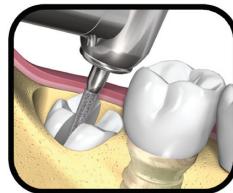
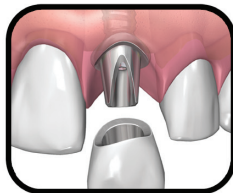


Chairside 2006

User Manual
&
Installation
Guide



 Consult-Pro™



Single Version

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Installation Step 1 -Starting Your Installation

A) Insert The CD labeled Disk 1

B) Do Not Insert The Key Yet

Do not insert the key until you have completed the software installation and have rebooted your computer.

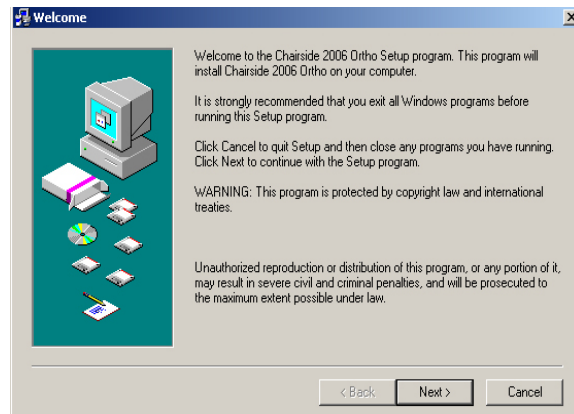
C) If The Installer Does Not Come Up Automatically

1. Double-click the My Computer icon on your desktop.
2. Once you are inside My computer, right-click the icon for your CD and choose “explore”.
3. From there, double-click “Setup.exe” to begin the setup.



The Welcome Screen

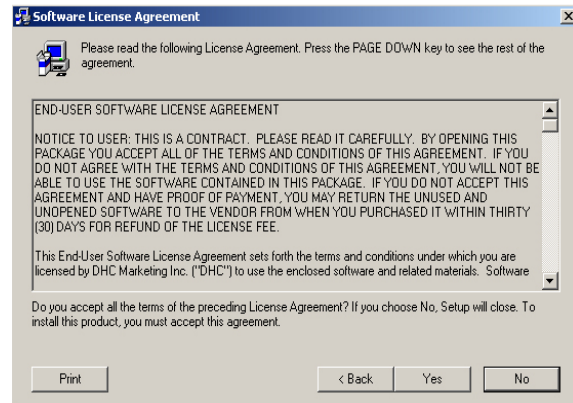
Click “Next” to continue.



Installation Step 2 - Installing Chairside

The License Agreement

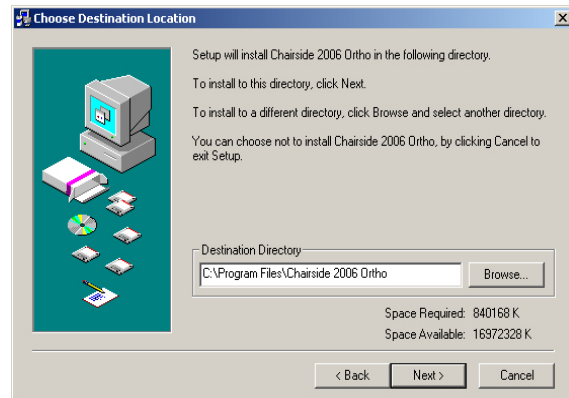
After reading, click “Yes” to continue.



The Destination Directory

Chairside can be installed to the folder of your choice, otherwise it will be installed under C:\Program Files\Chairside 2006 Otho.

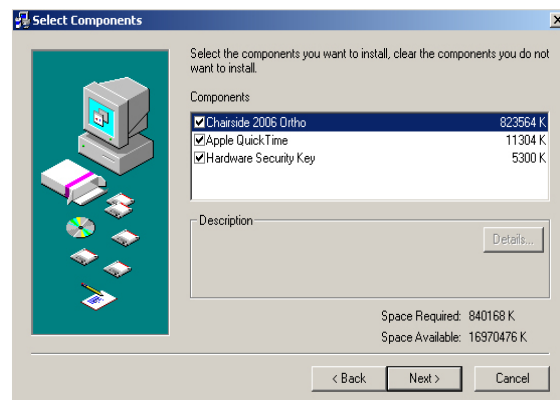
Click “Next” to continue.



Selecting Components

Chairside, QuickTime and USB key

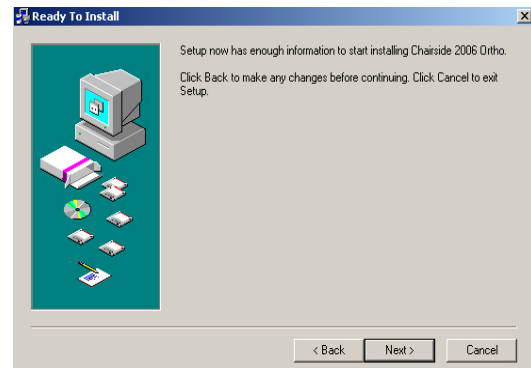
Click “Next” to continue.



Installation Step 2 - Installing Chairside

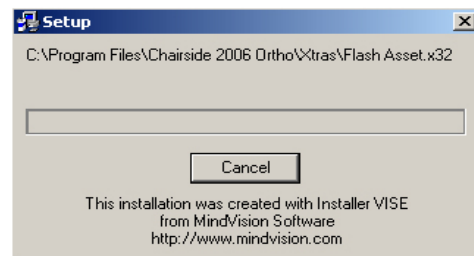
Ready to Install

Click “Next” to continue.



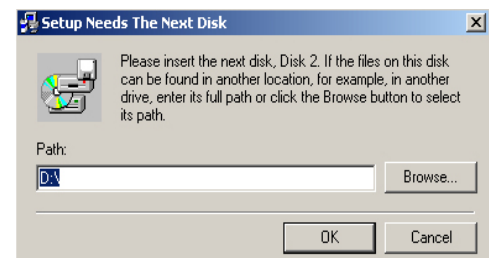
Copying Files

There is a lot of information on the CD. Please wait while the installer copies Chairside to your computer.



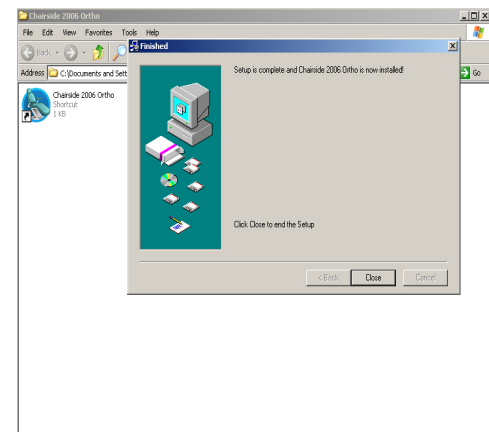
Insert Next Disk

A screen will appear asking you to insert next disk. Take out disk 1 and replace it with disk 2. Click ok to continue.



Chairside's Shortcuts

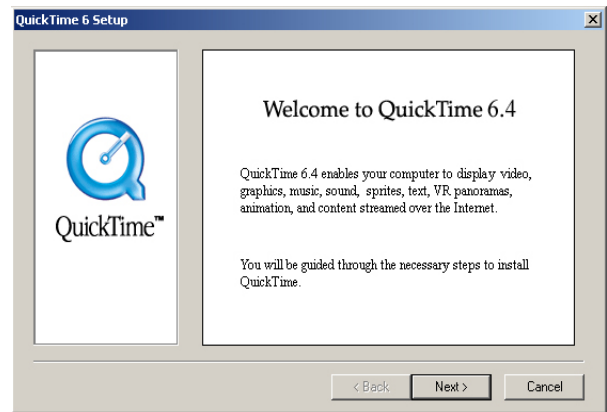
A new window will appear, displaying Chairside's shortcuts. Close the Chairside shortcuts window.



Installation Step 3- Installing QuickTime

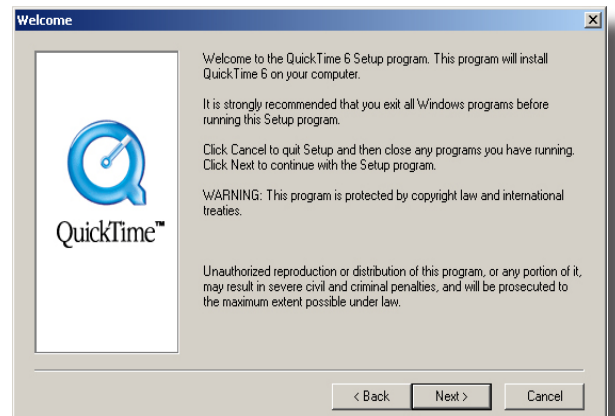
THE QuickTime Setup Screen

After Chairside has been successfully copied, QuickTime's setup will be launched. Click "Next" to continue.



