BODD

How to set up and pack down your scanner
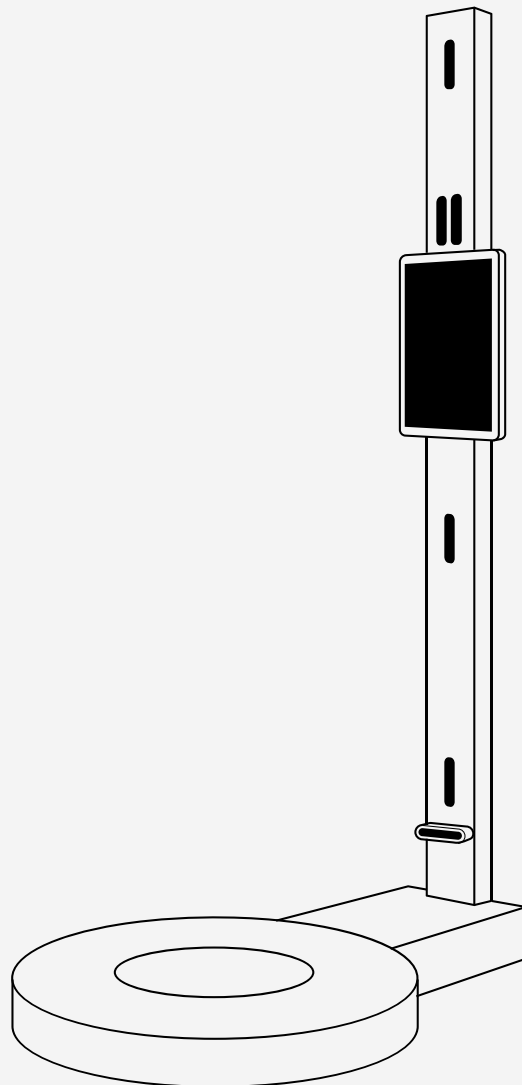
Contents

⊙ **Where to place your scanner**

Before you set up the scanner, choose an environment that has:

- Access to a power point
- Access to a wi-fi or ethernet network
- Some privacy for scan subjects to undress when getting scanned
- Appropriate lighting conditions (see below)
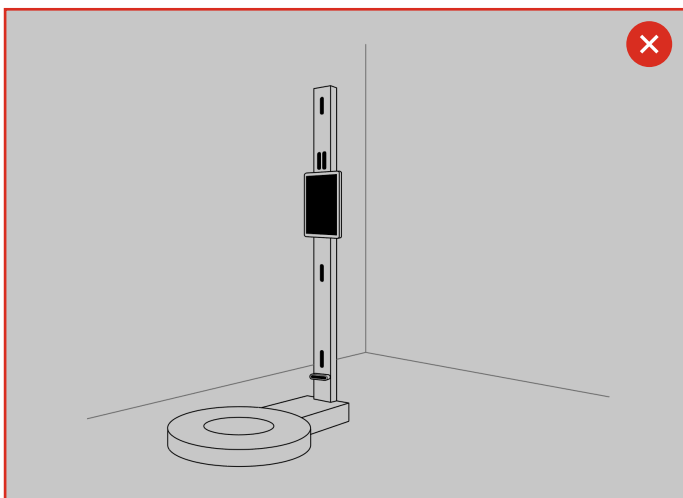
Lighting

In general, avoid direct focussed light that casts onto the lenses. Spread diffuse light is ideal.
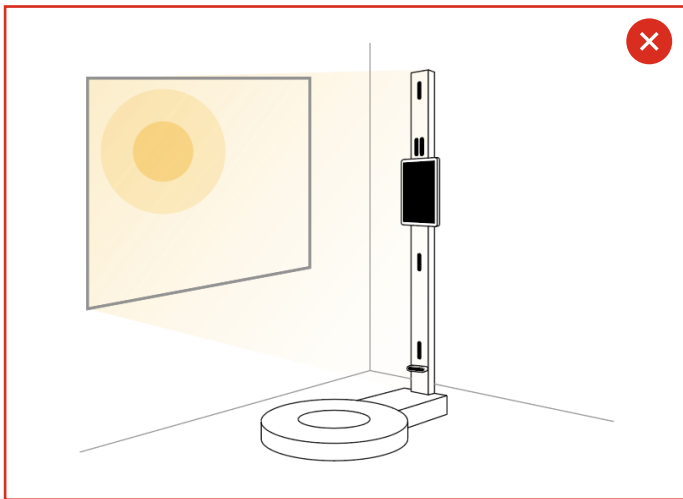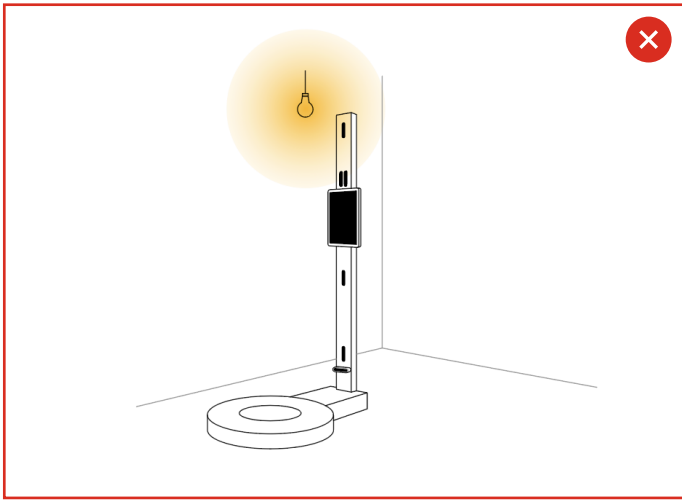

