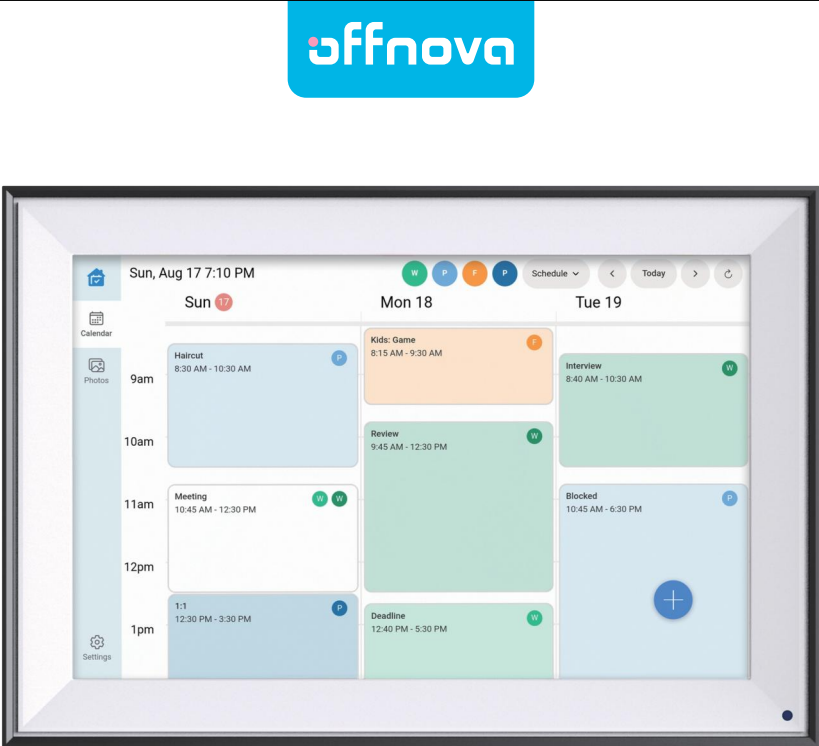


尺寸：200*144mm
装订方式：打骑马钉
材质：128g哑面铜版纸
印刷：四色印刷
备注：
第一页，左侧为封底，右侧封面
第二页，左侧为封面反面，右侧为内1页



User Manual

Wi-Fi Digital Calendar



● Cautions

Introduction

Important: We will regularly release firmware updates to improve your experience. We recommend that you install the latest firmware to ensure optimal performance. For the latest user manual, visit www.offnova.com to download the digital manual.

Welcome to your OFFNOVA Digital Calendar. It consolidates shared calendars, reminders, and invitations on one easy-to-read display—so you can quickly spot conflicts, share availability, and spend less time managing schedules and more time enjoying what matters. Thank you for choosing OFFNOVA. Start your calendar journey now!

WARNING

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

● Cautions

Precautions and Maintenance

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

Cleaning the LCD Screen

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

● Cautions

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● 1.Getting Started

1.1 Get the App and Create Account

Download the CalendarLoop app, pair your digital calendar, and let CalendarLoop turn chaos into calm—transforming the way you plan your days. Get ready to start a smarter, more organized life!

1.1.1 Download the App

You can download the CalendarLoop app in two ways:

- 1. Search for CalendarLoop.
- 2. Scan the QR code below.



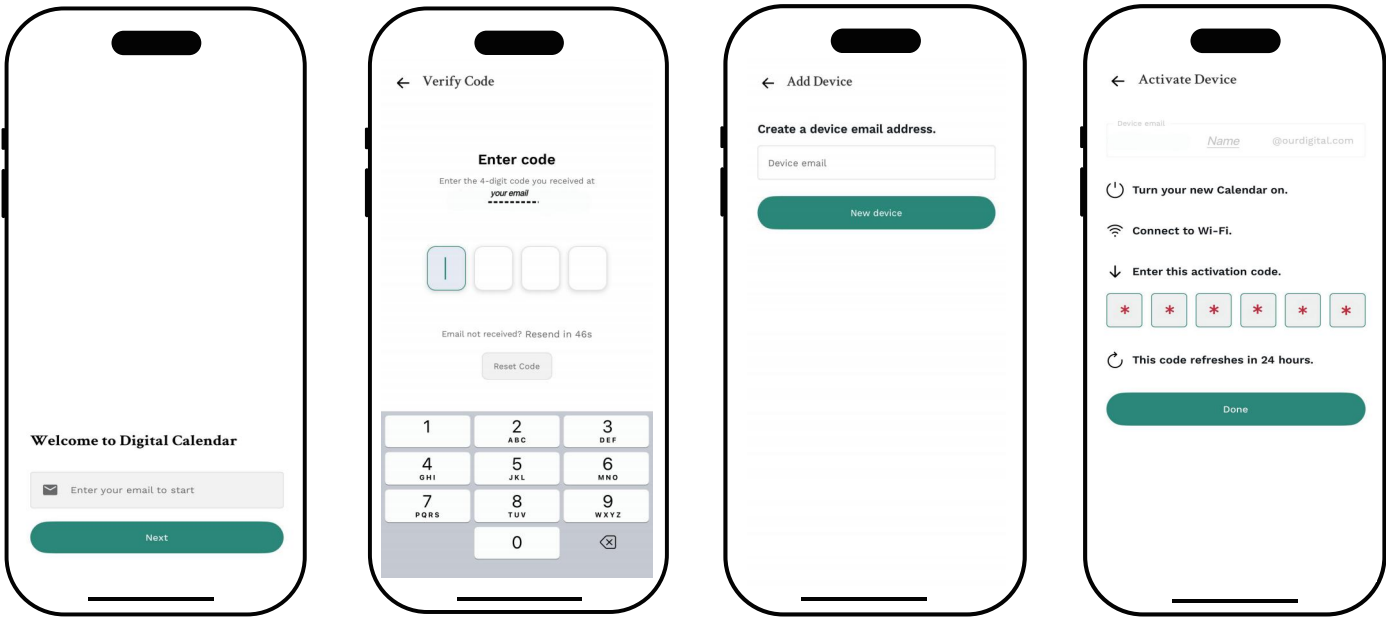
or scan the QR code



● 1.Getting Started

1.1.2 Create Account

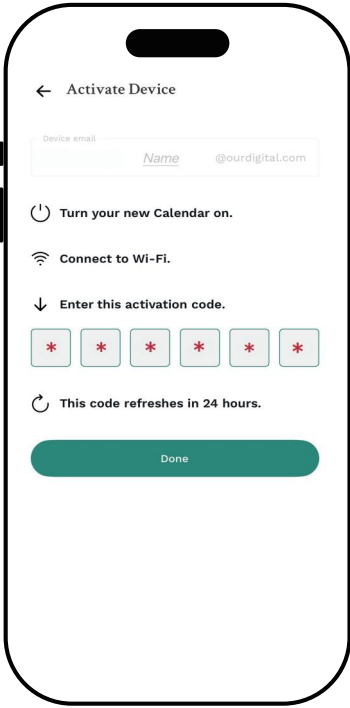
You need to follow the steps to create an account in the CalendarLoop APP and get the activation code.



● 1.Getting Started

1.1.3 Initial Setup on Device

Turn on your digital calendar. After completing the basic preferences, enter your 6-digit activation code to get started.
(PS: The weather function is activated only after you select a city.)



