

# Mt Emey 3D scanner Instructions



*Mt. Emey*™



Apis  
Footwear

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SCANNING FOR  
CUSTOM DIABETIC  
INSERTS

**SCANNING FOR  
CUSTOM DIABETIC  
SHOES**

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# 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

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.

ApisPortal 1.2

### CUSTOM INSERTS ORDER FORM

Notes: All custom sho

Ordered By:  Ship To:

P. O. Number:  Address:

Phone:  City:

Email:  State:

ShipVia:  Country:

**Patient Information:** Name:

Diagnosis:  Diabetes  Neuropathy

Heel Spur:  L  R Ulcer:  L  R

**Foot Measurements:** [show](#)

**Shoe Specifications:**  No shoes  Order r

Style:  (L) Size:

(R)

**Shoe Modifications:** [show](#)

**Insert Specifications:**  Diabetic  Functio

Layers:  Tri-lam  Bi-Lam

Base:  EVA  Cork  EVA-Cork  P

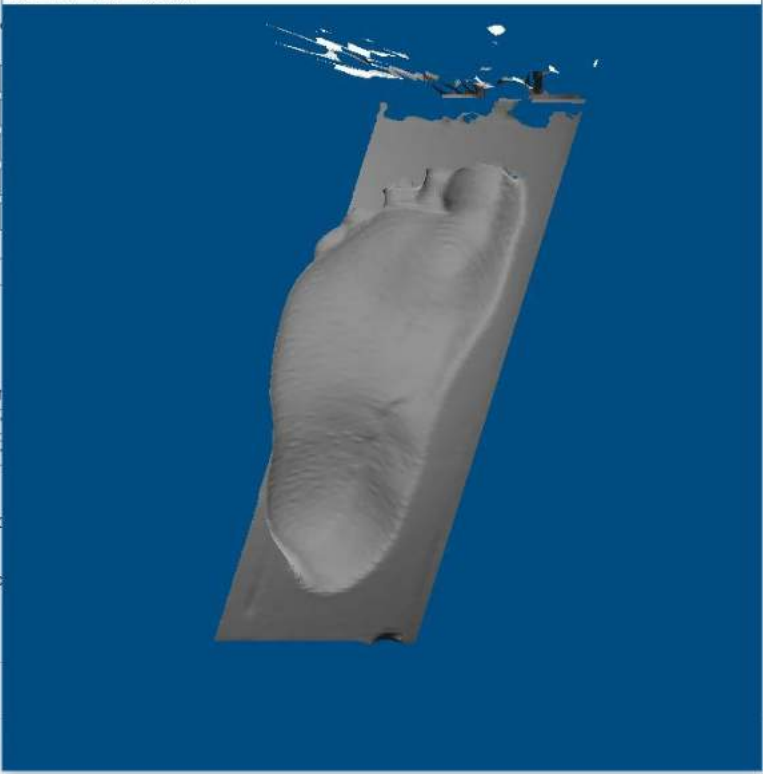
Density:  Soft  Medium  Firm

**Order Notes:**

Impression

Solid3D - C:\ApisPortal\FootScans\John-Doe-4.3dd

File New Scan Threshold



Attach Remove

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](#)

**Order Notes:**

Impression

John-Doe.3dd

Attach Remove

ApisPortal 1.2

## CUSTOM INSERTS ORDER FORM

Confirmed Sales Order No.: **957046**

Ordered By: CSR	Ship To: XYZ FOOT CLINIC
P. O. Number:	Address: 2239 Tyler Ave.
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:  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

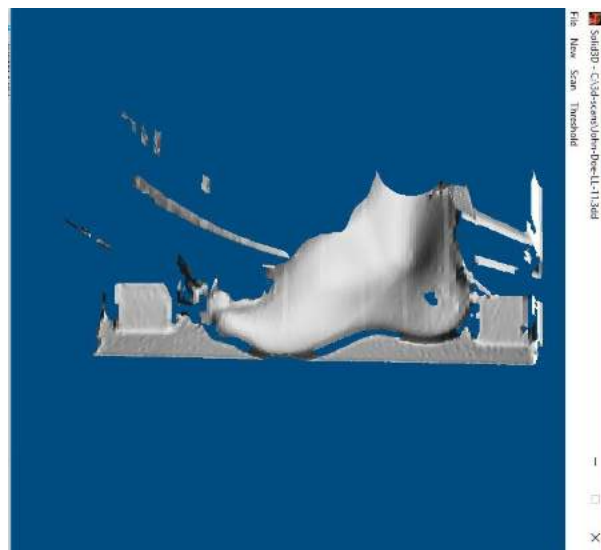
Custom diabetic inserts orders usually take 5-7 business days to fabricate and depending on the location of your facility it may take additional 3-5 days to deliver. Please contact our lab if you need the orders faster than regular time frame for expedited service.

