



# How to Scan

An AAO TechSelect Guide



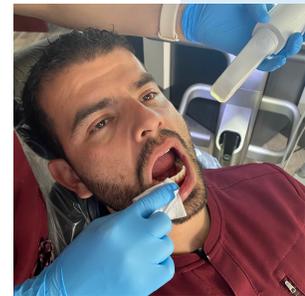
TechSelect™

## 0 Track your scan!

- Before you start scanning, it is highly recommended to record the scan into your office tracking system.
- Make sure the patient information is correctly entered in the scanner and the correct scan type is set (for scanners with different scan options or integrations with 3rd party labs).
- Since the scan is just a digital file, it can be easily forgotten if not tracked!

## 1 Prepare the teeth.

- Scanning clean and dry teeth will produce the most accurate final scan most efficiently.



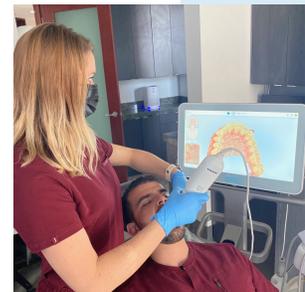
## 2 Scan the lower arch.

- Most companies have a recommended scanning order to best have their software stitch together a digital scan – typically this involves an initial scan of the entire occlusal surface, then filling in the facial and lingual surfaces.
- A good scan will include the entire dentition with 2+ mm of gingiva around all teeth.



## 3 Scan the upper arch.

- This should work the same as the lower arch, but the palate also should be scanned for any appliance resting on the palate.
- Many offices will universally scan the palate to avoid it being accidentally missed in cases where it is needed.



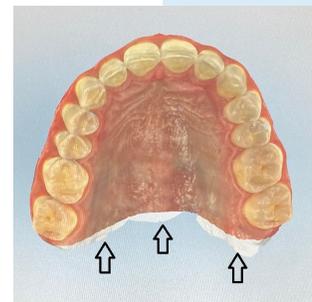
## 4 Scan the bite.

- Most scanners will have you take a short scan of the right and left occlusion to set the bite.
- Some scanners allow multiple bites to be set if a 2nd bite is needed (for example, a protrusive bite for a Class II appliance)



## 5 Edit the scan.

- Double check all teeth are accurately captured.
- Remove any artifacts that are not needed (although artifacts can also be removed in digital editing software, it tends to be most efficient directly on the scanner)



## 6 Submit the scan.

- The scanner will do a final edit of the scan and submit it as needed – the file can be found in a local file system, in the cloud, or be sent directly to the lab (in-house or 3rd party) depending on your scanner and the settings selected.