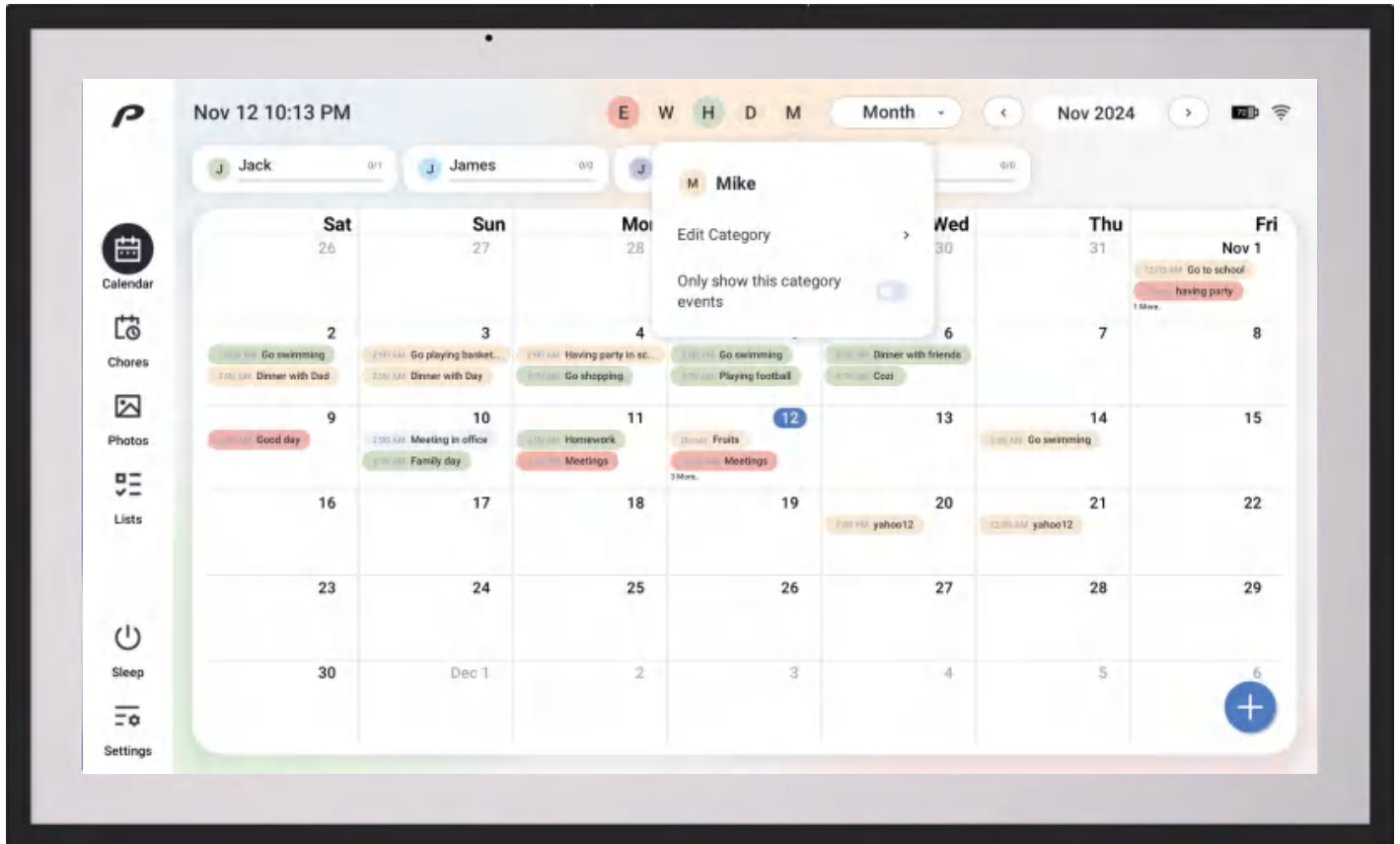


Pronext Calendar

User Manual

List of Contents



Contact us: info@pronextusa.com

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Device Button Instructions

The buttons are located on the top of the device

1. Press and hold the power button to turn on the device.
2. Press and hold the power button to turn off or restart the device.
3. Press the power button briefly to put the device into sleep mode. Tap the screen again to wake up the device.

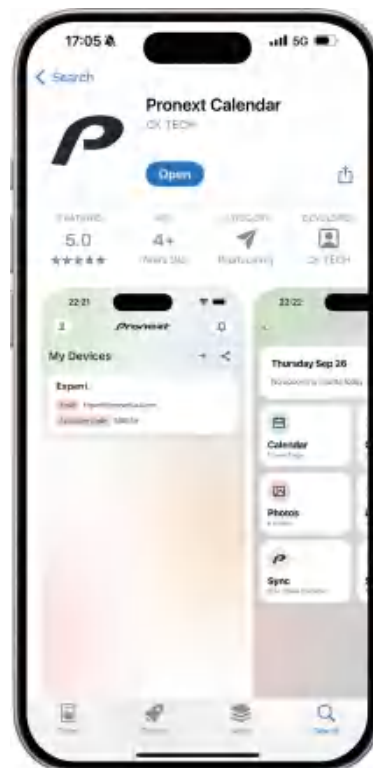
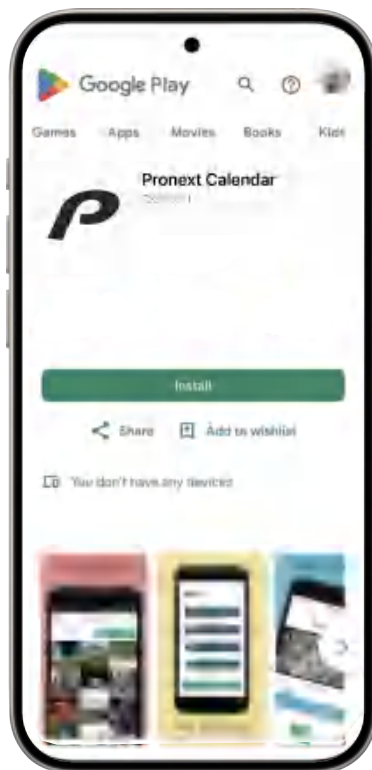
Overview

Thank you for choosing the Pronext Calendar! We're thrilled to assist you in managing everyone's hectic schedules, allowing you to focus on what truly matters: spending quality time with your family. We continually strive to enhance our product, and we value your input. Join our Facebook Group [pronext calendar club](#) to share your thoughts and suggestions.

Updates with new features will be automatically added to your device or mobile app, and you will be informed through emails, push notifications, and messages within the app. While we aim to keep this guide current, if you notice any discrepancies, please don't hesitate to contact us: info@pronextusa.com. We provide real human customer support via phone and email because we enjoy connecting with our customers!

Install the App

To fully utilize the features of your Pronext Calendar, you will need to download the free Pronext app. You can get the app from Google Play and App Store.



Setup Guidelines

Once you have connected your Calendar to Wi-Fi and entered the 6-digit activation code, we recommend setting up your device following this sequence.

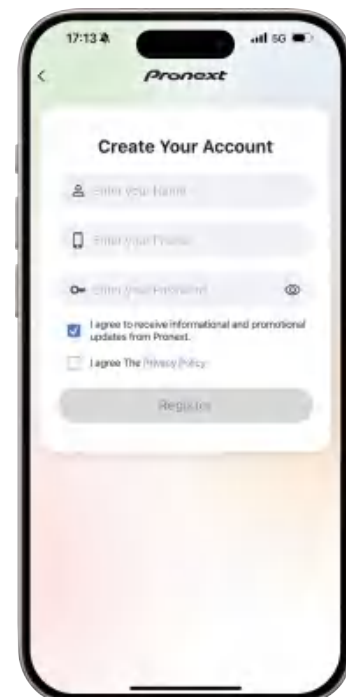
1. Set the timezone on your Pronext Calendar, in Settings -> Configure Time Zone.
2. Sync any external calendars (Google, iCloud Calendar, Outlook, etc.).
3. Label your new Categories according to the family member that each calendar represents.
4. Complete the setup of any additional Categories for your family members.
5. Grant your family members access to your Pronext Calendar using the app.
6. Add events and chores.

Start Setup

1. Enter your email to start.



2. Creat your account.



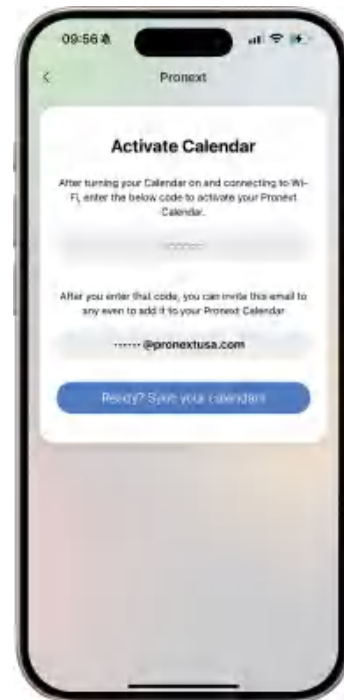
3. Start setup calendar.



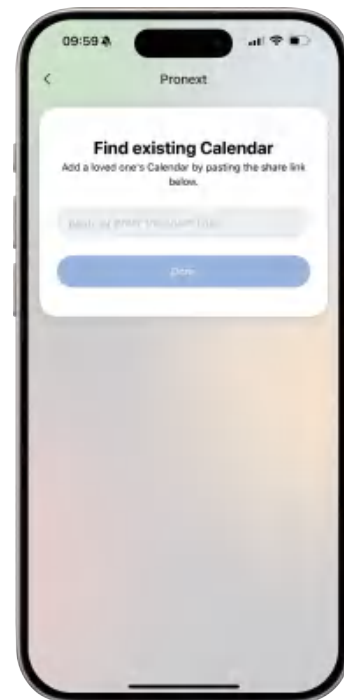
4. Choose “yes” if you are activating a new pronext calendar, choose “No” if you are finding an existing calendar through the share link.



5. If you selected "Yes" in the previous step, a 6-digit code will appear here. Simply enter this code into the device.



6. If you selected "No" in the previous step, just copy and paste the link here.
(Refer to page 42: Sharing Access to Calendar)



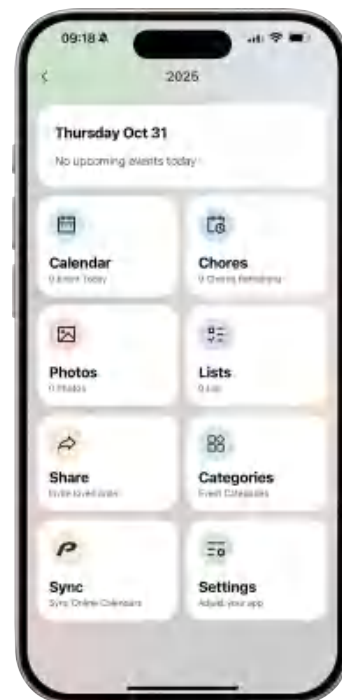
Syncing Calendars

Syncing is exclusively available through the app.

When you connect a source calendar (such as Google, iCloud, etc.) to Pronext, any updates made on your source calendar will automatically reflect on Pronext.

For Google Calendars specifically, you have the option to enable two-way syncing, allowing changes made on Pronext (including event creation and editing) to be mirrored on your Google Calendar as well.

1. Open Sync in the home screen.



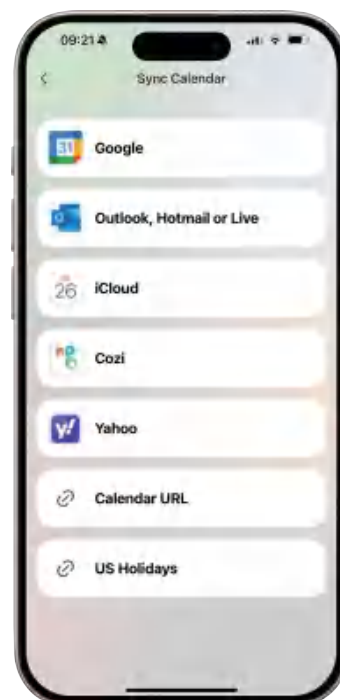
Syncing a New Calendar

Press "Sync a New Calendar" to proceed, and choose the calendar type for syncing.

1. Sync a New Calendar.



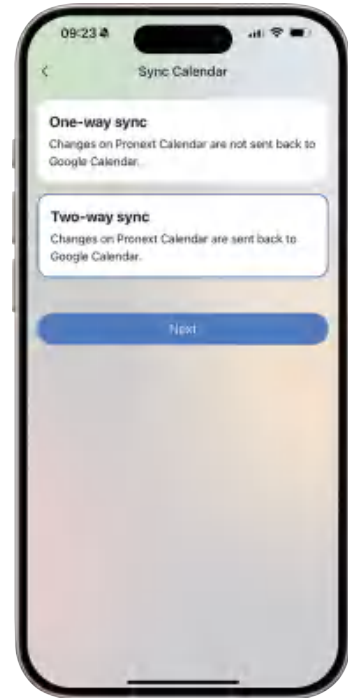
2. Choose the type of calendar you want to sync.



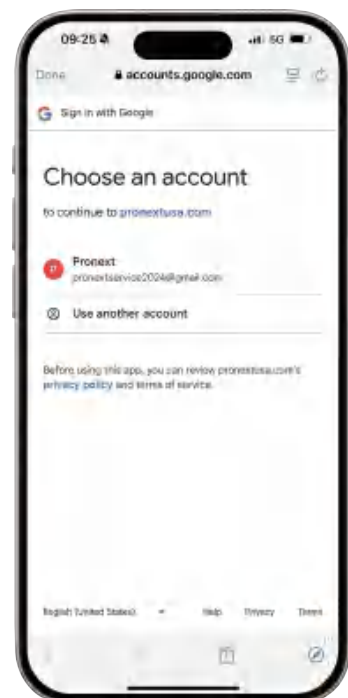
Google Calendar

If you are syncing a work calendar associated with Google Workspace, please choose Google.

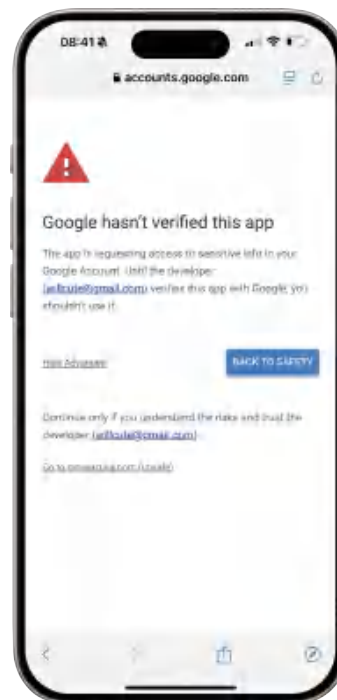
1. Choose if you want two-way sync or one-way-sync and press “next”.



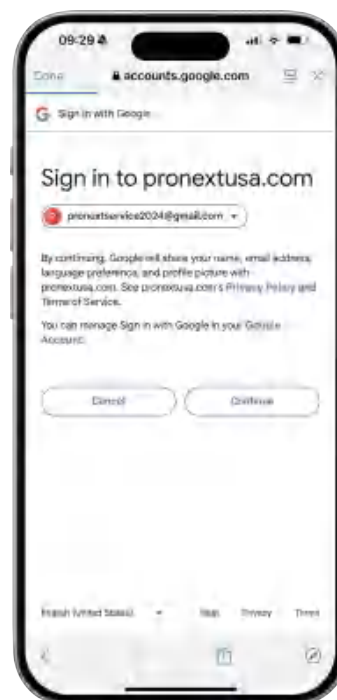
2. Choose an account or use another account.



3. Press “Advanced” and then press “Go to pronextusa.com”.



4. Press continue.



5. Choose “see,edit,share.....Google Calendar ” and press continue.



6. Press done .



7. Choose the email address again and it shows synced successfully.



iCloud Calendar

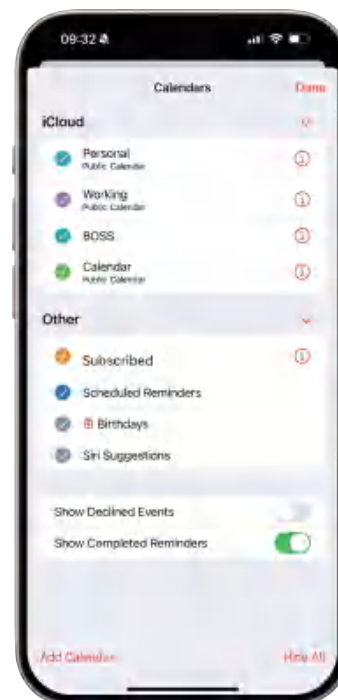
1. Open the Calendar app.



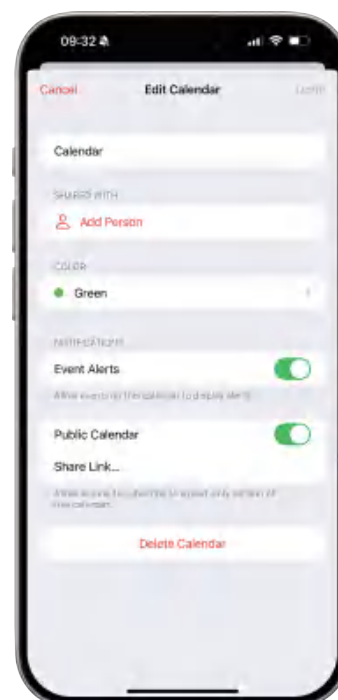
2. Select Calendars at the bottom.



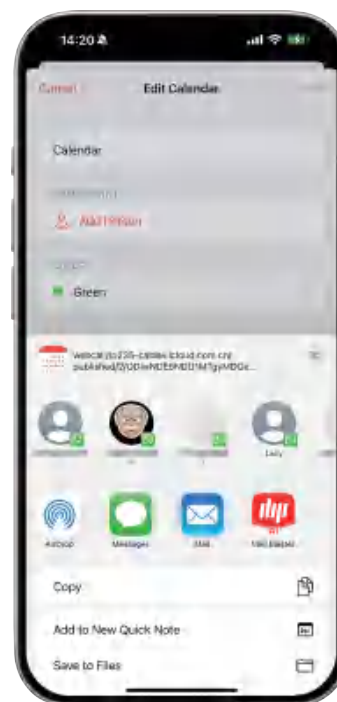
3. Select the ⓘ icon next to the calendar you want to sync.



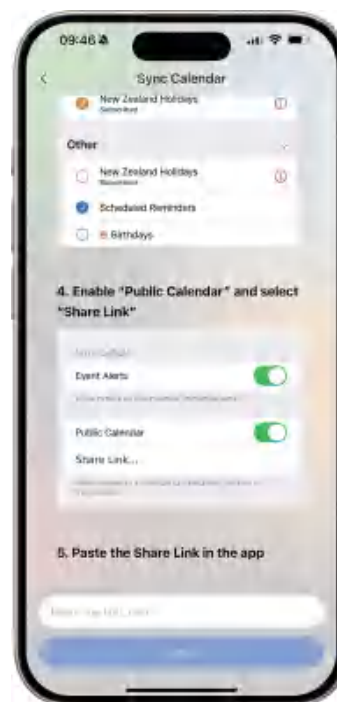
4. Enable Public Calendar and select Share Link.



5. Select copy.

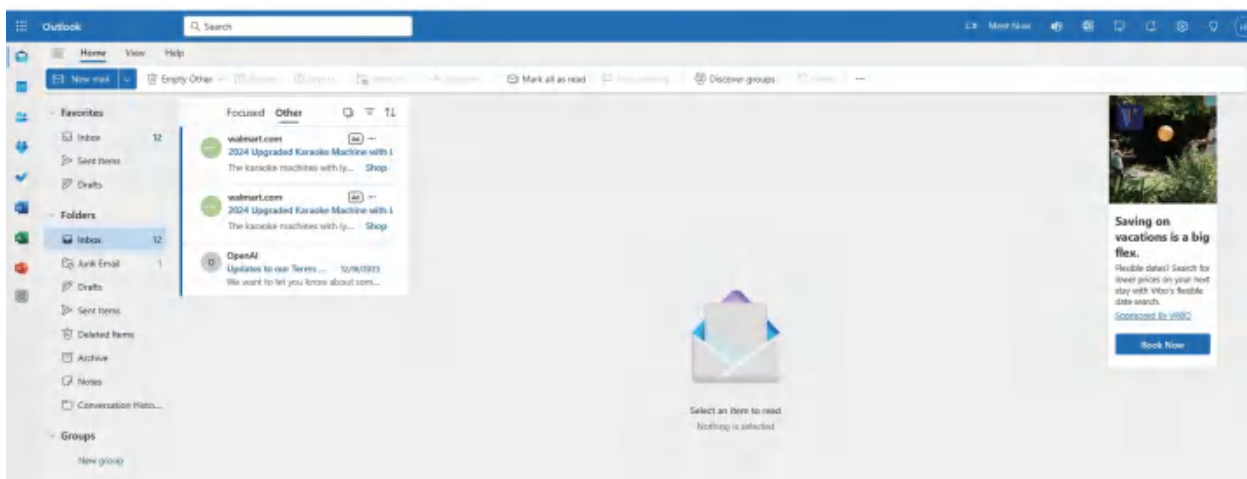


6. Paste the share link in the app.

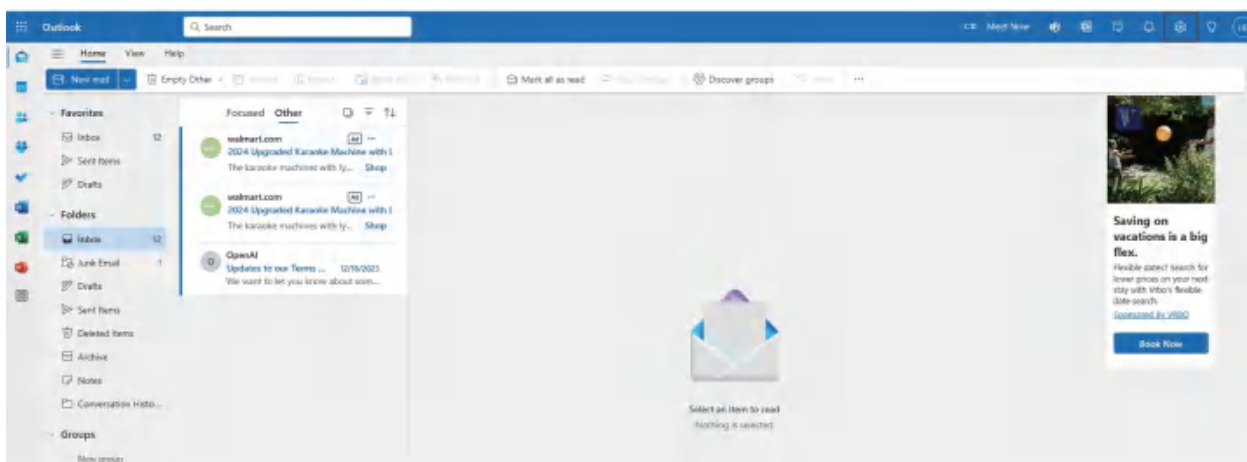


Outlook / Live Calendar

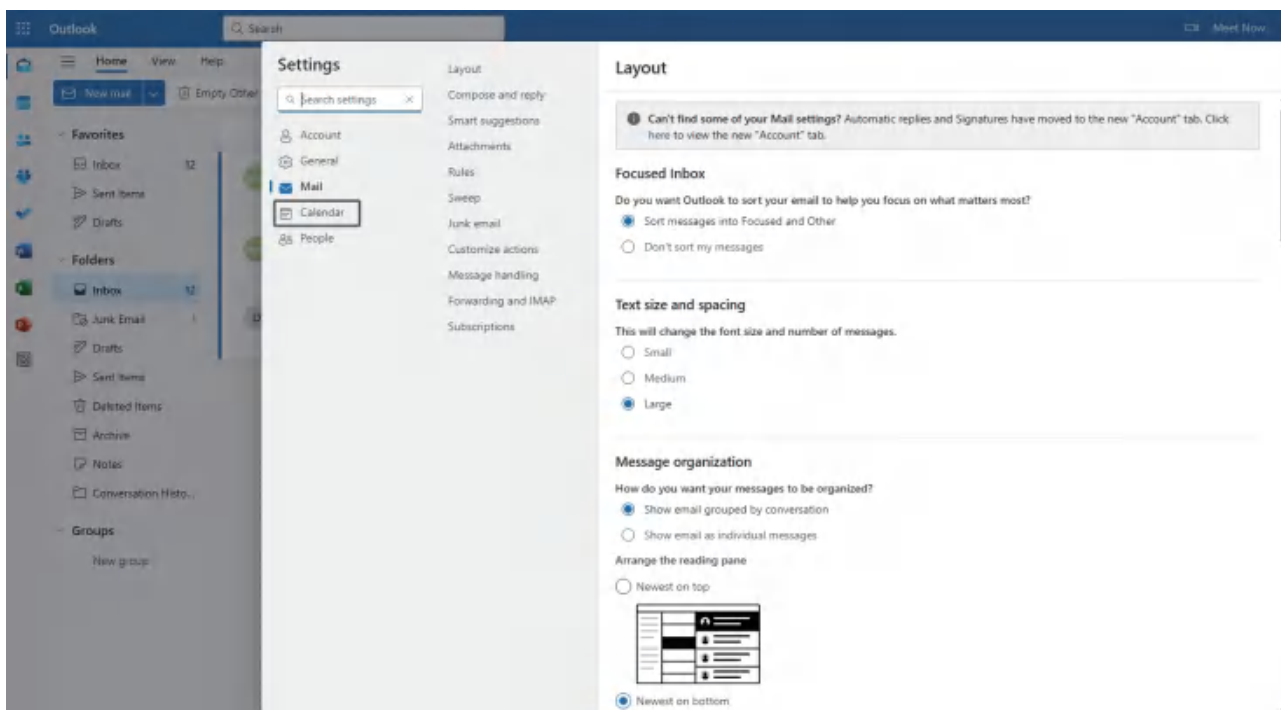
1. On a computer, open outlook.live.com.



