



User's Manual

MediaWriter 5.0 CD/DVD Burning Solution

PACSGEAR™

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MediaWriter

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Use of Fictitious Patient Data

Patient demographics appearing in this manual are examples only. No actual patient study data were used in the preparation of this manual. Any similarities to persons living or deceased is purely coincidental.

Indications for Use

MediaWriter is intended to be used by authorized staff to create DICOM CDs/DVDs/USB flash drives. These media can contain imaging studies, reports and related patient information. Operations used to create the media include patient selection, study confirmation, label customization, and DICOM configuration.



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1 Welcome



Congratulations on adding **MediaWriter™** to your PACS/EHR system.

MediaWriter writes DICOM studies, results, and an optional viewer to CDs, DVDs, and USB flash drives. The **MediaWriter** System includes a CD/DVD burner with a built-in media label printer that prints color labels directly to disc. **MediaWriter** includes additional features to scan documents, create electronic forms, and import multimedia files.

New Features for MediaWriter 5.0

- Administrators can now view audit logs of the number of CDs/DVDs burned over specified date ranges. Audit logs now support anonymized CDs.
- Adds support for the Epson PP-50 disc printer.
- Supports Active Directory user authentication and configuration of Active Directory server, domain, and groups.
- Studies can now be securely uploaded to a variety of cloud-based and point-to-point vendors using the Open Image Exchange network.
- Increased job queue / job history functionality.
- Expands advanced labels to include substrings, encrypted media, and additional fields for auto-text.

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Glossary of Terms and Symbols

The following terms and symbols are used in PACSGEAR manuals.



Consult instructions for use. Appears on the product CD.



Conformité Européenne. Indicates that the product complies with the requirements of the 93/42/EEC Medical Device Directive.



Symbol for *manufacturer*.



Symbol for *European authorized representative*.



Click to view a video tutorial.



Caution. Messages that alert you to conditions that could result in equipment failure, equipment damage, or data loss.



WARNING. Messages that alert you to conditions that could result in death or serious injury.

Accession number

A tracking or order number for patient studies.

AE

Application entity. A local or remote DICOM service.

AMD

Automatic marker detection. Automatic detection of markers to identify mammography image orientation.

AST

Auto segmentation technology. Pacsgear's proprietary technology for converting sectional films into a stack or cine loop.

Burner

A digital recording device such as a CD recorder that stores data on media.

CR

DICOM modality abbreviation for *computed radiography*.

DICOM

Digital imaging and communications in medicine. A networking standard for the medical industry.

DOB

Date of birth.

DCA

Dynamic contrast algorithm. Pacsgear's proprietary technology for displaying mammography film priors with a digital "look and feel."

DX

DICOM modality abbreviation for *digital radiography*.

EMR

Electronic medical records.

EHR

Electronic health records.

HIPAA

The Health Insurance Portability and Accountability Act. A law that stipulates transferability of health insurance coverage, standardizes aspects of electronic medical records, and protects patient confidentiality with regard to health information.

LDAP

Lightweight directory access protocol. Used for looking up network services and addresses.

MG

DICOM modality abbreviation for *mammography*.

| | |
|------------------|---|
| Media | Electronic storage media, such as CD-ROM and DVD. |
| Modality | Sources of data, such as from ultrasonography, MRI, PET, and CT. |
| MRN | <i>Medical record number.</i> Sometimes referred to as the “patient ID number.” |
| PACS | <i>Picture archival and communication system.</i> |
| Pacs SCAN | General term for any of the Pacs SCAN products (Pacs SCAN Film, Pacs SCAN Video, etc.) |
| QC | <i>Quality control.</i> A process of correcting errors and inconsistencies in imaging studies. |
| RIS | <i>Radiology information system.</i> A system used to order radiology studies. |
| UID | <i>Unique identifier.</i> A manufacturer-specific identification string that is assigned by modalities to images, series, or studies. |
| WADO | <i>Web Access to DICOM Objects.</i> A service that makes DICOM images and reports available via a Web browser. |

Operating Procedure Conventions

Operating procedures employ the following conventions.

| Convention | Indicates |
|----------------------|--|
| Boldface type | Names of buttons. |
| <i>Italic type</i> | Names of on-screen objects other than buttons (such as menu commands). |
| Courier font | Text that the user types. |
| > | Sequence of procedures. |

1.1 Starting and Exiting MediaWriter

Start and exit **MediaWriter** as you would any Windows program. When starting, a splash screen appears with the product name. If the splash screen does not appear, please contact [PACSGEAR Support](#).



CAUTION

MediaWriter contains many configuration, settings, and other files that can be edited by the user (for example, the xml files in the *config* folders of the installation directory). However, as such files are critical to proper functioning of the program, editing them is only recommended for experienced users. Contact PACSGEAR support if you have any questions about making changes to xml or other files.

1.2 Licensing MediaWriter

To start using **MediaWriter**, you must obtain and enter a license key as follows.

- 1 Start MediaWriter. If a license key has not been previously entered (such as the first time you run the program), the license key entry dialog box (see figure below) appears. Write down the value that appears in the *System ID* box. To display the dialog box manually at any time you can click *Help > About > Change*.
- 2 Request a license key by contacting PACSGEAR support via e-mail at key@pacsgear.com, telephone at +1 925 225 6100, or the support section of our Web site at www.pacsgear.com. Provide the following information to PACSGEAR:

Hospital Name, City, State, Country, Product Name, System ID, and Department/Workstation.

If your license is for Demo mode only, select the *Activate demo* check box.

- 3 Enter your license key and expiration date and click **OK**.



Figure 1.1 License key entry dialog box

1.3 Logging On for the First Time

After you have licensed the product, you will be prompted to log on the first time you start the program. The default logon is `admin`, with no password. Unless multiple users have been configured (see chapter 9, [“Managing Users”](#)), you will not be required to log on thereafter.

When logged on as “admin” (administrator), the Settings menu becomes available for configuring **MediaWriter**. Note that the menu commands may differ from those that appear in this manual depending on the type of license purchased.



Figure 1.2 Log On dialog box

2 Settings

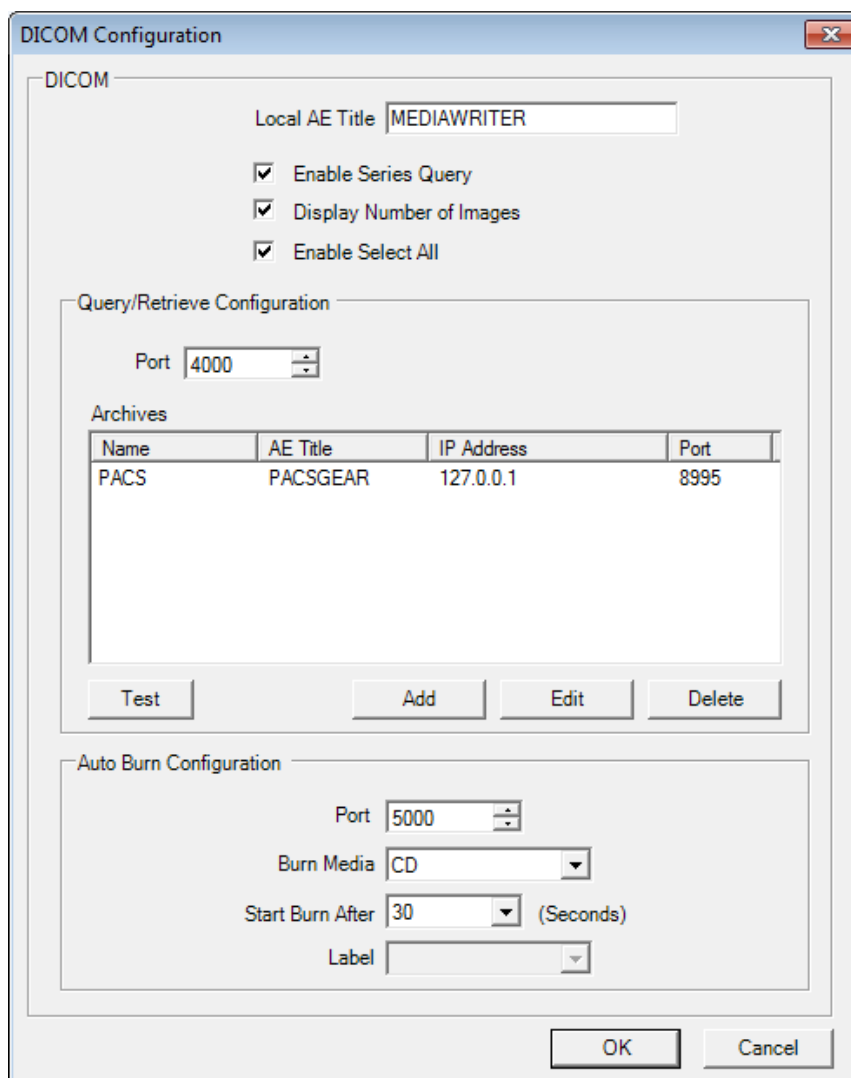
2.1 Entering DICOM Settings

Before burning studies to media, you must enter DICOM settings and burner settings (see section “[2.2 Entering Burner Settings](#)”). DICOM settings identify **MediaWriter** to your PACS and specify archives from which to acquire studies for burning.

Procedure

- 1 Click *Settings > DICOM*.

The DICOM Settings dialog box appears.



The DICOM Configuration dialog box is shown. It contains the following sections and controls:

- DICOM**
 - Local AE Title:
 - ☒ Enable Series Query
 - ☒ Display Number of Images
 - ☒ Enable Select All
- Query/Retrieve Configuration**
 - Port:
 - Archives table:

| Name | AE Title | IP Address | Port |
|------|----------|------------|------|
| PACS | PACSGEAR | 127.0.0.1 | 8995 |
 - Buttons: Test, Add, Edit, Delete
- Auto Burn Configuration**
 - Port:
 - Burn Media:
 - Start Burn After: (Seconds)
 - Label:
- Buttons: OK, Cancel

Figure 2.1 DICOM settings dialog box

- 2 Enter the settings described below as needed, and then click **OK**.

Local AE Title

Enter a title used to identify **MediaWriter** to your PACS. The default AE title is MEDIAWRITER.

Enable Series Query

When you query an archive for studies to burn, **MediaWriter** displays the results in the main screen (see [chapter 3](#)). By default, **MediaWriter** displays query results as complete studies, one on each line. However, if you select the Enable Series Query check box, a plus sign (+) appears next to studies that contain series. You can click the plus sign to view the contents of a series, and then select individual items for burning.

Note: Not all PACS systems support this function.

Display Number of Images

Select this check box to have **MediaWriter** display the number of images in each series in the search results list (see figure below).

Enable Select All

Select this check box to have all studies selected by default.

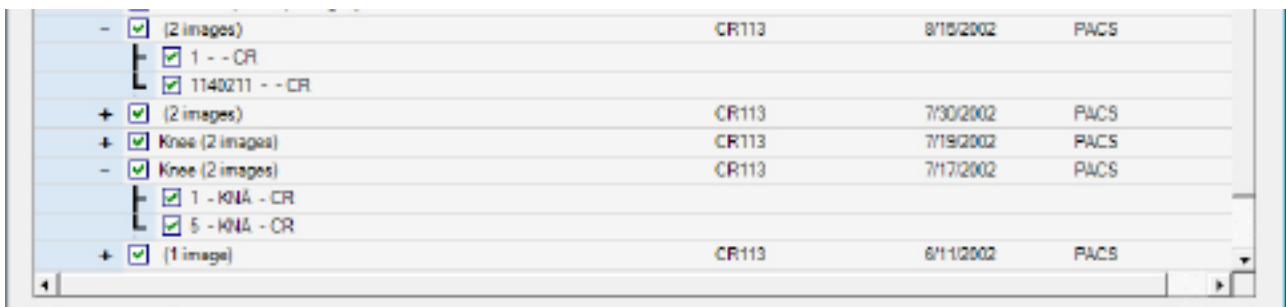


Figure 2.2 Query results when series querying is enabled

Query/Retrieve Configuration

To query and retrieve studies from an archive or device, you must first enter DICOM settings for the archive. **MediaWriter** sends queries to these archives in order to retrieve studies to be burned.

