

BOHA!® WORKSTATION

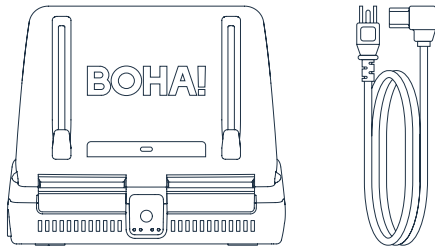
by TRANSACT®

QUICK START GUIDE

1. UNPACK

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

1. BOHA!® WorkStation 2. Power Cord



Note: A tablet is not included.

2. PLUG IN & POWER ON

1. Connect the included power cord to the BOHA!® WorkStation and a power source.



2. Power up by pressing the power button on the left side of the BOHA!® WorkStation.



3. LOAD LABELS

1. If there is a tablet on the BOHA!® WorkStation, remove it before opening the front cover. Open the front cover by lifting on the tabs on either side of the cover.

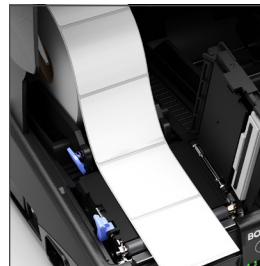
Lifting Tabs



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

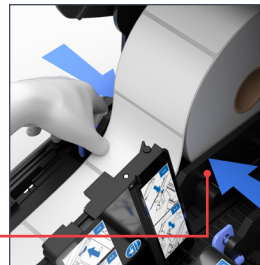


3. Place the rolls in the label bucket and feed the labels from the top through the center of the label path.

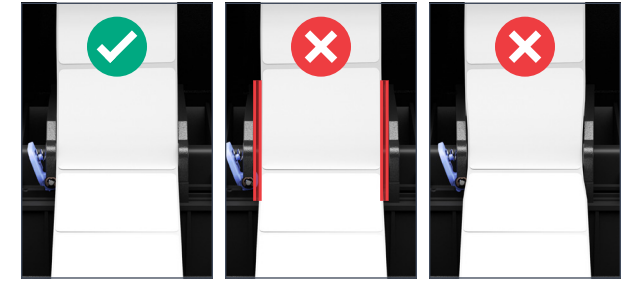


4. Pinch the blue bucket width adjustment lever on the side of the paper bucket and gently slide the sidewalls so they close in on the paper roll.

Sidewall



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



Correct
Alignment

Too Loose
Alignment

Too Tight
Alignment

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



4. CONNECT TO A NETWORK

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

Option 1 – Wi-Fi Network Configuration:

1. On a tablet or PC select **Settings – Wi-Fi** and choose the network **BOHA-AP XXYYZZ**. **AP XXYYZZ** will be unique to each BOHA! WorkStation.
2. Join the network using the password **Fst20Bomax**
3. 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.

- The Home (Configuration Overview) page will be displayed showing the current settings.
- Click on the “Menu” button  in the lower right corner of the screen and select the **Connectivity** option. 
- 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.

- 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.

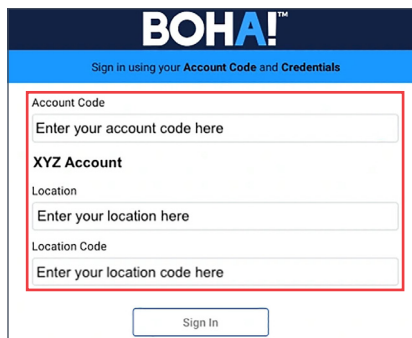
- Select **Connect** to join the network.
- Open the menu  and select **Home**  to return to the configuration overview page.
- When the connection is complete, the Network  LED on the BOHA! WorkStation front panel will change to solid green.
- Put your tablet or PC back on its original network. Your tablet and BOHA! WorkStation should now be on the same network.

Option 2 – Ethernet Connection:

- Plug the Ethernet cord into the Ethernet port on the back of the BOHA!® WorkStation.
- When the connection is complete, the Network LED  on the BOHA! WorkStation front panel will change to solid green.

5. SIGN IN

- Select the BOHA!® Ops App icon. 
- Enter your Account Credentials and tap **Sign In**.



BOHA!™
Sign in using your Account Code and Credentials

Account Code
Enter your account code here

XYZ Account

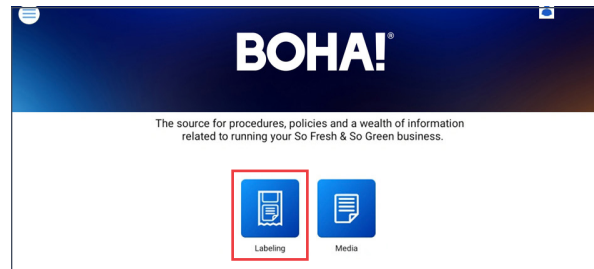
Location
Enter your location here

Location Code
Enter your location code here

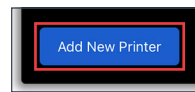
Sign In

6. PRINT LABELS

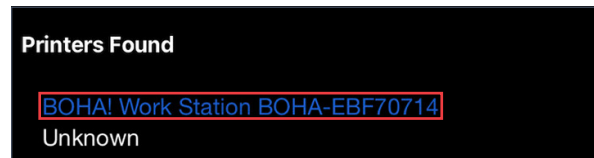
- Select **Labeling**.



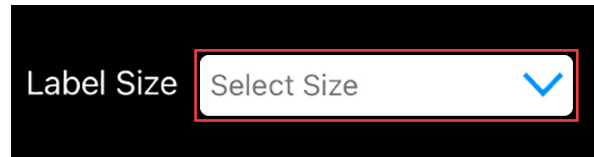
- Select **Add New Printer**.



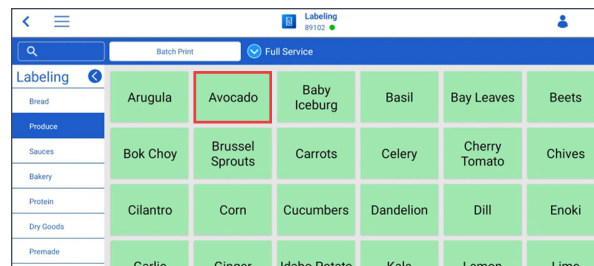
- Select your BOHA! WorkStation under **Printers Found**.



- Select label size you have loaded to the left and/or right printer and tap **Done**.



- Select the menu item you need to print.



Note: To print multiple quantities:

- Long press the menu item for two seconds or until the print panel appears.
- Adjust the quantities with the (+) and (-) buttons. Or tap “1” to manually enter the quantity of labels to print.



SERVICE & SUPPORT

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

- Visit transact-tech.com/service-and-support
- Email us at support@transact-tech.com
- In the USA call: **1-877-748-4222**
International: **+1-607-257-8901**
Monday–Friday 8am–8pm, Eastern Time.

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