

Project Name \_\_\_\_\_ PO # \_\_\_\_\_

Contact Name \_\_\_\_\_ Company Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### NOTES

- Custom Text (-CT) is an option to allow customers to create unique text to apply on a button cap based on unique and personalized requirements
- CT option is based on [pad printing](#) not currently available from our preselected list
- CT options are unique and will require longer lead times
- 8 Character limit. Text requests over 8 characters will be abbreviated and an approval will be required prior to work to create custom text, extending lead times
- Text will be 12pt., Arial Narrow, all caps
- Light pipes are always on the left
- **Red and Black caps will be white text**
- **White, Light Almond, Gray, Ivory will be black text**
- CT or Custom Text caps come with a service fee. The Custom Text fee is applied to all CT options and quantities



1-4 Button w/ Light Pipe



5,6 Button w/ Light Pipe

### HOW TO ORDER

1. Complete this Custom Text form including your purchase order number and contact information.
2. In the Text Requested section there are 6 rows to indicate custom text for the number of buttons ordered. Text will be printed exactly as written.
3. Submit a PO and the form on Oasis. For questions about your order, please contact your Customer Service Rep.

### Ordering part numbers (LVS/LVSD)

EXAMPLE: BTA-V-L-N-GY-CT

Model	Device	Size	Light Pipe	Color	Custom Text
BTA	V LVS	L 1-4 Button	P Light Pipe <sup>1</sup>	WH White	CT
	D LVSD*		N No Light Pipe <sup>2</sup>	IV Ivory	
				GY Gray	
				LA Light Almond	
				BK Black	
				RD Red	

### Ordering part numbers (NX/CX/LVSRJ45/LX)

EXAMPLE: BTD-N-L-N-GY-CT-HUDDLE (see text requested section on next page)

Model	Device	Size	Light Pipe	Color	Custom Text
BTD	N NX	L 1-4 Button	P Light Pipe <sup>1</sup>	WH White	CT
	C CX*	S 5-6 Button	N No Light Pipe <sup>2</sup>	IV Ivory	
	L LX			GY Gray	
	R LVSRJ45*			LA Light Almond	
				BK Black	
			RD Red		

\*Notes:  
 CX wall stations are not supported with a light pipe option  
 LVSD wall station only come in 1-4 cap size (L)  
 LVSRJ45 wall station only comes in 1-4 cap size (L)

<sup>1</sup>Light Pipe text starts at the light pipe and progresses right  
<sup>2</sup>Non-light pipe text is centered on the button cap

**TEXT REQUESTED** (Up to 8 characters max)

	1st Char.	2nd Char.	3rd Char.	4th Char.	5th Char.	6th Char.	7th Char.	8th Char.	QTY
<b>Example</b>	H	U	D	D	L	E			
1									
2									
3									
4									
5									
6									

**CUSTOMER APPROVAL:** I hereby agree that the spelling, capitalization and arrangement of the text shown on the attached Custom Text order is correct and release for manufacturing without further review.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Pad Printing Available List**

Notes:  
Available list selections are used in place of the "CT" option and should be ordered directly through a local Customer Service Representative. When selecting a pre-established option for text, insert the PAD PRINT NAME at the end of the part number.

TEXT	DISPLAYED	DESCRIPTION
ALARM	ALARM	Alarm
AMBIENT	AMBIENT	Ambient
ARROW	▲	Arrow ††
AV	AV	Audio Visual
B.O.H.	B.O.H.	Back of House
CALM	CALM	Calm
CSHWRP	CSH WRP	Cash Wrap
CLASSRM	CLASS RM	Classroom
COMBINE1	COMBINE 1	Combine 1
COMBINE2	COMBINE 2	Combine 2
COMBINE3	COMBINE 3	Combine 3
COMBINE4	COMBINE 4	Combine 4
CORRIDOR	CORRIDOR	Corridor
COVE	COVE	Cove
DWNLT	DWN LT	Down light
EXAM	EXAM	Exam
FOCUS	FOCUS	Focus
F.O.H.	F.O.H.	Front of the House
GENERAL	GENERAL	General
GYM	GYM	Gym
HIGH	HIGH	High
KITCHEN	KITCHEN	Kitchen
LINEAR	LINEAR	Linear
LOBBY	LOBBY	Lobby
LOW	LOW	Low

TEXT	DISPLAYED	DESCRIPTION
MAIN	MAIN	Main
MEDIUM	MEDIUM	Medium
MEN	MEN	Men
MEETING	MEETING	Meeting
NGHTLT	NGHT LT	Night Light
NORMAL	NORMAL	Normal
OFF	OFF	Off††
ON	ON	On
ONOFF	ON/OFF	On/Off
PARKING	PARKING	Parking
PENDANT	PENDANT	Pendant
POLES	POLES	Poles
PRESN	PRESN	Presentation
PRESET	PRESET	Preset
PRESET1	PRESET 1	Preset 1
PRESET2	PRESET 2	Preset 2
PRESET3	PRESET 3	Preset 3
PRESET4	PRESET 4	Preset 4
PRESET5	PRESET 5	Preset 5
PRESET6	PRESET 6	Preset 6
READ	READ	Read
ROW1	ROW 1	Row 1
ROW2	ROW 2	Row 2
ROW3	ROW 3	Row 3
ROW4	ROW 4	Row 4

TEXT	DISPLAYED	DESCRIPTION
SALES	SALES	Sales
SALESA	SALES A	Sales A
SALESB	SALES B	Sales B
SIGN	SIGN	Sign
SIGNWIN	SIGN/WIN	Sign / Windows
SKYLIGHT	SKYLIGHT	Skylight
STOCK	STOCK	Stock
STOCKA	STOCK A	Stock A
STOCKB	STOCK B	Stock B
TEACHER	TEACHER	Teacher
TESTING	TESTING	Testing
TRACK	TRACK	Track
VEST	VEST	Vestibule
WALL	WALL	Wall
WHSE	WHSE	Warehouse
WHITEBOARD	WHTBRD	Whiteboard
WOMEN	WOMEN	Women
WORK	WORK	Work
CT		Custom Text
BLANK		No printed text

†† No light pipe option available for OFF and arrow button cap