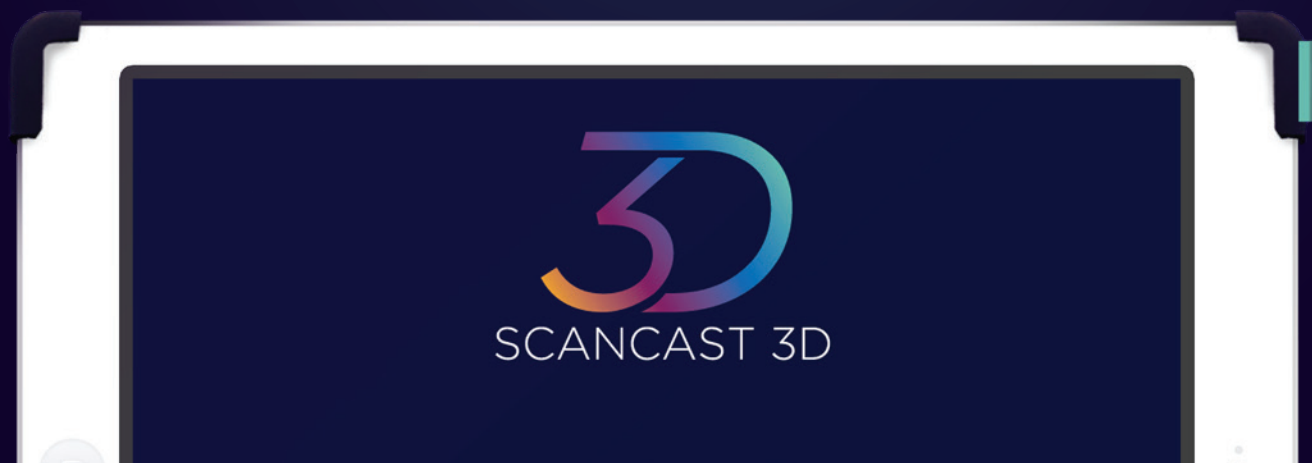




# SCANCAST 3D<sup>®</sup>

## USER GUIDE

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# Getting Started

What you need:

## 1. Apple iPad – Supported Models

(ScanCast 3D is NOT supported or compatible with other tablet models):



## 2. Structure Sensor Scanner

Purchase Structure Sensor from [store.structure.io/store](http://store.structure.io/store)

*Make sure to select “Buy Structure Sensor” \$279 (no need to purchase complete bundle)*

## 3. Apex Account Number Needed

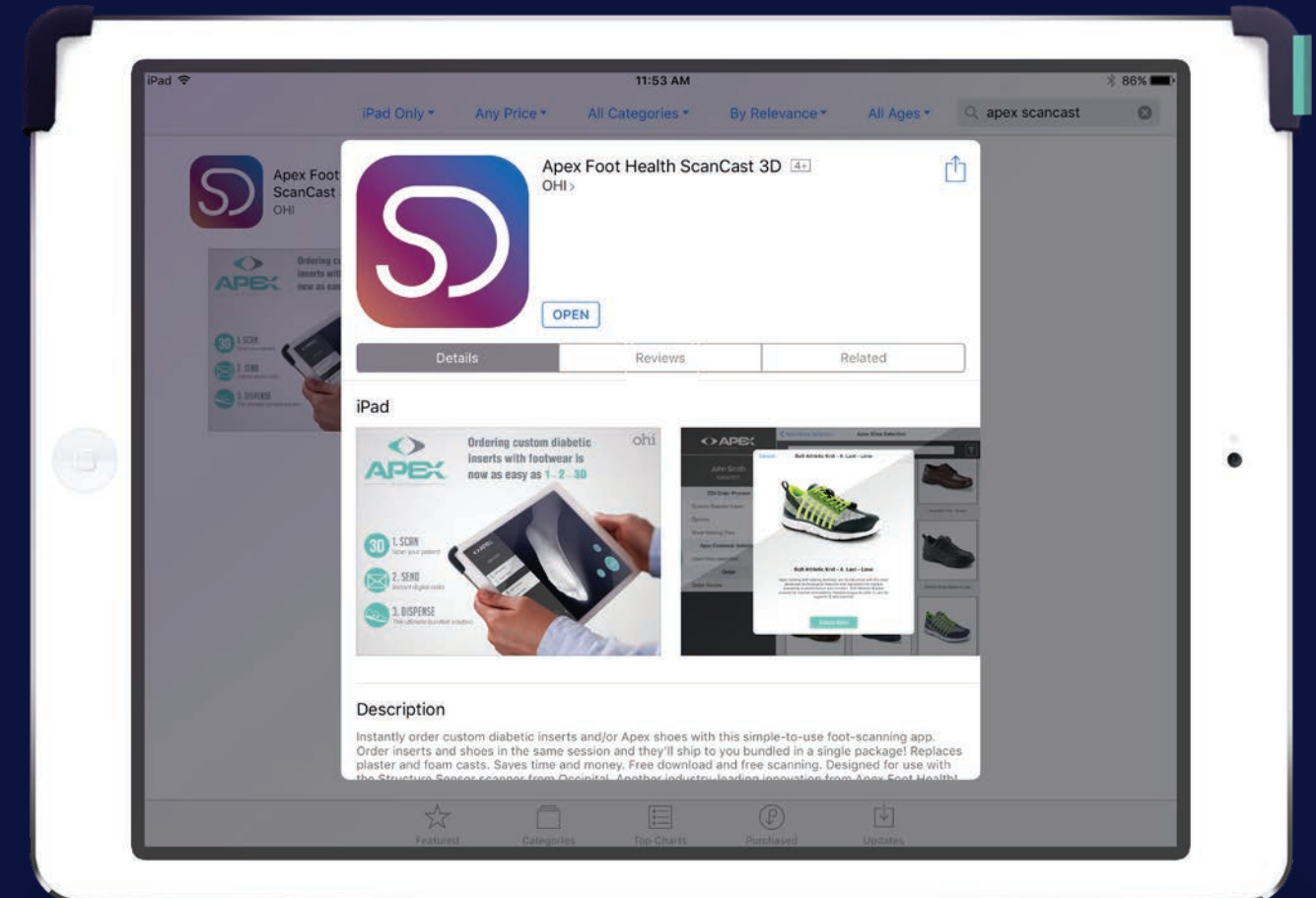
- To register for the Apex ScanCast 3D app, you will need to have an 8-digit Apex account number
- If you are not a current Apex customer, and you do not have an Apex Account number, please contact our customer service team by phone at 800-252-2739 Monday – Friday 8:30 am – 5:30 pm EST to register

