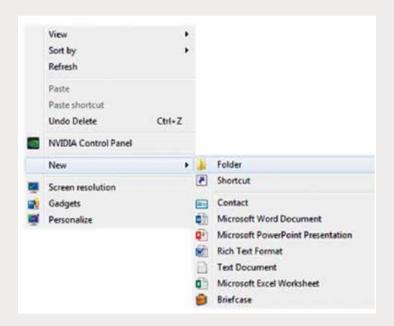
EXPORTING FROM Planmeca

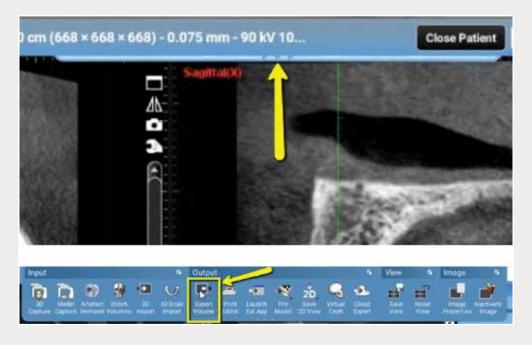
UPLOAD GUIDE



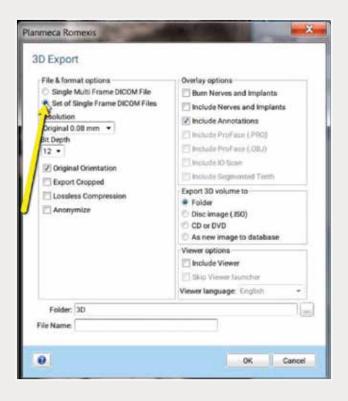


Step 1: Right-click on an empty space on your desktop to create a new folder ("New" → "Folder").

Type in the patient name and click "Enter".

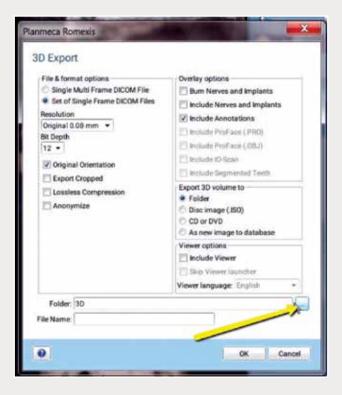


Step 2: Open the patient's scan. Hover over the drop-down menu located on top of the screen. Select "Export Volume" under the "Output" section.

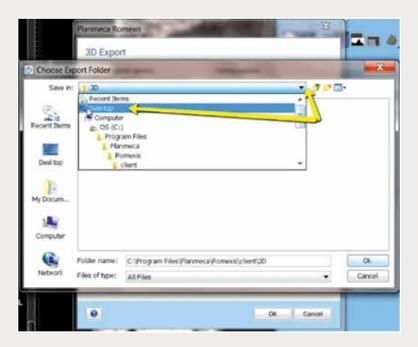


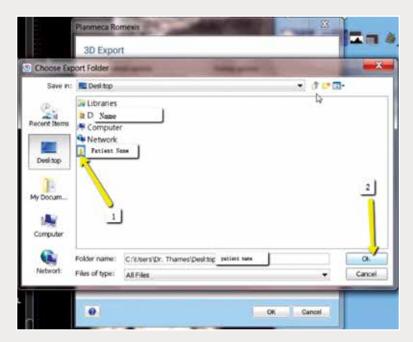
Step 3: Select "Set of Single Frame DICOM Files" under "File & format options" section.

No other options should have to be changed in the other sections.

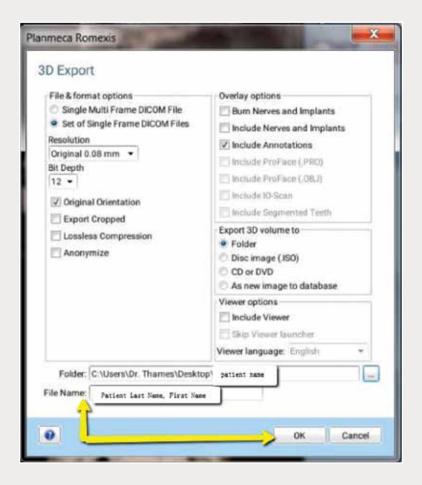


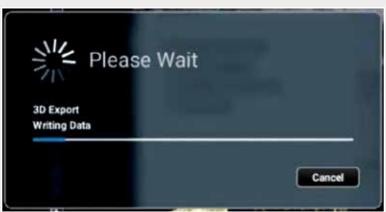
Step 4: Click on the "..." button to select a destination to export the files.



