



# Dialing using the Global Address Book (GAB)

Tandberg Remote

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# Dialing using the Global Address Book

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- **Dialing using the OTN Global Address Book (GAB) is a fast and effective method of connecting for a point-to-point event.**
- **It is commonly used in clinical videoconference events, where the consultant will dial directly into the patient system.**
- **Prior to calling another site, always confirm:**
  - **its GAB address – site and system number; and**
  - **the availability of both a system and appropriate space.**
- **Always schedule the call either prior to calling or after so the utilization is captured.**



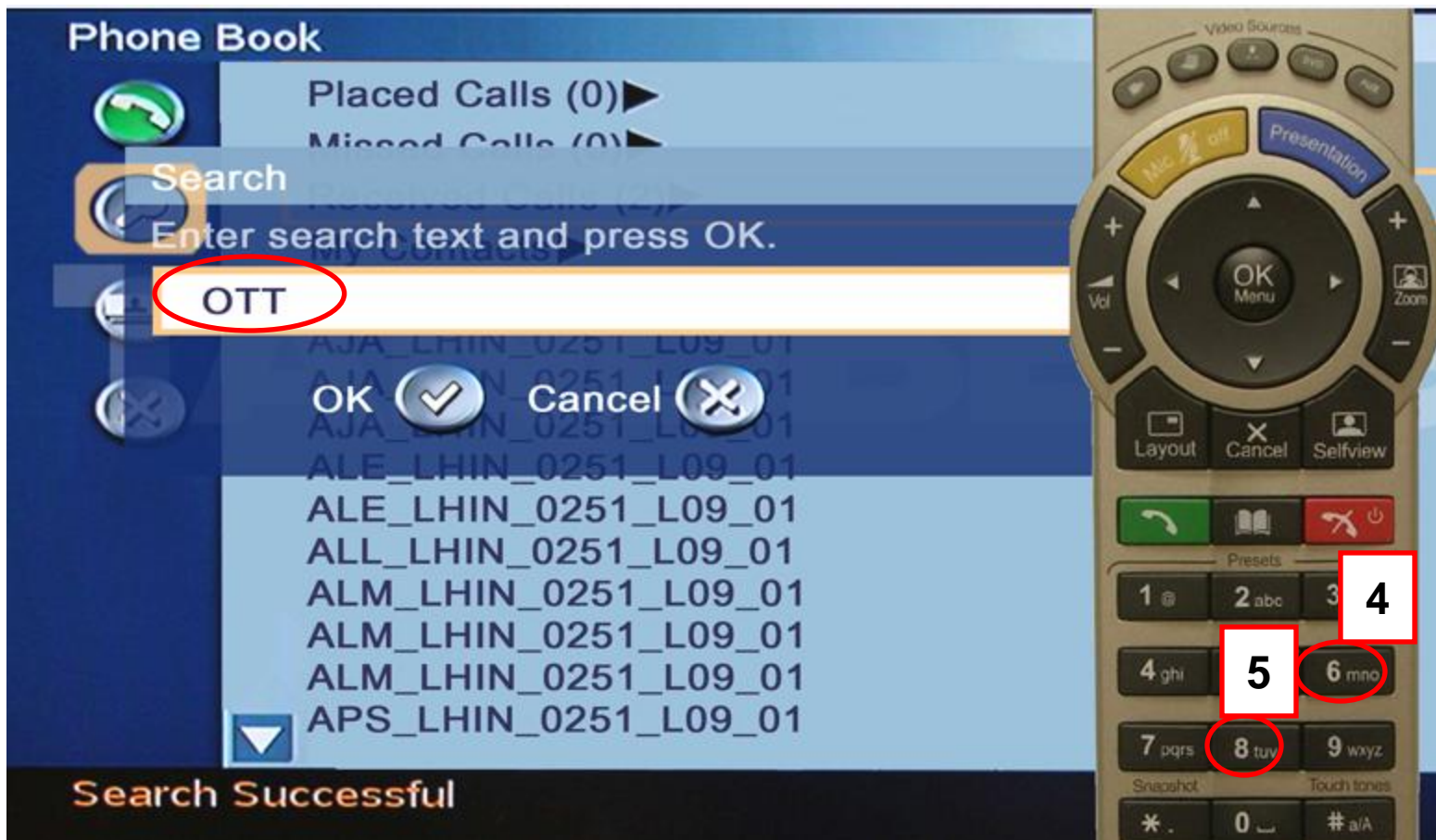
To initiate a manual point-to-point call, please follow these steps:

- [1] Press the phone book button located at the centre of the remote control to bring up the Global Address Book (GAB) screen.