Port

In the *Port* box in the *Query/Retrieve Configuration* area, type or select the number of the port that **MediaWriter** should use to query and retrieve DICOM studies.

Adding a New Archive

In the *Archives* table of the *DICOM Configuration* dialog box:

- 1 Click **Add**.
The *Add/Edit Archive* dialog box appears (see figure 2.3 below).
- 2 Enter the relevant information for the archive that contains the studies you wish to burn, then click **OK**.
Consult with your PACS administrator for the correct settings for your PACS.

Editing an Existing Archive

To edit an existing archive:

- 1 Select an archive.
- 2 Click **Edit**, edit the relevant settings, then click **OK**.

Deleting an Archive

To delete an archive, select the archive and click **Delete**.

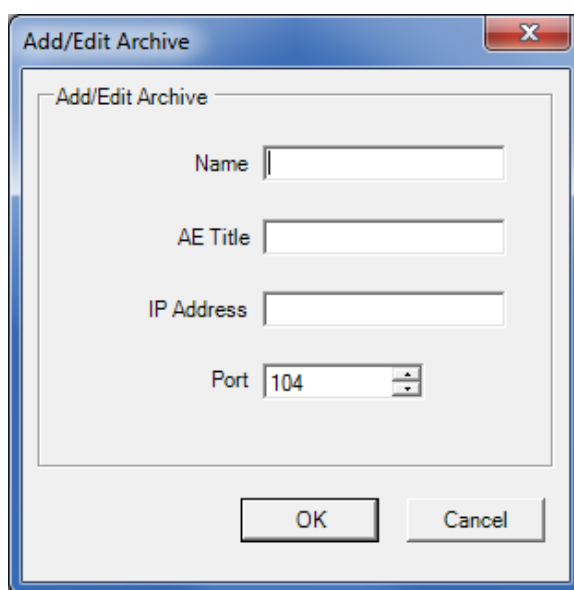


Figure 2.3 Add/Edit Archive dialog box

Testing a Connection to an Archive

You can test whether **MediaWriter** is able to connect with and query an added archive. In the *Archives* table of the *DICOM Configuration* dialog box:

- 1 Select an archive.
- 2 Click **Test**.

The *Test Results* dialog box appears, indicating whether the test passed or failed.

- 3 Click **OK**.

If the test failed, check to make sure you entered the correct settings, or consult with your PACS administrator.

Auto Burn Configuration

You can configure **MediaWriter** to burn studies automatically as soon as they are sent by modalities.

Port

Type or select the DICOM port number. Only studies sent to the specified port will be burned automatically.

Burn Media

Select the type of media onto which studies will be burned.

Start Burn After

Select the number of seconds before burning starts. When transmission of a study from an archive stops, **MediaWriter** waits this number of seconds before starting the auto burn.

Label

Select a label to burn onto the media.

- The label selected here is only used for auto burn. For other jobs, you can select a label at burn time in the [Confirm Studies dialog box](#).
- The Label list in the DICOM settings dialog box is blank unless you publish at least one label in the [Disc Label Configuration dialog box](#).

2.2 Entering Burner Settings

Before burning studies to media, you must enter DICOM settings (see section 2.1, “[Entering DICOM Settings](#)”) and burner settings. Burner settings allow you to select a burner device (such as the EPSON printer recommended by Pacsgear, or your PC’s CD-ROM drive) and other parameters.

- 1 Click *Settings > Burner*.

The Burner Configuration dialog box appears.

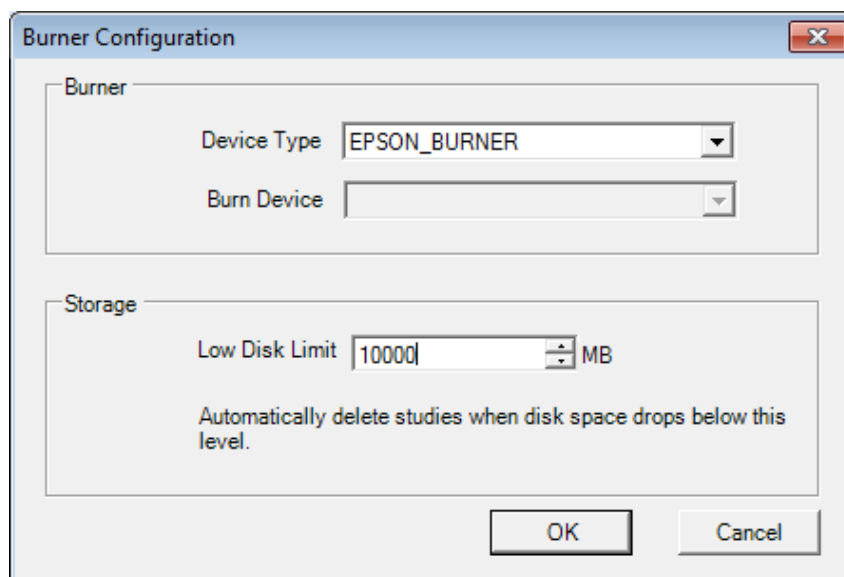


Figure 2.4 Burner Configuration dialog box

- 2 Enter the settings described below as needed, then click **OK**.

Device Type

In the *Device Type* list, select the type (brand) of device to be used to burn studies. The available devices are those previously installed on the PC that is running **MediaWriter**.

Burn Device

In the *Burn Device* list, select the drive/name of the device used to burn studies. If using the EPSON, you do not need to specify a device.

Low Disk Limit

The low disk limit is the minimum amount of free space on the server’s hard drive. When this limit is reached, **MediaWriter** automatically deletes old studies to make room for new studies. In the *Low Disk Limit* box, type or select the desired number of megabytes. The default is 10000 MB.

2.3 Entering Encryption Settings

MediaWriter can protect patient confidentiality by encrypting studies. Once studies are encrypted, they can only be viewed by entering a password.

- 1 Click *Settings > Encryption*.

The Encryption Configuration dialog box appears.

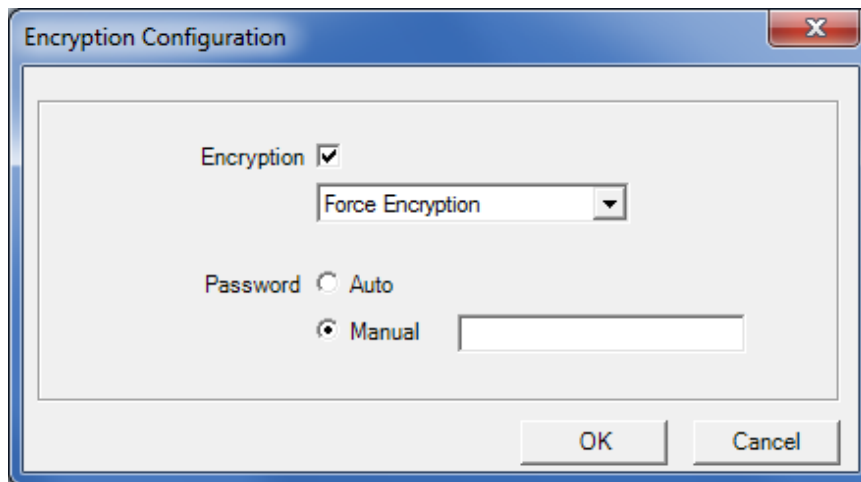


Figure 2.5 Encryption Configuration dialog box

- 2 Enter the settings described below as needed, then click **OK**.

Encryption

Check box

Select/clear to turn encryption ON/OFF.

List

Select one of the following to specify how encryption is applied.

Force Encryption

Encryption is always ON, and cannot be turned OFF by the user.

Selected by Default

Encryption turned ON by default, and can be turned OFF by the user.

Cleared by Default

Encryption is turned OFF by default, and can be turned ON by the user.

Password

Choose one of the methods below to enter the password required for viewing studies. Passwords are case sensitive, and any character can be used.

Auto

Select to have **MediaWriter** automatically enter a password in the box.

Manual

Select, then enter your own password in the box.

2.4 Entering Image Filtering Settings

Image filters allow you specify images within studies that you do not want to include in burn or exchange jobs. In the example in the figure below, structured reports of group 0x0008 and element 0x0060 will not be included. You can specify multiple filters and enable or disable them as needed.

