Consult-PRO™
Dental Patient Education Software

Installation Guide

IMPLANT EDITION
Chairside™ 2008

GENERAL DENTISTRY EDITION
Chairside™ 2008

PREMIUM EDITION
Chairside™ 2008

Chairside™ 2008
Network Version

Designed for
Microsoft®
Windows® XP
Windows® 2000

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Table of Contents

The Contents of Your Package

IMPORTANT: DO NOT INSERT THE KEY INTO YOUR COMPUTER UNTIL YOU HAVE COMPLETED THE SOFTWARE INSTALLATION AND HAVE REBOOTED YOUR COMPUTER!

> **RECORD YOUR KEY NUMBER HERE**

YOUR INSTALLATION CDS: Your installation includes one disk. Your CD/DVD should have the software version number and your key number written on it. Before installing the software, make sure that the underside is clean and free of scratches. A replacement CD/DVD may be ordered if necessary.

YOUR KEY: Your key will have your key number written on it. Insert the key after you have installed the software and have rebooted your computer. You will need to have the key inserted into the computer that has Chairside Network installed in order to use Chairside Client. You may remove and insert the key without shutting down your computer. If the key is lost or damaged, contact Consult-Pro to purchase a replacement.
IMPORTANT: *Do not insert the key until you have completely installed the software!*

YOUR KEY NUMBER: Please record your key number in the space provided above. Your key number is important if you need to call technical support for help, or if your key is damaged or lost.

YOUR REGISTRATION INFORMATION: A document containing your registration information is provided with the package. There are four fields which will need to be completed in order to use Chairside. Please do not lose that registration page, as it is important should you ever need to reinstall Chairside, or install it on a different computer.

SYSTEM REQUIREMENTS

The minimum requirements for Installation of Chairside on a PC is a Pentium II with 128 MB of Ram, an 8 MB graphics card at a minimum resolution of 1024X 768, running Windows 2000/ME/XP/Vista and one free port.

The installer will tell you how much disk space is required. The exact amount will vary slightly from product to product, but 1GB per CD/DVD is ample.

Please note that additional free hard disk space will be required to store any custom education presentations which you create.

Installation Step 1 -Starting Your Installation

To insert the installation disk into your CD-ROM. The CD should autoplay. If it does not, double click on the **My Computer** icon on your desktop to open the My Computer folder. Once you are inside My Computer, right-click on the **CD-ROM** drive and choose **explore**. From there, double-click on the **Setup.exe** file to begin the setup process.

The Welcome Screen
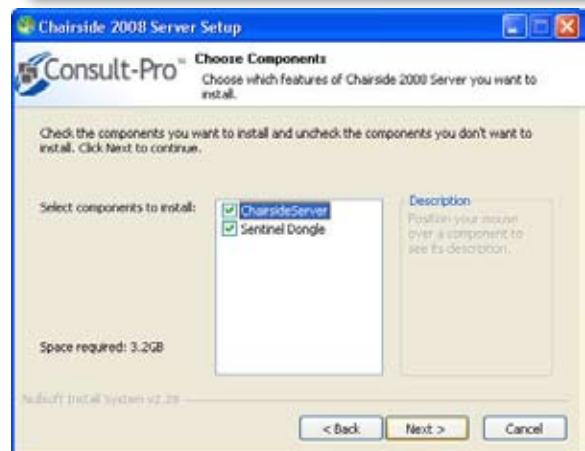
Click **Next** to Continue.

The License Agreement

After reading, click **Yes** to continue.

Selecting Components

Chairside 2007 NetManager, Apple Bonjour, USB key, and Java Runtime Environment 1.5.0
Click "Next" to continue.

Installation Step 2 - Installing Chairside Network on Server

The Destination Directory

Netmanager can be installed to the folder of your choice, otherwise it will be installed under C:\Program Files\ Consult-PRO/ChairsideServer. Click **Next** to continue.
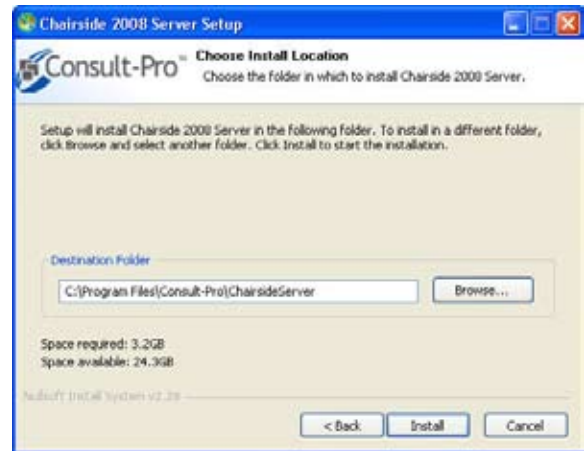
Installing
Remember to share the folder ChairsideServer when you are finished the installation. Click **OK** to continue.
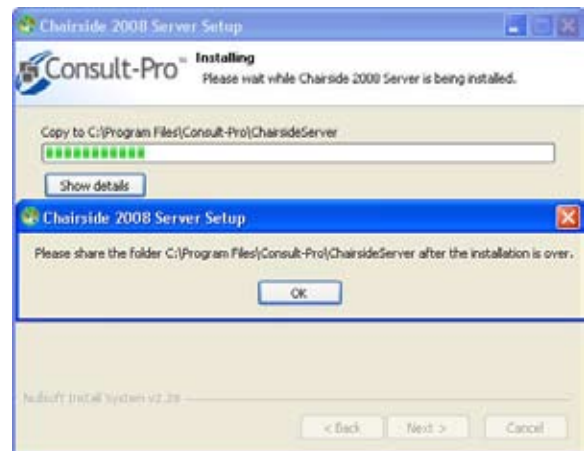
Copying Files

There is a lot of information on the CD/DVD. Please wait while the installer copies Chairside 2008 Network to your computer.

Installation Step 3 - Installing Key Driver

Driver Welcome Screen

After Chairside Network has finshed copying all the files The Sentinel System Driver Installation will start.

