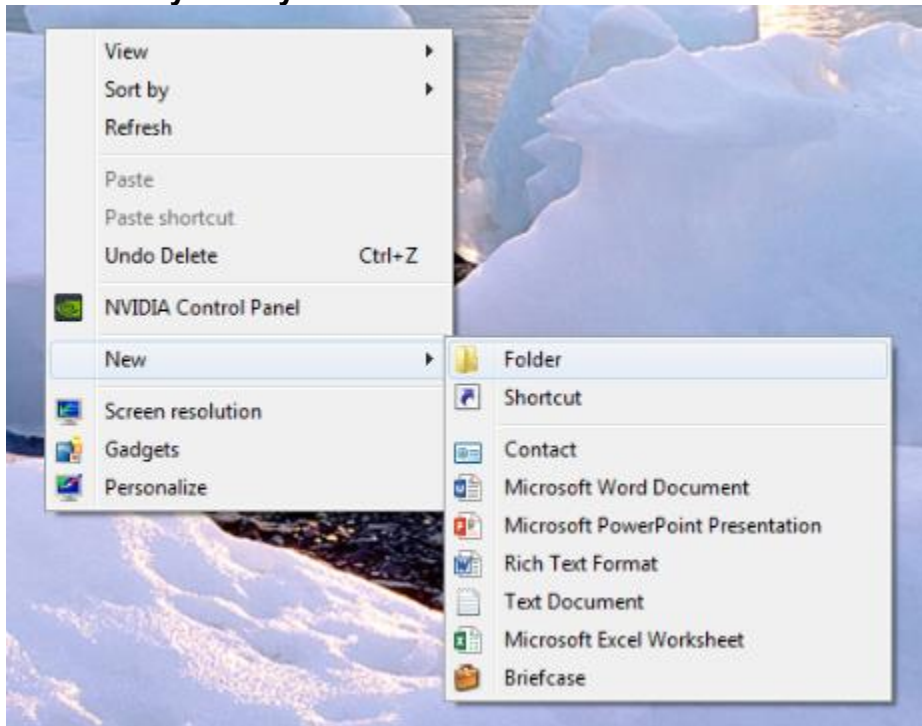
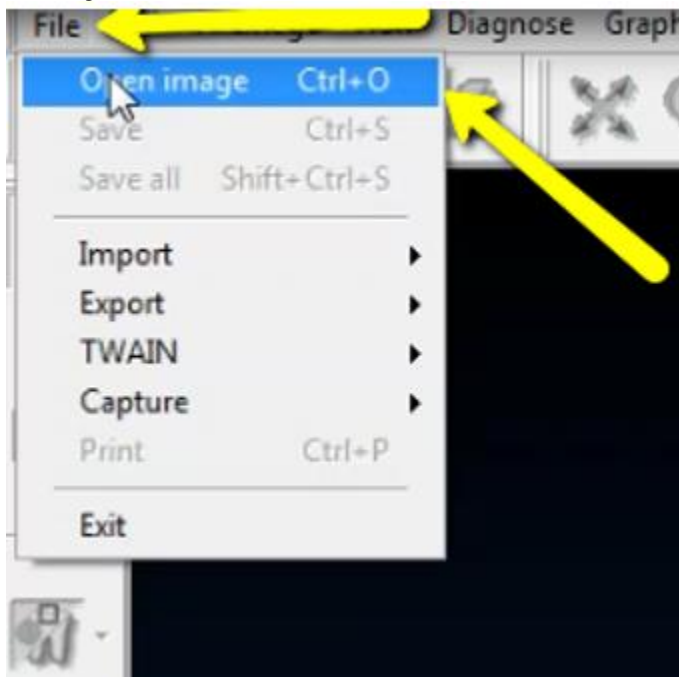


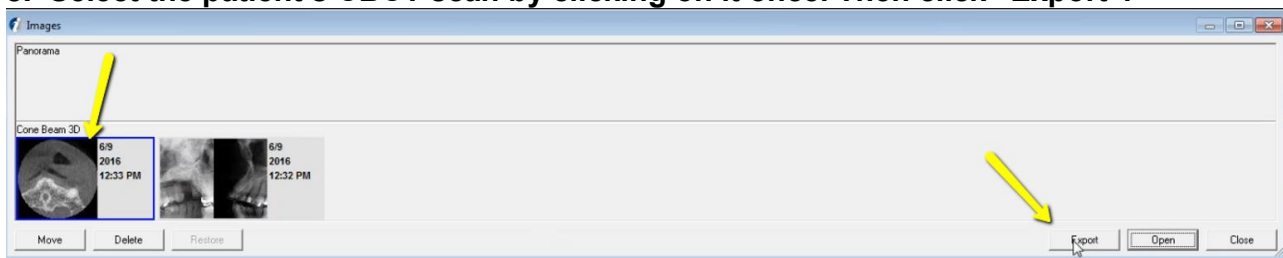
1. On your desktop, right click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