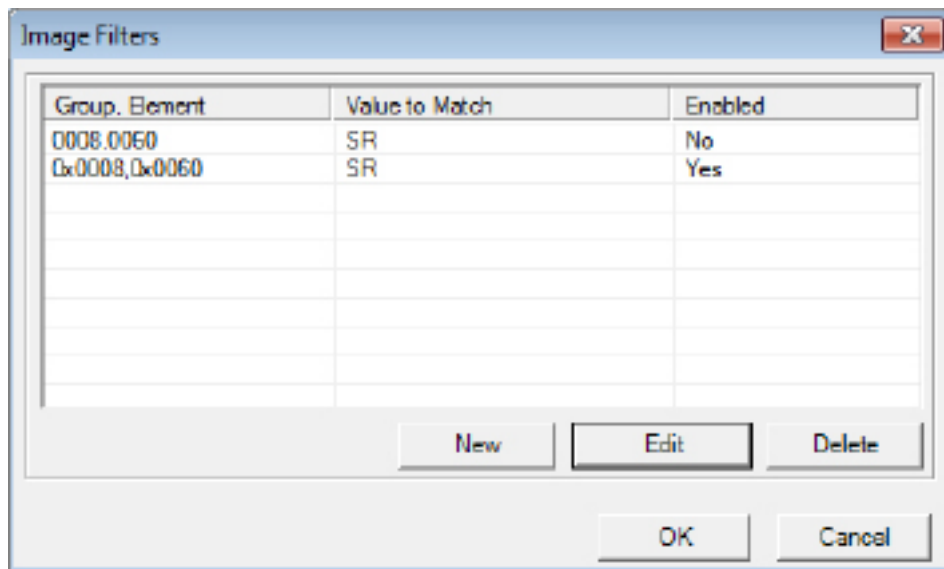


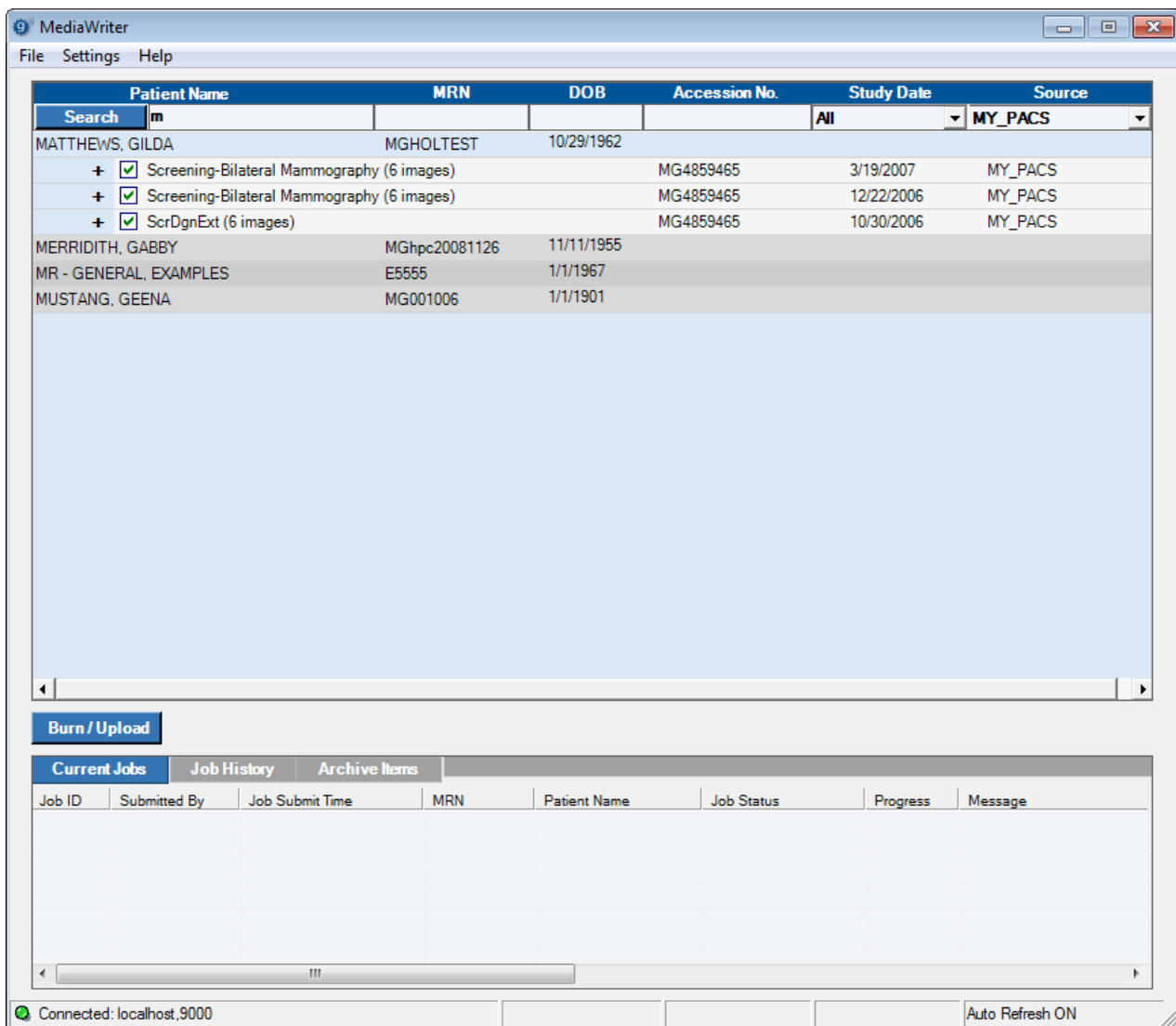
Figure 2.6 Image Filters dialog box

3 Searching for, Selecting, and Burning Studies

Once you have entered DICOM and burner settings, you are ready to search for studies and burn them to media.

3.1 Searching for and Selecting Studies

Searching for Studies



| Patient Name | MRN | DOB | Accession No. | Study Date | Source |
|--|--|---|----------------------------------|----------------------------------|--------------------------------------|
| Search <input type="text" value="m"/> | <input type="text" value="MGHOLTEST"/> | <input type="text" value="10/29/1962"/> | <input type="text" value="All"/> | <input type="text" value="All"/> | <input type="text" value="MY_PACS"/> |
| MATTHEWS, GILDA | MGHOLTEST | 10/29/1962 | | | |
| + <input checked="" type="checkbox"/> Screening-Bilateral Mammography (6 images) | | | MG4859465 | 3/19/2007 | MY_PACS |
| + <input checked="" type="checkbox"/> Screening-Bilateral Mammography (6 images) | | | MG4859465 | 12/22/2006 | MY_PACS |
| + <input checked="" type="checkbox"/> ScrDgnExt (6 images) | | | MG4859465 | 10/30/2006 | MY_PACS |
| MERRIDITH, GABBY | MGHpc20081126 | 11/11/1955 | | | |
| MR - GENERAL, EXAMPLES | E5555 | 1/1/1967 | | | |
| MUSTANG, GEENA | MG001006 | 1/1/1901 | | | |

| Job ID | Submitted By | Job Submit Time | MRN | Patient Name | Job Status | Progress | Message |
|--------|--------------|-----------------|-----|--------------|------------|----------|---------|
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Connected: localhost,9000 Auto Refresh ON

Figure 3.1 Patient study search results

From the main screen, search for patient studies by typing or selecting search criteria in the *Patient Name*, *MRN*, *DOB*, *Accession No.*, *Study Date*, and *Source* boxes and clicking the **Search** button. For example:

In the Patient Name box, type C, then click **Search** or press **Enter**.

MediaWriter searches the archive you specified under *Source* for studies that match your criteria (in this example, patients whose last names begin with “C”). Patients matching the search criteria appear in the gray rows.

Notes on Search Syntax

You can use the “star” (*) wildcard in the Patient Name, MRN, DOB, and Accession No. fields. For example, typing 9* in the MRN field finds all studies whose MRN numbers begin with 9. Typing *4 finds all that end in 4. Also, while you do not need a star in the Patient Name field (the software assumes that the characters entered are the first characters of the patient’s last name), you *must* use a star in the MRN, DOB, and Accession No. fields, or else *enter the exact number* you wish to search for.

Selecting Studies

- 1 Click anywhere on a gray row to display all of the studies (appearing in the white rows) for the patient. By default, all studies for the patient are selected.
- 2 Select or clear check boxes to specify the studies that you wish to burn using the following procedures.

| Action | Procedure |
|--|---|
| Select a single study | Select the corresponding check box |
| Unselect a single study | Clear the corresponding check box |
| Select all studies for a single patient | Right-click any patient study and click <i>Select All</i> in the context menu |
| Unselect all studies for a single patient | Right-click any study and click <i>Unselect All</i> in the context menu |

Note: When you click a new gray patient row, any previously displayed white study rows become hidden, and will not be selected for burning.

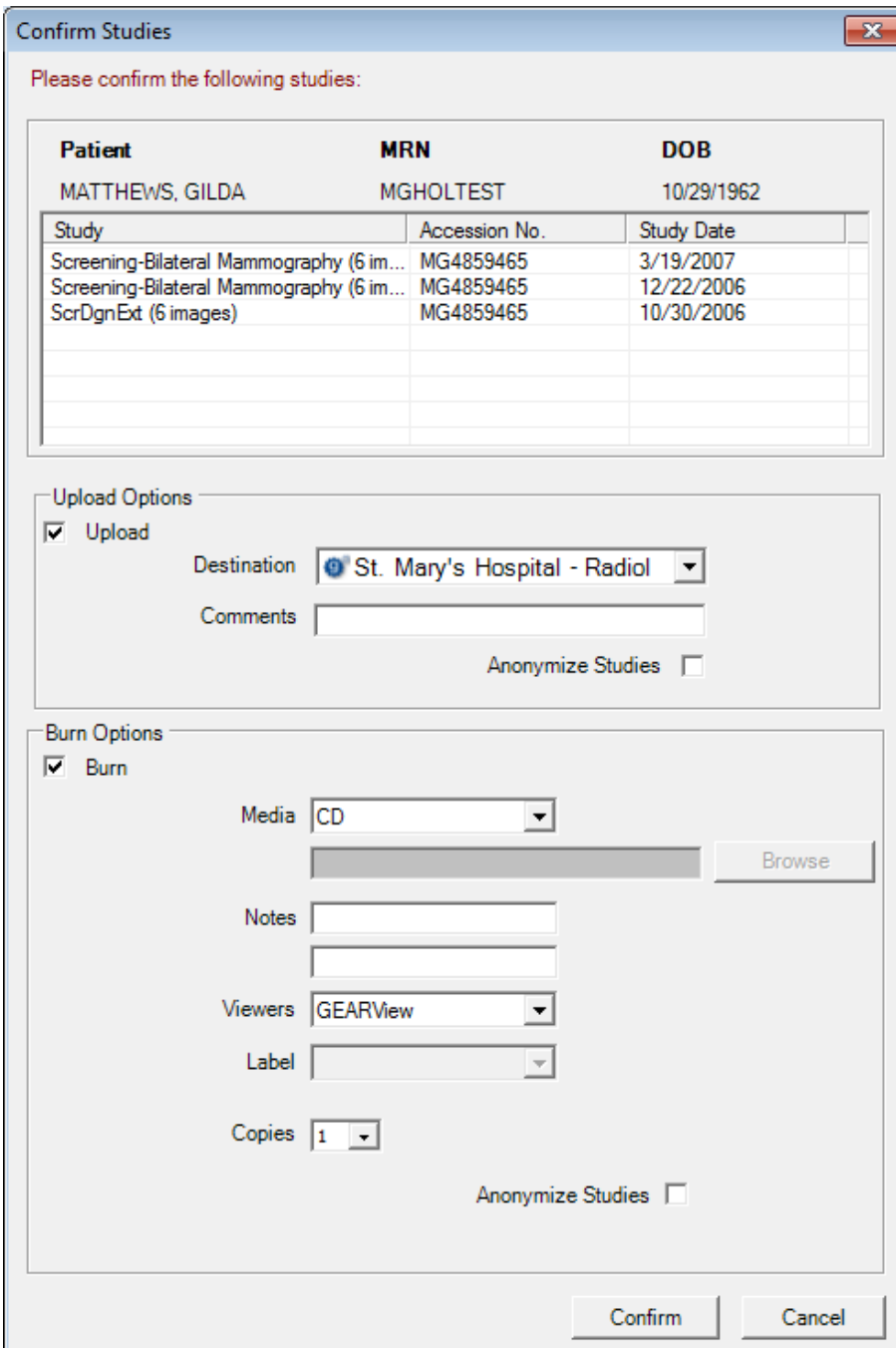
3.2 Burning Selected Studies to a Medium (Single Patient)

- 1 Click **Burn Studies**.

Burn / Upload

Burn/Upload Studies button

The Confirm Studies dialog box appears.



Confirm Studies

Please confirm the following studies:

| Patient | MRN | DOB |
|-----------------|-----------|------------|
| MATTHEWS, GILDA | MGHOLTEST | 10/29/1962 |

| Study | Accession No. | Study Date |
|--|---------------|------------|
| Screening-Bilateral Mammography (6 im... | MG4859465 | 3/19/2007 |
| Screening-Bilateral Mammography (6 im... | MG4859465 | 12/22/2006 |
| ScrDgnExt (6 images) | MG4859465 | 10/30/2006 |

Upload Options

☒ Upload

Destination: St. Mary's Hospital - Radiol

Comments:

Anonymize Studies ☐

Burn Options

☒ Burn

Media: CD Browse

Notes:

Viewers: GEARView

Label:

Copies: 1

Anonymize Studies ☐

Confirm Cancel

Figure 3.2 Confirm Studies dialog box

- 2 Confirm that the items in the study confirmation area are correct, then enter the settings below as needed and click **Confirm**.

MediaWriter begins burning the selected studies to the media and/or uploading them to an exchange service, and adds a job to the Current Jobs tab (below) in the bottom part of the main screen.

Upload Options

This group of settings within the dialog box is only visible if services have been configured in the Image Exchange Service dialog box (see [chapter 7](#)).

Upload

Select to upload the studies to the selected service.

Destination

Select the destination service from the list.

Comments

If desired, enter comments. These comments are visible later on when you select the uploaded study for viewing.

Anonymize Studies

Select to omit the following information from the studies: patient name, MRN, referring physician, physician of record, performing physician, reading physician, operator, birth time, and institution. Note that this option is available separately for burned studies, allowing you to anonymize one or the other, or both.

Burn Options

Burn

Select to burn studies to the selected media.

Media

Select the type of media on which to burn the studies. **MediaWriter** supports the following media types: CD (standard CD-ROMs), DVD SINGLE (single-sided DVDs), DVD DUAL (dual-sided DVDs), and USB MEDIA (such as USB memory sticks).

Browse

When USB MEDIA is selected under Burn Media, the box to the left of this button contains the path to the USB media device. If necessary, click **Browse** to change the path.

Notes

Enter descriptions or other information to physically print on the media for the current burning job. You can enter up to sixteen characters in the first box, and up to fifteen characters in the second box. Note that these “Notes” differ from the “Custom Labels” in the [Disc Label Configuration dialog box](#), which apply to all burning jobs. The notes boxes are dimmed if the Advanced Label option is selected in the Disc Label dialog box.