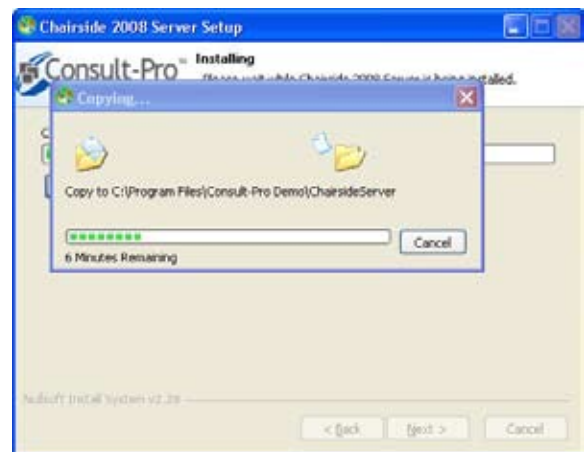Click "Next" through every screen.

Driver License Agreement

Click "I accept the terms in the license agreement", then click "Next" to continue.

Driver Setup Type

Make sure that "Complete" has been selected, and click "next" to continue.
Tip: If you are asked to Upgrade your installation, it is safe to do so.
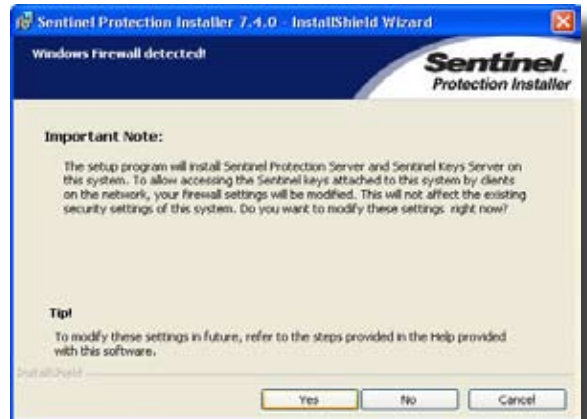
Installation Step 3 - Installing Key Driver

Driver - Ready to Install

Now that the driver is ready to be installed, you may click **Install** to continue.
Please remove all USB SuperPro keys before continuing the installation.

Adjusting the Firewall

Click YES to adjust your firewall settings.

Driver Installation Completed

Click **Finish**.

Installation Step 1 -Starting Your Installation

Install Chairside on client machines from the shared folder on the Server computer.

Go to 'My Network Places' and you should see a folder called "ChairsideServer". If you do not see the folder, click on 'View Workgroup computers' and click on your main Server.

In the Chairside-Server folder click on the file 'SetupClient' to start the client installation and follow the steps

The Welcome Screen

Click **Next** to continue.
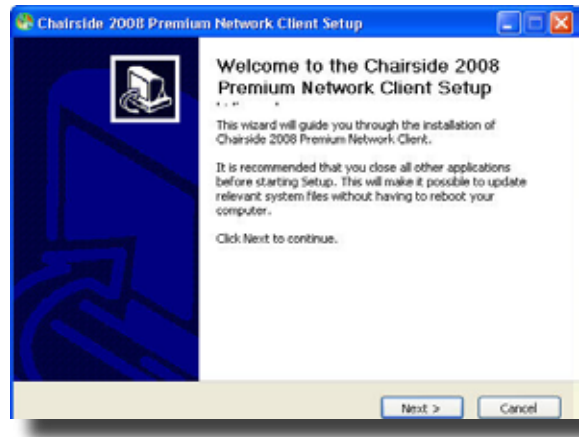
Installation Step 2 - Installing Chairside on Client Computer
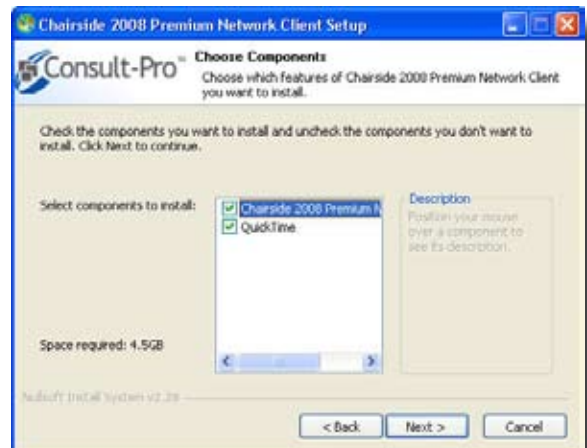
The License Agreement

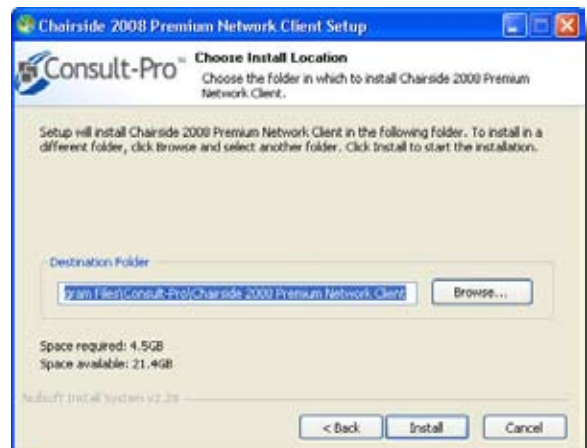After reading, click **I Agree** to continue.

Selecting Components

For The Chairside Client you
will need to install QuickTime.
Click "Next" to continue.

The Destination Directory

Chairside can be installed to the folder of
your choice, otherwise it will be installed
under
C:\Program Files\Chairside Premium
Network Client.
Click **Install** to continue.

Installation Step 2 - Installing Chairside on a Client Computer

Copying Files

There is a lot of information on the CD/DVD. Please wait while the installer copies Chairside to your computer.

Launch the Chairside Client software and enter your unique registration information that was provided with the software on each client machines.
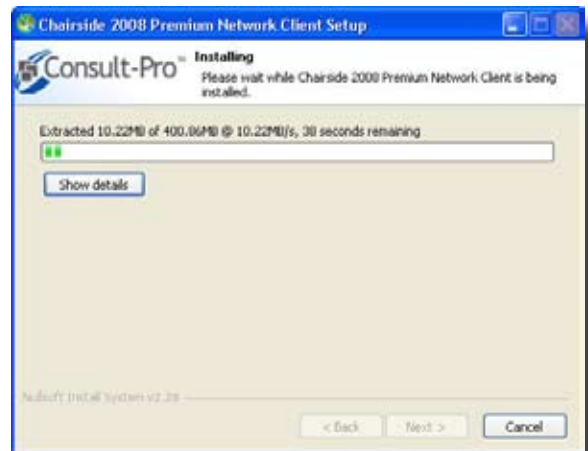
Installation Step 3- Installing QuickTime

THE QuickTime Setup Screen

After Chairside has been successfully copied, QuickTime's setup will be launched.
Click **Next** to continue.

