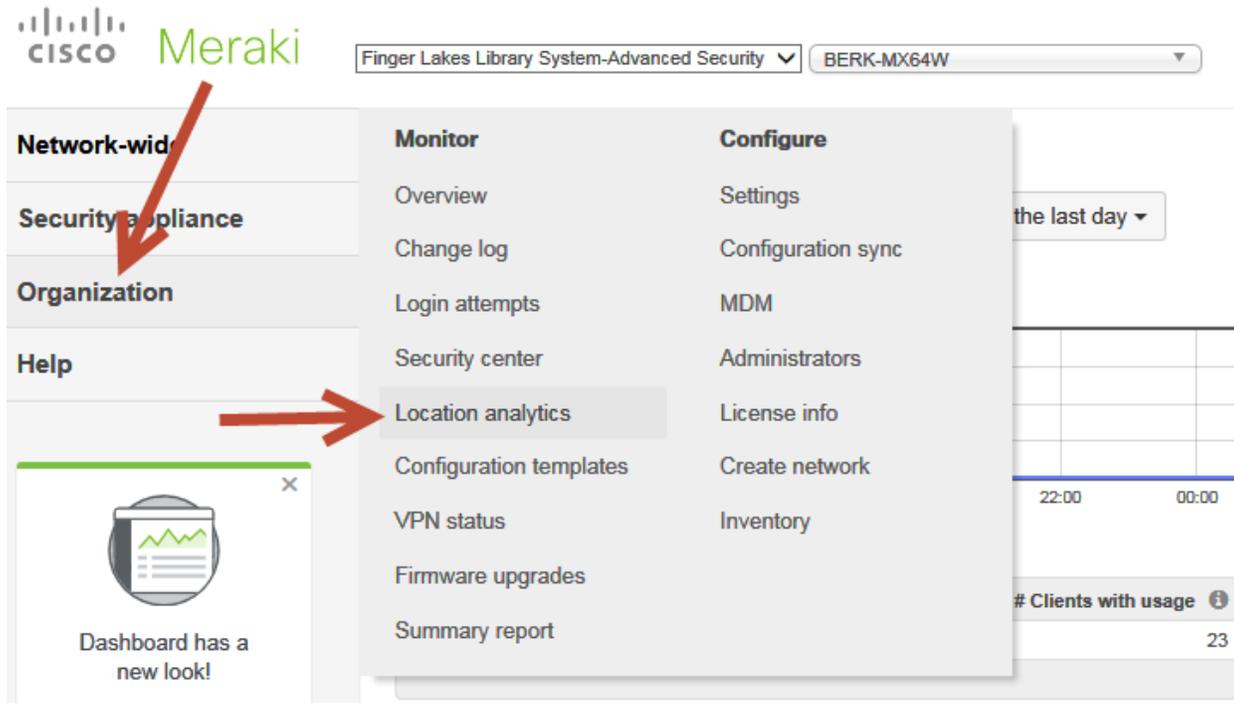


Instructions on how to retrieve your wireless users from a Meraki Security Appliance

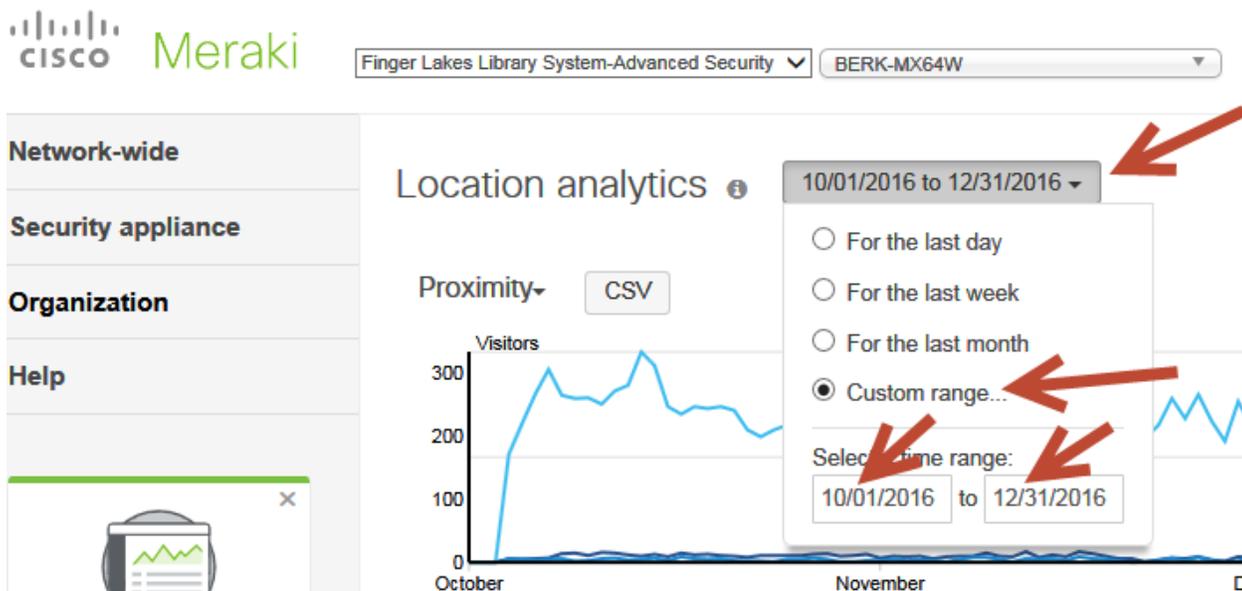
For the libraries with a Meraki Security Appliance, please follow the following instructions to calculate your wireless user count.

