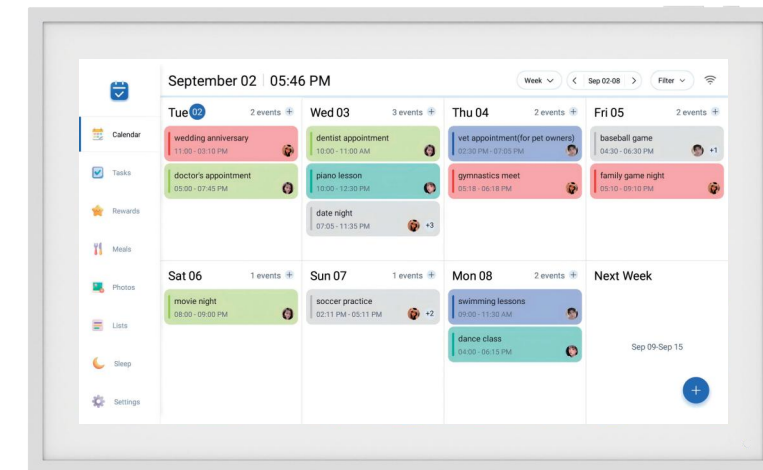


尺寸: 200\*140mm  
装订方式: 胶装  
材质: 106g哑面铜版纸  
印刷: 彩色

备注:  
第一页, 左侧为封底, 右侧封面  
第二页, 左侧为封面反面, 右侧为内1页

# eCalendar



## User Manual

Wifi Digital Calendar for Family Schedules

### eCalendar

Download the eCalendar App



## Cautions

---

### Safety Precautions

1. Environment: Operate the device indoors only. Avoid exposure to high humidity, condensation, or extreme temperatures.
2. Ventilation: Keep the ventilation holes on the back of the unit clear to prevent overheating.
3. Sunlight: Do not place the device in direct sunlight to avoid screen damage and excessive heat buildup.
4. Electrical Safety: Never open the device—there are no user-serviceable parts inside. Tampering may result in electric shock and will void the warranty.

### Maintenance Tips

1. Handle with care or breakage. The LCD screen is made of glass, it is susceptible to scratches.
2. Use a soft, non-abrasive cloth (such as a microfiber or camera lens cloth) to remove dust or fingerprints.
3. Lightly dampen the cloth with screen cleaner before wiping. Do not spray liquid directly on 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 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.

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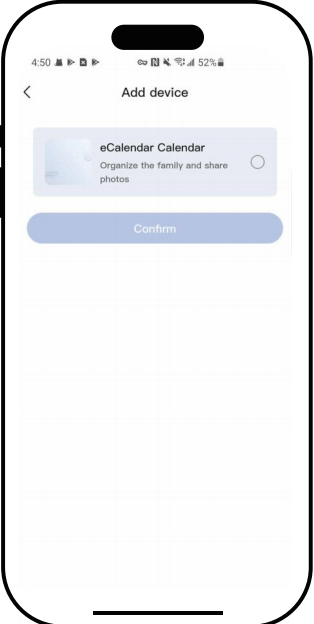
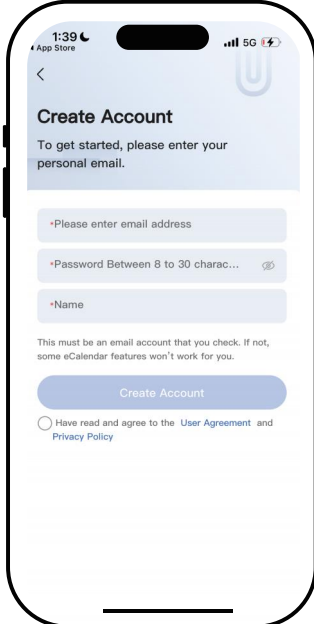
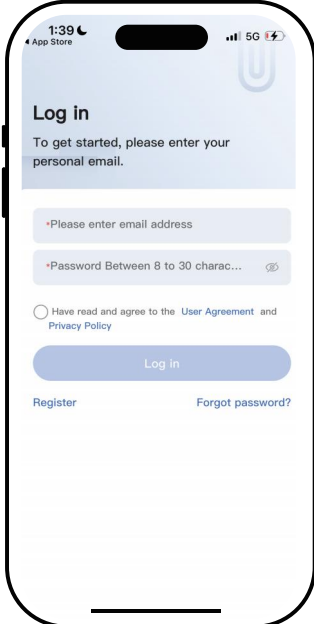
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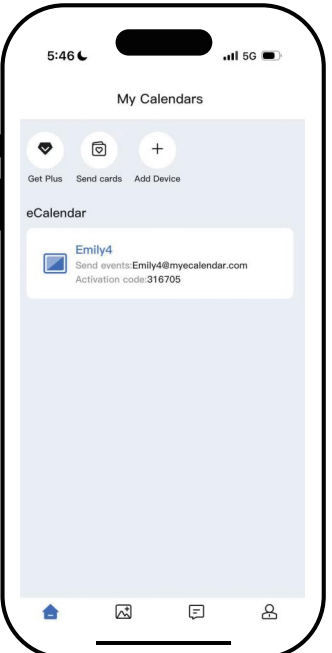
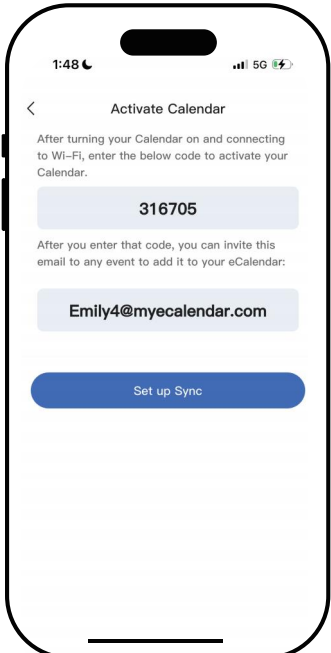
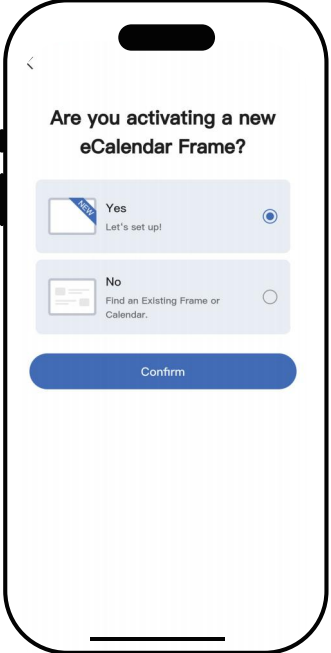
# 1. Getting Started

## 1.1 Get the App and Create Account

To fully utilize all features of your eCalendar, please download the eCalendars from the Google Play Store or the App Store to begin. After installation, create your account to access and enjoy all the features.



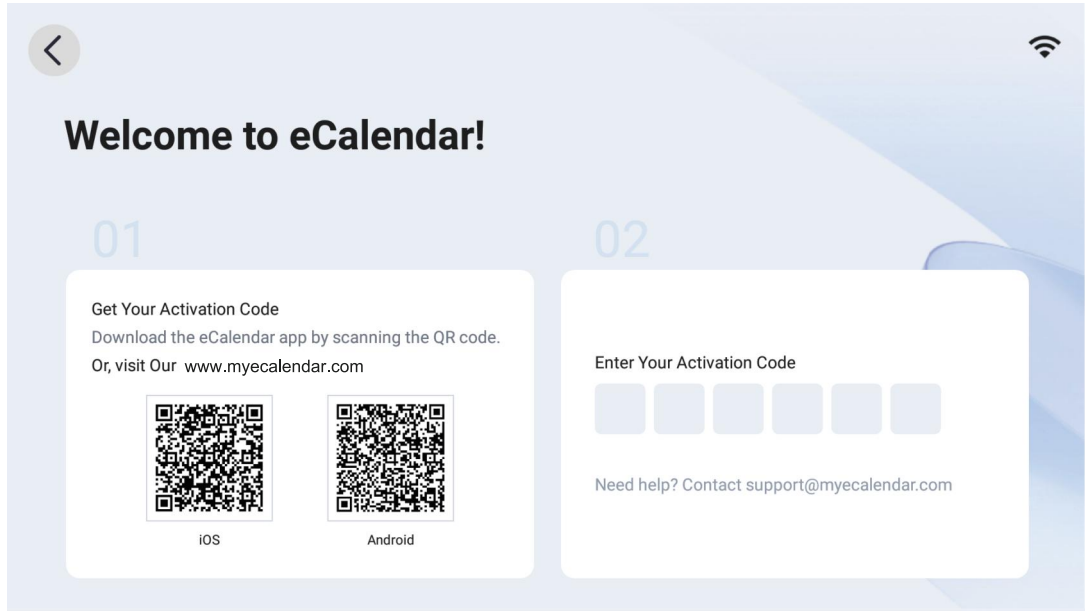
# 2. Getting Started



# 1. Getting Started

## 1.1.2 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. Note: The weather function is activated only after you select the city.

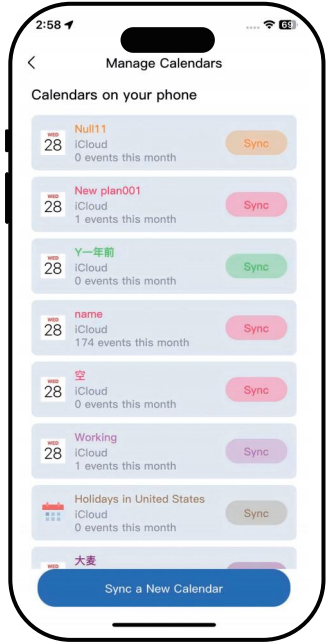


# 1. Getting Started

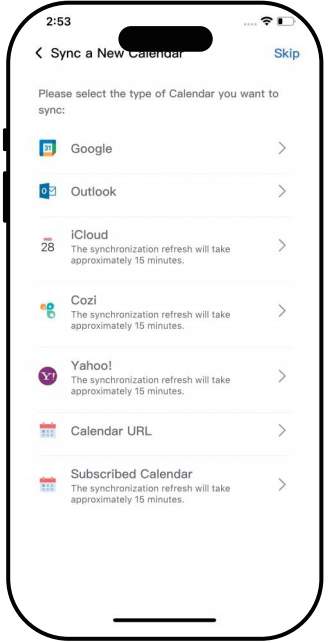
## 1.2 Syncing a New Calendar

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".



1

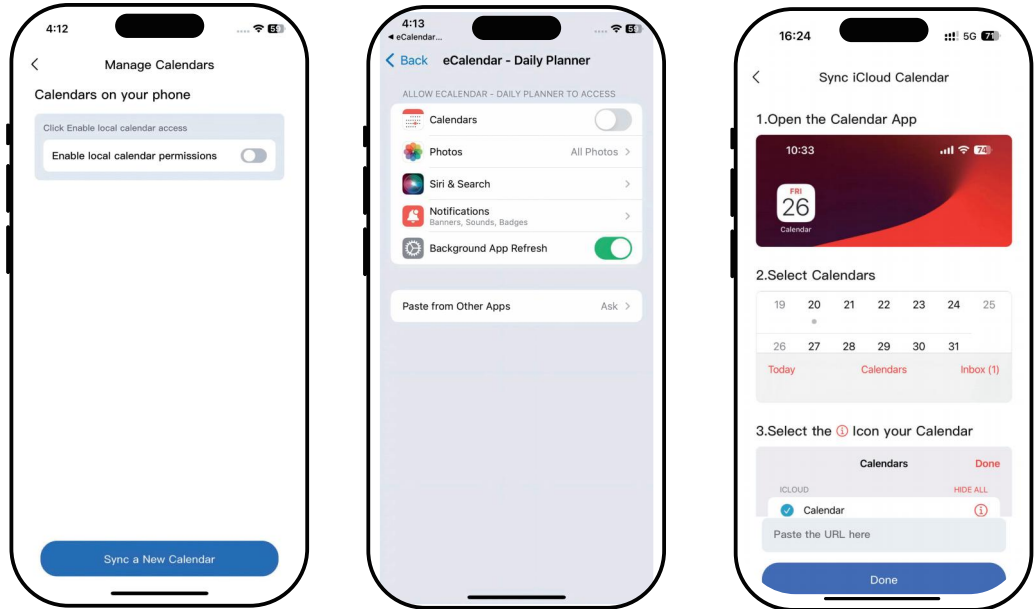


2

# 1. Getting Started

## 1.2.1 Syncing a Local Calendar on Your iPhone

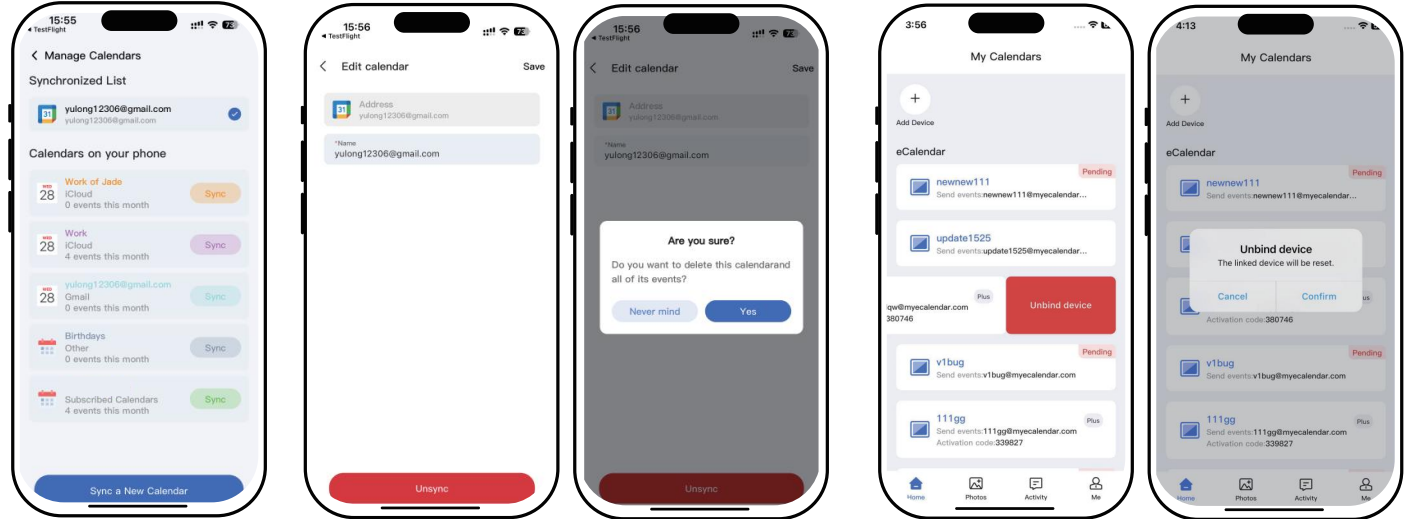
- 1. Please allow eCalendar full access to a local calendar on your iPhone first.
- 2. Choose a local calendar and tap Sync to start the syncing process.



# 1. Getting Started

## 1.2.2 Deleting a Synced Calendar

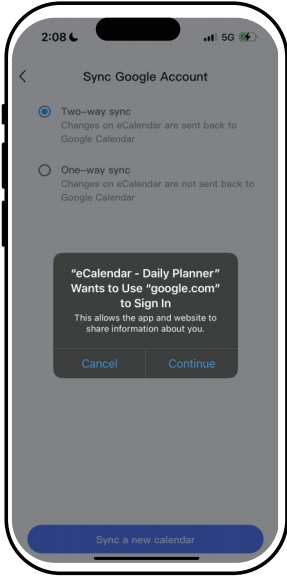
- 1. Tap Sync to open the Manage Calendars page.
  - 2. Select the calendar you want to remove, go to the Edit Calendar page, and tap Unsync to delete it.
- Note: After deletion, the category linked to your synced calendar will remain. If needed, you can manually delete it separately.



