

To send a file:

Dentists should be registered with a 3Shape Communicate account when the scanner is installed. If NDX Albensi is not already pre-installed on the list of available labs, send a Connection Request from the Communicate account to NDX Albensi.

Note: Dentists can register themselves at <http://portal.3ShapeCommunicate.com>. NDX Albensi will respond that the lab is TRIOS ready to receive your scans.

- 1) After selecting the patient name, press *New Session*.
- 2) The lab list will appear, select *NDX Albensi*.
- 3) Complete the order form information. In the Comments, specify specific materials, and if the case is model-less.
- 4) Complete the scanning process and press the *Send Order* envelope icon.
- 5) On the Send Order screen, verify the case information and scans, and then press *Send Order*.



NDX[®]  Albensi
A NATIONAL DENTAL LAB

3Shape TRIOS[®]

Should you have questions regarding the products, services and/or processes associated with submitting digital files to NDX Albensi, please contact us directly at **800.734.3064** or **IOSfiles@albensilab.com**.