

# BOHA!® TERMINAL

by TRANSACT®

## QUICK START GUIDE

Setting up your BOHA! Terminal



# BOHA!® TERMINAL QUICK START GUIDE

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# WELCOME

This guide will help you get started using the BOHA!® Terminal Food Safety terminal, from setting up your terminal for the first time, to loading labels, to launching the BOHA! Labeling App, and more. The guide even explains how to clean your terminal for optimal performance.

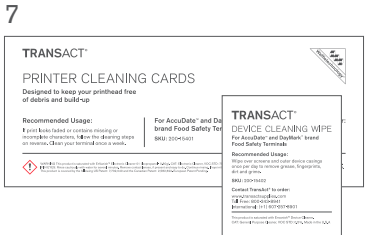
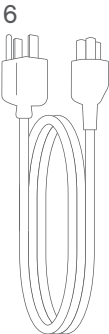
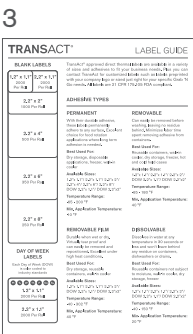
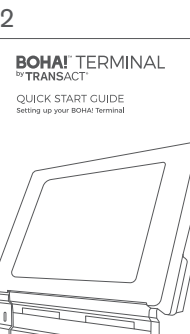
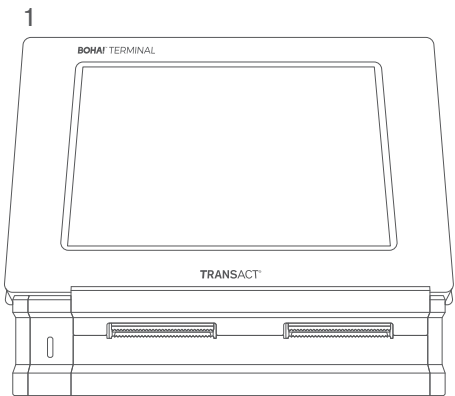
Labels are a key component to this solution. Sometimes, starter labels are supplied in the container labeled Number 2 but more often your operations department has selected specific labels for your locations and they will arrive separately.



# PACKAGE CONTENTS

Your BOHA!® Terminal comes with the following items. If any of the items are missing, contact TransAct® support.

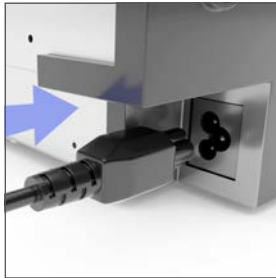
- 1. BOHA! Terminal
- 2. Quick Start Guide
- 3. Label Guide
- 4. Warranty, Support, Compliance and Licensing Booklet
- 5. Service & Support Card
- 6. Power Cord
- 7. Cleaning Kit



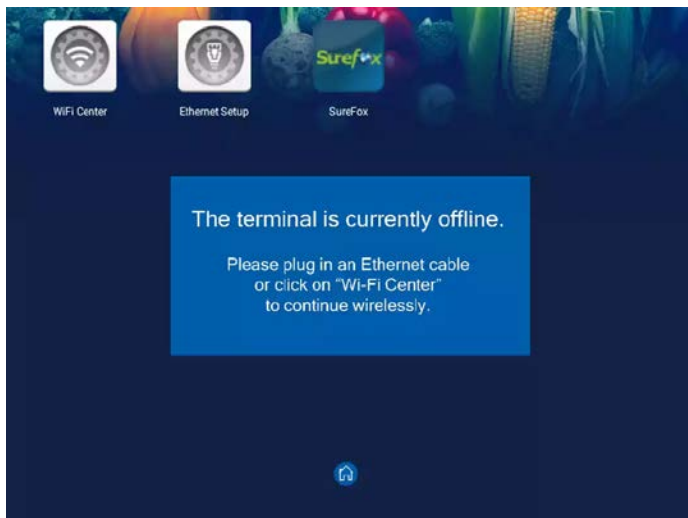
# SETTING UP YOUR BOHA!® TERMINAL

Find a spot for the BOHA! Terminal that's most convenient for your prep staff and crew members to easily access the device. Though the BOHA! Terminal is a rugged device, please be sure to place it in a spot where water and grease will not be an issue. Also, make sure the power cord does not rest on the floor. If you are using Wi-Fi to connect to your network, make sure the terminal is in a good spot to pick up the signal. If you are using an Ethernet connection, make sure the Ethernet cable can readily reach the terminal.