Viewers

Select the viewer that will display the studies. PACSGEAR’s **GEARView Basic** is a viewer program that allows physicians and patients to open DICOM studies on standard PCs without the need for high-end PACS hardware or software. If needed, you can burn the **GEARView Basic** viewer onto the media at the same time as the studies. **MediaWriter** also supports a variety of other viewers. Please contact your sales representative for more details.

Label

Select the label to be printed onto the media. The list only contains labels that are selected as *Published* in the [Disc Label Configuration dialog box](#), and is dimmed if the Simple Label option in that dialog box is selected.

Copies

Select the number of copies to burn. Each copy is burned separately.

Include Reports

This check box is only available when the Enable Reports check box is selected in the [Reports Configuration dialog box](#). When selected, **MediaWriter** adds reports to the burn job.

Stat

Select this check box to have **MediaWriter** perform the burn job immediately (before any others that may be listed in the Current Jobs tab).

Anonymize Studies

Select to omit the following information from the studies: patient name, MRN, referring physician, physician of record, performing physician, reading physician, operator, birth time, and institution.

Encryption

Select the check box to encrypt the studies on the medium. This check box is only available if the Enable Encryption check box is selected in the [Encryption Configuration dialog box](#). If Force Encryption was selected in that dialog box, the Encryption check box is selected and dimmed.

Password

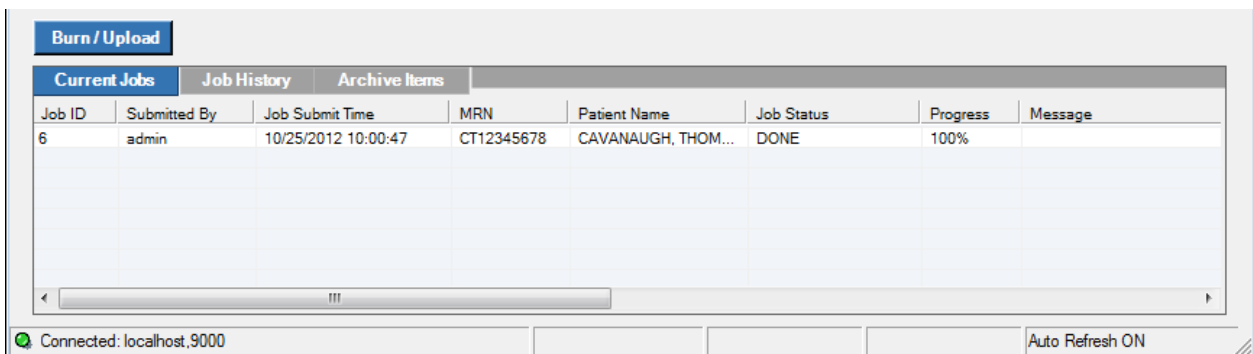
Enter a password to be required for viewing studies. This box is only available if the Enable Encryption check box is selected in the [Encryption Configuration dialog box](#). If Auto was selected in that dialog box, the Password box is filled automatically with a random password.



Be sure to write down the password before burning studies.

Current Jobs Tab

The Current Jobs tab shows the progress of burning of the studies selected from the search results.



| Job ID | Submitted By | Job Submit Time | MRN | Patient Name | Job Status | Progress | Message |
|--------|--------------|---------------------|------------|--------------------|------------|----------|---------|
| 6 | admin | 10/25/2012 10:00:47 | CT12345678 | CAVANAUGH, THOM... | DONE | 100% | |

Figure 3.3 Current Jobs tab of the main screen

The Current Jobs tab displays a unique job ID for each job, followed by specific information such as the user who started the job (Submitted By), the time the job was started (Job Submit Time), MRN, patient name, job status, progress (of the burn job), and messages. If a job cannot be completed, the row containing the job appears in red and an error message is displayed.

Refreshing Job Information

The job status, progress, and messages change as burning progresses. However, changed information will not appear in the Current Jobs tab unless refreshed. Job information can be refreshed automatically or manually as described below. For details on Auto Refresh settings, see section 10.2, [“Auto Refresh.”](#)

Turning Auto Refresh On and Off

Right-click anywhere in the Current Jobs tab, then click *Auto Refresh Off* or *Auto Refresh On* (whichever is displayed) in the context menu.

Refreshing Manually

If Auto Refresh is OFF, you can right-click anywhere in the Current Jobs tab, then click *Refresh* in the context menu to refresh the job information manually.

Cancelling a Job

Right-click on the job you wish to cancel, then click *Cancel Job* in the context menu. The job is canceled and removed from the Current Jobs tab.

Retrying a Job

If a job experienced an error but the error was corrected, you can retry the job. This saves you from having to create the job over again. Right-click on the job you wish to retry, then click *Retry Job* in the context menu.

Spanning Discs

If you burn a study that cannot fit onto a single disc, or if you choose to burn more than one copy of the study in the Burn Studies confirmation dialog box, **MediaWriter** will prompt you to insert a new disc when the current disc becomes full. Note that this only applies when using a single-disc burner.

3.3 Burning Selected Studies to Media (Multiple Patients)

The procedure for burning studies from multiple patients is slightly different than that for single patients.

- 1 In the main window, click the *Archive Items* tab.
- 2 Search for studies you wish to burn by following the procedure in [section 3.1](#).
- 3 Select a study and click **Add Item**.

The study appears in the Archive Items tab. Repeat this procedure for all other studies you wish to burn. If you need to remove a study from the list before burning, right-click the study and select *Remove Patient* on the context menu.

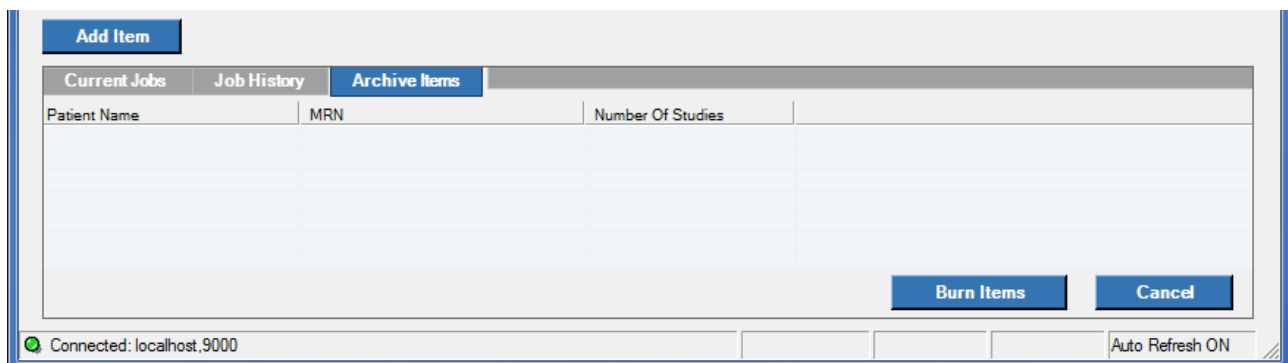


Figure 3.4 Archive Items tab

- 4 Click **Burn Items**.
The confirmation dialog box for multiple patients appears.

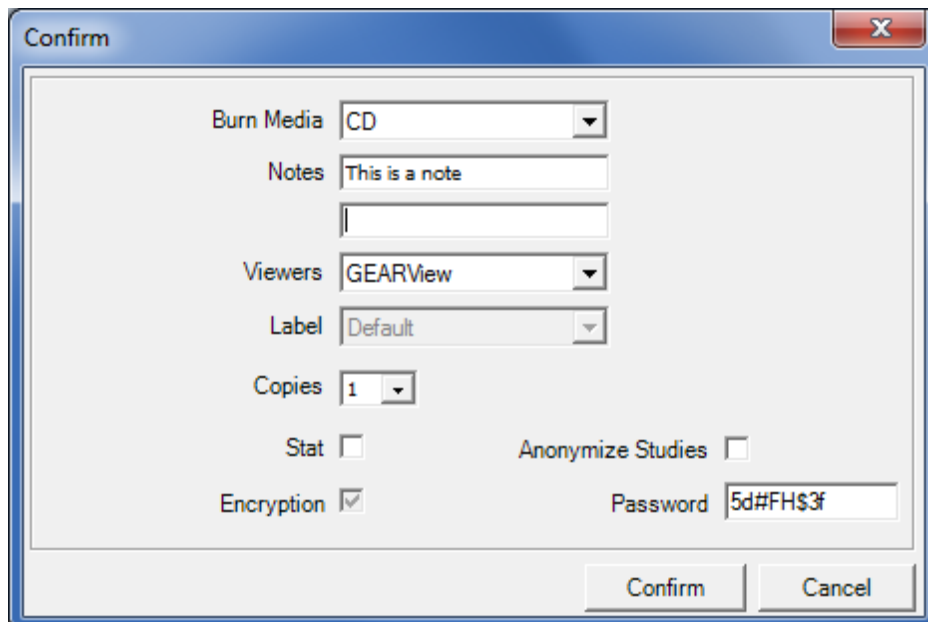


Figure 3.5 Burn confirmation dialog box for multiple patients

- 5 Enter settings as needed, then click **Confirm**. A new job is added to the Current Jobs tab, and burning begins.

Job History Tab

Each time a burn job is successfully completed, a record of the job is added to the Job history tab. Jobs remain in this tab for twenty-four hours, after which time they are removed automatically. To view the job history, click the **Job History** tab.

Burn / Upload

| Current Jobs | Job History | Archive Items | | |
|--------------|--------------|---------------------|---------|----------------|
| Job ID | Submitted By | Job Submit Time | MRN | Patient Name |
| 8 | admin | 10/25/2012 10:13:15 | CTE3333 | CONAN, TRISTAN |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Connected: localhost,9000

Auto Refresh ON

Figure 3.6 Job History tab

Resubmitting Jobs

You can resubmit any job that appears in the Job History tab by right-clicking the study and clicking *Resubmit Job* on the context menu.

