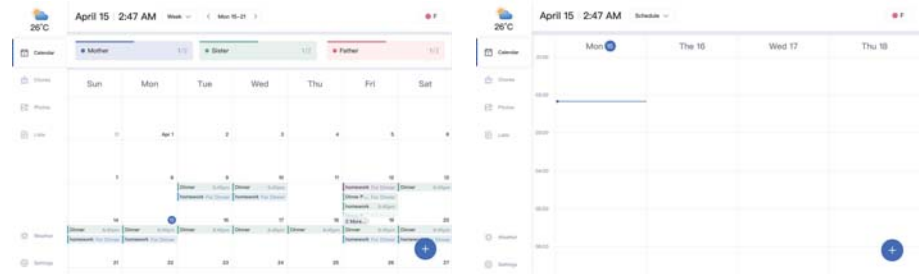
Tap on an event to view details. You can pinch and zoom to show more or fewer hours in the day.



Day View

Week View

3.Operation Instruction



Month View

Schedule View

3.Operation Instruction

3.1.2 Creating Events

You can create events on your eCalendar from both the mobile app and the device. 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.

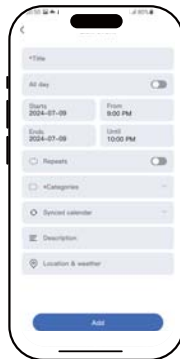
1. Press the **+** in the bottom right.
- In Month View, you can press and hold on a date to quickly add an event on that date (not shown).
2. Choose Event
3. Enter your details and press Save.



1



2

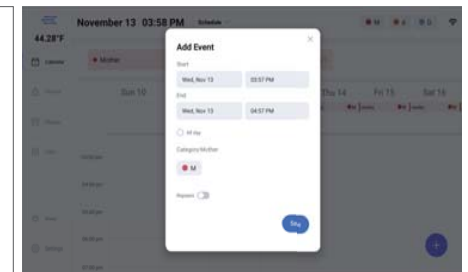


3

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3.Operation Instruction

1. Press the **+** in the bottom right corner and choose Event.
2. Enter your event details and press Save.



3.1.3 Recurring Events

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

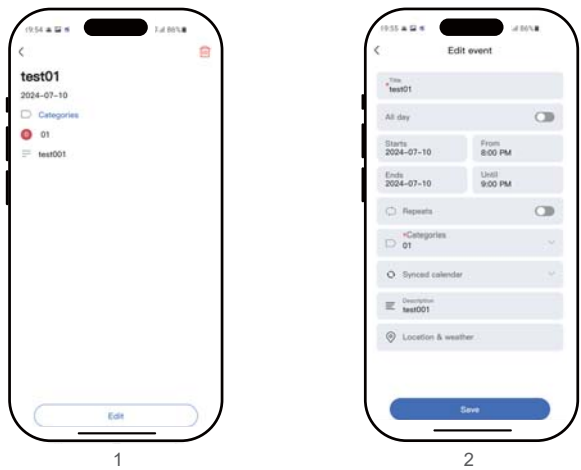
- Daily
- On certain days of the week (e.g., Tues, Thurs)
- Weekly
- Every X weeks
- Annually

Events can also repeat until a specified end date.

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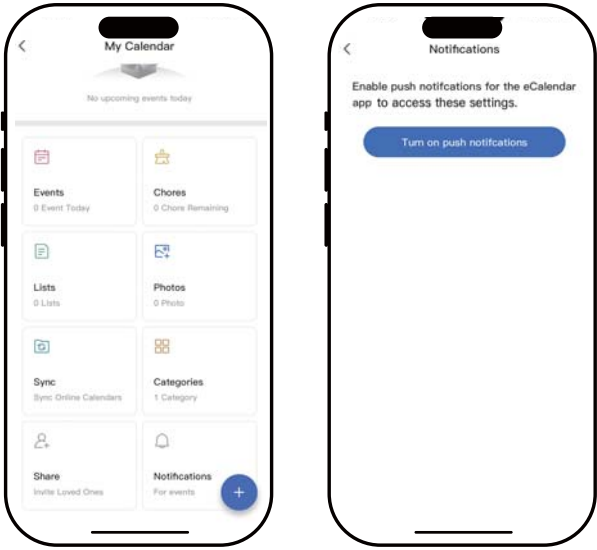
3.Operation Instruction

- 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.



3.Operation Instruction

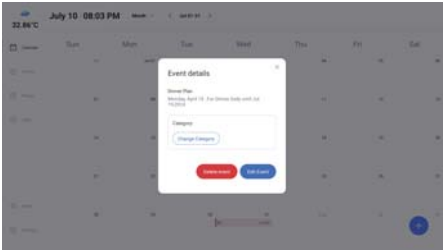
- 4. Once created, you can set notifications in "My Calendar - Notifications - Open Push Notifications".



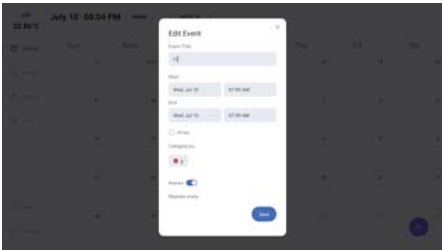
3.Operation Instruction

3.1.4 Edit Event

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




2.Enter your new event details and press Save.