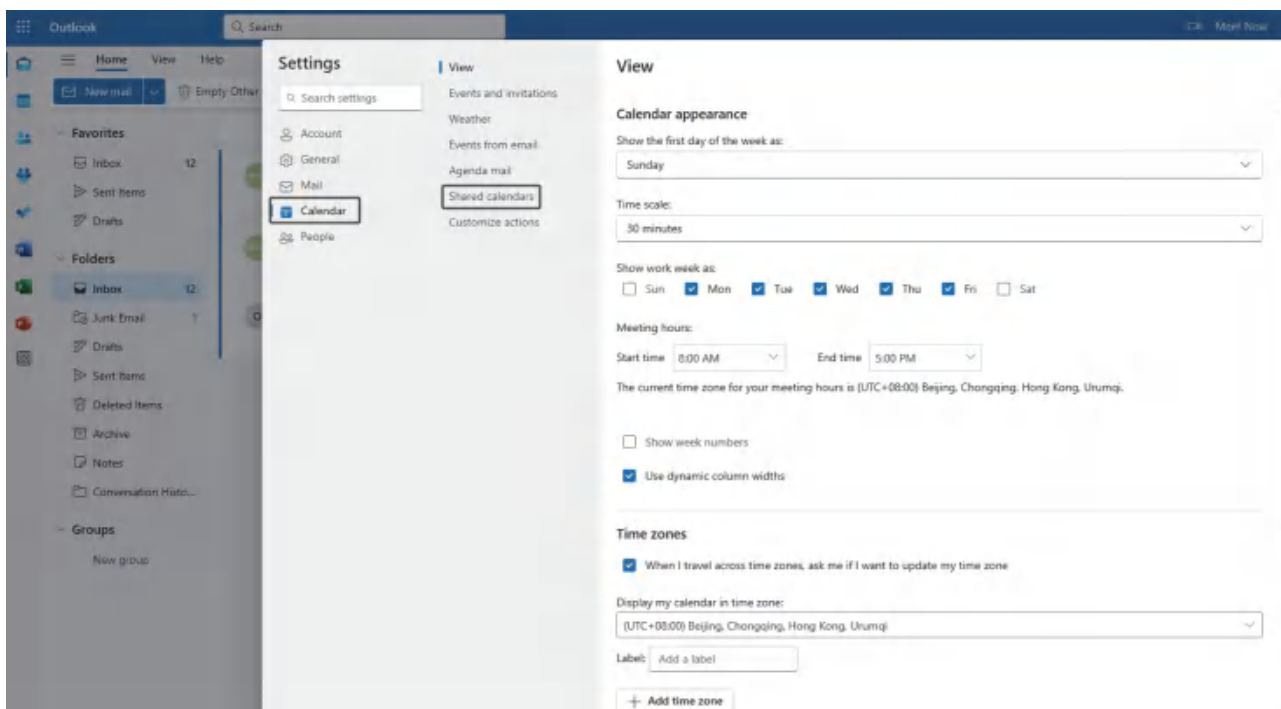
2. Click “setting” in the top right corner.



3. Choose “Calendar” button in the left side bar.



4. Choose “Shared calendars”.



5. Choose a calendar you want to sync.

Settings

Search settings

- Account
- General
- Mail
- Calendar**
- People

View

- Events and invitations
- Weather
- Events from email
- Agenda mail
- Shared calendars**
- Customize actions

Shared calendars

Share a calendar

You can share a calendar with other people and choose whether to let them view or edit the calendar.

Select a calendar

Calendar updates

You can receive email notifications when someone creates or updates an event on a shared calendar. Calendars that aren't shared and calendars where you only have permission to see whether the owner is free or busy aren't listed below.

Send me email notifications for the following shared calendars:

Publish a calendar

You can publish a calendar and share a link with other people to let them view the calendar online. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

Select a calendar

Calendar

Select permissions

Can view all details

HTML: <https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/06c3355a-ade3-45a3-bd7c-683e3729e960/cid-45920E3005A5E66E/index.html>

ICS: <https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/06c3355a-ade3-45a3-bd7c-683e3729e960/cid-45920E3005A5E66E/calendar.ics>

6. Press “publish”.

Settings

Search settings

- Account
- General
- Mail
- Calendar**
- People

View

- Events and invitations
- Weather
- Events from email
- Agenda mail
- Shared calendars**
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HTML: <https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/06c3355a-ade3-45a3-bd7c-683e3729e960/cid-45920E3005A5E66E/index.html>

ICS: <https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/06c3355a-ade3-45a3-bd7c-683e3729e960/cid-45920E3005A5E66E/calendar.ics>

7. Copy the ISC link and paste in the APP.

Settings

Search settings

- Account
- General
- Mail
- Calendar**
- People

View

- Events and invitations
- Weather
- Events from email
- Agenda mail
- Shared calendars**
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Calendar

- Calendar

Can view all details

HTML: <https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/06c3355a-ade3-45a3-bd7c-683e3729e960/cid-45920E3005A5E66E/index.html>

ICS: <https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/06c3355a-ade3-45a3-bd7c-683e3729e960/cid-45920E3005A5E66E/calendar.ics>

Cozi Calendar

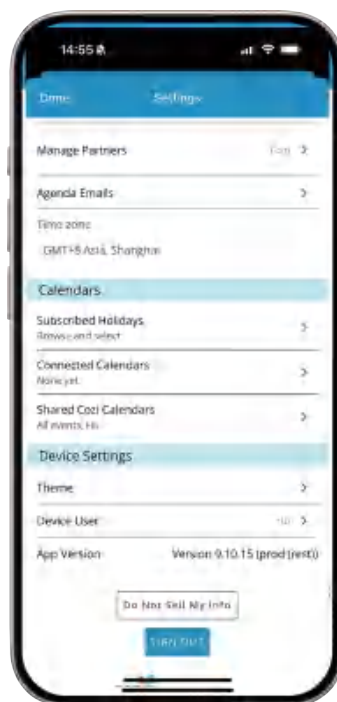
1. Open the Cozi app.



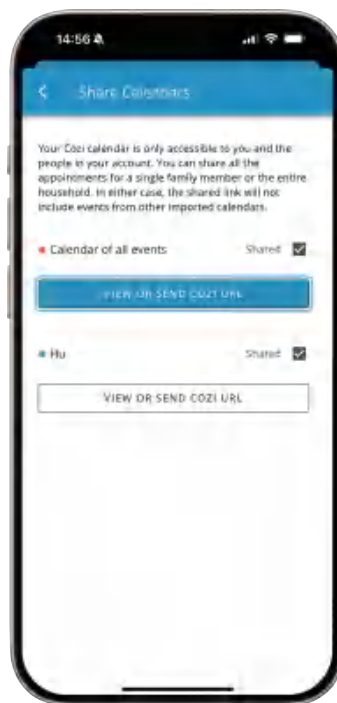
2. Go to the Family tab and select Settings.



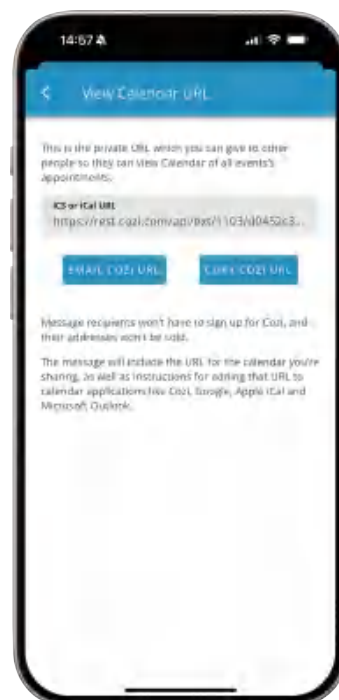
3. Press on “Shared Cozi Calendars”.



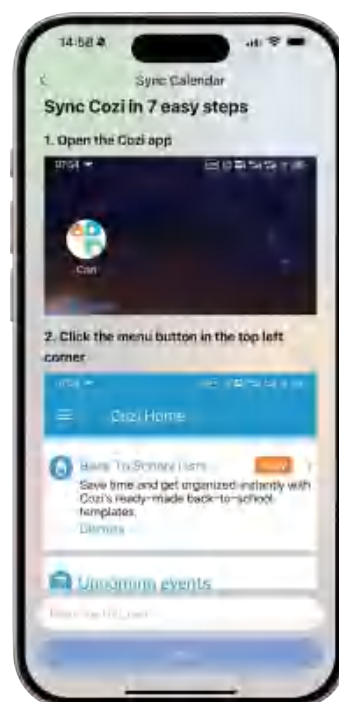
4. Share all events or a specific calendar and press “View or Send Cozi URL”.



5. Press "COPY COZI URL".

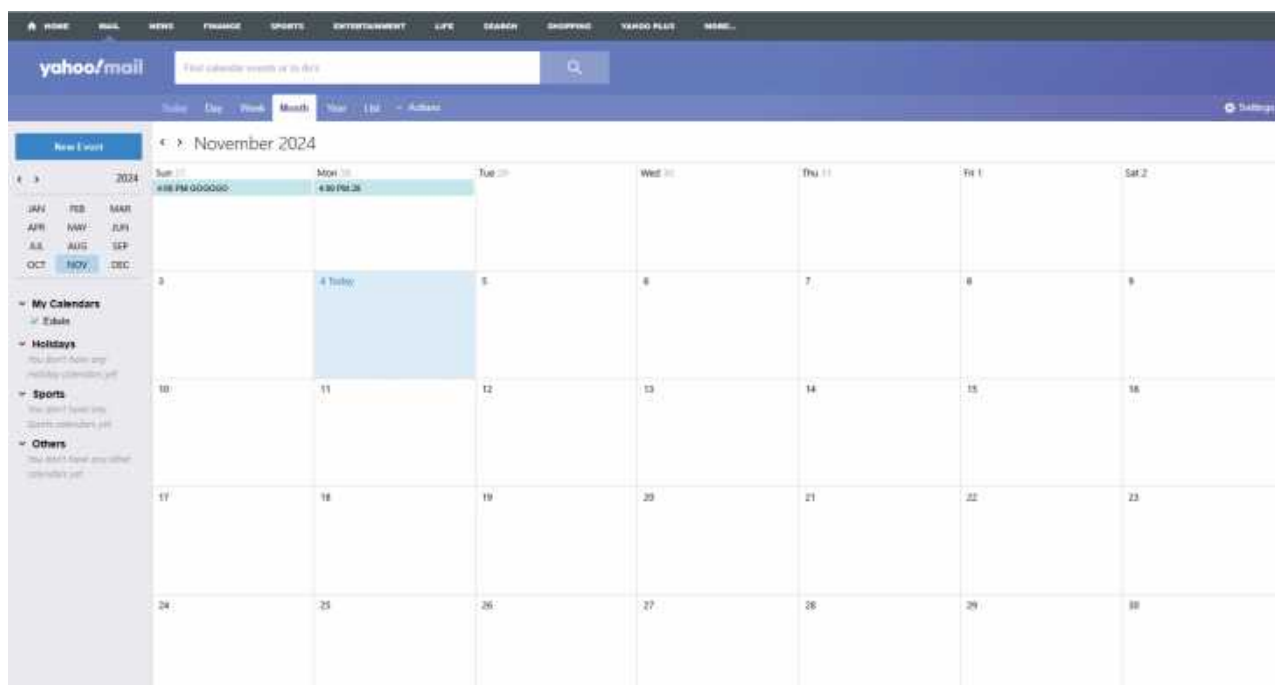


6. Paste the share link in the app.

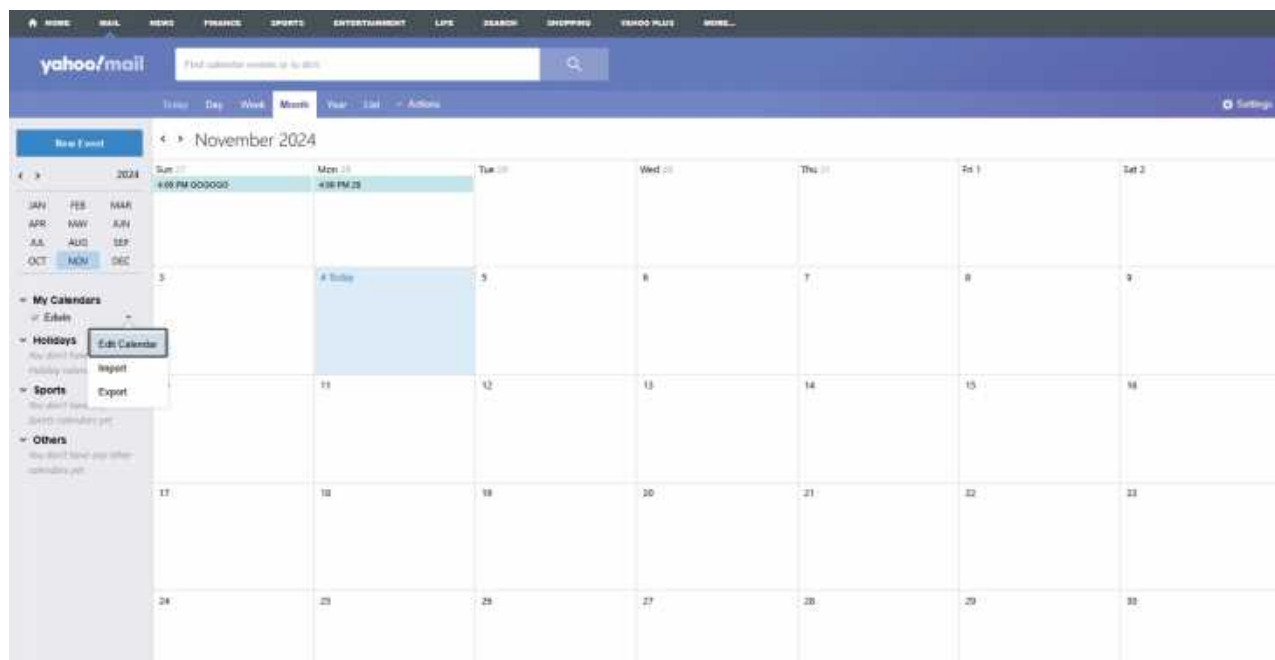


Yahoo Calendar

1. In a web browser, open calendar.yahoo.com.



2. Edit the calendar you want to share.



3. Toggle Get sharable link and copy the ICS URL.

Edit calendar

Edwin

Color



Sharing

Enable my public calendar (easiest, least private)



Share by email (most flexible)



Get shareable link (most secure)



To view in a browser (HTML)

<https://calendar.yahoo.com/2d4wj5ut4knsgxerimgkj6qgf4nycbb3gdevgcv/d3c9a1fa15ee39...>



To import into a Calendar app (ICS)

<https://calendar.yahoo.com/ws/v3/users/2d4wj5ut4knsgxerimgkj6qgf4nycbb3gdevgcv/cale...>



Save

Delete

Calendar URL / Subscribed Calendar

You can sync any calendar with Pronext, as long as it has a public URL so that Pronext can retrieve the events. These urls usually look like `webcal://` and may end in `.ics`.

1. In the app, choose Calendar URL. Enter the URL of the calendar you want to sync. Press Sync Calendar URL.

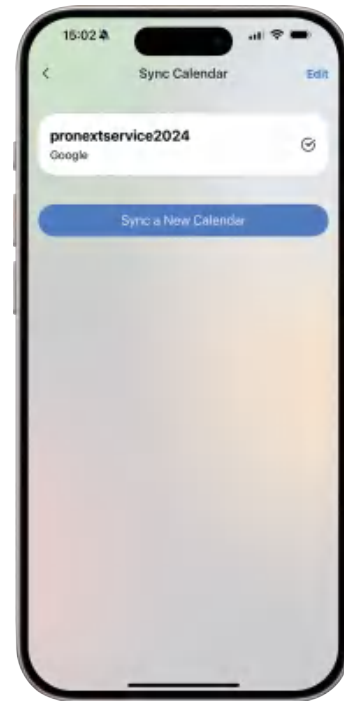


2. Once synced, your calendar will be listed in Manage Calendars labeled as a Webcal URL.



Deleting a Synced Calendar

1. Select Edit in the top right area of the Manage Calendars screen.



2. Press the trash  icon next to the calendar you want to delete.



Setting Up Categories / Color Coding

You can use Categories to color code events for each member of your family.

It would be best to name your Categories after specific individuals and give each person a unique color.

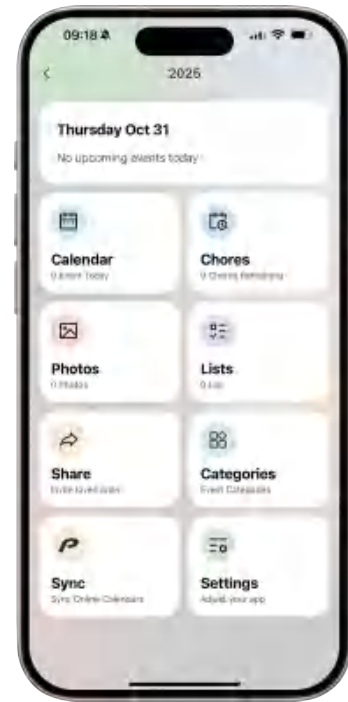
Categories are automatically generated when you sync calendars, taking the name of the respective calendar. However, you can also create and rename Categories manually within the Pronext app.

Please note that the calendar events categories and the chores categories are separate. You need to set up categories individually for each of your family members.

Creating a Category for calendar events

Categories can only be created in the mobile app

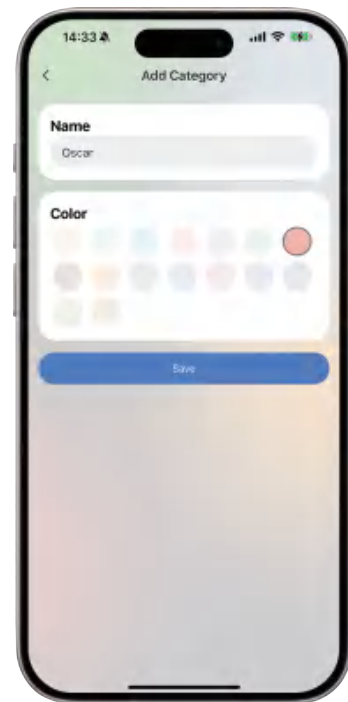
1. Press Categories.



2. Press +Add



3. Enter a person's name, choose a color, and press "Save".



4. You have a new category now.

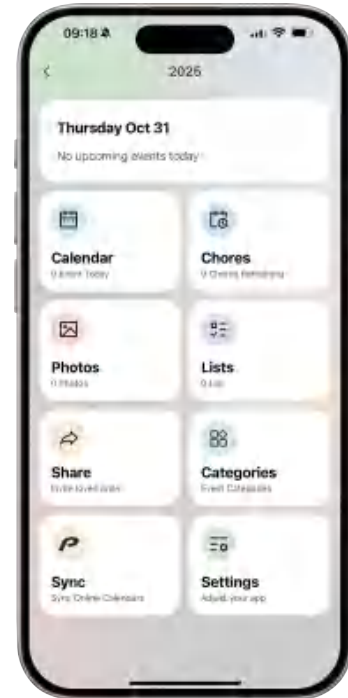


Editing a Category

Categories can be edited in the mobile app or on the device.

App

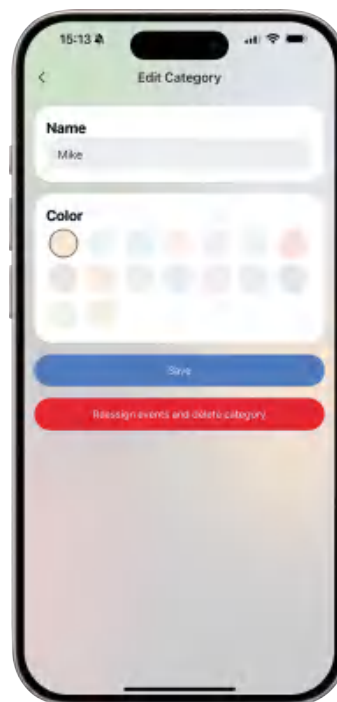
1. Press Categories.



