

# Reachael Calendar



— R-sync —

# Foreword

We make regular updates to our interface to enhance your experience. As a result, the visuals in your manual may occasionally differ from the actual product. So we recommend checking the latest manual on our official website.

## Contents of the box

- Reachael Calendar
- Wall Mount & Screws
  - Power Adapter
  - Spirit Level
    - Manual

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# Features At A Glance

## — Replaceable frame

We have introduced an interchangeable frame design to complement a variety of interior styles. Going forward, we'll offer even more options to better complement your home decor.

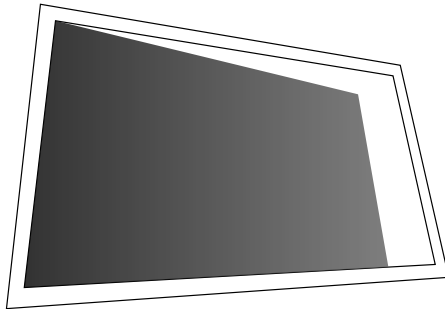
## — To remove the frame



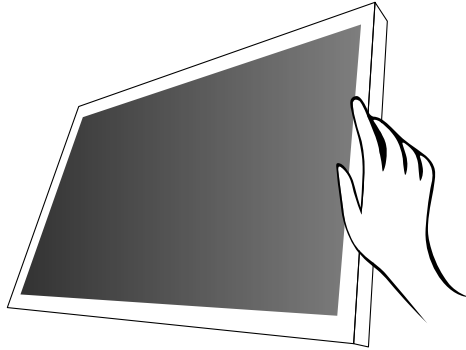
- Push up the lock tab to release the frame.
- Gently detach the frame from the device.

## — To install the frame

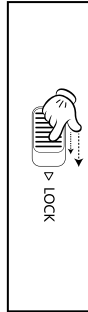
1. Firstly, install the side **opposite** the lock.



2. Then, install the side **with the lock**.



3. Finally, **push down the lock tab** to secure the frame in place.

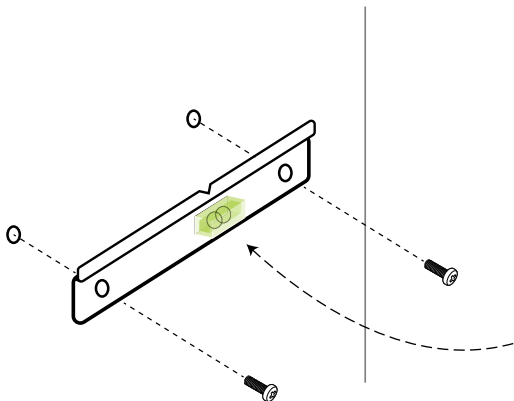


# Getting Started

## — Setup Instructions

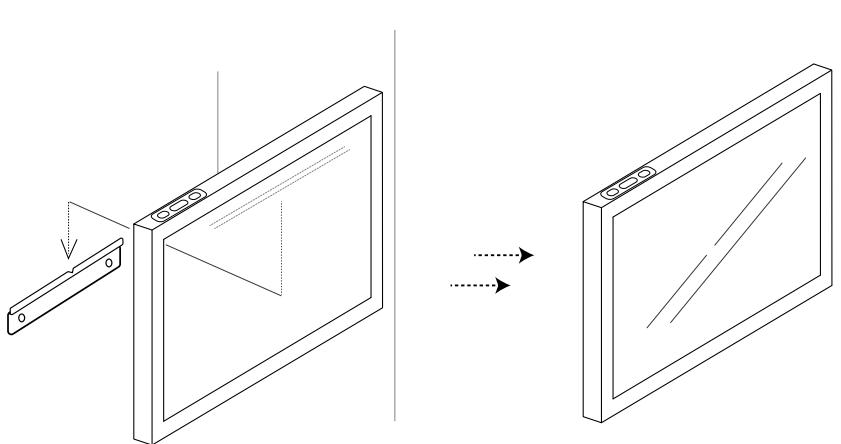
### Wall Mount

1. **Attach** the mount to the wall **using the provided anchors and matching screws(c)**, with the **pleat facing towards you**.



Place the level on the fixed position of the bracket to help you calibrate the bracket position more easily.

2. **Align** the **pleat** with the **grooves** located at the **back top of the device**, and **hook** the device on. Before fixed installation, please refer to the “Connect to power adapter” section to connect the power cord.



## — Connect to power adapter

1. **Plug** the power adapter into an outlet.
2. Plug the **round end** of the cord into the **port** on the back of your Calendar **marked 'Power'**.

## — Download the Reachael app

Search for “Reachael” in your app store or **scan the QR code below**. Once installed, you can use it to **activate your device** and manage your daily schedule.



• Scan to download

## — Connect to WiFi

### 1. Select Your Network

A list of available Wi-Fi networks will appear. **Tap to choose** your network. If the list is long, **swipe to scroll**. If your network is not listed, **wait 30 seconds** and check again.

### 2. Enter Password

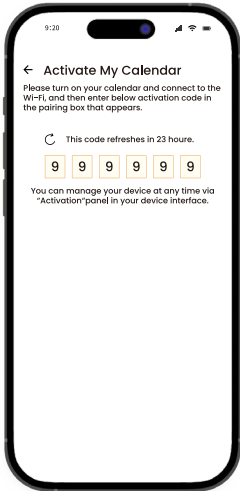
If your network is **password-protected**, a prompt will appear. **Enter** the password using the **on-screen keyboard**.

# — Activate

## 1. Create Your Account

Download the Reachael app and sign up for an account. Simply fill out the required information.

## 2. Activate Your Calendar



**2.1 Get your code:**  
Once you've set up your calendar's **unique email address**, a **6-digit activation code** will appear in the app.

**2.2 Enter your code:** Type this code into your Reachael Calendar using the on-screen keyboard. All set!

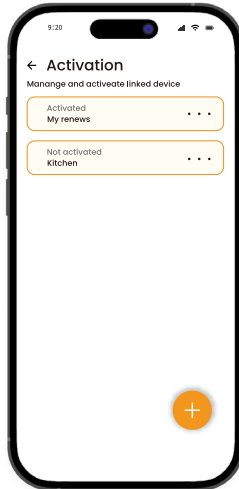


### 3. Activate Additional Calendars

A single calendar email address can be linked to multiple devices. To manage them:

3.1 **Navigate** to the **Device** section and open Activation.

3.2 Here, you can **view all calendars linked to your account** and **activate new devices**.



## Manage Users

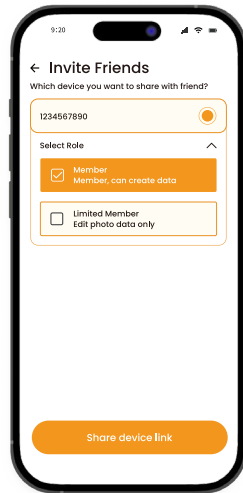
### — Invite Friend

1. **Click “Invite”** in the User section.

2. Select the device to share and set an access level for the recipient:

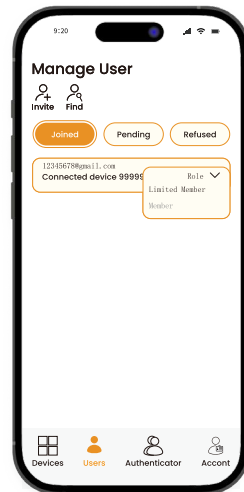
2.1 **Member:** Can view and manage **all data** on the shared device.

2.2 **Limited Member:** Can only view the **photo content** on the device.



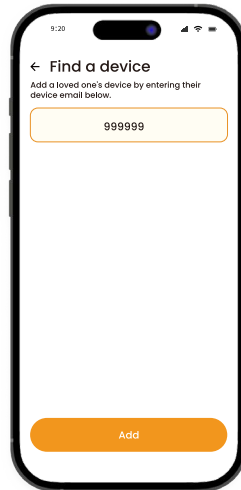
3. Send the invitation via a **shareable link**. Recipients can open this link in the app to **accept and gain access directly**.

4. Go to **"Users-Joined"** to centrally manage all sharing activity. You can review which devices are shared, with whom, and **modify their access levels at any time**.



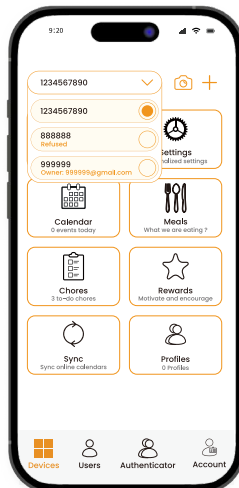
# —Find Friend

1. On the User screen, tap “Find Device”.



2. Just enter your friend's unique device email address.

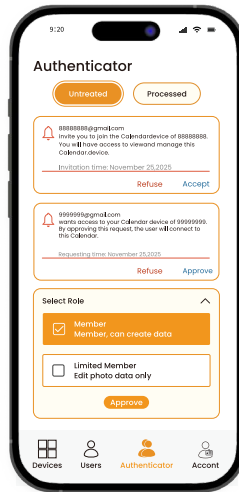
3. You'll get an **instant notification** if the request went through. Then, just wait for your friend to accept.



4. All your friends' linked devices appear in your main device list. Here you can see who owns each one or unlink them if needed.

# — Authenticator

1. Your **Invite and Find requests** are sent to your friend's **Authenticator** section.



2. There, your friend can:

2.1 Centrally **manage all requests**.

2.2 Choose to **accept or decline** each one.

# Profiles

## — Add Profiles

Two profile types are available to represent family members:

### 1. Basic Profile

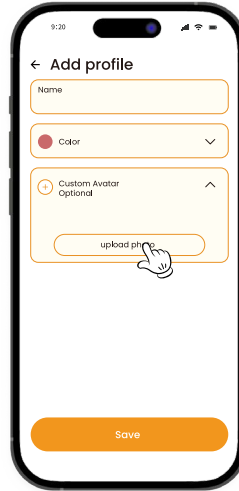
1.1 In the **Profiles** section, tap the + icon in the bottom-right corner.