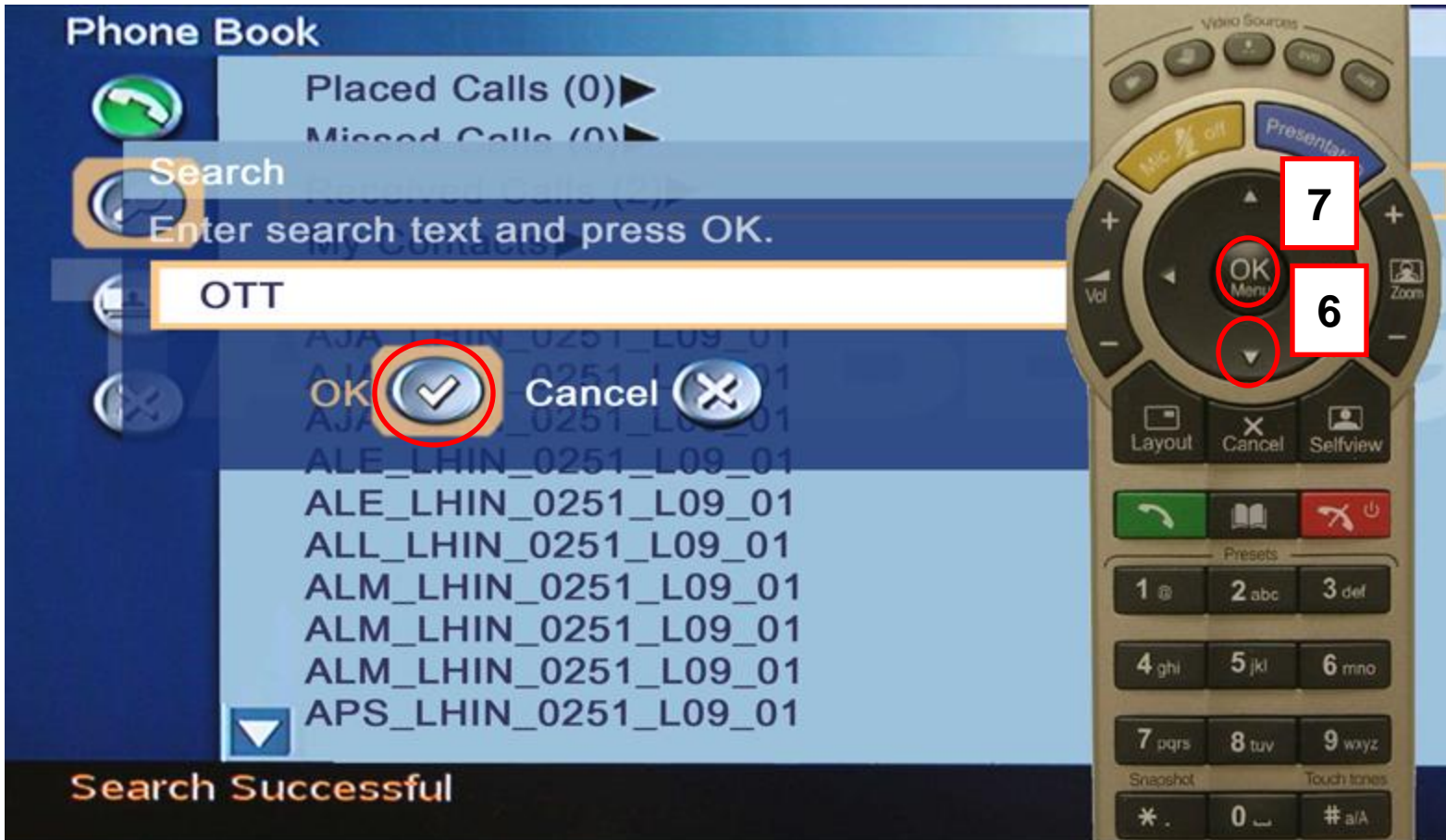


[2] Press on the left arrow to navigate to the **Magnifying Glass** icon located near the top left of the screen.

[3] Select the **Magnifying Glass** icon by pressing the circular **OK** button located at the top of the remote.

