



VIEWING PATIENT REPORTS & IMAGES ON THE INTERNET

INSTRUCTIONS FOR INSTALLING UNIVERSITY RADIOLOGY'S PACS MAGICWEB SOFTWARE

Thank you for your interest in using our PACS MagicWeb to view your patient's reports and images over the Internet. After installing this software, you will be able to view University Radiology cases from your office, home or any other computer connected to the Internet. If you have accessed reports and images at the local hospitals, you will be familiar with this technology.

MagicWeb software installation should take 10-15 minutes to complete and is outlined on subsequent pages. Once the software is installed, you will be able to access MagicWeb immediately by double clicking the MagicWeb icon on your desktop or by using your "Favorites" browser menu.

All current and previous MRI, MRA, CT, CTA, and Ultrasound studies will be viewable on MagicWeb if performed at University Radiology. Your patient's images will be available immediately – before the patient leaves the office. Reports will be on MagicWeb as soon as it has been approved by the radiologist.

If you have comments, questions or any difficulty installing the software or using MagicWeb, please do not hesitate to contact our PACS Department. Judy Gronlund-Jacob, our PACS System Administrator, will be happy to help.

Phone: 732-390-0040 Ext 2110

Email: PACSDEPT@univrad.com

Our radiologists are available to assist in installation or to demonstrate how MagicWeb operates. This demonstration can take place at your office or at Robert Wood Johnson, St. Peter's, Bayshore, or Raritan Bay medical centers where MagicWeb is also available.

Please contact Leslie Rubenstein, Wendy Wolf, Brenda Katz or Maria Dockx if you have questions or would like us to set up a demonstration for you. They can be reached by calling 732-390-0040.

We are excited that we can bring this technology directly to your office and home to make it easier for you to care for your patients. Please let us know if we can assist in any way.

Sincerely,

Robert E. Epstein MD

President
University Radiology Group, P.C.



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HARDWARE REQUIREMENTS

- Standard PC (at least a Pentium 500 MHz)
- >128 MB RAM
- 200 MB free hard disk space
- Graphics card + monitor with a resolution of at least 1024 X 768
- True Color 24 bit or higher. To determine if you have this setting, right click your mouse on your desktop and go to [Properties](#) → [Settings](#) → [Color](#) → [Quality>24 bit](#). If this setting is changed, you may have to restart your computer.

SOFTWARE REQUIREMENTS

- Windows Operating System: Microsoft Windows NT, Windows 2000 or XP
- Web Browser: Microsoft Internet Explorer version 5.5, 5.0.1 or version 6.0 (recommended)
- High-speed connection to the Internet (cable or DSL)
- Confidential User Name and Password provided by University Radiology.

STEP 1: PREPARING FOR INSTALLATION

The installation instructions that follow are written for computers with a Windows XP operating system. Other operating systems will have similar setup and preference menus.

To set up your Internet Explorer configuration settings to accept the installation of the MagicWeb software:

- First close out of all programs. Then open the Microsoft Internet Explorer program. From the tool bar, click on [Tools](#) → [Internet Options](#) → [the Advanced tab](#). When you are in the [Advanced](#) screen, scroll down under [Settings](#) to [Security](#). Make sure that the following two items are not activated (box is not checked):
 - [Check for server certificate revocation](#)
 - [Do not save encrypted pages to disk](#)
- Click on the [Security](#) tab of this open window. Click on [Internet](#) → [Custom level](#). At the bottom of the screen, verify that [Reset custom settings](#) is set to [Medium](#) or higher. Then click [OK](#).
- Click on the [General](#) tab of this open window. Under [Temporary Internet files](#), click [Delete Cookies](#). This will give the software room to load. Then click [OK](#).

- If you get a message related to Java scripting at some point in this set-up process, click on [Allow](#). MagicWeb supports the Java programs.
- Make sure that your ISP browser is set to allow Pop-Ups. You should be able to find the Pop-Up settings menu in your ISP browser's Toolbar.

STEP 2: INSTALLING THE MAGICWEB SOFTWARE

Your computer is now ready to install MagicWeb. To begin installing:

- Connect to the Internet via your ISP in your usual way.
- Then open Internet Explorer and type the URL below on the address line. Make sure that you type the "s" in "https" to indicate that the site is a secure one.
<https://magicweb.urgpacs.com/magicweb>
- At this point, a [Security Alert](#) window will pop-up asking to take you to a secure connection. Click [OK](#).
- Another [Security Alert](#) window will pop-up saying that "The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority." Click [View Certificate](#) → [Install Certificate](#). This step just means that you are agreeing that you want to go to the MagicWeb site, since it wasn't set up on your computer previously
- A window with [Welcome to the Import Wizard](#) will pop-up. Follow the steps as prompted using the defaulted options [Next](#) → [Next](#) → [Finish](#). Another window will pop-up saying the certificate import was successful. Click [OK](#). Close the [Certificate](#) window. A [Security Alert](#) window will appear again. Do you want to proceed? Click [Yes](#).
- At this point, security software will be loaded to allow you into MagicWeb in the future. This process will take a few minutes. Please wait.
- When finished loading, Siemen's MagicWeb's blue screen will appear and the boxes for logging-in to the site. To create an icon on your desktop so that you can access MagicWeb quickly in the future go to the Internet Explorer Toolbar. Go to [File](#) → [Send](#) → [Shortcut to desktop](#).
- A screen will appear asking if you want to install and run [Web Client Components & Controls](#). Click [Yes](#). You will now have to wait 2-5 minutes. You will see [Checking files](#) on the screen. Please continue to wait even though the Explorer message bar indicates that the operation is done.
- When MagicWeb is finished checking files, you will see [Please quit and restart your Internet Explorer](#). Please restart Explorer now.
- At this point, you will need to wait another 2-5 minutes while MagicWeb finishes loading the software. The Explorer message window will say [Opening page about blank..](#) with no other messages. After loading, Explorer will automatically close. Your software is now installed.

STEP 3: LOGGING-IN TO MAGICWEB

You will follow the steps below now and in the future to access MagicWeb:

- From your desktop, double click on the [MagicWeb](#) shortcut. A [Security Alert](#) asking you if you want to proceed will appear. Click [Yes](#).
- The blue MagicWeb Log-in window will appear. Type in your [User Name](#) and [Password](#). Then make sure that the radio button next to [Advanced → 1 monitor](#) is selected. Press [Enter](#). Your computer will remember your User Name after the first time you enter the site.
- After verifying your log-in information, MagicWeb will load and you will be in the MagicWeb viewer.

If you have comments, questions or any difficulty installing the software or using MagicWeb, please do not hesitate to contact our PACS Department. Judy Gronlund-Jacob, our PACS System Administrator, will be happy to help.

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