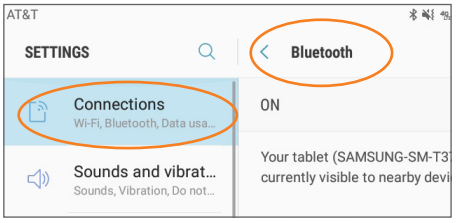
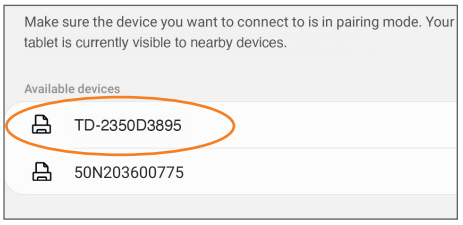
Connecting Your Tablet to the Flex Printer

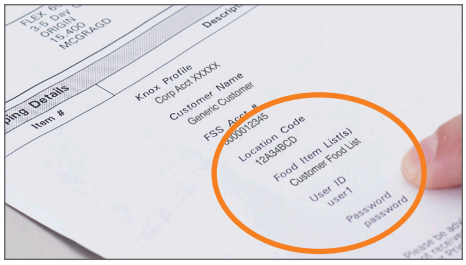
If your packing slip includes your Location Code, Username and Password, skip to "Log in to the Prep-n-Print app" below.

Step1: Plug in and turn on the printer

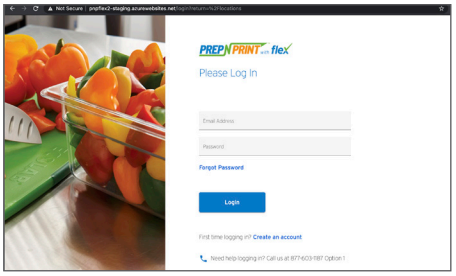




Step2: Pair your mobile device to the Flex Printer.
Go to Device **Settings**, select **Bluetooth**, choose the one beginning with "**TD-####**", then **Pair & Save** the printer

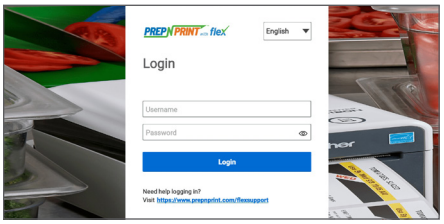


Use the **Validation Code** that appears on the packing slip to access the Flex website (pnpflex.ecolab.com). If no Validation Code is shown, contact Flex Technical Support.

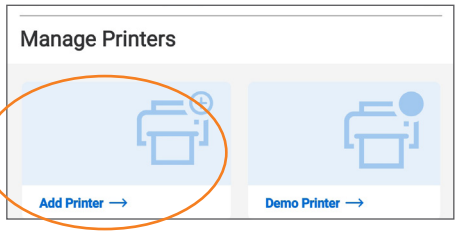


Your company's organization, food item list(s), locations, and label template selections must be completed first in the Flex website (pnpflex.ecolab.com) since this data is used in the Flex App at each location.

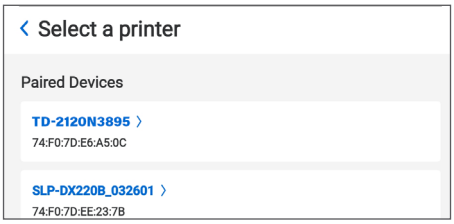
Step3: Download the app.
If the Prep-n-Print Flex app is not already installed on your mobile device, visit Google Play or the Apple App Store for installation.



Step 4: Launch the app. Enter the Location Code provided by your Flex administrator and click Setup. If prompted, enter the credentials provided by your Flex Administrator and tap Login; otherwise, tap **Start Printing**.



Tap "**Add Printer**".



If your Flex labels are not DuraLabel (refer to the label outer packaging), then adjust the **Media Type** selection. Click **Save Printer**. proceed to "**Loading Daydots Labels**".

iOS Note: if for any reason the Printer is not connected when entering the App, the "**Select a Printer**" page will be blank. You must return to device settings to re-establish a connection.

