



**DATACON**

**DENTAL  
SYSTEMS**

**PC LINK**

Datacon Dental Systems  
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# Introduction

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This document has been written for Datacon Dental Systems clients who are utilizing PCs in their offices, and are connecting to their Datacon system via Datacon's pcLink software. This document assumes that the user has a basic understanding of the Datacon Dental System, and covers the functionality of pcLink as it relates to your Datacon Dental System. This document is not intended to explain the functionality of the Datacon Dental System itself.

pcLink and the Datacon system are constantly evolving. If you see a feature in this document that you don't seem to have available in your office, you may need your software updated. Please check with Datacon's support department for more information.

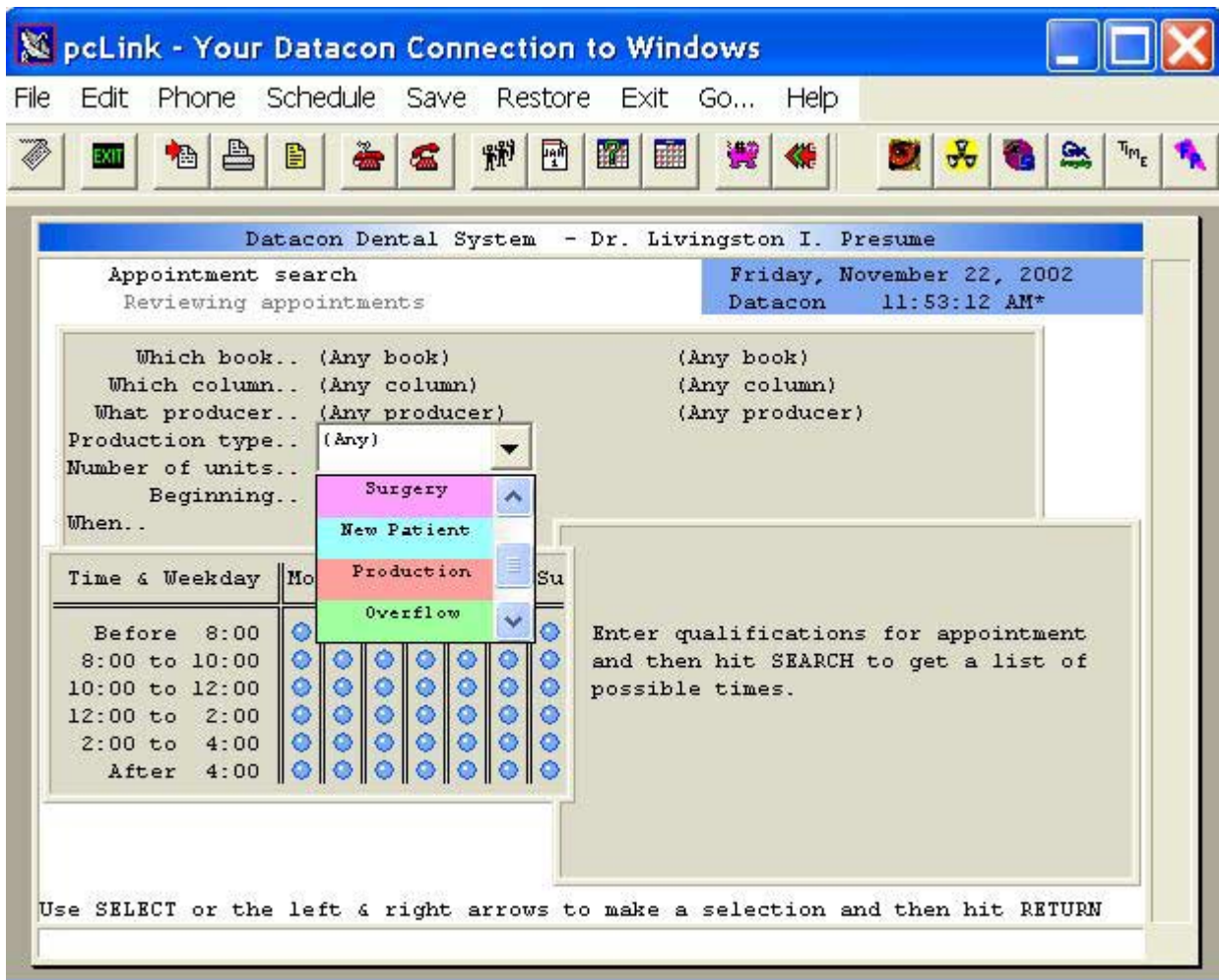
More information about pcLink, and a link to download the current pcLink update, are available at [www.datacondental.com](http://www.datacondental.com).

# What is pcLink?

pcLink is software that enables a Windows PC to connect to the Datacon Dental System. It also allows for integration of the data stored in Datacon with certain other Windows applications that are commonly used in dental offices. pcLink leverages the graphics of the PC to enhance the functionality and appearance of the Datacon Dental System. pcLink enables you to retain the power and dependability of your Alpha Micro mini-computer server while expanding into the exciting PC arena.

## Features

- ❖ pcLink is designed specifically for Datacon
- ❖ Supports serial, Ethernet (network), modem, or Internet connections to Datacon
- ❖ Supports the PC mouse, with the right mouse button displaying available functions
- ❖ Customizable colors and fonts
- ❖ Displays function keys on the menu bar at the top of the screen for fast navigation
- ❖ Quick buttons are at the top of the screen for most-used functions
- ❖ Clickable buttons have replaced "mini-menu's" at the top of some lists
- ❖ Shows Perio tooth charts and schedule blocking in color
- ❖ Enables integration with many PC clinical applications
- ❖ Enables integration with MS Word and MS Excel
- ❖ Allows customizable quick access to any PC application
- ❖ Displays 42 lines of your schedule on your screen, vs. 24 on a dumb terminal



*pcLink graphics and colors on the Appointment Search screen*

## Integration

pcLink can be customized to include integration (data sharing) with many popular PC applications. Currently, pcLink and Datacon support integration between your Datacon Dental System and the following PC-based programs:

- ❖ Chart-It
- ❖ Clinical Vision
- ❖ Dexis
- ❖ Dicom
- ❖ Electronic Insurance Services (EIS)
- ❖ ImageFX
- ❖ Microsoft Word
- ❖ Microsoft Excel
- ❖ Palm/Handspring
- ❖ Schick
- ❖ Televox
- ❖ Tigerview
- ❖ Time for Dentistry
- ❖ Trojan
- ❖ Vipersoft
- ❖ VixWin

## Quick Access

Any PC program that you use frequently can be configured for quick access via pcLink's Go... feature. This feature allows you to individually launch up to 10 PC applications of your choice without leaving pcLink.

## pcLink Licensing

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Your Datacon server needs to be licensed for the maximum number of concurrent pcLink connections that your office requires. You may install pcLink on more PCs than you own pcLink licenses for, but the number of *concurrent* pcLink users who can access Datacon will be limited to the number of licenses purchased.

Contact Datacon for information on purchasing pcLink licenses. Additional pcLink licenses can be purchased at any time.

## PC System Requirements for pcLink

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To connect a PC to Datacon via pcLink, the PC must meet the following minimum requirements:

- Windows 95, 98, NT, ME, 2000, XP
  - Windows XP is not recommended for pcLink serial connections
- At least 32 MB of RAM
- 5 MB of free disk space on the C: drive
- PC monitor resolution of 1024x768 with high color (16 bit) and large fonts
- Connection capability for the type of physical connection to be used (Network, Internet, serial, or modem)

**Note that the PC must also meet all system requirements** of any additional applications that will be installed on the PC, such as clinical applications, plus the requirements of any hardware devices that will be connected to, or installed in, the PC.

# Connection Requirements

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## All Connections

No matter what type of physical connection you will use to connect your PC to your Datacon server, you must meet the following requirements *in addition* to the requirements listed below for the type of connection that you will use (Internet, modem, network or serial):

- Your Datacon Dental System software must be version 3.5N(76) or higher
- You must purchase a pcLink license for the correct number of concurrent users
- Your Datacon server must meet the requirements of the number of users and types of connections to be used
- pcLink must be installed *and correctly configured* on **every** PC that will connect to Datacon

## Internet Connections to the Office From a Remote Site

At the office, you need

- DSL (or other full-time Internet connection, such as T1) with a *static IP address*
- A SonicWall firewall that is configured to allow remote access
- The Datacon server must be configured to allow remote access
- The office, including the Datacon server, must be set up as a LAN (Local Area Network)

At the remote site, you need

- A PC (dumb terminals will not work) with any kind of Internet connection
- Before the remote PC can connect to the Datacon server, its Internet connection must be active
- For best performance, use a high speed Internet connection (DSL, Cable) at the remote site
- For best performance, use the same ISP (Internet Service Provider) at the remote site as is used at the office (such as Pacific Bell)
- A static IP address at the remote site is **not necessary**

## Modem Connections From a Remote Site

- The remote PC must have a modem installed and a phone line available
- The modem connected to the Datacon server at the office must be compatible with the remote modem. Datacon recommends a US Robotics V. Everything modem at the office if there is a compatibility issue.
- Datacon recommends a dedicated phone line for the modems, both at the office and at the remote site
- The Datacon server must be correctly configured to allow a pcLink modem connection

## Office Network Connections


- The PC(s) must be connected to the Datacon server via an Ethernet LAN (Local Area Network)
- Call Datacon for information on required components and configuration

## Office Serial Connections

- The PC must have a free COM (serial) port
- The Datacon server must have a free serial port
- A cable with correctly wired connectors (supplied by Datacon) must be run from the PC to the Datacon server

# Opening and Closing pcLink

## Opening pcLink

To access your Datacon Dental System from your PC after pcLink has been installed and configured on the PC, double-click the pcLink icon  on your Windows Desktop. Your Datacon System Menu (the 1-2-3 menu) will come up in the resulting pcLink window. Log in to Datacon as usual from there. If the System Menu doesn't come up, hit Enter or CTRL-C.

Once you have a pcLink session open, it will appear on your taskbar bar at the bottom of your Windows desktop. To activate the existing session, click the *Datacon* button on your taskbar, as shown in *Figure 1*.



Figure 1

If you don't have a pcLink icon on your Windows desktop, see the *Create an Icon for Datacon on Your Windows Desktop* section of this document.

You can also launch pcLink by clicking *Start>Programs>Datacon>pcLink*.

## Closing pcLink

When you are ready to close pcLink, it is important to first LOG OUT of the Datacon Dental System and get back to the Datacon System Menu (the 1-2-3 menu). To log out,

1. Click the *Restore* option or *Exit* button at the top of the pcLink window as many times as necessary until the question "Are you finished using the system for now?" appears
2. Click *Yes* to exit to the Datacon System Menu (1-2-3 menu)

Once you have logged out of Datacon, close pcLink either by clicking on the X in the upper right corner of the pcLink window, or by clicking *File>Disconnect*.

- Network connections will respond with "Are you ready to disconnect from the server?" Click *Yes* to close pcLink, or *Cancel* to keep pcLink open.
- Serial or modem connections will close with no further prompts

If you close pcLink while still logged in to your Datacon Dental System, the Datacon server may still consider you to be logged in. If you connect with a serial or modem connection, the next time you connect it may be difficult to get a response from the server. If that happens, try hitting *Exit* a couple of times. If you still don't get a response, see the *Troubleshooting* section for more information on connections that won't respond.

# Using pcLink

pcLink supports both the mouse and the keyboard in the Datacon Dental System. You can mix and match when using the mouse and keyboard, according to your preferences.

## Function Keys

Figure 2 illustrates the function keys that are available on the menu bar across the top of the pcLink window for use with the mouse.

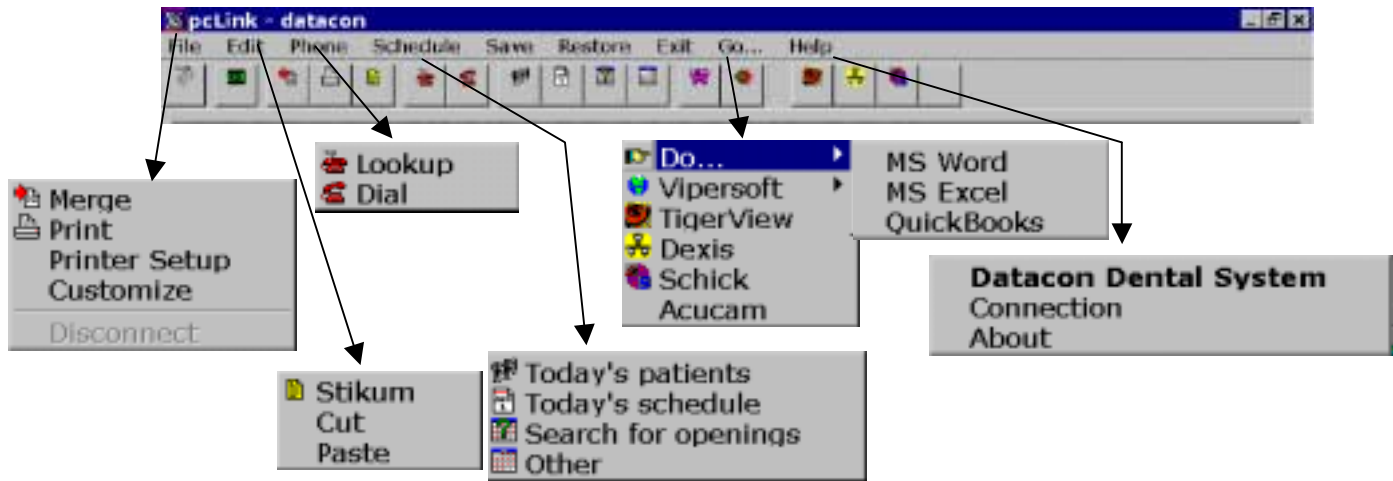
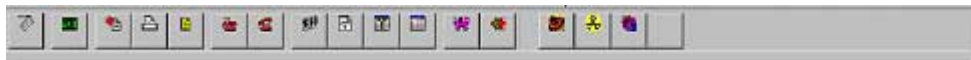


Figure 2

In Figure 2, the selections with icons beside them correspond with matching buttons on the Quick Button Toolbar.



Quick button toolbar

## File

**Merge** - This selection corresponds to your F7 *Merge* key, to access the Merge routine

**Print** - This selection corresponds to your Shift+F1 *Print* key to access printing options

**Printer Setup** - Choose this option to change your *pcLink printer*. You can change the printer to any printer defined on your PC. This change will remain in effect until you close your current pcLink session.

**Customize** - Choose this option to customize the appearance of your pcLink window, including colors, fonts and font styles. See the *Colors and Fonts in pcLink* section of this document for details.

**Disconnect** - For modem connections, choose this option when you are ready to close your pcLink connection and hang up the modem.

- Log out of the Datacon Dental System and get back to the System Menu **prior** to *Disconnecting* pcLink
- If the *Disconnect* option is dim, it is not available for the type of connection that you have. In that case, after logging out of the Datacon Dental System you will click the X in the upper right corner of the pcLink window to disconnect and close pcLink.

## Edit

**Stikum** - This selection corresponds with your Shift+F7 key, to edit "stikum" notes

**Cut** - This selection corresponds to your F5 *Cut* key

**Paste** - This selection corresponds to your Shift+F5 *Paste* key

## Schedule

**Today's patients** - Today's patients (Shift+F9)

**Today's schedule** - Today's schedule (F9, Select)

**Search for openings** - Search schedule for an opening (F9, F6)

**Other** - Schedule (F9)

## Go

**Do...** - This will provide a list of the PC applications that you have defined under the *Go Menu Setup* section while completing your pcLink Setup. Click on one, and that application will launch. The application will then remain open until you close it.

**Other Selections** will appear here if they are set up in the *Integration Setup* section of pcLink Setup.

## Help

**Connection** - This area will tell you some information about your pcLink connection, including what type of connection your pcLink session is using and the license status.















**About** - This area will tell you your pcLink version and date, and your Datacon Dental System version and date (if you're logged into Datacon)

## Quick Button Toolbar

The Quick Buttons shown in *Figure 3* are available on the toolbar across the top of the pcLink window, for use with the mouse.



*Figure 3*

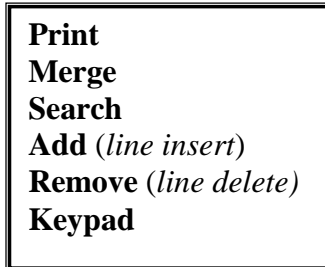
	Pop-up keypad
	Go back (Exit/Esc)
	Create a merged document (F7)
	Print (Shift+F1)
	Edit "stikum" note (Shift+F7)
	Lookup a phone number (Shift+F10)
	Dial a number (F10)
	Today's patients (Shift+F9)
	Today's schedule (F9, Select)
	Search schedule for an opening (F9, F6)
	Schedule (F9)
	Save your place (F8)
	Zoom back (restore, F11)
	
<p>These are integration icons, and will vary depending on the clinical applications that you have configured in pcLink to integrate with Datacon.</p>	

## Using the Mouse in pcLink

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- Left mouse button

- Right mouse button



- Mouse Wheel

- *Return* or *Enter*

- Scroll Bar

pcLink supports clicking with the mouse instead of using the SELECT key. To select an item, move the mouse pointer to the line you want and then click the left mouse button.

When you click the right button on the mouse, a sub-menu appears. If necessary, hold the right mouse button down a moment to make sure the mouse pointer moves to the item you want to use with the functions in the sub-menu (such as the account name you want to merge with).

*Add* corresponds to your *Line Insert* key, and will open a new record in the current list.

*Remove* corresponds to your *Line Delete* key, and will initiate the removal (if possible) of the current record.




*Keypad*: The keypad is a clickable number pad. When on the keypad, click the *ABC* button to bring up the complete keyboard. Click the *X* in the upper right corner to close the keyboard display.

If your mouse has a wheel you can roll it when you are on a list that has a scroll bar on the right, allowing you to move up and down in the list. Your mouse must be in the scroll bar area for the wheel to work this way.

Click to the **left** of the typed text for a *Return* or *Enter* key while editing text.

The scroll bar to the right of a list allows you to scroll through lists. Dragging the scroll button will move you up and down on the list. Clicking on the little boxes at the top or bottom of the scroll bar will take you to the beginning or end of the list. By clicking on the up or down arrows at the top and bottom of the scroll bar, you will move one line at a time up or down. By clicking in the space between the arrow and the scroll button you will move one page at a time up or down.