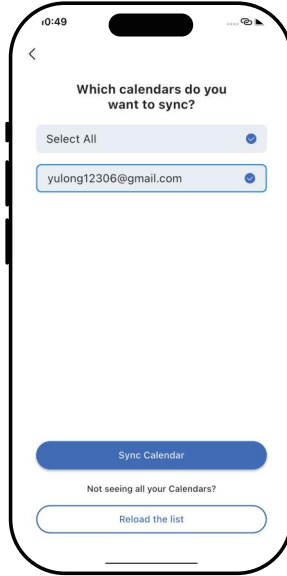
# 1. Getting Started

## 1.2.3 Syncing Google Calendar

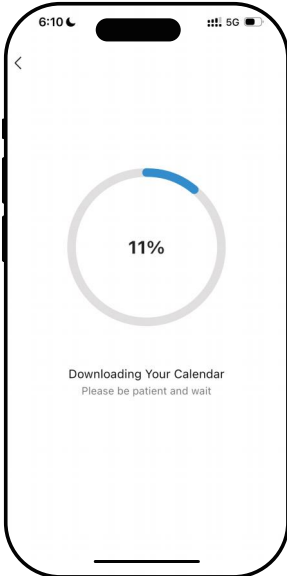
- 1. Select Google as your sync source
- 2. Choose two-way sync (bi-directional) or one-way sync.
- 3. Enter your Google Calendar email address, then tap "Sync a new calendar".
- 4. Select the account you want to sync.
- 5. Wait for the calendars to download.
- 6. Select the specific calendar(s) to sync, then tap "Sync calendar".
- 7. Finally, tap "See Events" to complete the process. Note: Supports syncing from Event only.



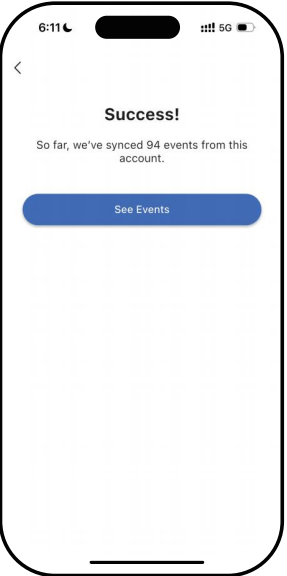
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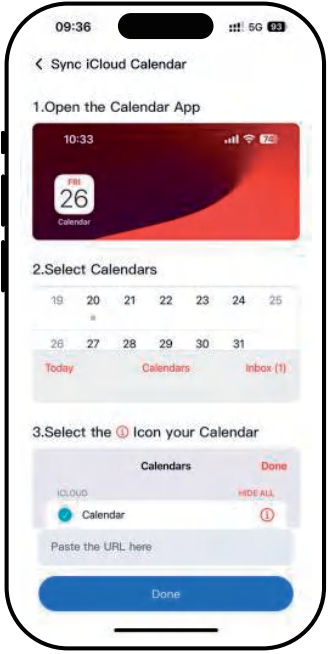


4

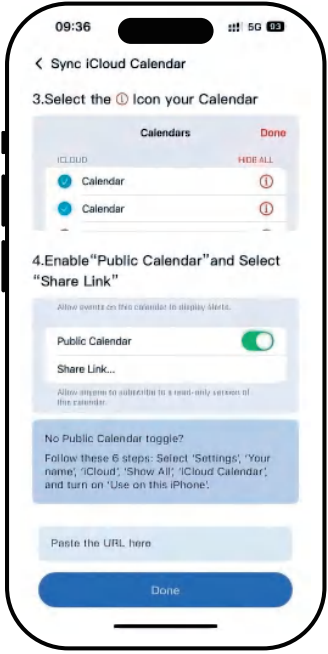
# 1. Getting Started

## 1.2.3 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

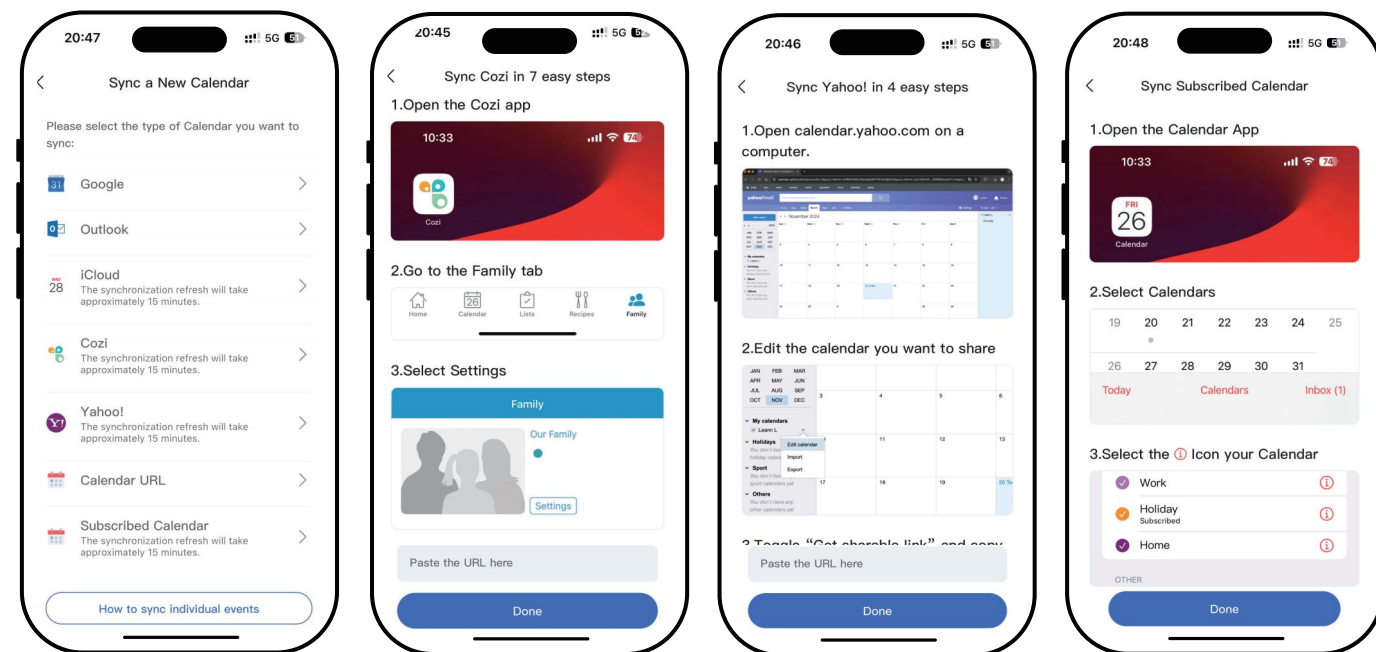


2

## 1. Getting Started

### 1.2.3 Syncing Yahoo/Cozi/Calendar URL/Subscribed Calendar

If Yahoo, Cozi, Calendar URL, 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).

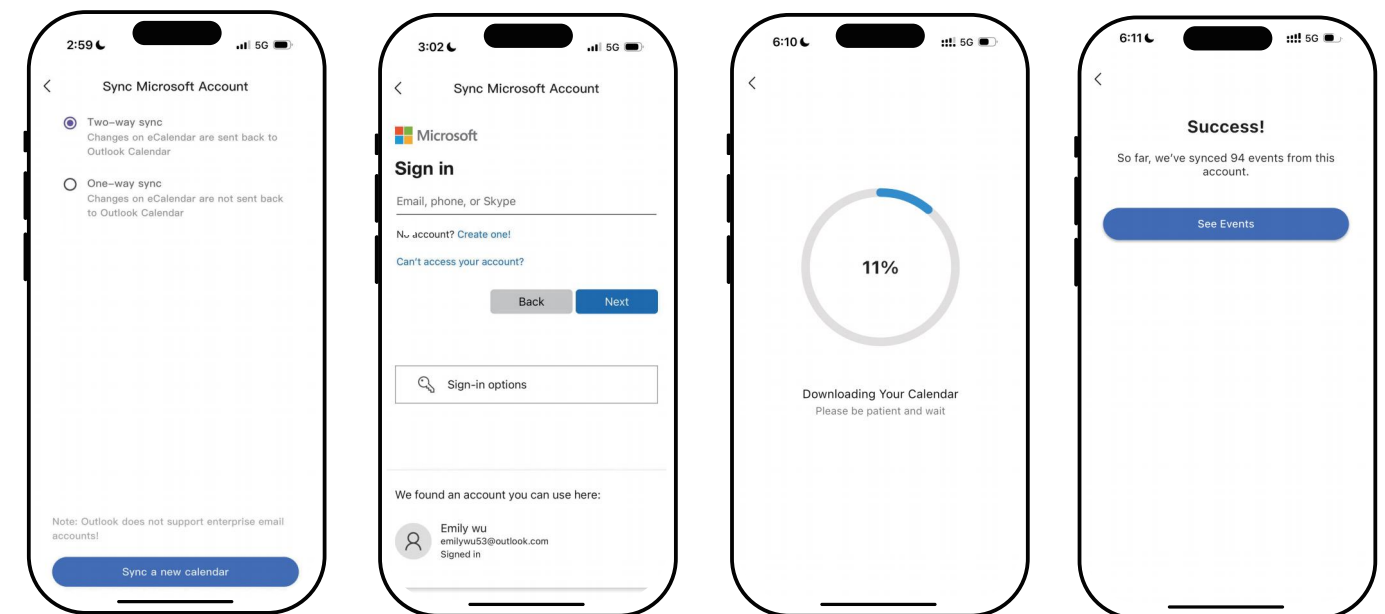


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## 1. Getting Started

### 1.2.4 Syncing Outlook Calendar

1. Select Outlook as your sync source.
2. Choose two-way sync (bi-directional) or one-way sync.
3. Enter your Outlook Calendar email address, phone, or Skype to sign in.
4. Wait while the system downloads your calendar data.
5. Choose the calendar you want to sync and tap Sync Calendar.
6. Wait for a successful upload or back to home.



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# 1. Getting Started

## Google Event Sync Function Instructions

- Android Devices: After creating a new event in the Google Calendar app, you need to manually tap the "Refresh" button in the sidebar to sync the event to the eCalendar device.
- iPhone: Events are automatically synced to the eCalendar device after creation, with no additional actions required.

## Supported Event Types for Google Calendar Sync

- eCalendar supports syncing events only. Tasks are not supported for synchronization at this time.

## Time Required for Third-Party Calendar Sync

- Google Calendar and Outlook: Syncing events to the eCalendar device takes approximately 1 minute.
- iCloud, Yahoo, and Cozi: Syncing events to the eCalendar device takes between 1 and 30 minutes, with a minimum of 1 minute and a maximum of 30 minutes.

# 2. Operation Instruction

## 2.1 Events

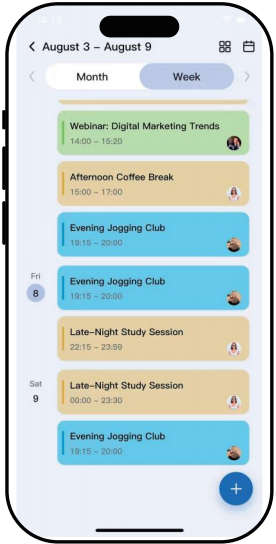
Offer multiple viewing modes, allowing you to display your events in the format that best fits your needs.

### Viewing Events in the APP

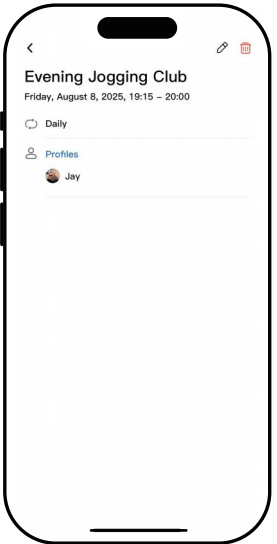
You can view your events in a Month or Week view. For event details, simply tap to view its full information.



Month view



Week View



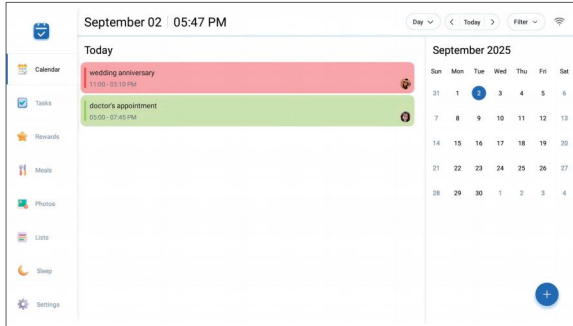
Event Details

## 2.Operation Instruction

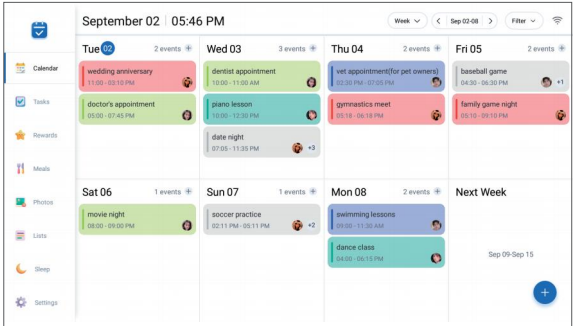
### Viewing Events on the Device

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

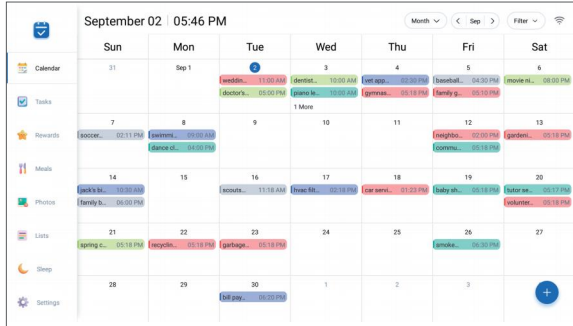
Tap on an event to view details. You can pinch and zoom to show more or fewer hours in the day.



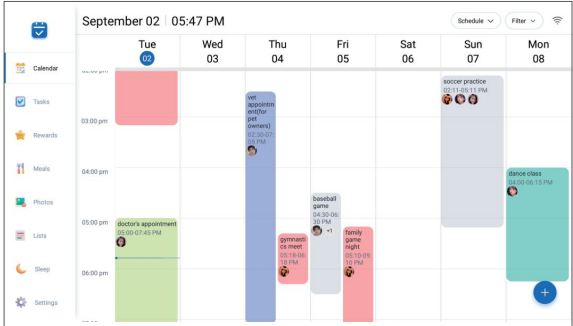
Day View



Week View



Month View



Schedule View

## 2.Operation Instruction

### Creating Events

You can create events directly through either the eCalendar app or your device, with all changes synchronizing automatically between both platforms. If you have integrated Google Calendar with the two-way sync feature, any changes you make in eCalendar will also be updated in real time to your Google Calendar.

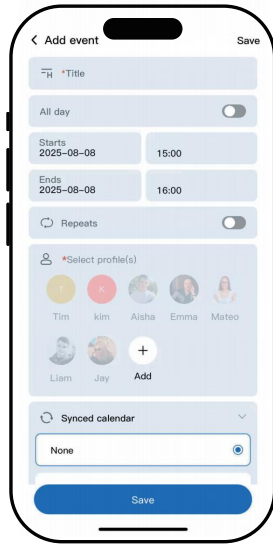
### Creating Events in the App

Tap the **+** in the bottom right corner, enter event details and tap Add.