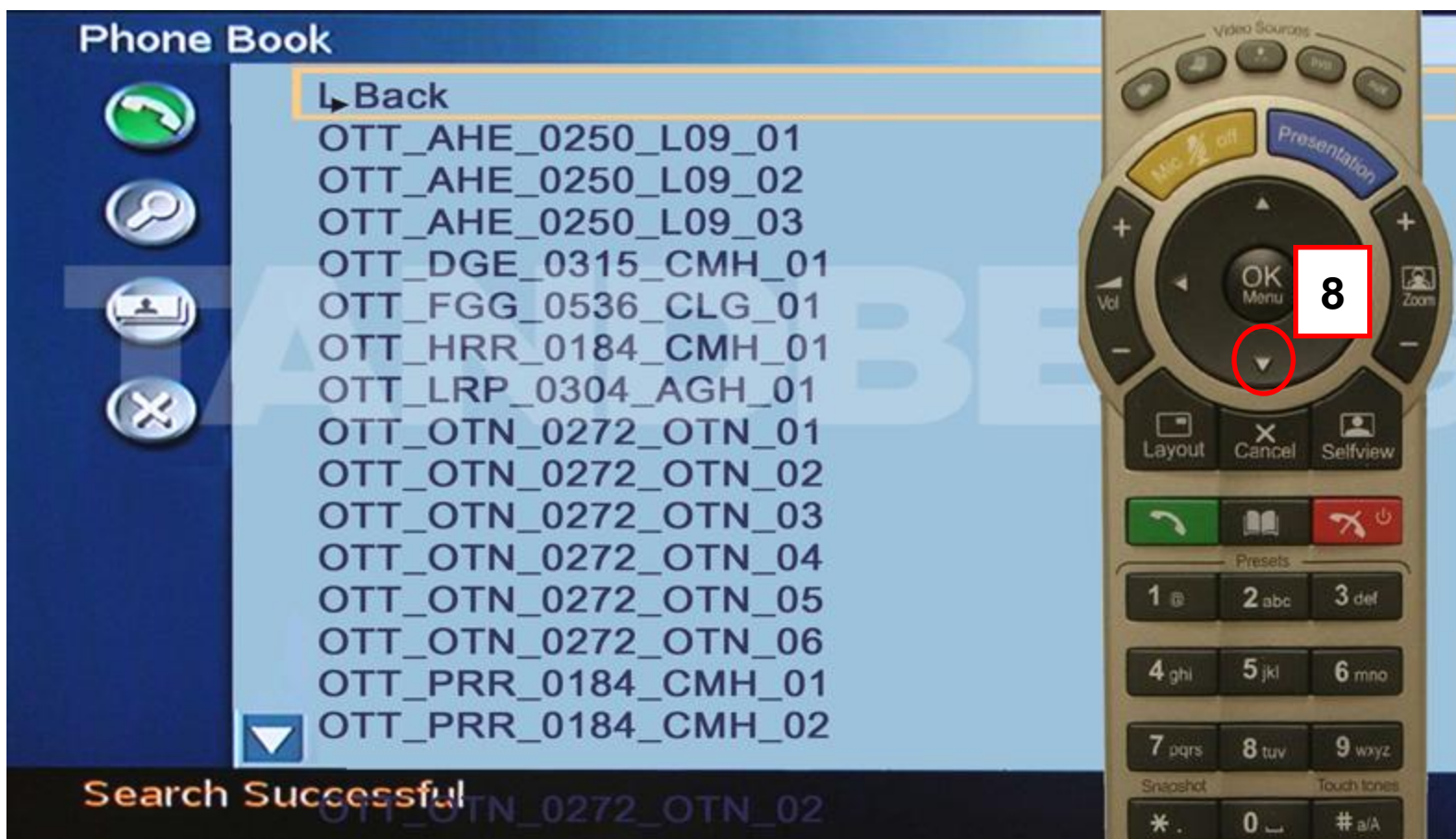


- [4] In this example, you are looking for a system located in Ottawa. Press 6 three times on the remote to add an “O” in the search field.
- [5] Press 8 once on the remote to add a “T” in the search field. Please Press 8 once again to add an additional “T” in the search field.



[6] Use the **down arrow** on the remote and select the **checkmark**.

[7] Select the **checkmark** by pressing the **OK** button located at the top of the remote.



[8] Use the down arrow to scroll through the list of addresses. In this example, you need to connect with **OTT\_OTN\_0272\_OTN\_01**. You will need to press the down arrow seven times.



[9] Please verify that your system address is correct and click the **green Call** button to make a connection.





# Business Rules

- Always confirm a specific time with the other site before making a connection.
- Please ensure that you schedule the event in Ncompass or through OTN's Contact Centre (1-866-454-6861) before or after making a manual call using the GAB. This ensures that there is a record of your use of the equipment.
- If you inadvertently call the wrong site and a privacy breach occurs, please be sure to contact [privacy@otn.ca](mailto:privacy@otn.ca) immediately.