

N11 - Network Migration Guide and Checklist

AARP Foundation Tax-Aide National Technology & Security Committee

Revised 10/15/2025

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Overview

This *Network Checklist and Migration Guide* is intended for use primarily by District Technology Coordinators, by State Technology Specialists, and by Regional Technology Advisors.

This *Network Checklist and Migration Guide* will help you navigate the process to migrate from your current Single-Layer network setup to a Two-Layer network. A Two-Layer network is required:

1. To use a connection to a site's Open Wi-Fi network (*i.e.* any Wi-Fi network that does not require a Wi-Fi password) for Internet access, OR
2. To provide taxpayers the ability to print tax documents from their phones/tablets directly to the AARP Tax-Aide printer, OR
3. To provide volunteers WiFi-based internet access for their personal devices so they can receive two-factor authentication codes for access to TaxSlayer or Google accounts, for instance if no cell coverage is available at the site.

Note: A network that uses a captive portal for password entry is considered an Open Wi-Fi network because the captive portal password *does not secure your Wi-Fi communications*, it merely permits them.

This *Network Checklist and Migration Guide* does not deal with the operational changes needed to allow taxpayer document printing, for example the requirement to prevent taxpayers from getting their documents from the printer or the procedure needed to print a document from a taxpayer phone or tablet.

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Must You Migrate?

If, after reading the Overview, above, you determine that you do not need to migrate because your sites

- Do not connect to Open Wi-Fi networks, AND
- You do not need to provide taxpayers the ability to print tax documents from their smartphones and tablets, AND
- You do not need to provide volunteer Wi-Fi access to enable receipt of two-factor authentication codes at sites with poor cellular service,

You do not need to read any further. Unless you wish to, of course.

Migration is required only when any of the above three conditions is true.

How to Use This Document

- Review document [N02 Network Design Guide](#) to identify the current Network configuration that applies to your network(s).
- Read the section titled “[Network Design Guide Options and Migration](#)” below to learn if your network type can be migrated or not.
- Print the checklist (see below) that corresponds to the network you will be migrating.
- Review the additional information in this document for each kind of equipment affected by the migration.
- Using the Checklist, the additional information, and the links to NTSC equipment setup documentation, migrate the network.

Network Design Guide Options and Migration

Option 1A - Ethernet Connection to the Host Site’s Internet Access

The [N02 Network Design Guide](#) defines Option 1 as: “Chromebooks, printers, and scanners wirelessly connected to the AARP Foundation Tax-Aide private sub-network using our own router that is wired to the host network via RJ-45 cable (also called Ethernet or Cat 5/6 cable).”

You are not required to migrate to a Two-Layer network in this case.

You can migrate to a Two-Layer network if you wish to provide taxpayer document printing capability or volunteer Wi-Fi Internet access. If you do not require these two capabilities at a site, the site’s Tax-Aide network does not need to migrate to a Two-Layer network.

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You are already operating one router at the site, so addition of a second router should not be a problem for the host site. At the same time, it may be wise to discuss the matter with site technical personnel.

Option 2A - WISP Connection to a Host Site's WiFi that Enables Internet Access

The [N02 Network Design Guide](#) defines Option 2 as: "Chromebooks, printers, and scanners wirelessly connected to the AARP Foundation Tax-Aide private sub-network using our own router that is connected to a host network over Wi-Fi via a Wireless Internet Service Provider (WISP) connection."

If the Host Site's Wi-Fi network that you connect to is an Open Network, *i.e.*, does not have a Wi-Fi password (network key), you **must** migrate to a Two-Layer network. You can also migrate to a Two-Layer network if you wish to provide taxpayer document printing or volunteer Wi-Fi Internet access.

If you do not require these two capabilities at a site and you do not get Internet access through a host site WISP connection to an Open Network, *i.e.*, a network with no password, the site's Tax-Aide network does not need to migrate to a Two-Layer network.

If you choose to migrate to a Two-Layer network, the site is already operating one router at the site, so addition of a second router should not be a problem. At the same time, it may be wise to discuss the matter with site technical personnel.