Tip: You can press and hold on a date to quickly add an event on that date.



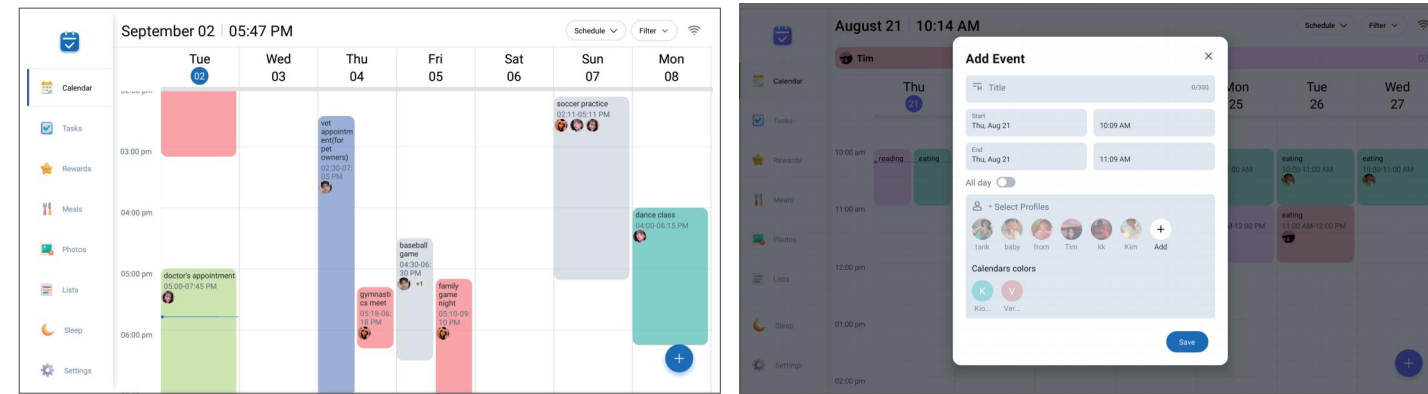
1



2

## 2.Operation Instruction

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



### Repeat Events

You can set up repeating events with multiple customization options:

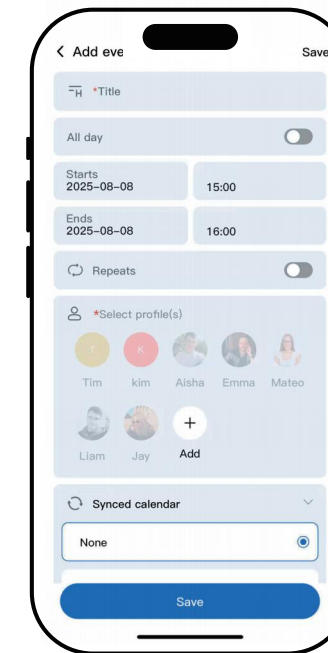
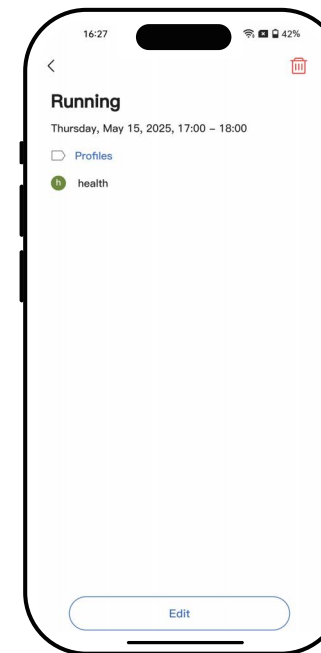
- Daily
- On certain days of the week (e.g., Tues, Thurs)
- Weekly
- Every X weeks
- Annually

Events can also repeat until a specified end date.

## 2.Operation Instruction

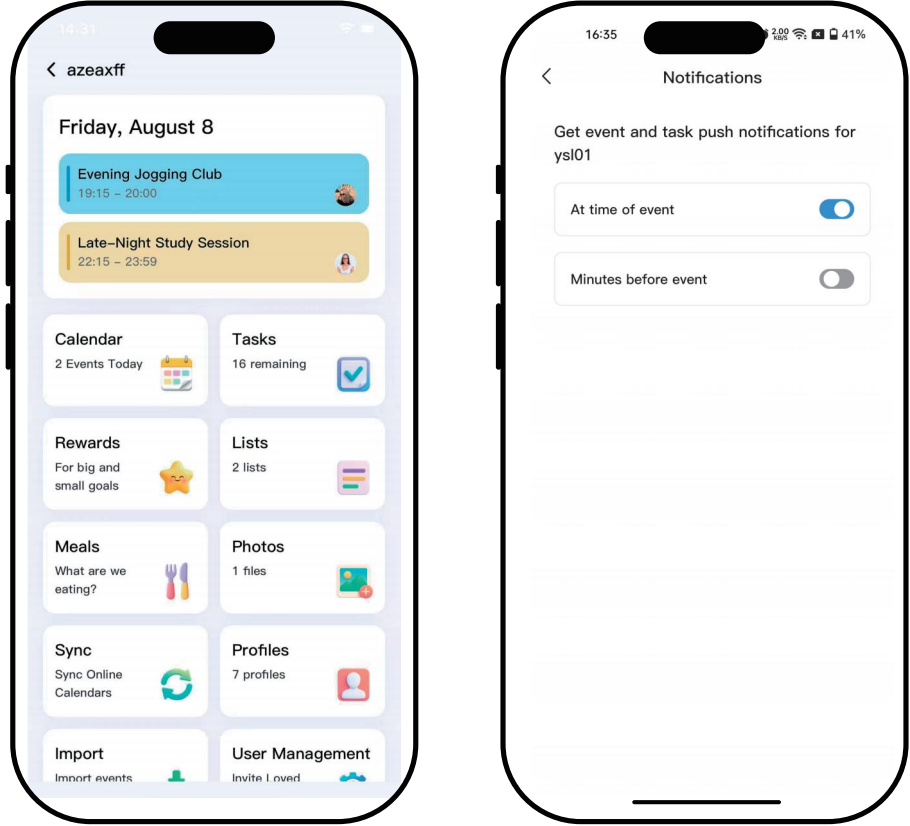
### Edit Event Edit event in the App

1. Select the event you wish to modify. Tap Edit, make your changes, then tap Save to confirm.
  2. For Google Calendar: Changes will automatically update in your Google Calendar when using two-way sync.
- Note: When editing in Google Calendar, you may only modify individual instances of recurring events – recurrence patterns cannot be adjusted, and single events cannot be converted to recurring series.



## 2.Operation Instruction

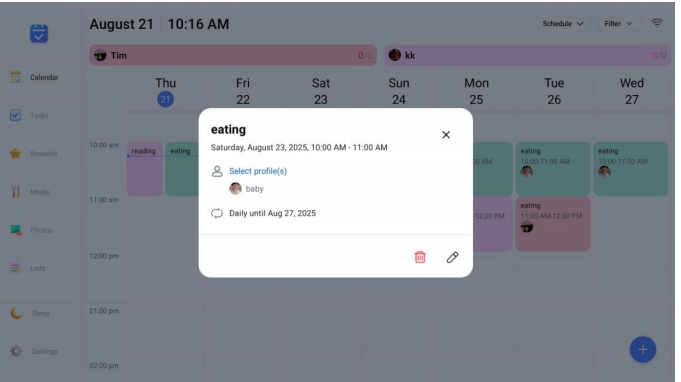
4. Once edited, you can set notifications in "My Calendar - Notifications - Open Push Notifications".



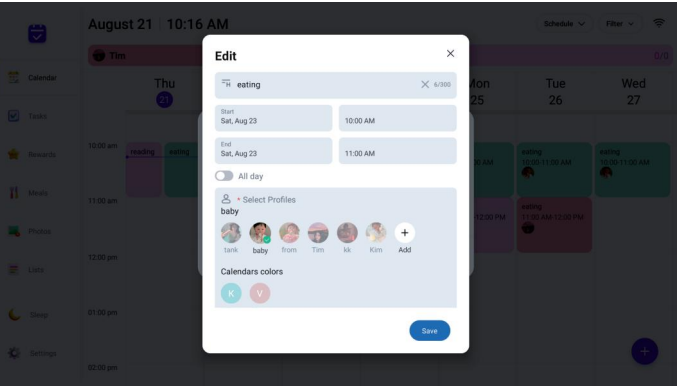
## 2.Operation Instruction

### Edit Event on the device

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



2. Enter your new event details and tap Save.



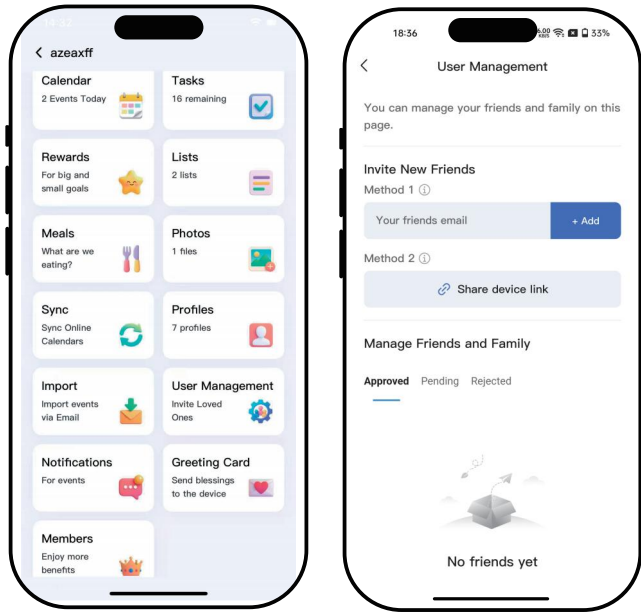
## 2.Operation Instruction

### 2.2 User management

You can view User management on the app or device to invite registered users to manage the calendar.

Using User management in the App

1. Navigate to User Management and select the option to invite users.



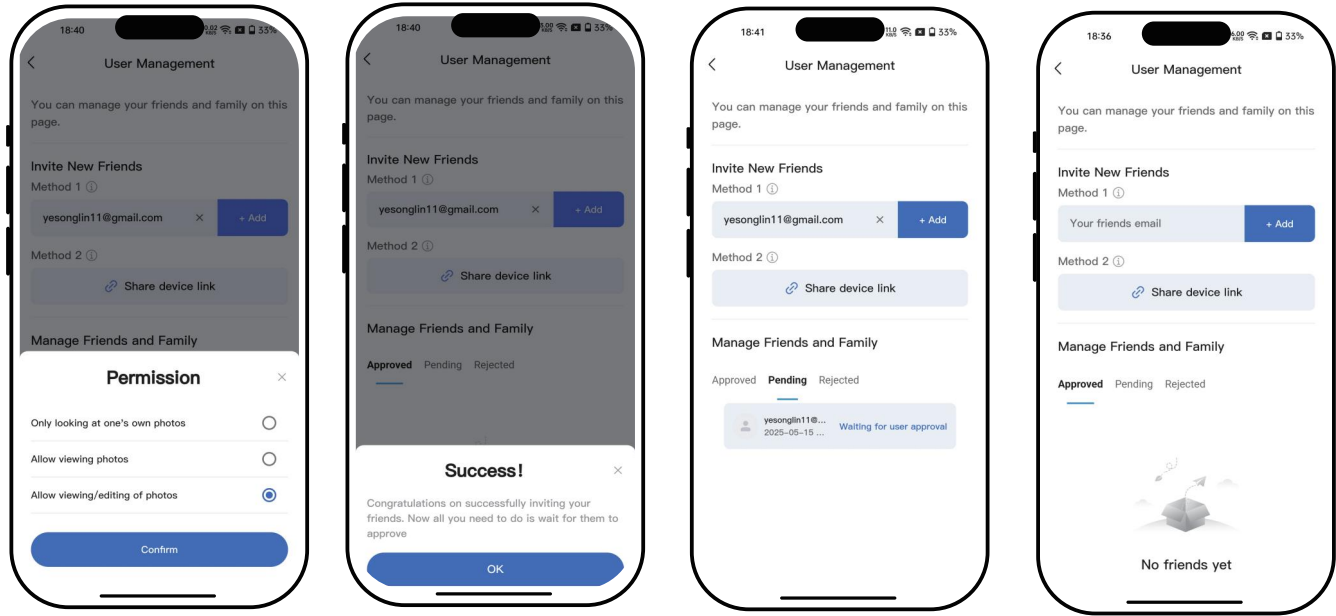
1

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## 2.Operation Instruction

2. Choose either Email invitation (enter email address) or Share device link (generate shareable link).
3. Select the appropriate permission level for each user and confirm to send invitation. All invitations can be tracked across both the mobile app and your digital calendar device.

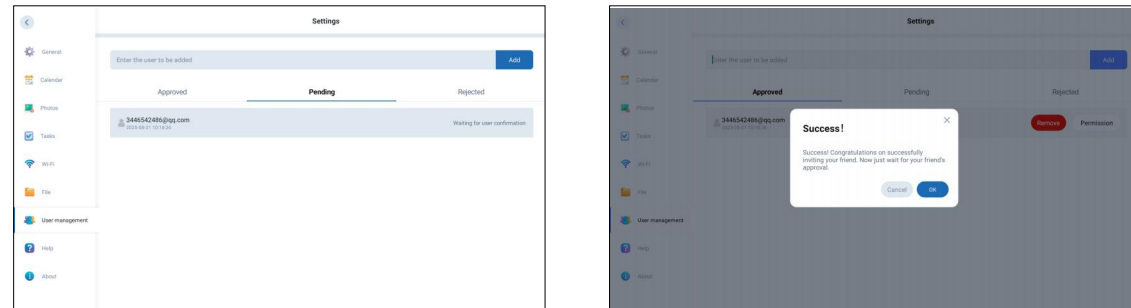
Note: only email addresses of users who have completed the registration can be successfully invited to join.



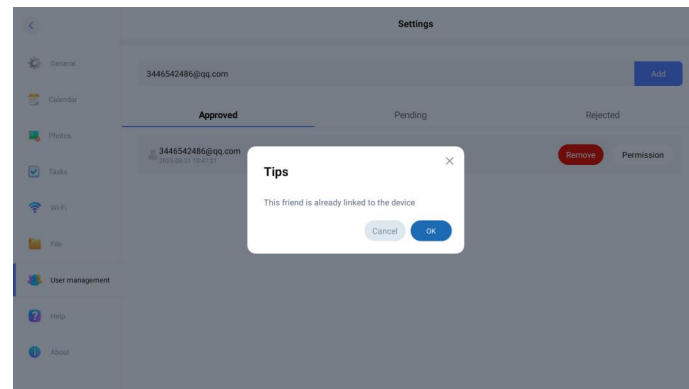
## 2.Operation Instruction

### Using User management on the Device

1. Navigate to User Management in device settings.
2. Enter the email address of the user you wish to invite.
3. Tap Add, select the appropriate permission level, and confirm by tapping Complete.



