# Labelling Gemtrac Racks

Labelling the Gemtrac racks in the following manner allows the configuration of TapeTrack allowing operators to quickly locate a Sloted Volume, or locate a specified Slot to place a Volume in.

With TapeTrack Zones and Slotting information configured correctly, each Slot will be referenced with the Zone-ID, Shelf number and Slot number in the format of Zone-ID Shelf#.Slot#.

For example **Red-2 3.16** would be in the 2nd drawer (Red-2), on the third shelf, 16th Slot.

**Red-4 11.23** would be in the 4th drawer (Red-4), on the 11th shelf, 23rd Slot.

## Gemtrac Layouts

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.

The labelling images on this page are based on one cabinet with 5 drawers each side, each drawer has 12 shelves and each shelf has 30 Slots. The focus of where to place the labels for drawers, shelves and Slots will be based on the Red side.

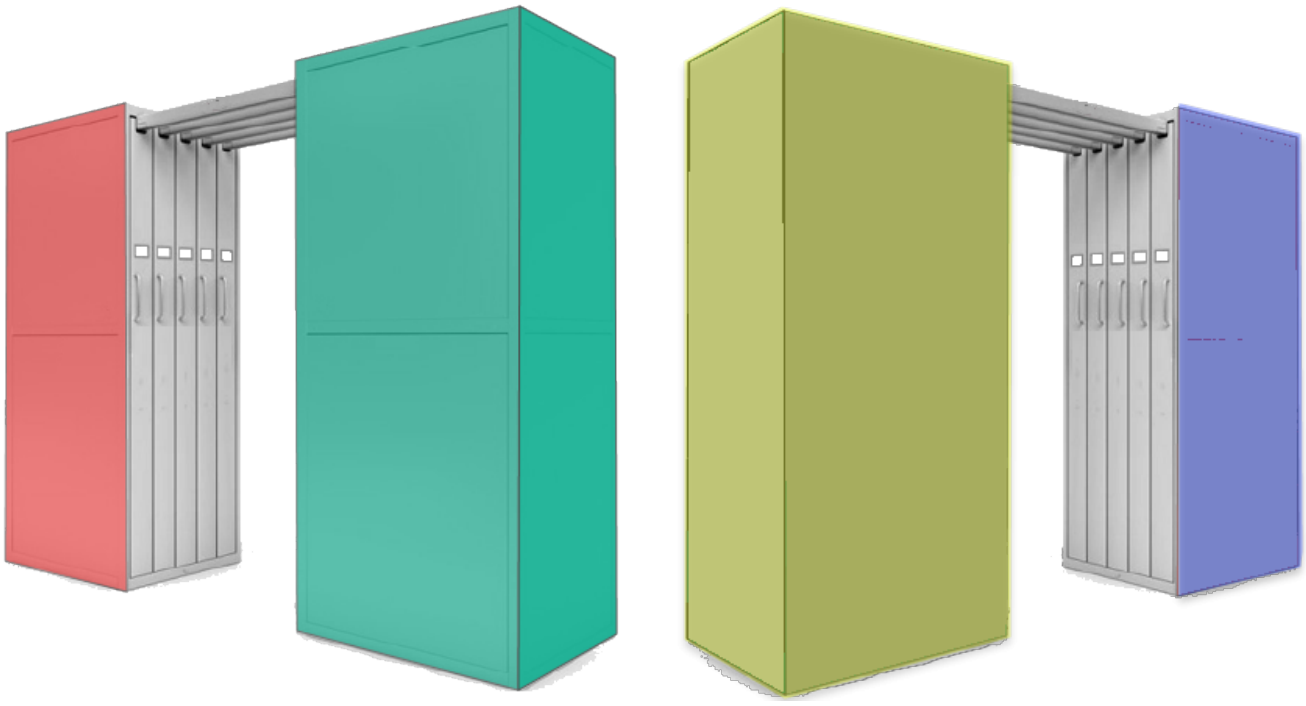


If you have more cabinets, each drawer is numbered consecutively for the remaining drawers. For

example if you had two cabinets, Red would have Zones Red-1 to Red-10, Green would have Zones Green-1 to Green-10.



If you have other cabinets but in separate rows, they would be divided using the same method but using other colors for the additional Zones. For example if you had a duplicate setup of cabinets next to the Red & Green Zones you would add the extra Zones as Blue-1 to Blue-5 and Yellow-1 to Yellow-5.



