

C16 Getting Started

A01 Set Up Your Family Calendar: From Unboxing to the Dashboard

Follow this guide to set up your Leaderhub Family Calendar Family Calendar for the first time, from installation to completing the initial settings and getting familiar with the Dashboard.

1. Unbox and Install Your Family Calendar

After unboxing your Family Calendar, scan the installation QR code provided with the product to watch the installation video.

The video will guide you through the correct installation and placement of your Family Calendar.

Installation Video



Scan the QR code to watch the Family Calendar installation guide.

Once installation is complete, continue with the on-screen setup on your Family Calendar.

2. Getting started with Leaderhub Family Calendar

When you first launch the calendar, you'll need to set it up.

1

Select device language

English (United State)



English (United Kingdom)



English (Canada)



English (United kingdom) / Deutsch (Deutschland)



Deutsch (Deutschland)



Español (España)



Italiano (Italia)



日本語 (日本)



2

Connect to network

Zeasn-oversea
Connected

Galaxy F52 5G



Amazing-ZEASN-Beijing



dd-wrt-5GHz



cde3vfr45tgbnhyjm6l-r49586mmmmmm



MeetingRoom_2101309869



bmgktiur099284_jgmmllo9



QA5G



3

Date and time

Set time zone

America / New York (-04:00) >

Auto sync date & time



Set date

February 09, 2024 >

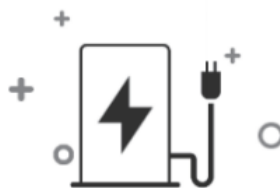
Set time

09:00 AM >



4

Welcome



Do not turn off the power during operation.

3s

1. Select a language. This will be the language used in Whale Framely.

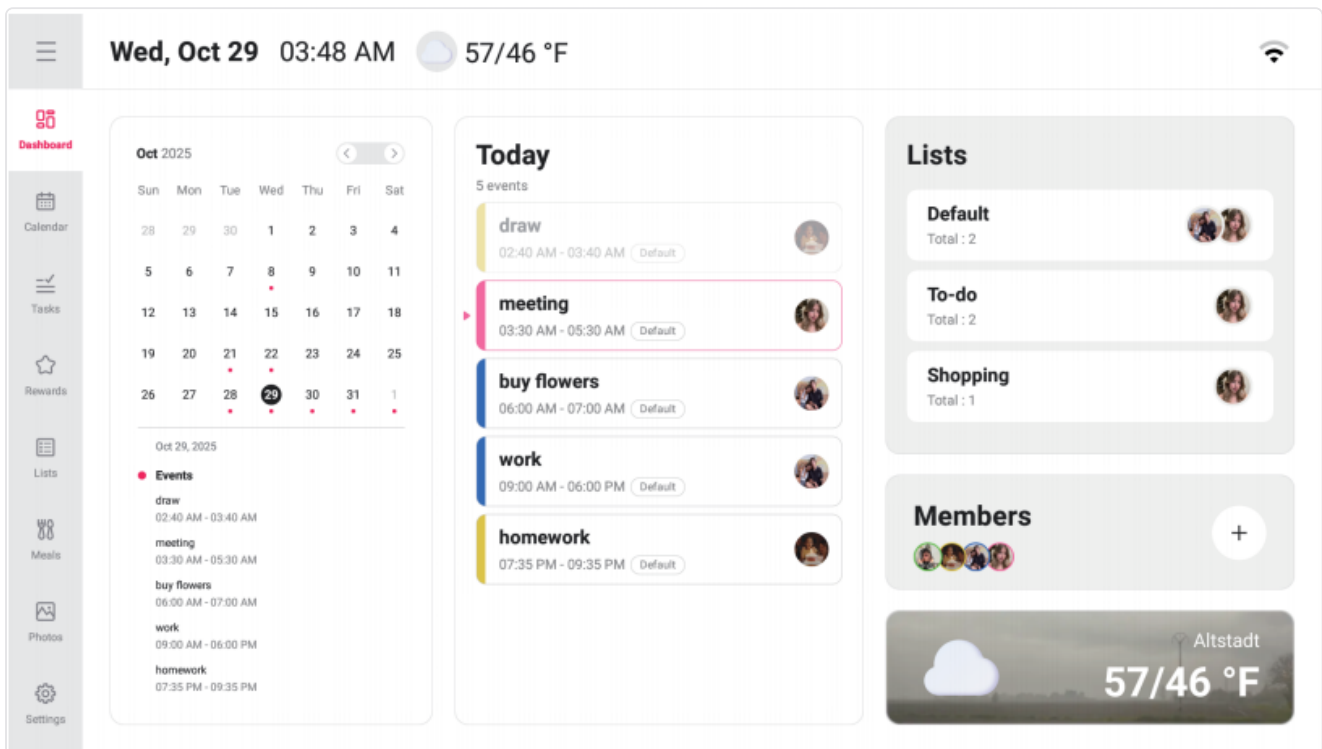
2. Connect the calendar to the internet via Wi-Fi.
3. Set the date and time and adjust the time zone if necessary.