The QuickTime Welcome Screen

Click "Next" to continue.



The QuickTime License Agreement

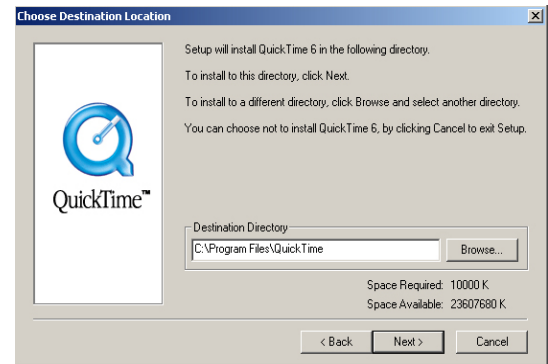
Click, "Next" to continue.



Installation Step 3 - Installing QuickTime

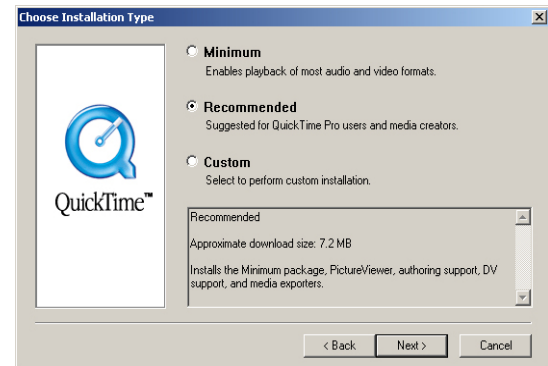
Choose Destination Location

You may choose to customize the destination directory which QuickTime will be installed in. Click, "Next" to continue.



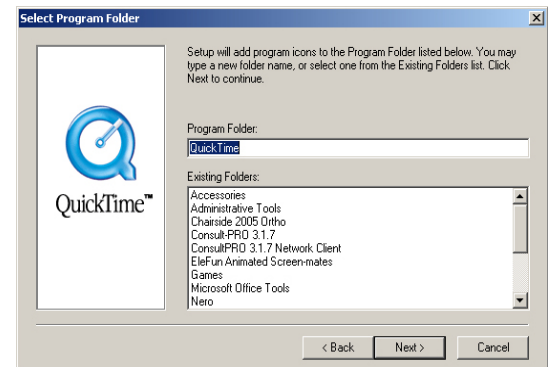
Choose Installation Type

Ensure that "Recommended" is selected. Click "Next" to continue.



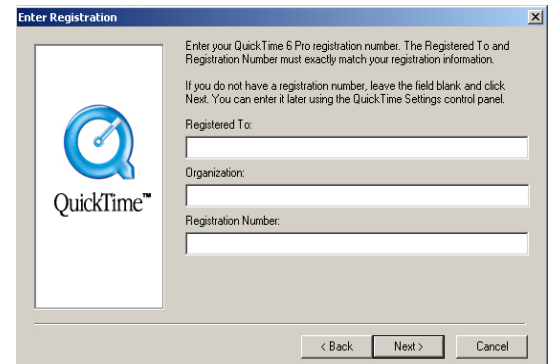
Select Program Folder

You may choose to customize the name of the folder where QuickTime's shortcuts will be placed. Click "Next" to continue.



Optional QuickTime Registration

If you are already a registered user of QuickTime, you can enter your registration information here. QuickTime registration is optional, and Chairside does not need QuickTime to be registered. Click "Next" to continue.



Installation Step 4 - Installing The Key Driver

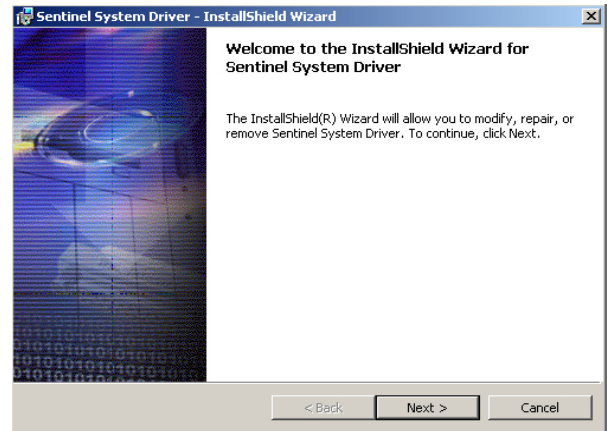
Key Driver Installation

After QuickTime has finished installing, the installation for the key driver will start.

Driver Welcome Screen

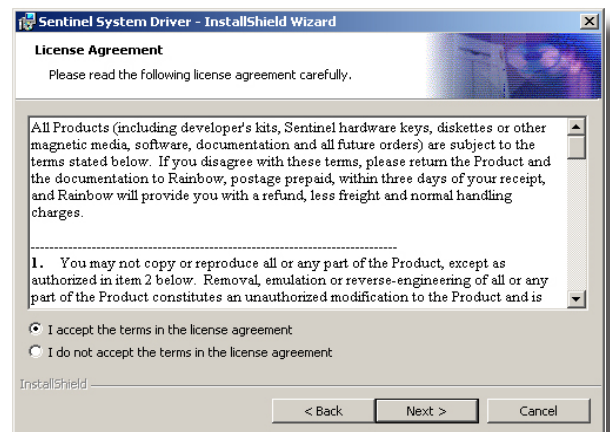
Once QuickTime has been successfully installed, the driver for the key will begin.

Click “Next” through every screen.



Driver License Agreement

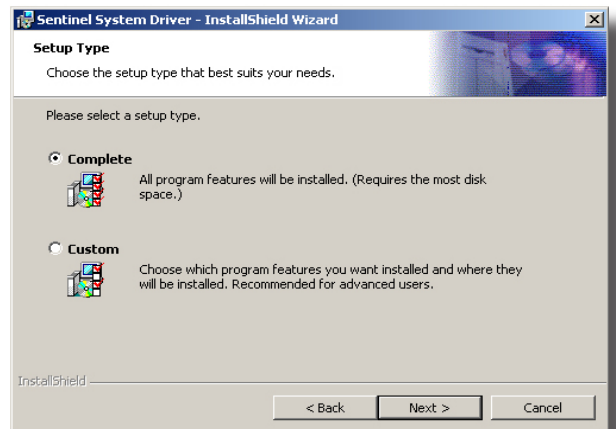
Click “I accept the terms in the license agreement”



Driver Setup Type

Make sure that “Complete” has been selected, and click “next” to continue.

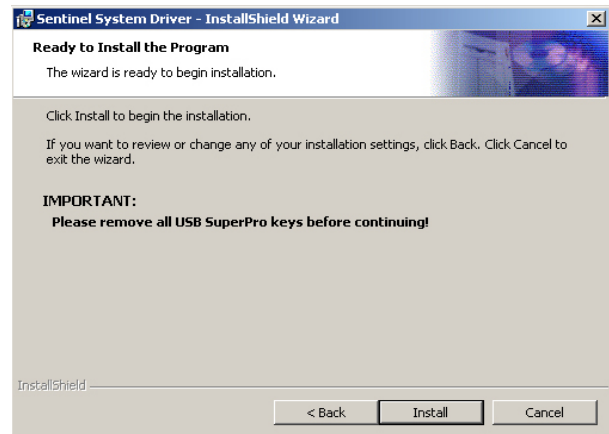
Tip: If you are asked to Upgrade your installation, it is safe to do so.



Installation Step 4 - Installing The Key Driver

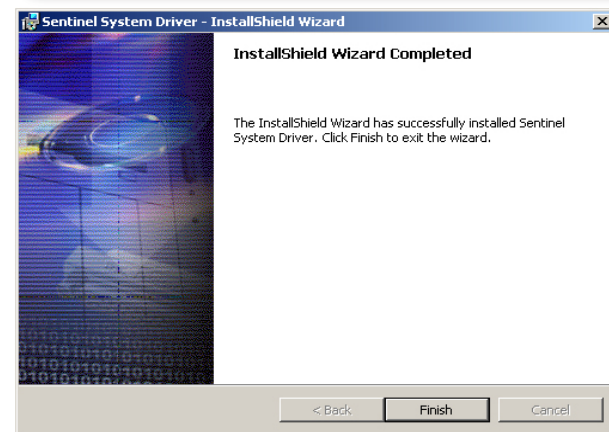
Driver - Ready to Install

Now that the driver is ready to be installed, you may click “Install” to continue. Please remove all USB SuperPro keys before continuing the installation.



