BOHA!® WORKSTATION
by TRANSACT®

QUICK START GUIDE

Setting up BOHA! WorkStation

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WELCOME

This guide will help you set up and operate the BOHA!® WorkStation for use with BOHA! software. This process consists of four simple steps:

1. Unboxing and powering on the BOHA! WorkStation
2. Loading labels
3. Linking a tablet to the BOHA! WorkStation
4. Logging in to BOHA! Ops to access BOHA! Labeling and start printing

PACKAGE CONTENTS

The BOHA!® WorkStation comes with the following items. If any items are missing, please contact TransAct Sales Support.

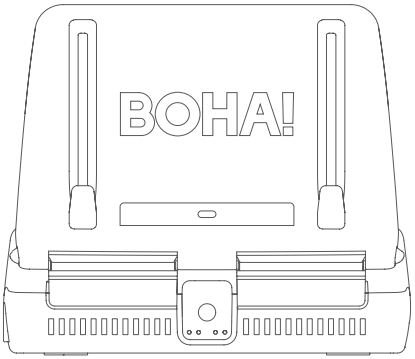
1. BOHA! WorkStation

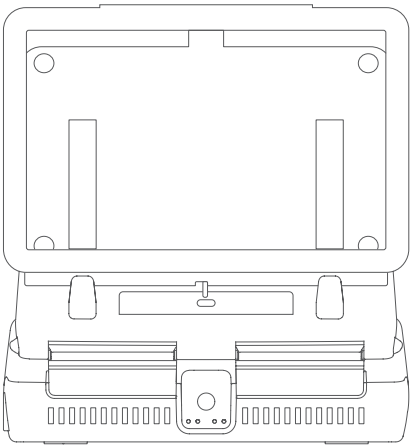
   Option: Tablet Mount (included if previously ordered with the WorkStation)

   Note: A tablet is not included with the tablet mount option.

2. Quick Start Guide
3. Power Cord

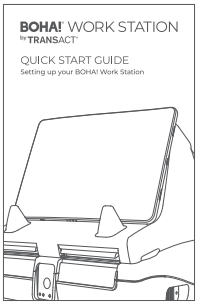
1





Optional Tablet Mount

2



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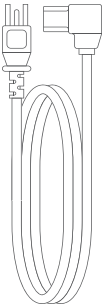
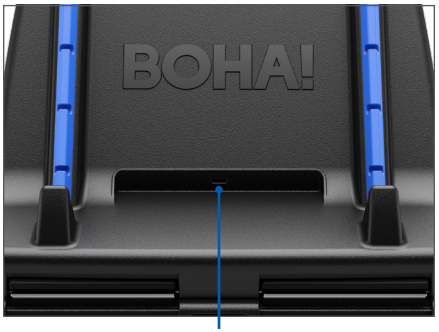


BEFORE YOU GET STARTED

1. Find a location for the BOHA!® WorkStation that's most convenient for prep staff and crew members to easily access.
2. If the BOHA! WorkStation is going to be connected to the store Wi-Fi network, make sure the BOHA! WorkStation is in range of a Wi-Fi access point.
3. Make sure the power cord does not rest on the floor.
4. If you don't already have BOHA! Ops downloaded to your tablet, please visit the app store. If your device is managed by your IT department, contact them for assistance.
5. BOHA! Ops can only be downloaded on a tablet device.

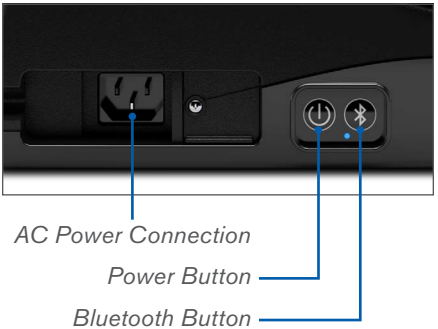
Front Control Panel

Cover Charging Port



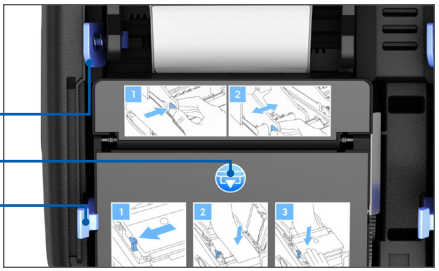
Right Side Features

Left Side Features



Rear Panel Connections

Printer Controls



CONTROL & INDICATOR FUNCTIONS

Control Functions

Power Button	
Short Press ~1 sec	Turn power on or request power off
Long Press >5 sec	Force power off
Bluetooth Button	
Short Press ~1 sec	Print network settings
Cancel Button	
Short Press ~1 sec	Cancel current label
Long Press >5 sec	Cancel print job
Feed Button	
Short Press ~1 sec	Feed to next label
Long Press >5 sec	Print self test pattern

Indicator Functions

Left and Right Printer Status Indicator	
Off	Printer not installed
Red	Error
Slow blink – Red	Paper Out
Fast Blink – Red	Printer cover open
Green	Printer Ready
Network Status	
Off	No Network Connection
Slow Flash	Searching for network
On	Network connected
Fast Flash	Receiving Data
System Status	
Red	System Booting
Red Flash	System Error
Green	System Ready

SETTING UP BOHA!® WORKSTATION

1. Remove the BOHA! WorkStation from its protective packaging.

2. Connect the AC power cord to the side of the BOHA! WorkStation as shown and plug into a power source. The BOHA! WorkStation will automatically power on when connected to power.

3. If the BOHA! WorkStation does not start automatically, or restart from a shutdown, press the Power button ⏻ until the LEDs illuminate.

4. The BOHA! WorkStation Printer Status LEDs will illuminate immediately, but the BOHA! WorkStation will take approximately another 45 seconds to fully initialize. The initialization is complete when the green System Status LED turns on. The Network Status LED may blink or be solid green depending on the state of the network connection.

