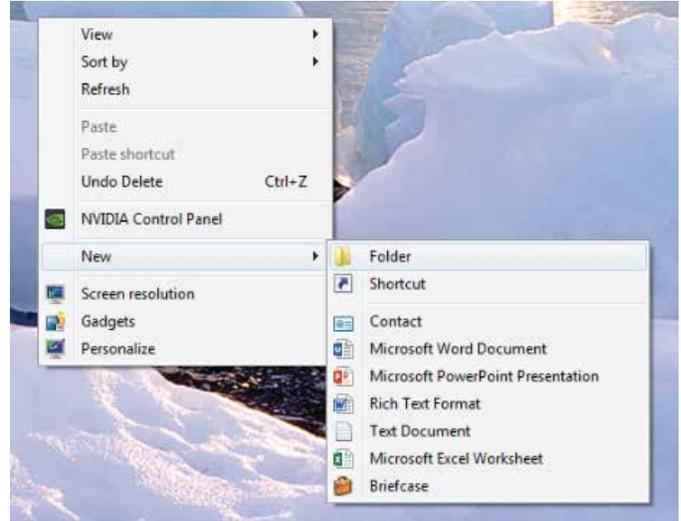


**1** On your desktop, right-click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



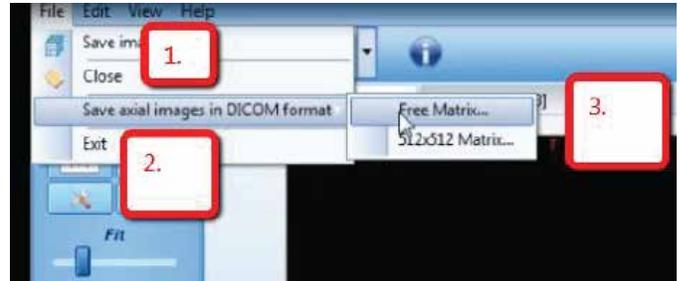
**2** Place CD in the computer tower. Wait for pop-up to appear, and click on “RunNNTViewer”.



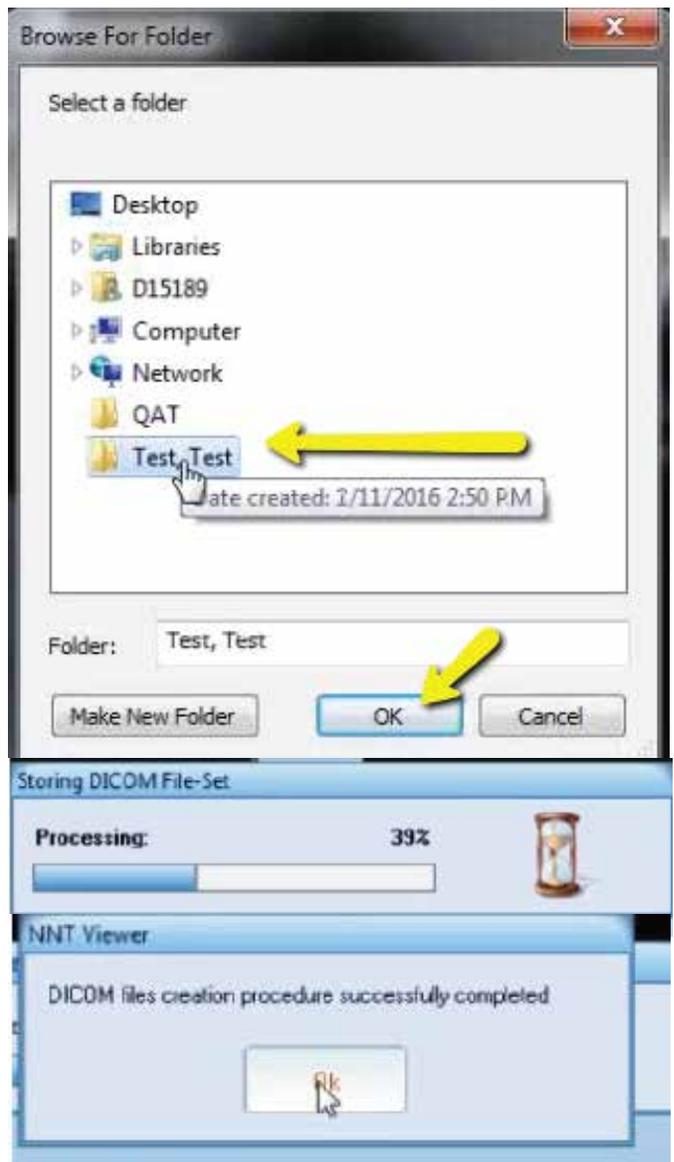
**3** A document list will open. Double click on the patients’ name to launch the viewer.



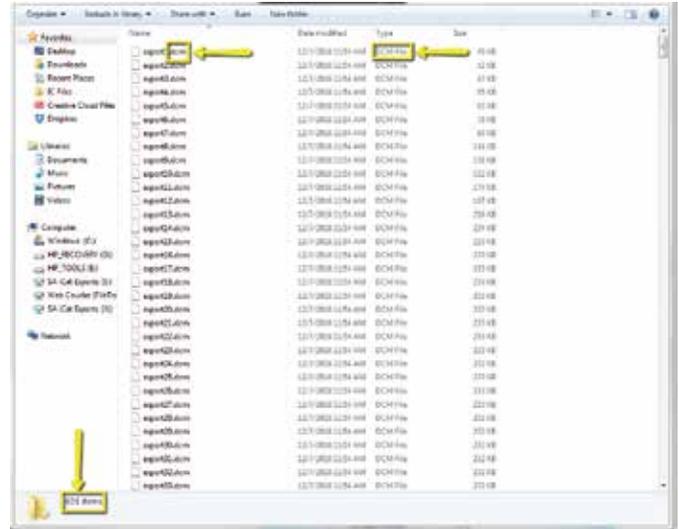
**4** Once CBCT scan opens, click on “File”, then “Save Axial Images in DICOM format”, then “Free Matrix”.



**5** A pop-up will appear for the export location. Select the folder you just created on your desktop. Click “OK” to export images.



**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.

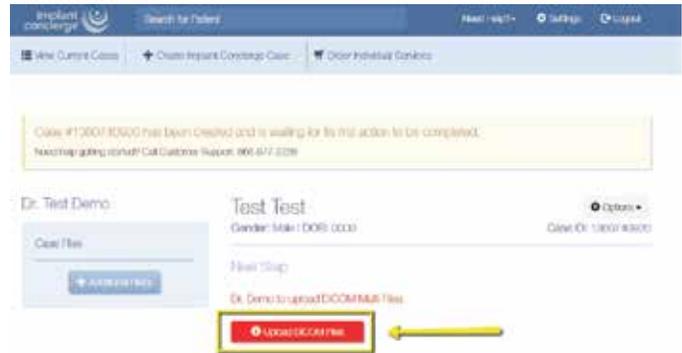


**7** Go back to the desktop, right click on the patients folder, go to “Send to”, and select “Compressed (zipped) folder”. A duplicate folder will be made with either a zipper on it, or a blue “Z”.



\* 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.

