

Zicalstar User Guide

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Website: www.zicalstar.com



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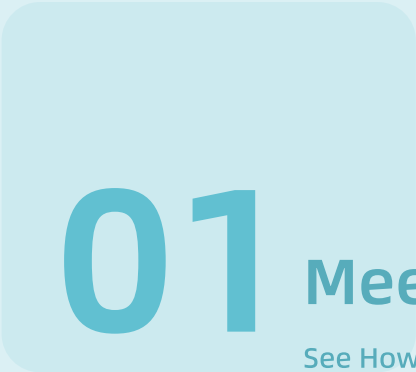
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01

Meet Zicalstar

See How Zicalstar And Its Companion Zical App Keep Your Family Organized.

1.1 What Is Zicalstar?

Zicalstar is the brand behind an AI-powered family organization system for home displays, and the Zical App is its companion mobile app. Together, the software on your home display and the Zical App bring calendars, tasks, meal plans, school schedules, photos, and other household tools into one shared system. Content stays synced between your phone and home display, helping your family coordinate schedules, share responsibilities, and stay connected.

Main features



Home



Calendar



Tasks



Rewards



Schedule



Meals



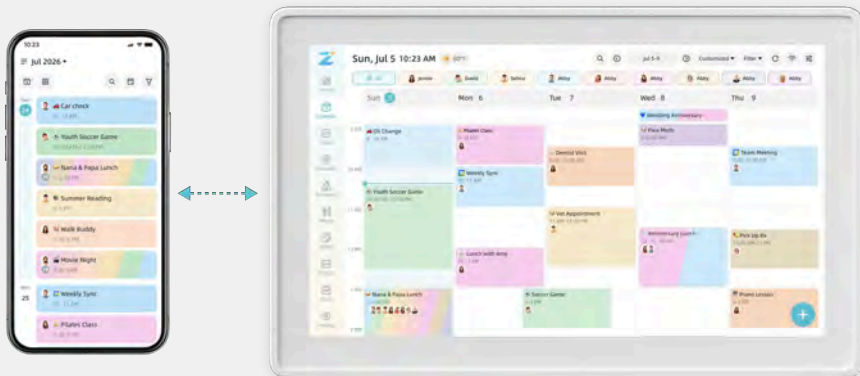
Notes



Photos

1.2 How the App and Home Display Work Together

Use the Zical App to create or join a calendar, manage members and access, add events, tasks, and other family content, and connect calendars from other services. The home display brings everyone's shared plans and information together in one place. When the App and home display are connected to the same Zical calendar, your family's shared information stays up to date on both.



02

Get Started

This Setup Only Takes A Few Minutes. Follow The Steps Below To Get Started.

■ 2.1 Complete First-Time Setup

Set up the Zical App, find your activation code, and follow the on-screen instructions to activate your home display.

1

Scan the QR code to get the Zical App on your phone.



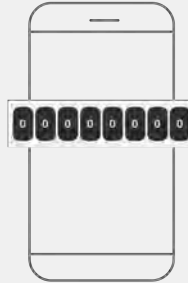
2

Open the Zical App and sign up or log in.



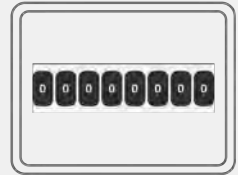
3

Create a calendar. Get the 8-digit Activation Code.



4

On the device, enter the 8-digit activation code.



