








G12 Basic Instructions

Contact



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G12
communications



Placing Calls

- Pick up the handset, or press  or .
- Enter the phone number, and tap. .
- From Lines view: Tap the phone Line, enter the phone number, and tap. .
- From Home view: Tap **New Call**, enter the phone number, and tap. .

Answering Calls

- To answer with speakerphone, press  or tap Answer.
- To answer with the handset, pick up the handset.
- To answer with a headset, press. .
- To answer a new call while on an active call, tap Answer. The current call will be held.

Ending Calls

- To end an active call, replace the handset, press,  or press . Or, press **End Call**.
- To end a held call, navigate to Calls view and high-light the held call.
- Press **Resume**, and press **End Call**.

Holding Calls

- From Lines, Calls, or Active Call view, tap **Hold**. If you're in Calls view, be sure to highlight the call first.
- To resume a held call, tap **Resume** from Lines or Calls view.

Transferring Calls

- From Lines, Calls, or Active Call view, tap **Transfer**, and call the other party.
- When you hear the ringback sound, or after you talk with the other party, tap **Transfer**.



Forwarding Calls

- To enable call forwarding, press **Forward** from Home or Lines view.
- Select the forwarding type to enable, enter a forwarding number, and press **Enable**.
- To disable call forwarding, press Forward from Home or Lines view, select the forwarding type to disable, and press **Disable**.
- To enable per-call forwarding: As your phone rings, press **Forward**, enter the forwarding number, and press **Forward**.

Placing Conference Calls



- Call the first party, and after the call connects, press **More**, and select **Confrc**.
- Then, dial and connect with the second party and press **Confrc** again.
- From Lines or Calls view, you can:
 - Press **Hold** to hold all participants.
 - Press **End Call** to leave the call, but keep the other participants connected.
 - Press **Manage** (if available) to manage each participant.
 - Press **Split** to end the conference and hold all participants.

Muting the Microphone

- During a call, press  so other parties can't hear you.
- To disable **Mute**, press  again.

Using Do Not Disturb

If you have a service that supports **Do Not Disturb**, you can enable or disable ringing.

- To enable or disable ringing, tap **DND** from Home or Lines view. When Do Not Disturb is enabled, the **DND** icon,  displays in the status bar.
- If you have a VVX 600, you can tap  to disable DND.