

## WEB CONFERENCING – HOW OUTSIDE PARTIES CALL INTO A HEARING

The following document explains how outside parties call into a web conferencing hearing at the Ohio Industrial Commission.

- Call **1-855-477-8485**
- Enter the **10-digit Meeting ID** (access code), then press #  
*The Meeting ID is on your Notice of Hearing*
- There is **NO Attendee ID**. When prompted, simply press #
- You will enter the **lobby** until the hearing officer admits you into the hearing  
*You will hear music while in the lobby*
- When the hearing officer admits you into the hearing you will hear "**You will now be connected to the meeting**"
- When the hearing ends, simply **hang up** your phone

**PLEASE NOTE: If you do not have a mute button on your phone, press [\*] [6] to mute and unmute yourself**