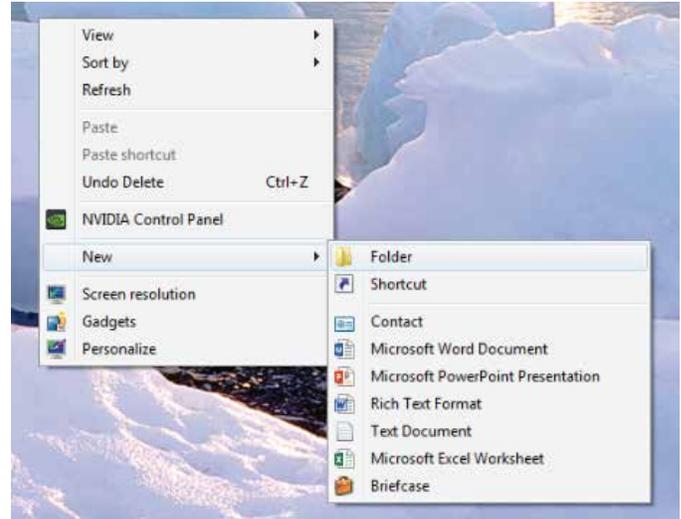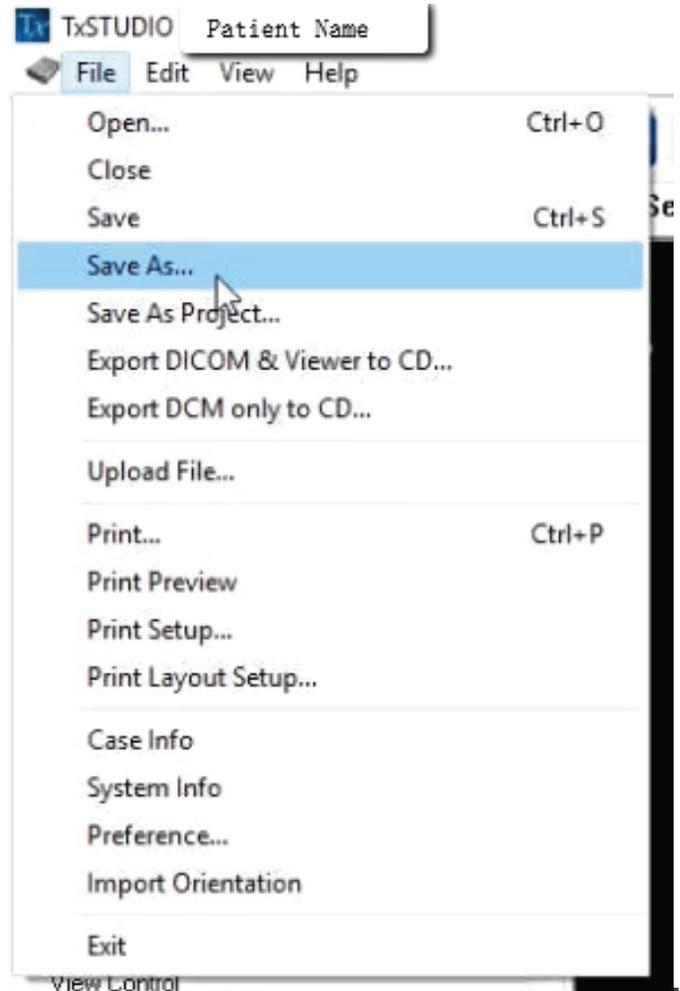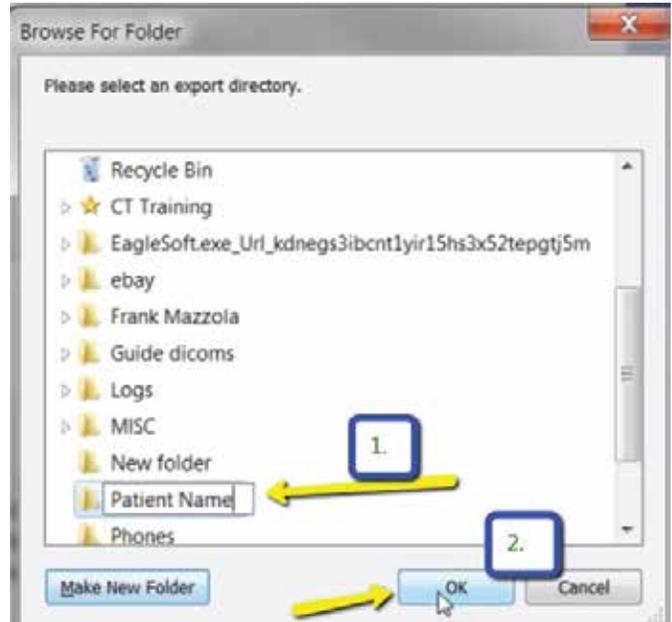**1** On your desktop, right-click on an empty space. Go to "New" and click "Folder". A folder will appear with highlighted blue text. Type in the patient name and push "Enter" on your keyboard.
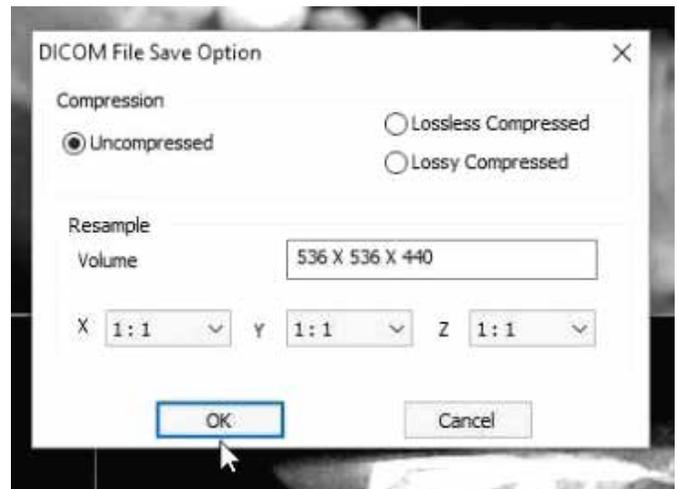
2 Open your image and click on "File", "Save As", "Multi File DICOM with .dcm", and click "OK".
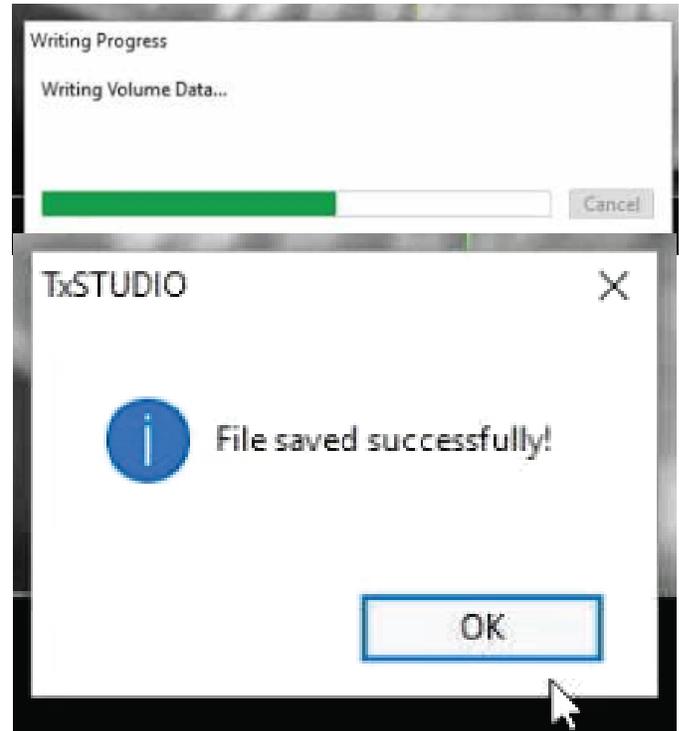
3 Select the folder you just created on the desktop and click "OK".