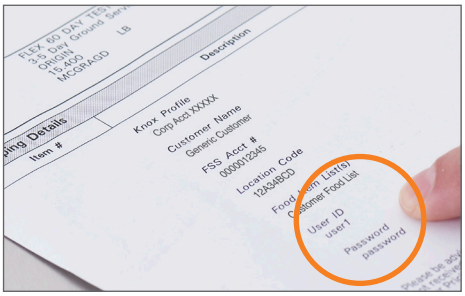
Login to the Prep-n-Print App

Login instructions for Flex systems shipped with a packing slip that shows a Location Code, Username, and Password.

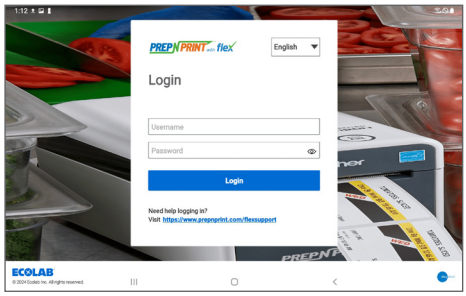
Launch the Flex App

Tap the Prep-n-Print Flex icon to get started.

User Login



Your **Location Code**, **Username** and **Password** can be found on the packing list.



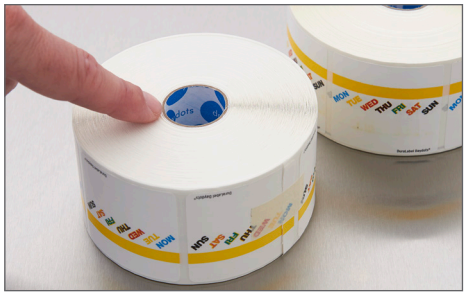
Enter the username and password if prompted or **Start Printing**.

Loading Daydots™ Labels

Power the Printer

Turn on the printer if the power indicator is off. Press down firmly on both sides of the cover if the power indicator is red.

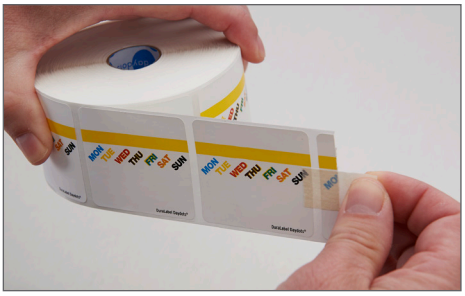
Un-package and Inspect Labels



Check the outer wrapper of the label pack to ensure that "Flex" is in the product description. If missing, you have the wrong label stock.

Lay the label roll on its side and press to flatten if necessary. Ensure the cardboard label roll core is round and not deformed from shipping. Squeeze label roll to make the core round if necessary.

Prepare Labels



Before inserting a new roll, remove the tape and unroll the labels beyond any label with adhesive stuck on top.

Inspect the back-side of the label liner. If you see thin black bars accompanied by "ECOLAB" printed in black, you have the wrong label stock.

Open the Printer

Press and hold the power button to turn the printer off.
Pull up the release levers on both sides of the printer to unlock the compartment cover.

Load the Printer

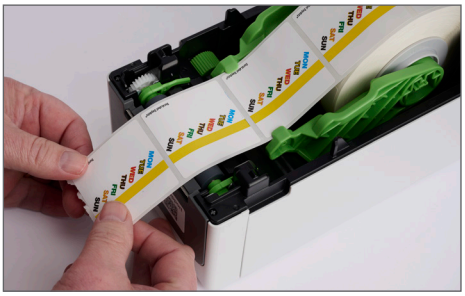
To insert the label roll, pull the green media guide adjustment lever to expand the opening. Place the label roll between the media guides.

The label roll must feed from the top of the roll.

Secure the Label Roll From Shifting

To keep the label roll in position, push the green media guide inward so that they are touching the sides of the label roll and the grey spools are inside the core of the label roll.

Close the Printer

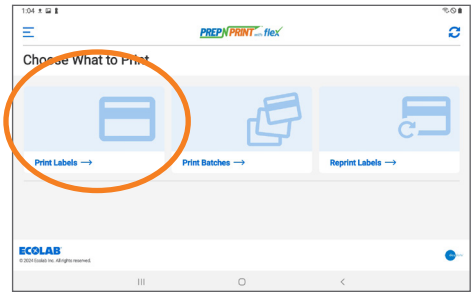


Pull the end of the label roll so that one or two labels are extending beyond the front of the printer. Press down gently on the label roll to thread it beneath the left and right green label guides at the front of the label roll compartment then gently close the printer.

