



Quick Start Guide

Updated
Feb 2026



Email: support@zicalstar.com

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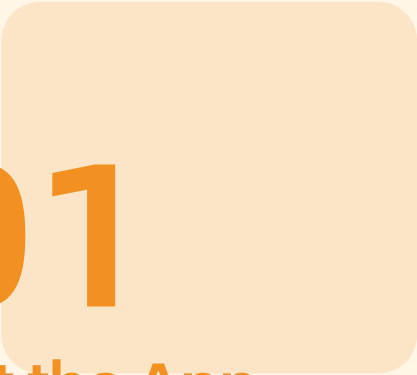
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01

Get the App



■ 1.1 Download the Zical App

Download Zical from the App Store or Google Play, or scan the QR code to install it.



02

First-Time Setup

This setup only takes a few minutes.
Follow the steps below to get started.

■ 2.1 Create Your Account & Get the Activation Code

In the Zical app on your phone:

- 1 Tap "Sign Up".



Email

Enter your email

Password

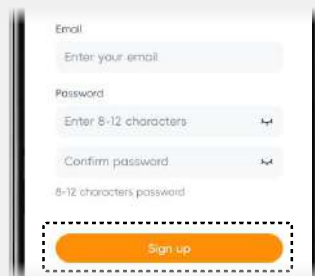
Enter 8-12 characters

[Forgot password?](#)

Login

Sign Up

- 2 Enter your email address, create a password, and tap "Sign up".



Email

Enter your email

Password

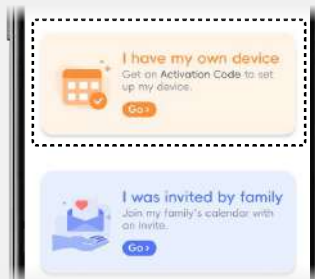
Enter 8-12 characters

Confirm password

8-12 characters password

Sign up

- 3 On the Calendars page, tap "I have my own device" (or tap the  button and select "Create Calendar").
Create a calendar to get an activation code. Each calendar generates one code to activate and link your device.



I have my own device

Get an Activation Code to set up my device.

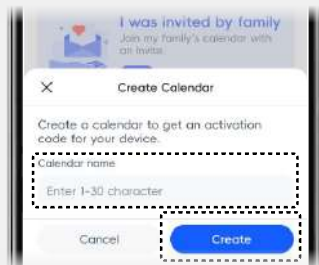
Go +

I was invited by family

Join my family's calendar with an invite.

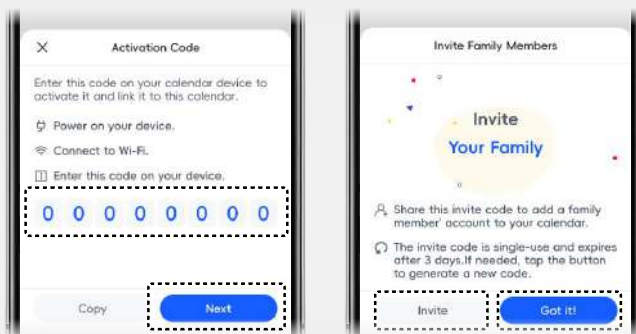
Go +

- 4 Name your calendar and tap **"Create"**.



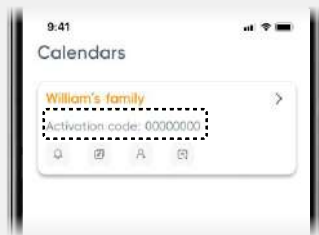
- 5 Two quick guides will appear:

- Activation Code: Tap **"Copy"** to copy the 8-digit code, then tap **"Next"**.
- Invite Family Members: Tap **"Invite"** to share the invite code (optional), or tap **"Got it!"** to return to the Calendars page.



- 6 Your newly created calendar will appear in your list automatically.

⌚ Note: To leave a calendar later, go to **Settings** → **Exit this calendar**.



■ 2.2 Activate the Device

These steps help your calendar display the correct time and local information.
On the device:

- 1 Plug in the device, wait for the startup screen, then select your Wi-Fi network, enter the password, and tap **"Confirm"**.



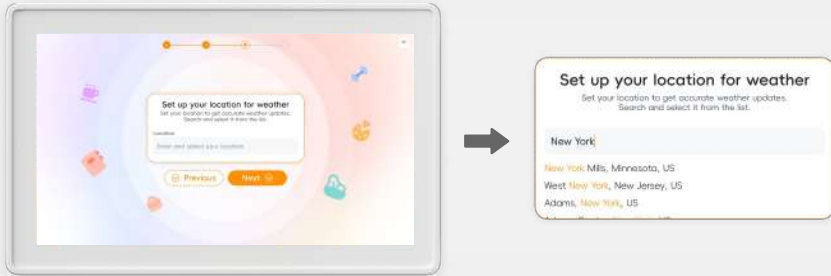
- 2 Set up your language. Choose your preferred language, then tap **"Next"**.



- 3 Set up your time zone. Select your time zone, then tap **"Next"**.



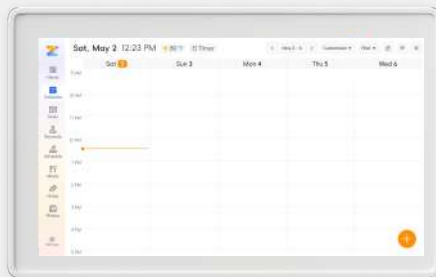
- 4 Set your weather location. Select your city to enable local weather updates, then tap "Next".



- 5 Enter the activation code. On your app's Calendars page, find the 8-digit activation code under your calendar name. Enter the code on the device, then tap "Finish".



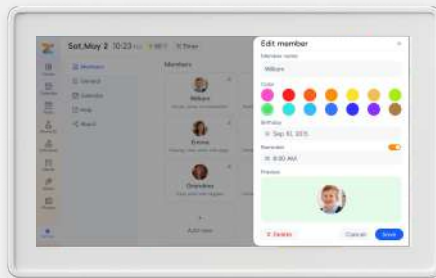
- 6 7. After activation, the device will go straight to the Calendar Screen.
- ① Note: This activation code links your device to your calendar. Each device uses a unique code.



■ 2.3 Complete Basic Setup

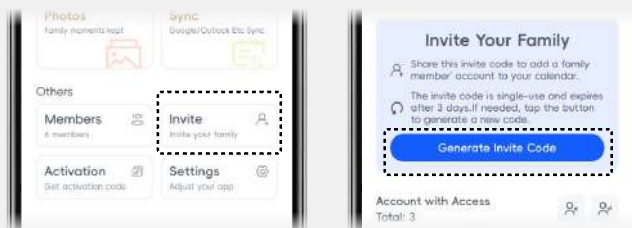
1 Create family members

Add members to match the people in your household, so everyone has their own color and profile.



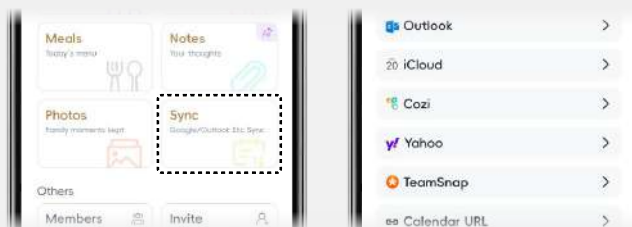
2 Invite your family

Invite family members so everyone can view and update schedules together. Invitations can be sent directly through the Zical app.



3 (Optional) Sync external calendars

Connect Google Calendar, iCloud Calendar, Outlook, or other services to keep work, school, and personal schedules in one shared family view.



03

Members & Color Coding

Keep your family organized at a glance by assigning each person their own color and profile.

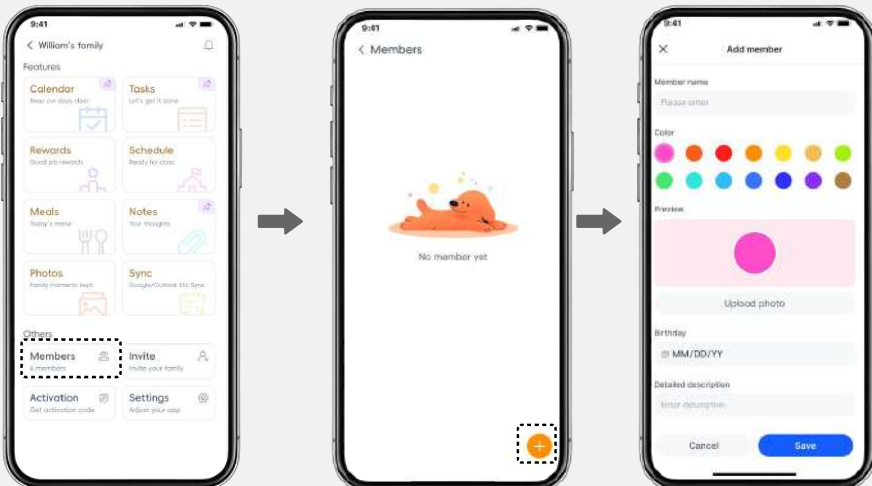
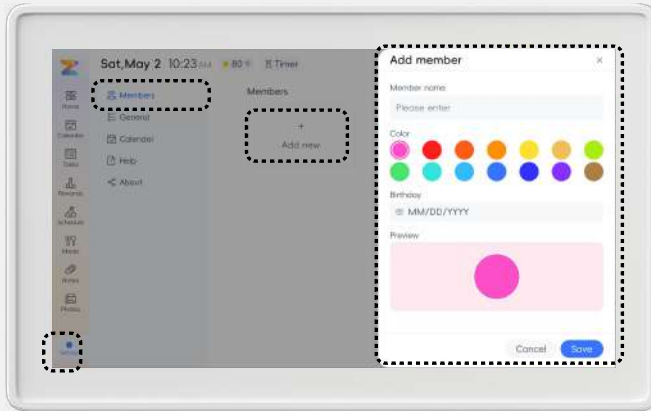
■ 3.1 Add and Manage Family Members

Members belong to a calendar and are used to assign events, tasks, and rewards. Members do not represent login accounts.