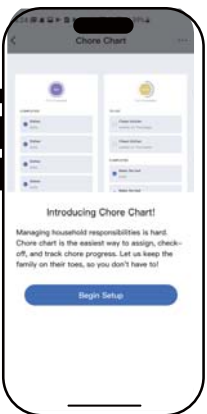
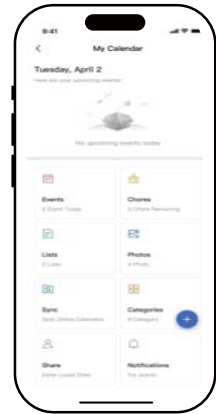


3.Operation Instruction

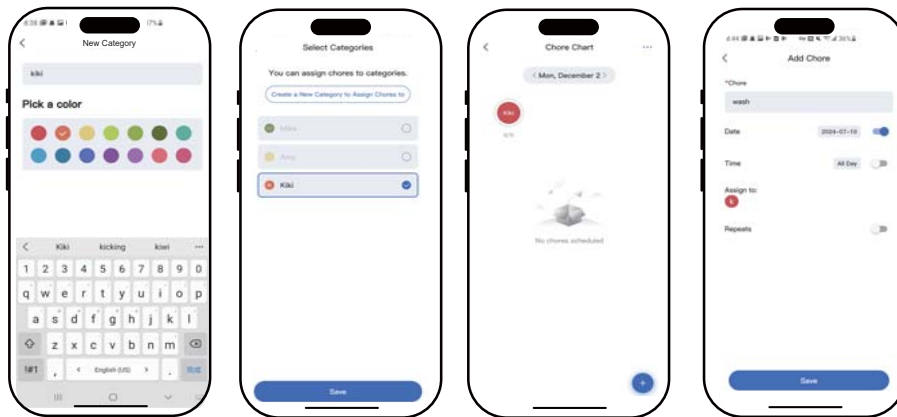
3.2.1 Chore Chart

Chores are an effective way to keep track of tasks for the entire household. Different types of chores can be created to organize the various tasks that need to be completed.

- 1.Press 'Chores'
2. Tap  to create a new category
- 3.Select a category to assign chores



3.Operation Instruction



2

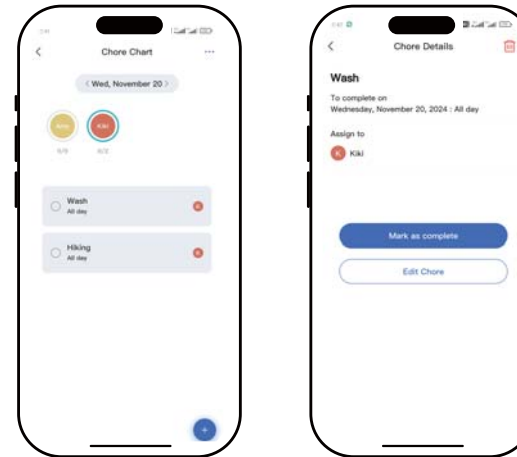
3

3

3

3.Operation Instruction

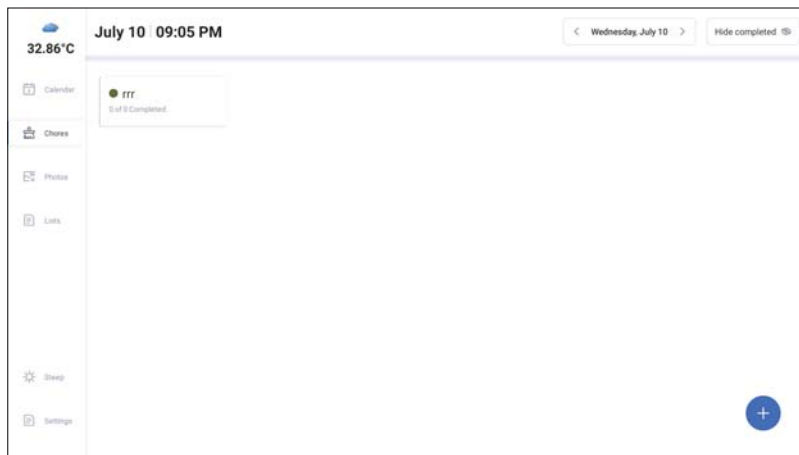
4. Click on a saved Chore to edit and delete it.