## 4. WiFi – is essential for initial registration and submitting all orders



# Downloading Apex ScanCast 3D

1. **Open** the Apple App store on your iPad
2. Search for **“Apex Scancast 3D”**
3. Tap **“Get”** to download and install the app
4. Enter your Password or use Touch ID when prompted
5. Wait for the download to finish
6. Tap **“Open”** to launch the Apex ScanCast 3D app

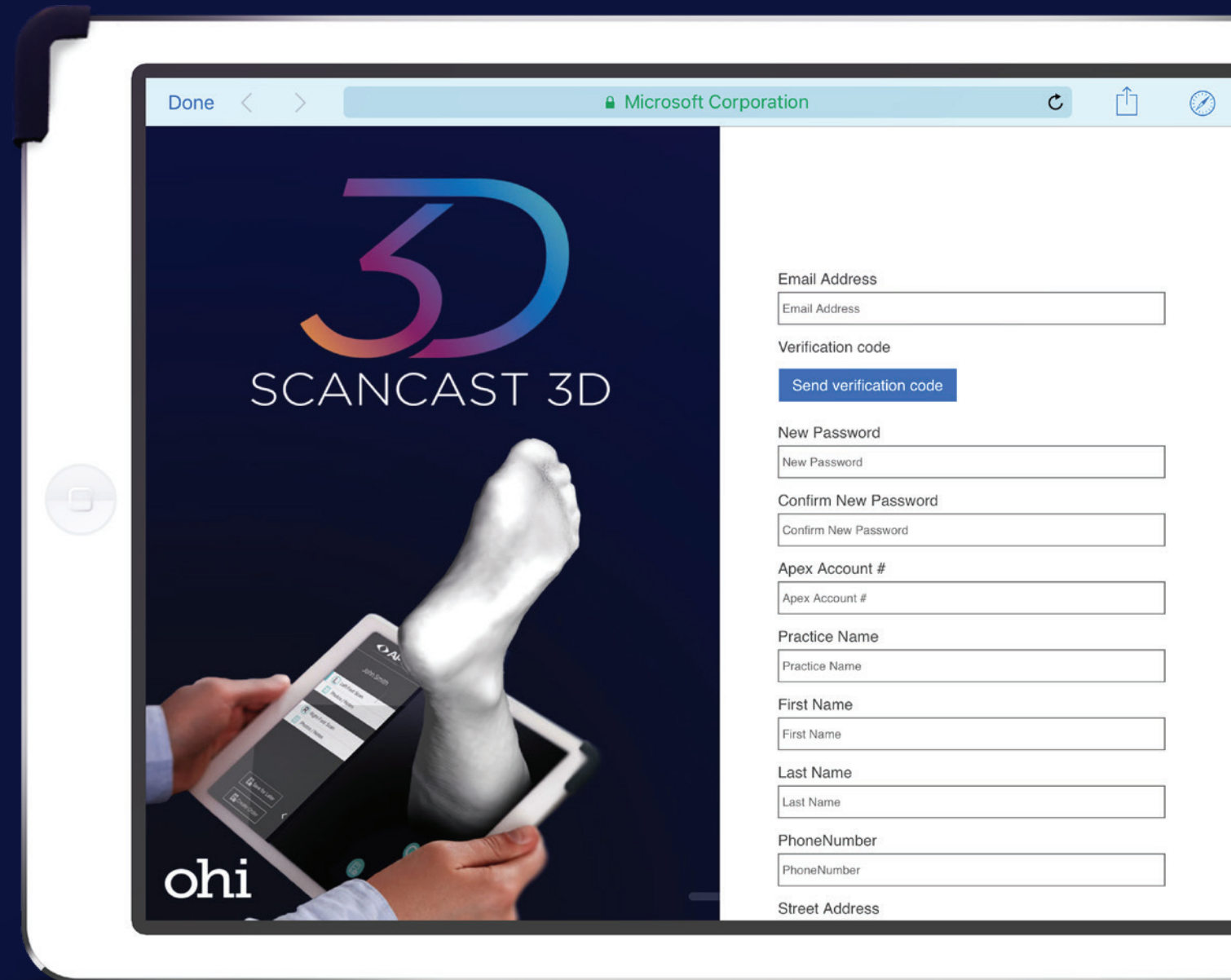




# Registering for Apex ScanCast 3D

Before using Apex ScanCast 3D, you must register the app and connect it to your Apex account. Upon launching the app for the first-time, tap **“No Login? Register here for ScanCast 3D”**. (Please note that WiFi is required for this step).

