

Joining DOT(WA) Meeting via Scopia



All DOT(WA) members are able to dial into DOT(WA) meetings; whether you work in the metro area, a regional centre, or in a remote site, you can dial in. The service is free for everyone to use as we utilise WA Health facilities.

Below are instructions on how to dial into our meeting. Steps 1-3 are aimed at first time users who are not part of WA Health. If you are part of WA Health, please follow local site procedures for videoconferencing and follow from step 4 'Dialing into the Meeting'. If you have used this device for a DOT(WA) meeting before, you can also skip to step 4.

Please note- if this is your first time dialing in, you need to set this up several days in advance.

FIRST TIME USERS

1. Download Scopia. It's available free of charge for most devices and computers.
2. Connected to a WiFi network. This is recommended as Scopia uses video streaming and this draws large amounts of data.
3. Contact State Wide Telehealth- they will set your device up to connect with the health system. Telehealth require you to contact them **at least 2 days PRIOR** to the meeting (**phone 1300 367 166 select option 2**) and they will ensure everything is set up correctly. They will also do a test run on your device.

DIALING INTO THE MEETING

4. Notify DOT(WA) that you are intending to dial into the meeting by emailing us at dotwa@outlook.com. It is preferred that you do this a couple of days in advance so we know who we are expecting and to ensure we set it up. You **do not** need to notify Telehealth.
5. On the morning of the meeting, open up Scopia and dial into the meeting using meeting **ID 6466**. Ensure you are connected to a WiFi network if you are using a device.

For questions regarding set up and Scopia contact Telehealth on 1300 367 166 or telehealth.cahs@health.wa.gov.au

For all other enquiries please contact DOT(WA) on dotwa@outlook.com