2. Select a Category.

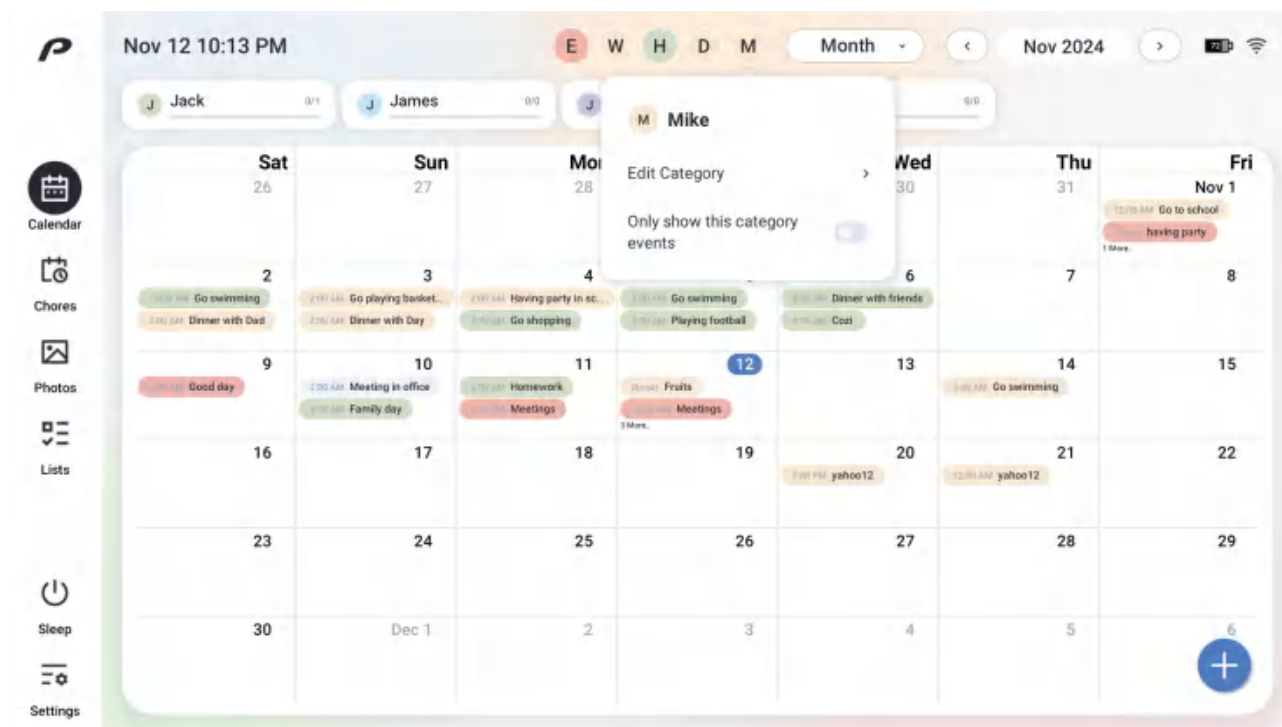


3. Edit Category details and press Save.

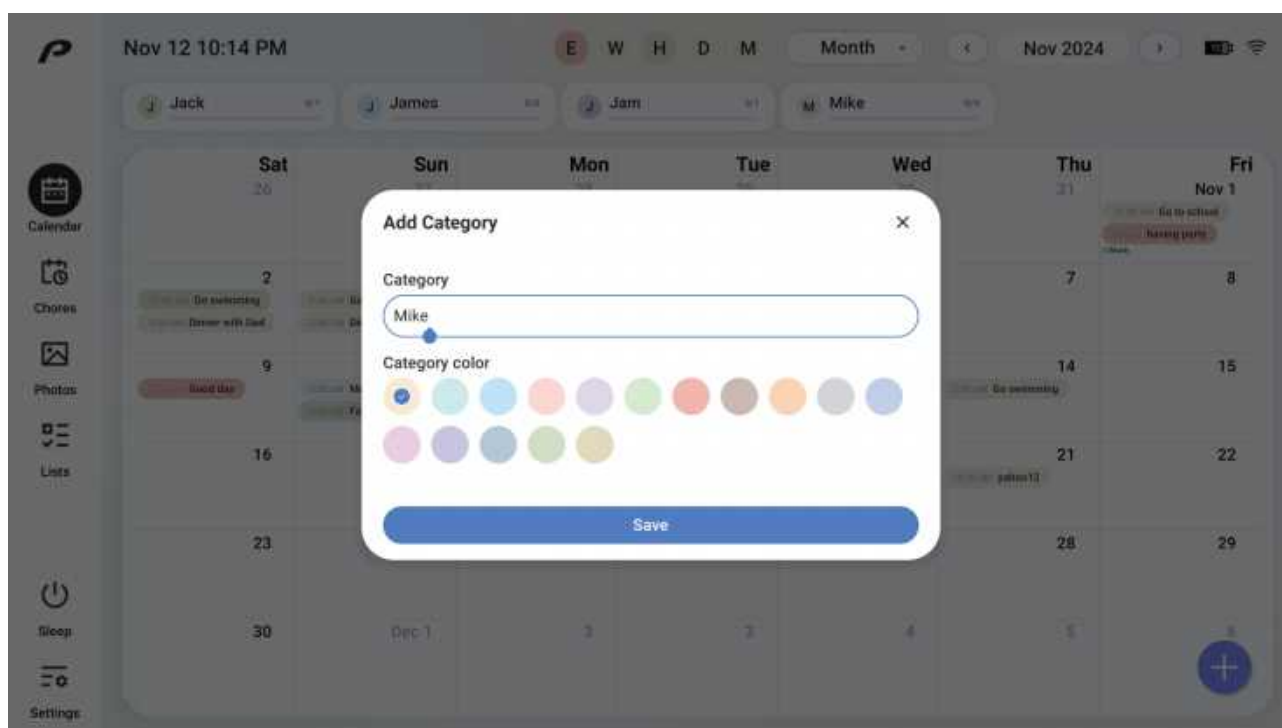


Device

1. Tap the circle for Categories in the top right corner, then select Edit Category. You can scroll through the Categories list if necessary.



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

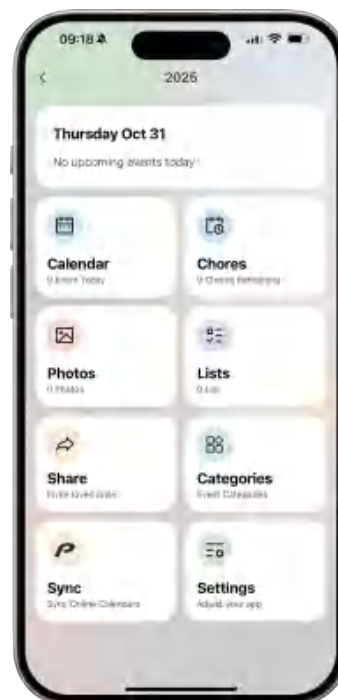


Deleting a Category

Categories can only be deleted within the app.

To delete a Category, you must first re-assign its events to another Category. If you need to delete a Category linked to a synced calendar, please refer to the section on Deleting a synced calendar.

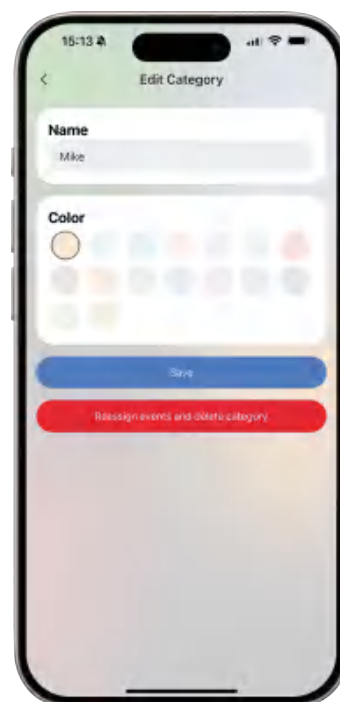
1. Press Categories.



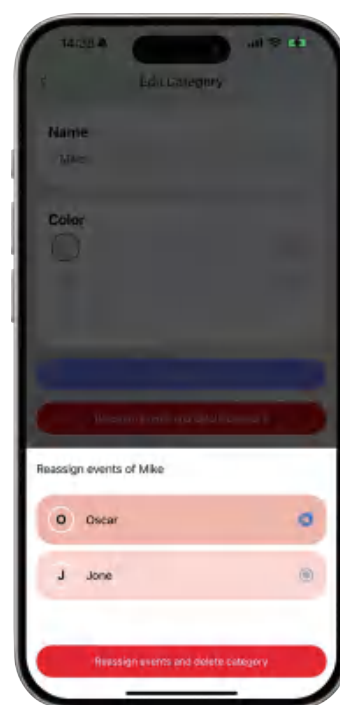
2. Select the Category you want to delete.



3. Press Delete.



4. Reassign events in this Category to another Category.

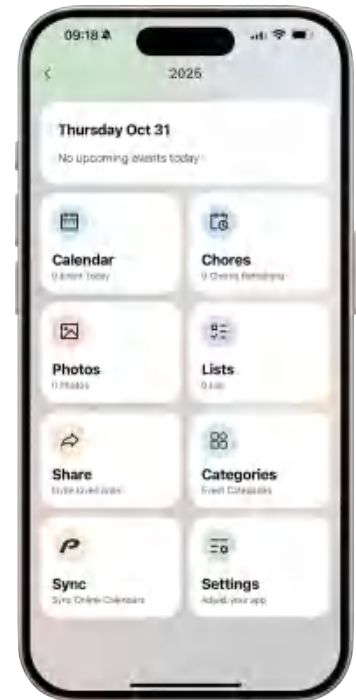


Creating a Category for chores

Categories can be created both in the mobile app and the device

APP

1. Press chores in the home screen.



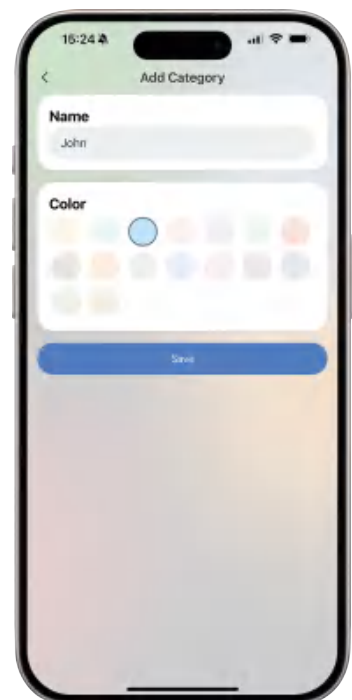
2. Press  in the top right corner.



3. Press + in the top right corner.

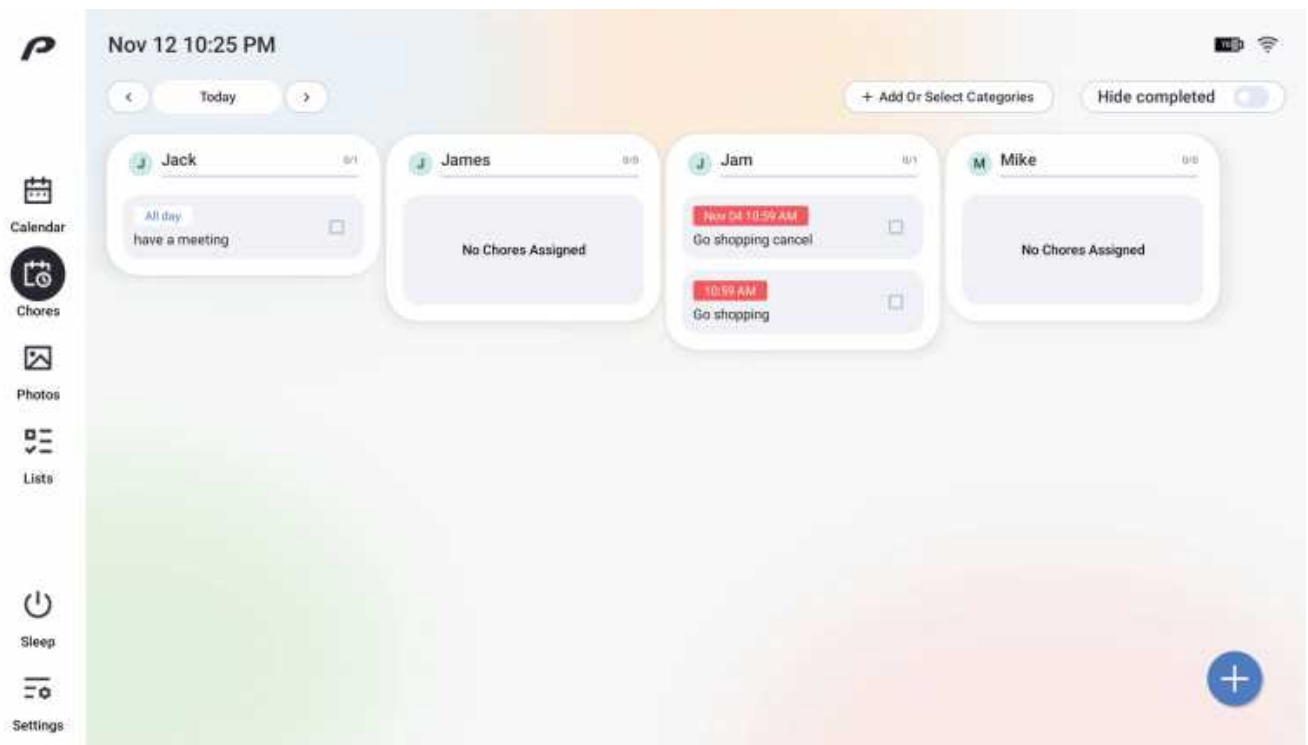


4. Edit new chore name and save.

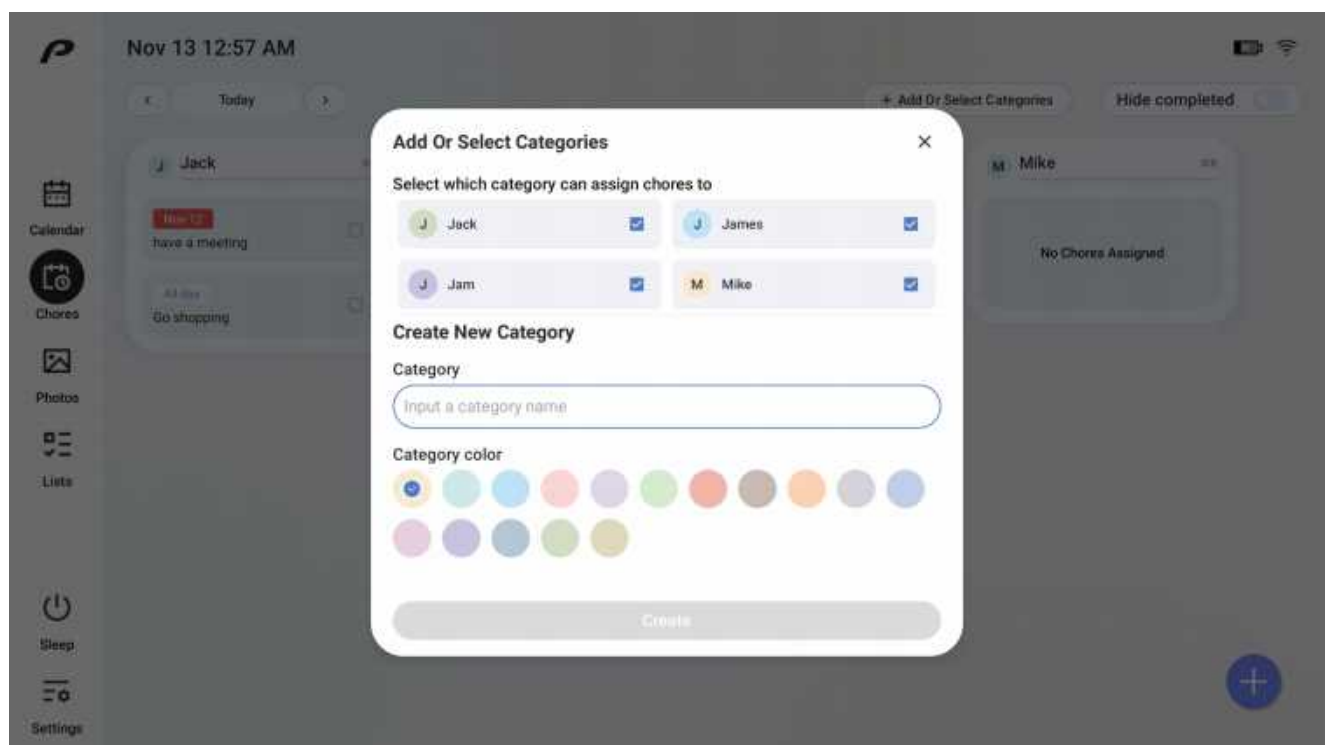


Device

1. Press +Add or Select categories in the chores page.



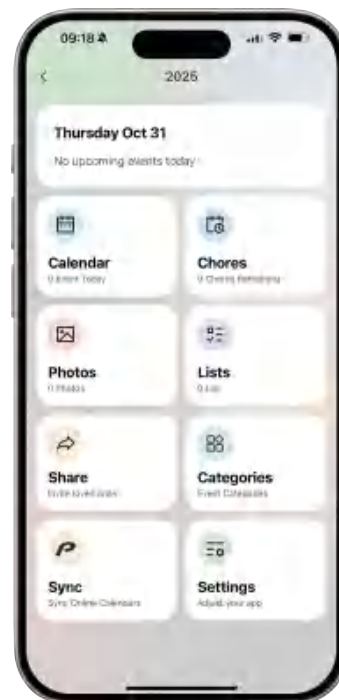
2. Edit and Creat.



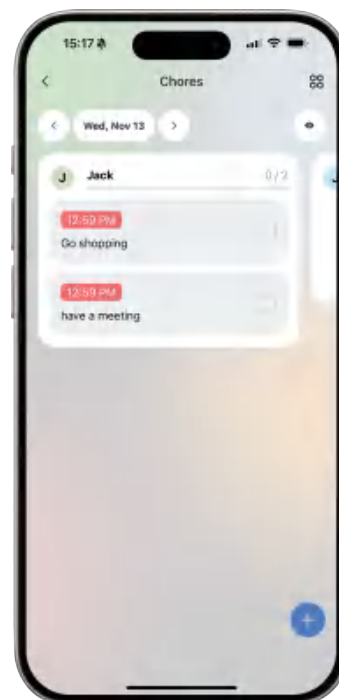
Editing a Chore Category

Chore Categories can be only edited in the mobile app.

1. Press chores in the home screen.



2. Press ⋮ in the top right corner.



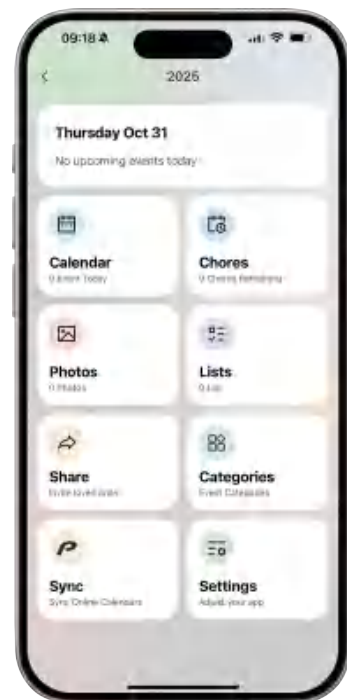
3. Choose the chore you want to edit and save.



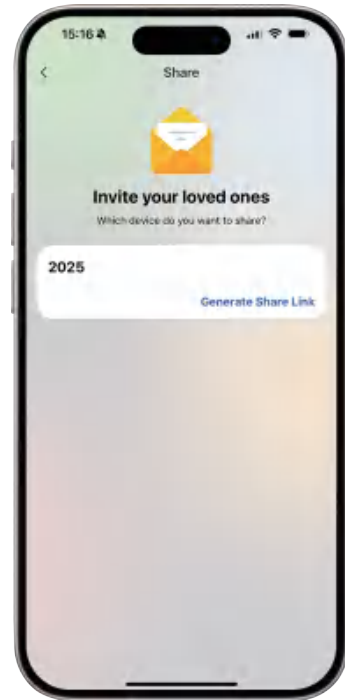
Sharing Access to Calendar

You can grant access to your Pronext Calendar to anyone you choose. If they are given access, they will be able to edit and add content to your Pronext Calendar.

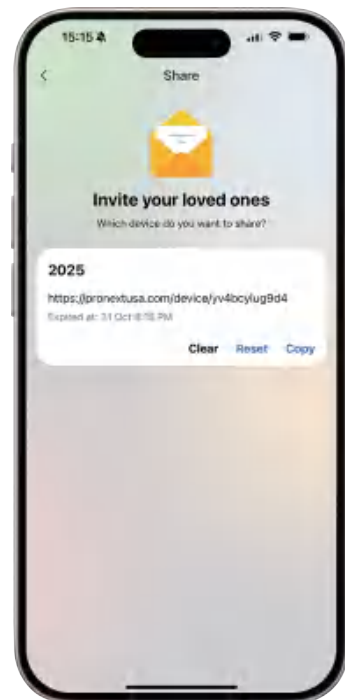
1. Press Share.



2. Choose the Calendar you want to share and press “Generate share link”.



3. Send the link to your family via text or email. Once they set up their Pronext account, this URL will automatically add your Calendar to it.



Events

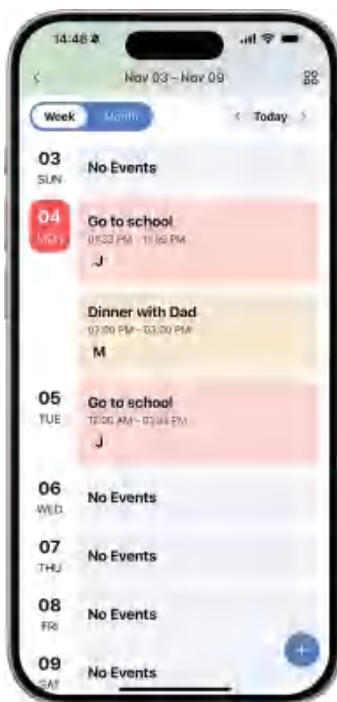
Viewing Events

App

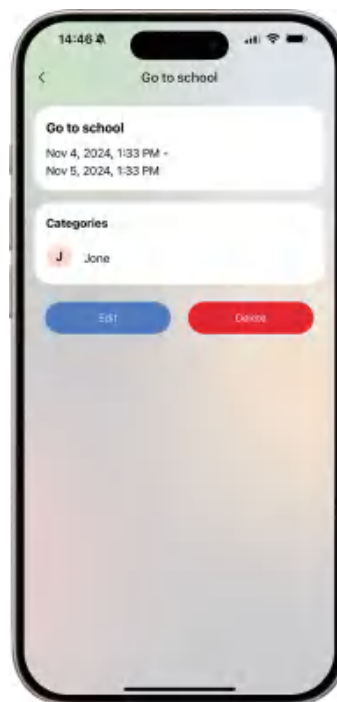
You can view your events in a Month or Week view. Tap into an event to view details. Tap <Today> to jump to this week or month, depending on the view you're on.



Month View



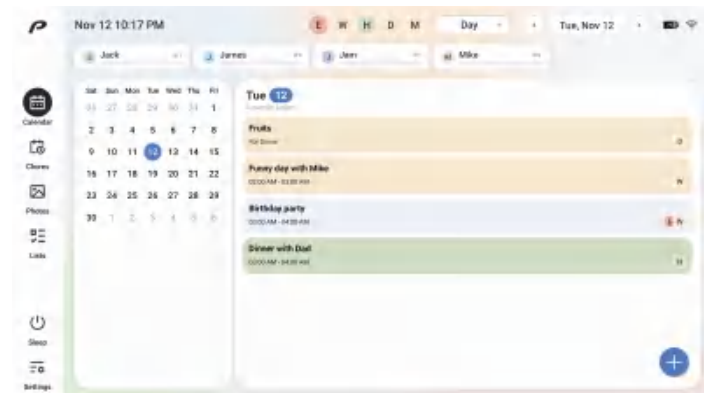
Week View



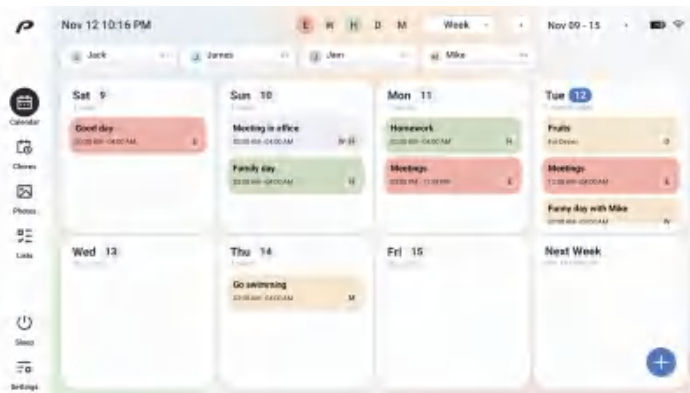
Event Details

Device

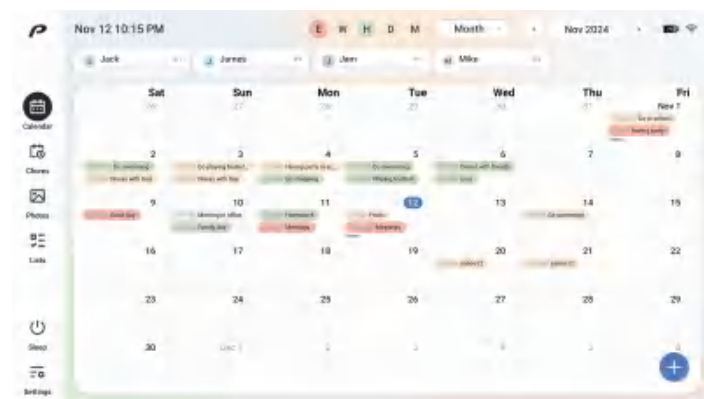
You have the option to view your events in Day, Week, Month, or Schedule formats.