2.1.1 Download the Zical App

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



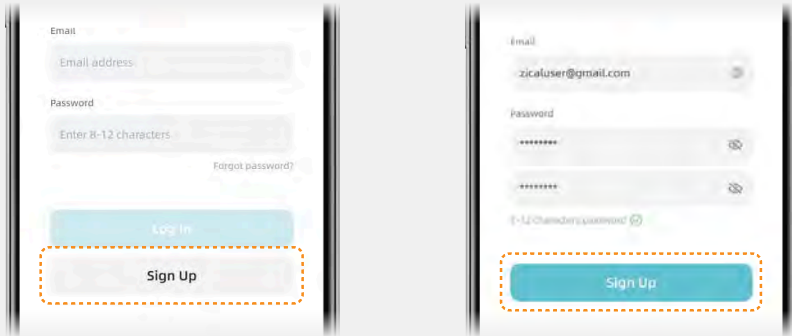
Zical



2.1.2 Create an Account

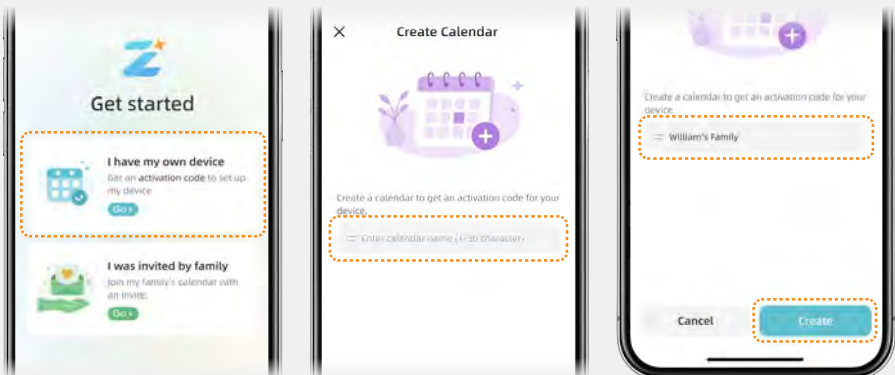
Once installed, open the app. Tap **“Sign Up”**, enter an email address you can access, create a password, and enter the same password again to confirm it. Then tap **“Sign Up”** to create your account.

- ① *Note: When signing in, enter your email address exactly as registered, including uppercase and lowercase letters.*



2.1.3 Create a Zical Calendar

After you sign in for the first time, tap **“I have my own device”**. Enter a name your family will recognize, then tap **“Create”**



2.1.4 Get the Activation Code

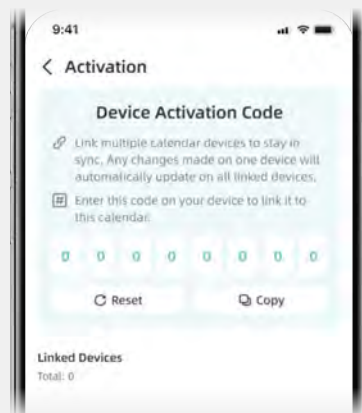
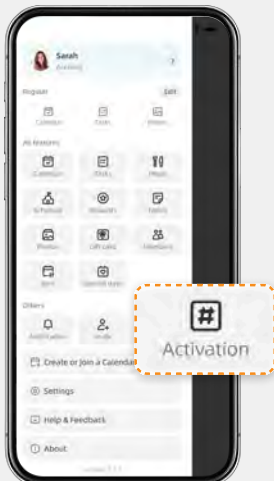
Once you create a calendar, an **8-digit activation code** is generated and linked to that calendar.

You can get the code in any of the following ways:

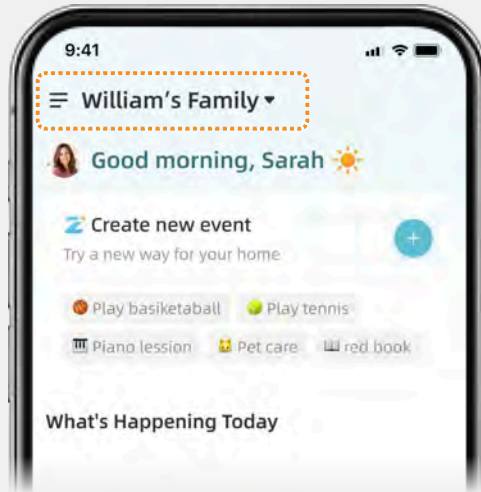
- 1 Quick Guide: The activation code appears in the Quick Guide after you create the calendar.



- 2 Side Navigation: In the Zical App, select the calendar, open the side navigation, and tap **“Activation”**.

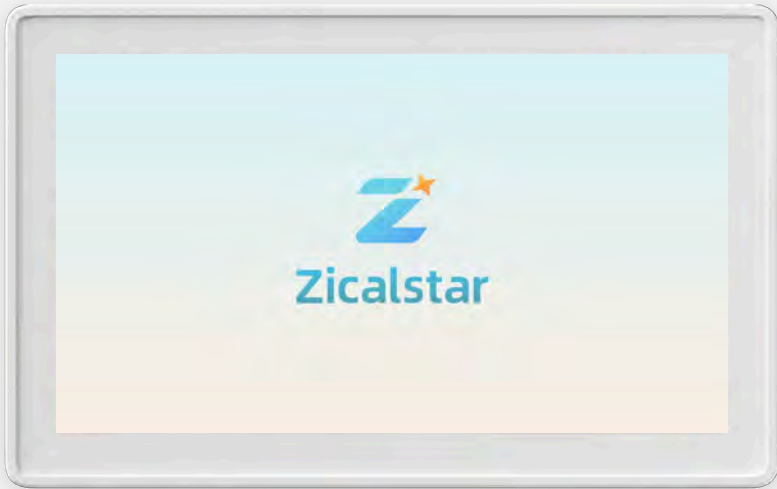


- 3 Home Page: Tap the **calendar name** at the top of the Home page to view the activation code.