1.2 Enter the **required information (Name and Color)** and save.

## 2. Custom Profile

2.1 First, create a Basic Profile (follow steps 1.1 and 1.2 above).

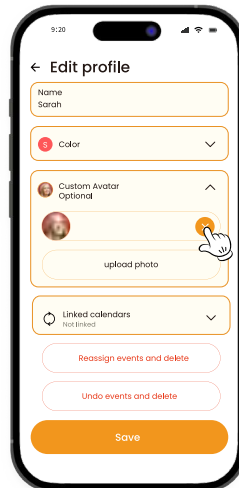
2.2 Then, **customize the avatar** by uploading a photo.



## — Edit Profiles

1. Select a profile to edit, make your changes, and **tap Save**.

2. To change a custom avatar: **Remove the current image first, then upload** a new one.



## —Link Synced Calendars

Here, it will display all synchronized calendars associated with the Profile.

# Sync

## —Sync Online Calendars

You can sync your Reachael Calendar with other calendars (e.g., Google, Apple, Outlook) for automatic updates. There are two methods:

1. **Via Account:** Log in with your credentials for that calendar service.
2. **Via Public URL:** Enter the calendar's **public subscription link**.
3. Once set up, changes in your external calendars will appear on your Reachael Calendar **in real time**.

## —Syncing a New Calendar

1. **Navigate** to the **Device** section and open **Sync**.
2. **Tap Sync New Calendar**.
3. **Choose a calendar service** and follow the **on-screen instructions** to complete setup.

## — Syncing a Local Calendar

1. **Note:** Local calendar sync is **only available on iPhone** and is not supported on Android devices.
2. **To sync:** Select a **local calendar** from your iPhone and follow the on-screen setup instructions.

## — Sync Progress & Results

### 1. Sync Times

Events synced to your Reachael Calendar will appear within the following timeframes:

- 1.1 **Google Calendar & Outlook:** ~1 minute
- 1.2 **iCloud, Cozi, Yahoo & other URLs:** 1 to 30 minutes

### 2. After Syncing

- 2.1 You will see a **status prompt** after each sync attempt.



**⚠ Caution:** If this prompt does not appear, **do not attempt to sync the same calendar again.** This may be because the calendar has already been successfully synced to our app, but due to network latency, you were not notified in a timely manner. We recommend that you check the list of synced calendars **after 30 minutes.** Only proceed with a second attempt if **you confirm that your calendar has not been connected.**

2.2 Once successful, **refresh your calendar view** to see the updates. Full synchronization may take up to 30 minutes for all changes to be displayed.

### 3. Things to note:

If you encounter a **“Parameter format is incorrect”** prompt, please ensure that the link you copied is **complete and valid**. Below are the standard link formats for common calendars:

**3.1 iCloud Public Calendar:** The link format usually starts with `webcal://`, for example:

`webcal://pXX-caldav.icloud.com.cn/xxxxxxxxxxxxxx`

(where `pXX` is the server number and `xxxxxxxxxxxxxx` is a long string of characters).

Please copy the **complete link** and paste it into Reachael to sync.

**3.2 Cozi Calendar:** The sync link usually starts with `https://` and ends with `.ics`.

Example: `https://rest.cozi.com/.../icalendar/feed/feed.ics`

Paste the **complete .ics link** into Reachael to sync.

**3.3 Yahoo Calendar:** The standard format is typically a long URL that begins with

`https://calendar.yahoo.com/` and contains parameters like `export` or `key`. For example:

`https://calendar.yahoo.com/ws/v3/users/your-ID/calendars/calendar-number/export?key=your-key`

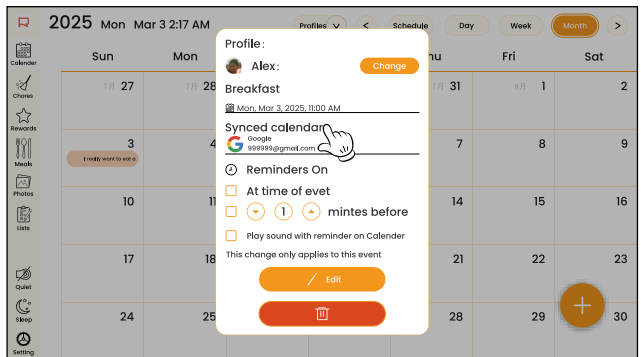
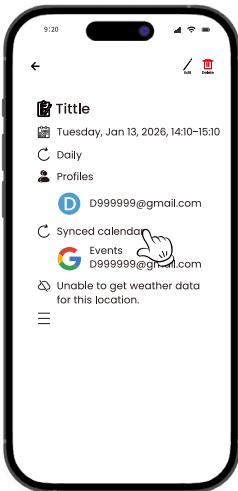
The link must be obtained **directly from Yahoo Calendar**. Paste the **complete link** you copied into Reachael to sync.

## —Link Profiles

1. The system **automatically assigns a profile** to categorize events from each synced calendar.
2. You can **tap any synced calendar** to **reassign** it to a different profile. **Multiple calendars can be linked to the same profile.**
3. Each synced calendar must be linked to at least one **profile.**

## —View Synced Events

1. Events are **color-coded** to match their linked Profile's color.
2. The event details also show the source calendar, so you can always identify where an event originated.



# Calendar

## — Monitor Events

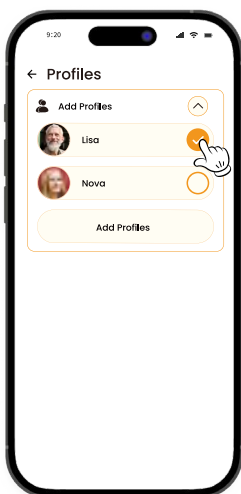
### 1. Monitor events-APP

#### 1.1 To set up your tag bar

1.1.1 Tap your **profile icon** in the top-right corner.



1.1.2 Pin the member profiles you view most often. **Pinned profiles will appear in your tag bar** for quick access



1.1.3 When you assign a new profile to an event, that profile will be **automatically added to your tag bar**.

## 1.2 Viewing events

1.2.1 **Default View:** By default, the calendar displays events from **all selected tags**.

1.2.2 **Filter events by Tag:** Tap a **single tag** in the tag bar to see only that member's events.

### 1.2.3 Adjust Time View:

\* **Modes:** Switch between **Month** and **Day** views.

\* **Navigate:** Use < and > to move through time in your current view.

\* **Return to Today:** Instantly jump back to the current date by tapping the **Today** button in the upper right corner.

## 2. Monitor events-Device

### 2.1 Select profiles

2.1.1 Select the member profiles you view most often. The calendar will then filter to show **only events from those selected profiles**.

2.1.2 When you add an event to a profile, **that profile is automatically selected** in the filter.

### 2.2 Viewing events & Navigation

2.2.1 **Modes:** Switch between **Schedule, Day, Week, and Month** views.

2.2.2 **Navigate:** Use < and > to move through time in your current view.

2.2.3 Return to Today: Instantly jump back by tapping current view button.

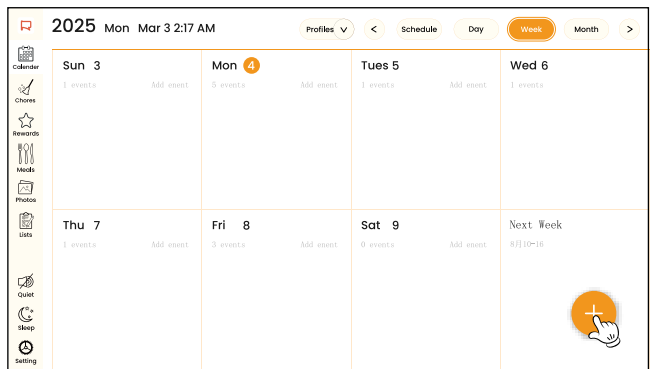
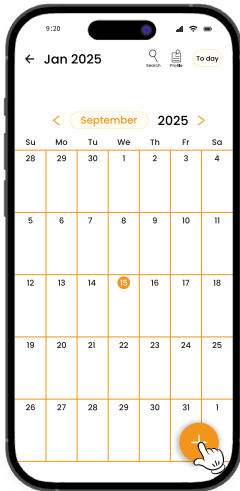
## — Manage events

Create and edit events directly on your mobile phone or other devices. These changes sync in real time across all your linked calendars. For any Google Calendar connected with two-way sync, changes will also be updated there.

### 1. Create event

#### 1.1 Basic event

1.1.1 Tap the (+) button in the bottom-right corner.



1.1.2 Enter the event details (**required fields: Title, Date & Time, and Profile**) and save.

## 1.2 Repeating event

Turn on the “**Repeats**” option and set up your recurrence rules.

**1.2.1 Set daily recurrence:** Based on your configuration, the event will repeat daily or at an interval of your choice (e.g., every 2 days).

