

**FOREVERWARM CONSULTING INC** Self-Help Series

How to setup

# Apple's Time Capsule

in your Microsoft Windows™ based Small Business or Home Office

A step-by-step guide to installing Apple's Time Capsule in your  
Microsoft Windows™ environment.

**Guy Moss**

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Version 2.0

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*"This has been an amazing answer to many many months of prayer (literally).*

*I couldn't see the time capsule as a drive on my daughters XP laptop and she had maxed her hard drive (how many random pics does a kid need??????). I had no idea what 'mapping a drive' was but your instructions made it a walk in the park. Problem solved and money saved not having to buy her a Mac. Thanx!"*

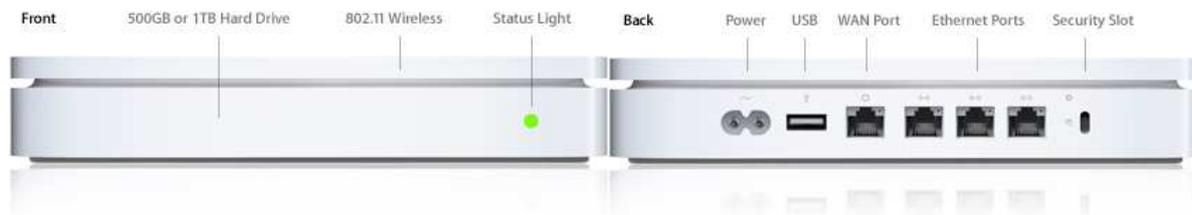
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## Apple Time Capsule – an overview

Apple's Time Capsule is backup device that includes a Router, Wireless Access Point (WAP), Printer sharing, and Disk Sharing so that backups can occur from your computers directly to this device. Although built for Macs, it can be used just as effectively with Windows based laptops and computers.



(Picture courtesy Apple Inc)

### Apple Time Capsule Specifications:

- 1Tb or 2Tb hard disk
- USB port
- Gigabit WAN port
- 3 Gigabit LAN ports
- 802.11n wireless
- Airport(tm) Wireless Access Point (WAP)
- Bonjour software
- (full specs [here](#))
- [Firmware update](#)

### Apple Time Capsule requirements for Windows PC's:

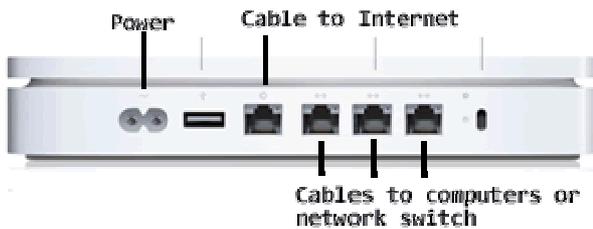
- PC with Windows XP SP3 or Windows Vista SP1, ([download XP SP3](#), [download Vista SP1](#))
- CD drive
- Network or wireless networking capability (802.11a, 802.11b, or 802.11g wireless card) A Gigabit network card will certainly be your best option
- USB printer if you want to share your printer
- Apple Airport Utility (included on the CD)
- Bonjour for Windows (included on the CD)

## Installing Time Capsule the first time

Here are Step-by-Step instructions for setting up Time Capsule in your Windows environment. The screen shots and instructions are Windows XP based however they apply to Vista and Windows 7 environments as well. These instructions are as if you've just taken the Time Capsule out of the box and set it up for the first time.

### Cabling

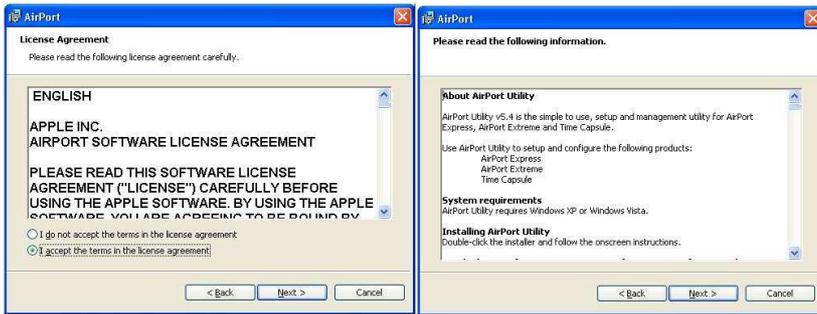
Plug in your network cables first, then the power cable. There is no on/off switch as this device is meant to be always on.



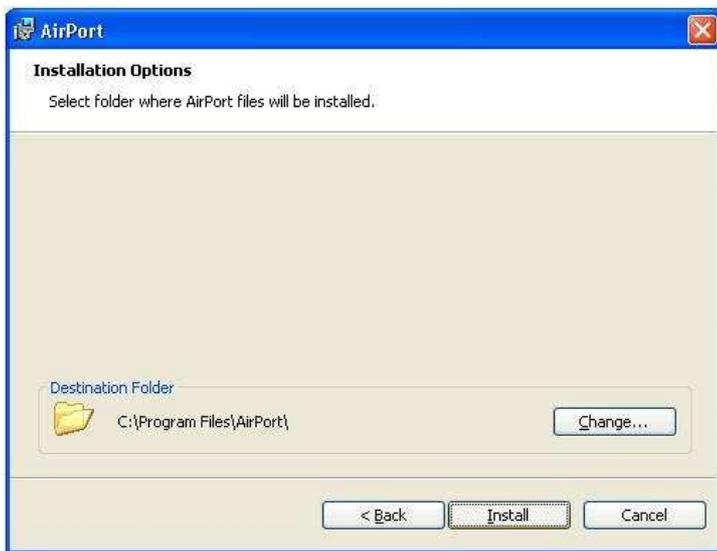
Once the Time Capsule is powered up, insert the CD that came with your Time Capsule and you will see the Airport setup screen. Click next.



Accept the license agreement and the information window.