2.1.5 Activate Your Home Display

- 1 Plug in the display and wait for the startup screen to appear.

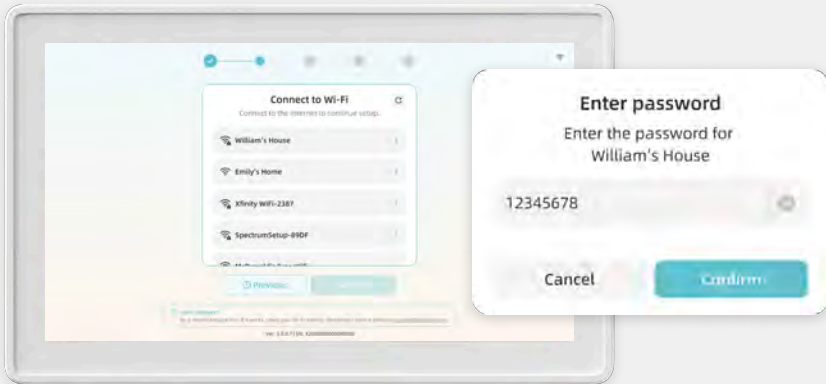


- 2 Choose your preferred language, then tap “Next.”



- 3 Select your Wi-Fi network, enter the password, and tap **"Next"** .

① *Note: Public Wi-Fi networks are not supported. Connect to a home Wi-Fi network instead. If you have trouble connecting, try a mobile hotspot. If the issue continues, contact Zicalstar Support.*

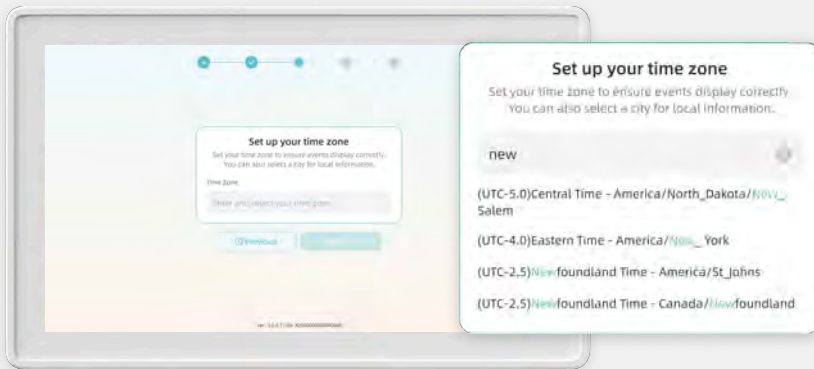


- 4 The display will check for software updates. This may take a few minutes. If an update is available, it will install automatically. Otherwise, the display will continue to the next step.



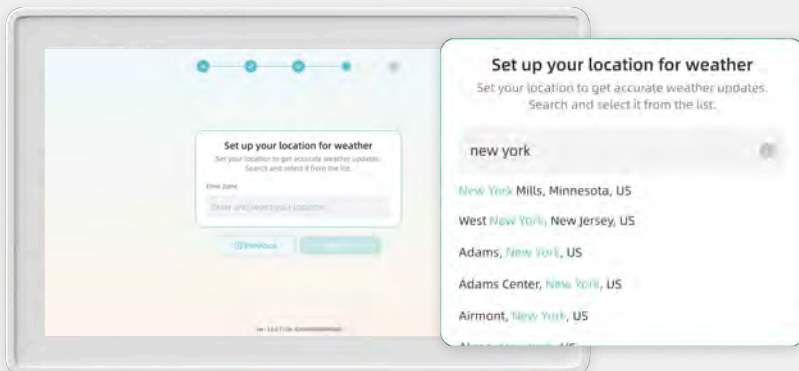
- 5 In the search field, enter a major city (such as New York), a time zone name (such as Eastern Time), or a UTC offset (such as -4). Select the correct time zone from the results, then tap **“Next”**.

① *Note: Not every city is listed. If your city does not appear, search for your time zone directly or select a listed city in the same time zone.*



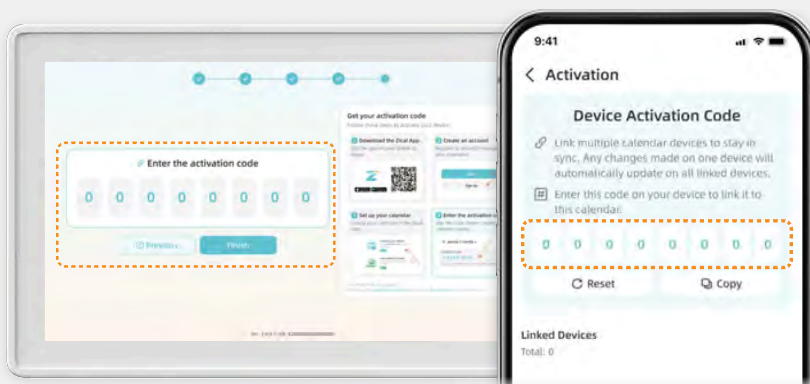
- 6 Enter your location in the search field, select it from the results, then tap **“Next”**.