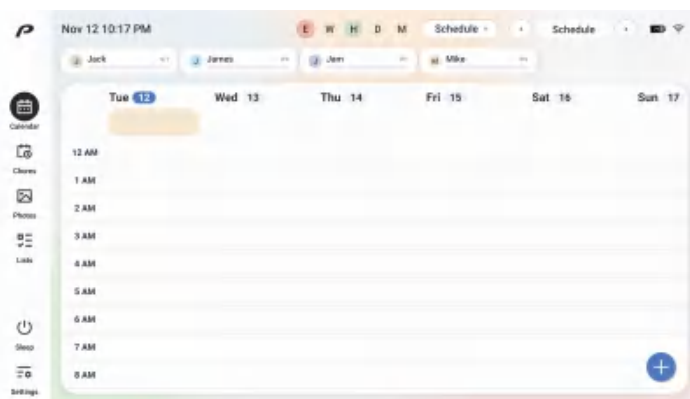
Day View



Week View



Month View



Schedule View

Creating Events

Events can be created on your Pronext Calendar through both the mobile application and the device.

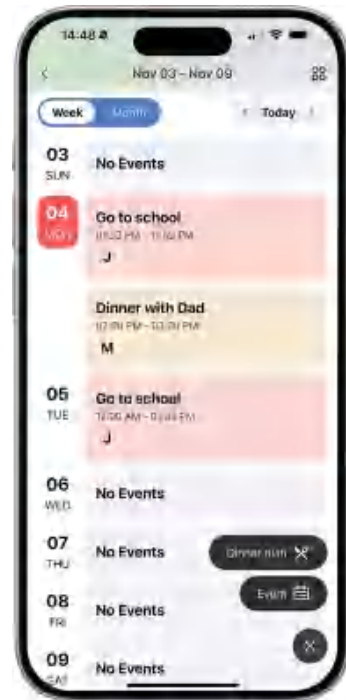
Events created on the device will synchronize with the Pronext app, and vice versa. If you have set up a two-way sync with a Google Calendar, any changes made in Pronext will also be reflected there.

App

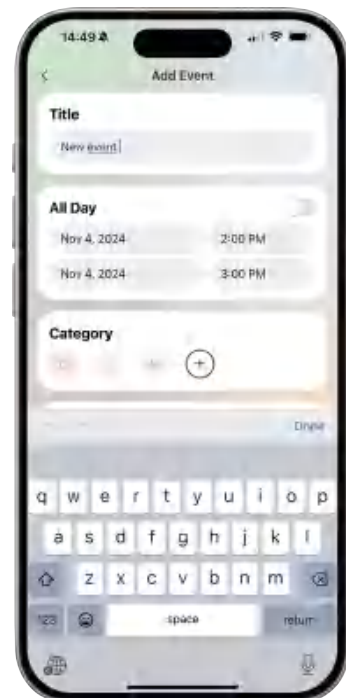
1. Press the blue + in the bottom right.



2. Choose Event.

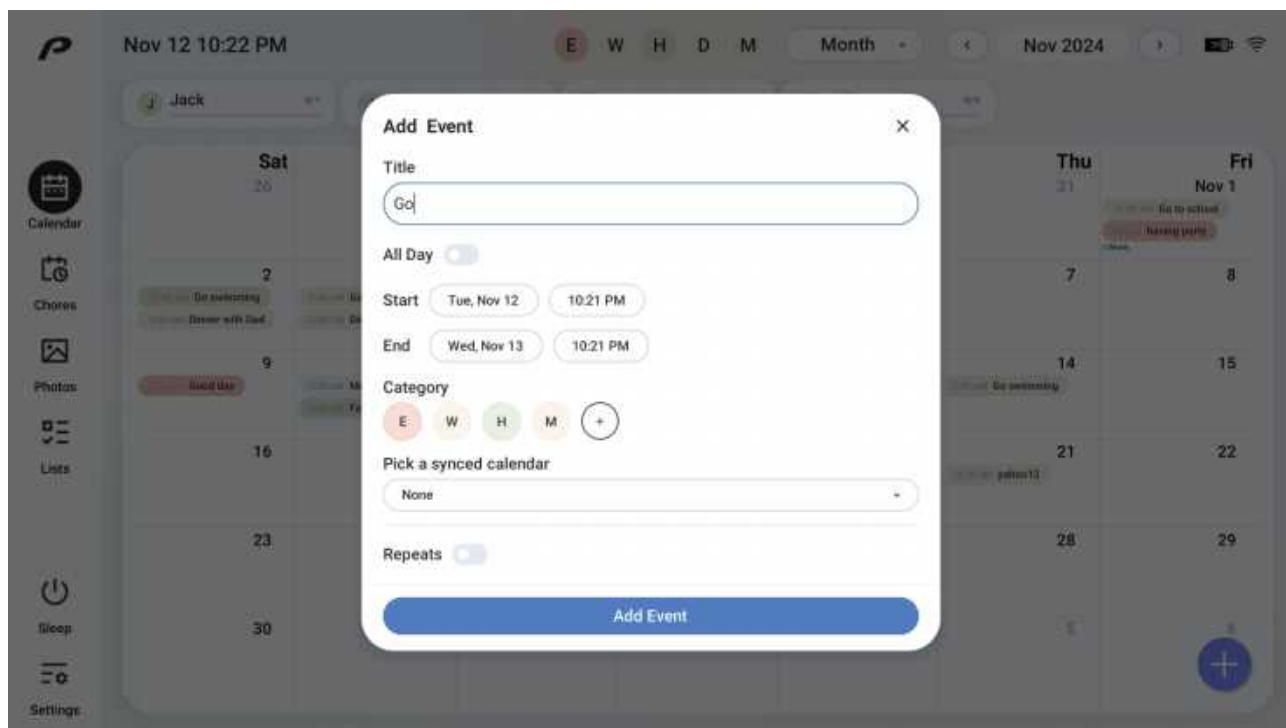


3. Enter your details and press Save.

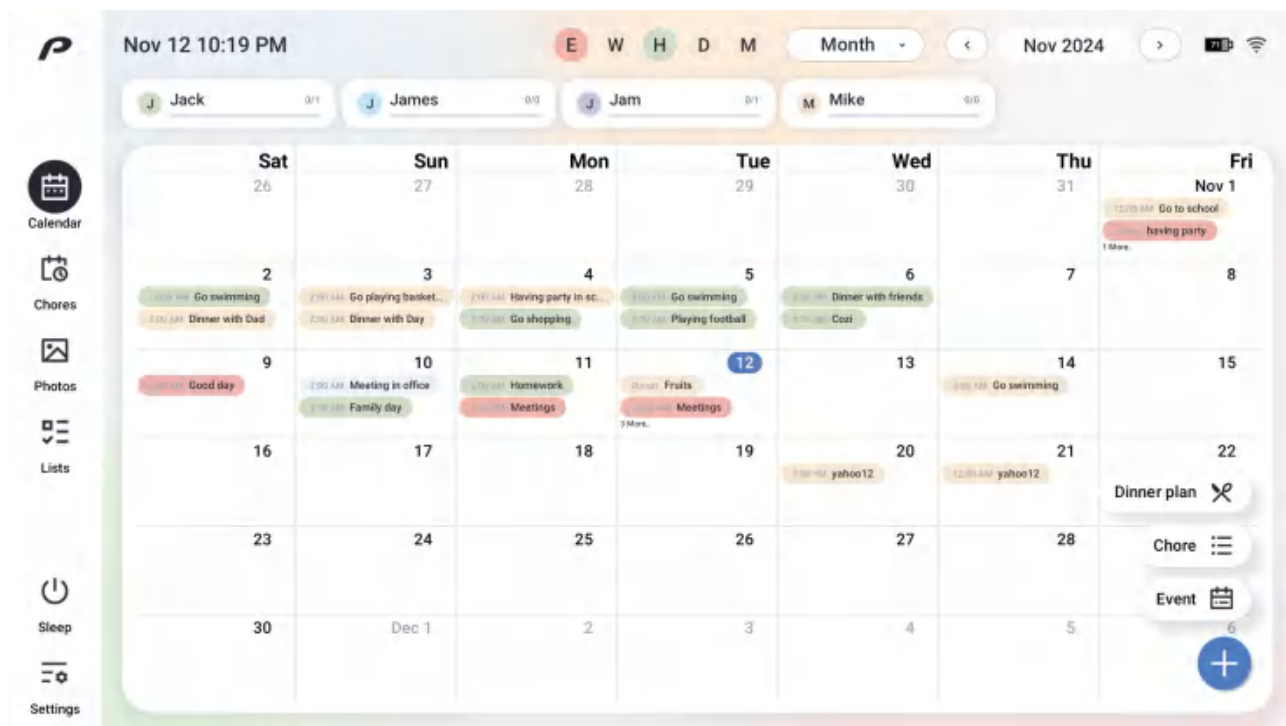


Device

1. Press the blue + in the bottom right corner and choose Event.



2. Enter your event details and press “Add Event”.



Recurring Events

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

- Daily
- Weekly
- Monthly

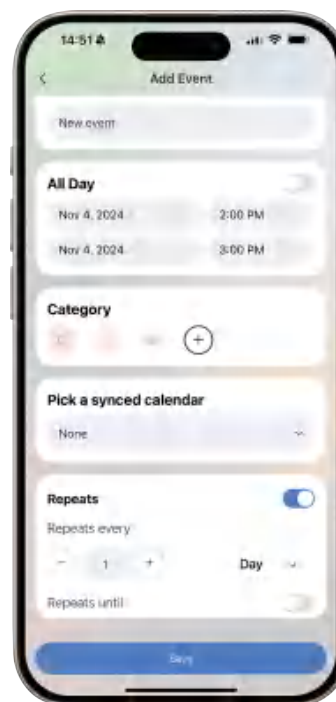
Events can also repeat until a specified end date.

App

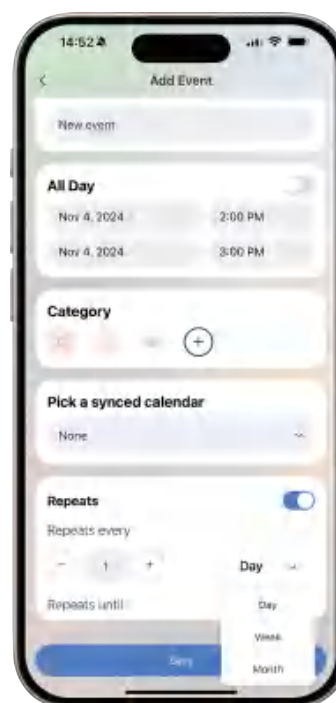
1. Create an event.



2. Toggle on **Repeats**.

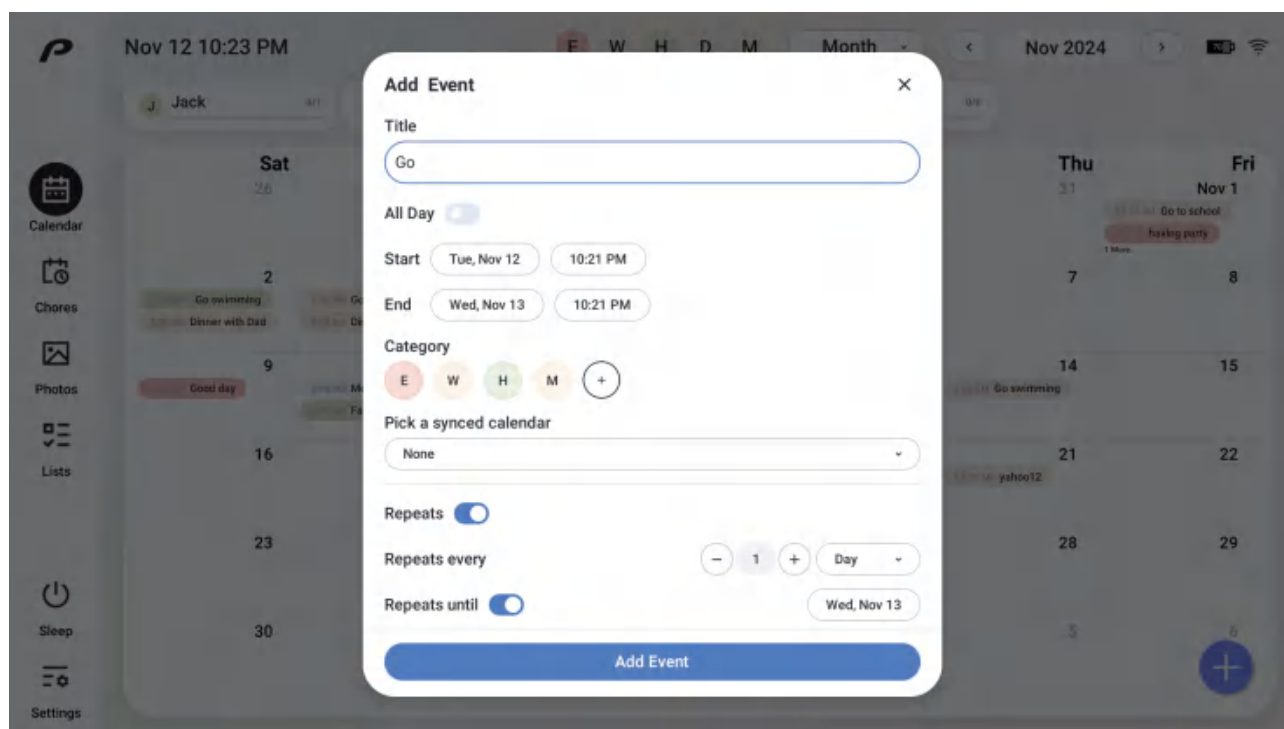


3. Change Unit of Time to **Week and Month**.



Device

1. Toggle on **Repeats**.
2. Change unit of time to **Week**
3. Press **Save**.



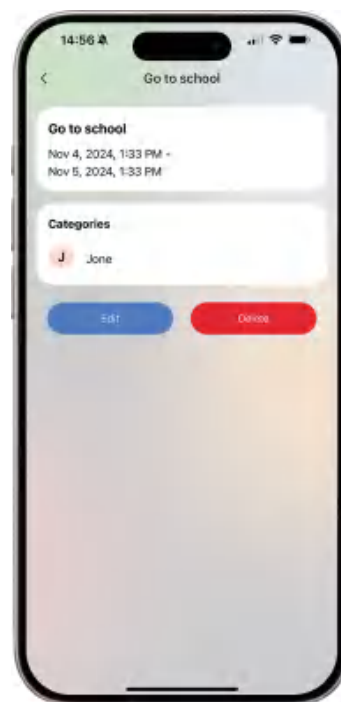
Editing Events

App

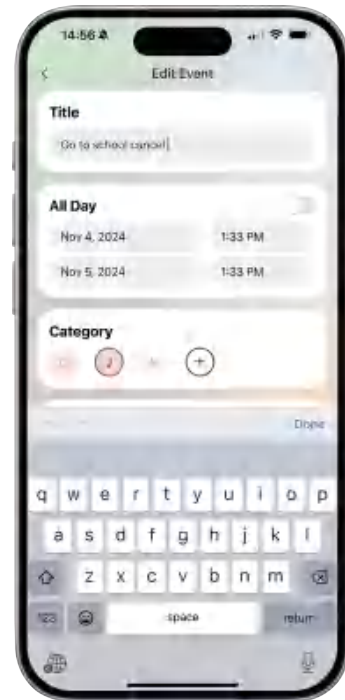
You can currently only edit events created with Pronext and with Google (if you have synced your Google Calendar with 2-way sync).

Note on editing Google events: Currently, you can only edit individual instances of a recurring event. It's not possible to convert single events into recurring ones or modify recurrence rules.

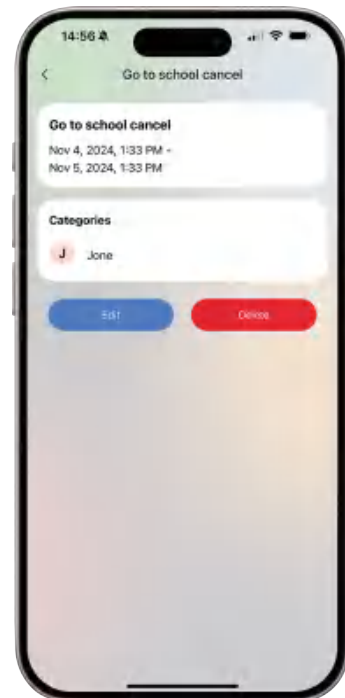
1. Open an Event's details and press Edit.



2. Edit your event details and press Save.

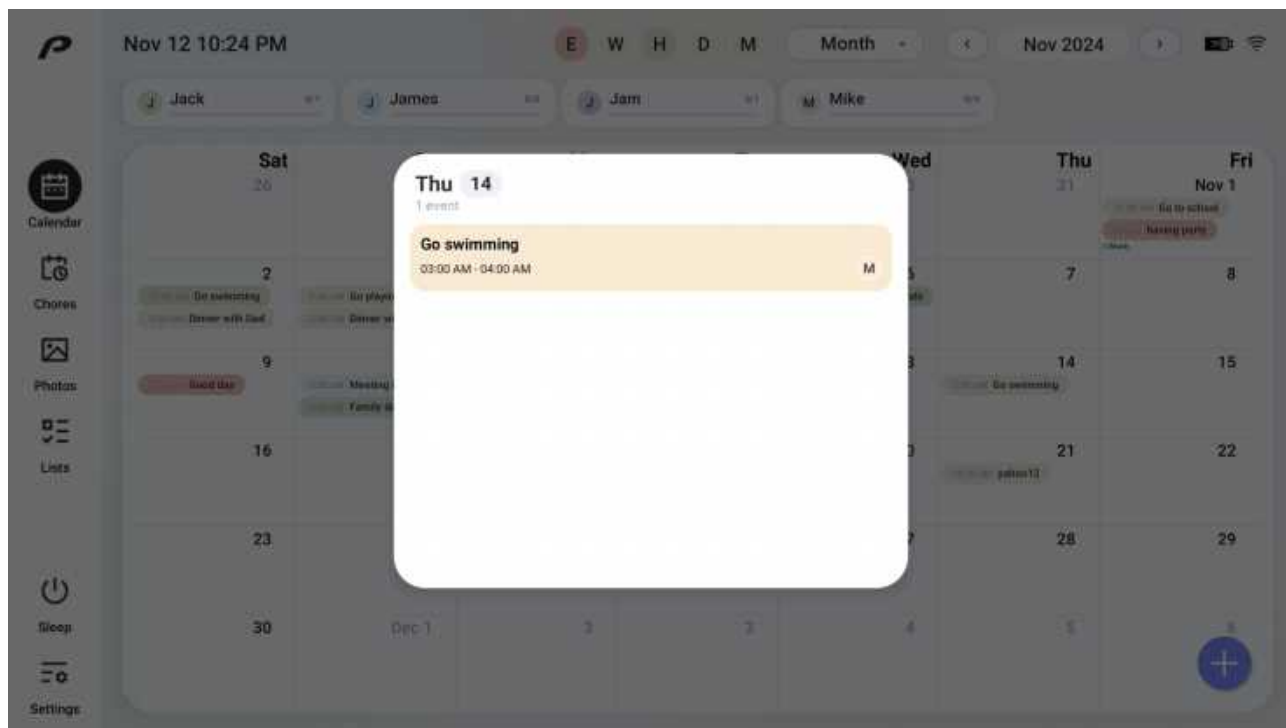


3. If the event is on a 2-way synced Google Calendar, the event changes will appear on your Google Calendar.

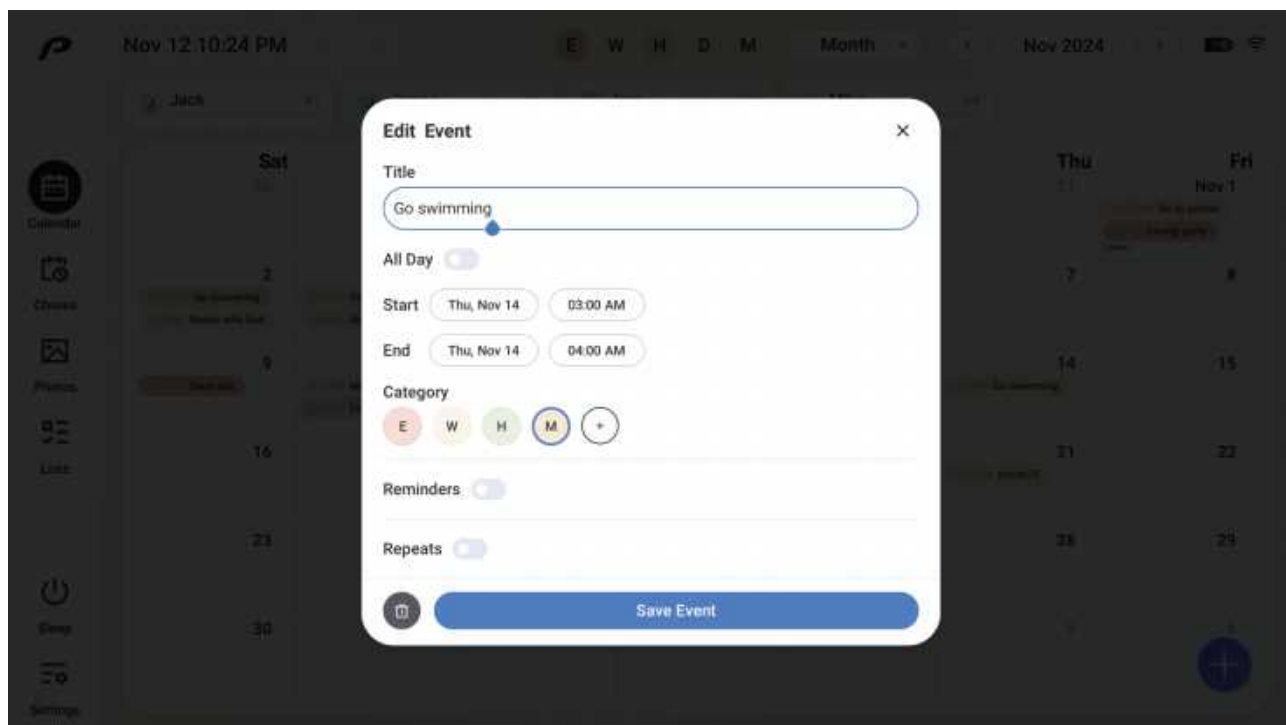


Device

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



2. Enter your new event details and press Save.

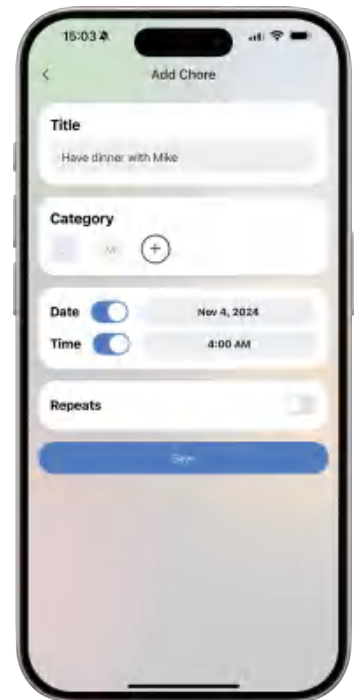


Chore Chart

Chores are an excellent method for managing tasks across the entire household. Various types of chores can be assigned to cover the range of necessary activities.

