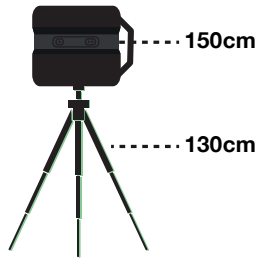


BACKBONE

MATTERPORT GUIDELINES

EQUIPMENT



PERSONAL DUTIES



Be on time



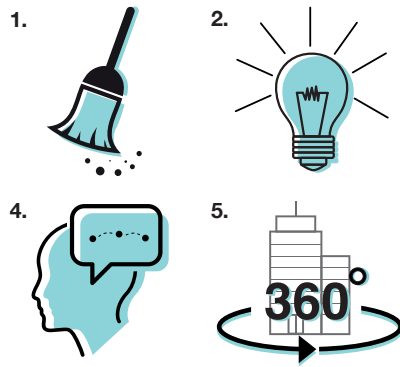
Wear the mask



Be polite and kind

CAMERA OPTIONS AND ON-SITE TIPS

Don't be misguided by the numbers present on the Matterport website, simply follow our guideline.



STAGE THE SITE BEFORE SCANNING

1. Check if the **place** is **tidy**.
2. Adjust the lightning / **turn on the lights**.
3. **Don't move anything** once started.
4. **Plan the scan path** in your head before kicking off the shooting.
5. Use **360° view for outdoor** (take at least two images, one near the door and one with the whole of the building).

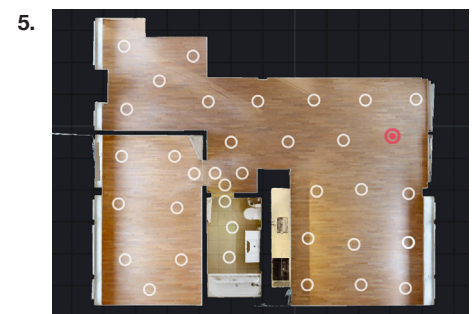
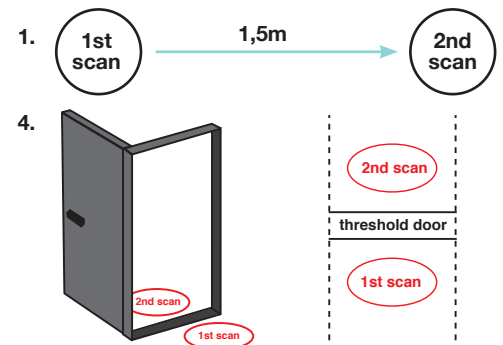
Matterport tutorials
stage the site

HOW TO DETERMINE THE SCAN PATH

1. Place the camera 1,5m from the **previous scan**.
2. Keep a clear line of sight from a previous scan.
3. Keep the **camera 50cm away from walls and any substantial objects**. This will help avoid slices, warps, and distortion.
4. **Scan before a door and after entering**, but not directly inside the threshold.
5. **Scan in a clean, clear grid pattern for a professional look**.
6. **Pay attention to the light that comes from the windows**. Try to reduce the contrast between the lights and the shadow on the floor to reduce later on mistakes in the doll house (black spots).

Matterport tutorials
scan path

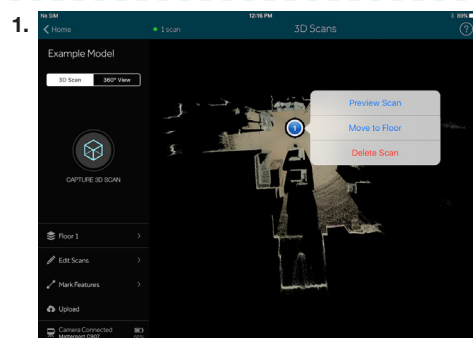
Matterport tutorials
distance between scans



REVIEWING, SCANNING, AND MOVING THE CAMERA

Review the scan before move the camera:

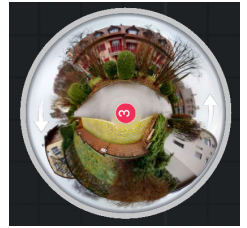
1. Tap Preview Scan.
2. Tap and drag the screen to move the viewpoint around.
– You can look left, right, above, and below you.
3. This is only a preview and does not convey the final image quality. Once you upload, additional processing is done to improve the image quality.
4. **Check to be sure:**
– You have the right angle/viewpoint.
– Moving people, animals, or other objects did not appear in the frame.
5. Tap Delete scan on the left to delete scans, and then scan again.