Avoid placing scanner near windows with direct sunlight casting onto the lenses.
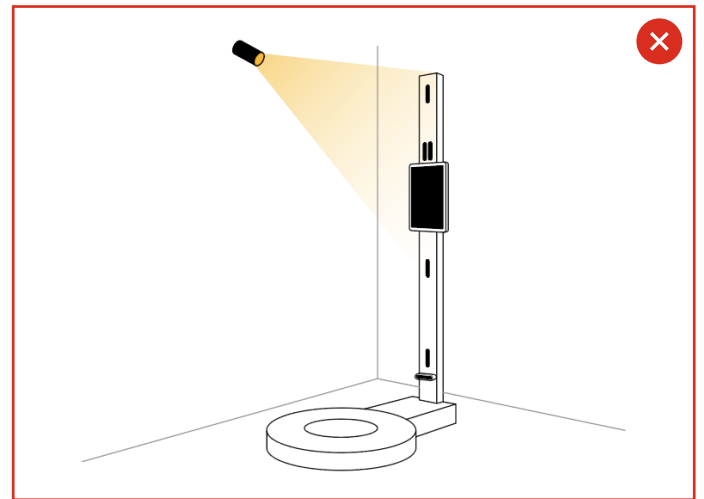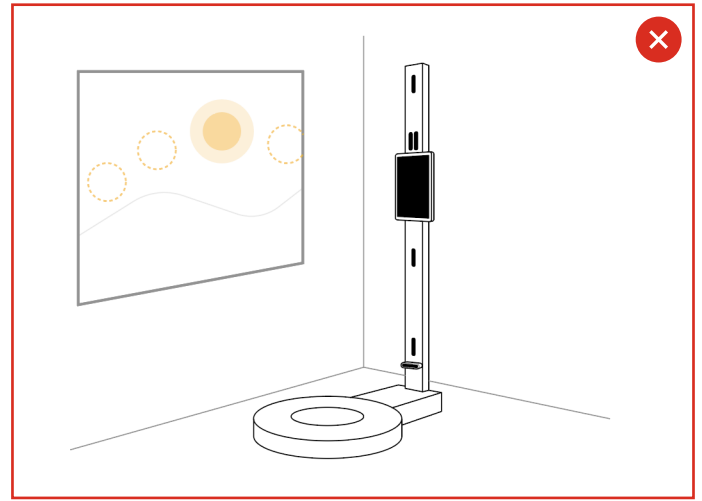

Avoid placing scanner where lights are pointing directly at lenses.

Avoid operating the scanner in complete darkness

Avoid having different levels of light pointing at each lense. Here the top lenses are receiving too much light compared to the bottom ones. An even distribution is desired.

Avoid areas where light direction is constantly changing. The lighting conditions must remain constant - once a scanner is calibrated it will be set to those conditions.
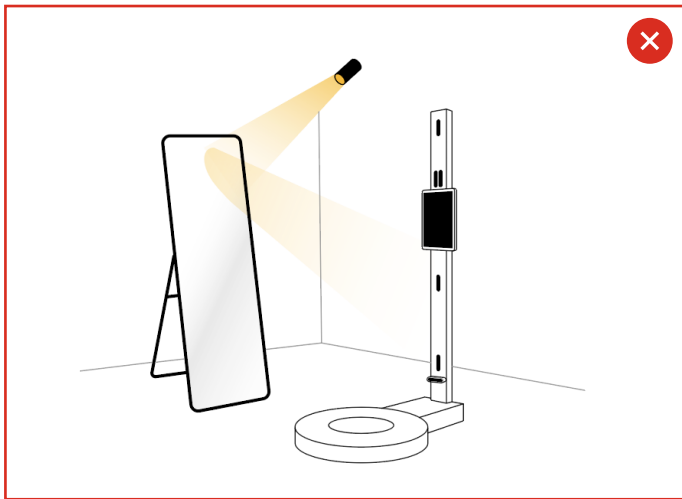
Avoid placing scanner near reflective surfaces (i.e shiny walls, laminated posters, metallic surfaces, mirrors) that may reflect direct light onto the lenses.
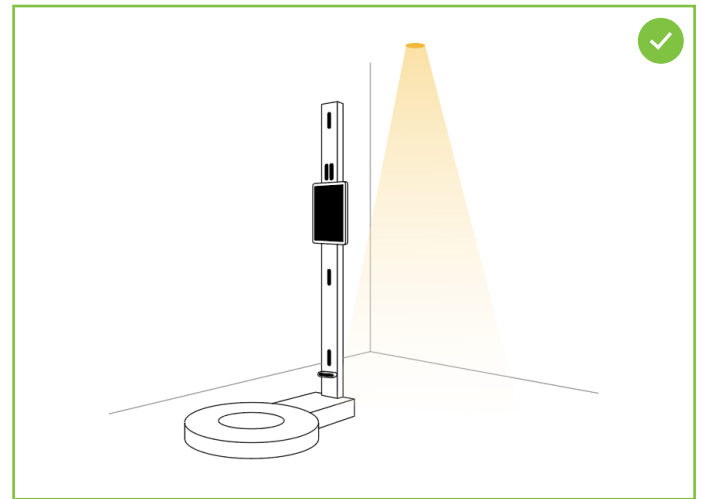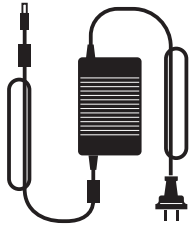

Diffuse light behind the scanner is acceptable. The scanner can also work well in dimmed rooms.

⚗ How to set up your scanner

What you need

We recommend having 2 people set up the unit for the first time.
This will make it easier to unfold the unit during setup.
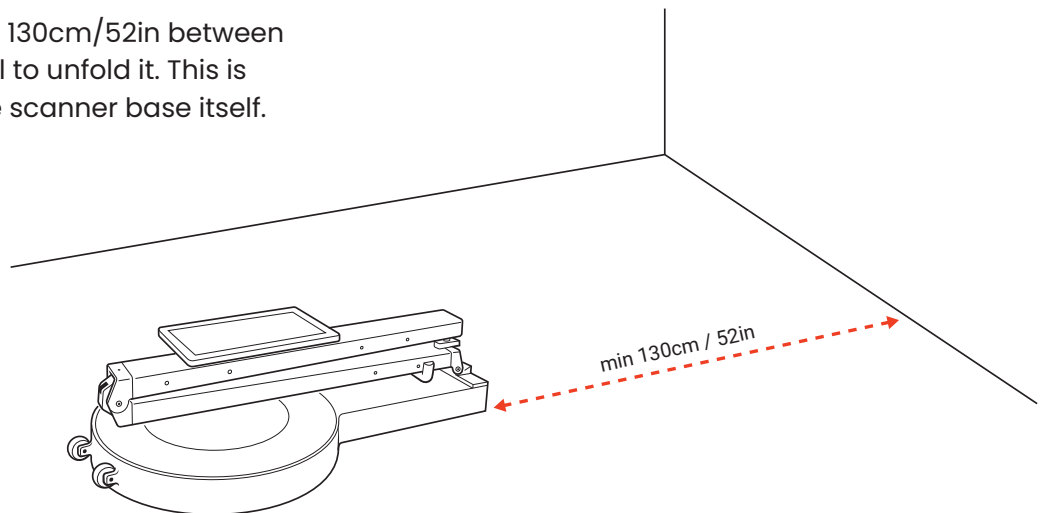
AC Power adapter
& cable (included)