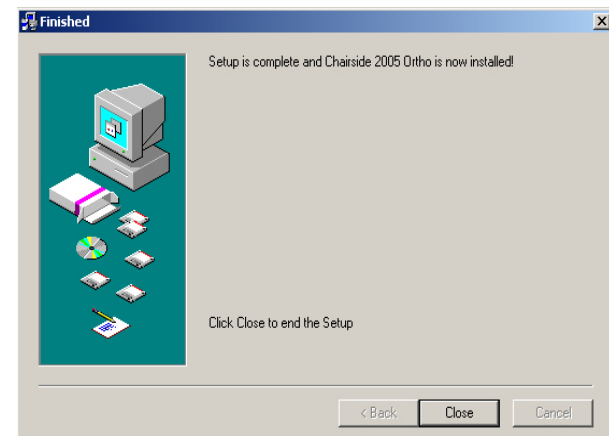
Driver Installation Completed

Click “Finish”.



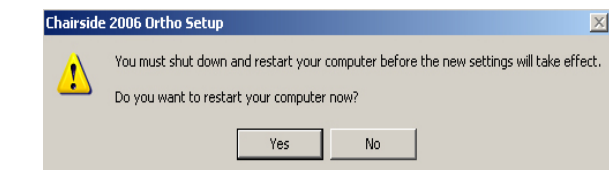
Setup is Complete

Click “Close” to conclude the Chairside installation.



Reboot

Click “Yes” to reboot your computer.



Installation Step 5 - Inserting The Key

Inserting The Key

After you have rebooted your computer, you can take out the disc and insert the USB key in any port in your computer.

If you do not have enough USB ports to insert this key, you may purchase an inexpensive “USB hub” to provide additional ports.

If your computer does not have any USB ports at all, a USB card may be purchased.

Consult-Pro does not provide technical support for your hardware choices.



XP's Hardware Wizard

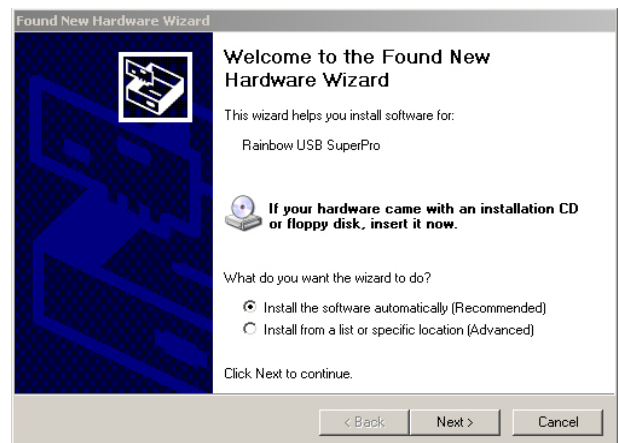
In Windows XP, when you insert a USB device for the first time you are prompted with its *Hardware Wizard*.

You do not need to connect to Windows Update.

When asked, select “No, not at this time” and then click “Next”.

XP's Hardware Wizard: Installation Method

Select “Install the software automatically” and click “Next” to continue.



XP's Hardware Wizard: Completing

After the hardware wizard is finished, you may click “Finish” to conclude.



Installation Step 6 - Registration

When you launch Chairside for the first time, you will be prompted for your registration information. Enter the four items exactly as you have given them.

- A) Company Name
- B) City
- C) License #
- D) Authorization Code

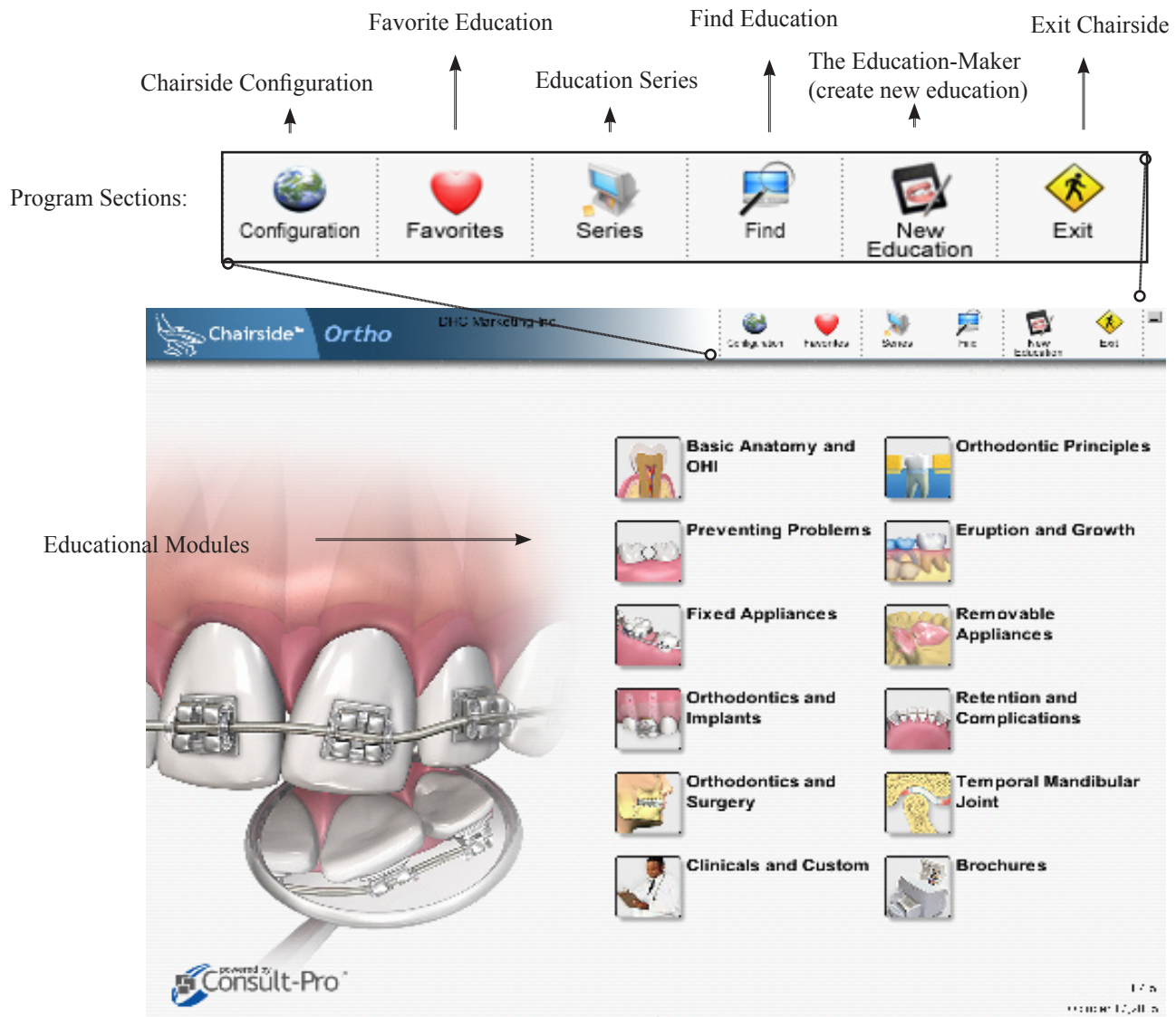
If you are having trouble registering Chairside, please double check that the information entered is the exact same registration information provided with the software package.

A screenshot of a Windows-style registration dialog box. The title bar is blue and contains the text "Registration" and the "Consult-Pro™" logo. The main area is light gray and contains four text input fields labeled "Company Name:", "City:", "Client ID:", and "Authorization Code:". To the right of the "Client ID" field, the text "0000-0000" is displayed. At the bottom of the dialog, there are two buttons: "Cancel" and "OK".

The Chairside Home Screen

Below is the Chairside *Orthodontic Home Screen*. You will see the various education topics on the right. At the top-right of the *Home Screen* you can access the other sections of the program.

