



CTM-S2315

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 positions:

- Emergency Call Button:** A circular button with a star icon, labeled "EMERGENCY" above it.
- Talk Button:** A rectangular button labeled "TALK".
- Flash Button:** A rectangular button labeled "FLASH".
- Off Button:** A rectangular button labeled "OFF".
- Hold Button:** A rectangular button labeled "HOLD".
- Button 4 (pre-labeled):** A rectangular button labeled "Button 4 (pre-labeled)".
- Speaker:** A rectangular button labeled "SPEAKER".
- Mute:** A rectangular button labeled "MUTE".
- Messages:** A rectangular button labeled "MESSAGES".
- Button 1:** A rectangular button labeled "Button 1".
- Button 2:** A rectangular button labeled "Button 2".
- Button 3 (pre-labeled):** A rectangular button labeled "Button 3 (pre-labeled)".
- Faceplate:** A large rectangular area labeled "(Faceplate)".

Special Instructions



CTM-S2315

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

(Please Note:
the 4 speed key buttons
cannot be removed)

5

6

7

8

Special Instructions