Whale Framely may prompt you to upgrade to the latest version. If prompted, it's recommended to upgrade the calendar before proceeding.

Add family members to easily share and track their events!

3. Get to Know the Dashboard

After setup is complete, the Dashboard gives you a quick overview of your family's schedule and shared activities. You can quickly view today's events, monthly schedules, lists, members, and other family information.



A02 Connect and Manage Your Family Calendar in the Whale Framely App

1. Download the Whale Framely App



Download the App by scanning the QR code.



Log in to the appropriate store to download the free app.

- Android: Search for "[Whale Framely](#)" on Google Play.
- IOS: Search for "[Whale Framely](#)" on App Store.

2. Sign in to the App

The Whale Framely App supports the following sign-in options:

- Visitor Account
- Email Account
- Third-party Account

Warning: To prevent unexpected data loss, we highly recommend registering with an Email or Third-party Account to ensure your family schedule, tasks, and bind relations are securely saved in the cloud.

With an Email Account, your account information is retained in the cloud.

Third-party sign-in supports Facebook, Google, and Apple ID.

3. Connect Your Family Calendar to the App

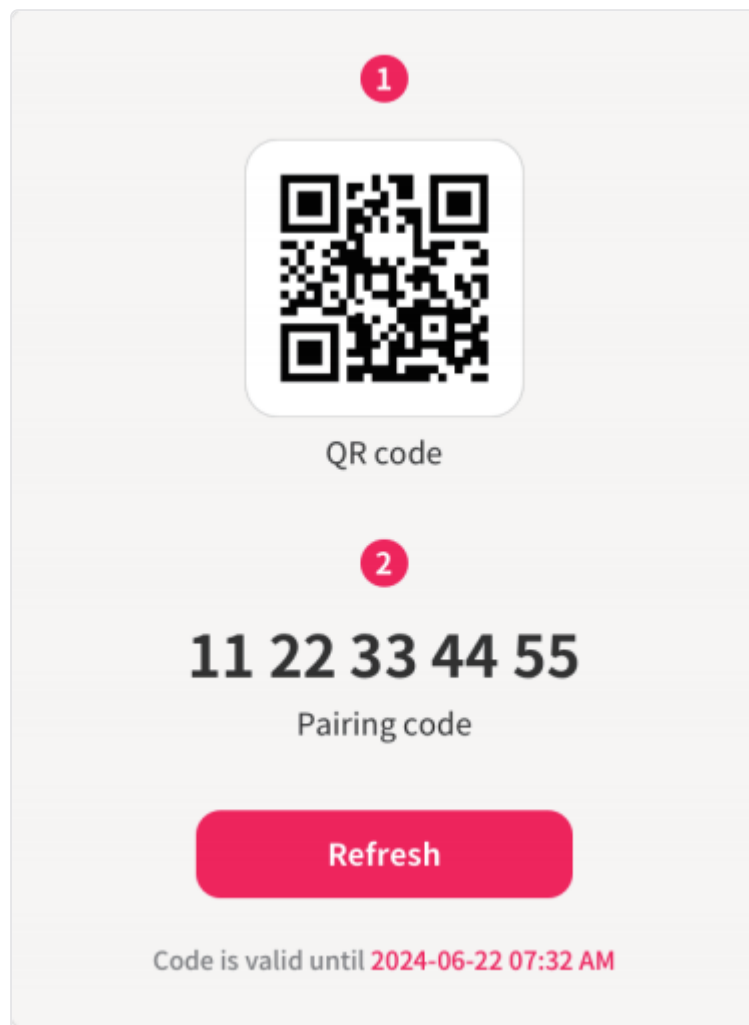
Before connecting your Family Calendar, make sure:

1. Your Family Calendar is connected to the internet.
2. The Whale Framely App is installed on your phone.

When you open the connection page on your Family Calendar, the device will generate a QR code and pairing code. The pairing information is valid for 48 hours.