Select where you want the files to be installed. C:\Program Files\Airport is the default and unless you have a reason to change this, simply click Next



At this last screen you can click Finish



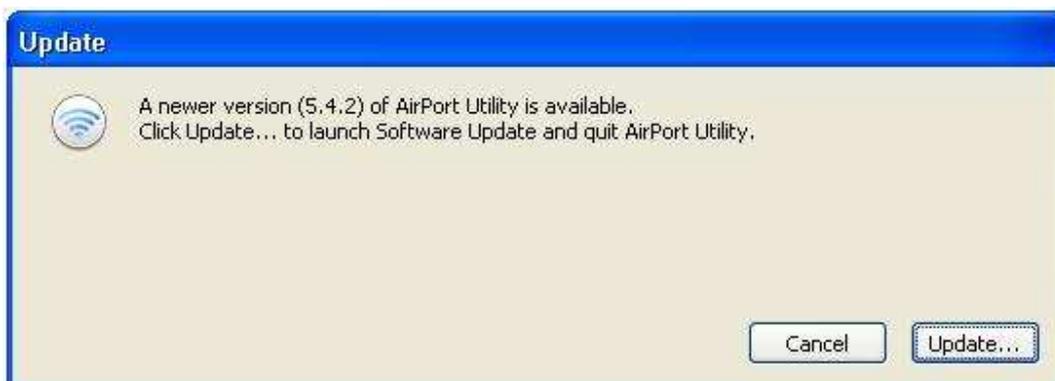
You will also see this pop up. For now, chose Ignore.



Now go to **Start, Programs, Airport, Airport Utility**. Click OK to pass this screen



I got this message to update the Airport Utility software. It is always good to have the newest software so choose Update.



At the Update window, uncheck the boxes for Mobile Me and Safari 4. You just want the update. Click Install 1 Item and click OK to the license that pops up.



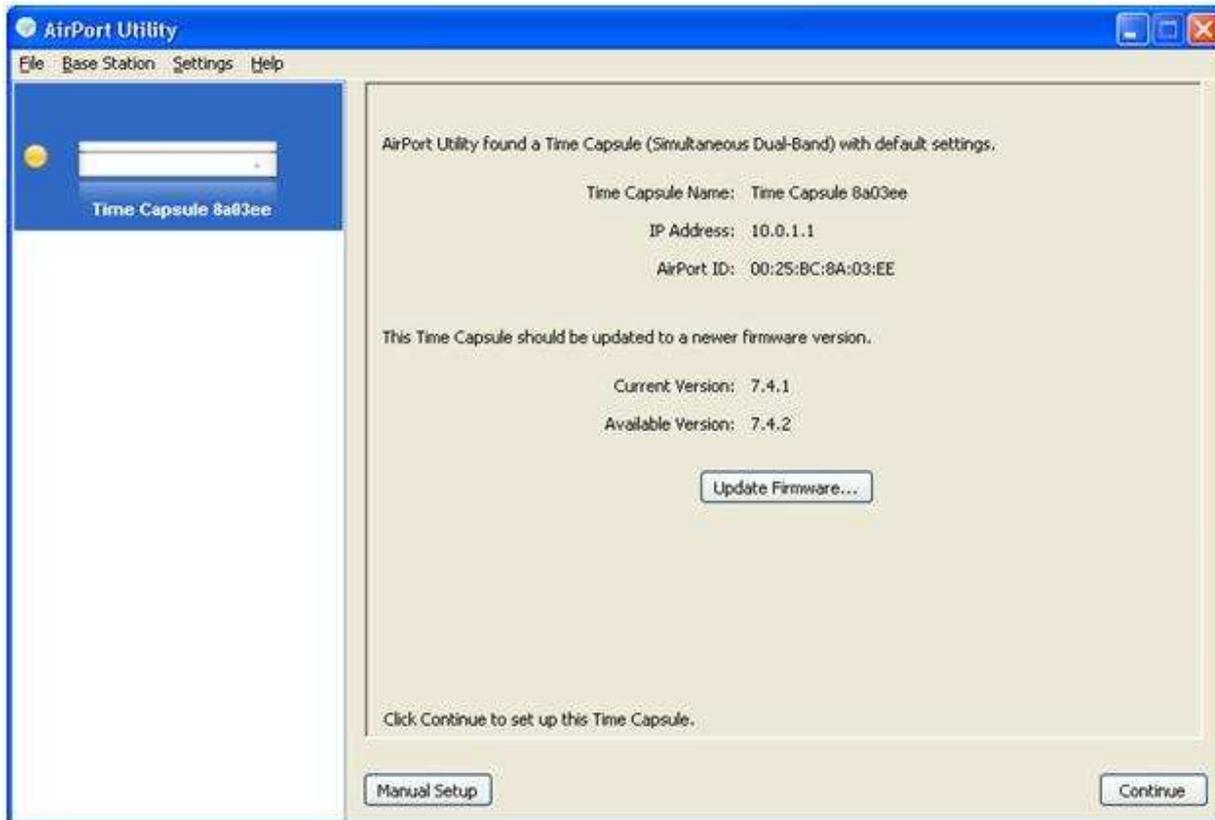
You should get this prompt, press OK, then press Quit when you are taken back to the Update Manager.



Now go back to the Airport Utility and it will search for Networks and Airport devices like your Time Capsule



If all goes well it should find the Time Capsule device



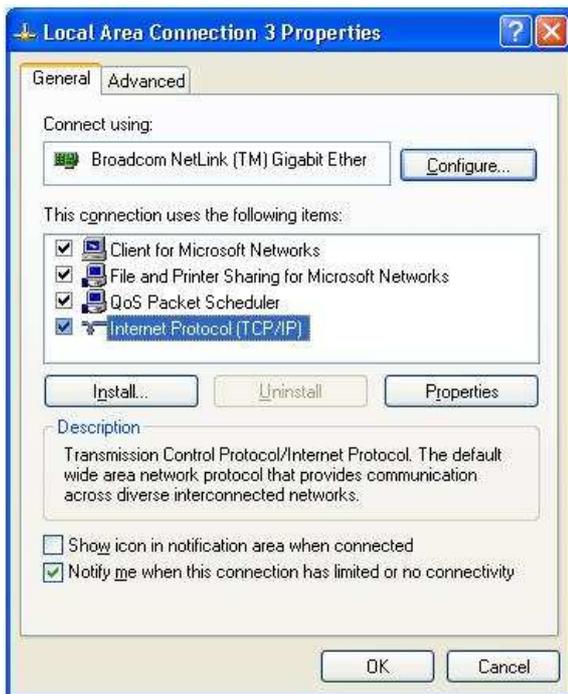
Notice that the IP address is 10.0.1.1, an unlikely address to be seen on Windows networks that often start with 192.168.X.X.

If you wish to use this IP address setting, and your Windows computers are all set to receive IP addresses automatically then you can skip to Page 12. You will have to change all networked devices on your network.