## Tips for Using the Mouse

- When the mouse pointer is a pointing hand , you are in a clickable region. If it is an arrow , you are in a region that isn't available to click on with the left mouse button, but the right mouse functions are available. If a circle with a bar through it appears , no mouse functions are available. Note that the icons for your mouse pointers are customizable through Windows, and yours may be something other than a hand or an arrow. For information on changing the appearance of your mouse pointer, consult your Windows Help feature.
- When logging in, if you get the *Reminder Screen* you can click on the words "Hit the TAB key to continue" instead of using the Tab key (after you've read the screen, of course!)
- On the Main Menu, click on the message line for quick access to messages for today
- To *Exit* one screen, click the very right or left edge of the screen. Hint: for best results, move your mouse as far as it will go to the edge of the screen before clicking.
- Merging is very fast using the mouse. These are the steps:
  1. RIGHT click while on the record you want to merge (if on a list, hold the right button down long enough for the select line to jump to the correct record)
  2. Click *Merge*
  3. RIGHT click the document you want to merge with (hold the right button down long enough for the select line to jump to the correct document)
  4. Click *Print*
  5. Click *Yes* on "Would you like to merge and print this document?"

## Using the PC keyboard with pcLink

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- Home  
If you are on a list or document, Home takes you to the beginning. If you are on a schedule day, Home takes you to the first open time for the day. If on the Main Menu, Home takes you back to Patients and Accounts.
- End  
If you are on a list or document, End takes you to the end. If you are on a schedule day, End takes you to the last open time for the day.
- Insert  
If you are editing text, Insert opens one blank character. If you are on a list, Insert adds a new record (like a Line Insert on other keyboards).
- Shift + Insert  
If you are editing text, Shift+Insert opens a new blank line. If you are on a list, Shift+Insert adds a new record (as does Insert by itself).
- Delete  
If you are editing text, Delete removes the character your cursor is on, moving everything to the right over to fill in the space.
- Shift + Delete  
If you are in a note field, Shift+Delete removes the entire line you are on. If you are on a list, Shift+Delete allows you to delete the record you are on (subject to limitations).
- CTRL (*the right CTRL key*) or F4  
Chooses the record, field, or menu item you are on (like the Select key)
- Shift + CTRL (*the right CTRL key*) or F1 or ESC  
Exit, or go back one
- Shift + F1  
Print
- CTRL (*the left CTRL key*) + W  
If you are editing text, moves your cursor to the next word
- CTRL (*the left CTRL key*) + T  
If you are editing text, moves your cursor to the previous word
- Page Down/Page Up  
When you have chosen a record from a list (for example, a recall date), Page Up takes you to the next record up in the list, and Page Down takes you to the next record down in the list (avoids going back out to the list and choosing the next record)

- Num Lock
- Ctrl+Alt+Delete

Toggling the Num Lock off and on enables or disables the number keypad

Use this key combination to check and close PC applications that are not responding. To use this, hold down both the *Ctrl* and *Alt* keys, and press the *Delete* key **once** to initiate closing programs on your PC. **!WARNING!** On Windows 98, pressing these keys again will reboot your PC **without first shutting down properly** (See the *Rebooting* section for instructions on how to close down properly).

All other PC keyboard functions are the same as a standard keyboard in Datacon.

Refer to the “Control Key Quick Reference” section in this document for additional use of control and function key combinations on your PC keyboard.

# Control Key Quick Reference

This is a summary of available control key combinations. You may use the control key combination or the corresponding function keys for the same function. Control keys are executed by holding down the *Ctrl* key while pressing the "Control Key" once. For example, *Ctrl+B* = line insert.

## FUNCTION CONTROL KEY

Line Insert	B
Line Delete	Z
Line del. Beyond Cursor	Y
Line Concatenate	O
Character Left	H
Character Right	L
Character Insert	F
Character Insert Mode	Q
Character Delete	D
Character Delete Previous	(Backspace)
Cursor Up	K
Cursor Down	J
Cursor to start of line	U
Cursor to end of line	N
Cursor Home	(Home)
Page Next	T
Page Previous	R
Page First	(Home)
Page Last	(End)
Page Center	S
Word Insert	Q
Word Delete	V
Word Next	W
Word Previous	A
Restore/Main Menu	G

### FUNCTION KEY GUIDE (function/shift function)

F1-Exit/Print	F6-Search
F2-Up arrow/Print	F7-Merge/Stikum
F3-Down arrow	F8-Save
F4 -Select	F9-Recall/Schedule
F5-Cut screen/Paste	F10-Dialer/Rolodex
	F11-Restore/Main Menu

To exit pcLink, You must first exit out to the System Menu (1,2,3) before closing the Datacon Window.

## MENU BAR

The following function keys are on the menu bar across the top of the pcLink window for use with the mouse:

FILE	Merge
	Print
	Printer Setup
	Customize
	Disconnect
EDIT	Stikum
	Cut
	Paste
PHONE	Lookup
	Dial
SCHEDULE	Today's Patients (shift F9)
	Today's Schedule
	Search for openings
	Other(F9)
SAVE	
RESTORE	
EXIT	
GO	
HELP	

# Using the Schedule in pcLink


## Schedule Colors

Colors on the schedule columns are associated with your schedule blocking descriptions. Blocking descriptions are user-defined in your Datacon Dental System and can be reviewed by selecting *Appointments and Recall*>*Schedule Maintenance*>*Schedule Standards and Settings*>*Edit Schedule Blocking Descriptions*>*Edit Production Blocking Descriptions*. Each space available for a blocking description has a color pre-assigned to it. When your schedule is blocked, the pre-assigned color for the blocking you set as your standard will appear on your schedule.

**!IMPORTANT!** Modifications to your production blocking descriptions **WILL AFFECT ALL OF YOUR EXISTING SCHEDULE ENTRIES!!**

## Schedule Tips and Tricks

With pcLink you can see twice as much of the day as you can on a "dumb" terminal. If your schedule is configured with 10-minute units you can see five and a half hours at one time. Your blocking descriptions will be in color, as outlined in the *Schedule Colors* section of this document.

On the schedule search screen  (see *Figure 4*) make your choices for the search and then click on the box at the lower right (contains the text "enter qualifications for appointment then hit *Search* to get a list of possible times"). You can then refine your search criteria and click in the box or *Search* again to get a new list.

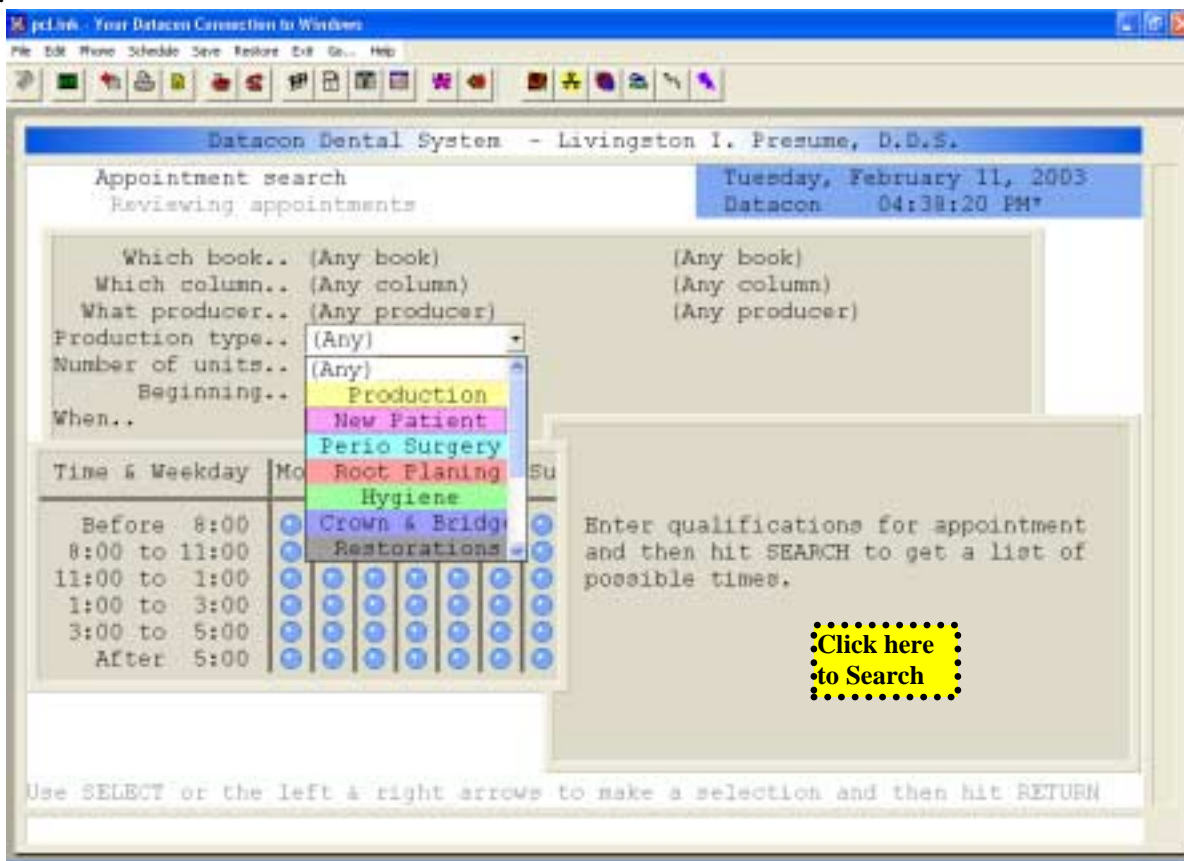
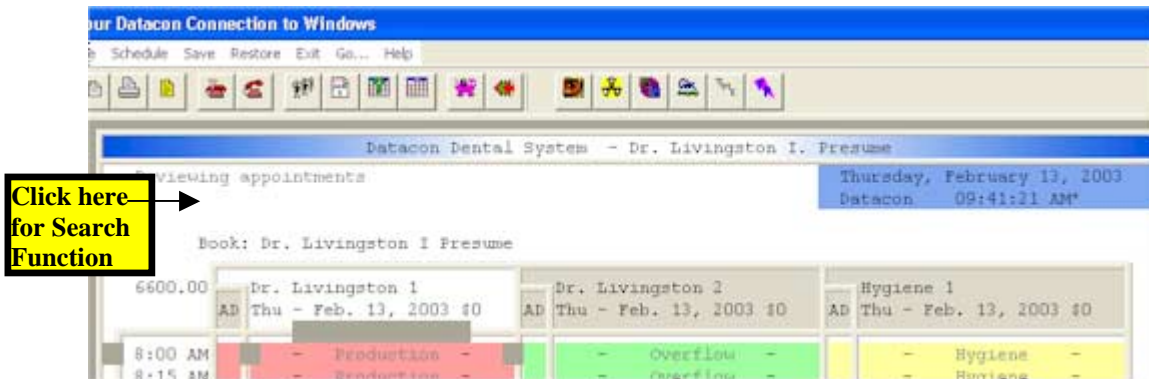


Figure 4

- To bring up the search function while on the schedule screen, click in the empty area in the upper left corner on or around "Reviewing Appointments" (see *Figure 5*). Alternately, you can RIGHT click anywhere on the schedule day, then click *Search* to access the same Search function.



*Figure 5*

- While in the Search function, try using your mouse for these time-saving functions (see *Figure 6*):
  - While your cursor is on *Enter time*
    - Click above or below the scroll button on the right edge of the screen to move back or forward one hour
    - Click the button at the top of the scroll bar to go to the first open time of the day
    - Click the button at the bottom of the scroll bar to go to the last open time of the day
    - RIGHT click, then click *Search* to access the Search function.
  - While your cursor is on *Enter date*
    - Click above or below the scroll button to move back or forward one day
    - RIGHT click, then click *Search* to review the month or week.
  - While your cursor is on *Book*, click on the drop-down list to change books

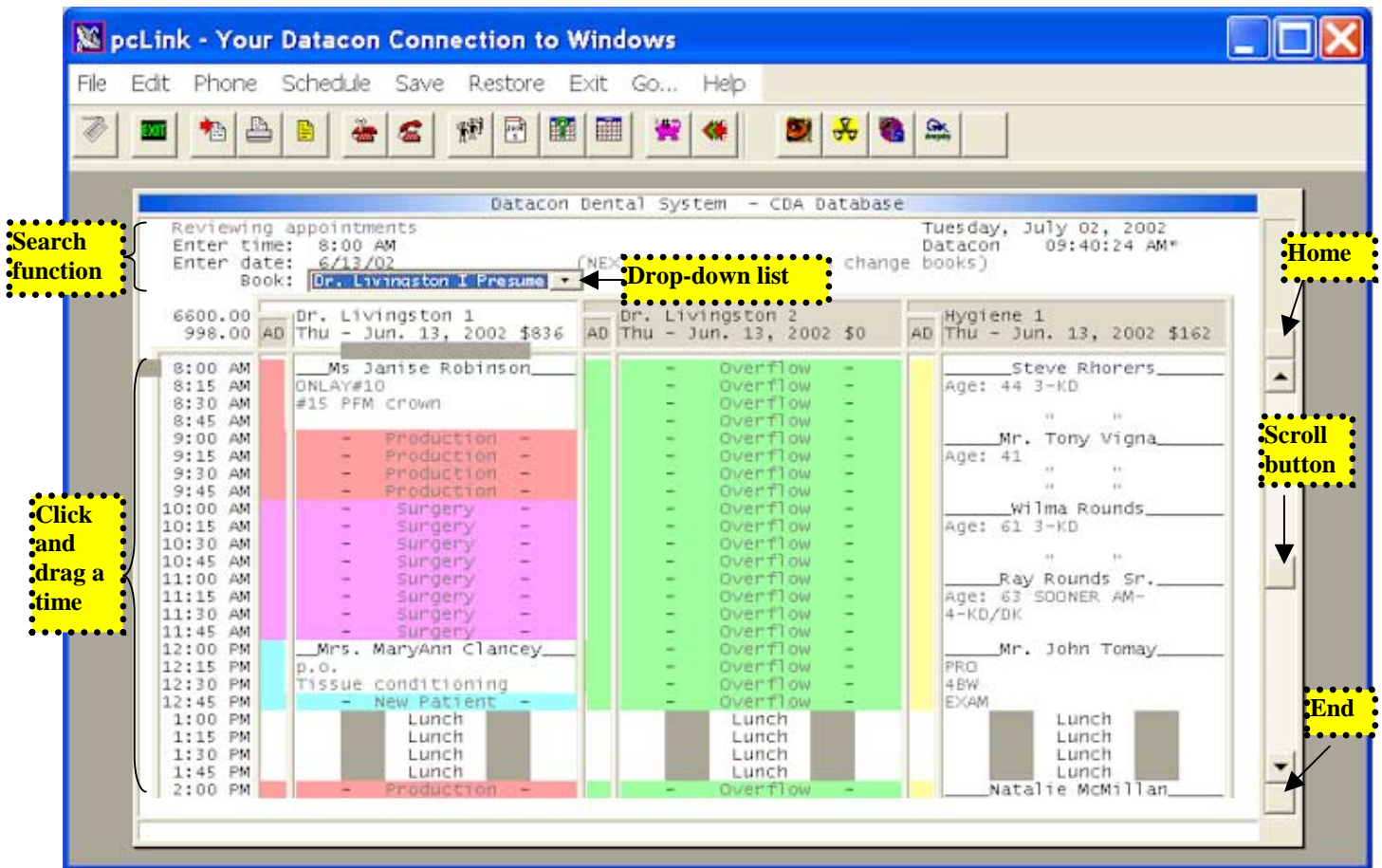


Figure 6

4. To reorient the schedule on your screen, click a time and drag it up or down on the screen. The schedule will be oriented around where you drop that time. The Search function must be turned off for this to work. To turn the Search function off, click on the left or right edge of the screen.
5. To move back or forward one hour when on the schedule, click above or below the scroll button on the right edge of the screen.
6. To go to the beginning or end of the day, click the “home” button at the top or the “end” button at the bottom of the scroll bar
7. To move up or down in the day, click the scroll button and drag it up or down
8. To select a patient to appoint, RIGHT click on a time, then click *Add*
9. To reschedule an appointment, RIGHT click on a patient name, then click *Remove*

# Using the Periodontal Tooth Chart in pcLink

To get to an existing perio examination, click into your patient, then click *Patient Chart>Clinical Records>Perio Exam>Display Image*. An image similar to the one in *Figure 7* will display.

## Mouse Function

While on the Periodontal Exam display you can click your left mouse button, hold it down and drag it around to draw on the exam, like you might with a pointer (see *Figure 7*). Once you leave the screen, the drawn lines will not be saved. The drawn lines are not printed.

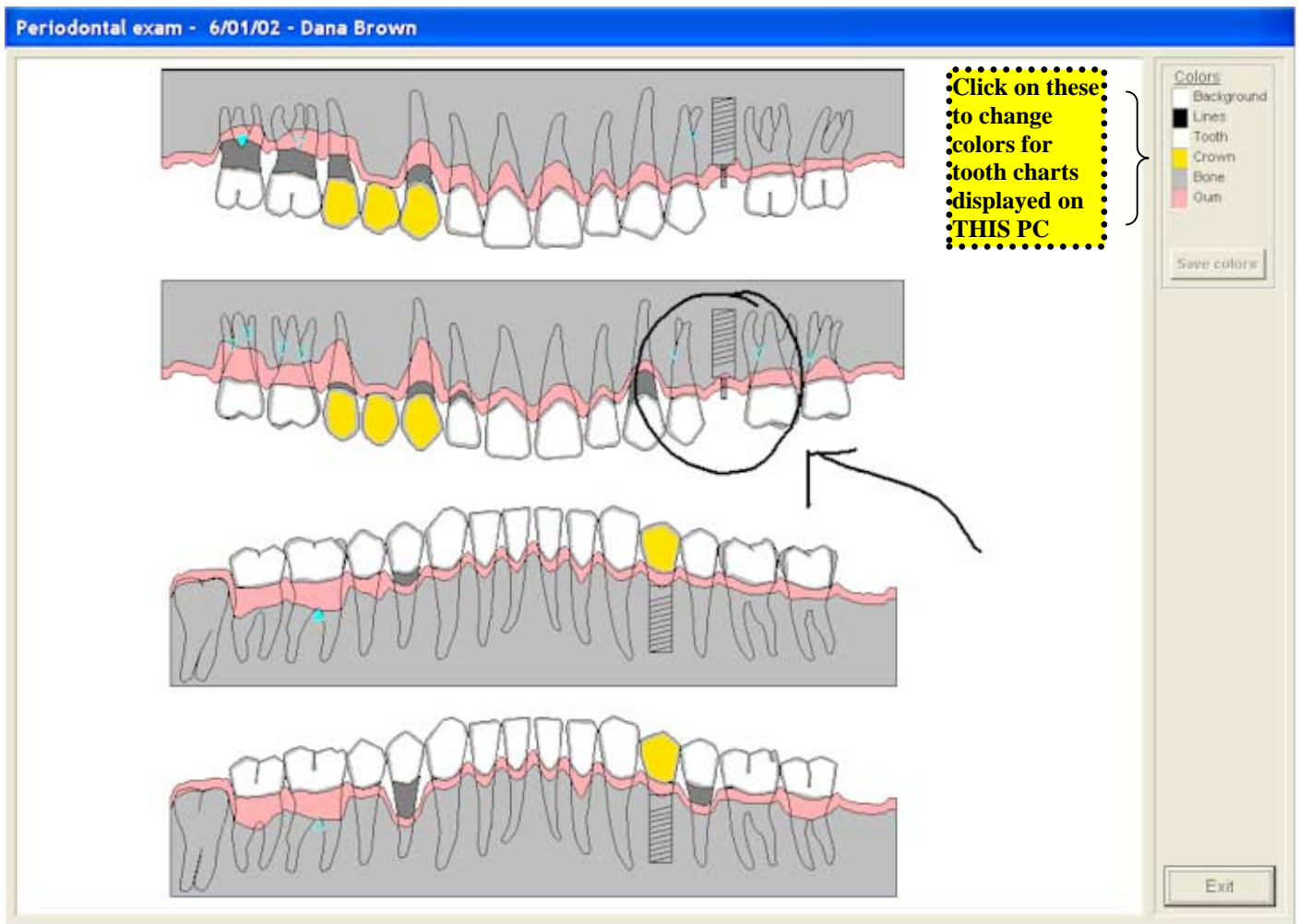


Figure 7

## Tooth Chart Display Colors

Tooth Chart colors are individual to each PC. Changing the colors and saving them on one tooth chart on a PC will change the colors on all tooth charts displayed on that PC. If you change the colors for tooth charts on one PC, it won't affect the tooth chart colors displayed on other PCs.