Power outlet

*Optional
Shielded network cable
(if connecting to the internet via ethernet,
ignore if connecting via wi-fi)
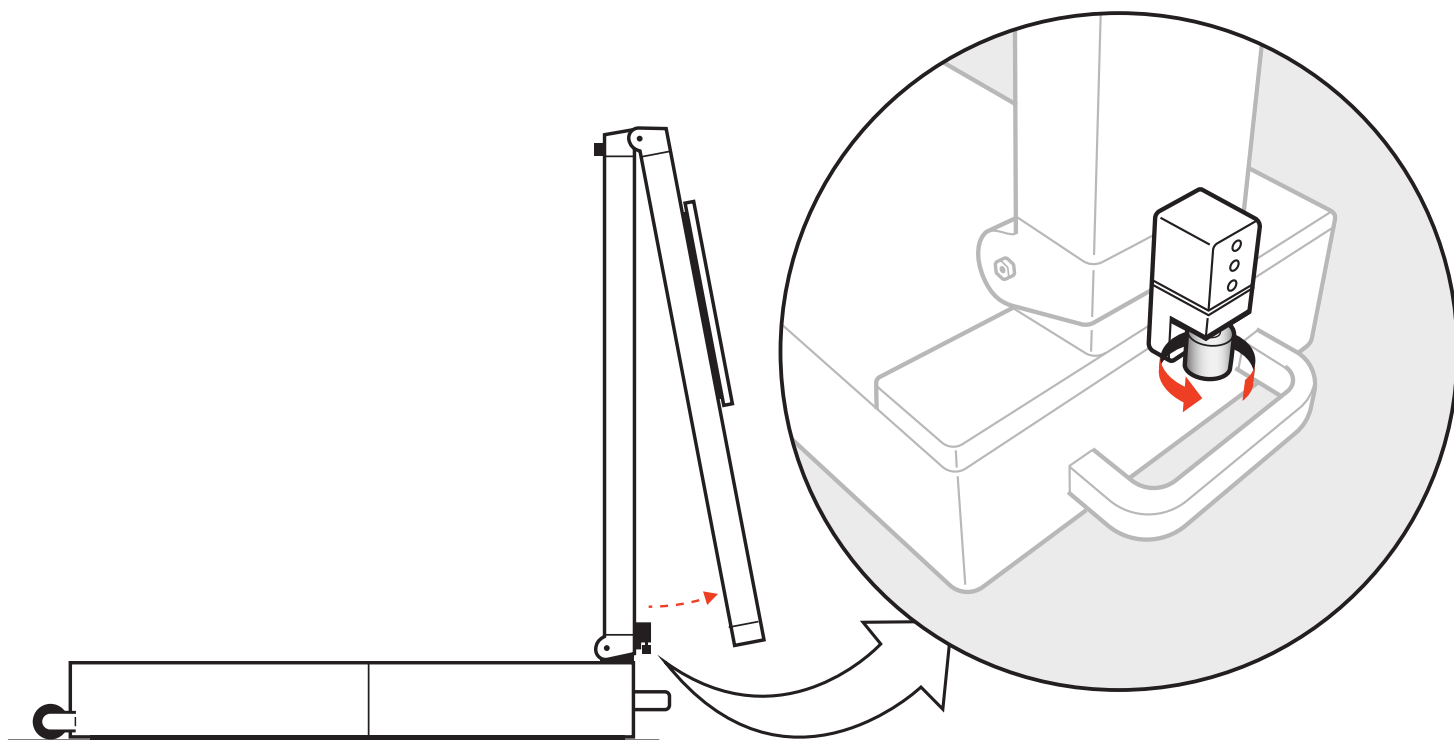
1 Ensure you have at least 130cm/52in between
the scanner and the wall to unfold it. This is
roughly the length of the scanner base itself.