**1.2.2 Set weekly recurrence:** Choose between every week, every N weeks, or on fixed days of the week.

**1.2.3 Set monthly recurrence:**

\* On day [X] of each month

\* On the [first/second/last] [Day] of each month

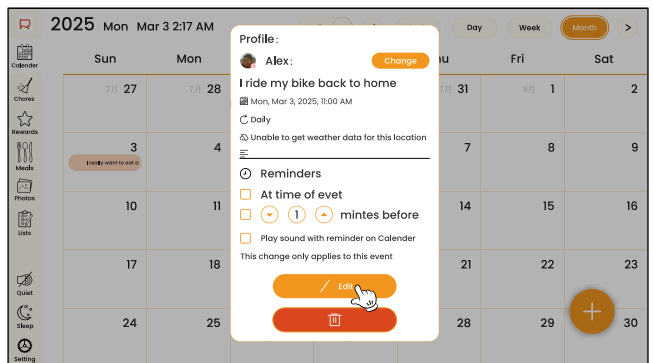
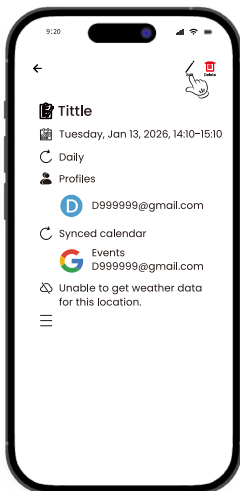
**1.2.4 Set yearly recurrence:** Every year on [Month] [Day].

For yearly events like birthdays or anniversaries, select the “Yearly” repeat option.

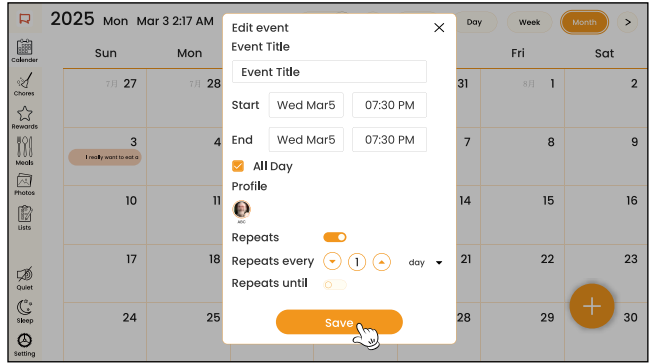
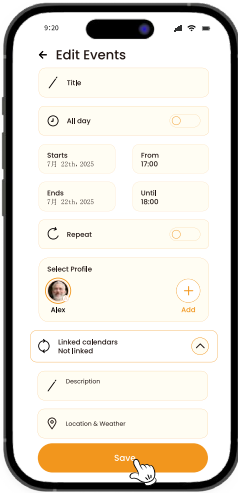
## 2. Edit event

### 2.1 Basic event

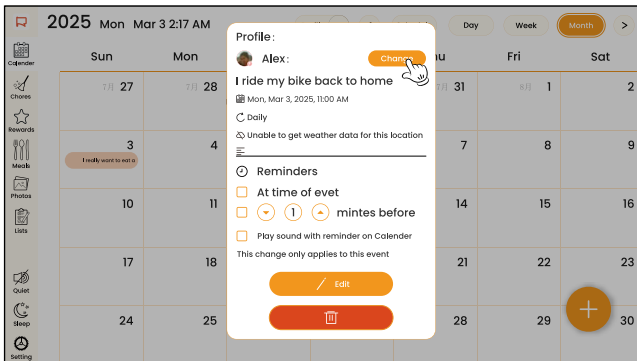
2.1.1 Tap an event to view its details, then tap **Edit**.



## 2.1.2 Update the event information and tap **Save**.



**2.1.3 Quick Profile Update:** To only change the assigned profile, tap the Change button without entering the full edit mode.



## 2.2 Repeating event

2.2.1 When editing a recurring event, you will be prompted to **select the scope of your changes**. Common “scope” options include:

- \* **This event** – Modify only the specific occurrence you are viewing (e.g., change only next Monday’s 9 AM meeting to 10 AM, leaving other Mondays unchanged).
- \* **This and following events** – Apply the change from this occurrence forward (e.g., change all weekly meetings to 10 AM starting next Monday).
- \* **All events in this series** – Apply the change to the entire series, including past and future records (this typically alters the original rule of the recurring event).

2.2.2 **On device:** To change only the assigned profile, use the **Change button** instead of entering the full edit mode. **Please note: This action will remove the event from its recurrence schedule.**

## 3. Delete Event

### 3.1 Basic event

Tap an event to view its details, then tap **Delete**.

### 3.2 Repeating event

When deleting a recurring event, you need to select the scope of the deletion. Common “scope” options include:

3.2.1 **This event** – Delete only the specific occurrence you have selected (e.g., delete only the meeting on next Monday at 9 AM, while keeping all other Monday meetings).

3.2.2 **This and following events** – Delete from this occurrence forward, removing all future events in the series (e.g., delete all future weekly meetings starting from next Monday, but past records remain untouched).

3.2.3 **All events in this series** – Delete all events in the recurring series, including both past and future records (the entire series is permanently removed).

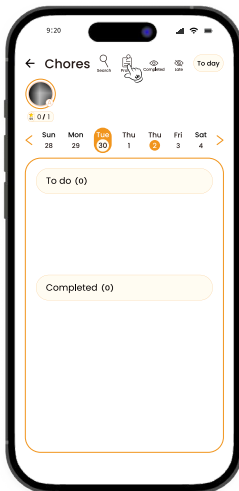
# Chore

## — Monitor Chores

### 1. Monitor Chores - APP

#### 1.1 To set up your tag bar

1.1.1 Tap your **profile icon** in the top-right corner.



1.1.2 **Pin** the member profiles you view most often. **Pinned profiles will appear in your tag bar** for quick access.

1.1.3 When you **assign a new profile to a chore**, that profile will be **automatically added to your tag bar**.

## 1.2 Viewing chores

1.2.1 **Default View:** The Chores section shows combined chores for all selected tags.

1.2.2 **Filter by Tag:** Tap a **single tag** in the bar to see chores for only that member.

1.2.3 **Navigate Daily View:** Use the < and > buttons next to the date to jump forward or backward. Select a date to view.

1.2.4 **Return to Today:** Instantly jump back to the current date by tapping the **Today** button in the upper right corner.

## 1.3 Filter chores

1.3.1 **Completed:** Shows chores that are marked as finished.

1.3.2 **Late:** Shows chores that are past their due date and are not yet complete. Monitor chores- Device

## 2. Monitor Chores – Device

### 2.1 Select profiles

2.1.1 Select the member profiles you view most often. The calendar will then filter to show **only chores from those selected profiles**.

2.1.2 When you add an chore to a profile, **that profile is automatically selected** in the filter.

## 2.2 Viewing chores

2.2.1 **Navigate Daily View:** Use the < and > buttons next to the date to move backward or forward.

2.2.2 **Go to Today:** Tap the **current view button** or the **current date display** to return to the present day.

## 2.3 Filter chores

2.3.1 **Completed:** Shows completed chores by default.

2.3.2 **Late:** By default, overdue and uncompleted chores are shown.

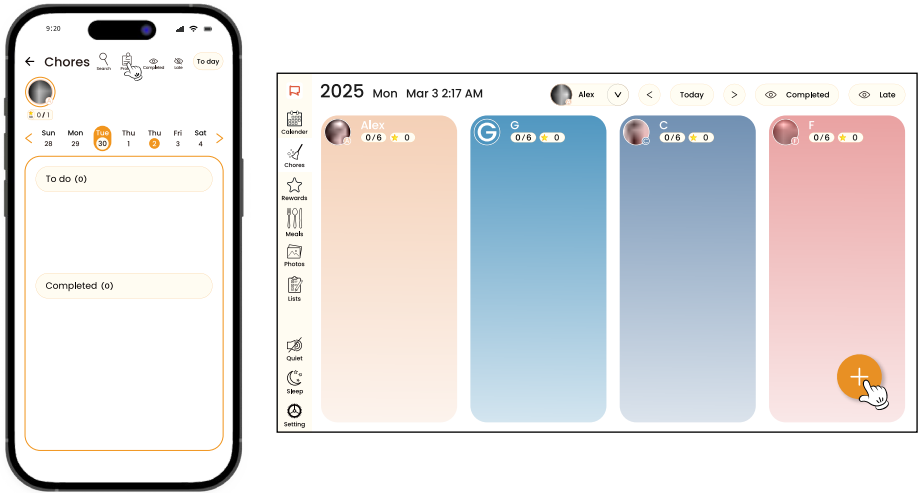
# — Manage Chores

You can create, edit, and delete chores on your mobile phone or other devices. All changes are **automatically synced** across them.

## 1. Create chore

### 1.1 Basic chore

1.1.1 Tap the + icon at the bottom right.



1.1.2 Enter the chore details (**required fields: Title, Date & Time, and Profile**) and save.

1.1.3 **Rate Chores (Optional):** Assign a star rating. Ratings motivate members and accumulate as **points that can be exchanged for rewards**.

## 1.2 Repeating chore

Turn on the **“Repeats”** option and set up your recurrence rules.

1.2.1 **Set daily recurrence:** Based on your configuration, the chore will repeat daily or at an interval of your choice (e.g., every 2 days).

1.2.2 **Set weekly recurrence:** Choose between every week, every N weeks, or on fixed days of the week.

### 1.2.3 Set monthly recurrence:

\* On day [X] of each month

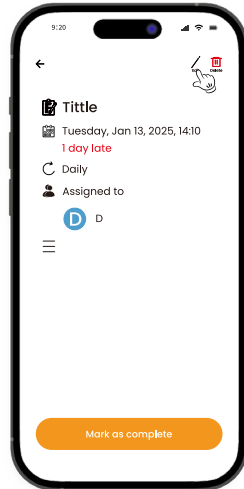
\* On the [first/second/last] [Day] of each month

### 1.2.4 Set yearly recurrence: Every year on [Month] [Day].

## 2. Edit chore

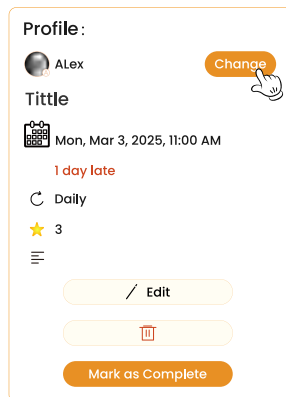
### 2.1 Basic chore

2.1.1 Tap a chore to view its details, then tap **Edit**.



2.1.2 Update the chore information and tap **Save**.

2.1.3 On device: For a quick Profile update, use the **Change button** instead of going into full Edit mode.



## 2.2 Repeating chore

2.2.1 When editing a recurring chore, you will be prompted to select the scope of your changes. Common “scope” options include:

- \* **This chore** – Modify only the specific occurrence you are viewing.
- \* **This and following chores** – Apply the change from this occurrence forward.
- \* **All chores in this series** – Apply the change to the entire series, including past and future records.