Network Status Light

System Status Light

LABEL LOADING

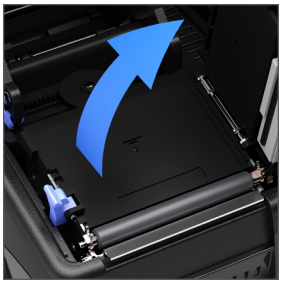
1. If there is a tablet on the BOHA!® WorkStation, remove it before opening the front cover.

   Open the front cover of the BOHA! WorkStation by lifting on the tabs on either side of the cover.

   Note: Depending on the version that was ordered, your BOHA! WorkStation may not have a printer mechanism installed on the right side.

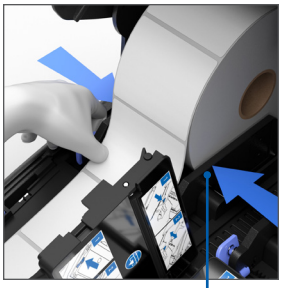
Lifting Tabs

2. Open the mechanism cover by moving the blue cover release lever to the left.



3. Place the rolls in the label bucket and feed the labels from the top through the center of the label path.

4. Pinch the blue bucket width adjustment lever on the side of the paper bucket and gently slide the sidewalls so they close in on the paper roll. The sidewalls should be straight against the label roll (as shown in Fig.1). A gap between the label roll and sidewall (Fig.2) will cause a too loose alignment and when the sidewalls are pinched too tightly and angled downwards (Fig.3) will cause a too tight alignment.



Note: If the paper bucket width is set incorrectly there may be issues with label feeding and tracking.

Fig.1
Correct Alignment

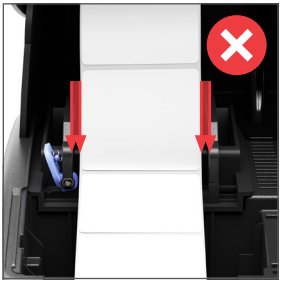


Fig.2
Too Loose Alignment

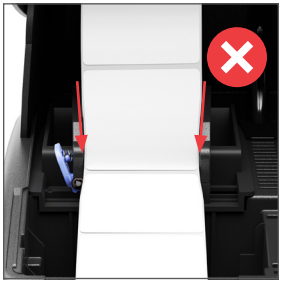


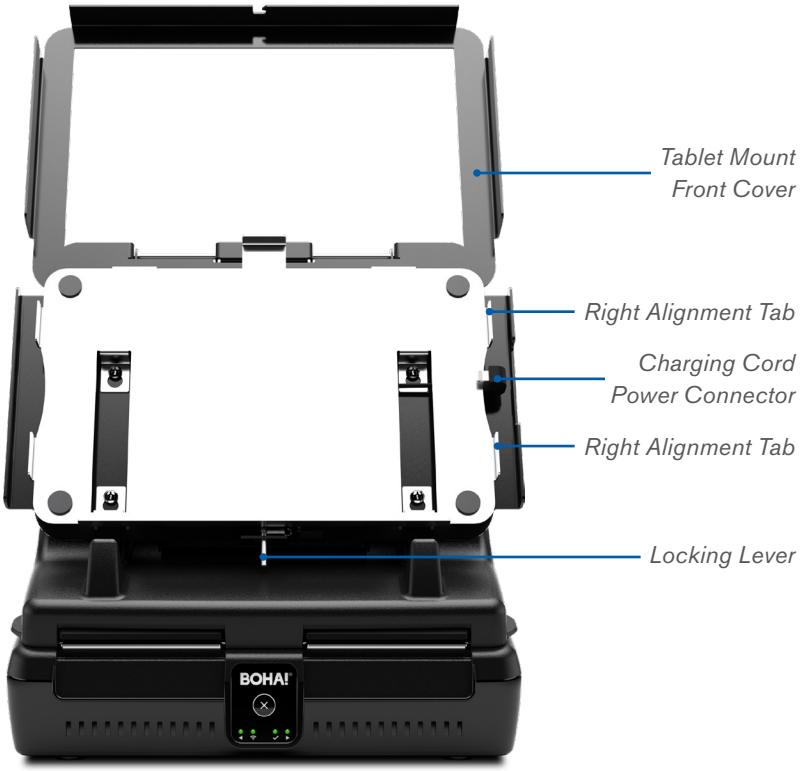
Fig.3
Too Tight Alignment

5. Close the print mechanism cover and press down firmly. The labels will automatically align for printing.

TABLET MOUNT OPTION

If the BOHA!® WorkStation was shipped with the tablet mount option, use the following instructions to mount a tablet onto the WorkStation.

Note: The tablet mount option currently supports the iPad Generation 8 (or iPads with similar dimensions).



Installing the Tablet:

1. Open the tablet mount front cover.
    a. Locate the locking lever on the bottom of the mount and push and hold it to the left to release the cover (see Fig. 4).

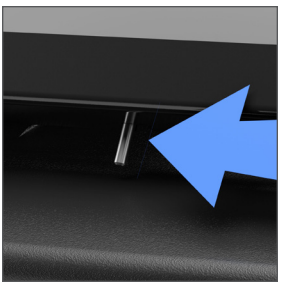


Fig.4

b. Continue to hold the lever to the left and grasp the bottom edge of the mount cover and lift it all the way up (see Fig. 5).

c. Release the lever.

Fig.5

2. Place the tablet into the bottom edge of the mounting bracket (see Fig. 6) with the tablet's power port facing to the right so that it can connect to the mounting bracket charging cord connector (see Fig. 7).

Fig.6

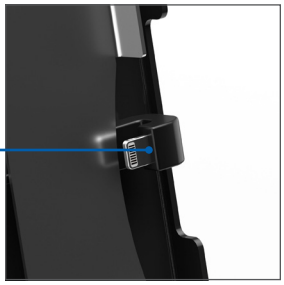


Fig.7

Connecting the Charging Cord:

1. Support the tablet with your left hand, and plug in the charging cord as shown in Fig. 8.

   When the charging cord is connected, make sure that the right edge of the tablet is flush with the two right alignment tabs, then gently set the tablet backward into position in the mount.