The QuickTime License Agreement

Click, **Next** to continue.

Installation Step 3- Installing QuickTime

Choose Destination Location

You may choose to customize the destination directory which QuickTime will be installed in.
Click, **Install** to continue.
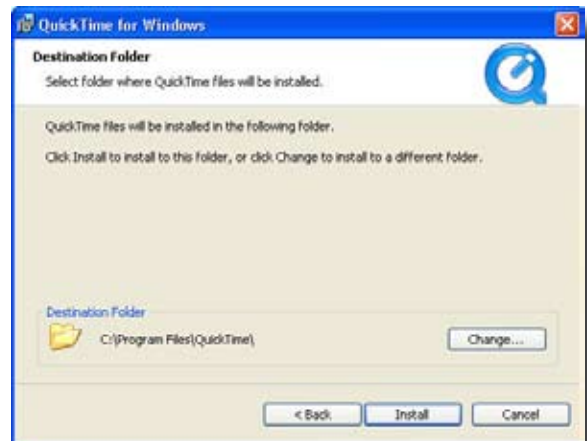
Choose Installation Type

Ensure that "Recommended" is selected.
Click **Next** to continue and allow the files to be installed.

QuickTime installation Complete

After the installation of Quicktime has completed,
Click **Finish** to continue.

Installation Step 3 - Installing QuickTime

Optional QuickTime Upgrade
If you wish, you can upgrade your version of Quicktime to Quicktime Pro. Click **Go Pro Now** or **No Thanks** to continue.

QuickTime Installed successfully
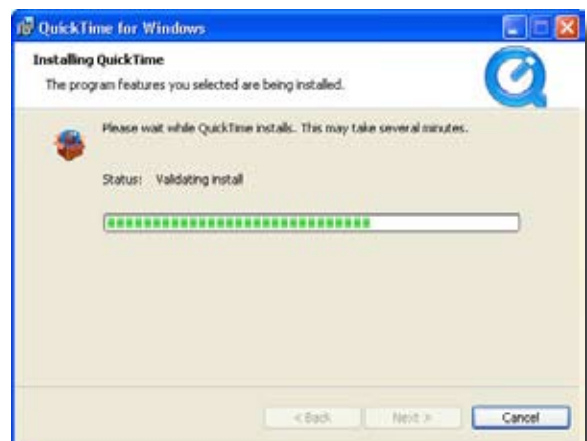After QuickTime has been installed Click **Next** to continue.
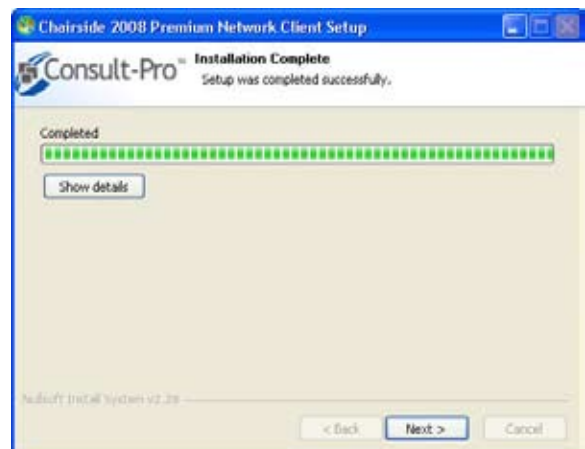
Reboot

Click **Yes** to reboot your computer.

Congratulations, you have finished your Chairside 2008 Network Client installation!

You may run Chairside from either your desktop or the start menu shortcut.

The Chairside Home Screen

Below is the Chairside *Premium Home Screen.* You will see the various education topics on the left. At the top-right of the *Home Screen* you can access the other sections of the program.

Note:
For the purposes of the manual we have used the Chairside Premium version of the software to show how to use the program. Included in the following pages are screen shots of the General Denistry, and Implant Edition Home Screens.
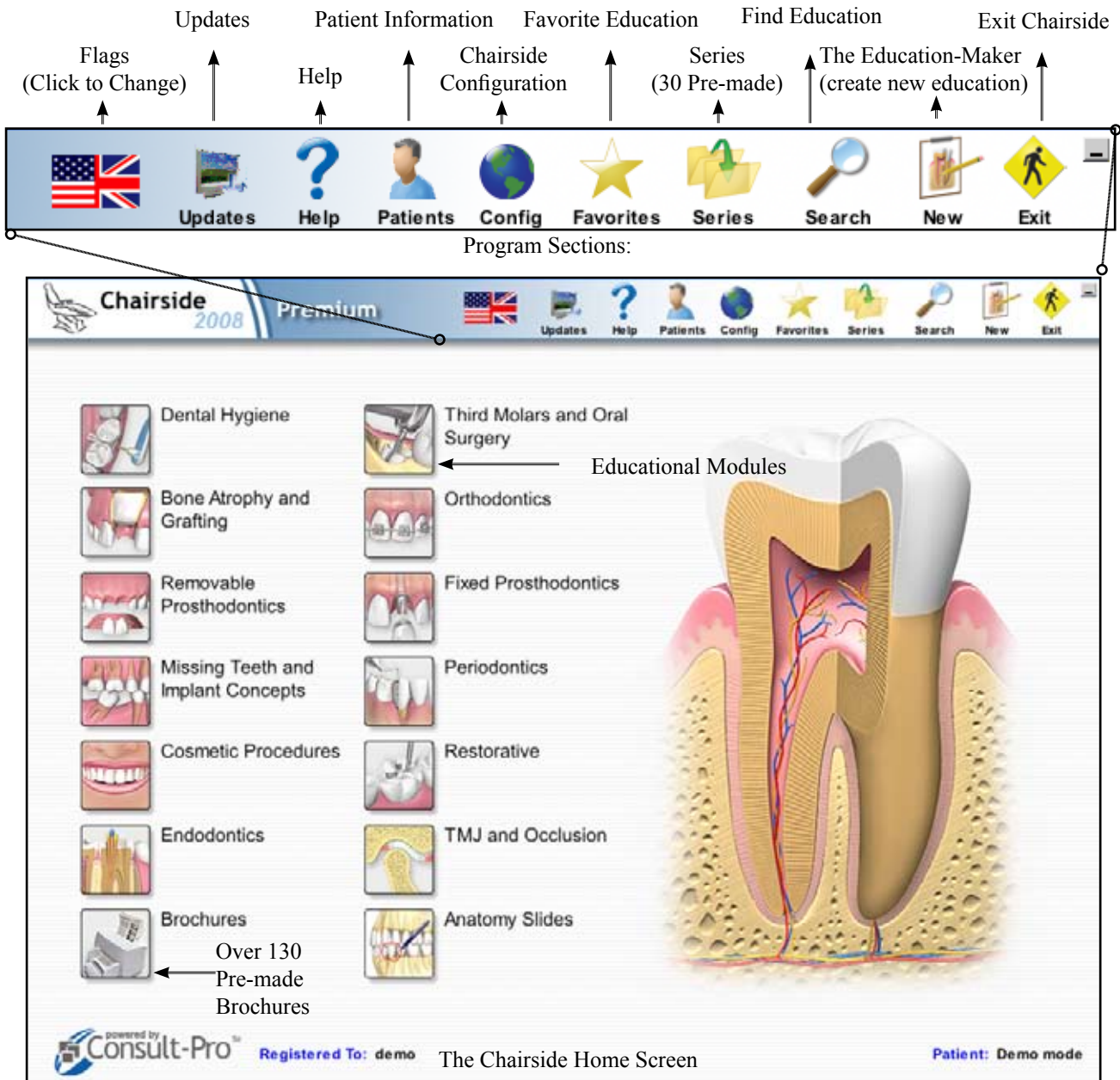
Education