You can change Tooth Chart colors by going to a patient tooth chart (*Patient Information>Patient Chart>Clinical Records>Perio Examination*). While on the *Exam Record*, click on *Display Image*.

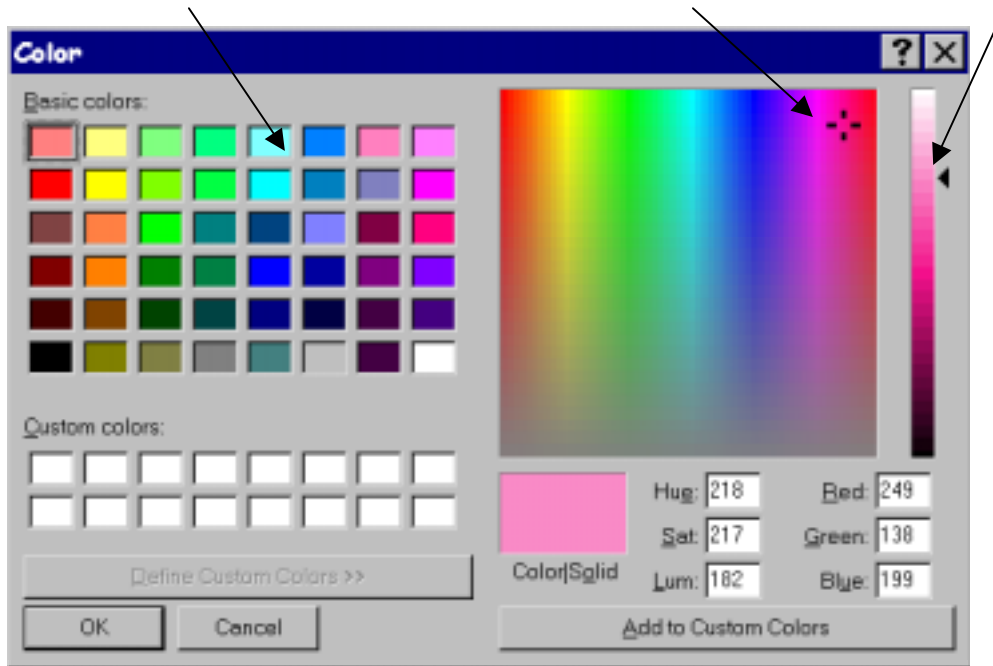
Once the image is displayed, click on the colors in the upper right corner and select your new colors for each description: *Background, Lines, Tooth, Crown, Bone, Gum*.

When you click on the colors in the upper right corner, you will see the window shown in *Figure 8*.

Click anywhere in here;

or click anywhere in here;

or click and drag here



*Figure 8*

Click *OK* after you have selected your new color, and you will see the result immediately.

Once back on the Tooth Chart screen, if you want to keep your new display colors permanently click *Save Colors*. If you don't click *Save* before you click *Exit*, the new colors will be discarded and the original colors will be restored.

When a tooth chart is printed on a color *pcLink printer*, default colors are used regardless of the colors you have set for your tooth chart display.

## Printing with pcLink

In addition to the ability to print to any printer that is physically connected to your Datacon server, pcLink supports, via your “pcLink Printer,” printing to any printer that is installed on and available to your PC. These can be printers that are directly connected to your PC, or that are connected to another PC on your network, or that are plugged directly into your network hub (a “network” printer).

pcLink also supports, via the print function, downloading to a file on your PC, downloading to Microsoft Word or Excel, or sending email. If you need access to these functions and don’t see them in your list of printers, contact Datacon support to have them added. Any downloaded files will be placed on the PC in the C:\My Documents folder. If you need them to go to a different folder, see the “Configuring pcLink Setup for Clinical Integration” section, within the “Integration Setup” section of this document.

**How to print from pcLink?** Regardless of your printer destination, 1) click the *print* button on the quick button toolbar, **or** 2) click *File>Print*, **or** 3) press your *Print* key (F1 or shift+F1 depending on your keyboard), **or** 4) Right click, then click *Print*. Answer any questions, and you will see a screen similar to the one shown in *Figure 9*. Now, click on your printer choice and click *OK*, or just double-click the printer name.

Choose “pcLink Printer” to print to the printer that is installed and designated on your PC as the Windows default printer.

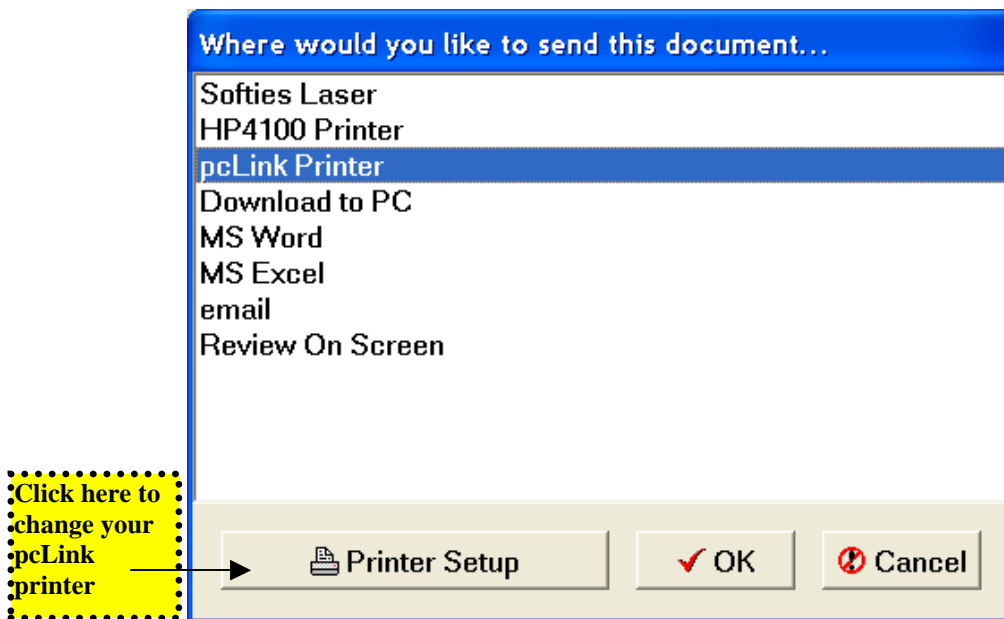


Figure 9

If you want to change the pcLink printer to a different printer that is installed on your PC, click the Printer Setup button, as shown in *Figure 9*, or click *File>Printer Setup*. You will get a *Print Setup* window similar to the one in *Figure 10*.

In the *Print Setup* window, click on your printer choice from the list of installed printers, then click *OK*. This is a temporary change that will remain in effect until you change it again, or until you close your pcLink session. Changing your pcLink printer does **not** affect your Windows printing, or how any other PC applications print. Changing your *pcLink printer* does not affect any other PCs on your network.

If you do not see a selection for the pcLink printer in your list of printer choices, call Datacon support to have this selection added.

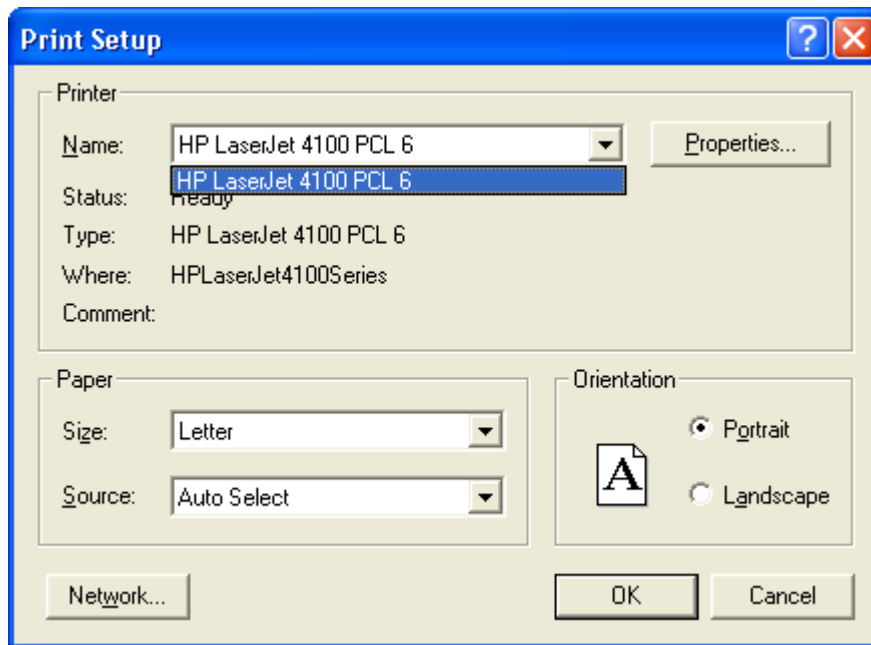


Figure 10

Things to note:

1. If the printer you choose is connected to another PC on your LAN, that PC must be up and running.
2. The pcLink printer has some limitations. These include but may not be limited to the inability to print in landscape mode or to specify a number of copies.

## Colors and Fonts in pcLink

pcLink supports customizing the appearance of your screen. You can change the font style and colors that your Datacon system displays in.

For support of all of the color and display features, your Datacon Dental System version should be 3.5N(88) or higher, and your pcLink version should be 1.6 dated 5/28/02 or later. For information on how to check your versions, see the *Software Versions* section of this document.

When you first install pcLink or update to a version supporting custom colors, the appearance settings will default to your Windows settings for colors and fonts. Once you have customized your pcLink appearance and saved your settings, they will be saved until you change them.

The changes you make to your display settings in pcLink do not affect any of your other PC applications or your Windows settings. Changes you make on your PC do not affect any other PC. Each PC can have its own custom pcLink settings.

### Customizing pcLink Colors

To make changes to your pcLink colors

1. Launch pcLink
2. Click *File, Customize*. You should see a screen similar to the one in *Figure 11*.

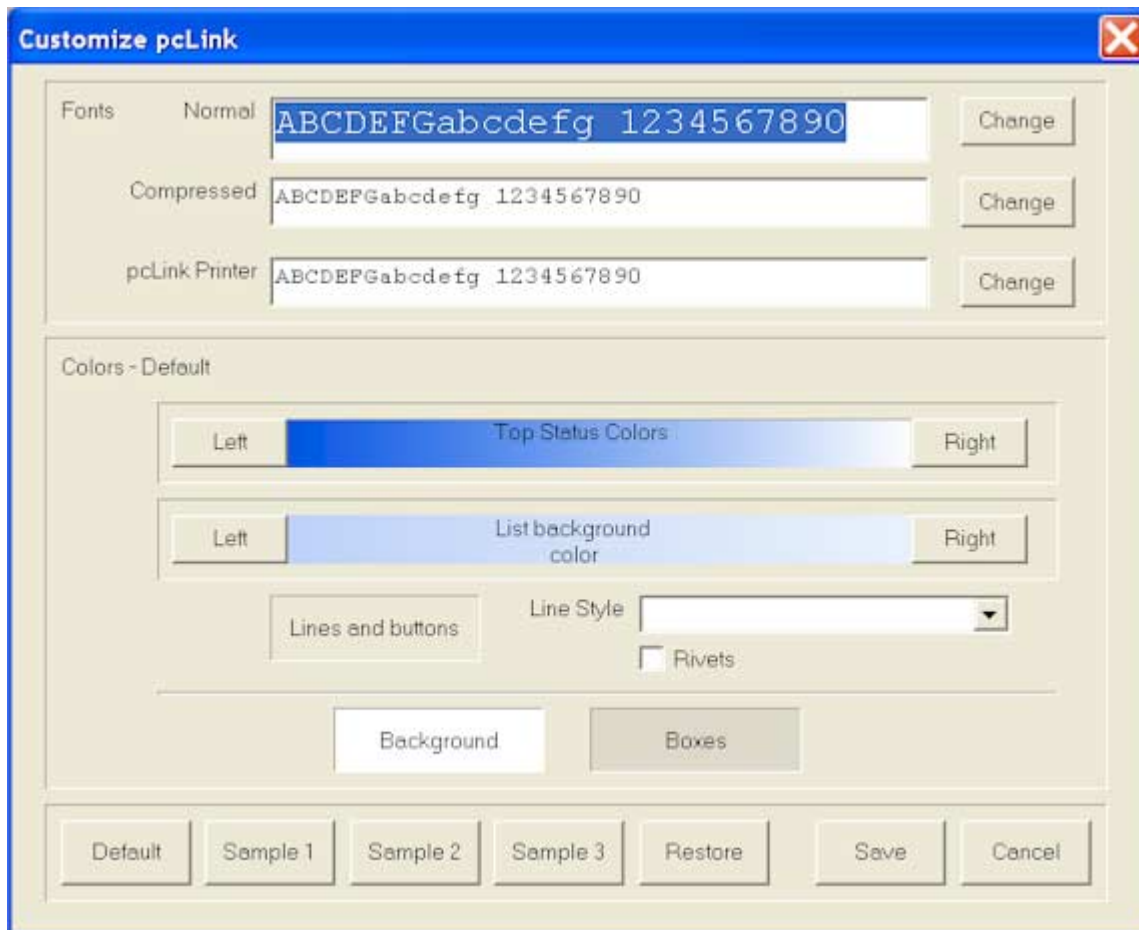


Figure 11

Along the bottom of the *Customize pcLink* window, the following buttons are available:

- *Default* - clicking this button will set your pcLink colors to your Windows colors.
- *Sample 1, 2 and 3* - clicking these buttons illustrate some sample settings. Try one of these to get started. Note: Sample 1 uses colors from the basic solid color palette and should work well on PCs with small color palettes (as with some older monitors or PCs).
- *Restore* – clicking this button will undo any changes you have made since your last *Save*
- *Save* - clicking this button will save your current settings and exit you from *Customize pcLink*. If you like your changes, click *Save* to make your changes permanent. **Hint:** click *Save* each time you make a change you like. This will create a baseline that you can go back to as you continue to experiment.
- *Cancel* - clicking this button restores your settings to whatever they were the last time you *Saved* them, and exits you from *Customize pcLink*.

To set the colors for the available areas, just click in the box containing the text labels for access to the standard Windows *Color* window (see *Figure 8*). See *Figure 12* for a sample of a Datacon screen and how the labels in the *Customize pcLink* window correspond different areas on the Datacon screen.

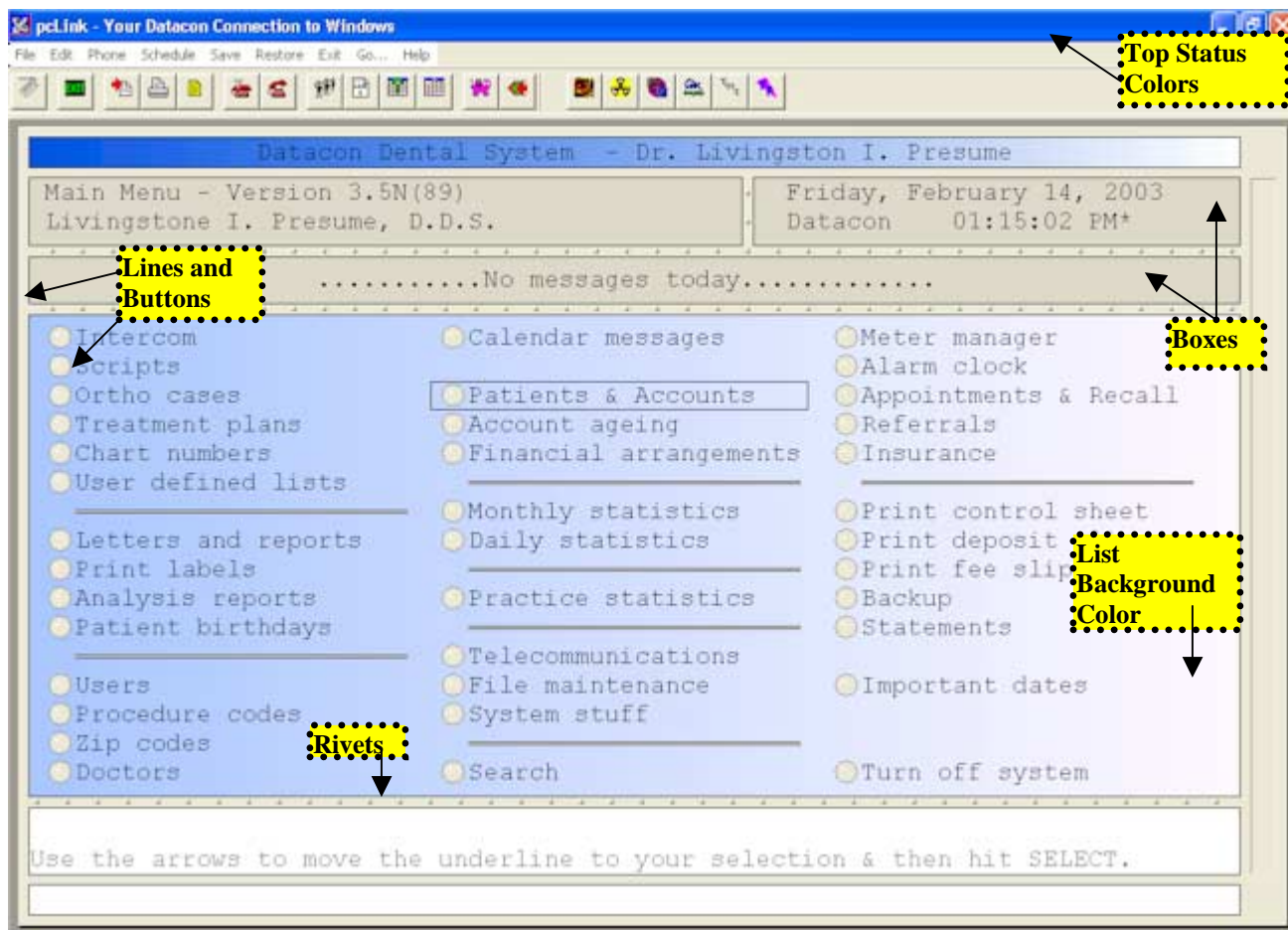


Figure 12

- *Top Status* - This color can be "graduated" - you can choose one color for the left and another color for the right, and the resulting color will gradually change from the left color to the right color. Click the *Left* button to select the color for the left, and the *Right* button to select the color for the right. If you just want one color, click inside the box containing the text "*Top Status*" and select the one color you want.

