

# Dentrix Learning Edition

### INSTALLATION GUIDE



WWW.DENTRIX.COM | 1-800-DENTRIX

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# Introduction

If you're preparing for a job in a dental office, you need to learn Dentrix—because more than 35,000 dental practices rely on Dentrix® practice management software.

Dentrix Learning Edition is a limited, trial version of Dentrix. With Dentrix Learning Edition, you can learn about common dental office tasks, like scheduling and billing, and become familiar with essential Dentrix modules, like the Appointment Book and the Ledger.

This installation guide will help you install Dentrix Learning Edition.

### Before Installing Dentrix Learning Edition

Before installing and using Dentrix Learning Edition, you should be familiar with using the computer. This installation guide and the Dentrix Learning Edition Help files are written with the assumption that you are familiar with using a PC and Microsoft Windows.

If you are inexperienced at downloading and installing software, ask a friend to help you.

Microsoft Windows must be installed before you can install Dentrix Learning Edition. For information on supported Windows versions, read the Dentrix Learning Edition System Requirements available online at <u>hsps.pro/dentrixlearningedition/systemreqs.pdf</u>. For information about installing and using Windows, refer to the Windows documentation.

### How To Get Help

You can find answers to many questions about Dentrix Learning Edition in the Dentrix Help, which you can access from the Help menu in Dentrix Learning Edition. A secondary resource is the Dentrix User's Guide (available on the Windows desktop after installing Dentrix Learning Edition).

You can also study the Dentrix Learning Edition online lessons—an ideal learning solution for motivated, independent learners. Visit <u>learningedition.dentrix.com</u> to log in and begin the lessons.

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# Tips for a Successful Installation

For a successful installation, read the following information before installing Dentrix Learning Edition.

- **Meet the System Requirements:** Make sure your computer meets the current system requirements before you upgrade to or install Dentrix Learning Edition. The current Dentrix Learning Edition System Requirements are available online at hsps.pro/dentrixlearningedition/systemregs.pdf.
- Check Available Disk Space:
  - If you are using Windows 10: Right-click the Start icon on the Windows task bar and click Settings. In the Device Specifications setion, look at the Installed RAM line to see the installed and usable disk space. Refer to the Dentrix Learning Edition System Requirements for the required free hard disk space (available online at <u>hsps.pro/dentrixlearningedition/systemreqs.pdf</u>).
  - If you are using an older version of Windows: From the Start menu, click My Computer. Right-click the C:\ drive icon and then click Properties. The Local Disk Properties dialog box appears, and the General tab displays the used and free disk space. Refer to the Dentrix Learning Edition System Requirements for the required free hard disk space (available online at hsps.pro/dentrixlearningedition/systemreqs.pdf).
- Follow the Installation Instructions: Make sure you follow all of the step-by-step instructions in this guide as you install Dentrix Learning Edition.
- **Finish the Installation Completely:** Do not interrupt the installation process, even if it appears as though nothing is happening. You will be prompted when the installation is ready to continue. Terminating an installation prior to completion could prevent the software from working properly.

# Installing Dentrix Learning Edition

Read the tips for a successful installation on the previous page before beginning the installation. If you have already registered for Dentrix Learning Edition, skip to step 3.

1. If you have not already registered, open an Internet browser (like Google Chrome or Microsoft Edge) and go to <u>learningedition.dentrix.com</u>. Then click **Register Now** and complete the registration form.

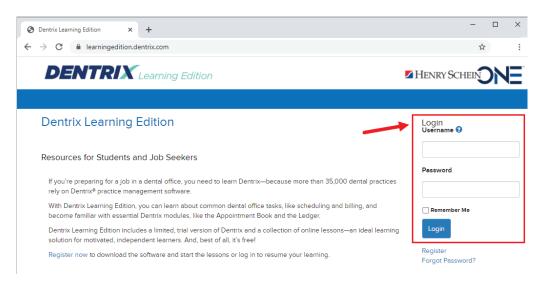
O Dentrix Learning Edition × +	- 🗆 ×
← → C 🔒 learningedition.dentrix.com	\$
DENTRIX Learning Edition	
Dentrix Learning Edition	Login Username 🕄
Resources for Students and Job Seekers	
If you're preparing for a job in a dental office, you need to learn Dentrix—because more than 35,000 dental practices	Password
rely on Dentrix® practice management software.	
With Dentrix Learning Edition, you can learn about common dental office tasks, like scheduling and billing, and become familiar with essential Dentrix modules, like the Appointment Book and the Ledger.	Remember Me
Dentrix Learning Edition includes a limited, trial version of Dentrix and a collection of online lessons—an ideal learning solution for motivated, independent learners. And, best of all, it's free!	Login
Register now to download the software and start the lessons or log in to resume your learning.	Register Forgot Password?
Software Information	
Click the links below for more information about the software.	
Installation Instructions	
System Requirements	
Frequently Asked Questions	
End User License Agreement	
For Other Needs	
<ul> <li>If you are a school representative, apply for a Dentrix software donation.</li> <li>If you are a current Dentrix customer, enroll in Dentrix Mastery Tracks<sup>TM</sup>, the online training and testing program included with your Dentrix Customer Service Plan.</li> </ul>	