① *Note: If your location is not listed, select the nearest available location or contact Zicalstar Support for help.*

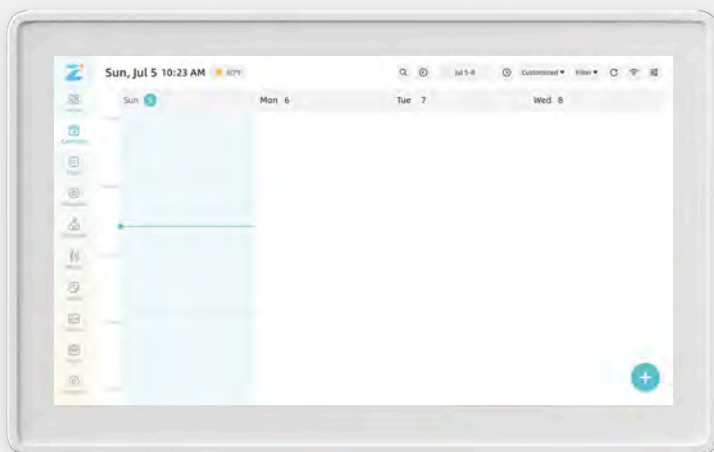


- 7 In the Zical App, select the calendar you want to display. Tap **“Activation”** in the side navigation, or tap the calendar name at the top of the Home page, to find its 8-digit activation code. Enter the code on the display, then tap **“Finish”**.

① *Note: The activation code links the display to the selected Zical calendar. Each Zical calendar has its own activation code.*



- 8 After activation, the display will open the Calendar screen automatically.



2.1.6 Activation FAQs

Why do I need the Zical App?

The app is where you set up and manage your Zical calendar. Use it to create or join calendars, find activation codes, invite family or friends, and connect calendars from other services.

Why do I need an activation code?

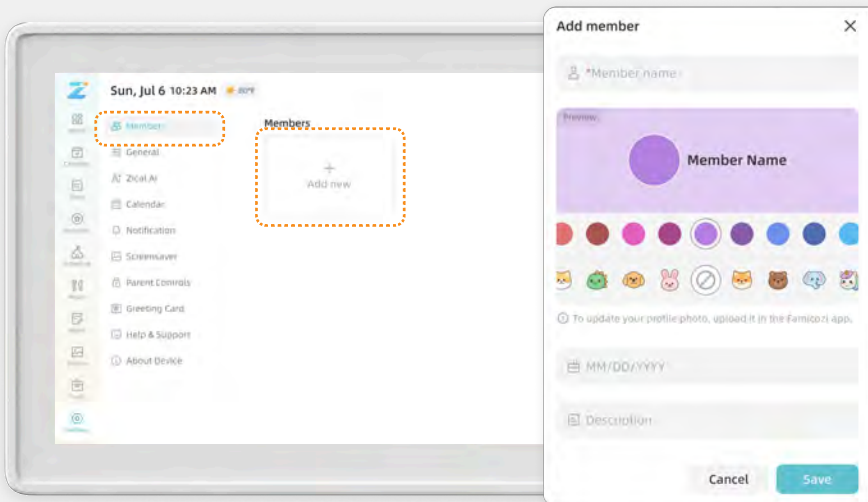
The activation code tells your home display which Zical calendar to show. After activation, the display shows the members, events, tasks, photos, and other content saved in that calendar.

■ 2.2 Complete Your Calendar Setup

Create family members, invite family or friends, and optionally connect an external calendar.

2.2.1 Create Family Members

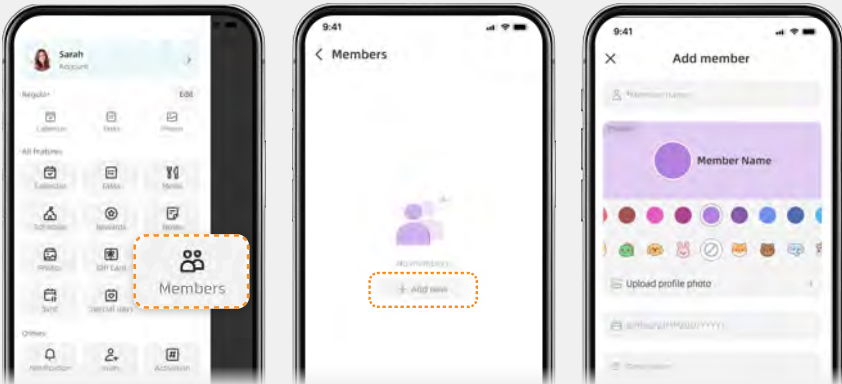
- On the home display, go to **Settings > Members**.