1 Add Members

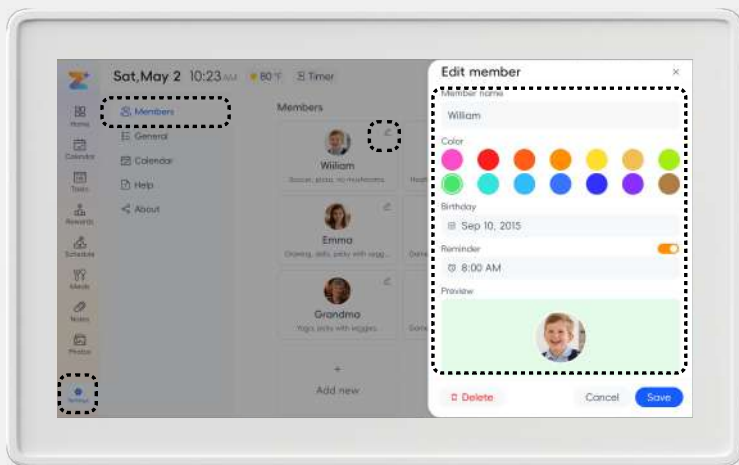
Go to **Settings** ⚙️ → **Members** 👤 → **Add New** ⊕ , then enter the member's name, choose a color, and optionally add a birthday, description, or upload a custom avatar.

① *Note: Custom avatars can only be uploaded through the Zical app.*



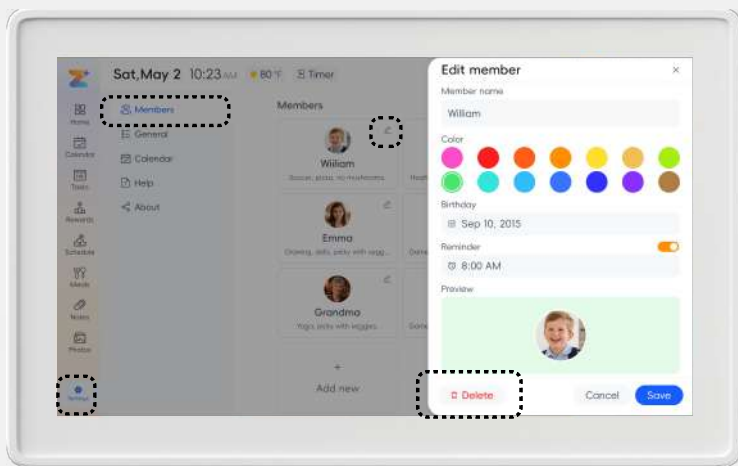
2 Edit Members

Select any member to update their name, color, details, or custom avatar.



3 Delete Members

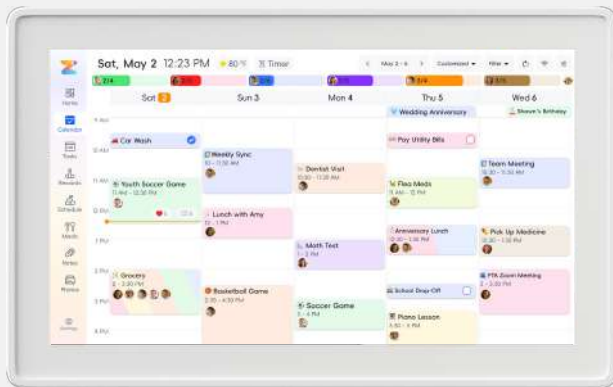
Select the family member you want to remove, then tap the "🗑 Delete".



■ 3.2 Color Coding Your Family Schedule

Color coding helps your family quickly understand schedules without extra explanation.

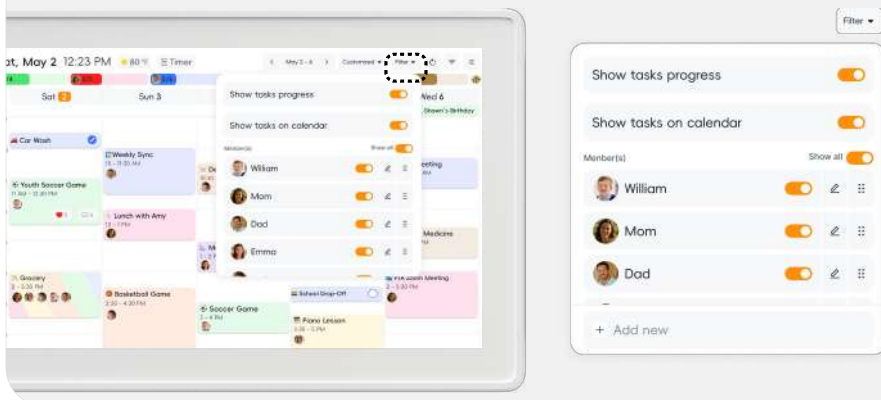
- Each family member is assigned a dedicated color.
- Events involving multiple family members automatically display blended color highlights, making shared activities easy to recognize.



■ 3.3 Organize Events and Tasks

Focus on what matters by showing or hiding schedules for specific family members.

- Open "Filter".
- Toggle a family member on or off to show or hide all events and tasks associated with that person.



04

Syncing Calendars

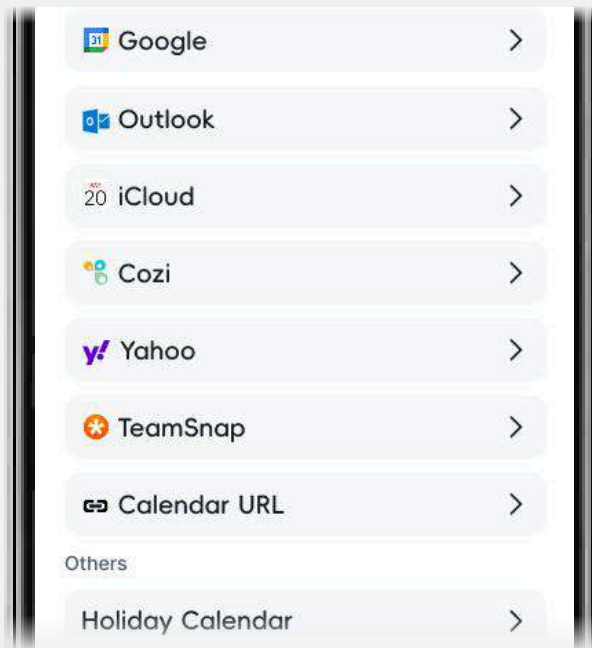
Bring work, school, and personal schedules together in one shared family view.

■ 4.1 Supported Calendar Types

The Zical app supports syncing with the following calendar services:

- Google Calendar
- Outlook Calendar
- iCloud Calendar (via shared ICS URL)
- Yahoo Calendar
- Cozi Calendar
- TeamSnap Calendar
- Calendar URL (ICS) or other subscribed calendars
- Holiday Calendar

① *Note: All calendar syncing is managed through the Zical app.*



4.2 Syncing a New Calendar

You can start syncing a new calendar from any of the following entry points:

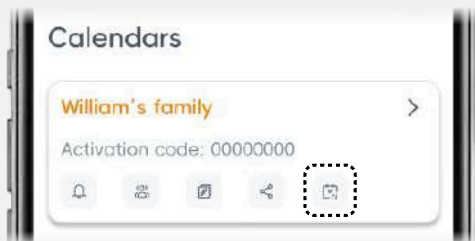
1 Option 1: Home Page

Open the Zical app → **Home** page → **Sync** → tap **+** to sync a new calendar → choose a calendar service.