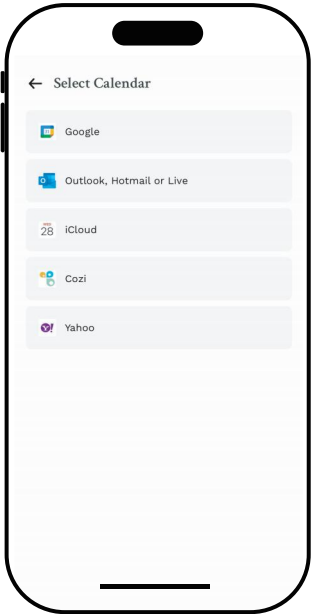
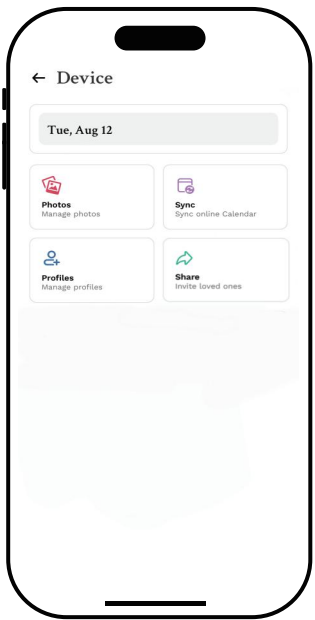
● 1.Getting Started

1.2 Syncing a New Calendar

Syncing can only be done through the app. When you sync a source calendar (such as Google, iCloud, or Outlook) with CalendarLoop, any changes in your source calendar will automatically appear on the digital calendar.

- 1. Open Sync on the home screen.
- 2. Select "Sync new calendar", choose the source calendar you want to sync, and follow the prompts to complete the sync.

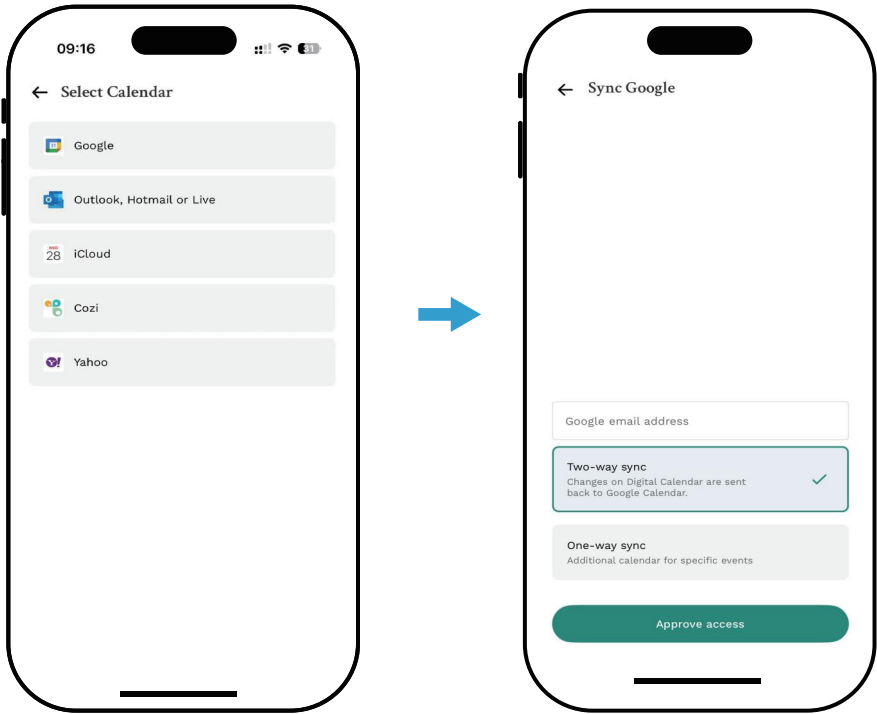
NOTE: Click the synchronized calendar to delete any calendar you no longer want to synchronize.



● 1.Getting Started

1.2.1 Syncing Google Calendar

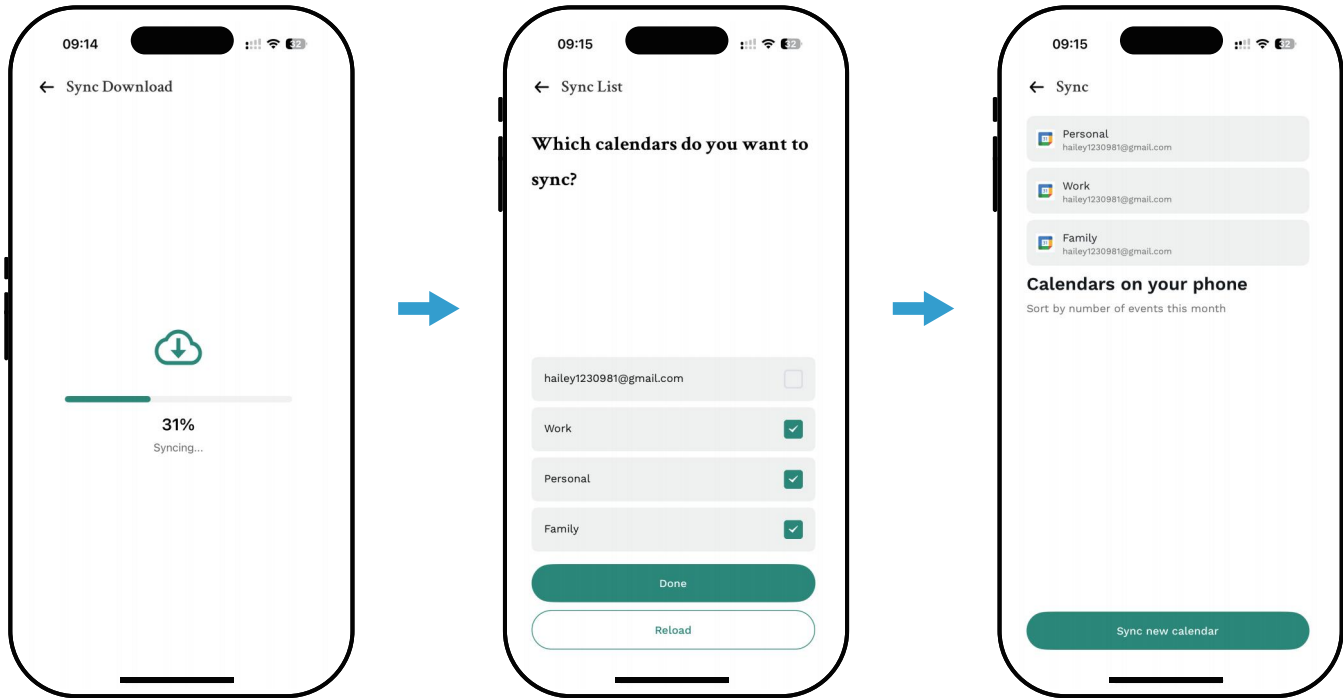
- 1. Select Google.
- 2. Enter your Google Calendar email address and choose two-way sync or one-way sync, depending on your needs.



05

● 1.Getting Started

- 3. Wait for your calendars to download.
- 4. Choose the calendars you want to sync and press "Done".
- 5. Return to confirm that synchronization succeeded.

