# Labelling Gemtrac Racks

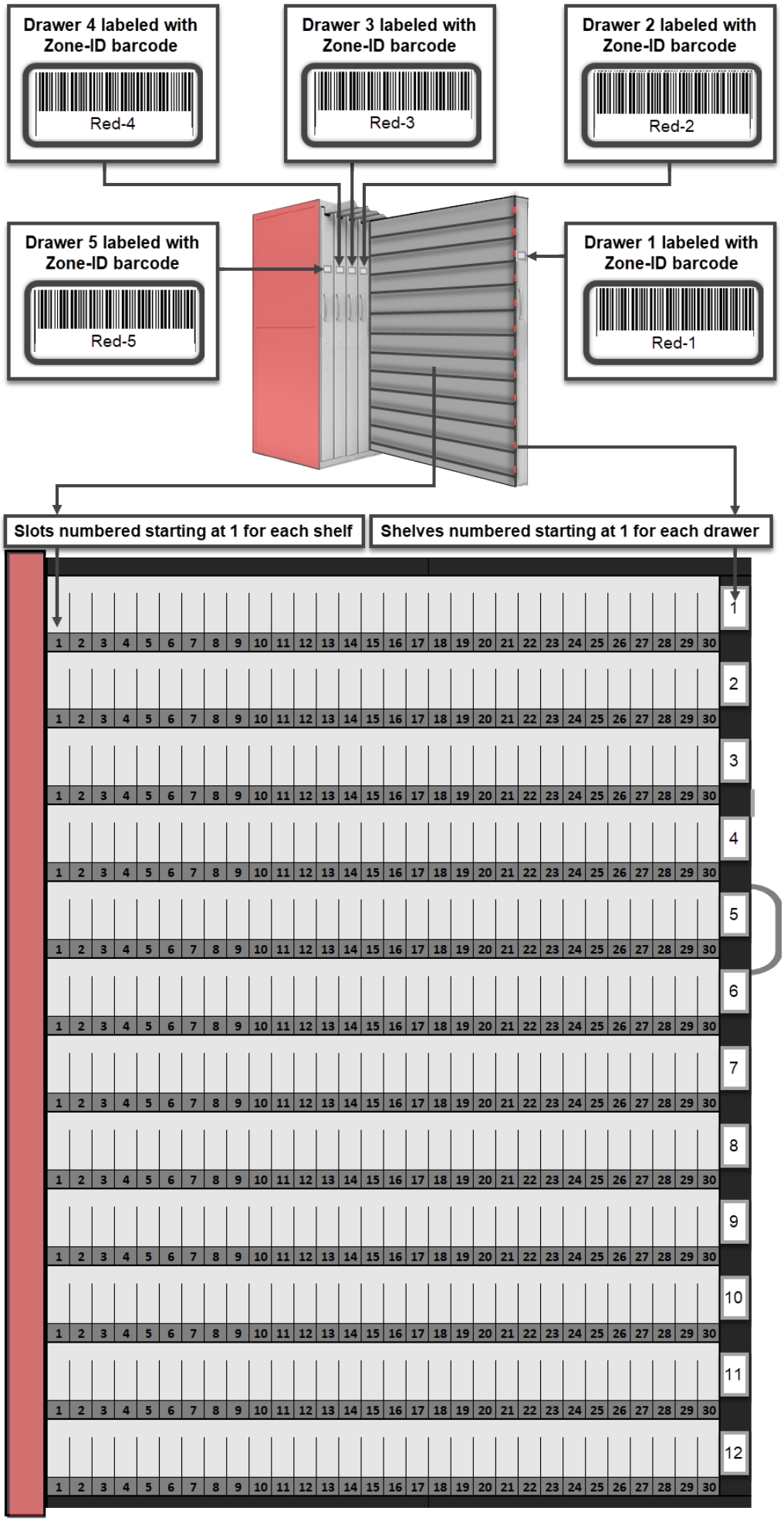
Each Gemtrac unit comes with a left and right bank of drawers, these get divided into two groups of Zones.

In this example, although all racks and drawers are the same color, we will use Red and Green colors to identify the Zones correctly. In this example, each drawer has 12 shelves and each shelf has 30 Slots.



Focusing on the Red bank, each drawer is identified as a Zone. First drawer would be Red-1, second drawer Red-2 etc. Start at the end opposing to where you will put any expansion Gemtracs to ensure the new additions are in successive numerical order.

Labels for the Gemtrac drawers are printed onto card stock and placed in the card holders, ensuring the barcode is fully visible and not obstructed by the holder frame.


Drawer 4 labeled with Zone-ID barcode
Red-4
Drawer 3 labeled with Zone-ID barcode
Red-3
Drawer 2 labeled with Zone-ID barcode
Red-2
Drawer 5 labeled with Zone-ID barcode
Red-5
Drawer 1 labeled with Zone-ID barcode
Red-1
Slots numbered starting at 1 for each shelf
Shelves numbered starting at 1 for each drawer
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
1
2
3
4
5
6
7
8
9
10
11
12

Shelf number labels, starting at 1 for the top shelf, 2 for the second shelf etc, for each shelf are printed on adhesive labels of an appropriate size and applied directly next to each shelf.

