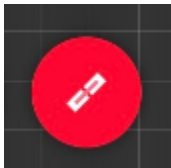


Scanning Procedure:

- To start a scan, select the target at the bottom of the job page, the following popup window will contain the settings for the scanner, the name of the scan, and a large “play” button.
- Change the name of the scan to “001” and make sure the checkbox below is selected, this will set the scan name as an iterating template and will name each successive scan in ascending numerical order.
- Make sure the resolution is on the coarse setting. The camera and the location tracking should both be on. Turn off the double scan setting (the 2 icon).
- Press play to start the scan.
 - Try to get out of sight of the scanner, especially for scans that we are producing for a client rather than internal VDC use.
- When moving the RTC on the tripod, lift two of the legs and gently push all three to the center of the base. Lift the tripod and follow this process in reverse at the next setup location to set the tripod down
- **Notes on Scanning:**
 - For the purposes of linking scans, we want the first scan to be as level as possible. The first scan will only be level if the RTC is turned on AFTER being secured to the setup tripod
 - Due to the movement of the RTC over the course of a scan, later scans will come in skewed to the global grid on the job grid. This is not typically a problem unless the linking procedure outlined below is not followed correctly.
 - Once the first scan is in, move the setup away from where it appeared in plan view. This will not affect how the scanner tracks its location relative to the first scan and help with troubleshooting.



Linking Scans on the iPad:

- To link two scans, select the link tool next the scan icon at the bottom of the screen.
- Select the two scans to be linked and select “start alignment”.
- Select “optimize” and verify using the various view options (available in the upper left corner) that scans were aligned correctly. When finished, select “create link”.
 - **Best Practices for Linking**
 - The software adjusts the first scan selected with respect to the second. This means that if the earlier scan is selected first, the software will skew it to match the later scan.
 - The “path” created by the links in a project should be a coherent and smooth flow through the project. Try to minimize the number of links coming off any one setup.

- The linked setups are now referred to as a “bundle”.
- One job can contain multiple bundles without issue.

Before Going to Site:

- Day Before
 - Make sure all the RTC batteries are charged (if not, charge them).
 - Do the same with the iPad and the Anker battery bank for the iPad.
 - Verify that the iPad has CycloneField360 downloaded and is logged into the account.
 - Clear a flash drive for the new scan.
- Day Of
 - Double check everything!
 - Gather all the necessary equipment in the RTC case.