**Skylight 272BGBA**

# Skylight Calendar Max 27-Inch Smart Digital Calendar Instruction Manual

Model: 272BGBA | Brand: Skylight

## 1. INTRODUCTION

Welcome to the Skylight Calendar Max, your central hub for family organization. This 27-inch HD touchscreen display is designed to simplify your family's schedule, tasks, and communication. It offers seamless integration with popular calendar services and provides intuitive tools for managing daily routines.
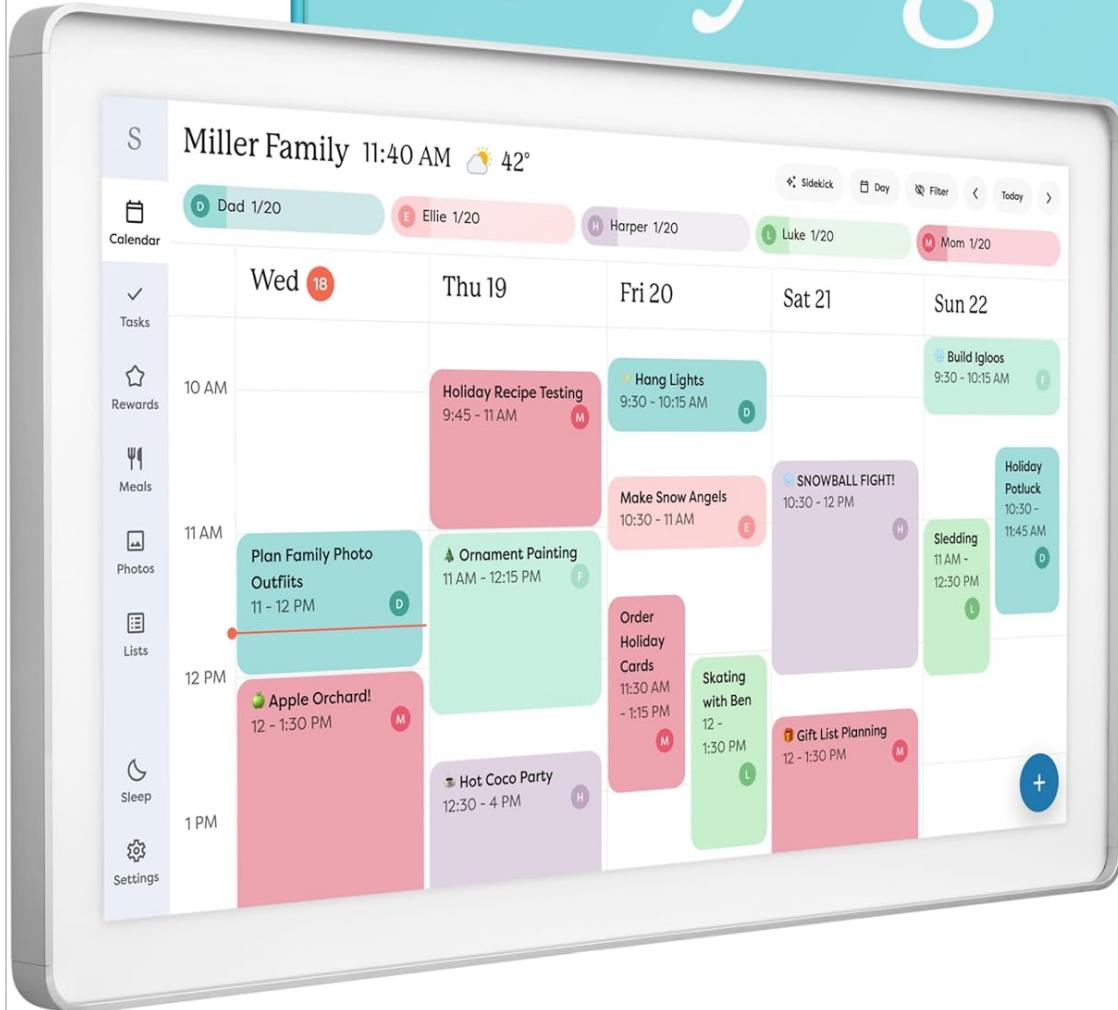
Image: The Skylight Calendar Max, a 27-inch smart digital calendar, showcasing a detailed family schedule with color-coded events and tasks.