1. Enter your email, then tap **“Send verification code”**
2. Check your email for your verification code, then enter it in the **“Verification code”** field. When complete, tap on **“Verify code”**. If you typed in the code successfully, your email should turn grey and not be editable.
3. Proceed with filling in the rest of the fields. NOTE: Please write down your password, so you do not forget it. Also, keep in mind that the address you register with should be the default address of your main clinic. You may add other addresses for shipping later if you wish.
4. Finish registration and tap on the **“Create”** button.
5. Please wait up to 48 hours for your registration to go through while we link your account with Apex ScanCast 3D. If you do not get a registration acceptance email within that time, please contact Apex Customer support at 800-252-2739 Monday – Friday 8:30 am – 5:30 pm EST
6. Once your account has been registered successfully and linked, you will receive a confirmation email allowing you to log in and use the app.
7. To use, simply log on to Apex ScanCast 3D using your email and the password you provided during registration.



# Main Home Screen

Upon logging onto the Apex ScanCast 3D app, you will be presented with the main home screen. On the left-hand side, you will see the options to add patients (represented by the + symbol), the ability to search through your existing patient profiles and to select and browse your **“Order”** page. On the bottom right-hand side, you may tap the **“Scan / Enter new Patient”** button to add a new patient.

The **“Account Settings”** allows you to view and change your account info.

## Sign Out

Use this button to sign out of your current account or sign in using a different profile.

# Adding a New Patient

After electing to add a new patient, the **“Add New Patient”** screen will appear. Here, you will be prompted to enter the mandatory information, such as: First Name and Last Name. Below, you will see **“Additional Information”**, such as **“Weight”** and **“Height”** (which is not required to complete an order). To immediately add the patient and continue to scan, select **“Add Patient and Scan”**. If you decide to add the patient’s information and not scan immediately, you can select **“Add Patient”** on the bottom of the screen.





