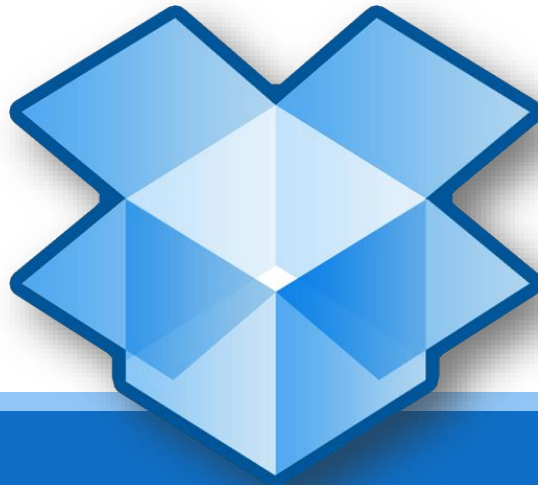




E-mail DICOM images using Dropbox

Installing the Dropbox PC Client

Note: Pages 1-4 offer detailed instructions to setup and configure your Dropbox account.
Pages 5-8 explain how to e-mail DICOM image files using Dropbox.



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E-mail DICOM images using Dropbox

Installing the Dropbox PC Client

(PC on which Metron X-Rays are acquired)

YOUR METRON ADVANCED IMAGING SOFTWARE IS CONTINUALLY BEING ENHANCED. WE LISTEN TO YOU, STRIVING TO ADD AND ENHANCE THE PRODUCT AND SERVICE TO ASSIST YOU WITH THE DIAGNOSIS AND TREATMENT OF YOUR PATIENTS.

E-mailing DICOM image files using Dropbox.

Can you e-mail DICOM files?

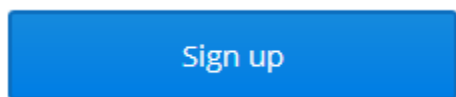
That answer - sort of. A DICOM file is a combination of patient data and high fidelity image that is often too big to e-mail as an attachment. Metron offers the option to export one or more images to the DICOM format. After export you can share with colleagues, referral practices, etc. via Internet cloud folders like Dropbox. Once in your Internet cloud folder, copy the file link into your e-mail text and send. The e-mail recipient will have a simple click to download that big DICOM file.

Dropbox is very popular among the growing list of free Internet "Cloud" services that makes it easy to share and store images both to and from Metron. Metron also has a more advanced cloud folder option that allows you to automatically copy and store all acquired images in your favorite cloud storage account.

Your first step is to setup and configure a Dropbox account. Follow the Dropbox installation instructions in this document. (Pages 1 through 8.) Dropbox is a free service!

And, if you need assistance, just call us. We are happy to help!

1. Open your internet browser and type in www.dropbox.com
2. Click the "Sign up" Button.



3. Enter your information and click the “**Sign up**” button.



Your stuff, anywhere

First name

Last name

Email

Password

☐ I agree to [Dropbox Terms](#)

Sign up

or [Sign in](#)



4. Click “**Continue**” under the “**Basic**” option

Basic

Free



Store your stuff in Dropbox and securely access your files from anywhere.