## 2. KEY FEATURES

- **27-Inch HD Touchscreen Display:** A large, vibrant display that automatically adjusts between portrait and landscape orientations.
- **Effortless Calendar Syncing:** Connects to Wi-Fi and syncs events from Google, Apple, Outlook, Yahoo, and Cozi calendars.
- **Integrated Chore Chart & Daily Planner:** Tools to assign chores, track tasks, and manage family routines.
- **Mobile App Access:** Edit and manage your calendar on the go using the free Skylight mobile application.
- **Modern Design & Easy Installation:** Designed for wall mounting in either portrait or landscape, with swappable frame styles.
- **Optional Plus Plan:** Unlocks premium features such as Magic Import, photo screensaver, meal planning, and stars & rewards.

Image: The Skylight Calendar Max highlighting its comprehensive organization features, including calendar syncing, chore charts, custom lists, meal planning, and app access.

## 3. SETUP AND INSTALLATION

### 3.1 Unboxing and Initial Power-On

1. Carefully remove the Skylight Calendar Max from its packaging.
2. Connect the provided NA adapter to the device and plug it into a power outlet.
3. The device will power on automatically. Follow the on-screen prompts to complete the initial setup, including Wi-Fi connection.

### 3.2 Mounting Options

The Skylight Calendar Max can be mounted in either portrait or landscape orientation. A mounting guide is included to assist with installation. Ensure the mounting surface is suitable to support the device's weight (approximately 22.7 pounds).
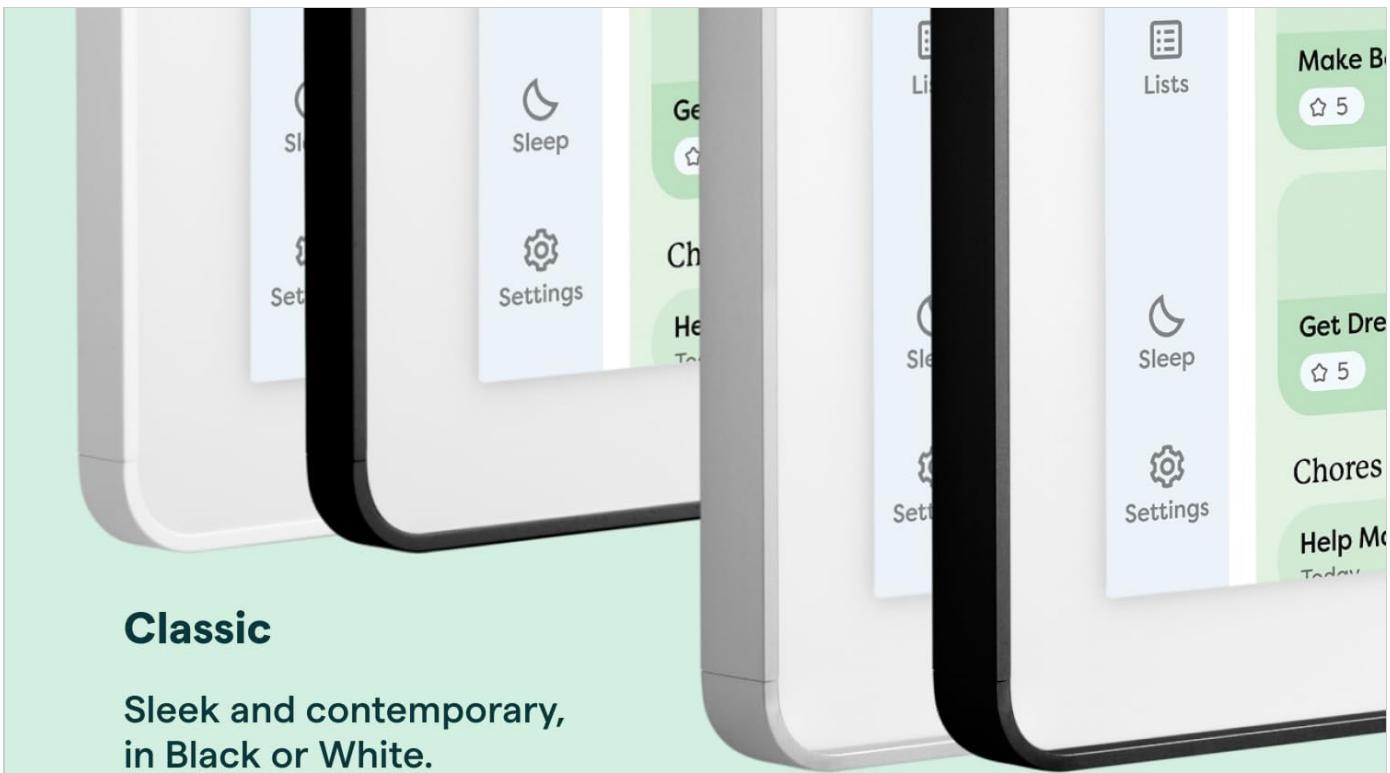
**Classic**