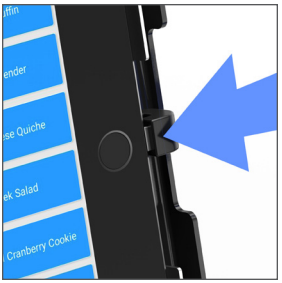


Fig.8

2. To secure the tablet, close the front cover and gently push on the bottom edge to snap it into place (Fig. 9).

Fig.9

Removing the Tablet:

To remove the tablet, reverse the installation procedure:

1. Push and hold the locking lever to the left.
2. Lift the front cover all the way up and release the lever.
3. Unplug the charging cord.
4. Remove the tablet.
5. Close the cover and snap it into place.

NETWORK CONNECTIONS

The BOHA!® WorkStation and tablet must be on the same network to successfully print.

Review the options below to find your set up process. For all options, ensure labels have been loaded in the print mechs prior to configuration.

Option 1: Pre-configured Devices: Follow the steps for this option, if your device has already been configured to join your local network and your System LED indicator is solid green.

Option 2: Manual Network Configuration: Follow the steps for this option, if your device has not been pre-configured or your local network settings have changed.

Option 3: Ethernet Connection: Follow the steps for this option, if you are using an Ethernet cable to establish a network connection.

Option 1 – Pre-configured Devices:

1. If the BOHA! WorkStation was pre-configured, it will automatically connect to your Wi-Fi network at power up.

   Note: The power up/connection process may take up to 1 minute.
2. When the connection is complete, the Network LED on the BOHA! WorkStation front panel will change from flashing to solid green.
3. The BOHA! WorkStation is now ready for operation.

Option 2 – Manual Network Configuration:

1. Press and hold the Bluetooth button on the left side of the BOHA!® WorkStation until the System ✓ and Network LEDs both begin flashing.
2. On a tablet or PC select **Settings – Wi-Fi** and choose the network **BOHA-AP XXYYZZ**. *XXYYZZ* will be unique to each BOHA! WorkStation.
3. Join the network using the password **Fst20Bomax**
4. Open a web browser and enter the following IP address to access the BOHA! WorkStation configuration portal: **10.42.0.1:1337**

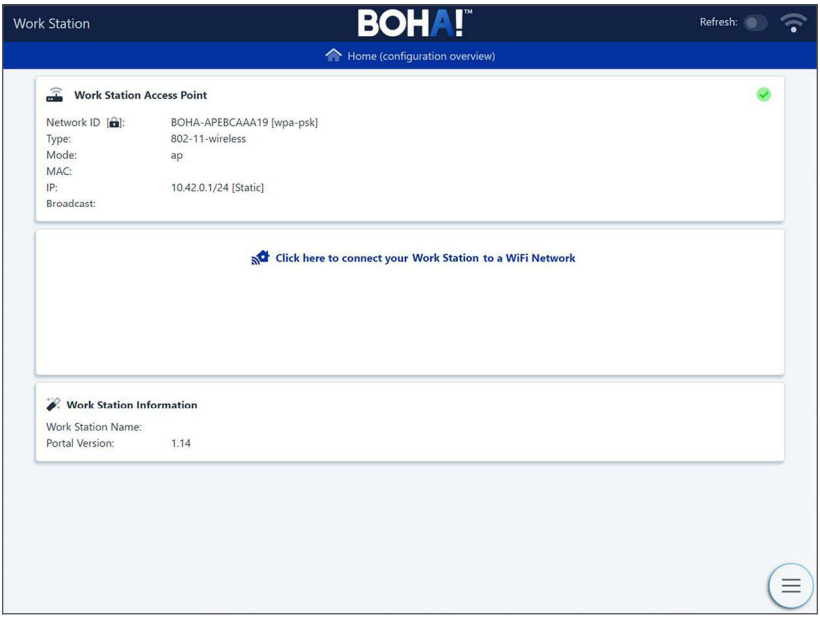
Login Page

1. Enter "**Admin**" for the username. Enter "**Tr@ns@ct**" for the password.

   Note: These settings may be updated later on the User Administration Page.

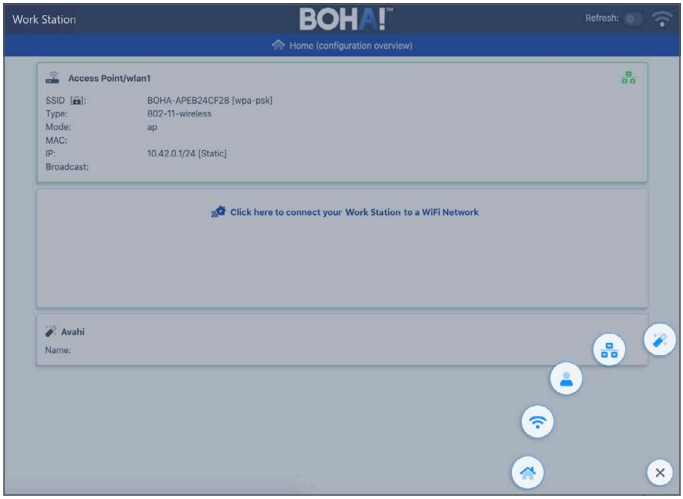
Login Page

2. The Home (Configuration Overview) page will be displayed showing the current settings.



Configuration Overview Page

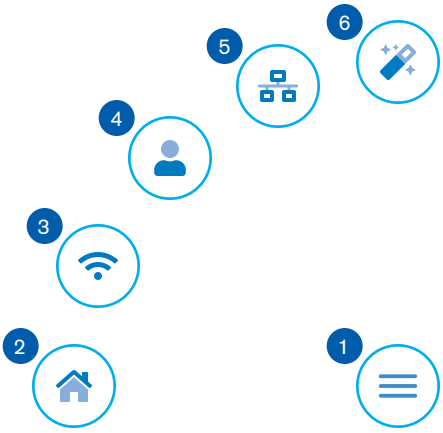
3. Click on the "**Menu**" button in the lower right corner of the screen and select the **Connectivity** option.