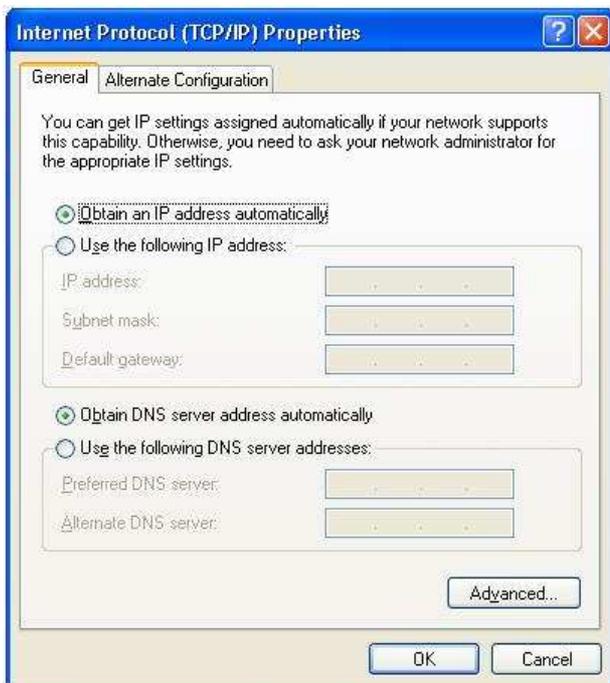
## **Configure Time Capsule to use your IP Addressing**

In order to communicate with the Time Capsule using your current IP addressing scheme you will need to temporarily change the IP address of the computer you are using in order to communicate with this device properly until you can assign it an address that is within your subnet.

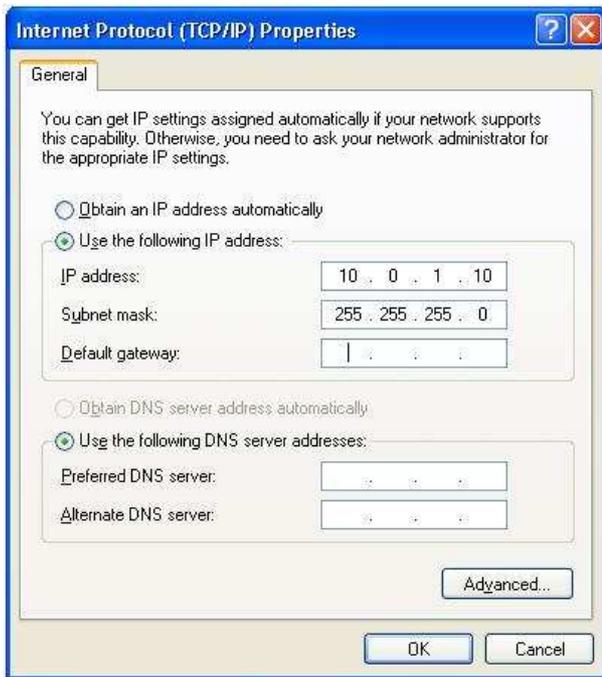
Go to Start, Control Panel, Network Connections and right-click on your Local Area connection



Click on **Internet Protocol** and click **Properties**. Most computers will be set up to obtain IP address and DNS automatically, like the screen-shot below. If yours is different, write down the current settings so you can change back to them afterwards.



Click on Use the Following IP Address and enter 10.0.1.10 and a Mask of 255.255.255.0. You don't need to enter anything else. Click OK, then Close at the Network Properties window.



**NOTE: You will not be able to see any other devices or the Internet during this phase!**

Now go back to the Airport Utility and update the Time Capsule firmware by clicking Update Firmware

Click continue at the popup shown below and select "Do not show this warning again" if you're comfortable with knowing the Time Capsule will go offline temporarily each time you update the settings.



Again if all goes well you should now see the following screen, click Continue



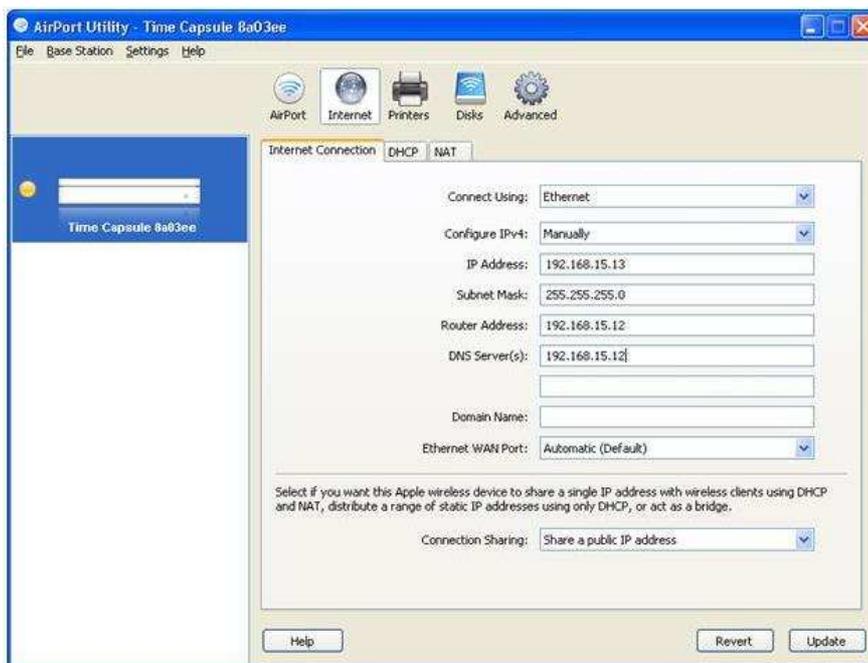
Note: At Foreverwarm we always assign a static IP to devices other than desktops, using a standard addressing map. We like to assign a wireless device using .11 as the fourth octet (eg 192.168.1.11). If you're ok to let the network assign the IP address automatically you can skip this section.

Now let's change the IP Address to match the network you are working on.