3

2. Complete the registration form and click **Register**.

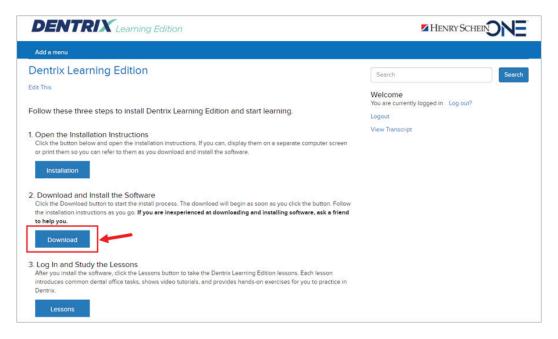
Dentrix Learning Edition × +		– 🗆 ×
← → C 🔒 learningedition.dentrix.com		☆
DENTRIX Learning Edition		HENRY SCHEIN
Registration Enter the following data.		
Name *		
First		Last
Username *		
Emeil *		
Password *		
Enter Password		Confirm Password
Role *		
Dentist	~	
ZIP/Postal Code *		
US or Canadian postal code		
Name of School		
If you are a student, what is the name of your school? (Optional)		
If you are a student, what is the name of your schoolr (Optional) Name of Practice		
If you are an employed dental professional, what is the name of your organization? (Optional)		
Register		

3. After you register, log in to the page at learningedition.dentrix.com.

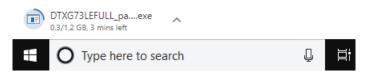


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4. Click **Download** to begin downloading Dentrix Learning Edition. The download will begin as soon as you click the button. Follow the installation instructions as you go. If you are inexperienced at downloading and installing software, ask a friend to help you.



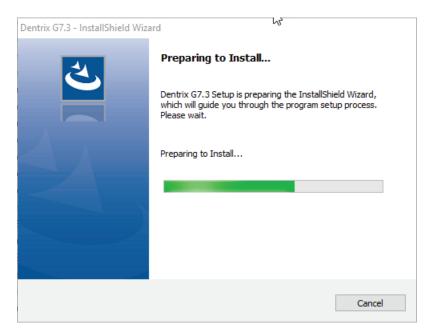
5. When the download is finished, click the download file to start the installation.



The Setup Status screen appears.

Dentrix G73 FULL Download Setup (17.3)	×
Setup Status	
Dentrix G73 FULL Download is configuring your new software installation.	
Installing	
C:\DENTRIX\Common\Installs\17.3.533.0\Dentrix\Data1.cab	
InstallShield	
	Cancel

The **Preparing to Install** screen appears.

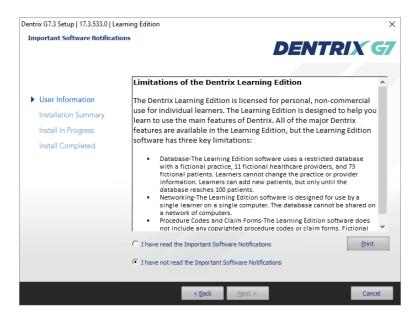


The **Select a Location** screen appears.

Dentrix G7.3 Setup   17.3.533.0   Le	earning Edition			×
Select a Location			DENTRI	X <b>G7</b>
	Please select the location y	ou want for this install.		
	O United States			
	C Canada			
		7		
	< <u>B</u>	ack <u>N</u> e >		Cancel

6. Choose your location (United States or Canada) and then click Next.

The Important Software Notifications screen appears.