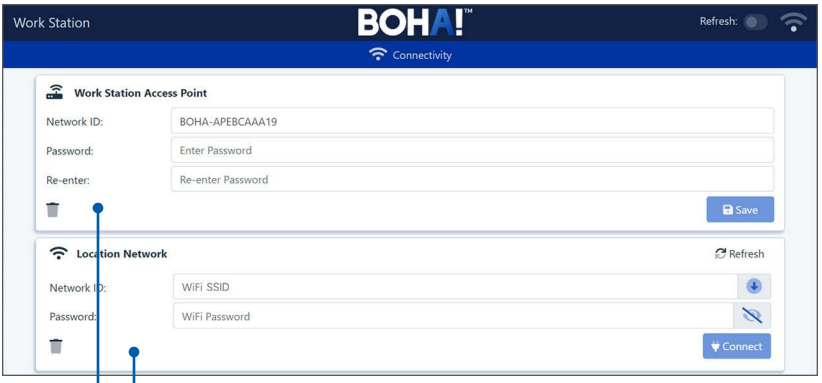


Menu (expanded view)

Menu

1. Menu open/close
2. Home (configuration overview)
3. Connectivity
4. User Administration
5. Networking and System Configuration
6. Printer Discovery Configuration





4. Click on the ⬇ in the Local Network section to display available networks and select your desired network. If your network is hidden, enter the information manually.
5. Enter the Password for the selected Network ID.

   Note: Do not change the WorkStation Access Point Information. Doing so will cause you to lose connection to the configuration pages.
6. Select **Connect** to join the network.
7. Open the menu ☰ and select **Home** ⌂ to return to the configuration overview page.
8. On the BOHA!® WorkStation, press the Bluetooth button ᛒ to exit configuration mode.
9. When the connection is complete, the Network 📶 LED on the BOHA! WorkStation front panel will change to solid green.
10. Press the Bluetooth button ᛒ for two seconds and release to print a summary of the network configuration. This should match the network settings defined in the steps above.
11. Close the browser connection.
12. Put your tablet or PC back on its original network. Your tablet and BOHA! WorkStation should now be on the same network.
13. The BOHA! WorkStation is now ready for operation.

Option 3 – Ethernet Connection:

1. Plug the Ethernet cord into the Ethernet port on the back of the BOHA!® WorkStation.
2. When the connection is complete, the Network LED on the BOHA! WorkStation front panel will change to solid green.
3. The BOHA! WorkStation is now ready for operation.

If your tablet's Wi-Fi is not on the same subnet as your Ethernet connection, BOHA! Ops will not be able to discover BOHA! WorkStation as defined in Step 2 of **Printing a Label** on page 23.

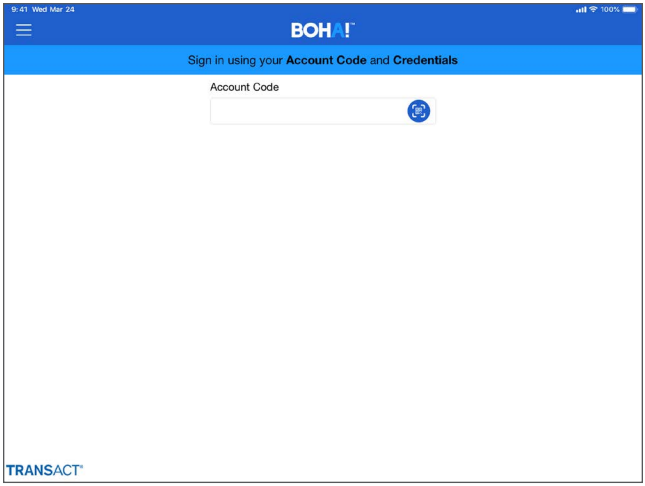
Perform the following steps in BOHA! Ops to complete the setup if you are not able to discover the BOHA! WorkStation:

1. Print a summary of the network configuration on BOHA! WorkStation. Press the Bluetooth button for two seconds and release.
2. Open BOHA! Ops on your tablet.
3. Select **Settings** from the Menu.
4. Select **Labeling**.
5. Toggle on **Connect Using IP**.
6. Enter the IP address from the printed network summary label in the IP Address field and select **Connect**.
7. The BOHA! WorkStation is now ready for operation with your tablet.

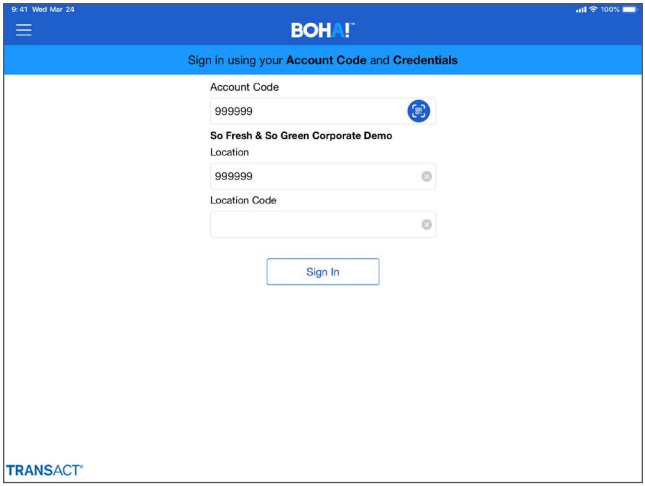
Log into BOHA! Ops

Your device may have been pre-assigned to your location and is ready for operation. To log in manually, there are two available methods: QR Code and Account Credentials.