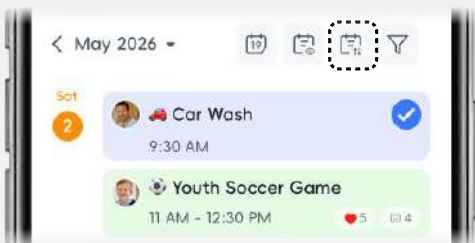
2 Option 2: Calendars Page

Go to the **Calendars** page → tap the **Sync**  next to the calendar you want to sync.



3 Option 3: Calendar Screen

Open a calendar → on the **Home** page tap "**Calendar**" to enter the Calendar Screen → tap the **Sync**  in the top-right corner.



■ 4.2.1 Syncing Google Calendar

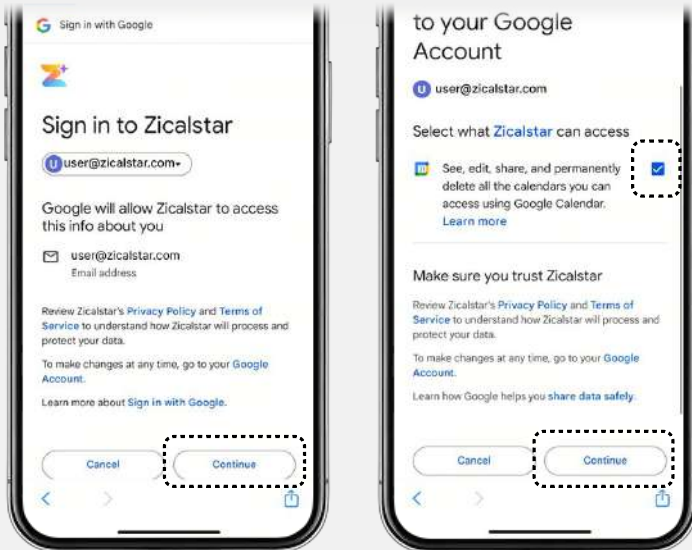
Start here:

Open the Zical app → **Home** page → **Sync** → tap **+** Sync a new calendar → **Google**.

- 1 Select the Google account you want to sync.



- 2 Review the requested permissions and tap "Allow".
 - If you don't grant permissions, the app cannot access your calendar list.



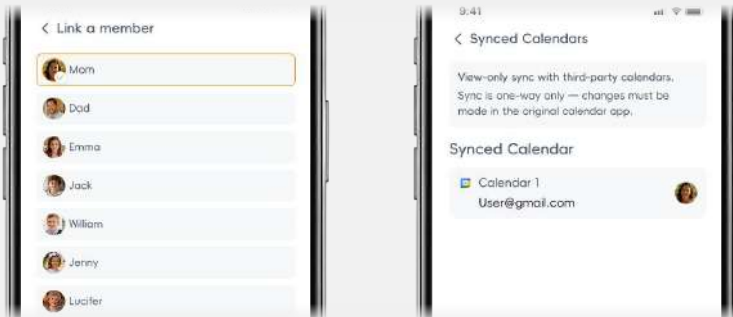
- 3 Wait for your Google Calendars to load.



- 4 Select the calendars you want to sync.



- 5 Assign calendars to a member, then tap **"Sync"** to complete the process.

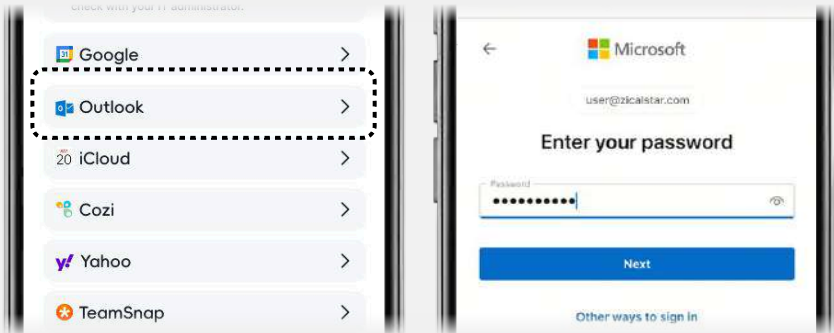


■ 4.2.2 Syncing Outlook Calendar

Start here:

Open the Zical app → **Home** page → **Sync** → tap  sync a new calendar → **Outlook**.

- 1 Sign in to the Outlook account you want to sync.



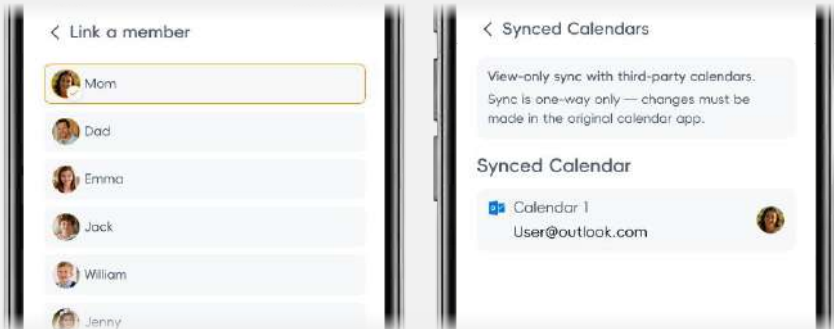
- 2 Wait for your Outlook Calendars to load.



- 3 Select the calendars you want to sync.



- 4 Assign calendars to a member, then tap "Sync" to complete the process.



■ 4.2.3 Syncing iCloud Calendar (ICS Link)

Start here:

Open the Zical app → **Home** page → **Sync** → tap  sync a new calendar → **iCloud**.
To get your ICS link:

- 1 Open **Apple Calendar** by signing in on your iPhone, Mac, or at iCloud.com.



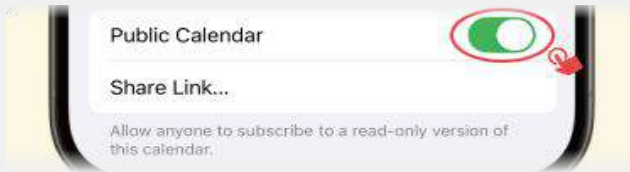
- 2 Tap "Calendars" at the bottom.



- 3 Tap the "i" icon next to the calendar you want to sync.



- 4 Enable "**Public Calendar**", then tap "**Share Link**".



- 5 Copy the link and paste it into the Zical app.



- 6 Assign the calendar to a member, then tap "**Sync**".



① Note:

- ICS-linked calendars refresh approximately every 30 minutes.
- Imported calendars include events from the past 90 days and all future events, up to a maximum of 5,000 events.

■ 4.2.4 Syncing Yahoo / Cozi / TeamSnap / Calendar URL (ICS)

Start here:

Open the Zical app → **Home** page → Sync → tap  sync a new calendar → Calendar URL / ICS (or select your provider).

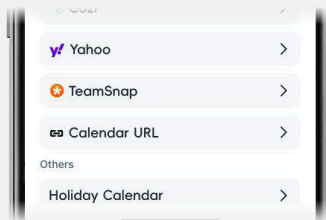
1. Follow the on-screen steps (steps may vary by provider).
2. Paste your ICS URL if prompted.
3. Assign the calendar to a Zicalstar member, then tap "**Sync**" to complete the process.

■ 4.2.5 Syncing Holiday Calendar

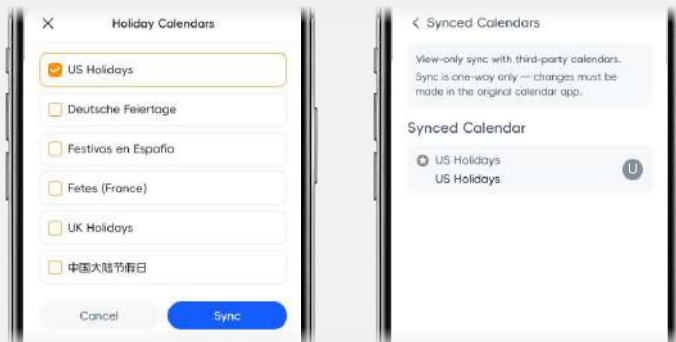
Start here:

Open the Zical app → **Home** page → **Sync** → tap  sync a new calendar → **iCloud**.
To get your ICS link:

- 1 Select the holiday calendar you want to add.

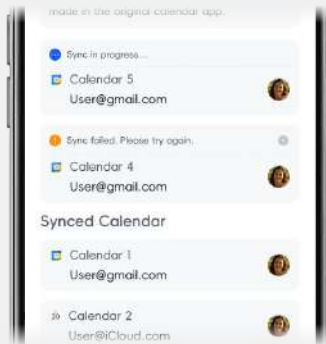


- 2 Tap "**Sync**" to finish.



■ 4.3 Removing a Synced Calendar

- 1 Tap the synced calendar you want to remove.



- 2 Tap "🗑 Delete" to remove it.