- In the Zical App, tap **“Members”** in the side navigation.

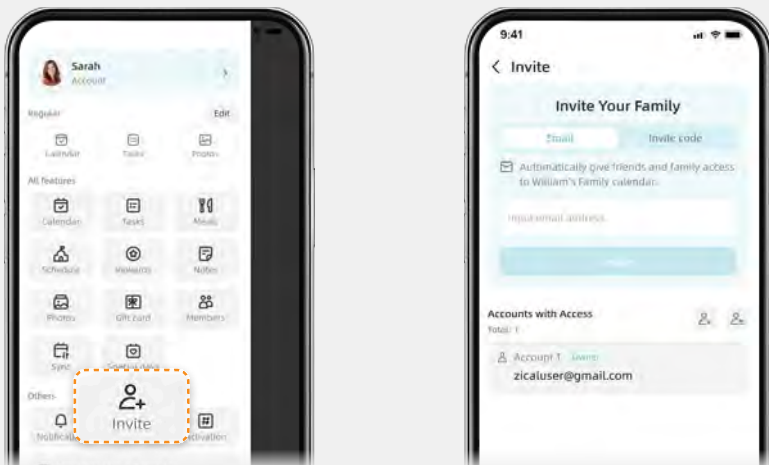
Create a Member profile for each person who needs a color or may be assigned events, tasks, schedule entries, or rewards.

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



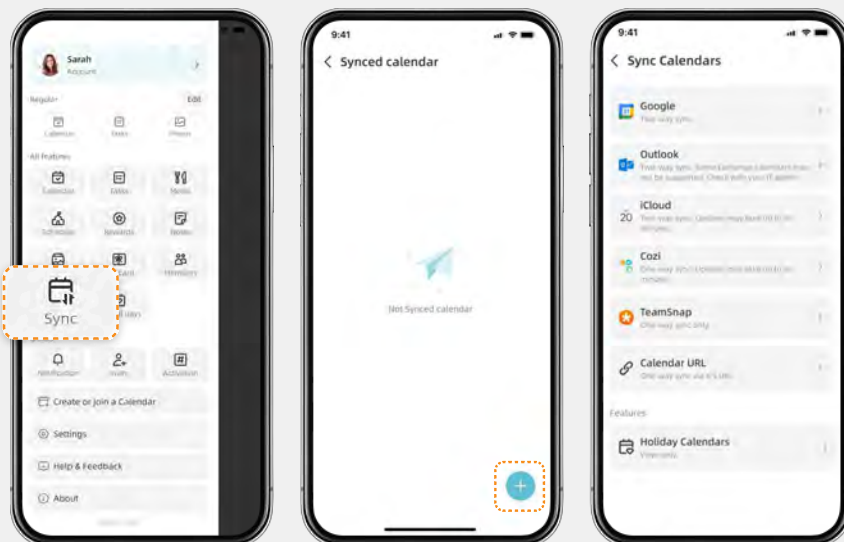
2.2.2 Invite Family or Friends

In the Zical App, tap **“Invite”** in the side navigation. Invite family members or friends who need their own login and access to the shared calendar.



2.2.3 Optional: Connect an External Calendar

In the Zical App, tap **“Sync”** in the side navigation. Connect Google, iCloud, Outlook, or another available calendar service if you want your existing events to appear in Zical. See [Chapter 6](#) for detailed instructions.



03

Manage Your Account

Manage Your Sign-In, Password, Profile Photo, And Account Settings.

■ 3.1 Accounts and Members

An Account is used to sign in to the Zical App with an email address. One Account can access multiple Zical calendars.