2.2.2 When you edit a recurring chore, **any instances that are already completed will stay completed and be removed from the future recurrence schedule.**

2.2.3 On device: To change only the assigned profile, use the **Change button** instead of entering the full edit mode. **Please note: This action will remove the chore from its recurrence schedule.**

## 3. Delete Chore

### 3.1 Basic Chore

Tap an chore to view its details, then tap **Delete**.

## 3.2 Repeating chore

3.2.1 When deleting a recurring chore, you need to select the scope of the deletion. Common “scope” options include:

- \* **This chore** – Delete only the specific occurrence you have selected.
- \* **This and following chores** – Delete from this occurrence forward, removing all future chores in the series.
- \* **All chores in this series** – Delete all chores in the recurring series, including both past and future records (the entire series is permanently removed).

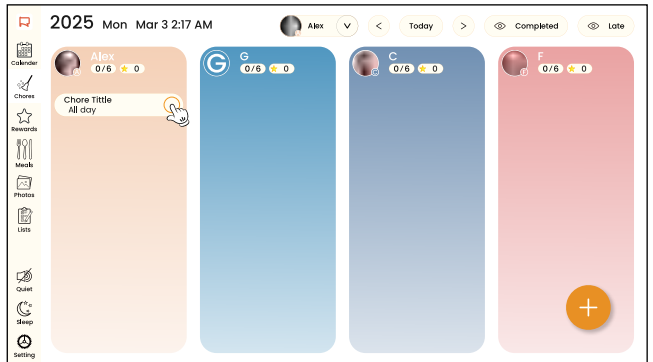
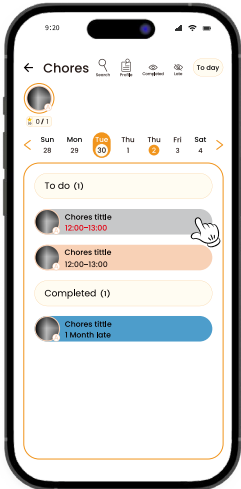
3.2.2 When editing a recurring event, **any chores that have already been checked off will remain completed and will be removed from the original recurrence series.**

## 4. Complete Chore

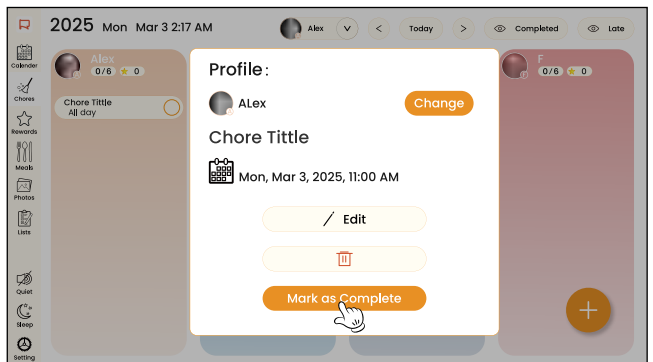
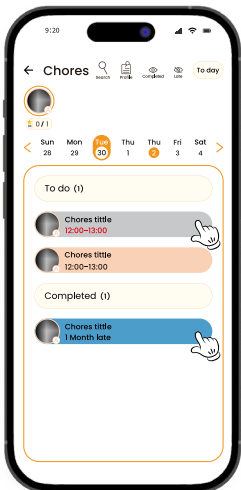
### 4.1 Completing a Chore

You can do this in one of two ways:

\* **Quick action:** Check it off directly in the list.



\* **From details:** Open the chore and tap **Mark as Complete**.



## 4.2 Re-opening a Chore

To mark a completed chore as incomplete again:

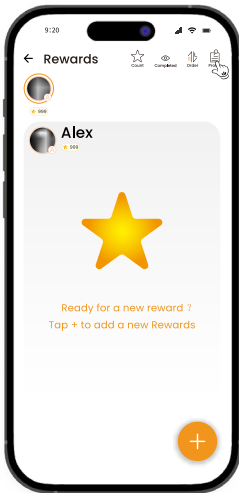
- \* **Quick action:** Uncheck it directly in the list.
- \* **From details:** Open the chore and tap Mark as Incomplete.

# Rewards

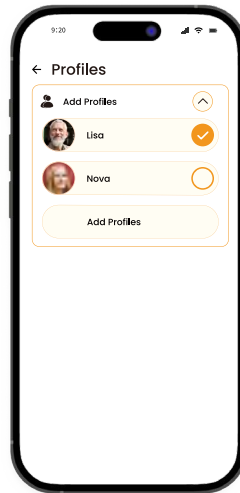
## — Monitor Rewards

### 1. Monitor rewards-APP

#### 1.1 To set up your tag bar



1.1.1 Tap your **profile icon** in the top-right corner.



1.1.2 **Pin** the member profiles you view most often. **Pinned profiles will appear in your tag bar for quick access.**

1.1.3 When you **assign a new profile to a reward**, that profile will be **automatically added to your tag bar**.

## 1.2 Viewing rewards

1.2.1 **Filter by Member:** Tap a tag in the bar to see rewards for just that person.

### 1.2.2 Understanding Status Icons:

- \* **Available:** You can **exchange points** for this now.
- \* **Locked: Keep completing chores** to unlock this reward.
- \* **Redeemed:** You've already received this reward.

## 1.3 Filter rewards

**Redeemed:** This filter shows all rewards that have already been claimed.

## 2. Monitor rewards – Device

### 2.1 Select profiles

2.1.1 Select the member profiles you view most often. The calendar will then filter to show **only rewards from those selected profiles**.

2.1.2 When you add an reward to a profile, **that profile is automatically selected** in the filter.

### 2.2 Understanding Status Icons:

- \* **Available:** You can exchange points for this now.
- \* **Locked: Keep completing chores** to unlock this reward.
- \* **Redeemed:** You've already received this reward.

## 2.3 Filter rewards

**Redeemed:** This filter shows all rewards that have already been claimed.

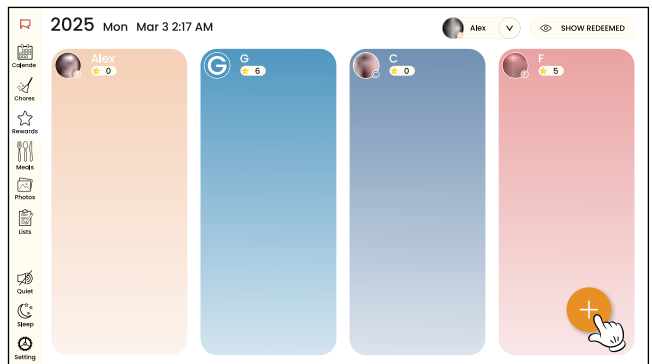
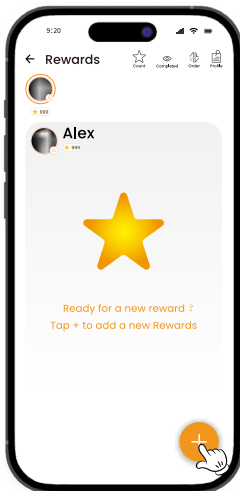
# — Manage Rewards

Reward editing is currently only available in the mobile app. Any rewards you create or delete there are automatically synced across all your devices.

## 1. Create reward

### 1.1 Basic reward

1.1.1 Tap the + icon at the bottom right.



1.1.2 Enter the reward details (required fields: Title, Stars and Profile) and save.

## 1.2 Recurring reward

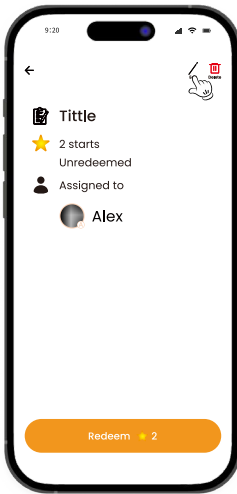
1.2.1 Turn on the “**Renew after redeeming**” option.

1.2.2 **Redeeming a reward automatically unlocks the next one.**

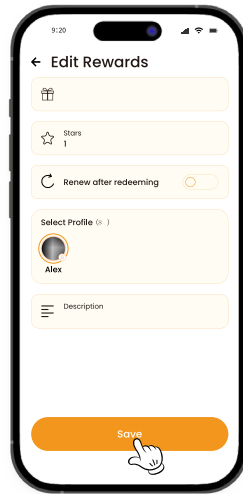
1.2.3 If you **cancel the redemption** of any recurring reward, it will be **removed from the reward cycle.**

## 2. Edit reward

Reward editing is currently only available within the app.



2.1 Tap a reward to view its details, then tap **Edit**.



2.2 Enter your new reward details and press **Save**.

## 3. Delete reward

Reward deleting is currently only available within the app.

3.1 Tap a reward to view its details, then tap **Delete**.

## 4. Claim reward

Spend the **stars you've earned from chores** here to get great rewards.

**4.1 Redeem Button Availability:** The **Redeem** button is only active when you have **enough points for that reward**.

**4.2 Viewing Redeemed Rewards:** Once redeemed, a reward's page will show a **timestamp** of when it was claimed.

# Meals

## — Manage Recipe

Please ensure that the language settings on your phone and tablet are consistent, otherwise the recipes may not display properly.