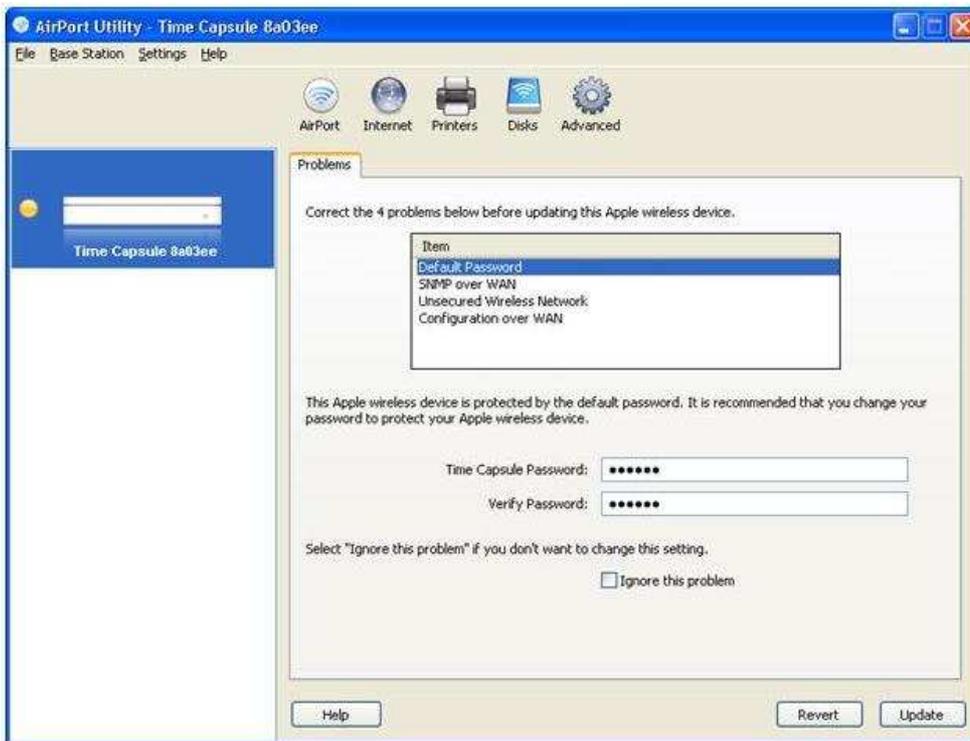
Click Manual Setup.

(If you are not performing a manual setup, leave IPv4 to DHCP)

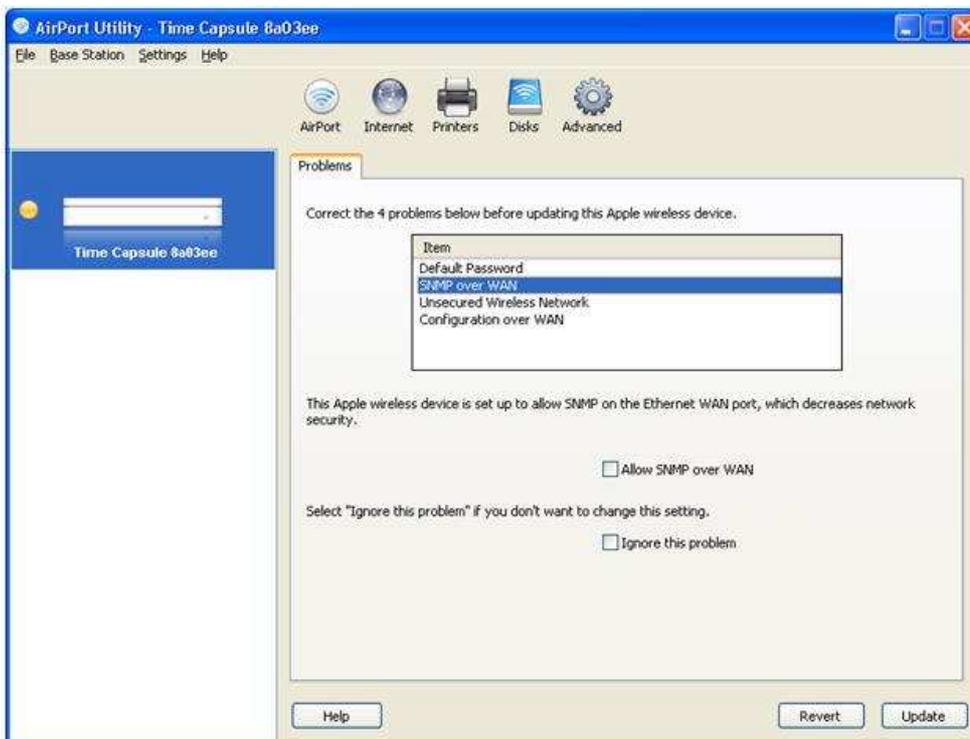
Click the Internet icon at the top, then under the Internet Connection tab change Configure IPv4 to "Manually". Enter an IP address that is unused on your network and the appropriate mask (probably 255.255.255.0). If you are not using this as your router, then add your router address and DNS server (usually either your internal server or the router IP). Then click Update



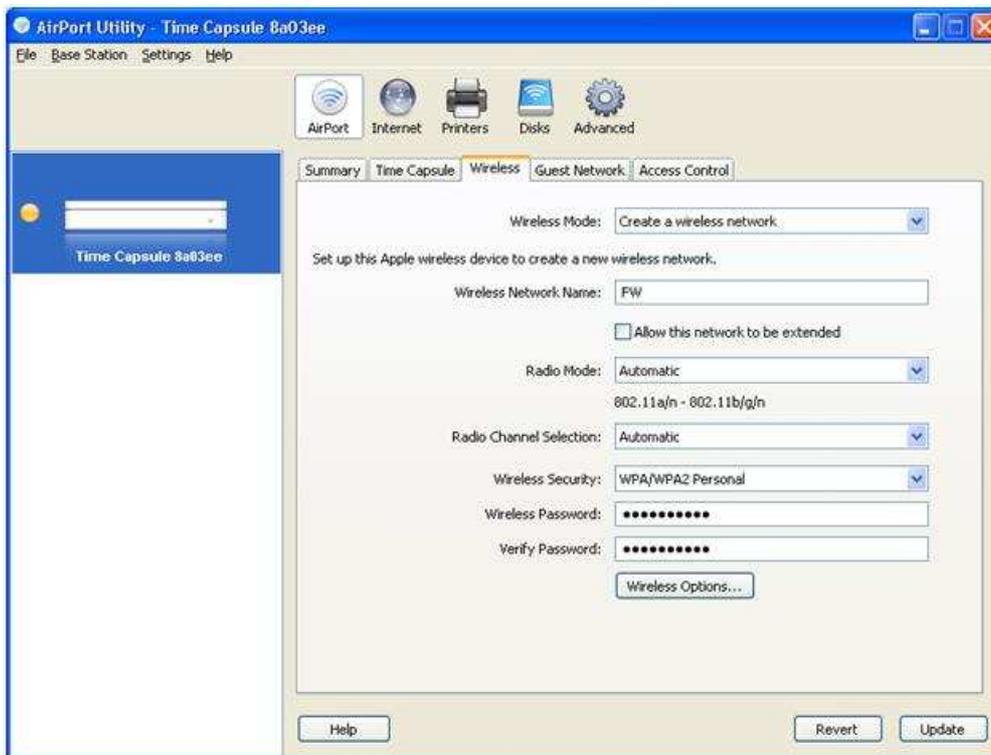
Change the default password to your network standard or something you can remember.