Continue

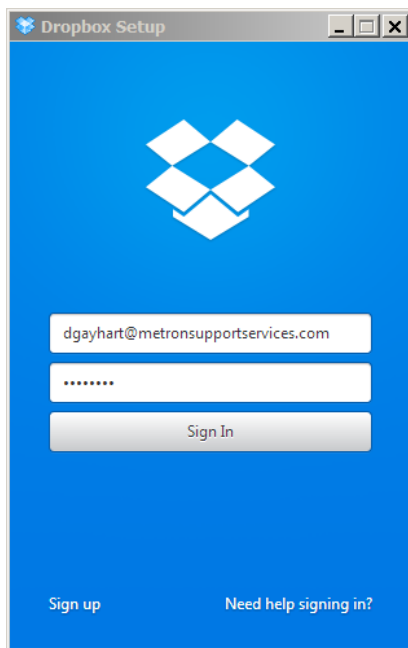


5. The Dropbox PC Installer will begin downloading. Once the download is finished, run the DropboxInstaller.exe file.

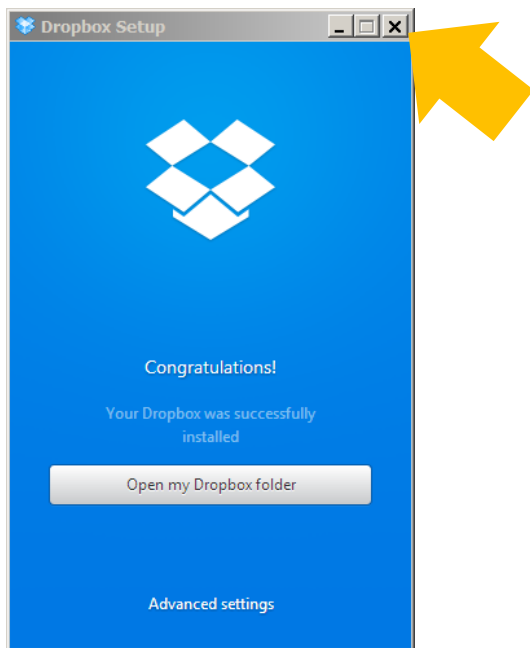


DropboxInstaller.e
xe

6. Once the **DropBox Setup** (sign in window) appears, enter your e-mail address and password you entered in Step 3, and click “Sign In”.



7. Close the “**Dropbox Setup**” Window by clicking the “X” in the upper right corner.



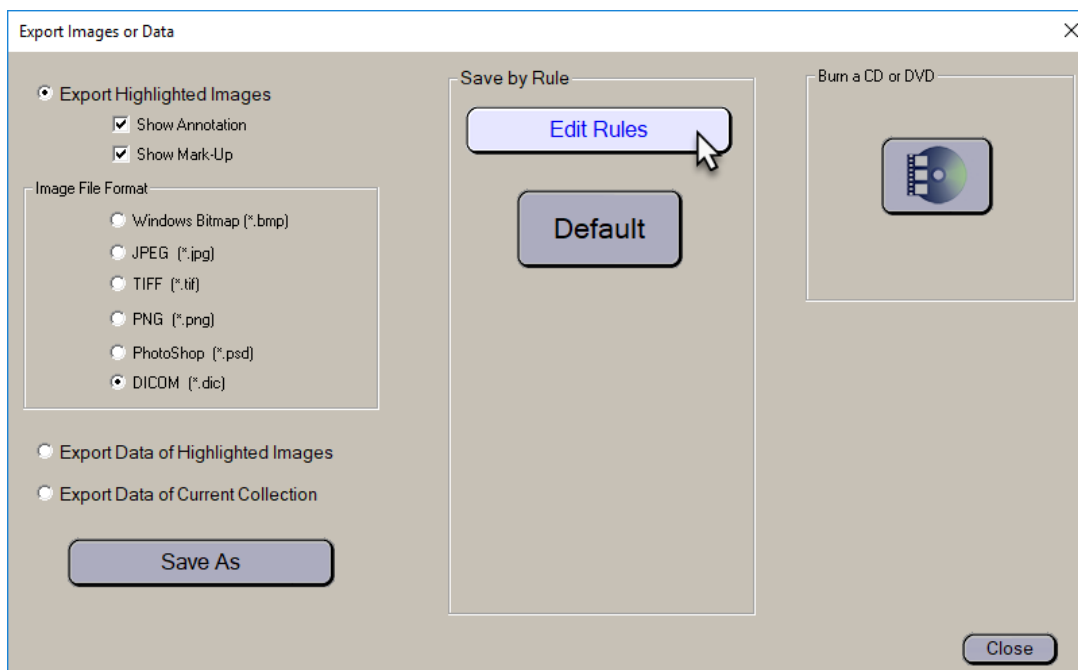
Exporting DICOM files to Dropbox.



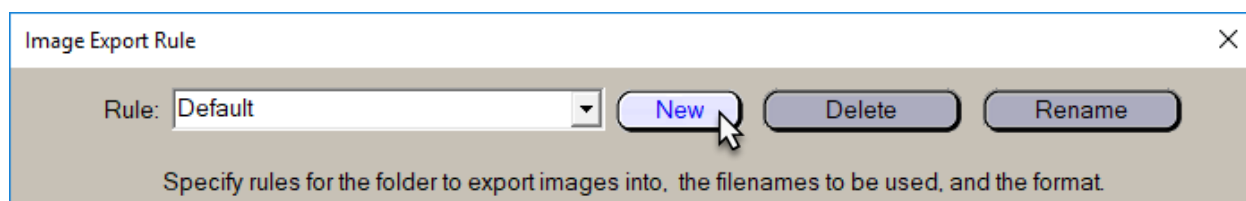
1. To create an "Export Rule", select an image then click **"Export"** on the Database Browser screen.



