Zeno Home: Household Organizer

Quick start

Five steps to start

Zeno Home works for a family with kids, adults sharing a home, or one person. Kid features are optional.

1. **Sign in.** Open Zeno Home. Tap **Continue with Google** or **Continue with Apple**, or type your email address and tap **Email me a sign-in link**.
2. **Choose a PIN and start.** Type **Your name**. Choose a 4-digit PIN and type it again. Tap **Start now** to open Home with only you, or **Set it up my way** to enter people, school, activities and responsibilities first.
3. **Add your people.** Open the gear on Home, then **People & devices**, then **+ Add someone**. Choose **Adult**, **Kid**, **Guardian** or **Guest** and type the name. Adults-only households offer **Adult** and **Guest**.
4. **Add responsibilities.** Open **Jobs**, tap **Edit**, then **+ Add a responsibility**. You can also pick **From the library** or **A whole room**. Choose who it belongs to and when it happens.
5. **Put each person on a device.** Open Settings, People & devices, **Invite members and devices**. Tap **Copy link**, send it to each phone or tablet, and open it there. Under **This device**, tap the person who mostly uses it, or **Shared device**.

What each person does each day

Who	What they do
Everyone	Open **Home**. Check the jobs under **Today**. Tap the box on a job when it is done. Tap **Undo** if you tapped by mistake.
Kids (families)	Open **Tasks & timer** or your own day. Do your responsibilities and check each one off.
Adults	Open **Needs you**. Handle what waits: rewards to hand over and, on Zeno Plus, check-offs to approve. Add a to-do with **Add**.
Adults and kids	Check the **Calendar** for plans and rides, read the **Board**, and look at tonight's dinner under **Coming up**.
Families, once a week	Settle the week at **Payday** (points, rewards and allowance are optional). Zeno does not move money. A parent pays and Zeno keeps the record.

Good to know

- The Household PIN unlocks Approvals, Settings, Payday, Adult tasks and Awards.
- Every household gets Zeno Plus free for 30 days, with no card. After that it moves to Free unless you subscribe. Nothing is deleted.
- Help: msiljander@zenoone.com or zenoone.com/help/.

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