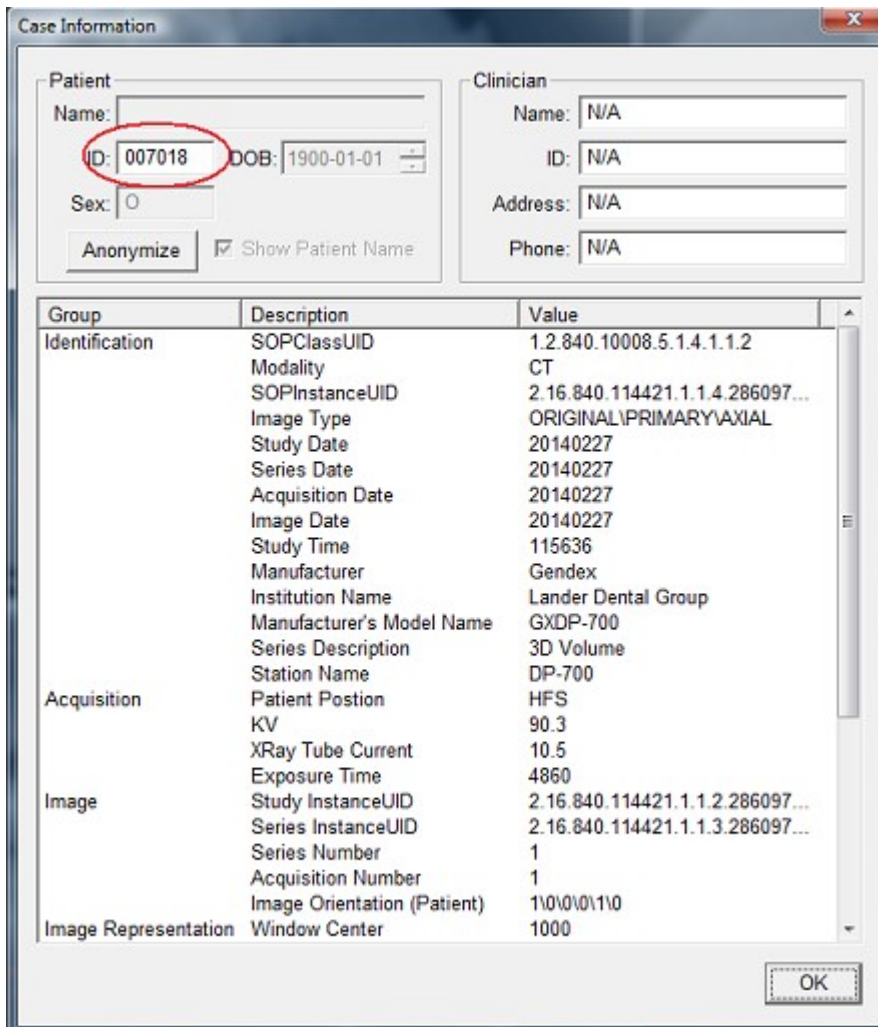


## Saving DICOM images from Gendex DP-700 and DP-800 to a Zip File you can send to IDT

### Step 1

- Find the **Patient ID Number**
- This will be a number like “007018” uniquely identifying the Patient
- You may be able to find it from your **Practice Management System**
- Or you can find it using **InVivoDentalViewer** as follows:
- Open the case in InVivoDentalViewer
- From the “File” menu select “Case Info”
- A dialog box will appear showing the Patient ID.



The screenshot shows the 'Case Information' dialog box with the following fields and values:

Group	Description	Value
Identification	SOPClassUID	1.2.840.10008.5.1.4.1.1.2
	Modality	CT
	SOPInstanceUID	2.16.840.114421.1.1.4.286097...
	Image Type	ORIGINAL\PRIMARYAXIAL
	Study Date	20140227
	Series Date	20140227
	Acquisition Date	20140227
	Image Date	20140227
	Study Time	115636
	Manufacturer	Gendex
	Institution Name	Lander Dental Group
	Manufacturer's Model Name	GXDP-700
	Series Description	3D Volume
	Station Name	DP-700
Acquisition	Patient Position	HFS
	KV	90.3
	XRay Tube Current	10.5
	Exposure Time	4860
Image	Study InstanceUID	2.16.840.114421.1.1.2.286097...
	Series InstanceUID	2.16.840.114421.1.1.3.286097...
	Series Number	1
	Acquisition Number	1
Image Representation	Image Orientation (Patient)	1\0\0\0\1\0
	Window Center	1000

The Patient ID field is circled in red in the original image.