1. Remove the BOHA! Terminal from its protective packaging.
2. Connect the power cord to the back of the BOHA! Terminal and a power source.
3. Turn on the BOHA! Terminal by holding in the Power Button on the left side of the terminal for 5 seconds.



After several startup screens are displayed, you will arrive at an Initialization screen. Before proceeding you will need to connect to the Internet using the instructions on the next page.



*Initialize Screen*

4. Now connect to your network. (If you have any questions about this process, or difficulty connecting, contact your System Administrator or IT Director.)

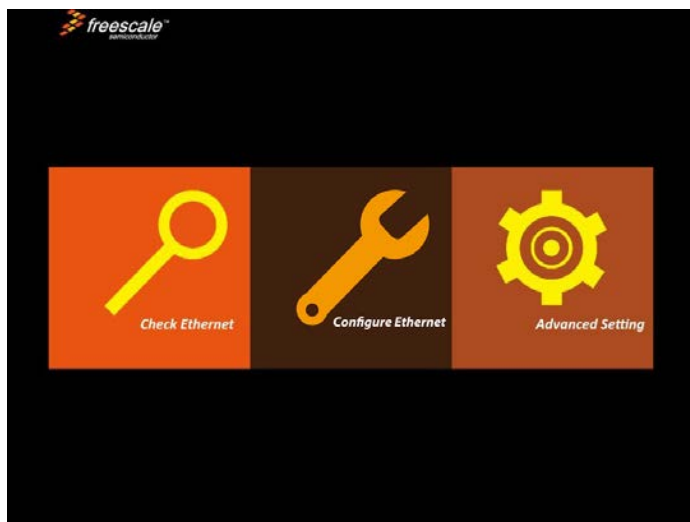
**If using an Ethernet cable:**

- a. Make sure your network is active on your Ethernet connection.
- b. Connect your Ethernet cable to the back left side of the BOHA!® Terminal.
- c. Your BOHA! Terminal should now continue with the initialization process.



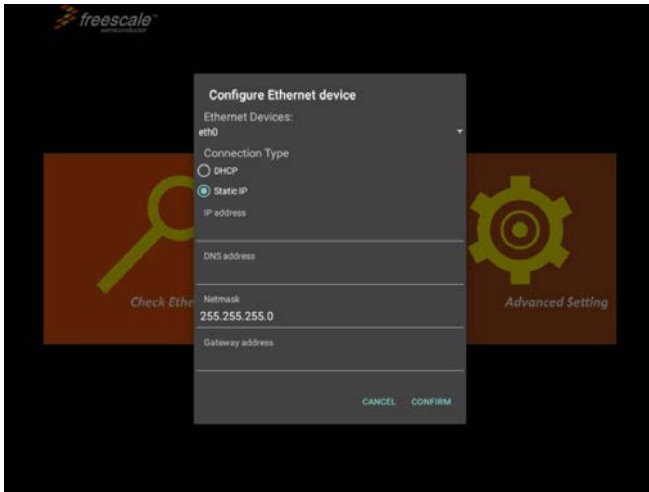
**Note:** if your network requires a static IP, you can configure this by selecting the Ethernet icon at the top left of the initialize screen. 

Once you are in the Ethernet Setup app (screenshot below), select Configure Ethernet.



*Ethernet Setup Screen*

Then select Static IP and enter the values provided by your IT department and choose Confirm.



