

Mt Emey 3D scanner Instructions



Apis
Footwear

1.888.937.2747

2239 TYLER AVENUE, SOUTH EL MONTE, CA 91733



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

CUSTOM INSERTS ORDER FORM

☐ Custom Shoes ☒ Custom Inserts

Notes: All custom shoe casts are required to be closed-toe to make sure best fit.

Ordered By: Ship To:

P. O. Number: Address:

Phone: City:

Email: State: Zip:

ShipVia: Country:

Patient Information: Name: Sex: ☒ Male ☐ Female

Diagnosis: ☐ Diabetes ☐ Neuropathy Callous: ☐ L ☐ R

Heel Spur: ☐ L ☐ R Ulcer: ☐ L ☐ R Charcot: ☐ L ☐ R [more](#)

Foot Measurements: [show](#)

Shoe Specifications: ☒ No shoes ☐ Order regular shoes ☐ Order custom shoes

Style: (L) Size: (L) Color:

(R) (R) [View styles](#)

Shoe Modifications: [show](#)

Insert Specifications: ☒ Diabetic ☐ Functional Qty: (L) (R)

Layers: ☒ Tri-lam ☐ Bi-Lam Heel Cup: ☐ Flat ☒ Medium ☐ Deep

Base: ☒ EVA ☐ Cork ☐ EVA-Cork ☐ PPT Met Pad: ☐ L ☐ R

Density: ☐ Soft ☒ Medium ☐ Firm Toe Fillers: ☐ L ☐ R [more](#)

☐ Impression

ApisPortal 1.2

CUSTOM INSERTS ORDER FORM

Confirmed Sales Order No.: **957046**

Ordered By: CSR
P. O. Number:
Phone: 6264488905
Email: sales@apisfootwear.com
ShipVia: UPS Ground

Ship To: XYZ FOOT CLINIC
Address: 2239 Tyler Ave.
City: S. El Monte
State: CA Zip: 91733
Country: USA

Patient Information: Name: John Doe Sex: ☒ Male ☐ Female
Diagnosis: ☐ Diabetes ☐ Neuropathy Callous: ☐ L ☐ R
Heel Spur: ☐ L ☐ R Ulcer: ☐ L ☐ R Charcot: ☐ L ☐ R [more](#)

Foot Measurements: [show](#)

Shoe Specifications: ☒ No shoes ☐ Order regular shoes ☐ Order custom shoes
Style: (L) Size: - (L) Color:
(R) - (R) [View styles](#)

Shoe Modifications: [show](#)

Insert Specifications: ☒ Diabetic ☐ Functional Qty: 3 (L) 3 (R)
Layers: ☒ Tri-lam ☐ Bi-Lam Heel Cup: ☐ Flat ☒ Medium ☐ Deep
Base: ☒ EVA ☐ Cork ☐ EVA-Cork ☐ PPT Met Pad: ☐ L ☐ R
Density: ☐ Soft ☒ Medium ☐ Firm Toe Fillers: ☐ L ☐ R [more](#)

Order Notes:

v1.5

☐ Impression

John-Doe.3dd

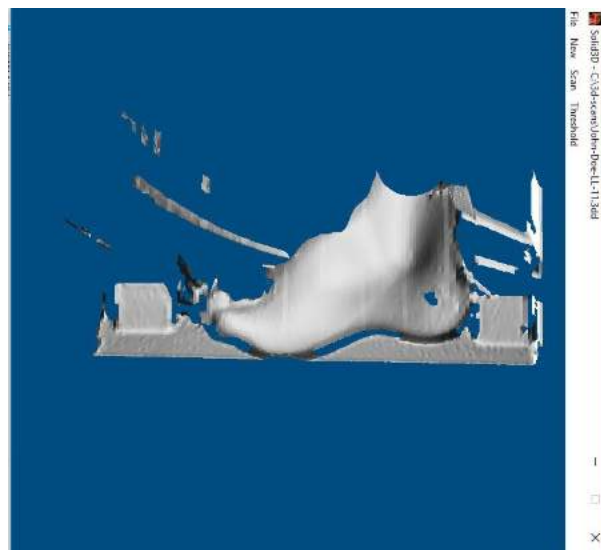
Custom diabetic inserts orders usually take 5-7 business days to fabricate and depending on the location of your facility it may take additional 3-5 days to deliver. Please contact our lab if you need the orders faster than regular time frame for expedited service.