Sleek and contemporary, in Black or White.

**Shadowbox**

Encased in 100% aluminum, in Brushed Aluminum or Charcoal.

**Pick Your Style**

Removable snap frames keep things stylish, and complement any room or home.

Image: The Skylight Calendar Max showcasing various frame styles, including Classic and Shadowbox options, which are removable and magnetic.

### 3.3 Swappable Frame Styles

The device features swappable magnetic frame styles, allowing for customization to match your home decor. To change the frame, gently pull it away from the device. The new frame will snap into place magnetically.

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Video: Demonstration of installing and changing the magnetic snap frames on the Skylight Calendar Max, showing both portrait and landscape orientations.

## 4. OPERATING INSTRUCTIONS

### 4.1 Calendar Management

- **Syncing Calendars:** Access the settings menu to link your Google, Apple, Outlook, Yahoo, or Cozi calendars. Events will automatically populate on the display.

- **Adding Events:** Tap the '+' icon on the screen or use the Skylight mobile app to add new events.
- **Viewing Options:** Switch between daily, weekly, and monthly views using the navigation options on the display.
- **Color-Coding:** Assign different colors to family members or event types for easy visual organization.



Image: The Skylight Calendar Max demonstrating its ability to seamlessly auto-sync events from various popular calendar platforms.

## 4.2 Chore Chart and Tasks

- **Creating Tasks:** Use the 'Tasks' section to create individual or recurring chores for family members.
- **Tracking Progress:** Family members can mark tasks as complete directly on the touchscreen.
- **Rewards System (Plus Plan):** With the optional Plus Plan, set up a rewards system to motivate task completion.
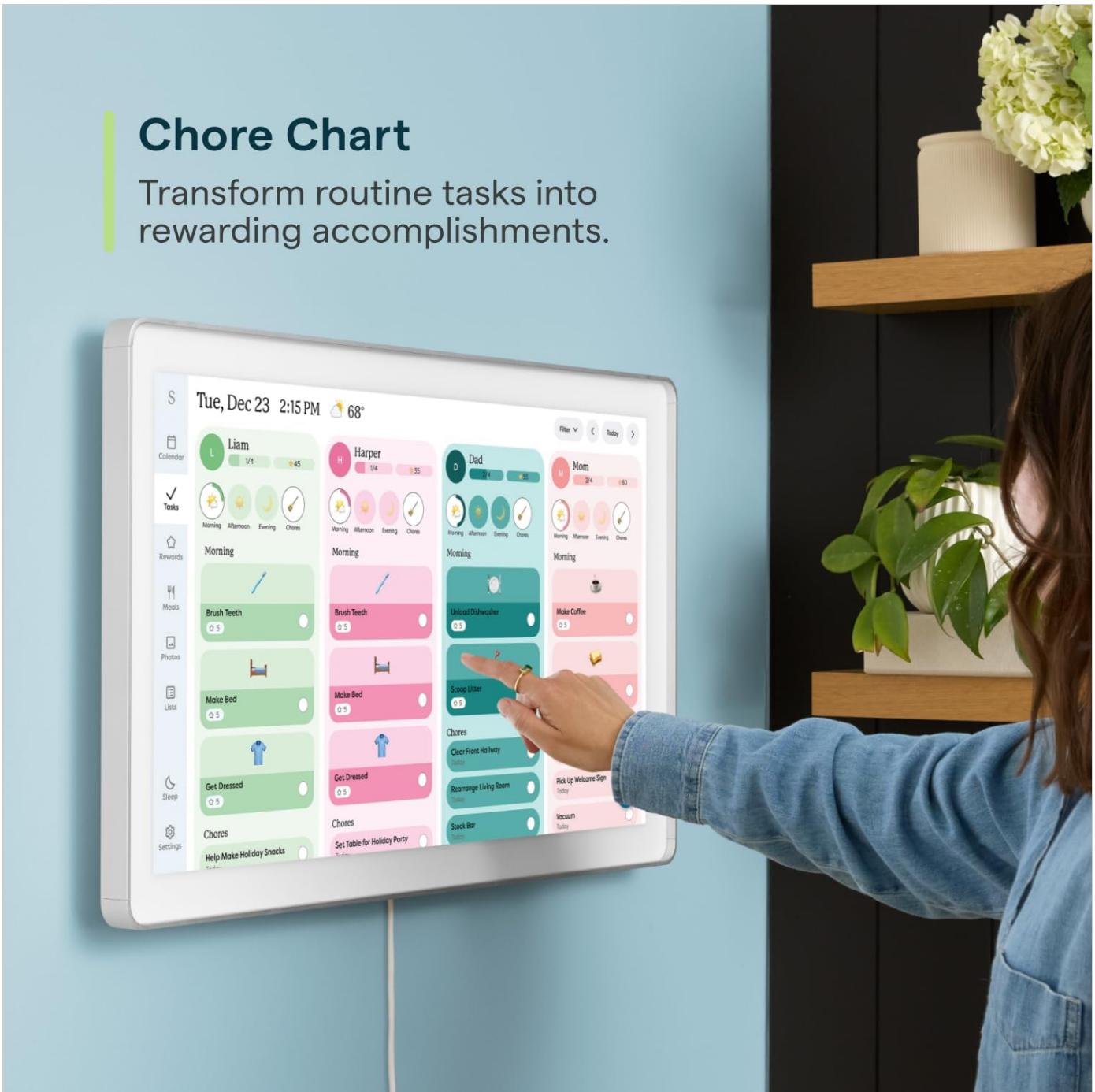
Image: The Skylight Calendar Max showing a digital chore chart, allowing users to assign and track tasks for various family members.