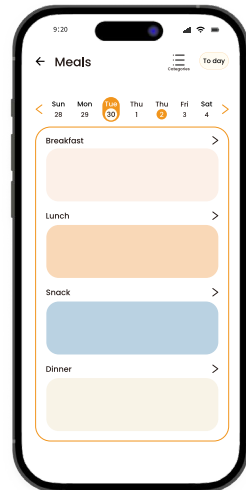
### 1. Add recipe

#### 1.1 Add a Recipe to the Recipe Box

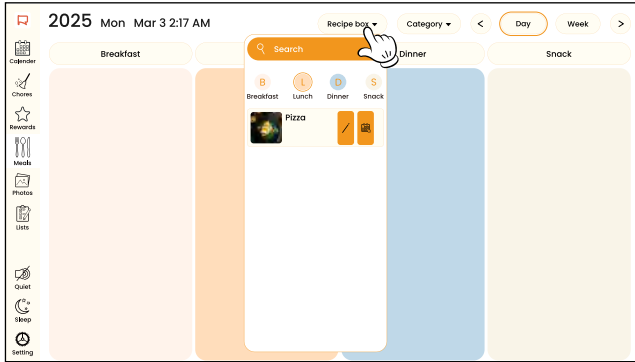
You can add recipes in two ways:

##### 1.1.1 In the mobile

**app:** Tap the **+ icon** in the bottom-right corner of the **Recipe Box** section.

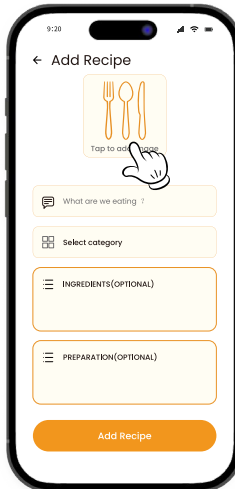


1.1.2 On the device screen: Tap the **Recipe Box** dropdown menu to add a recipe.



## 1.2 Add Custom Photos (App Only)

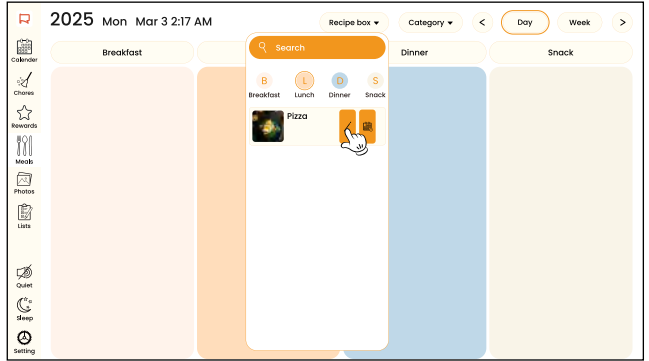
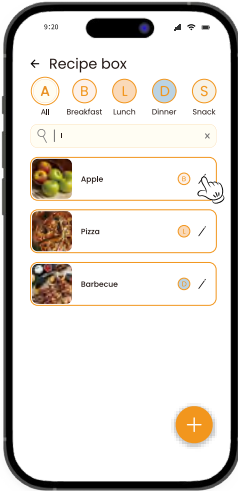
Within the app, you can **add your own photos** to recipes. These will **replace the default system images**.



## 2. Edit recipe

2.1 Find the recipe you'd like to change.

2.2 Tap its **Edit** button, then make your updates.

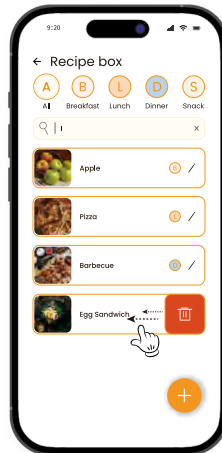


## 3. Delete recipe

### 3.1 Delete in the Mobile App

3.1.1 Find the recipe you want to delete.

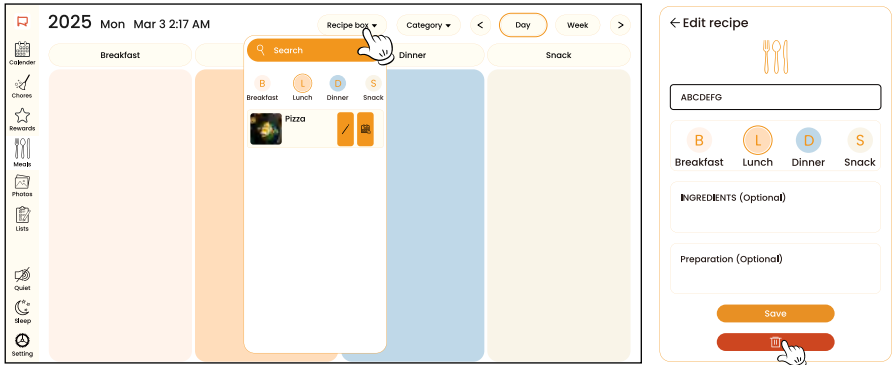
3.1.2 Swipe left on it to reveal the Delete button.



## 3.2 Delete on the Device Screen

3.2.1 Find the recipe and tap its **Edit** button to open details.

3.2.2 **Scroll to the bottom** of the details page and tap **Delete**.



## — Monitor Meal plan

### 1. Monitor Meal Plans-APP

#### 1.1 View & Navigate Meal Plans

1.1.1 **Navigate Daily View:** Use the < and > buttons next to the date to jump forward or backward. Select a date to view.

1.1.2 **Return to Today:** Instantly jump back to the current date by tapping the **Today** button in the upper right corner.

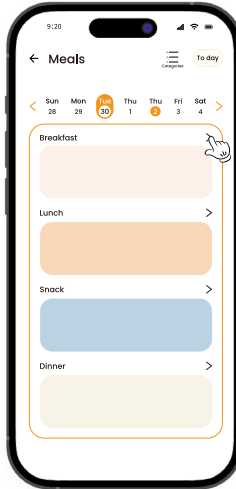
1.1.3 **Quick Day Select (Week View):** Tap **any day** in the Week view to switch to it.

1.1.4 **Go to Today:** Tap the **current view button** (e.g., “Day”) or the date title to return to today.

1.1.5 **Default:** The Meals section initially shows your **daily plan**.

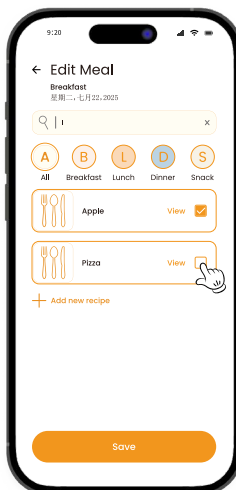
## 1.2 View Meal Plan Details

1.2.1 **Expand Details:** Tap a meal, then tap > to expand it and see the plan.



1.2.2 **Follow Recipes:** Open the **recipe details** from here to guide your cooking.

1.2.3 **Quick-Add a Meal:** In the **Recipe list**, tap any recipes you want to add to your plan.



## 2. Monitor meal plans-Device

### 2.1 View & Navigate Meal Plans

2.1.1 **View Mode:** View plans in **Day** or **Week** mode by tapping the corresponding button.

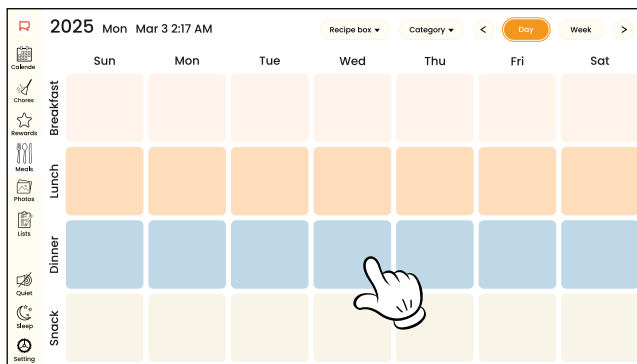
2.1.2 **Navigate:** Use the < and > buttons next to the mode button to move forward or backward.

2.1.3 **Default View:** The Meals section shows your **daily plan** by default.

2.1.3 **Go to Today:** Tap the **current view button** to return to the current day.

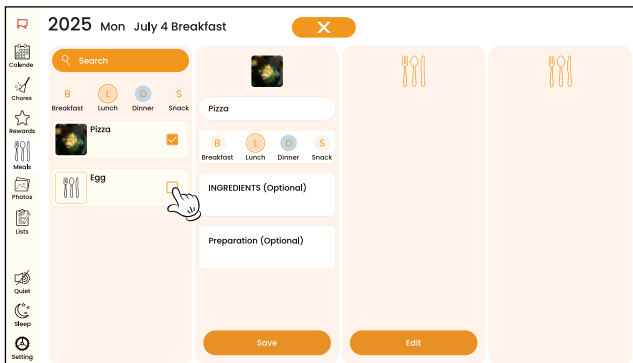
### 2.2 View Meal Plan Details

2.2.1 **Open Schedule:** Tap a **meal panel** (the whole area is active) to see its details.



2.2.2 **Cook with Guidance:** Access the **full recipe** from the details page for step-by-step instructions.

2.2.3 **Add Recipes Fast:** In the left-hand **Recipe** list, **tap to select** the ones you want. **Tip:** You can select multiple.



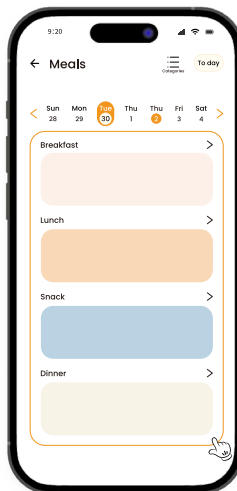
## — Manage Meal Plans

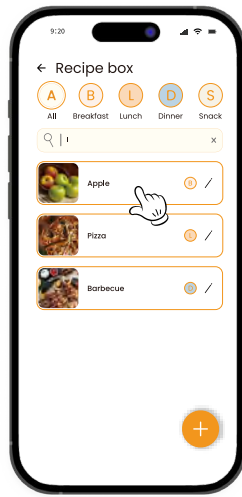
You can add, edit and delete meal plans on your mobile phone or other devices. All changes are **automatically synced** across them.

