



Exporting DICOM files from Dentsply Sirona

1. Create a new folder on the desktop (right-click desktop and select “New Folder”). Name the folder with the patient’s name.
2. Open the patient’s CBCT scan in your Dentsply Sirona CBCT machine. In the top toolbar, click on the “Output” tab. Then click “Volume for third party manufacturer (DICOM)”. ****Note: some versions of this software may not have the “Volume for third party manufacturer” icon. If this is the case, select “DICOM exam report” instead and skip to step 6 to access the DICOM files.****
3. A window should appear which allows you to pick the file format and location where you will export the DICOM files to. Under “Format”, select “dcm” (not “DICOMDIR”). Under “Export directory”, click the “...” button. Select the folder which you created on the desktop in step 1, and click “OK”. The DICOM files should now be exporting.
4. Open the desktop folder you created in step 1 to verify the DICOM files were all exported. There should be several hundred files since these represent the slices of the CBCT scan.
5. Access your account on the Oral Radiology Consultants website and select the desktop folder you created in step 1 to upload your images. There is no need to compress or zip the folder.
Tip: Before clicking “Upload Selected Studies”, click “Preview Selected Studies”. This allows you to scroll through a preview of the CBCT slices to verify you are uploading the entire scan.
6. If your software does not have the “Volume for third party manufacturer” icon under the “Output” tab, select “DICOM exam report” instead.
7. A window should appear which allows you to pick the location where you will export the DICOM files to. Under “Export Directory”, click on the “...” button. Select the folder which you created on the desktop in step 1, and click “Save”. The DICOM files should now be exporting.
8. To find the folder which has the DICOM files, open the folder on your desktop you created in step 1. Click the “DICOMRM” folder.
9. The DICOMRM file has several folders within it. Continue to click on the top folder each time until you reach a folder labeled “CT3”. The folder containing the DICOM files is labeled “CT3”. Click on the “CT3” folder to verify the DICOM files were all exported. There should be several hundred files since these represent the slices of the CBCT scan.
10. Access your account on the Oral Radiology Consultants website and select the desktop folder you created in step 1 to upload your images. There is no need to compress or zip the folder.
Tip: Before clicking “Upload Selected Studies”, click “Preview Selected Studies”. This allows you to scroll through a preview of the CBCT slices to verify you are uploading the entire scan.