Scanning For Custom Shoes

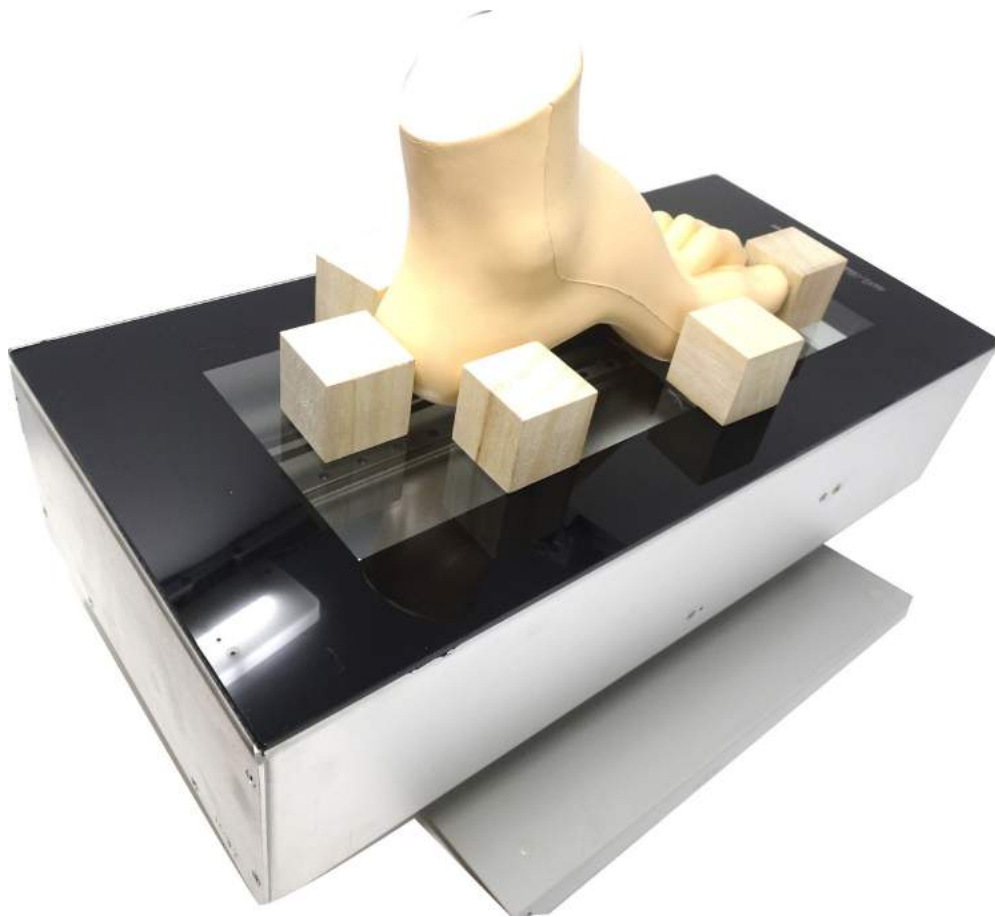


Following the steps on how to scan the foot for custom diabetic insoles. You will need total 6 scans to capture the data needed for a pair of custom shoes. **First**, we start from the lateral side of the foot. Rest the foot on the stand provide by Apis and make sure whole lateral side is within the 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.

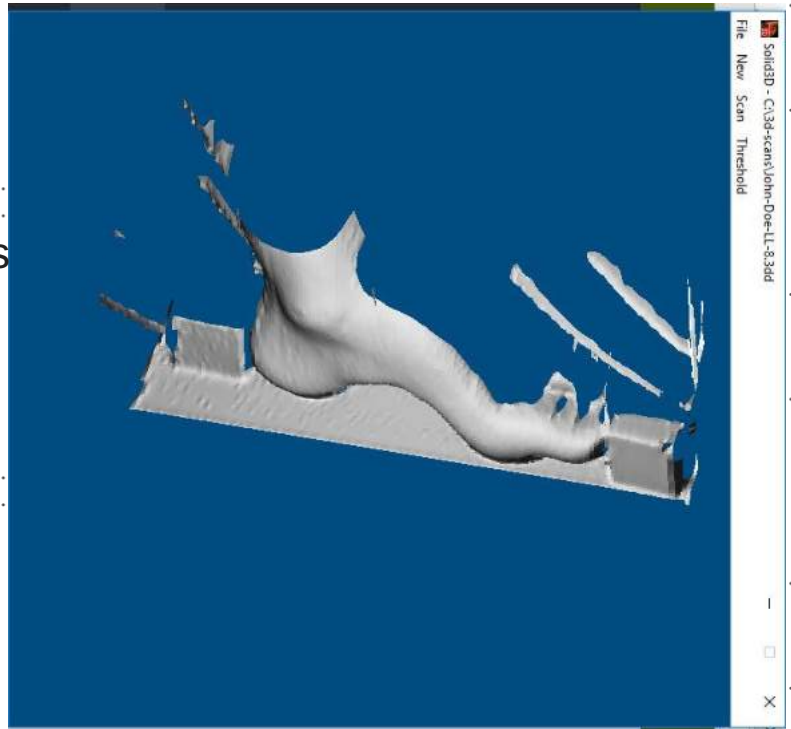
The 3D file will automatically upload once you close the 3D view screen on the top right corner marked X



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



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**

We are just one phone call away
1.888.937.2747