Refresh

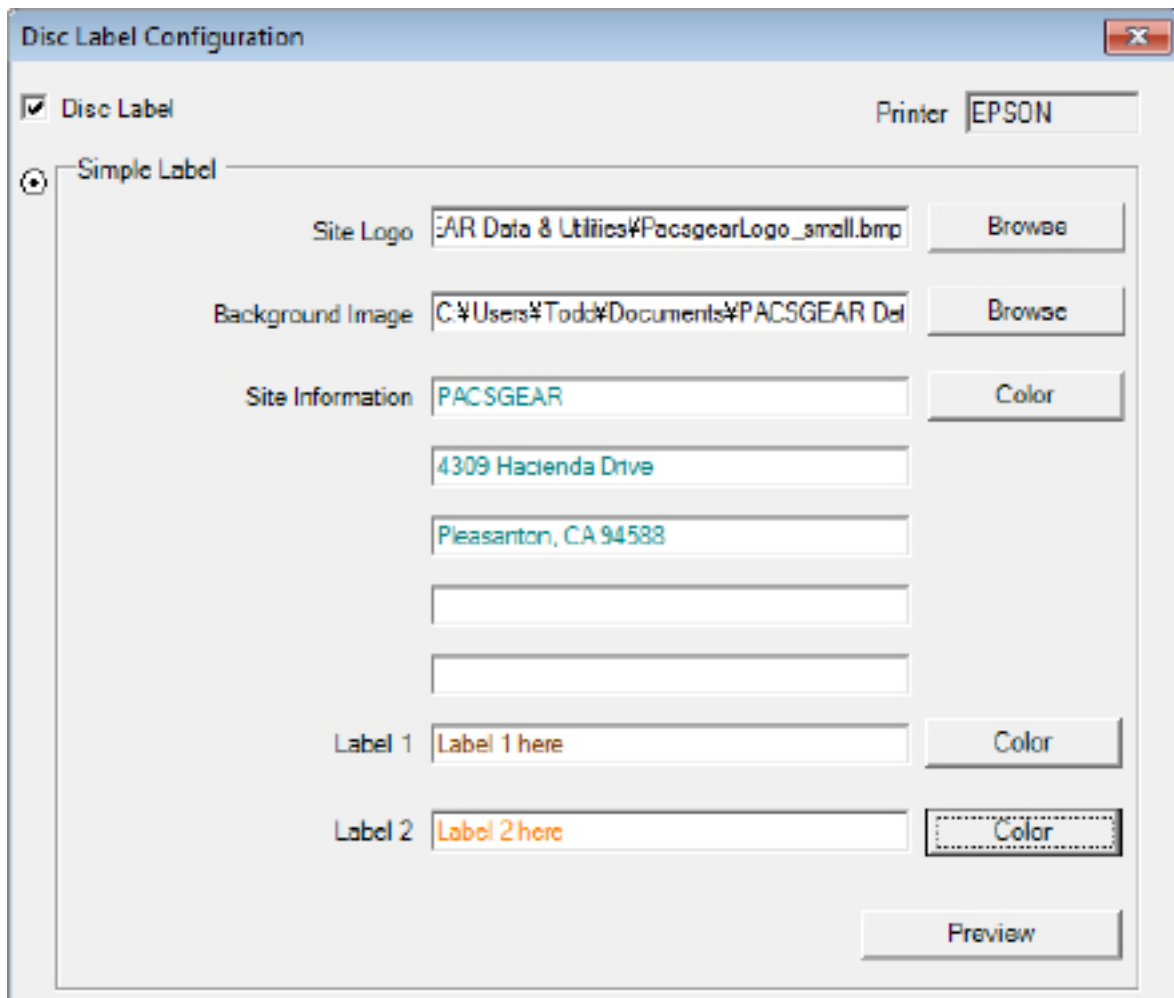
To refresh the contents of the Job History tab, click *Refresh* on the context menu in the step above.

4 Printing Labels on Media

4.1 Simple Labels

If you have a CD/DVD burner with a built-in printer, you can not only store DICOM studies on an external media such as a CD, but also print text and images (a “label”) directly onto that medium at the same time. There are two kinds of labels, *Simple* and *Advanced*. Simple labels can consist of a logo or other image plus seven lines of text of up to fifty characters each. To create a simple label, perform the procedure below. For information on advanced labels, see section 4.2, “Advanced Labels.”

- 1 Click *Settings > Disc Label*.



The image shows a screenshot of the "Disc Label Configuration" dialog box. The "Disc Label" checkbox is checked. The "Printer" dropdown is set to "EPSON". The "Simple Label" group is selected, showing fields for "Site Logo" (with a "Browse" button), "Background Image" (with a "Browse" button), "Site Information" (with a "Color" button), and two "Label" fields (each with a "Color" button). The "Preview" button is at the bottom right.

Figure 4.1 The Simple Label group of the Disc Label Configuration dialog box

- 2 Type or select settings as needed according to the descriptions below, and then click **OK**.

Disc Label

Select the **Disc Label** check box to turn ON printing of labels.

Printer

Displays the name of the printer selected in the Burner Configuration dialog box.

Simple Label

Select to print a simple label. Select *Advanced* to print an advanced label (see section 4.2, “[Advanced Labels](#)”).

Site Logo

In the *Site Logo* box, type the path and file name to the desired image file (typically, the logo of the medical institution). Or, click **Browse**, then navigate to the image file, select it, and click **Open**. When printing the label, **MediaWriter** will size the image automatically and place it in the top center of the medium.

Background Image

In the *Background Image* box, type the path and file name to the desired image file, or click **Browse**, then navigate to the image file, select it, and click **Open**. When printing the background image, **MediaWriter** will size the image automatically so that the width and height of the image match—as closely as possible—the diameter of the disc medium (see the example under “Preview” below).

Site Information

Under *Site Information*, type up to fifty characters in each box. This text will appear in the top center of the media, just below the site logo.

Label 1 and Label 2

Labels 1 and 2 are printed on the left side of the medium every time a medium is printed. Note that these labels differ from the Notes in the [Confirm Studies dialog box](#), which only appear on a per-job basis.

In the *Label 1* and *Label 2* boxes, type up to fifteen characters each.

Color Buttons

You can specify a text color for the site information and custom labels.

- 1 Click the **Color** button corresponding to the text whose color you wish to change. A standard Windows color selection dialog box appears.
- 2 Click the desired color, then click **OK**. The text appears in the selected color, both in the dialog box and in the print preview screen.

Preview

In the *Simple Label* group, click **Preview**. A window appears containing a preview of the disc label that you configured. This label will be printed on the media whenever you burn studies.

Note that some information other than that entered by the user is also printed on the media including the patient name, DOB, MRN, study creation date and time, the station ID, Job ID, exam dates, types, and body parts.



Figure 4.2 Disk Label Preview screen

- A Background image
- B Site logo
- C Site information
- D Printed automatically (cannot be edited by the user)
- E Preview window displays examples (only) of various study information
- F Custom labels (from Disc Label Confirmation dialog box). Note that *labels* in this instance means *lines of text*, not *disc label*.
- G Notes (text) entered by the user in the Burn confirmation dialog box.

4.2 Advanced Labels

In contrast to simple labels, advanced labels offer the user more freedom and detail in design. To create an advanced label, perform the procedure below.

Procedure

- 1 Click *Settings > Disc Label*.

The Disc Label Configuration dialog box appears.

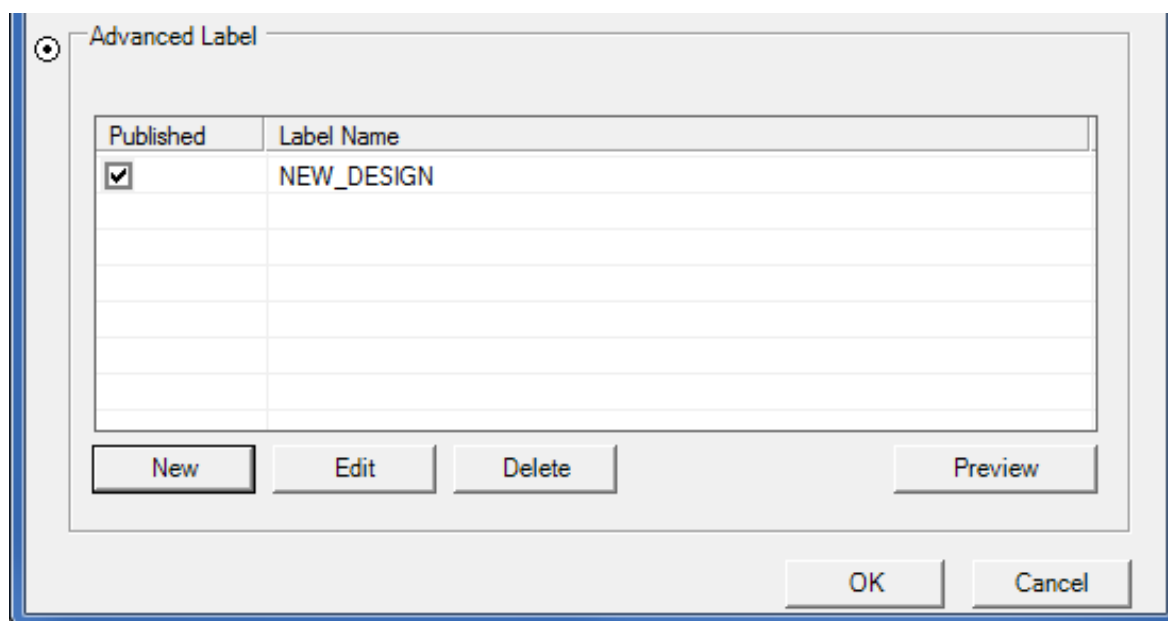


Figure 4.3 Advanced Label group of the Disc Label Configuration dialog box

- 2 Select the *Advanced Label* option.
- 3 Click **New** to display the *Select Template* dialog box. Select a template and click **OK**.
Alternately, you can select an existing label in the *Label Name* list above and click **Edit**.
- 4 Follow the instructions below under “Label Designer.”

Publishing an Advanced Label

Publishing an advanced label means to make it available in the *Label* lists of the DICOM settings dialog box, and the Burn Confirmation dialog boxes for single and multiple patients. To publish one or more labels, select the corresponding check boxes as shown in the figure above.

Print Preview

Select a label and click **Preview**. The preview is similar to the one for simple labels, but its contents consist only of items you specified in the label designer.

Label Designer

The label designer contains powerful tools for creating advanced (customized) labels. Use the tools described below to create your label, then save your design and close the designer using the **Exit** tool bar button.

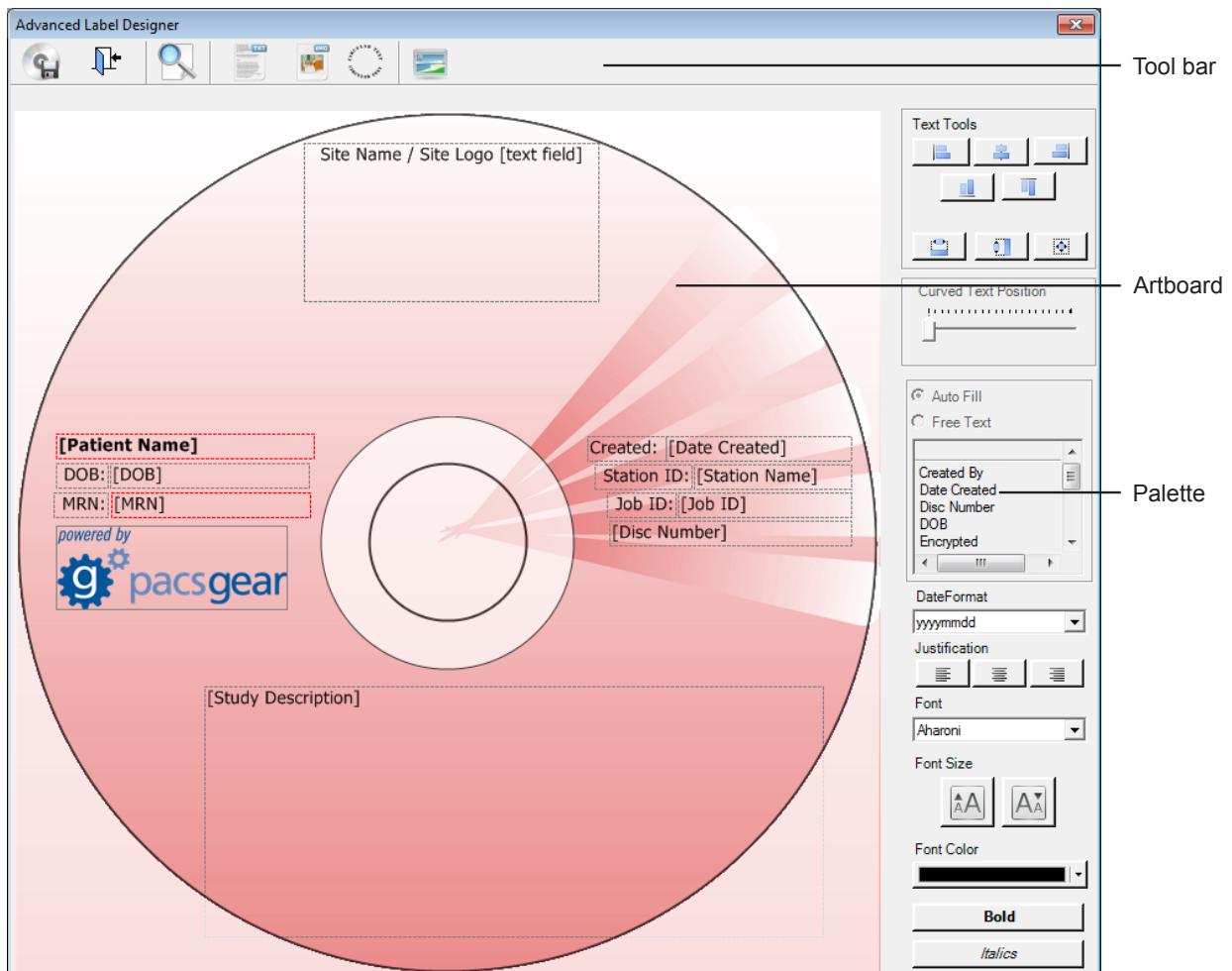


Figure 4.4 Label Designer

Tool Bar

Use the tool bar to add new items to the label, and to preview and save your work. The tool bar contains the following tools.



