



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
 DEPARTMENT OF INDUSTRIAL ACCIDENTS

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ADMINISTRATIVE BULLETIN #9 –
 USE OF DIA VIDEO EQUIPMENT &
 BOARD NUMBER REQUESTS

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 SECRETARY

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TO ALL INTERESTED PARTIES -

Use of video monitors in DIA Hearing Rooms:

The DIA hearing rooms are equipped with mobile TV/Monitors on carts or wall mounted monitors. If an attorney is bringing a laptop to present documents or other evidence electronically, they will need to have one of the following cords long enough to reach the monitor (6-8 ft. should be enough): HDMI, USB or VGA. Most laptops these days have an HDMI or USB port for such a purpose. The HDMI provides better video quality so that is recommended, but the USB will be sufficient. A VGA cable will also connect, but laptops do not always have such a port.

USB cord looks like this:



And goes into a port like this:



An HDMI cord looks like this:



And goes into a port like this:



A VGA cable looks like this:



And goes into a port like this:



DIA Board Number requests:

When requesting a DIA board number via email, please include the full name of the claimant, name of employer, date of injury (if available), and only the last four digits of their Social Security Number.