### 4.3 Meal Planning and Recipes (Plus Plan)

The optional Plus Plan includes features for meal planning and recipe management. Plan your meals for the week and access stored recipes directly on the device.

### 4.4 Photo Screensaver (Plus Plan)

Transform your Calendar Max into a digital photo frame. Upload photos via the mobile app, and the device will display them as a screensaver when not actively in use. This feature is available with the optional Plus Plan.

### 4.5 Mobile App Usage

Download the free Skylight mobile app to manage your calendar, tasks, and other features from any location. The app provides real-time updates to your Calendar Max.
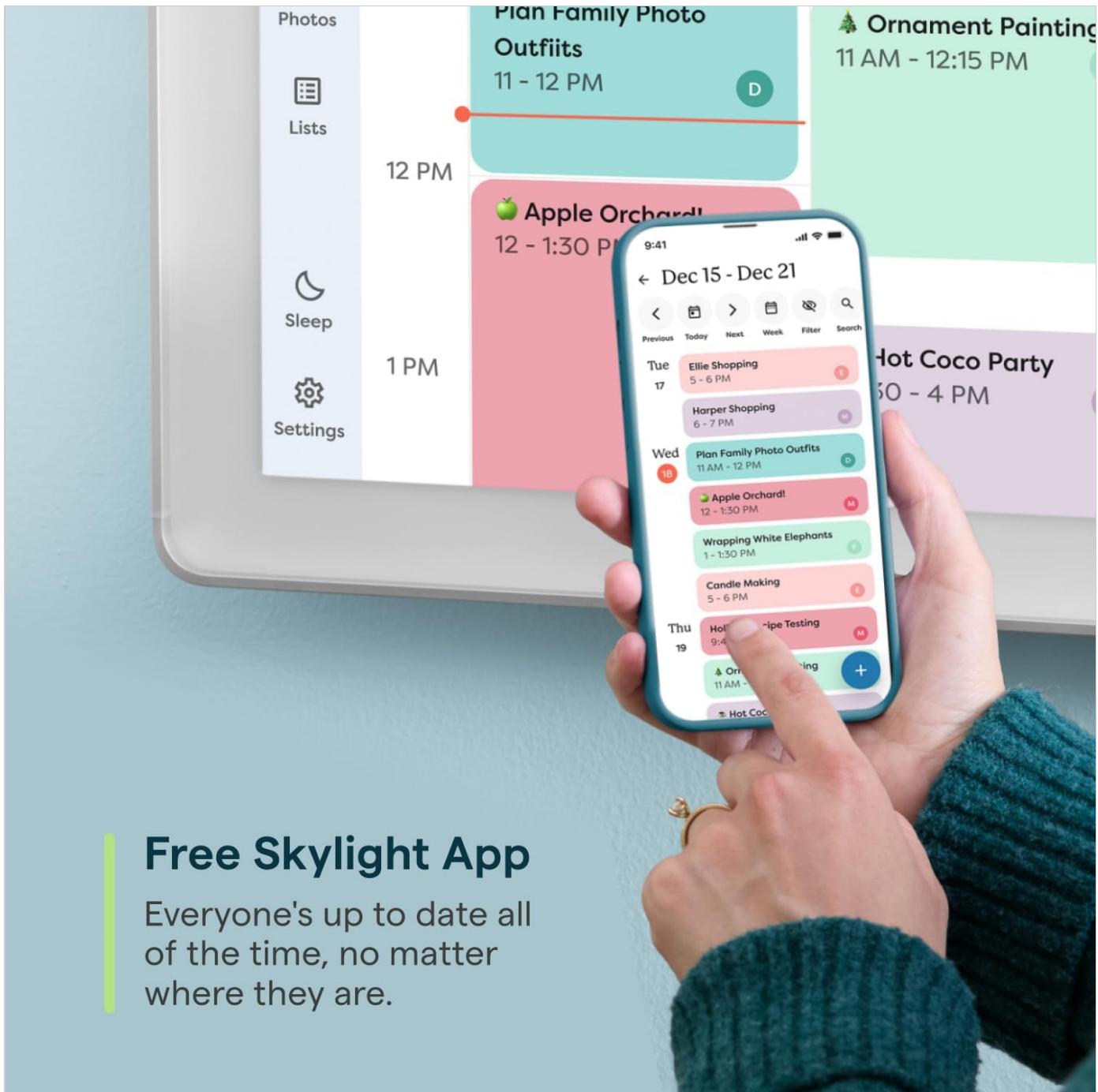
Image: A smartphone displaying the Skylight mobile app, demonstrating how users can manage their calendar and tasks remotely, with updates reflected on the main device.

## 5. MAINTENANCE

- **Cleaning the Screen:** Use a soft, lint-free cloth to gently wipe the touchscreen. For stubborn smudges, slightly dampen the cloth with water or a screen-safe cleaner. Avoid harsh chemicals.
- **Software Updates:** The device automatically receives software updates to ensure optimal performance and access to the latest features. Ensure your device is connected to Wi-Fi for updates.
- **Power Cycle:** If the device becomes unresponsive, unplug it from the power outlet, wait 10 seconds, and then plug it back in to perform a power cycle.

## 6. TROUBLESHOOTING

- **Device Not Powering On:** Ensure the power adapter is securely connected to both the device and a working power outlet.

- **Wi-Fi Connection Issues:** Verify your Wi-Fi network is active and the password is correct. Try restarting your router and the Calendar Max.
- **Calendar Not Syncing:** Check the sync settings within the device and the Skylight mobile app to ensure your external calendars are correctly linked and permissions are granted.
- **Unresponsive Touchscreen:** Perform a power cycle as described in the Maintenance section. If the issue persists, contact Skylight support.

For further assistance or issues not covered here, please refer to the support section on the official Skylight website or contact customer service.