- *List Background* - This color can be "graduated" - you can choose one color for the left and another color for the right, and the resulting color will gradually change from the left color to the right color. Click the *Left* button to select the color for the left, and the *Right* button to select the color for the right. If you just want one color, click inside the box containing the text "*List Background*" and select the one color you want.
- *Lines and Buttons* - Buttons are found where the old style "mini-menu's" were found at the top of some lists: the Patient and Account Selection list, the Account Ageing list, the Monthly Statistics list, and more. HINT: Buttons have black text on them, so don't make this color too dark or you won't be able to read the text. Depressed buttons will be a lighter version of the button color, with black text.
- *Background* - This selection also provides the main screen color for Time Clock and Alpha Accounting, if you have those in addition to your Datacon Dental System. If you have chosen *Default* as your color scheme, *Background* can't be changed.
- *Boxes* - Boxes include most areas enclosed by lines. This color will fill in the background of any area within a box.
- *Line Style* gives you the option of Plain, 3D, Square or Rounded. Clicking one of these choices will display the results immediately. Line Style is unavailable if you have chosen *Default* as your color scheme.
- *Rivets* - Clicking to mark the checkbox will create little rivets on some of the lines on your Datacon screens. Checking this box will display the results immediately. Rivets are unavailable if you have chosen *Default* as your color scheme.

Click *Save* to exit the *Customize pcLink* window if you want to keep your changes. Click *Cancel* to exit the *Customize pcLink* window **without** saving.

## Customizing pcLink Font Settings

In your *Customize pcLink* window (while in pcLink, click *File>Customize*), you can select the font and text style that you prefer while working in Datacon. This can really make your screens more readable, and more pleasing to your eye.

To change your fonts, click the *Change* button to the right of the category you want to change (see *Figure 11*). You will get a window like the one shown in *Figure 13*.

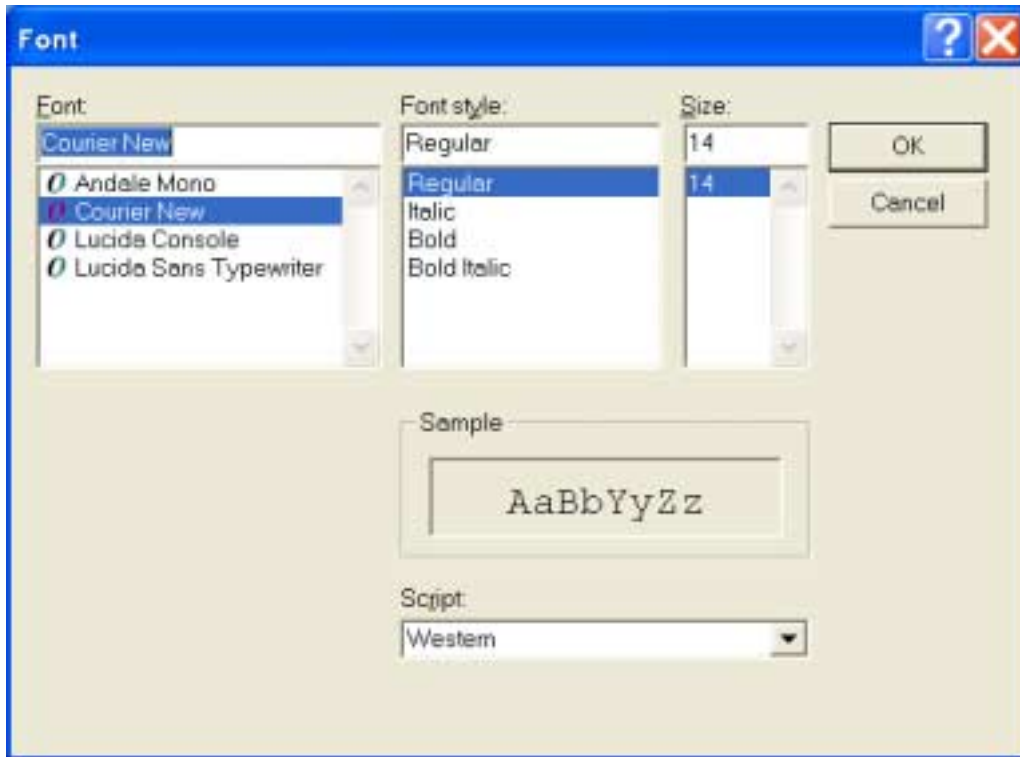


Figure 13

The fonts that are listed will depend on which fonts are installed on your PC. Only fonts that are both fixed-space and TrueType will be displayed. The size is always 14 for *Normal text*, 8 for *Compressed text*, and 12 for the *pcLink printer*. These sizes can't be changed. If you find your text hard to read, try changing the font style to *Bold* or *Bold Italic*. For best readability, we recommend that your Windows *Display Properties* settings are at least 1024X768 with High Color (16-bit) and Large Fonts.

The font categories available are as follows:

**Normal** is the main font you will see throughout the Dental System. Try different fonts and styles until you find the most pleasing one for you. The size will default to the required size of 14. The size cannot be changed.

**Compressed** is the font that you will see on any screen that is displayed in compressed print, specifically the schedule screen. Try different fonts and styles until you find the one that is the most readable for you. The size will default to the required size of 8. The size cannot be changed.

**pcLink Printer** is the font that will print on your "pcLink printer" printouts, regardless of the font that shows on the screen for the information that you are printing. This setting does not affect any printer connected to your Datacon server. The size will default to the required size of 12.

Click *OK* to keep your changes and exit back to the *Customize pcLink* window, or *Cancel* to return to the *Customize pcLink* window without making any changes.

Click *Save* to exit the *Customize pcLink* window if you want to keep your changes. Click *Cancel* to exit the *Customize pcLink* window **without** saving.

## **Installing additional fonts**

pcLink looks for fonts installed on your PC in your C:\windows\fonts folder. Although most PCs have quite a few fonts installed by default, you can use the standard Windows procedure to install additional fonts on your PC. For more information, consult your Windows Help. Only fonts that are both fixed-space and TrueType will be available in the pcLink *Font* window.

**What is a TrueType font?** TrueType fonts have a file extension of .TTF, and show TT on their icon in your C:\windows\fonts folder. These fonts are stored as a mathematical model and appear the same on the screen as they do on the printed page.

**What is a fixed-space font?** Each character of a fixed-space font takes up the same amount of space. For example, an *I* uses the same space as an *O*, even though the *I* is physically narrower than the *O*. This allows the space that a group of words uses to be totally predictable, and is essential when formatting screens to look the same regardless of the actual content of the screen. The opposite to fixed-space is proportional, where each character takes up an amount of space appropriate to its needs. With proportional fonts, an *I* takes up less space than an *O*. It's easy to see that proportional fonts make the space a group of words will take up unpredictable. Unfortunately, there is no easy way to tell if a font is fixed-space. Most fonts are proportional, but not fixed-space. If you install a font on your PC, and it shows up in the list of fonts in pcLink, then it is fixed-space. If it doesn't show up, it is proportional.

**Where can you get different fonts?** You can get fonts from a variety of places. You can buy CD's containing fonts. Many software programs come with fonts, particularly word processing or publishing software packages. Also, the Internet has multitudes of sites where you can download fonts.

# Special Features

## Patient Pictures

Patient pictures can be viewed from the Patient screen under Patient Chart, or from the Patient Visit screen.

How does this work?

1. To load a patient picture onto the PC, use either a digital camera or a scanner and its associated software to generate a patient picture file. Make a note of the location of the picture on your PC (maybe create a folder for this purpose). **The picture file must be a digital image with a file extension of .BMP or .JPG.** .JPG files use less storage space on your PC disk than .BMP files do.
2. Log into Datacon using pcLink
3. Go to the Patient Information Screen and *Click* Patient Chart
4. Click the box to the right of the words “Patient Ledger” – the box where the picture is displayed in *Figure 14*.
  - o This will open up a Dialog box that lets you choose the picture that you want inserted for the current patient
  - o Double-click on the patient’s picture file to attach the picture to the patient’s record.
5. The picture will also be displayed on the Patient Visit Screen

By default, patient images are copied and stored on each individual PC, in the C:\ folder, and named using the format pt00xxxx.bmp, where xxxx is the patient number found on the patient screen (in *Figure 14*, the resulting picture file would be copied to C:\PT000234.BMP). If you want to specify a different location to store the images, such as a PC server, notify Datacon's Support department to assist you in the configuration change. The same picture location must be used for all PCs accessing the Datacon system.

**! IMPORTANT BACKUP NOTE !** Anything stored on a PC must be backed up separately from the Datacon Dental System. The Datacon backup DOES NOT back up anything stored on a PC.

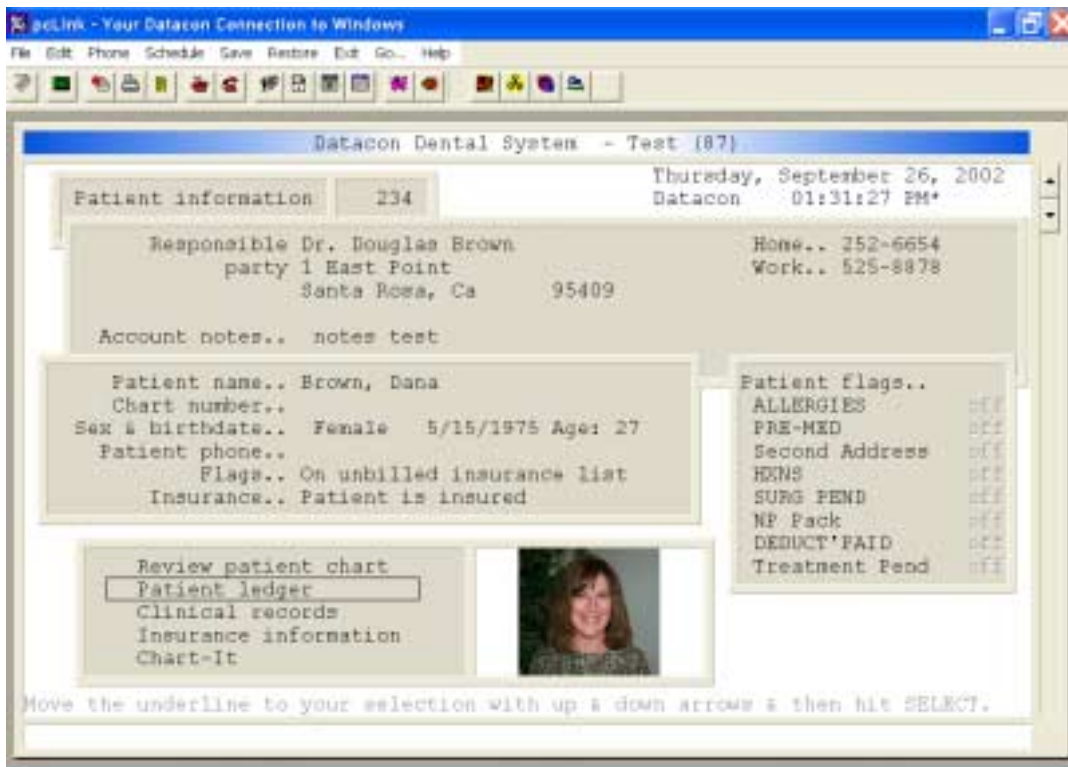


Figure 14

## Color Account Flags

PcLink allows you to flag accounts using green, yellow, or red underlines. Then, on any workstation running pcLink, the account name will appear with an underline of the chosen color. The meanings of the colors are user-defined as whatever you designate them to be within your office.

To flag an account with color, click the account, click Flags and Lists, and click on the color label to the right (see *Figure 15*). *Figure 16* shows what the name will look like with a red color flag.

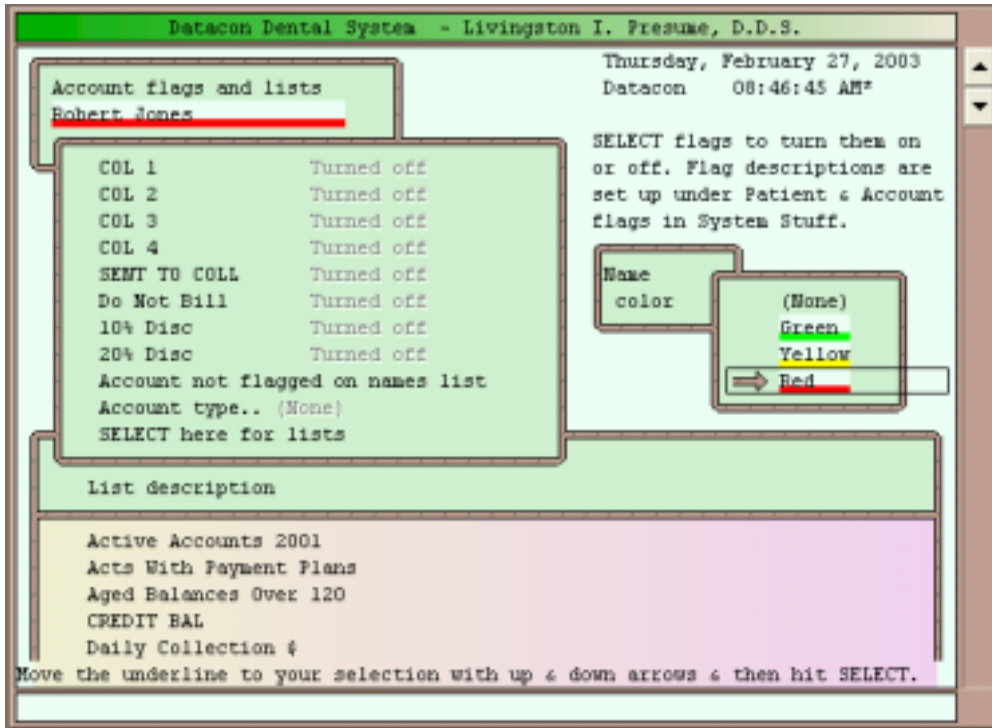


Figure 15

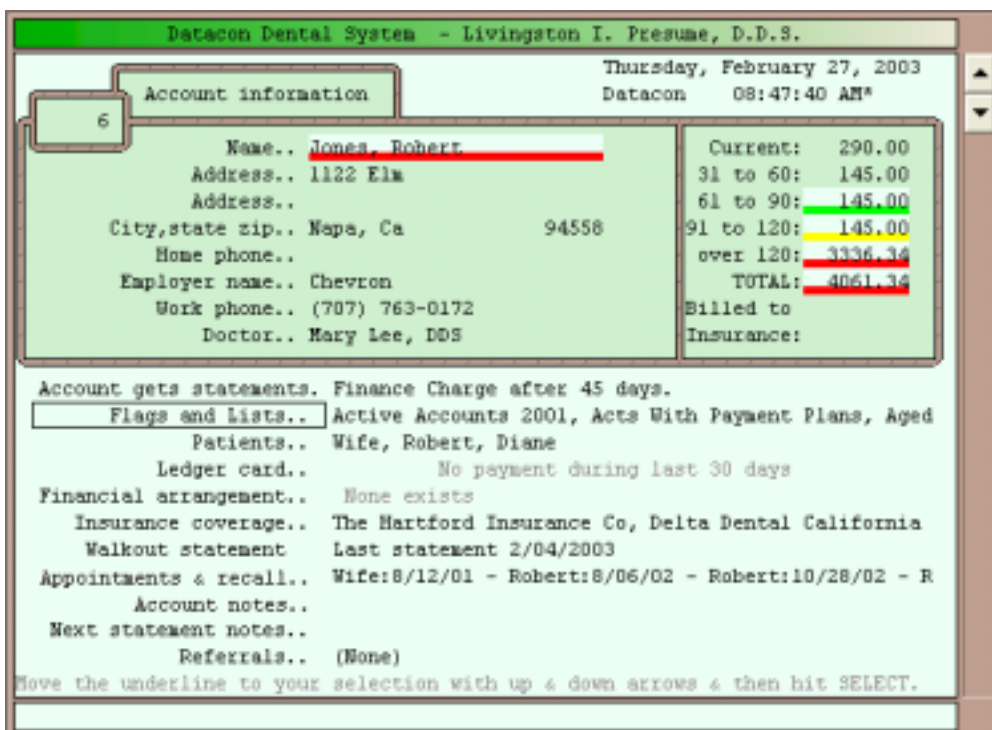


Figure 16

## Color Ageing Designations

pcLink will automatically color-code the aged portions of an account balance with green for 61-90 day balances, yellow for 91-120 day balances, and red for over 120 day balances. See *Figure 16* for an example. The total balance is colored according to the oldest balance on the account. In our example (*Figure 16*), the account balance is red because at least part of the account balance is aged over 120 days.

You can turn off colors for a user by clicking Users on the Main Menu, clicking the user's name, then clicking Screen Preferences and Show colors on Aged Accounts.