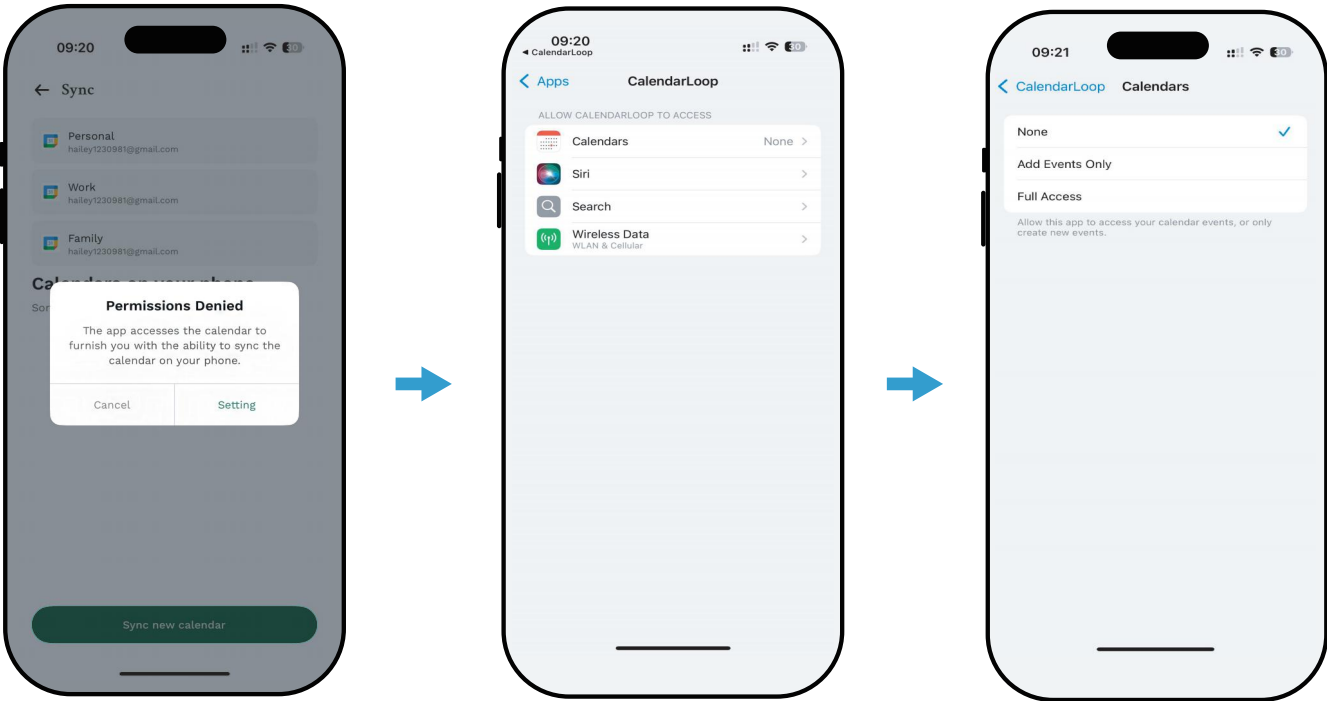


06

● 1.Getting Started

1.2.2 Syncing a Local Calendar on Your iPhone

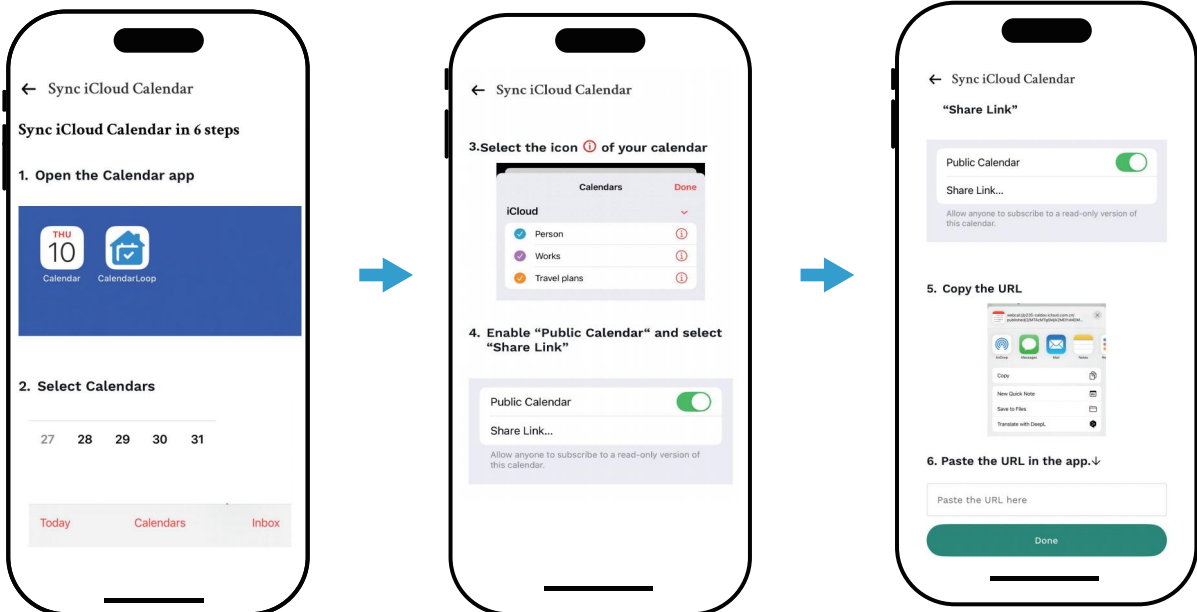
- 1. Set up CalendarLoop's local calendar access permissions on your iPhone.
- 2. Select "Add Events Only" or "Full Access."
- (PS: Selecting "None" will prevent CalendarLoop from accessing your local calendar)



● 1.Getting Started

1.2.3 Syncing iCloud Calendar

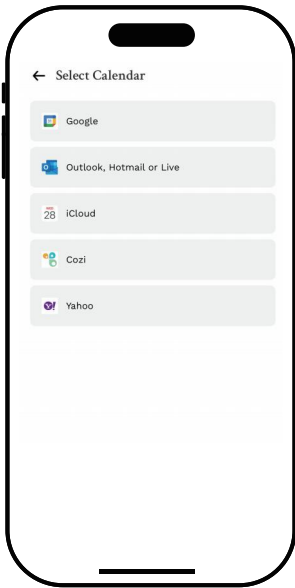
- 1. Open the CalendarLoop app.
- 2. Select Calendars at the bottom.
- 3. Select the  icon next to the calendar you want to sync.
- 4. Enable Public Calendar and copy the "Share Link".
- 5. Paste the Share Link into the App, and tap "Done".



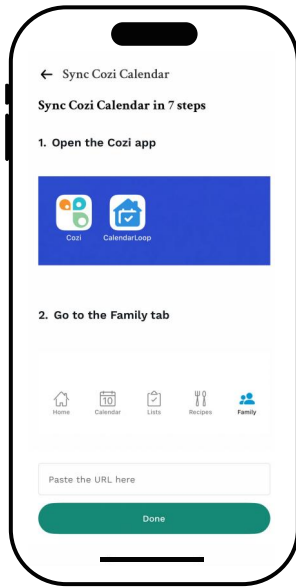
● 1.Getting Started

1.2.4 Syncing Yahoo/Cozi/Outlook, Hotmail or Live Calendar

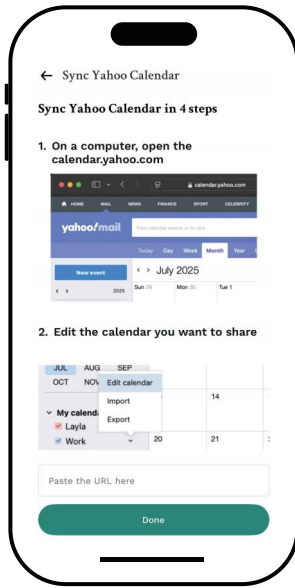
To synchronize Yahoo, Cozi, Outlook/Hotmail/Live calendars, follow the on-screen steps for the selected calendar.
(For details, see the corresponding description in the CalendarLoop app.)



