



**Dialing using the Global Address Book (GAB)**

**Polycom VSX Remote**



# Dialing using the Global Address Book

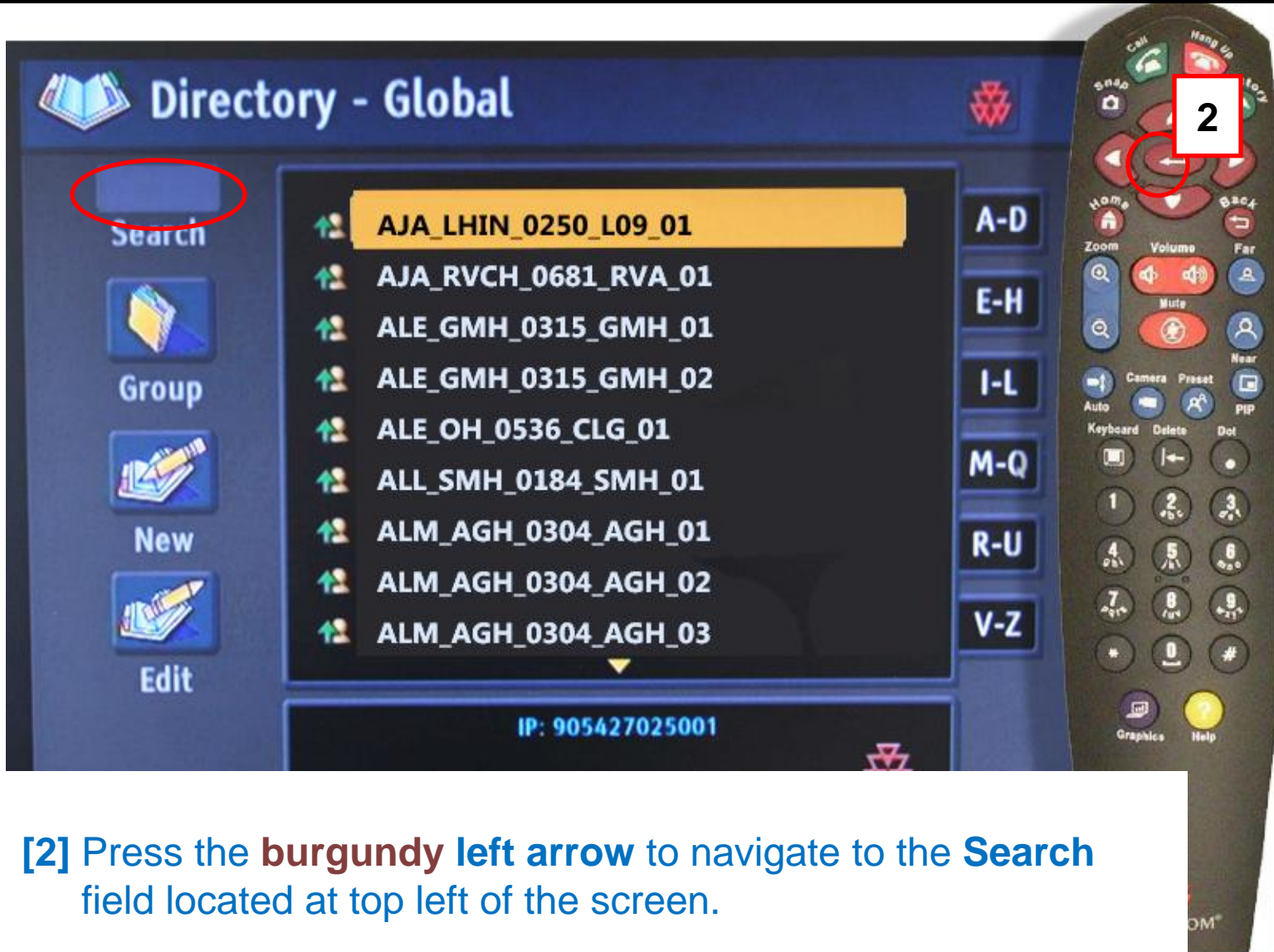
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- Dialing using the OTN Global Address Book (GAB) is a fast and effective method of connecting for a point-to-point event.
- It is commonly used in clinical videoconference events, where the consultant will dial directly into the patient system.
- 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 **Directory** button located at the top of the remote control to bring up the Global Address Book (GAB) screen.



[2] Press the **burgundy left arrow** to navigate to the **Search** field located at top left of the screen.



[3] In this example, we are looking for a system located in Ottawa. Press **6** three times on the remote to add an “**O**” in the search field.

[4] Press **8** one time on the remote to add a “**T**” in the search field. Please press **8** again to add an additional “**T**” in the search field. This brings up all the systems that begin with **OTT**.





[5] Press on the right **burgundy** arrow to navigate back to the list of addresses.

[6] Use the **burgundy** down arrow to scroll through the list of addresses. In this example, you need to connect with:  
**OTT\_OTN\_0272\_OTN\_01**



[7] Verify that your system address is correct and then click the **green Call** button to connect.

**Always confirm a specific time with the other site a specific time before connecting.**





# Business Rules

- 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.