

Welcome! This card shows the basics of the **BOH Printer** app on your iPhone or iPad — logging in, connecting your label printer, and printing labels. Ask your manager for your login details.

1 Log in

Open the **BOH Printer** app. Enter your **Email**, **Password**, and **Organization**, then tap **Log In**.

Don't have these? Ask your manager — they create your account on the dashboard.

2 Connect your label printer

Tap the menu  → **Find Printers**. Make sure the printer is on and Bluetooth is enabled.

Tap the **scan** icon (top-right) to search, then tap your printer in the list. It will show **Active** when connected. Tap **Disconnect** to switch printers.

3 Print a label

Tap the menu  → **Print**. Choose a **Category** or search for the label by name.

Tap the label, enter your **initials/name** if asked, set the **Quantity** with the **- / +** buttons, then tap **Print**.

4 Print from the Prep List

Tap the menu  → **Prep List** to follow today's prep plan. Enter how much you prepped, tap **Print** on an item, or use **Print all** to print everything at once.

5 Add a new label (if enabled)

On the **Print** screen, tap **+ Add Label**. Enter the **Name**, pick a **Category / Location**, set the **Shelf Life** (days or hours), then tap **Save**.

If you don't see this button, your manager hasn't enabled custom labels for your account.

6 Delete a label

On the **Print** list, **swipe left** on a label and confirm. To edit label details, categories, or designs, use the website (see the Website guide).

Quick tips

- Keep the printer **charged and turned on** — it auto-connects when you open Print.
- If your printer shows **Inactive**, tap it once to reconnect.
- Printed the wrong one? Reprint quickly from the **History** tab on the Print screen.
- Need a hand? Tap  → **Help** in the app.