4 Please ensure that "Uncompressed" is selected and click "OK".

5 Your files will begin exporting. Click "OK" when the files save.

6 After the DICOM exports and saves, go to the patients folder and verify the .dcm files were exported correctly; there should be several hundred files.

7

Go back to the desktop, right click on the patients 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".

* If following a Dual Scan Protocol, please zip scans individually and label accordingly; i.e: "Patient Scan" and "Denture Scan" *

8

To upload the compressed folder, login to Implant Concierge. Click on the patient's name to open the case. Click on the red "Upload DICOM" button.
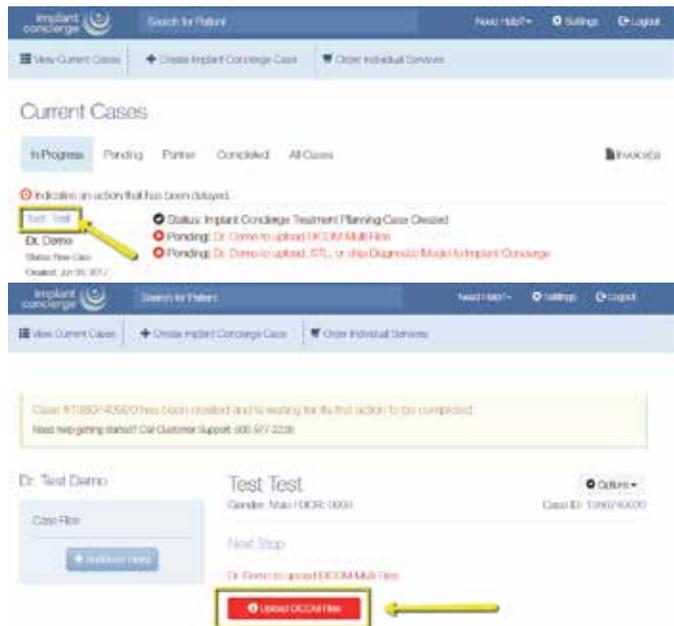
9 Drag and drop the folder from the desktop to Implant Concierge. The file will automatically begin uploading.
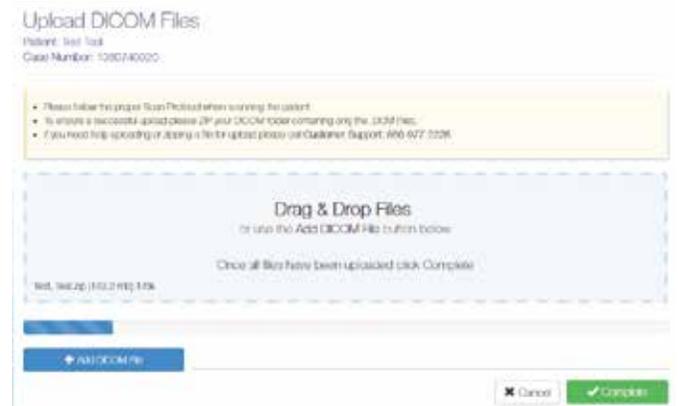
10 Once the file reaches 100%, click the green "Complete" button.