**SUPINE POSITION**



**PRONE POSITION**

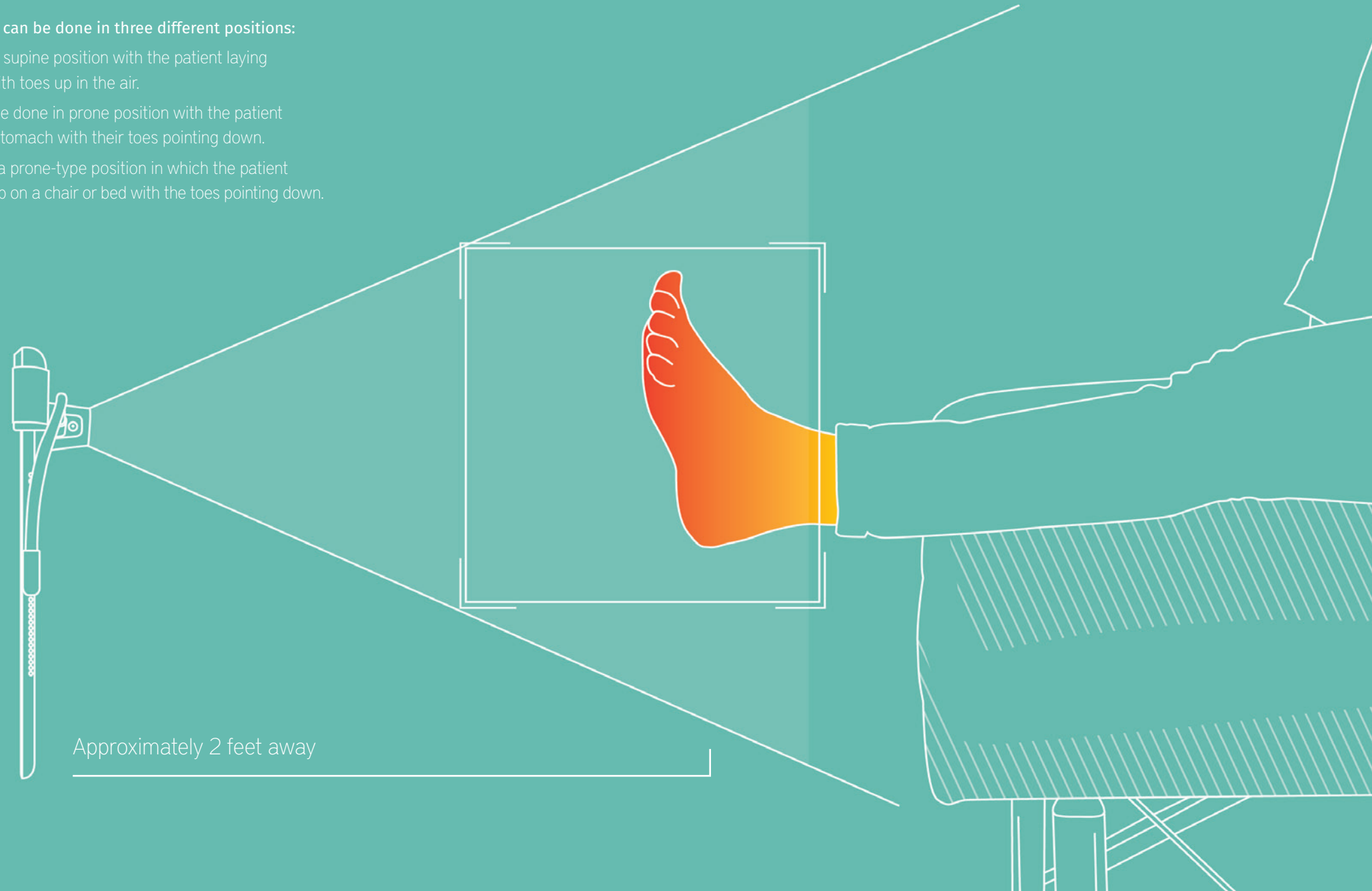


**PRONE POSITION - STANDING**

# Scanning Positions

Scanning a patient's foot can be done in three different positions:

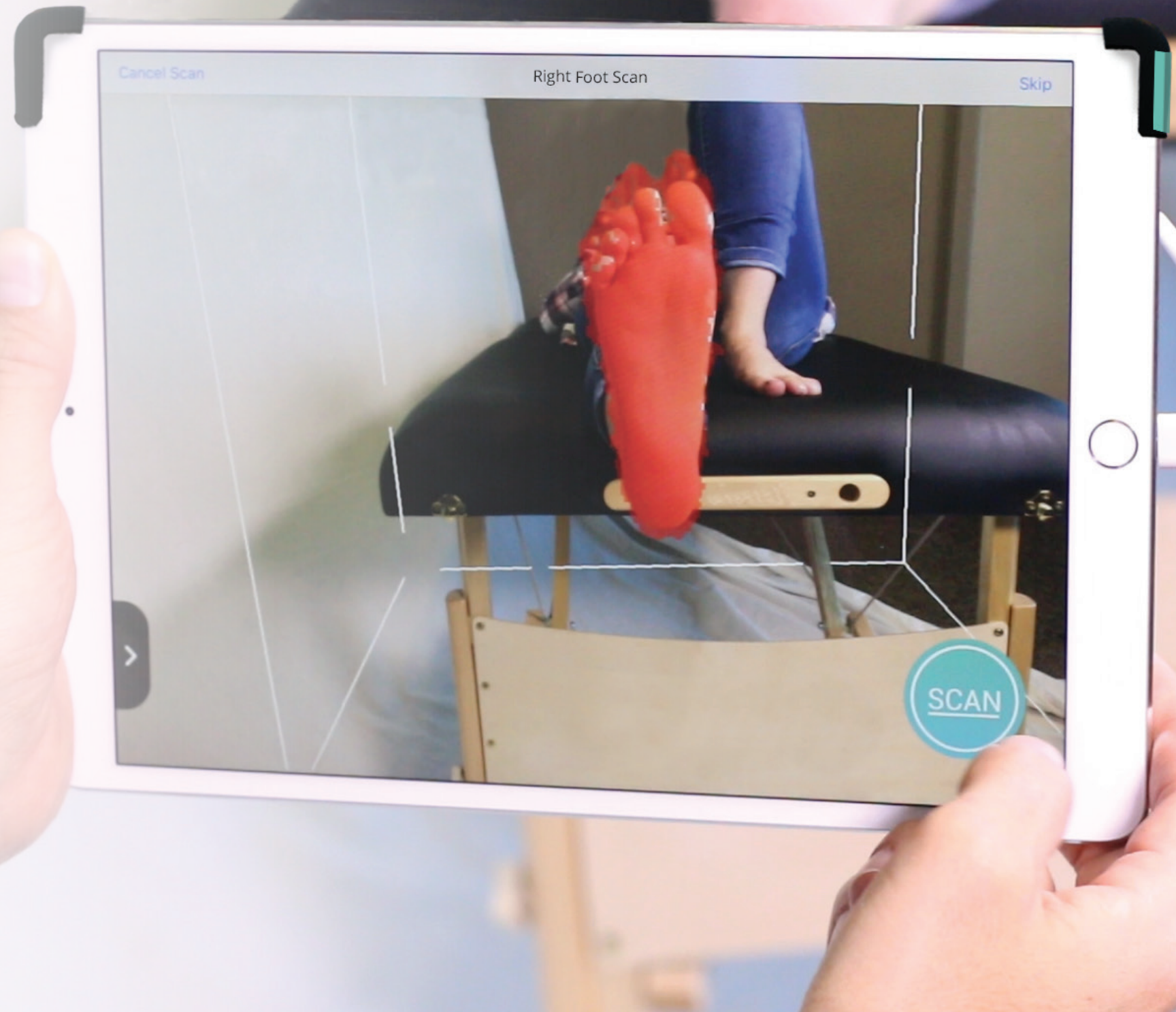
1. It can be done in the supine position with the patient laying on his or her back with toes up in the air.
2. Alternatively, it can be done in prone position with the patient lying down on their stomach with their toes pointing down.
3. The third position is a prone-type position in which the patient has his or her knee up on a chair or bed with the toes pointing down.