05

Share & Manage Calendar Access

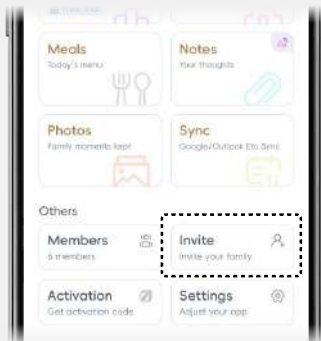
Share a calendar with family or friends—and control who can access and manage it.

5.1 Invite Family or Friends

Each person joins using their own account. An account represents a person and can be added to multiple calendars. The invited user can sign in with their own email address (they do not need to use yours).

In the Zical app:

- 1 Open the app and tap **"Invite"** on the **Home** page (or go to the **Calendars** page, find the calendar you want to share, tap the **Invite** ⓘ next to it).



- 2 Tap **"Generate Invite Code"**.



- 3 Tap **"Copy"**, then send the **6-digit invite code** to the person you want to invite.



① *Note: The invite code is single-use and expires after 3 days. If a code is used or expired, generate a new one.*

■ 5.2 Join a Shared Calendar

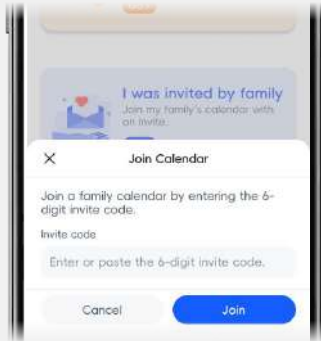
Use an invite code to join a calendar that has been shared with you.

In the Zical app:

- 1 After signing in, open the app and go to the **Calendars** page. On the **Calendars** page, tap **"I was invited by family"** (or tap the **+** button and select **"Join Calendar"**).



- 2 Enter or paste the 6-digit invite code, then tap **"Join"**.



- 3 The shared calendar will appear in the app automatically.



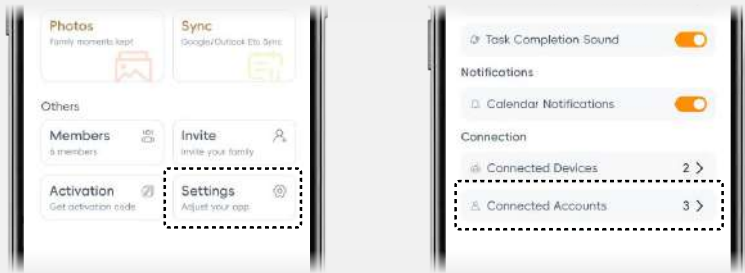
5.3 Manage Calendar Access & Ownership

The account that creates a calendar becomes its Owner by default.
The Owner manages which accounts can access the calendar.

■ 5.3.1 Remove an Account from a Calendar

Only the Owner can remove an account from a shared calendar.

- 1 Open the Zical app and go to the **Calendars** page. Select the calendar you want to manage, then open Calendar **Settings** ⚙️ → **Connected Accounts** 👤.



- 2 Tap **Remove icon** 👤^x, select the account you want to remove and tap **"Remove"**.

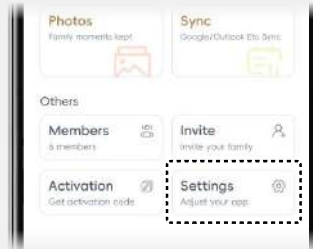
① *Note: Once an account is removed, it will no longer be able to view or edit that calendar.*



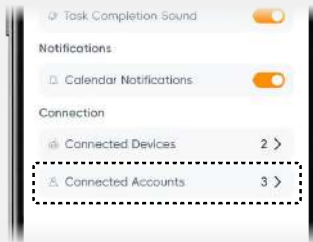
■ 5.3.2 Transfer Calendar Ownership

The Owner can transfer ownership to another account in the same calendar.

- 1 Open the Zical app and go to the **Calendars** page.



- 2 Select the calendar you want to manage, then open Calendar **Settings** → **Connected Accounts** .



- 3 Tap **Transfer icon** , select the account you want to make the new owner, and tap **"Transfer"**.

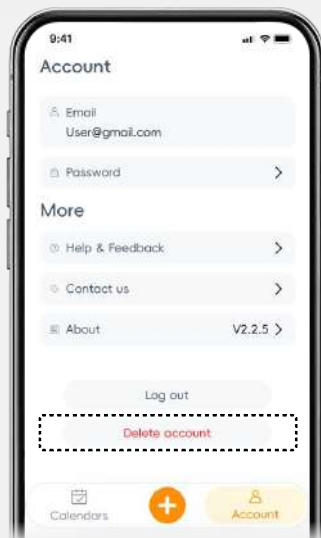
① *Note: After ownership is transferred, the new Owner becomes the only account that can manage calendar access. The previous Owner will no longer be able to manage accounts.*



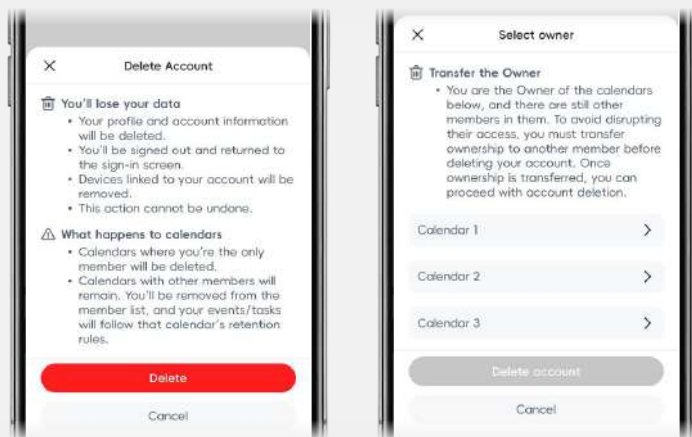
■ 5.4 Delete Account

Permanently delete your profile and account information (cannot be undone).

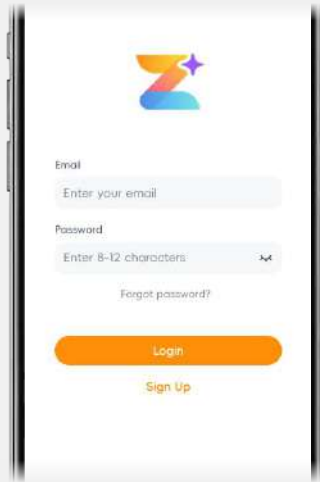
- 1 In the app: **Calendars → Account → Delete Account.**



- 2 Tap "**Delete**" to confirm and delete your account. If you're the Owner of a calendar that other accounts still use, transfer ownership first to avoid disrupting their access.



- 3 You'll be signed out, and devices linked to your account will be removed.



① Note:

- Calendars where you're the only account will be deleted.
- Calendars shared with other accounts will remain, and your account will be removed.
- Synced calendars from connected services are not deleted automatically—remove them manually if needed.



06

Main Features

Designed to help your family stay organized, connected, and on the same page every day.

6.1 Home

See your family's day in one place—from the day's schedule to tasks, meals, notes, rewards, and photos.

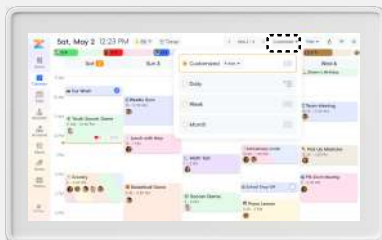
Great for a quick check before school, work, or after-school activities.



6.2 Calendar

Keep your whole family on track with a clear, shared schedule.

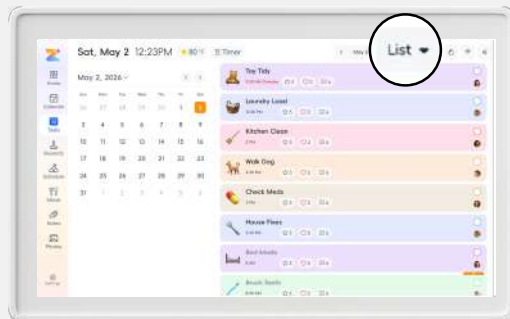
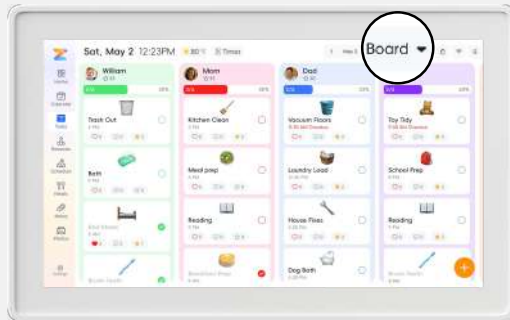
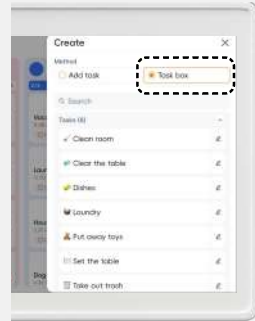
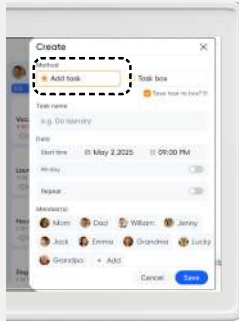
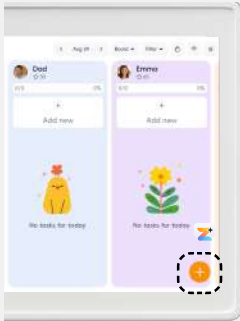
- **Add & View Events:** Tap the  button to add events. Switch between **Day**, **Week**, **Month**, or **Custom** views and showing or hiding tasks as needed.
- **Never Miss a Thing:** Get timely reminders so appointments, family plans, and important moments are never forgotten.



