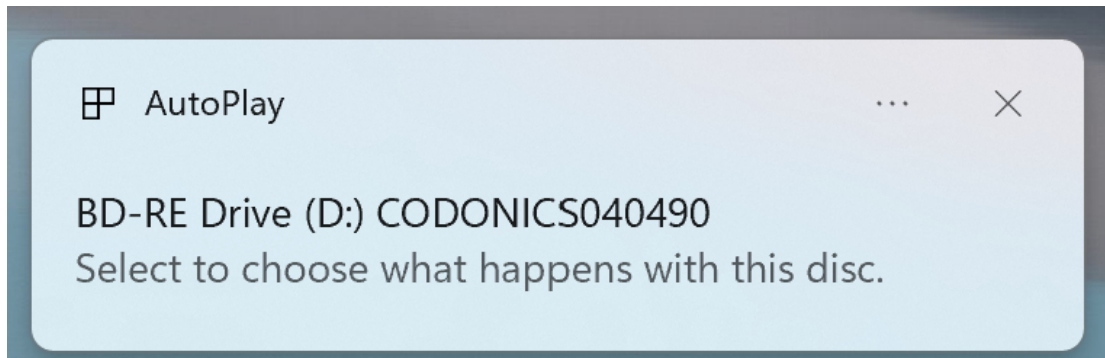


1. Put in the disc in your drive
2. If the Autoplay notification appears, click on it.



Then choose “Open Folder to View Files.”

BD-RE Drive (D:) CODONICS...

Choose what to do with this disc.

Install or run program from your media



Run LaunchPad.exe
Publisher not specified

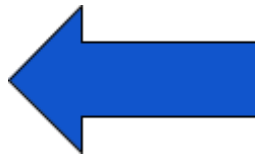
Other choices



Open folder to view files
File Explorer



Take no action



***If you don't see the Autoplay notification, you will have to go to your File Explorer, where you see a list with all of your drives and click on the drive with the disc in it.**

3. You should see a list of the files on the disc. Select all of the files.
(Either drag your mouse or click “Select All” in the menu above.)

Name	Date modified	Type	Size
Files Currently on the Disc			
bin	4/3/2017 5:55 AM	File folder	
CDXDATA	4/3/2017 5:55 AM	File folder	
DICOM	4/3/2017 5:55 AM	File folder	
etc	4/3/2017 5:55 AM	File folder	
fscommand	4/3/2017 5:55 AM	File folder	
Autorun	4/3/2017 5:55 AM	Setup Information	1 KB
data.xml	4/3/2017 5:55 AM	xmlfile	2 KB
DICOMDIR	4/3/2017 5:55 AM	File	293 KB
help	4/3/2017 5:55 AM	Microsoft Edge PDF ...	1,478 KB
INDEX	4/3/2017 5:55 AM	Chrome HTML Docu...	7 KB
LaunchPad	7/7/2014 7:48 AM	Application	4,569 KB
README	4/3/2017 5:55 AM	Text Document	2 KB
RunViewer	4/3/2017 5:55 AM	Windows Batch File	7 KB
RunViewer	4/3/2017 5:55 AM	Application	52 KB

4. Right click on these selected files and choose “Compress to ZIP file”.

Name	Date modified	Type	Size
Files Currently on the Disc			
bin	4/3/2017 5:55 AM	File folder	
CDXDATA	4/3/2017 5:55 AM	File folder	
DICOM	4/3/2017 5:55 AM	File folder	
etc	4/3/2017 5:55 AM	File folder	
fscommand	4/3/2017 5:55 AM	File folder	
Autorun	4/3/2017 5:55 AM	Setup Information	1 KB
data.xml	4/3/2017 5:55 AM	xmlfile	2 KB
DICOMDIR	4/3/2017 5:55 AM	File	293 KB
help	4/3/2017 5:55 AM	Microsoft Edge PDF ...	1,478 KB
INDEX	4/3/2017 5:55 AM	Chrome HTML Docu...	7 KB
LaunchPad	7/7/2014 7:48 AM	Application	4,569 KB
README	4/3/2017 5:55 AM	Text Document	2 KB
RunViewer	4/3/2017 5:55 AM	Windows Batch File	7 KB
RunViewer	4/3/2017 5:55 AM	Application	52 KB

Add to Favorites

Compress to ZIP file

Copy as path

Ctrl+Shift+C

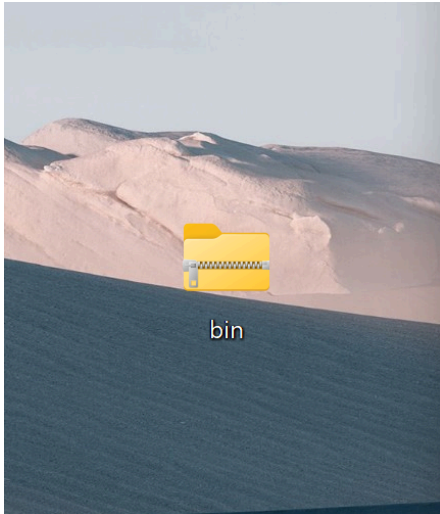
Properties

Alt+Enter

Edit in Notepad

Show more options

5. It will let you know that it cannot put a zip drive on the disc directly, so I recommend placing it on your Desktop for ease of access. It will now compress the files onto a zipped folder on your desktop. This process may take a few minutes. The folder may be labeled something from the file list. In this example, it's named "bin".



6. Rename this zipped folder "CDDVD". Upload this zipped folder with the patient information just like you normally would.



This method lets us know that it is from an external disc, it gives us everything on the disc, and it helps us search for any DICOM files there.