To connect your Family Calendar:

1. Open the Whale Framely App.
2. Go to Devices.
3. Scan the QR code displayed on your Family Calendar, or enter the pairing code manually.
4. Follow the on-screen instructions to complete the connection.

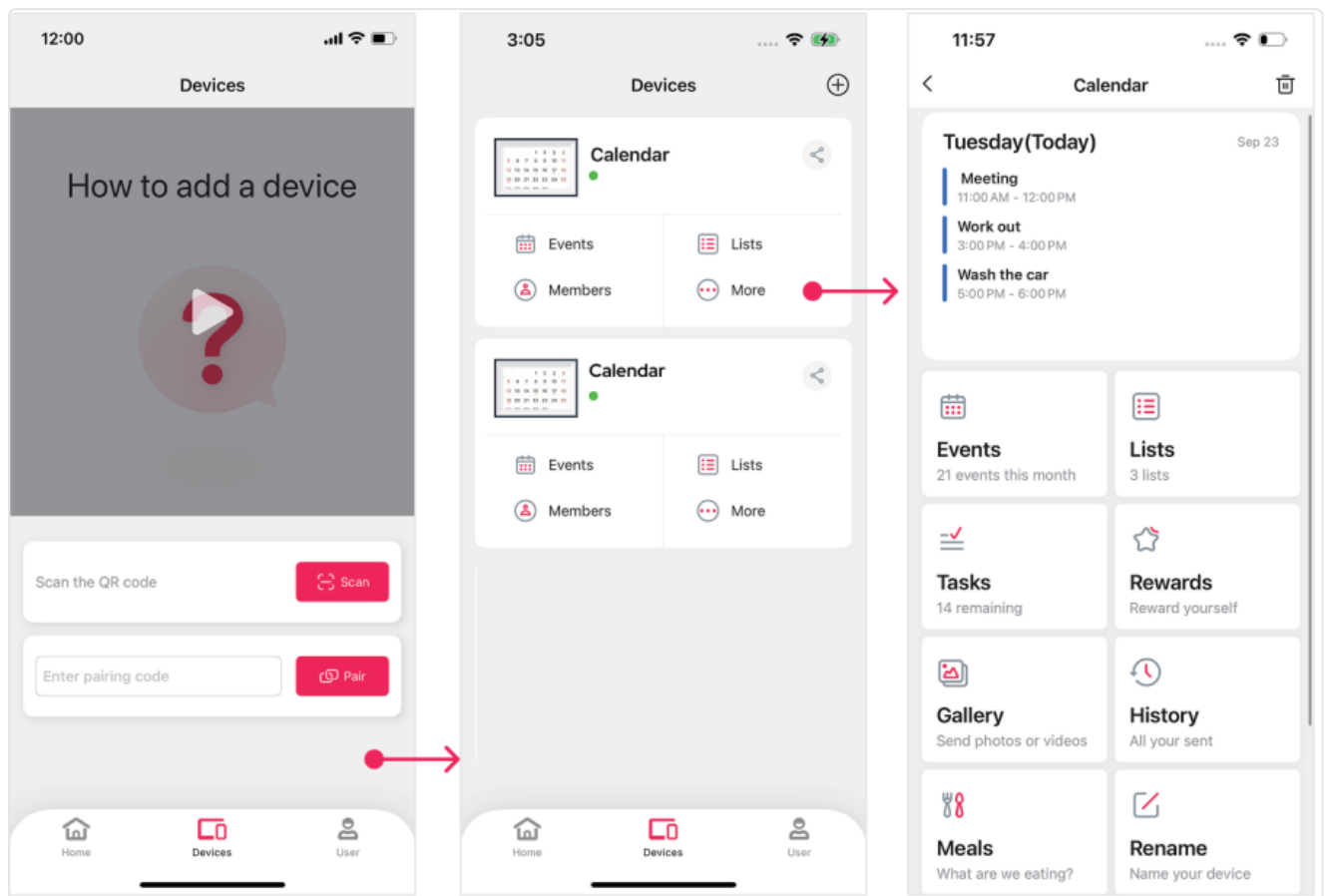


Once your Family Calendar is successfully connected, it will appear on the Devices page in the app.

From the Devices page, you can select your Family Calendar and access features such as:

- Events
- Lists
- Tasks
- Rewards
- Gallery
- Meals
- Members
- Rename

If you have more than one Family Calendar, you can also switch between connected devices from the Devices page.



4.Rename Your Family Calendar

The rename feature allows you to set an alias for your device for easy identification.