6.3 Tasks

Make daily responsibilities clear and easy for everyone.

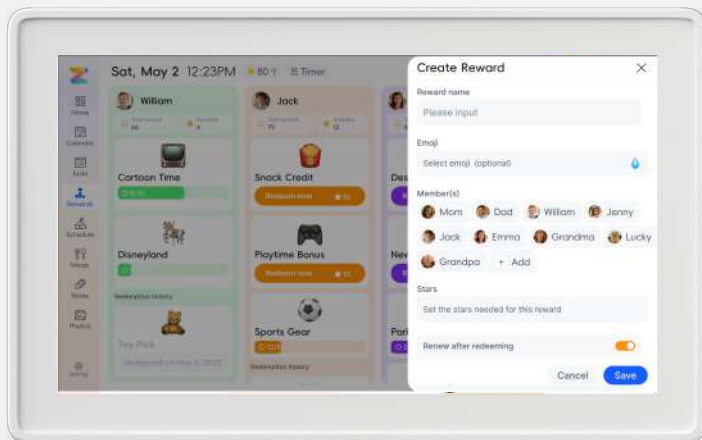
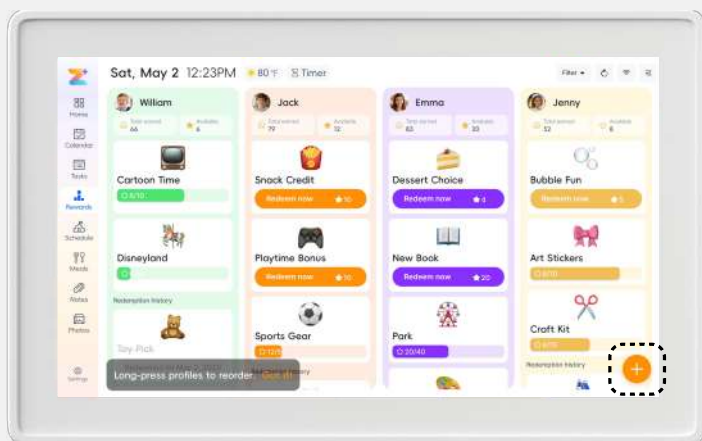
- **Create Tasks:** Tap the  button to add a new task, or choose a template from the Task Box to create one quickly.
- **See Who's Responsible:** Switch between **List View** (task-focused) and **Board View** (member-focused) to clearly see who is doing what.



6.4 Rewards

Encourage good habits and celebrate small wins together.

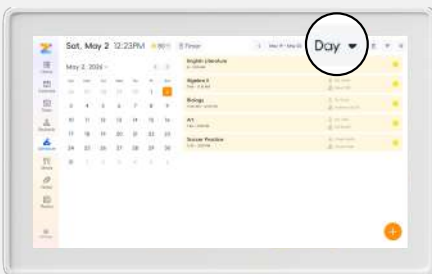
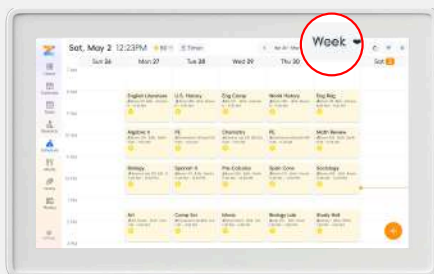
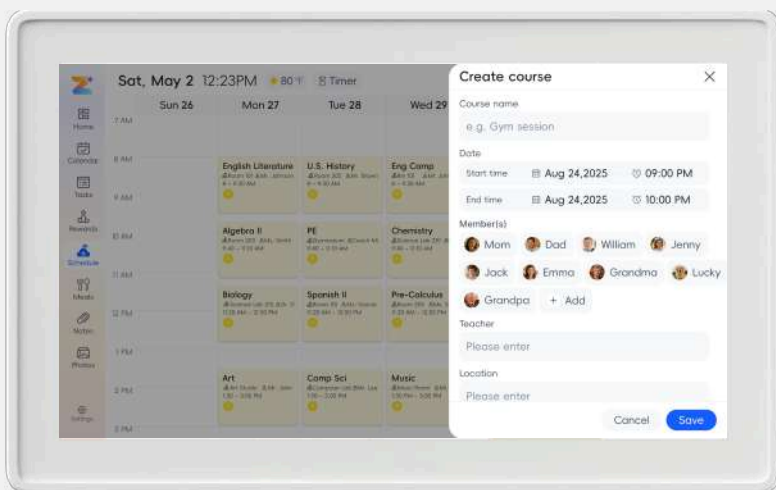
- **Create Rewards:** Tap the  button to create rewards for family members to motivate kids and reinforce positive routines.
- **Track Progress:** Assign rewards, track completions, and turn everyday responsibilities into small wins.



6.5 Schedule

Stay on top of school days and busy after-school routines.

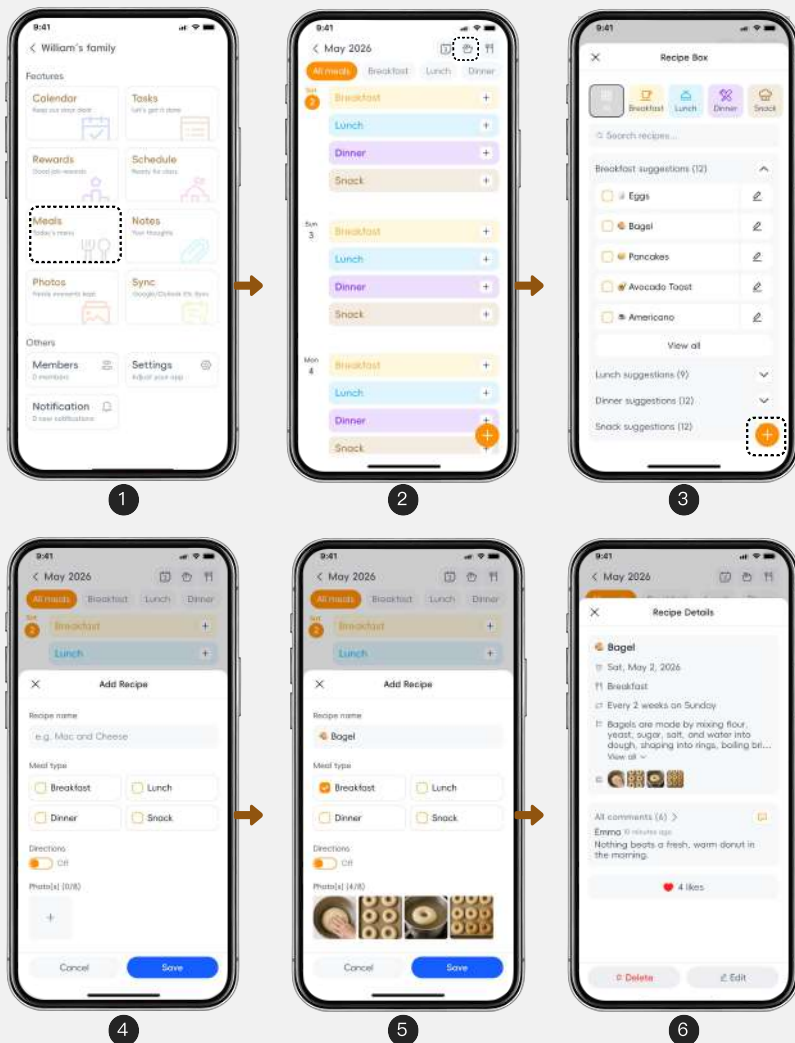
- **School & After-School Planning:** Track school name classes, sports practices, music lessons, tutoring, and other recurring activities—include the teacher and location for each item.
- **Know What's Next:** Use **Day** or **Week** views to stay on top of upcoming classes and activities, and keep pickups and drop-offs simple.