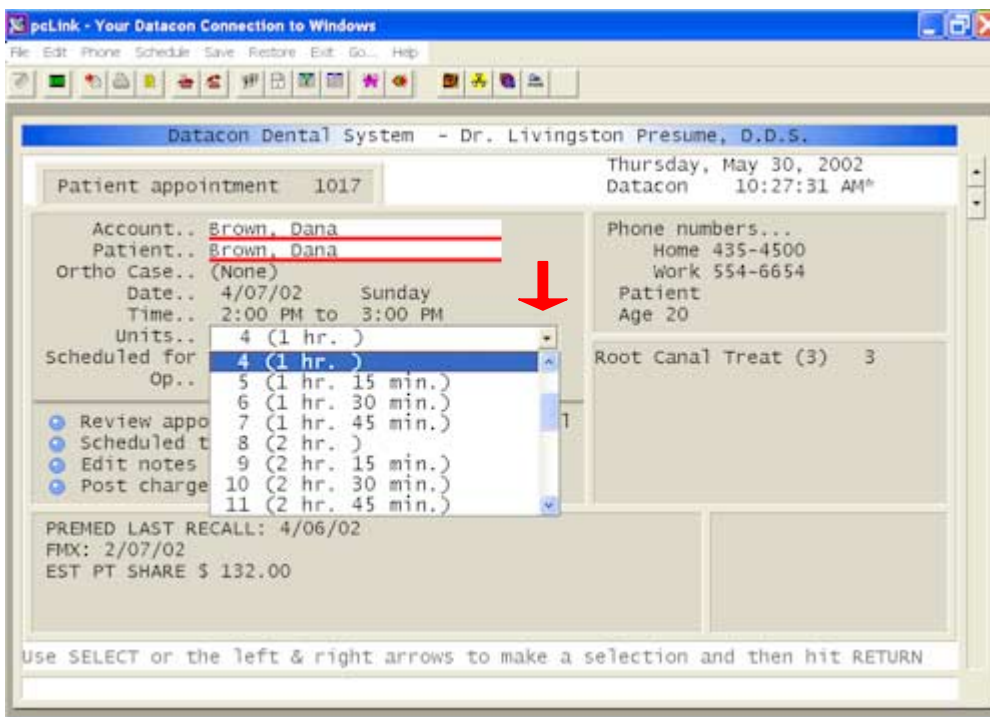
## Integrating with PC Applications

*Integrate* is defined by Webster's dictionary as 1) to make whole or complete by adding or bringing together parts, or 2) to put or bring (parts) together into a whole; to unify. In Datacon, *integrate* means to pass data from Datacon to a supported PC application, using pcLink.

If you just want to be able to jump quickly to your PC applications without sharing any data, you can define your PC applications in pcLink's "Go.." menu. See the *Go Menu Setup* section of this document.

## Drop-down lists

Drop-down lists are available where you see a small down arrow to the right of the field, such as shown in *Figure 17*.



*Figure 17*

## MS Word

pcLink *integrates* with MS Word in two very different ways:

1. Create your documents in Datacon's word processor and then "Download to Word" for editing or printing. The entire document you created in Datacon is passed to MS Word, where it can be manipulated using the extensive features provided in MS Word.
2. Create your documents in MS Word and include "get" commands in the Word document that can request and retrieve most data able to be merged from your Datacon Dental System. Datacon will pass the data requested back to MS Word, where it can be manipulated using the extensive features provided by MS Word.

Choose option 1 if you prefer to create your documents in Datacon's word processor, or if you need to merge more than one Datacon record at a time. Choose option 2 if you prefer to create your documents in MS Word, and need to merge with just one Datacon record at a time.

### **Create a document in Datacon and download it to Word**

By creating your documents in Datacon's Word Processor, you can use all of your familiar Datacon merge fields and your existing documents. You can merge with any number of records, or none at all. You can then download the final document to MS Word, where you can manipulate it using Word's many formatting features.

**! IMPORTANT BACKUP NOTE !** Anything stored on a PC must be backed up separately from the Datacon Dental System. The Datacon backup DOES NOT backup anything stored on a PC.

## Sample Exercise: Create and Merge a Letter in Datacon, and Download it to MS Word

Create a document in Datacon that looks like the one shown in *Figure 18*. Make sure each line is typed exactly as you see it in *Figure 15*.

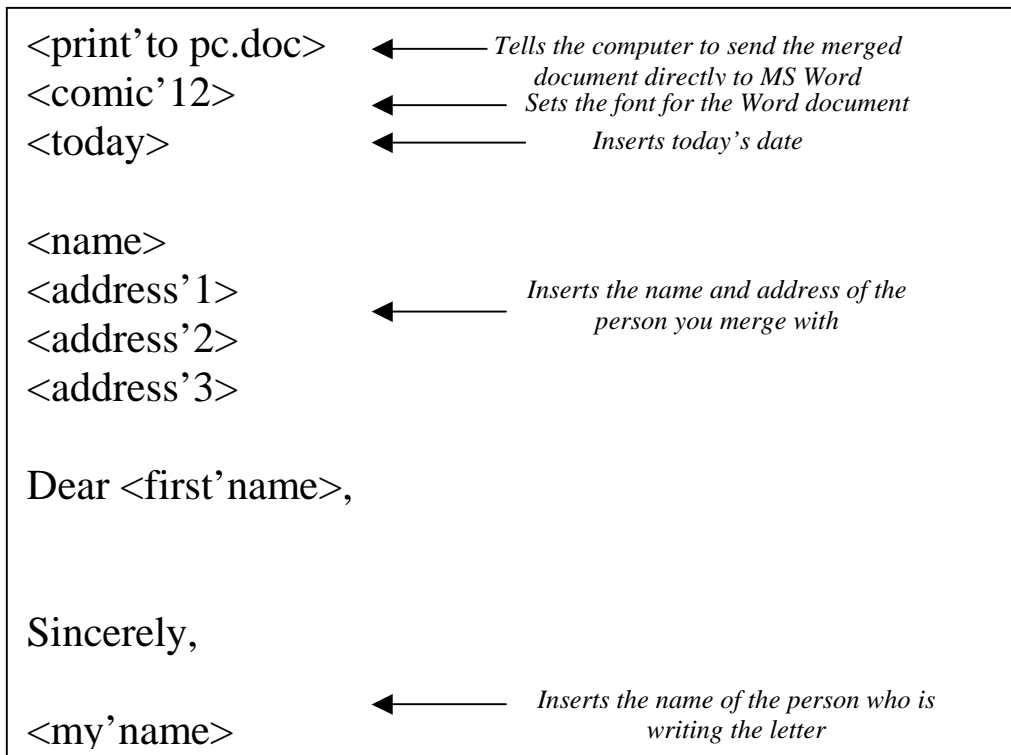


Figure 18

To create the document, follow these steps:

1. Go into Letters and Reports, *Insert* to create a new document, and specify the following settings:
  - a. Merge with *selected accounts*
  - b. *Not formatted*
  - c. *No page breaks*
2. Type in the letter to look like the one shown in *Figure 18*
3. *Esc* and type *F*, to exit and save the document
4. Go into Patients and Accounts, and *Click* into the account you want
  - a. This is the account whose name and address will be used in the letter
5. Click the right mouse button to bring up pcLink's shortcut menu
  - a. Click *Merge* to go to your list of letters and reports
6. Move your mouse pointer to the document you just created and click your **right** mouse button
  - a. Click *Print*
  - b. Answer *Y* to *Do you want to merge and print this document?*
7. The system will merge the account data with the letter, then it will launch MS Word and send the final document to Word.

NOTE: If the document you merge does not contain `<print'to pc.doc>`, or if you get an error that the printer doesn't exist, you may still export it to Word via your MS Word printer selection. To do that, merge your document and print it. On your list of available printers, choose your MS Word printer, which is labeled "Download to MS Word", "Print to MS Word", "MS Word", or something similar. If an MS Word selection isn't available in your printer list, contact Datacon's support department to have it added.

## Create a Document in MS Word and Use "get" Commands to Include Datacon Data

Including "get" commands in your MS Word documents will allow you to create your documents in Word, and have Word pull the Datacon data you specify into the document. These documents are stored as MS Word documents on your PC. The process of creating these Word documents is similar to the process used to create a template in Word, with the original document remaining intact for use over and over.

**Backup note:** Anything stored on a PC must be backed up separately from the Datacon Dental System. The Datacon backup DOES NOT backup anything stored on a PC.

### Sample Exercise: Create a Letter in MS Word, and Pull Data into it from Datacon

1. Create your letter in MS Word
2. Move your cursor to a position where you want to include data from Datacon
3. Press Ctrl+F9
  - a. This is a command in Word, telling it to insert a special field at the cursor location
4. Between the parentheses that appear, type `DDEAUTO PCLINK GET PA'NAME \* CHARFORMAT`
  - a. This tells Word to go to Datacon, via pcLink, to the patient that is currently selected in your open pcLink session, and insert that patient's name into the document at this location. Pa'name is a Datacon merge field, and it specifies which data to get.
  - b. Your pcLink session must be open and on a record where the specified data is available (on a patient or account to get data related to them, on a recall record to get data related to recall, etc.)
  - c. Most merge fields available in Datacon can be used in "get" commands
5. When the letter is complete (or sooner), click *File>Save as...*, and give the new letter a name and storage location.
  - a. Once you have entered one field, use the *Copy* and *Paste* features of Word to duplicate the field into other places in your document. Then, go to each field and replace the merge fields with the correct one for that spot in the document.
6. To use the letter and populate the fields, do one of the following:
  - a. Close the letter. Upon re-opening it, the fields will automatically be updated. Make sure that before you open the letter, your pcLink session is open and on the record you want the data pulled from (for example, a certain patient or account screen)
  - b. With the letter open, **right** click on one of the "get" command fields, then click *Update field*. That field will be updated with data from the current record in your pcLink session.
  - c. With the letter open, click *Edit>Select all*, then right click in any highlighted area, then click *Update Field*. All "get" command fields will be updated with data from the current record in your pcLink session.
7. Pressing *Alt+F9* will toggle between showing the field name and showing the specified data.

#### Notes:

- If you want to save the letter complete with the data from Datacon, click *File>Save as..* and give the document a new name. Then, the original letter is still available for use the next time.
- Datacon includes some sample "get" command documents with pcLink. Look in your C:\program files\budco\Datacon\sample documents folder, and copy the documents there to your C:\my documents folder before you use them.
- For a list of available merge fields, hit *Search* on your Datacon Main Menu, and type in "merge field help."

## MS Excel

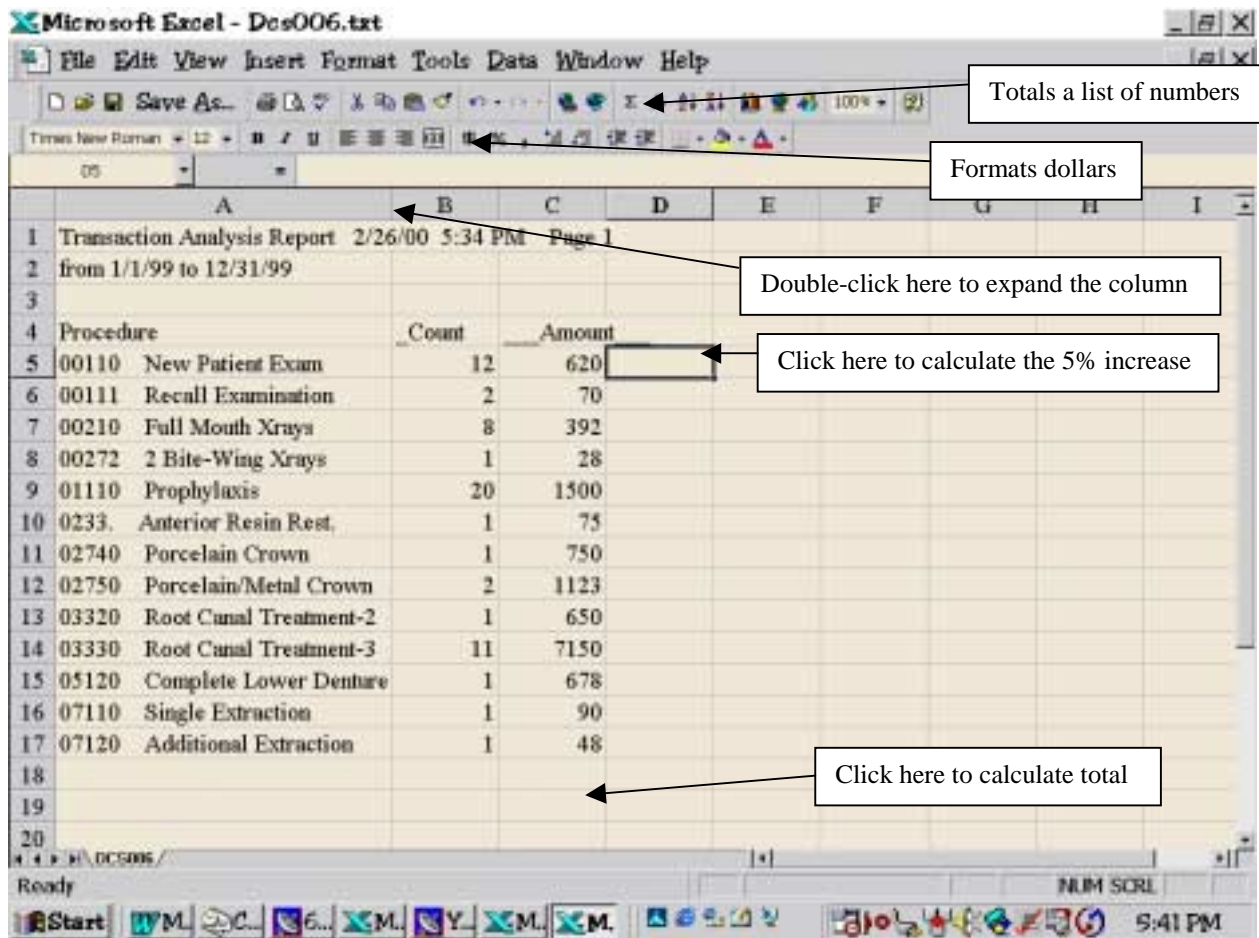
With pcLink you may download screens or reports of numbers from Datacon to MS Excel (a spreadsheet program) on your PC. Numbers are Excel's specialty, and it has multitudes of functions for manipulating and displaying the numbers. Datacon screens or reports that work well in Excel include the Monthly Statistics screen and Production Analysis reports.

**Backup note:** Anything stored on a PC must be backed up separately from the Datacon Dental System. The Datacon backup DOES NOT backup anything stored on a PC.

### Sample Exercise: Create a Report in Datacon and Download it to MS Excel

The following example explains how to print a report from Datacon, then manipulate the information and reformat the spreadsheet. As an example we will print a procedure code report and calculate the difference in production if we increased selected fees.

1. In Datacon, generate a transaction analysis report with the procedures that you want to evaluate
  - a. Charge procedures are automatically selected
  - b. Sort by "procedure"
  - c. Display "count" and "amount"
2. Print the report, and choose your MS Excel selection for the printer (if you do not have one, contact the Datacon support department to have it added)
  - a. Make sure MS Excel is installed and working on your PC
3. MS Excel will launch and the analysis report will appear in Excel



The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Dcs006.txt". The spreadsheet contains a transaction analysis report with columns for Procedure, Count, and Amount. Callouts point to various parts of the spreadsheet:

- "Totals a list of numbers" points to the sum of the Amount column.
- "Formats dollars" points to the currency format of the Amount column.
- "Double-click here to expand the column" points to the column header for Procedure.
- "Click here to calculate the 5% increase" points to a cell in the Amount column.
- "Click here to calculate total" points to a cell in the Amount column.

Procedure	Count	Amount
00110 New Patient Exam	12	620
00111 Recall Examination	2	70
00210 Full Mouth Xrays	8	392
00272 2 Bite-Wing Xrays	1	28
01110 Prophylaxis	20	1500
0233 Anterior Resin Rest.	1	75
02740 Porcelain Crown	1	750
02750 Porcelain/Metal Crown	2	1123
03320 Root Canal Treatment-2	1	650
03330 Root Canal Treatment-3	11	7150
05120 Complete Lower Denture	1	678
07110 Single Extraction	1	90
07120 Additional Extraction	1	48

Figure 19

## Adjusting the Report Layout in Excel

1. To expand the size of a column to match the size of the data, move the cursor to the line between the column headings and double-click there
  - a. You may also click and drag the line between the column headings to expand or reduce the size of the column. You may also do the same for the rows.
2. Highlight the Amount column by clicking the top of the column, and click on the \$ in the tool bar
  - a. This formats the numbers as consistent dollar fields for easier reading

## Calculate 5% Fee Increase in Excel

1. Click the first empty cell to the right of the first procedure amount (D5 in *Figure 19*). This specifies where you want the result of your formula.
  - a. Type “=”
  - b. Click the cell with the procedure amount (C5 in *Figure 19*)
  - c. Type “\*1.05”, *Enter*
  - d. The resulting number is the fee increased by 5%
2. Now copy this formula to all the procedures on the report
  - a. Place the cursor in the bottom corner of the cell with the result, then click and Drag down the column to the last row of your report

## Totalling Columns in Excel

1. Click in a blank cell at the bottom of a column of numbers (C19 in *Figure 19*)
2. Click on the *AutoSum* key (  $\Sigma$  ) on the *Tool Bar*
  - a. Excel will outline the numbers it will include in the total. To modify these, you can click and drag the outline.
  - b. Press *Enter* to see the sum

## Adding a Graph in Excel

Excel makes it very easy to create a graph from your report.

1. Highlight (Click and Drag across ) the cells you want to graph
  - a. Remember to include the headings of the columns and rows to provide labels for the graph
2. Click the *Chart Wizard* button on the Tool Bar, and complete the wizard
3. You can position the chart anywhere on the page by clicking and dragging it

## Clinical Applications

pcLink supports integration with the following third party clinical PC applications:

- ❖ Chart-It
- ❖ Clinical Vision
- ❖ Dexis
- ❖ Dicom
- ❖ Florida Probe
- ❖ ImageFX
- ❖ Schick
- ❖ Tigerview
- ❖ Time for Dentistry
- ❖ Vipersoft
- ❖ Vixwin

Additional pcLink configuration is required for integration to these programs. See the Integraton Setup section within the pcLink Setup section of this document.

Prior to attempting integration, contact Datacon to make sure your software versions support the clinical program you are using.

After your clinical application and pcLink are installed on your PC and are functioning correctly on their own, you can configure the integration with Datacon. See the *Integration Setup* section below, under *pcLink Setup*.

**How does the integration work?** To use the integration when it is set up,

1. Go to a patient in Datacon
2. Click the icon for the clinical application (which will appear on the Quick Button Toolbar after the integration is set up)
  - a. If the patient already exists in the Clinical program with a Patient ID that matches Datacon's Patient ID, the existing patient will be found. Otherwise, the patient will be added.
3. You can now use the features of the clinical application, which will remain open until you close it
4. The Patient ID that is used to match up the patient between Datacon and the clinical application is the patient record number in Datacon, but can be customized for special situations. Contact Datacon for more information.