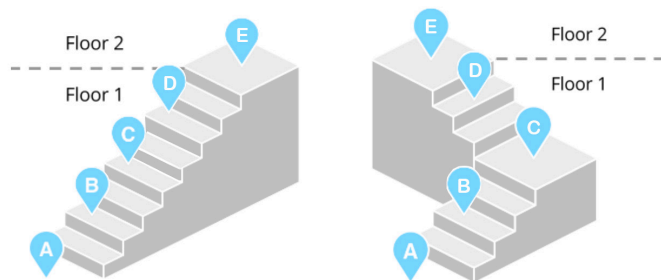
Matterport scanning
review / moving camera

CAPTURE A 360° VIEW

1. Take at least **2 x 360° views outside the building**, one near the door and one with all the building.
2. Take the **view from balconies and terraces** using the **360° views** also if you use the scans.
3. Make sure that your surrounding environment doesn't contain any objects you don't want featured in the end result (like personal photos, cars, or pets).



Matterport tutorials
capture a 360° view



HOW TO SCAN STAIRS & MULTIPLE FLOORS

1. Take a scan at the bottom of the staircase.
2. Move the camera up a couple of stairs (no more than roughly 1m). Remember to keep each scan within line-of-sight until the last scan.
3. When adding a floor, make sure the previous scan was taken at the top of the staircase.

Matterport scan
stairs & multiple floors

Video academy
all about floors

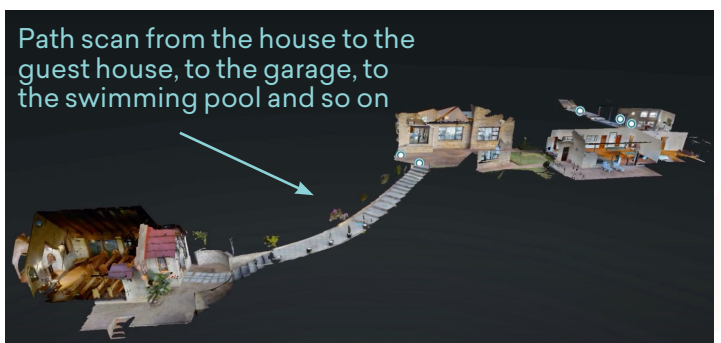


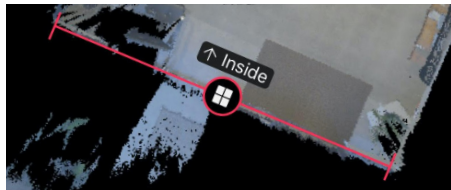
SCANNING OUTSIDE & PATHS TO GUEST HOUSES

1. Scan inside first, scan outside last.
2. To prevent light issues, outside scanning is better shot at twilight.
3. Shorten your **scan distances 1m**.
4. Lower the **tripod 130cm**.
5. Use the Trim tool.

Matterport tutorials
scanning outside and paths

Video academy
scanning outdoor





MARK WINDOWS, MIRRORS AND TRIM

Tap the “Mark Features” icon (bottom-right) in Matterport Capture.

1. Tap the “Mirror” icon or “Windows” icon.
2. In the preview pane, tap on the edge of the mirror, and drag to the other end of the mirror.
3. Release your finger from the screen to stop measuring.

Matterport mark windows, mirrors and trim

Video academy marking windows, mirrors, and trim

TURN ON AUTOMATIC FACE BLURRING ON YOUR PROFILE

When you're finished with your scan, tap the “Upload” icon at the top right of the screen. If enabled in the Account settings, in the “Upload Job” popup window, toggle the “Blur Faces” switch.

- Toggling **left** will **disable** face blurring.
- Toggling **right** will **enable** face blurring.

Remember to turn on automatic face blurring feature in your Cloud Account.