# Scanning Your Patient

- Tap the **Scan** icon at the bottom right to begin positioning the scanner. Make sure to be approximately two feet or 24 inches away with the iPad pointed and facing the base of the foot. You will know that you have the perfect position when you see the foot shaded red inside the white box. Tap the **“Scan”** button to start scanning the left foot.
- You will see the scanned sections of the foot fill in as white. Start moving the scanner slightly lateral and afterward, medial. Make sure you get the entire plantar surface of the foot and a fair amount of the medial and lateral sides. When complete, tap the **“Done”** button and you will see the 3D model of the foot appear. You can rotate the model by dragging two fingers across the screen to review how well the scan turned out.
- When you are satisfied with your scan, select the **“Save”** button in the top right corner. Afterwards, ask your patient to switch their feet and tap the **“Scan Right Foot”** button. Again, be sure to position the scanner two feet or 24 inches away and make sure the foot appears inside the white box facing the scanner. Tap **“Scan”** when ready to begin scanning. Scanning a foot should not take long, only about 4-5 seconds. The base of the foot should be visible with a fair amount of information on the medial and lateral. Anything that appears above those areas can be ignored, our scanning technicians will clean up the model when the file is received and during the milling process.
- If you're not worried about lesions on the patient's foot, go ahead and move forward and ignore the loading percentage in the top right corner. If there are lesions, wait for the scan to load appropriately, then **“Save”**.
- At this point, you will be able to make notes by selecting **“Photos / Notes”** in the left-hand panel. In this section, you can add notes or import photos from your camera or alternatively, add additional scans..
- Once satisfied with your scan, you can **“Save”** it to resume later, or immediately **“Create The Order”**.





# Creating the Order

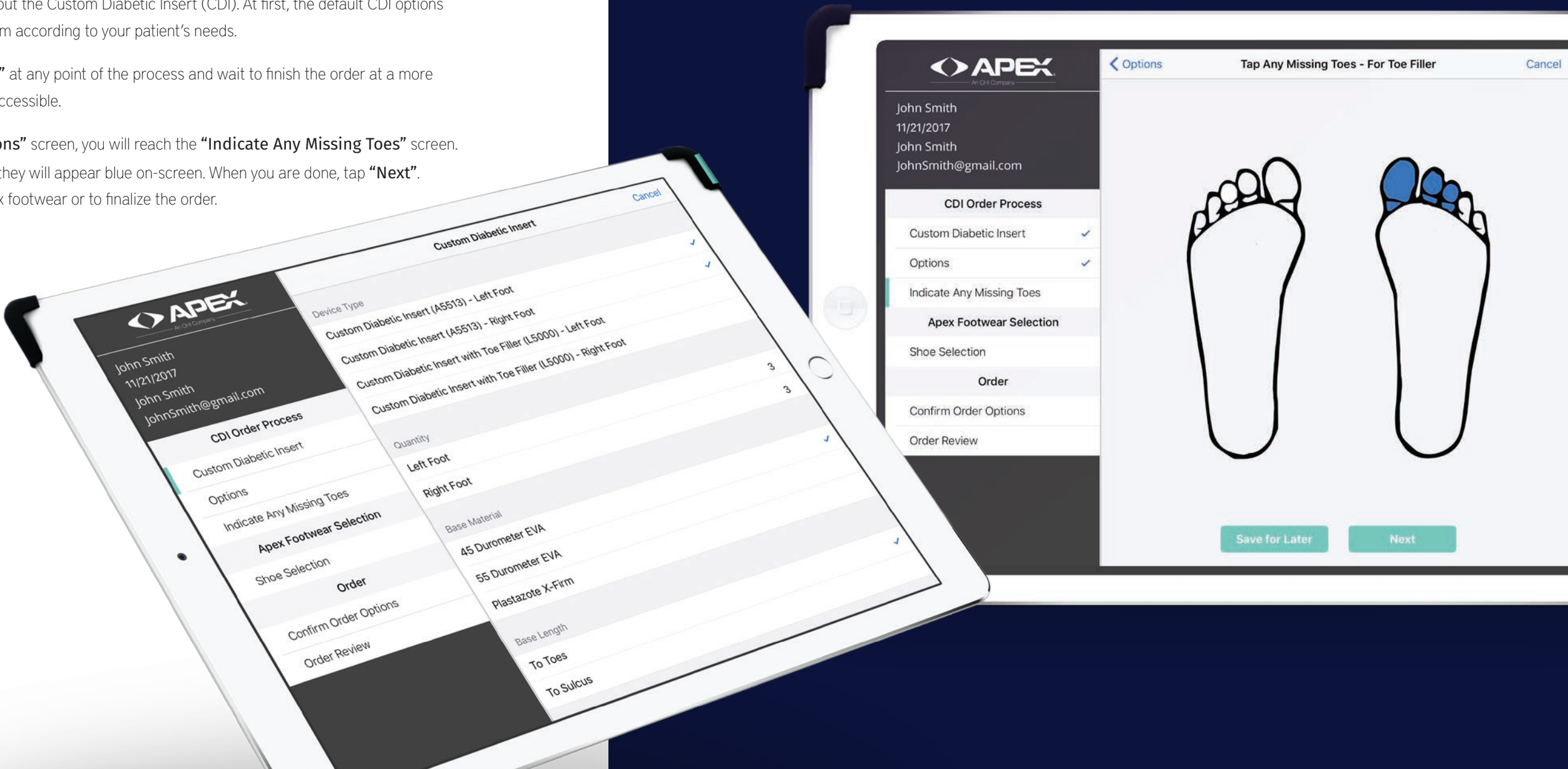
The first step is to select information about the Custom Diabetic Insert (CDI). At first, the default CDI options will be selected, but you can change them according to your patient’s needs.