1. Log into your Meraki Dashboard
2. Hover your cursor over Organization (a menu will appear). Click on "Location Analytics" (this should be located in the left hand column and should be the fifth item down).



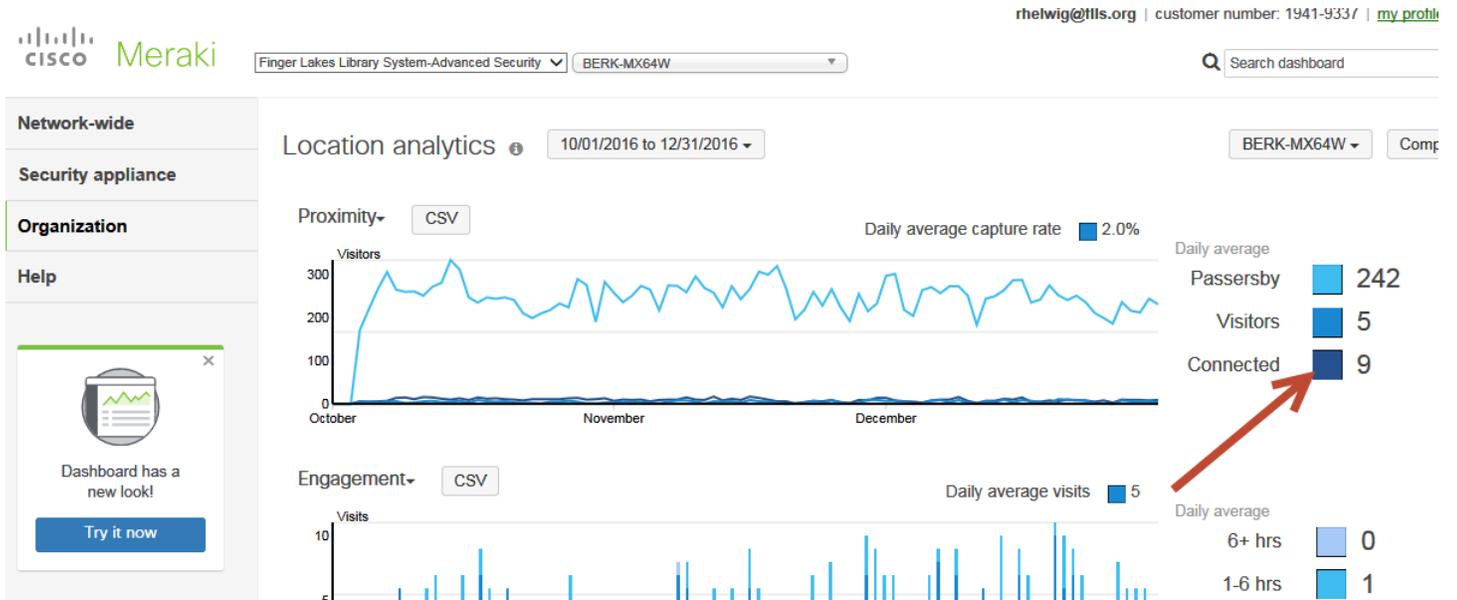
The screenshot shows the Meraki dashboard interface. At the top left is the Cisco Meraki logo. Below it is a navigation sidebar with categories: Network-wide, Security appliance, Organization, and Help. The 'Organization' category is selected, and a dropdown menu is open, listing various options under 'Monitor' and 'Configure'. The 'Location analytics' option is highlighted with a red arrow. The top right of the dashboard shows the organization name 'Finger Lakes Library System-Advanced Security' and the device ID 'BERK-MX64W'. A notification at the bottom left says 'Dashboard has a new look!'.

3. Since these Security Appliances have not been in service for an entire year, we will need to select a sample period of 10/01/2016 to 12/31/2016. Click on the drop down box that says "For the last week" and select "Custom range". Click in the first box and use the pop up calendar to select 10/1/2016. Click in the second box and use the pop up calendar to select 12/31/2016. In future years you will use the entire year as the range.



The screenshot shows the Meraki dashboard interface with the 'Location analytics' page open. The top left navigation sidebar is visible, with 'Organization' selected. The main content area displays a line chart titled 'Location analytics' showing 'Visitors' over time. The chart has a 'Proximity' dropdown and a 'CSV' button. A date range selector is open, showing '10/01/2016 to 12/31/2016' selected. The dropdown menu includes options: 'For the last day', 'For the last week', 'For the last month', and 'Custom range...'. The 'Custom range...' option is selected, and the date range '10/01/2016 to 12/31/2016' is displayed. Red arrows point to the date range selector and the 'Custom range...' option. The chart shows a significant increase in visitors starting in October, peaking in November, and then declining. The x-axis is labeled with 'October', 'November', and 'D'.

4. You should now see three graphs displayed on the screen. We will be using just the top graph. Find the number to the right of the dark blue square labeled “Connected”. That number is the number of average daily users that have connected to your wireless network. Take that number and multiply it by 365 days and that will be what you enter in your NYS Annual Report in Section 9, question #33 (Number of wireless sessions provided by the library wireless service per year).



In the example above, your annual sessions provided would be 9 (daily ave.) X 365 (days) = 3,285.