Option 3 - Host Site-Provided Private Network

The [N02 Network Design Guide](#) defines Option 3 as: "Chromebooks, printers, and scanners wirelessly connected to a private sub-net on the host's network. ...[T]he host site owns and configures a sub-network for exclusive AARP Foundation Tax-Aide use."

This configuration is typically only used if you are not able or not allowed to connect an AARP owned router to the site network. In this case, it is very unlikely that you will be able or allowed to connect a two level AARP owned network at this site. You may of course discuss this option with the site IT department and see if they would provide you with a two level network configuration following the same AARP network design guidelines as in Option 2 above.

You are not required to migrate to a Two-Layer network.

You can migrate to a Two-Layer network if you wish to provide taxpayer document printing or volunteer WiFi Internet access. If you do not require these two capabilities at a site, the site's Tax-Aide network does not need to migrate to a Two-Layer network.

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Migration of Option Three to a Two-Layer network requires the following of the host site:

- The host site will allow Tax-Aide to deploy a router at the site, connected to the private network they already provide.
- The network provided by the host site needs to use the IP address range 192.168.234.0 to 192.168.234.255.
- The private network provided by the host site allows Wi-Fi connections.
- The host site will allow taxpayers to connect to the private network they provide to print tax documents.

These needs should be discussed with host site management and technical personnel. If the host site is unable to accommodate those needs, then you cannot migrate to a Two-Layer network. You will not be able to offer taxpayer document printing or volunteer Wi-Fi Internet access.

If the host site will let you connect a router to their public Wi-Fi network, then you could migrate from Option Three to Option Two and implement a Two-Layer network using the Option Two process.

The migration checklist for an Option Three site assumes that you will continue to use the private network the host site created for you, that it uses network addresses in the range 192.168.234.0 to 192.168.234.255, and that you have permission to add a router to that network to create a two router network. The second router would have the 192.168.235.x subnet and be used to connect Chromebooks and scanners.

Option 4A - Hotspot Without a Router

The [N02 Network Design Guide](#) defines Option 4A as: “Chromebooks, printers, and scanners wirelessly connected to an AARP Foundation Tax-Aide hotspot that connects to the Internet through a cellular network. You are not required to migrate to a Two-Layer network.

You can migrate to a Two-Layer network, a Hotspot-Router network, if you wish to provide taxpayer document printing or volunteer Wi-Fi Internet access. If you do not require these two capabilities at a site, the site’s Tax-Aide network does not need to migrate.

Option 4B - Hotspot With a Router

The [N02 Network Design Guide](#) defines Option 4B as: “Chromebooks, printers, and scanners wirelessly connected to an AARP Foundation Tax-Aide hotspot that connects to a router connected to that hotspot using WISP.” You already have a Two-Layer network; the hotspot serves as one of the two routers.

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If you wish to provide taxpayer document printing or volunteer Wi-Fi Internet access, some equipment settings changes may be required, depending on how your system is currently set up.

Hotspots may have more limited bandwidth than a router connected to the host site's Internet access. You may wish to limit the site to taxpayer document printing and avoid connection of volunteer personal devices until you have some operational experience.

Taxpayer document printing should not represent a significant load on the hotspot.

Option 5 - Share the Host Site's Private Network Without a Router

The [N02 Network Design Guide](#) defines Option 5 as: "...connect[ing] our Chromebooks directly to the host site's staff or internal password-protected network, effectively sharing that network with the host site's internal users." Tax-Aide printers are not connected to the shared host site network; a USB cable connection to a single Chromebook at a time is used for printing.

You cannot migrate to a Two-Layer network if the host site will not let you use a Tax-Aide router at the site. Another solution needs to be found that lets taxpayers print from their devices.

