

- 1.) Create a new folder on your Desktop and name it with the patient's name
- 2.) Open the CBCT scan in the CS3D software and click on the "Export Volume" button (it looks like a skull with an arrow pointing to the right)
- 3.) Browse to and select the folder you created on the desktop with the patient's name on it as the "Output Directory". **This is important.** You need to select the folder with the patient's name because CS3D will place several hundred DICOM files in the folder.
- 4.) Make sure "Select axial matrix size" is set to whichever value says "Same as source"
- 5.) Make sure "Select slice thickness" is set to whichever value says "Same as source" and leave "Create isotropic volume" unchecked
- 6.) Under "Output file format", choose "CT (one file per slice)"
- 7.) Under "Select compression", choose "Uncompressed"
- 8.) Make sure "Anonymize" and "Create DICOMDir" are both unchecked
- 9.) Click "Export"
- 10.) Once the export is finished, right-click on the folder on your Desktop that has the patient's name on it, go to "Send to", and choose "Compressed (zipped) folder". This will create a new icon on your Desktop that will have the patient's name on it but the icon will most likely be a folder with a zipper on it. That is the file we need.
- 11.) Upload the folder with a zipper on it (which is a .zip file) to the patient's record on the Teledent website.

If you have any questions, please call 03 9816 9026.