



PacsSCAN™

Quick Start Guide

Step 1

Install

1. If required, install your TWAIN-compliant document scanner according to the manufacturer's instructions.
2. Verify that your Windows® account has administrator privileges before proceeding.

Note: If you have previously installed an evaluation copy of the software, please check the version number on the enclosed CD. If the version number on the CD is newer than the version number of the software you installed previously, please re-install the product.

3. CD installation: Place the PacsSCAN CD in the drive. Double-click **setup.exe** on your CD drive to begin.

Internet installation: Click the web link. Click **Run** to begin the download process.



4. Follow the on-screen prompts and click **Yes** or **Next** to continue the installation.

Note: The PacsSCAN Virtual Printer (previously Print2PACS) will be installed if the “PacsSCAN Virtual Print Driver” check box is selected.

5. When the installation is complete, click **Finish**.

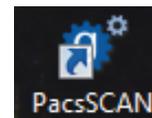
Step 2

License

1. Double-click the PacsSCAN icon on your desktop.
2. If the product has not been licensed previously, a licensing dialog box appears. To receive your permanent license key, please email the following information to key@pacsgear.com or call +1 925 225 6100 between 8:00am and 5:00pm Pacific Time:

Site Name, City, State, Country, Product Name, System ID, Department / Workstation Location

3. After receiving a response email, enter the License Key (and expiration date if running the demo) into the licensing dialog box as shown and click **OK**. The software will start.



Step 3

Configure

1. To start the program, double-click the PacsSCAN icon. To add a password, click **Settings > Users**. You can create new user accounts locally or use LDAP/Active Directory.
2. From the menu bar, click **Settings > DICOM**.
3. Enter your AE Title and add one or more DICOM devices.
4. To enable patient lookup, select the **Enable Patient Lookup** check box. Configure an existing DICOM Modality Worklist or Archive if applicable. Click **OK**.
5. You are now ready to use PacsSCAN! For more information, please click **Help > User's Manual (PDF)**.