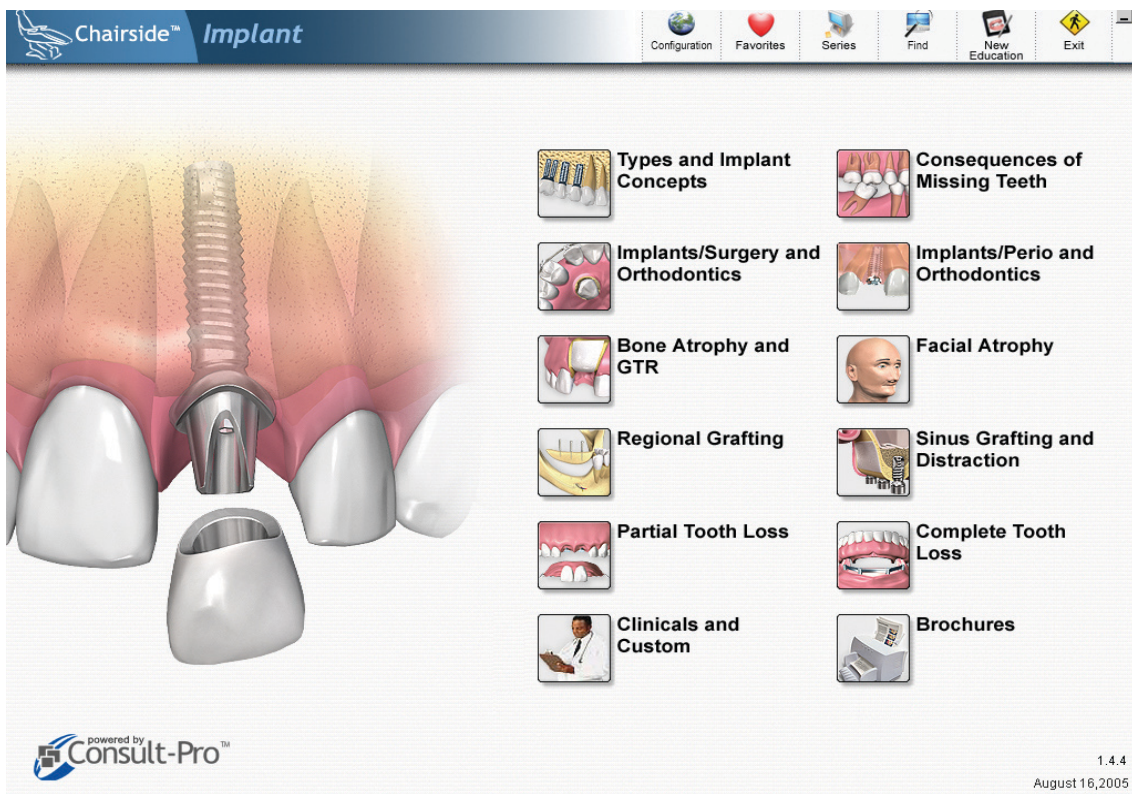
Note: For the purposes of the manual we have used the Chairside Ortho version of the software to show how to use the program. Included in the following pages are screen shots of the General Dentistry, Oral Surgery, Implant and Periodontic Editions Home Screen.



The Chairside Home Screen

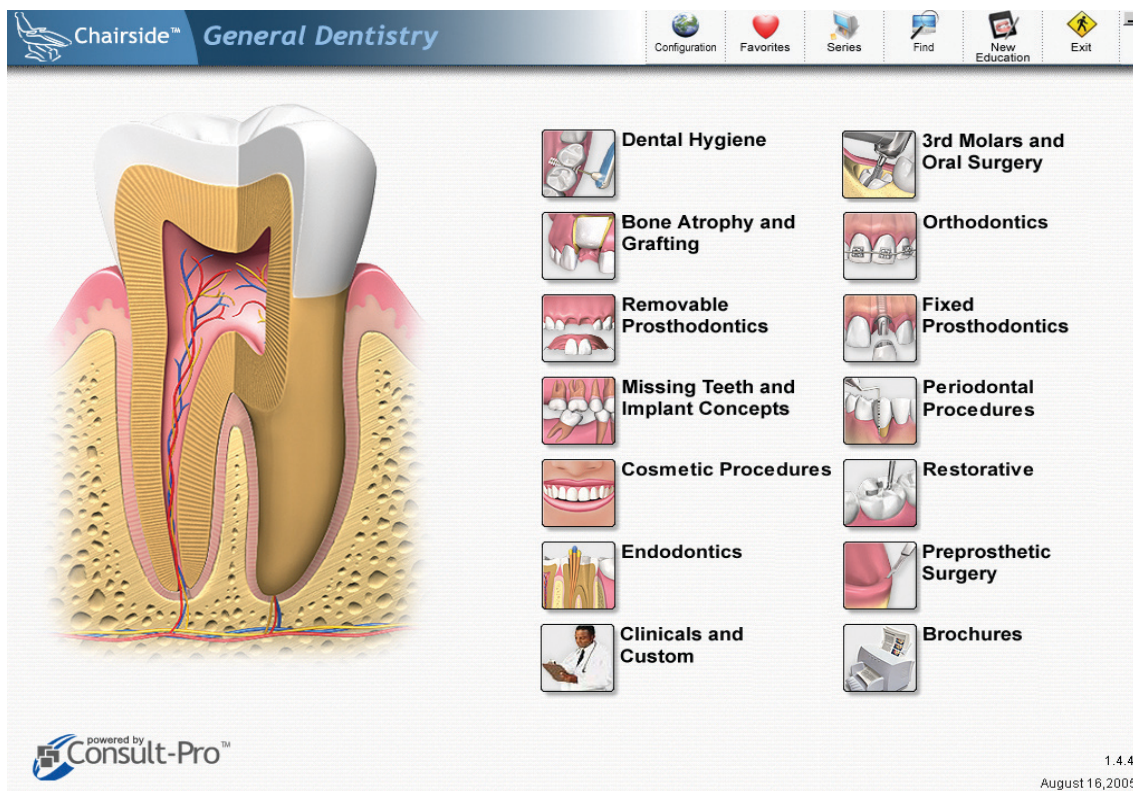
The Chairside Home Screen

Below is the Chairside *Implant Home Screen*. You will see the various education topics on the right. At the top-right of the *Home Screen* you can access the other sections of the program.



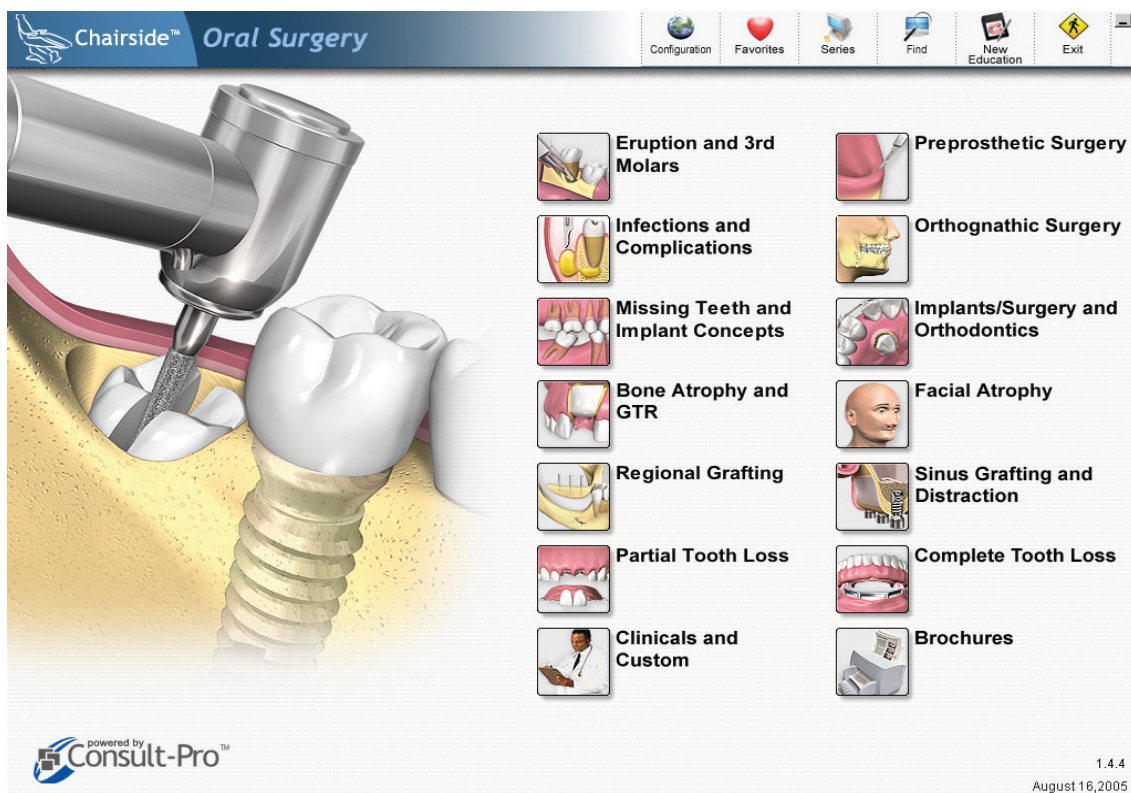
The Chairside Home Screen

Below is the Chairside *General Dentistry Home Screen*. You will see the various education topics on the right. At the top-right of the *Home Screen* you can access the other sections of the program.