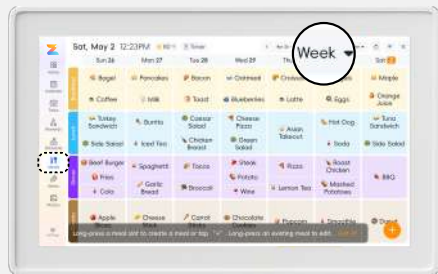
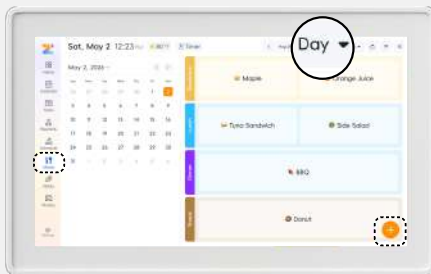
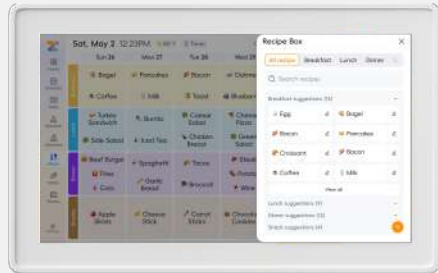
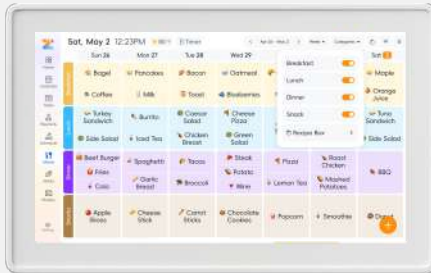
6.6 Meals

Plan family meals with less stress and more consistency.

- **Create & Manage Recipes:** Build your Recipe Box with step-by-step instructions and photos for easy reuse.



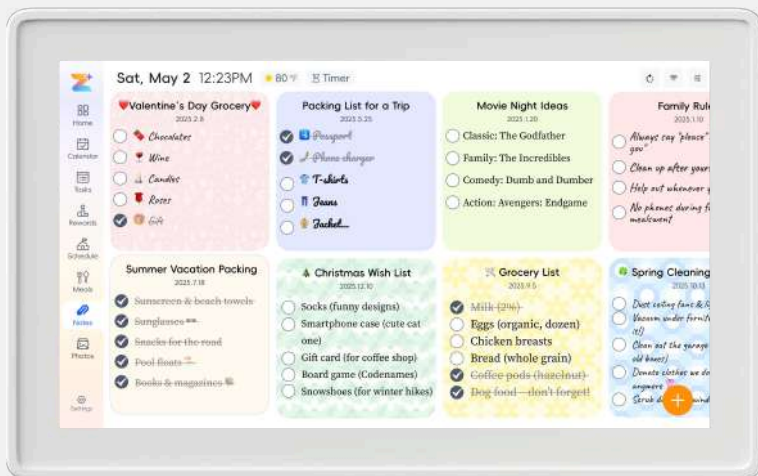
- **Plan Meals:** Create meal plans by date and meal type, then view them in Daily or Weekly mode so everyone knows what's for dinner.



6.7 Notes

Share reminders, lists, and quick messages with your family.

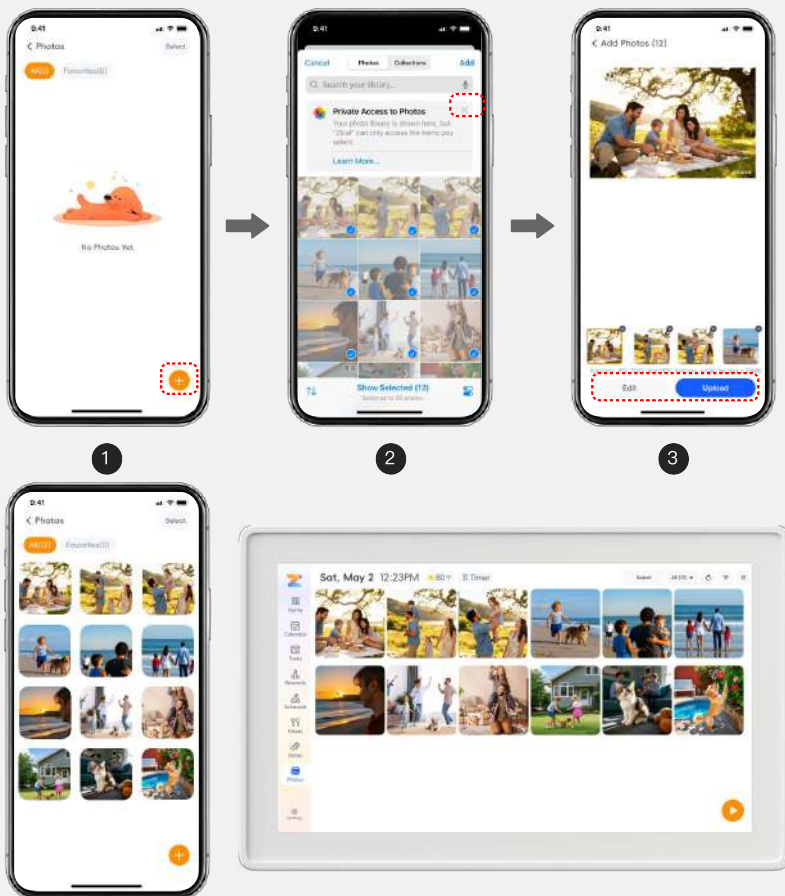
- **Add Notes:** Tap the **+** button to create notes for reminders or shared lists.
- **Stay Connected:** Use notes for grocery lists, family messages, or anything everyone should remember.



6.8 Photos

Bring your family moments onto your home screen—beautifully and effortlessly.

- Upload from Phone: Upload photos through the Zical app. You can edit, crop, rotate, or add text before sending.
- Enjoy Together: Like or comment on photos, and display them on the device as a screensaver slideshow for everyone to enjoy.





07

Special Features

Thoughtful extras designed to make everyday family life easier and more enjoyable.



7.1 AI Voice & Text Input

Create items faster—hands-free or with just a few words.

- **Smart Creation (Events / Tasks / Notes):** Speak or type what you need (e.g., “Soccer practice on Friday at 4 PM” or “Buy milk tonight”), and it's created automatically.
- **Weekly Free Trial:** Enjoy up to 15 AI-generated items per week (events, tasks, or notes). This feature is currently free and will become a Pro feature later.

Calendar



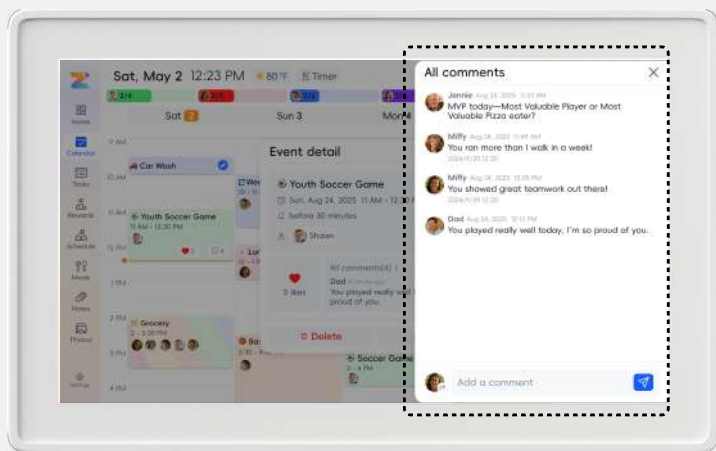
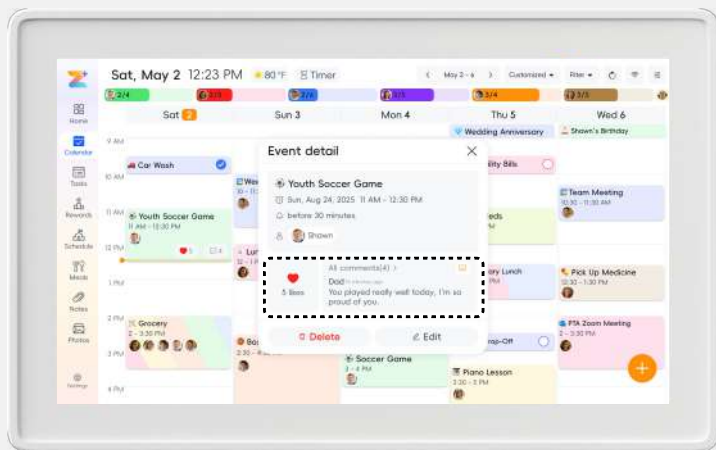
Notes



7.2 Interactive System

Stay connected through small, meaningful interactions.