You have the option to **“Save for Later”** at any point of the process and wait to finish the order at a more convenient time, or when WiFi is more accessible.

After choosing features from the **“Options”** screen, you will reach the **“Indicate Any Missing Toes”** screen.

Tap any toes the patient is missing, and they will appear blue on-screen. When you are done, tap **“Next”**.

You will then be prompted to select Apex footwear or to finalize the order.

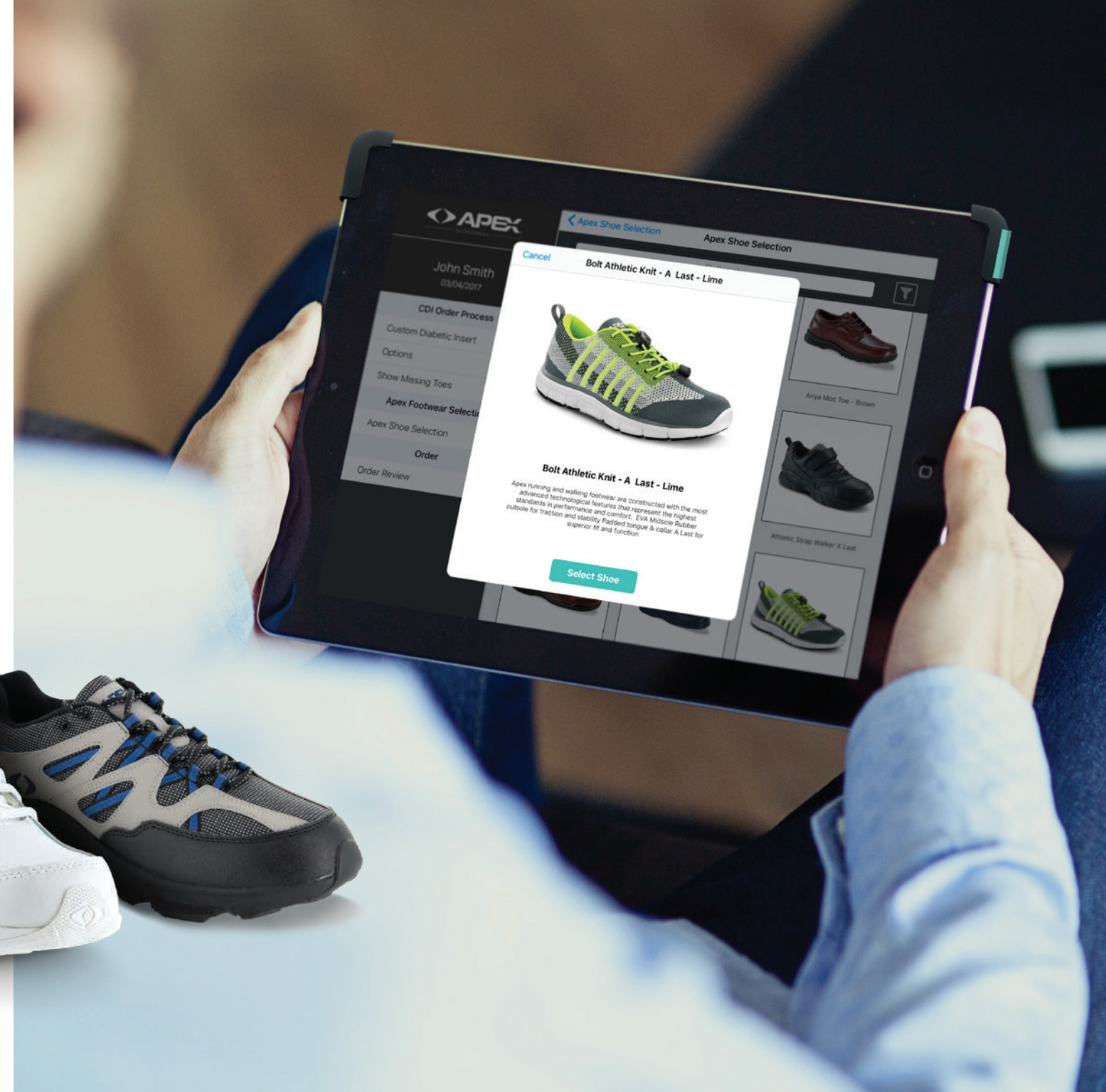


# Selecting Footwear

If you select to include Apex Footwear in the order, the **“Apex Shoe Selection”** screen will appear. Here, you will see simple filters to choose from such as **“Male”** and **“Female”**. Choose a gender and proceed to tap on **“Shoe Style”**.