Outlook,Hotmail or Live



Cozi



Yahoo

● 1.Getting Started

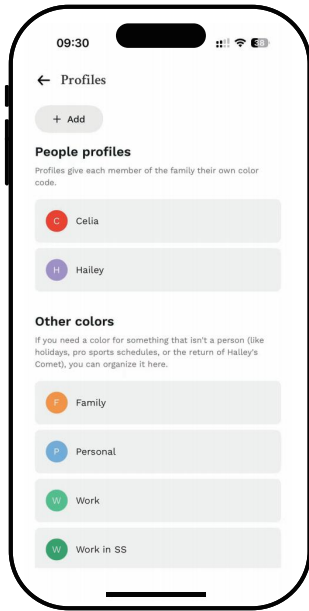
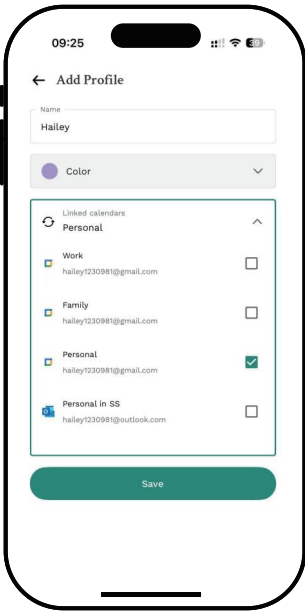
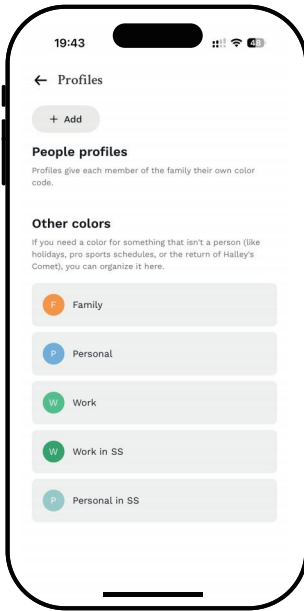
1.3 Profiles

You can add different people profiles to merge and link multiple calendars. Creating a personnel profile can help you organize all the clutter and multiple synced calendars, making it easier for you to view and operate them.

1.3.1 Profiles Add

Initially, "Other colors" will default to showing your synced calendars.

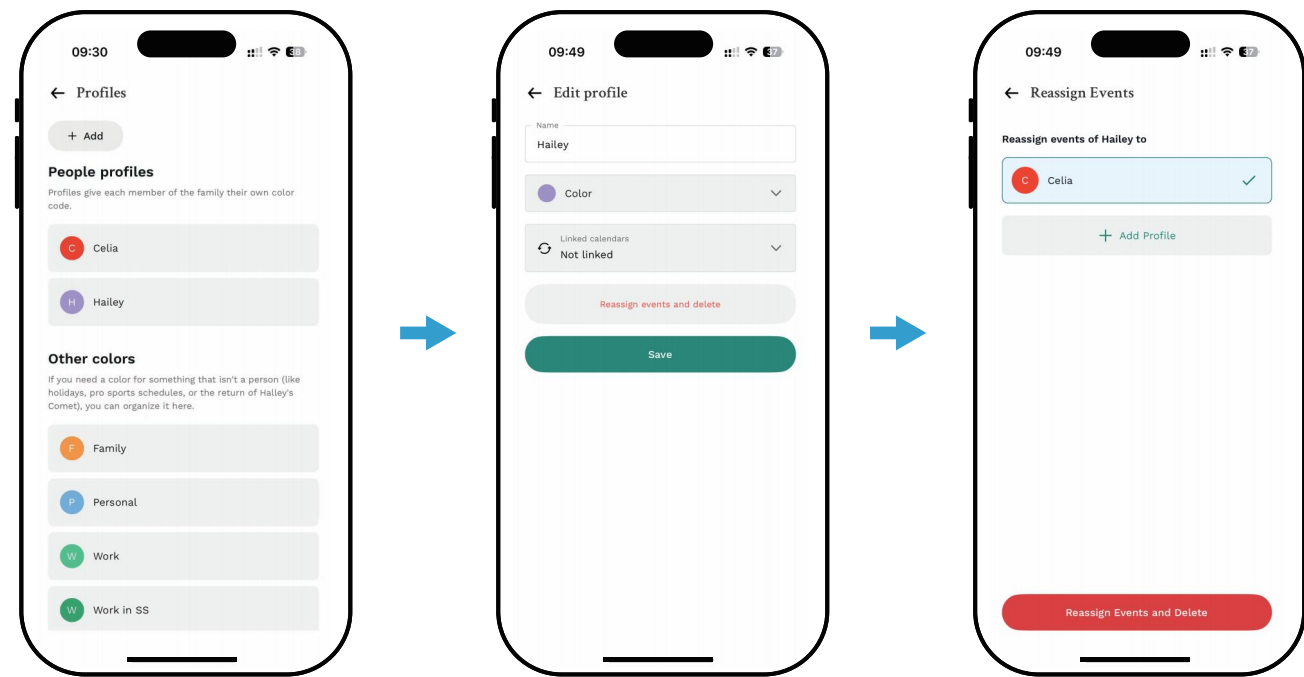
- 1. Click Add to create a new people profile.
- 2. Set your desired people profile color and the calendar you want to link to, then click Save.



● 1.Getting Started

1.3.2 Profiles Delete

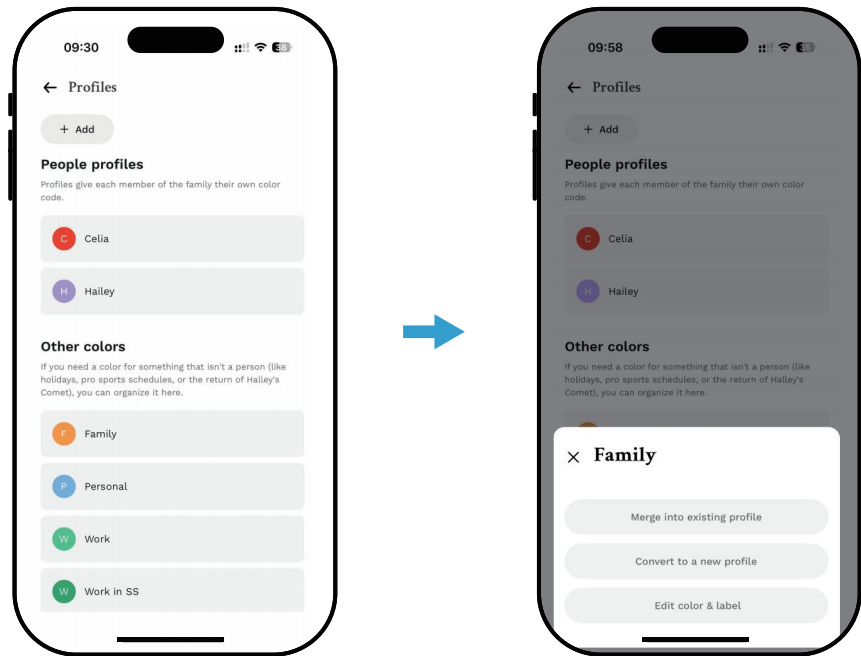
- 1. Select the People Profile you want to delete.
- 2. Click "Reassign events and delete".
- 3. Assign the events from the original People Profile to another People Profile or to a new one.



● 1.Getting Started

1.3.3 Profiles Merge/Convert/Edit

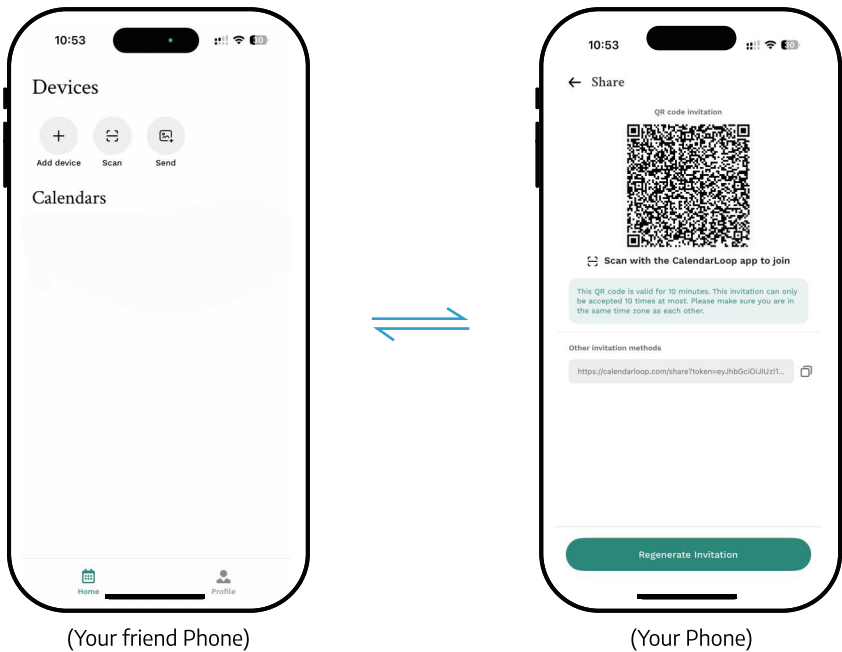
- 1. Click on any synced calendar in Other colors.
- 2. Select Merge/Convert/Edit.
 - Merge into existing profile(People profiles that have been created)
 - Convert to a new profile(Calendars are directly converted into new People profiles)
 - Edit color & label



● 1.Getting Started

1.4 Share

You can share this device's management capabilities with friends, family, and partners.
Your friends can scan the QR code on your phone, or you can send them the link.
Note: Your friends must first download CalendarLoop APP and complete the app account registration.



