



*To establish access to University Radiology's Fuji Synapse PACS system secured with SSL encryption, please follow the steps outlined below. After completion of this quick five step process, you will see a Synapse icon displayed on your desktop. Double-click on this icon anytime. You will be directed into the Synapse PACS system to view your patients' images and reports.*

Establishing access should take 5 – 15 minutes to complete with less than 90 seconds required to download the Synapse software onto your computer.

Please also be aware that you may see security warnings as downloading begins. This is an expected part of the process, so you should not be concerned. You will need to allow the software to download.

*Requirements: Microsoft Windows XP compatible computer with Internet Explorer Version 8.0 or earlier.*

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### **Step 1 - Make sure you have available the username and password assigned by our staff**

If you do not have a username and password, please register at <http://www.univrad.com/register.html>

### **Step 2 - Open Internet Explorer on your PC**

Be sure to disable any pop-up blockers and personal firewalls on your computer. Then go to <https://synapsessl.univrad.com> Enter your username and password. Please note that you will need to type "https" and not "http".

### **Step 3 - Download software**

After logging in, click on the Synapse download button to start the Synapse PACS Application install.

If prompted, click *Install ActiveXControl > Install*.

It may take up to 90 seconds to fully download and install the application on your desktop if you have a DSL line or business-grade cable connection.



## Step 4 - Configure Desktop to allow Synapse access

Right click on the Synapse icon and choose the *Properties* dialogue box. Select the *Security* tab and check the options (as illustrated in *Fig. 1*):

- 1 "Allow access to Synapse from Desktop".
- 2 "Enable Automatic Logoff"(specify 480 minutes).

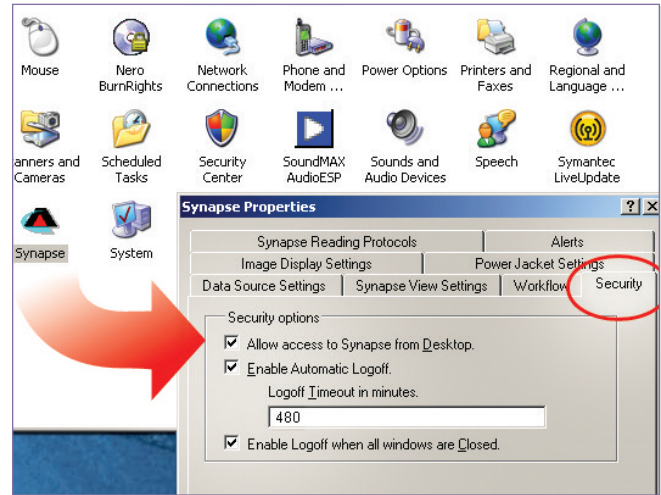


Fig. 1

While still in the same *Synapse Properties* dialogue box, select the *Data Source Settings* tab and enter the information and select the parameters (shown in *Fig. 2*):

- 1 Click on the *NAME* button beneath the dropdown box and type *URGPACS* to replace "SYNAPSE".
- 2 Enter <https://synapsessl.univrad.com> into the address box.
- 3 Check box: "Use encrypted communication (https) for images".
- 4 Check box: "Enable pre-caching images for slow networks".
- 5 Under "AON Factor for Initial Display", for the "Dictated" line, click the "Clinical" radio button.
- 6 Under "AON Factor for Initial Display", for the "Unread" line, click the "Clinical" radio button.

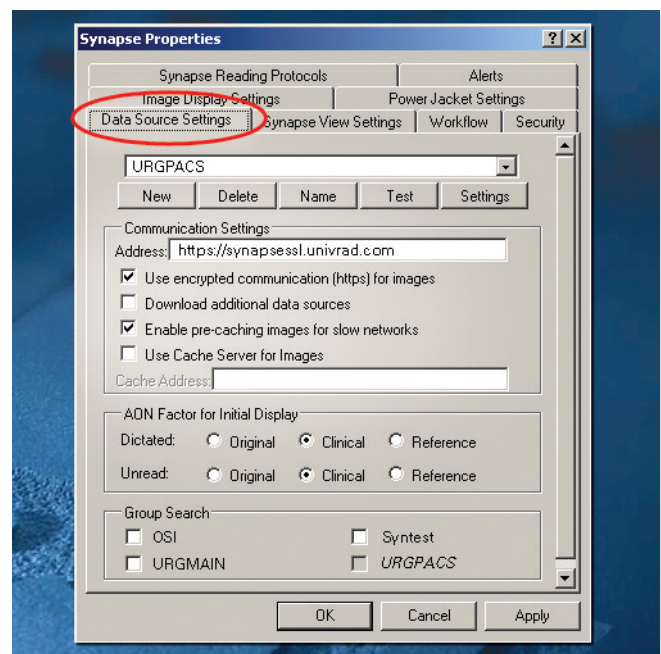


Fig. 2

Click *Apply* and then *OK* to finish the installation.

## Step 5 - Launch the Synapse PACS Program

Double-click on the Synapse icon on your Desktop and then login with your username and password. You are ready to view patient images and reports.



**Need help?** Email [helpdesk@univrad.com](mailto:helpdesk@univrad.com) or call our PACS Department at 732-390-0040 Ext 3333 Monday through Friday, 9am to 5pm.