# Mt Emey 3D scanner Instructions

MBO GMOUT

#### Apis Footwear

#### 1.888.937.2747

2239 TYLER AVENUE, SOUTH EL MONTE, CA 91733

alle Galley - 3D Scanner





#### SCANNING FOR CUSTOM DIABETIC INSERTS

#### SCANNING FOR CUSTOM DIABETIC SHOES



# Scanning for custom diabetic inserts Four Easy Steps

Step 1: Connect Scanner with your computer

and turn on the scanner

Step 2: Open the ApisPortal (Blue) APP. and log into your online account. Fill out the order form.

Step 3: Use the scan function within the portal and scan the patient's feet

Step 4: Submit the order for confirmation

📝 ApisPortal 1.2	- 🗆 X
CUSTOM INSERTS ORDER FORM	
O Custom Shoes	
Notes: All custom shoe casts are required to be closed-toe to make sure best fit.	
Ordered By: CSR Ship To: XYZ FOOT CLINIC	
P. O. Number: Address: 2239 Tyler Ave.	
Phone: 6264488905 City: S. El Monte	
Email: sales@apisfootwear.c State: CA Zip: 91733	
ShipVia: UPS Ground V Country: USA	
Patient Information: Name: Sex:  Male  Female	
Diagnosis: Diabetes Neuropathy Callous: DL DR	
Heel Spur:         L         R         Ulcer:         L         R         More	
Foot Measurements: show	
Shoe Specifications:  No shoes Order regular shoes Order custom shoes	
Style:(L) Size:(L) Color:	
(R) View styles	
Shoe Modifications: show	
Insert Specifications:   Diabetic   Functional  Qty: (L) (R)	
Layers:  Tri-lam OBi-Lam Heel Cup: OFlat  Medium ODeep	
Base: ●EVA ○Cork ○EVA-Cork ○PPT Met Pad: □L □R	
Density: OSoft   Medium OFirm Toe Fillers: DL DR more	
A 1 W ·	
Impression Scan Place Order Order Status Exit	Attach Remove

Make sure the patient's leg is perpendicular to the scanner surface. Heel touches slightly on the glass to capture full arch. Click the SCAN button to capture. You can view the 3D on the screen and re-scan for optimal results. (Remember you can always scan the impression box at your convenience) The 3D file will automatically upload once you close the 3D view screen.

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CUSTO	OM INSERTS ORDER FORM		
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	New Scan Threshold		
Notes: All custom sho			
Ordered By: CSR Ship To:	The second and the se		
P. O. Number: Address:			
Phone: 6264488905 City:			
Email: sales@apisfootwear.c State:			
ShipVia: UPS Ground V Country:			
Country.			
Patient Information: Name: John Doe			
Diagnosis: Diabetes Neuropathy			
Heel Spur:  L R Ulcer:  L R			
Foot Measurements: show			
Shoe Specifications:  No shoes Order r Style: (L) Size:			
Style: (L) Size:			
Shoe Modifications: show			
Insert Specifications:   Diabetic   Function			
Layers: ●Tri-lam ○Bi-Lam			
Base:  EVA OCork OEVA-Cork OP			
Density: ○Soft   ●Medium   ○Firm			
Order Notes:			
			_
Impression	Attach	Remove	
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Ordered By: CSR Ship To: XYZ	FOOT CLINIC		
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Phone: 6264488905 City: S. El	Monte		
Email: sales@apisfootwear.c State: CA	Zip: 91733		
ShipVia: UPS Ground V Country: USA			
Patient Information:         Name:         John Doe           Diagnosis:         Diabetes         Neuropathy         C	Sex:		
	harcot: L CR more		
Foot Measurements: show			
Foot Measurements: show Shoe Specifications:  No shoes Order regul	lar shoes Order custom shoes		
	✓(L) Color: ✓		
Shoe Specifications:  No shoes Order regul			
Style:(L) Size:	V(L)     Color:     V       V(R)     View styles		
Shoe Specifications:  No shoes Order regul Style: (L) Size: (R) Shoe Modifications: show Insert Specifications:  Diabetic Functional	V(L)         Color:         V           V(R)         View styles           Qty:         3         (L)         3         (R)		
Shoe Specifications:  No shoes Order regul Style: (L) Size: (R) Shoe Modifications: show Insert Specifications: Diabetic C Functional Layers: OTri-lam Bi-Lam	✓(L)       Color:       ✓         ✓(R)       View styles         Qty:       3       (L)         3       (L)       3         Heel Cup:       ○ Flat       ● Medium		
Shoe Specifications: No shoes Order regul Style: (L) Size: V (R) Shoe Modifications: show Insert Specifications: Diabetic O Functional Layers: Tri-lam OBi-Lam Base: EVA OCork OEVA-Cork OPPT	✓(L)       Color:       ✓         ✓(R)       View styles         Qty:       3       (L)         J       (R)         Heel       Cup:       ○Flat         ●       Medium       ○Deep         Met       Pad:       □		
Shoe Specifications: No shoes Order regul Style: (L) Size: V (R) Shoe Modifications: Show Insert Specifications: Diabetic O Functional Layers: Tri-lam OBi-Lam Base: EVA OCork OEVA-Cork OPPT Density: OSoft @Medium OFirm	✓(L)       Color:       ✓         ✓(R)       View styles         Qty:       3       (L)         3       (L)       3         Heel Cup:       ○ Flat       ● Medium		
Shoe Specifications: No shoes Order regul Style: (L) Size: V (R) Shoe Modifications: show Insert Specifications: Diabetic O Functional Layers: Tri-lam OBi-Lam Base: EVA OCork OEVA-Cork OPPT	✓(L)       Color:       ✓         ✓(R)       View styles         Qty:       3       (L)       3       (R)         Heel       Cup:       ○ Flat       ● Medium       ○ Deep         Met Pad:       □ L       □ R         Toe Fillers:       □ L       □ R       more		
Shoe Specifications: No shoes Order regul Style: (L) Size: V (R) Shoe Modifications: Show Insert Specifications: Diabetic O Functional Layers: Tri-lam OBi-Lam Base: EVA OCork OEVA-Cork OPPT Density: OSoft @Medium OFirm	✓(L)       Color:       ✓         ✓(R)       View styles         Qty:       3       (L)         J       (R)         Heel       Cup:       ○Flat         ●       Medium       ○Deep         Met       Pad:       □		