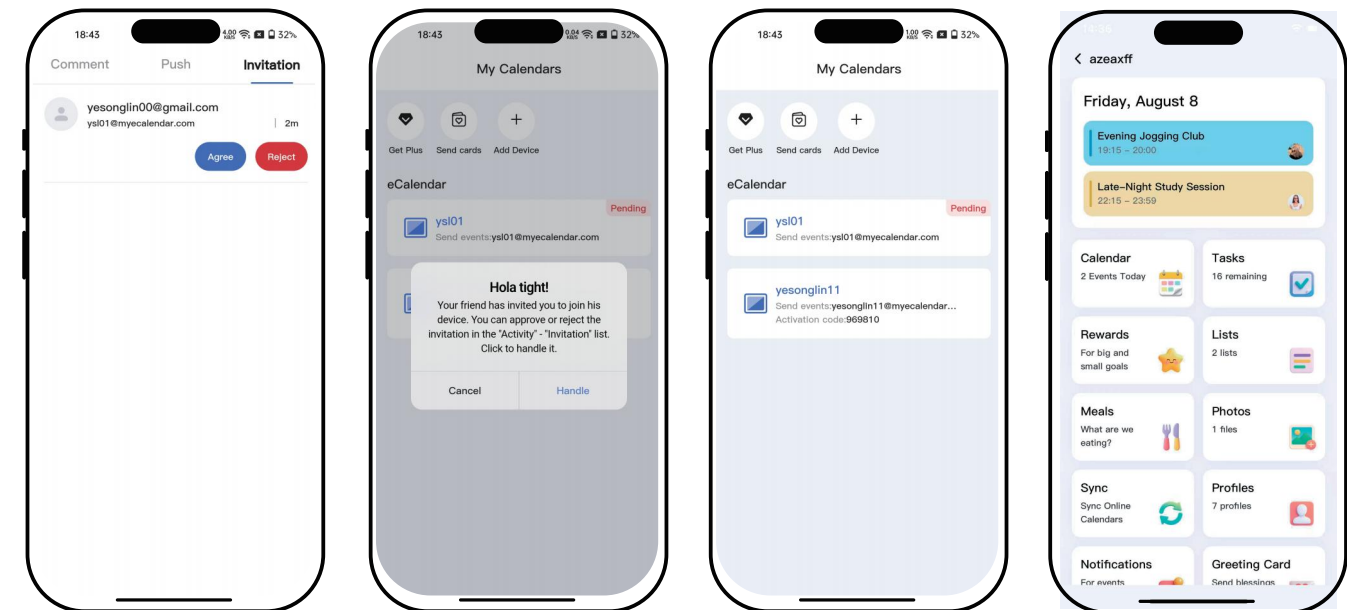
Note: If the user is already associated with your device, you'll see: "This friend is already linked to the device"



## 2.Operation Instruction

The interface where invited users can view and manage:

1. Manage invitation in the app(accept/decline options).
  2. View or edit your device, strictly limited to the access level you designate.
- Note: You have full control to change a user's view/edit permissions anytime, directly through the app or your device settings.



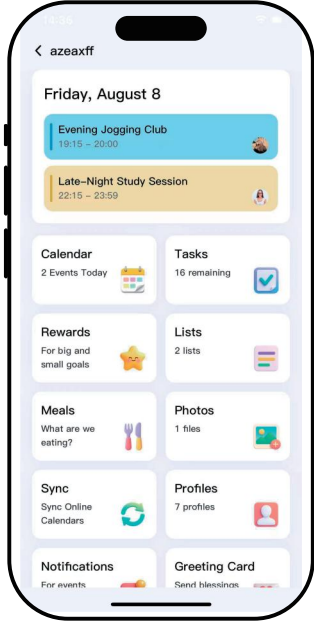
## 2.Operation Instruction

### 2.3 Create Tasks

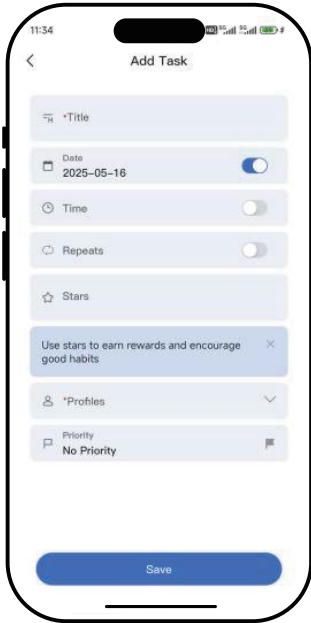
The task feature on our calendar photo frame is the perfect way to organize your whole family's responsibilities in one place.

#### Create Tasks in the App

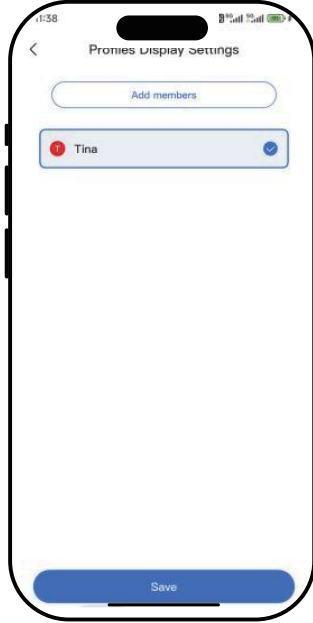
1. Navigate to the 'Task', Tap “+” to create a new task as needed.
2. Click Profile, select or add a task owner and confirm.



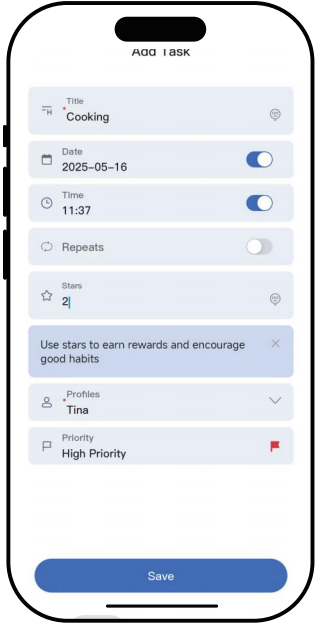
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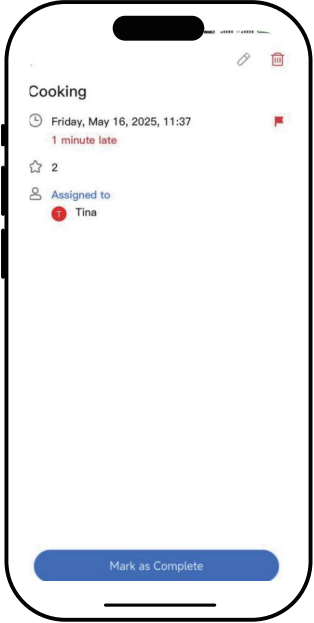


4

## 2.Operation Instruction

3. Manage Task, click to edit the task, to delete the task, or mark task as complete with single tap.

4. Tap ... Adjust personal profiles or display preference click



5

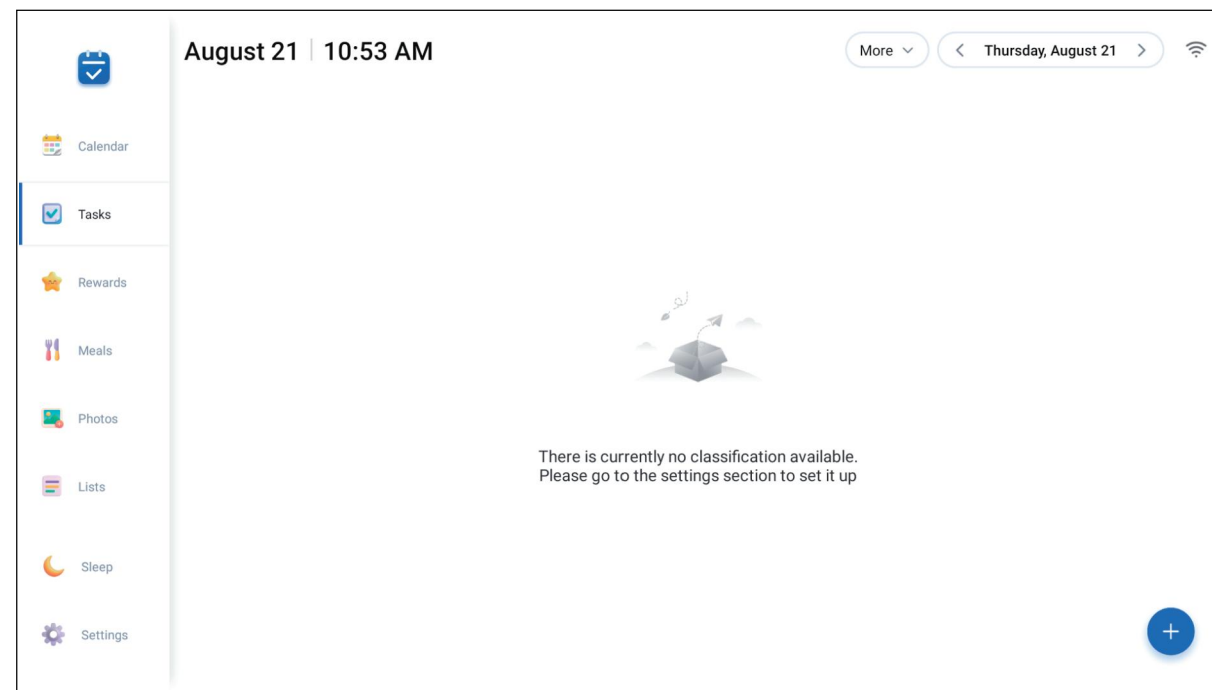


6

## 2.Operation Instruction

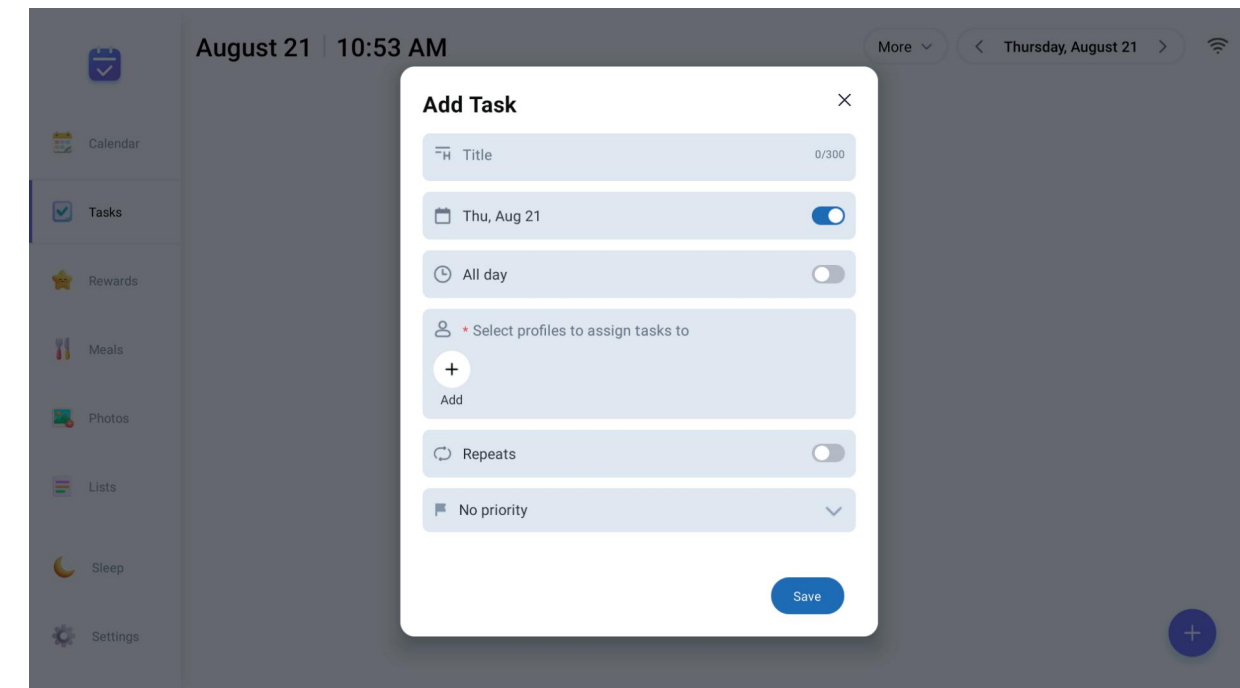
### Create Tasks on Device

1. Tap the “+” in the bottom-right corner to create a new task.



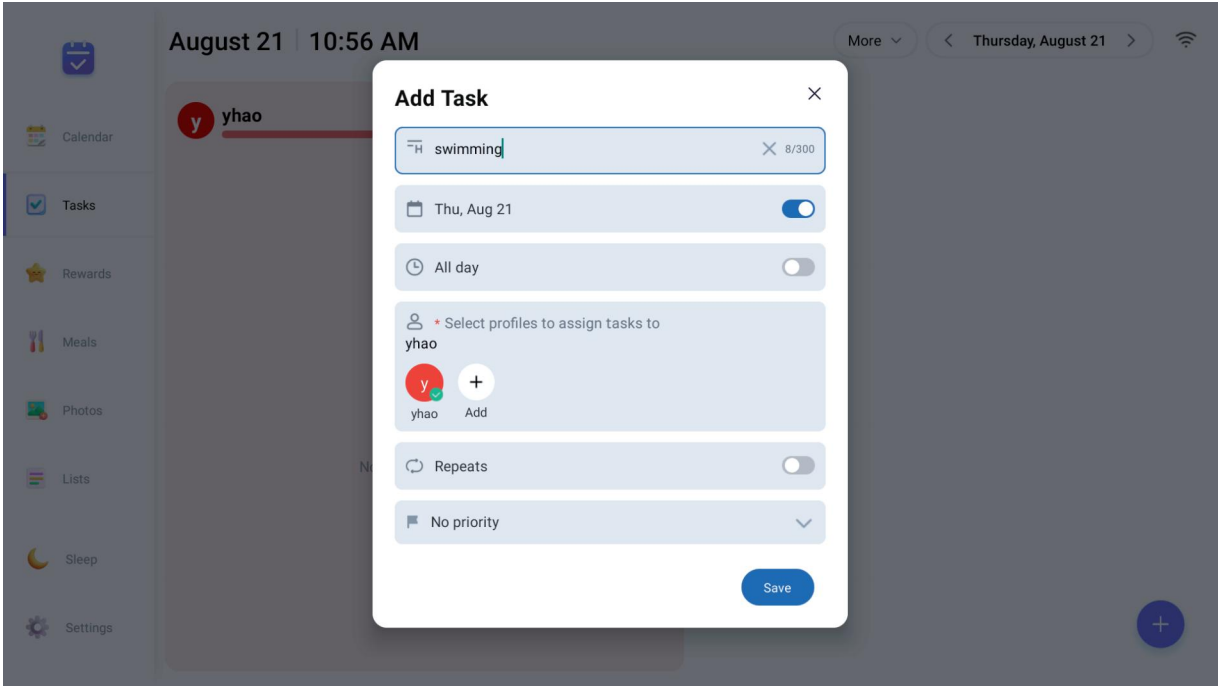
## 2.Operation Instruction

2. Enter task details as needed and click Save to confirm. Activate "Repeat" if you want the task to be repeated daily, weekly or monthly.