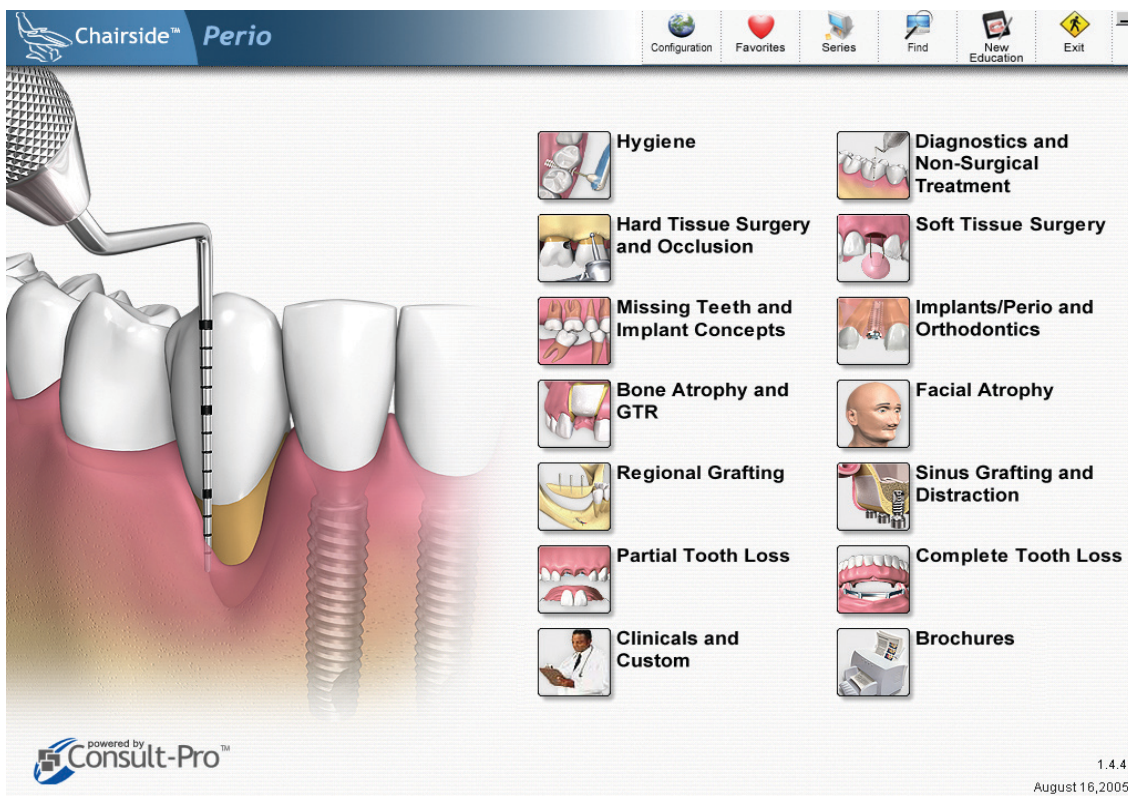
The Chairside Home Screen

Below is the Chairside *Oral Surgery Home Screen*. You will see the various education topics on the right. At the top-right of the *Home Screen* you can access the other sections of the program.



The Chairside Home Screen

Below is the Chairside *Periodontic Home Screen*. You will see the various education topics on the right. At the top-right of the *Home Screen* you can access the other sections of the program.



Education

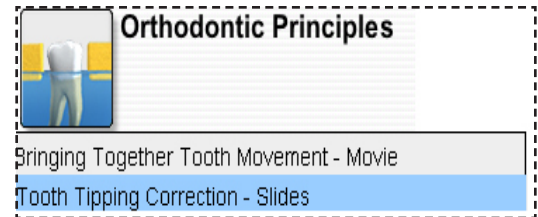
Introduction

Chairside has a comprehensive library of patient-friendly graphics, clinical images and animations depicting various conditions, treatment options and consequences of non-treatment. During a consultation, Chairside's education will help your patient fully understand their condition and their available treatment options.

Viewing Education

Clicking on one of these will reveal a list or presentations.
Select a presentation from the list to view it.

A series of quick-launch icons will appear at the top of your screen, allowing you to easily select a different presentations.



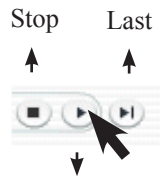
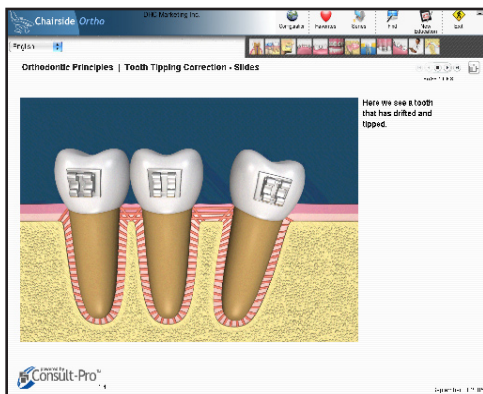
Education:

Player Controls

Education

Navigating Education

Here you will become familiar with choosing an education presentation and navigating through its frames..

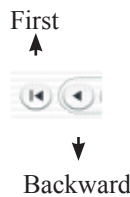
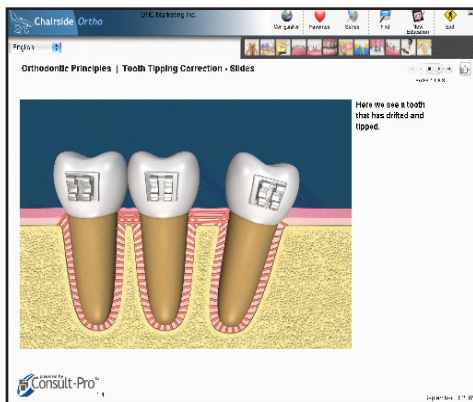


Looking at the presentation, at the top-right you will see the navigation buttons.

To progress to the next slide, click *Forward*. You can walk forward through each slide in a presentation this way.

To skip to the last slide, click *Last*.

To exit the presentation, click *Stop*.

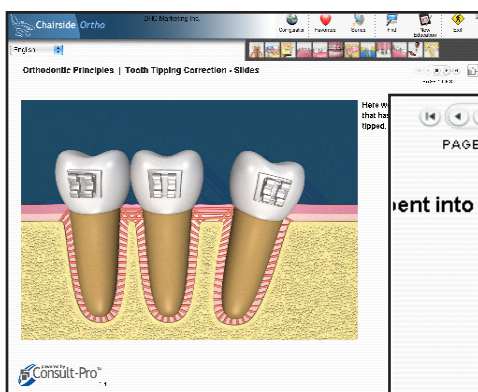


When you click *Forward*, you will be brought to the second page of the presentation.

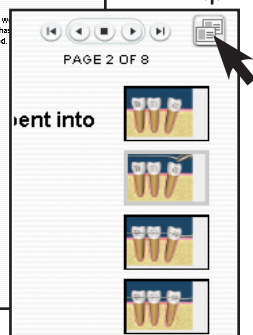
Two new buttons will become available.

To go to the previous slide, click *Backward*.

You can return to the first slide by clicking *First*.



Storyboard



Another way of navigating through a presentation is the *Storyboard* button. This button appears with presentations which have multiple pages.

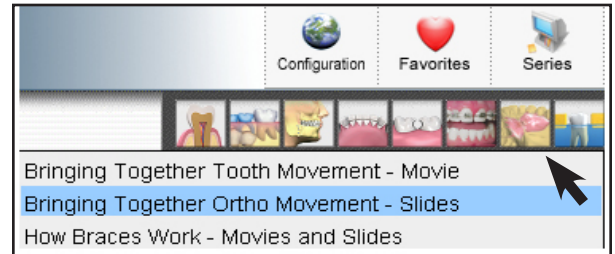
Clicking the Storyboard button reveals thumbnails that represent each slide in the current presentation.

These thumbnails appear on the right side of your screen and can be clicked on for quick and easy access to any slide.

Education

Education Quick Launch

When you are viewing a presentation, you will see a row of icons at the top-right. Each icon represents one of the education categories that appears in the main screen of the program. Select a category to see a list of its presentations.



Education Quick Launch Selection

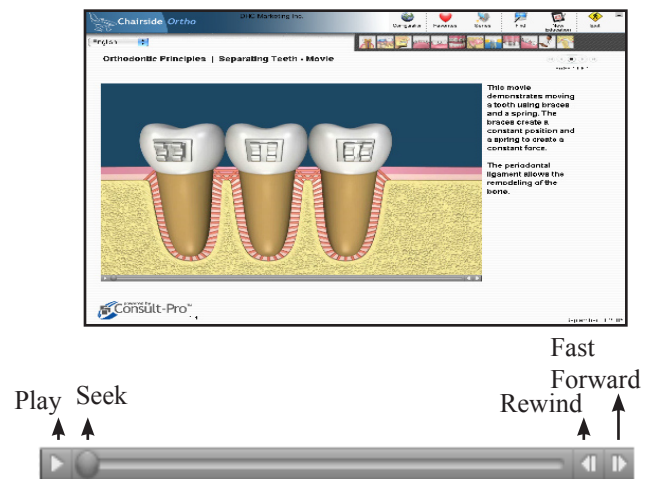
Movies

To begin a movie, click *Play*. You may also press the Enter key on your keyboard.