😿 ApisPortal 1.2			- 🗆 X
C	USTOM INSERTS ORDER FORM	~	
	Confirmed Sales Order No.: 957046		
Ordered By: CSR	Ship To: XYZ FOOT CLINIC		111 121 12241
P. O. Number:	Address: 2239 Tyler Ave.		John-Doe.3dd
Phone: 6264488905	City: S. El Monte		
Email: sales@apisfootwear.com	State: CA Zip: 91733		
ShipVia: UPS Ground	Country: USA		
Patient Information: Name: John Doe	Sex: [x] Male [] Female		
Diagnosis: [] Diabetes [] Neuropath	y Callous: []L []R		
Heel Spur: []L []R Ulcer: []L	[]R Charcot: []L []R more		
Foot Measurements: show			
Shoe Specifications: [x] No shoes []	Order regular shoes [] Order custom shoes		
	Color:		
(R) - (R)	View styles		
Shoe Modifications: show	Europhicanal Obje 2 (1) 2 (0)		
Insert Specifications: [x] Diabetic [] Layers: [x] Tri-lam [] Bi-Lam			
	Heel Cup: [] Flat [x] Medium [] Deep Cork [] PPT Met Pad: [] L [] R		
Density: [] Solt [x] Medium [	] Firm Toe Fillers: [ ] L [ ] R more		
Order Notes:			
		v1.5	
		115	
		2	
Impre-	ssion Scan Print Order New Order Exit		Attach Remove

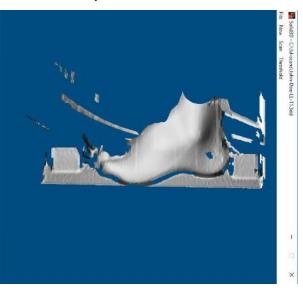
Custom diabetic inserts orders usually take 5-7 business days to fabricate and depending on the location of your facility it may take additional 3-5 days to deliver. Please contact our lab if you need the orders faster than regular time frame for expedited service.

# **Scanning For Custom Shoes**



Following the steps on how to scan the foot for custom diabetic insoles. You will need total 6 scans to capture the data needed for a pair of custom shoes. **First,** we start from the lateral side of the foot. Rest the foot on the stand provide by Apis and make sure whole lateral side is within the area of the scan surface. Place one wood cube in front of the longest toe and allow it to slightly touch the toe, place another one slightly touching the tip of the heel as shown in the picture. Click the scan button shown in the portal.

The 3D file will automatically upload once you close the 3D view screen on the top right corner marked X



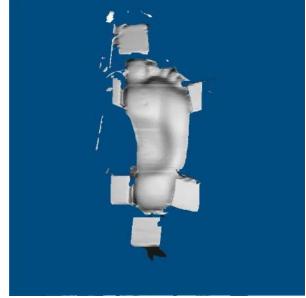
## **Scanning for custom shoes**



Place cubes around the foot as shown for best results. Always allow the cubes to slightly touch the foot. This scan is to capture the plantar surface.

> The 3D file will automatically upload once you close the 3D view screen on the top right corner marked X

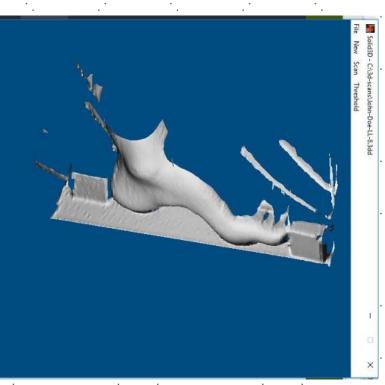
Solid3D - C\3d-scans\John-Doe-LL-7.3dd — \_ \_\_\_\_\_



### **Scanning for custom shoes**

Scan the medial side of the foot Remember always place the wood cubes to obtain best results

> The 3D file will automatically upload once you close the 3D view screen on the top right corner marked X



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Repeat same processes for the other foot. Scan files will automatically upload onto the portal after each scan

Remember to click the Place Order button for order confirmation

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We are just one phone call away 1.888.937.2747