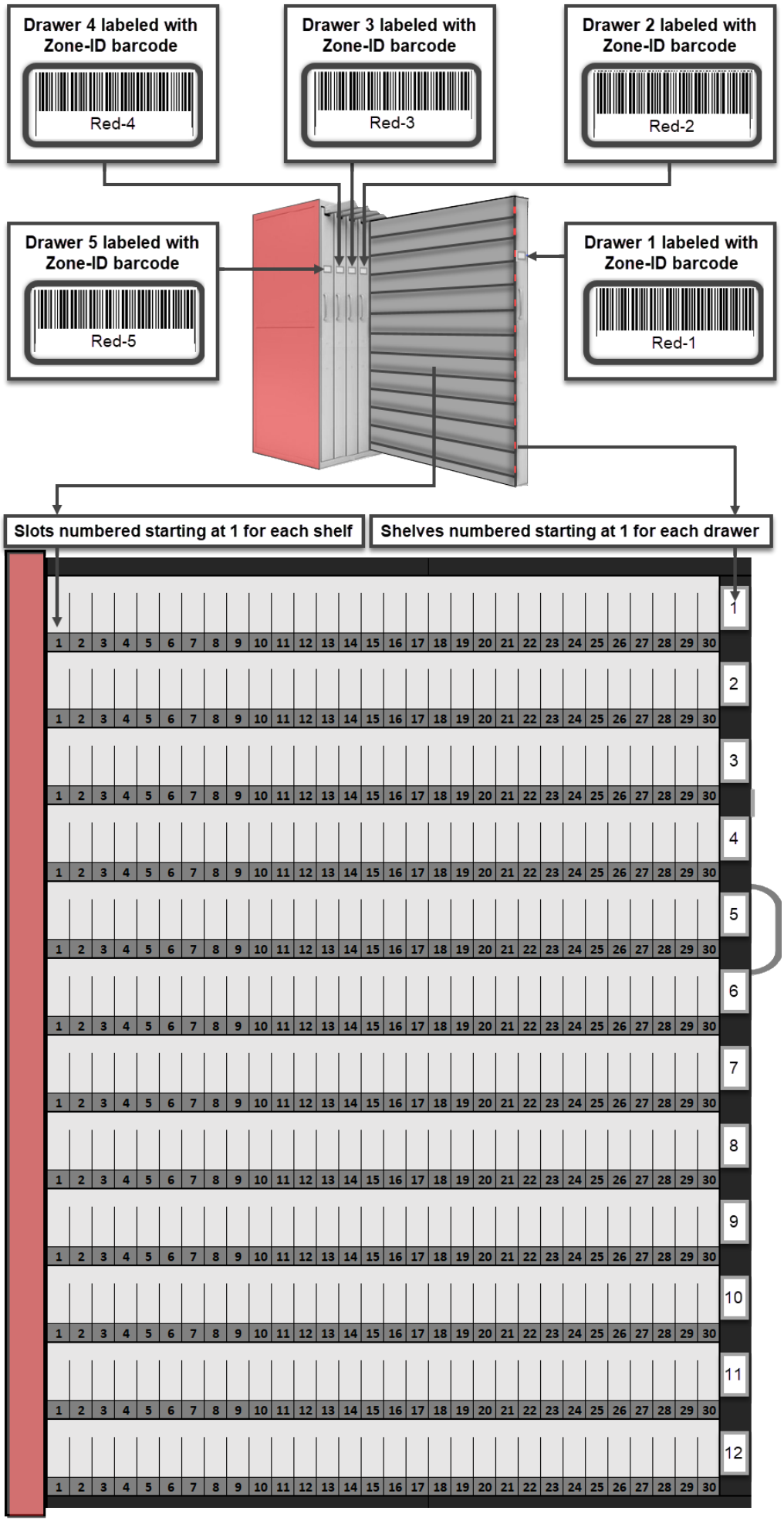
# Adding The Labels

Focusing on the Red bank, each drawer is identified as a Zone. First drawer would be Red-1, second drawer Red-2 etc. (the Green Zones, the first drawer (opposite Red-1) would be Green-1, second drawer Green-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.

Zone-ID 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 for accurate scanning.

See Printing Zone-ID's


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 Labels

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. Each and every drawer's shelves are labelled starting at 1 for the top shelf. It is recommended to print the Slot labels on one continual sticker for each shelf to present a neat professional finish.

The above image shows shelves numbered from from 1 (start) to 12 (end). The shelves for the other Zones will be labelled in the exact same manner, from 1 (start) to 12 (end).