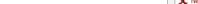


7. Read the notifications, select I have read the Important Software Notifications, and then click Next.

The End User License Agreement screen appears.

nd User License Agreement	DENTRIX
User Information	DENTRIX LEARNING EDITION
Installation Summary	END USER LICENSE AGREEMENT
Install In Progress	PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING DENTRIX. BY
Install Completed	ACCESSING OR USING ALL OR ANY PORTION OF THE SERVICES OR BY CLICKING THE "I ACCEPT" BUTTON AT THE END OF THE AGREEMENT, YOU ACKNOWLEDGE YOUR ACCEPTANCE OF THE AGREEMENT AND REPRESENT THAT YOU ARE AUTHORIZED TO ENTER INTO THE AGREEMENT ON BEHALF OF CUSTOMER. YOU AGREE THAT THIS AGREEMENT IS ENFORCEABLE BY HENRY SCHEIN ONE, LLC LIKE ANY WRITTEN NEGOTIATED AGREEMENT SIGNED BY YOU. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, YOU HAVE NOT BEEN GRANTED THE RIGHT TO USE THE SERVICES AND YOU SHOULD CLICK ON THE 1 DO NOT ACCEPT" BUTTON AND CANCEL OPERATION OF THE SERVICES.
	C I accept the terms of the license agreement Print
	I do not accept the terms of the license agreement

8. Read the agreement, select I accept the terms of the license agreement, and then click Next.



The Select Installation Type screen appears.

Dentrix G7.3 Setup | 17.3.533.0 | Learning Edition

Select Installation Type

<ul> <li>User Information</li> <li>Installation Summary</li> </ul>	Typical - Recommended for most computers.
Install In Progress Install Completed	Advanced - For advanced users and system administrators only. You can customize all available setup options.

Please select the type of Dentrix install to perform:

DENTRIX G

9. Click **Typical** as the type of installation you want to perform.

Dentrix G7.3 Setup | 17.3.533.0 | Learning Edition

Dentrix will install all of the default Dentrix Learning Edition features. The Advanced option is for dental practices who are working with hardware technicians to install Dentrix on their network.

A system requirements check runs. If your system meets the requirements, the installation continues to the next step. If it does not meet the requirements, the **System Requirements Notice** dialog box displays what your system needs in order to meet the system requirements.

	Component Description	This Computer	Required
1	Processor	4 cores @ 2.80 GHz	4 cores @ 2.40 GHz
/	Operating System	Microsoft Windows 10 Enterprise	Windows 7 SP1 / Server 2008 R2 SP1
/	Operating System Architecture	64-bit	64-bit
/	System Memory	7.88 GB	8 GB
¢	Network	0.65 Gbps	1 Gbps
/	Drive Free Space (C:) : Data	309.63 GB	40 GB
1	Drive Free Space (C:) : System	309.63 GB	5 GB
	Drive Free Space (C:) : Program	309.63 GB	4 GB

Note: A green check mark indicates that a component meets the requirements. A red "X" indicates that a component does not meet the requirements.

- 10. (Optional) If the **System Requirements Notice** dialog box appears, look at the report and do one of the following:
  - To discontinue the installation and install the required components (recommended), click **No** to stop the installation.
  - To continue the installation without meeting the recommended system requirements, type the phrase "I understand we may experience performance issues" exactly as it appears in the text box below the phrase. Click **Yes** to continue the installation.

The Ready To Start Installation screen appears.

ady To Start Installation		
	DENTRIX	G
	Review the summary below and click "Install" to start the Dentrix installation.	
User Information	Current Settings:	
Installation Summary	Dentrix G7.3 Setup Information	^
Install In Progress	Setup Type: New Server and Workstation Files	
Install Completed	Database Directory: C:\DENTRIXXCommon\DentrixSQL\ Program Files Directory: C:\DENTRIXX Server Base Directory: C:\DENTRIX Common Date Patr: C:\DENTRIXXCommon\ Database Files Directory: C:\DENTRIXXCommon\DentrixSQL\ Tutor Database Files Directory: C:\DENTRIXXCommon\TutorSQL\ Letter Merge Templates Directory: C:\DENTRIXXCommon\DDC\	
	Dentrix G7.3 Features that will be installed: Main Product	
	Database, Tutor, Letter Template and WMF Printer Files Create Desktop Shortcuts	
	Create Start Menu Shortcuts	
	<	>

11. Click Install.

The Setup Status screen appears.

trix G7.3 Setup   17.3.533.0   Li e <b>tup Status</b>	2	>
etup Status	DENTRIX	Ć
ß	Dentrix G7.3 is configuring your new software installation.	
User Information		
Installation Summary		
Install In Progress	Updating component registration	
Install Completed		
		ancel

The **Dentrix API Update** dialog box appears.