To select a shoe, tap on the footwear for your patient. A box will appear which will include the details and an image of the shoe.

Once selected, it will bring you back to the main Apex Shoe Selection screen. Here you can change the size and width options, if available, with the chosen footwear. Once you are ready, tap **“Next”** to finalize the order.



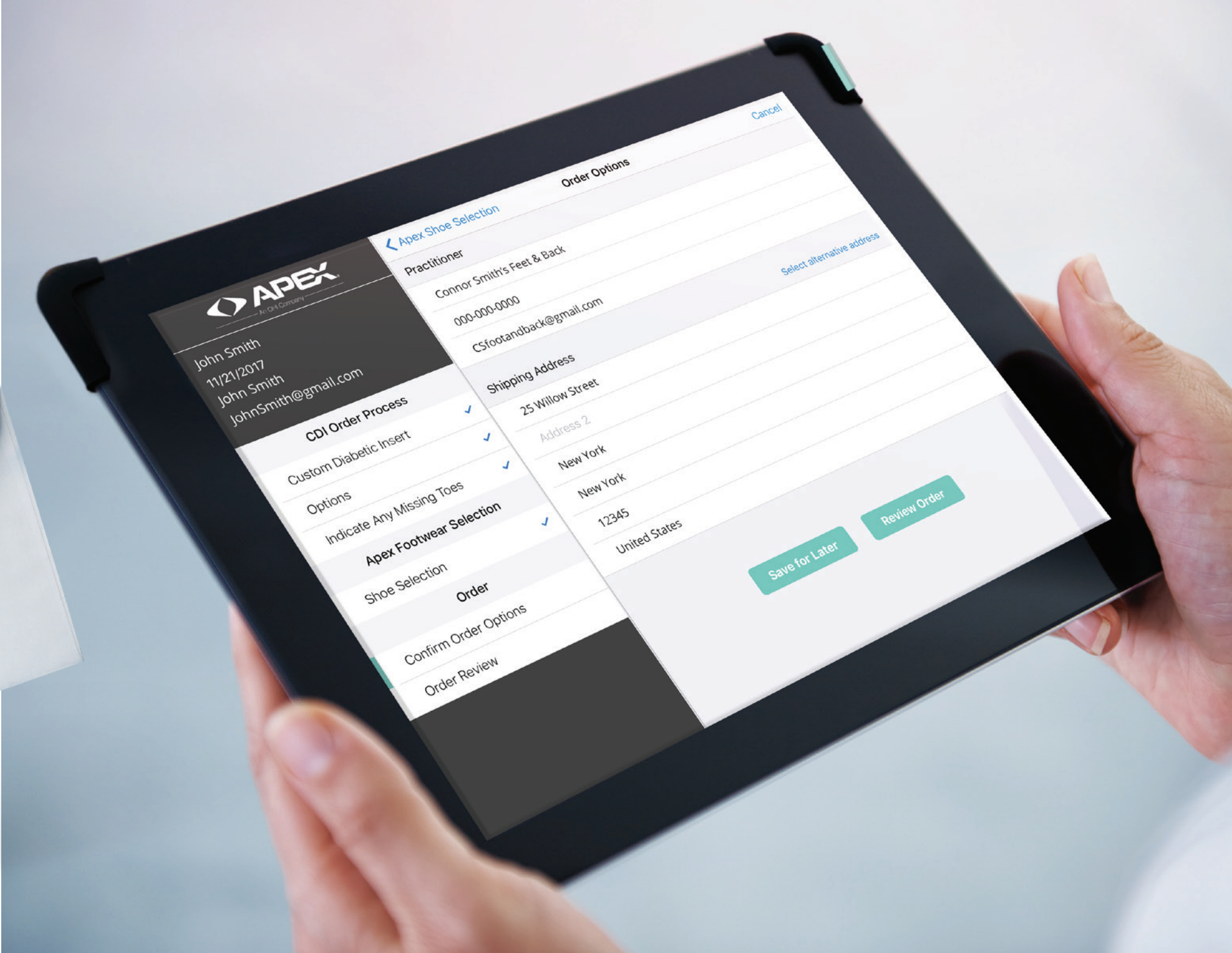


# Confirming Order

This screen provides your information and the Shipping Address. Furthermore, you can select an alternative address by tapping **“Select alternative address”** next to **“Shipping Address”**.

After confirming the Practitioner information and Shipping Address, tap **“Review Order”**.

Here you can review your order before adding it to the order queue.





# Orders

There are three types of orders:

- Submitted**  
These are all “Submitted” orders by date. (Represented by pink bullets). They are no longer editable.
- Order Queue**  
These are all “Queued” orders by date. (Represented by green bullets). They are not yet submitted and can still be edited. From this section, you can submit all orders or individually (by selecting edit).
- Saved Orders**  
These are all “Saved Orders” that have not been completed. (Represented by yellow bullets). These can still be edited.

