# [TDOS] Configuring TDO Folder Monitor for Image Acquisition

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## Requirements

-Have your IT or Microscope Camera Vendor configure a folder on the network to receive images from their software.

-Images must be one of the following file types: .bmp, .pdf, .jpg, .jpeg, .tiff, .tif, .wmf, .png, .mov

## Setup Steps

### Step 1: Device Settings

Do these steps only once, it will apply to all workstations:

a. In TDOS, go to Settings > Devices
b. Click New. Add a name for your device. Select Service Broker in the first dropdown, and FolderMonitor in the second dropdown

### Setup Step 2: Install Service Broker and Configure Acquire Settings

These steps will need to be done for each workstation that you want to take images on.

a. Please **Contact TDO Support** to install TDOS Service Broker if it is not already installed
b. Open Service Broker from the hidden icons on the Windows Taskbar (rclick > open)
c. Press Configure Acquire
d. in Acquire, go to Settings > Folder Monitor
e. Name your Folder. **Note:** it is recommended to have 1 folder per-workstation, but not required.
f. Set the Path to match the folder that your IT or Vendor setup to receive images
g. Choose a Category and an image type
h. Save

### Setup Step 3: Configure Workstation Settings in TDOS

These steps will also be done for each workstation:

a. Go to Settings > Workstations. Choose your PC name from the list
b. Press Add Device
c. Choose the Device that you added in Step 1
d. Set the Device Category, usually 'DSLR Camera'.
e. Check the Folder Monitor box. If you want this to be the default imaging type for this workstation, leave 'Default' checked.
f. Press Save Workstation Device

## How to Acquire Images

1. on any patient, go to Studio
2. Select your device from the white dropdown at the top
3. the white button will now show your device name. Press it.
4. A small red circle will show on the button, indicating that it is 'monitoring' the folder
5. At this point, TDO Folder Monitor is running. If any new image comes into the designated folder, TDOS will bring it into Studio, and automatically save.
6. When finished, click the white button once more, and the red 'monitoring' circle will go away
7. Images will be available in the Image Organizer

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