3.Operation Instruction

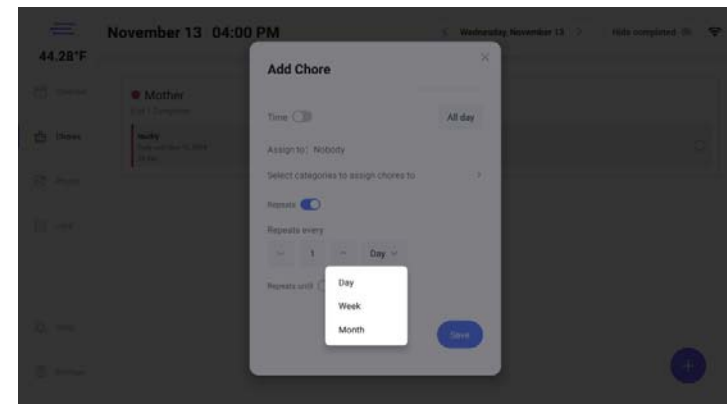
3.2.2 Create Chores

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



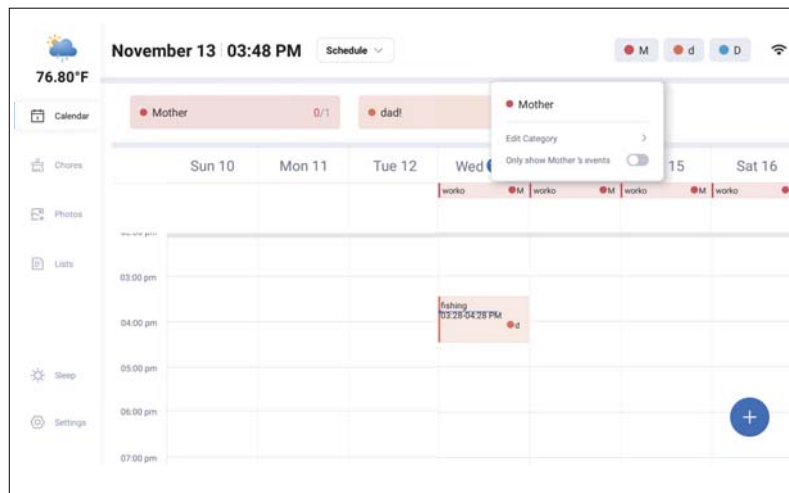
3.Operation Instruction

2. Name the chore and assign it to as many family members as you'd like. This will create a separate chore for each member.
If you'd like the chore to repeat daily, weekly, or monthly, toggle on 'Repeats'.



3.Operation Instruction

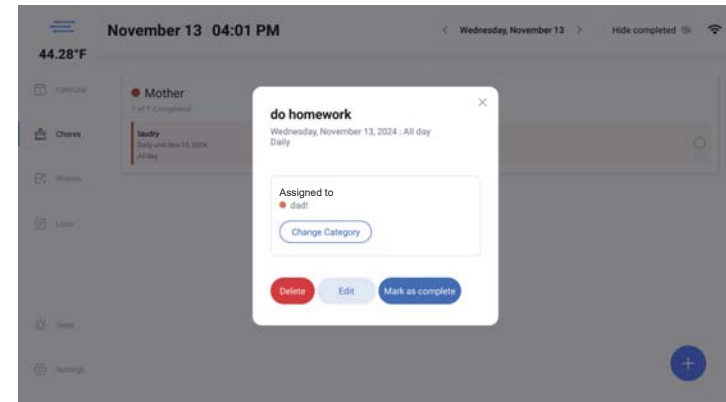
3. Press 'Save' to create your chores.



3.Operation Instruction

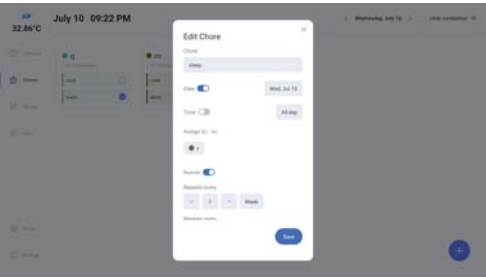
3.2.3 Edit Chores

1. Tap the chore and select "Edit Chore".

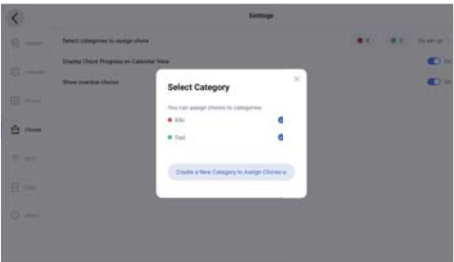


3.Operation Instruction

2.Update the 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



3.Operation Instruction

3.3 Dinner Plan-APP

Plan dinners for the entire week or month using the Dinner Plan feature, which is included with your eCalendar.

- 1.Tap 'Event', then press the + in the bottom right corner of the home screen or events screen, and select 'Dinner Plan.'
- 2.Enter the dinner name, date, and details, then press 'Save.'
- 3.3.The dinner has now been added! You can view it in the list of events."