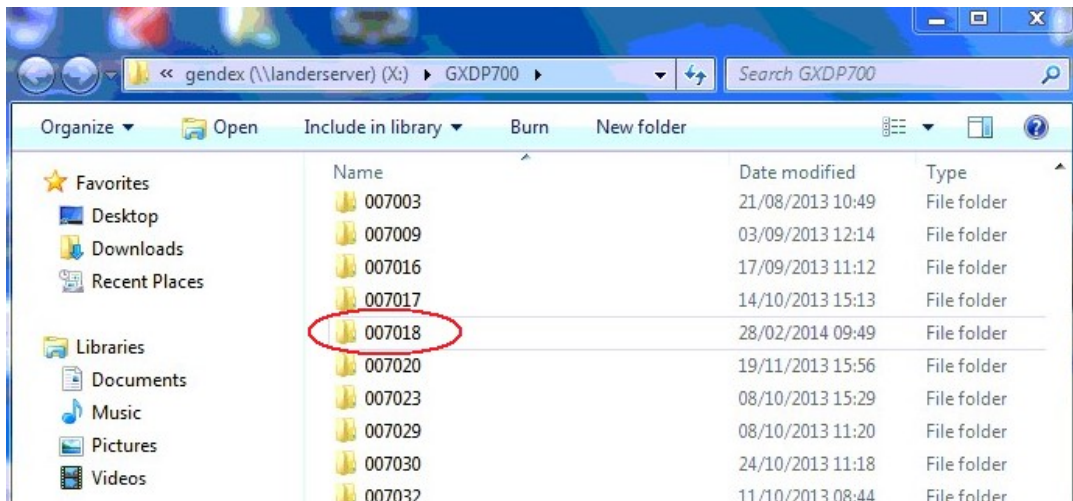
## Step 2

Find the shortcut to “CBCT Dicom Images” down the bottom of your Desktop. If you can't find this shortcut it may need to be installed.



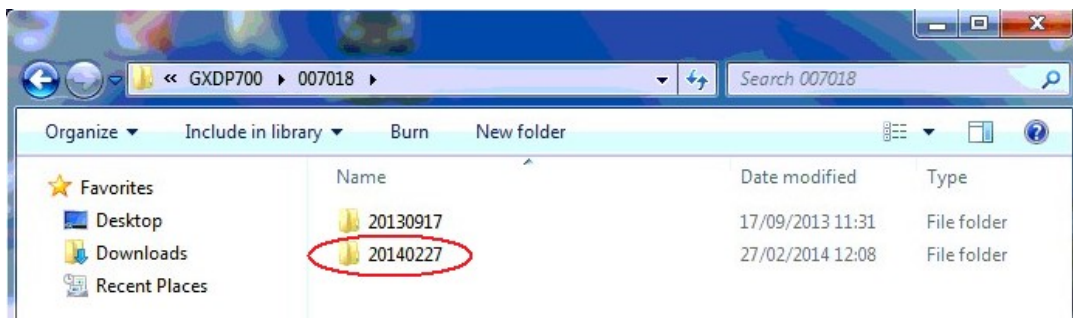
## Step 3

Double-click the “CBCT Dicom Images” shortcut and a folder will open. Find the subfolder with the same name as the Patient ID:



## Step 4

Double-click the Patient ID subfolder and it will open to show a list of Studies:

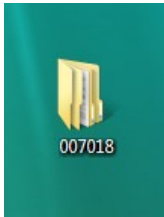


### Step 5

Find the Study with the Date that you want (dates are displayed YYYYMMDD). This is the subfolder with the DICOM images that you need to save to a Zip File.