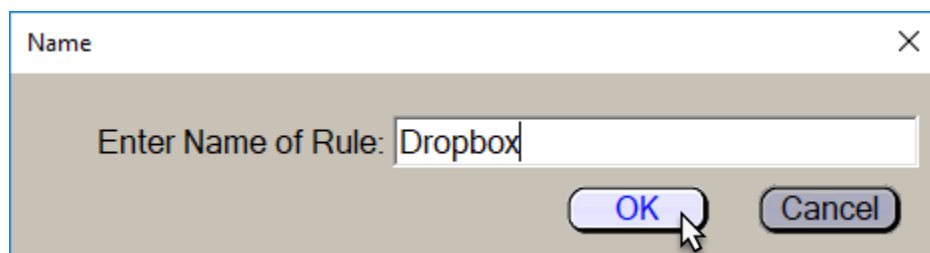
2. **"Export Images or Data"** window, please note, preferences displayed here are based on your most recent image export and may not be pertinent for this rule. **Select DICOM**. Click **"Edit Rules"**.



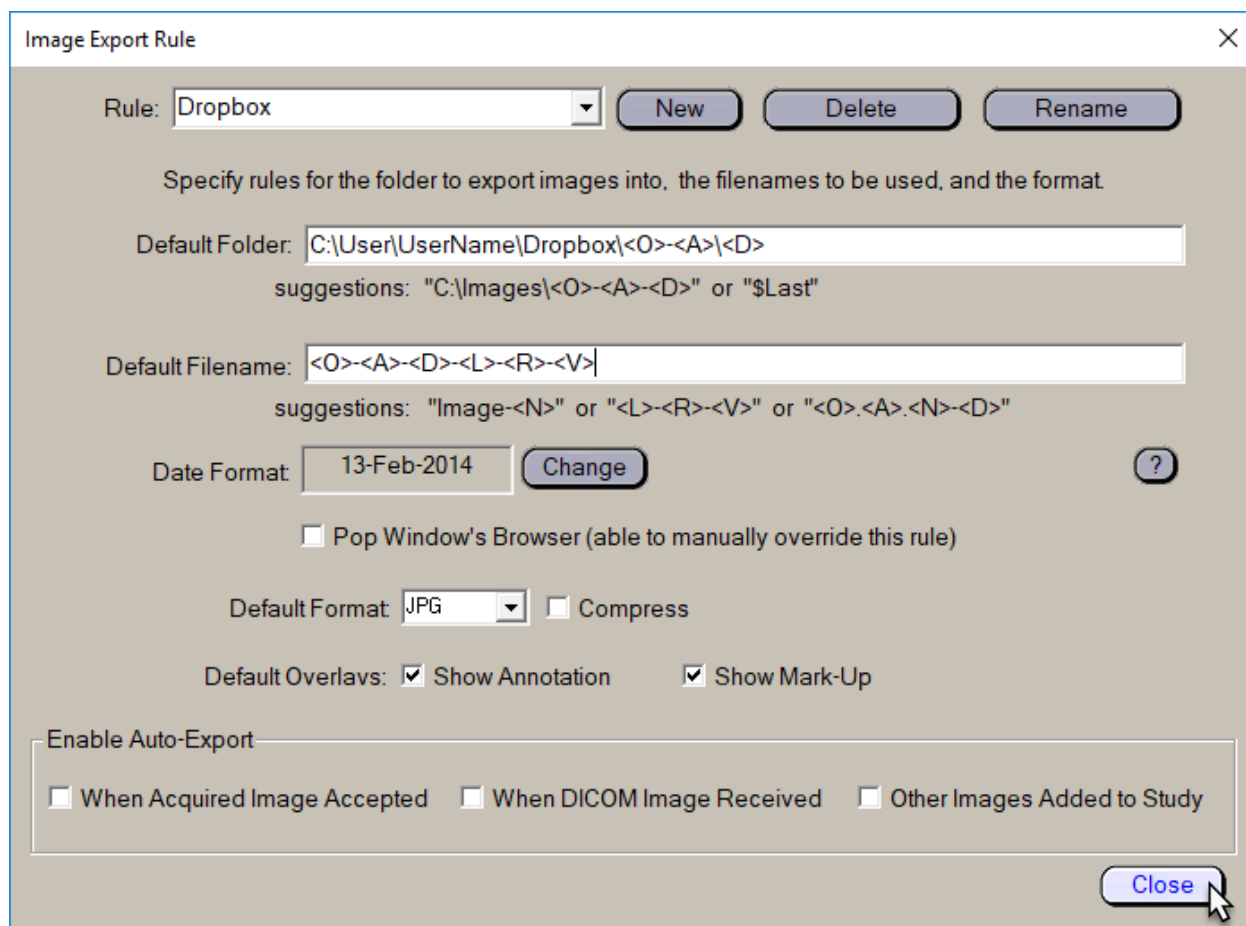
3. "Image Export Rule" window, Click "New".