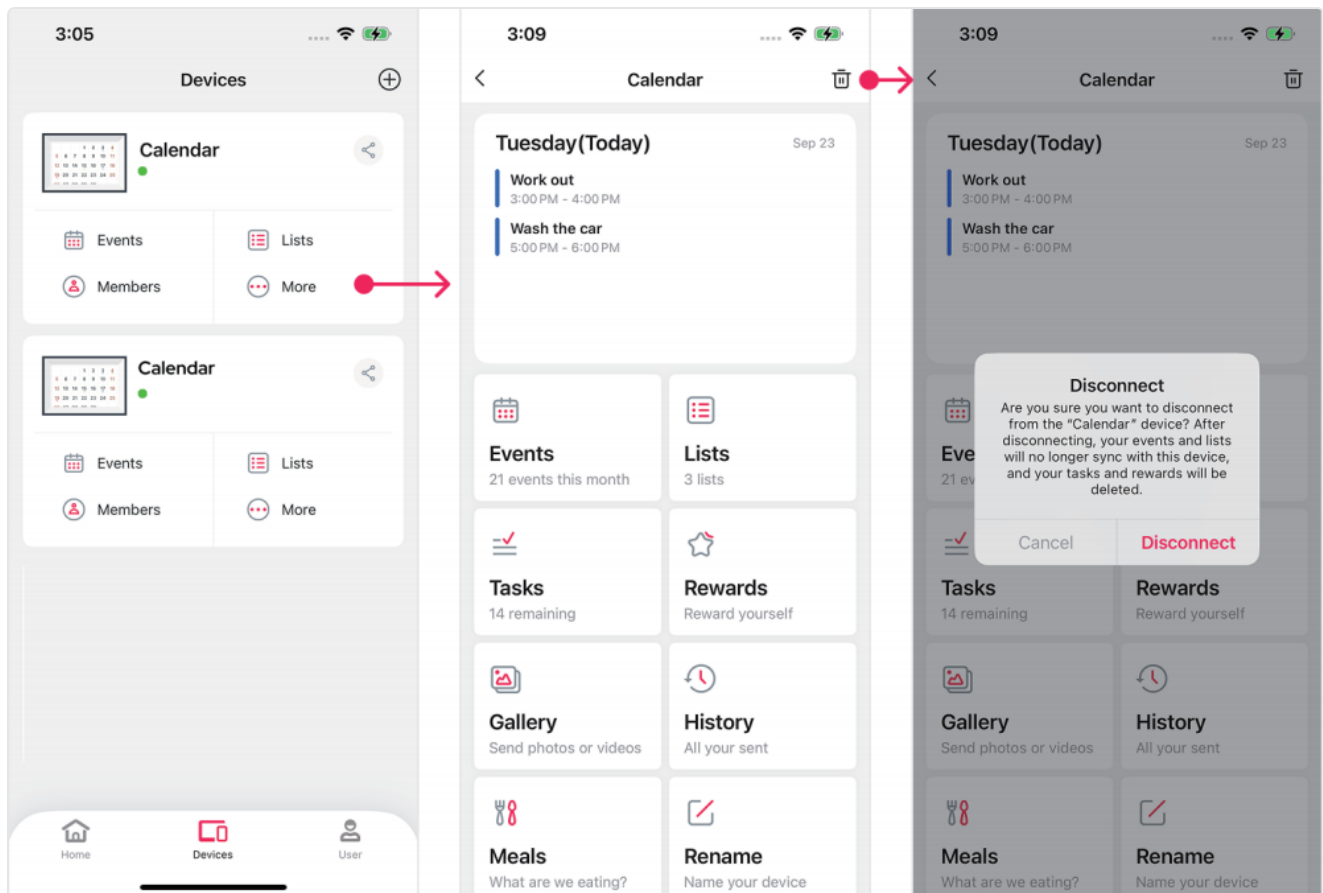
Tip: Setting an alias in the Whale Framely App will prioritize the App-side name. Any subsequent name changes made on the Family Calendar device itself will no longer sync back to the App.

5.Unbind a Family Calendar

If you no longer need a connected Family Calendar, you can remove it from the Whale Framely App:

1. Open Devices.
2. Select the Family Calendar you want to remove.
3. Tap the delete icon in the upper-right corner.
4. Review the confirmation message and tap Unbind.

Note: After the device is unbound, events previously created on that calendar will no longer sync with the app.