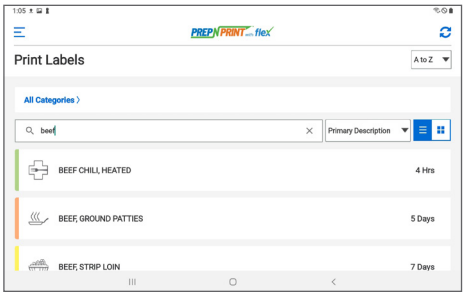
If you have the wrong labels or need to order additional labels, please visit **connect.ecolab.com/foodsafety** or contact your authorized distributor.

Printing Labels

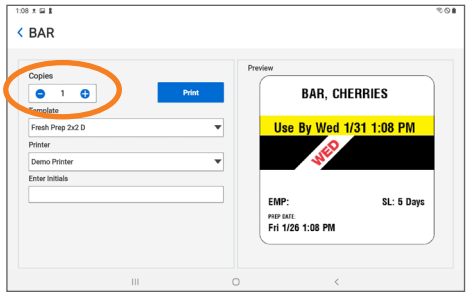
How to Print a Prep Label



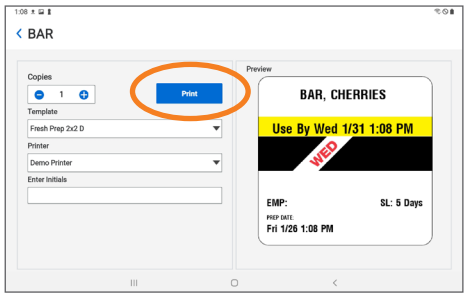
Select Print Labels



Tap on a food item to print.

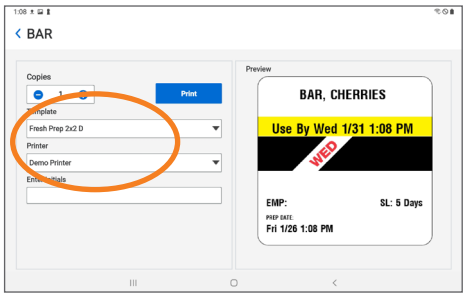


Enter print quantity. The Print button is disabled until entries are made in any required fields.



Tap Print.

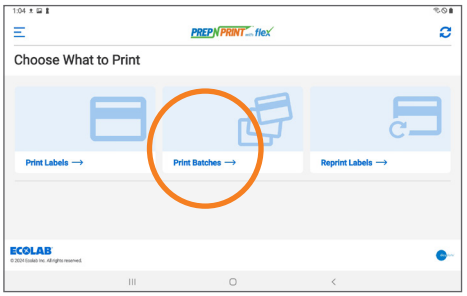
How to Switch to Another Label Template or Another Flex Printer (if you have more than one label template and/or printer).



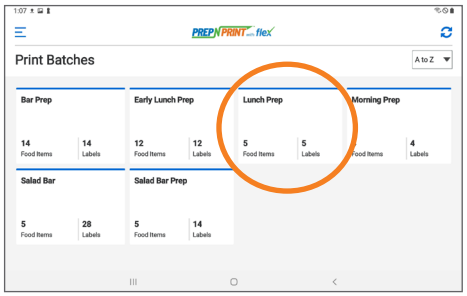
On Print Preview, tap the Template field to select a different template. Tap the Printer field to select another Flex Printer.

Enter print quantity. Make any required entries to activate the Print button. Tap Print.

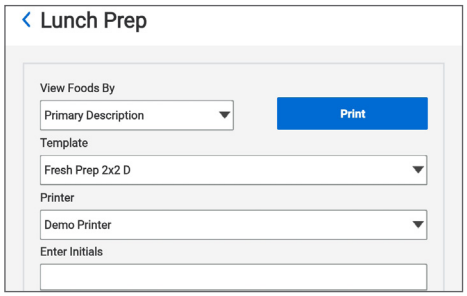
How to Print a Label Batch (Label batches can save time when printing the same group of labels repeatedly, and will appear here if any were set up for your location.)