Figure 4.5 Tool bar on the Label Designer

Save

Click to name and save your label. The name will appear in the Disc Label Configuration dialog box the next time it is opened.

Exit

Click to close the label designer and return to the disc label configuration dialog box.

Preview

Click to display a preview of your label.

Text

Click to place a text box on the artboard. After placement, you can type desired text into the box, or move or resize the box using the mouse. For additional text editing options, see “Palette” below.

Image

Click to open the New Image screen for selecting an image to place on the artboard. The first time you click this tool, the New Image screen is blank. To add images to the screen (thereby making them available for use in labels), click **New Image from File**, then browse for and select an image file. When the image appears in the New Image screen, you can select it and click **OK** to place the image.

Curved Text

Click to place a text box on the artboard that follows the curvature of the disc. For additional text editing options, see “Palette” below.

Background

Click to place a background on the artboard. Backgrounds differ from “New Images” in that they appear “behind” any images or text placed on top of them.

Palette

Use the palette of the Label Designer to format items placed on the artboard.

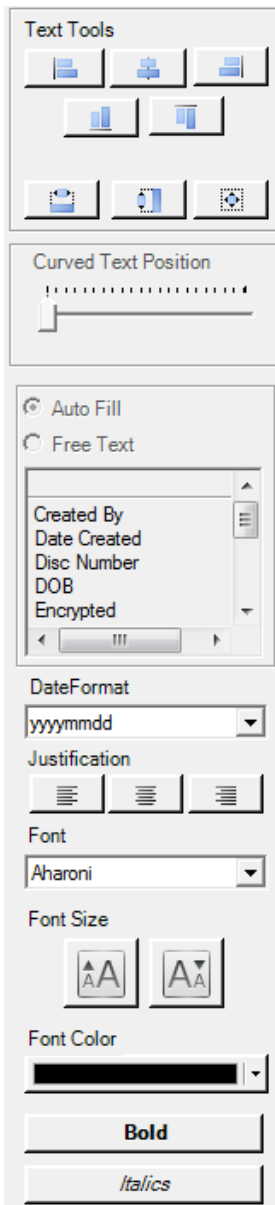


Figure 4.6 Palette on the Label Designer

Text Tools

You can align one or more text boxes to another text box. Select the first text box on the artboard to serve as the anchor to which other text boxes will be aligned. Hold down the **Ctrl** key and click one or more other text boxes in succession. Click one of the text box alignment buttons to align all selected text boxes to the anchor text box. You can align lefts, centers, rights, bottoms, or tops.

You can also click one of the sizing buttons. All selected text boxes conform to the size of the anchor text box. You can size by width, height, or both.

Curved Text Position

Select a curved text box on the artboard, then move the slider between *Edge* and *Center*. The text box moves toward or away from the center.

Auto Fill

Select a text box on the artboard, select *Auto Fill*, then select a field in the Auto Fill list. When the label is printed, the text box is automatically filled with the corresponding information from the study being burned.

Free Text

Select a text box on the artboard, select *Free Text*, then type text in the *Free Text* list. The text appears in the selected text box.

Date Format

If any text boxes contain auto fill fields, you can select a format in which the date will appear.

Justification

Select a text box on the artboard, then click a font alignment button to left-, center-, or right-justify the text.

Font

Select a text box on the artboard, then select a font from the list. The text appears in the selected font.

Font Size (Increase/Decrease)

Select a text box on the artboard, then click **Increase/Decrease Font Size**. The text increases or decreases in size accordingly.

Font Color

Select a text box on the artboard, then click **Font Color**. Select a color for the text.

Bold

Select a text box on the artboard, then click **Bold**. The text is set in boldface type.

Italics

Select a text box on the artboard, then click **Italics**. The text is set in italic type.

5 Burning Reports

MediaWriter can include DICOM structured reports when burning studies to media. To start using this function, click *Settings > Reports*. The Reports Configuration dialog box appears. Enter settings as described below, then click **OK**.

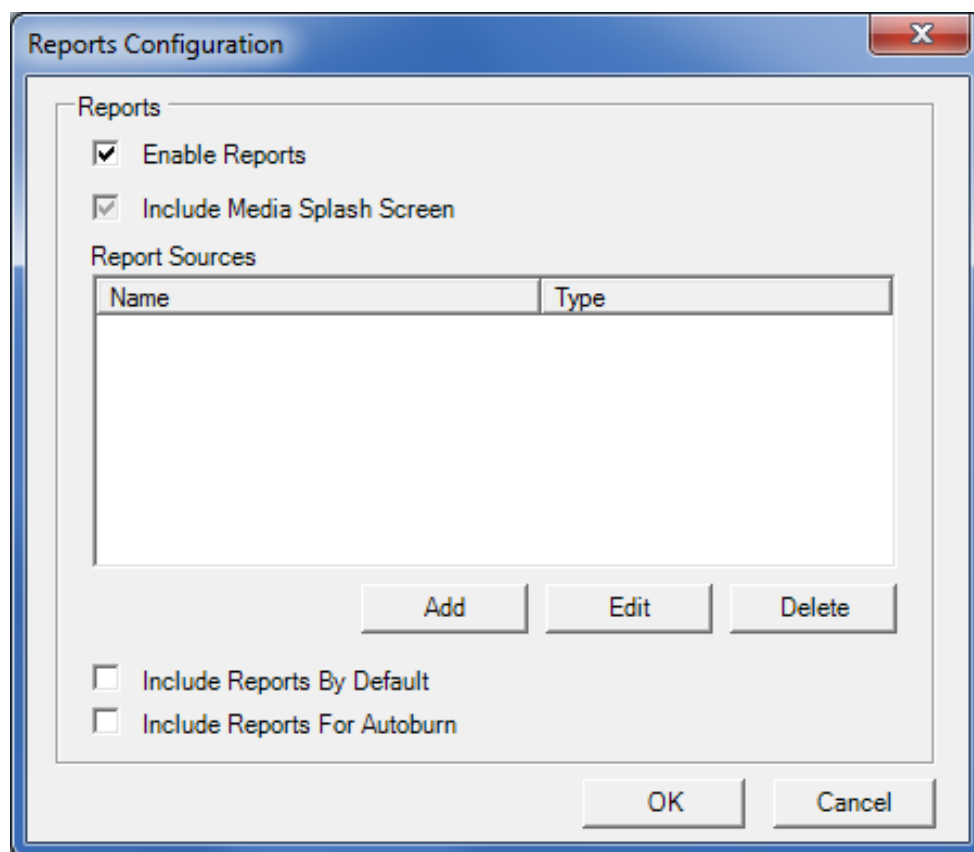


Figure 5.1 Reports Configuration dialog box

Enable Reports

Select to turn the report burning function ON and OFF. When selected, an “Include Reports” check box appears in the Burn Confirmation dialog box.

Include Media Splash Screen

Adds a splash screen to the report.

Include Reports By Default

Select to automatically include reports in burn jobs unless the user removes them. When selected, the “Include Reports” check box in the Burn Confirmation dialog box is selected.

Include Reports For Autoburn

Select to include reports when using the Autoburn function.

Adding a Report Source

In order to make reports available to **MediaWriter**, you must specify one source of the reports.

- 1 Click **Add**.

The Report Source dialog box appears. The appearance of the dialog box differs depending on the item selected in the Source Type list. Figure 5.2 shows the default appearance when DICOM is selected.

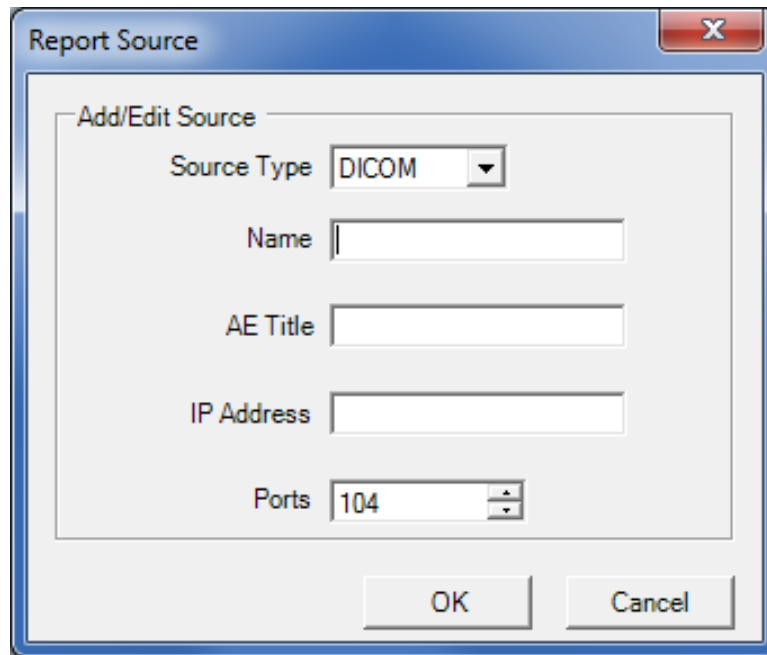


Figure 5.2 Report Source (DICOM) dialog box

- 2 In the *Source Type* list, select *DICOM*, *Folder*, or *Custom*.

DICOM

A DICOM compliant archive, such as a PACS.

Folder

A folder on a local or network drive.

Custom

A customized source, requiring you to specify the location of a configuration file.

- 3 Enter the required information in the boxes. For DICOM sources, enter the name, AE title, IP address, and port of the source. Click **OK** to enter the information and close the dialog box.
- 4 Follow the procedure to burn studies. In the [Confirm Studies dialog box](#), select the *Include Reports* check box.

6 Decrypting and Viewing Studies from Media

Studies that have been burned to media (CD, DVD, or USB memory) by **MediaWriter** can be viewed on a PC. If the studies were encrypted at burn time, they cannot be viewed until they are decrypted. Choose the decryption procedure in section 6.1 or 6.2 depending on which viewer program you have available. Usually, the viewer program is included on the medium at burn time.

Note: Viewing of studies decrypted in **MediaWriter** is not supported by the Osirix viewer.

6.1 Decrypting Studies with GEARView Basic

- 1 Place the medium containing the studies you wish to decrypt into the CD-ROM drive or USB port of the PC. The decryption dialog box in figure 6.1 should appear automatically. If it does not, use Windows to navigate to the medium, then locate and run the file *gearview.exe*.
- 2 Enter the password specified in the Burn Confirmation dialog box when the studies were originally burned.
- 3 Click one of the following buttons.

View

Studies are decrypted, then **GEARView Basic** opens and displays the studies (see [section 6.3](#)).

Export

Studies are decrypted, then you are prompted to select a destination folder into which the decrypted studies will be copied. Once studies are copied, you can open them for viewing with **GEARView Basic**. Exporting studies to a hard disk allows for faster viewing performance.