### 1. Create meal plans—APP

#### 1.1 Create single meal plan:

1.1.1 Tap the + icon at the bottom to go to the Recipe Box.





1.1.2 **Tap a recipe** to select it and schedule it for a meal.

1.1.3 Enter the plan details (**required: Category and Date**) and save.

## 1.2 Create recurring Meal Plan

Turn on the “**Repeats**” option and set up your recurrence rules.

1.2.1 **Set daily recurrence:** Based on your configuration, the plan will repeat daily or at an interval of your choice (e.g., every 2 days).

1.2.2 **Set weekly recurrence:** Choose between every week, every N weeks, or on fixed days of the week.

1.2.3 **Set monthly recurrence:**

- \* On day [X] of each month
- \* On the [first/second/last] [Day] of each month

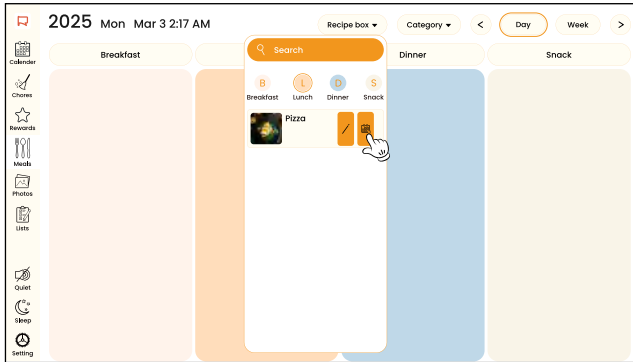
1.2.4 **Set yearly recurrence:** Every year on [Month] [Day].

## 2. Create meal plans— Device

### 2.1 Create single meal plan

2.1.1 Tap to expand the **Recipe Box** dropdown menu.

2.1.2 Find your desired recipe, then choose the **Plan** option.



2.1.3 Enter the plan details (**required: Category and Date**) and save.

### 2.2 Create recurring Meal Plan

Turn on the “**Repeats**” option and set up your recurrence rules.

2.2.1 **Set daily recurrence:** Based on your configuration, the plan will repeat daily or at an interval of your choice (e.g., every 2 days).

2.2.2 **Set weekly recurrence:** Choose between every week, every N weeks, or on fixed days of the week.

2.2.3 **Set monthly recurrence:**

- \* On day [X] of each month
- \* On the [first/second/last] [Day] of each month

2.2.4 **Set yearly recurrence:** Every year on [Month] [Day].

## 2.3 Create a Quick Meal Plan

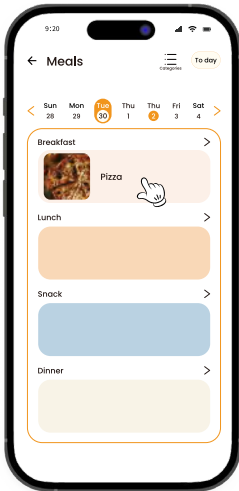
2.3.1 Tap a meal to to open its planning view.

2.3.2 **Add recipes:** In the left-hand **Recipe** list, **tap to pick** the recipes you want (feel free to choose several).

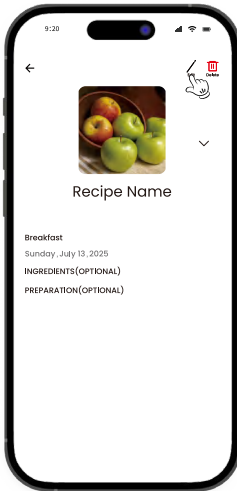
2.3.3 **Review your plan:** Your selections will appear on the right. Here you can see what's planned for each meal and tap to view cooking instructions.

## 3. Edit meal plans— APP

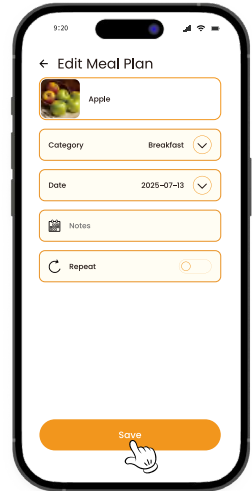
### 3.1 Edit single meal plan



3.1.1 **Select Recipes** in a specific Meal.



3.1.2 Open the meal plan and tap **Edit**.



3.1.3 Update the plan details and tap **Save**.

## 3.2 Edit recurring meal Plan

When editing a recurring plan, you will be prompted to **select the scope of your changes**. Common “scope” options include:

3.2.1 **This meal** – Modify only the specific occurrence you are viewing.

3.2.2 **This and following meals** – Apply the change from this occurrence forward.

3.2.3 **All meals in this series** – Apply the change to the entire series, including past and future records.

## 4. Edit meal plans — Device

### 4.1 Quick Edit for Meals

To quickly change which recipes are in a meal:

4.1.1 **Tap the meal** you want to edit.

4.1.2 In the details view, you can **tap any recipe** to add (✓) or remove it.

## 5. Delete meal plans — APP

### 5.1 Single meal plan

5.1.1 Find the meal plan you want to remove.

5.1.2 Go to its details and tap the **Delete** button.

5.1.3 **Confirm the deletion** in the prompt that appears.

### 5.2 Recurring meal Plan

When deleting a recurring plan, you need to **select the scope of the deletion**. Common “scope” options include:

5.2.1 **This plan** – Delete only the specific occurrence you have selected.

5.2.2 **This and following plans** – Delete from this occurrence forward, removing all future chores in the series.

3.2.3 **All plans in this series** – Delete all chores in the recurring series, including both past and future records (the entire series is permanently removed).

# Lists

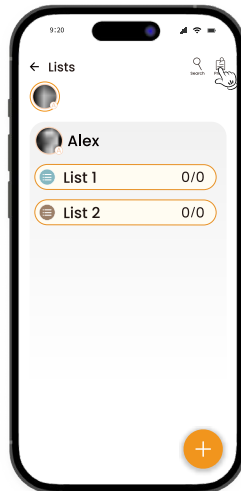
## — Monitor Lists

You can create, edit, and delete lists on your mobile phone or other devices. All changes are **automatically synced** across them.

### 1. Monitor lists-APP

#### 1.1 To set up your tag bar

1.1.1 Tap your **profile icon** in the top-right corner.



1.1.2 **Pin** the member profiles you view most often. **Pinned profiles will appear in your tag bar** for quick access.

1.1.3 When you **assign a new profile to a list**, that profile will be **automatically added to your tag bar**.

## 1.2 Filter events by Tag

Tap a single tag in the tag bar to see only that member's events.

# 2. Monitor lists-Device

## 2.1 Select profiles

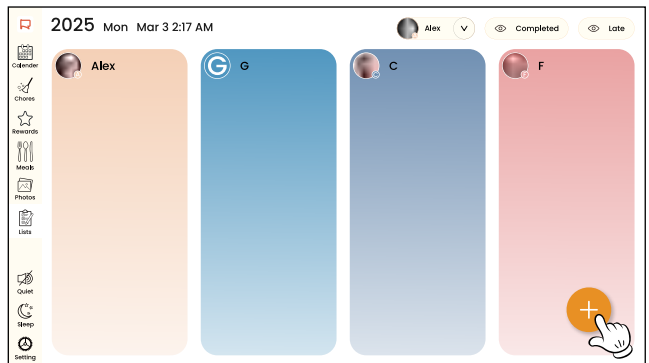
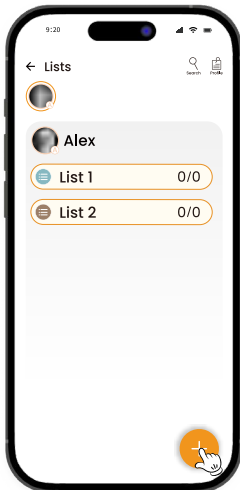
2.1.1 Select the member profiles you view frequently. The list view will then filter to show **only the lists associated with those selected profiles**.

2.1.2 When you assign a list to a profile, **that profile is automatically selected in the filter** (so its lists stay visible).

# — Manage lists

## 1. Create list

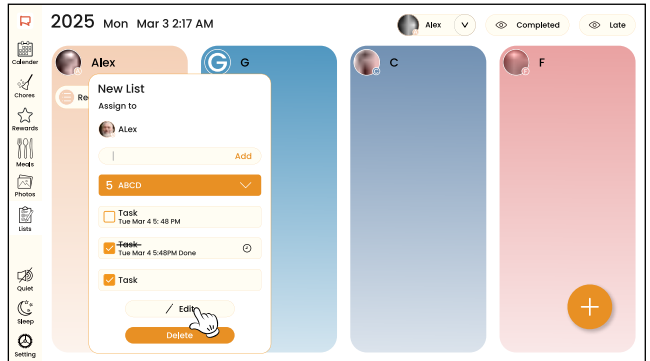
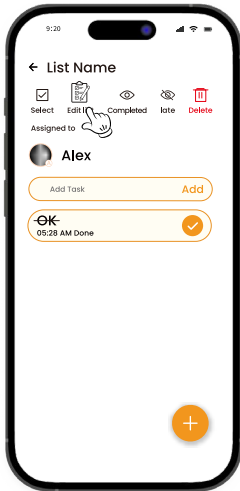
1.1 Tap the + icon at the bottom right.