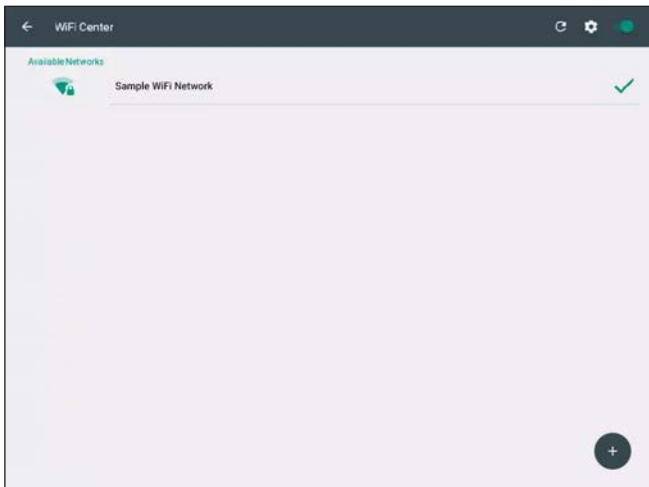
Once your values are confirmed you should automatically connect to the Internet and the initialization process will continue.

### If using Wi-Fi:

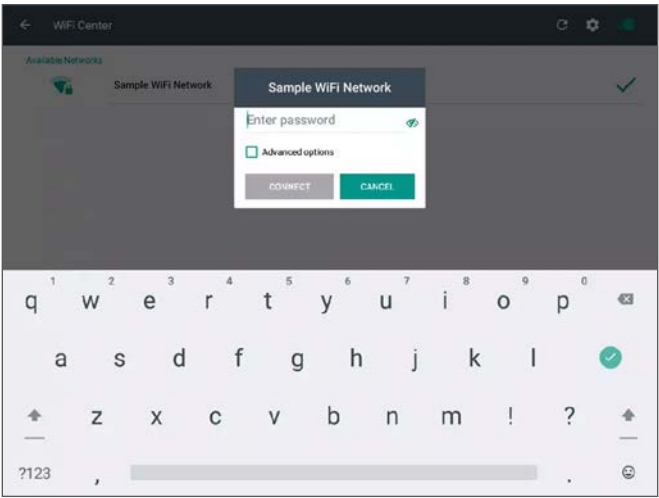
a. Select the Wi-Fi icon at the top left side of the Initialize Screen.



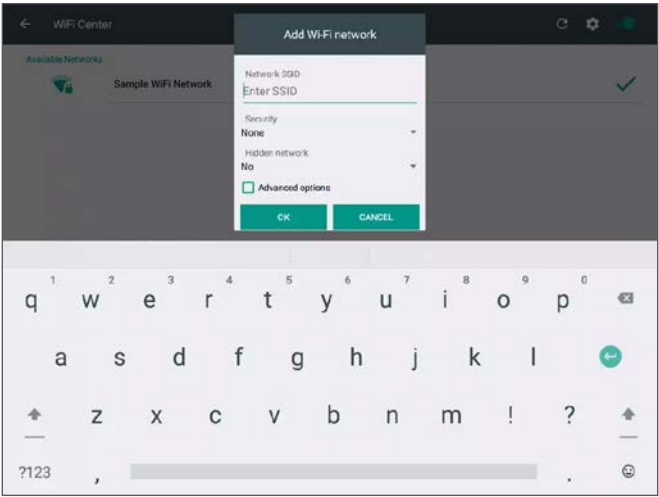
b. The Wi-Fi setup screen will display the available networks. Select your preferred Wi-Fi network.



c. If required, enter the network Password and select **Connect**.



If your IT department has hidden your network SSID, you may choose to add the network by selecting the Plus icon option at the bottom of the screen. Contact your IT department for help with your wireless network.



d. Once you have set up your Wireless internet connection, the initialization process will proceed.



