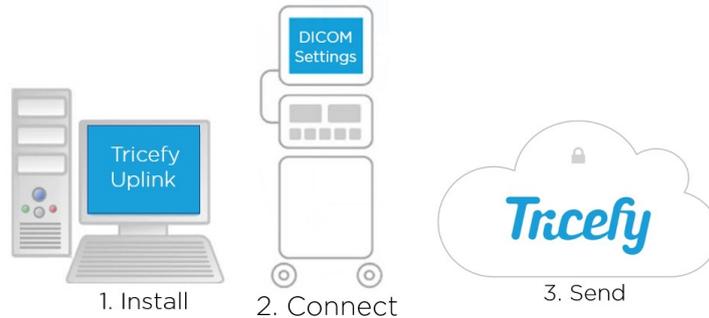


Tricefy Uplink Quick Installation Guide

Last Modified on 07/09/2020 7:47 am EDT



[Tricefy Uplink Installation](#)

The purpose of this user guide is to provide instruction to enable the connection of an ultrasound machine to your Tricefy account via an external Tricefy Uplink.

[In 3 easy steps, this guide will instruct:](#)

1. How to download the Tricefy Uplink software.
2. Connect the Ultrasound system to the Uplink.
3. Send a test exam to your Tricefy account.

These instructions are to be used after you have an established Tricefy account.

[1. Download the Uplink](#)

What is Uplink?

The Tricefy Uplink is the software that allows your ultrasound system to communicate with your Tricefy account (<https://www.tricefy4.com>).

the Tricefy Uplink is like the software version of Fed Ex: Your ultrasound system sends data to the Uplink and the Uplink safely delivers it to your Tricefy account. To learn more about the Tricefy Uplink, please see the following Tricefy Help Center article: [What is the Tricefy Uplink?](#)

1.0 Log into your Tricefy account.

1.1 Go to the settings drop down in the top right of the Studies list and select “Get Started” Step 1.

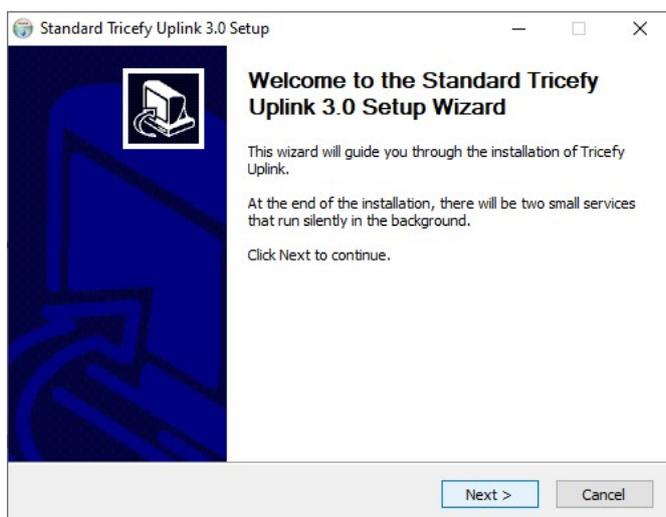
1.2 If you are the authorized account administrator or IT account manager, select the Windows or Apple logo to download the Tricefy Uplink.



*Make sure you download onto the computer that will host the Tricefy Uplink and that the computer is on the same network as the ultrasound machine. This computer should have a **static IP address**. Ideally, this computer will always remain on and connected to the network.

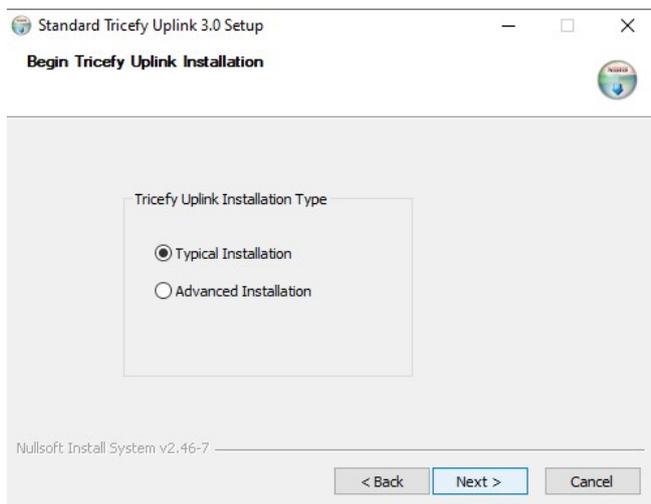
1.3 A pop-up window will appear. Allow this app to make changes to your device.

