

SCANNING REFERENCE GUIDE

BEFORE SCANNING

1. Charge your device

Make sure you have enough battery to last throughout the scan. We recommend at least 50% battery, however, you shouldn't need more than 5%.

2. Plan your path

Take a few minutes to walk through the building paying close attention to the path that you will take while scanning. Try to find a logical route that doesn't revisit areas if possible and includes outdoor spaces or detached buildings that need to be included in each floor of the property. Areas that are not scanned won't be included in your plans.

3. Remove external lens / case

Remove any camera blocking cases and external lenses. We can't process scans that are taken through an external lens or if something blocks the camera.

4. Turn on lights

The more the better. Turn on all lights and open curtains/blinds.

5. Open all doors

To ensure easy access to all rooms and spaces while scanning, open all doors that lead into rooms you intend to scan. If you can't avoid opening a door, such as a garage or exterior door, during your scan, slowly point the camera away from the door while you open it, step through, and continue scanning.

STARTING A SCAN

1. Enter the street name of the property

Don't worry, you can change this later. The street name will be your identifier for the scan and help to distinguish one scan from other scans.

2. Choose property type

3. Turn your device to landscape mode

Before hitting the familiar red record button, turn your phone into landscape mode. The scan will only work in this mode.

WHILE SCANNING

1. Start scanning on the lowest floor

Start scanning on the lowest floor and work your way upwards (Don't forget to include the outdoor spaces). Scan one floor completely before moving to the next. Do not go back and forth between floors during the scan. Outdoor areas: If you want to include patios, decks, or detached buildings in your floor plans, include them in your scan. Just keep scanning as you move from one space to the next, everything in one continuous scan.

2. Keep the device at chest height

Keep the device at chest height and tilt it slightly downwards.

3. Avoid rapid movement

Hold the camera steady with both hands (remember not to block camera with your fingers) and walk at a normal and calm pace.

4. Stay 5' to 11' (1.5 - 3 meters) from objects

Scan no closer than 5 feet (1.5 meter) and no farther than 11 feet (3 meters) from objects. This is the optimal range for data collection.

5. Walk forward (not sideways).

Always point the camera towards walking direction. No need to show more than 3 feet (1 meter) of the wall.

6. Avoid entering small spaces

Scan small spaces through the door opening without entering the space. In small rooms, back out instead of spinning around to exit.

7. Scan fixed furniture and windows

If there are fixed furniture or windows, stop, pan up to show the furniture or the bottom of the window, then pan down. Make sure you are stationary when you do this.

8. Capturing the ceilings

If you think the ceiling is 7ft or less, including angled ceilings (A frame) don't forget to point the camera towards the ceiling to show that space.

9. Do not open doors while scanning

Do not open doors during the scan, however, if you must open doors while scanning, please, point the camera away from the door while you open it.

10. Voice recognition is just for special rooms

Use voice recognition ONLY on rooms that have an unusual purpose, or are somewhat special (ex. sewing room). As for appraisers doing the scan - Please DO NOT use voice recognition.

FINISHING YOUR ORDER

1. Follow the prompts:

Select your account and style; Select your add-ons from the menu; Confirm address details (This will help identify your order and enable locations dependent features such as the "Home Report".)

2. Send your order using high-speed internet

While connected to a high speed internet, send the order for processing. The size of the data being sent increases linearly depending on the scan length. A 1 minute scan is approximately 25 megabytes.

EDITING

1. Use quick edit for manual editing

Quick Edit is an easy way for you to make minor changes to your floor plans. It is only accessible from the web portal. In Quick Edit you can:

- Rename, rotate and move room labels
- Adjust the arrows to show where the space starts and ends
- Hide dimensions of a specific space
- Show single floors, or all floors on one page, add custom text
- Change, move, rotate fixed furniture

For more information visit: <https://www.cubi.casa/support/quick-edit/>

2. Styling tab for personalization

The Styling Tab is the page where you can customize the look of your floor plans. Under the “Styling” tab, you can change the following settings for your account. These settings will apply to all floor plans ordered under your account. Remember to save the template with its own name so that it can be used in the future. There is no limit to the number of templates you can have. If you like, you can have one one for each of your customers, with their unique style and logo:

- Floor plan template
- Floor plan themes / personalized colors
- Language
- Units of measure
- Logo
- Measurements arrows

For more information visit:

<https://www.cubi.casa/support/managing-your-account/styling-tab/>

Important

To make styling changes on an existing floor plan, follow these steps:

1. Go to List & Search
2. Select the order you want to change
3. Click on the button saying “Change Style” on the top right of your floor plan
4. On the pop-up, select the template you would like to use from the drop down list
5. Complete the recaptcha
6. Click on the button saying “Change Style”

After you have followed the steps above, you will get a message saying “The order is being rendered. We will inform you via email upon completion”. After a couple of minutes you will be able to download your updated floor plan.