The Site's Network Setup Does Not Appear to Match Any Option

Follow these steps:

1. Review your network design with your State Technology Specialist (TCS). Your TCS may be able to map your actual network design to one of the five network options, and that would determine whether you must or can migrate, and how to do so.
2. Your TCS may ask you to summarize your network design for submission in a Ticket to be raised to the National Technology and Security Committee (NTSC). Include PDFs of site network diagrams, or scans of hand-written diagrams.
3. When the NTSC receives the ticket, they will contact you to collaboratively work out whether migration to a Two-Layer network is required, and how to migrate if it's required or if your site wants to enable taxpayer document printing or volunteer Wi-Fi Internet access.

Ticket Details: Use the following

- cc the state's Regional Technology Advisor (RTA) on the ticket
- Category: Technology
- Technology Topics: Setup → Routers [or Hotspot]

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Subject: include the Split state, district, and site name and the phrase “Request for network migration assistance.”

Description: Include in the ticket body a brief description of your network and whether you wish to provide taxpayer document printing and/or volunteer Wi-Fi Internet access.

Attachments: Attach any network diagrams you may have of the Tax-Aide network and the connection to the host site’s network. Handwritten and scanned is fine. Include the IP address ranges and WiFi network names used for each network depicted in your diagram. *Do not* include network passwords.

Either in the description or as a separate attachment, let us know the following:

- How many concurrent counselors / Chromebooks
- How many printers
- Whether the printers are using the standard 192-168.234.50 address (.51, .52, etc)
- Model and count of each kind of scanner in use.
- If using Brother scanners, whether static or DHCP addresses are set up.
- Maker and model of each router in use. Get the model number from the label on the router if possible.
- If using a hotspot, what model of hotspot.

To Migrate or Not to Migrate - That is the Question

At this point, you should know if you **must** migrate (WISP to an Open Network), should migrate (to offer taxpayer document printing or volunteer Wi-Fi Internet access), or cannot migrate (such as for instance [N02 Network Design Guide](#) Option 5 - Share the Host Site’s network).

The next section of this document describes a typical Two-Layer network and a Hotspot-Router network.

Following that are checklists, one per Network option (except for option six), that list what you must change.

Finally, there are more detailed descriptions of the changes needed to migrate to a Two-Layer network. These descriptions refer/link to NTSC equipment and network setup instructions and do not replace those instructions. Use this document to understand *what* must be changed, and use the linked setup instructions to make those changes correctly.

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Two-Layer Network Diagram (Option 4B)

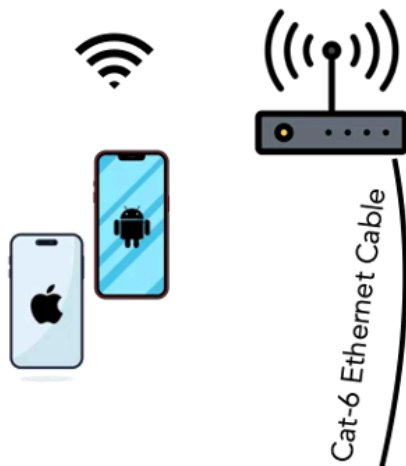
Host Network



Notes:

- (1) The Outer Router connects to the host network/ internet either wired or WISP
- (2) The Outer & Inner Routers are connected Cat 6 Ethernet cable
- (3) Each router creates its own uniquely-named SSID
- (4) Taxpayers connect to Outer Network WiFi and just print per their phone commands
- (5) Chromebooks & scanners connect to Inner Network SSID. All printing happens on the printer in the usual way.

Outer Network



OUTER ROUTER: Phones/Printer

Example SSID: PA1Print

IP address: 192.168.234.1

DHCP Range: 192.168.234.100 - 199

Must comply with R00a and P&P for Outer Routers



Inner Network



INNER ROUTER: Counselors / TSO

Example SSID: R02PA1D22

IP address: 192.168.235.1

DHCP Range: 192.168.235.100 - 199

Must comply with R00a and P&P for Inner Routers

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Hotspot-Router Network Diagram

Verizon Network



Notes:

- (1) The Outer hotspot connects to the Verizon Cellular Network for Internet access
- (2) The Inner Router connects to the Outer Hotspot using WISP.
- (3) The Hotspot and Router each create its own uniquely-named SSID
- (4) Taxpayers connect to Outer Network SSID and just print per their phone commands
- (5) Chromebooks & scanners connect to Inner Network SSID. All printing happens on the printer in the usual way.