5. Once your BOHA!® Terminal has connected to the internet it will continue with the initialization process and setup of your terminal. You will then arrive at the BOHA! Terminal desktop.

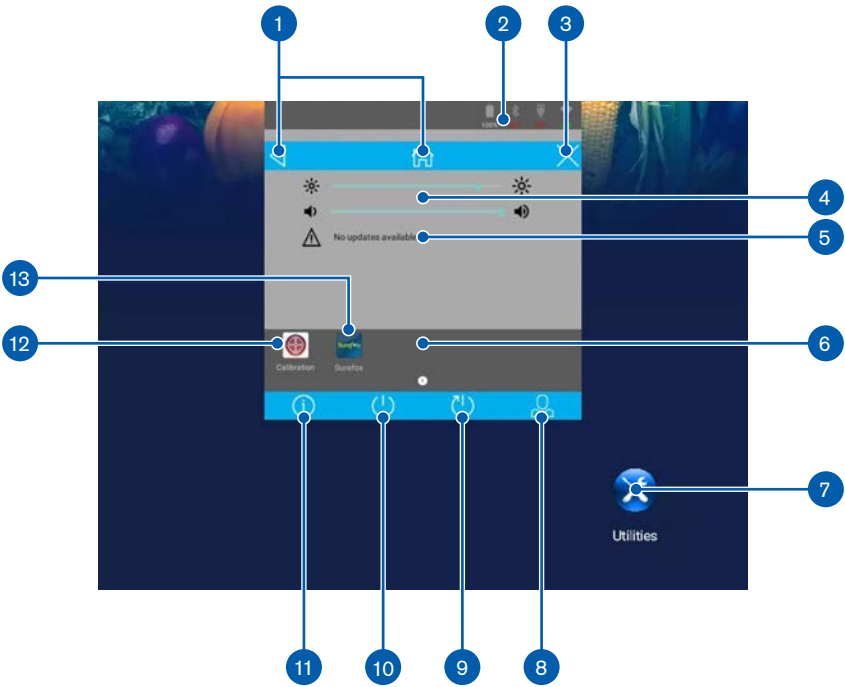


*BOHA! Terminal Desktop*

6. TransAct SmartPanel™

The BOHA!® Terminal offers easy access to device settings and functions via the TransAct SmartPanel. Advanced functions are available when logged in as an Admin, see more info on the Admin section below.

To access the TransAct SmartPanel, swipe down from the top center of the BOHA! Terminal Food Safety screen.



- |                                                                                                  |                                             |
|--------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1. Back and Home Button to exit to the device                                                    | 6. Apps area, swipe to view additional apps |
| 2. Bluetooth, Ethernet and Wireless Indicators                                                   | 7. Utilities                                |
| 3. TransAct SmartPanel Exit button                                                               | 8. Admin Log In                             |
| 4. Screen Brightness and Volume controls                                                         | 9. Restart button                           |
| 5. Communication area for Updates. You must be logged in as an Admin to initiate a device update | 10. Shutdown button                         |
|                                                                                                  | 11. Info button                             |
|                                                                                                  | 12. Calibration App                         |
|                                                                                                  | 13. SureFox App                             |

## Admin Area and Functions

The Admin area provides access to advanced settings and apps. To access the Admin section, select the Admin icon from the TransAct SmartPanel. You will be prompted for a Password, by default, the Password is six zeros: 000000

Additional Admin functions include:

- Wi-Fi setup and configuration
- System Font size selection
- Time Zone selection

Admin apps include:

- **OTA Updater** – if an OS or security update is available for your BOHA! Terminal you will need to open the OTA Updater app to initiate the download and installation of the update.
- **XL Test** – usually used when phoning Tech Support to test device functions
- **E-SN Registration** – if you have upgraded your AccuDate XL or AccuDate XL2e to the BOHA! Terminal, you can use this app to register your External serial number with TransAct. The External serial number is contained on a label on the back of your Food Safety terminal.
- **Ethernet Settings** – allows you to modify Ethernet network settings. Be sure to consult your IT department when making modifications in this area.
- **Bluetooth Settings** – allows you to manage Bluetooth and connections to Bluetooth devices used by approved apps.