Introduction

Chairside has a comprehensive library of patient-friendly graphics, clinical images and animations depicting various conditions, treatment options and consequences of non-treatment. During a consultation, Chairside's education will help your patient fully understand their condition and their available treatment options. All Education modules can be customized (with your own voice-overs, for example) and saved as a new Education.

Viewing Education

Clicking on one of these will reveal a list of presentations.
Select a presentation from the list to view it.

A series of quick-launch icons will appear at the top of
your screen, allowing you to easily select a different presentations.

Education:

Player Controls

Education

Navigating Education

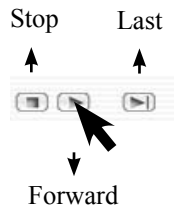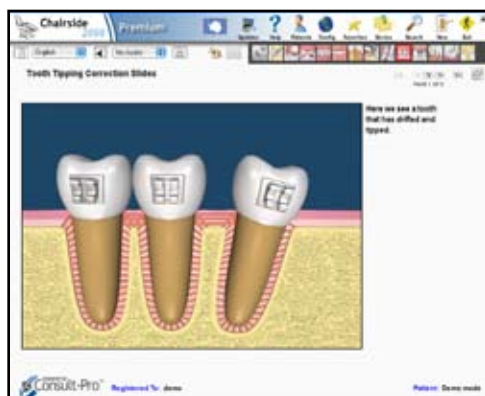Here you will become familiar with choosing an education presentation and navigating through its frames..

Looking at the presentation, at the top-right you will see the navigation buttons.

To progress to the next slide, click **Forward**. You can walk forward through each slide in a presentaion this way.

To skip to the last slide, click **Last**.

To exit the presentation, click **Stop**.
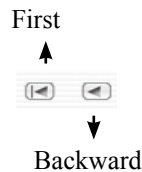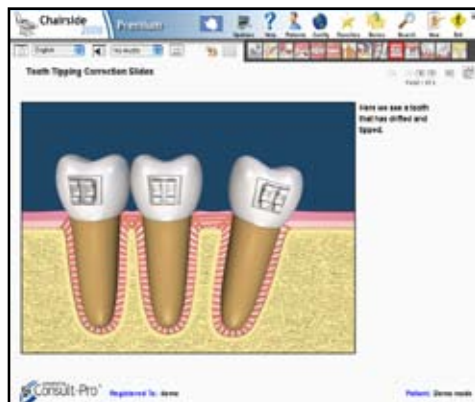
When you click **Forward**, you will be brought to the second page of the presentation.

Two new buttons will become available.

To go to the previous slide, click **Backward**.

You can return to the first slide by clicking **First**.
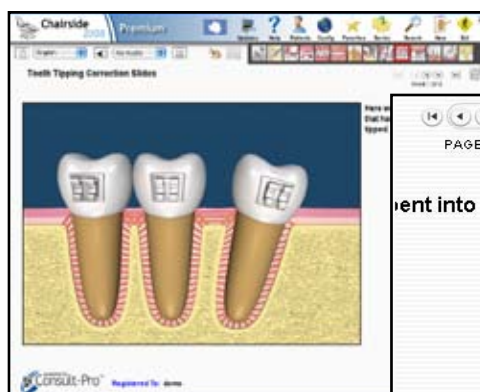
Another way of navigating through a presentation is the **Storyboard** button. This button appears with presentations which have multiple pages.

Clicking the **Storyboard** button reveals thumbnails that represent each slide in the current presentation.

These thumbnails appear on the right side of your screen and can be clicked on for quick and easy access to any slide.

Education

Education Quick Launch

When you are viewing a presentation, you will see a row of icons at the top-right. Each icon represents one of the education categories that appears in the main screen of the program. Select a category to see a list of its presentations.
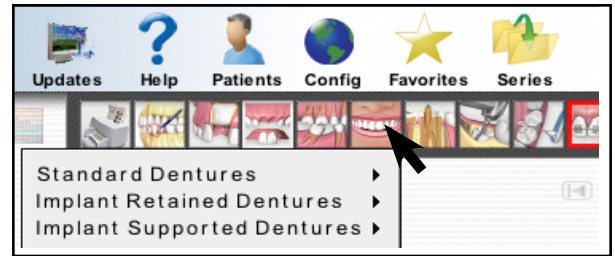
Education Quick Launch Selection

Movies

To begin a movie, click **Play**. You may also press the **Enter** key on your keyboard.

Once a movie begins playing, the **Play** button will become a **Pause** button.

When the movie is not playing, you may click on the **Fast Forward** or **Rewind** buttons to walk through the movie frame-by-frame.

You may also click and drag the **Seek** button to skip to a specific part of the movie.

