Hyland®

Media Writer

Installation Guide

DOC-MW6.1-IN-EN-REVB

Documentation Notice

Regulatory and compliance

Manufacturer
Hyland Software, Inc.
12919 Earhart Ave
Auburn, CA 95602

Support
Telephone: 1-844-535-1404
Web: https://community.hyland.com

General warning and precautions

To ensure patient safety and adhere to HIPAA Privacy Rule involving patient health information, the Healthcare provider shall assign an unique Accession Number and Medical Record Number (MRN) to identify individual patient's health record affiliated with the patient to prevent erroneous medical data and duplicate identification with other patients.

Symbols glossary

▬▲▲▬	3082 - Manufacturer: Indicates the manufacturer.
	2497 - Date of Manufacture: Indicates the date when the medical device was manufactured.
REF	2493 - Catalog number: Indicates the manufacturer's catalog number so the medical device can be identified.
SN	2498 - Serial number: Indicates the manufacturer's serial number so that a specific medical device can be identified.
|i|	1641 - Consult instructions for use: Indicates the need for the user to consult the instructions for use.
⚠	0434A - Caution: Indicates the need for the user to consult the instructions for use for important information such as warnings and cautions.
⚕#	2610 - Patient number: Indicates a unique number associated with an individual patient.
QTY	Quantity: Indicates the number of units.
	Directive 2012/19/EU on waste electrical and electronic equipment (WEEE).

Table of Contents

What is Media Writer?

Media Writer is a program intended to enable physicians and clinicians to burn studies onto CDs, DVDs, or USB flash drives. This makes studies available to other physicians and patients, who can view their studies on a PC. With the Media Writer System CD/DVD burner, physicians can also design and print labels on the CDs and DVDs. Media Writer is not for diagnostic use.

Download the Media Writer setup program

To download the Media Writer setup program to the host computer, perform one of the following actions.

- From a browser, go to the URL provided by your support representative. On the Download page, click the link. If prompted, specify a destination folder and then click OK.
- Insert the Media Writer installation disc into the CD-ROM drive of the host computer. In Windows, copy the installation folder from the CD-ROM to the host computer.

Install the Media Writer service

To install the Media Writer service, complete the following steps.

1. Navigate to the *Media Writer Server* folder, and then double-click *setup.exe*.
2. If the Windows UAC prompt appears, click **Yes**.
3. In the language selection dialog box, click a language in the list and then click **OK**.
4. In the **Welcome to the InstallShield Wizard for MediaWriter Server** dialog box, click **Next**.
5. In the **License Agreement** page, scroll to the bottom of the license agreement, and then click **Yes**.
6. In the **Choose Destination Location** dialog box, browse for a new location if necessary, and then click **Next**. The system displays the **Custom Setup** page.
7. If a PACSGEAR SQL instance is detected, click **Next** and then complete the following sub-steps.
    1. In the **Database server that you are installing to** list, select or browse for a database.
    2. Under **Connect using**, click **Windows authentication**.
    3. Optional. To use a local SQL server, click **SQL Server authentication**, and then type your SQL login ID and password.
    4. In the **Name of database catalog** box, browse for the catalog.
    5. Click **Next**.
8. If a PACSGEAR SQL instance is not detected and you want to install a new server, then complete the following sub-steps.
    1. In the **Microsoft SQL Server** window, confirm that the feature **Install SQL instance** is enabled.
    2. Click **OK** and then **Next**. The system begins installing the server.
    3. Follow the instructions to complete the installation.
9. If a PACSGEAR SQL instance is not detected, but you want to connect to an existing database instance on a separate computer on the network, complete the following sub-steps.
    1. Right-click **Install new SQL instance,** select **Disable** and then click **Next**.
    2. In the **Database server** box, type the host or instance of the database server you want to use.
    3. In the **Login ID** and **Password** boxes, type server credentials.
    4. In the **Name of Database** box, type the name of the database you want to use or keep the default of PACSGEAR_MW.
    5. Click **Next**.