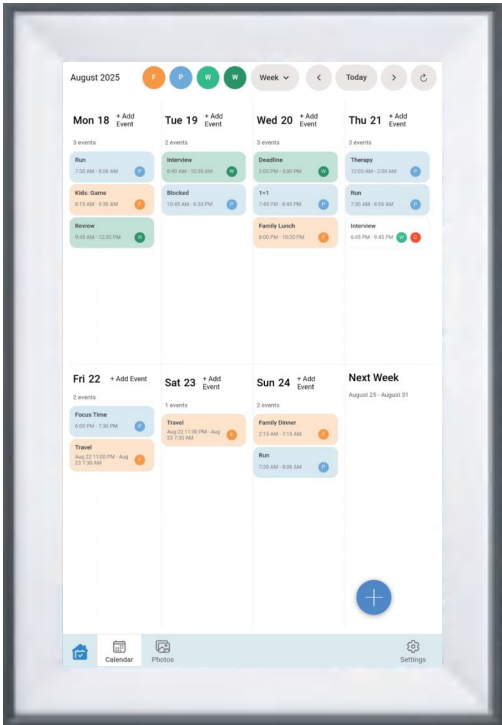
● 2.Operation Instruction

2.1 Events

After the calendar synchronization is complete, you can view, edit and manage events directly on your device.

2.1.1 Viewing Events

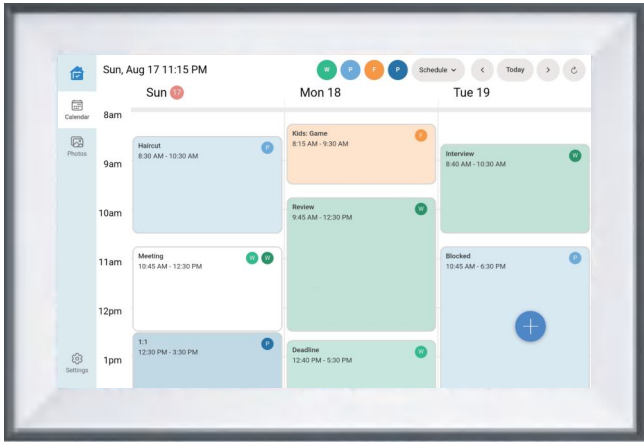
Place the device in portrait orientation; the view will adjust automatically.



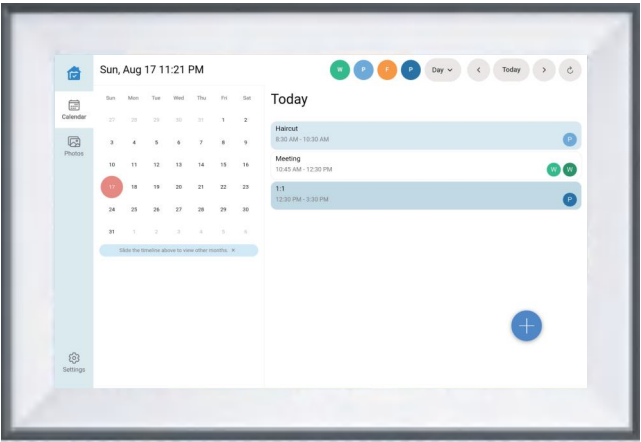
● 2.Operation Instruction

2.1.1 Viewing Events

You can view your events in Day, Week, Month or Schedule view.
You can set the calendar view in "⚙️"



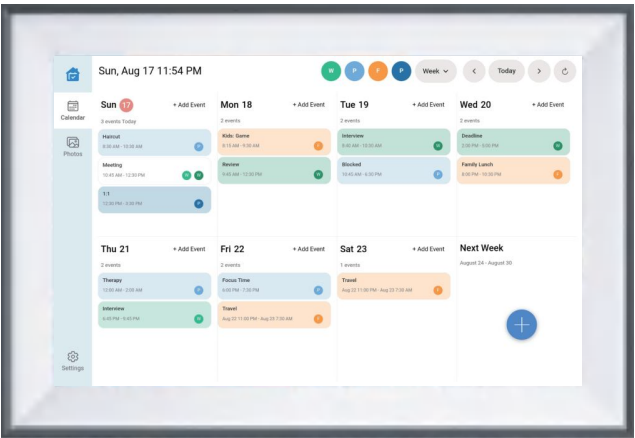
Schedule View



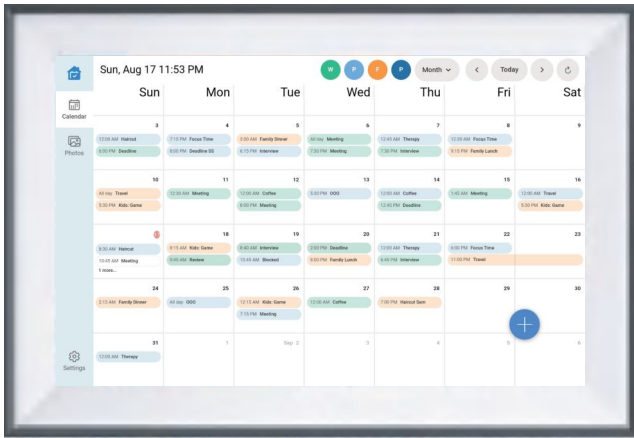
Day View

● 2.Operation Instruction

2.1.1 Viewing Events



Week View

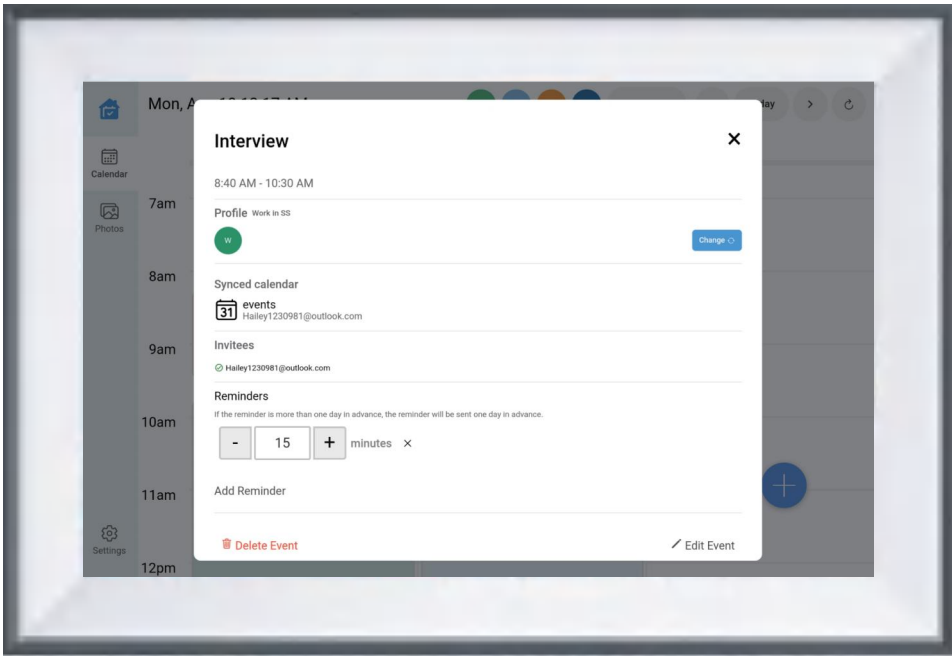


Month View

● 2.Operation Instruction

2.1.1 Viewing Events

Tap on an event, to view its details, and you can set Profile, Reminders, Delete Event and Edit Event.

