**Procedures for Use of Portable Dental X-ray Unit - 2013**

1. Retrieve unit from storage area to operating room.
2. Release foot stops at end of the two short legs.
3. Unit must always be moved with two longer legs pointing forward in direction unit is being moved. This is to avoid tipping unit over.
4. Plug unit into wall outlet.
5. On/off switch is near bottom of the unit on the upright stand beside where the power cord exits the unit. Turn on (I = in use, O = off).
6. Position x-ray unit beside OR table. Set foot stops.
7. Set anatomic setting appropriate for the patient particular x-ray to be taken and the x-ray system being used.
    Tooth type – incisor or molar (ie. front tooth or back tooth)
    Set to appropriate type of x-ray system. Currently this is the digital phosphorus plate system which is the lightning symbol.
    Set for adult or child patient.
8. Place lead apron on patient.
9. Position radiograph in mouth with correct holder and alignment rod.
10. Close patient's teeth right together and strap mouth closed around patient's head with non latex band and hemostat.
11. Position x-ray head appropriately 90 degrees to x-ray.
12. Take activation button on extension cord to outside of operating room with all persons except patient exiting room.
13. Push and hold activation button until the "on" sound ends.
14. Re-enter room and replace activation button/cord.
15. Remove band from patient's head and radiograph from patient's mouth.
16. Repeat steps 9 to 14 for any further required radiographs.
17. Remove lead apron from patient and hang on unit using shoulder loops.
18. Turn on/off switch to off position ("O").
19. Release foot stops and move unit out of way. Reset foot stops.
20. Unplug unit from wall outlet and hang up power cord on unit.
21. Return unit to storage area and set foot stops.

**Portable Dental Unit Optime Computer - 2013**

1. Retrieve dental unit computer components on moveable stand from storage area.
2. Plug in all dental x-ray computer components to electrical outlets.
3. Click on "Capture Link" logo on monitor.
4. Enter password.
5. Type in patient name, last name first.
6. Click "enter".
7. On top left menu click "Digital x-ray".
8. Click "optime" on drop down menu.
9. Click "scan x-rays". A green rectangle will appear on the screen.
10. Open exposed x-ray package.
11. Scan exposed radiograph into optime unit with metal button on radiograph facing moveable arm and on end of x-ray that is entered into unit.
12. Recover radiograph with clear one time sterile packaging.
13. Double click mouse to bring image up.
14. Right click desired image to view in larger version.
15. Exit patient once fininshed.