A03 Add and Manage Family Members

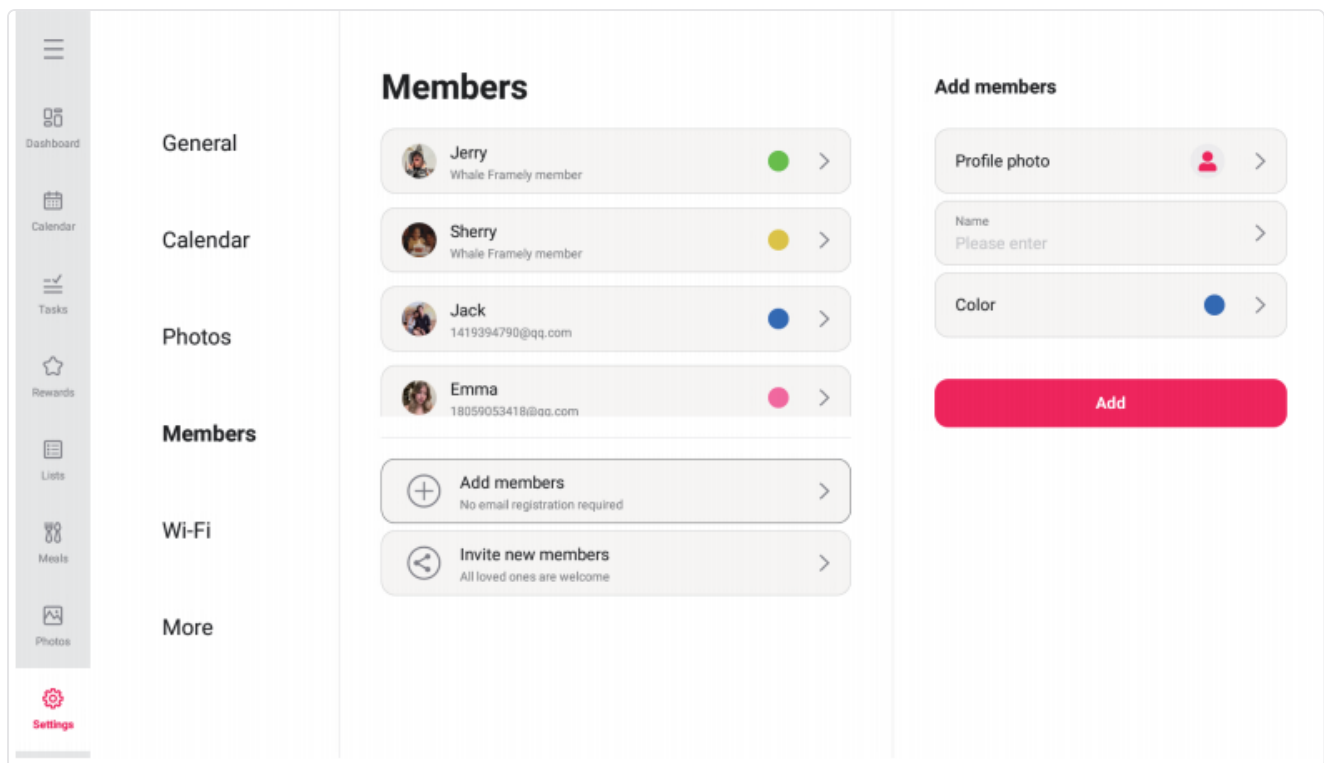
You can add a family profile for someone who does not have an app account, such as a child, or invite another person to join and manage the calendar through the Whale Framely App.

1.Add a Family Member

You can create a family member profile directly on your Family Calendar.

Add Member: Open Settings on your Family Calendar. Select Members, then tap Add member.

Once the member is added, you can create events and other family activities for them.



2.Invite a Family Member

Open Settings on your Family Calendar. Select Members, then tap Invite new member.

1



QR code

2

11 22 33 44 55

Pairing code

Refresh

Code is valid until 2024-06-22 07:32 AM

Steps

- Download & sign up**
Click "**Whale Framely**" and scan the QR code with your phone to download the free app.
- Add new member**
Using the app, you can conveniently add new members to the device by scanning the QR code on the left or entering the device's pairing code.
- Manage your household affairs**
Synchronize tasks and checklists anytime, anywhere to efficiently organize work and life.