Click the SNMP over WAN and uncheck "Allow SNMP over WAN"

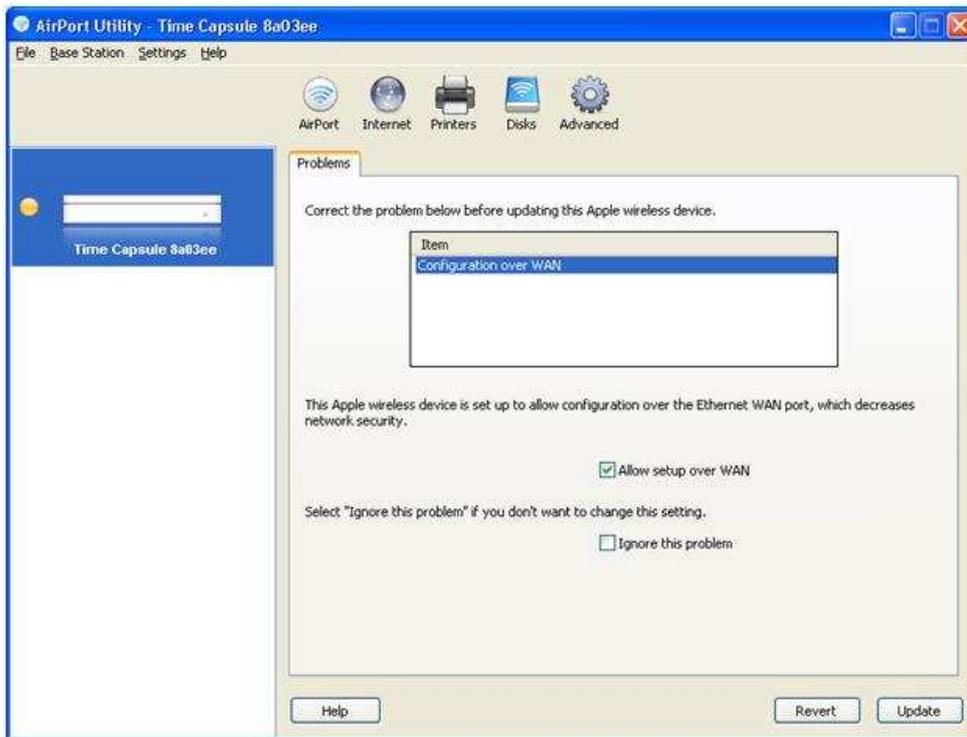


Click Unsecured Wireless Network and click Change Security. This will take you to the Wireless Tab. Make the appropriate changes and click Update. I would at least change the default Wireless Network Name (usually referred to as the SSID) and select a wireless security option such as WPA2 Personal.



This takes you back to the problems page, with the last issue being the ability to configure the device over the WAN or Internet. If this is for a home then I would uncheck the box, however for small business with external technical support such as Foreverwarm does (and this device being used as a router) this needs to be enabled. Just make sure the administrative password has been changed and the technician knows what it is.

If you choose to allow Configuration over WAN then you must also check the box to Ignore this problem.



Now you will need to change your IP address back to what it was before, under Network Properties, in order to communicate with the Time Capsule again.

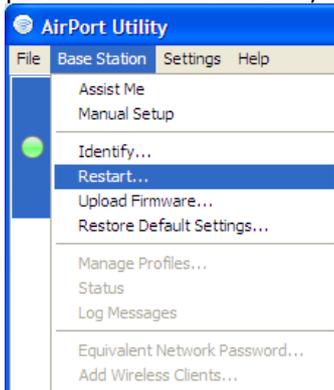
You should now be able to connect to the wireless portion of the Time Capsule, and the light on the front of the Time Capsule should be green. If not you need to go back to the Utility and fix whatever problems exist.

# Internet connection via the WAN Port

Time Capsule is a multi-function device that is meant to replace your router and external hard drive. IT can become your router so that all your office or home computers can share the Internet connection.

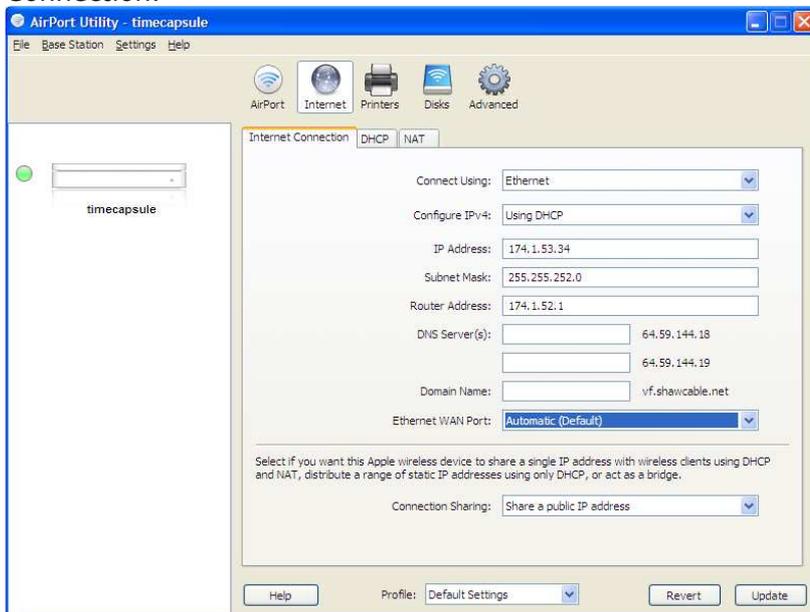
## Instructions:

The Time Capsule will most likely detect and attach to your Internet connection automatically. If not, connect your DSL or cable modem to the Ethernet WAN port on your Apple Time Capsule and perform a Base Station, Restart.



TIP: You may also need to restart your Internet modem if you received one from your Internet provider. If so, then restart the Time Capsule first and the Internet modem afterwards.

