

DEPARTMENT OF INDUSTRIAL ACCIDENTS

Virtual Meetings

FOR CONCILIATIONS, STATUS AND CONFERENCES

Instructions For Claimant – Employee

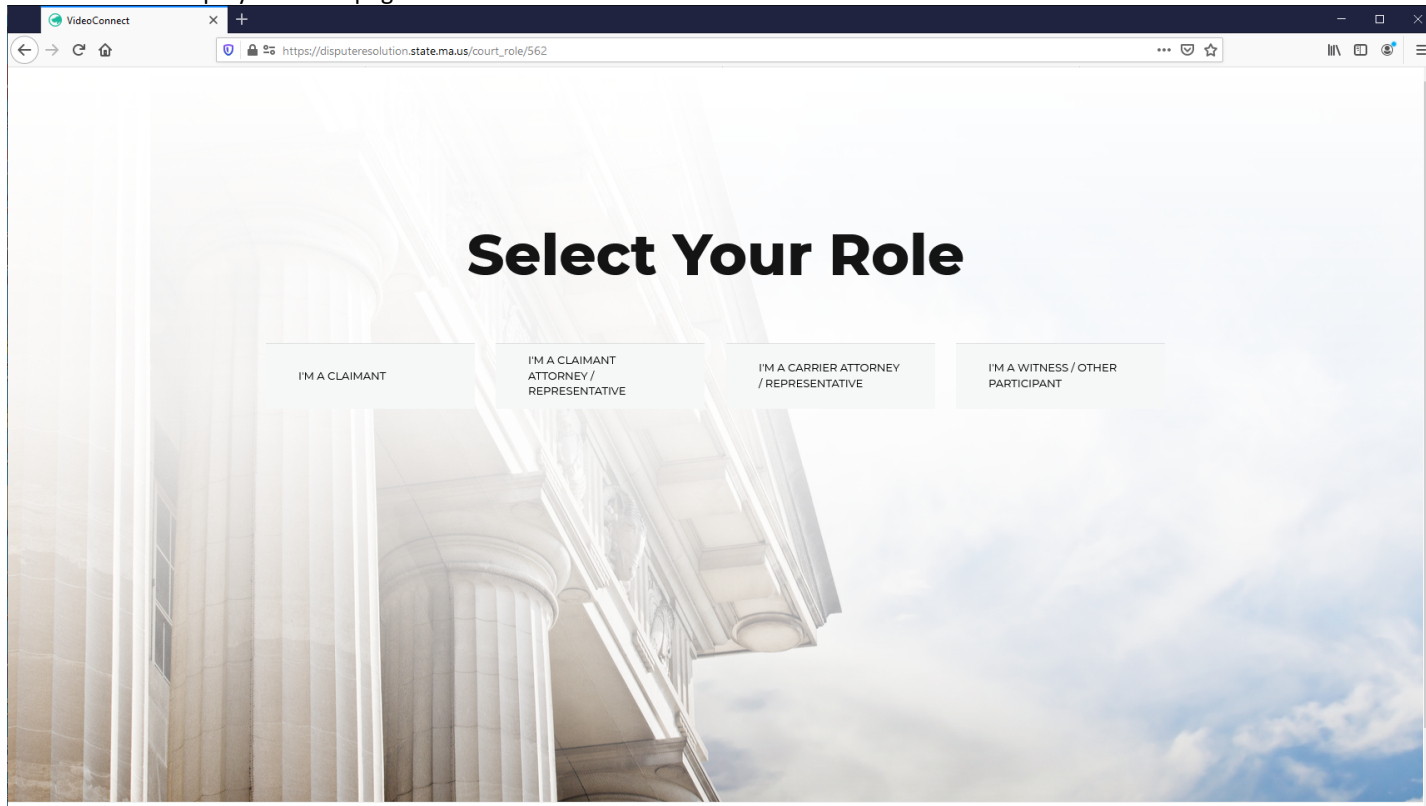


April 29, 2021

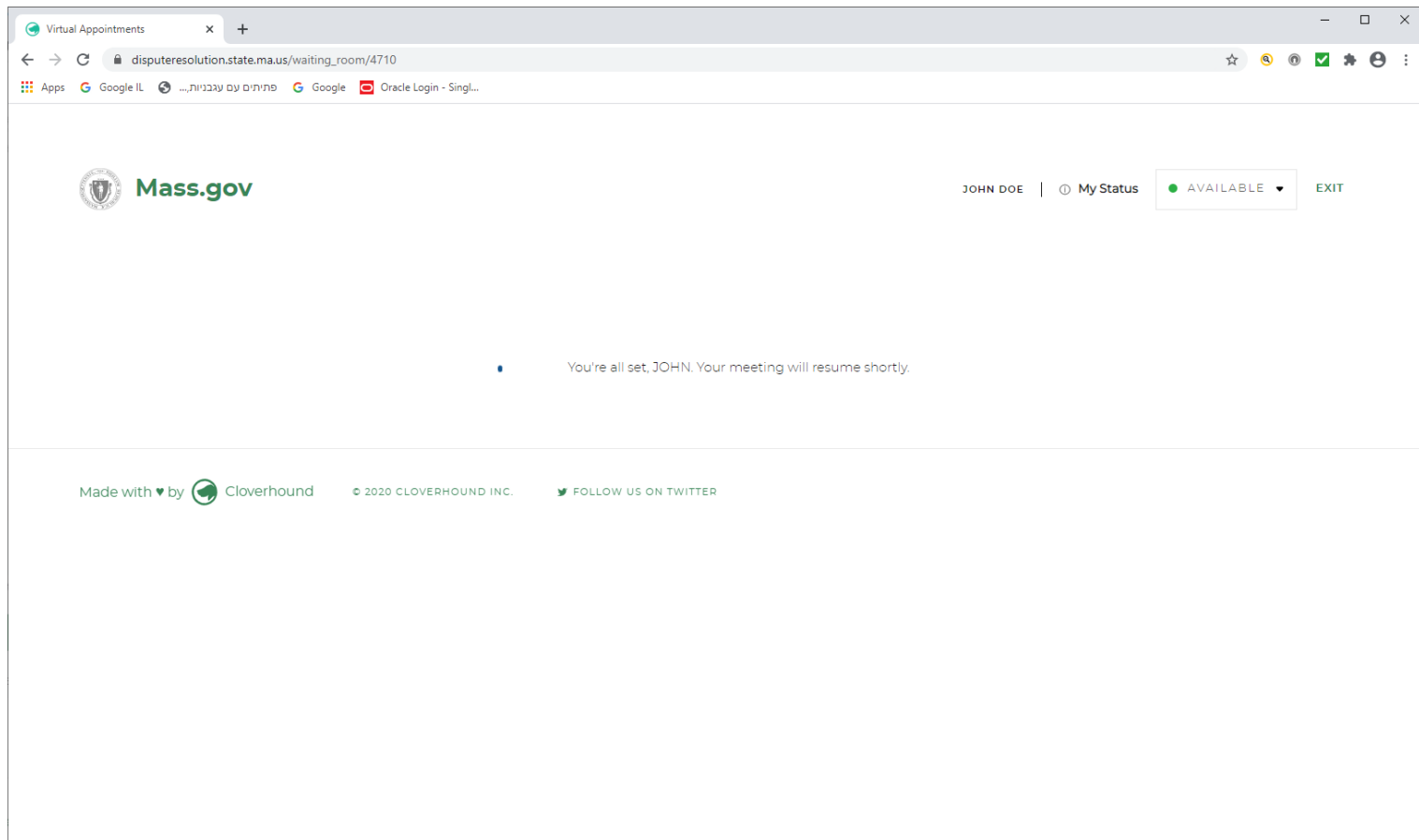
Claimant – Employee

It is advisable to download the Webex meeting application prior to joining the first web meeting. The application need **only** be download **once**. Please visit your app store or this <https://www.webex.com/downloads.html> to download the application. You can use Webex from: Smartphone, Tablet or a computer.