min 130cm / 52in

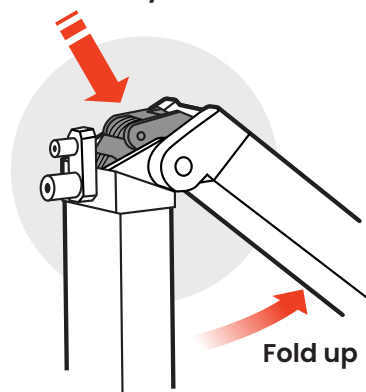**2** Pick up the front of the mast.
Lift up till it stands 90 degrees.
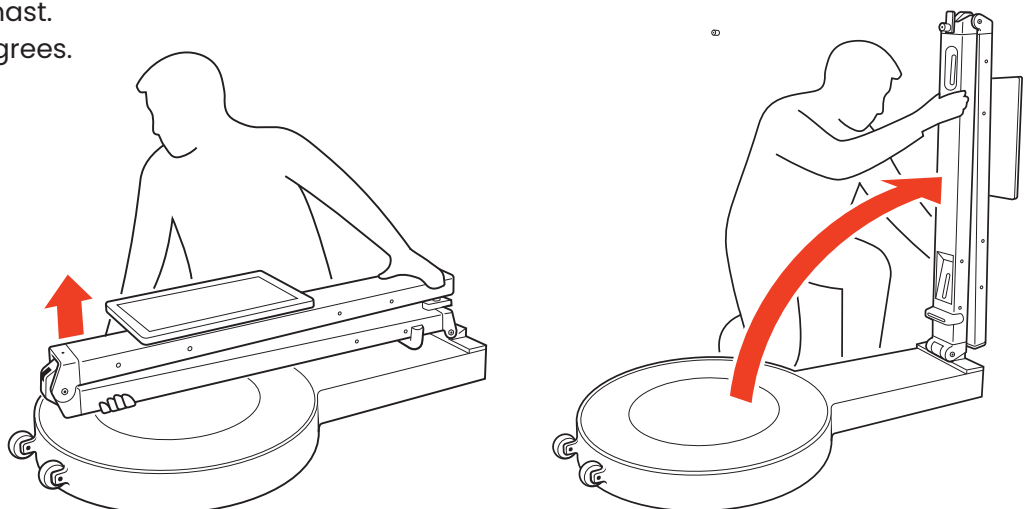
3 Push the top half of the mast slightly away to locate the indicated silver knob. Tighten the knob by turning it anti-clockwise with your fingers.
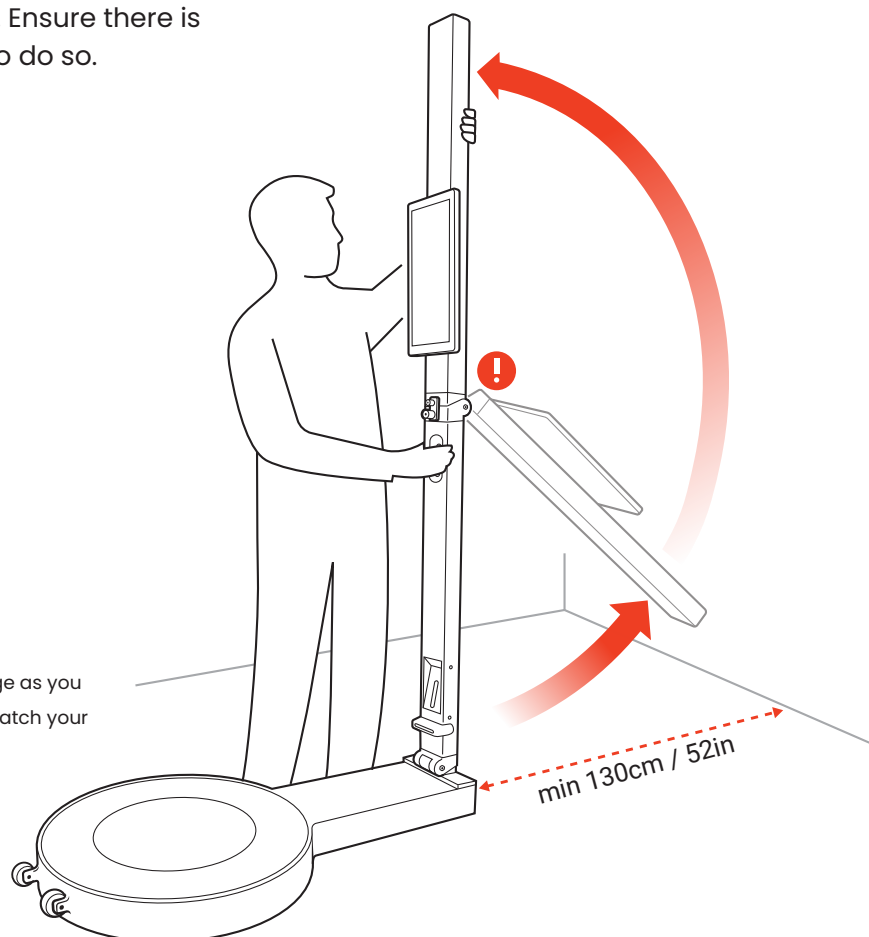
4 Fold the top half of the mast up 180°. Ensure there is enough space behind the scanner to do so.

Push in as you fold

**Fold up**

⚠ **Watch the fold!**

You may have to push in the cabling inside the hinge as you fold the mast up simultaneously. Be careful not to catch your fingers in the hinge as you fold up the mast.

min 130cm / 52in

5 Secure the hinge by turning the indicated silver locking screw clockwise with your fingers. Depending on the model of scanner you have, this may look slightly different.
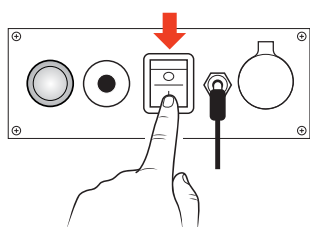
Model R103