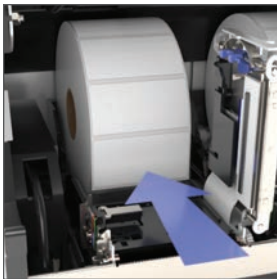
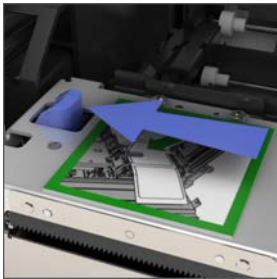
7. Now load labels into the device.

- a. Grab hold of the two tabs at either side of the lower section of the display and pull up. The hinged display will make a click sound and you will be able to swivel the display up until it is parallel with your tabletop.



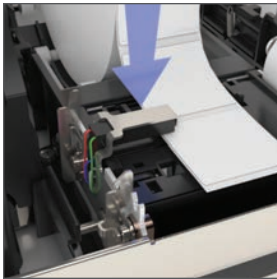
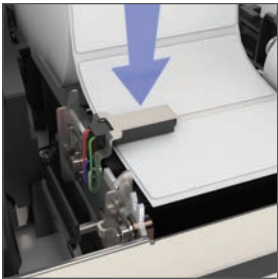
The one or two label printer mechanisms and label buckets will be visible, depending on your configuration. The BOHA!® Terminal uses thermal printing technology so no ink or toner is required.

- b. Open each printer mechanism by pushing the blue tab on the left side of each mechanism to the left. The top of the printer mechanism will open.
- c. Both mechanisms can handle narrow and wide labels. In this example (your labels may differ in size or style) place the roll of 2.2" x 2" labels into the left printer label bucket and then the 1.2" x 1" labels in the right printer label bucket. Make sure the labels feed from the top.



**Note:** If unpacking the labels has resulted in any of the leading labels being pulled off the roll, leaving a blank space, trim the roll to eliminate the gap. Otherwise the gap from the missing label can cause your printer to stop printing, requiring you to re-set the label roll.

- d. Next, thread the labels under the label sensor as shown to the right. Notice that the 1.2" wide labels will slide only part of the way under the sensor because they need to remain centered with the roll, while the 2.2" wide labels will slide all the way under the label sensor to the left edge.



- e. Then close the latch of the printer mechanisms. There will be some movement of the labels after you close the latch and the labels align for printing.
- f. Now you are ready to close the display. Rotate the hinged display down until it clicks to its closed position.



# SETTING UP BOHA!® OPS

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Now you're ready to open the BOHA! Ops App.

- 1. Select the BOHA! Ops App icon. 



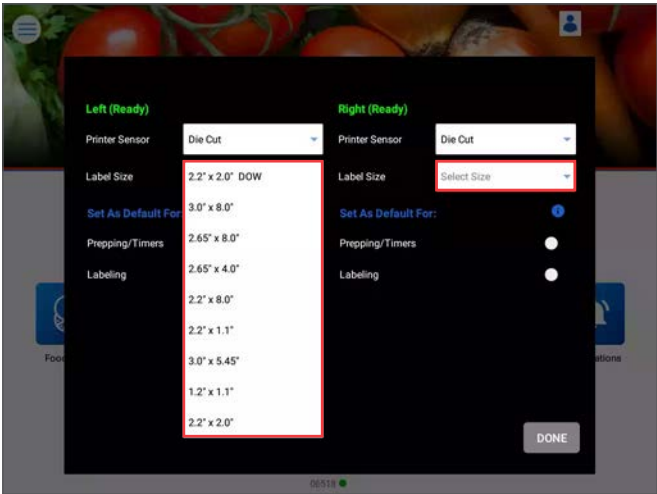
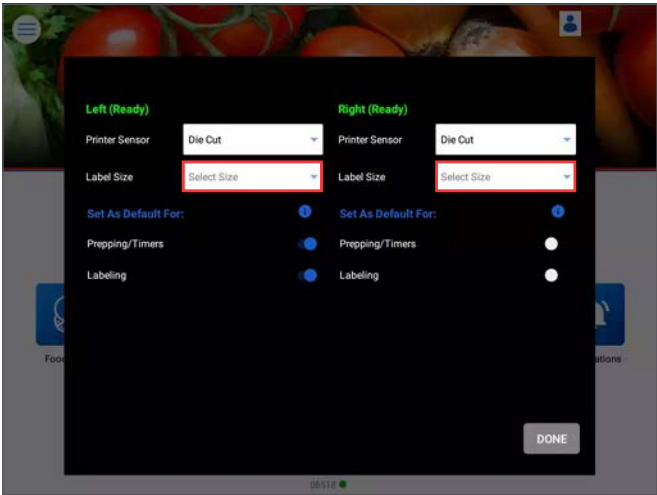
*BOHA! Ops App Icon*

