



SPACE MAINTAINERS
LABORATORIES

9129 Lurline Avenue
Chatsworth, CA 91311

t: 800-423-3270
f: 818-341-4684

www.SMLglobal.com

Your
Practice-Building
Partner™

****IMPORTANT NOTE****

****Adobe Reader must be installed on your computer****

You MUST have a current version of Adobe® Reader® installed on your computer to view, fill-out, print and save our PDF files.

You will experience problems if you do not have a current version of Adobe® Reader® installed on your computer.

If required, DOWNLOAD and INSTALL Adobe® Reader® at www.get.adobe.com/reader.

Follow the steps below to determine if you have Adobe® Reader® and which version is installed on your PC or MAC:

WINDOWS USERS:

1. Click **Start** and then **All Programs**.
2. Within Programs locate **Adobe Reader**.
 - a. If you do NOT see **Adobe Reader** listed, you do NOT have Adobe Reader installed on your computer. DOWNLOAD and INSTALL the FREE Adobe® Reader® software here – www.get.adobe.com/reader.
 - b. If you see *Adobe Reader X, Adobe Reader 9, Adobe Reader 8*, you have an OUTDATED version of Adobe Reader. DOWNLOAD and INSTALL a current version of the FREE **Adobe® Reader®** software here – www.get.adobe.com/reader.

MAC USERS:

1. Click **Finder** and then **Applications**.
2. Within Applications locate **Adobe Reader**.
 - a. If you do NOT see **Adobe Reader** listed, you do NOT have Adobe Reader installed on your Mac. DOWNLOAD and INSTALL the FREE Adobe® Reader® software here – www.get.adobe.com/reader.
 - b. If you see *Adobe Reader X, Adobe Reader 9, Adobe Reader 8*, you have an OUTDATED version of Adobe Reader. DOWNLOAD and INSTALL a current version of the FREE **Adobe® Reader®** software here – www.get.adobe.com/reader.

NOTE: Adobe® Reader® MUST be installed on your computer to view, fill-out, print and save our PDF files. If required, download and install a current version of the FREE Adobe® Reader® software here – www.get.adobe.com/reader.



SPACE MAINTAINERS
LABORATORIES

9129 Lurline Avenue
Chatsworth, CA 91311


t: 800-423-3270
f: 818-341-4684


www.SMLglobal.com

Your
Practice-Building
Partner™

“How-To” FILL-OUT and SAVE an Rx Form

Our forms **MUST** be OPENED, FILLED-OUT and SAVED in the **Adobe® Reader®** program, **NOT** in a web browser. If you are NOT able to save our forms in the Adobe® Reader® program, you have an outdated version of Adobe® Reader®. Download a current version of Adobe® Reader® here – www.get.adobe.com/reader.

1. Click on **Folders** and then **Shared Folders** on the left side of your screen.
2. Click on the **Forms and Instructions** folder.
3. Click on the **Rx Forms** folder to select the appropriate Rx.
4. Place a check mark in the box to the *left* of the Rx you want to download and click on the  **Download** button.

NOTE: Alternatively, you can click on the file and a preview of the file may display. Click on the  **Download** button to download the file.

5. Depending on your web browser, the file name may be displayed on the bottom of your screen, or a pop-up will appear prompting you to save or open the file. View the information below based upon the web browser you are using.

GOOGLE CHROME: The file name will appear* on the bottom of your screen. Click on the small ^ arrow to the *right* of the file name and select **Show in folder**. A dialog window will pop-up and the file will be highlighted. Double-click the file to open.

***NOTE:** If the file does NOT appear on the bottom of your screen, press CTRL + J on your keyboard. A **Downloads** tab will open. Click **Show in folder** that is directly below the file you want to open. A dialog window will pop-up and the file will be highlighted. Double-click the file to open.

WINDOWS INTERNET EXPLORER: A dialog window should pop-up at the bottom of your screen. Click **Open**.

MOZILLA FIREFOX: A dialog window should pop-up asking ‘What should Firefox do with this file?’. Select the **Open with Adobe Reader (default)** option and then click **OK**.