1. Open BOHA! Ops on your tablet
2. If you have Account Credentials:
   a. Enter your Account Code.

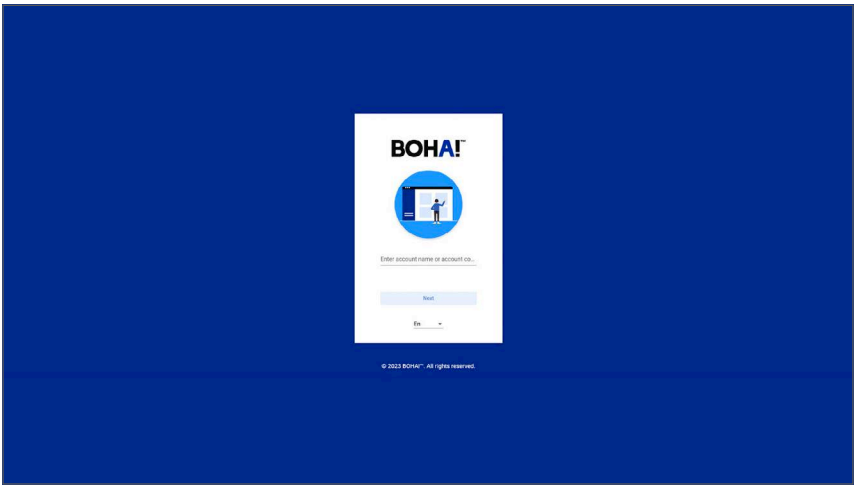


   b. Enter Location and Location Code, then select **Sign In**.

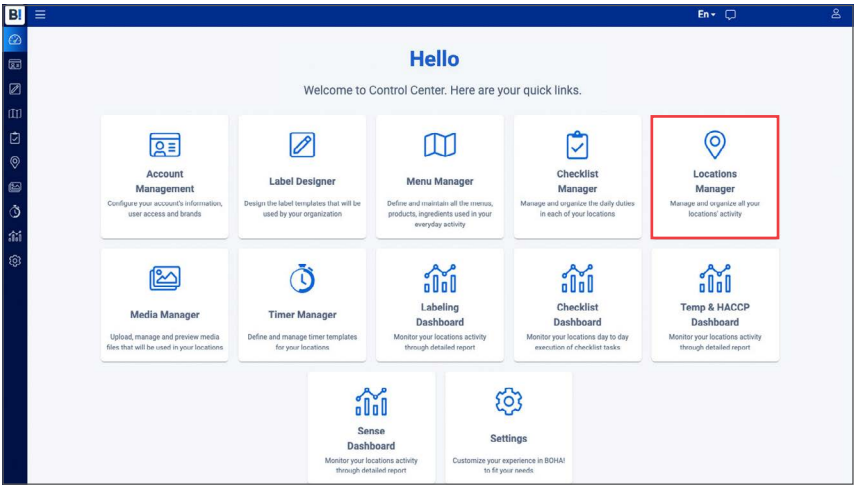


3. If you need to locate your Account Credentials:

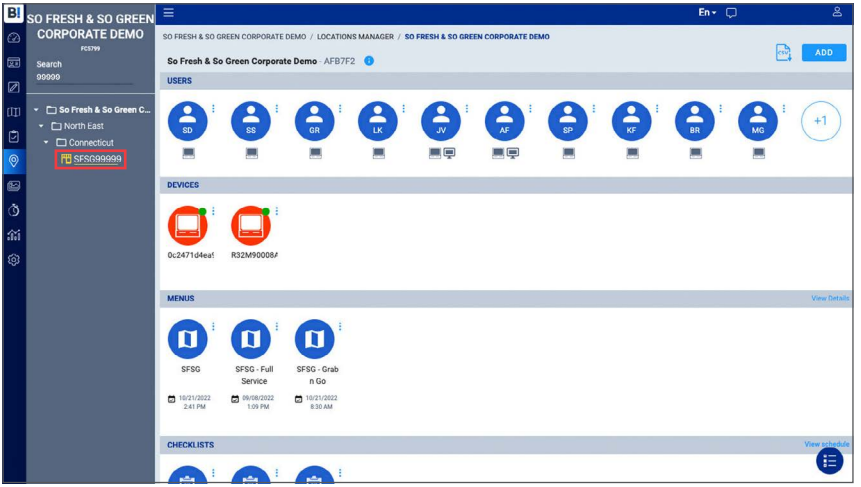
   a. Log in to your BOHA! Control Center account at **https://boha.transact-tech.com** from your PC or tablet.



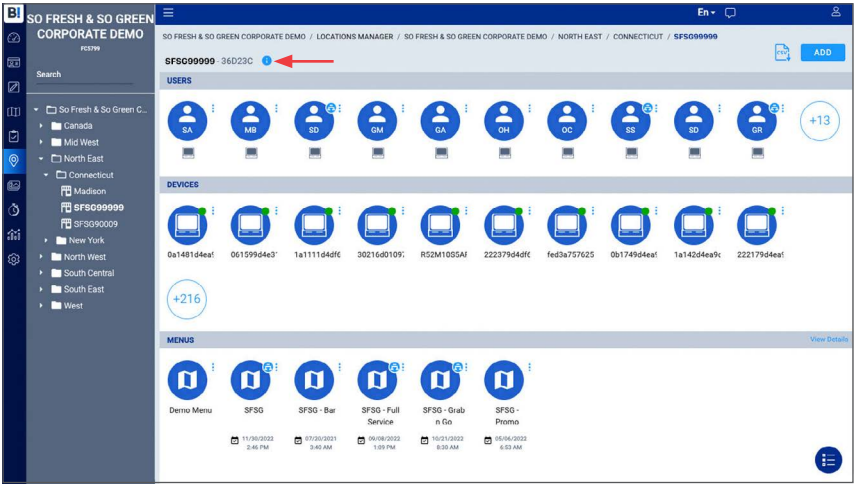
   b. Select **Locations Manager.**



c. Select your location from the hierarchy list.

