

Dial-in instructions for administrative conferences

You have received an administrative conference notice that contains the following text:

“Teleconference: Join the scheduled administrative conference by dialing 651-395-7448 and entering the conference I.D. XXX-XXX-XX#” when prompted.

You will need the conference I.D. on the notice sent to you to be able join the administrative conference.

Directions

- 1. Before the scheduled time of the administrative conference, ensure you know the conference I.D., which is located on your administrative conference notice to attend.**
- 2. Dial 651-395-7448. Your call will be answered by an automated system, “Welcome to the audio-conferencing center, please enter a conference I.D. followed by pound.”**

Enter the conference I.D. listed on the administrative conference notice that was sent to you using the phone’s dial pad, be sure to enter # (the pound symbol) at the end, for example 610-137-531#. A new conference I.D. is generated for every conference. If you cannot locate your conference I.D., call the Alternative Dispute Resolution (ADR) unit at 651-284-5030 for assistance.

- 3. A few moments later, if no conference I.D. is entered, you will hear “To continue in English, press one, para continuar en español presione two.”**

If you accidentally enter an invalid conference I.D., the system will prompt you to try entering it again.

- 4. If the meeting organizer has not yet joined, you will be asked “If you are the meeting organizer, press star now.”**

As a participant, you do not need to do anything.

- 5. A few moments later, you will hear “Please wait for the leader to admit you into the meeting; thank you for your patience” and then hold music will play until the meeting organizer joins.**

After the organizer admits you into the meeting, you will hear, “You are now joining the meeting.” You can mute yourself by dialing *6. To unmute, simply dial *6 again. Other commands can be heard by dialing *1.

Audio conferencing issues: feedback or echo

If you experience feedback or echo:

- move other electronic devices (such as cell phones) farther away from you; or
- you can mute yourself by dialing *6 (unmute by dialing *6 again).

Instructions will change

Note: Only administrative conferences with this specific language in the notice will be conducted in this manner, at this time, during the Department of Labor and Industry's migration to a new platform. This document will also be uploaded to the dispute in Work Comp Campus.