Model R104, R105
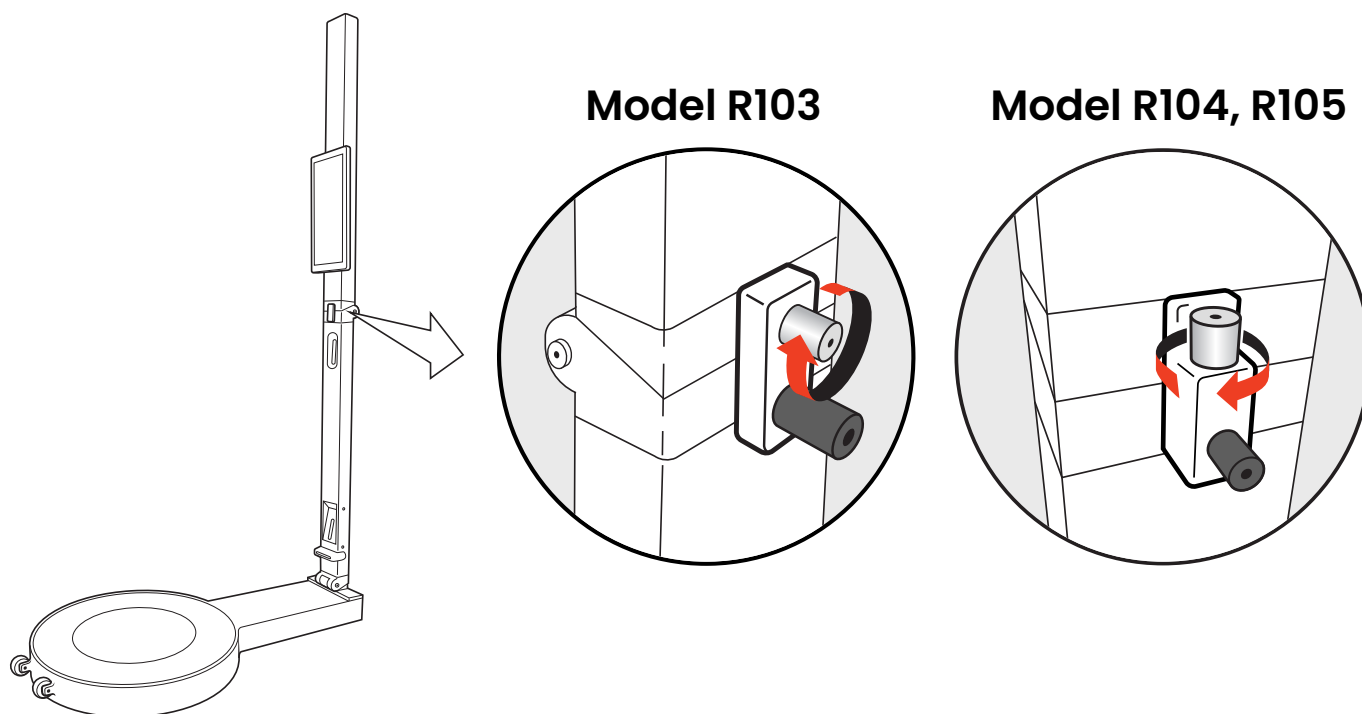
**6** If necessary, grab the handle to slide the scanner into place closer to the power point.
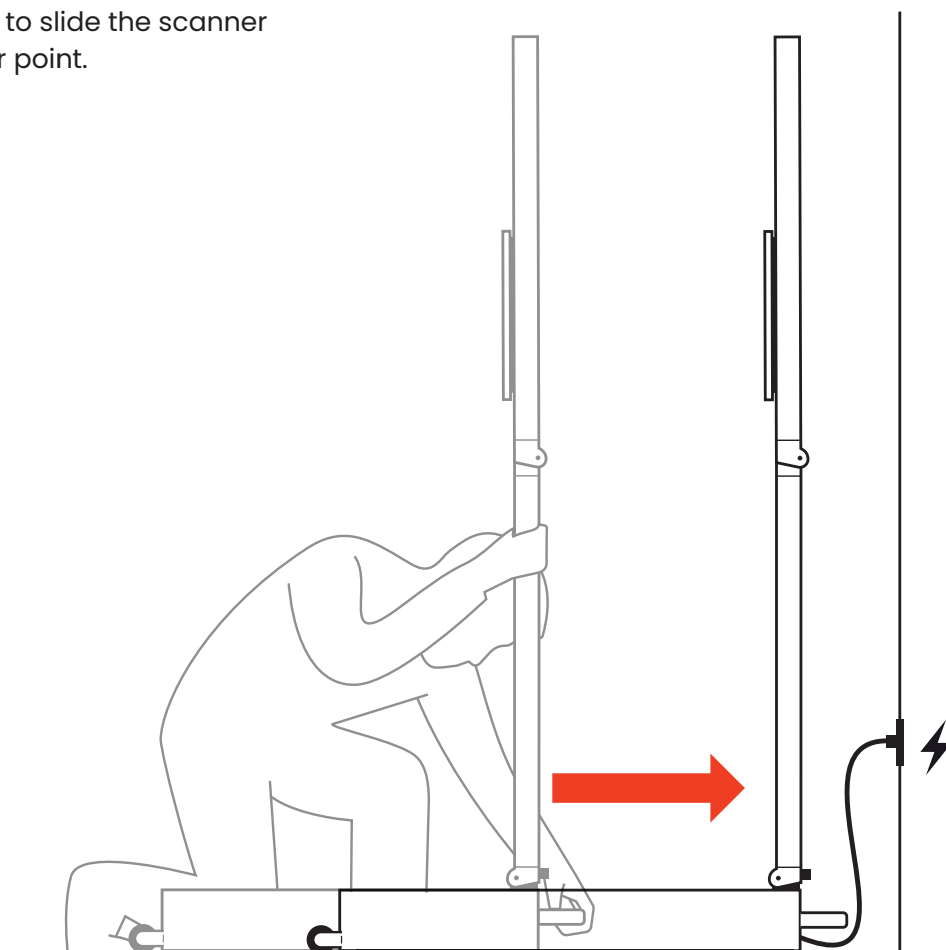
7 Plug in the AC power adapter into the scanner first, then plug the other end into your power outlet and ensure the power is turned on. Depending on the model of scanner you have, this may look slightly different. Ensure that all plugs are securely fastened.
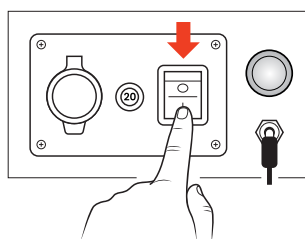
Model R103
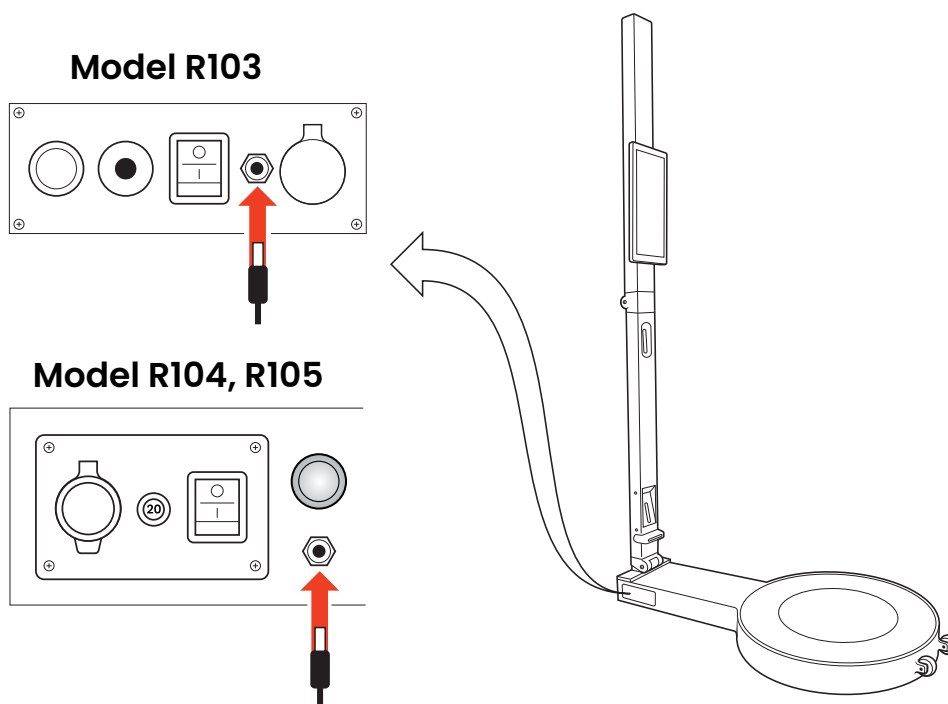
Model R104, R105
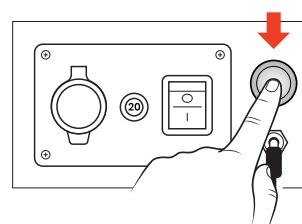
8 Turn O/I switch to ON.

