

# CTM-S2412-3 Faceplate Worksheet

## Project Contact

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Property Contact

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Color Selections \*

Faceplate Paper: ☐ White ☐ Cream ☐ Pewter ☐ Black

Text \_\_\_\_\_ Symbols \_\_\_\_\_

Logo \_\_\_\_\_

\* Please provide PMS color reference numbers when possible.

## Quantities and Room #s

Faceplate Qty \_\_\_\_\_

Room #s: ☐ Yes ☐ No (If Yes, how many?) \_\_\_\_\_

(If No, should a blank Room # box be printed?): ☐ Yes ☐ No

## Button Labeling\*

\*see icon worksheet

	Text	International Symbol Number
Lower Row		
Button 1		
Button 3		
Button 5		

To specify  
dialing instructions and  
property information  
please see

Dialing Instructions  
Worksheet

USB  
PORT

1	3	5
		11 MESSAGES
		REDIAL
		FLASH
		MUTE
		VOL
LINE	HOLD	SPEAKER

## Special Instructions



# CTM-S2412-3

## Handset Worksheet

### Project Contact

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

### Property Contact

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

### Color Selections\*

Faceplate Paper:      White      Cream      Pewter      Black

Text      \_\_\_\_\_      Symbols \_\_\_\_\_

Logo      \_\_\_\_\_

\* Please provide PMS color reference numbers when possible

### Quantity

Faceplate Qty      \_\_\_\_\_

### Button Labeling\*

Select ONE labeling option below:

<i>Button 1 Label</i>	<i>Button 2 Label</i>
Front Desk	Housekeeping
Front Desk	Room Service
Front Desk	Wake Up
Guest Services	Housekeeping
Guest Services	Room Service
Guest Services	Wake Up

The diagram shows the handset faceplate with the following labels and button positions:

- FLASH TALK** (Top Left)
- EMERGENCY** (Top Right)
- OFF** (Below FLASH TALK)
- HOLD** (Below EMERGENCY)
- Button 4 (pre-labeled)** (Below EMERGENCY)
- 1, 2, 3, 4, 5, 6, 7, 8, 9, \*, 0, #** (Numeric keypad)
- SPEAKER** (Below numeric keypad)
- MUTE** (Below numeric keypad)
- MESSAGES** (Below MUTE)
- Button 1** (Below SPEAKER)
- Button 2** (Below MUTE)
- Button 3 (pre-labeled)** (Below MESSAGES)
- (Faceplate)** (Bottom Center)

### Special Instructions