Once a movie begins playing, the *Play* button will become a *Pause* button.

When the movie is not playing, you may click on the *Fast Forward* or *Rewind* buttons to walk through the movie frame-by-frame.

You may also click and drag the *Seek* button to skip to a specific part of the movie.

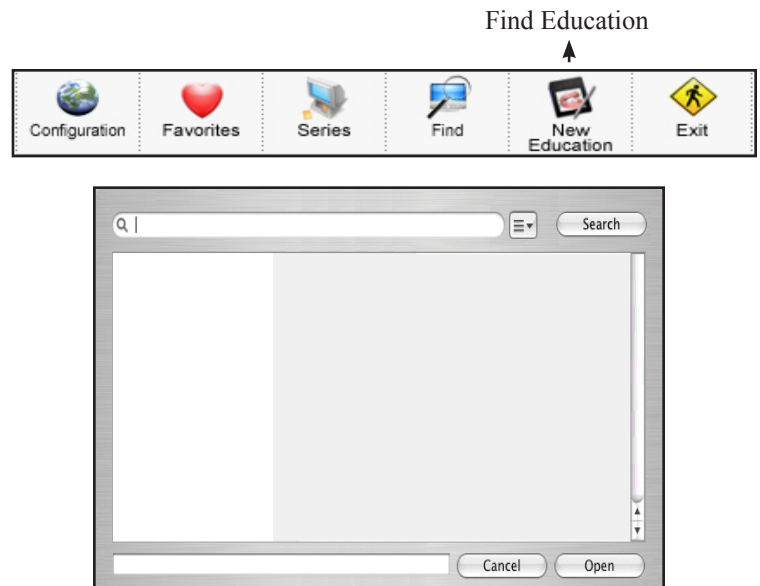


The Movie Navigation Bar

Searching for Education

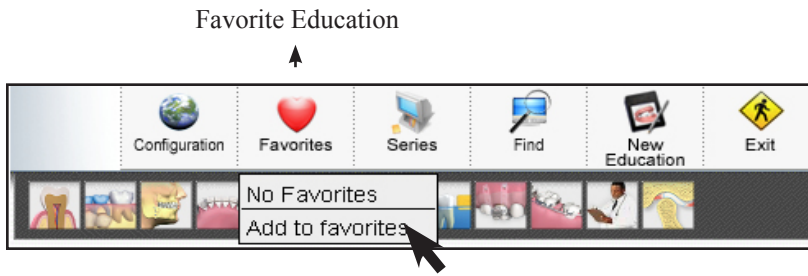
You can search for any piece of education in Chairside. From the *Chairside Home Page*, click *Find* and type any word or phrase.

To view one of the presentations, select it and click *Open*.



The Search Window

Education



Favorite Education

Clicking the *Favorites* button will present a list of your favorite presentations. Select a favorite from the list to view it.

When viewing a presentation, you can click the *Favorites* button to add it to your favorites list.

Education Series

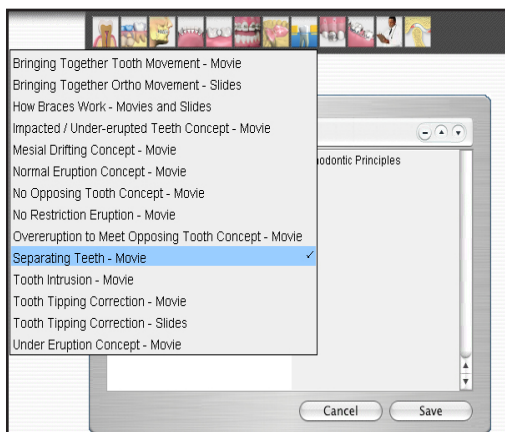
The *series* feature allows you to combine a number of presentations into one large one for easy play back.

It allows staff to get involved in a patient's treatment planning, because they are able to easily discuss any number of complex cases by simply playing a series. because the series can be prepared beforehand, there is no worry that some things can be forgotten.

The series feature assists in preventing patients from being misinformed or asking for a second opinion rather than proceeding with the procedures that have been proposed to them by providing a consistent message to all patients.

Creating a Series

Click the *Series* button and select "new Series".



Adding Education Into A Series

Adding to The Series

1: Select a category from the quick launch icons above to see its list of education.

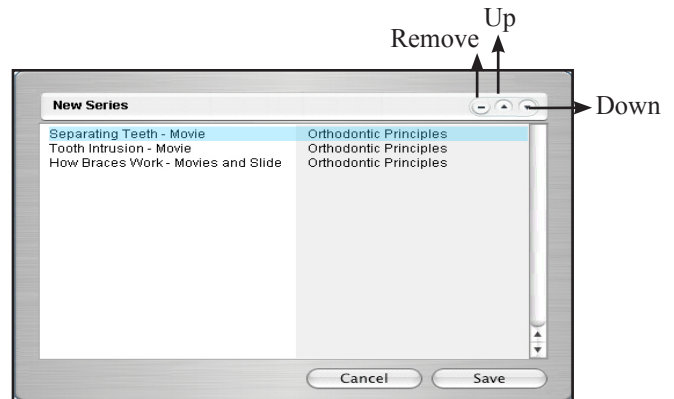
2: Select a presentation.

You will see the presentation appear in the series list.

Education Series

Editing The Series List

Once you have added an item to the series list, you can select it and then click *Remove* to remove it from the list, click *Up* to move it up, or click *Down* to move it down in the list.



Editing a Series

Saving Your Series

Clicking the *Save* button will prompt you to give your series a name.

You have two options of saving a series. The first is to save the series as a person's name which can easily be found for future reference. The second method is to save it as a generic name (e.g. 3 unit bridge versus implant) which then enables you to easily find the required information for other patients.

Modifying, Renaming, or Deleting A Series

To modify a series, select "Modify Series" and you will be brought back to the series editor screen. See the **Editing The Series List** section of this document.

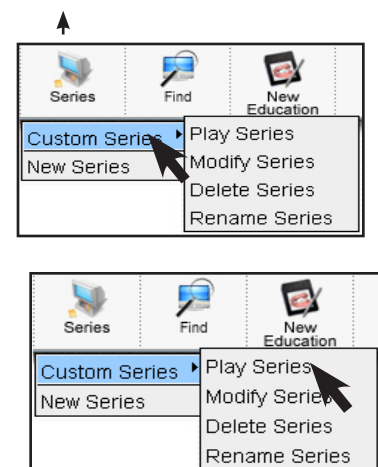
To rename a series, select "Rename Series".

To delete a series, select "Delete Series".

Playing a Series

You can play a series by clicking on the *Education Series* button, hovering your mouse down to your presentation and selecting "Play Series" from the menu.

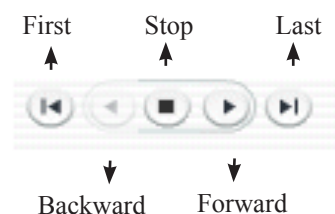
Education Series



Series Education Controls

When playing a series, the *Next* button will continue to the next slide, and when you have reached the last slide it will continue to the next presentation.

The *First* and *Last* buttons will let you move from presentation to presentation.



Education

Creating a Slideshow

Chairside can automatically play a piece of education or an entire series. To begin a slideshow, play your education or series, then adjust your settings to have Chairside automatically play.

Within the Configuration menu, there are three choices which you need to customize.

- “Play Mode” Set to **Auto**, so movies will begin automatically.
- “Loop” Set to **On**, so that the series will play indefinitely.
- “Duration” Set the number of seconds you wish Chairside to wait before continuing to the next slide.

Chairside Configuration



Configuration

Customizing Chairside

The Education-Maker

Chairside's *Education-Maker* will allow you to create your own custom presentations.