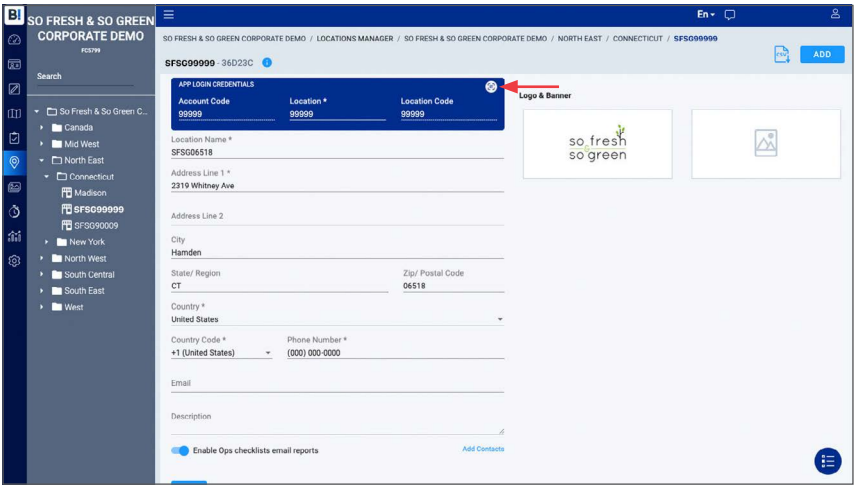


d. Select the information button.

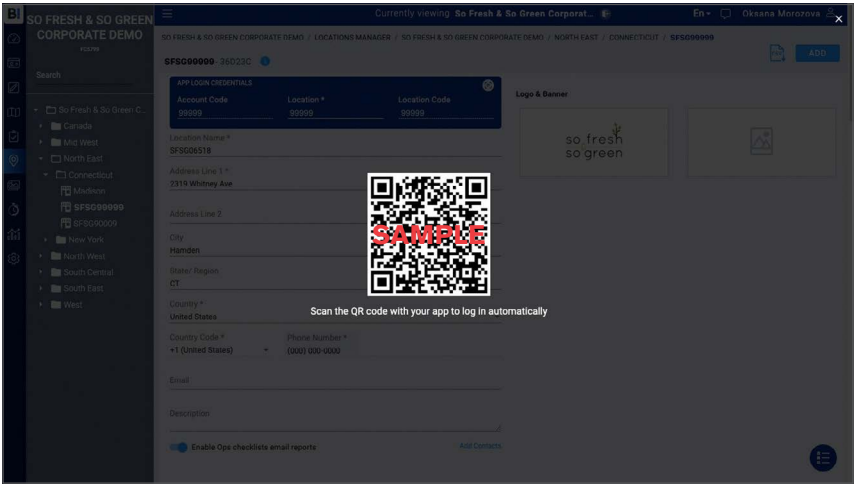


Log in via QR Code

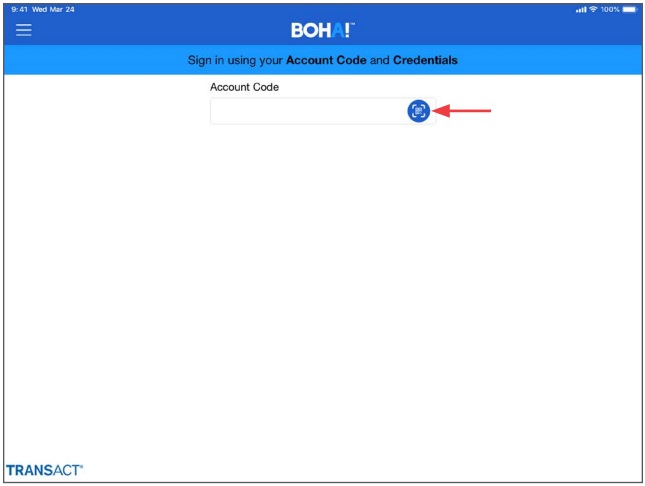
1. Select the QR code icon.