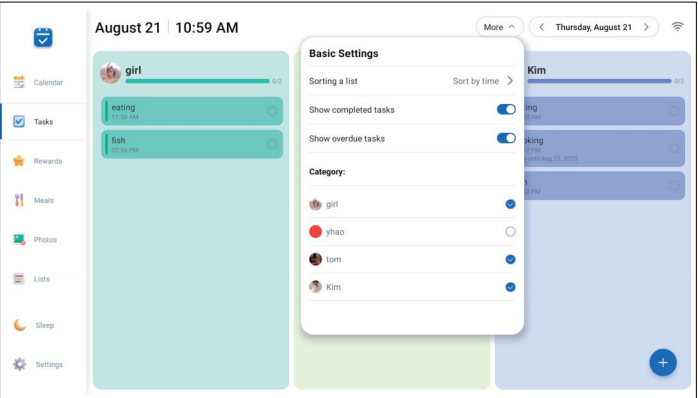
## 2.Operation Instruction

3. Tap any task to open an action menu for deleting, editing or mark as complete.complete the Task

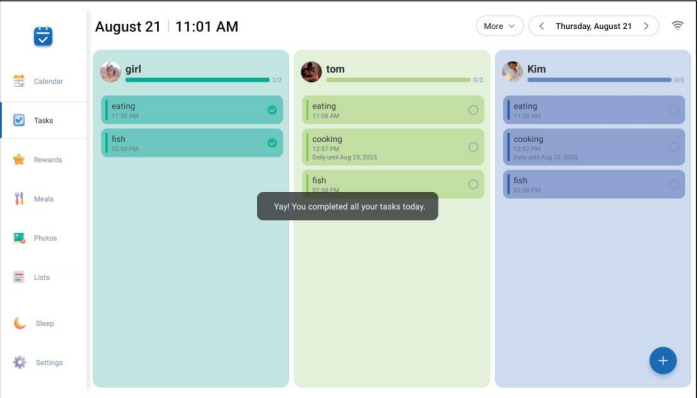


## 2.Operation Instruction

4. Access More to configure basic settings and profile visibility.



5. Check the circle next to a task to mark it as finished.

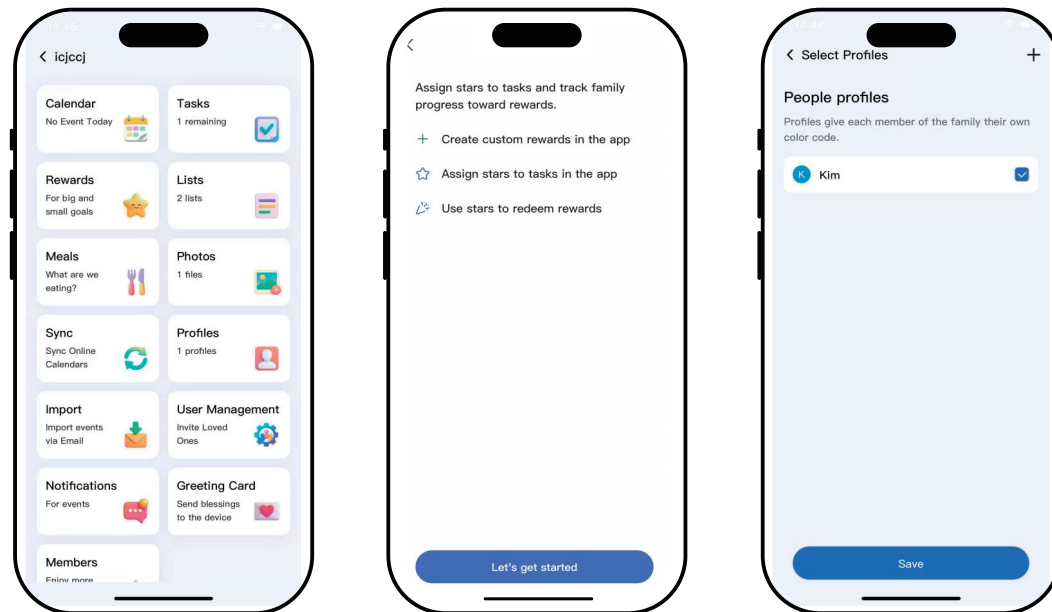


## 2.Operation Instruction

### 2.4 Rewards

Tips:


1. Rewards can only be created in the app - you can view and redeem them on your device.
2. First-time reward functionality requires member profile completion in the Profile section when no prior task exist in the Task feature.

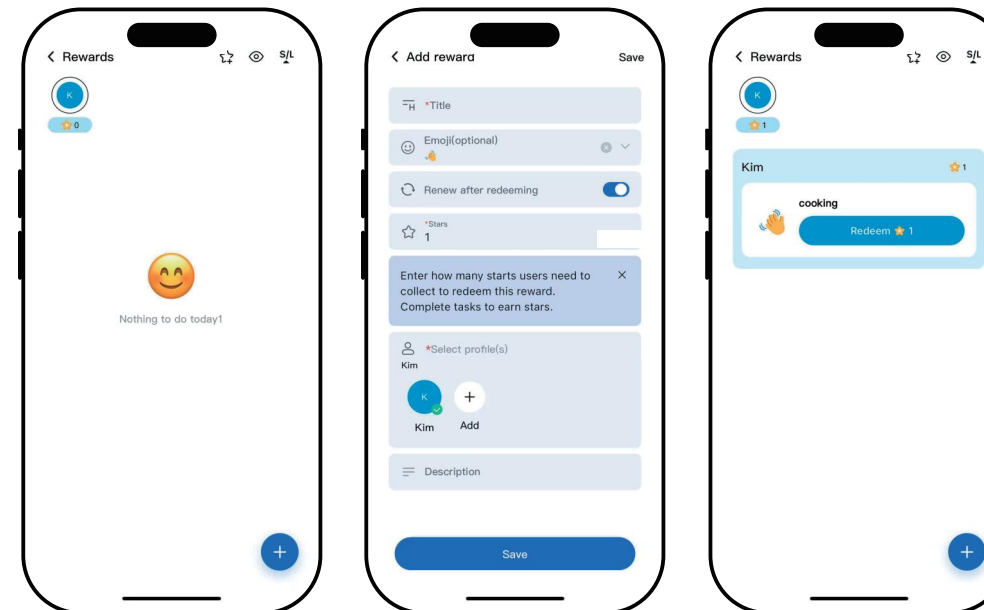


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## 2.Operation Instruction

### Add Reward in the App

1. Tap the  icon in the bottom-right corner to start.
2. Enter the reward name, description, select an emoji, set renewal preferences, and assign a star cost —then choose the target profile.
3. Complete all fields and confirm by clicking Add to save.

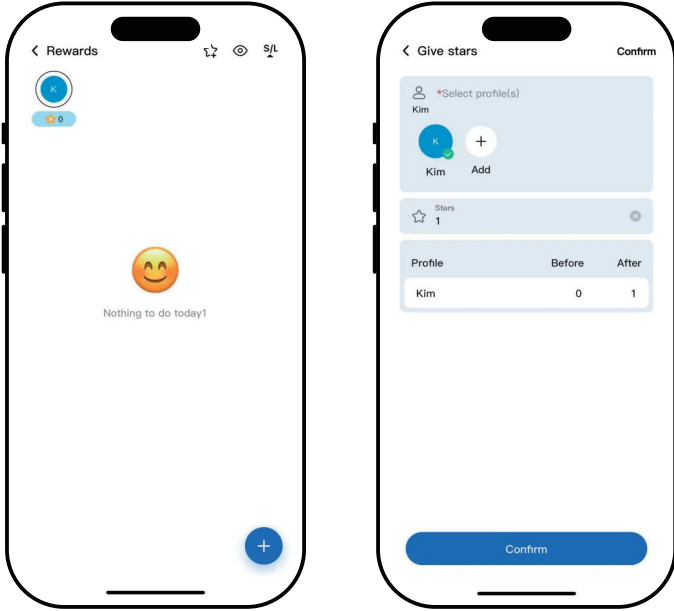


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## 2.Operation Instruction

### Give Stars

- 1. Tap "Give Stars" in the upper left corner.
- 2. Select profiles and input the star amount, and click Confirm to complete.



## 2.Operation Instruction

### Redeem Reward

- 1. Tap the "Redeem".
  - 2. After processing completes, an animated confirmation will appear - select "Done" to finalize.
  - 3. Upon successful redemption, the transaction record will be automatically displayed.
  - 4. Tap "Redeemed" (top-left) - show/hide claimed rewards.
- To modify a reward's details, simply tap it to open the editing interface where you can modify content.



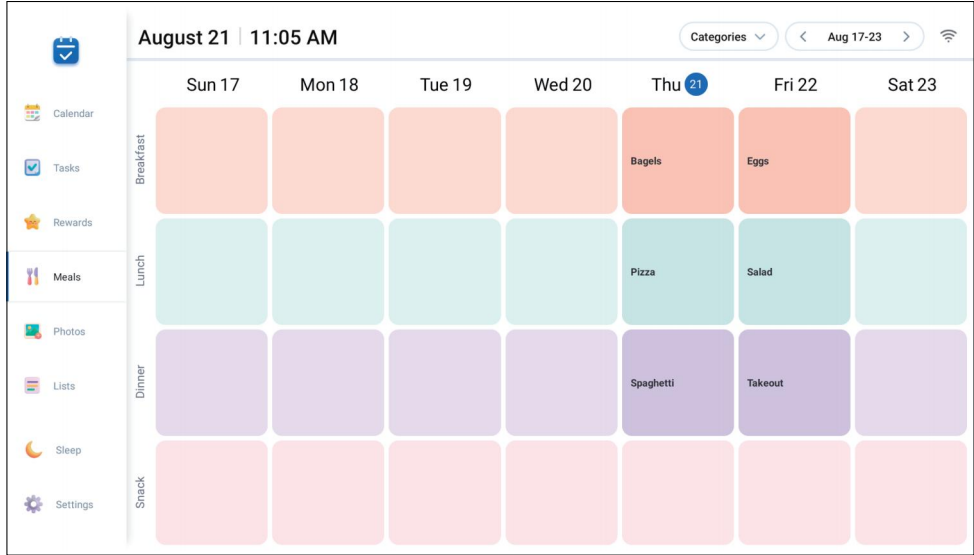
## 2.Operation Instruction

### 2.5 Meals

Utilize the eCalendar's Meals function to schedule weekly or monthly meal plans.

#### Create Meal plans on the Device

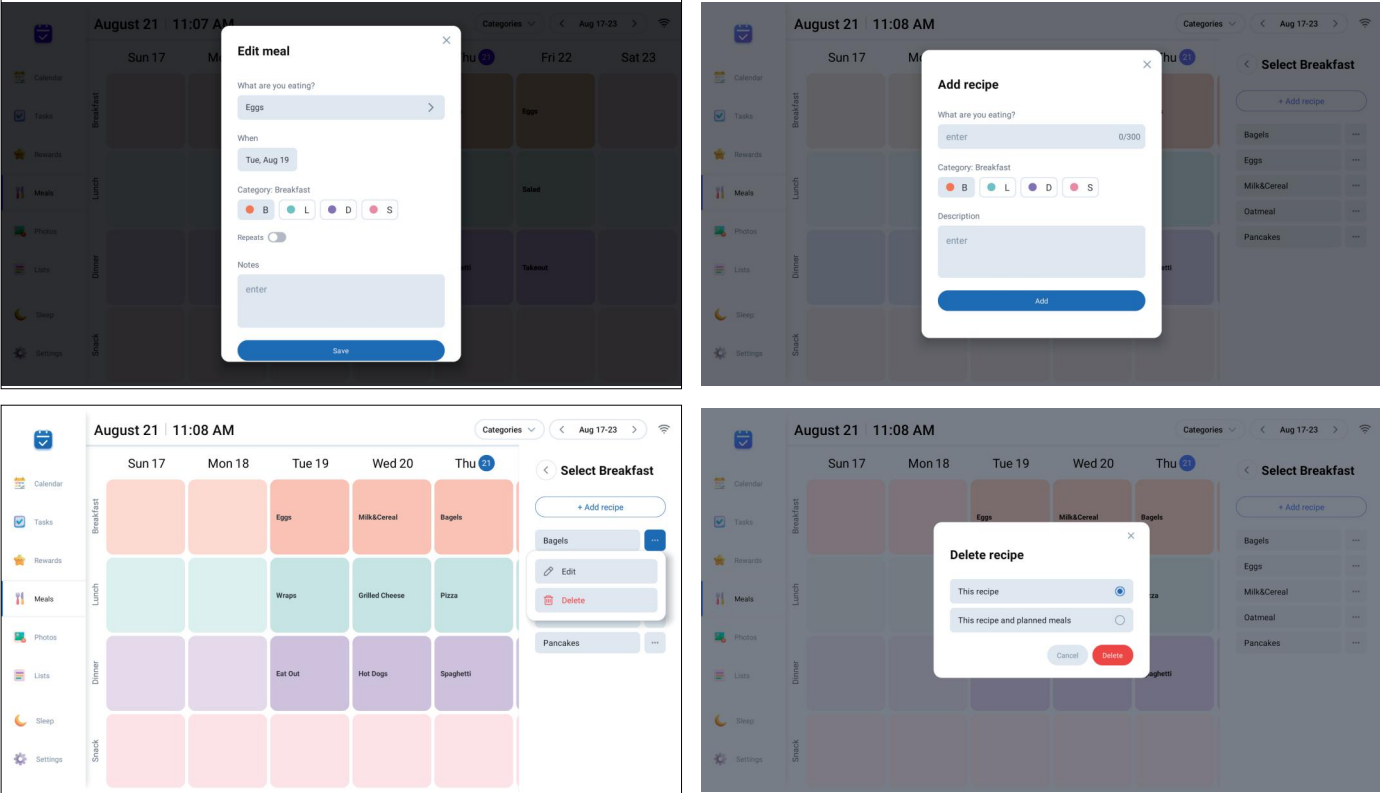
1. Tap "Meals".
2. Tap "Breakfast/Lunch/Dinner/Snack" to select the desired meal. And it will synchronize with the app.



## 2.Operation Instruction

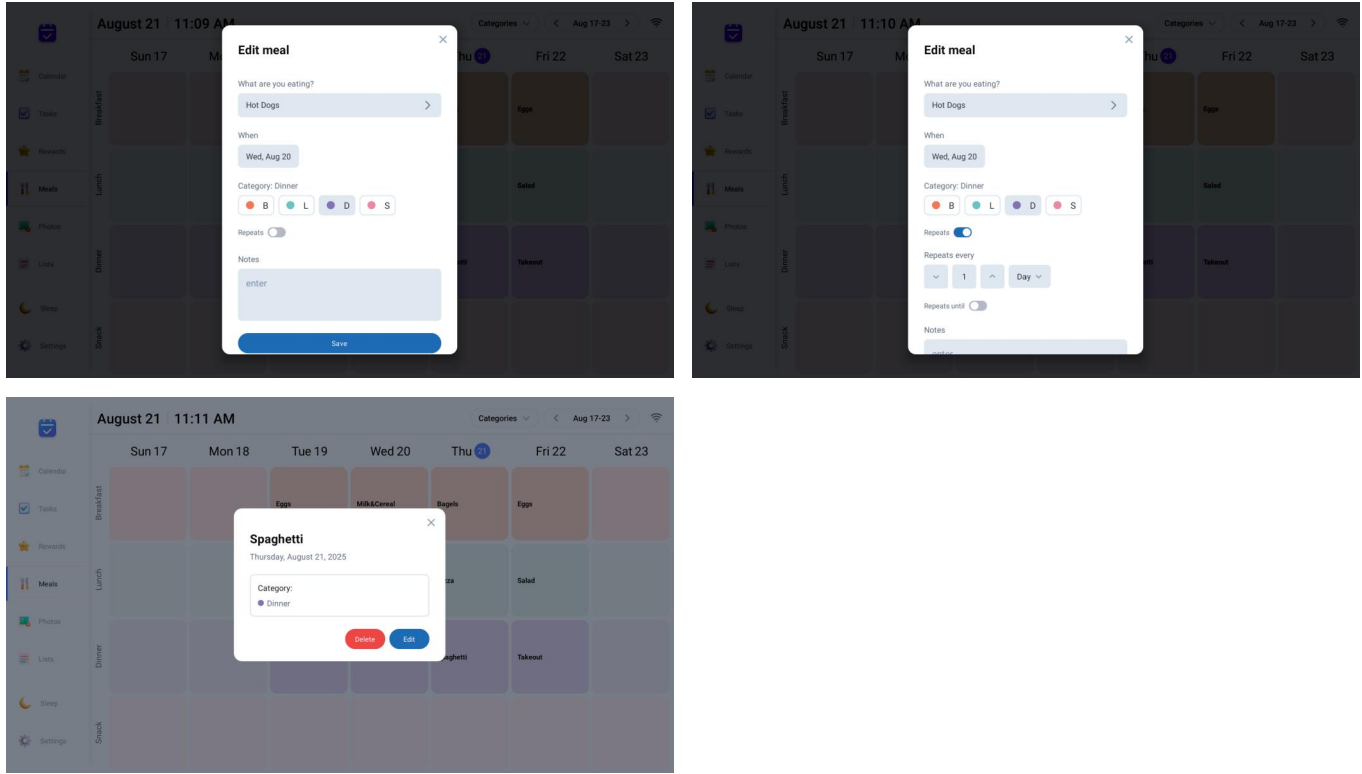
### Add/delete/edit dishes on the device

1. Long press any meal slot (Breakfast/Lunch/Dinner/Snack) under a date and tap "Add Recipe" to create new dishes.
2. To edit recipes, click the "..." next to any dish to edit its name, category, or description, then save your changes.