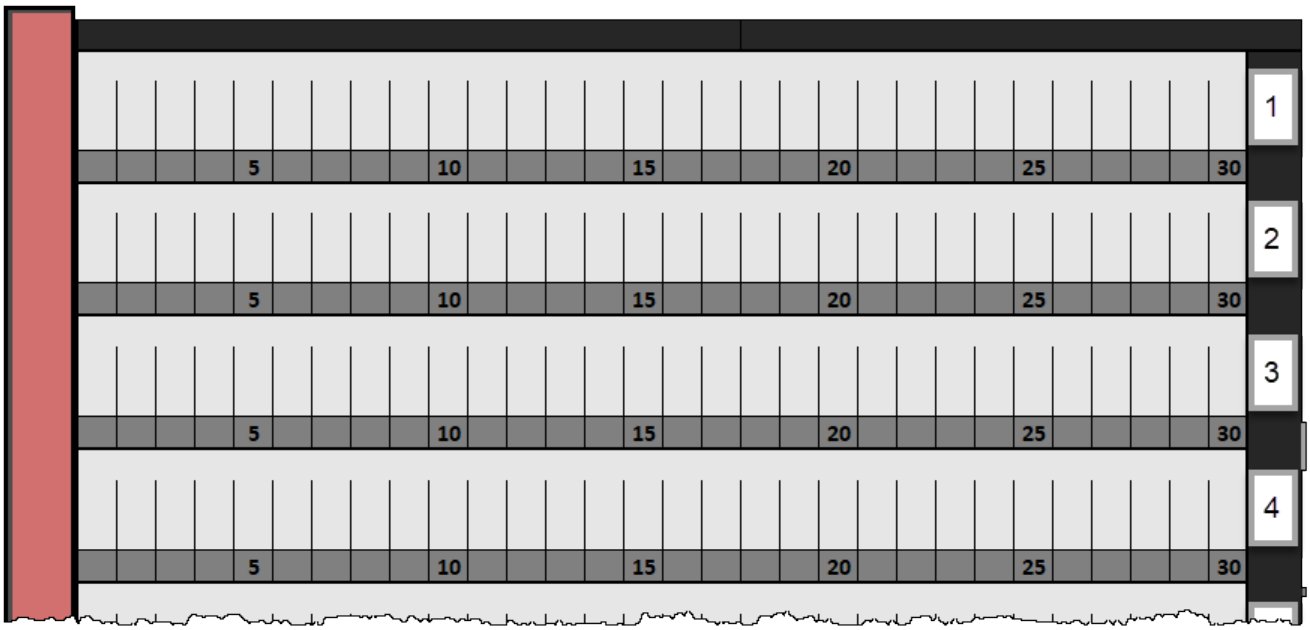
Slot numbers are placed on each Shelf, starting at number 1 for each shelf.

The above image shows every Slot numbered from 1 (start) to 30 (end).

If you don't want to label every Slot on every shelf, other options can be used as long as the operators can identify the required Slots.

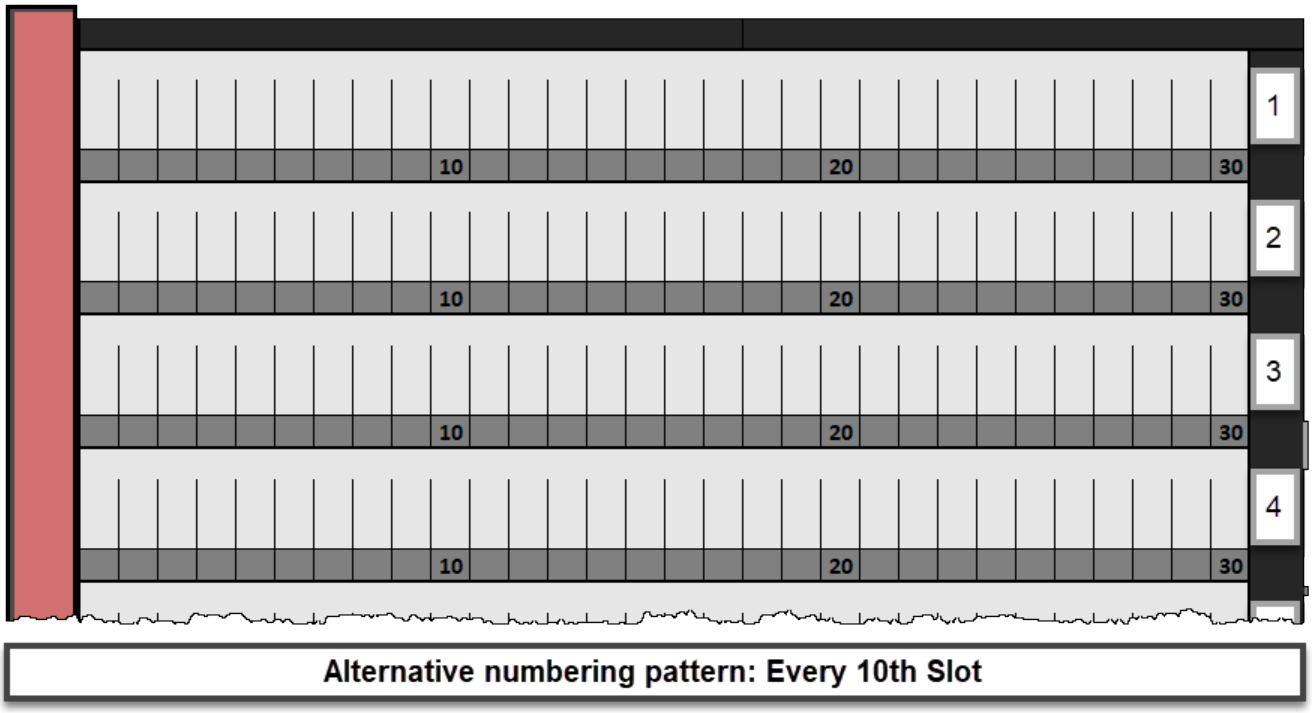
Examples for other Slot labelling formats can include:

Every 5th Slot.



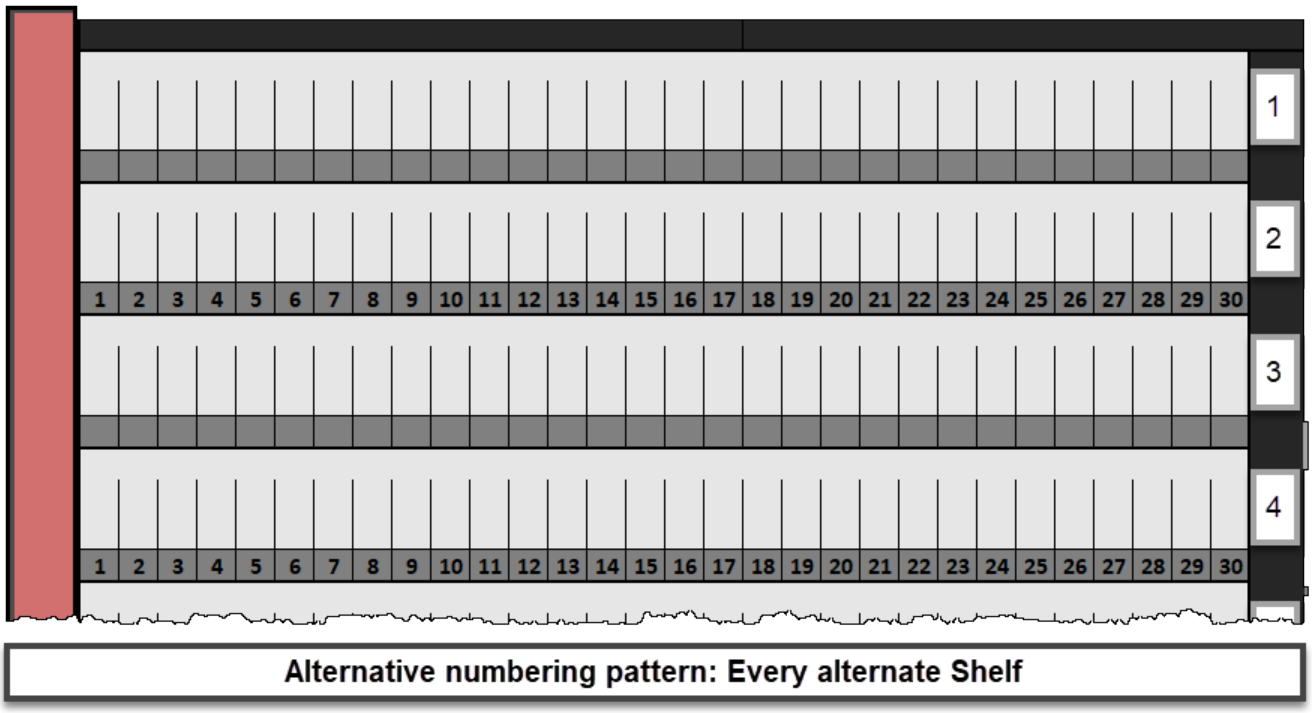

**Alternative numbering pattern: Every 5th Slot**

Every 10th Slot.




**Alternative numbering pattern: Every 10th Slot**

Every alternate shelf.




**Alternative numbering pattern: Every alternate Shelf**

Which format you use is up to personal preference, however it is recommended what ever format you choose that every shelf follows that format to maintain uniformity, ie. either all shelves labelled every Slot or all shelves labelled every 5th Slot and not a mixture of both.

master, slot, rack, sync

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