Matterport tutorials how to blur faces in spaces

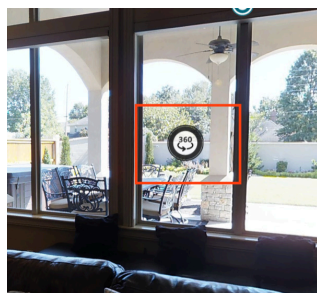
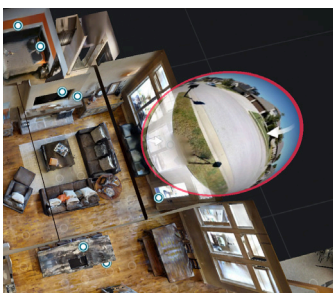
Automatic Face Blurring Disabled Beta ?

Once enabled, you will see an option within the Matterport Capture application that lets you choose whether to automatically blur faces during the processing of your Space. This privacy feature is enabled by a machine learning algorithm, and the accuracy of the results depend on a variety of factors. When disabled, the option will not be offered during uploading.



turned off

turned on



PLACE YOUR 360° VIEWS IN THE CAPTURE APP

1. Use the Matterport camera and the Capture app to take a 360° View.
2. Select a 360° View and “Place on Map”. Drag it to the correct position on the minimap.
3. Rotate the circular preview to ensure it is oriented correctly.

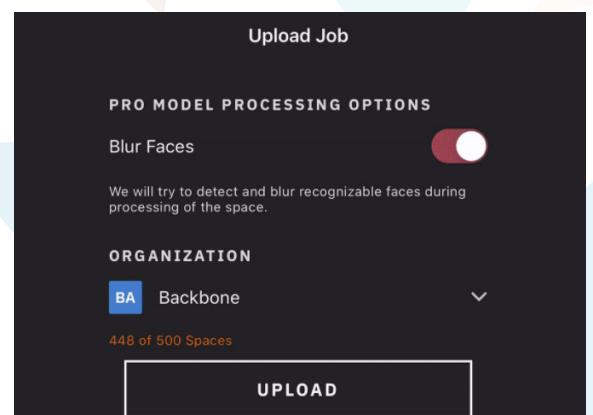
Matterport tutorials place your 360° view

HOW TO TRANSFER CONTENT TO BACKBONE

Backbone will host the visit in its space. Follow the instructions below:

1. Register to the Backbone organisation in the Matterport Cloud.
2. At the end of the visit, upload the visit in the Backbone dedicated area in the Matterport cloud.
3. Additionally, upload your content onto the Backbone platform.

Tutorial transfer content to Backbone



IN-DEPTH CONTENTS

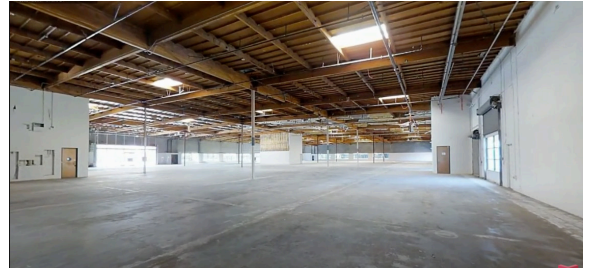
Useful content that can help you with your issues and doubts.

ASSISTED ALIGNMENT



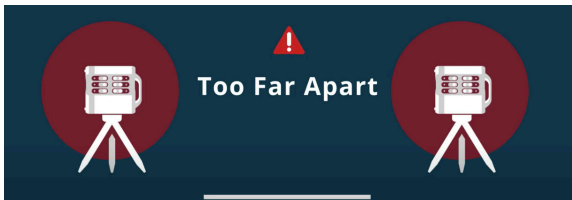
Assisted alignment

SCANNING REPETITIVE SPACES



Matterport academy
scanning repetitive spaces

ERRORS AND MISALIGNMENT



Video Alignment Errors &
Misalignment

SUNLIGHT EXPLANATION



Video sunlight explanation

SCAN LIMITATIONS PER-MODEL

Matterport scan limitations
per-model

Feeling like you need more?
[Click here for more Matterport guidance.](#)

BACKBONE



creatives@bkbn.com