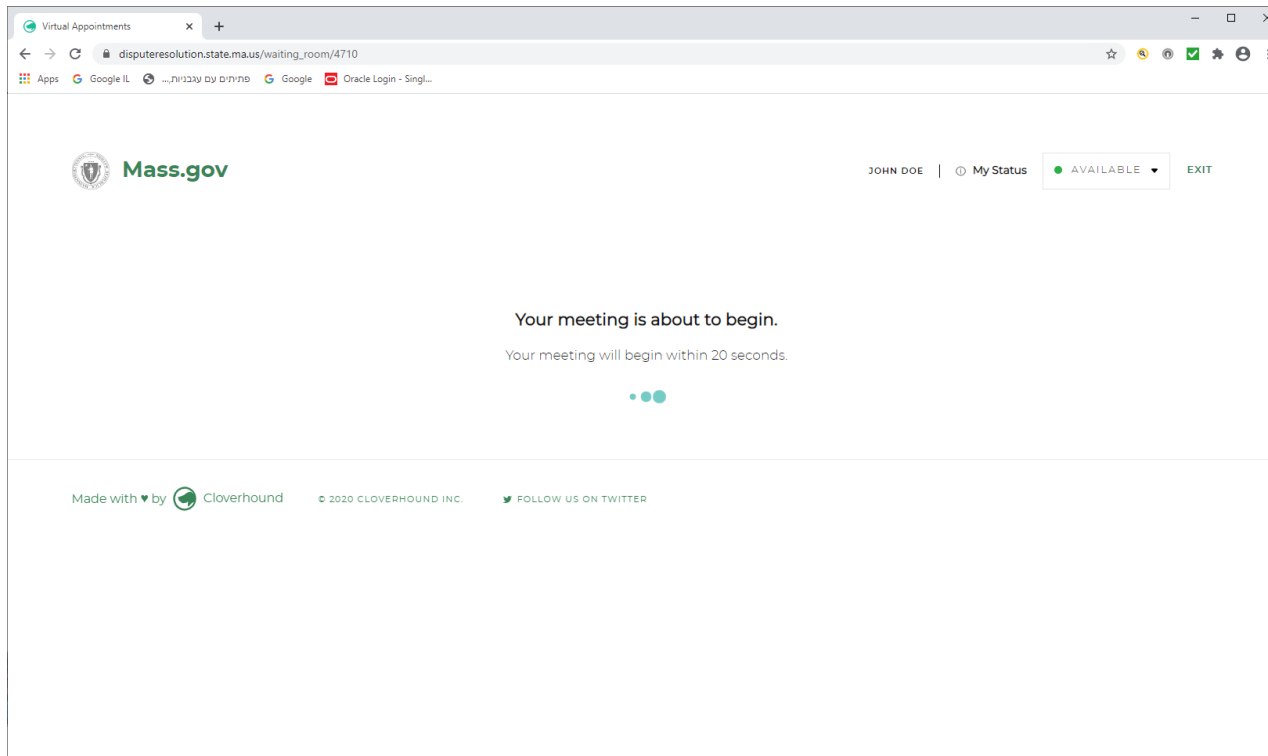
If the employee is represented by counsel **the employee's attorney will be responsible to** email the employee, the meeting link. The meeting link directs the employee to this page.



STEP 1 The employee press 'I'M A CLAIMANT' to begin access to the Virtual Meeting.



The check-in process is complete. This message will continue to be displayed pending initiating of the meeting by the Administrative Judge or Conciliator.



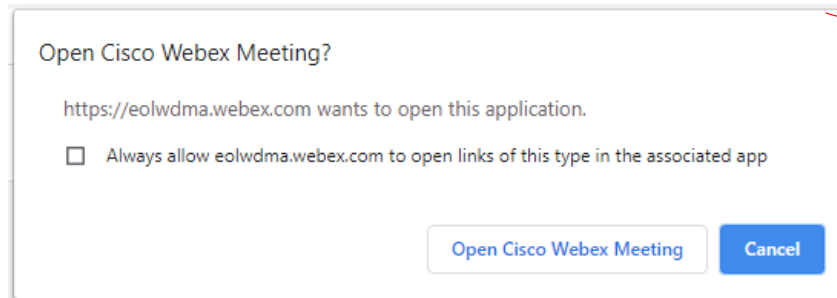
This message to signal the start of the meeting with a twenty second count down. The **MEETING STARTED** prompt will be displayed after twenty seconds.

