## Setting Up an AirPort Express/Extreme as a Wireless Print Server: Windows Based Instructions

## The overall process for setting up your AirPort Express/Extreme will be to:

- 1. Connect it to your network
- 2. Add the printer to your computer

## Setting Up the AirPort Express/Extreme On Your Network

- 1. Connect the AirPort Express/Extreme to the power.
- 2. Connect your DYMO LabelWriter printer to power then plug its usb cable into the AirPort Express/Extreme.
- 3. Download and run Apple's <u>AirPort Utility for Windows</u>.
- 4. Run the installer for the AirPort Utility. Once it installs, find AirPort Utility in your Start Area and open it.
- 5. Once open, the AirPort Utility should detect the AirPort Express/Extreme and list it on the left.

AirPort Utility	
File Base Station Settings Help	
Base Station cec3ee	AirPort Utility found an AirPort Express 802.11n (2nd Generation) with default settings. AirPort Express Name: Base Station cec3ee AirPort ID: 00:F7:6F:CE:C3:EE If this isn't the AirPort wireless device you want to set up, you can select another from the list on the left. If you don't see it, make sure it is plugged in and in range of your computer. Click Continue to set up this AirPort Express.
	Manual Setup Continue

- 6. Select the Base Station and select **Continue**.
  - a. You will likely get a warning about switching wireless networks. Select Okay.

7. Give your AirPort Express/Extreme a name, assign it a password, and select **Continue**.

AirPort Utility - Base Station cec3ee			
File Base Station Settings Help			
•	AirPort Express can play iTunes music through remote speakers using AirPlay, and share your Internet connection and USB devices on your network.		
	AirPort Express Name: KidCheck AirPort Express		
Base Station cec3ee			
	Enter a password to protect the settings of this AirPort Express.		
	AirPort Express Password:		
	Verify Password:		
	Remember this password in my keychain		
	Click Continue to proceed.		
	Go Back Continue		

8. Select "I want AirPort Express/Extreme to join my current network, and select Continue.

AirPort Utility - Base Station cec3ee	
File Base Station Settings Help	
File Base Station Settings Help	Select what you want to do with AirPort Express.  I want to create a new wireless network I want to replace an existing base station or wireless router with AirPort Express I want AirPort Express to join my current network
	Click Continue to proceed. Go Back Continue

9. Select "I want the AirPort Express/Extreme to wirelessly join my current network," and select **Continue**.

AirPort Utility - Base Station cec3ee			
File Base Station Settings Help			
File Base Station Settings Help Base Station cec3ee	Select what you want to do with AirPort Express.  I want AirPort Express to wirelessly join my current network I want to connect AirPort Express to my network using Ethernet to extend my existing wireless network I want to disable the wireless network on this AirPort Express and connect it to my computer or network U using Ethernet		
	Click Continue to proceed. Go Back Continue		

10. Select your network from the drop down menu for "Wireless Network Name," enter that network's password, and select **Continue**.

AirPort Utility - Base Station cec3ee	States and the			
File Base Station Settings Help				
•	Choose the wireless network you would like AirPort Express to use. If you don't see your network, click the menu to try again. If you still don't see your network, make sure it is plugged in.			
Base Station cec3ee	Wireless Network Name:	KC Test Router 🗸		
	Wireless Security:	WPA/WPA2 Personal		
	Wireless Password:	•••••		
	Verify Password:	•••••		
	Click Continue to proceed.			
		Go Back Continue		
		Go back Continue		

11. Confirm your settings, and select Update.

AirPort Utility - Base Station cec3ee	States and the	
File Base Station Settings Help		
	AirPort Express will use the settings below. Make	sure they are correct.
	AirPort Express Name:	KidCheck AirPort Express
Base Station cec3ee	Wireless Mode:	Join a wireless network
1	Wireless Network Name:	KC Test Router
	Wireless Security:	WPA/WPA2 Personal
		Show Passwords
	If these settings are correct, click Update to finis	h setting up this AirPort Express.
		Go Back Lindate

- 12. A window will let you know the device and services will be temporarily unavailable. Select Continue.
- 13. You will see a setup confirmation page. Select **Quit**. The setup for the AirPort is complete! Next we'll find and install the printer that's connected to the AirPort Express/Extreme.

AirPort Utility - Base Station cec3ee		
File Base Station Settings Help		
KidCheck AirPort Express	Your AirPort Express is configured to connect to the Internet, share a USB printer, and play iTunes music through remote speakers using AirPlay. If you're using a cable modem to connect to the Internet, turn the modem off, remove the battery if it has one, wait a few seconds, put the battery back in, and then turn the modem back on.	
	Setup Complete	
	Click Quit if you are done making changes to any AirPort wireless device. If you want to set up another AirPort wireless device, select it from the list.	

## Finding and Installing the Printer onto Your Computer

- 1. Download and run <u>Apple's Bonjour Print Services for Windows</u>.
- 2. Select **Next**, agree to the license agreement and continue selecting **Next** until you get to the screen with the **Install** button.
- 3. Select if you want a desktop shortcut for Bonjour Printer Wizard and select Install.

Bonjour Print Services
Installation Options
Select folder where Bonjour Print Services files will be installed and choose installation options.
☑ Create Bonjour Printer Wizard desktop shortcut
Automatically update Bonjour Print Services and other Apple software
Select this option if you want to schedule Apple Software Update to check for updates automatically.
Destination Folder
C:\Program Files\Bonjour Print Services\ Change
< Back

4. Once Bonjour Print Services installs, select Finish.



- Going to your Start area or using the desktop shortcut, open Bonjour Print Services. Bonjour should find your DYMO LabelWriter (that's connected to the usb port of the AirPort Express/Extreme) and automatically list it. Select the printer and select Next.
  - a. If you don't see your printer listed, restart the computer and unplug/replug the AirPort Express/Extreme along with ensuring the AirPort Express/Extreme is connected to your network (one quick indication is the light on the front of it should be green).

Bonjour Printer Wizard	×
Browse for Bonjour Printers Select the printer you want to use from the list below.	Ŷ
Shared printers:	
DYMO LabelWriter 400 Turbo	
Printer information	
Description: DYMO LabelWriter 400 Turbo	
Location: KidCheck AirPort Express	
Next > C	ancel

6. You may need to select the appropriate manufacturer and driver of the printer (DYMO LabelWriter) and select **Next**.

7. Confirm the printer name, type, etc. and select **Finish**.



8. Your printer is now installed on your computer and ready to use. You can additionally go to your *Printer and Devices* area, right click on the printer and choose **Printer Properties**, and amend the printer's name to include "Wireless" or a specific location to easily identify it when using the KidCheck app.

🖶 DYMO LabelWriter 400 Turbo Properties 📃 🔀				
General Sharing	Ports Advanced Col	or Management	Security	Device Settings
DYMO LabelWriter 400 Turbo (Wireless)				
Location: KidCheck AirPort Express				
Comment:	DYMO LabelWriter 400	Turbo		
Model:	DYMO LabelWriter 400 T	urbo		
Features				
Color: No		Paper available	e:	
Double-sided: No		30252 Addres	is	*
Staple: No				
Speed: Unkr	nown			
Maximum re	esolution: 300 dpi			*
	Prefer	ences	Print	Test Page
	C	ок	Cancel	Apply

Note: To get the mobile app to see the printer immediately, you may need to restart the KidCheck Client (shutting it down from the system tray and selecting **Start KidCheck Client** from your Start area).