Model R103

Model R104, R105

9 Press the silver button.
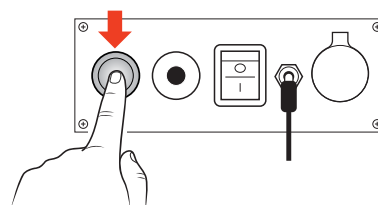
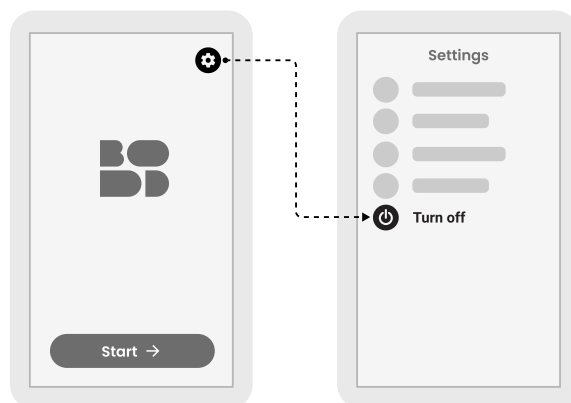Model R103

Model R104, R105

Well done!

You have now completed the physical set up of your Bodd unit. If this is the first time the scanner is being set up, follow the onscreen instructions to connect the scanner to your company Bodd account.
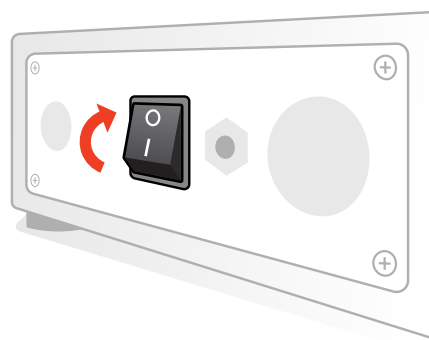
1 Turn off the scanner via the interface.

2 Once the screen is blank, wait 5 seconds, then press the O/I switch to it's off position. Unplug the power cable and keep it safe for transportation.


3 Ensure you have adequate space (min 130cm / 52 inches, or at least the length of the base) behind the scanner to fold it down later.

If necessary, tilt the machine onto it's front wheels and wheel it into a place with more space. Ensure there is enough ceiling space to do so.


Wall

base length   min 130cm / 52 inches

Ceiling
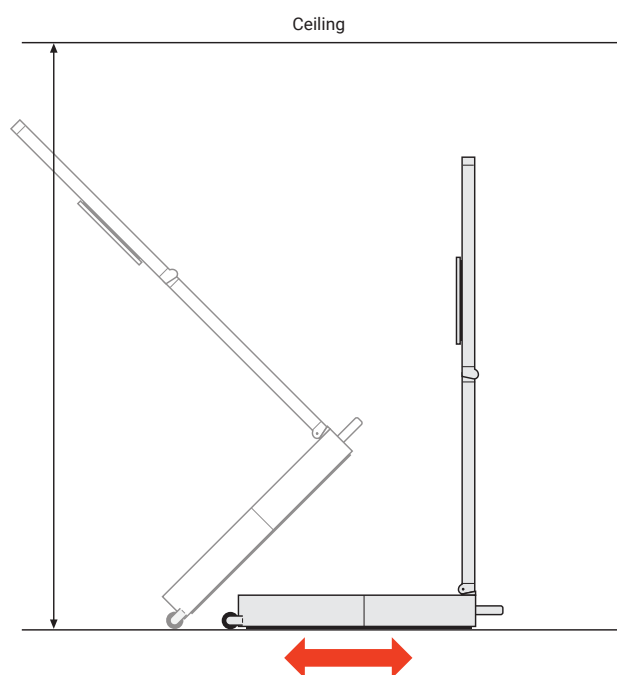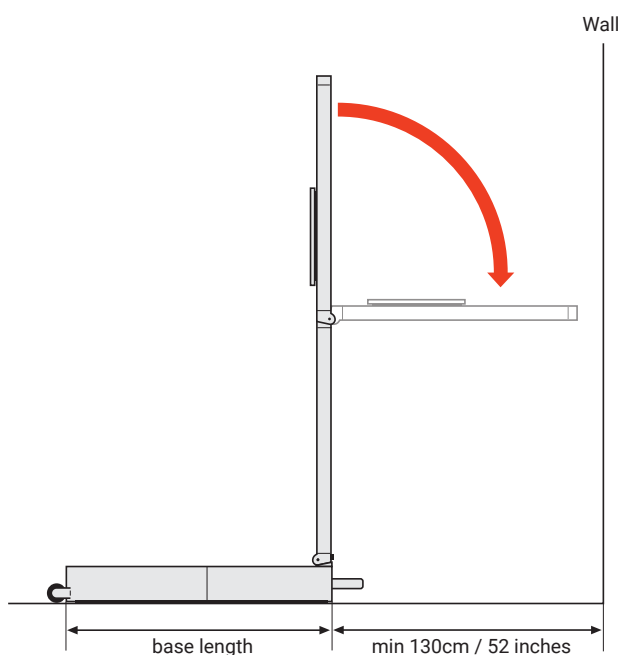
4 Loosen this silver locking screw by turning it anti-clockwise with your fingers. Do not completely unscrew the knob so that it is removed, keep it secured in it's hole but loose enough so the mast can fold. Depending on your scanner model, this may look slightly different.