If your device has been pre-assigned to your location, you will be logged in to your location automatically.

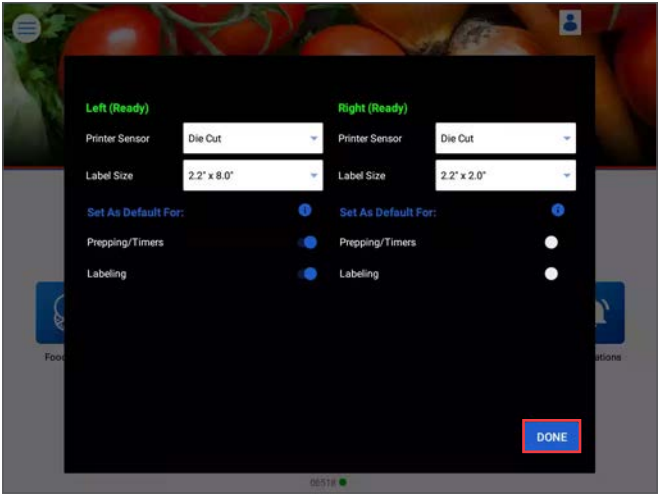
If your device has not been assigned to your location, you will have to assign your device on the Control Center.

# PRINTING A LABEL

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



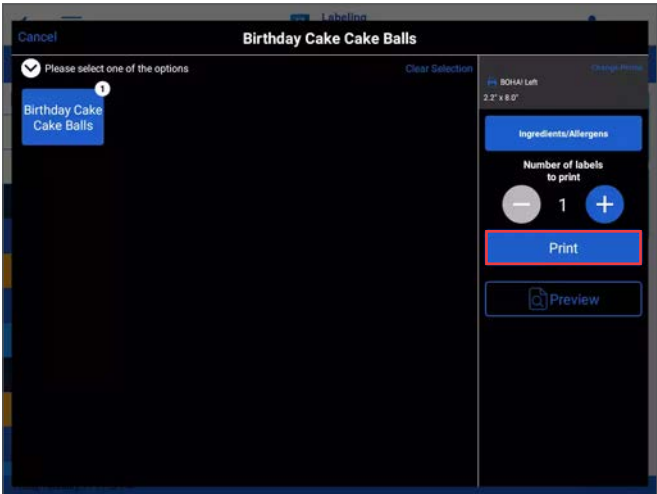
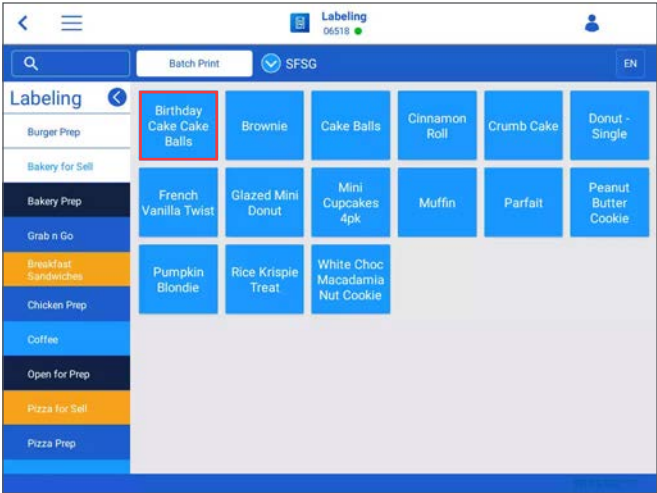
2. Select **Done**.