4. "Enter the Name of Rule" as Dropbox. Click "OK".



5. "Image Export Rule" window, type the Dropbox account folder structure in the Default Folder field. Sample shown in diagram. The Default Filename is generally setup as shown to reflect Owner, Animal, Date, Side, Region, and View. Select Default Format to DCM. Click "Close" to save. This rule is now saved for future use.



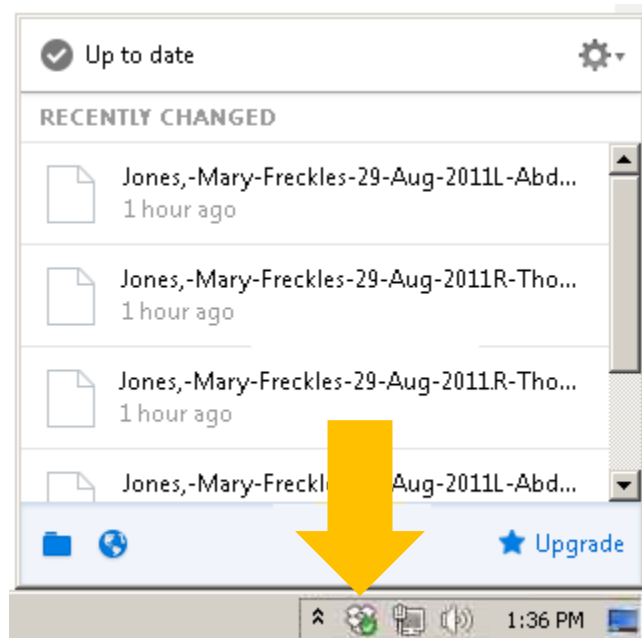
6. Highlight images that you would like to send as DICOM files via e-mail. Click "**Export**", then click "**Save**".

A message will pop up informing you the number of images exported and where the images are saved. Click "**OK**".

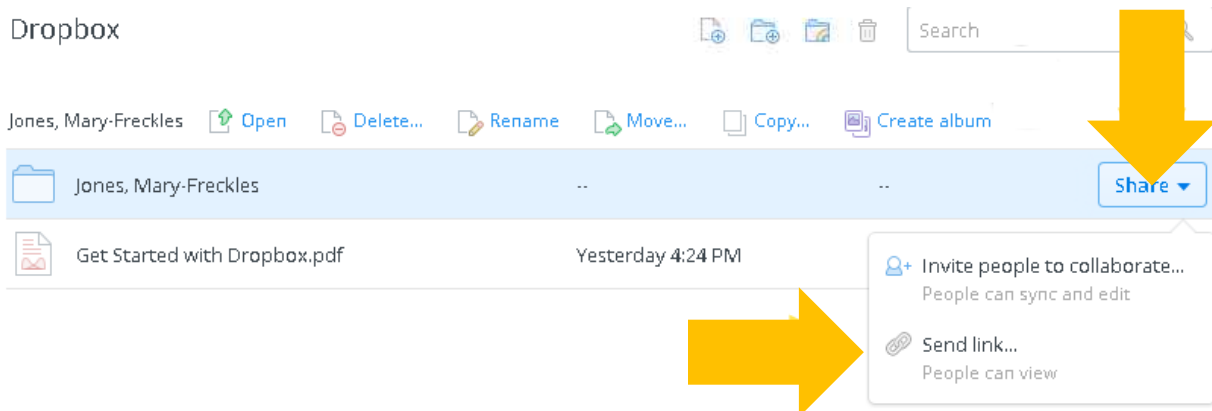


Note: Depending on how many X-Rays were exported and how fast your internet connection is, your images could take a little bit to synchronize to Dropbox.