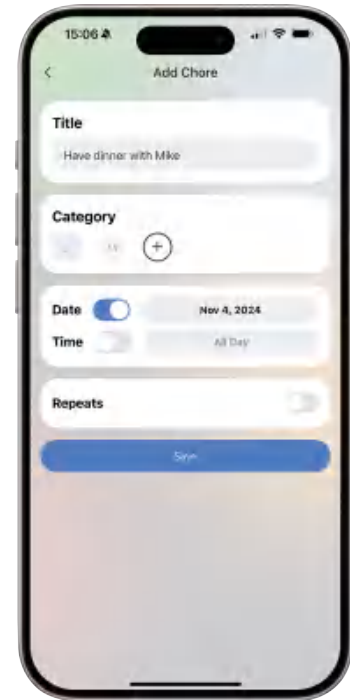
Timed Chores

If you'd like a chore to be completed by a certain time, you have the option to set a time for that chore. Timed chores contribute to your daily chore goal.



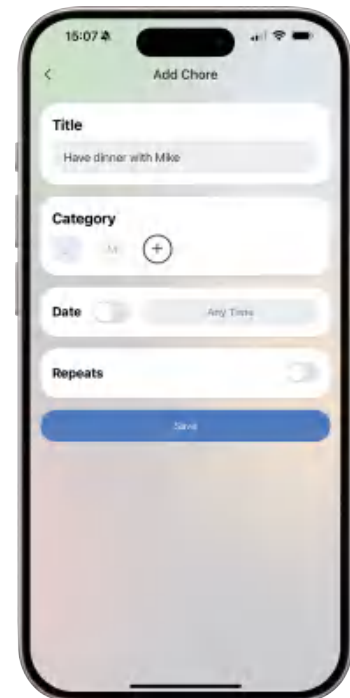
All-day Chores

If you would like a chore to be completed on a specific day without a set time, you can select a date for that chore. All-day chores contribute to the day's overall chore goal.



Anytime Chores

If you want a chore to be completed at any time, without specifying a particular day or time, you can create an anytime chore. Anytime chores contribute to your daily chore goal.



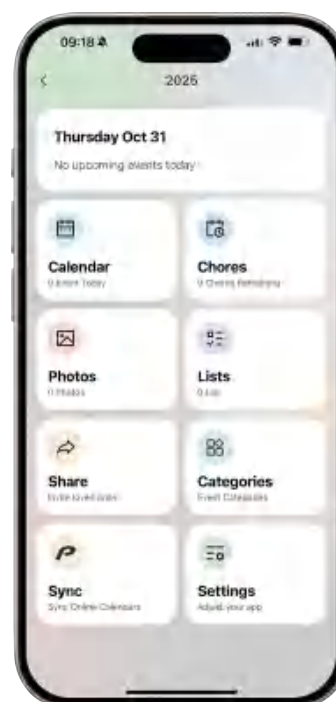
Chore Setup

Begin by choosing the family members for whom you would like to show chores. You can select any number of family members.

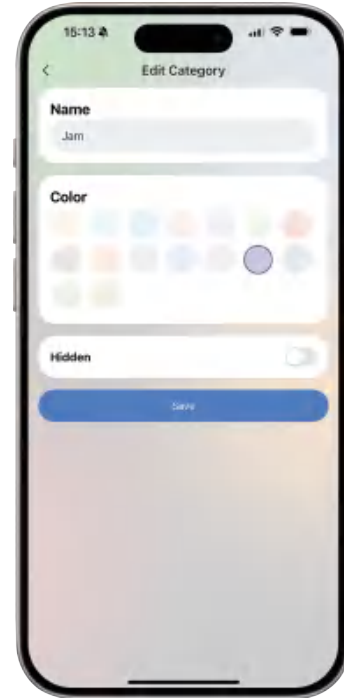
Create a new Category for chores if you don't already have one for your family members.

App

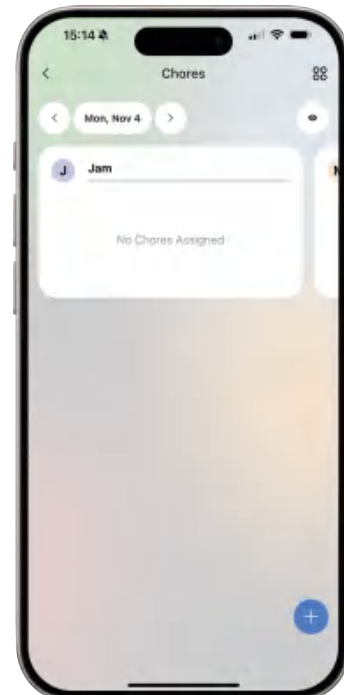
1. Open Chores from the home screen.



2. You can go into the categories and choose whether to hide them or not, so you can set up chores for each family member.

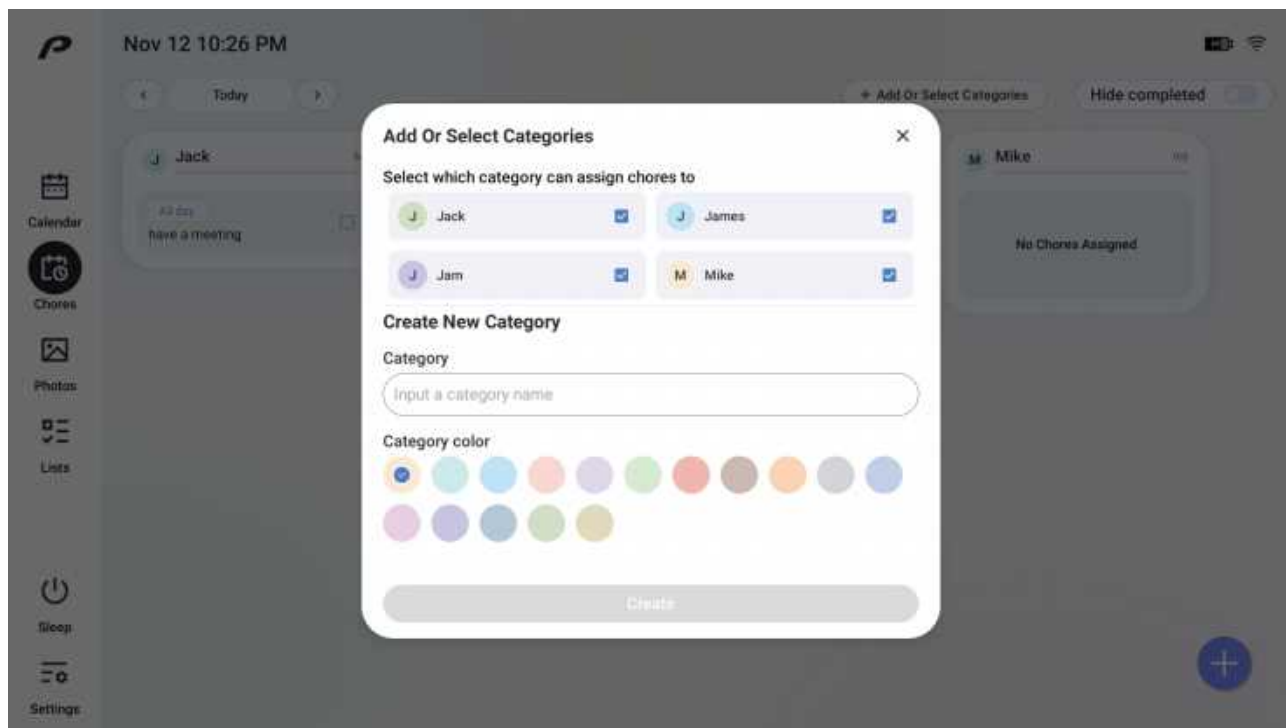


3. Get started creating chores.

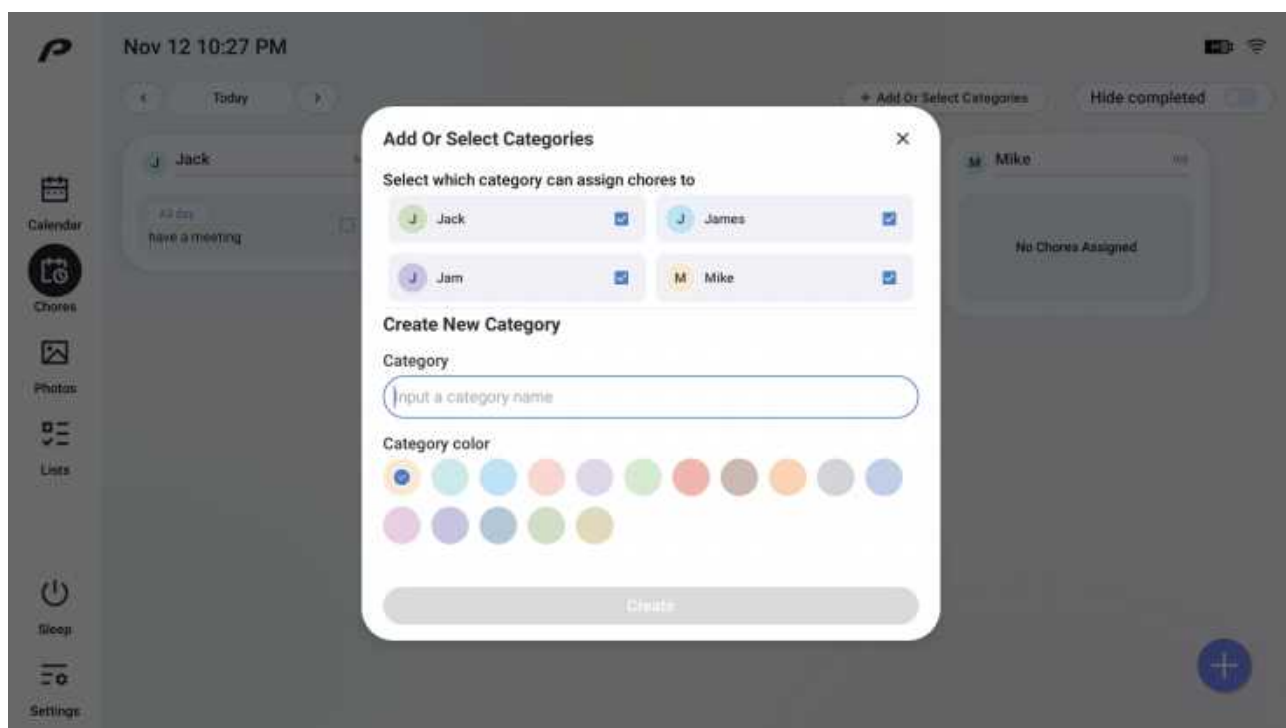


Device

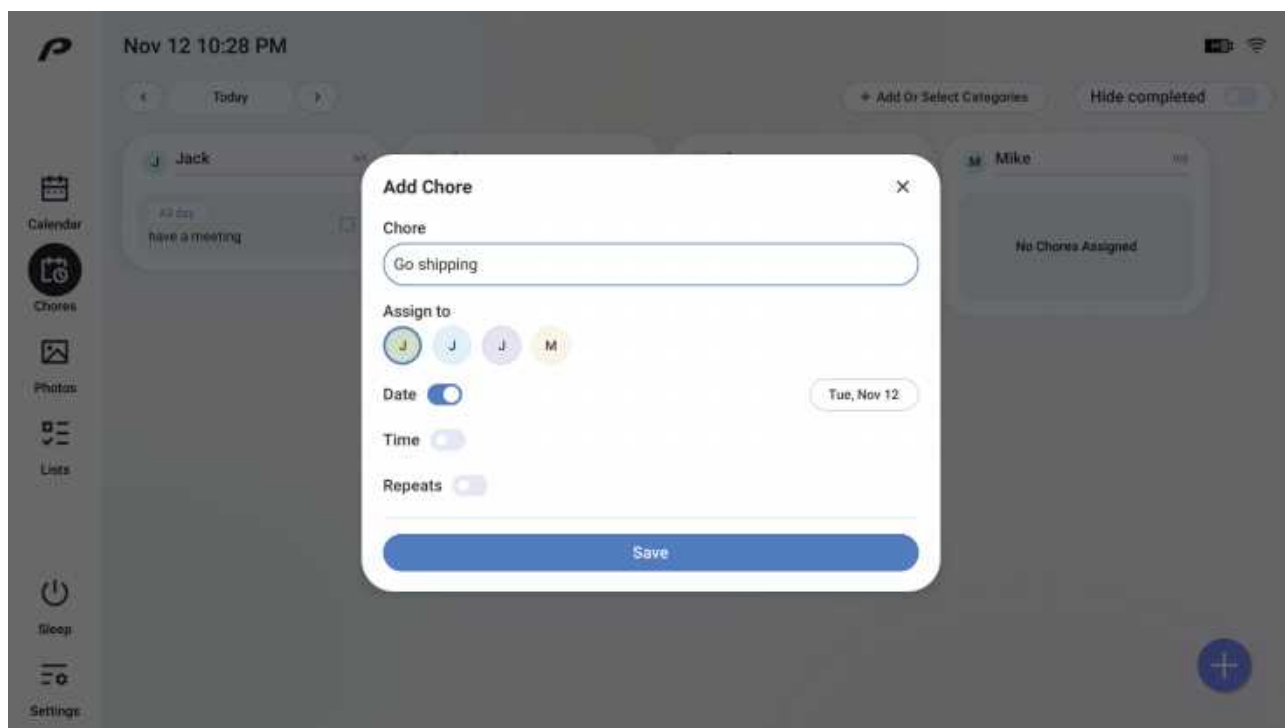
1. Press the Chores tab .



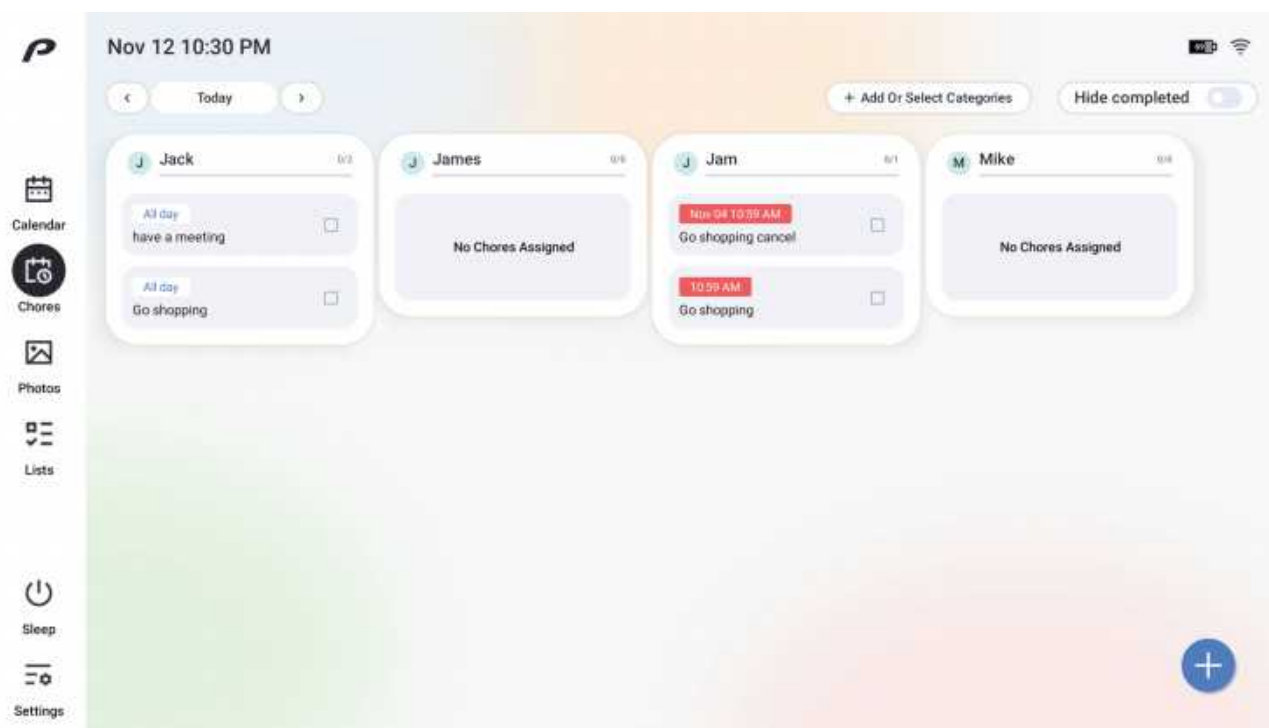
2. You can go into the categories and choose whether to hide them or not, so you can set up chores for each family member.



3. Create a new Category for a member of the family if they are not already in the list.



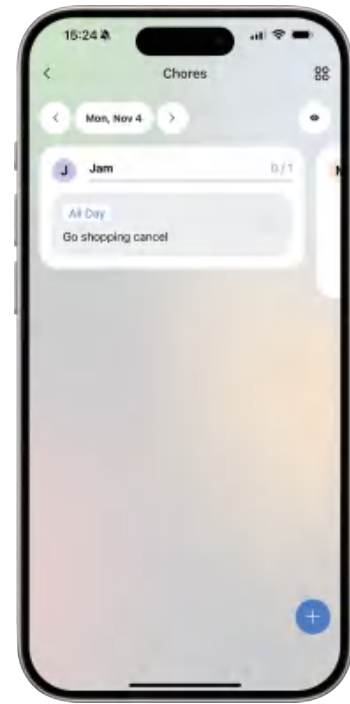
4. Start creating chores.



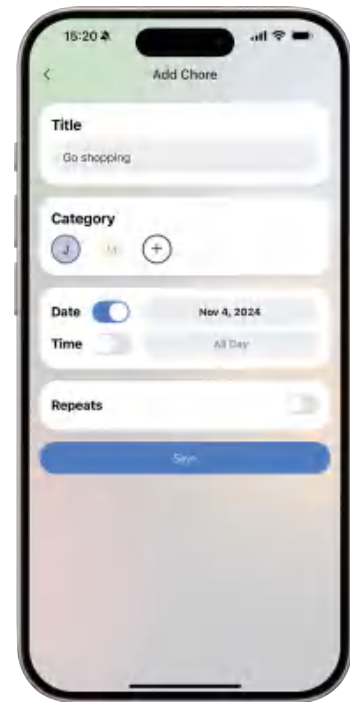
Creating Chores

App

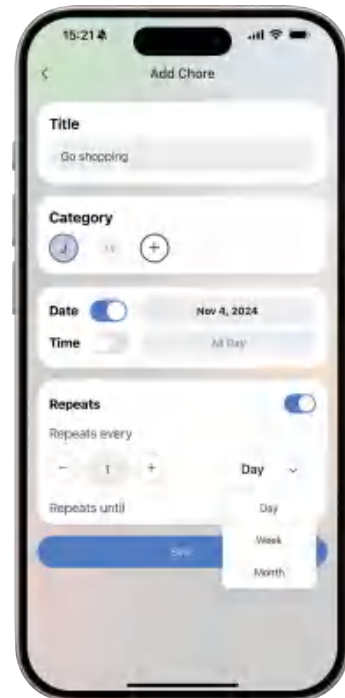
1. Press the blue + in the bottom right corner of the Chore Chart screen.



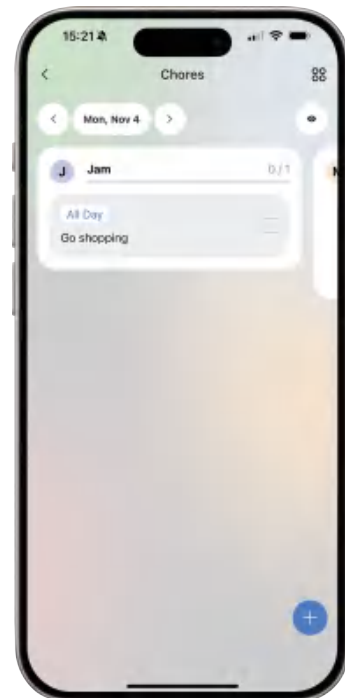
2. Specify the chore and assign it to any number of family members you choose. Each member will have their own separate chore created.



