

Downloading Synapse Software to your Computer

Step 1 Enter <https://pacs.greenwichradiology.com> in the Address window at the top of the Internet Explore window and press enter.

Step 2 A login dialog box will appear, enter your username and password

Step 3 The “Synapse Workstation” window will appear. Left click on the large button in the center called “Synapse Workstation Code Download”. You will see a series of approximately 15 “Security Warning” dialog boxes, Left Click the “Install” button each time.

NOTE: if you are running Windows XP with Service Pack 2 (this should be the norm) then you will hear a beep and see a message at the top of the Internet Explorer window that says “the site might require ActiveX control “FujiInst.cab” click here to install”. If so, Left Click on the message and another dialog box will appear, when it does Left Click on “Install ActiveX Control”.

Step 4 After a few minutes (depending on internet connection speed) the “Synapse Workstation Software Update” window will appear. It should say “Installation of Version 3,..... (the numbers following the 3 are not important) successful”.

Step 5 Left Click anywhere on your desktop that is not on a window and press the Function key 5. This will place the Synapse icon on the desktop.

Step 6 Find the Synapse icon on the Desktop and Right Click on it. Another dialog box will appear. Left Click on “Properties”. The “Synapse Properties” Dialog box will appear. Left Click on boxes beside the “Use encrypted communications for images” and “Enable pre-caching images for slow networks”. The “AON factor for initial display” should be set to “Clinical” for both “dictated” and “unread” studies. Then Left Click on the “Apply” button at the bottom of the dialog box.

NOTE: the address should be “<https://pacs.greenwichradiology.com>” in the “Synapse Properties” Dialog box.

Step 7 Left Click the “Test” button. Another dialog box will appear with the message “Data Source Communications Successful”. If not call your PACS Administrator.

Left click the “OK” button, then left click the “OK” button on the “Synapse Properties” dialog box to close.

Step 8 Double Click on the “Synapse” Icon to start the Synapse application.