1




2

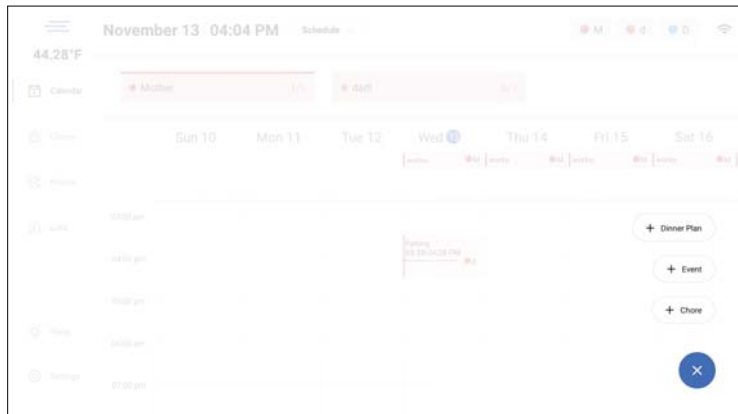


3

3.Operation Instruction

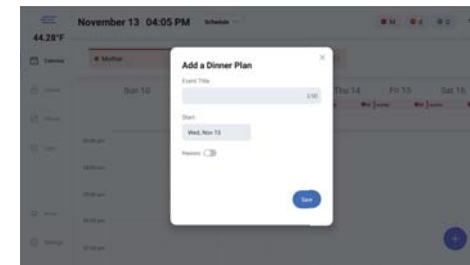
3.3 Dinner Plan-Device

4. Press the  in the bottom right corner and choose "Dinner plan".

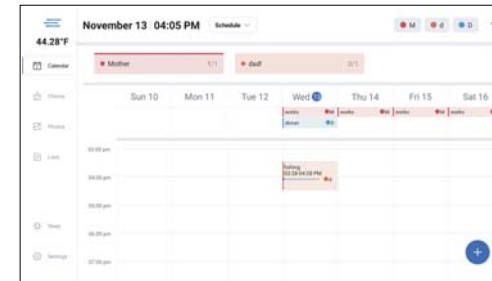


3.Operation Instruction

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



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



3.Operation Instruction

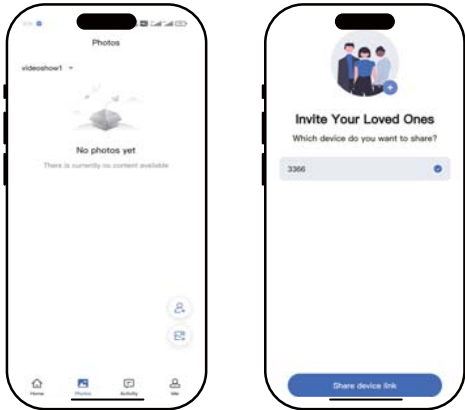
3.4 Photo & Video

The photo album supports uploading pictures and videos, and allows multiple people to share.

3.4 Photo & Video-App

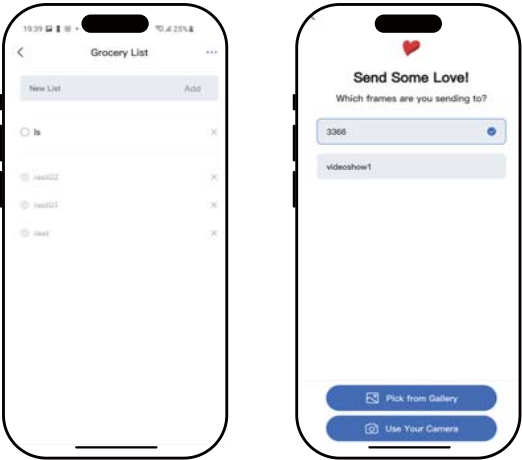
You can upload your pictures or videos using the app's photo gallery function.

1. Press the 'Add People' icon to share pictures or videos with others who use the device.



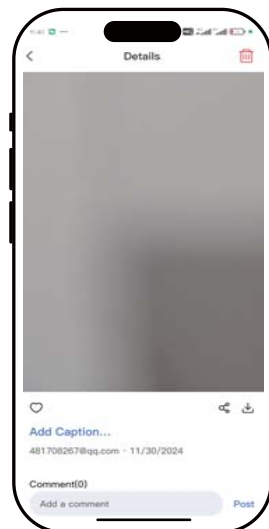
3.Operation Instruction

2. Click the 'Add Image' icon to upload an image or video, or share it with others using the shared device.



3.Operation Instruction

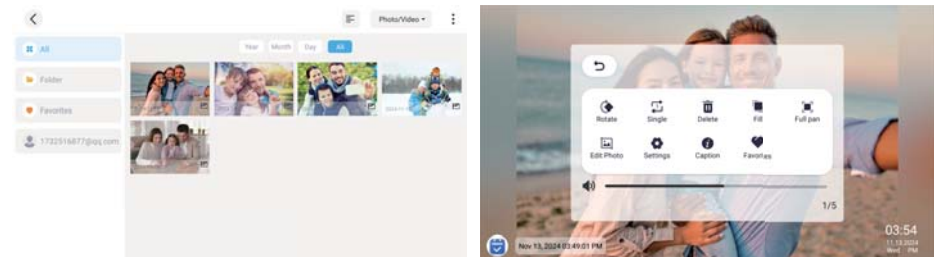
3.Click on the uploaded pictures or videos to add titles and comments.



3.Operation Instruction

3.4 Photo & Video-Device

- 1.Photo albums can display the pictures or videos uploaded from our phones.
- 2.Create folders and mark pictures or videos as favorites.
- 3.Click on an uploaded image or video to edit it.



3.Operation Instruction

3.5 Lists

The 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 like.