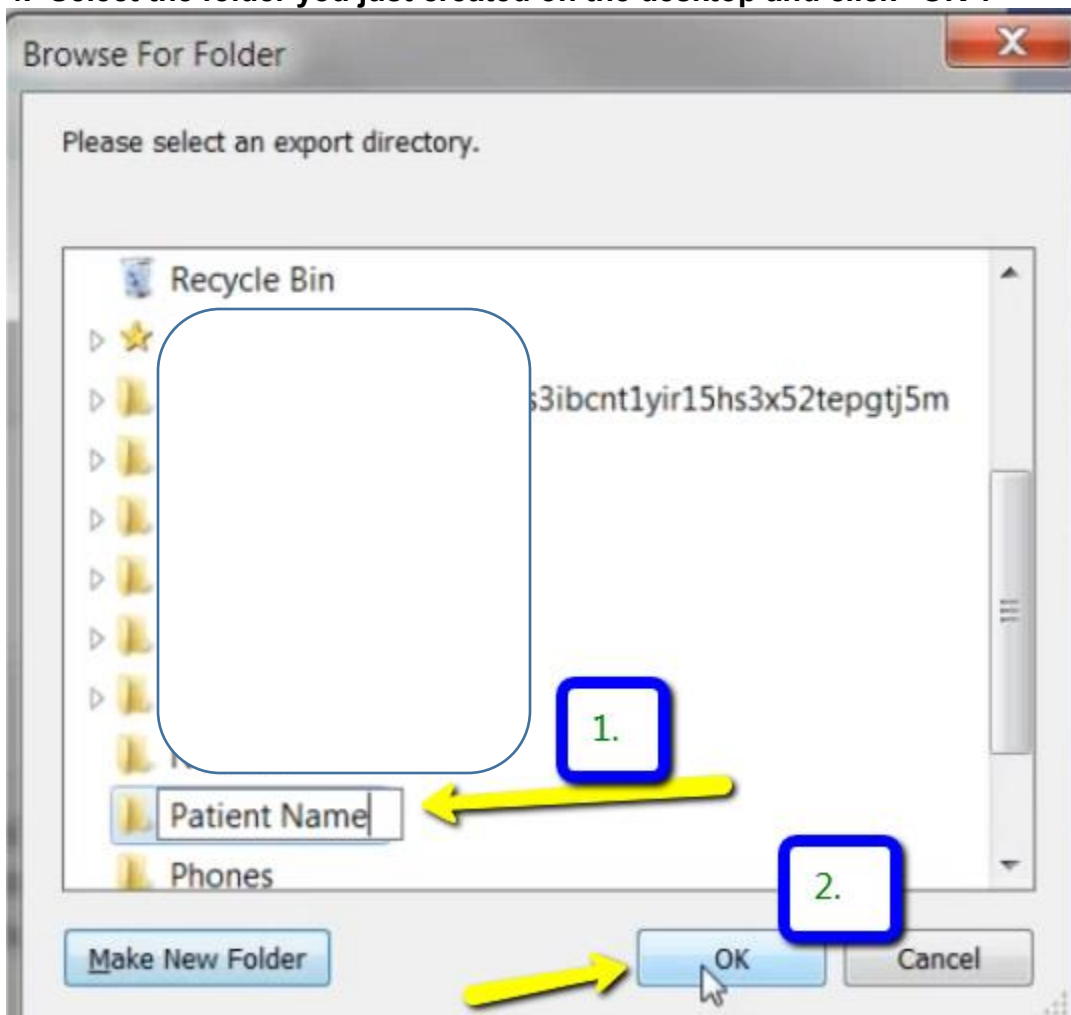
2. In your Instrumetarium software, click on “File”, then “Open Image”.



3. Select the patient's CBCT scan by clicking on it once. Then click "Export".



4. Select the folder you just created on the desktop and click "OK".



5. After the DICOM exports and saves, go to the patient's folder that you created on the desktop and verify the .dcm files were exported correctly; there should be several hundred files.

6. Go back to the desktop, right click on the patient's folder, go to "Send to", and select "Compressed (zipped) folder". A duplicate folder will be made with either a zipper on it, or a blue "Z". Upload this compressed (zipped) folder.