3. Select **Labeling**.



4. Select the menu item you need to print. To print multiple quantities, press down on the menu item for two seconds or until the print panel appears and adjust the quantities with the (+) and (-) buttons. Press **Print**.



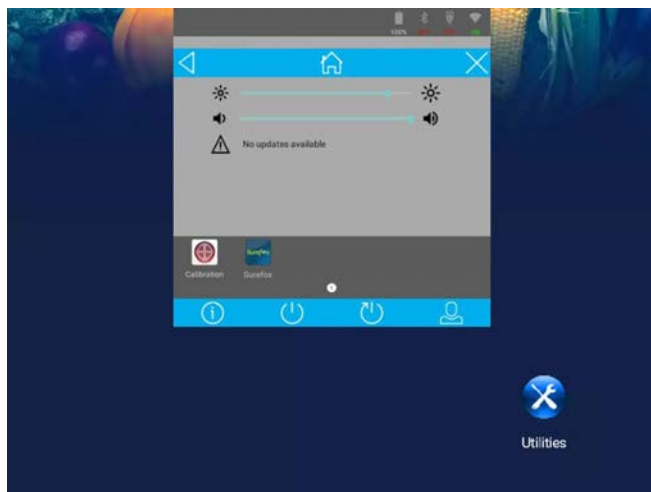


# SCREEN CALIBRATION

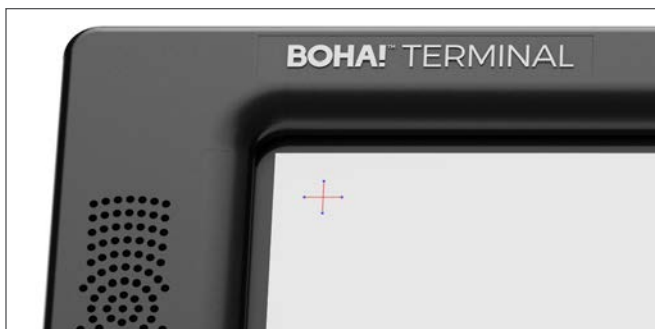
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The BOHA® Terminal system includes a Screen Calibration App for the touch screen. If you ever have trouble with the accuracy of your touch screen, you can re-calibrate the screen by following these instructions:

1. Access the Utilities by tapping on the Utilities icon on the bottom right from the BOHA! Terminal Desktop screen.



2. Open the **Calibration** App.  If you are unable to open the Calibration App, simply press and hold your finger on the screen until the Calibration App opens automatically after 10-15 seconds.
3. Select the Start Calibration button in the Calibration App welcome screen.



*Screen Calibration Target*

4. Carefully place your finger, or a stylus tip to be more precise, as close as you can to the center of each target that is displayed, and remove it when the target moves to another location on the screen.
5. When completed, the Calibration App will prompt you to Save the new calibration settings and exit to your BOHA!® Terminal desktop.

**Note:** If you feel you made an error when touching any of the points, Don't press on the Save button. The calibration app will restart the calibration process after 18 seconds and you can try again.

## ORDERING LABELS

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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:

**1-800-243-8941, Option 1**

Or visit **[www.transactsupplies.com](http://www.transactsupplies.com)**

## SERVICE & SUPPORT

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

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

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