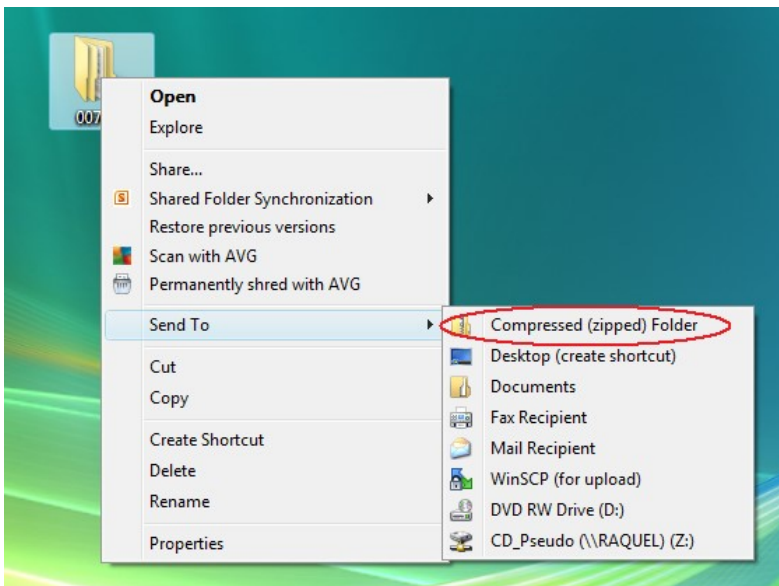
### Step 6

- Right-click (with the **right** mouse button) on the Study Subfolder and select **Copy**
- Right-click (with the **right** mouse button) on your Desktop and select **Paste**
- This will make a copy of the Study Subfolder on your Desktop:

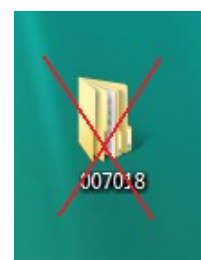
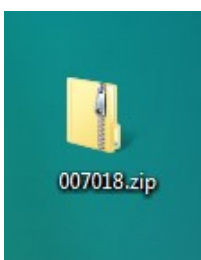


### Step 7

- Right-click (with the **right** mouse button) on the **Study Subfolder on your Desktop** and select **Send to compressed (zipped) Folder**



This will make a Zip File (with a picture of a zip) on your Desktop. The file name will end in .zip. You can now delete the copy of the Study Subfolder from your Desktop.



## Step 8

You can send the Zip File to a colleague by copying it to a memory stick, or by emailing it to them.

Use Method A or Method B or Method C or any other method to send the Zip File to IDT.