# Slot Labels

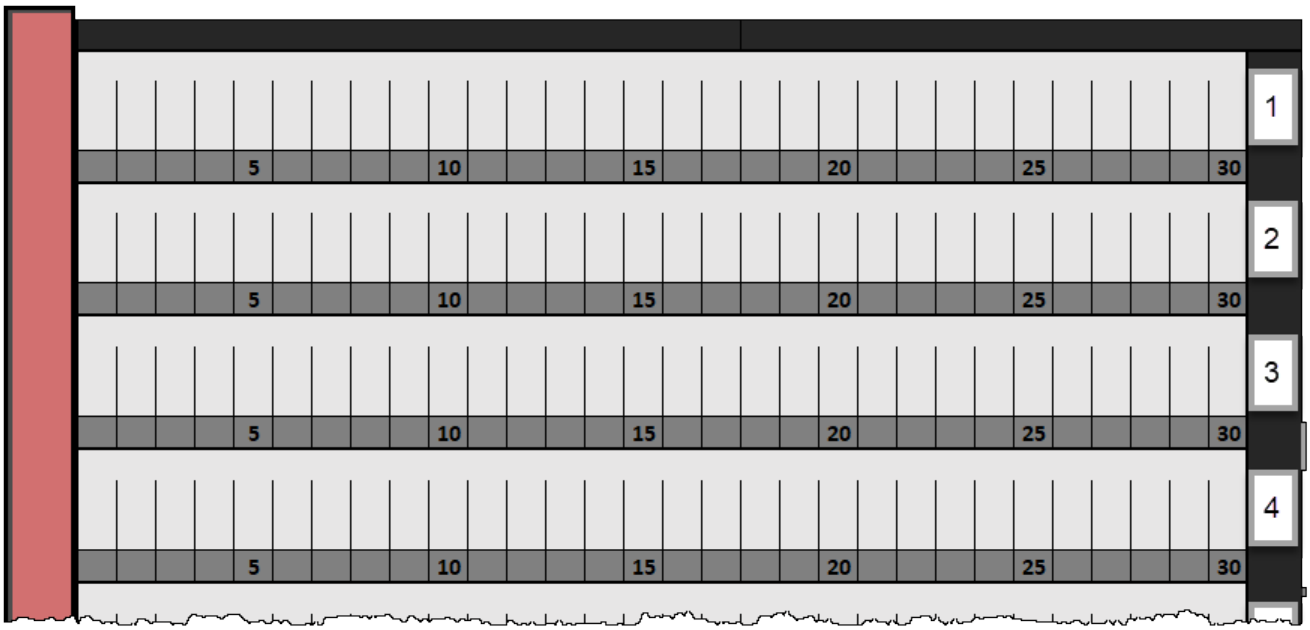
Slot numbers are placed on each Shelf, starting at number 1 for each and every shelf.

The above image shows every Slot numbered from 1 (start) to 30 (end). The Slots for the other Zones will be labelled in the exact same manner, starting at number 1 for each and every shelf.

