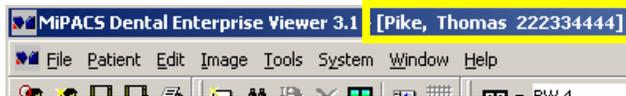
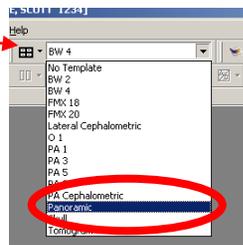


1. Launch MiPACS and Query for the patient from the patient query screen. Click on new patient if not present and enter information.
2. Verify the patient name and patient ID in the title bar of MiPACS



3. Select the template that you wish to use (i.e. Panoramic or Cephalometric), depending on the type of X-ray that you will be taking, and press the **Show Template** button.

Show Template



4. Position the Patient on the Panoramic/Cephalometric Device and prepare for Capture.
5. Click the **Activate Capture** button for the type of x-ray you wish to capture (P = Panoramic, C = Cephalometric).



6. On the device, press "Ready" on the LCD touchscreen.



7. When the green button on the wall turns solid green, press and hold it down to activate the x-ray.
8. The computer will begin capturing the type of x-ray selected, and the image will appear in MiPACS.



9. To save the series, click on the **Save And Approve** button. If you *do not* have the approve permission, then a user with permission must login or swipe their card to approve your images.



10. The **Save Series** window is shown. If necessary, change the series description to better describe the series.

Ensure that both **Approve all Images** and **Transfer to DICOM Server Now** checkboxes are checked and press OK.

