LUMI*Smile*® Set-up Checklist

**Congratulations on taking another step to grow your practice.
Help make the LUMI*Smile* program successful in your office and follow the steps below.**

1. You have received 2 LUMI*Smile* set-up boxes.
- One box has new LUMI*Smile* marketing collateral (poster, brochure, flip chart, clipboard, before and after photo holder, and envelopes) that you can strategically use throughout your office to get the optimal response from your patients. Please refer to the welcome letter within the box to ensure you received all of the enclosed material.
- The second box includes the LUMI*Smile* Equipment (Canon Rebel camera, HP PhotoSmart printer, and additional set-up connectors). The information below will help you set-up materials within this box.

2. Printer Set-up
- Before installing the printer, make sure you're using one of the following operating systems: Microsoft Windows Vista, Microsoft Windows Vista (64-bit), Microsoft Windows XP, Microsoft Windows XP x64, Linux, (MAC workstations are possible). Additional information is available on our dental help site.
- Plug in the printer (one chord connects to the wall, one chord connects to the computer through the USB drive)
- Turn on the printer and follow the on-screen instructions to print a test page
  - The LCD screen (on the printer) will prompt you to manually set the language and country (follow the on-screen directions)
  - You will need to print one photo test page to calibrate the cartridge. There are three sheets of photo paper and test cartridge included in the printer box for this
- "Plug and Play" printer set-up (turn on the printer and the set-up option will automatically appear)
- Click "Install" and follow the on screen directions
- Remove HP photo paper and printer cartridge from the equipment box
- Load 10-20 sheets of the HP photo paper to the back of the printer, smooth side up
- Unwrap the printer cartridge and follow the placement instructions within the package

Additional printer set-up information is available at help.lumismiles.com

3. Camera Set-up
- Charge the battery prior to usage
- Insert the battery and the memory card and turn the camera on
- Attach the detachable lens by matching the white dots on the lens to the camera
  - On the lens, switch to auto focus (AF) and turn on the stabilizer
  - On the top of the camera turn the setting knob to the "Tulip" setting 🌷
  - On the screen side of your camera select the menu option click "Quality" scroll down and select the 1st "M" setting
  - Press set to confirm setting
  - Some training boxes will include a filter lens that attaches to the front of the camera. Please twist on the filter lens by rotating to the right. The camera will still work properly without lens. Please proceed to the next steps.

Additional camera set-up information is available at help.lumismiles.com

4. Web Browser Set-up

- Before configuring the web browser please make sure you are using Internet Explorer version 6 or 7. If not, please download the newer version of Internet Explorer. (If you're using a Mac computer, download Mozilla Firefox 3). Please refer to help.lumismiles.com for more information.
- Open a new Internet page and click "File" and then "Page Set-Up"
- Select "Printer" button (found on the bottom right side of the window), find "Photosmart Printer" and click "Properties"
  - Then click "Size" and select "Borderless 4x6" and click "OK" and "OK" again
- On the original "Page Set-Up" screen, click "Source" and select "Automatically" (default already selected)
- Delete all codes within the "Headers and Footers" option, set all "Margins" to 0 inches, and select the "Portrait" orientation
- Another option is to change the settings on the Photosmart printer
  - Select Menu on the LCD screen, scroll once right and select Tools
  - Scroll right 8 times, select Borderless/Border, and push enter.
  - The screen will display, "on" or "off", toggle "on" and select enter.
  - Select cancel "X" button twice to clear out all menu selections.
- Before printing, double check the selected printer on the print que and make sure the HP PhotoSmart printer is selected.