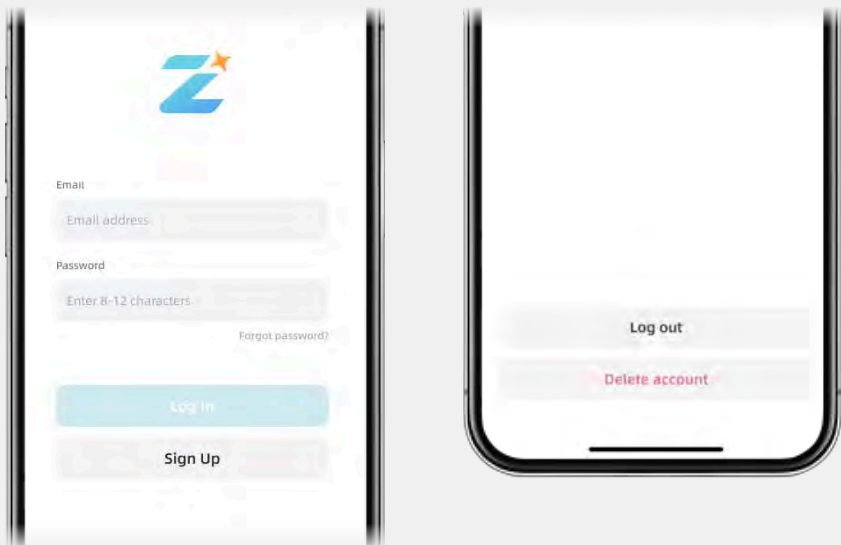
A Member is a family profile that belongs to a specific Zical calendar. It is used to organize events, tasks, and other content by person. Each Member can have a **name, color, avatar, and birthday**.

① *Note: Adding a Member does not create a Zical Account or give that person access to the calendar. To give someone access, invite their Account to the shared calendar.*

■ 3.2 Sign In and Sign Out

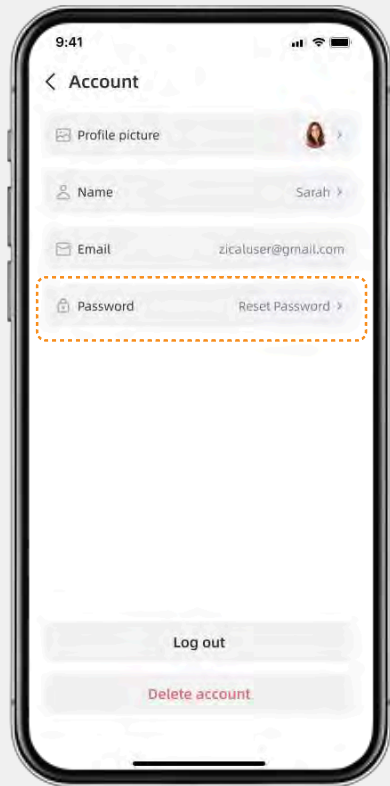
Sign in with the email address and password registered to your Zical account. To sign out, tap **“Account”** in the side navigation, then tap **“Log out.”**

① *Note: Enter your email address exactly as registered, including uppercase and lowercase letters.*

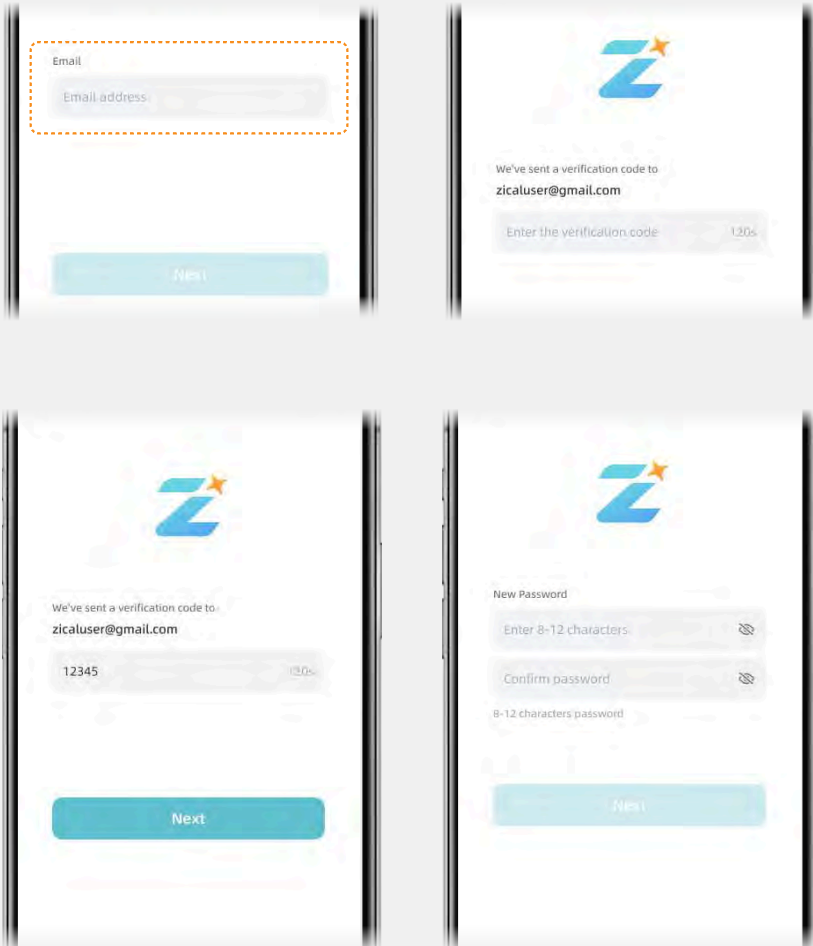


■ 3.3 Reset Your Password

- 1 On the sign-in screen, tap **“Forgot Password”** . If you are already signed in, tap **“Account”** in the side navigation, then select **“Reset Password”** .