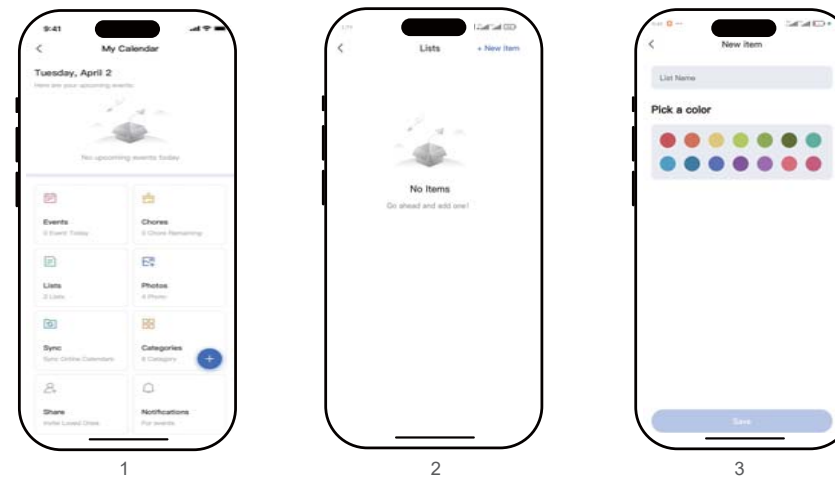
3.5 Lists-App

Creating and Editing Lists

Open the Lists on the calendar home screen.

- 1.Press "+" "New List" in the top right corner.
 - 2.Name your list, choose a color, then press "Save."
 - 3.Your new list is ready.
 - 4.Tap the list to add items.
 - 5.Press the list, then tap the "... " in the upper right corner to edit or delete it.
 - 6.Tap the circle next to an item to mark it as completed; the item will then disappear.
- Tap the "Show completed items" icon at the bottom to view completed items.