## 2.Operation Instruction

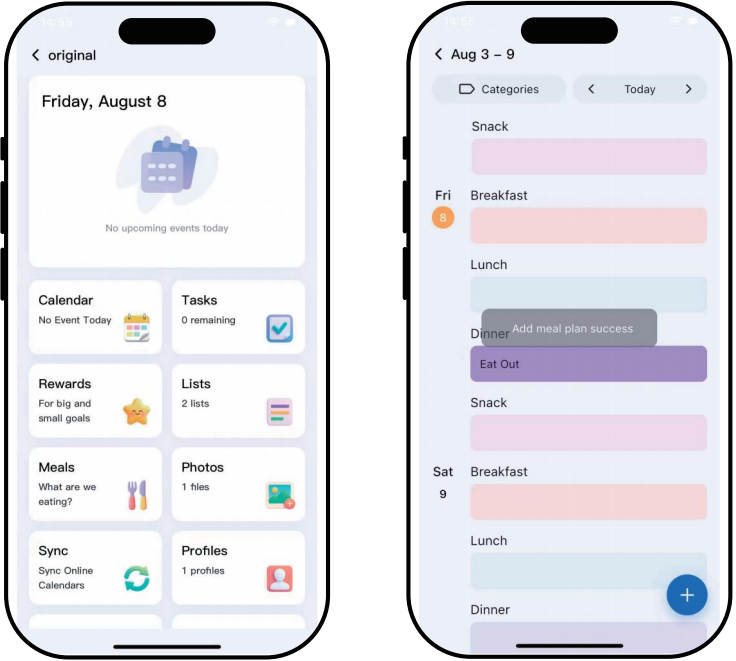
3.To edit plan, press and hold any menu item under the date, tap Edit, then set the dish category, repetition frequency, and duration. Tap Save to complete meal creation and scheduling.



## 2.Operation Instruction

### Add Meal plans in the App

- 1.Navigate to the Meals section from the main interface.
- 2.Long-press any meal slot (Breakfast/Lunch/ppy sync to your device)



## 2.Operation Instruction

### Delete and edit dishes in the app

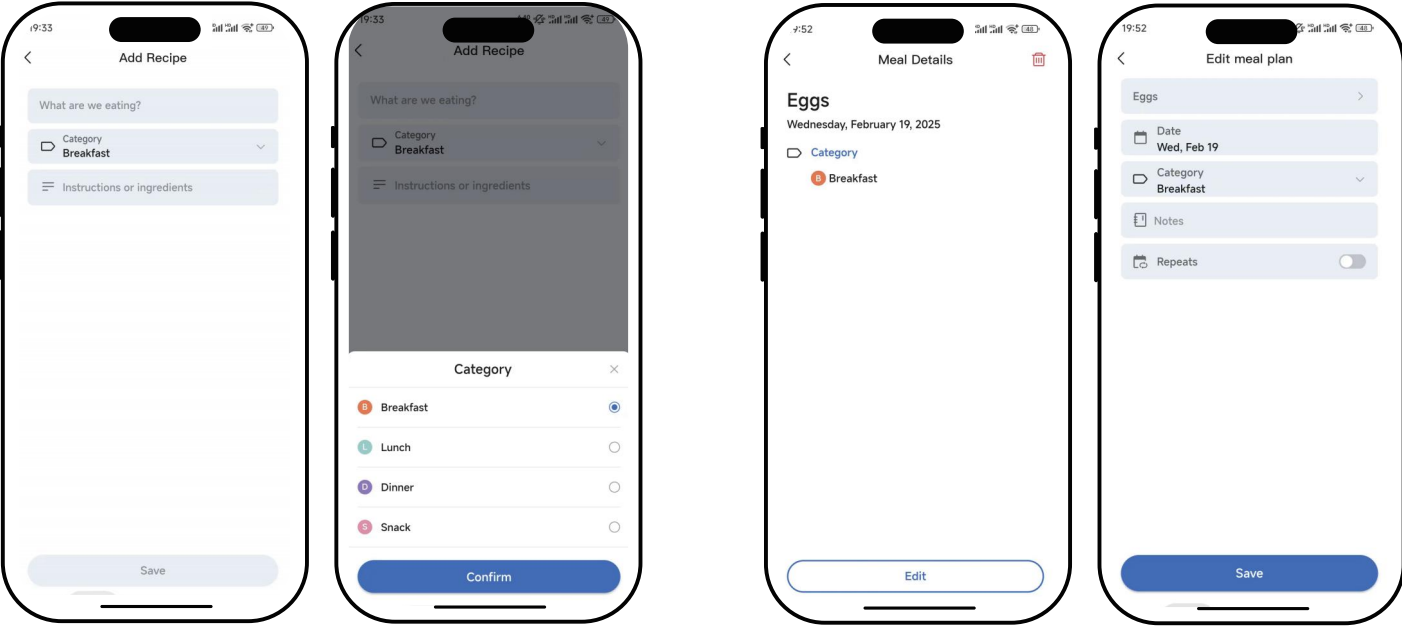
1. Click the "+" button located in the bottom-right corner of the Meals interface to enter the Recipe Box.
2. Tap ...on the right of the created dish to Edit or delete dishes.



## 2.Operation Instruction

3. When creating dishes, you may edit all details, assign to the proper meal categories (Breakfast/ Lunch/Dinner/Dessert), include descriptions, and finalize by selecting "Save."

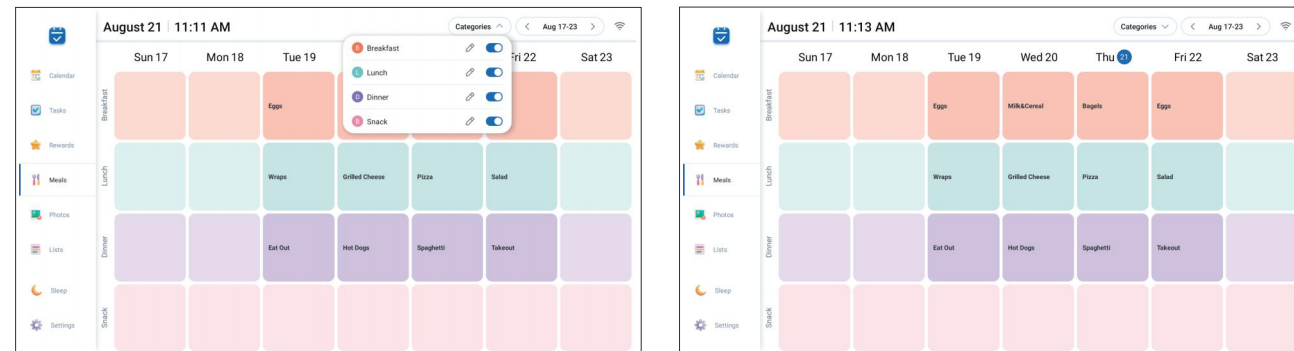
4. On the Meals interface, select any scheduled dish to edit its name, configure repetition patterns, modify contents, or remove it entirely from your plan.



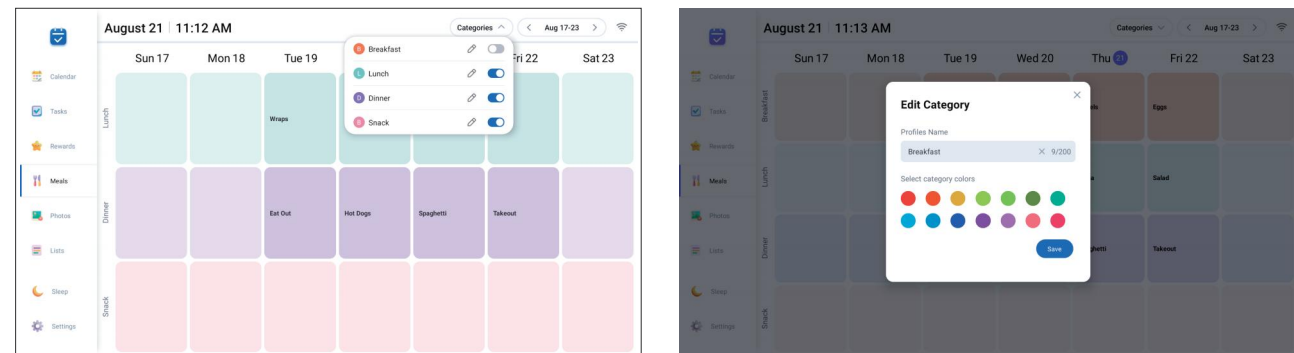
## 2.Operation Instruction

### Hiding and editing Category (same operation on mobile and device)

1.On the meal page, tap "Category" to view the full list. 2.Slide the toggle to hide/unhidespecific meals.



3.Tap the Edit icon to rename categories, assign colors, or make other adjustments. Confirm all changes by tapping "Save".



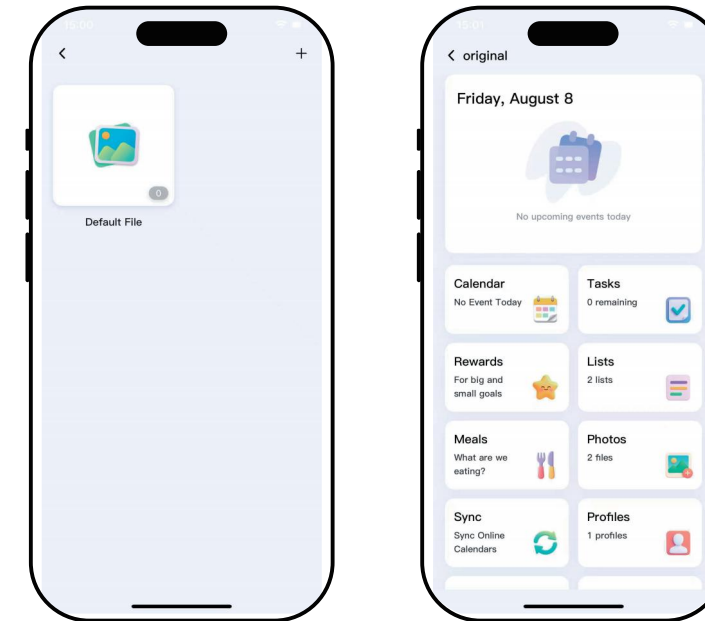
## 2.Operation Instruction

### 2.6 Photo & Video

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

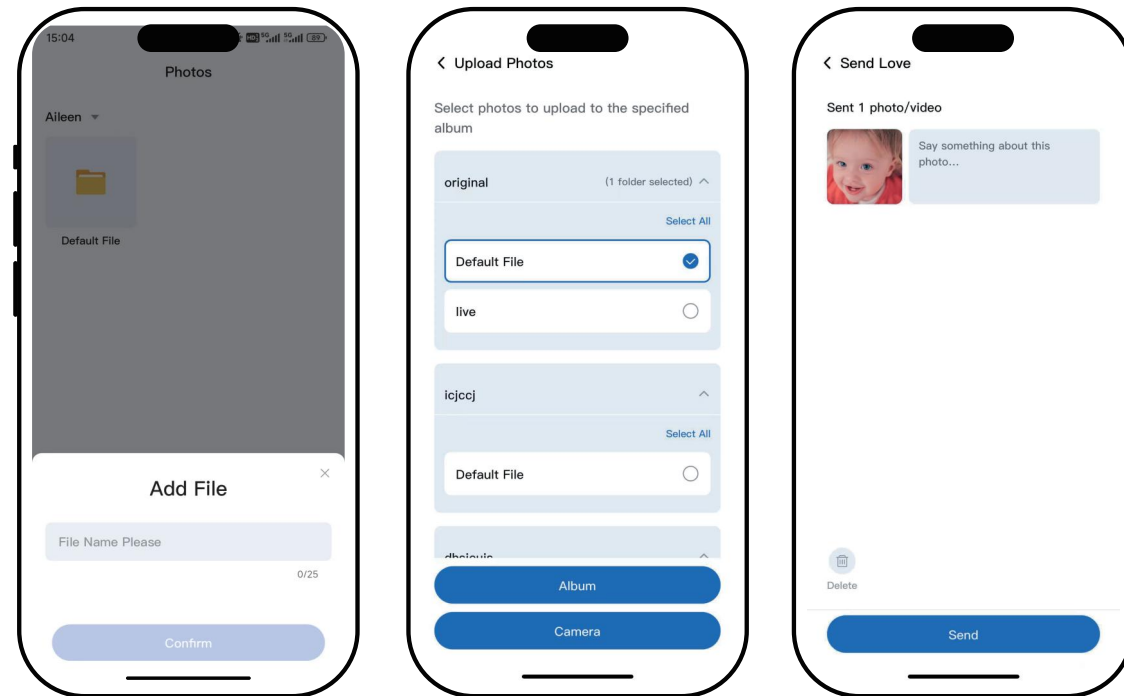
### Upload Photo & Video in the App

1.Navigate to the "Photos" section in the app. and tap "+" to create a new folder.  
2. Enter "Default Folder" or your custom folder, then tap "+" to upload photos/videos.



## 2.Operation Instruction

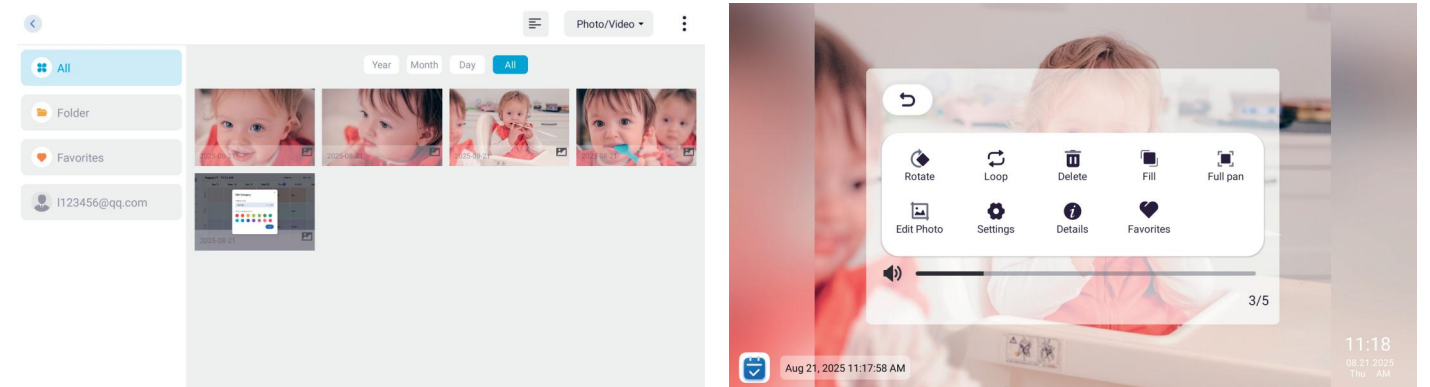
3. Select "Album" to choose existing photos/videos or "Camera" to capture new media directly.
4. Tap "Send" to upload photo & Video to your linked device.
5. Click any uploaded photo/video to add titles or comments.



