Quick Guide to Scanning
For more detailed instructions, please visit https://nsufl.libguides.com/oceanscanner/.

1. Plug in the cart and power on the computer. Turn on the scanner camera by placing a finger over the power button for 1 second.

2. Remove the black drop cloth in the computer compartment and attach to the Velcro strips along the top of the cart.

3. Open EinScan-S, pick the EinScan-SE scanner. Select **Fixed Scan**, click **New Project**.

4. Select **Texture Scan** if you want to keep the object's color, **Non-Texture Scan** if you just want the structure.

5. Place the object on the scanner. Select a **Brightness** level that clearly illuminates as much of your object as possible without having too many red spots (overexposure).

6. Select "**With Turntable**" to have the scanner automatically rotate your object. Deselect this option to take a snapshot from one angle. Press the **Scan** button to begin the scan.

7. Edit out any undesired sections of the scan by rotating the image, isolating the sections, and selecting them by holding down the Shift key and the left mouse button. Press the **Delete** button to erase the undesired sections.

8. Reorient your object and add additional scans from different angles to fill the yellow (missing) parts of your image. Use props, books, and adjust the brightness to scan difficult parts of the object. Continue to layer scans until you're pleased with the result.

9. Click the **Mesh** option to convert your scan to a 3D model. Select a **Watertight Model** unless you plan to do additional 3D object editing in another program. It is suggested to pick **Medium** detail to reduce file size. You have the options to smooth and sharpen the image. Simplification Ratio reduces the file size of the scan but also reduces the quality.

10. **Save** the resulting 3D model. It is suggested to save as a .obj or .stl. You may also scale the file- this does not reduce file size but reduces the physical size of the model.

11. If uploading images for a class project, please visit https://nsufl.libguides.com/oceanscanner/models for instructions on how to add your model to SketchFab and NSUWorks to complete the project.

12. Once you're finished, shut down computer. Turn off the scanner camera by placing a finger over power button for 1 second, withdrawing, and repeating for one second.

13. Remove the drop cloth and place back in the computer compartment. Unplug the cart.