If you have been using the clinical application prior to integrating it with Datacon, you may need to reset the patient ID's in the clinical application to match those in Datacon. Contact Datacon for more information.

Chart-it and Clinical Vision support passing some data back to Datacon. If the 5-digit ADA code in Chart-it matches your posting code in Datacon, any treatment plans entered in Chart-it will be passed back to Datacon as a treatment plan for the selected patient. Likewise, any completed work entered in Chart-it will be passed back to Datacon as "pending posting." You would then assign a production person to the work, and post it to the patient's ledger in Datacon. Contact Datacon for more details on integration with Chart-it.

**! IMPORTANT BACKUP NOTE !** Anything stored on a PC must be backed up separately from the Datacon Dental System. The Datacon backup DOES NOT backup anything stored on a PC.

# Installing pcLink

---

The steps involved in installing pcLink on a PC are

1. Connecting the PC to the Datacon server. Datacon will need to know if this PC will be a new workstation where one didn't exist before, if this PC is replacing a dumb terminal, and what type of connection will be used (Network, Internet, serial, or modem). A site visit by Datacon may be required.
2. Configuring the Datacon server to recognize the pcLink connection
3. Installing the pcLink software on the PC
4. Configuring pcLink on the PC
5. Licensing pcLink and your Datacon server for the correct number of users

## Replacing AlphaLan with pcLink

If you are currently using AlphaLan, your PC is already connected to the Datacon server via a serial or network connection.

1. You do not need to change the cable in order to upgrade to pcLink
2. Datacon must coordinate changes that are required on your Datacon server to occur at the same time you will be installing pcLink on your PC
  - a. Once these changes are made, AlphaLan will be disabled
3. If you have been using AlphaLan from a remote location (home or other remote site) via the modem, all remote locations running AlphaLan will need to upgrade to pcLink. Once the modem is configured for pcLink, all AlphaLan modem connections will be disabled.

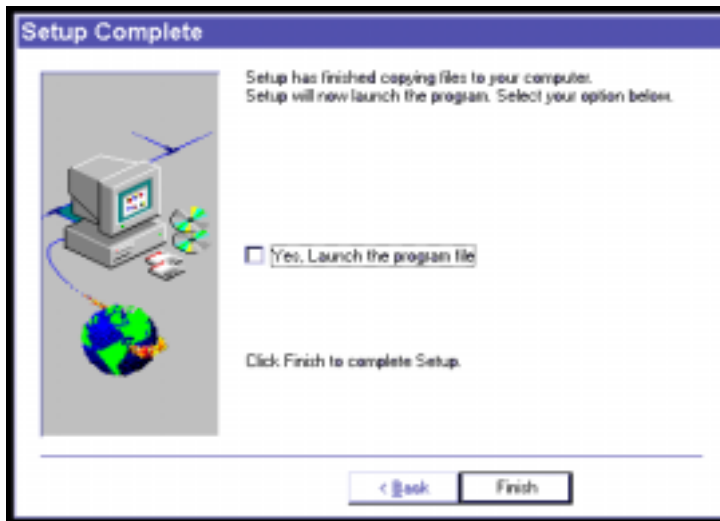
## Installing pcLink software on your PC (for any type of connection)

Make sure all other PC applications are closed. pcLink will automatically be installed in the default directory: C:\program files\budco\datacon

- 1) Put the pcLink CD in the CD drive
- 2) The CD should play automatically
  - a) Click *Install*. The automatic process will now begin.
- 3) If the CD does **NOT** play automatically:
  - a) Click on *Start*, then *Run*
  - b) Type **d:\setup** (the “d:” is usually the default for the CD drive. Substitute “d:” with your CD drive letter if your drive letter is different)
  - c) Click *OK*. The automatic process will now begin.
- 4) Click *Next* on the Welcome screen (shown below) to continue



- 5) The program files will be copied to your system. When it is finished the following screen will appear:



- 6) Click *Finish*
- 7) Reboot your PC if prompted

Proceed to the *pcLink Setup* section of this document.

# pcLink Setup

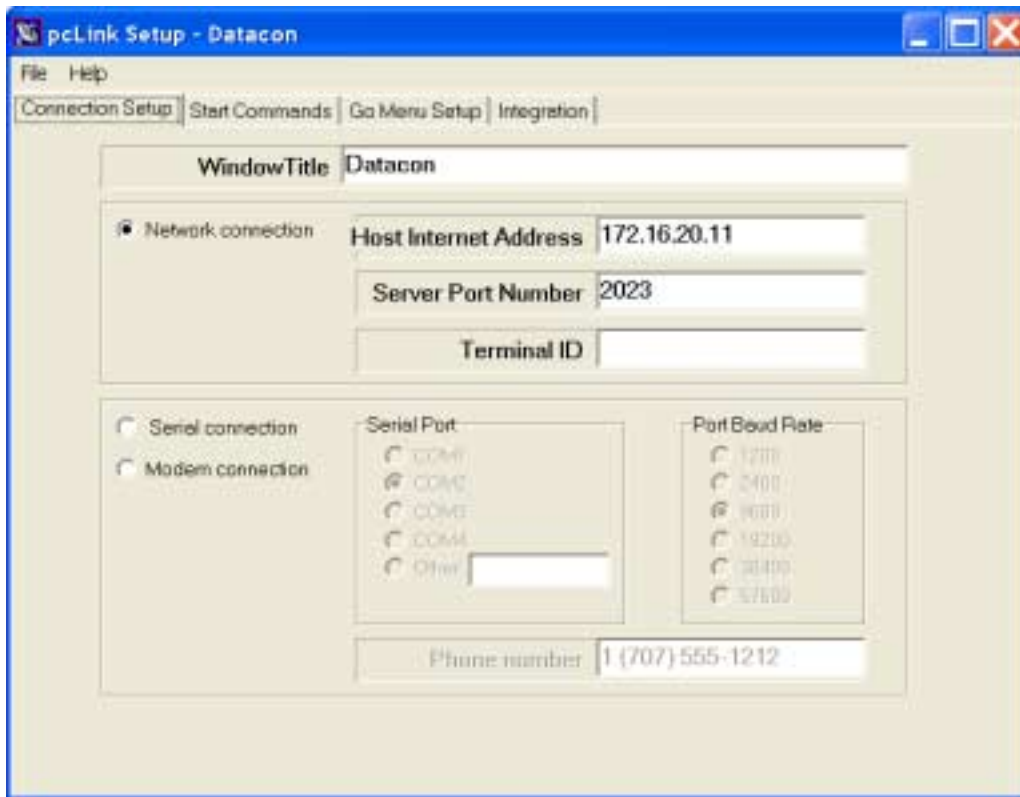
*pcLink setup* **must** be performed for all pcLink installations. Your pcLink installation is not complete and will not function until the correct setup is done.

## Accessing pcLink Setup

If you have just installed pcLink and you see a Datacon icon on your taskbar, click once on it. The Datacon group window will open. Double-click on the *pcLink Setup* icon in the Datacon group window.

To access pcLink setup after the initial installation, or if you don't see the *Datacon* item on your taskbar, click *Start > Programs > Datacon > pcLink Setup*

The pcLink Setup screen looks similar to the one shown in *Figure 20*.



*Figure 20*

Proceed with the following *Configuring pcLink* section that is appropriate for the type of connection you are setting up (modem, serial, Network, or Internet).

## Configuring pcLink for Remote Access Via Modem

This section applies to you if you are at a remote location where you will be using pcLink on your PC to access your Datacon Dental System via your PC and Datacon modems.

### Preparing for Remote Access Via Modem

- You must have a standard (not DSL or cable) modem installed on the PC at the remote site. The modem can be either internal or external. The modem must be plugged into a standard phone line and functioning correctly. For help installing or connecting your modem, check the documentation that came with the modem.
- You will need to know which COM Port your modem is installed on.
  1. In Windows 98 click *Start> Settings> Control Panel>Modems*
  2. In Windows XP click *Start>Control Panel>Phone and Modem Options*
  3. You should see your modem name on the screen
    - a. Double-click the modem. The COM Port will be listed on the screen next to "Port".
  4. Write the COM port number here \_\_\_\_\_
- Make sure you have the phone number to the modem at the office. Write it here \_\_\_\_\_
- You must know the baud rate that the modem at the office will connect at. Datacon can give you this information. Write it here \_\_\_\_\_
- Datacon must complete some configuration changes on your Datacon server at the office to allow for a remote user to access the server using pcLink
- Remote users must have access to the Datacon Dental System via a user name and password

### Accessing pcLink Setup

When pcLink has been installed on your PC, you need to launch pcLink Setup. Click *Start> Programs> Datacon> pcLink Setup*. You will now be on the *Connection Setup* tab in pcLink Setup.

### Configuring pcLink Setup for a Modem Connection

On the *Connection Setup* tab in pcLink Setup, do the following:

1. Click the *Modem Connection* button
2. Click on the serial port that you noted above for your PC modem
3. Click on the *Port Baud Rate* Datacon provided for your office modem, noted above
4. Enter the phone number for your office modem.
  - If you have Call Waiting at your remote location, you need to disable it during your modem sessions. To do this, type \*71,office modem phone number. The “\*71” will turn off call waiting and the “,” will pause the modem to wait for the dial tone before dialing the office modem phone number. Example: \*71,555-1212
  - If the office area code is different from your remote location area code, you must enter a 1 and the area code of the office. Example: 1 (707)555-1212 or \*71, 1 (707)555-1212

When done configuring pcLink for a remote modem connection, your screen should look similar to the one shown in *Figure 21*.

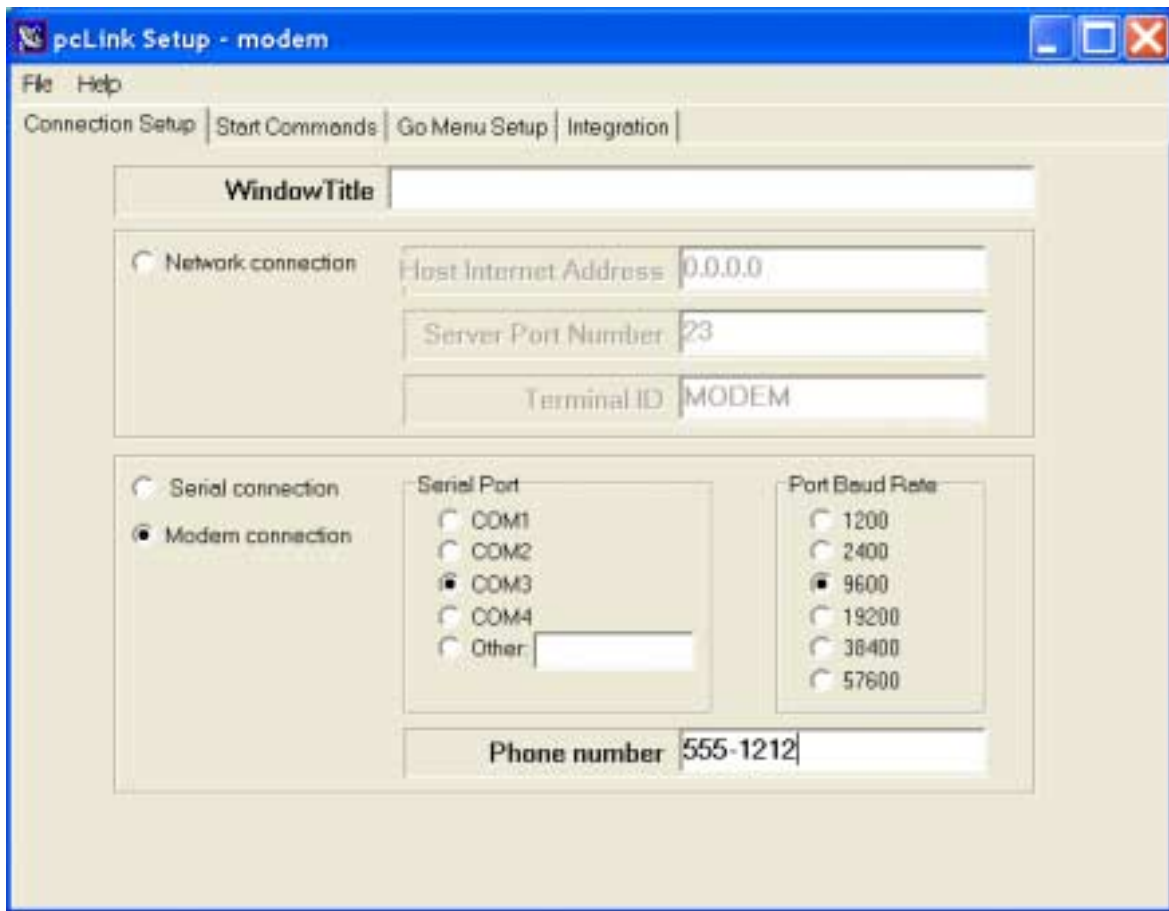


Figure 21

When your setup is complete, click *File>Save* to save your changes. To close pcLink Setup, click the X in the upper right corner of the pcLink Setup window.

Proceed to the **optional** *Go Menu Setup* and *Integration Setup* sections, as needed. *Start Commands* are not required for remote modem installations.

## Configuring pcLink for Serial Connections

This section applies to you if you will be using a serial cable to connect your PC to your Datacon server. The cable will go from a COM port on your PC to a serial port on your Datacon server.

### Preparing for pcLink Serial Connections

- Datacon must install a cable from your PC to your Datacon server, or if you are doing the cabling yourself you must have received either a cable from Datacon, or new connectors for your existing cable if you are replacing a dumb terminal with a PC. This cable must be plugged into a PC COM port and into the correct port in the Datacon server. Please get assistance from Datacon to locate the correct port on the Datacon server.
- You need to know which COM port on the PC that you are plugging the serial cable into. Generally, it will be COM1 or COM2. If you need help, check your PC documentation for assistance in locating the COM port(s) on your PC. Verify that they are not already in use. Note which COM port you will be using here \_\_\_\_\_
- Make sure Datacon has completed the required configuration changes on the Datacon server
- Datacon must provide you with the baud rate at which you will communicate with the Datacon server. Note it here \_\_\_\_\_

### Accessing pcLink Setup

Once pcLink has been installed on your PC, you need to launch pcLink Setup. Click *Start> Programs> Datacon> pcLink Setup*. You will now be on the *Connection Setup* tab in pcLink Setup.

### Configuring pcLink Setup for Serial Connections

On the *Connection Setup* tab in pcLink Setup, do the following:

1. Click the *Serial Connection* button
2. Click to mark the COM port that your serial cable is connected to on your PC. You should have noted it above.
3. Click on the correct *Port Baud Rate* for your connection to the Datacon server. You should have noted it above.

When done configuring pcLink for an office serial connection, your screen should look similar to the one shown in *Figure 22*.

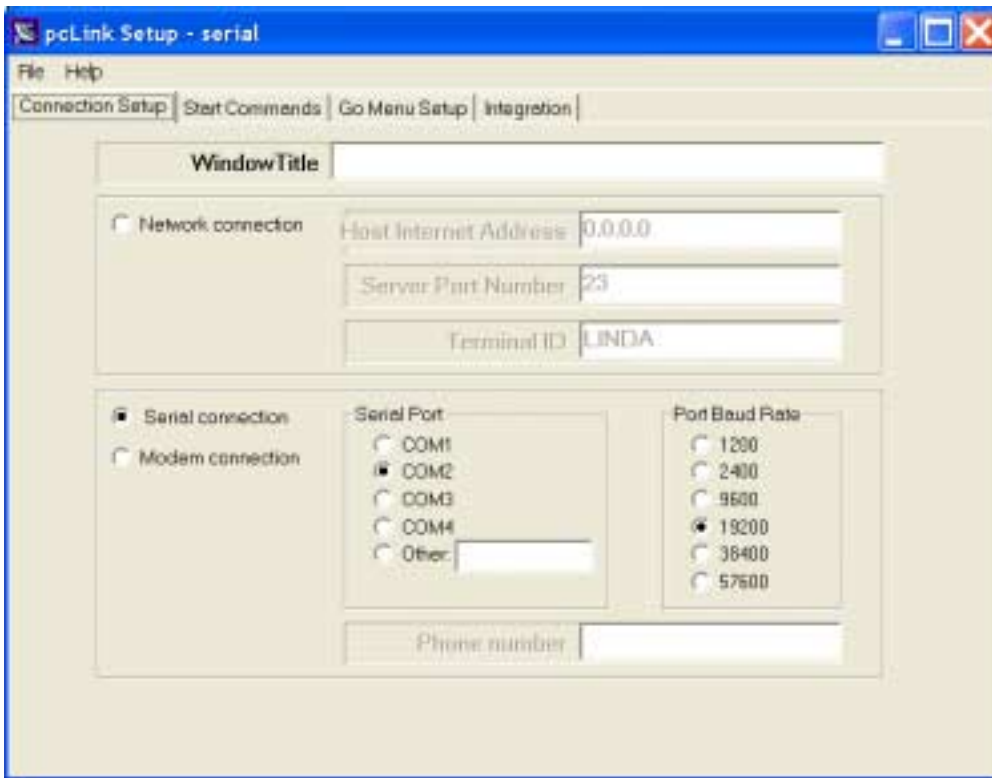


Figure 22

When your setup is complete, click *File>Save* to save your changes. To close pcLink Setup, click the X in the upper right corner of the pcLink Setup window.

Proceed to the **optional** *Go Menu Setup* and *Integration Setup* sections, as needed. *Start Commands* are not required for office serial installations.

## Configuring pcLink for Network Connections

This section applies to you if you will be using Ethernet cable or wireless networking to connect your PC to your Datacon server and your local area network (LAN).