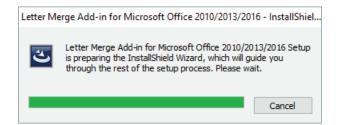
The **Passphrase** screen appears.

A passphrase is just a password for the database. (See the next step for the specific requirements for the passphrase.) Dental offices will enter the passphrase if they need to access their database when working with Dentrix Support. You will not need to manage your database for Dentrix Learning Edition, but you will need to set a passphrase in order to complete the installation process.

Dentrix Dental Systems	
Please choose your database passphrase.	
The new passphrase will be required for installing new workstations and some updates.	
Store this passphrase in a secure location (Encrypted file, locked cabinet, password storage program). Do not lose this passphrase!	
I have read the above statement.	•
Confirm Passphrase	
Show Passphrases	OK

- 12. Do the following, and then click **OK**:
  - Read the message and select I have read the above statement.
  - Enter a passphrase that is at least 10 characters long and contains at least one of each of the following: a capital letter, a lower case letter, a number, and a special character (asterisk, question mark, or other character).

The Letter Merge Add-in screen appears.



The **Setup Status** screen for required components appears.

ntrix Required Components Se Setup Status		>
setup status	DENTRIX	Ć
	Dentrix Required Components is configuring your new software installation.	
User Information		
Installation Summary	Installing 3rd Party Required Components for DENTRIX	
Install In Progress		
Install Completed		

The Customer Experience Improvement Progress screen appears.

ustomer Experience Improv	ement Program			
astonici Experience improv	DENTRIXG			
User Information	We invite you to participate in our Customer Experience Improvement Program to improve the quality, reliability, and performance of Dentrix software and services. If you accept, we will collect information about your hardware configuration, how you use our			
0001 11101101	software and services to identify trends and usage patterns and information related to any errors			
Installation Summary	you may encounter when using the software. We will not collect Protected Health Information (PHI) or any other practice data. All of this will be done without interruption to your work.			
Install In Progress	You can leave this program at any time by clicking Help   About Dentrix from the Office Manager			
Install Completed	and checking the 'Disable Customer Experience Improvement Program' option.			
	☞ Yes, I want to participate in the Customer Experience Improvement Program (Recommended)			
	C No, I don't wish to participate			
	< Back Next > Cancel			

13. Click Yes if you'd like to participate in the program or No if you do not want to participate.



### 14. Click Finish.

#### The Dentrix Server Administration Utility appears.

Dental practices use this utility to schedule recurring exports of their Dentrix database to be backed up. You will not need to back up your database because you are not managing real patient data. You can just exit this utility without making changes.

nformation	Export/Restore Databas	e Maintenance Tasks	Backup Help	
The databas that regular uses the da to access ar	LERT : The Dentrix datab is files cannot be backed backups are taking plac tabase export location (E id backup the folder.	l up directly and are ex e as intended. Please b BCopyForBackup) mus	ported automatic be aware that any t have administra	ally. Be sure to verify backup software that tive rights to the serve
To configur 1. Ch 2. En 3. Ad shi 4. Co on	latabase export is not a e your backup software: oose the "Export/Reston able scheduled database just the schedule to exp bould coincide with the sc nfigure your backup soft the "Information" tab. Y ectory one hour after the	e Database" tab. exports by selecting th ort the database on the hedule of your backup tware to backup the fol our backup software sh	ne "Enable Schedu days and times of software. der shown in the wuld be configure	lled Exports" option. lesired. This schedule "Common Folder" field ed to backup this
	assistance using this util m at: 1-800-DENTRIX.	ity to schedule databas	e exports, please	contact the Dentrix
lf you are lo	oking for a secure, autor dentrix.com/products/es		ystem, please visi	:

15. Click Exit without making changes in the utility. This will complete the installation process.

16. Return to the page at <u>learningedition.dentrix.com.</u> Log in and click **Lessons** to begin your training.