- ② Follow the on-screen instructions: **enter the verification code sent to your email, create a new password, then sign in again.**

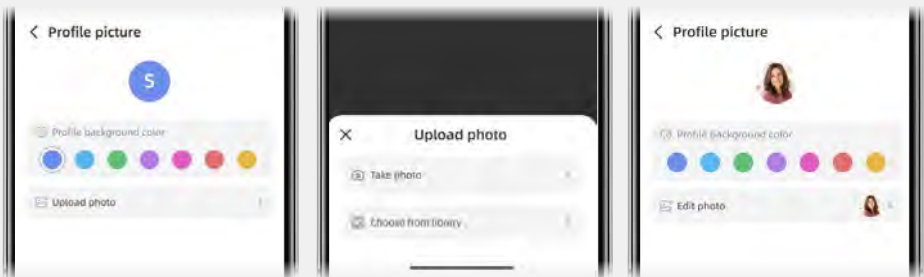
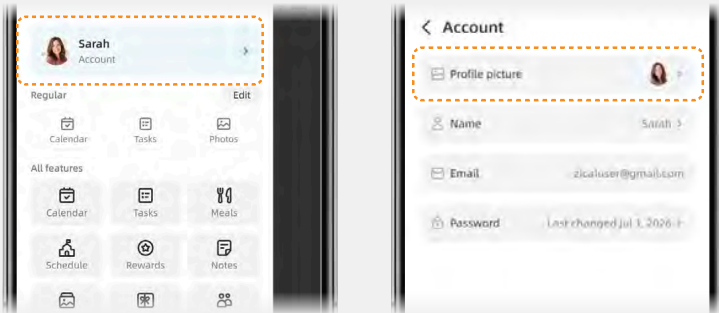


① *Note: If you do not receive the email, check your Spam, Junk, Promotions, and other filtered folders. If it still does not arrive, contact Zicalstar Support.*

■ 3.4 Change Your Account Profile Photo

In the Zical App, tap **“Account”** in the side navigation, then select **“Profile Picture”** to change your account photo.

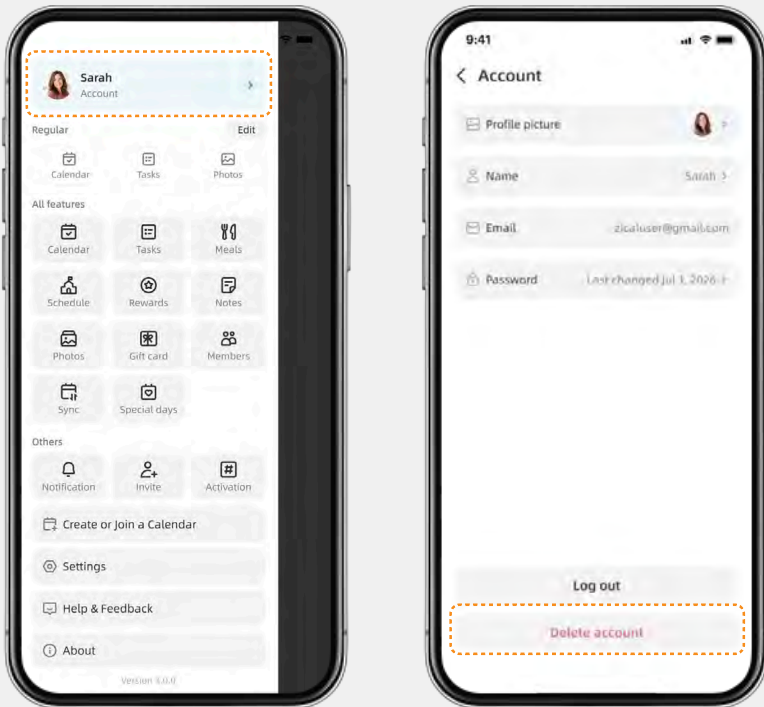
① *Note: Your account photo is separate from Member profile avatars. Changing it will not affect any Member profile avatars in your Zical calendars.*



■ 3.5 Delete Your Account

In the Zical App, tap “Account” in the side navigation, then select “Delete Account”.

- ① *Note: Account deletion is permanent and cannot be undone. If you own a shared calendar, transfer ownership before deleting your account.*



■ 3.6 Change the Account Email Address

You cannot change **the email address** linked to your account directly in the Zical App. To request a change, contact Zicalstar Support at support@zicalstar.com and provide your current email address and the new email address you want to use.