5. Taking a Picture–Do's and Don'ts

- Make sure all photos are taken against a blank wall with indirect light to prevent shadows on the smile
- Frame each patient's photo with their shoulders at the bottom of the screen.
  - Their smile should be centered and their head should be straight (no tipping the chin down or to either side).
- Rotate the camera vertically before taking the photo to ensure you're taking a portrait photo
- Press the shutter button on the camera while looking through the view finder to engage the flash and continue to hold the shutter button to focus the image
- Continue to press the shutter button to take the photo
- To review the image, press the "Preview" button (❏). Press the "Preview" button again to continue taking photos
- Just to note, the photo will be returned by the LUMI*Smile* Lab if the photo does not meet the above requirements

Additional information is available at help.lumismiles.com

6. Transferring Photos from the Camera to the Computer

There are two different methods you can use to transfer the photos from your camera to your computer. Please read below and use the method that is the best for your office.

OPTION 1: USB Chord Method

- Once you've taken a patient's photo, close the flash, and turn off the camera.
- Plug the USB chord into the computer tower USB drive, and attach the other end of the chord to the camera
  - The USB chord will attach to the front or back USB port on your computer tower
  - The other end of the USB chord will attach to the left side of your camera under a plastic covering titled "USB Connector"
- Move your cursor to your desktop and right click to create a new folder for your patient's photos
  - Title the folder "LUMI*Smile* Photos"
- After the chords are connected turn on your camera
- Wait a few seconds and a screen should appear on your computer, cancel that screen and open (double-click) the "My Computer" icon on your desktop.
  - Open the Canon Rebel icon and highlight the photos you want to move to your "LUMI*Smile* Photos" folder
  - After the photos are highlighted, click and drag the photos to the "LUMI*Smile* Photos" folder on your desktop
- Open the "LUMI*Smile* Photos" folder to ensure the new photos have transferred successfully
- At this point you can rotate (clock-wise or counter clock-wise) and re-name the files you want to use for LUMI*Smiles*.
- When re-naming the photos, make sure that ".jpg" remains on the end of the file name

- Push enter to accept the changes
- You can repeat the above process to add more photos to this folder. As long as they are successfully transferred, these files will always be accessible on your desktop, or where you choose to save your files

OPTION 2: Memory Card to Printer Method
- With the printer successfully connected to the computer (USB drive), place the SD memory card into the appropriate slot into the front of the printer
- You'll receive a pop-up window for the removable disk
- Open the folder to view photo files, drag and drop the photos to the "LUMI*Smile* Photos" folder on your desktop (see previous photo transfer method for "LUMI*Smile* Photo" folder creation and photo editing)

7. LUMI*Smile* Portal Information

To sign on to the LUMI*Smile* portal go to: dentistportal.lumismiles.com

Your portal sign-on information:
- Username
  - First two letters of doctor's last name and Den-Mat account number
    - EX: Dr. Smith, acct# 12345
    - Username: SM12345
- Password
  - First two letters of doctor's last name and Den-Mat account number
    - EX: Dr. Smith, acct# 12345
    - Password: SM12345

8. Creating a LUMI*Smile*

- Once logged on, click "Create LUMI*Smile*". Proceed to the "Create LUMI*Smile*" button again
- Fill out patient contact information
  - There are mandatory fields that have to be entered in order to continue
  - For the first "practice" LUMI*Smile* on office staff please use TEST and TEST as the patient's first and last name
- Click the "HIPPA Agreement" box
- Click the "Proceed to Photo Capture" button
  - Browse your files and find the folder you've created for your LUMI*Smile* photos "LUMI*Smile* Photo" folder
  - Select the image and click "Next"
  - Once the Image appears, and is approved to send, click "Send to LUMI*Smile* Central"
    - A new screen should appear confirming that your LUMI*Smile* photo has been successfully sent to LUMI*Smile* Central

9. Additional Information

Marketing Material Reorder
- Contact your Den-Mat Representative to re-order any additional LUMI*Smile* Marketing Material for a nominal fee
- Or go to help.lumismile.com, print the re-order form, select the requested material, and fax to your Den-Mat Representative

Equipment Tech Support Contact –all equipment
- Julie Fraser 1-800-431-9663

LUMI*Smile* Tech Support
- 1-877-872-3514

FAQ LUMI*Smile* Program Questions
- Got to help.lumismile.com

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