Model R103

Model R104, R105
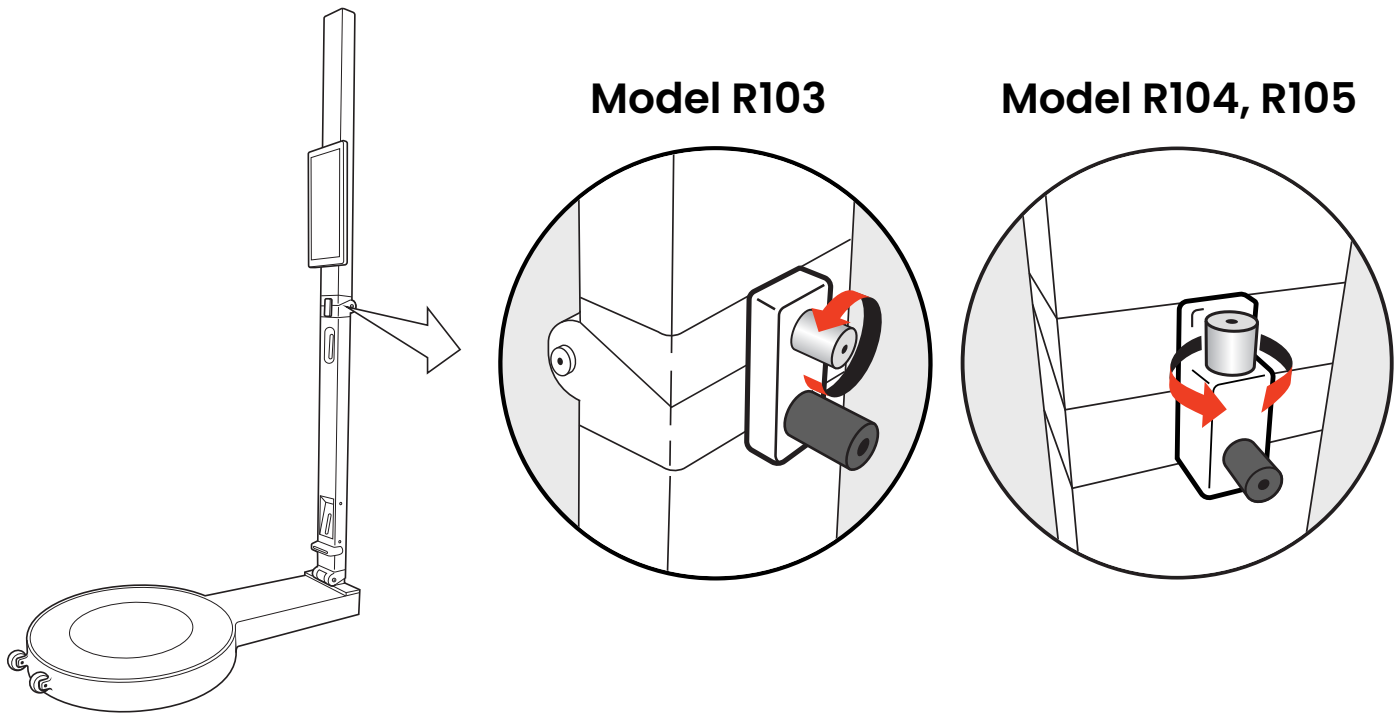
5 Fold top half of the mast all the way down 180 degrees. Ensure that there is enough space behind to do so.