### Preparing for pcLink Network Connections

- Your Datacon server must have a network card installed, be licensed for the correct number of users, be correctly configured, and be connected to your hub via Ethernet cable.
- Your PC must have a Network Interface Card (NIC) installed and correctly configured, and be plugged into a hub using an Ethernet cable
- Datacon must provide you with the *Host Internet Address*. Note it here \_\_\_\_\_
- Datacon must provide you with the *Server Port Number*. Note it here \_\_\_\_\_

### Accessing pcLink Setup

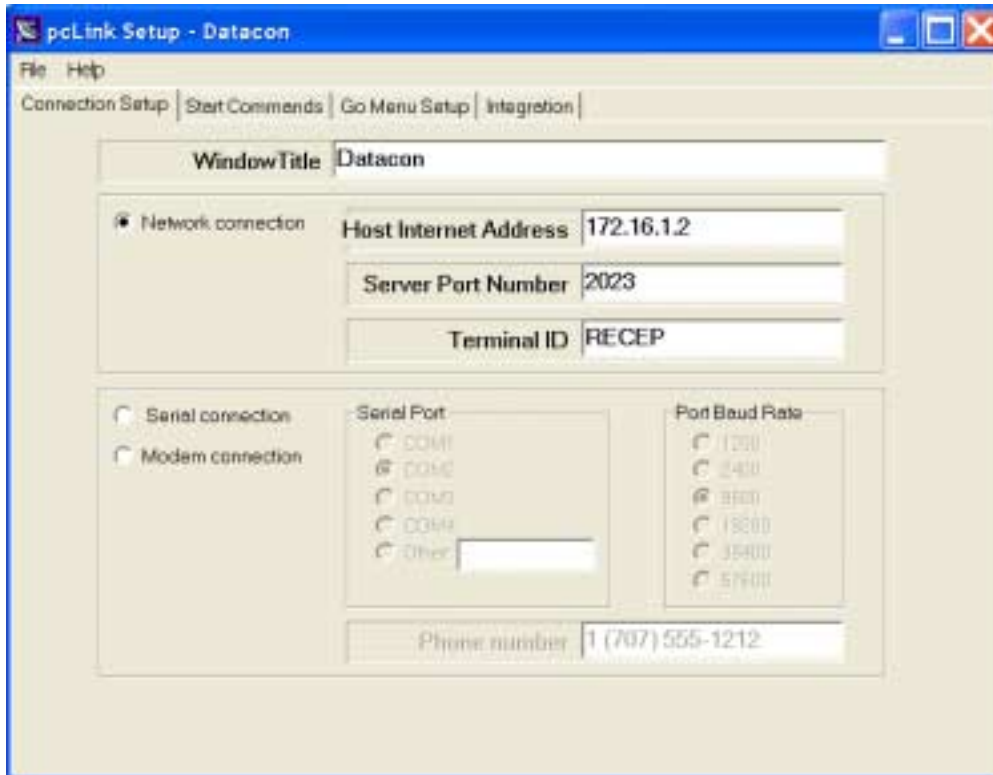
Once pcLink has been installed on your PC, you need to launch pcLink Setup. Click *Start> Programs> Datacon> pcLink Setup*. You will now be on the *Connection Setup* tab in pcLink Setup.

### Configuring pcLink Setup for Network Connections

On the *Connection Setup* tab in pcLink Setup, you need to

1. Click the *Network Connection* button
2. Enter the *Host Internet Address* that you noted above
3. Enter the *Server Port Number* that you noted above
4. In the *Terminal ID* box type a short, unique label (up to 6 characters) to identify this PC. Examples: RECEPT, OP1, DROFC, etc. You may use alphabetical or numeric characters only. Spaces are not allowed here.

When you are finished configuring pcLink for a network connection, your screen should look similar to the one shown in *Figure 23*.



*Figure 23*

Click the *Start Commands* tab

1. type *demo* on the first line
2. type *sysmnu* on the second line

When you are finished with the *Start Commands*, your screen should look like the one shown in *Figure 24*.



*Figure 24*

When your setup is complete, click *File>Save* and click *Yes* to save your changes. To close pcLink Setup, click the X in the upper right corner of the pcLink Setup window.

Proceed to the **optional** *Go Menu Setup* and *Integration Setup* sections as needed.

## Configuring pcLink for Internet Connections

This section applies to you if you will be accessing your Datacon server via the Internet.

### Preparing for pcLink Internet Connections

- Your Datacon server must have a network card installed, be licensed for the correct number of users, be correctly configured, and be connected to your hub via Ethernet cable
- Your office must have a DSL Internet connection, with a **static IP address** from your Internet Service Provider (ISP)
- Your office must have a Sonicwall firewall installed and configured for remote access (your ISP must provide your Internet settings)
- Your remote PC must have any kind of Internet connection
- You need to find out your *static IP address* from your ISP. Note it here \_\_\_\_\_
- Datacon must provide you with the *Server Port Number*. Note it here \_\_\_\_\_

### Accessing pcLink Setup

When pcLink has been installed on your PC, you need to launch pcLink Setup. Click *Start> Programs> Datacon> pcLink Setup*. You will now be on the *Connection Setup* tab in pcLink Setup.

### Configuring pcLink Setup for Internet Connections

On the *Connection Setup* tab in pcLink Setup, you need to

1. Click the *Network Connection* button
2. Enter the *static IP Address* that you noted above
3. Enter the *Server Port Number* that you noted above
4. In the *Terminal ID* box type a short, unique label (up to 6 characters) to identify this PC. Examples: RECEPT, OP1, DROFC, etc.

When you are finished configuring pcLink for a network connection, your screen should look similar to the one shown in *Figure 23*.

When your setup is complete, click *File>Save* to save your changes. To close pcLink Setup, click the X in the upper right corner of the pcLink Setup window.

Proceed to the **optional** *Go Menu Setup* and *Integration Setup* sections as needed.

## Start Commands Setup

*Start Commands* are not used for serial, modem, or Internet connections.

For network connections, the first line should say *demo* and the second line should say *sysmnu*, as shown in *Figure 24*.

## Go Menu Setup

The *Go Menu* feature of pcLink allows you to quickly launch any PC application while you are in Datacon. No data is passed to or from Datacon; the application is simply launched and will then remain open until you close it. The *Go Menu* supports quick access for up to 10 applications.

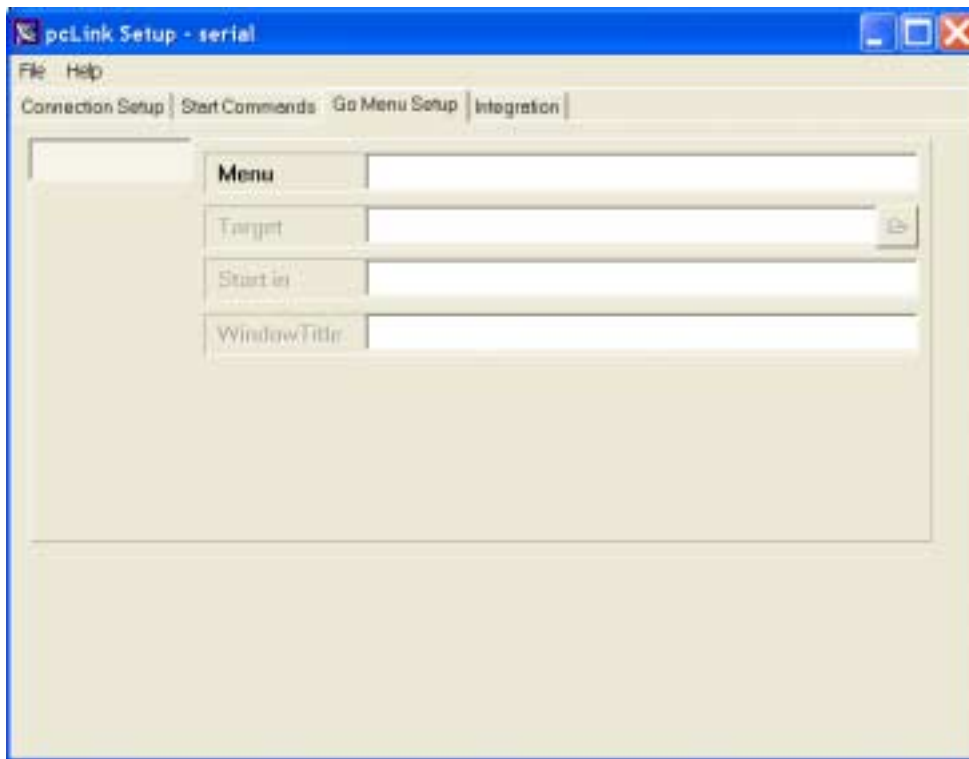
*Go Menu Setup* is optional. It applies to all types of installations, and the setup procedure is the same for all types of pcLink connections (modem, serial, Internet or network).

## Accessing pcLink Setup

When pcLink has been installed on your PC, you need to launch pcLink Setup. Click *Start> Programs> Datacon> pcLink Setup*. You will now be on the *Connection Setup* tab in pcLink Setup.

## Configuring pcLink Setup for the Go Menu

Click the *Go Menu Setup* tab. The screen will look similar to the one shown in *Figure 25*.



*Figure 25*

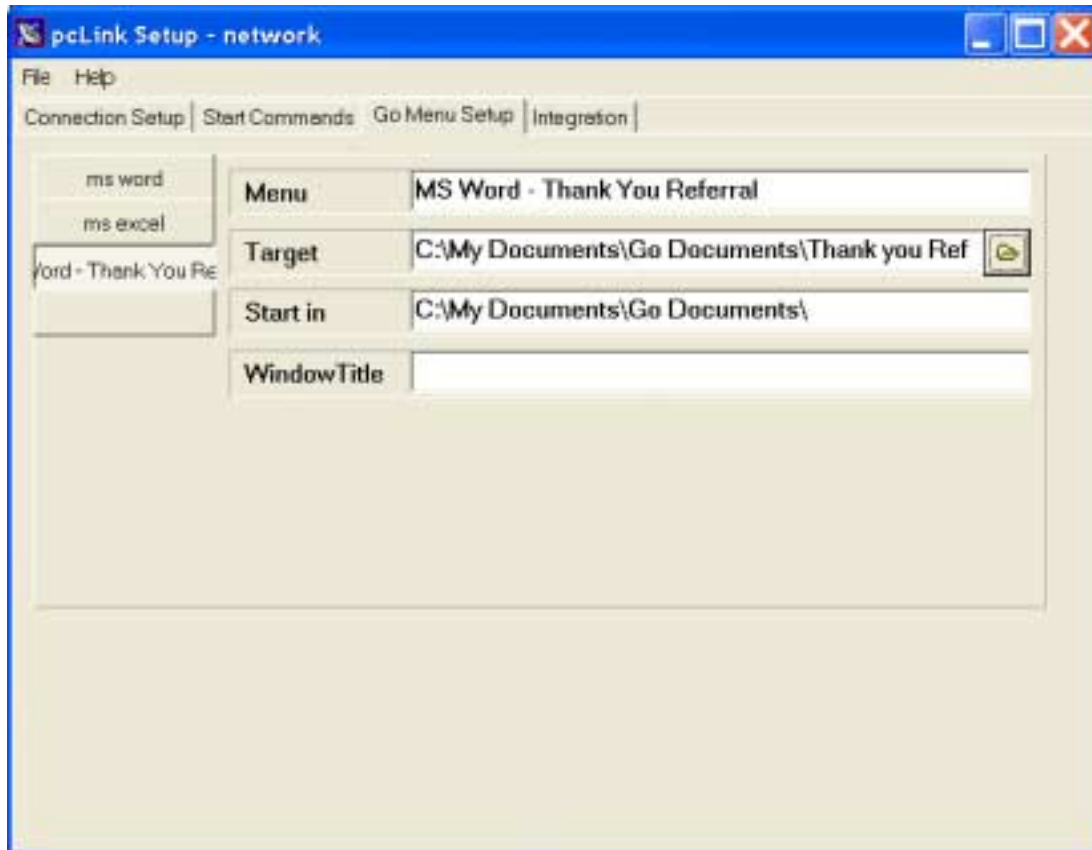
To add a new *Go Menu* item, click on the first blank button on the left column of the screen.

To modify an existing *Go Menu* item, click on the corresponding button on the left column of the screen.

1. In the *Menu* box, type a label to identify this selection

2. The *Target* is the path to the document or program. Click on the file folder icon (📁) at the end of the line to browse to your document or program.
3. The *Start in* will fill in automatically when you use the browse feature on the *Target* line
4. Window Title - this is reserved for a future feature, but isn't used now. Leave it blank.
5. To set up another item, click the first available blank button on the left column, underneath the existing items

When done with *Go Menu Setup*, your screen will look similar to the one shown in *Figure 26*.



*Figure 26*

When your setup is complete, click *File>Save* to save your changes. To close pcLink Setup, click the X in the upper right corner of the pcLink Setup window.

## Using the Go Menu

When the *Go Menu Setup* is done, launch pcLink and log into Datacon. You can click on the *Go..* selection at the top of your pcLink window from anywhere in Datacon. The PC applications you set up in the Go Menu will be listed under *Do...* as shown in *Figure 27*. You can click on a Go Menu item, and the corresponding program or document will launch. While the new application is running, Datacon will also remain running, and you can quickly alternate between your open applications.

For example, you may want to set up MS Word, MS Excel, Quicken, or Solitaire as Go Menu items. Once these applications are open, you can use your *Alt+Tab* keys to alternate between them, or click an application name on your taskbar to switch to it.

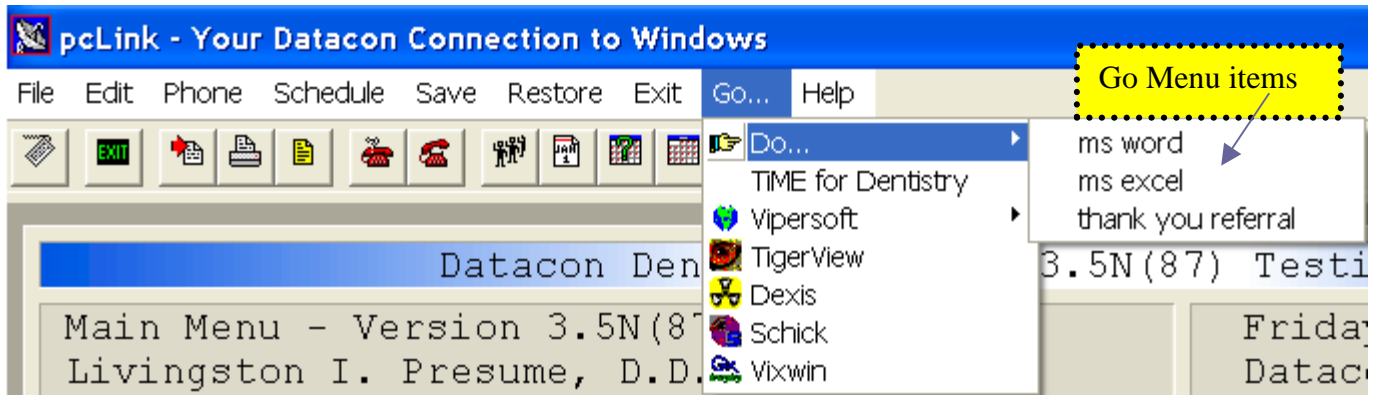


Figure 27

## Integration Setup

*Integration Setup* is optional, and can apply to all types of installations. The setup procedure is the same for all types of installations (modem, serial, Internet or network).

Your pcLink installation on your PC can be customized to include integration (data sharing) with many popular PC applications. Currently pcLink provides integration between your Datacon Dental System and the following PC based clinical programs:

- ❖ Chart-It
- ❖ Clinical Vision
- ❖ Dexis
- ❖ Dicom
- ❖ ImageFX
- ❖ Schick
- ❖ Tigerview
- ❖ Time for Dentistry
- ❖ Vipersoft
- ❖ VixWin

## Integration Prerequisites

Prior to setting up integration, please check with Datacon to see which versions of these applications are currently supported, and which versions of pcLink and the Datacon Dental System are required to support the integration features. You may need an upgrade either to pcLink or to the Datacon Dental System **prior** to configuring the integration.

The PC application **must be installed on the PC and running correctly on its own, outside of Datacon, prior to integration with Datacon.** The same PC must have pcLink installed and functioning with the Datacon Dental System. If the PC application is installed on more than one PC, each PC must meet this requirement. Integration configuration must be done on *each* PC that will utilize the integration feature of pcLink.

## Accessing pcLink Setup

Once pcLink has been installed on your PC, you need to launch pcLink Setup. Click *Start> Programs> Datacon> pcLink Setup*. You will now be on the *Connection Setup* tab in pcLink Setup.

## Configuring pcLink Setup for Clinical Integration

Click on the *Integration* tab in the pcLink Setup window. You will see a screen similar to the one shown in *Figure 28*.