1.4 Click “Next” on the installation wizard.



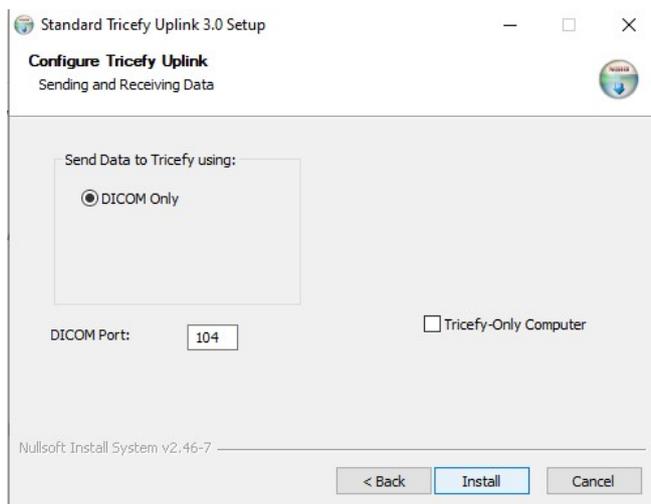
1.5 Select Typical or Advanced Installation. Typical Uplink is the default software that provides the basic features including anonymized DICOM data, PDF-protected documents, archiving and patient-sharing functionality.

*If your clinic is using advanced features, such as sending data using ViewPoint, exporting, or routing to an external PACS or EMR, please refer to the [Advanced Uplink Installation Instructions](#) in the Tricefy Help Center.

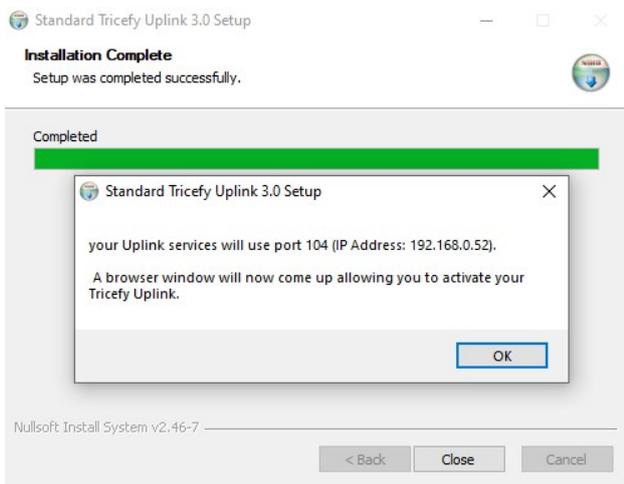


1.6 The next screen contains the DICOM Port. The Port specifies where the ultrasound system should deliver studies (like a mailbox). By default, this number will be 104.

1.7 Click Install.



1.8 When complete, a pop-up box will appear with the Tricefy Uplink Port and IP Address. Please make a record of this Port and IP Address as you will need this information for Step 2, connecting your ultrasound system to the Tricefy Uplink.



1.9 Activate your Tricefy Uplink by entering a **Display Name** (in case your clinic has more than one Uplink, this will help tell them apart). Use the **Account** drop down menu to verify that the correct account is paired to the Uplink (some users have multiple accounts).

Welcome to the Tricefy Uplink Setup Page!

Name

Ob7f966d47874f92a4cbafac6612b352

This is the unique device id. You can not edit this field.

Display name

This is the name that will be displayed in your Tricefy account.

Account

BN

This is where the data from this Tricefy Uplink will be routed.