3. If you would like the chore to occur daily, weekly, or monthly, please enable the Repeats option.

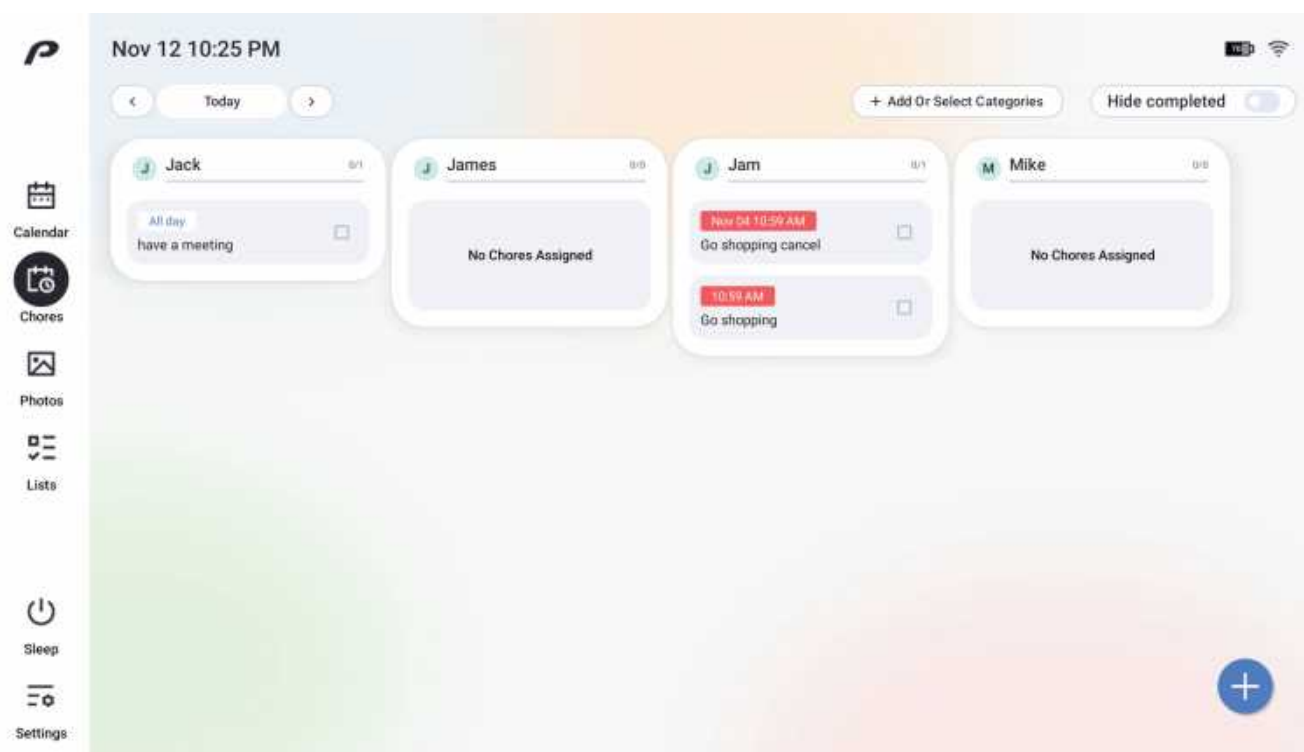


4. Press Save and your chores will be created.

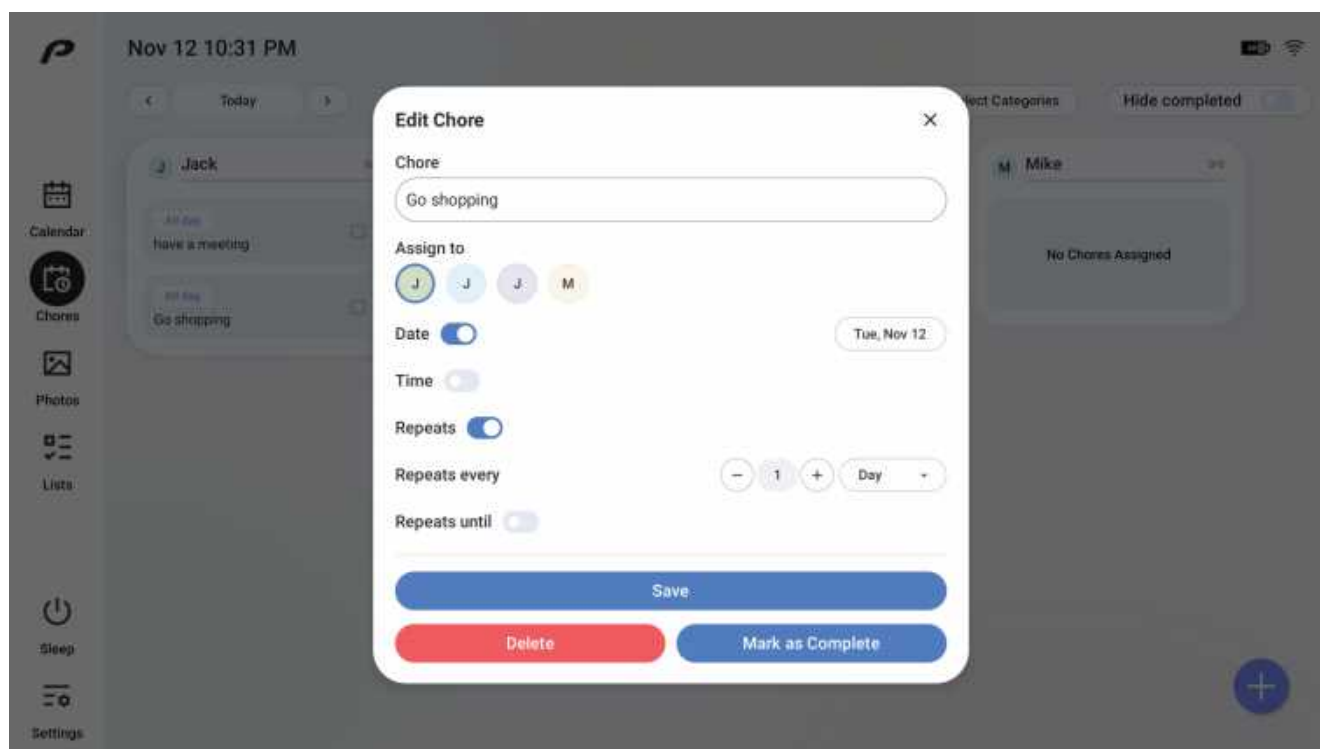


Device

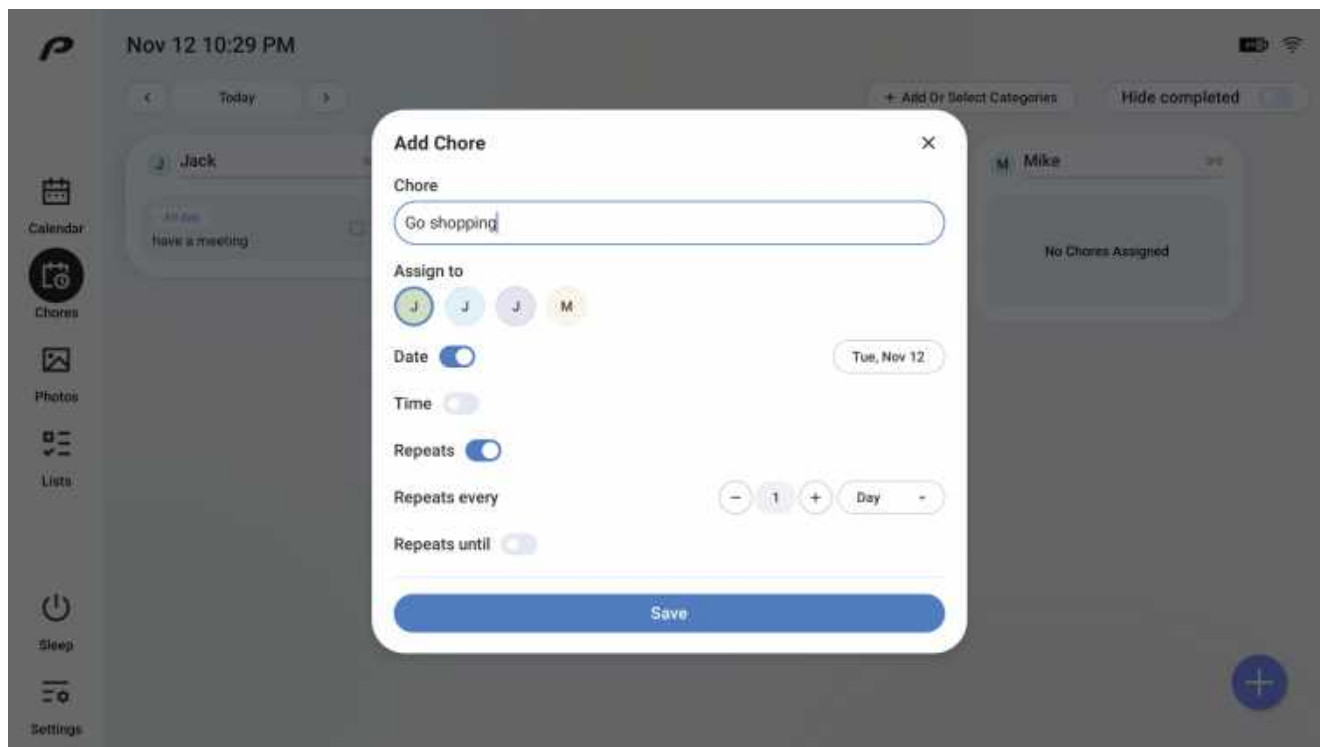
1. Press the blue + in the bottom right of the Chores screen to add a chore.



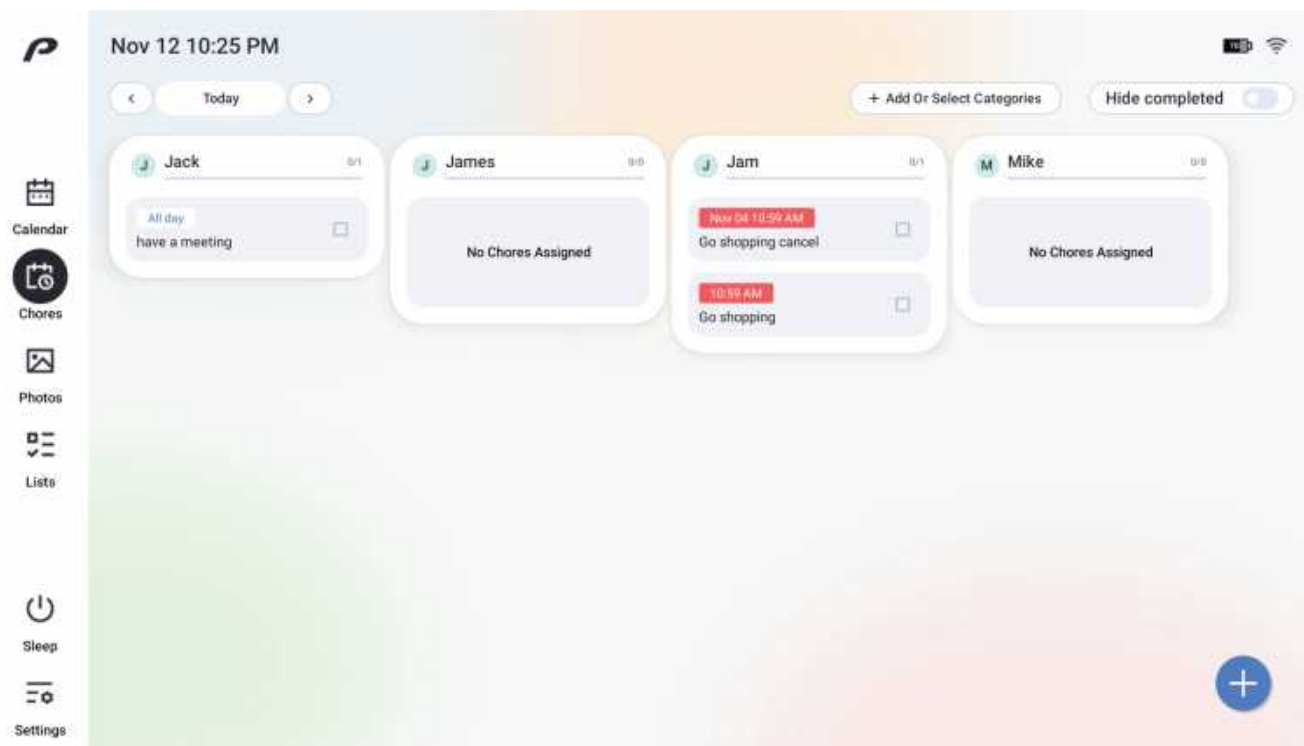
2. Specify the chore and assign it to any number of family members you choose. Each member will have their own separate chore created.



3. If you would like the chore to occur daily, weekly, or monthly, please enable the Repeats option.



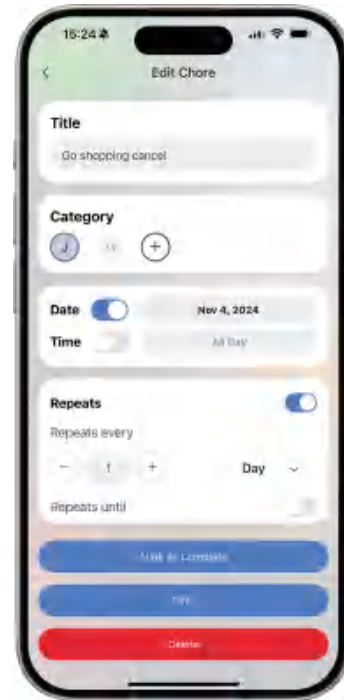
4. Press Save and your chores will be created.



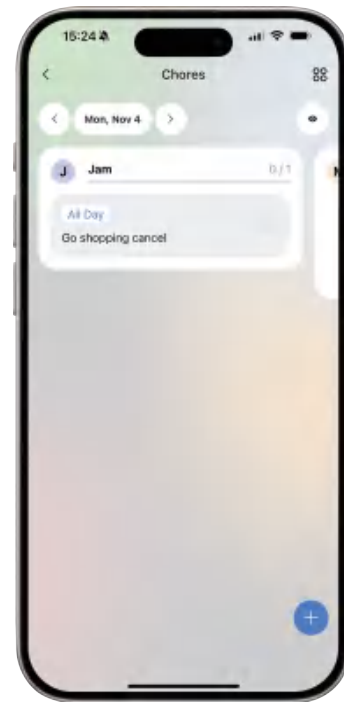
Editing Chores

App

1. Press the chore and edit.

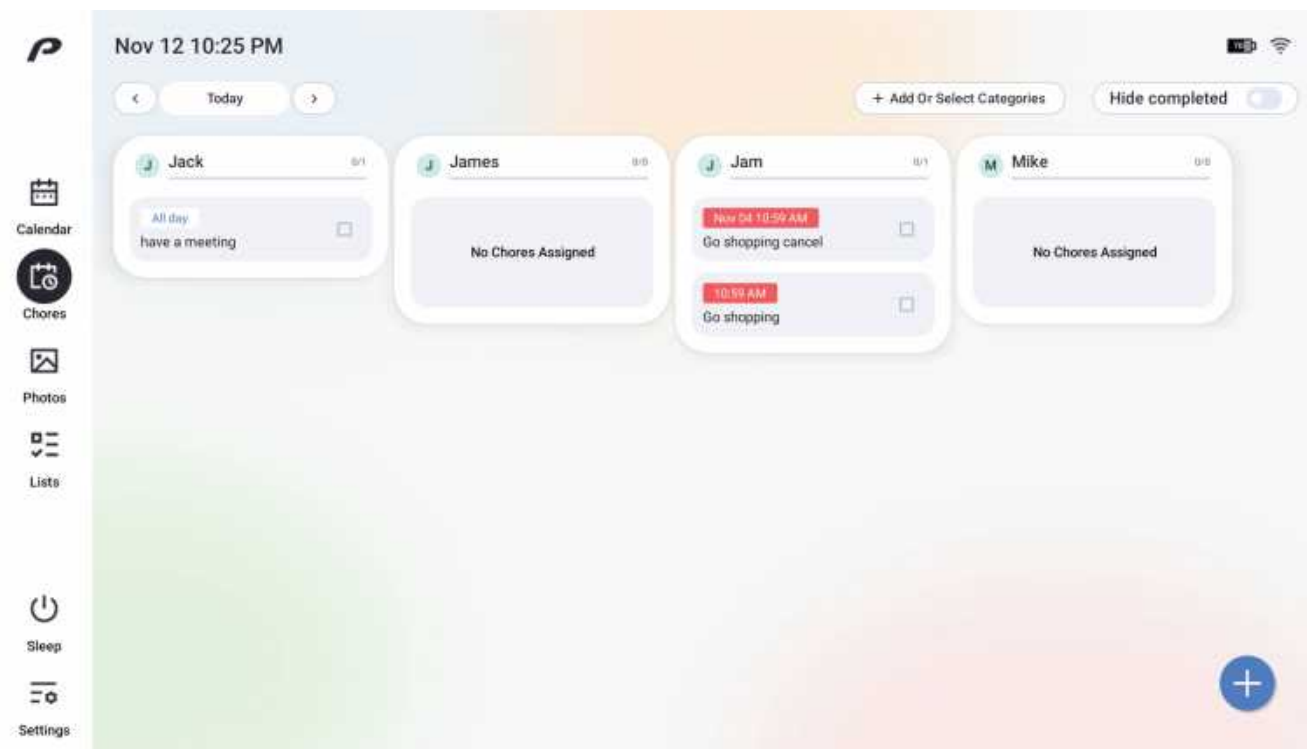


2. Press Save and your changes will be applied.



Device

1. Press the chore and edit.



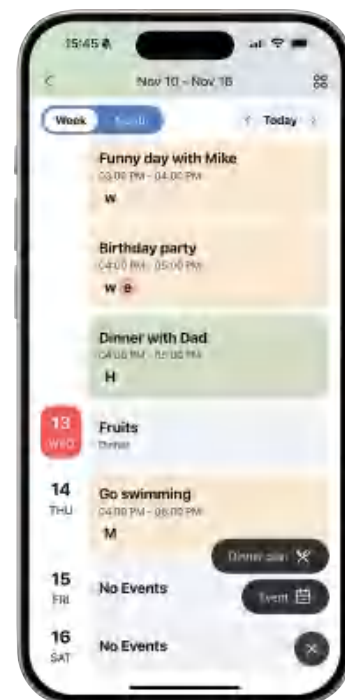
Dinner Plan

When you create a dinner plan for the first time, a dedicated category will be generated automatically.

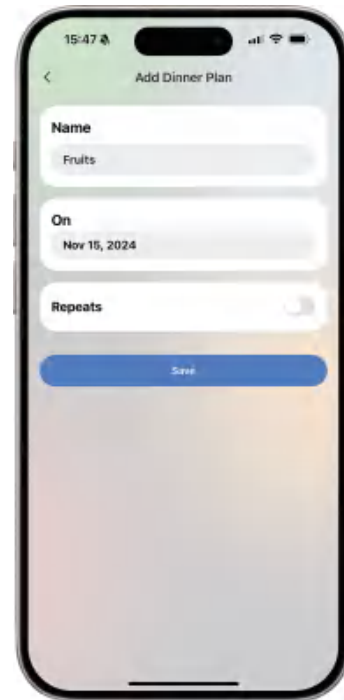
Plan your weekly or monthly dinners using the Dinner Plan feature.

APP

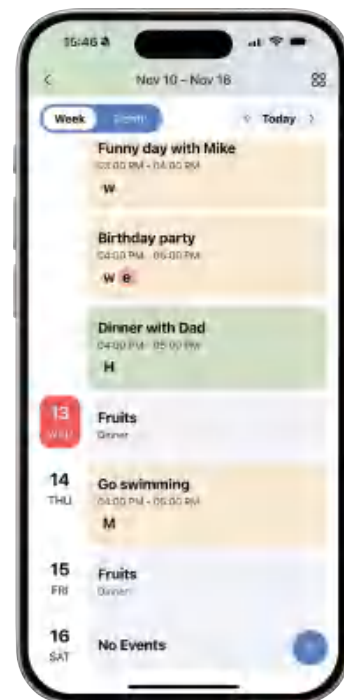
1. Press the blue + in the bottom right corner of the home screen and select Dinner Plan.



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

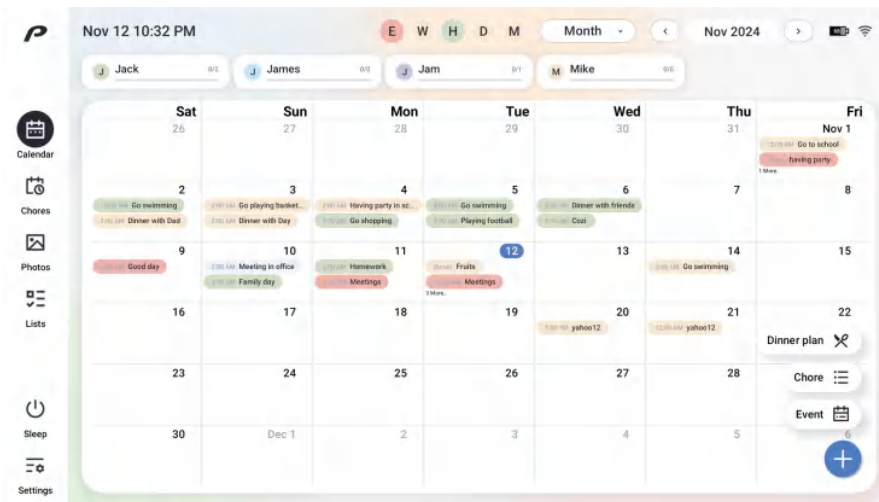


3. Your dinner has been added! You can view it in the list of events.

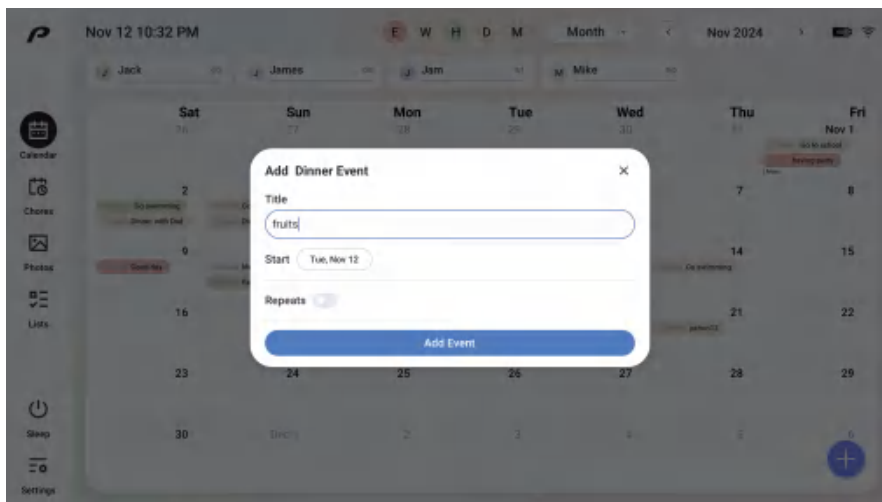


Device

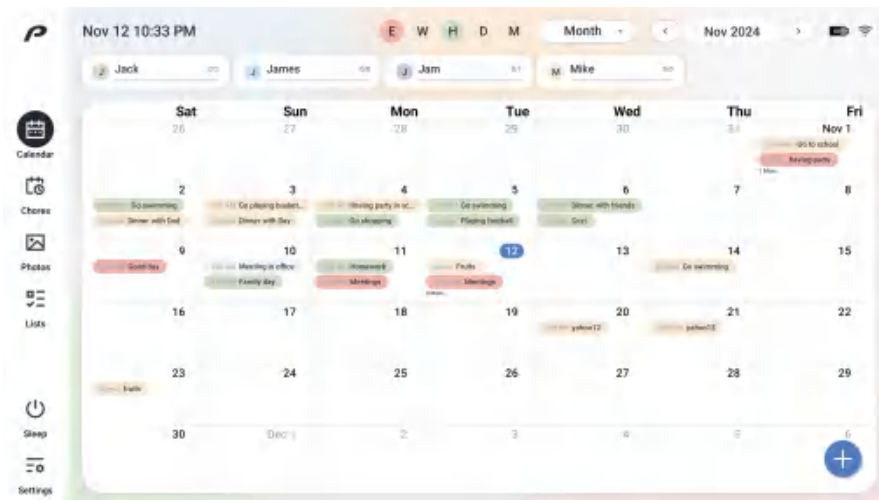
1. Press the blue + in the bottom right corner of the home screen and select Dinner Plan.



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



3. Your dinner has been added. You can view it in the list of events.



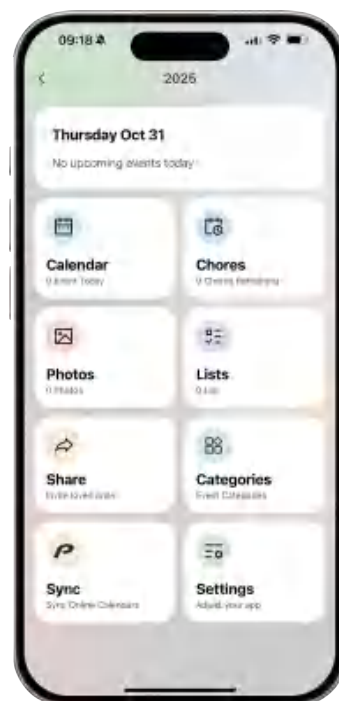
Lists

Lists are synchronized between your Pronext Calendar and the mobile app, ensuring that the entire family stays informed. You can create as many lists as you'd like.

Creating Lists

App

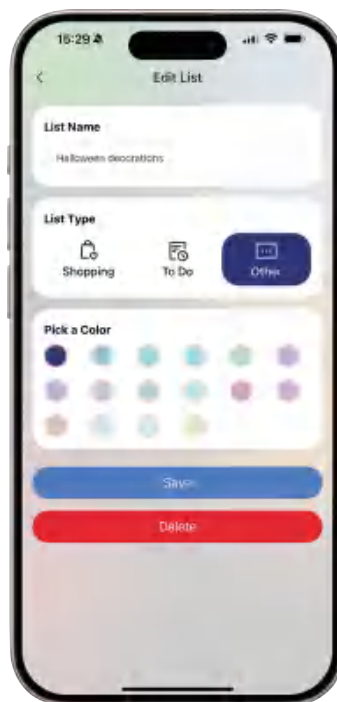
1. Open Lists in the calendar home screen.



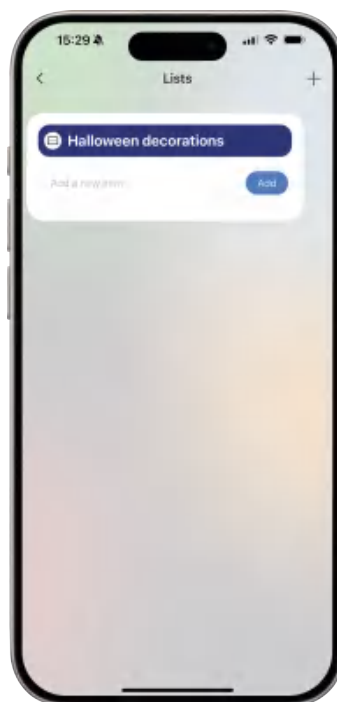
2. Choose $\pm$ in the top right.



