1. From the Trimble Access menu, start a new job by clicking on "General Survey>Jobs>New Job".

2. Name your job and make sure "Coord. Sys" is set to "No projection/no datum". Click "Accept" when settings are complete.

3. Next, enter the coordinates of your established control point. Click on "Key In>Points".

4. Enter the name and coordinates of your first Keyed-In Point, then click "Store". We recommend using at least 3 points horizontally and 4 points vertically. Points can be used for both horizontal and vertical calibration.

5. NOTE: To change the projection information, e.g. WGS-84 or Grid, click on "Options".

6. Next, start your survey and click on "Survey>Measure Points" to collect the GPS value of the point you have just Keyed-In.

7. Now, choose your site calibration option by clicking on "Measure>Site Calibration".

8. Select your Keyed-In grid point by clicking on the arrow next to the "Grid Point Name" box and selecting "List". There you can choose your Key-In Point from the displayed list. Add the collected GPS point associated with the Keyed-In Point by clicking on the arrow next to the "GNSS Point Name" box and choosing "List" from the menu. You should then select the appropriate point.

   If the calibration point is for horizontal, vertical or both, specify this in the "Use" field.

You have now added a calibration point to your job. You may add more points to your calibration for additional accuracy or click "Apply" and check the residuals to verify the Calibration.