

## **Exporting DICOM files from J. Morita**

1. Open the patient's CBCT scan in your J. Morita CBCT machine. Highlight the CBCT you wish to export.
2. Under "Tools", click "Export the volume as a DICOM series" (icon looks like an arrow pointing to a disk), then choose "Axial Series".
3. A "Slice Setting" window should appear. Change "Interval" and "Thickness" to the lowest setting possible (approximately 0.160 mm each). Click "OK".
4. An "Accession Number" window should appear. No changes are needed, so click "OK". The DICOM files should now be exporting. After the DICOM files have finished exporting, a window should appear which says "Finished saving the Axial image DICOM file". Click "OK".
5. Locate the folder where the DICOM files were saved. The DICOM files will be exported to the folder you previously created as your "Exports" folder from this software. Oftentimes a shortcut to this folder will be on the desktop.
6. The correct DICOM file folder should be labelled with patient name or number first, followed by date of scan. Open the folder to verify the DICOM files were all exported. There should be several hundred files since these represent the slices of the CBCT scan.
7. Access your account on the Oral Radiology Consultants website and select the DICOM file folder 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.*