2. A QR code will display on the screen.



3. Select the QR code icon on the **BOHA! Ops** app.

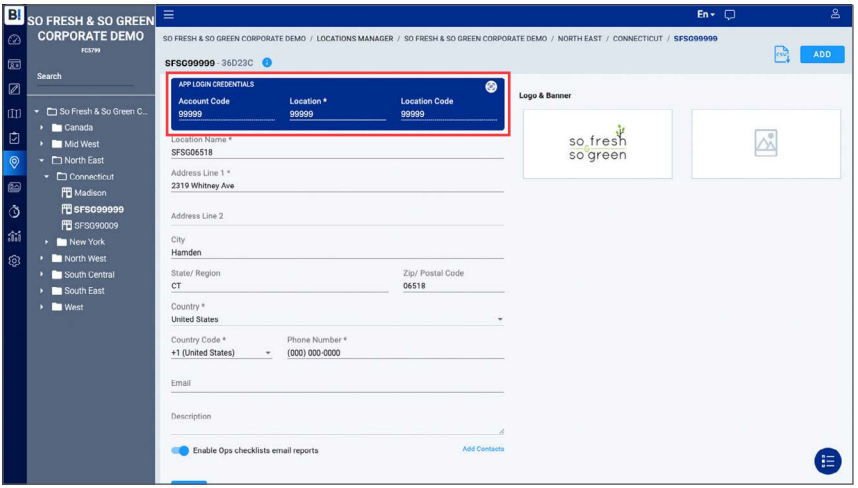


4. Point the tablet camera at the QR code displayed on Control Center.

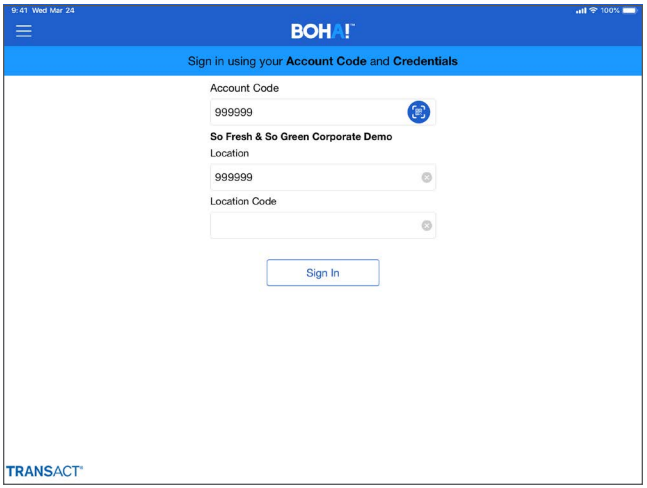
5. Once the QR code is recognized, the app will log in.

Log in via Account Credentials

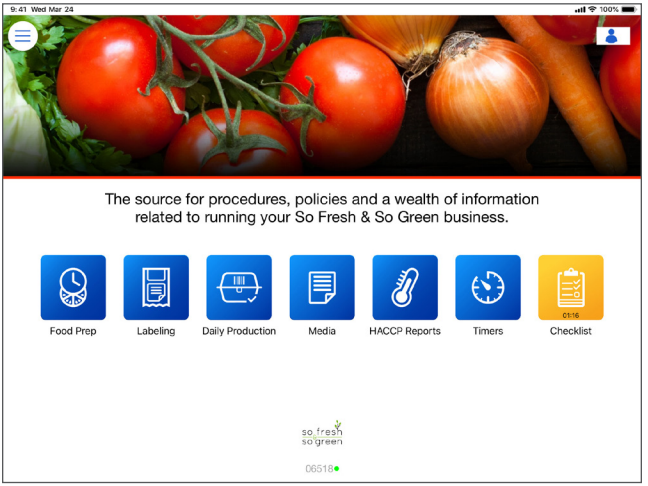
1. Locate your Account Code, Location, and Location Code in the blue box.



2. Enter your Account Credentials in the BOHA! Ops app and select **Sign In**.

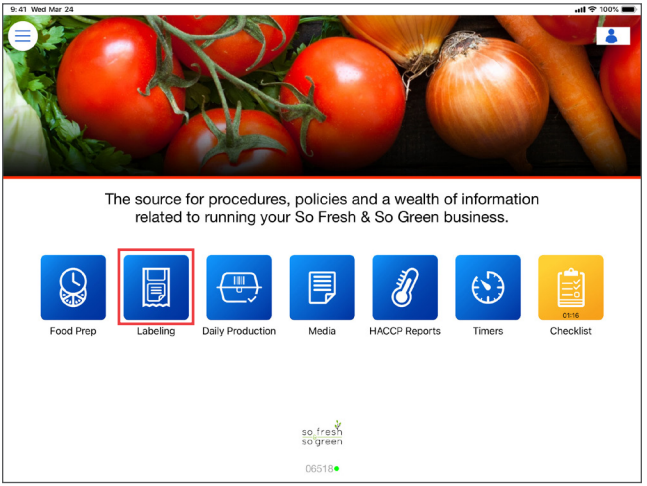


Once logged in, BOHA! Labeling is now ready for operation.

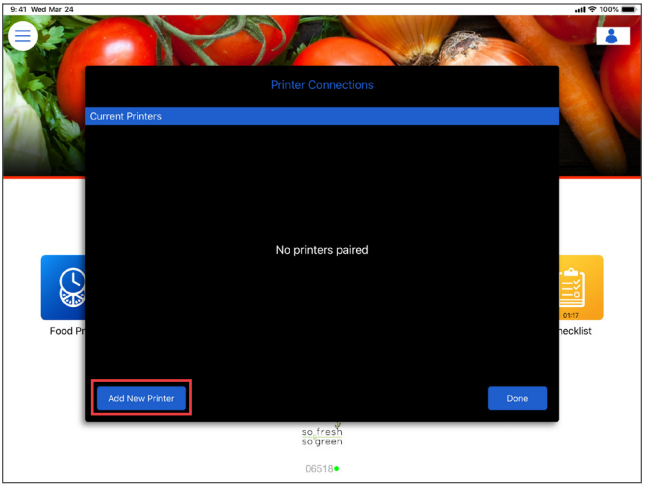


BOHA! Ops screen

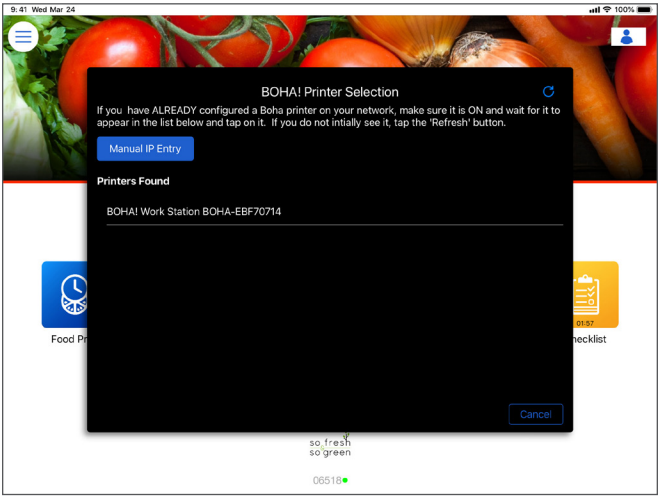
1. Select **Labeling**.