04

Manage Calendars And Sharing

Create And Share Calendars, And Choose Which One Appears On Your Home Display.

■ 4.1 Create a Zical Calendars

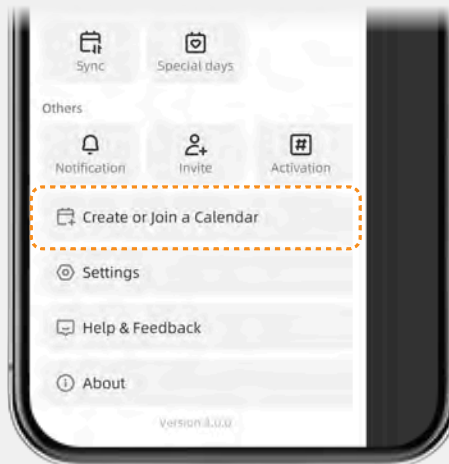
Create a Calendar

In the Zical App, open the calendar creation page in either of these ways:

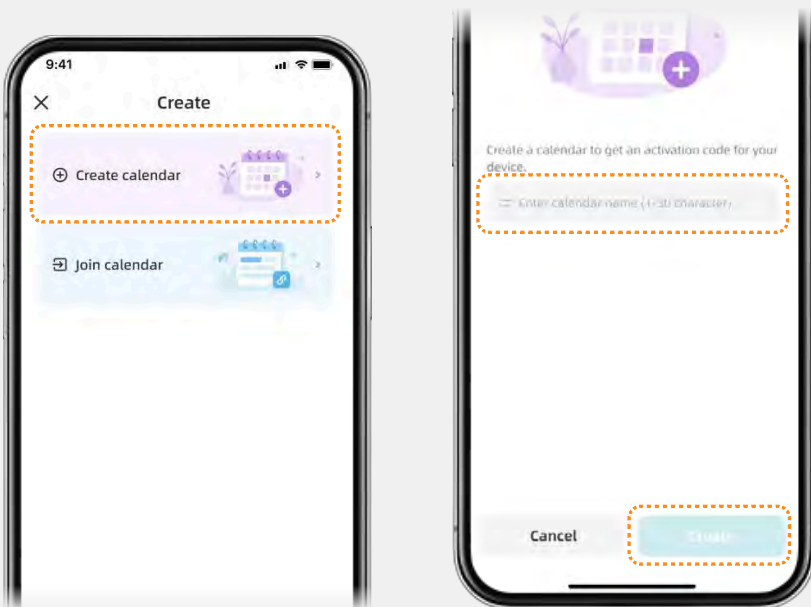
- Tap the calendar name at the top of the Home page, then tap **"Add New"** .



- Open the side navigation and tap **"Create or Join a Calendar"** .



Tap **“Create Calendar”** , enter a calendar name, then tap **“Create”** .



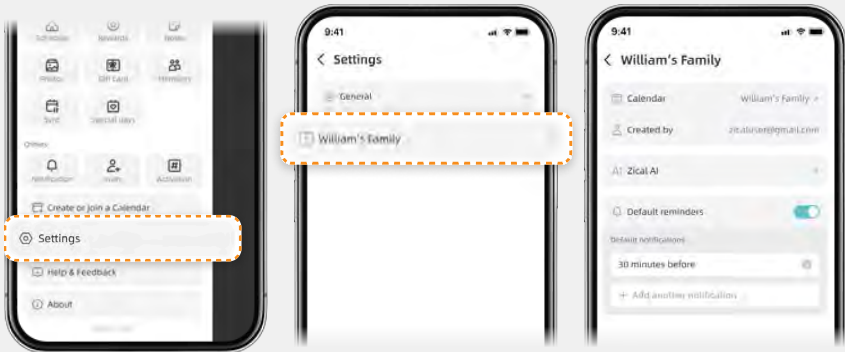
① Notes:

1. We recommend using one shared Zical calendar per household. Connect each family member's Google, Apple, or other external calendar to it and assign the calendar to the corresponding Member. You can then use the Member tabs to view each person's schedule separately.
2. A home display can be connected to only one Zical calendar at a time. Content from other Zical calendars will not appear or sync on the current home display.

■ 4.2 Change Calendar Settings

In the Zical App:

Open the side navigation and tap **“Settings”**. Select the calendar you want to manage. From there, you can change the calendar name and manage other calendar-specific settings.



On the home display:

Go to **“Settings”** > **“Calendar”**. From there, you can manage common calendar settings, such as the week start day, calendar view, weekend shading, and default reminders.

① *Note: The calendar name can be changed only in the Zical App.*

