

Exporting DICOM files from Planmeca

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 Planmeca CBCT machine. If you have Romexis 6, click the “Export” icon in the upper right corner. If you have Romexis 5, click the “Export Volume” icon under the “Output” tab.
3. A “3D Export” window should appear. Please select the following settings:
 - a. “File & format options”: select “Set of Single Frame DICOM Files”.
 - b. “Resolution”: select “Original”.
 - c. “Overlay options”: no boxes should be checked.
 - d. “Export 3D volume to”: select “Folder”.
 - e. “Viewer options”: no boxes should be checked. The viewer is not needed.
4. Under “Folder”, click on the “...” button on the far right. This allows you to pick the location where you will export the DICOM files to.
5. A “Choose Export Folder” window should appear. Under the “Save in” drop down menu, click the down arrow and select the folder which you created in step 1. Click “OK”.
6. The “Choose Export Folder” should disappear. In the “3D Export” window, next to the “File Name”, type the patient’s name. Click “OK”. The DICOM files should now be exporting.
7. After the files are completely exported, 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.
8. 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.*