Select Batches from the home screen.

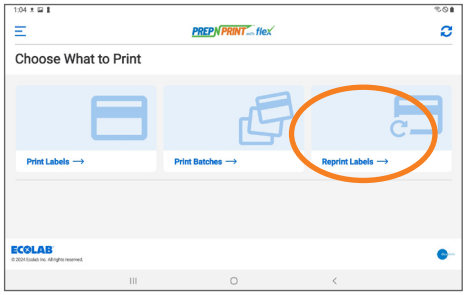


Select a batch from the list.

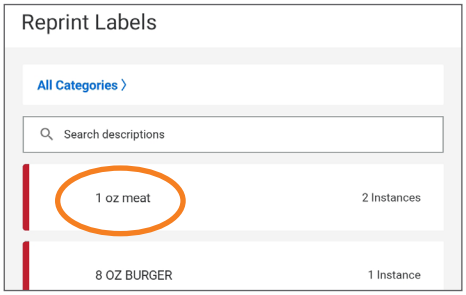


Enter employee initials and adjust print quantities as necessary. Then tap Print.

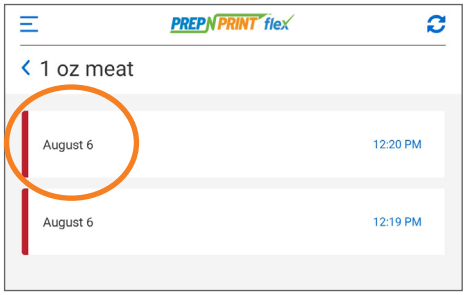
How to Reprint a Label (Label reprints are useful when a new label is needed for a food that was prepared and labeled previously. The food may need a new label if transferring to a different pan, but the prep and expiration dates do not change.)



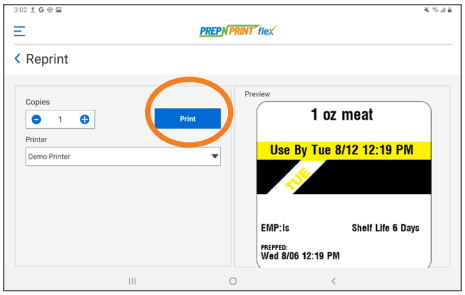
Select Reprint on the home screen.



Scroll to find a food, refine results with Search, or select a specific category. Select the food.

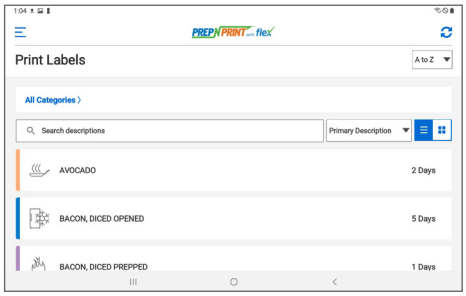


Pick the label needed for the selected food based on the prepped date/time shown.

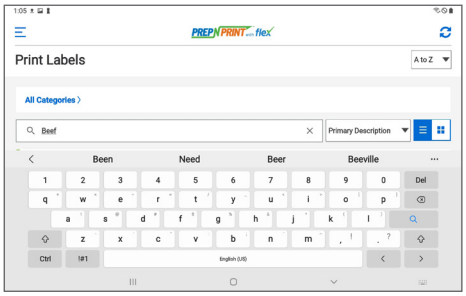


Adjust the label quantity and tap Print.

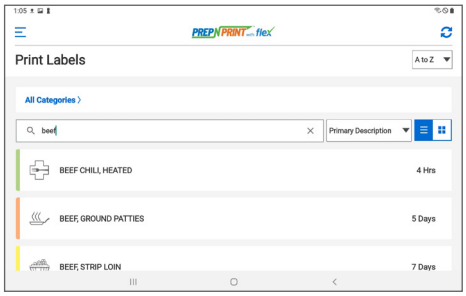
Using the Search Tool



Search is available in Labels and Reprint.



Type the first three characters of the food name.



Locate and tap on the desired food in the reduced list of results to print.

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