[Activate Your Tricefy Uplink](#)

1.10 Press Activate Your Tricefy Uplink.



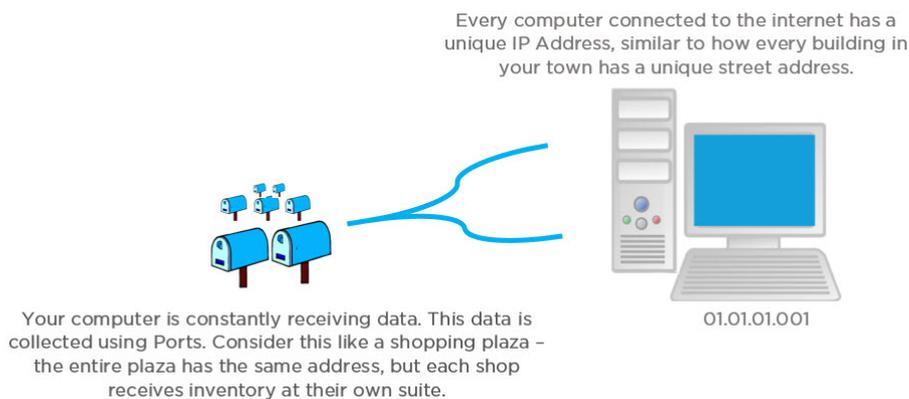
Congratulations, you have successfully downloaded the Tricefy Uplink and paired the software with your Tricefy account.

For further assistance with the Tricefy Uplink, please refer to the Uplink [Support and Troubleshooting](#) section of the Tricefy Help Center.

Now it is time to connect your ultrasound system.

2. Connecting the Ultrasound Machine to the Tricefy Uplink

To connect your ultrasound system to Tricefy, two **DICOM** stores need to be created. A DICOM store tells the ultrasound system where to send data. In this case, data will be sent to the external **Tricefy Uplink** software by using the IP Address and Port number as the destination.



- Two DICOM stores will be created: one for archiving and one for patient sharing. To do this, locate your ultrasound system's **DICOM Configuration** screen.
- Different vendors call the programming menu different names such as **Utilities**, **Setup**, or **Support**.
- From the programming menu, look for a **Connectivity**, **DICOM** or **Device** menu.
- Once in the **Device menu**, there will be an option that says "**Add**" or "**New**" for creating a new DICOM store service.
- Selecting **Add/New** will display fields for entering the necessary DICOM information such as the **AE Title**, **IP Address** and **Port number**.

2.0 First, we will create a DICOM store for sending images to patients by entering the following information:

- **AE Title:** patient (case sensitive)

- IP Address: As obtained in step 1.8
- Port number: 104 as obtained in step 1.8

2.1 Click Save

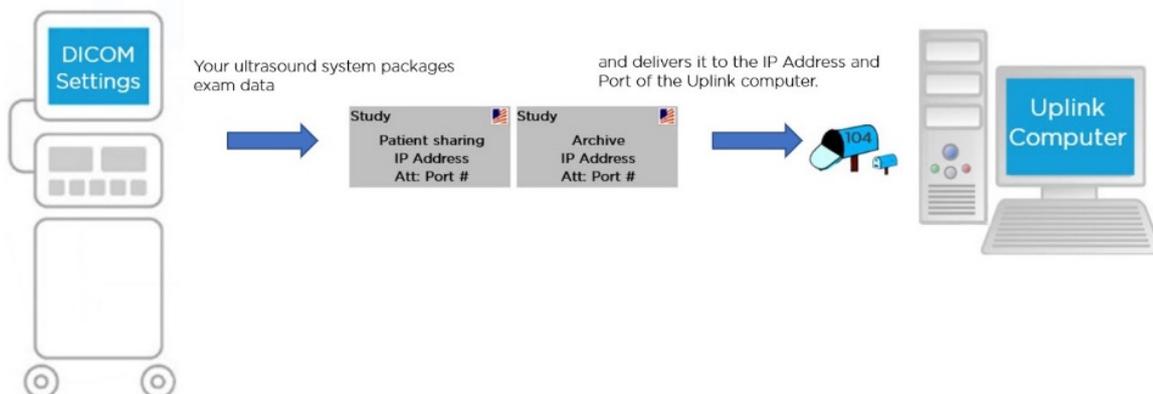
2.2 Now add the second DICOM store service. Select **Add/New** again for creating a second store. This store will be used for archiving. Enter the following:

- AE Title: archive (case sensitive)
- IP Address: As obtained by step 1.8
- Port number: 104 as obtained by step 1.8

2.3 Click Save

2.4 To confirm proper DICOM service configuration, click on the services added (patient, archive). The DICOM Test option may be labelled as: **Test connection, Echo, Ping, Verify** or **Ping/Verify**. If your machine has both a **Ping** and **Verify** button, press them both as it will conduct two different tests. Testing the connection may take up to 30 seconds.

If the system returns a normal result, it means that your ultrasound system is sending data to the Tricefy Uplink. Your ultrasound system is now configured like this:



For more information, including configuration instructions for a number of ultrasound machine vendors, please see the following Tricefy Help Center article: [Setting Up Your Ultrasound System](#).

3. Send a study to Tricefy

Most ultrasound systems can be configured to send images to Tricefy via a programmable print button or by batch sending upon end of examination. The first step in sending an examination to Tricefy is to determine the preferred workflow and program the ultrasound system print keys accordingly. Instructions for programming print buttons will vary depending on your ultrasound system manufacturer.

- Enter the ultrasound machine programming by pressing the **Utilities, Setup** or **Support** key.
- Then select the **Setup, System Setup, Connectivity** or the **Acquisition/Capture** option.
- Select the menu that allows you to assign print keys. This menu may be called: **Button Configuration, Button, Archive/Printer** or similar.
- Navigate the menu to assign the print buttons. Most ultrasound systems have enough print key options to program one print key of your choosing for patient sharing and one for archiving.

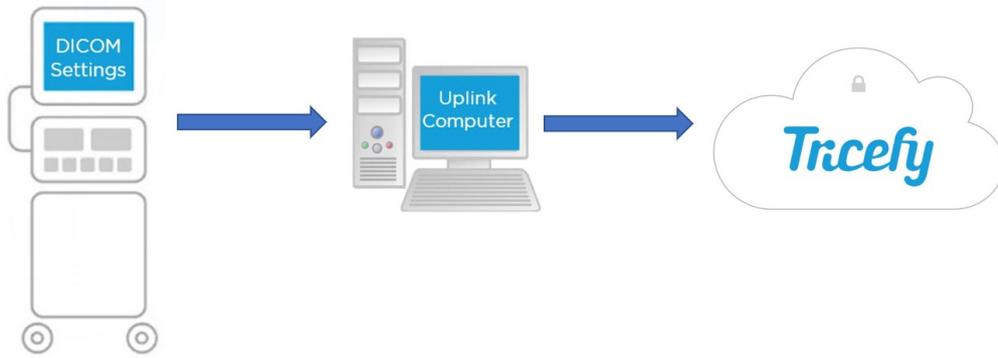
For more information regarding programmable print keys, please see the following Tricefy Help Center article: [P Buttons/S Buttons/Send Buttons/Aquire](#) If needed, contact your local ultrasound applications specialist.

3.0 Start a new study on the machine. To create a study using your imaging system, start a new exam and enter the patient information as normal. Make sure to enter the patient email or phone number **before** you start an examination as this is how your patients will receive their images.

3.1 Images should automatically appear within the Tricefy Studies List.

3.2 Confirm the test study appears in the Tricefy Studies List. If you are not already, log into your Tricefy account. When Tricefy receives a study, it is immediately populated on your Studies List. The Studies List screen is the Tricefy home page. You can always return to this screen by selecting **Studies** at the top of the page.

The Uplink will now receive data from your ultrasound system, which will be immediately available from within the secure Tricefy Cloud.



Congratulations! You are now ready to Tricefy!

For more information, including configuration instructions for a number of Ultrasound machine vendors, please see the following [Tricefy Help Center article: Setting Up Your Ultrasound System](#).
