

## How do I start the hot swap calibration process for my Creaform MetraSCAN & C-track System?

Annual calibrations are recommended by Creaform. If your scanner is under an active Complete or Complete Plus maintenance plan, they are included at no charge. Simply email <a href="mailto:Creaform.Support@ametek.com">Creaform.Support@ametek.com</a> and provide the following information:

- E-mail subject: Hot Swap Calibration Request
- o serial # of your Scanner and C-track
- your courier, account# and shipping address for the shipment of fresh calibration artifacts
- Preference for Ground or Overnight shipment
- Details of any other concerns you are having with your scanner (if there are serious concerns, it is sometimes recommended to send the scanner in for an OEM calibration and possible repairs)

Within 1-2 business days, Creaform will confirm your request and provide you two RMA shipping labels. Creaform will first ship you a fresh calibration plate and calibration bar. You will exchange these with the existing (old) calibration artifacts and update your calibration software files in the Creaform portal. Once the system is up and running, please ship the old artifacts back to Creaform using the courier of your choice. Simply reuse the boxes that the new artifacts arrived in and attach the RMA shipping labels provided.

Rapid 3D is happy to assist you with this process if you have any questions or concerns.