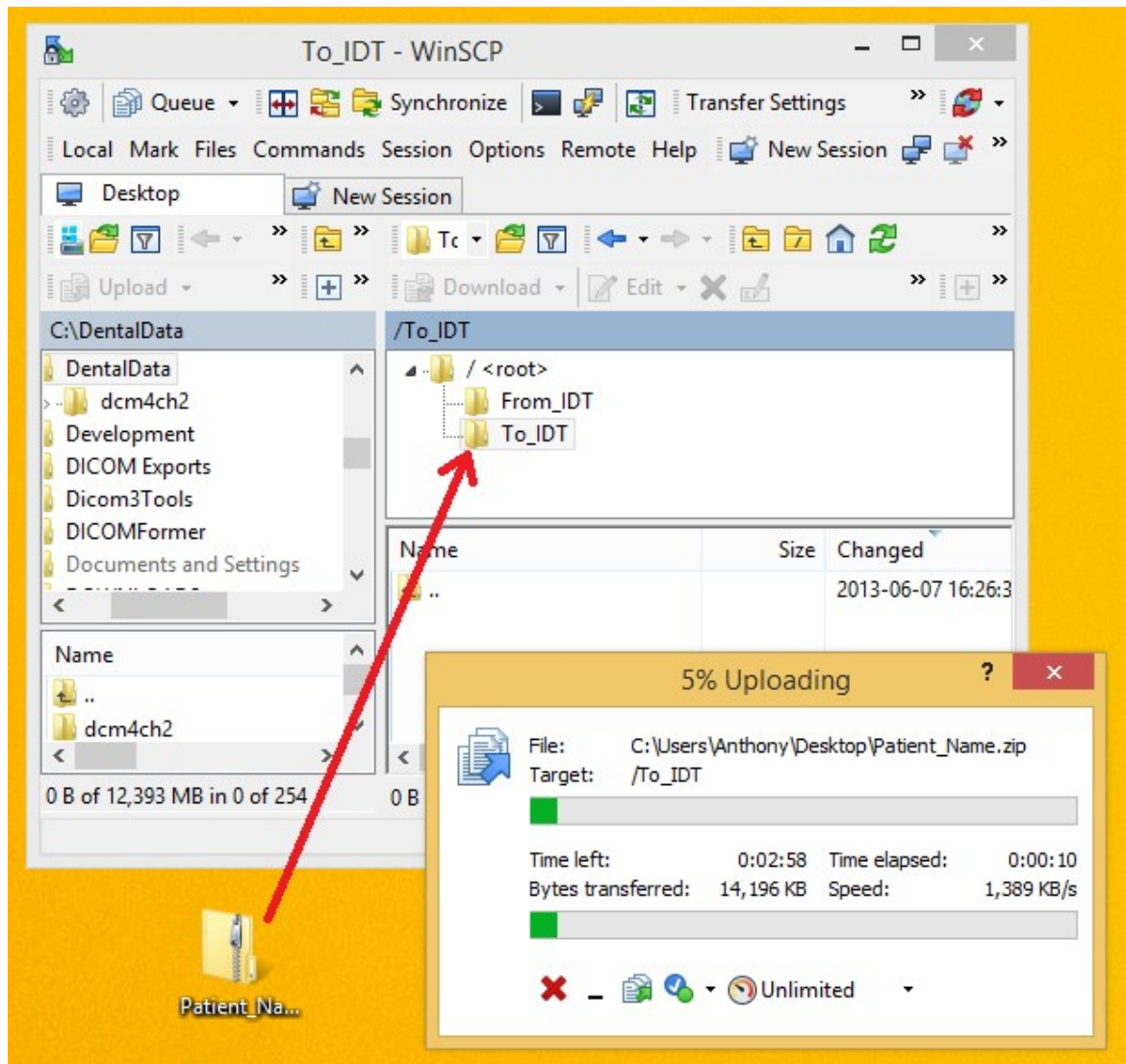
## How to Send the Zip File to IDT

### Method A: if you have an sFTP Account

You can drag the .zip file into your "To\_IDT" folder.

### Step 9A

- On your Desktop, double-click **WinSCP** to launch it.
- Drag the Zip File from your Desktop into the **To\_IDT** folder.
- When the Zip File has finished copying, delete it from your Desktop.

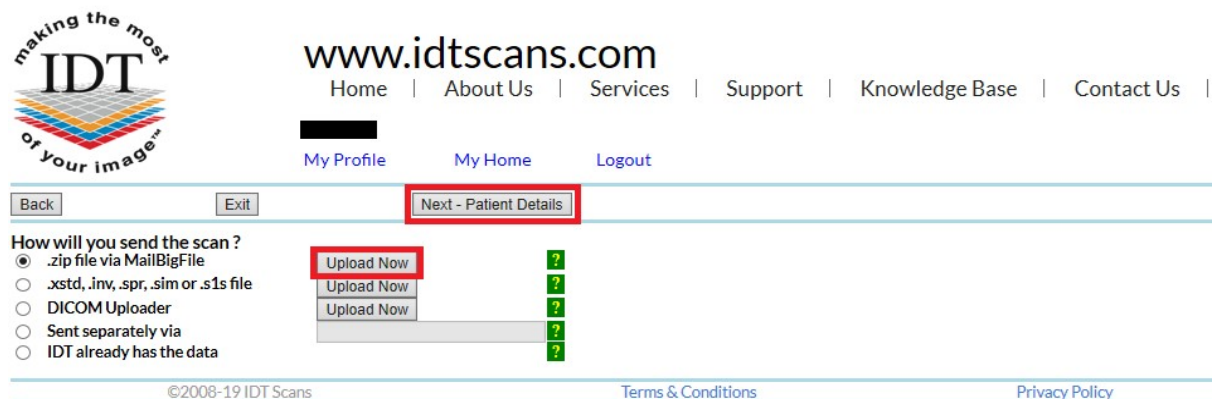


## Method B: if you have registered on [www.idtscans.com](http://www.idtscans.com)

You can upload the .zip file while booking in the work you require.

### Step 9B

- Go to [www.idtscans.com](http://www.idtscans.com)
- Log into your account and start booking the case in
- Select **".zip file via MailBigFile"** and click on **"Upload Now"**.



The screenshot shows the IDT website interface. At the top left is the IDT logo with the tagline "making the most of your image". The main header includes the website name "www.idtscans.com" and navigation links: Home, About Us, Services, Support, Knowledge Base, and Contact Us. Below the header, there are links for "My Profile", "My Home", and "Logout". A navigation bar contains buttons for "Back", "Exit", and "Next - Patient Details" (which is highlighted with a red box). The main content area is titled "How will you send the scan?" and lists several options: ".zip file via MailBigFile" (selected), ".xstd, .inv, .spr, .sim or .s1s file", "DICOM Uploader", "Sent separately via", and "IDT already has the data". To the right of these options are three "Upload Now" buttons, each with a green question mark icon. The first "Upload Now" button is highlighted with a red box. At the bottom of the page, there is a footer with copyright information "©2008-19 IDT Scans", "Terms & Conditions", and "Privacy Policy".

- Attach and send your Zip File (see below)
- Click **"Next – Patient Details"** to carry on booking in the case while the file is being sent to IDT.