The **Draw Button** allows you to pause and draw on the movie.

The **Print Button** prints whatever is onscreen including what you have drawn
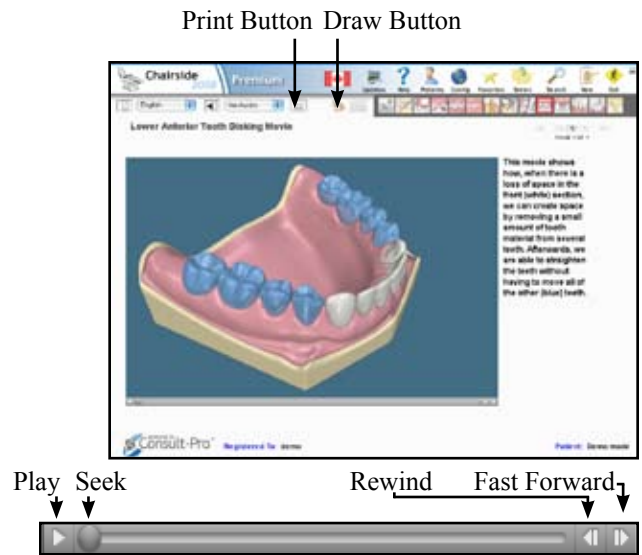
The Movie Navigation Bar

Searching for Education

You can search for any piece of education in Chairside. From the *Chairside Home Page*, click *Find* and type any word or phrase. In the Premiuim Edition, the entire database in all sections is searched at the same time.

To view one of the presentations, select it and click *Open*.

The Search Window

Education

Favorite Education

Favorite Education

Clicking the **Favorites** button will present a list of your favorite presentations. Select a favorite from the list to view it.

When viewing a presentation, you can click the **Favorites** button to add it to your favorites list.
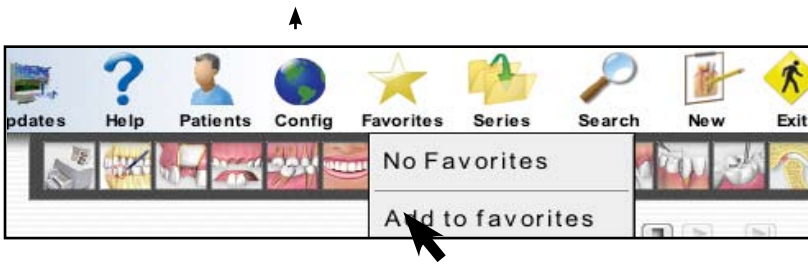
Education Series

The *series* feature allows you to combine a number of presentations into one large one for easy play back. Over 30 pre-made series are included with the program. They can be customised or changed in any way.

The *series* feature allows staff to get involved in a patient's treatment planning, because they are able to easily discuss any number of complex cases by simply playing a series. because the series can be prepared beforehand, there is no worry that some things can be forgotten.

The series feature assists in preventing patients from being misinformed or asking for a second opinion rather then proceeding with the procedures that have been proposed to them by providing a consistent message to all patients.

Creating a Series

Click the **Series** button and select **New Series**.
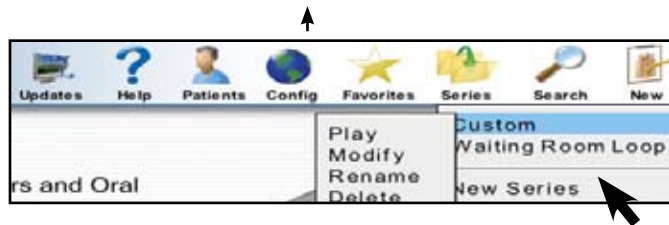
Education Series

Adding Education Into A Series

Adding to The Series

1) Select a category from the quick launch icons above to see its list of education.

2) Select a presentation.

You will see the presentation appear in the series list.

Education Series

Editing The Series List

Once you have added an item to the series list, you can select it and then click **Remove** to remove it from the list, click **Up** to move it up, or click **Down** to move it down.

Editing a Series

Saving Your Series

Clicking the **Save** button will prompt you to give your series a name.

You have two options of saving a series. The first is to save the series as a person's name which can easily be found for future reference. The second method is to save it as a generic name (e.g. 3 unit bridge versus implant) which then enables you to easily find the required information for other patients.
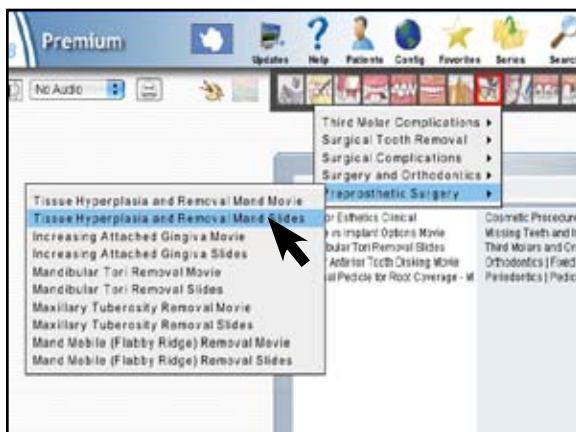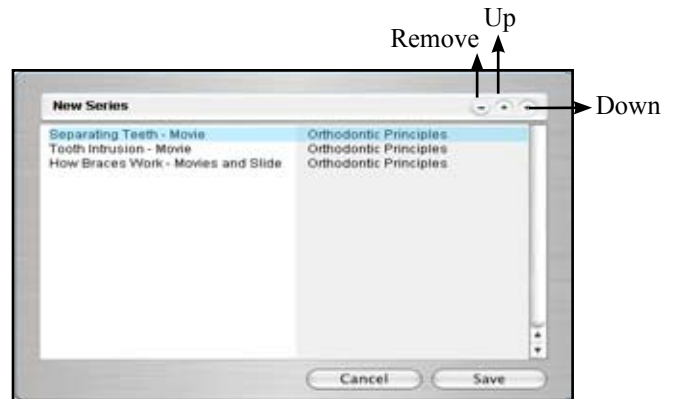
Modifying, Renaming, or Deleting A Series

To modify a series, select **Modify Series** and you will be brought back to the series editor screen. See the **Editing The Series List** section of this document.

To rename a series, select **Rename Series**.

To delete a series, select **Delete Series**.