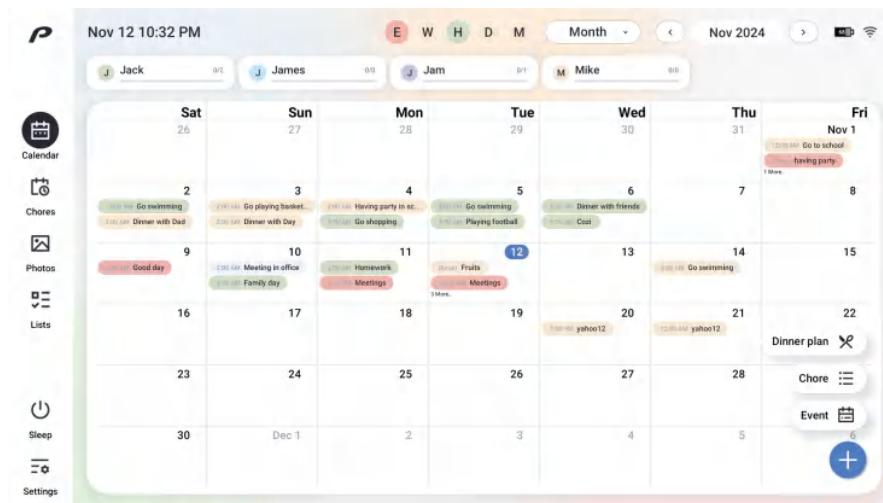
3. Name your list and choose a color, then press Save.



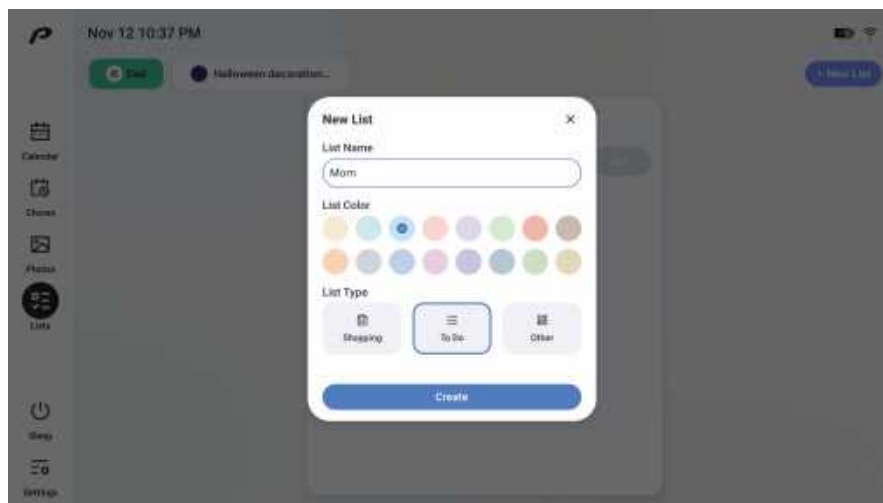
4. Your new list is ready to add items.



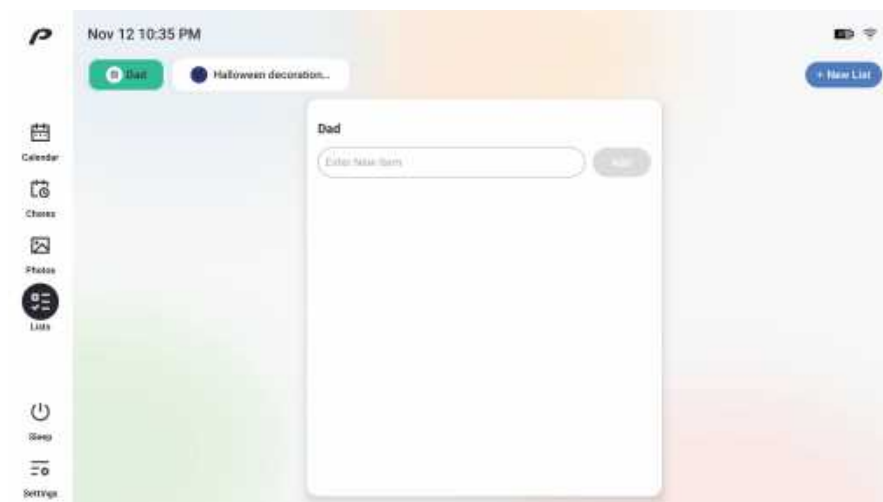
1. Click the Lists icon in the sidebar to access the lists.



2. Press “+ New List” in the top right corner. Enter the new list name and choose a color and list type.



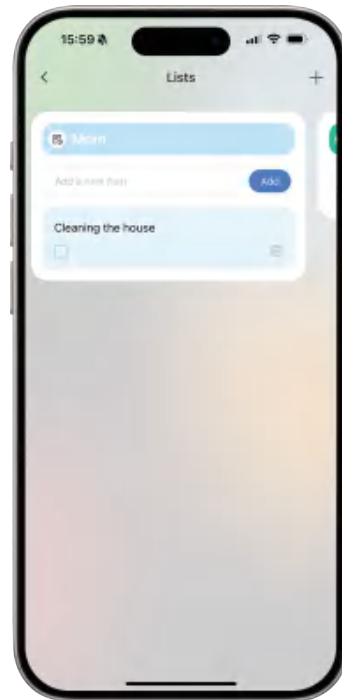
3. Press Create List.



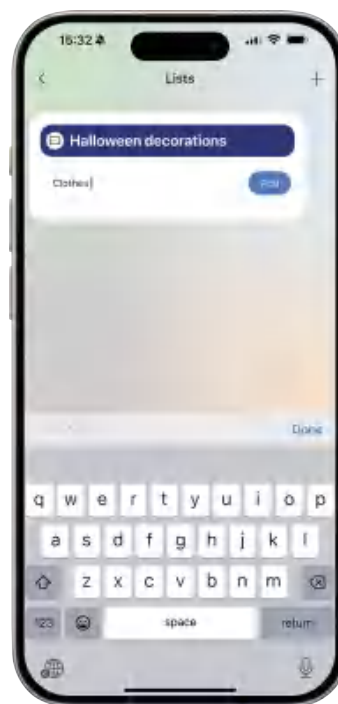
Adding to Lists

App

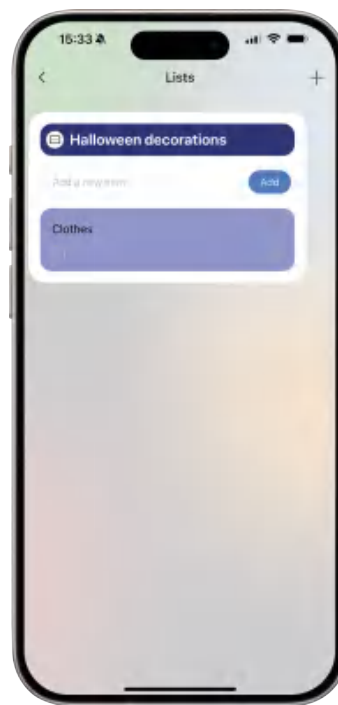
1. Open a list from your collection.



2. Enter the item and “Add”.

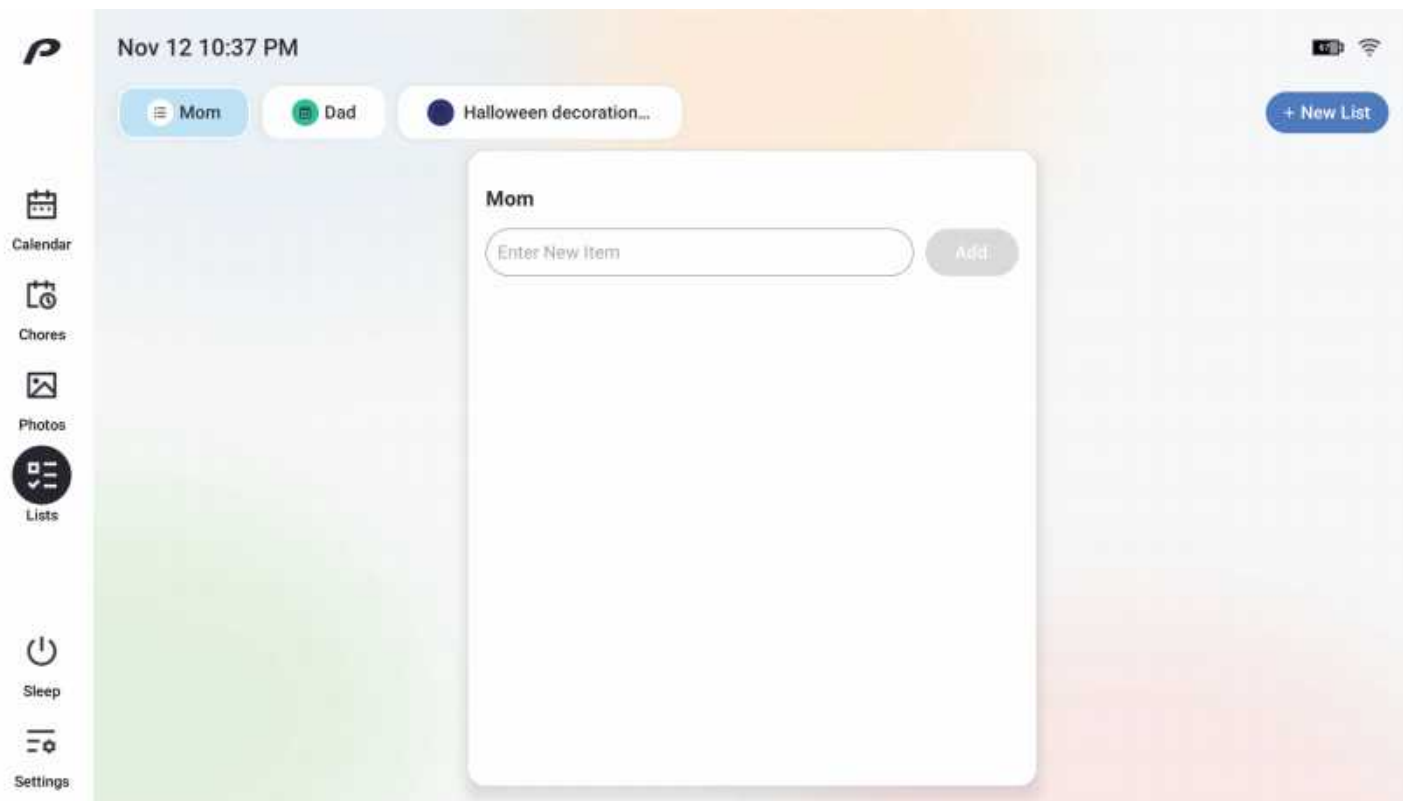


3. Your new item has been added.

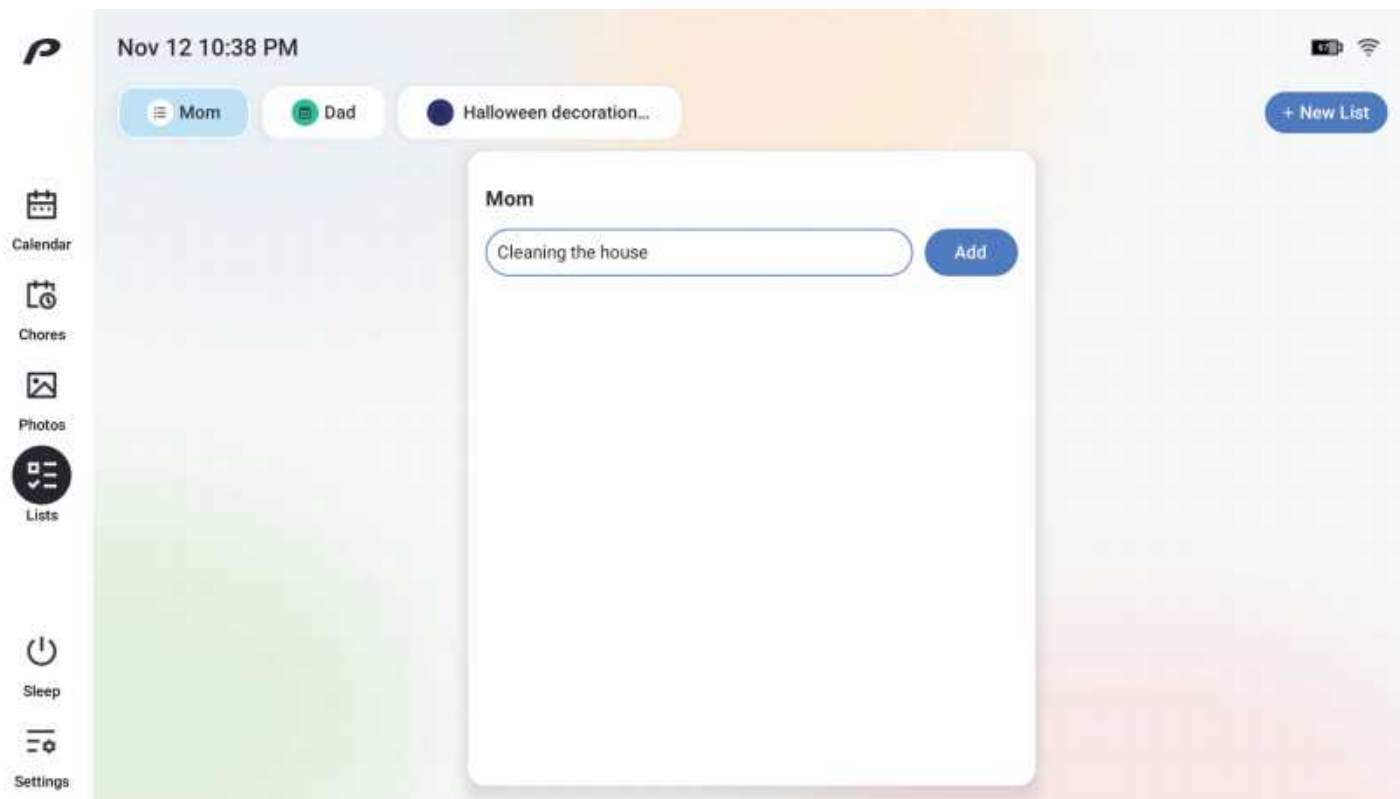


Device

1. Tap the Lists button in the sidebar



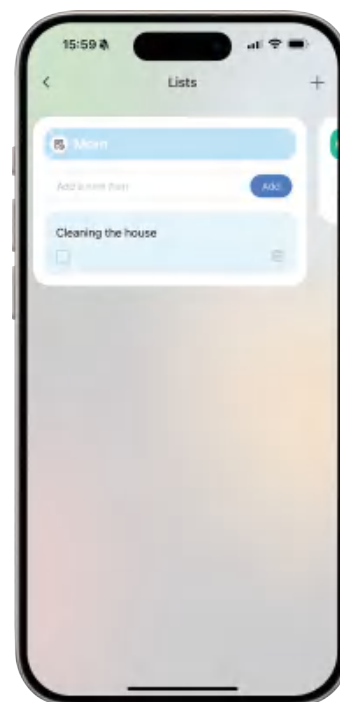
2. Type in a new item and press Add.



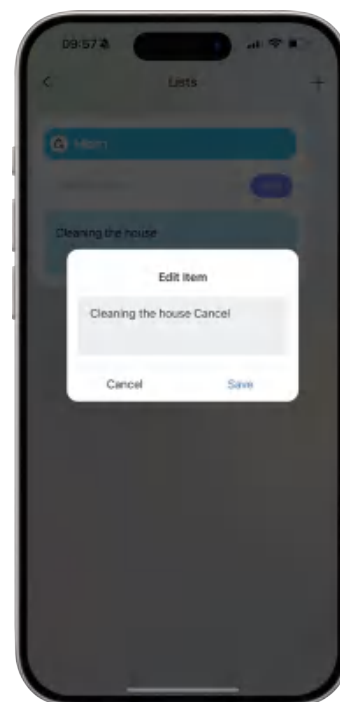
Editing Lists

Currently, you can only edit list items from the app.

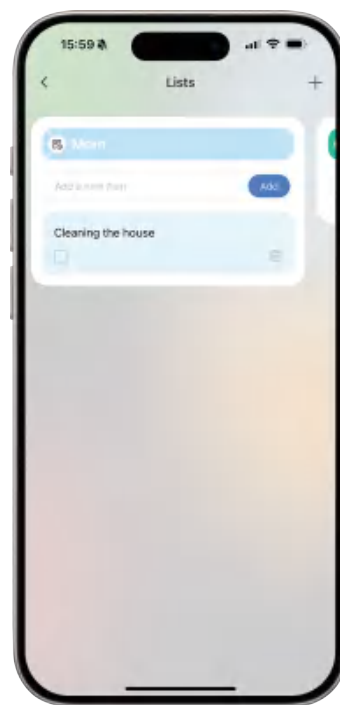
1. Tap the name of the item you want to edit.



2. Change the name of the item and save.



3. Tap the  next to an item to remove it from the list.



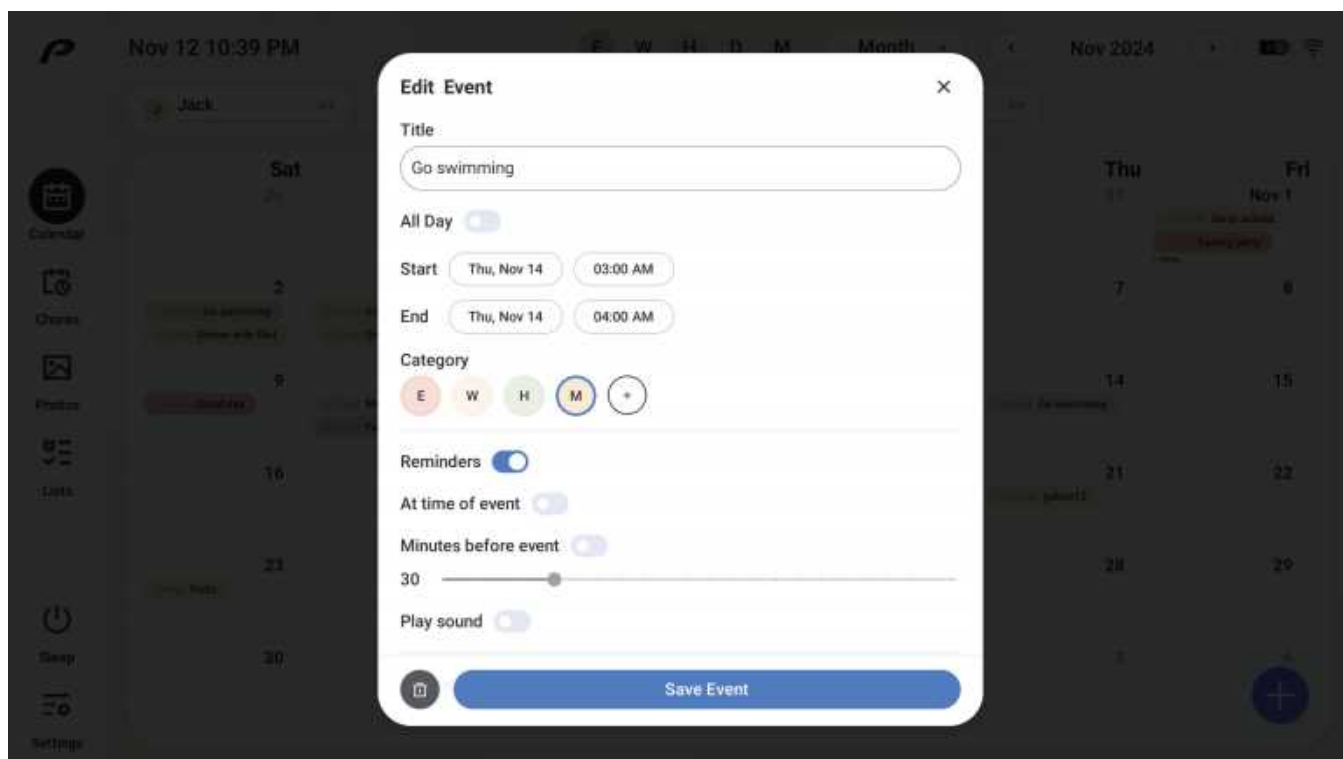
Reminders

You can set up reminders on your Pronext Calendar to notify you about upcoming events. Right now, push notifications within the app aren't available, but we're working hard to bring this feature to you soon.

There are three options to choose from:

1. At the time of the event – You'll get a reminder right when your event begins.
2. X minutes before – Get notified a few minutes before your event starts. You can customize the timing, like 5 or 10 minutes in advance.
3. Play sound with reminder on Calendar – When you get a reminder, your Calendar will play a sound. You can adjust the volume using the buttons located at the top or back of the device.

Reminders can be set for a single event by tapping that event to open the event's details.



Reminders can be set for **all events** by enabling them in **Settings**  .

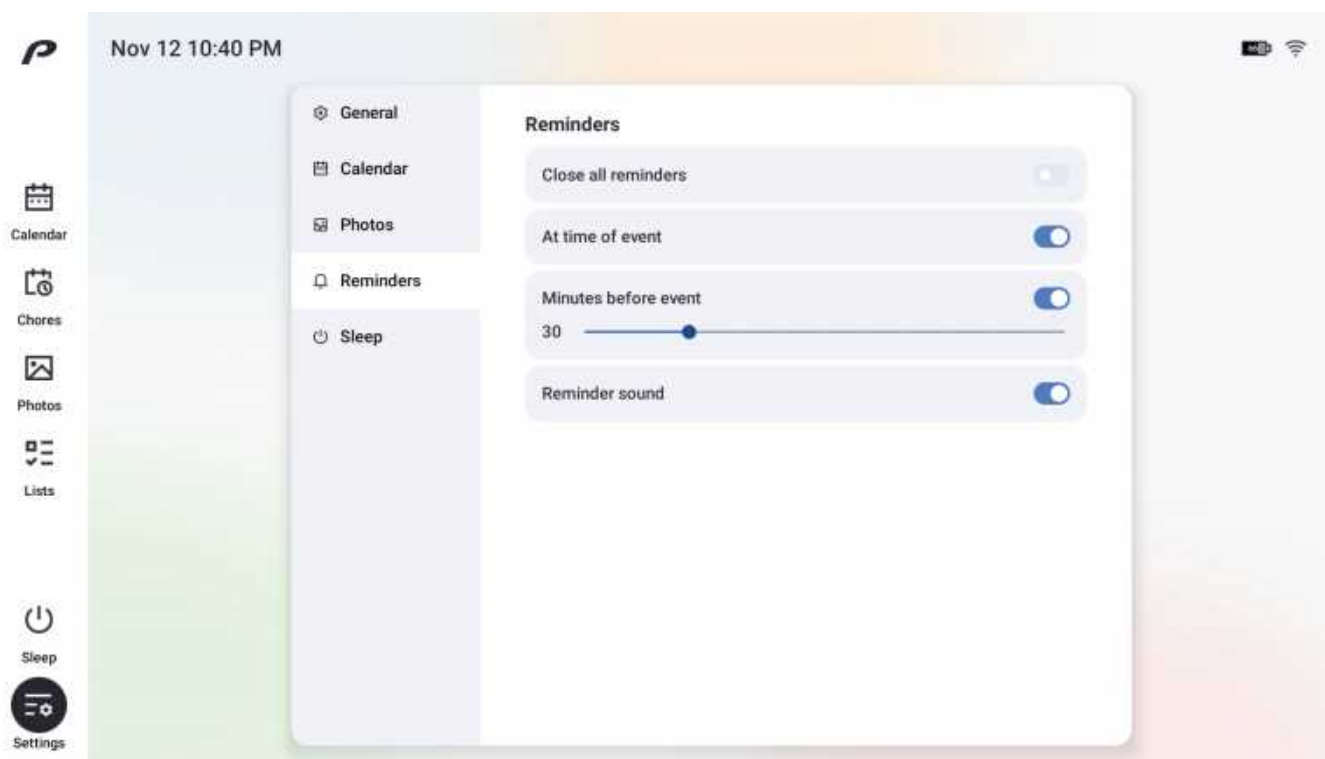
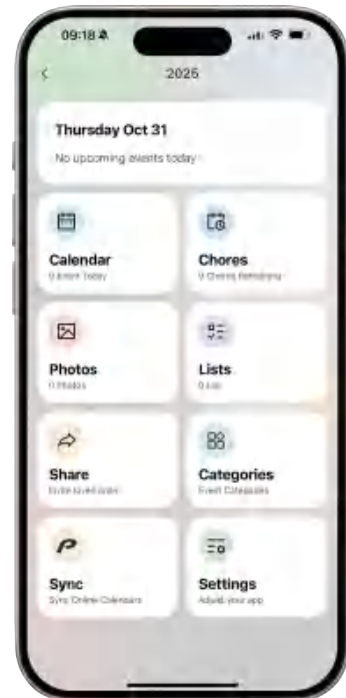


Photo and Video Screensaver

The Screensaver feature allows you to turn your Pronext Calendar into a digital photo frame when it's not in use.