### Step 10B

Follow the 3 steps below to attach and send your file. If you cannot see the **Browse** button please install Adobe Flash Player from <http://get.adobe.com/flashplayer>



The screenshot shows the IDT website interface for sending a big file. At the top left is the IDT logo with the tagline "making the most of your image". The main header includes the website name "www.idtscans.com" and a small image of a person's face. Below the header, the title is "Mail a Big File to idtscans.com" and it says "In Secure Mode" with a lock icon. The form consists of three steps: 1. "Attach Files (maximum file size 2GB)" with a "Browse..." button. 2. "Your Email Address" with a text input field containing "@idtscans.com". 3. "Message" with a text input field containing "it is easy to send data to IDT Scans :)". The "Send All Files" button at the bottom of the form is circled in red. At the bottom of the page, there is a footer with copyright information "Developed & Hosted by Dessol | ©2005 - 2017 | Powered By MailBigFile.com | Switch to Multi Uploader" and flags for the UK, France, and Germany. Below the footer, it says "MailBigFile ® registered trademark of MailBigFile Ltd".

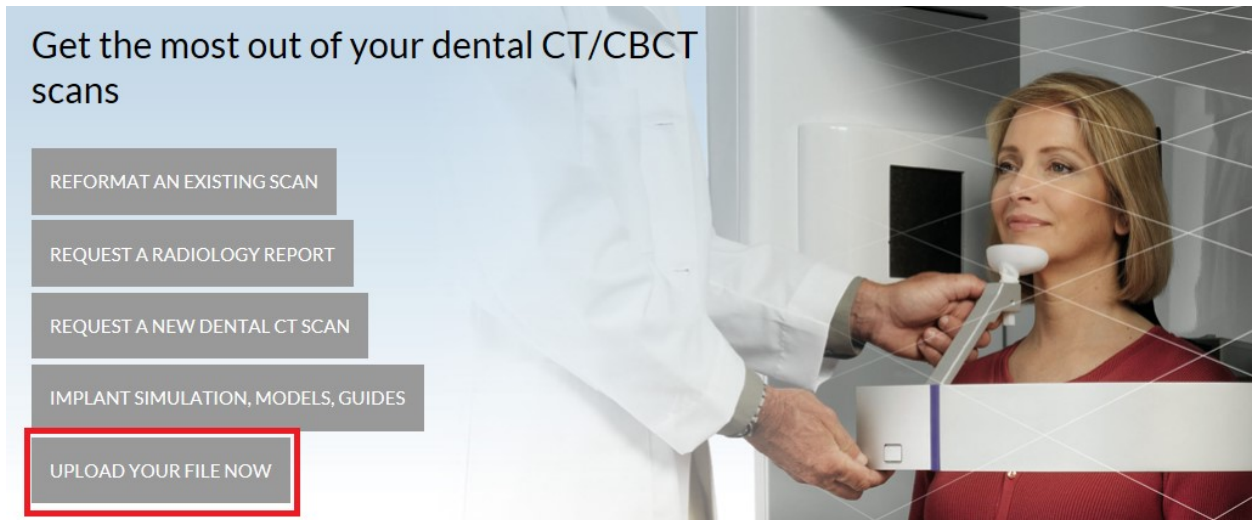
### Method C: if you haven't registered yet

You can upload the .zip file first, then book in the work you require.

#### Step 9C

Go to [www.idtscans.com](http://www.idtscans.com)

If you haven't registered, click **Upload Your File Now**:



#### Step 10C

On the next page, click on **"Upload a Zipped Folder"**:



[www.idtscans.com](http://www.idtscans.com)

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## Upload Files

If you are requesting work for IDT Scans to do, please click on one of the following links and follow the steps in the Online Booking wizard:

- [Reformat an Existing Scan](#)
- [Request a Radiology Report](#)
- [Implant Simulation, Treatment Planning, Guides](#)

If you want to send us a single file, please click here:

- [Upload a Single File](#)

If you want to send us multiple files, please place them in a folder. Right-click on the folder and select "Send to" and then select "Compressed (zipped) folder". Then click on the following link and select the zipped folder:

- [Upload a Zipped Folder](#)

Please visit our extensive [Knowledge Base](#) for further information, or [Contact Us](#).

## Step 11C

Follow the 3 steps below to attach and send your file. If you cannot see the BROWSE button please install Adobe Flash Player from <http://get.adobe.com/flashplayer>



www.idtscans.com



### Mail a Big File to idtscans.com

In Secure Mode

**1** **Attach Files** *(maximum file size 2GB)*

**2** **Your Email Address**  
@idtscans.com

#### Message

it is easy to send data to  
IDT Scans :)

**3**

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Last Revised 2020-03-08 DF/RAR