Playing a Series

You can play a series by clicking on the **Education Series** button, hovering your mouse down to your presentation and selecting **Play Series** from the menu.
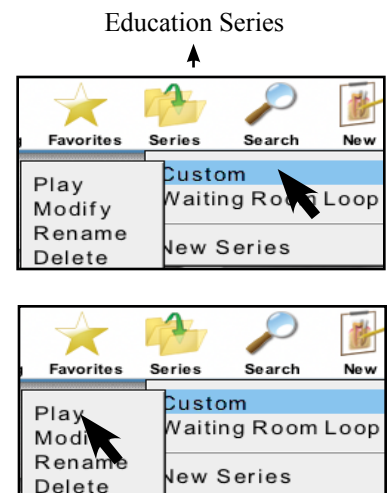
Series Education Controls

When playing a series, the **Next** button will continue to the next slide, and when you have reached the last slide it will continue to the next presentation.

The **First** and **Last** buttons will let you move from presentation to presentation.
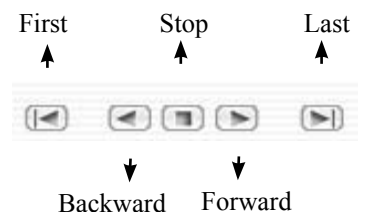
Creating a Slideshow

Chairside can automatically play a piece of education or an entire series. To begin a slideshow, play your education or series, then adjust your settings to have Chiarside automatically play.

Within the Confirguration menu, there are three choices which you need to customize.

"Play Mode"   Set to **Auto**, so movies will begin automatically.
"Loop"   Set to **On**, so that the series will play indefinitely.
"Duration"   Set the number of seconds you wish Chairside to wait
                 before continuing to the next slide.

Chairside Configuration

Configuration
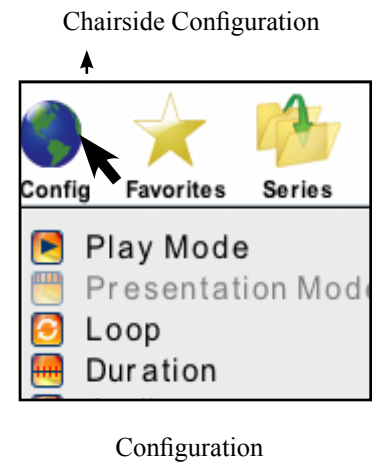
Customizing Chairside

The Education-Maker

Chairside's *Education-Maker* will allow you to create your own custom presentations.

The Education-Maker
(create new education)

Creating Custom Education

There are two different ways to enter into the *Education-Maker*:

1) An icon in your row of tools at the top-right.
2) From any education category icon.

Creating A Slide

The Education-Maker Screen

Layers   Text Elements   Frames

Add or Remove Pages

Thumbnails
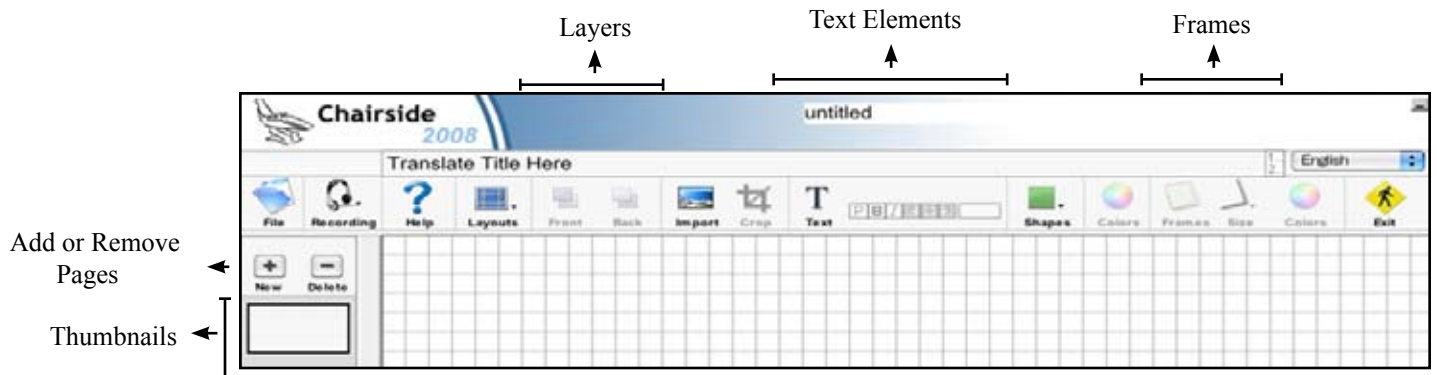
Adding a Shape

You can easily add different kinds of simple shapes using the **Shapes** menu. Select the shape you wish to add and it will appear on your page.
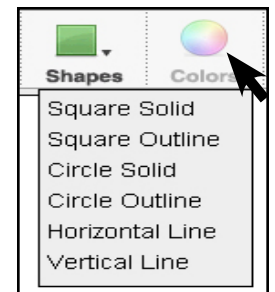
Shape Tools
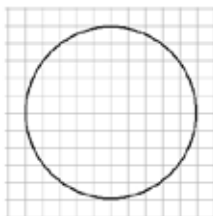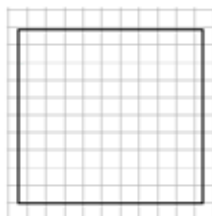
A Circle   A Square

Customizing Chairside

Selecting Ojects

To select an object, click on it once. You will see a blue outline surround it.

Moving Objects

To move an object, click it once and hold the mouse button d o w n . When you move your mouse, you will be able to "drag" the object to a new location.
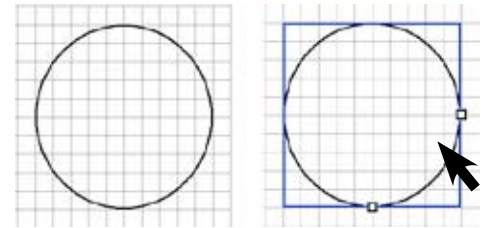
A Circle   A Circle, Selected

Re-sizing Objects

To resize an object, select it and you will see two small squares on its border. One square at the buttom and the other on the right-hand side of the object. Click and drag either of theses boxes to change both their width and height at the same time, other objects only allows you to change either its width or it height.
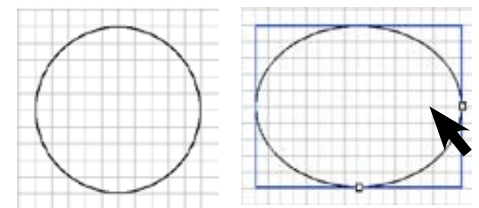
A Circle   A Circle, Resized

Deleting Objects

To delete an object, select it and press the **backspace** key on your keyboard.