Meeting Started message press ENTER MEETING

The screenshot shows a web browser window with the URL `disputeresolution.state.ma.us/waiting_room/4710`. The page features the Mass.gov logo and a 'MEETING STARTED' modal. The modal text reads: 'Click Enter Meeting to launch your meeting in the Webex application (video and audio):'. Below this is a green 'ENTER MEETING' button. Further down, it lists 'Call In Number (audio only): +1-408-418-9388' and 'Access Code: 1736305609 #'. A red arrow points from a text box to the call-in number. The text box contains the instruction: 'Dialing in information to use your telephone.'

STEP 2 Press **Enter Meeting** to launch your meeting in the Webex application. If after launching the Webex application, there is no audio capability on your device (the judge cannot hear you). You can always join by telephone: Go back to **ENTER MEETING as shown above** to locate the Dial-in option information. To listen and participate in the scheduled meeting.

Opening Cisco Webex Meeting WITH GOOGLE OR FIREFOX

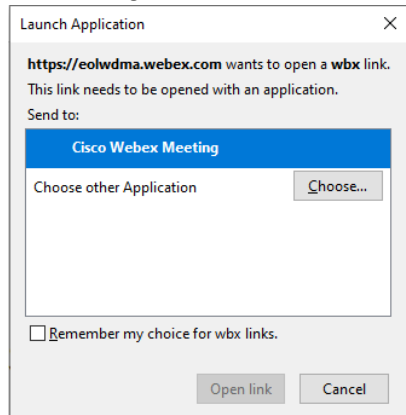


Sample:

Application Launched using (Google Chrome Browser). Checking the box (Always allow eolwdma.Webex.com to open links of this type in the Associated app) initially will help with the opening of future Webex Meetings.

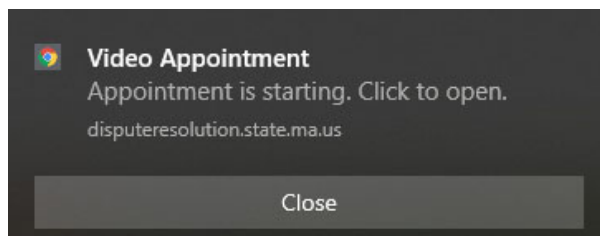
Click on Open Cisco Webex Meeting.