6. Verify the file is opened in the **Adobe® Reader®** program.
7. Fill-out the form COMPLETELY.
8. Once the form has been filled-out, you will need to SAVE it.
9. Click **File** and then **Save As...** in the *upper left* corner of the Adobe® Reader® program.

NOTE: If you are NOT able to save our forms, you have an outdated version of Adobe® Reader®. Download a current version of Adobe® Reader® here – www.get.adobe.com/reader.
10. A **Save As** dialog window will open. SAVE the form to a desired location that you can easily access (i.e. Desktop). The form is now ready to be uploaded *along* with your patient files!

NOTE: Adobe® Reader® **MUST** be installed on your computer to view, fill-out, print and save our PDF files. If required, download and install a current version of the FREE Adobe® Reader® software here – www.get.adobe.com/reader.



SPACE MAINTAINERS
LABORATORIES

9129 Lurline Avenue
Chatsworth, CA 91311

t: 800-423-3270
f: 818-341-4684

www.SMLglobal.com

Your
Practice-Building
Partner™

“How-To” CREATE a Patient Folder and UPLOAD Patient Files, Rx Forms, etc.

IMPORTANT NOTE: A completed **Rx Form** **MUST** be uploaded along with your patient files. Patient files uploaded without the proper documentation will **NOT** be processed. Refer to **FILL-OUT and SAVE an Rx Form** instructions noted on Page 2 for further information.

1. Click on **Folders** and then **Shared Folders** on the left side of your screen.
2. Click on the folder that has your NAME or PRACTICE NAME.
3. To create a patient folder, click on the **+** symbol and select **Create Folder** and a **Create Folder** dialog window will open.
4. Enter the patient’s name in the **Name:** field. You can ADD additional information in the **Description** field if desired. Click the **Create Folder** button when finished.
5. ‘Drag and drop’ the desired file(s) or click on **Browse files** located in the DRAG FILES HERE box.
6. The file(s) that you select may upload automatically or you may need to click on the **Upload** button to begin the upload process.

IMPORTANT NOTE: Do NOT navigate away from the page during the upload process until ALL of the files have been successfully uploaded*.

***NOTE:** Our SML Digital Dept will receive a notification when you successfully upload files.

EMAIL NOTIFICATION: You will receive an email notification informing you that files were successfully uploaded to your account.

PRINT EMAIL NOTIFICATION: PRINT the email notification and INCLUDE it in the package IF additional records and documentation (models, impressions, Rx forms, etc.) are to be shipped to our office.

7. **IMPORTANT! Uploading records for another patient?** Repeat steps 1-6 as noted above to avoid uploading files to an existing patient folder.

NOTE: Adobe® Reader® **MUST** be installed on your computer to view, fill-out, print and save our PDF files. If required, download and install a current version of the FREE Adobe® Reader® software here – www.get.adobe.com/reader.



SPACE MAINTAINERS
LABORATORIES



9129 Lurline Avenue
Chatsworth, CA 91311

t: 800-423-3270
f: 818-341-4684

www.SMLglobal.com

Your
Practice-Building
Partner™

“How-To” DOWNLOAD and VIEW PDF Files

1. Open the desired patient folder.
2. Place a check mark in the box to the *left* of the files and/or folders you want to download and click on the  **Download** button.
NOTE: Alternatively, you can click on the file and a preview of the file may display. Click on the  **Download** button to download the file.
3. Depending on your web browser, the file name may be displayed on the bottom of your screen, or a pop-up will appear prompting you to save or open the file. View the information below based upon the web browser you are using.

GOOGLE CHROME: The file name will appear* on the bottom of your screen. Click on the small ^ arrow to the *right* of the file name and select **Show in folder**. A dialog window will pop-up and the file will be highlighted. Double-click the file to open.

***NOTE:** If the file does NOT appear on the bottom of your screen, press CTRL + J on your keyboard. A **Downloads** tab will open. Click **Show in folder** that is directly below the file you want to open. A dialog window will pop-up and the file will be highlighted. Double-click the file to open.

WINDOWS INTERNET EXPLORER: A dialog window should pop-up at the bottom of your screen. Click **Open**.

MOZILLA FIREFOX: A dialog window should pop-up asking ‘What should Firefox do with this file?’. Select the **Open with Adobe Reader (default)** option and then click **OK**.