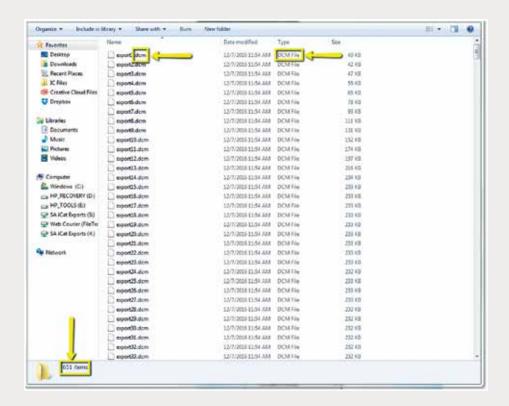


Step 5: Select your newly created folder from your desktop and click "OK".

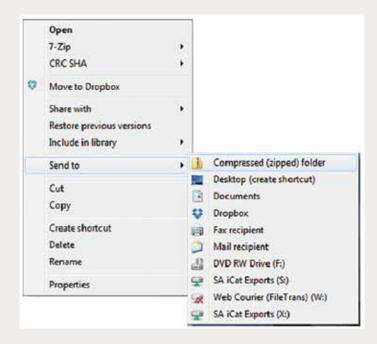




Step 6: For "File Name", enter the patient's last and first name, then click "OK", and the files will export.

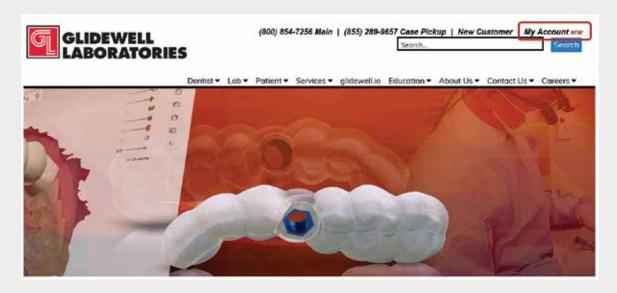


Step 7: Go to the patient's folder and confirm the .dcm files were exported correctly (there should be several hundred files).



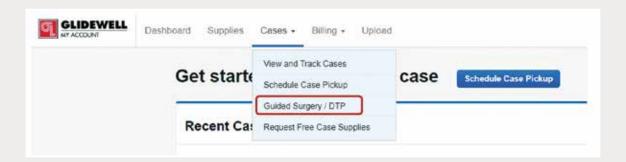
Step 8: Return to your desktop and right-click on the patient's folder to send to a compressed folder ("Send to" → "Compressed (zipped) folder"). A duplicate folder will be created with either a zipper or a blue "Z".

Note: If following a Dual Scan Protocol, zip scans individually and label accordingly (i.e., "Patient Scan" and "Denture Scan").



Step 9: Upload your case on glidewelldental.com, then click and log in to "My Account".

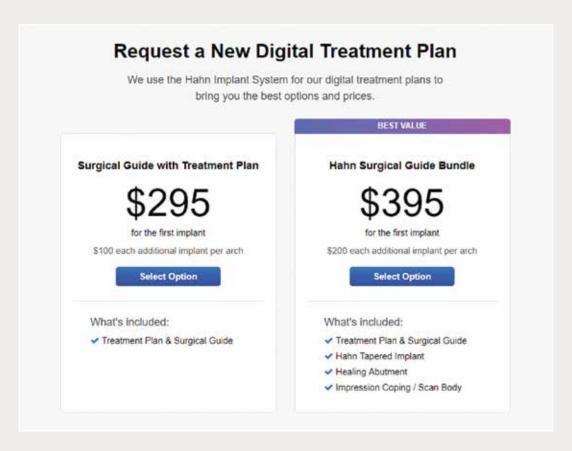
Note: Use Google Chrome when uploading your case; additionally, if you do not have an account, please contact us and we will set it up for you. Your scan can also be sent on a disc or USB drive via standard shipping methods if digital upload is not possible.



Step 10: Select "Cases" → "Guided Surgery/DTP".



Step 11: Select "Request New Plan".



Step 12: Select desired package.