1.2 Enter the list details (**required: Name, Priority, and Profile**) and save.

## 2. Edit list

2.1 Tap a list to view details and Press **Edit**.



2.2 Update the list information and tap **Save**.

## 3. Delete list

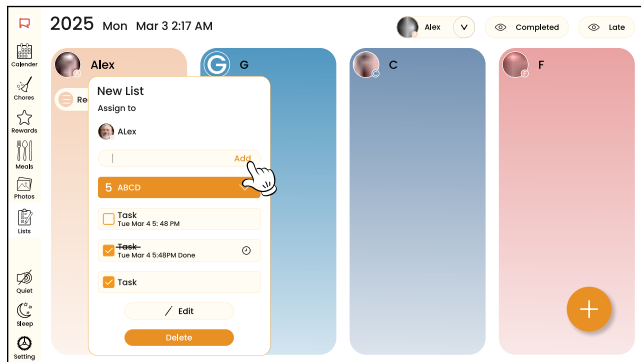
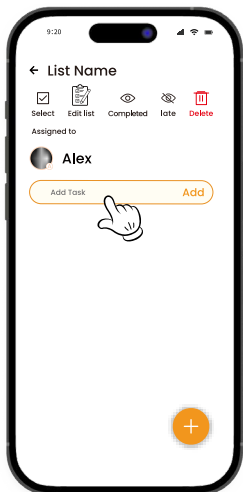
Tap a list to view its details, then tap **Delete**.

# — Manage tasks

## 1. Add task

### 1.1 Quick Add

### 1.1.1 In any list, find the **quick-add** field to start typing.

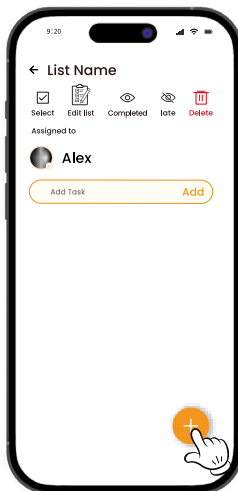


### 1.1.2 Enter a task title and tap **Add** to save it immediately.

## 1.2 Add with Details (APP Only)

Currently, detailed task creation is only available in the mobile app.

### 1.2.1 In the list details view, tap the + icon in the bottom-right corner.



### 1.2.2 Enter the task information (the **Title** is required) and save.

1.2.3 Here, you can also **add photos** and **set reminders** for the task.

## 2. Task Reminder

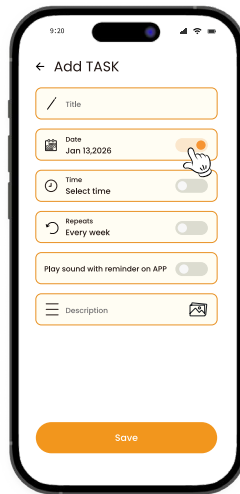
### 2.1 Adding a Reminder

2.1.1 **After Quick Add:** Tasks created this way have no reminder by default. To add one, open and edit the task.

2.1.2 **During Detailed Add:** You can set a reminder directly while creating the task.

### 2.2 Identifying Tasks with Reminders

A task with a set reminder will show its reminder time and a bell/alarm icon.



### 2.3 Setting a One-Time Reminder

2.3.1 Turn on the “Date” option.

2.3.2 Set the reminder for a specific day and time.

## 2.4 Setting a Recurring reminder

Turn on the “**Repeats**” option and set up your recurrence rules.

**2.4.1 Set daily reminder:** Based on your configuration, the chore will repeat daily or at an interval of your choice (e.g., every 2 days).

**2.4.2 Set weekly reminder:** Choose between every week, every N weeks, or on fixed days of the week.

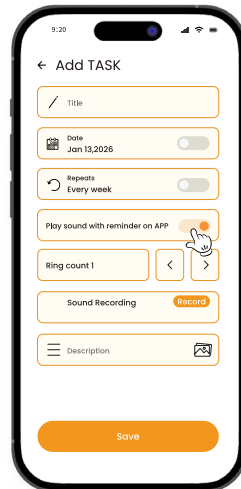
### 2.4.3 Set monthly reminder

- \* On day [X] of each month
- \* On the [first/second/last] [Day] of each month

**2.4.4 Set yearly reminder:** Every year on [Month] [Day].

**2.4.5 When you finish one task in a repeating series, the next task is automatically unlocked and ready.**

## 2.5 Alarm Sounds in the App

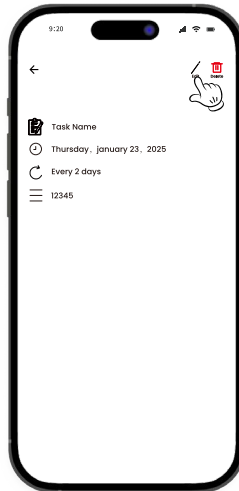


2.5.1 Alarms will ring on your phone if they're **linked to your active Profile**.

2.5.2 **Set a Custom Sound:** Record your own tone (**15-second max**). Otherwise, the **default ring sound** will play.

### 3. Edit task

3.1 To edit a task, tap it to open the details, then tap the **Edit** button.



3.2 **For recurring tasks:** When you save changes, they will apply to **all future occurrences by default**. Note: Already completed tasks will not be changed.

### 4. Delete task

4.1 You can delete a task in one of two ways:

- \* **From the list:** **Swipe left** on the task and tap **Delete**.
- \* **From details:** Tap the task to view details, then tap **Delete**.

4.2 **For recurring tasks:** By default, this will delete **all future recurrences**. **Already completed instances** will not be affected.

## 5. Complete task

### 5.1 Marking Tasks Complete/Incomplete

5.1.1 **Complete:** Check off the task directly in the list, or open it and tap Mark as Complete.

5.1.2 **Incomplete:** Uncheck it directly in the list, or open it and mark it as incomplete.

### 5.2 Task Status & Reminder

5.2.1 **Completed with Reminder:** The **completion time** is recorded and displayed.

5.2.2 **Expired Reminder:** The **overdue time** is shown, and the reminder icon is **highlighted in red**.

### 5.3 Special Case: Recurring Tasks

If you mark a **completed** recurring task as incomplete, it will be **removed from its original series**.

# Photos

To upload photos/videos and manage albums, please use the mobile app. This is the only supported method at the moment.

# 1. Upload Photos & Videos

1.1 **Limit:** You can select **up to 9 photos or videos per upload.**

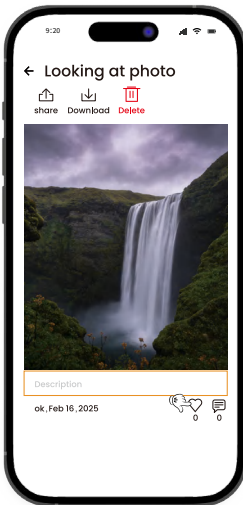
1.2 For a more stable upload, try uploading your videos in batches.

# 2. Edit Photos (Before Uploading)

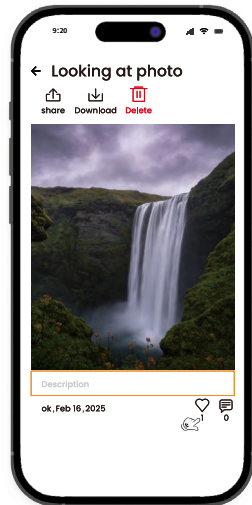
While selecting photos, you can **crop** them and **draw doodles.**

# 3. Like & Comment on Photos

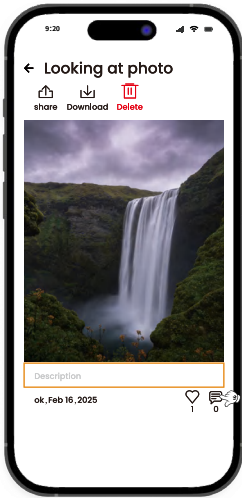
3.1 **View Details:** Tap any photo to open it.



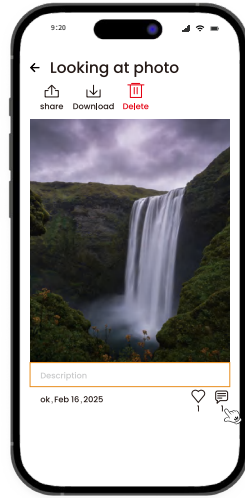
3.2 **Like:** Tap the **heart** icon.



3.3 **View Likes:** Tap the **number** below the heart to see who liked it.



3.4 **Comment:** Tap the **comment** icon to open the box and add your comment.



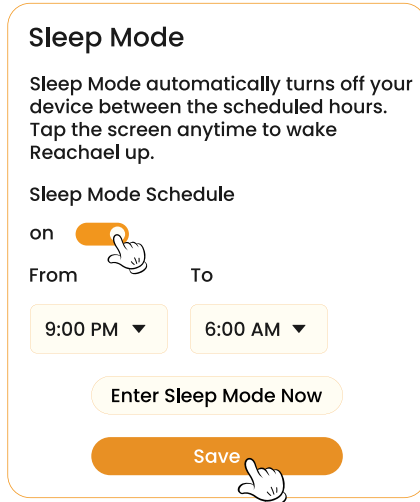
3.5 **View All Comments:** Tap the **number** below the **comment** icon.

# Sleep Mode

## — Scheduled Sleep and Instant Sleep

1. Tap the **moon icon** in the sidebar.
2. Set a **Sleep Schedule**

Toggle on **'Sleep mode schedule'**, set the times for the Calendar to enter and exit Sleep Mode, and tap **Save** to confirm.



\* **Manual Wake-up:** You can press the physical **power button** at any time to wake the Calendar from Sleep Mode.

### 3. Enter Sleep Mode Immediately

Tap **'Enter Sleep Mode Now'** to put the display to sleep. Press the power button again to wake it up.

### 4. Woken up during the process

If the device is woken up during this process and no operation is detected for 30 seconds, it will re-enter sleep mode.