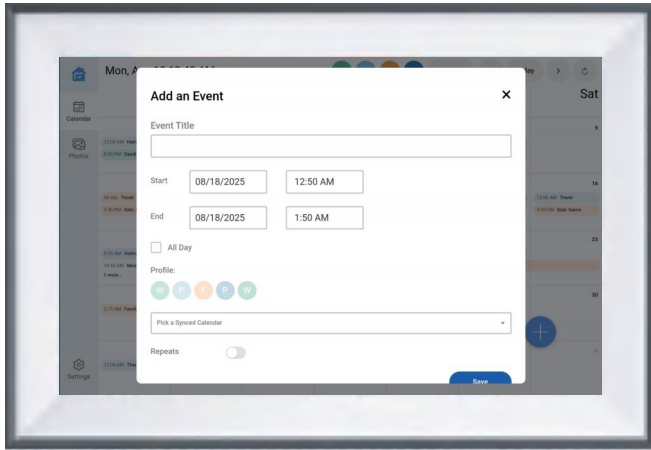
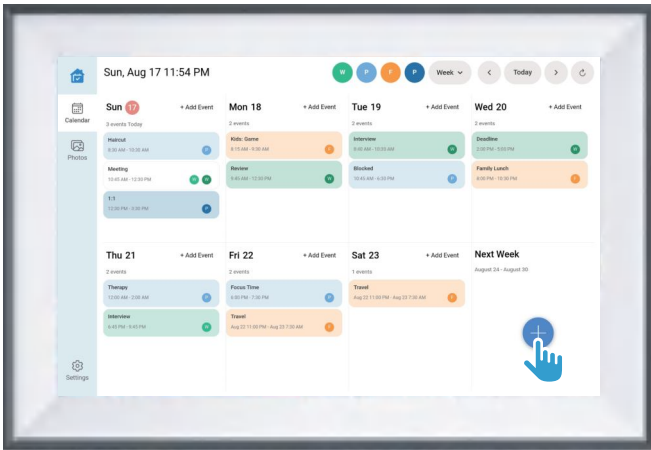


● 2.Operation Instruction

2.1.2 Creating Events

You can create events on your device. If you have synced a Google or Outlook calendar with two-way sync, changes you make on the device will be reflected back in your Google or Outlook calendar.

Press the  in the bottom right.



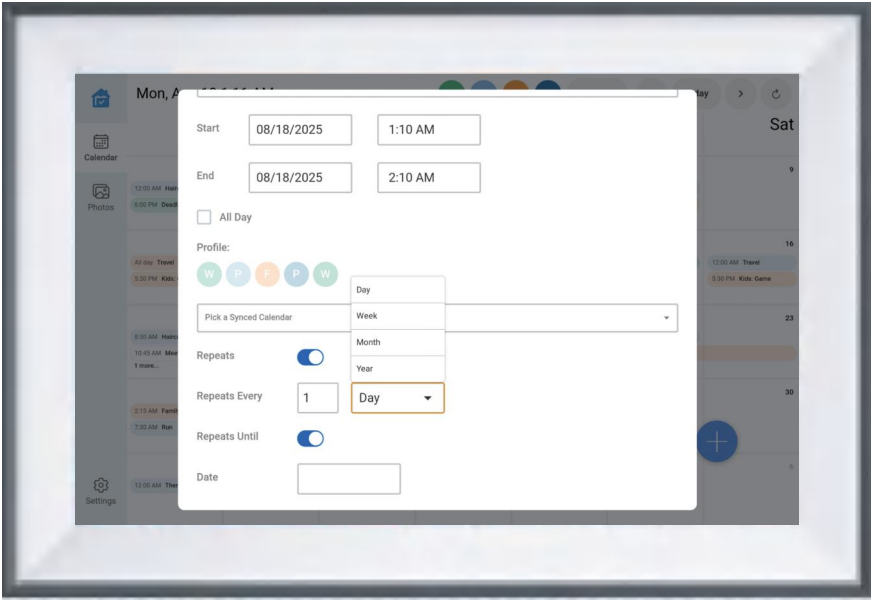
● 2.Operation Instruction

2.1.3 Repeating Events

You can create recurring events. Events can be recurring in the following ways:

- Daily
- Every X days
- Weekly
- Every X weeks
- Annually

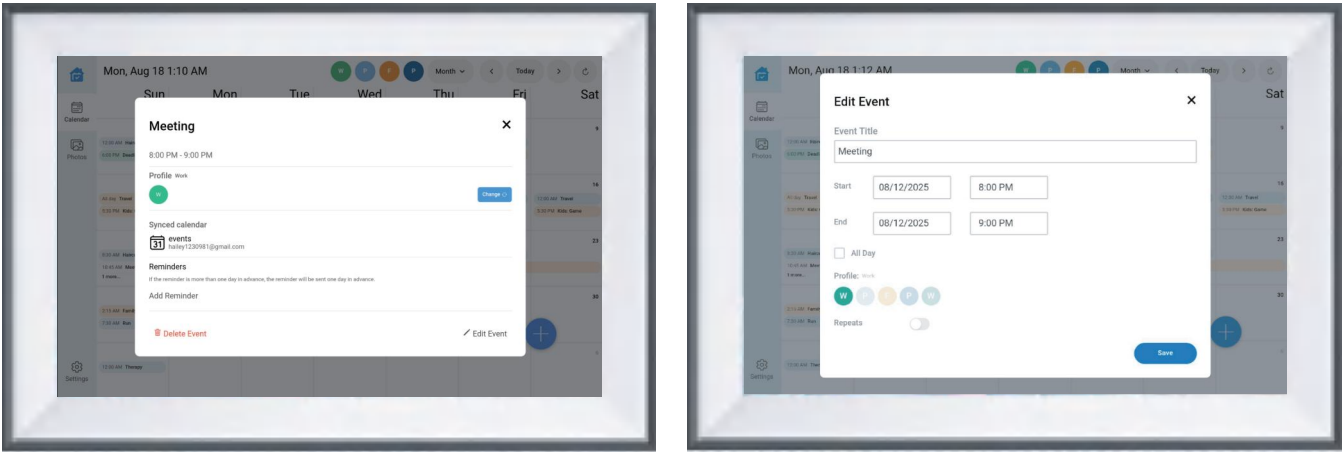
Events can also repeat until a specified end date.



