

## C/V-DR Morning Startup Checklist

1. Ensure the X-Ray Server (desktop) is powered on.
2. Powering on Equipment (in this order):
  - Power on DR Panel(s), to do so, turn switch to "I" on the A/C Adapter (ensure it is plugged in also)
  - Power on X-Ray Acquire (laptop)
3. Log into "Opal-Rad/Spectacle Study List" software with designated username/password
4. Click the "Create New Study" button near the bottom.
  - If the patient demographics box appears, the system is communicating correctly and ready to take X-Rays.
  - If you receive a message box; "No acquire panel available", double check the above, if you still receive the message, call 20/20 Imaging support for assistance (866) 734-6234.

## 20/20 Imaging C/V-DR Rules to Remember

### Sensor Positioning

- \* Always keep the Sensor in the same relationship to the X-ray tube.
- \* If using a portable unit, it is very important to take images at the same distances every time

### Collimating

- \* Collimate to the area of clinical interest, the useful beam needs to be limited to this area.
- \* Collimate evenly and symmetrically.

### Acquiring X-Rays

- \* Image adjustment is available in the viewer by the doctor after they have been submitted.
- \* Adjust the auto cropping lines if necessary to eliminate the back ground clutter, once done, click 'Apply'.
- \* Double check to ensure each view you have selecting is correct, including if it is a L/R view, if you selected the wrong view, pick the correct view on the left, and click 'Apply'.

## StudyList

- \* When closing the OpalRad software, always log off by clicking on the Log Off icon. This assures your session is terminated.
- \* Upon first boot up of any PC, when opening a study to view x-rays after double clicking on study to open, be patient as Viewing software will take generally 2-5 seconds to initially load, and sometimes as much as 5-15 seconds on older machines.

## General

- \* Check the image backup as much as possible on the server (desktop), if you do not know how to do this call support for help (866) 734-6234.
- \* Do not shut down the X-Ray Server at night or on the weekends, however, be sure to restart it at least once a week.
- \* At the end of the day: Turn off the DR panel A/C adapter, shut down the Acquire (laptop).

## DR Panel

- \* Recalibration is recommended annually or based on quality assurance issues, if applicable. If no quality assurance issues are present, recalibration is not necessary.