# Settings

## — Basic Operations Supported

1. **Language:** Switch between **English, Chinese, and Spanish.**
2. **Time:** Set **time zone.**
3. **Display:** Adjust **font size** and **screen brightness.**
4. **Sound:** Adjust **volume.**

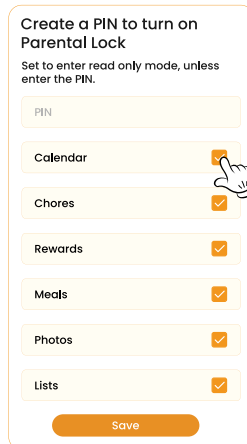
## — For Detailed Operations

### 1. Parental Protect

1.1 The purpose of the screen lock is to **safeguard your data against random or unauthorized changes.**

**Step 1: Set a 4-digit PIN.**

**Step 2: Select the section where it will be used.**



Create a PIN to turn on Parental Lock  
Set to enter read only mode, unless enter the PIN.

PIN

Calendar

Chores

Rewards

Meals

Photos

Lists

Save

1.2 Sections with parental controls enabled are view-only and require the correct parental control password to edit.

## 2. Forgot PIN

If you forget your PIN while trying to verify it:

2.1 Click **“Forgot PIN”**.

2.2 We will send a **temporary PIN** to your registered email address.

2.3 You can then use this temporary PIN to **modify or disable** the parental controls.

## 3. Device Password

3.1 **The device password must be 4 digits**, it will be used under the following conditions:

3.1.1 Require password on wake.

3.1.2 Require device password when waking from sleep.

### 3.2 Forgot Device Password

If you forget your password, click **“Forgot Password”** to **reset your device**. Follow the instructions to reset your device.

## 4. Screensaver

4.1 The screen saver displays **system-provided images by default**.

4.2 To use the **photo screensaver**, manually enable the mode and **choose your photos**.

4.3 The photo screensaver allows customization of the **playback sequence** and **display interval**.

4.4 **Time and date display** and sound are **disabled by default** in screensaver settings.

# Reminder

## — Notification & Reminder Policy

### 1. Quiet Hours

To avoid disturbing your rest, the App will suspend all push notifications daily from **22:01 to 07:29 (the next day)**.

### 2. Delayed Reminders

If a reminder is scheduled to fall within Quiet Hours, it will be automatically postponed and delivered at **07:30 on the same day**.

### 3. All-Day Events/Tasks

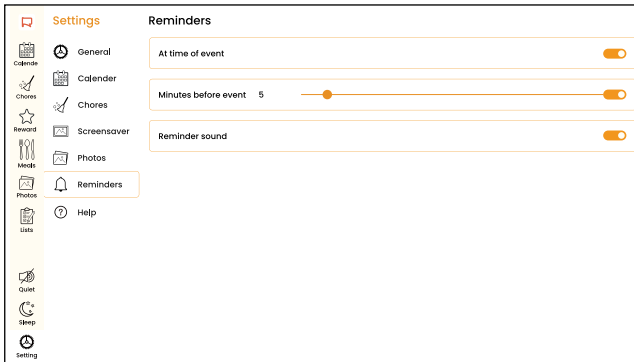
For all-day events or tasks, the system defaults the reminder time to **09:00 on the day of the event**. Any advance reminders you set (e.g., 1 hour, 2 hours, or 24 hours before) will be calculated based on **this 09:00 reference point**.

### 4. Multi-Day & Repeating Events

If an event spans multiple days or repeats, the system will send a separate reminder for each individual day.

## — Event Reminder — Device

### 1. General Setting



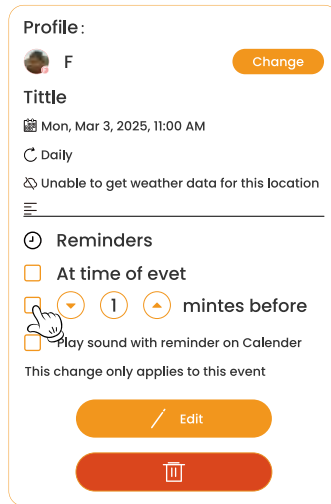
You can enable reminders on your Calendar to alert you about upcoming events.

1.1 **At time of event:** Reminders for calendar events are triggered **upon occurrence**.

1.2 **Minutes before event:** Reminders for calendar events are sent **in advance**, according to the scheduled time.

1.3 If neither of the two time settings is enabled, reminders will remain **off**. **By default, our system does not send push notifications.**

## 2. Set individually



2.1 Allows you to **set an individual reminder time** for a calendar.

2.2 This calendar's **reminders are not affected by the general settings.**

## — Task Reminder — Device

1. You can set alarms based on your specific needs. Please note: **All alarm notifications** will be accompanied by a **ringtone**.
2. To avoid disturbance, alarms will **not be pushed** during the **designated Quiet Hours**.

## — Task Reminder — In APP

Alarm tasks are usually pushed to your phone, just like calendar events. If you enable **“Play sound with reminder on APP”** within a task, and selected **related profile**, the alarm will **also ring on your phone**.

# Need Help?

If you have any questions about how to use or set up your Reachael calendar, please visit our user Guide in APP.

For video instructions, visit [www.youtube.com](http://www.youtube.com) and search Reachael Calendar or official website.

Or contact us at [support@reachael.com](mailto:support@reachael.com).

# Specific

<b>Display</b>	15.6" FHD Panel With 10-Point Touchscreen
<b>Resolution</b>	1920x1080 pixels
<b>Wi-Fi Connectivity</b>	Wi-Fi (802.11 a/b/g/n/ax/ac) with 2.4 Ghz and 5Ghz band
<b>Mobile App Compatibility</b>	iOS and Android
<b>RAM</b>	2GB
<b>Storage(for photos and system software)</b>	32GB (included 5GB for photos and videos)
<b>Stereo speakers</b>	4Ω3W X 2

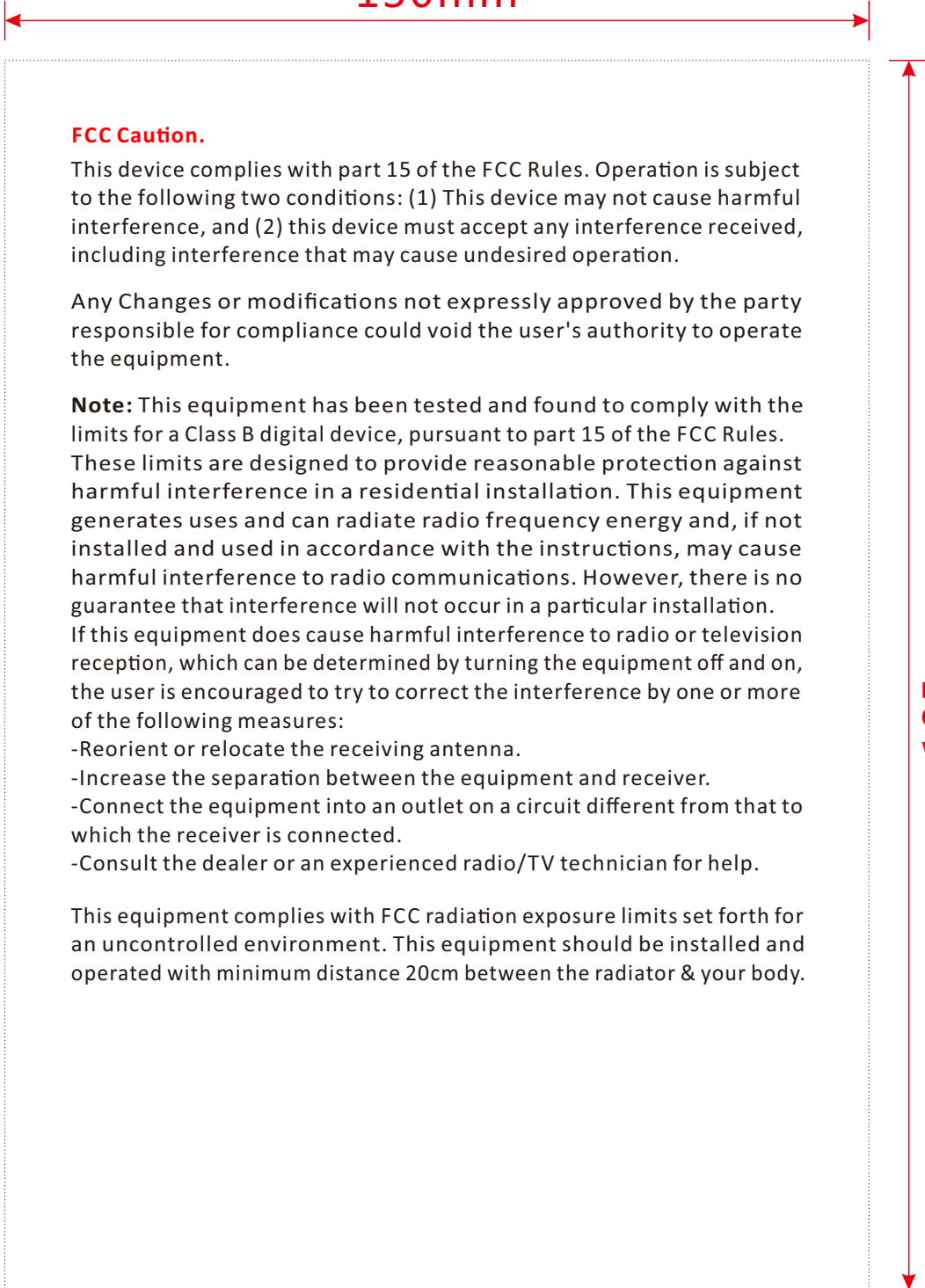


[www.Reachael.com](http://www.Reachael.com)

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130mm



185mm

尺寸：130\*185mm，  
材质：157g铜板纸/单面彩色印刷

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