

# Hardware updates for the New Tax Year

## Functions for Using Chromebook & TaxSlayer

### Chrome Book

1. Plug in and power up Chrome Book
2. Connect it to a network that has Internet access (for site use TX3D0124 pw:20ebed24)
3. Delete any old logon IDs that may exist. Select the arrow on the existing ID box and click on the remove option.
5. Login with your AARP ID ("volunteer [number"ty24@aarpfoundation.org](mailto:number))
6. Initial password will be TaxAide2024!
7. Create your new password and complete the login by accepting the options it presents

### Chrome OS Update

You can leave the CB connected and wait for an auto update or you can force the update to get it done. This function can be done before the following functions or after they have been completed.

1. To force the update – click on the time icon at the lower right corner
2. Select the Settings icon (the Gear)
3. Enter "update" in the search field
4. Select the "Check for Update"
5. On the Popup select the "Check for Update" button
6. Select the "restart"
7. Once system restarts repeat until system is up to date.
8. Exit out of the Menus
9. Continue to the Printer Assignment

### Log into TaxSlayer

1. Log into the Chrome book
2. If Google Chrome is not open, select the Google Chrome Icon a the bottom of the Screen
3. Select the first tab to get the general screen
4. Select the center option to get the TaxSlayer Pro login
5. Select forgot password a the bottom of the login fields
6. Enter your Taxslayer username
7. You will get a screen for requesting a verify code
8. Click in the field to request a code
9. Contact the Site supervisor for the code
10. Enter the 6 digit code in the field and select verify
11. It will take you to a screen to enter your password. Create a password with upper and lower case alpha, numeric, and special character
12. Select back on the next screen
13. You return to the TaxSlayer login screen. Login with your username and password.

### Reverify your Taxslayer ID

1. You will have to reverify your taxslayer id about every 2 weeks. You will be notified by TaxSlayer.

2. When TaxSlayer request reverify it will present the screen to request a code
3. Click in the field to request a code
4. Contact the Site supervisor for the code
5. Enter the 6 digit code in the field and select verify

#### Printer Assignment

The printer does not need to be assigned. The NTTC's current version of Chrome contains a Brother 2370 already installed on IP: 192.168.234.050. The first time you connect to TX3D0124 you need to save the printer for your use.

1. Click on the time in the lower right corner of the screen.
2. Select the Gear icon
3. In the search field enter "Printer"
4. Select Add printer
5. The new window should show a Brother 2370. Just click on the save option.

## Special Instructions for TC/ ERO usage

### Network Printer Assignment

It is easiest to change the printer in the same session as the router password. When the Tx3d0124 (router) network is started the printer will automatically connect on power up. The printer and the Chromebook should be on the same network. If you receive a request for Internet you will need to connect the router to your home network with an Ethernet cable.

1. Power up the router and the printer.
2. When the network light on the printer is solid the device is connected
3. Select the time Icon in the lower right corner of the CB and then select Settings (the Gear icon)
4. Search for printers in the Search Field
5. Select Add Printers
6. Enter a Name on the Name line
7. Enter the appropriate IP address on the IP line: Brother 2370 192.168.234.050
8. Then Select the Add button
9. Exit from the Settings Menu (upper right corner "X")
10. Test the printer by printing a page
11. You are now ready to change the password

### Change Printer Password

1. Enter the URL of the printers Brother 2370 192.168.234.253
2. Log into the printer with ID:admin pw:2370admin
3. Select the Network tab
4. Select Wireless (personal)
5. The SSID should be Tx3d0124. Change the password or Passphrase to 20ebed22
6. Save the information
7. Now you need to change the router password

### Router Password

This can be done with a PC or a Chromebook. If using a Chromebook you will need to log into the CB on a network with internet and keep the CB logged in when you change networks.

1. Power up the AARP router
2. Log into the router (Network ID is Tx3d0124, password is 20ebed21)
3. Open Chrome Browser and go to 192.168.234.1
4. Login to the router with the appropriate ID and password

Home (TPLINK)	ID:homeadmin	Password:ha12123
EDIMAX	ID:admin	Password:tx3d01
Netgear	ID:admin	Password:tx3d01
5. Once logged in you will be ready to change the network password  
TP-Link (HOME) – main page
  1. Select Wireless
  2. Select Wireless Security
  3. find password in the and change it to 20ebed22
  4. Select Save at the bottom and then exit
  5. reboot the router and reconnect using the new password
  6. The printer will reconnect automatically

7. Try a test print

EDIMAX – main page

1. Select 2.4 Ghz
2. Select Basic
3. At the bottom under “Wireless Security” change the Pre-shared key to 20ebed22
4. Save and exit
5. Reboot the router and then reconnect CB & Printer using the new password
6. The printer will reconnect automatically
7. Try a test print

NETGEAR – main page

1. Select Wireless
2. Change the Passphrase at the bottom to 20ebed22
3. Select Apply at the top to save and exit
4. The printer will reconnect automatically
5. Try a test print

Change Router DHCP

A onetime setup on the router needs to be made to change the DHCP range to 192.168.234.2 to 192.168.234.45

TP-Link (HOME) – main page

1. Log into the router as above
2. Select DHCP from the list on the left
3. Change Start IP to 192.192.168.2 and End IP to 192.168.234.45
4. Select Save
5. Exit router

EDIMAX – main page

1. Log into the router as above

NETGEAR – main page

1. Log into the router as above
2. Select Advance Tab
3. Select Setup
4. Select LAN Setup
5. Change Start IP to 192.192.168.2 and End IP to 192.168.234.45
6. Select Apply at the top
7. Exit router