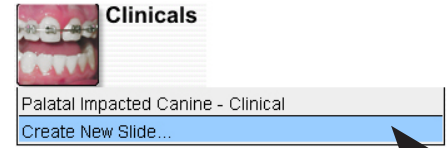
The Education-Maker
(create new education)



Creating Custom Education

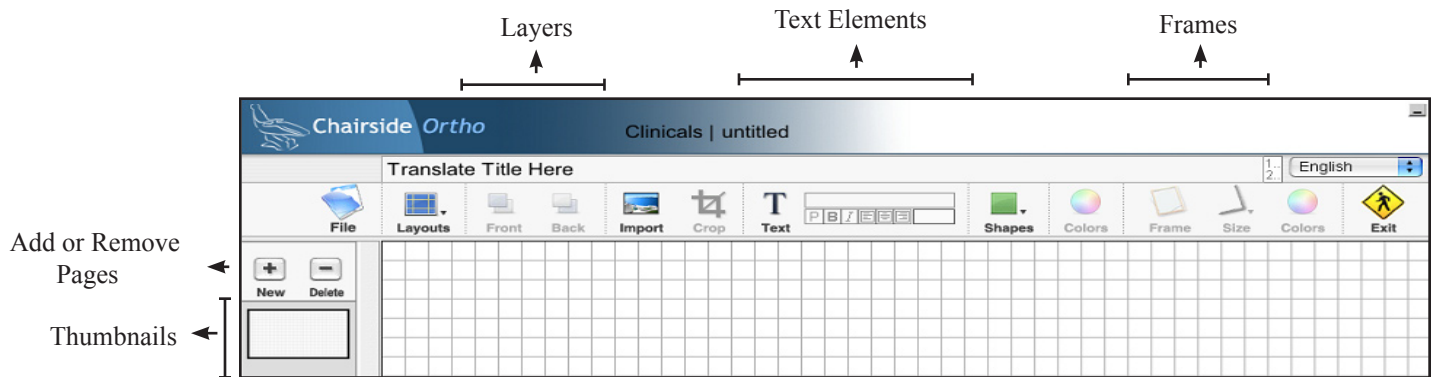
There are two different ways to enter into the *Education-Maker*:

- 1) An icon in your row of tools at the top-right.
- 2) From any education category icon.



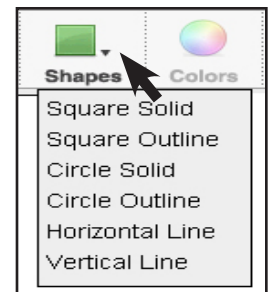
Creating A Slide

The Education-Maker Screen

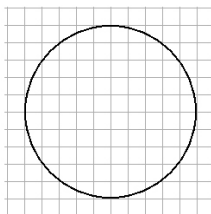


Adding a Shape

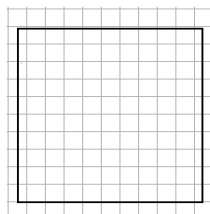
You can easily add different kinds of simple shapes using the Shapes menu. Select the shape you wish to add and it will appear on your page.



Shape Tools



A Circle

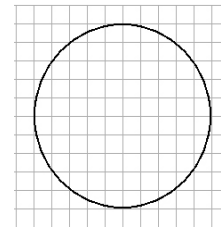


A Square

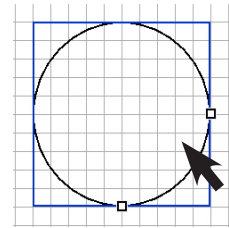
Customizing Chairside

Selecting Objects

To select an object, click on it once. You will see a blue outline surround it.



A Circle



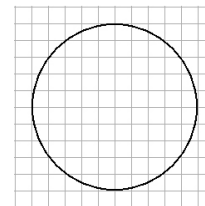
A Circle, Selected

Moving Objects

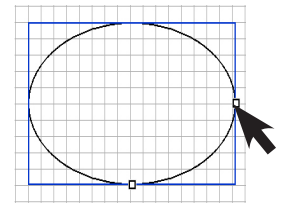
To move an object, click it once and hold the mouse button down. When you move your mouse, you will be able to “drag” the object to a new location.

Re-sizing Objects

To resize an object, select it and you will see two small squares on its border. One square at the bottom and the other on the right-hand side of the object. Click and drag either of these boxes to change both their width and height at the same time, other objects only allows you to change either its width or it height.



A Circle



A Circle, Resized

Deleting Objects

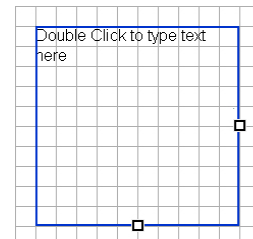
To delete an object, select it and press the *backspace* key on your keyboard.

Creating a Text Box

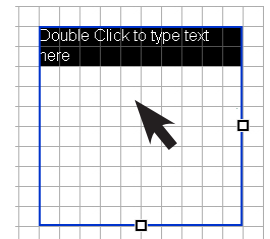
Click the Text button to add a text box.



New Text Box



A Text Box



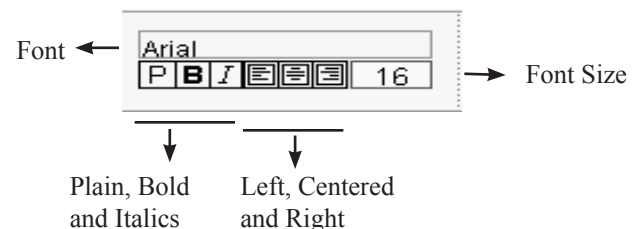
Editing A Text Box

Text Elements

At the top-middle of your Education-Maker Main page, there are controls to customize the text in a text box. You may select a text box and then change one of its attributes with these controls.

You can:

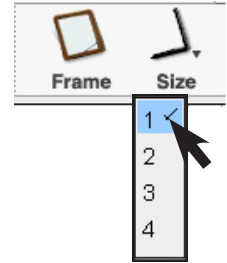
- 1) Change the font.
- 2) Change the font size.
- 3) Change the typeface (Plain, **Bold**, *Italics*).
- 4) Change the text alignment (left, centered, right).



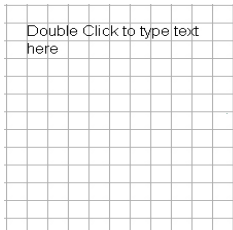
Customizing Chairside

Frames

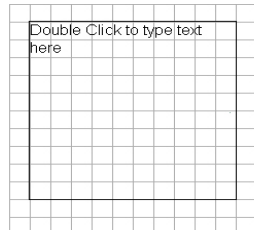
At the top-right there are controls to customize borders. Select your object and click *Frame* to add a frame. Then you can change the thickness of the frame with the *size* button.



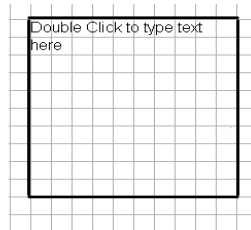
Frame Tools



A Text Box
No Border



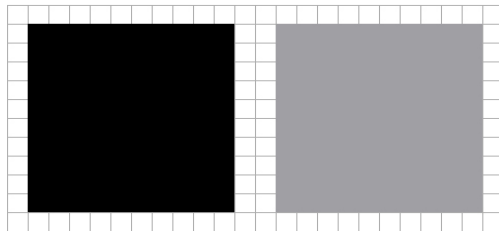
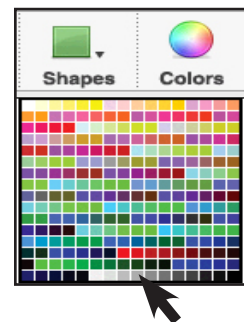
A Text Box
Thin Border



A Text Box
Thick Border

Colors

You can change the color of objects, text or borders. Select the object and click the appropriate *Color* button and you will see a rainbow of colors to chose from.



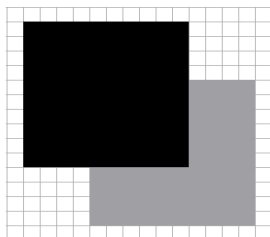
A Black Square And A Grey Square

Layers

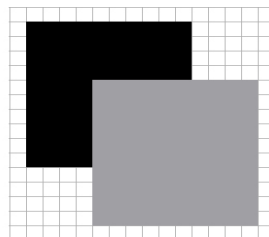
You can select an object and click *Front* or *Back* to push an object either underneath or on top of other object. This feature allows you to layer objects on top of one another in a specific order.



Layering Tools



Black on Grey



Grey on Black

Customizing Chairside

Adding and Deleting Pages

A presentation can have more than one page. Click *New* to add a new page or click *Delete* to remove the currently viewed page.



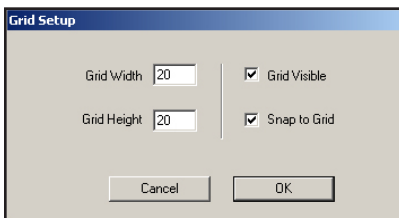
Add or Remove A Page

Changing The Order of Your Pages

You can click on a thumbnail on the left-hand side of the page and drag it up or down to a new location to change the order your pages are presented in.