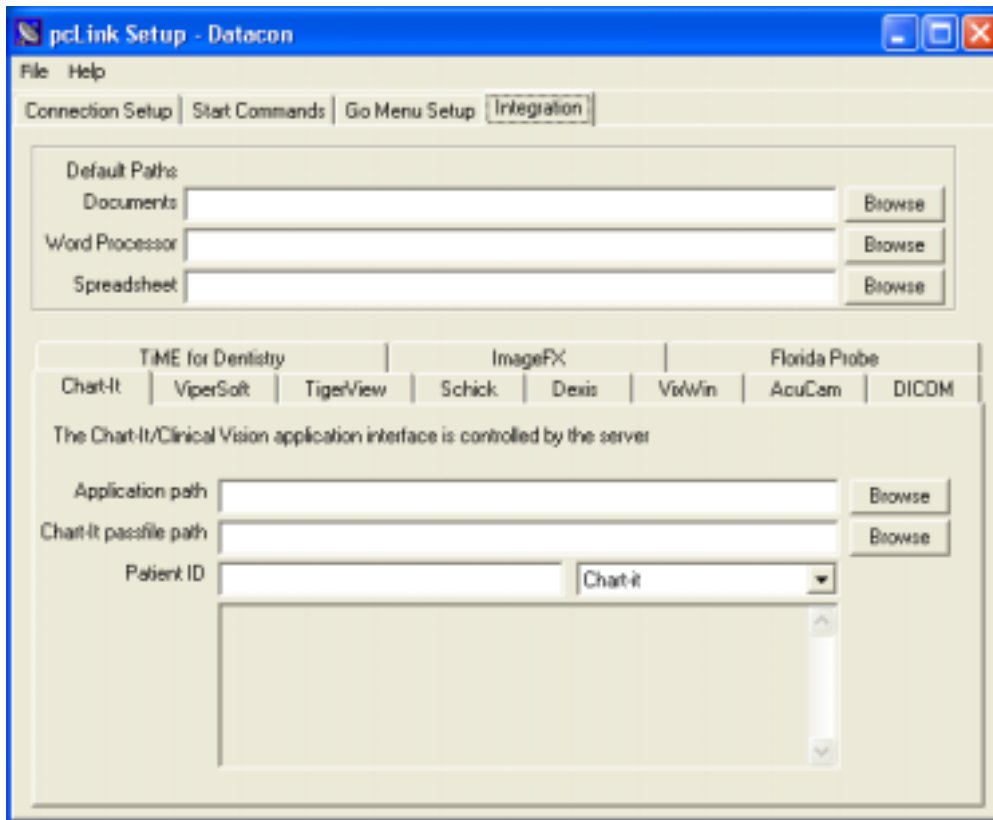


Figure 28

## Default Paths

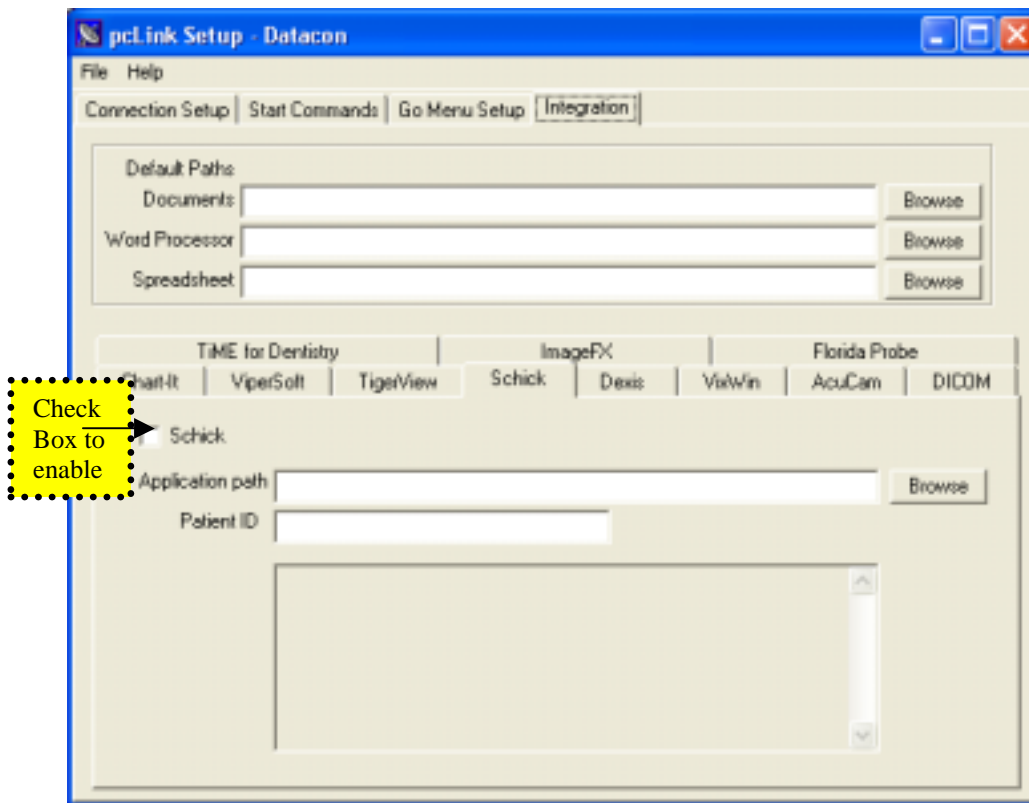
- *Documents*: This will define the folder that is used to store documents when you select to download to MS Word, MS Excel, or to the PC while printing from Datacon and selecting the printer. If you have a folder called C:\My Documents, that folder will be used as the default and nothing needs to be filled in here. If you want the downloaded items to default to a folder other than C:\My Documents, click *Browse* and specify it here.
- *Word Processor*: If you use a word processor other than MS Word, click *Browse* and locate the program that runs your word processing program.
- *Spreadsheet*: If you use a spreadsheet program other than MS Excel, click *Browse* and locate the program that runs your spreadsheet program.

## Clinical Applications

Prior to integrating with Datacon, clinical applications must be **installed and running correctly outside of Datacon** on the PC.

A tab for each supported clinical program is displayed in the bottom portion of the screen (see *Figure 29*). To set up integration to supported clinical applications, click the program's corresponding tab.

1. Click to check the box beside the program's name to enable the integration
2. Click the *Browse* button and locate the file that starts up the program
  - a. Vipersoft doesn't have a *Browse* button because that application will be located automatically through the Windows Registry.
3. Patient ID can be left blank. This is the field that will be used to match the patient in Datacon with the patient in the clinical program. By default, the patient record number from Datacon is used. If you want to use an alternate field, such as patient chart number or social security number, the standard Datacon merge field should be entered in the *Patient ID* field. For example, patient chart number is <pa'chart>. **Caution:** Changing this field after patients are already stored in the clinical application may cause Datacon to be unable to match up with the existing patient in the clinical application, and a duplicate patient may be added.



*Figure 29*

Chart-it has some setup of its own that is required for integration with any practice management software such as Datacon. Call Datacon for details.

When your setup is complete, click *File>Save* to save your changes. To close pcLink Setup, click the X in the upper right corner of the pcLink Setup window.

## Creating an Icon for Datacon on your Windows Desktop

---

You may have already created an icon for Datacon on your Windows Desktop during your initial installation. If you *do not* have an icon for Datacon on your Windows desktop, do the following:

- If this is an initial installation, the Datacon group window will still be on your screen or taskbar, containing the *pcLink* and *pcLink Setup* icons. Click the Datacon group window if it's on your taskbar, then
  1. Right-click the *pcLink* icon (**not** the *pcLink Setup* icon)
  2. Click *Send to*
  3. Click *desktop (create shortcut)*
  4. This will make a copy of the *pcLink* icon on your desktop. Both the *pcLink* and *pcLink Setup* icons should still be in the Datacon group window.
  5. Click on the X in the top right corner of the Datacon group window to close the window
- To create an icon on your desktop **after** the initial installation
  1. Click *Start>Programs*
  2. Click the *Datacon* folder
  3. Right-click the *pcLink* icon (not the *pcLink setup* icon).
  4. Click *send to>desktop (create shortcut)*
  5. Close all the windows you just opened (click the X in the upper right corners)

Double-click your new icon to verify it works. You should get your Datacon System Menu (1-2-3 menu). If you get a blank screen, hit *Enter* a couple of times, exit a couple of times, or CTRL+C.

You can only have one pcLink session open at a time on your PC.

When closing your pcLink session, you must **log out** of the Datacon Dental System first. You should only close the pcLink window when you are on the "System Menu" ("1-2-3 Menu"). To close pcLink, click *File, Disconnect* or click on the X in the upper right corner of the pcLink window.

# PC Monitor Settings

For optimum performance, pcLink requires a monitor that supports a resolution of 1024x768 with high color (16 bit) and large fonts. Lower resolutions and color palettes may work, but will ultimately be difficult to read, hard on your eyes, and may not support all pcLink appearance features.

Your PC monitor and video card will determine your maximum monitor resolution and available colors. Your PC monitor settings are adjusted through your Windows display settings.

1. Close down all applications running on your PC
2. Right-click on your Windows desktop and click on *Properties*. Click on the *Settings* tab.
3. A *Display Properties* window similar to the one shown in *Figure 30* will appear.
4. In the *Color palette* area, the settings should be at least *High Color (16 bit)*
5. In the *Desktop* area, the settings should be *1024 by 768 pixels*.
6. In the *Font size* area, the fonts should be *Large Fonts* (you may need to click the *Advanced* button to see the fonts)
7. Click *Apply*
8. Some PCs will prompt you to reboot now, before the new settings will take affect. Be sure to close down any PC applications prior to rebooting.
9. If you didn't need to reboot, click on *OK* and your changes will be saved.

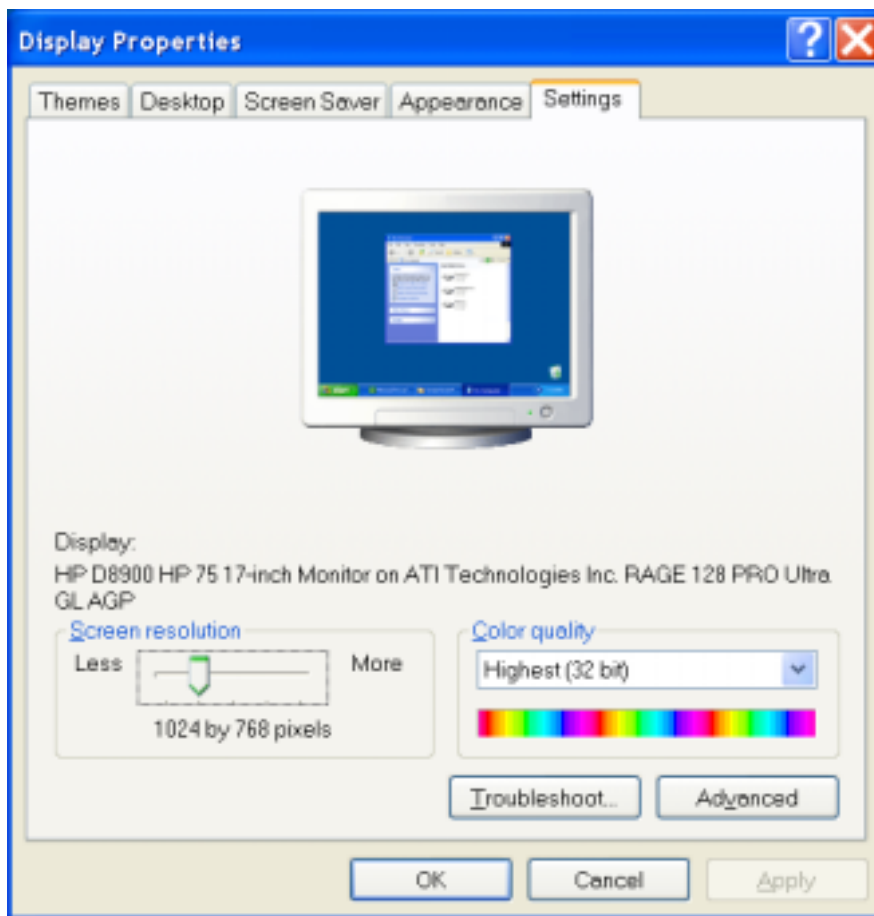
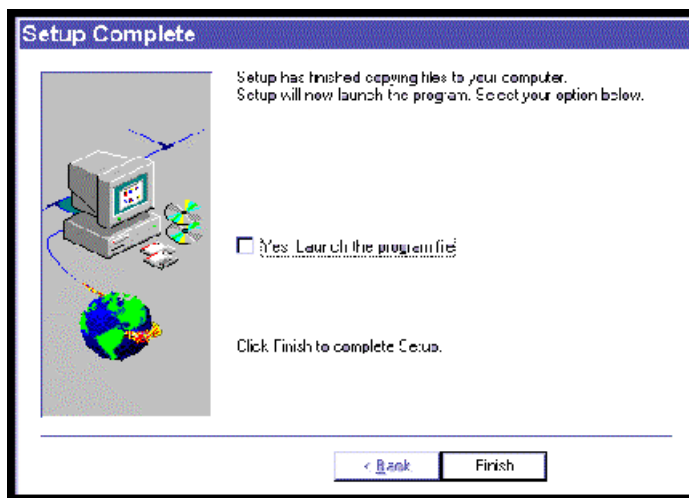


Figure 30

## Updating pcLink From CD

pcLink must be installed individually on each PC. You need to update each PC that runs pcLink, including any at remote locations.

1. Check your current version of pcLink
  - a) Open pcLink
  - b) Click *Help* then *About*
  - c) Write down the version and date
  - d) Close pcLink
- 2) Close all applications open on the PC
- 3) Put the pcLink CD in the CD drive
- 4) The CD should play automatically.
  - a) Click *Install*. The automatic process will now begin.
  - b) Click *Next* to continue
- 5) If the CD does **NOT** play automatically:
  - a) Click on *Start*, then *Run*
  - b) Type **d:\setup** (the “d:” is usually the default for the CD drive. Substitute “d:” with your CD drive letter your drive letter is different).
  - c) Click *OK*. The automatic process will now begin.
  - d) Click *Next* to continue
- 6) Once complete, you will see this screen:



- 7) Do **not** click the “Yes, launch the program file” box. Doing so will bring up *pcLink Setup*. Just click *Finish*.
- 8) Using the icon already on your PC desktop, start up pcLink and verify that it is working.
- 9) The procedure to verify the new pcLink version is: while in pcLink click on *Help*, then *About*. Your version should be updated.

# Rebooting

---

It is important to take the time to use the proper procedure when rebooting either your Datacon server or your PC. These procedures are important to follow, and will prevent many types of problems later.

## Rebooting the PC

1. Properly close all open applications
  - For pcLink, log out of the Dental System back to the System Menu (the 1-2-3 menu). Then click the X in the upper right corner of the window, or click *File, Disconnect*.
2. Once all applications are closed, click *Start, Shut down, Restart*, and click *Yes* to continue. Your PC should now reboot.

## Rebooting the Alpha Micro

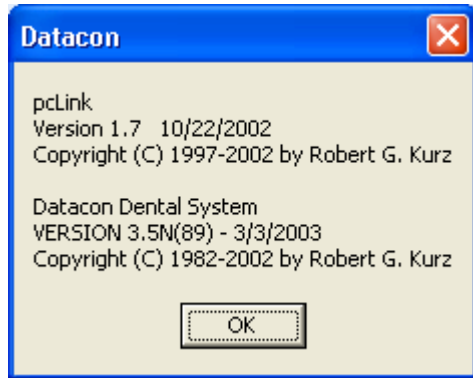
1. Anyone on any type of workstation should finish what they are doing in Datacon and **log out** of the Dental System, to the System Menu (1-2-3 menu)
2. Remote users logged in on the modem or working in a remote office should be contacted and asked to log out of Datacon, back to the System Menu. If the reboot disconnects them, they'll need to reconnect when the boot is finished.
3. Push the **Reset** button on the Alpha Micro computer
4. Network pcLink connections will be closed when the Alpha Micro boots. They can be re-opened as soon as the boot is finished.

## Software Versions

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### What version of pcLink and the Datacon Dental System do I have?

Launch pcLink, then click *Help>About*. The version and date are listed for both pcLink and the Datacon Dental System. You will see a window similar to the one shown in *Figure 31*.



*Figure 31*

pcLink is installed individually on each PC, and it is possible that different PCs are running different versions of pcLink. When updating pcLink, you must update all of your PCs, including those in remote locations.

The Datacon Dental System resides on your Datacon server. Updates to your Datacon system are performed once on the server, not on each workstation.

## Backing Up Your PC

---

Any data stored on a PC **must be backed up** using any standard PC backup device. PC backups are done separately from the Datacon Dental System. The Datacon backup **DOES NOT** save anything that is stored on a PC, and a PC backup **DOES NOT** save anything stored on your Datacon server.

If you are using any of the PC applications with which Datacon integrates, the data generated by those programs **must be backed up separately** from your Datacon backup. Contact those software vendors for further information on backing up those PC applications and data.

The type of media you choose for your PC backup depends on the capacity and speed that you require, as well as the compatibility with the PC on which the backup will be run. Whatever you choose, do not underestimate the value of backing up your important PC data regularly.

## Symptom

- You have launched pcLink, and only **File** and **Help** are on the top of the pcLink window, and the main window is blank. This is usually reported as "my pcLink screen is blank." This is a pcLink session that is not making a connection to your Datacon server.

## Solution

Check to see what type of connection you have by clicking *Help>Connection*. Note if it is network, serial, or modem.

For new installations that have never worked, contact Datacon to verify the proper configuration.

The following suggestions assume that this pcLink connection is either serial or network, and has been a functioning connection prior to now, and that the PC hasn't been moved or changed.

- Check that all connections at the PC, at the Datacon server (the Alpha Micro), and, for network connections, at the hub, are tight.
- Reset the hub (turn it off and on, or unplug the power cord from it and plug it back in).
- Make sure no one else in the office has more than one session of pcLink open. They may be using your license, and you may be denied a session ("Datacon" should appear only once on everyone's taskbar).
- Have you moved workstations around? If you swapped a dumb terminal for a PC, or a PC running AlphaLan for one running pcLink, Datacon may need to correctly redefine each workstation and/or provide correct cables.
- You must only have one session of pcLink open on your PC at a time. Check your taskbar – do you see multiple sessions? Click on the one farthest to the left and see if you can get a response from Datacon. If so, click on any additional sessions and close them. If you don't get a response from any of your sessions, close them all and re-open just one. Hit *exit* a few times, do you see your cursor flashing at the bottom of your screen? Type "Y" and the 1,2,3 menu (System Menu) should come up. If this is the solution, the problem can be prevented next time by exiting to the System Menu before closing pcLink.
- If you can't get a response and you've checked all of the above, close your pcLink session and reboot the Datacon server (the Alpha Micro) using the proper procedure (see *Rebooting*)

- Try your pcLink connection again. If still no response, reboot your PC using the correct procedure and try again. (see *Rebooting*)
- At this point, the problem is usually hardware related. It could be bad cabling or connectors, a bad port on either end, or a bad hub. Contact Datacon for further assistance.

### **Modem connections**

- The screen should read:  
*ATZ*  
*ATDT 555-1234* (phone number you are calling)  
*Connect 9600* or similar message indicating a connection.
- You may need to hit return after you are connected to get the System Menu
- If you don't get a connection, there could be an error in pcLink setup or a problem with the modems or phone lines on either end
- Check the PC modem if possible by dialing someplace other than your office modem. An internet connection is a good test.
- Reset the modem at your office by turning it off and on
- Reboot the PC and the Datacon server (the Alpha Micro) using the correct procedure in the *Rebooting* section
- Have someone in the office log into Datacon and select *Telecommunications, Set Modem to Answer Calls, After 1 Ring*.
- Have Datacon do a modem check on the modem in your office
- Before closing a modem connection, be sure to log out of the Datacon Dental System first

- The schedule background has different colors, but there are no blocking descriptions

This will happen if you once used schedule blocking and later just cleared the descriptions from schedule maintenance instead of changing the blocking to a blank line.

- A regular terminal (not a PC) has extra characters on the screen and it says *Wrong version* when you log in

A "dumb" terminal is set up with a pcLink driver. Did you swap workstations around? You may need a different cable, and Datacon needs to correctly set the drivers for the new configuration. This can usually be done over the modem.

- pcLink returns an error that it is not licensed, and the pcLink connection shuts down.
- Your PC modem connects to the office modem, but you get "No carrier" and it hangs up.
- You may not be correctly licensed for the number of PCs you are trying to connect. pcLink knows the number of workstations using it concurrently, and how many are licensed. When too many log on, this message will appear. Try exiting one or more pcLink workstations to the System Menu (1-2-3 menu). If that doesn't free up the license, close one or more sessions down completely.
- If licensing issues are ruled out, and you have just updated your pcLink version, you may need an update to the driver on your Datacon server computer. Contact Datacon to check this.
- If you are using a fairly new PC modem to connect to a fairly old modem at your office, the modems may not be compatible. Modems that are not compatible cannot "talk" to each other. Call Datacon for assistance if you have this symptom; replacing the older modem at the office may be necessary.
- Is anyone at the office using or answering the modem line there? They may be interrupting you.