When you open up the AirPort Utility and select your Time Capsule, then the Internet Icon, you should see the pre-populated numbers that the Time Capsule received via your Internet Connection.



If your Internet connection does not use DHCP (most home and small businesses do), change Configure IPv4 to Manual. Then add the IP numbers for your connection, Subnet, Gateway (which Time Capsule calls the Router Address), and DNS, and reset the Time Capsule.

Unless specifically requested to do so by your Internet provider, DO NOT change the Ethernet WAN Port speed settings.

## Setting up the Time Capsule Hard disk

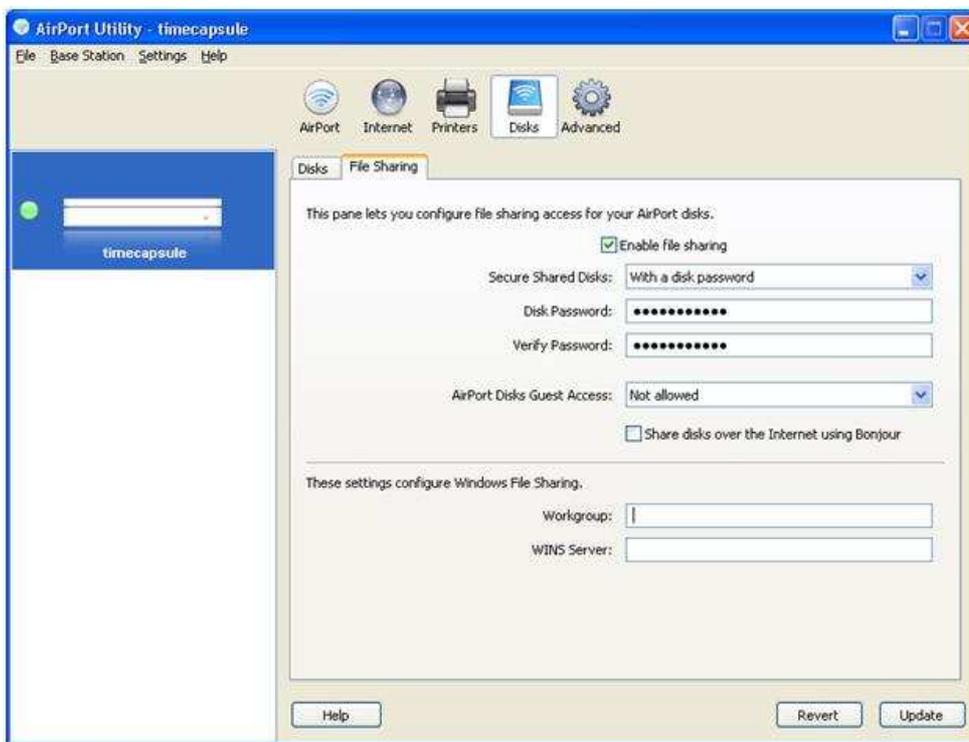
From the Airport Utility, select the Airport Icon and the Time Capsule tab.

Change the Time Capsule name to something that makes sense, or follow your network standards.

Now move to the Disks Icon and the File Sharing tab. Change Secure Shared Disks to "With a device password" and enter the password.

Enter your Workgroup name, you can find this by right-clicking on My Computer, selecting properties and then the Computer Name tab. Your workgroup will show on this page.

Enter your WINS server name or IP address, if you have one, and click Update



If you are mapping a drive from the computer that is running the Airport Utility, select the Airport Base Station agent on your task bar and click the name of your Time Capsule. Under Action select Connect with Password, put in your password and click the Remember this password box. Click OK.

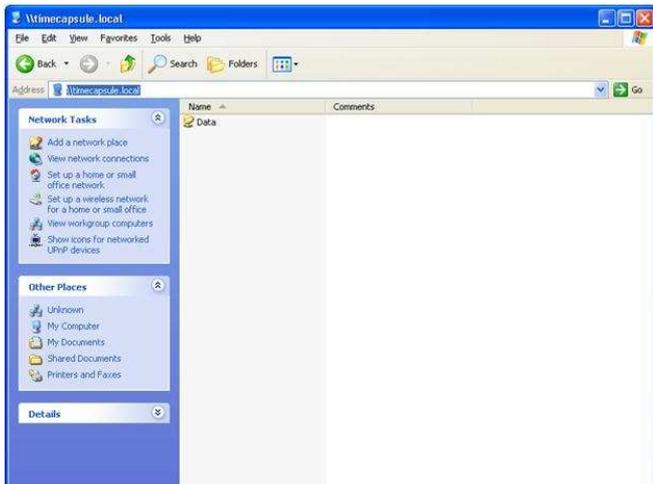


From any other computer, go to My Computer and in the address bar enter \\{time capsule name} (eg: \\timecapsule.local) Don't forget to put the .local at the end or you may not be able to see the Time Capsule.

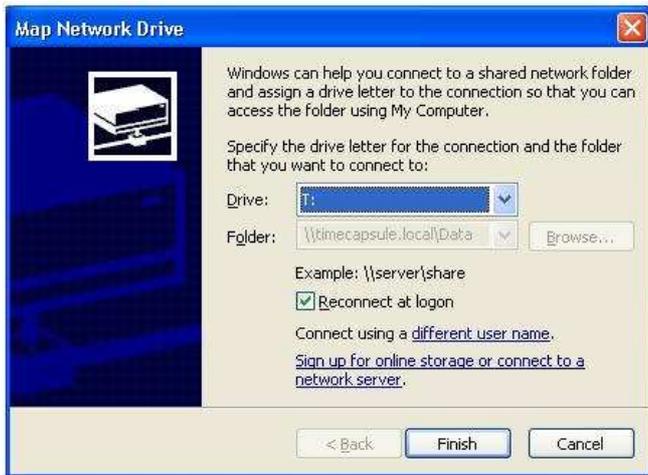
At the username/password prompt, enter the username "admin" and the password you used for Disks access.



You should now see the empty Data drive



If you want to map to this drive directly, right-click on it and select Map Network Drive. Be sure to select "Connect using a different username" and enter the username/password you used to get to the Time Capsule, in the format *timecapsulename\username* and your password.



If you've made it this far, CONGRATULATIONS!