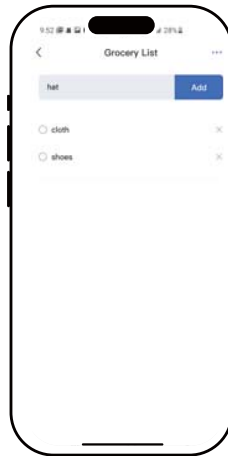
3.Operation Instruction



3.Operation Instruction



4



5



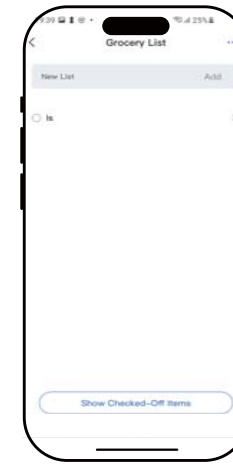
6

— 43 —

3.Operation Instruction



6



7



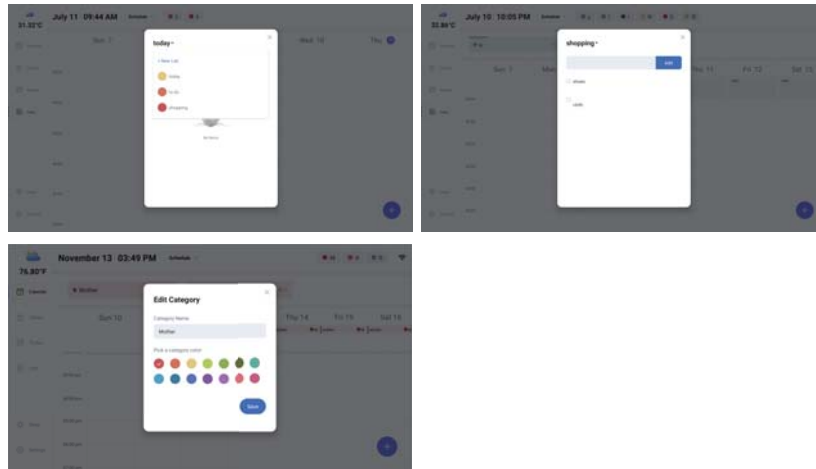
7

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3.Operation Instruction

3.5 Lists-Device

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

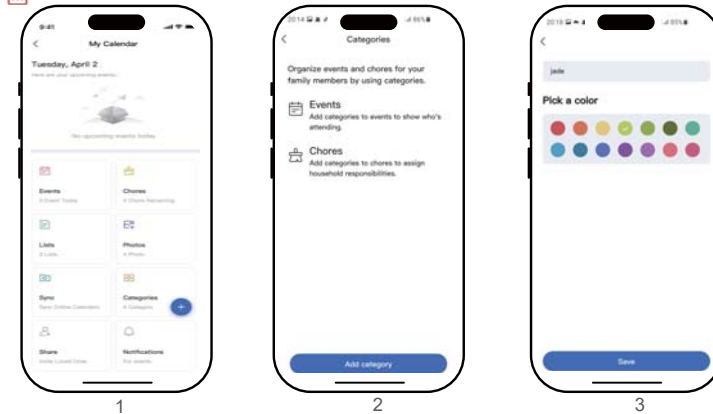


3.Operation Instruction

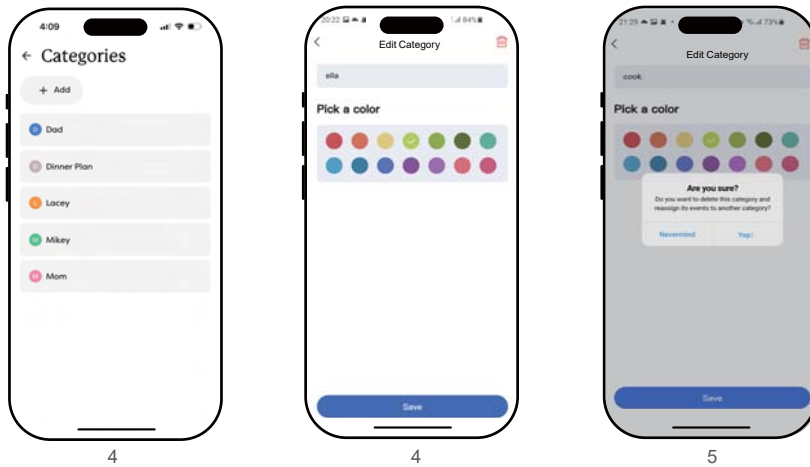
3.6 Category

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."
- Note: Categories can only be created in the mobile app.
4. Edit the category details and press "Save."
 5. Press "🗑️" to delete a category. (Category deletion can only be done in the app.)



3.Operation Instruction



4

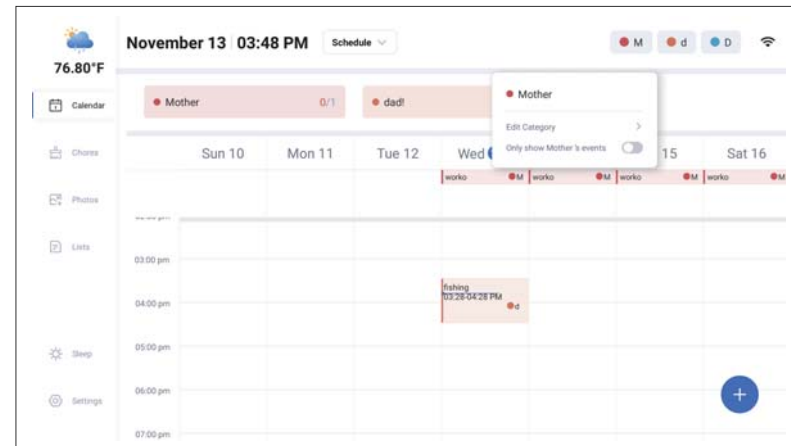
4

5

3.Operation Instruction

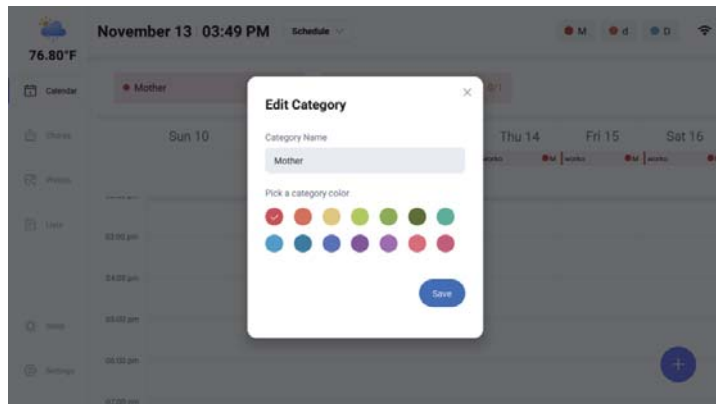
3.6 Category-Device

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



3.Operation Instruction

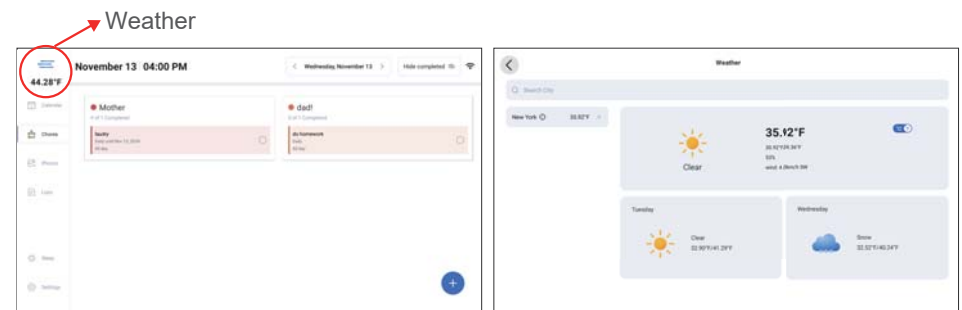
2. Edit the Category Name or category color and press "Save".