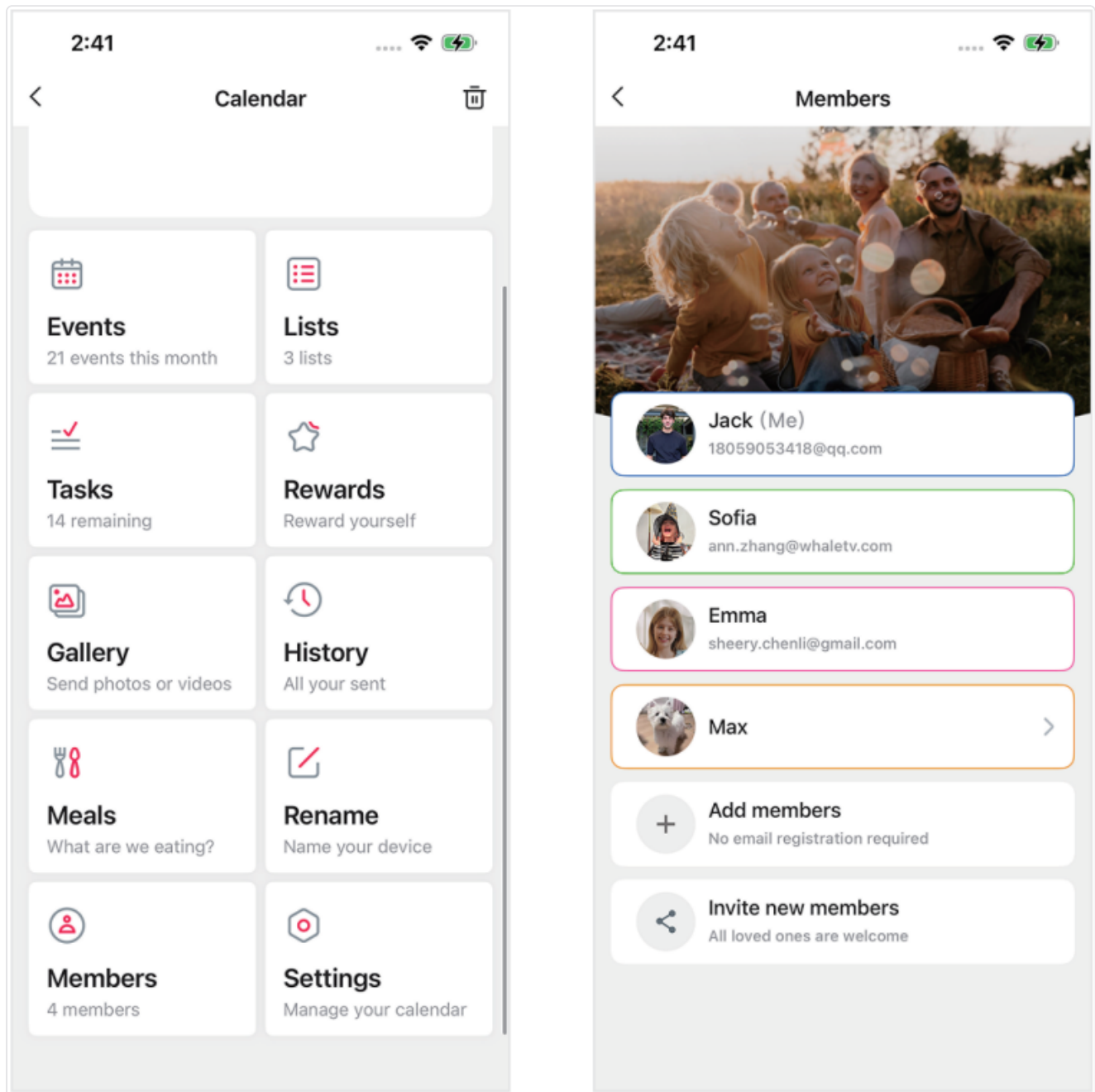
3.View Family Member Information

In the Whale Framely App, open Members to view the family members connected to the selected Family Calendar.

You can view information such as:

- Profile photo

- Name
- Email
- Member color



4. Understand Member Permissions

Member permissions are different on the Family Calendar and in the Whale Framely App.

On the Family Calendar

After members are added, all members can operate the device and perform management actions, including adding, deleting, and editing users.

In the Whale Framely App

Permissions are more limited. Users can add, delete, and edit their own account and virtual members.

For other real members, users can view their information but cannot modify it.

Note: Since all registered members can manage users directly on the Family Calendar screen, please guide children on device usage to prevent accidental deletion or modification of family member profiles.

5.Remove a Family Member

If a family member no longer needs access, you can unbind them.

After a member is unbound, the account connection will be removed and the associated content will no longer be displayed.