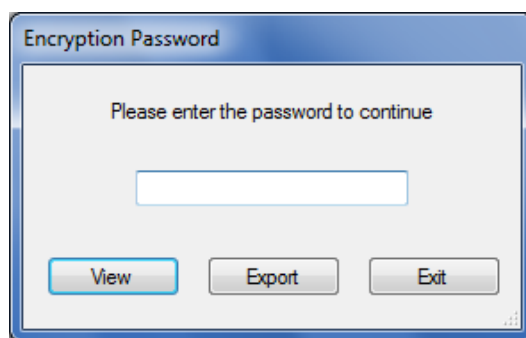


Figure 6.1 Decryption using GEARView Basic

6.2 Decrypting Studies without GEARView Basic

- 1 Place the medium containing the studies you wish to decrypt into the CD-ROM drive or USB port of the PC. The decryption dialog box in figure 6.2 should appear automatically. If it does not, use Windows to navigate to the medium, then locate and run the file *MediaWriterMediaDecryptor.exe*.

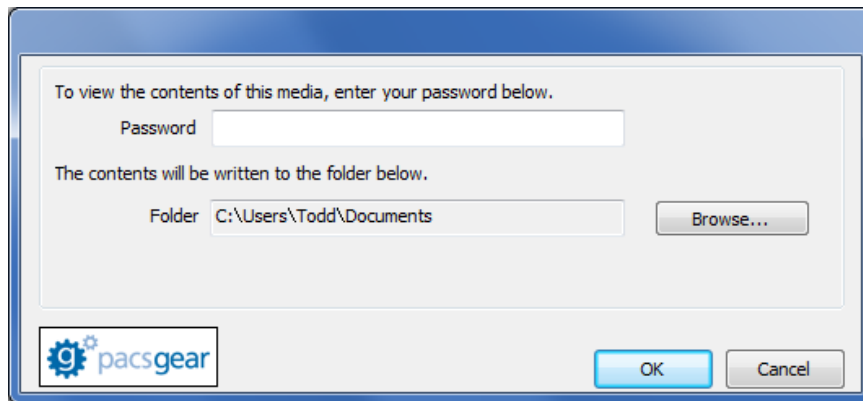


Figure 6.2 MediaWriter decryption dialog box

- 2 Enter the password specified at burn time.
- 3 Browse for and select a destination folder, then click **OK**. Two subfolders are created automatically: one within the specified folder (named "MediaWriterCDs"); and another subfolder within that subfolder. Copies of the studies from the medium are decrypted and placed in the second subfolder. For example, if you specify C:\ for the destination folder, the files are decrypted and copied to:

C:\MediaWriterCDs\ MWCD_xxxxxxxxxxxx\ (where xxxxxxxxxxxx is the current time and date).

If you decrypt another medium, or the same medium again, a new subfolder "MWCD_yyyyyyyyyy" is created under C:\MediaWriterCDs. Note that the original studies on the burned medium remain encrypted.

6.3 Viewing Studies

If studies on a burned medium are not encrypted, or if they have been decrypted as described in sections 6.1 or 6.2 above, they are ready for viewing. After you decrypt studies, in many cases **GEARView Basic** will start and display studies automatically. To view studies:

- 1 Place the medium containing the studies you wish to view into the disc drive or USB port of the PC. **GEARView Basic** starts and displays the studies.
- 2 If **GEARView Basic** was included on the medium at burn time but does not start automatically, use Windows to navigate to the folder containing the decrypted studies and then run the file *gearview.exe*.

If **GEARView Basic** was *not* included on the medium at burn time and is not installed on your PC, a different viewer must be used. Consult the documentation for your viewer on how to open and view the studies.

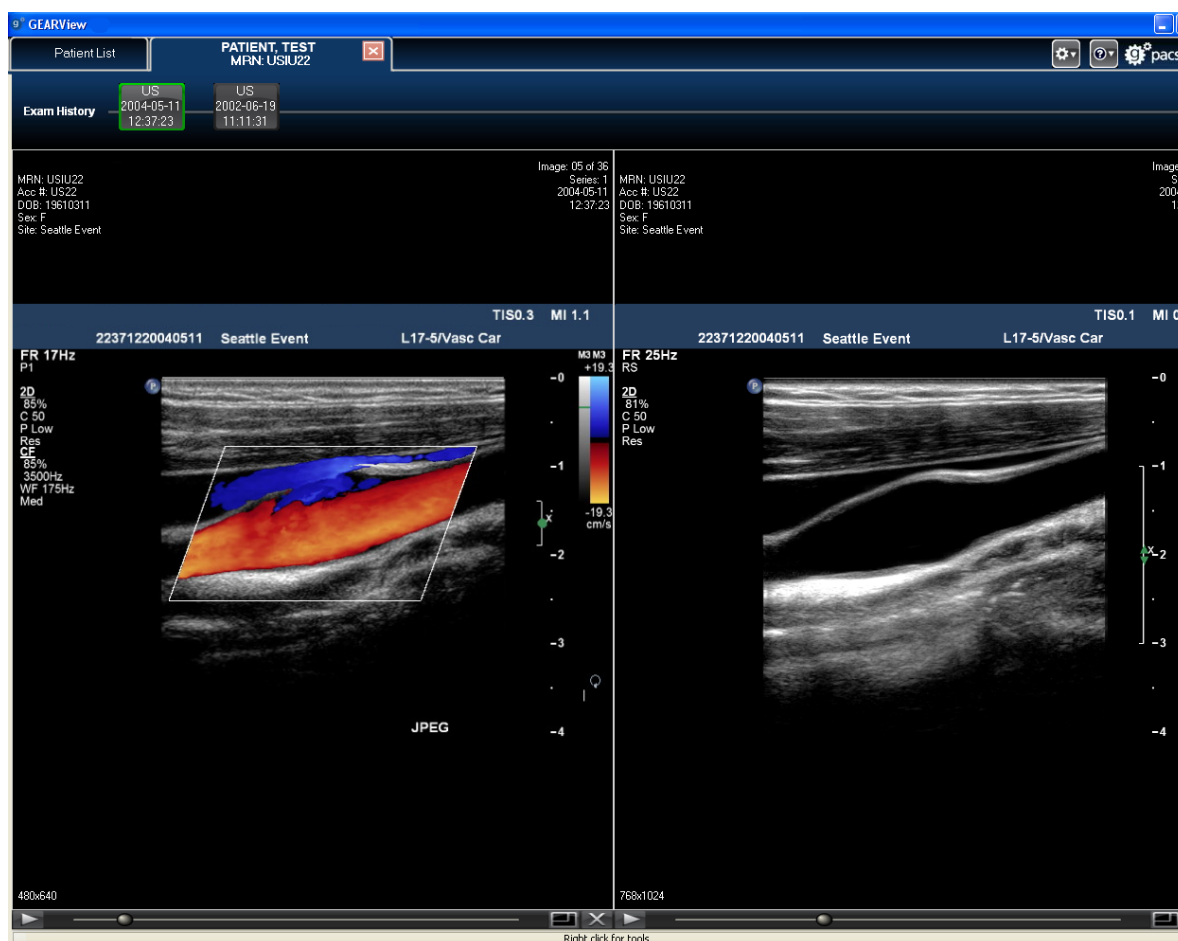


Figure 6.3 Studies opened in GEARView Basic

7 Using Image Exchange Services

Image exchange services provide a secure way to store imaging studies on third party remote servers (“in the cloud”), making them available to patients and physicians wherever a client program is available. In addition to burning studies to physical media, **MediaWriter** can send studies to any participating image exchange service with which you have a subscription or account. To do so, first set up your image exchange service in **MediaWriter** according to the procedure below. Thereafter, you can select to send studies to your service at burn time in the Confirm Studies dialog box. For more information, see the PACSGEAR Image Exchange Service user’s manual.

Procedure

- 1 Click *Settings > Image Exchange Service*.
The Image Exchange Service dialog box appears.
- 2 Click **Add**.
The Add/Edit Image Exchange Service dialog box appears.

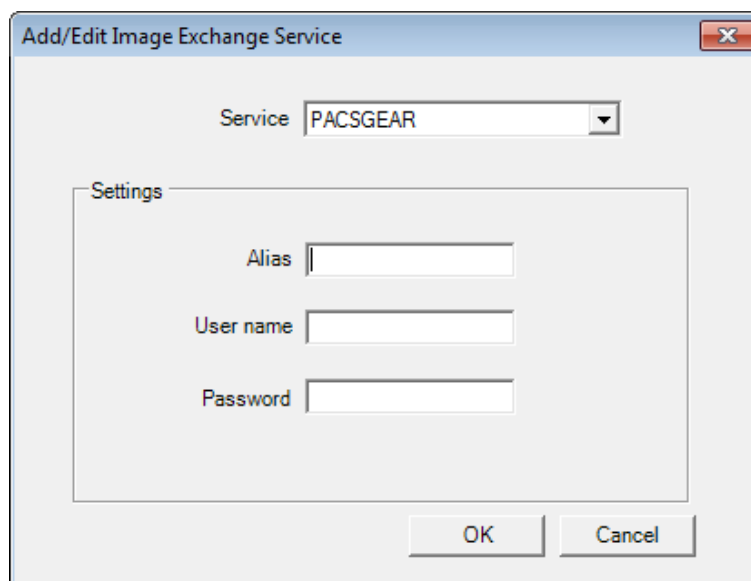


Figure 7.1 Add/Edit Image Exchange Service dialog box

- 3 Enter the settings described below and click **OK**.

Service

Select the provider for the service. This list contains all of the services for which you have a subscription.

Settings

Enter the *Alias*, *User name*, and *Password* for your account.

8 Working with the Server

MediaWriter contains several server related functions that are described below. These functions are only available to users logged on as the administrator (“admin”). To log on as the administrator, either click *File > Login As Admin* or click *File > Log Off*, then type `admin` as the user name in the logon dialog box and leave the password field blank.

Checking the Connection with the Server

The connection status, server name, and port are displayed in the status bar at the bottom left of the program window.

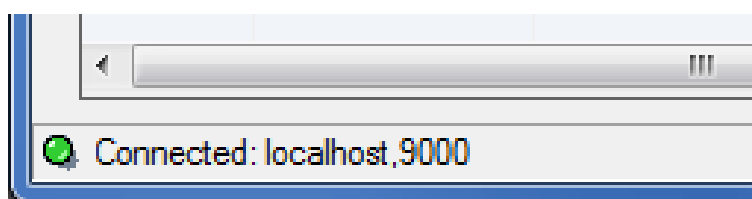


Figure 8.1 Server connection indicator

Checking the Server Status

When connected to a server you can check its status by clicking *File > Server > Status*.

Viewing Server Logs

You can view logs of server activity by clicking *File > Server > Logs*.

Automatic Server Restart

MediaWriter will automatically restart the server if certain software- or system-related changes have occurred. When this occurs, a confirmation dialog box appears. Unless study data is currently being acquired by **MediaWriter**, click **Yes**.

Restarting the Server Manually

If for any reason you need to restart the server manually, you can click *File > Server > Restart*.

Debug Mode and Capture Raw Bytes

These commands in the *File > Server* submenu are for troubleshooting purposes and should be used only by qualified PacsGear personnel.