7. Once you see the green check box on the Dropbox icon, left click on the Dropbox icon, and then left click on the globe. This will bring you to the website file list.

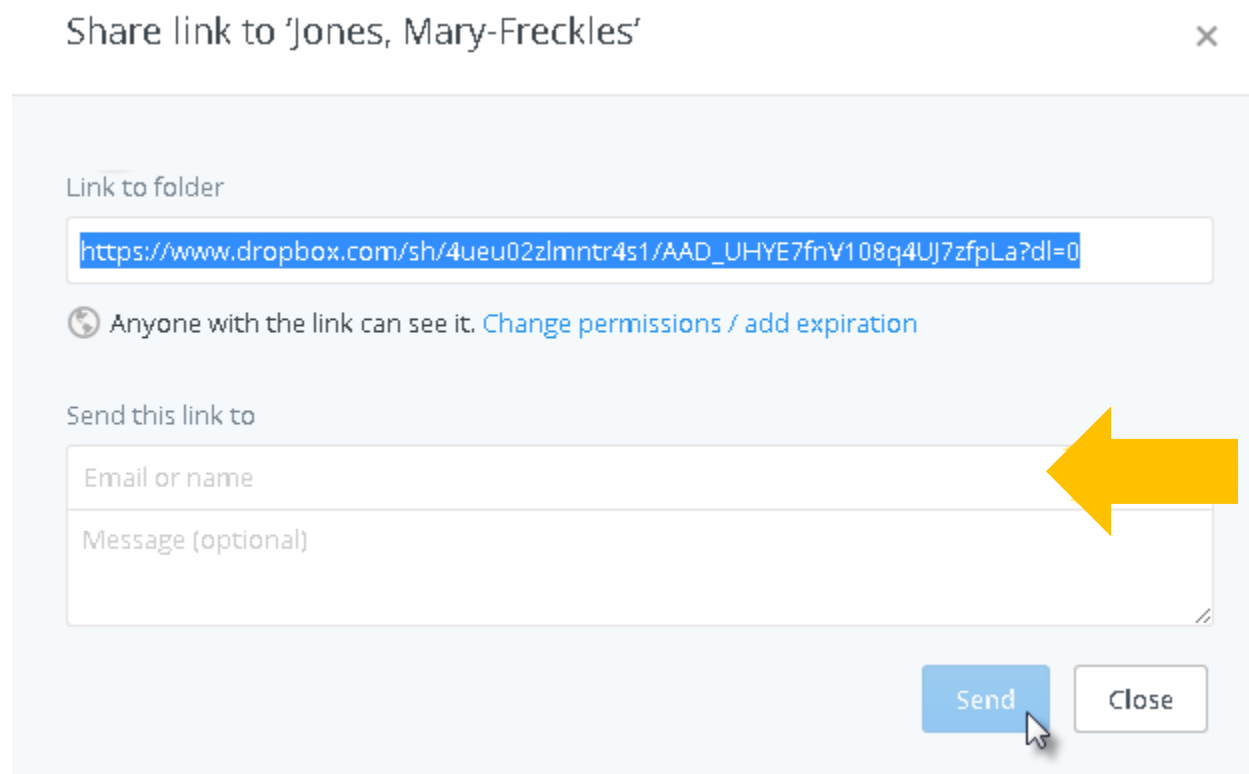


8. Hover over the folder that was just created with your mouse. You will see a "Share" button display. When you click "**Share**," another screen will display. Select "**Send Link...**"



Note: If this is the first time using Dropbox to send images, you will be asked to verify your account. An e-mail with a link will be e-mailed to you. Click on to verify your account.

9. After your account is verified, a screen will appear allowing you to type in your recipient's e-mail address and optional message. After all information is entered, click "**Send**".



Note: You will receive an e-mail from Dropbox informing you this folder is shared.

*Want some help getting set up to e-mail DICOM images to another practice via Dropbox?
Or do you have additional questions about the Metron Software? Be sure to ask us!*



Contact us if you have additional questions.

We can be reached at metron@metronsupportservices.com or 1-877-638-3868.