---

10. Click **Next**.

11. In the **Ready to Install the Program** page, click **Install**. InstallShield begins installing the server.

12. If you are connecting to an existing database instance on a separate computer on the network, the system displays the message *Error 1920. Service MediaWriter Service (MediWriter_Service) failed to start. Verify that you have sufficient privileges to start system services.* To resolve this issue, complete the following substeps.

    1. Open the **Windows Start Menu**, type **cmd**.

    2. In the search results, right-click **Command Prompt** and select **Run as Administrator**. The system opens the **Administrator: Command Prompt** window.

    3. Type the command `Sc config mediawriter_service depend= /` and then hit **Enter**.

    4. Return to the **Error 1920** window and click **Retry**. InstallShield begins installing the server.

13. If prompted, follow the on-screen instructions to install any missing requirements or prerequisites.

14. In the **InstallShield Wizard Complete** page, click **Yes**, I want to restart my computer now, and then click **Finish**.

Install the Media Writer client

To install the Media Writer client, complete the following steps.

1. Navigate to the *MediaWriter Client* folder, and then double-click *setup.exe*.

2. If the Windows UAC prompt appears, click **Yes**.

3. In the **Select the language** dialog box, click a language in the list and then click **OK**.

4. In the **Welcome to the InstallShield Wizard for MediaWriter Client** dialog box, click **Next**.

5. In the **License Agreement** page, scroll to the bottom of the license agreement, and then click **Yes**.

6. In the **Choose Destination Location** dialog box, browse for a new location if necessary, and then click **Next**.

7. In the **Select Features** page, click **Next**.

8. In the **Ready to Install the Program** page, click **Install**.

   InstallShield begins installing Media Writer Client. If prompted, follow the on-screen instructions to install any missing requirements or prerequisites.

9. In the **InstallShield Wizard Complete** page, click **Finish**.

License Media Writer client

To license Media Writer client, complete the following steps.

1. To launch the Media Writer client program, double-click the MediaWriter desktop icon.

2. In the **MediaWriter License** dialog box, in the **System ID** box, note the system ID.

3. To obtain a license key, send an email to *Key-pacsgear@Hyland.com*. In the body of the email, type the following information:

   - Site name
   - City, State/Province
   - Country/Region
   - Product name
   - System ID
   - Department/Workstation

4. When you receive your license key, enter it in the **License key** box.

5. To install a demo, select the **Activate demo** check box. In the **Month**, **Date**, and **Year** boxes, type the expiration date that was included with your license key.

6. Click **OK** to display the **Log On** dialog box.

Log in for the first time

After you complete the licensing process, the Log On dialog box appears. To log in, complete the following steps.

1. In the **User name** box, type `admin`.

2. Leave the **Password** box blank.

3. In the **Server** box, accept the default value of localhost or type the IP address of the PC on which you installed the Media Writer server.

4. In the **Port** box, accept the default value of 9000, type the port number of the PC on which you installed the Media Writer server, and then click **OK**.

Install the Media Writer Web client

To install the Media Writer Web client, complete the following steps.

1. Download and install PACSgear Enterprise Server.

2. Refer to the *PACSgear Enterprise Server Installation Guide* and *PACSgear Enterprise Server User Help* for more information on setting up Media Writer Web.

Launch the Media Writer Web client

To launch the Media Writer Web client, complete the following steps.

1. Launch a web browser.

2. In the **Address** box, type `https://<serverIP>/PGAPPS`, and then press *ENTER*.

3. On the home page, click **Media Writer** and then select **Submit Job**.

4. On the **Patient Information** page, select the **Output Destination** and **Lookup Source** from the **Settings** sidebar.

5. Enter an **MRN**, **Accession number** and **Patient name** and then click **Search**. The system displays a list of patients and studies.

6. Select one or more **Studies** and click **Burn**.

7. From the Burn options list, configure the following options.

   - Media type

   - Disc label design

   - Anonymization option

   - Encryption

   - Label notes

   - Number of copies

8. Click **Burn**.