● 2.Operation Instruction

2.1.4 Edit Event

1. Tap an event to view details and press Edit Event.
2. Edit your event details and tap "Save".



● 2.Operation Instruction

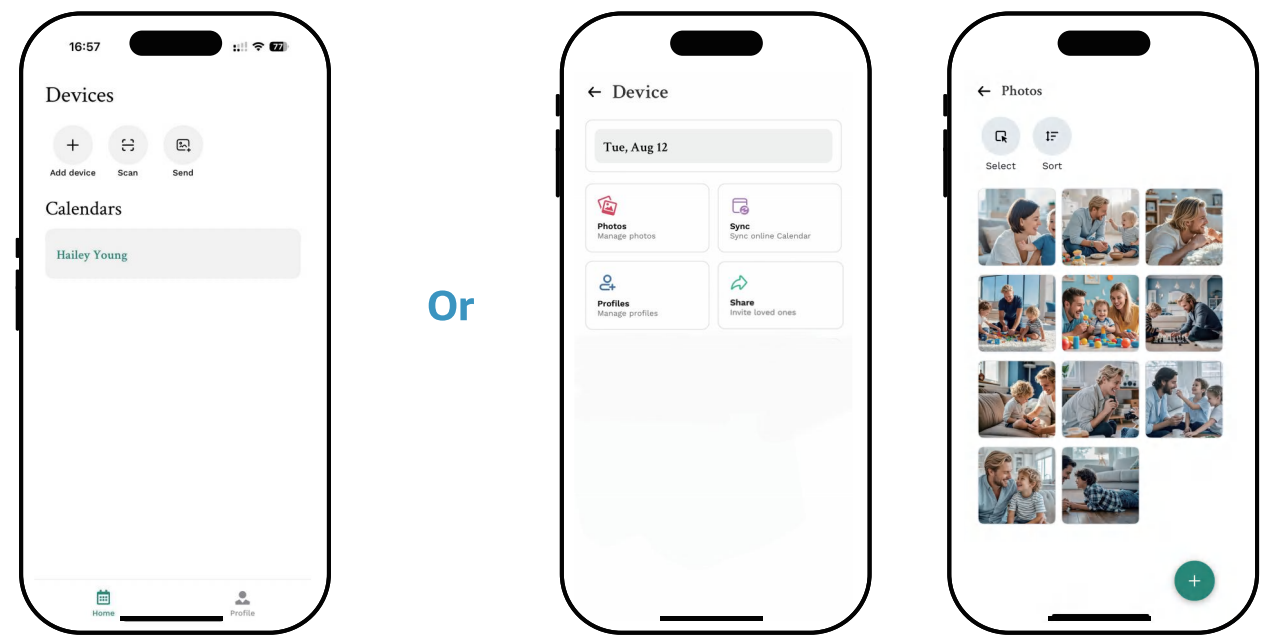
2.2 Photo

The app interacts with the device, allowing you to upload photos to the device.

2.2.1 Photo Upload

You can upload your pictures in the app's Photos.

1. Click "Send" in the main menu, or open the Photos function in the app.

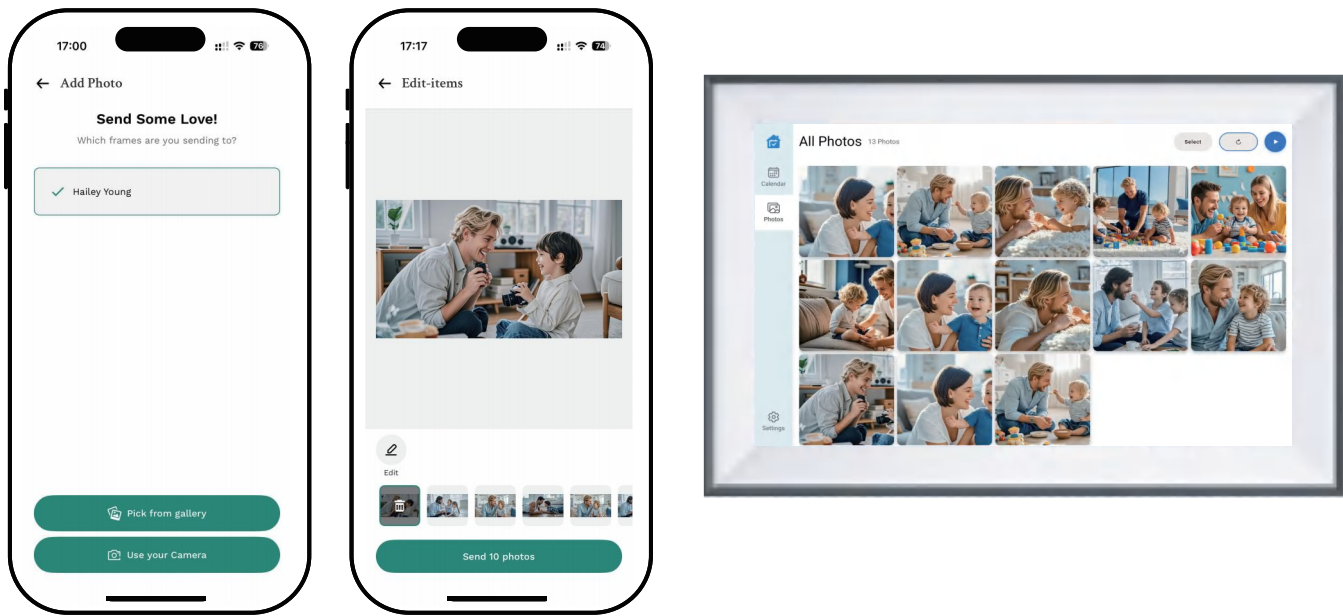


● 2.Operation Instruction

2.2.1 Photo Upload

2. Select the frame you want to upload to.

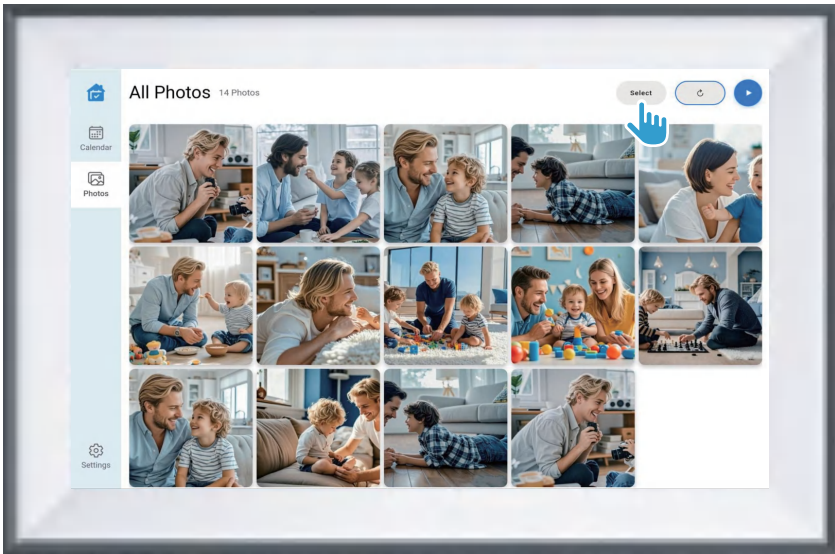
You can select up to 10 pictures, then edit them. After the upload is successful, you can view photos on your device.