First, upload photos or videos to your Pronext Calendar using the mobile app. Then, enable Photo and Video Screensaver in Settings on your Pronext Calendar.

1. Open Photos in the home screen.



2. Press the + button in the bottom right corner.



3. Upload the photos or videos from your phone as you want.

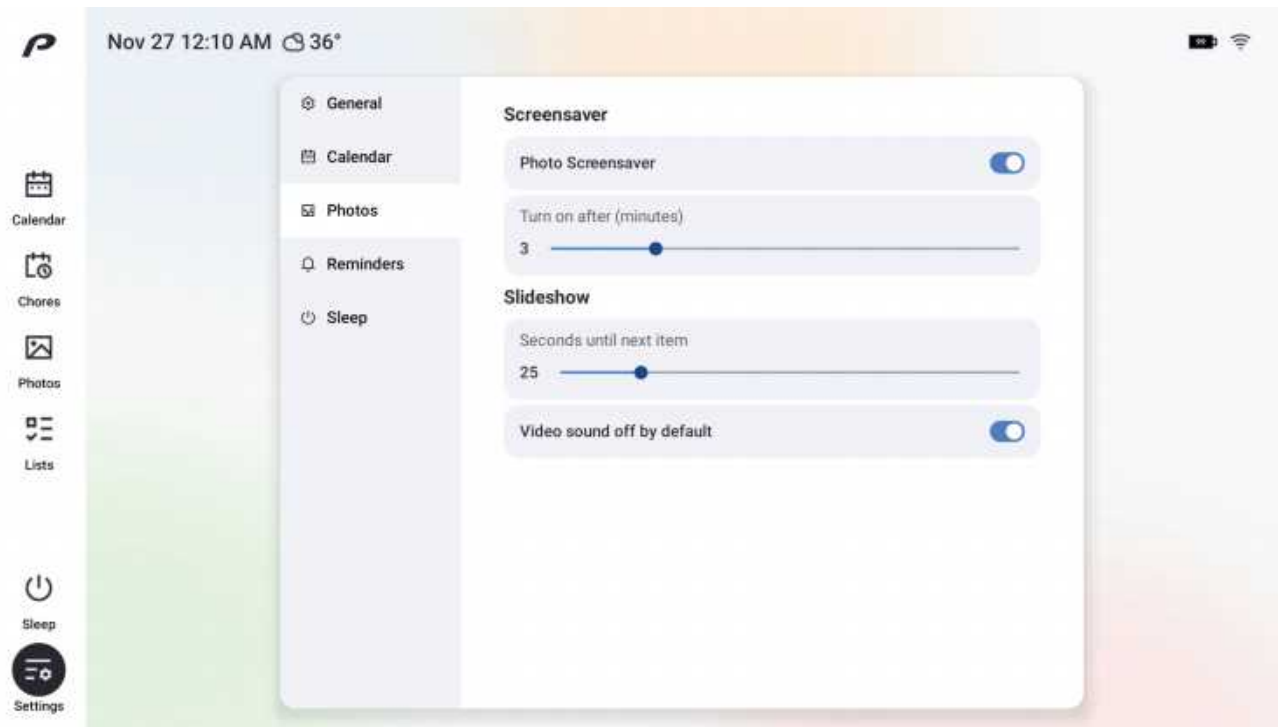


4. Photos and videos uploaded successfully.



Enable Photo Screensaver

1. Press settings->Photos.



2. Screensaver will start playing automatically.



Deleting a Photo

You can delete photos through both the app and the device.

APP

1. Press ... in the top right corner.



2. Choose the photo you want to delete and press “delete”.

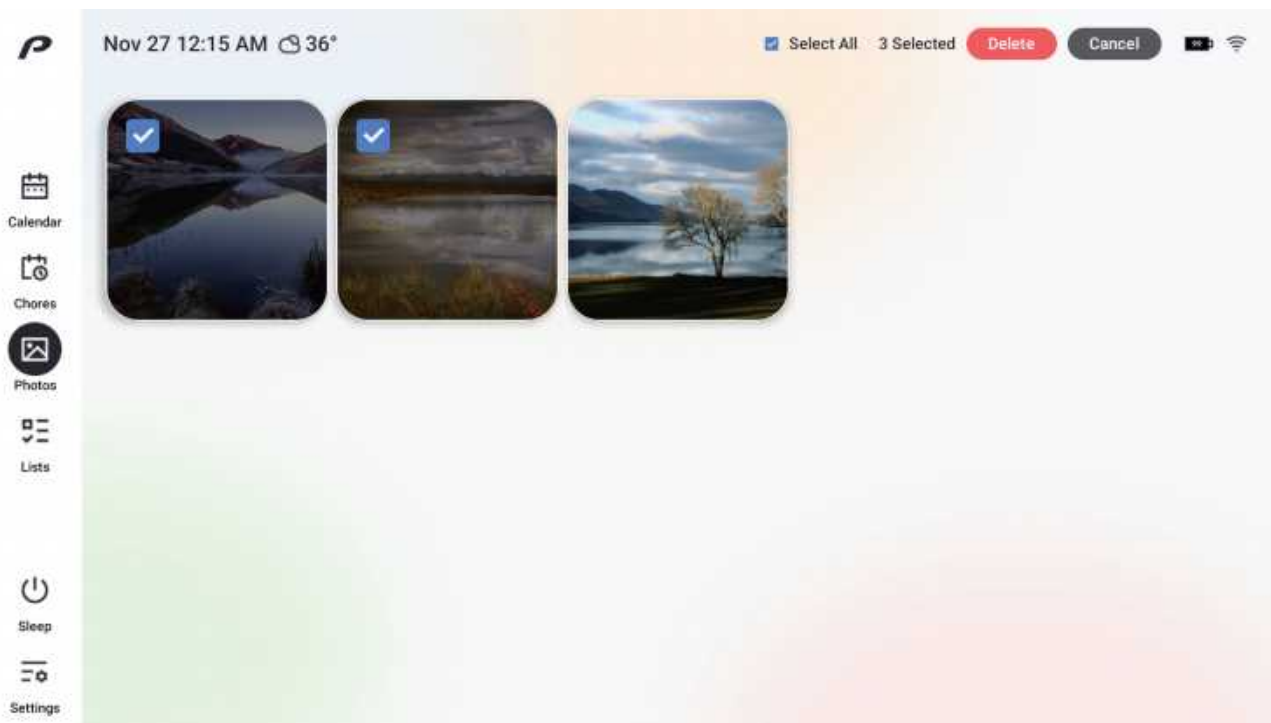


Device

1. Tap “Photos” icon in the sidebar.



2. Press “select” in the top right corner and choose the photo you want to delete and press “delete”



Sleep Mode

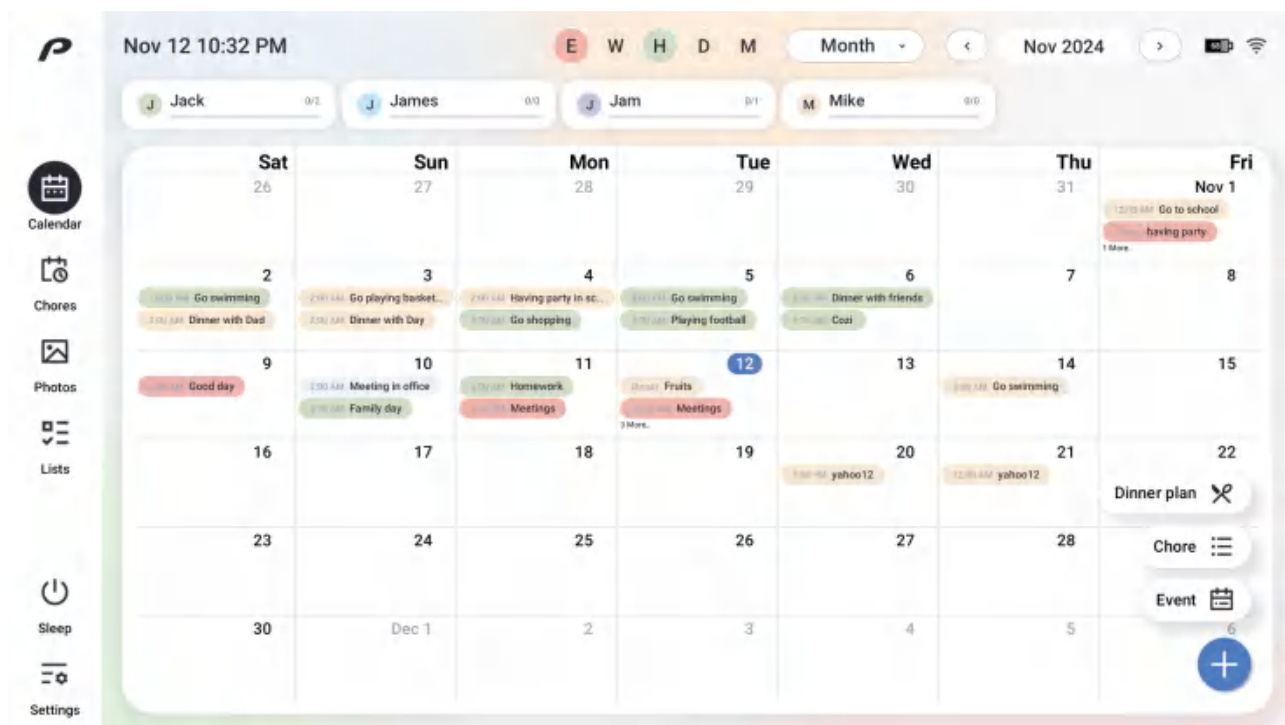
Sleep Mode turns off your Pronext Calendar's display during scheduled intervals. To ensure it works correctly, make sure your device's time zone is properly set in Settings
-> Configure Time Zone.

Sleep Mode can only be configured directly from the device.

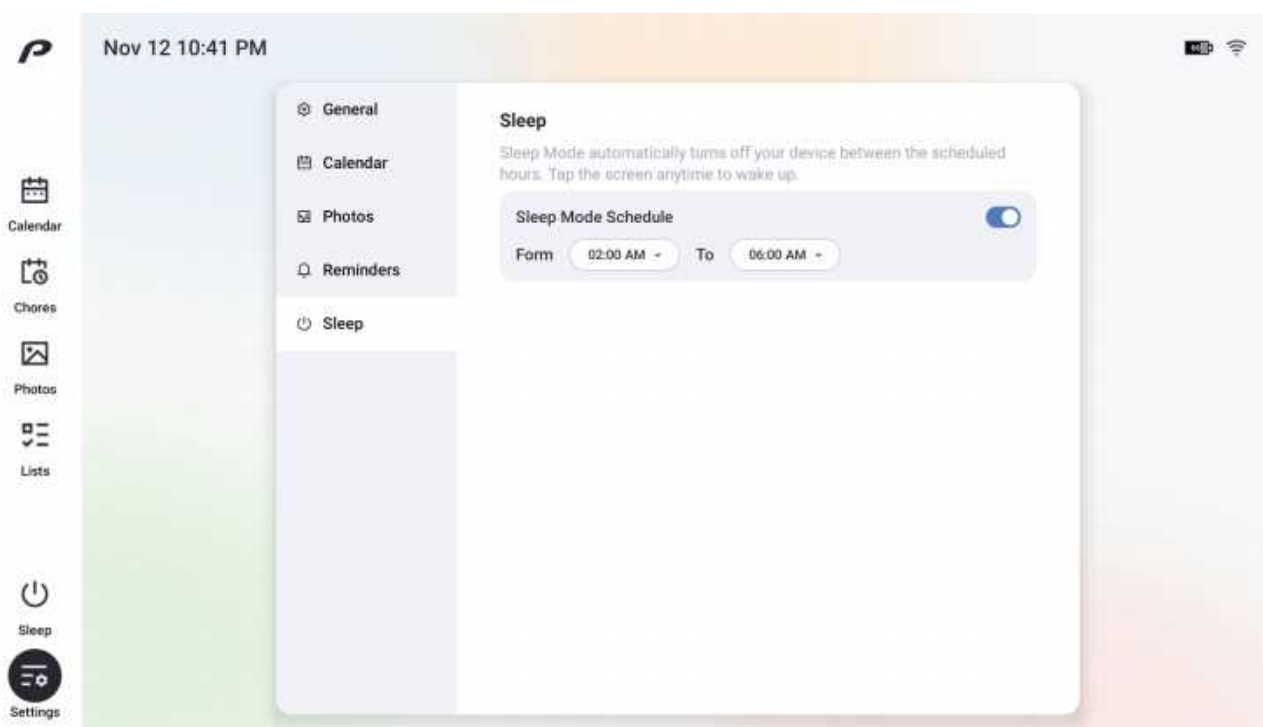
You can also directly click the sleep mode button to enter sleep mode.

Scheduled Sleep

1. Tap “settings” icon at the bottom of the sidebar.

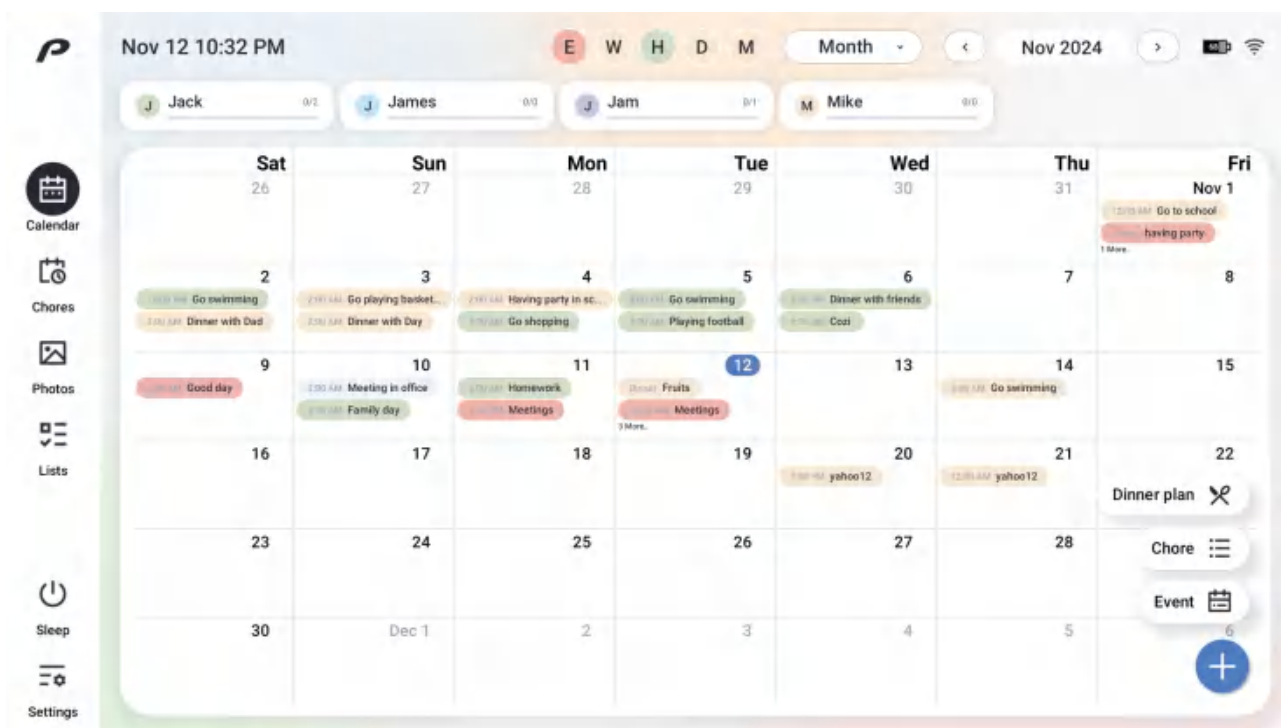


2. Turn on Sleep Mode Schedule and set the times for your Calendar to go to sleep and wake up. Press Save to confirm. When your Calendar is in Sleep Mode, you can tap the screen at any time to wake it up.



Instant Sleep

1. Tap the moon icon (🌙) at the bottom of the sidebar to turn off the display. Tap the screen again to wake up your Pronext Calendar..



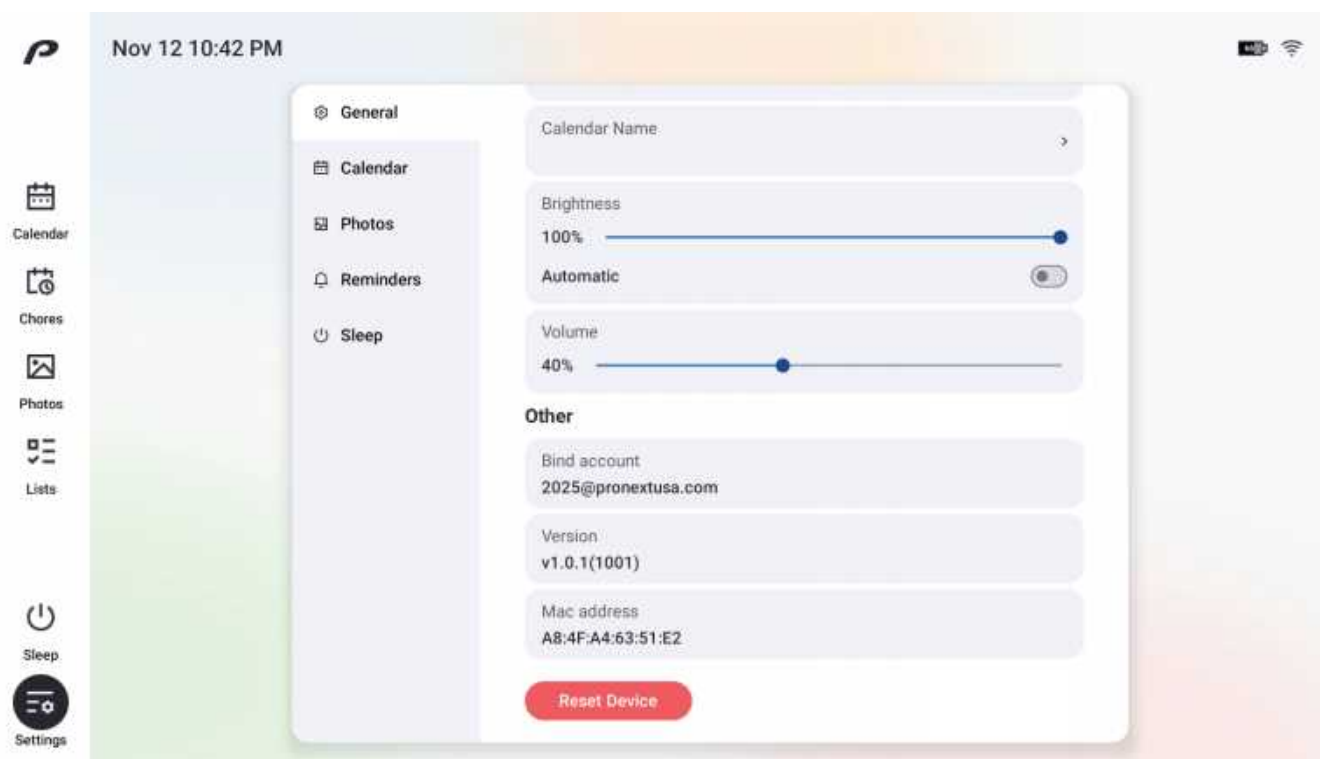
Resetting your Pronext Calendar

If you want to restore your Pronext Calendar to factory settings, you can do it directly from the device. Resetting the device will unlink your data from the device but won't delete your data.

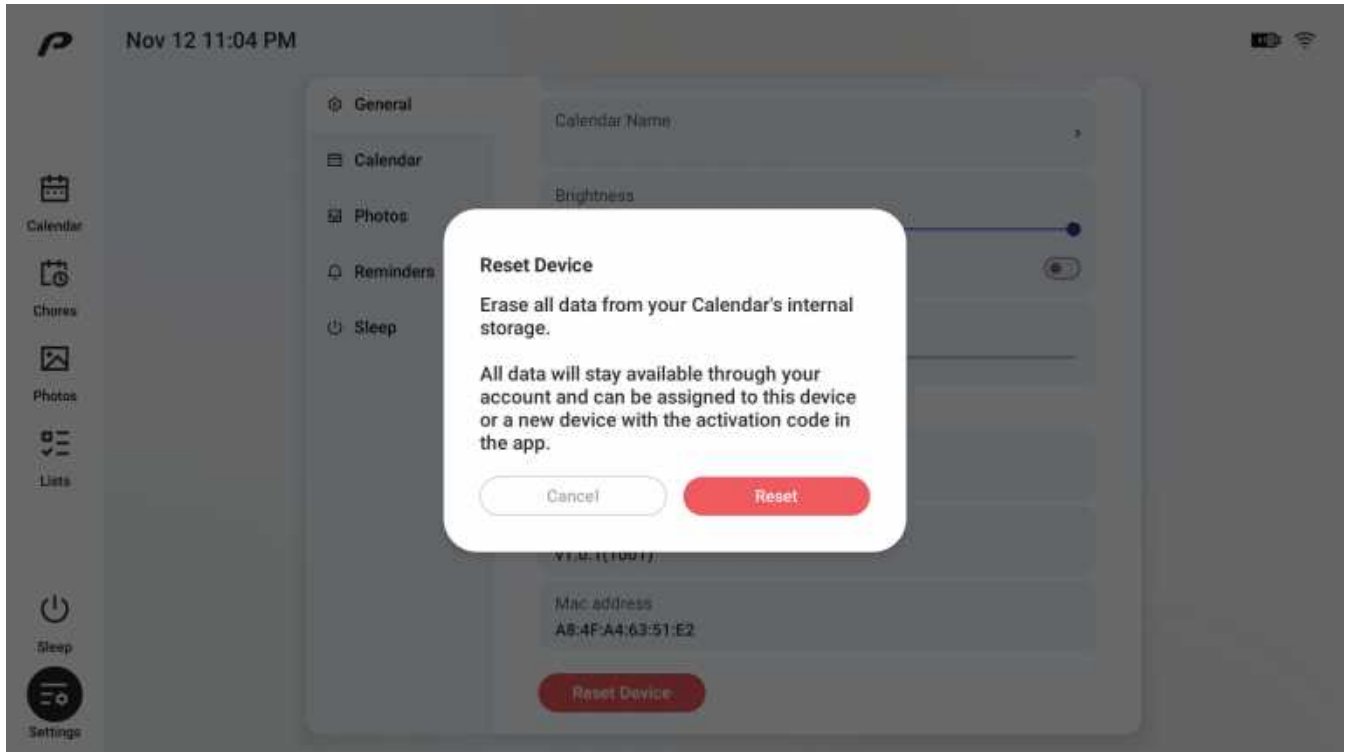
You can reactivate the same Calendar or set up a different one using the activation code in the Pronext app.

NOTE: An activation code can only be used once.

1. Tap Settings at the bottom of the sidebar press Reset Device at the bottom..



3. Read through the warnings and press Reset if you wish to proceed.



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.

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

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment.

The device has been evaluated to meet general RF exposure requirement. The device can be

- used in portable exposure condition without restriction.

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Pronext®