## Alternative Slot Labels

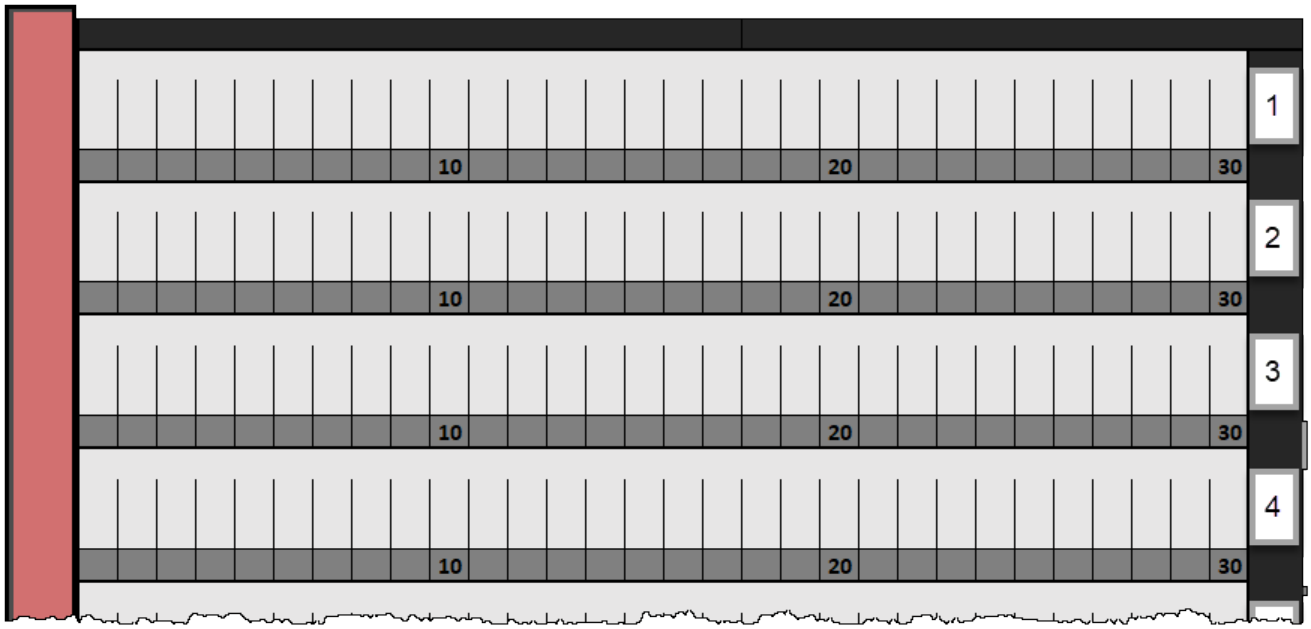
If you don't want to label every Slot on every shelf, other options can be used as long as the operators can accurately identify the required Slots.

Examples for other Slot labelling formats can include:

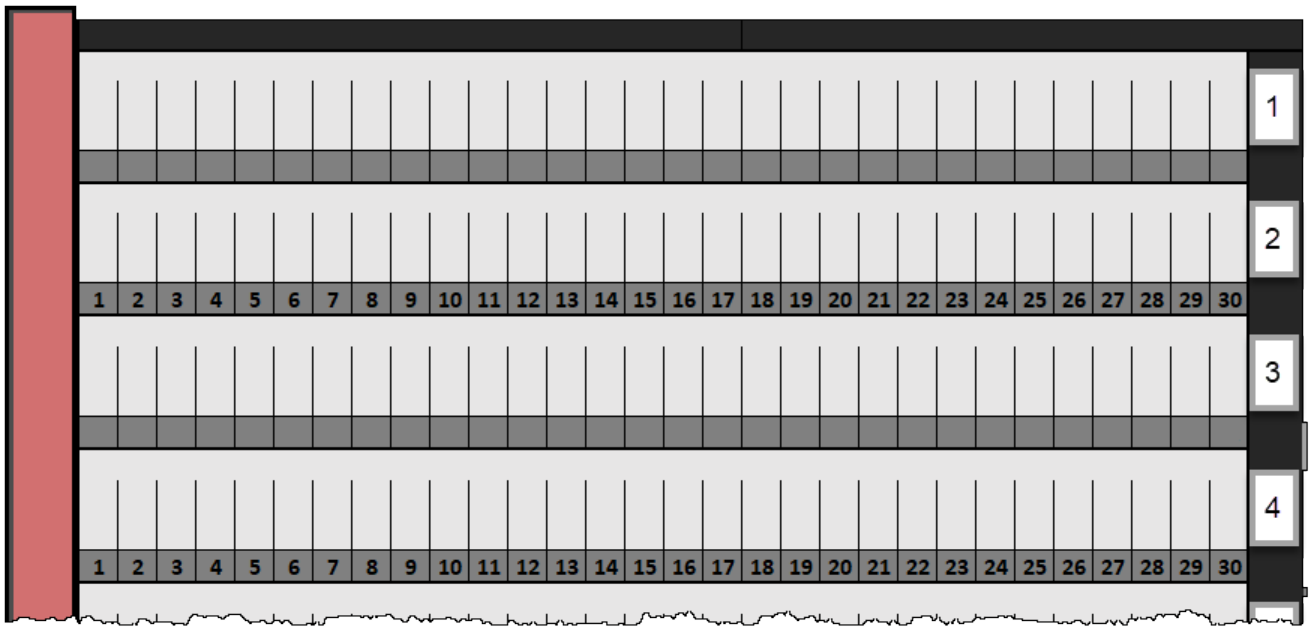



Alternative numbering pattern: Every 5th Slot

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Alternative numbering pattern: Every 10th Slot




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.

technote, master, slot, slotting, rack, sync, label

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