If something didn't go right and the Time Capsule is unavailable, check some of the support options shown below or leave a comment on the website



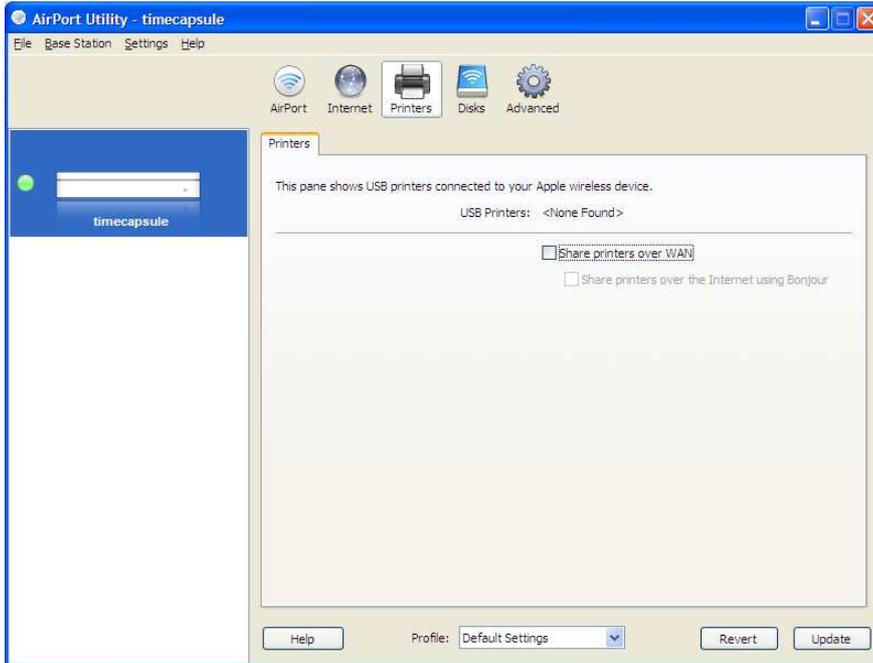
## Centralized printing via the USB Port

Plug your printer USB cable into the USB port on the back of the Apple Time Capsule and you can now share that printer throughout your network. This means it is now available from all Windows computers.

**Note:** Multifunction printer/scanner/fax devices will NOT work through the Time Capsule.

### Instructions:

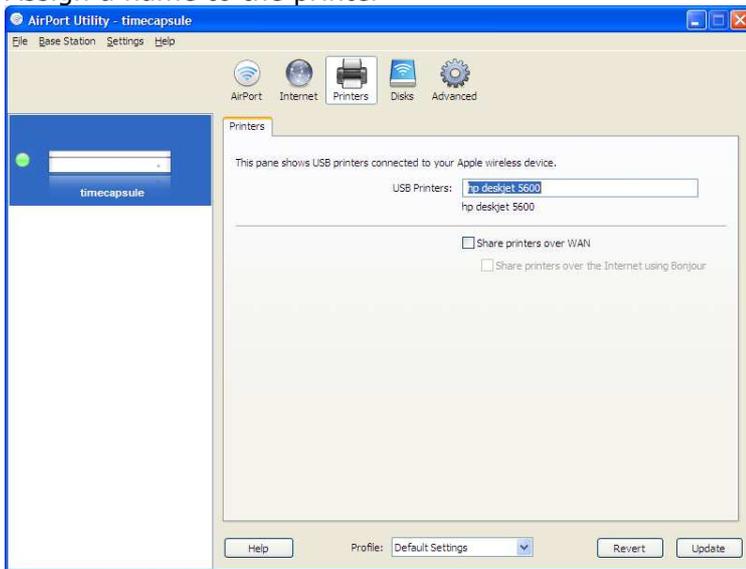
Open up the Airport Utility and click on Manual Setup for your device  
Click on the Printers icon. You notice that USB Printer shows as <None Found>



Attach your printer USB cable to the back of the Time Capsule, then power up your printer. My HP Deskjet did not show as recognized until I clicked the time capsule device on the left and selected Manual again.



## Assign a name to the printer



DO NOT select Share printers over WAN, or Share printers over the Internet using Bonjour. This is a security risk and this printer is for your internal office only.

Click update, and even though it says you don't need to, perform an update and restart. Go back and make sure the printer still shows as recognized.

## Bonjour

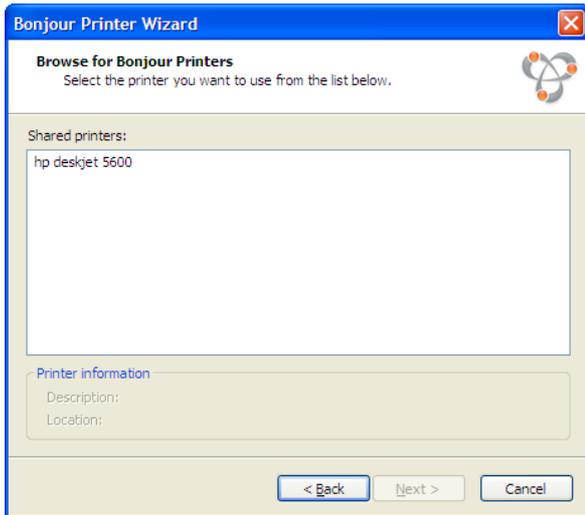
Once a printer is recognized on the Time Capsule you will need to create a connection to it from every Windows PC that will use it.

If you haven't already done so, install Bonjour from the Apple CD to every computer.

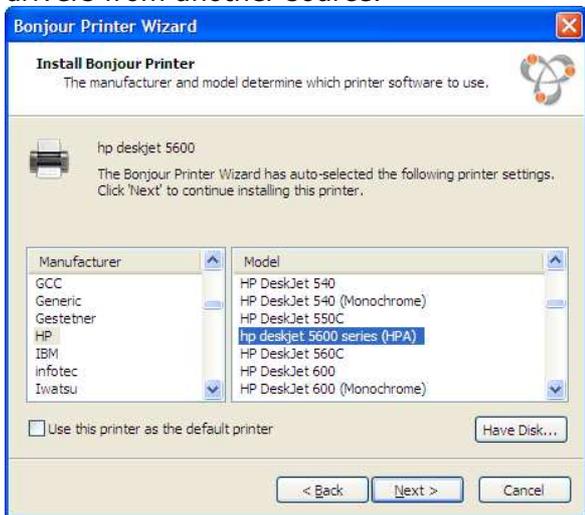
Once installed, start the Bonjour Printer Wizard