min 130cm / 52in
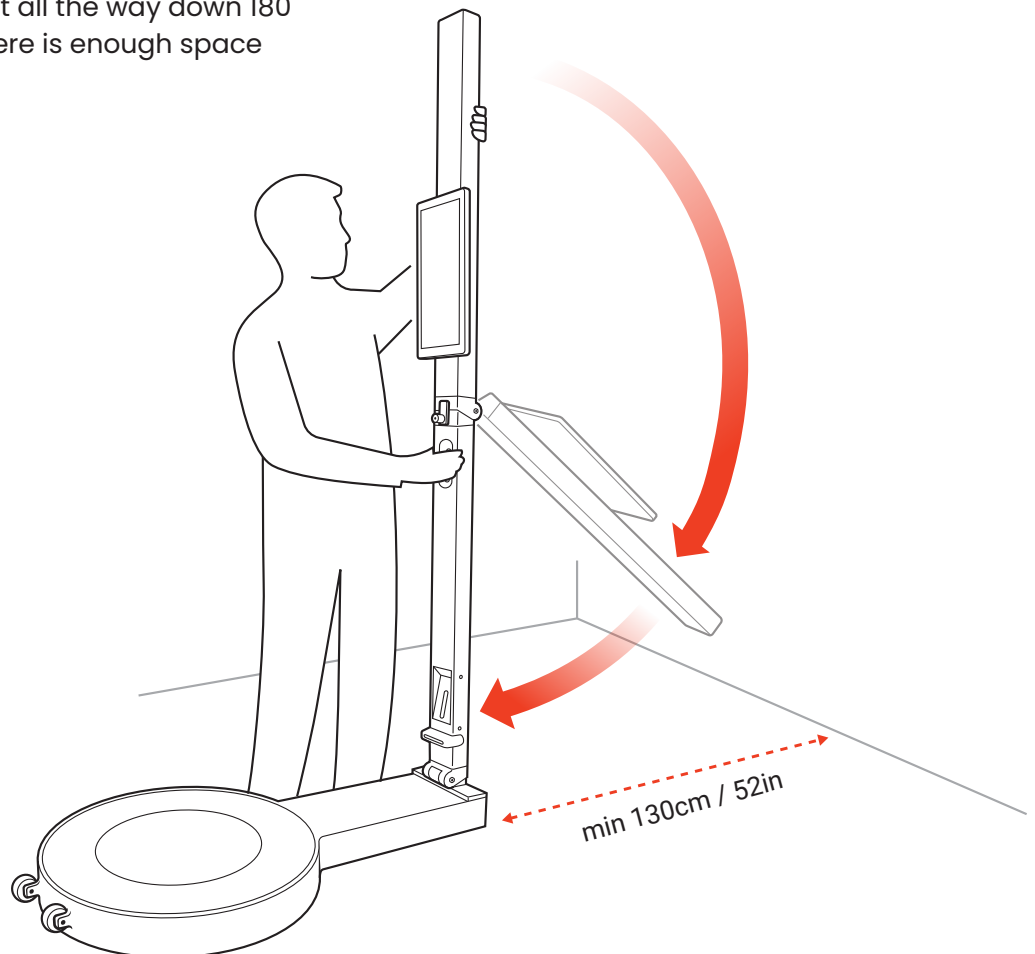
6   Push the top half of the mast slightly away so that you can locate and loosen this silver knob by turning it clockwise. Do not completely remove it.
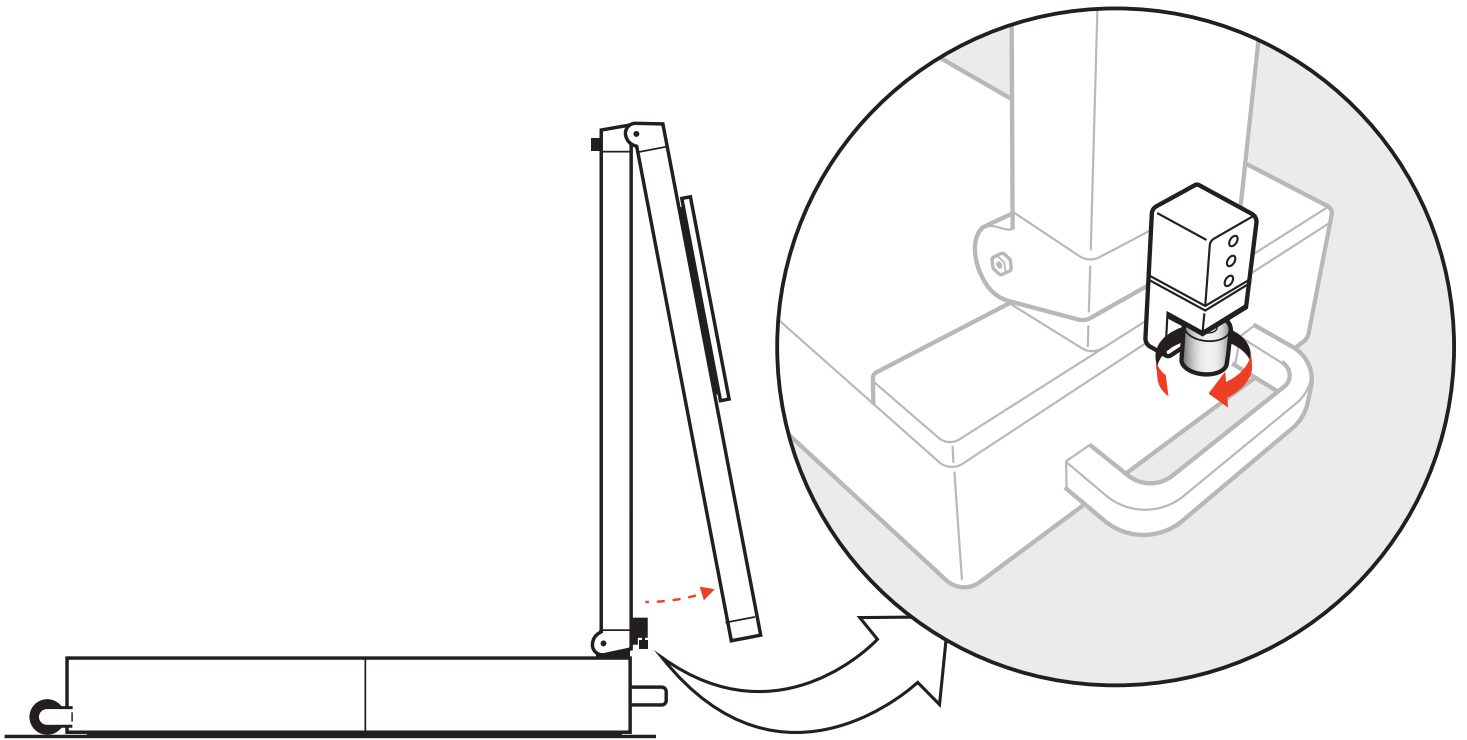
7   Carefully fold down. Once you have done so the scanner is then ready for transportation.

DONE!
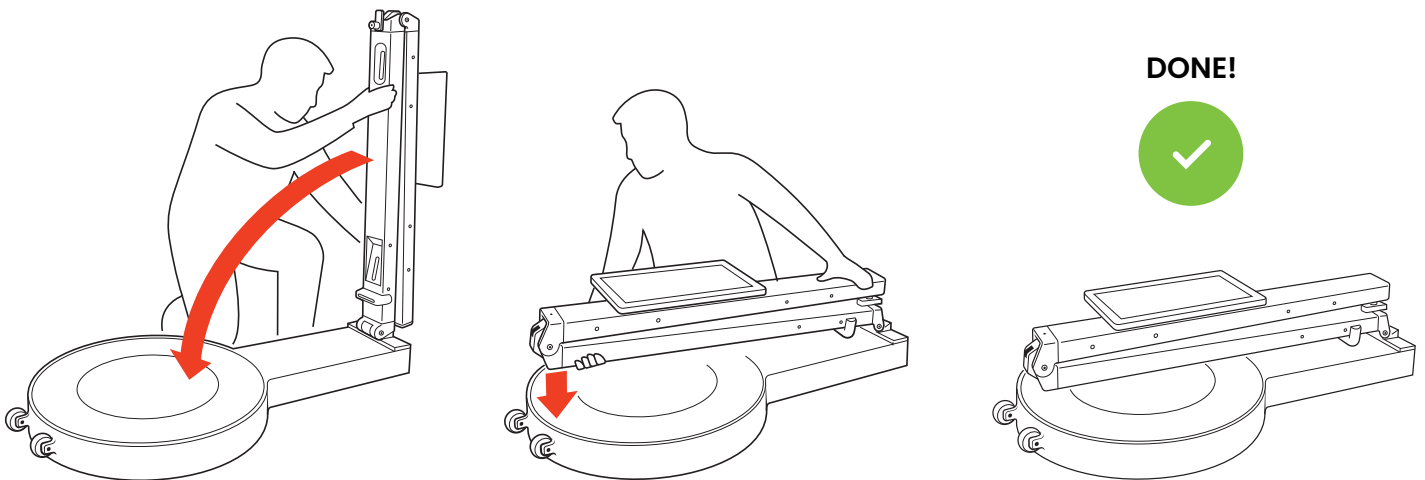
The unit weighs **30KGS / 66lbs**. If lifting is required for transportation, we recommend doing so with 2 people.