## 2.Operation Instruction

### Upload Photo & Video on the 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.



## 2.Operation Instruction

### 2.7 Lists

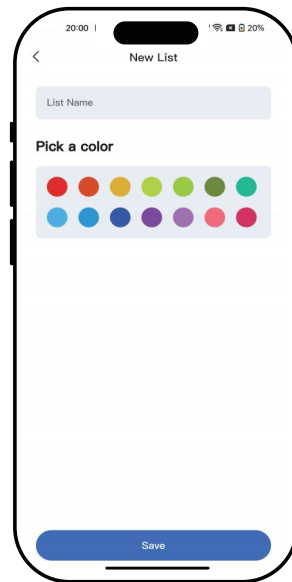
The lists sync between your eCalendar and the mobile app, keeping the whole family on the same page. You can create as many lists as you like.

#### Creating and Editing Lists

1. Open the Lists on the calendar home screen.
2. Tap "New List" in the top right corner.
3. Name your list, choose a color, then tap "Save."

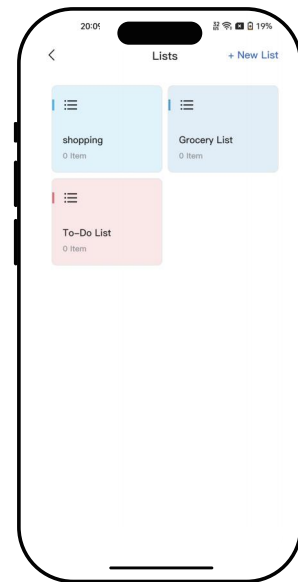


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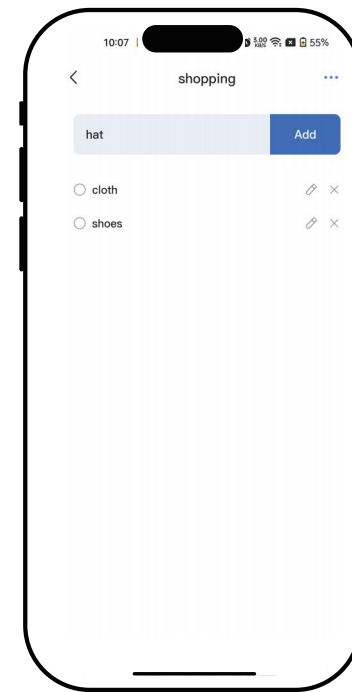
- 47 -



4

## 2.Operation Instruction

4. Tap the list to add items.
5. To edit or remove a list, select it and then tap the "..." icon located in the top right corner.
6. To mark an item as complete, tap the circle next to it, and it will be removed from the list. You can view completed items by tapping the "Show completed items" icon at the bottom.

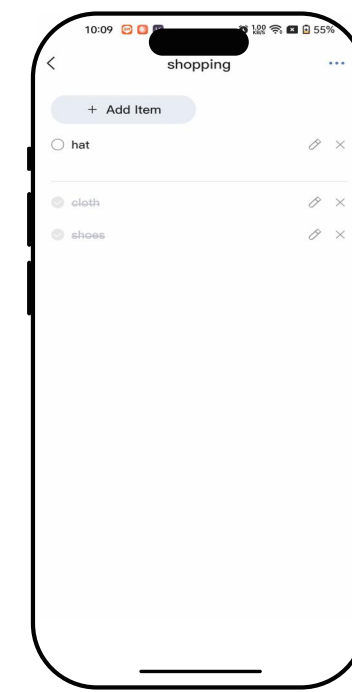


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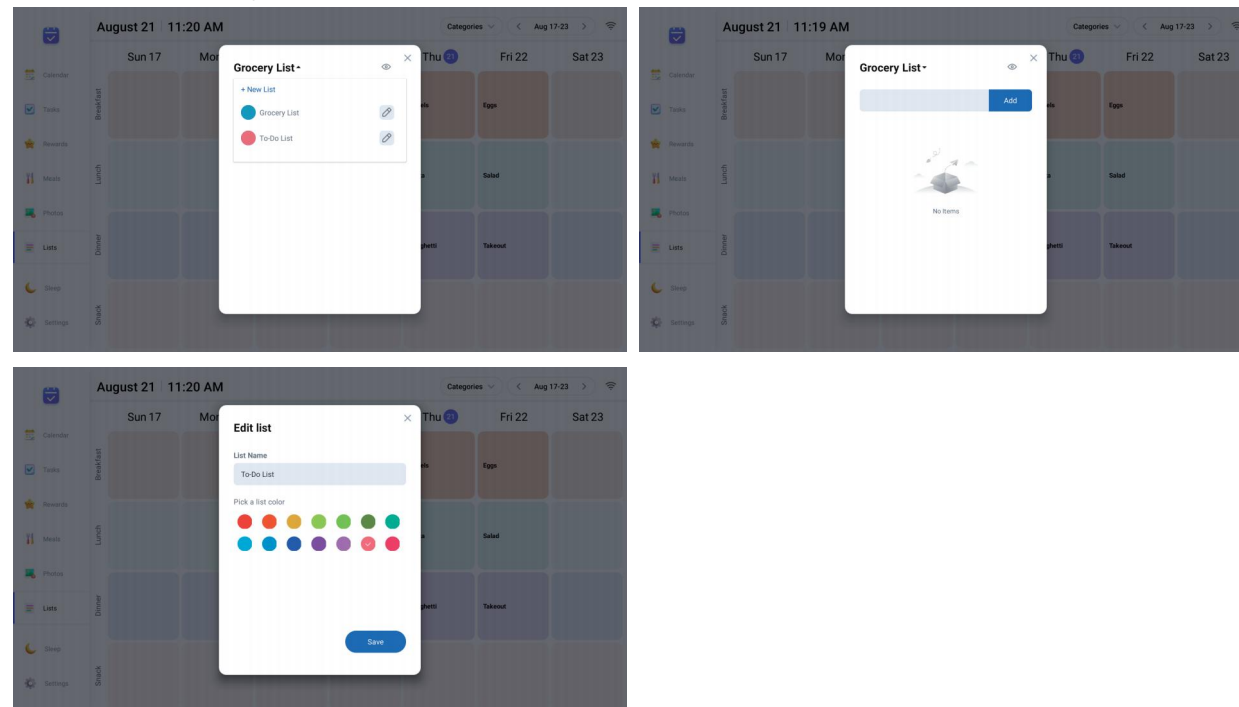


6

## 2.Operation Instruction

### Create Lists on the Device

1. To access your lists, tap the Lists icon located in the sidebar.
2. Select the arrow adjacent to the list's name, for instance, "Shopping List."
3. Tap "+New List," input the desired name for your new list, choose a color, and specify the list type.
4. To add items, simply tap on a list.



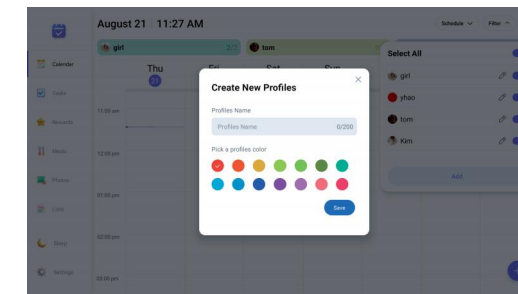
## 2.Operation Instruction

### 2.8 Profiles

Use individual profiles to manage family tasks and events efficiently. Simply link each profile to events and tasks for clear responsibility assignment.

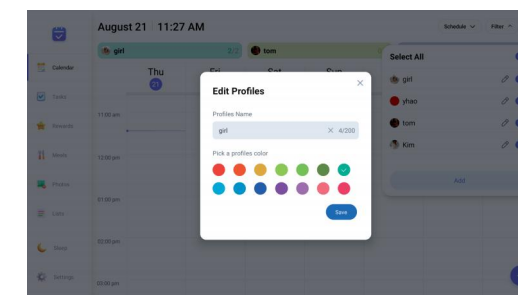
#### Create New Profile on the device

Go to the calendar and select Filter → Add. Set up custom profiles (e.g., Work, Fitness, Travel) to categorize events.



#### Edit Existing Profile on the device

Tap the Edit icon to update details such as the profile name, color, and display settings. Profiles cannot be deleted directly from the device. To remove a specific profile, please use the app.

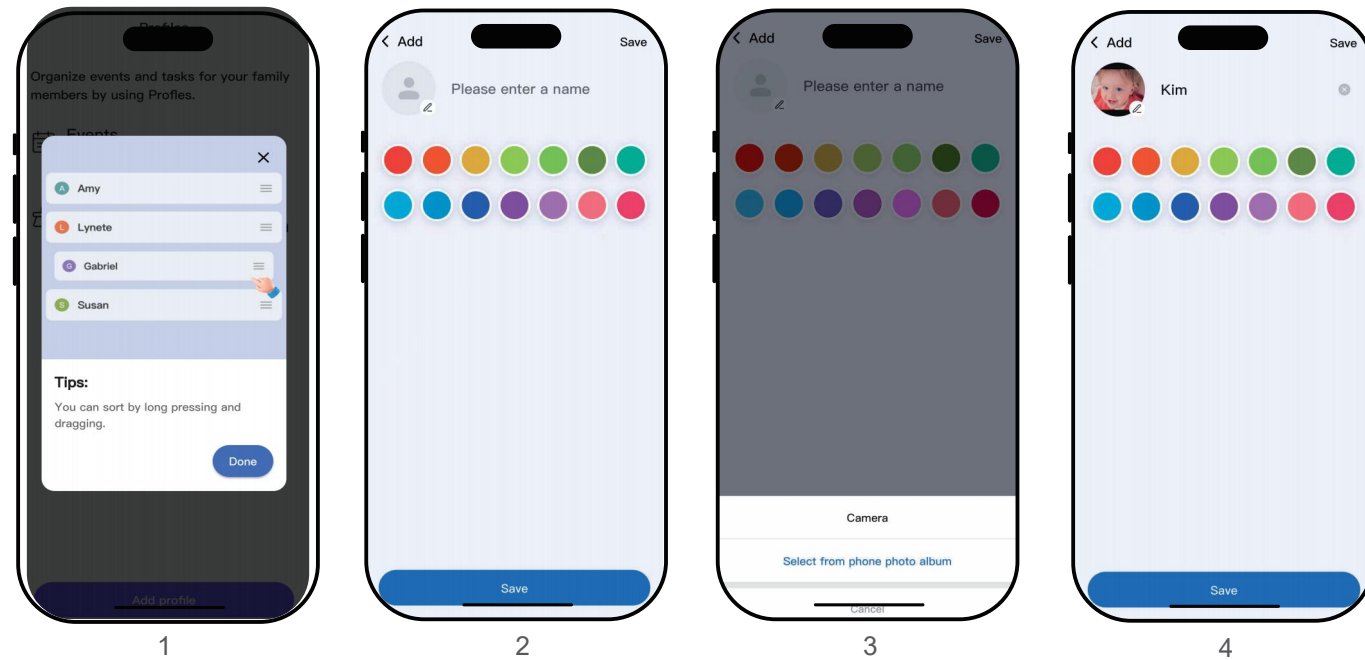


## 2.Operation Instruction

### Add Profiles in the App

1. Select Profiles from the homepage (a usage tip will appear for first-time users).
2. Tap Add Profile.
3. Enter your profile title, select a color code, then tap Save.

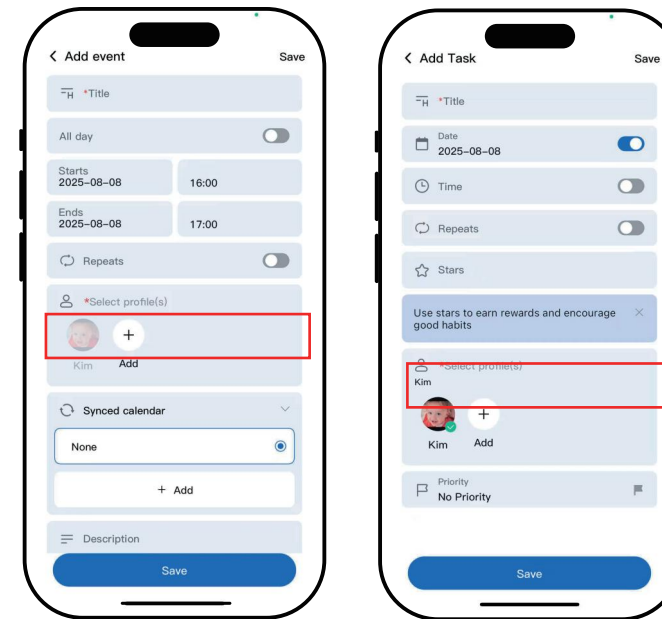
Tip: If you want to edit profile, select it and update details such as the profile name, color, and display settings.



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## 2.Operation Instruction

Tip: You can also add new profiles directly when creating events or tasks - this feature works on both devices and in the app.

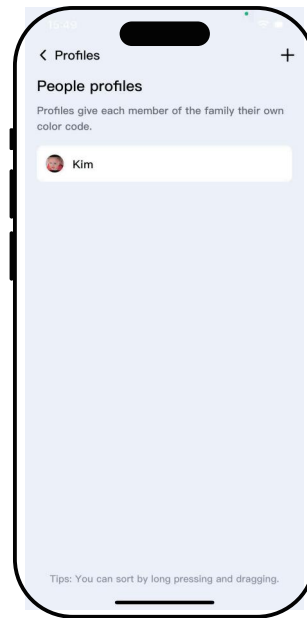


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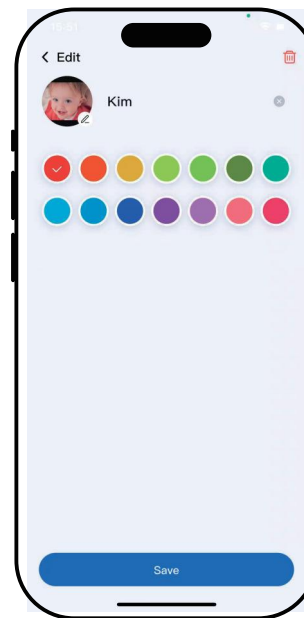
## 2.Operation Instruction

### Delete Profile in the App

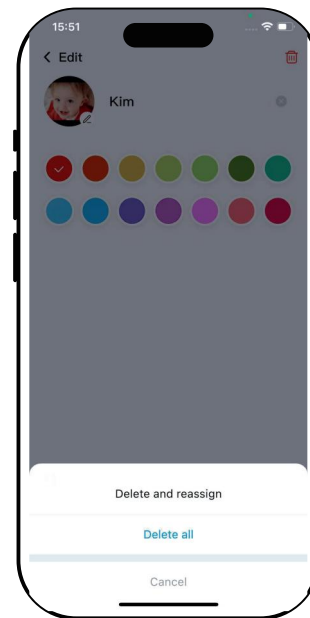
1. Locate and select the target profile from your profiles list.
2. This will open the Edit Profile screen.
3. Scroll to and tap the Delete All option at the bottom.
4. Confirm deletion when prompted.