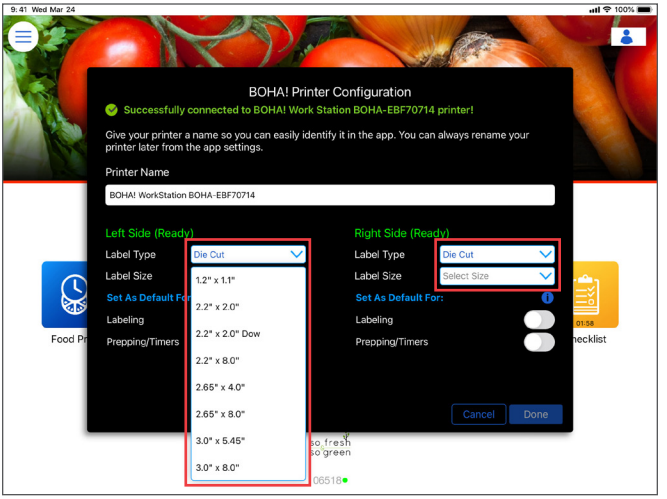
2. Select **Add New Printer**.



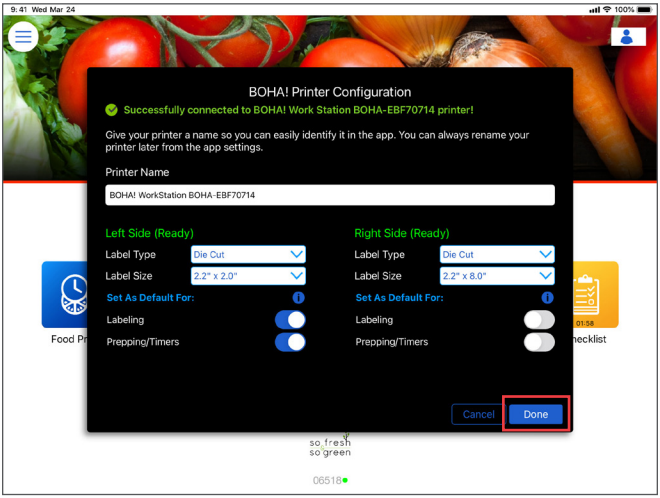
3. Select your BOHA! WorkStation under **Printers Found**.



4. Select the label size you have loaded to the left and/or right printers.



5. Select **Done**.



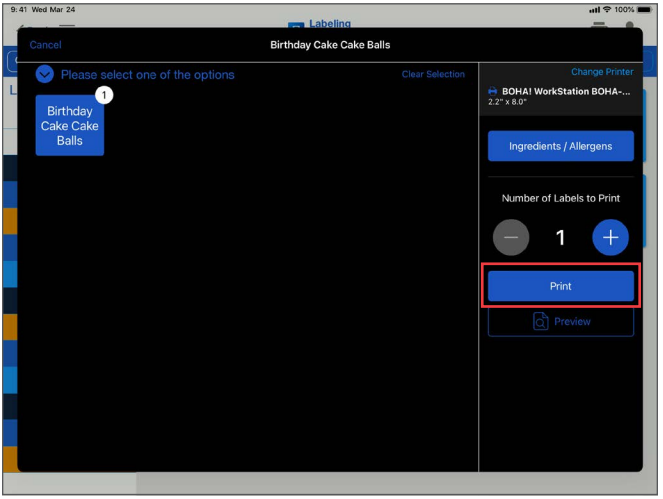
6. Select the menu item you need to print.

Note: To print multiple quantities:

a. Long press the menu item for two seconds or until the print panel appears.

b. Adjust the quantities with the (+) and (-) buttons.

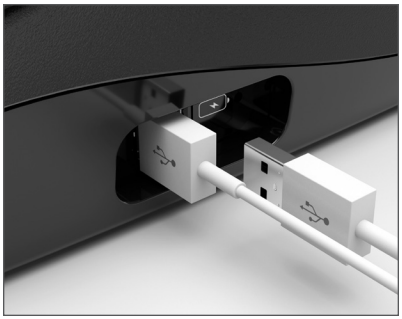
7. Press **Print**.



TABLET CHARGING CONNECTIONS

There are three USB charging ports provided on the BOHA!® WorkStation, two USB type A connectors on the right side of the base and a USB type C connection located in the top cover. Cable guides are provided on the cover to route the charging cable when the tablet is placed on the BOHA! WorkStation.

Note: If your WorkStation has the Tablet Mount option, the charging cable is pre-installed and the connector is located on the right side of the mount. See page 13 for attaching the charging cable with the Tablet Mount option.



USB-A Connectors

USB-C Connector

Reminder: The USB connectors on the side and cover of the BOHA! WorkStation are for device charging only.

BOHA!® WORKSTATION NAME

In the event that more than one BOHA! Work Station is installed in a location, it will be useful to assign a unique name to the device. These names will be displayed in the BOHA! Ops application to simplify selection of a specific BOHA! Work Station for printing.

The BOHA! WorkStation name may be changed as follows:

1. Access the embedded web portal as described in Option 3 in Network Connections.
2. Click on the "**Menu**" button in the lower right corner of the screen and select the **Printer Discovery Configuration** option.

3. Enter the desired BOHA! WorkStation name and click **Save**.
4. Close the browser.
5. Place your tablet or PC back on its original Wi-Fi network.

SERVICE & SUPPORT

For questions regarding the use and servicing of your device, you have several options:

1. Visit **www.transact-tech.com**, then select **Service & Support**.
2. Email us at **support@transact-tech.com**
3. In the USA call: **1-877-748-4222**
   International: **+1-607-257-8901**
   Monday–Friday 8am–8pm, Eastern Time.

SUPPLIES

Proper Food Safety labeling is a key component to offering your customers the best possible experience. Having the right label for the right use is important to keeping your operation running smoothly.

For more information or to order labels, contact TransAct:
Call **1-800-243-8941**, or visit **www.transactsupplies.com**

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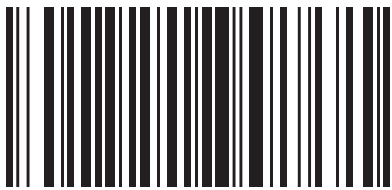

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