**All**  
This tab will show all orders that have been created. This includes “Saved Orders” (Yellow) “Queued Orders” (Green) and “Submitted Orders” (Pink). These will be sorted by date.



# Patient Info Screen

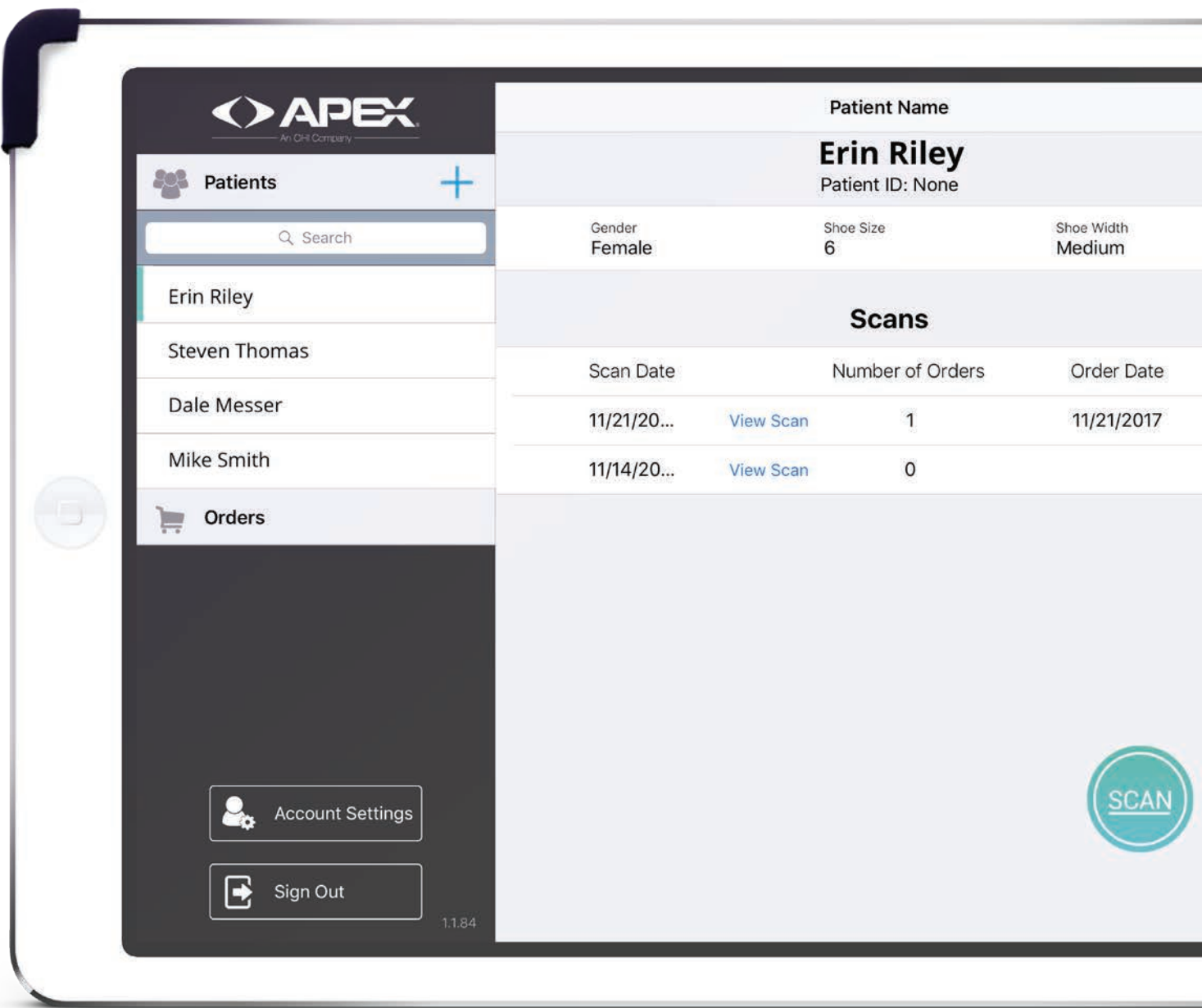
The **“Patient Info”** screen includes the scan history and custom information, such as shoe size and shoe width. When browsing the **“Scan History”**, the user will be able to see the Scan Date, Number of Orders and the Order Date.

To get more information on a specific scan, tap the **“View Scan”** option.

Entering the **“View Scan”** screen, the corresponding scans will be shown for the Left Foot and the Right Foot. Furthermore, the notes and photos that were created/made will also be shown along with an order review.

In the left panel, you can also browse the scan history by date, or create a new one by tapping the **“+”** symbol.

To repeat the same order which includes the details from the specific order, you can tap **“Create New Order”**.



# Account Settings

From the main navigation, you can choose **“Account Settings”**. Here, you can go through the information and modify if needed. Simply input the information, such as the **“Practice Name”** or tap **“Edit”** on the shipping address to change desired info. Make sure to tap **“Save Changes”** to update your information.

# Support

For customer support, visit [appsupport@apexfoot.com](mailto:appsupport@apexfoot.com)







For technical support, please email:  
[AppSupport@apexfoot.com](mailto:AppSupport@apexfoot.com)



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