3.Operation Instruction

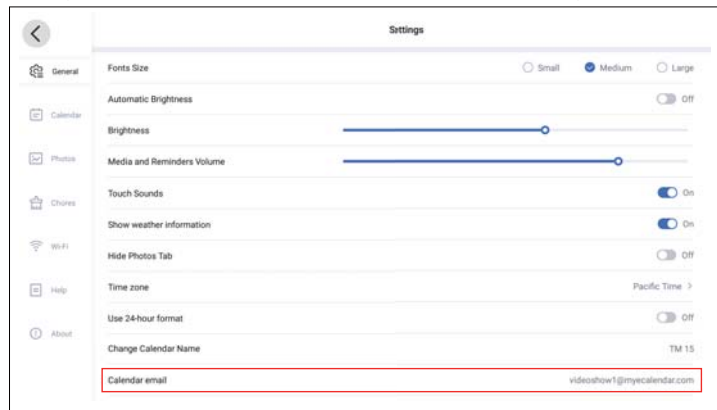
3.7 Weather

1. Click the weather icon in the upper left corner of the home page. (You can choose to hide the weather display in the Settings.) Search for the temperature of any city and set it to display on the home page.
2. Click the C°F icon to display the air temperature at "F°" or "C°".
3. The weather forecast for the current day and the next day will be displayed in advance.



4.Magic Import

Support for sending video, picture, and files to a virtual calendar email adress from third-party email services to import video, picture and files(PDF, Excel,Word,TXT). When the device receives a files, it will automatically parse it as an image or an event. (an item is considered an event if it include a title and a start date.)



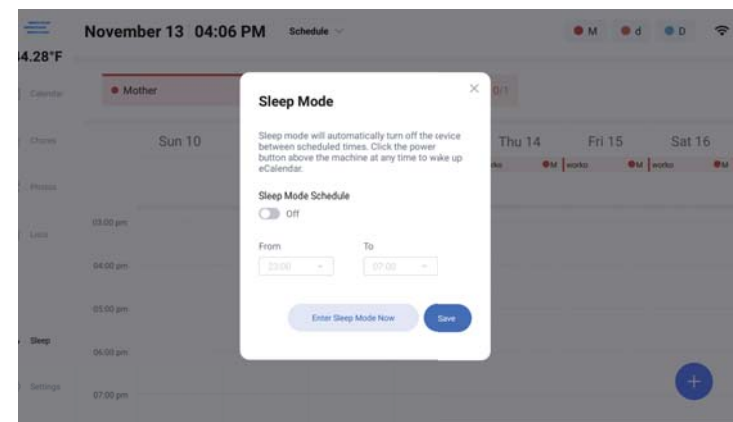
5.Sleep Mode

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.

5.Sleep Mode

Scheduled Sleep and Instant Sleep

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

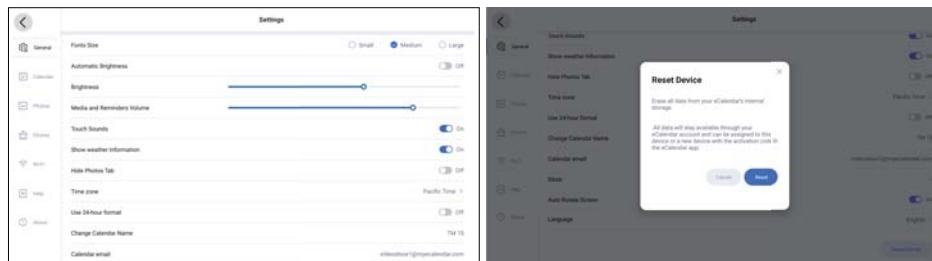


6.Settings

Settings

Settings -> General -> Font Size & Time Zone

- 1.Choose from Small, Medium, or Large font sizes in "Settings."
- 2.Change the time zone and language settings.
- 3.Tap the "Reset Device" icon to clear all data on the device.



6.Settings

Settings -> Calendar -> Reminder

1. Reminders

You can enable reminders on your eCalendar to alert you about upcoming events.

(Tip: The reminder sound plays only once, but the reminder pop-up will remain displayed on the screen until dismissed. If previous reminder pop-ups are not dismissed, new ones will stack and display together on the screen.)



7.install

Stand

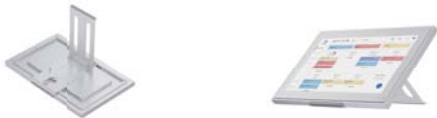
1.Remove the bracket and then open it.



2.Place the device face down on a flat desktop (as shown in the figure below).



3.Align the bracket with the screw holes on the back of the device and lay it flat, then use



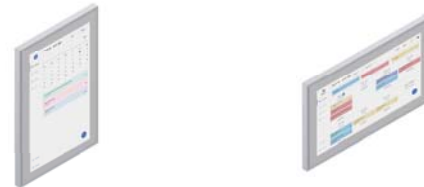
7.install

Wall Mounted

1.Use the provided hooks and matching screws (A) to secure the stand to the wall, ensuring the U-shaped side faces outward.



2. Align the U-shaped section with the groove on the back of the device. Hang the device by hooking it onto the top, allowing it to be mounted either horizontally or vertically.