Logging Off the Server

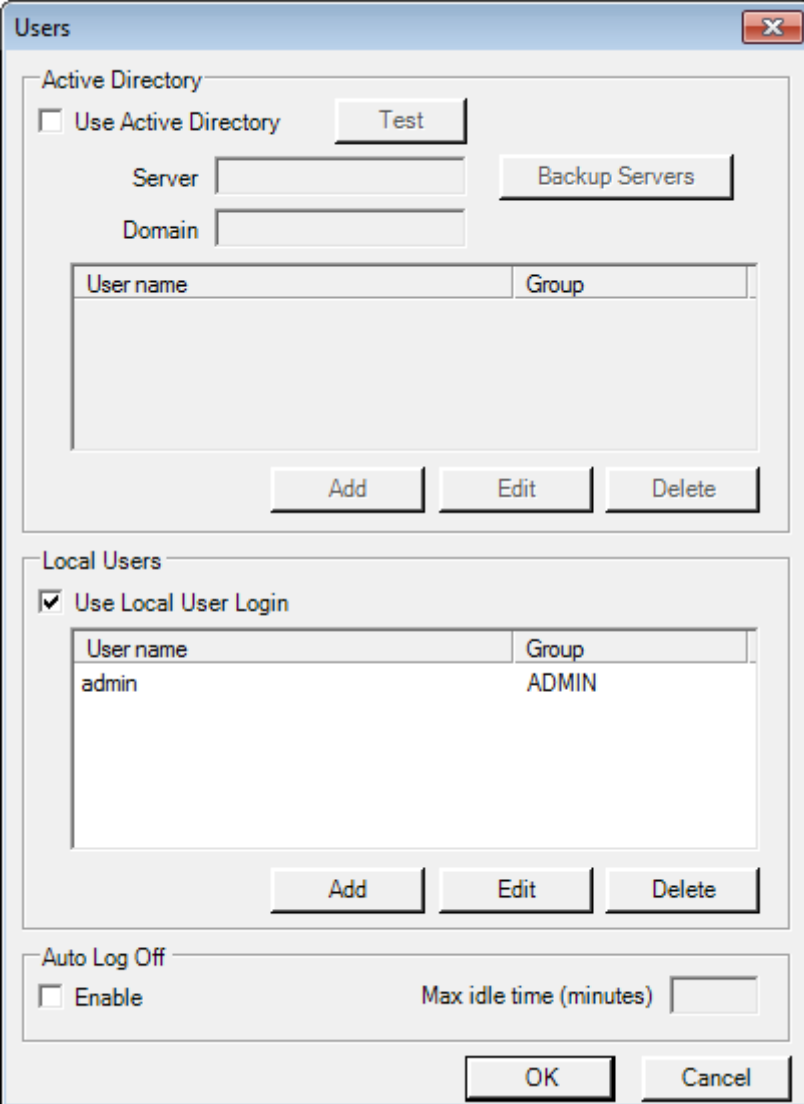
When you first start **MediaWriter** you are required to log on to a server. However, if you wish to work offline you can log off the server at any time by clicking *File > Log Off*.

9 Managing Users

MediaWriter allows you to set up multiple program users, each with different logon passwords and administrator privilege assignments. You can set up users either with [Active Directory/LDAP](#), or manually by entering local user information.

Entering Settings in the Users Dialog Box

- 1 Click *Settings > Users*.



The screenshot shows the 'Users' dialog box with the following sections:

- Active Directory**
 - ☐ Use Active Directory (with a 'Test' button)
 - Server: [text box] Backup Servers: [button]
 - Domain: [text box]
 - Table with headers 'User name' and 'Group' (empty)
 - Buttons: Add, Edit, Delete
- Local Users**
 - ☒ Use Local User Login
 - Table with headers 'User name' and 'Group':

| | |
|-------|-------|
| admin | ADMIN |
|-------|-------|
 - Buttons: Add, Edit, Delete
- Auto Log Off**
 - ☐ Enable
 - Max idle time (minutes): [text box]
- Buttons: OK, Cancel

Figure 9.1 Users dialog box

- 2 Type or select parameters based on the descriptions below, then click **OK**.

Using Active Directory/LDAP

Active Directory/LDAP stores user information on a server and acts like a phone book, providing a centralized logon service for Windows-based clients. If your PACS has an Active Directory/LDAP server, you can use the procedure below to configure users. Otherwise, **MediaWriter** lets you set up and maintain local users with encrypted passwords.

- 1 Select the *Use Active Directory* check box.
- 2 In the *Server* box, type the name of the LDAP server.
- 3 In the *Domain* box, type the server domain name.

Backup Servers

If you have any backup servers for LDAP, you can click **Backup Servers** and enter their host names. **GEARView QC** will try each server in order if it fails to connect with the primary server entered above.

Adding an Active Directory User

- 1 In the *Active Directory* area, click **Add**.
A dialog box for adding a new user appears.
- 2 To grant administrator privileges, select the *Admin* check box.
- 3 In the *User name* box, type in the user name and click **OK**.

Deleting an Active Directory User

In the *Active Directory* area, under *User name*, select a user to delete and click **Delete**.

Testing an Active Directory User's Password

- 1 In the *Active Directory* area, under *User name*, select the user whose password you wish to test.
- 2 Click **Test**.
A dialog box appears prompting you for the password.
- 3 In the *Enter Password* box, type the password and click **OK**.
A message appears indicating whether the password was entered and identified correctly.

Setting Up Local Users

If your PACS does not support Active Directory/LDAP, or if you prefer not to use it, you can configure local users with the procedure below. Note that you cannot use both Active Directory/LDAP and local users during the same session.

- 1 Select the *Use Local User Login* check box.

Adding a Local User

- 1 In the *Local Users* area, click **Add**.

The Add/Edit User dialog box appears. Enter the following settings as needed.

Admin check box

Select to grant the new user administrator privileges.

User name

Type the name of the new user.

Password

Type the user's password.

Confirm Password

Retype the password.

- 2 Click **OK**.

The new user appears in the local users area of the Users dialog box.

Editing a Local User

- 1 In the *Local Users* area, under *User name*, select a user name and click **Edit**.

The Add/Edit User dialog box above appears.

- 2 Edit the information in the boxes and click **OK**.

Deleting a Local User

- 1 In the *Local Users* area, under *User name*, select a user name and click **Delete**.

Auto Log Off

For enhanced security, **MediaWriter** can automatically log off if the program remains idle (performs no actions) for a specified length of time. To use the function, select the *Enable* check box and enter the desired number of minutes into the *Max idle time* box.

10 Other Settings and Functions

10.1 Audit Logs

MediaWriter's audit logs contain messages with detailed information about the application and how it was used. This information can be used to troubleshoot software problems. User messages contain time-stamped access and action information that is helpful for addressing HIPAA security concerns. To view a message in an audit log, simply click the log to view its contents.

Searching for Audit Logs

You can search for particular logs by performing the following procedure.

- 1 Click *File > Audit Logs*.
- 2 In the *Audit* list, select whether to search *By Patient* or *Burned Media*.
- 3 Type or select one or more of the search criteria described below, then click **Search**.

All logs matching the search criteria appear in the list in the lower part of the Audit Logs screen.

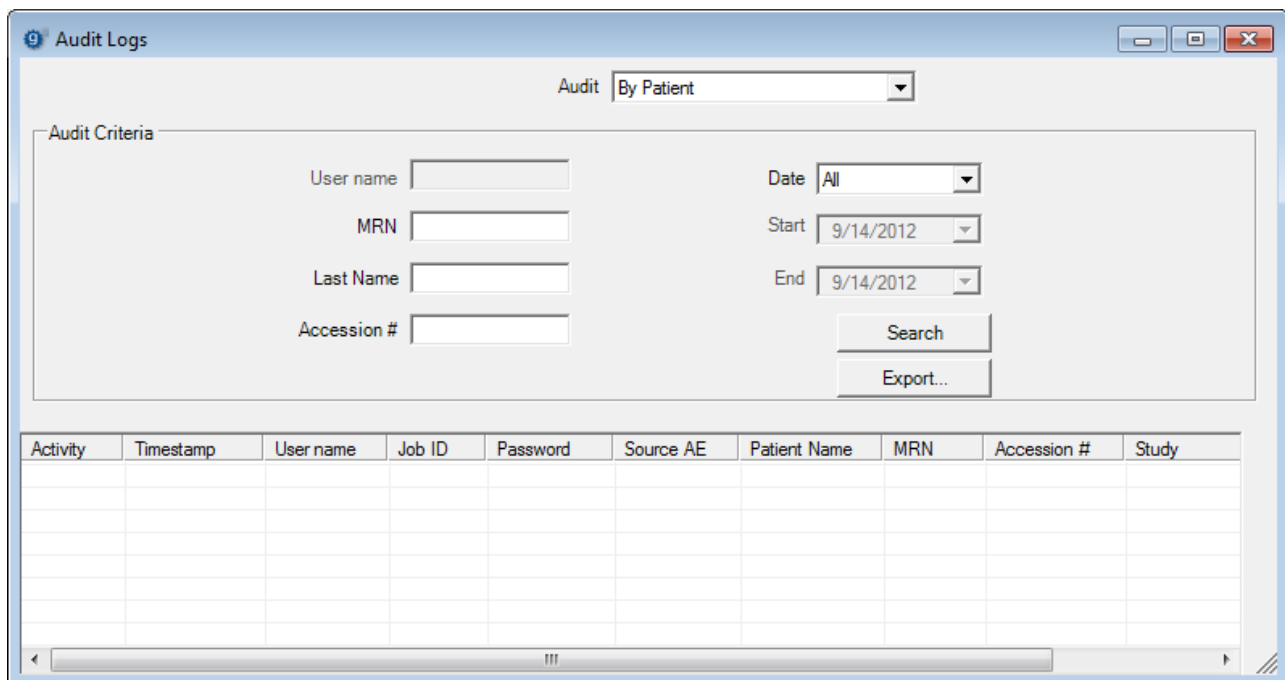


Figure 10.1 Audit logs screen

When Burned Media Is Selected

User name

Type the name of the user logged on when activity occurred.

Date

Select the range of dates of activities to search for. If you select Range, specify a range of dates by typing or selecting them in the *Start* and *End* boxes.

When By Patient Is Selected

MRN

Type the MRN of the patient.

Last Name

Type the last name of the patient.

Accession #

Type the accession number of the study.

Date

Select the range of dates of activities to search for. If you select Range, specify a range of dates by typing or selecting them in the *Start* and *End* boxes.

10.2 Auto Refresh

Use the following procedure to cause **MediaWriter** to refresh the Current Jobs tab automatically at specified intervals.

- 1 Click *Settings > Auto Refresh*.

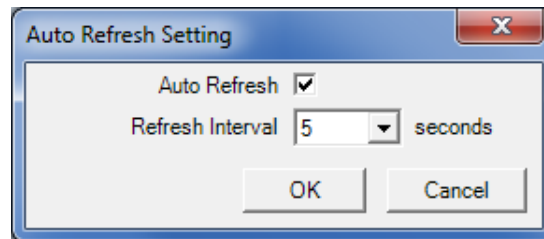


Figure 10.2 Auto refresh settings dialog box

- 2 Enter the following settings as needed then click **OK**.

Auto Refresh

Select or clear to turn auto refresh ON or OFF. You can also right-click in the Current Jobs tab and click *Auto Refresh Off* in the context menu.

Refresh Interval

Select the desired interval.

10.3 Changing the Display Language

MediaWriter's user interface can be displayed in Chinese (Simplified), Danish, Dutch, English, French, German, Greek, Italian, Japanese, Norwegian, Portuguese, Spanish, or Swedish.

To change the display language, click *Settings > Language*, then choose the desired language in the *Language* list.

10.4 Viewing the User's Manual, Product Information, and Software License

Viewing the User's Manual

- 1 Click *Help > User Manual*.

The user's manual is displayed in PDF format.

Note: Adobe Acrobat Reader version 6.0 or later is required to view the help file. Acrobat Reader is available for download free of charge.

Viewing Product Information

- 1 Click *Help > About*.

Viewing and Editing the Software License

- 1 Click *Help > About*.

If you are using this program for the first time or if the conditions of your software license have changed, you can enter or change the system ID, product key, and expiration date of the software as needed.

- 2 Click **Change**.
- 3 Edit the product key and expiration as needed (the system ID cannot be changed), then click **Close**.

11 Support

At PACSGEAR, your success is our success. If you have any questions or problems, please do not hesitate to contact us.

Customer Support (Americas, Asia-Pacific):

+1 925 225 6100 (8:00 am to 5:00 pm Pacific Time).

support@pacsgear.com

Customer Support (Europe, Middle East, Africa, Russia):

+49 (0)89 450 807 600 (08:00 to 17:00 Central European Time).

support@pacsgear.com