## 7. SPECIFICATIONS

| Brand | Skylight |
|---|---|
| **Model Number** | 272BGBA |
| **Display Size** | 27 inches |
| **Display Type** | HD Touchscreen |
| **Dimensions (Package)** | 30 x 20 x 4.5 inches |
| **Item Weight** | 22.7 pounds |
| **Color** | Aluminum |
| **UPC** | 860011834342 |
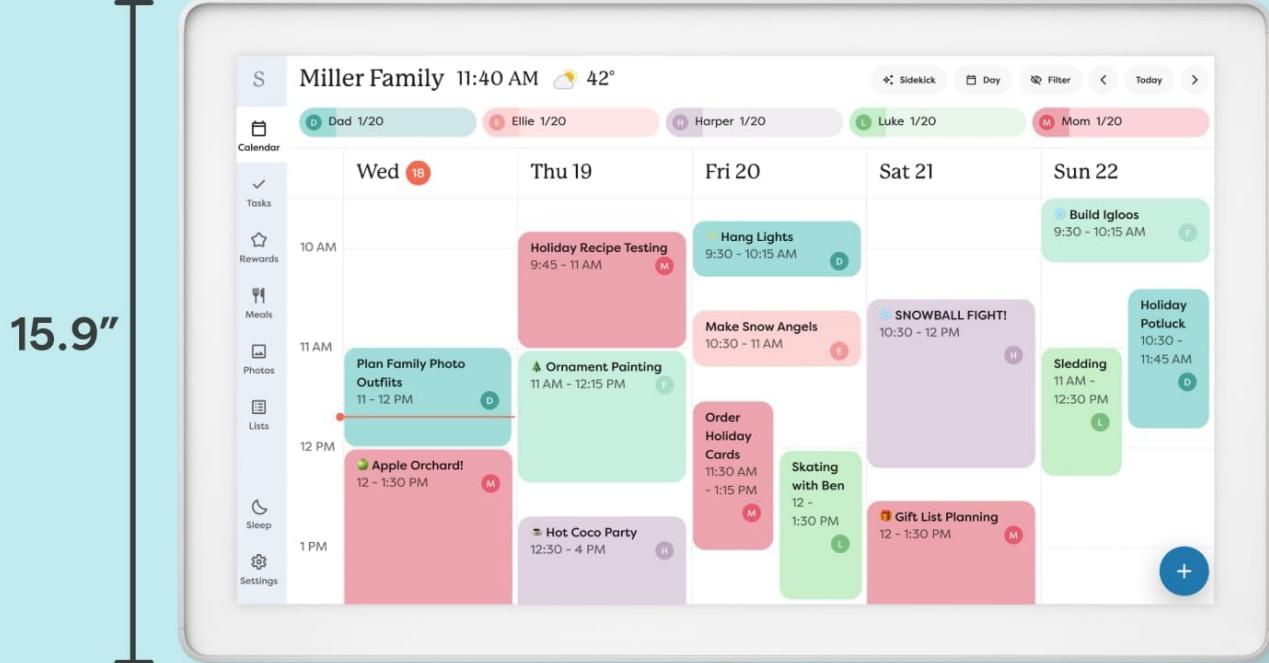
Image: The Skylight Calendar Max with overlaid dimensions, illustrating its 27-inch HD touchscreen size.

## 8. WARRANTY AND SUPPORT

For information regarding product warranty, please refer to the documentation included with your purchase or visit the official Skylight website. For technical support, troubleshooting assistance, or general inquiries, please contact Skylight customer service through their website or the contact information provided in your product documentation.
You can visit the Skylight Store for additional product information and resources.

**Related Documents - 272BGBA**

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|---|---|
|  | **Skylight Calendar Quick Start Guide**<br>A quick start guide for the Skylight Calendar, covering features, setup instructions, getting started, Wi-Fi connection, activation, syncing, and troubleshooting. |
|  | **Skylight Calendar Quick Start Guide: Setup, Features, and Syncing**<br>Comprehensive quick start guide for the Skylight Calendar by LEADER ELECTRONICS INC. Learn about features, connecting to WiFi, activation, syncing online calendars, and troubleshooting. |
|  | **Skylight Frame Start Guide and Skylight Plus Features**<br>A comprehensive guide to setting up and using the Skylight Frame, including features of the Skylight Plus plan and important legal disclaimers. |
|  | **Skylight Frame Start Guide: Setup, Features, and Usage**<br>Comprehensive guide for setting up and using the Skylight Frame digital photo display, including Wi-Fi connection, photo sharing via email, and key features. |
|  | **Skylight Frame 10-inch WiFi Digital Photo Frame Quick Start Guide**<br>This Quick Start Guide provides instructions for setting up, activating, and using your Skylight Frame 10-inch WiFi Digital Photo Frame. Learn about its features, how to send photos, connect to WiFi, and access settings. Includes legal and compliance information. |
|  | **SKYLIGHT WiFi Controlled Luminaires Connection Manual**<br>A guide to connecting SKYLIGHT WiFi controlled luminaires, including HYPERSPOT F/R and HYPERBAR models, using AP and WLAN connection modes via the SL Control app. |