# Scanning For Custom Shoes

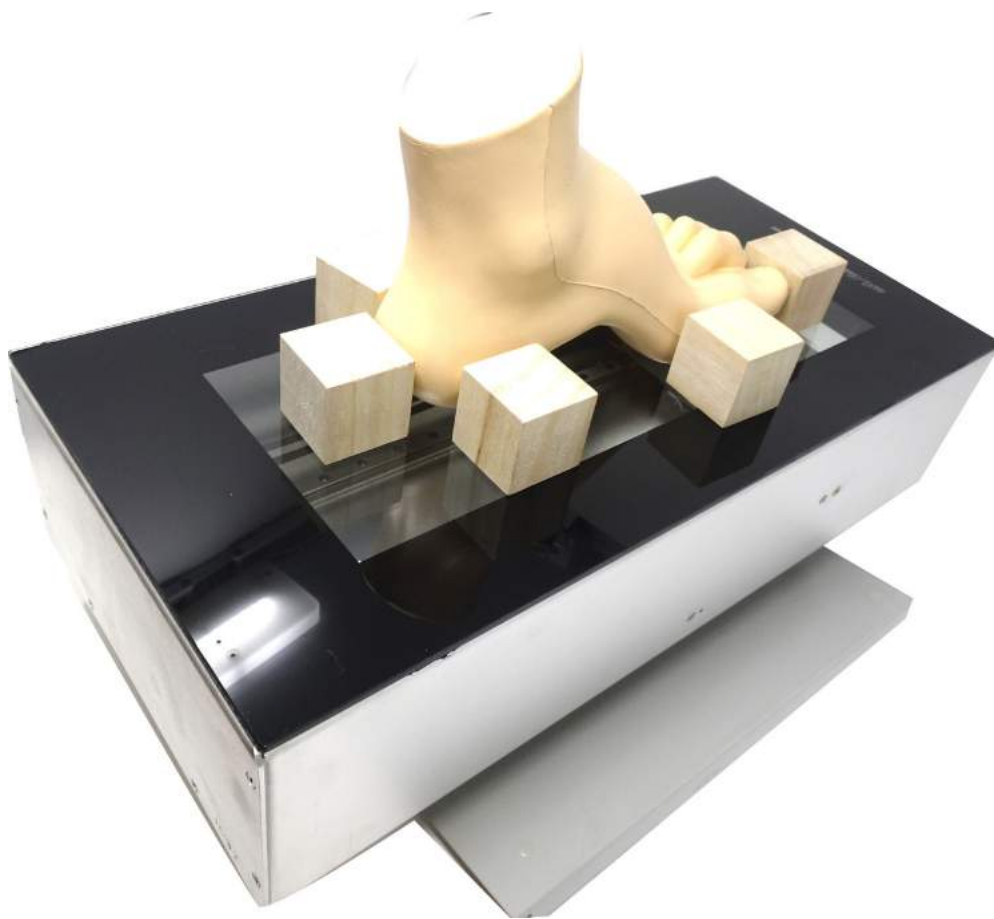


Following the steps on how to scan the foot for custom diabetic insoles. You will need total 6 scans to capture the data needed for a pair of custom shoes. **First**, we start from the lateral side of the foot. Rest the foot on the stand provide by Apis and make sure whole lateral side is within the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

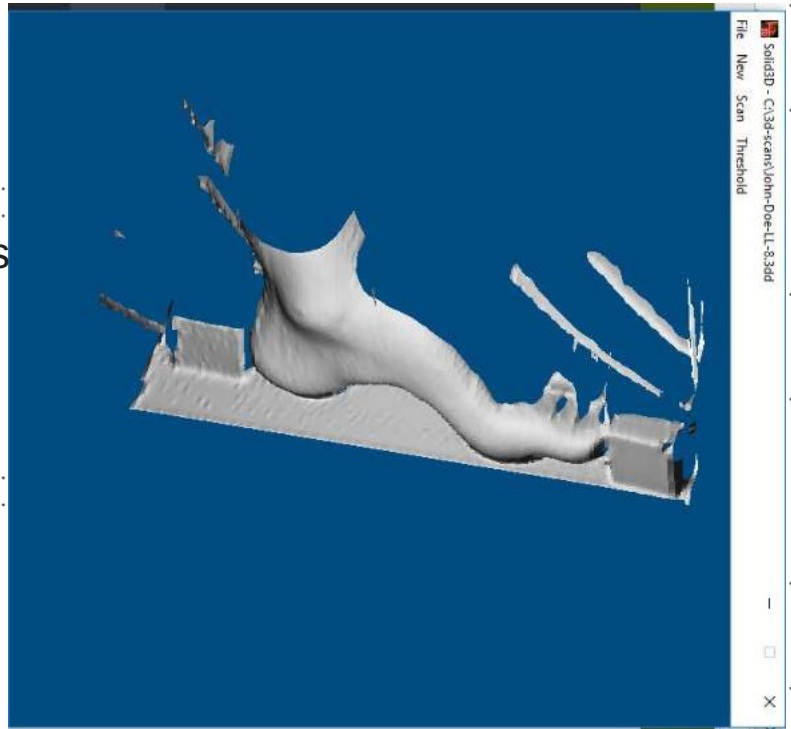
The 3D file will automatically upload once you close the 3D view screen on the top right corner marked X



# 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



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

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**Remember to click the Place Order  
button for order confirmation**

We are just one phone call away  
1.888.937.2747