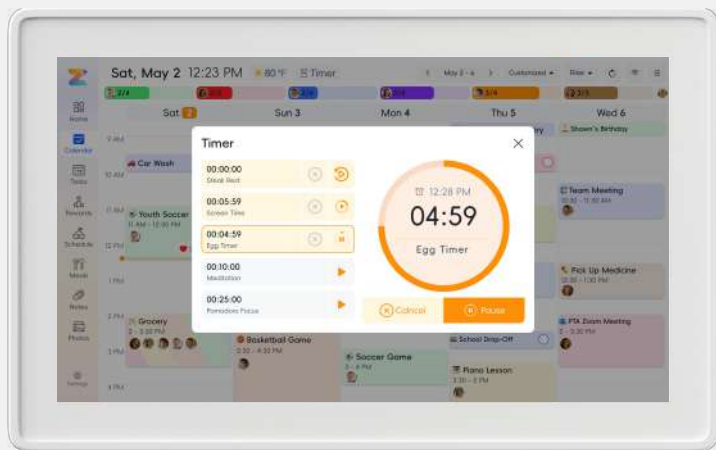
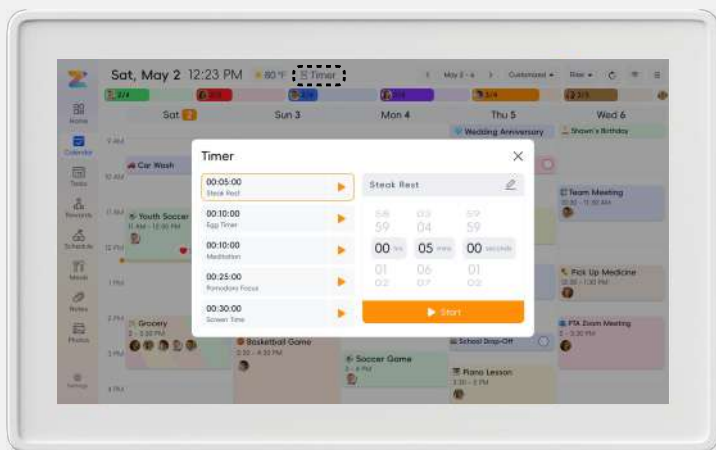
- **Like & Comments:** Show support or share quick thoughts by liking and commenting on events, tasks, meals, or photos.
- **Feel More Connected:** Simple interactions help family members feel noticed and involved—especially helpful for kids and grandparents.



7.3 Timer

A simple countdown timer for everyday use—especially handy in the kitchen.

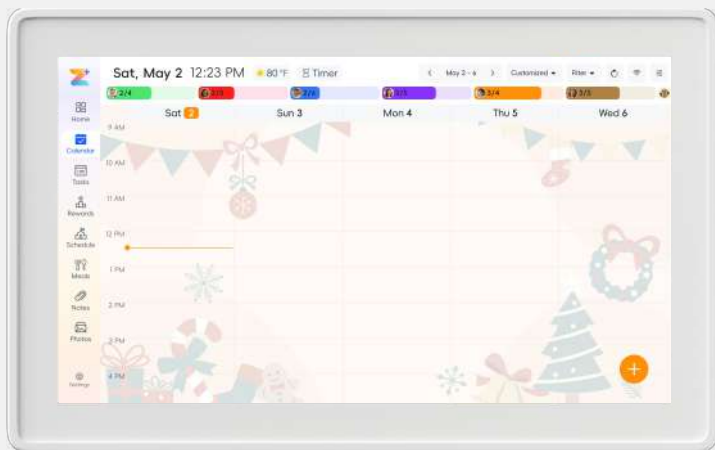
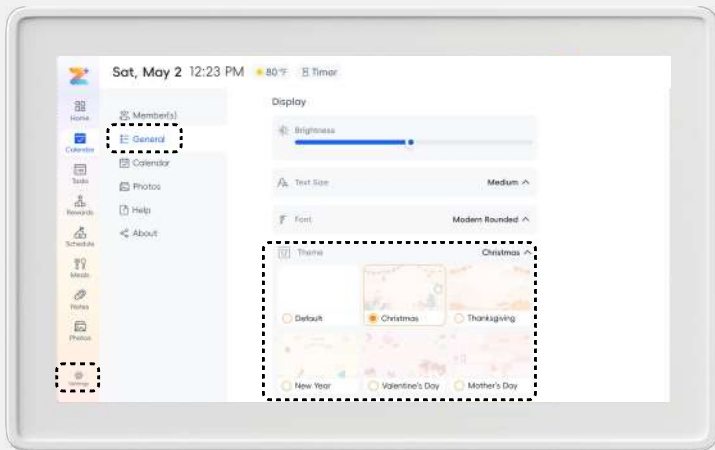
- **Set Any Time:** Choose a countdown time (for example, 30 minutes or 1 hour) and start the timer.
- **Get Notified When Time's Up:** When the countdown ends, you'll get a clear alert—great for timing baking, roasting, or marinating.



7.4 Festival Theme

Bring seasonal warmth and celebration to your home display.

- **Holiday Themes:** Choose festive themes to match holidays or special moments, giving your device a joyful seasonal look.
- **Personalize Anytime:** Switch themes anytime to match your family's style and home atmosphere.



08

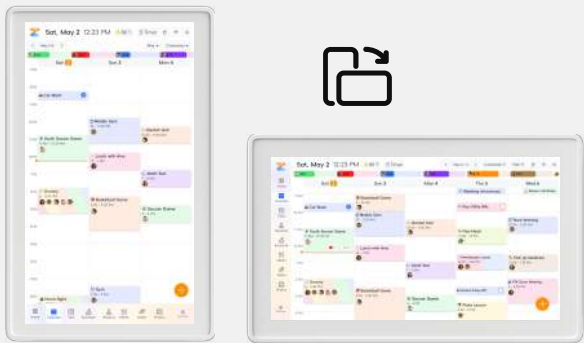
Device Settings

Manage preferences, notifications, and device options to fit your family's needs.

8.1 Display Orientation

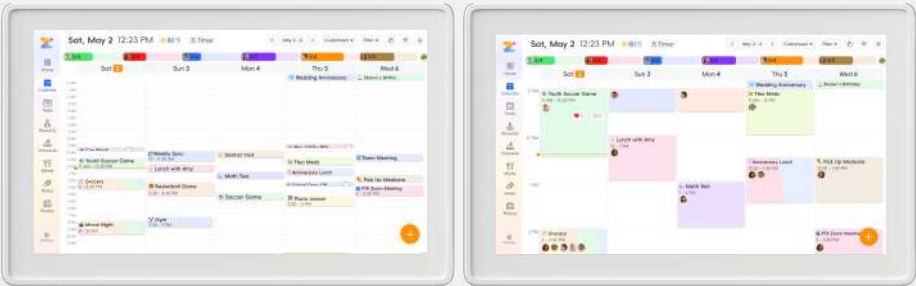
8.1.1 Portrait & Landscape Modes

The device supports both portrait and landscape viewing. Rotate the device to switch between orientations, and mount or place it accordingly.



8.1.2 Zoom In & Out

You can zoom in or out using a pinch gesture to adjust the amount of schedule information displayed. Zooming is supported in Calendar's Custom View, Week View, and Schedule's Week View.



Zoom Out View

Zoom In View

8.2 Screensaver

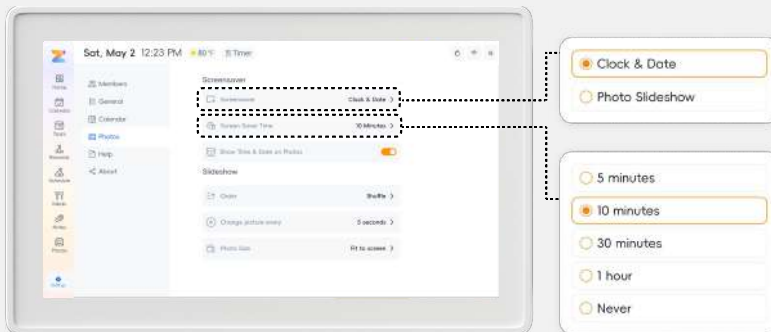
8.2.1 Screensaver Options

- **Clock & Date:** Keep the display minimal with time and date, or stay on the current screen when idle.
- **Photo Slideshow:** Turn your favorite photos into a warm, rotating screensaver.



8.2.2 Screensaver Setup

- Go to **Settings** ⚙️ → **Photo** 🖼️ → **Screensaver** 🖼️ to choose your screensaver mode and set the idle time before it activates.
- For photo slideshows, go to **Settings** ⚙️ → **Photos** 🖼️ to customize slide speed, transitions, and display preferences.

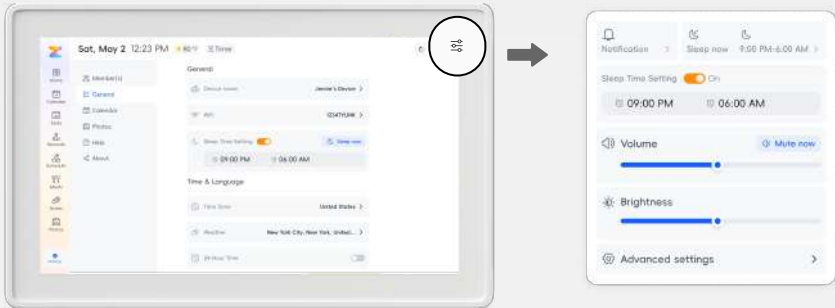


8.3 Sleep Mode

8.3.1 Scheduled Sleep

Set a daily sleep schedule so the screen turns off automatically at night.

