



CTM-A2415

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:

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

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

- Top Section:** A circular area containing a 3x3 grid of dots.
- Buttons:**
 - TALK:** A rectangular button.
 - OFF:** A rectangular button.
 - EMERGENCY:** A rectangular button, labeled "Button 4 (pre-labeled)".
 - NUMERIC KEYS:** A 3x3 grid of buttons labeled 1 through 9, *, 0, and #.
 - SPEAKER:** A rectangular button.
 - MUTE:** A rectangular button.
 - MESSAGES:** A rectangular button, labeled "Button 3 (pre-labeled)".
 - Bottom Section:** A large rectangular area labeled "(Faceplate)".
- Labels for Buttons:**
 - Button 1:** Located below the SPEAKER button.
 - Button 2:** Located below the MUTE button.
 - Button 3:** Located below the MESSAGES button.

Special Instructions



CTM-A2415

Base 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
Left Col		
Button 5		
Button 7		
Right Col		
Button 6		
Button 8		

To specify
dialing instructions and
property information
please see

Dialing Instructions
Worksheet

5

6

7

8

REPLACE BATTERY LIGHT

Special Instructions