Rapid Assessment Key User Guide

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The Rapid Assessment Key allows you to easily gather meter reads, discover devices and troubleshoot document output issues in minutes. The following information is a step by step guide on how to use the Print Audit Rapid Assessment Key to perform an analysis.

For more information on the security and technical specifications of the key, please refer to the following documents:

- RAK Security Overview
- RAK Technical Overview

1. Insert the Print Audit Rapid Assessment Key into a USB port on the customer's computer. This computer must be connected to the customer's network. The following window will be displayed:

Removable Disk (H:)
Windows can perform the same action each time you insert a disk or connect a device with this kind of file: Program What do you want Windows to do?
Rapid Assessment Key V2 using the program provided on the device Open folder to view files using Windows Explorer
S Take no action
Always do the selected action.

2. Highlight the option for 'Rapid Assessment Key V2' and then click the OK button. The following window will appear:



🛷 Rapid Assessment Key	Menu	X
PRIN	ANDIT ANDIT	
0	PERFORM A SCAN	
2	QUICK START GUIDE	
	CUSTOMER TAKEAWAYS	
0	PRINT AUDIT RESOURCES	
W	ONLINE SUPPORT	
www.printaudit.com		EXIT 🞇

3. Click on the 'Perform a Scan' option and the following window will appear:



4. If this is the first scan at the customer's site, click on the 'Create a new site' option and enter a meaningful name for this site such as the customer's name or the location.

If this is a subsequent scan at the customer's site, click on the 'Select an existing account' option and highlight the appropriate site from the drop down list as shown below:





5. Click on the 'Start' button and the following screen will appear:

🔍 Print Audit	Rapid Ass	essment Key	v2								×
<u>E</u> lle <u>E</u> dit <u>I</u> ools	Help										
Select Site De	oovery Scan	(C) Refresh Scan	CO Delete Scar	n Grea	Se Report	Print Report	Export) Report	Remov	Report	t
🐄 Device Scan	s for site: ABC	Customer - 1st	Street Local	tion							
Previous scans:	<sre< td=""><td>Scan History></td><td></td><td></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td></td></sre<>	Scan History>				~					
IP Address Ver	dor Name	Black Cyan	Magenta	Yellow	Life Count	Color Count	Is Color	Serial	LCD	Status	Loc

6. Click on the 'Discovery Scan' button and you will see the following screen:

A Discovery S	can	
• Subnet Range	9	
Range:	192.168.0.1 to 192.168.0.254	~
O Custom Rang	e	
Range:	to to	
O Multiple Custo	m Ranges	
Range:	to	Add
Selected ranges:		Remove
		Move Up
		Move Down
Advanced	Import Ranges IP Report Scan	Cancel



7. You must now specify the IP range for the discovery process. You have 3 choices as outlined below.

- *Subnet Range*. The key will automatically detect the subnet ranges that it has access to and will display the full range as well as each individual subnet in the drop down list. Choose the appropriate range.
- *Custom Range*. If the customer knows the range of IP addresses that their devices are on, select this option to specify the range.
- *Multiple Custom Ranges*: If the customer has multiple subnets and knows the ranges of IP addresses that their devices are on, select this option to specify multiple ranges.

8. Once you have selected a range option, select the 'Scan' button to perform the scan. The scan process starts as shown below. The green bar shows the progress for each device and devices are added as they are discovered.



9. When the scan is complete, you can run reports by clicking on the 'Create Report' button. The following screen will appear:

Select a Report	
Decimal places to display:	2
Name	Description
Scan Results Report	This report displays the basic results of your scan.
Scan Comparison Report	This report shows the changes between two different scans.
Cost Report	This report shows the color and mono printing costs of the scan.
Device Volumes Breakdown	This report shows the breakdown of the total device volumes.
Color Volumes Breakdown	This report shows the breakdown of color volumes.
Mono Volumes Breakdown	This report shows the breakdown of mono volumes only.
Toner Levels	This report shows the toner levels in the scanned printers.
Toner Coverage	This report shows an estimated per page toner coverage based on two different scans.
Top 10 Printers	This report shows a bar graph of the top ten printers by volume.
Compare to: <none se<="" td=""><td>elected></td></none>	elected>
	OK Cancel

10. You can now select the appropriate report and select the 'OK' button to create the report. A Comparison report is shown below as an example:

it Too	ls Help								
ite D	Xiscovery Scan Rd	Sirresh Scan Delete Scan	Create Report Pri	int Report E	sport Rep	ort Rem	ove Repor	t	
ice Sca	os for ster Trainin	🕉 Compare Scan Resi	lts from Jan 10, 2008	8 1:19:48 PM	to Feb 22	2008 11	29:42 AM	1	
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If you would like more information on the other features available on the Print Audit Rapid Assessment Key, please refer to the Rapid Assessment Key Manual.