- Tap the **Quick Operation** icon , then set your preferred sleep schedule.



8.3.2 Sleep Now

Put the device to sleep instantly when needed.

- Tap the **Quick Operation** icon  at the top of the screen, then tap "Sleep Now".
- Tap the screen at any time to wake the device.



8.4 Parental Lock

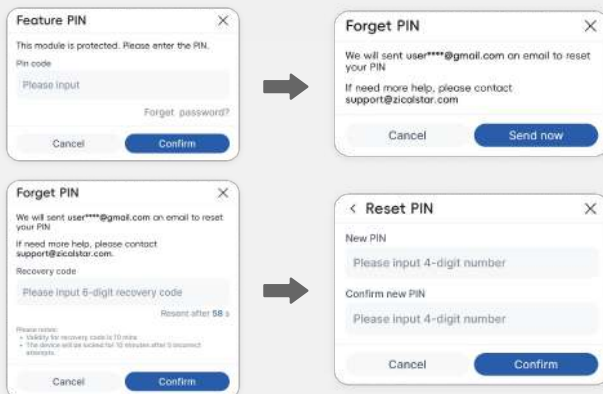
8.4.1 Set Up Parental Lock

You can create a 4-digit PIN to prevent unauthorized changes to events, tasks, or rewards, and choose how long the device stays unlocked after the PIN is entered.



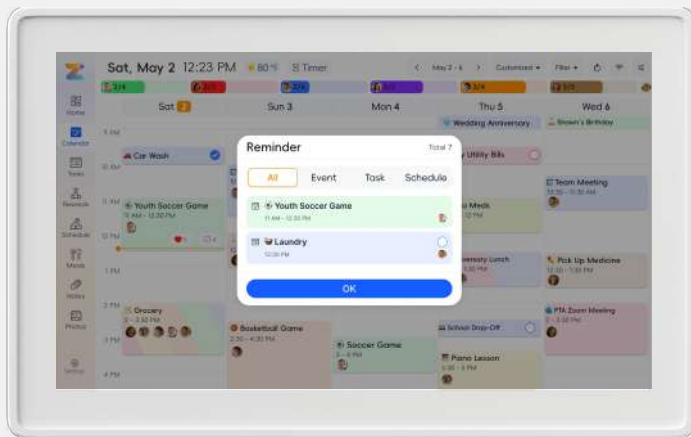
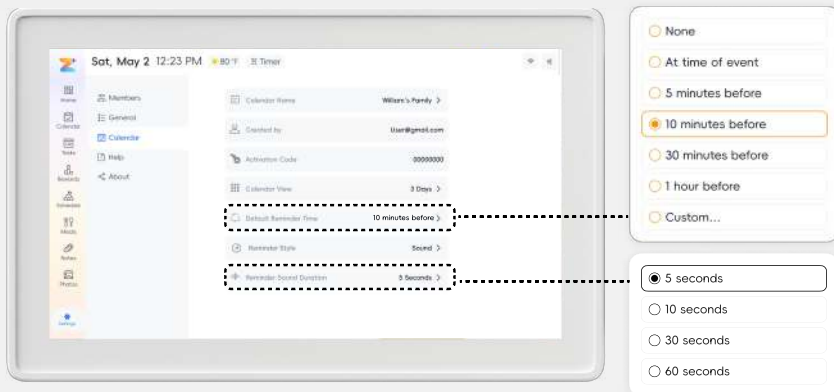
8.4.2 Reset Parental Lock

If you forget the PIN, you can reset it after verifying your account.



■ 8.5 Reminders

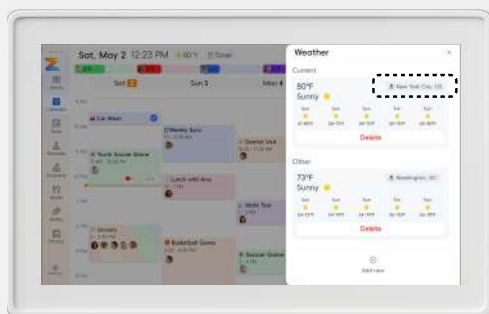
Enable reminders so your device alerts you to upcoming events. Notifications appear based on your settings, helping ensure nothing is missed.



■ 8.6 Weather

See local weather at a glance.

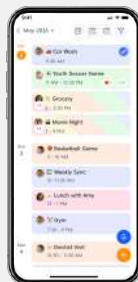
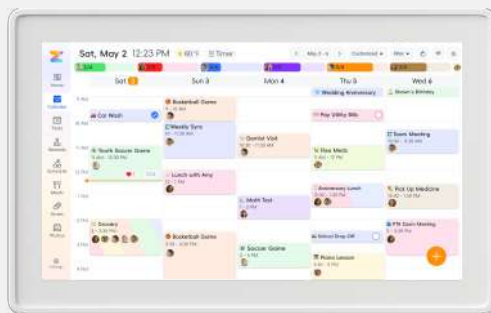
Add multiple cities and view today's weather along with a 4-day forecast. Set a default city to display on the Calendar Screen.



8.7 Multi-Device Sync

■ 8.7.1 Stay in Sync

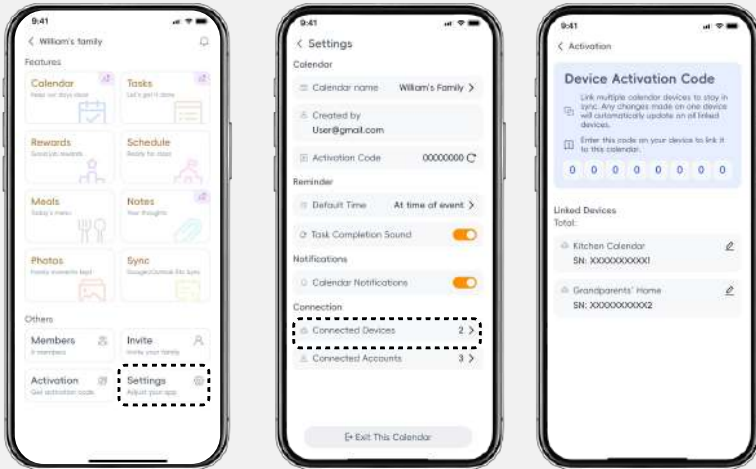
Keep everyone on the same page. Your calendar stays synced across your phone and all devices linked to the same calendar—updates appear automatically for everyone.



■ 8.7.2 Connected Devices

In the app: Calendar **Settings** ⚙️ → **Connected Devices** 📱 .

View all devices linked to your calendar, including each device's serial number (SN).



■ 8.8 Restart & Update

Keep your device running smoothly.

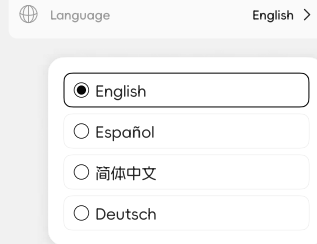
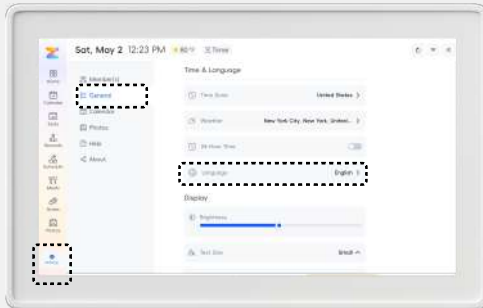
- **Automatic Updates:** Your device installs updates automatically when a new version is available.
- **Manual Check:** To check for updates manually, go to **Settings** ⚙️ → **About** 📶 → **System Update** 🔄 .



■ 8.9 Language Support

Go to **Settings** ⚙️ → **General** ≡ → **Language** 🌐 to choose the language that works best for your family.

The device supports English, German, Spanish, and Simplified Chinese.



09

Warranty

9.1 Product Warranty

■ 9.1.1 Warranty Policy

This product is backed by a 12-month limited warranty from the original date of purchase.

■ 9.1.2 What Is Not Covered

This warranty shall not apply to damage resulting from the following:

- Physical Damage: Appearance damage, cosmetic damage, or artificial damage.
- Misuse or Abuse: Damage caused by accident, misuse, abuse, negligence, or unauthorized modifications to any part of the product.
- Improper Operation: Damage due to improper operation, inadequate maintenance, or connection to improper equipment.
- Unauthorized Repairs: Damage caused by repair attempts performed by anyone not authorized by us.





10 Certifications

FCC Warning

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.

NOTE 1: 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.

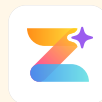
NOTE 2: Any changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

RF Exposure Statement

To maintain compliance with FCC'S RF Exposure guidelines, This equipment should be installed and operated with minimum 20cm between the radiator and your body. This device and its antenna(s) must not be co-located or operation in conjunction with any other antenna or transmitter.



Email: support@zicalstar.com



Zical