8. Technical Specifications & Features

Display: 21.5" IPS Panel (16:9), Touch Screen

Resolution: 1920 * 1080 Pixels

Connectivity: Dual WiFi (2.4G & 5G)

Interface: Type-C

Built-in Memory: 32GB

Languages: OSD Language & Multiple Language Options

Full Function: Dual-WiFi+Event Management+Chore Chart+To-Do Lists+Photo Display+Sync Calendars
+ Categories+Dinner Planner+Weather Station+Full HD Movie+Sleep Mode +Reminders+Light Sensor

Member Plus: Email Import +1GB Free Cloud Album Storage (Plus for More Storage)

Software: In-house R&D Software eCalendar APP Supported by World Famous Cloud System

Adapter: Input AC100-240V~50/60Hz1.5A Output DC 19V/3.15A

Working Temperature: 0℃~40℃, Humidity: 10-85%

Accessories: AC/DC Adaptor/Rotate Bracket/User Manual*1

9. Warranty & Contact Us

Warranty

Our warranty is 12 months from the date of purchase.

This warranty becomes invalid if the factory-supplied serial number or "warranty void" sticker has been removed or altered on the product.

This warranty does not cover.

- 1) Appearance damage or artificial damage.
- 2) Accident, misuse, abuse, negligence or modification of any part of the product
- 3) Damage due to improper operation or maintenance, connection to improper equipment or attempted repair by anyone else, not from us.

Contact Us

For any inquiries and after-sales service requirements, or product user experience feedback, please feel free to contact us.

Email: calendar@sz-zxs.com

10. Troubleshooting Guide

If you come across when using the digital calendar on problems, consult the suggested solutions below, and the corresponding sections of this manual. If you need additional assistance, please contact technical support.

1. Device fails to power on

- Check the power connection: Make sure the device is properly connected to the power adapter, the plug is firmly inserted, and the outlet is powered.
- Restart the device: hold down the power button to restart the device.

2. Unable to connect to Wi-Fi

- Check network status: Make sure the router is working properly and connected to the Internet.
- Verify Wi-Fi Password: Ensure that you have entered the correct password.
- Restart your device and router: Try restarting your electronic calendar and router.
- Check the Wi-Fi band: The device may only support 2.4GHz or 5GHz, make sure the router band is compatible.

3. Screen touch is not responsive

- Clean the screen: Wipe the screen with a clean, soft cloth to avoid stains affecting the touch.
- Restart the device: Hold down the power button to shut down the device and restart it.
- Check for system updates: Make sure the system is updated to the latest version.

4. Unable to sync calendar or photos

- Check network connection: Make sure the device is networked and maintains a stable network connection.
- Checking the login account: Ensure that the device login account is the same as the synchronization account.
- Update the app: Make sure you are using the latest version of the app.
- Regrant synchronization permissions: Check and regrant synchronization permissions in Settings.

10.Troubleshooting Guide

5.The device responds slowly or stutters

- Clean up storage: Delete unnecessary files, photos, or apps.
- Restart the device: Shut down and restart the device to release the memory.
- Check applications: Close unused background applications.
- Restore Factory Settings (only if necessary) : After backing up the data, select Restore factory Settings in the Settings.

6.Unable to play audio or video

- Check volume Settings: Confirm that the device is not silent and adjust the volume to an appropriate level.
- Check file format: Ensure that the file format is compatible with the format supported by the device.
- Restart the device: Try to shut down and restart the device

7. The device automatically shuts down or restarts

- Check the temperature of the device: The device may automatically shut down due to overheat. Avoid use in high temperature environment.
- Check the battery status: If the battery is low, the device may shut down automatically. Please charge it in time.
- Update system firmware:Ensure that the device is running the latest system version.

8. Unable to update the system or application

- Check the network connection: Ensure that the device is properly connected to the network
- Check storage space: Ensure that the device has sufficient storage space for updates.
- Try manual update: Go to Setting check and perform system or application updates.

10.Troubleshooting Guide

9.Can the video sound be adjusted?

- Yes, it can be adjusted.①Tap Setting on the bottom of left.②Click General.③Slid to adjust the sound on Media and Reminder Volume.

10.Can the eCalendar be displayed in both landscape and portrait orientation?

- The eCalendar supports both landscape and portrait orientation display.

11.Can the brightness of the eCalendar be adjusted?

- Yes. You can adjust it yourself according to your needs,just turn off the automatic brightness,then you can slide to adjust the brightness.

12.Can you sync one calendar or multiple calendars?

- Yes. You can sync as many calendars as you want.

13.Does the eCalendar have a subscription fee?

- Yes. But you can choose to pay or not to pay extra depending on your needs.

14.Can I use the eCalendar without connecting to WiFi?

- Yes, but the eCalendar cannot be edited, only previewed. If you want to operate an electronic calendar, it needs to be connected to the Internet.

15.How to enable 2-Way-Sync?

- If you've already synced your Google calendar and would like to enable Two-Way Sync, we recommend first deleting the calendar before attempting to sync it again.
- All of your existing Google calendar events will be imported when you re-sync, so there's no risk of losing those events.
- While syncing your Google calendar, you'll need to select "Two-Way Sync" during set up or newly created events will not appear on your Google calendar.

11.follow the rules

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.

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

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.