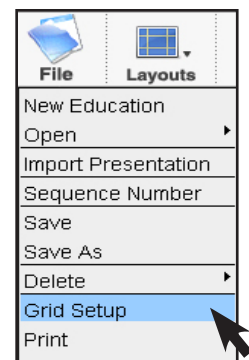
Grid Setup

There is grid of lines on the main page of the *Education-Maker*. You may customize these lines by clicking *File* and selecting *Grid Setup* from the Menu.



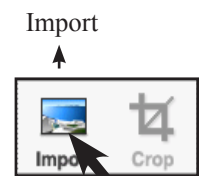
Grid Setup

- Grid Width The space of the vertical lines.
- Grid Height The spacing of the horizontal lines.
- Grid Visible Turns the grid on or off.
- Snap To Grid When the grid is active, objects that are moved will automatically line up with the grid.



Importing Media

At the top-left is the *Import* button. It lets you explore your computer for pictures and movies and then insert them onto your page.



Customizing Chairside

Cropping Pictures

Cropping is like zooming in on a picture. The Crop tool allows you to select which part of a picture you would like to keep.

1) Select an image.

2) Click on the Crop Tool. You will see the picture grey out and the two boxes at the right and the bottom will then have arrows.

3) Click and drag either of the arrows to change the size of the grey box. You may freely move the grey box by dragging it. The idea is to resize the box and move it over the area you wish to keep.

4) Double-click the grey area to finalize your crop.



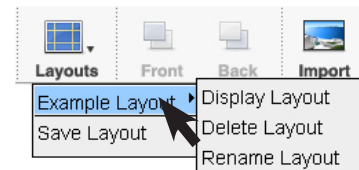
Cropping Examples

Layouts

A layout allows you to create a template for future use.

To make a layout, place all of your pictures and text exactly where you desire, then click on the *Layouts* button and select *Save Layout*. You will be asked to give your layout a name. Chose a name that makes sense to you, such as “2 pictures and 2 text fields” and click *Save*.

The next time you wish to use the same layout, simply chose it from the *Layouts* menu and it will place text and graphical element placeholders in that exact layout or move and resize existing objects to suit your layout.



Customizing Chairside



Naming Your Presentation

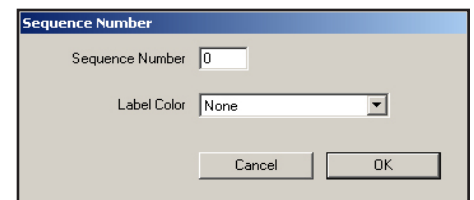
Click the Presentation Title (displayed above as “Translate Title Here”) to set a title for your work. This feature is only available in multi-lingual editions of Chairside.



Naming Your Presentation

Sequence Number and Label Color

You can specify the order in which your presentation will appear in the list of education that you save your work in. For example, you can set the sequence number to 1 to make it the first item in the list.



Sequence Number and Label Color

You can also specify the color which the item will be displayed in.

Language

Language options are used in multi-lingual editions of Chairside. This allows you to change the text in your text boxes and re-type the text in a different language.

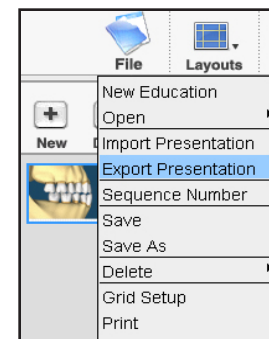


Importing and Exporting Presentations

You can import a presentation by selecting *Import* from the *File* menu.

Instead of backing up your entire library, you can choose to export a single presentation at a time.

To export a presentation, open the presentation and select *Export* from the *File* menu.

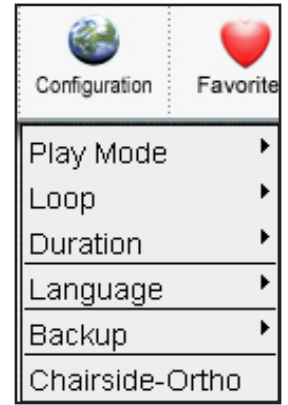


NOTE: Chairside does not integrate with other software. It is not possible to import and export Chairside presentations to other programs.

Configuration

Configuration

- “Play Mode” Set to Auto, so movies will begin automatically.
- “Loop” Set to On, so that the series will play indefinitely.
- “Duration” Set the number of seconds you wish Chairside to wait before continuing to the next slide.
- “Language” Allows users to change the language used in the presentations.
- “Backup” Allows users to create a backup of your presentations to your Documents folder or restore it from a location of your choice. This is used to transfer custom education to another Chairside installation.
- To import or export a single presentation, see the **Importing And Exporting Presentations** section of this document.
- “Chairside” Displays your registration information.



Configuration

Frequently Asked Questions

Can I install Chairside on multiple computers?

Yes! You may install Chairside on as many computers as you wish. However, only the computer which has a Chairside USB key inserted will be able to launch the software.

Is Chairside compatible with Microsoft's "Terminal Services"?

No it is not.

Can I move information from one Chairside installation to another?

Yes. Refer to the Manual, under Configuration, for "Backup". You can backup information from one workstation and restore it to another.

Can I make Chairside windowed instead of full-screen?

Yes. This is particularly important when using Chairside with a second monitor. In Chairside's application folder there is a .ini file. Edit it and change two settings:

Full Screen=0

UseTitleBar=1

What file formats does the Education-Maker support?

Chairside relies on QuickTime to display its pictures and videos. Any picture or movie type which is supported by QuickTime may be used.

Can I use Chairside images or movies in a presentation (e.g. Powerpoint)?

No, Instead, you can launch Chairside and switch between your presentation and Chairside.

Can I use Chairside images or movies on my website?

No, Chairside has no integration with other software.

Can I import information from other programs, or export to other programs?

No, Chairside has no integration with other software.

Troubleshooting

Entering registration information does not work.

- Was the information entered exactly as shown on the registration sheet?
- Is the key inserted?
- Is the light on the key lit? If not, try another USB port.

If the key was inserted before the software was installed, it may need to be reinstalled. If you are running Windows XP, a hardware wizard should appear when you first insert the key. You must complete the wizard to use Chairside.

When saving education: “You do not have permission to save new files”

The user that is logged into the machine does not have permission to change information in Chairside’s application folder. Try logging in as the computer’s administrator to create custom education.

My key is broken.

If you are certain that your key is damaged, you can contact Consult-Pro sales to purchase a replacement. You will need to return your damaged key.

Quicktime Troubleshooting

Movies Do Not Display Correctly

Chairside uses QuickTime to play movies. If there is a problem with movie color, quality or speed then the issue usually lies with QuickTime. Reinstalling, or downloading and installing the latest version of QuickTime from the internet solves most issues.

Please be sure to quit Chairside before installing QuickTime.

You may need to set your screen resolution higher. Your screen resolution should be at least 1024x768.

Movies Appear Black

This is a common with users who have displays or are displaying movies on a projector screen.

- Quit Chairside.
- Go to your Control Panel > QuickTime > Video Settings
- Turn "Safe Mode" on.
- Re-start Chairside.

Help

Consult-Pro Technical Support

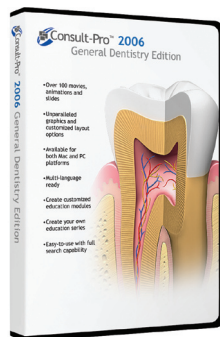
Please do not hesitate to contact Consult-Pro's technical support department in order to assist with any technical issues you may have with Chairside, or to answer any questions about our software.

Feature requests and bugs should be reported via e-mail.

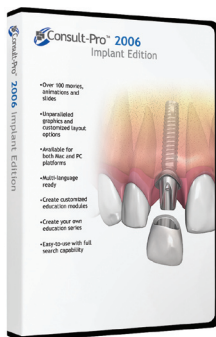
Toll-free in North America	1-800-519-6569
International	1-416-429-6545
E-mail	support@consult-pro.com

Visit our website at
www.consult-pro.com

Chairside **2006** - five editions available.



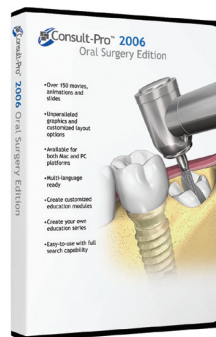
General Dentistry



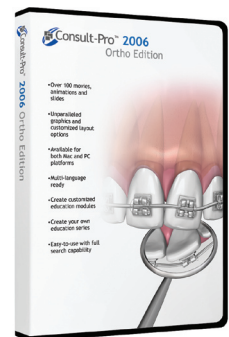
Implant



Perio



Oral Surgery



Ortho



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Sheppard Avenue West, Suite 301, Toronto, Ontario, M3K 2B3, Canada