Outer Network



OUTER HOTSPOT: Phones/Printer

Example SSID: PA1Print

IP address: 192.168.234.1

DHCP Range: 192.168.234.100 - 199

Must comply with R00a and P&P for Outer Routers



Inner Network



INNER ROUTER: Counselors / TSO

Example SSID: R02PA1D22

IP address: 192.168.235.1

DHCP Range: 192.168.235.100 - 199

Must comply with R00a and P&P for Inner Routers

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Notes for the Network Diagrams

All routers must comply with the current AARP Foundation Tax-Aid Policies and Procedures manual and with the requirements listed in [R00a Router Selection and Support Guide](#).

As of the time of publication of this document, the Inner Router firmware date must be no older than January 1st of the year that is 2 years prior to the tax year being processed. For example, Inner Router firmware to be used to process Tax Year 2025 returns (in 2026) must be dated January 1st, 2023 or later. Outer Router firmware must be no older than January 1st of the year that is 4 years prior to the tax year being processed. For example, Outer Router firmware to be used to process Tax Year 2025 returns (in 2026) must be dated January 1st, 2021 or later.

Both Inner and Outer routers must be big enough to support the site's operation. Each must handle about the same network traffic; any differences in workload are too small to allow, for example, the selection of a smaller or less-expensive router as either the Outer or Inner Router.

A retired router should have enough capacity for your site; if it supported your site last year, it's probably fine this year.

The SSIDs in the diagrams above are notional for illustration purposes. Any SSID acceptable for Tax- Aide may be used. Refer to [N01 Configuring Wi-Fi at all Sites with same SSID and Password](#) for advice on SSID naming. It is strongly recommended that a district use the same SSID and password for all Inner Networks. Likewise, all Outer Networks in a District should use the same SSID and password, but not the SSID/password that is used for the Inner Network.

The IP address assigned to the Outer Network router or hotspot *must be* 192.168.234.1. The DHCP range of the Outer Network must be 192.168.234.100 to .199. Tax return printing will not work if you change this address range.

The printer at the site must be assigned the IP address 192.168.234.50 so that the managed printer pre-defined in all Chromebooks can be used for printing. If a site has multiple printers, assign .51, .52, and so on for subsequent printers, as recommended in [P02 Brother HL-L2370DW Network Printer Setup Guide for Chromebooks](#).

The intrepid TC will correctly point out that printing can be made to work with a different address range, but then one must configure every Chromebook to have a printer pre-defined at the address you use. And if you use different address ranges at different sites, well, you've really complicated the lives of Counselors, or at least Quality Reviewers, because the printer definitions you add will have to be site-specific. So not just one printer per Chromebook, but

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one per site per Chromebook. The same intrepid TC will sometimes point out that site restrictions require that this be done. True enough.

The printer can be connected to the Outer Router by using WISP over WiFi or by using an Ethernet cable. If one desires a wired connection to the printer, one must be extremely careful to use the correct LAN port on the outer router.

If a site uses multiple printers, it is recommended that only one printer be made visible on the Outer Network for taxpayer document printing from their personal mobile devices. This reduces the chances of taxpayer confusion because they will see only one printer choice on this network using their Android or Apple device. How to make a printer visible or invisible on the network is explained in more detail in the section "[Verifying Required Printer Services for Taxpayer Document Printing](#)" below.

Tax-Aide volunteers may also connect their personal devices (smartphone, tablet) to the Outer Network if the host site does not offer Internet access via WiFi and the cellular service is poor at this site. This allows volunteers to receive Two-Factor Authentication text messages that may be sent by Google or TaxSlayer.

Volunteers and Tax-Payers are not allowed to connect their personal devices to the inner secure network. This inner network is for the exclusive use of AARP issued Chromebooks (and optional scanners).

Access to Outer Router, Hotspot, and Printer Configuration Pages

You can access the configuration web pages for the Outer Router, the hotspot, and the printer from any Chromebook connected to the Inner Network.