Creating a Text Box

Click the **Text** button to add a text box.

T
Text

New Text Box
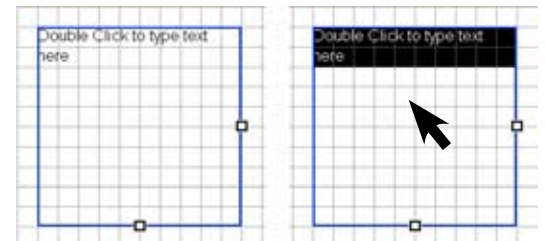
A Text Box   Editing A Text Box

Text Elements

At the top-middle of your *Education-Maker* main page, there are controls to customize the text in a text box. You may select a text box and then change one of its attributes with these controls.

You can:
a) Change the font.
b) Change the font size.
c) Change the typeface (Plain, **Bold**, *Italics*).
d) Change the text alignment (left, centered, right).

Font ← Arial

P **B** *I* ▤▤▤ 16 → Font Size

Plain, Bold   Left, Centered
and Italics   and Right
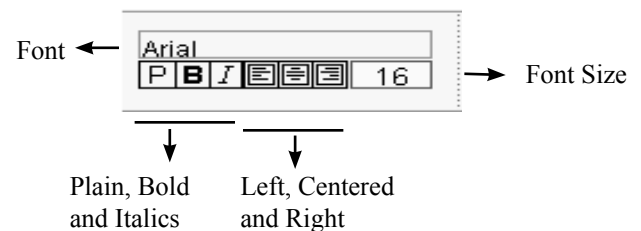
Customizing Chairside

Frames

Frame Tools

At the top-right there are controls to customize borders. Select your object and click **Frame** to add a frame. Then you can change the thickness of the frame with the **size** button.
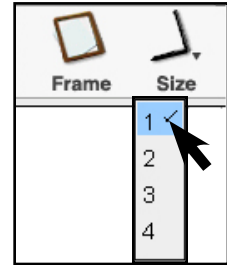
A Text Box
No Border

A Text Box
Thin Border
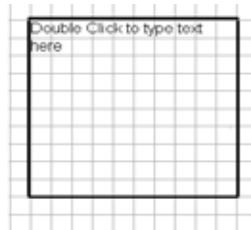
A Text Box
Thick Border

Colors

You can change the color of objects, text or borders. Select the object and click the appropriate **Color** button and you will see a rainbow of colors to chose from.
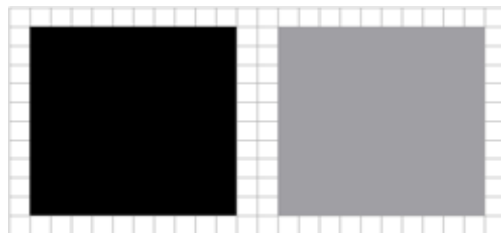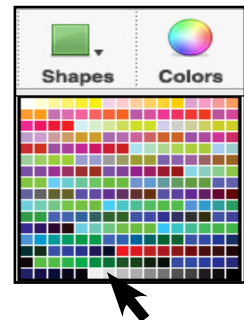
A Black Square And A Grey Square

Layers

Layering Tools

You can select an object and click **Front** or **Back** to push an object either underneath or on top of other object. This feature allows you to layer objects on top of one another in a specific order.
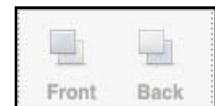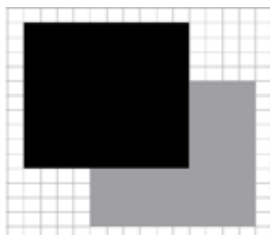
Black on Grey
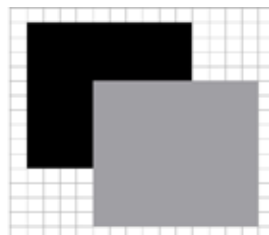
Grey on Black

Customizing Chairside

Adding and Deleting Pages

A presentation can have more then one page. Click **New** to add a new page or click **Delete** to remove the currently viewed page.

Add or Remove
A Page

Changing The Order of Your Pages

You can click on a thumbnail on the left-hand side of the page and drag it up or down to a new location to change the order your pages are presented in.

Grid Setup

There is grid of lines on the main page of the *Education-Maker*. You may customize these lines by clicking *File* and selecting *Grid Setup* from the Menu.

Grid Setup

Grid Width   The space of the vertical lines.
Grid Height   The spacing of the horizontal lines.
Grid Visible   Turns the grid on or off.
Snap To Grid When the grid is active, objects that are moved will automatically line upu with the grid.

Importing Media

Import

At the top-left is the **Import** button. It lets you explore your computer for pictures and movies and then insert them onto your page.
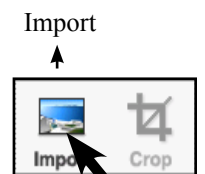
CROPPING PICTURES

Cropping is like zooming in on a picture. The **Crop** tool allows you to select which part of a picture you would like to keep.

1) Select an image.

2) Click on the **Crop** tool. You will see the picture grey out and the two boxes at the right and the bottom will then have arrows.

3) Click and drag either of the arrows to change the size of the grey box. You may freely move the grey box by dragging it. The idea is to resize the box and move it over the area you wish to keep.

4) Double-click the grey area to finalize your crop.

Cropping Examples

LAYOUTS

A layout allows you to create a template for future use.

To make a layout, place all of your pictures and text exactly where you desire, then click on the **Layouts** button and select **Save Layout**. You will be asked to give your layout a name. Chose a name that makes sense to you, such as "2 pictures and 2 text fields" and click **Save**.

The next time you wish to use the same layout, simply chose it from the Layouts menu and it will place text and graphical element placeholders in that exact layout or move and resize existing objects to suit your layout.