Click next and you should see your shared printer on the list, click Next



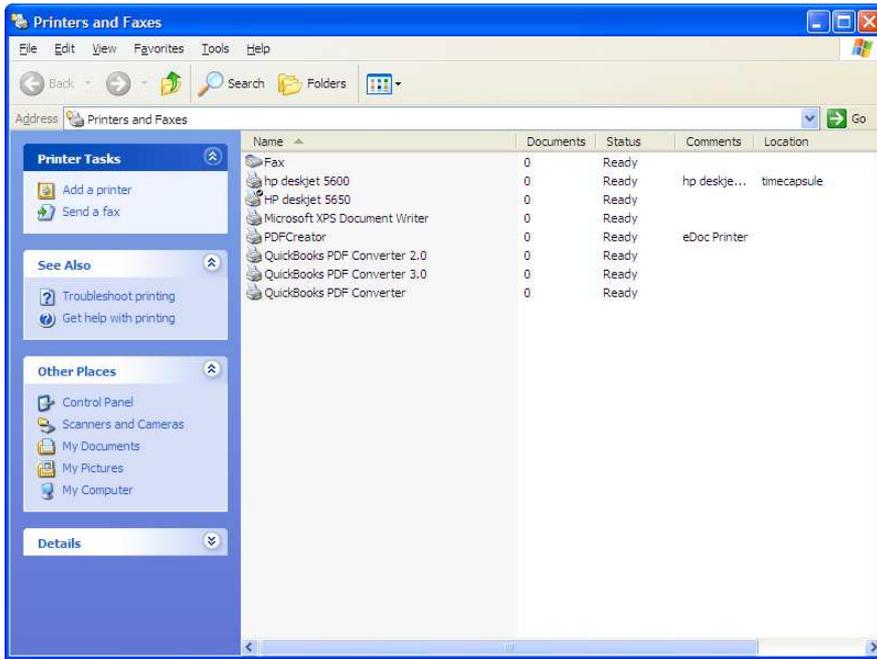
Select the printer driver automatically selected, if it is correct, or click Have Disk to install the drivers from another source.



At the final screen click Finish



Now, if you go to your Printers and Faxes area in Windows you see the shared printer. If you are in the List Details view then you will see the location is your Time Capsule.



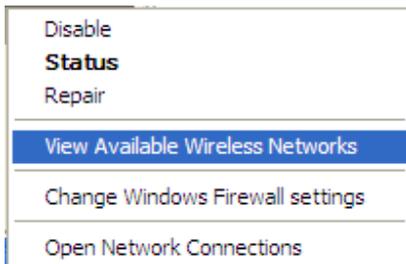
Congratulations! You can now print via the Apple Time Capsule!



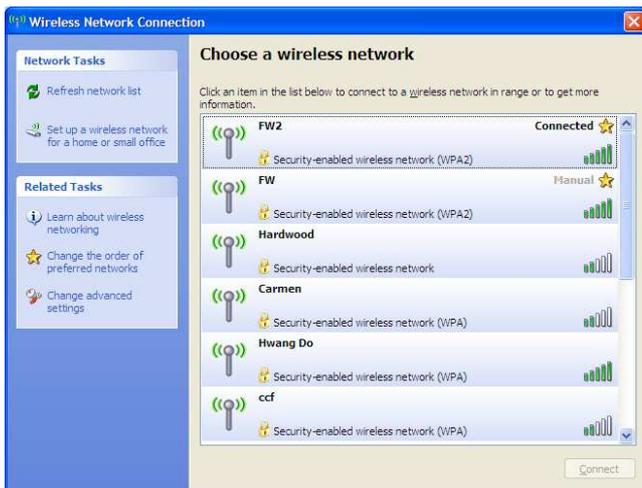
## Connect wireless Windows PC's

Any wireless computers should now be able to connect to the Time Capsule using the password you set up.

Right-click your wireless connection in your Task Tray, or your Wireless Connection under Network Connections, and select View Available Wireless Connections.



Select your Time Capsule wireless network from the list and press Connect. Enter the wireless password you set up.



Any computers that do not have a wireless connection should be cabled directly to the back of the Time Capsule, or if you have more than three networked devices you will need to attach a network switch to one of the LAN ports on the back of the Time Capsule.

Congratulations! Your Apple Time Capsule has now become the central hub of your Windows network.

## Support options:

Selecting a previous version of Time Capsule firmware:

1. Open AirPort Utility
2. From the AirPort Utility menu, hold **Control key in Windows XP and Vista)** and **choose Check for Updates....**
3. **Select the specific firmware version you require.**
4. Click **Download.**
5. Select your base station and choose Manual Setup from the Base Station menu, or double-click on the AWD icon.
6. Choose Base Station > Upload Firmware.
7. Select a firmware version and click OK.

Here's Apple's official support page for the Time Capsule (Note: these are of course based on the Mac OS):

- [Setting up Time Capsule for the first time](#)
- [Backing up with Time Capsule for the first time](#)
- [Time Capsule: initial backup is interrupted](#)
- [Restoring files from a backup](#)

Here's some other places you can go if your run into problems.

- Start by downloading the newest firmware: [Firmware update 7.4.2](#)
- Try Apple's Support Forum for the [Time Capsule](#).
- Review the [Time Capsule User Manual](#).
- Go to an Apple store (find one [Here](#)) and talk to a Genius, or have an [Apple Expert](#) call you. (Realize though that they will usually be Mac focused)

**TIP:** Grant Conners also adds:

If you have followed this tutorial but still cannot access your Time Capsule's hdd, try setting your WINS server to the ip address of your TC. This can be done by:

Click on the "Start" button;

Click on "Network Connections";

Select your wireless network device; (or your wired network card if you are using an ethernet connection)

Click on the "Internet Protocol TCP/IP" Properties;

Click on the "Advanced" tab;

Then click on the "WINS" tab.

Enter IP address of your TC

Hit Ok, Ok, Ok.

You should now see your TC under "My Computer"

Until I changed this setting in Windows XP, I could not use the TC as a networked drive.

## Other articles in our Apple\_Windows series:

- [How to setup Activesync on your iPhone or iPod Touch](#)
- [How to use AppleTV with Windows](#)

## Foreverwarm Consulting

Foreverwarm Consulting is a full-service IT services provider based out of Vancouver, Canada. We provide peace of mind to small businesses with 2 to 25 computer through both onsite and Virtual Remote technical support. Additionally we provide self-manageable websites and maintain an ever expanding blog of technical articles, news, and how-to's.

In our spare time we host and coordinate wine tastings and samplings with good friends.

We hope that this article has helped you and provided value. If you have any questions or suggestions for future articles please contact us by email.

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