

	Policy #: 16.19
SUBJECT: Restoring Images from a Recorded CD	Effective: Sept. 2001 Reviewed: February 2019
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## RESTORING IMAGES FROM RECORDED CD

### Procedure:

1. Check for enough room on image disk to accommodate restore (middle of screen)
2. Insert correct CD containing the images requested
3. Click on (CD-R) icon in network panel on Main Browser and select (Query) in drop-down menu to open Media Browser.
4. In Media Browser, select patient(s) and/or exam(s) to be restored
5. Sort the lists as required using the (sort by) buttons
6. After selecting desired patient, exam, series, or image items, with cursor on selection, press and hold middle mouse button and drag the selection directly onto the (Return to Browser) button at the top left of screen.

OR

7. Click on the corresponding (Restore) button (if icon is not present it may be turned on by accessing Browser Preferences from the tools menu.
8. The selected items are copied from the CD-R to the workstation database.
9. Click on the (Return to Browser) button to return to the main Browser.
10. TO EJECT THE CD FROM CD-R DRIVE DO THE FOLLOWING:
11. As soon as CD-R drive has been accessed for a save or restores operation, it is locked and you can't eject by the button on front of drive. You MUST:
12. Click on Archive device icon in the Main Browser and select (Detach) in the Drop-Down Menu.
13. If the disk is not ejected automatically, press the eject button.
14. If (Detach) is displayed in grey and no save or restore operation is in progress, the archive device is already unlocked. Press the eject button to open drive.

**\*\* If fault occurs (for example trying to start a restore operation with a blank disk in drive), the "Detach" operation is performed automatically, and disk is ejected.**

**\*\* NEVER press Open/Close button on CD-R drives while a save or restore operation is in progress.**

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