Customizing Chairside

Presentation Title   Sequence Number and Label Color   Language
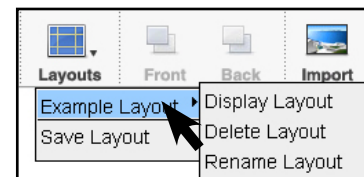
| Translate Title Here | 1.. 2.. | English |

Naming Your Presentation

Click the Presentation Title (displayed above as "Translate Title Here") to set a title for your work. This feature is only available in multi-lingual editions of Chairside.

Sequence Number and Label Color

You can specify the order in which your presentation will appear in the list of education that you save your work in. For example, you can set the sequence number to 1 to make it the first item in the list.

You can also specify the color which the item will be displayed in.

Language

Language options are used in multi-lingual editions of Chairside. This allows you to change the text in your text boxes and re-type the text in a different language.

Naming Your Presentation

Sequence Number and Label Color

Importing and Exporting Presentations

You can import a presentation by selecting **Import** from the **File** menu.

Instead of backing up your entire library, you can choose to export a single presentation at a time.

To export a presentation, open the presentation and select **Export** from the **File** menu.

Note: Chairside does not integrate with other software. It is not possible to import and export Chairside presentations to other programs.
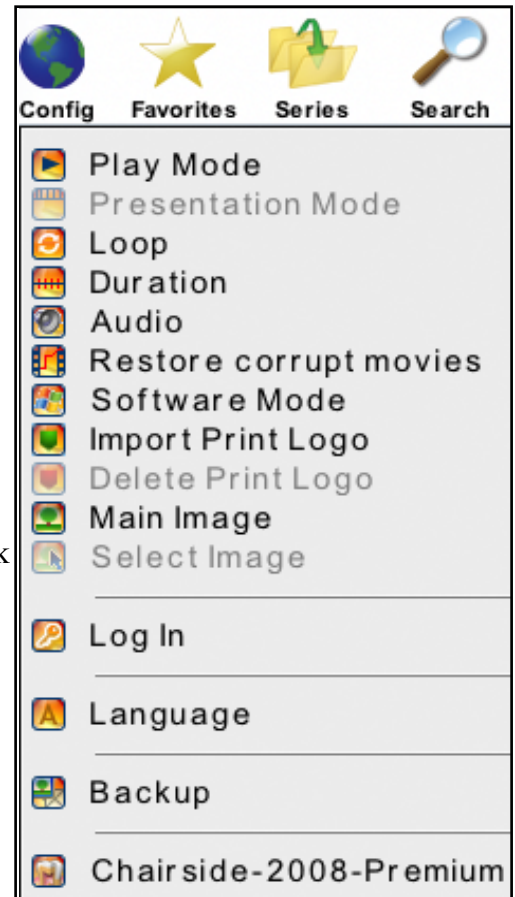
Configuration

Configuration

"Play Mode"	Set to Auto, so movies will begin automatically.
"Presentation Mode"	Allows users to hide the navigation menu.
"Loop"	Set to On, so that the series will play indefinitely.
"Duration"	Set the number of seconds you wish Chairside to wait before contiuing to the next slide.
"Audio"	Allows users to turn on/off sound.
"Restore corrupt Movies"	Allows users to restore damaged movies from disk
"Software Mode"	Chairside can open in a window or full-screen
"Import Print Logo"	Import a custom logo for printing
"Delete Print Logo"	Deletes custom logo
"Main Image"	Main image on right can change or remain static
"Select Image"	Allows users to select which main image displays
"Log In"	Users must log in with administrative privileges to create new educations
"Language"	Allows users to change the language used in the presentations.
"Backup"	Allows users to create a backup of your presentations to your Documents folder or restore it from a location of your choice. This is used to transfer custom education to another Chairside installation.
	To import or export a single presentation, see the **Importing And Exporting Presentations** section of this document.
"Chairside"	Displays your registration information.

Confirguration

Frequently Asked Questions

Can I install Chariside on multiple computers?

Yes! You may install Chairside on as many computers as you wish. However, only the computer which has a Chairside USB key inserted will be able to launch the software.

Is Chairside compatible with Microsoft's "Terminal Services"?

No it is not.

Can I move information from one Chairside installation to another?

Yes. Refer to the Manual, under Configuration, for "Backup". You can backup information from one workstation and restore it to another.

Can I make Chairside windowed instead of full-screen?

Yes. This is particularly important when using Chairside with a second monitor. In Chairside's application folder there is a .ini file. Edit it and change two settings:
Full Screen=0
UseTitleBar=1

What file formats does the Education-Maker support?

Chairside relies on QuickTime to display its pictures and videos. Any picture or movie type which is supported by QuickTime may be used.

Can I use Chairside images or movies in a presentation (e.g. Powerpoint)?

No. Instead, you can launch Chairside and switch between your presentation and Chairside.

Can I use Chairside images or movies on my website?

No. Chairside has no integration with other software.

Can I import information from other programs, or export to other programs?

No. Chairside has no integration with other software.

Troubleshooting

Entering registration information does not work.

- Was the information entered exactly as shown on the registration sheet?
- Is the key inserted?
- Is the light on the key lit? If not, try another USB port.

If the key was inserted before the software was installed, it may need to be reinstalled. If you are running Windows XP, a hardware wizard should appear when you first insert the key. You must complete the wizard to use Chairside.

When saving education: "You do not have permission to save new files"

The user that is logged into the machine does not have permission to change information in Chairside's application folder. Try logging in as the computer's administrator to create custom education.

My key is broken.

If you are certain that your key is damaged, you can contact Consult-Pro sales to purchase a replacement. You will need to return your damaged key.

Quicktime Troubleshooting

Movies Do Not Display Correctly

Chairside uses QuickTime to play movies. If there is a problem with movie color, quality or speed then the issue lies with QuickTime. Reinstalling, or downloading and installing the latest version of QuickTime from the internet solves most issues.

Please be sure to quit Chairside before installing QuickTime.

Movies Appear Black

This is a common with users who have displays or are displaying movies on a projector screen.

- Quit Chairside.
- Go to your Control Panel > QuickTime > Video Settings
- Turn "Safe Mode" on.
- Restart Chairside.

Help

Consult-Pro Technical Support

Please do not hesitate to contact Consult-Pro's technical support department in order to assist with any technical issues you may have with Chairside, or to answer any questoins about our software.

Feature requests and bugs should be reported via e-mail.

Toll-free in North America	1-800-519-6569
International	1-416-429-6545
E-mail	support@consult-pro.com