

## To send a file:

- 1) In the **CAD/CAM** module of the active patient, select the desired case file.
- 2) Click **DDX Export**.
  - If you are currently logged into DDX, you will see the details of your other cases.
  - The available models for the case that you have selected are listed near the bottom of the screen. Ensure you have a ditched prep model if your case has equigingival or subgingival margins. See "Retract" in Chapter 6 for more information.
- 3) Select **STL (3D Models Only)** or **Native PlanCAD (All Data)** as the export type at the bottom of the screen. Labs must have Romexis PlanCAD software in order to use the PlanCAD data. Ask your lab which export type they prefer.
- 4) Click **Create a New Case**. **Note:** If you are not already logged into DDX, a login screen will appear.
- 5) Select the desired lab from the list of **My Labs** or **Find a Lab**.
- 6) Fill out the form. You must select a **Procedure** and type the **tooth number(s)**. The rest of the fields are optional.
- 7) Click **Submit Case**.
  - The system returns to the DDX Cloud screen. Wait for the case to appear in the Existing Files section. A red progress bar appears when the case automatically uploads. The screen closes when the upload is finished. **Note:** If the cases do not automatically upload, click on the file in Existing Files and click the Add Files button.



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Should you have questions regarding the products, services and/or processes associated with submitting digital files to NDX Pacific, please contact us directly at **866.469.0305** or [sales@ndxpacific.com](mailto:sales@ndxpacific.com).