Launch using FireFox

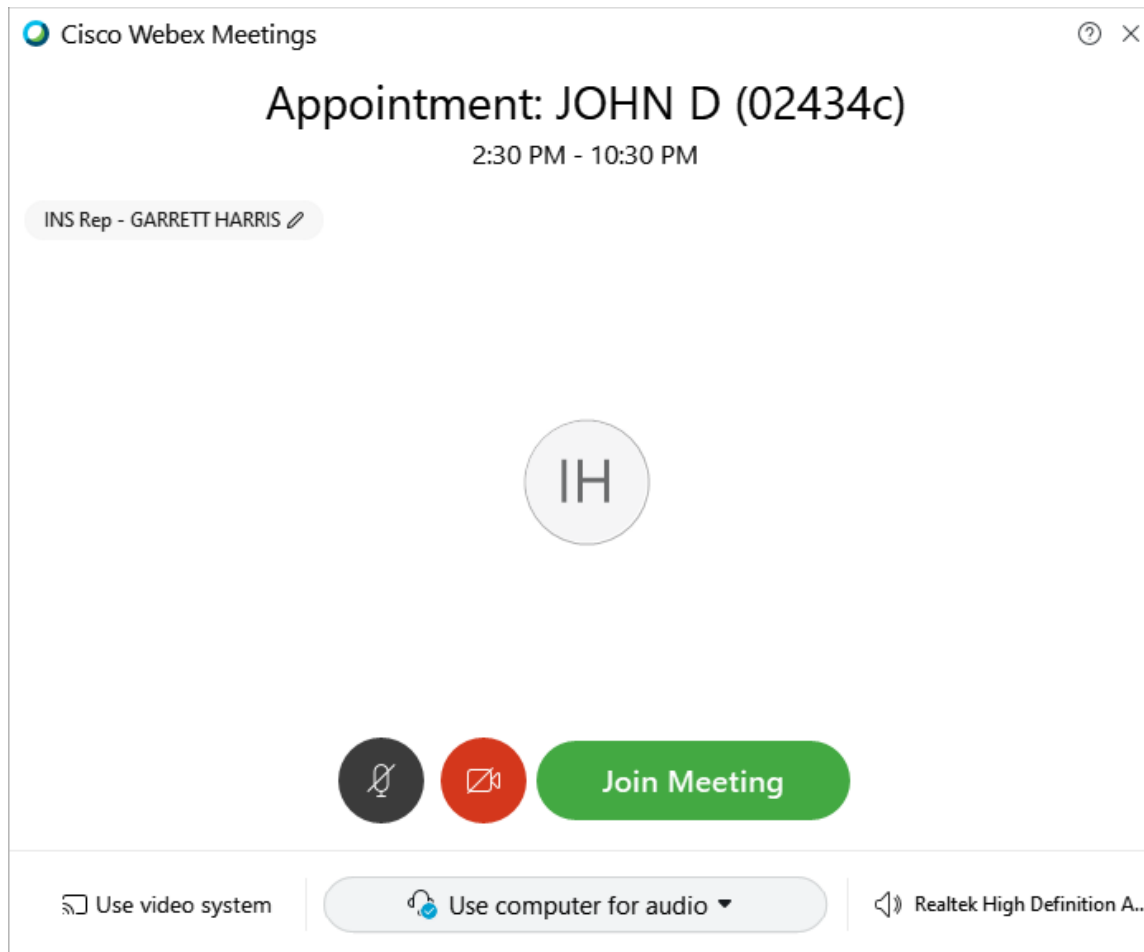


Sample: Launch of Cisco Webex Meeting application using FireFox Browser. Check the box and click open link to skip this step in the future.

This is another option that might be received to allow the launch of WebEx application

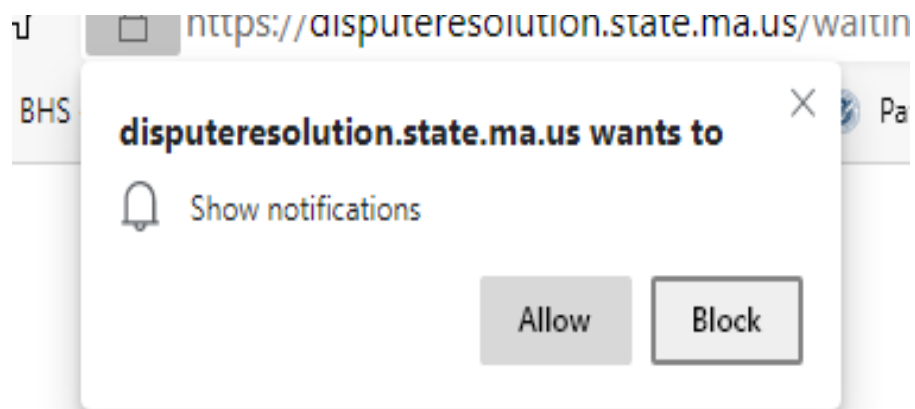


Once the Webex application is launched - Select **Join Meeting** and use the appropriate application.