● 2.Operation Instruction

2.2.2 Photo Delete or Sorting

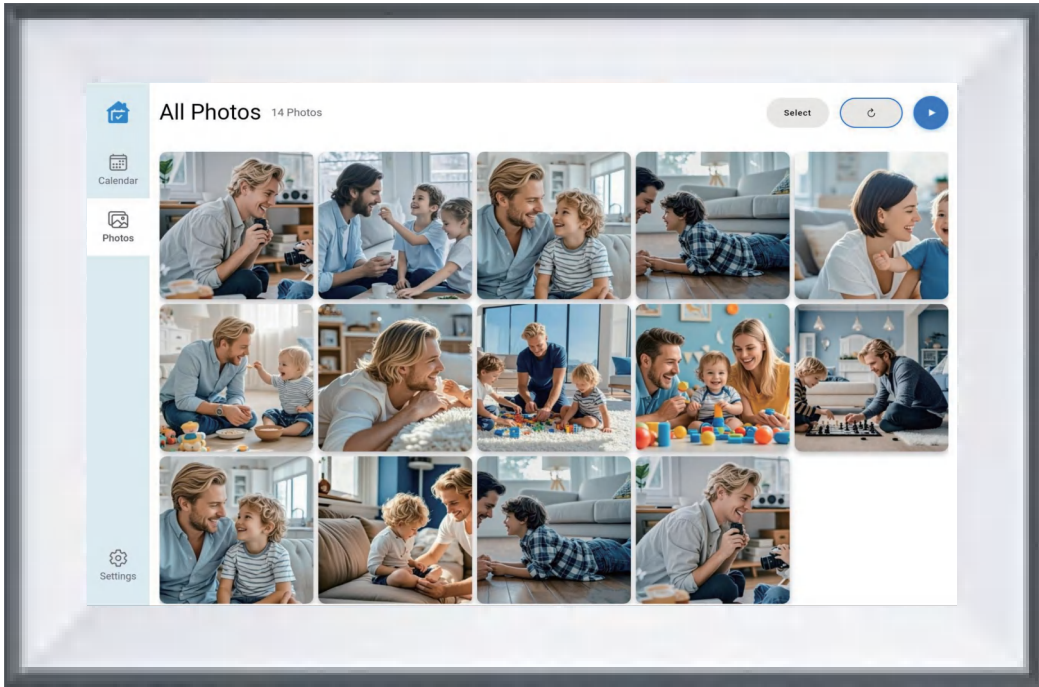
- Both the app and the device support image deletion and sorting.
- 1. You can delete photos either in the app or on the device.
 - 2. You can sort images in the app.



● 2.Operation Instruction

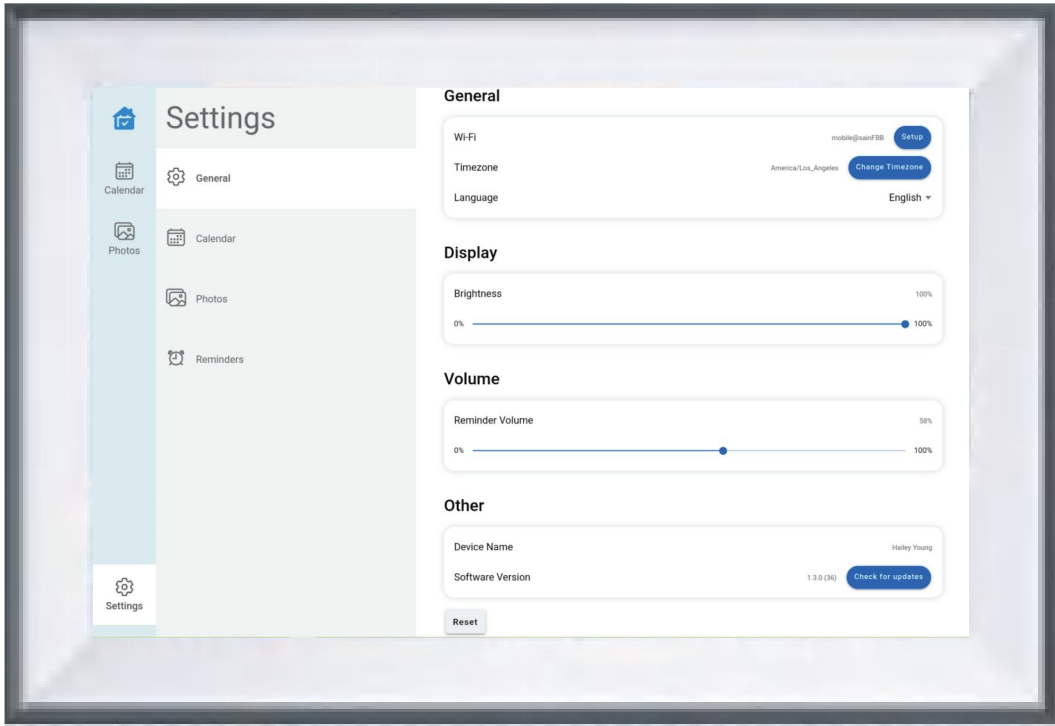
2.2.3 Photo Slideshow

Click the "▶" in the upper right corner, and the device will play the pictures from the beginning in order. You can also click on any photo to start playing.
Note: You can set the playback effect you want in Settings.



● 3.Settings

Settings  --> General & Calendar & Photos & Reminders



● 4.Technical Specifications & Features

- Panel: 10.1 inch IPS Screen (16:10)
- Resolution: 1920*1200 Pixels
- Connectivity: Dual WiFi (2.4G & 5G)
- Interface: USB 2.0 & Type-C
- Memory card slot: MicroSD/TF
- Storage: 32GB
- Languages: Multiple Language Options
- Full Function: Event Management, Sync Calendars, Photo Display, etc.
- Software: CalendarLoop app (supported)
- Accessories: Power supply*1 / Bracket*1 / User Manual*1

● 5.Warranty & Contact Us

- Warranty**
- Our warranty is 12 months from the date of purchase.
This warranty becomes invalid if the factory-supplied serial number sticker has been removed or altered, or if the product is marked "warranty void".
This warranty does not cover:
- 1) Cosmetic damage or damage caused intentionally.
 - 2) Damage resulting from accident, misuse, abuse, negligence, or modification of any part of the product.
 - 3) Damage due to improper operation or maintenance, connection to improper equipment, or attempted repair by anyone else, not from us.
- Contact Us**
- For inquiries, after-sales service requests, or product feedback, please contact us at **Support@offnova.com**.

● **6.Troubleshooting Guide**

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

1. Device fails to power on

- Check the power connection: Make sure the device is properly connected to the power adapter, the plug is firmly inserted, and the outlet is powered.
- Restart the device: Press and hold the power button on the back, then tap "Restart" on the screen.

2. Unable to connect to Wi-Fi

- Check the Network Password: Confirm that the Wi-Fi password you entered is correct.
- Check the Router Status: Confirm that the router is connected to the Internet and the indicator light is normal.
- Confirm the encryption protocol: WPA/WPA2/WPA3-Personal are supported.

3. Screen touch is not responsive

- Clean the screen: Wipe the screen with a clean, soft cloth to avoid stains affecting the touch.
- Restart the device: Press and hold the power button on the back and click "Restart" on the screen.
- Check for system updates: Make sure the system is updated to the latest version.

4. Unable to sync calendar or photos

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

● **6.Troubleshooting Guide**

5. The device responds slowly or stutters

- Clean up storage: Delete unnecessary files, photos.
- Restart the device: Shut down and restart the device to release the memory.
- Restore Factory Settings (only if necessary) : select "Reset" in the Settings.

6. Unable to play audio or video

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

7. The device automatically shuts down or restarts

- Check the temperature of the device: The device may automatically shut down due to overheating. Avoid using the device in high-temperature environments.
- Check the power connection: Make sure the device is properly connected to the power adapter, the plug is firmly inserted, and the outlet is powered.
- Update system firmware:Ensure that the device is running the latest system version.

8. Unable to update the system or application

- Check the network connection: Ensure that the device is properly connected to the network.
- Check storage space: Ensure that the device has sufficient storage space for updates.
- To try a manual update: go to Settings > General and check for updates.

● **6.Troubleshooting Guide**

9. How can I change the device that has been bound to a user to my own device?

- Reset the device in Settings and reactivate it with the activation code in your APP account.

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

- The device supports both landscape and portrait orientation display.

11. Can the brightness of the device be adjusted?

- Yes, You can adjust it yourself according to your needs.Adjust the brightness in Settings > General.

12. Can you sync one calendar or multiple calendars?

- You can sync as many calendars as you want.

13. Can I use the device without connecting to WiFi?

- Devices that are disconnected from the network can only be displayed but cannot be operated.

14. How to enable 2-Way-Sync?

- If you have already synced your calendar but have selected one-way sync and you want to switch to two-way sync, we recommend that you delete the calendar first and then try syncing again.
- For example, while syncing your Google calendar, you'll need to select "Two-Way Sync" during setup, otherwise newly created events will not appear in your Google Calendar.

● **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.

*RF warning for Mobile device:
This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment.
This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.