To configure the printer, just point the Chromebook browser to:

`http://192.168.234.50`

You'll see the printer's configuration page and can work with it just like you would if the Chromebook were connected to the Outer Network.

Likewise, for the Outer Router or the hotspot:

`http://192.168.234.1`

Access to the Inner Router is just as easy but uses a different address:

`http://192.168.235.1`

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Migration Checklists

Below are links to checklists which may be used in order to set up each of the different Network Configurations.

[**N11a Migration Checklist - Network Options 1 and 2A \(Wired and Wireless router\)**](#)

[**N11b Migration Checklist - Network Option 3 \(Private subnet on host site owned router\)**](#)

[**N11c Migration Checklist - Network Option 4A - Hotspot without router**](#)

[**N11d Migration Checklist - Network Option 4B - Hotspot with router**](#)

Migration Testing

Below is a link to a checklist which may be used to test the network configuration is working as expected.

[**N11t Site Setup Testing Checklist**](#)

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Migration Details

IP Address Assignment Summary

Equipment	IP Address(s)	Network	Comments
Outer Router	WAN: Dynamic LAN Base: 192.168.234.1 DHCP: 192.168.234.100 to .199	Host	Outer Network LAN: SSID1: _____ Password1: _____
Inner Router	WAN: 192.168.234.10, static LAN Base: 192.168. 235 .1 DHCP: 192.168. 235 .100 to .199	Outer	WAN connection to Outer Router or Outer Hotspot. Inner network LAN: SSID2: _____ Password2: _____
Chromebooks	dynamic	Inner	No changes required
Printers	192.168.234.50, .51, .52	Outer	Assign static addresses in sequence starting at .50.
Epson Scanners	dynamic	Inner	No changes required
Brother ADS-1700W scanners	192.168. 235 .90, .91, .92	Inner	Assign static addresses in sequence starting at .90.
Brother ADS-1700W scanners	192.168. 235 .70, .71, .72	Inner	Assign static addresses in sequence starting at .70.

Password Requirements

Reused passwords are a problem, especially when the password needed to connect to the Outer Network is shared with taxpayers. Taxpayers will be connected to a network that enables access to the administrative interface for the outer router and the printer(s) used by the site. The administrative passwords for those devices should be chosen with care.

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The following requirements must be met to ensure the privacy of Taxpayer Personally Identifiable Information and the security of Tax-Aide's network setup:

- Each administrative password, the password to reconfigure a device, must not be the manufacturer's default password for the device. The password must be changed even if the manufacturer provided a sticker on the device with a password unique to that device.
- The administrative password for any device used at a site must be different from that used to access other devices at the site, with these exceptions:
 - The same administrative password may be used for multiple printers at a site
 - The same administrative password may be used for multiple scanners at a site
- The administrative password for any device used at a site must be different from any Wi-Fi network password used at a site, including passwords posted or published by the host site for use by site patrons to access host site networks.
- The Wi-Fi network password used for any Tax-Aide network must not be the same as the Wi-Fi network password posted or published by the host site for use by site patrons to access host site networks.
- The Wi-Fi network password for the Outer Network must be different from that used for the Inner network.

Hotspot Setup Changes

Resources (in order of number of devices reported as in use in Tax-Aide)

- [H02 Orbic Speed Cellular Hotspot Setup Guide](#)
- [Reliance Orbic Speed RC400L Manual](#)
- [Novatel Ellipsis MiFi 6620L Manual](#)
- [Inseego Jetpack MiFi 8800L Manual](#)
- [NETGEAR Jetpack AC791 Manual](#)
- [Novatel Jetpack MiFi 7730L Manual](#)
- [Franklin Wireless Ellipsis Jetpack MHS900L Manual](#)

If your hotspot is not on this list, please submit an [IV16 Hotspot Information Update Request - Download](#) (link downloads to your computer) to update [H01 Verizon Jetpack List](#) with your hotspot model, location, and custodian information.

