



CTM-S2412-10 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
Upper Row		
Button 6		
Button 7		
Button 8		
Button 9		
Button 10		
Lower Row		
Button 1		
Button 2		
Button 3		
Button 4		
Button 5		

To specify
dialing instructions and
property information
please see

Dialing Instructions Worksheet

U
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R
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6	7	8	9	10
1	2	3	4	5
				11
				MESSAGES
				REDIAL
				FLASH
				MUTE
				VOL
LINE		HOLD		SPEAKER

Special Instructions



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:

Button 1 Label

Button 2 Label

Front Desk

Housekeeping

Front Desk

Room Service

Front Desk

Wake Up

Guest Services

Housekeeping

Guest Services

Room Service

Guest Services

Wake Up

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Handset Worksheet

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

- FLASH TALK** (top left)
- EMERGENCY** (top right)
- OFF** (middle left)
- HOLD** (middle right)
- Button 4 (pre-labeled)** (bottom right)
- SPEAKER** (bottom left)
- MUTE** (bottom right)
- MESSAGES** (bottom right)
- Button 1** (bottom left)
- Button 2** (bottom right)
- Button 3 (pre-labeled)** (bottom right)
- (Faceplate)** (bottom center)

Special Instructions