4. Once the file is opened in Adobe® Reader®, you may **SAVE** the file to your local network. Click **File** in the *upper left* corner and then select **Save As**. A **Save As** dialog window will open. Select the location of where you want the file to be saved. You will also have the ability to edit / rename the file. Click **Save** when finished.

NOTE: Adobe® Reader® **MUST** be installed on your computer to view, fill-out, print and save our PDF files. If required, download and install a current version of the FREE Adobe® Reader® software here – www.get.adobe.com/reader.



SPACE MAINTAINERS
LABORATORIES

9129 Lurline Avenue
Chatsworth, CA 91311

t: 800-423-3270
f: 818-341-4684

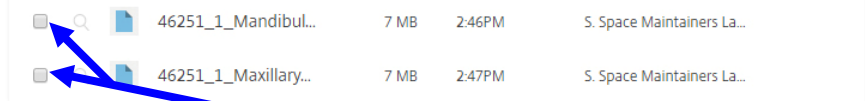
www.SMLglobal.com


Your
Practice-Building
Partner™

“How-To” DOWNLOAD and VIEW STL Files

IMPORTANT NOTE: A *STL Viewer* program **MUST** be installed on your computer **PRIOR** to downloading the STL files. A **FREE STL Viewer** program (OrthoViewer) is available within your ShareFile account. Review the section **STL Viewer Software** on Page 5 for further instructions on how to download and install this program. The *STL Viewer* program can be installed on Microsoft® Windows® computers only.

1. Open the desired patient folder.



2. Select BOTH files by clicking on the **check boxes** to the *left* of the .stl files and click on the  **Download** button.
3. Depending on your web browser, a .zip folder may be displayed on the bottom of your screen, or a pop-up will appear prompting you to save or open the folder.

GOOGLE CHROME: A .zip folder will appear* on the bottom of your screen. Click on the small ^ arrow to the *right* of the folder name and select **Show in folder**. A window will open and the downloaded .zip folder will be highlighted. Double-click on the folder to reveal the .stl files. Double-click on the files to **OPEN** them in OrthoViewer or **MOVE** the files to your local network.

***NOTE:** If the .zip folder does NOT appear on the bottom of your screen, press CTRL + J on your keyboard. A **Downloads** tab will open. Click **Show in folder** that is directly below the .zip folder you want to open. A dialog window will pop-up and the file will be highlighted. Double-click on the files to **OPEN** them in OrthoViewer or **MOVE** the files to your local network.

WINDOWS INTERNET EXPLORER: A dialog window should pop-up at the bottom of your screen. Click on the **Save** button and then click on the **Open Folder** button. A window will open and the downloaded .zip folder will be highlighted. Double-click on the folder to reveal the .stl files. Double-click on the files to **OPEN** them in OrthoViewer or **MOVE** the files to your local network.

MOZILLA FIREFOX: A dialog window should pop-up. Select the **Save File** option. Click on the **OK** button and the .zip folder will download. To open the .zip folder, click on the arrow ↓ in the *upper right* corner of the Firefox browser window. Click on the .zip folder to reveal the .stl files. Double-click on the files to **OPEN** them in OrthoViewer or **MOVE** the files to your local network.



SPACE MAINTAINERS
LABORATORIES

9129 Lurline Avenue
Chatsworth, CA 91311

t: 800-423-3270
f: 818-341-4684

www.SMLglobal.com

Your
Practice-Building
Partner™

STL Viewer Software

IMPORTANT NOTE: If required, install the FREE *STL Viewer* program (named OrthoViewer) to view the STL files. The *STL Viewer* program can be installed on Microsoft® Windows® computers only.

1. Click on the **Forms and Instructions** folder.
2. Click on the **STL Viewer Software** folder.
3. Select the **Ortho View Installer** file, then click on the button.
4. Depending on your web browser, you may see the file name displayed on the bottom of your screen, or a pop-up will appear prompting you to RUN or SAVE the file. Select the **Run** option.
5. Install the Program.
6. A dialog window may pop-up (titled **Extension Associations**) requesting that you 'Choose extensions which will be associated with application'. Select **STL format**, then click **Next >**.
7. Click **Finish** once the program has completed the install process.