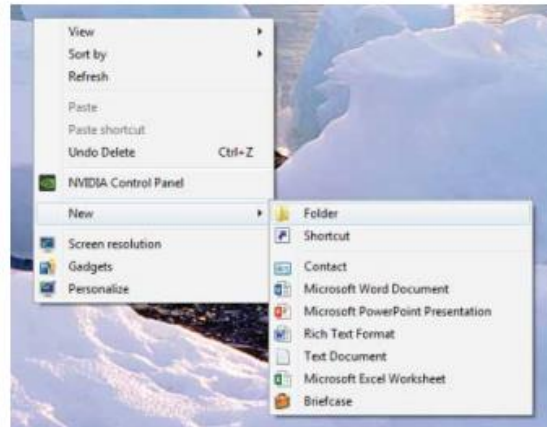1 On your desktop, right-click on an empty space. Go to "New" and click "Folder". A folder will appear with highlighted blue text. Type in the patient name and push "Enter" on your keyboard.
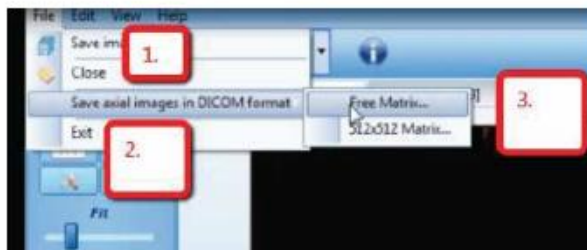

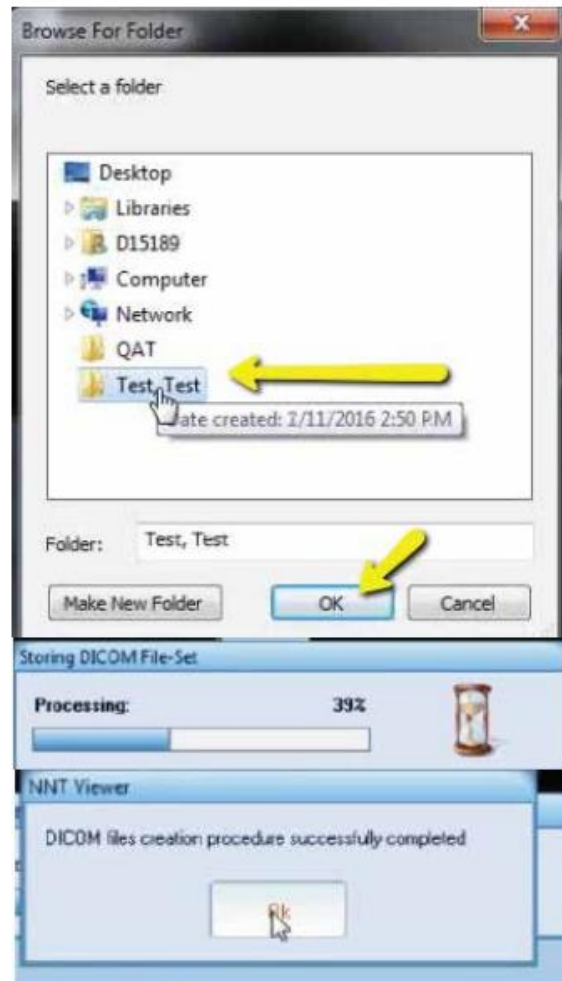**2** Place CD in the computer tower. Wait for pop-up to appear, and click on "RunNNTViewer".

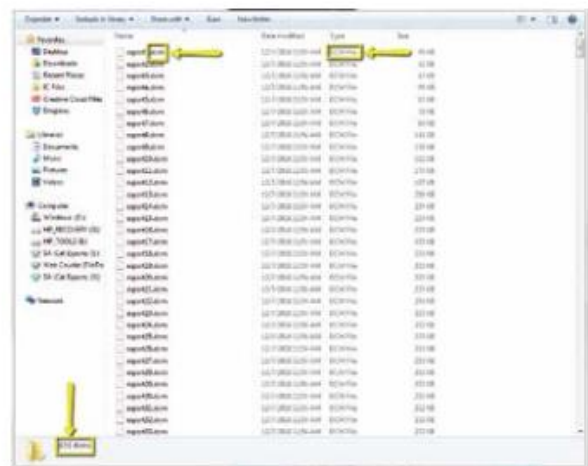**3** A document list will open. Double click on the patients' name to launch the viewer.

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" *

*Once you have the compressed folder on your desktop upload your scans at hybridgerx.com.