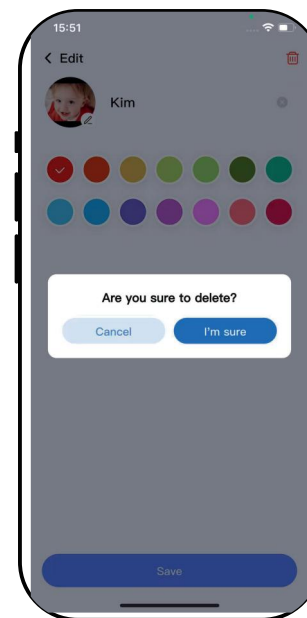
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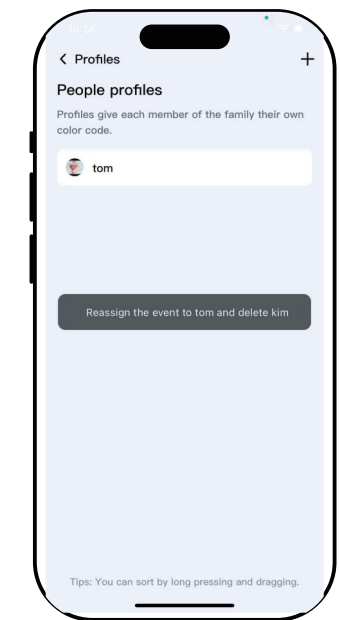
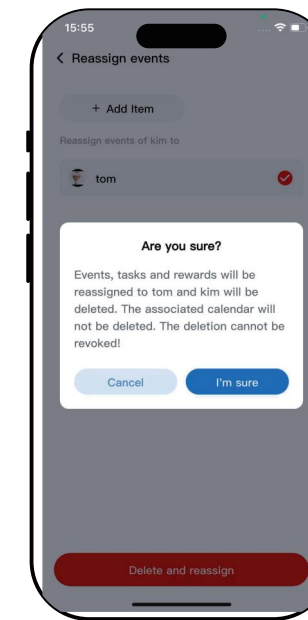
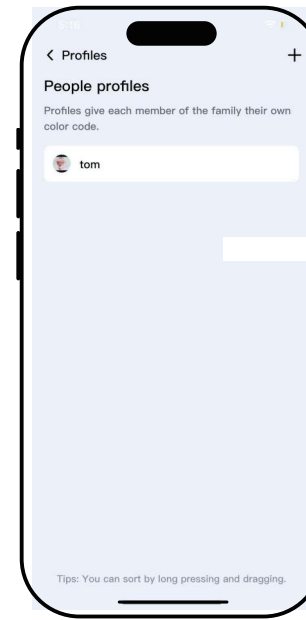
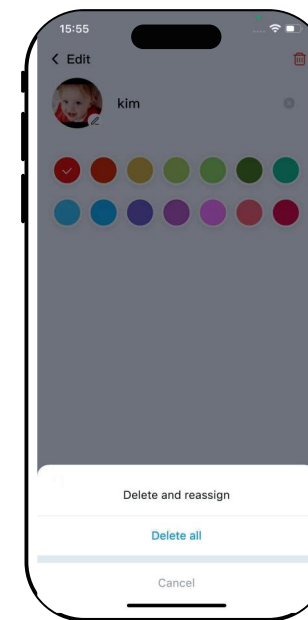
4

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## 2.Operation Instruction

Note on Profile Deletion:

1. If deletion fails, please clear all active events/tasks/rewards linked to the profile.
2. Alternative solution: Use "Delete and reassign" to automatically transfer all linked details to another team member before removal.

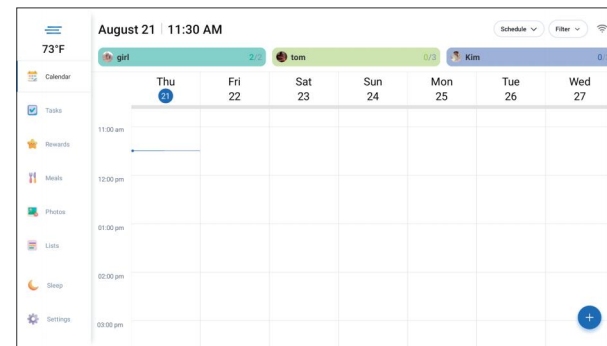
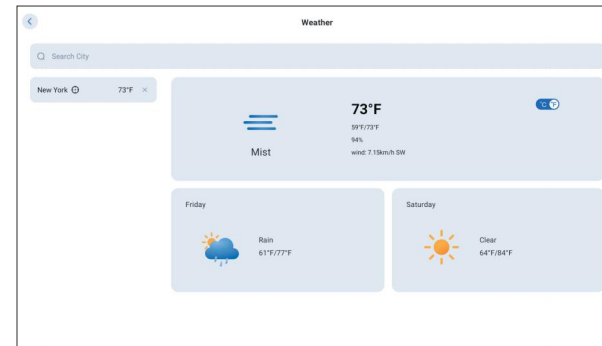
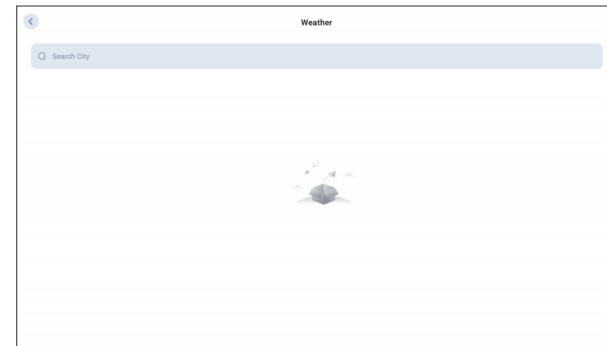


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## 2.Operation Instruction

### 2.9 Weather

1. Locate the weather icon in the top-left corner of the homepage. (Tip: You can hide the weather display in Settings > General> Show weather information.)
2. Search for your desired city and confirm your selection.
3. Switch between Celsius and Fahrenheit by tapping the corresponding temperature unit icon.
4. The weather page will show forecasts for today, tomorrow, and the next day.

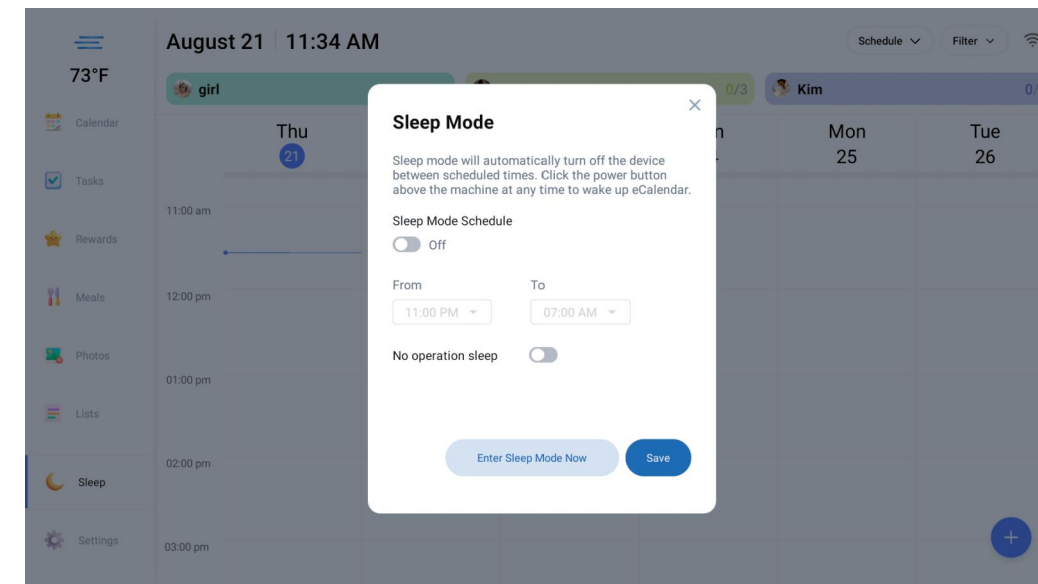


## 3.Sleep Mode

### 3.Sleep Mode

The device will automatically turn off during pre determined periods when Sleep Mode is enabled.  
Note: Ensure your device's time zone is correctly set under Settings > General > Time Zone Settings.

1. Tap the Sleep in the bottom left corner of the sidebar.
2. Enable Sleep Mode Schedule to set your automatic on/off times.
3. Confirm your settings by tapping Save.
4. For instant display off, select Enter Sleep Mode Now (press power button to wake at any time)

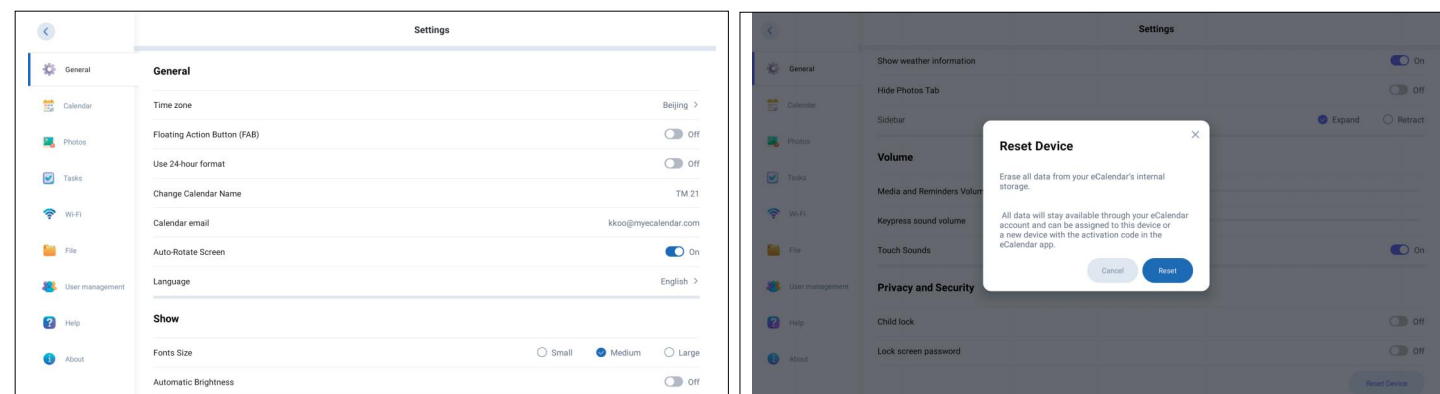


## 4.Settings

### 4.Settings

To adjust your device preferences, tap the Settings icon on the Home screen. Here, you can customize calendar, photo, and task displays, manage Wi-Fi connections, view device information, and more.

Under General Settings, you can personalize display options (font size, brightness), set time/language preferences, and access the factory reset function in the bottom-right corner.

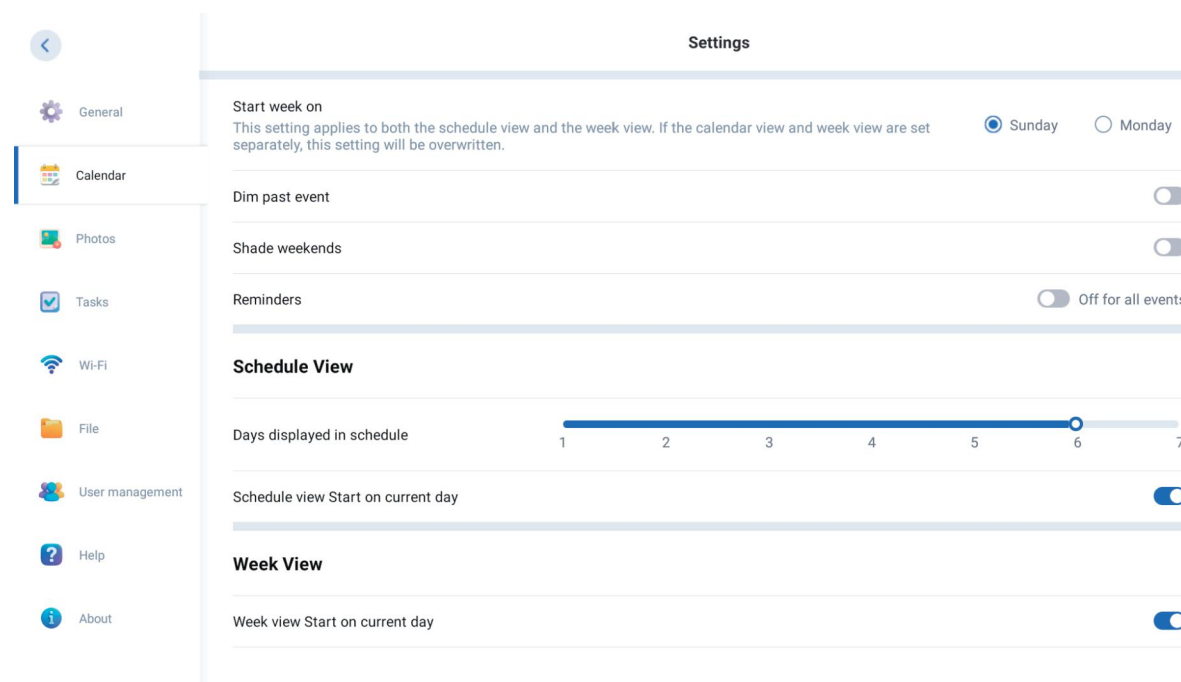


## 4.Settings

### Settings -> Calendar -> Reminder

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

Tip: The reminder sound plays only once, while the pop-up notification remains on screen until you dismiss it. If you don't dismiss previous reminders, new ones will stack alongside them for easy reference.



## 5.Warranty & Contact Us

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### Warranty

The product is covered by a 12-month limited warranty from the date of purchase. Please note this warranty becomes void if:

1. The factory-supplied serial number has been removed or altered
2. The "warranty void" sticker is tampered with or damaged

### This warranty does not cover:

1. Cosmetic damage or damage resulting from external factors.
2. Damage caused by improper operation, maintenance, or connection to incompatible equipment
3. Unauthorized modifications or repairs performed by third parties.

### Contact Us

We're here to help! Contact us anytime with your questions or needs - our support team is always ready to assist.

Email: [support@agilespacetime.com](mailto:support@agilespacetime.com)

## 6.Troubleshooting Guide

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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.

## 6.Troubleshooting Guide

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### 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.

## 6.Troubleshooting Guide

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### 9.Can the video sound be adjusted?

- Yes, it can be adjusted.①Tap Setting on the buttom 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.

## 6.Troubleshooting Guide

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### 16.How can I ensure that Google Calendar events sync to eCalendar?

- Android Devices: After creating a new event in the Google Calendar app, you need to manually tap the "Refresh" button in the sidebar to sync the event to the eCalendar.
- iPhone: Events created on an iPhone are automatically synced to the eCalendar without additional actions.

### 17.What types of Google Calendar events are supported by eCalendar?

- eCalendar supports syncing event types only. Task types are not supported.

### 18.How long does it take to sync events from third-party calendars to eCalendar?

- Google Calendar and Outlook: Syncing takes approximately 1 minute.
- iCloud, Yahoo, and Cozi: Syncing takes between 1 and 30 minutes, with a minimum of 1 minute and a maximum of 30 minutes.

### 19.Can the digital calendar be used on battery power?

- No, the digital calendar is powered by a direct AC adapter and does not have a built-in battery.