



STEP BY STEP

FARO® ScanPlan™ 2D Handheld Mapper

If you are utilizing the Ricoh Theta camera to take panoramic images, mount the camera into the tripod and turn the camera on. Start the ScanPlan app and open a new or existing project. Tap WiFi and connect to the camera utilizing the wireless network which begins with THETA. Place the camera where you want to take a photo. While mapping, add annotation and Pano-Photos.

| 01

Power ScanPlan on by pressing the power button on the bottom, near the handle, for three (3) seconds.

| 02

Open the phone tray until it clicks.

| 03

Mount the cellular phone into the tray.

| 04

From available WiFi connections list on the phone, choose the network that begins with SP, followed by the serial number. The default password is 0123456789 (cannot connect to ScanPlan if connected to another wireless network).

| 05

Open ScanPlan app on phone.

| 06

Select **Connect To ScanPlan**.

| 07

Select blue + icon in the bottom right corner to create a project.

| 08

Designate project name (no spaces).

| 09

The level defaults to 1. Be sure to change this if you are working with multiple layers. Select **Add**

| 10

Capture data by walking (230-degree field of view) and plan for overlap at the beginning and end. Be sure to keep the ScanPlan as level as possible. You will see a live feed while data is being captured. Walk back where data has been missed.

- For recording data, the options to start, pause and stop are in the bottom right corner.
- If you have a point of interest, select the green + icon in the bottom right corner. You have options to add photographs, measurements, or other annotations.
- Photographs | Select the photo icon and follow the prompt to take the photo and confirm.
- Measurements | Select the measurement icon and choose a position mode (move & place or point & place). Select distance or area. Move to your first position until the bottom laser point meets the point you want to mark. Tap “Add measurement point”. Walk to record data and select “End Measurement” when done.

| 11

When the mapping is complete, select the red STOP icon, confirm SAVE, and mapping will load.

| 12

OPTIMIZE when prompted in red on top.

| 13

Choose maps to optimize with check-boxes and select **START**

| 14

Hit the back arrow on the top left corner. You will be prompted to **EXIT MAP OPTIMIZER**.

| 15

There are three (3) dots in the top right corner of the main screen. From here, you can export your project.

| 16

Select the export option of your choice.

| 17

If you choose **USB**: Insert a USB flash drive and export it to the drive. If you choose to **export online**, such as WebShare, make sure to connect the ScanPlan to Internet. To do that, tap WiFi and connect to a wireless network which has Internet access. Or you can export the project locally on your cellular phone.

| 18

By tapping the X in the upper left corner, you will be prompted to close the project.

YOU ARE NOW READY TO MAP!