Digital Upgrade Quick Guide

Taking an X-ray
1. Turn on the Panel Power Supply and PC
2. Wait **5-10 min.**, then log in
   a. User name: xray
   b. Password: xray
3. Opens in **Work mode** on New Study or Worklist tab
4. Register your patient
   a. Patient ID#
   b. Name (Owners Last Name / Patient Name)
      1. all other fields are optional
      2. DICOM does require Birthdate
5. Click on Start Study, goes to **Exposure mode**
6. Pick body part to image
   a. *restore button for body part screen is in upper right corner*
   b. Pick projection(s): thorax – abd – skull – etc.
7. Set exposure technique
8. Make the exposure
9. To close study, click on the **x** next to the pt. name tab (on top of the screen).
   a. To register a new or additional patient; click on **Work** mode.
      1. If registering an existing pt. ID# a "matching pop-up box" will appear.

Finding a performed study
1. Click on **Database** mode
2. Input Patient ID# or name in appropriate field
3. Click Search button
4. Select by double clicking on patient

In **VIEWER MODE** you can select the image or images you wish to view and/or adjust.

**Burning a CD**
Select the patient in Database and click on the Export ICON
Select preferences (file format, image selection, etc.)
**NOTE:** un-check **include viewer** for OFA CDs

**Transferring a Study or Image** to your Network or Outside Facility
Search for study in Database
Select **Transfer/Send** ICON and select the site you wish to send images to.

Questions: please call 888.4VETRAY (83.8729)