The hotspot will serve as the Outer Router in addition to providing Internet access via the Verizon cellular network. This means:

- The hotspot must be set up with the IP address 192.168.234.1
- The hotspot must offer DHCP addresses in the range 192.168.234.100 to .199

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- Reduce the DHCP lease time to no more than eight hours (480 minutes, 28,800 seconds) to avoid depleting the DHCP pool due to usage by taxpayer connections to print documents
- The SSID and network key should need to be changed to one appropriate for use as the network name of a WiFi network that taxpayers may connect to
- If you plan to use QR codes to let taxpayers connect to the Outer Network, use a complex password
- Change the administrative password for the hotspot to something that does not match the hotspot SSID, the Inner Network SSID, or the Inner Network administrative password
- Because the Brother printer that will connect to the hotspot only supports 2.4GHz WiFi, the hotspot must be configured for 2.4GHz only

If the current network is Option 4A of the [N02 Network Design Guide](#), the hotspot IP address, DHCP range, and WiFi 2.4GHz band may already be set up.

If the current network is Option 4B of the [N02 Network Design Guide](#), the hotspot IP address, DHCP range, and WiFi 2.4GHz band will probably need to be changed.

In either case, the hotspot SSID and password will probably need to be changed.

Router Setup: Outer Router

This section applies only if you are converting an existing site router into an **Outer Router** for the site.

If you have purchased a new router to be used as the Outer Router, then NTSC router setup instructions for that router tell you everything needed to set up that router for use as an Outer Router.

The following changes are needed to the existing router to make an **Outer Router**.

- Ensure both the 5GHz and 2.4GHz Wi-Fi frequencies are enabled, and that different SSIDs are used for each. This is likely how the router was set up, but make certain.
- Reduce the DHCP lease time to no more than eight hours (480 minutes, 28,800 seconds) to avoid depleting the DHCP pool due to usage by taxpayer connections to print documents. A shorter lease time is fine; as little as an hour will work.
- The SSID and network key should need to be changed to one appropriate for use as the network name of a WiFi network that taxpayers may connect to.
- If you plan to use QR codes to let taxpayers connect to the Outer Network, use a complex password.

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- Change the administrative password for the Outer Router to something that does not match the Outer Router SSID, the Inner Network SSID, or the Inner Network administrative password.

Router Setup: Inner Router

This section applies only if you are converting an existing site router into an **Inner Router** for the site.

If you have purchased a new router to be used as the Inner Router, for example because the router currently used by the site has firmware that is too old, then NTSC router setup instructions for that router tell you everything needed to set up that router for use as an Inner Router.

The following changes are needed to the existing router to make an **Inner Router**.

- Change the router address to 192.168.235.1
- Change the DHCP address range to 192.168.235.100 to .200
- If a WISP connection to the host site's Wi-Fi was used and you will cable-connect the Inner Router to the Outer Router, turn off WISP and enable a cable connection to the WAN.
- If WISP will be used to connect to the Outer Router, change the SSID and Network Key for the WISP connection to match the settings for the Wi-Fi network created by the Outer Router.
- If WISP will be used and the Outer Router supports 2.4GHz and 5GHz Wi-Fi at the same time, connect the Inner Router to the 5GHz Wi-Fi network. A hotspot does not support both bands at the same time.
- There is no need to change the SSID and network key used to access the Inner Network created by the Inner Router.
- Change the administrative password for the Inner Router to something that does not match the Outer Router SSID, the Inner Network SSID, or the Outer Router (or hotspot) administrative password.

Chromebook Settings Changes

Chromebook WiFi Settings changes will be required if the SSID and password of the WiFi network they connect to has been changed.

If the printer IP address is changed from a dynamic IP address assigned by the router to the NTSC-recommended standard static printer address of 192.168.234.50, no change to the Chromebook printer settings is required. The standard Chromebook configuration already

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includes a managed Tax-Aide Brother Printer at that address. In this case, counselors will just need to print to the managed Tax-Aide Brother Printer rather than the printer they may have used in the past.

To avoid any confusion, remove the old saved printer, if any.