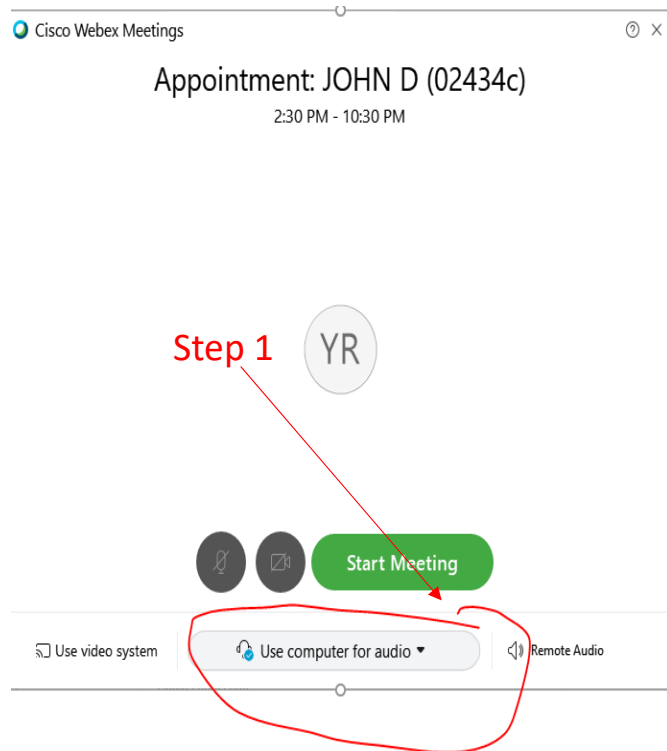
STEP 3 Click on **Join Meeting** to enter the Webex virtual conference session.

If you receive this message - - press 'Allow'

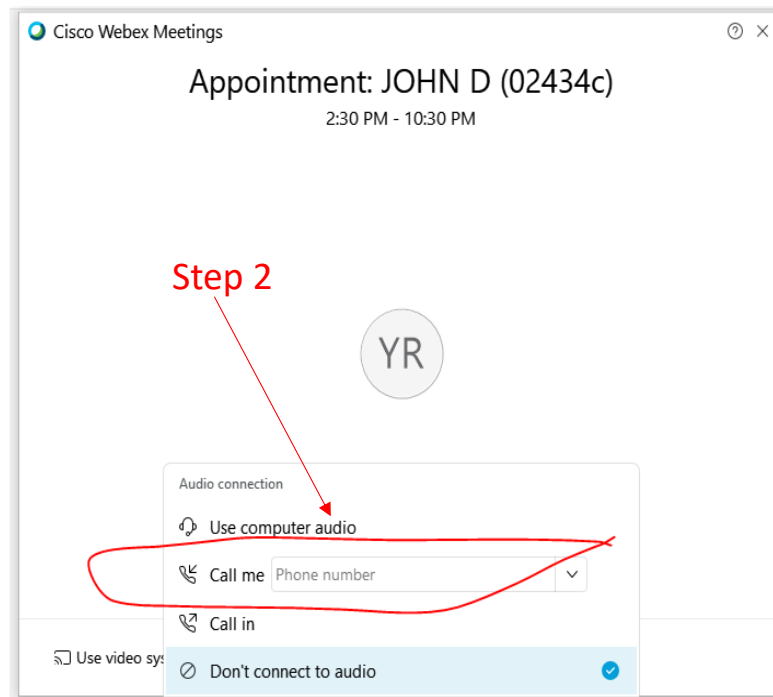


If not using computer for audio then:

When you get the Webex screen below - click on the circled drop down and choose 'call me at' – as shown in the second print screen and enter the phone number to call you, it will call you, answer and then follow the direction to press 1 to connected to the meeting



PD(1)





DIA VirtualQ

DO NOW:

Check your browser

Download WebEx

<u>BROWSER</u>	If you are using a Desktop Computer: The VirtuIQ will only work with the latest versions of Google Chrome, Firefox, Microsoft Edge and for MAC – the MAC OS versions of Google Chrome, Firefox, Edge and safari: OK – LATEST VERSION  - for MAC in addition can use  NOT OK - It will not work with  Mobile Devices – Please make sure you have the latest versions of: Google Chrome, Microsoft Edge (Chromium), Firefox Apps or Safari - already installed on your device. Please check for updates and update the apps if they are already installed. Native browsers on mobile devices will not work
<u>WebEx Meetings</u>	MUST download before  PC - https://www.webex.com/downloads.html and choose WebEx Meetings Mobile Devices - 