The optional Brother scanner's IP addresses will normally need to be changed when migrating to a Two-Layer or Hotspot-Router configuration, so the Brother iPrint & Scan app on the Chromebook will need to be set up to connect the Brother scanner(s) using the new IP addresses.

Chromebook changes are not required for the Optional Epson scanners.

Printer Setup Changes

Resources: [P02 Brother HL-L2370DW Network Printer Setup Guide for Chromebooks](#), [Brother Online Users Guide \(HL-L2370DW\)](#).

If you are already using the NTSC-recommended addresses (192.168.234.5x) for your printers, you will not need to change the static IP address assignment of the printer(s). In a Two-Layer or Hotspot-Router network, printers are attached to the Outer Network, which uses 192.168.234.1 as the gateway address.

If your Outer Network is created by a Hotspot or you are connecting the printer to an Outer Router via WiFi, you will need to change the SSID and password used by the printer. This can be done from the front panel or printer web page. The process is described in the P02 setup guide noted above.

Verifying Required Printer Services for Taxpayer Document Printing

It is recommended that if a site has multiple printers, only one of those printers should be enabled for taxpayer document printing. The following printer service is required for Chromebook printing and should be enabled on all Chromebook printers:

- IPP - Required for Chromebook printing and for Apple AirPrint printing

In addition, you must verify that the following services are enabled on any printer used for taxpayer document printing. These services are needed to make visible on Tax-Payer mobile devices and that they can print using Apple AirPrint and/or Android Printer Services:

- SNMP - Required for Android device printer discovery
- LPD - Required for Android printing
- IPP - Required for Apple AirPrint printing in addition to Chromebook printing

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- AirPrint - Required for Apple AirPrint printer discovery and printing
- AirPrint Advanced Settings - Used to change the name of the printer as seen by AirPrint
- mDNS - Required for Apple AirPrint printer discovery

These services are enabled on new printers and by factory reset. Create a printer status report to verify if these services are enabled or disabled. Do the following at the printer front panel:

1. Press the down arrow button (under the Back button) until you see “Print Reports” in the display.
2. Press OK. "Print Settings” will appear on the display.
3. Press OK again. The display will show “Press Go.”
4. Press Go (the wide button with the green stripe on it).

This report will list the services that are enabled for wired and wireless networks respectively (if both interfaces are enabled).

Enabling Required Printer Services for Taxpayer Document Printing

If any needed services are disabled, you will need to use the web interface to the printer to enable them. The [P02 Printer Setup Guide section labeled “Accessing the Printer’s Admin Web Page, Printer Connected to your Tax-Aide LAN”](#) has instructions about how to access the web interface. Enter the printer password to make all four tabs visible. The P02 document section [Disable Unneeded Protocols](#) shows you which services must be enabled.

Epson Scanner Setup Changes

Resources: [SC02 Epson ES-60W and DS-80W Scanner Setup Guide for Chromebooks](#), [Epson DS-70/DS-80W User's Guide](#).

If the site connects to the Epson scanner using Wi-Fi Direct, no changes are required to scanner setup.

Use Appendix A in the [SC02 Epson User Guide](#), to connect the scanner to the new Wi-Fi network. Epson scanners always receive an IP address from the Wi-Fi router that it connects to. A static address is not required.

Brother Scanner Setup Changes

Resources for the ADS-1700W: [SC03 Brother ADS-1700W Scanner Setup Guide for Chromebooks](#), [Brother Online Users Guide \(ADS-1700W\)](#).

Resources for the ADS-2700W: [SC04 Brother ADS-2700W Scanner Setup Guide for Chromebooks](#), [Brother Online Users Guide \(ADS-2700W\)](#).

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You can change the Wi-Fi network (SSID and password) that a Brother scanner connects to and its static IP address using the scanner's front panel controls. There is no need to connect to the scanner using Wi-Fi, nor is there a need to reset the scanner to factory defaults to make this network change.

Revision History

Version #	Date	Initials	Comments
1	8/31/2025	SRO	Initial Document