# Labelling Promedia Drawers

Labelling the ProMedia Drawers 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, Drawer row and Slot number in the format of Zone-ID Row#.Slot#.

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

**Red-4 2.20** would be in the 4th drawer (Red-4), in the 2nd row, 20th Slot in the drawer Red-4.

## ProMedia Drawer Layout

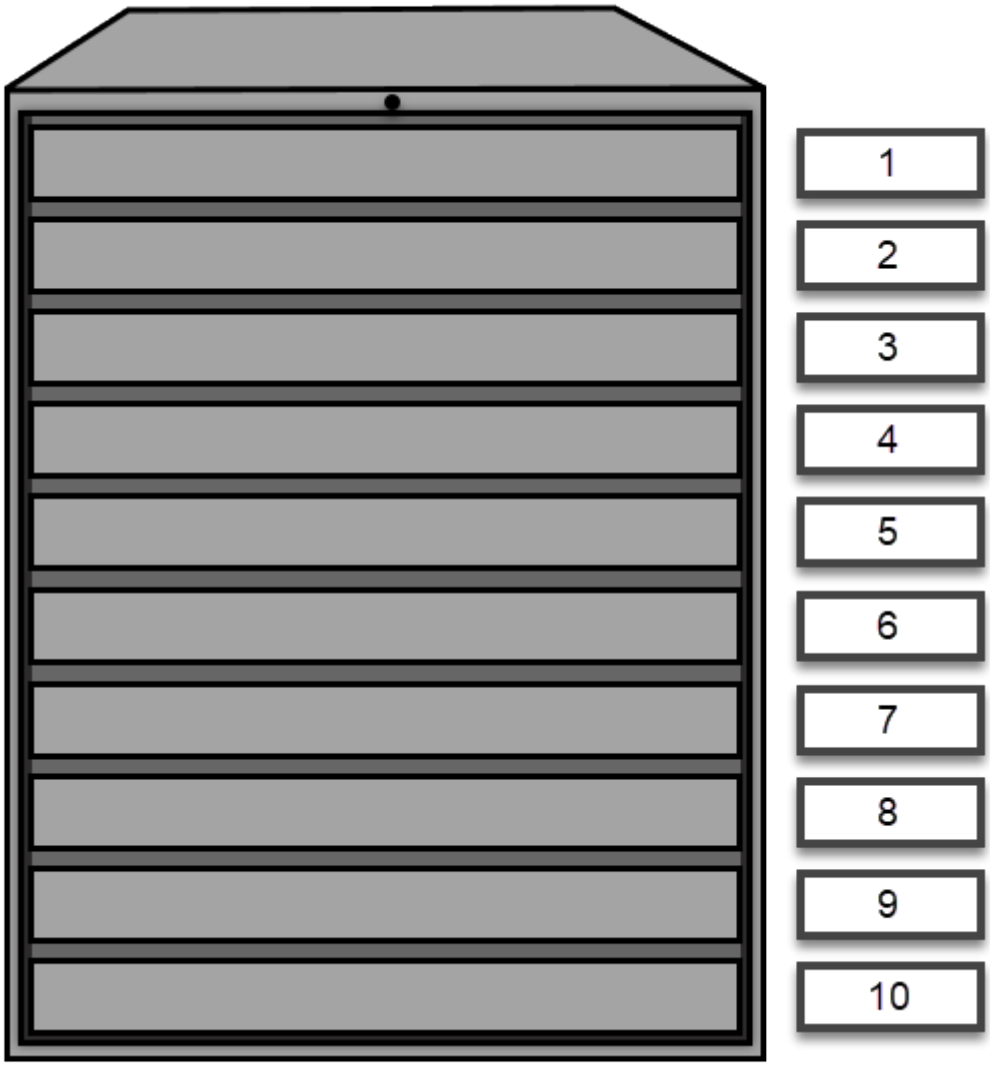
ProMedia Drawers come in several different sizes and drawer configurations. This page is based around drawers that have individual Slots dedicated to holding one Volume each, whether cased or not.

Being modular storage, there are a large number of formats that the drawers can be laid out in and how they are labelled remains fairly constant, each vertical stack of drawers is bundled with each drawer becoming a Zone consisting of numbered rows and slots.

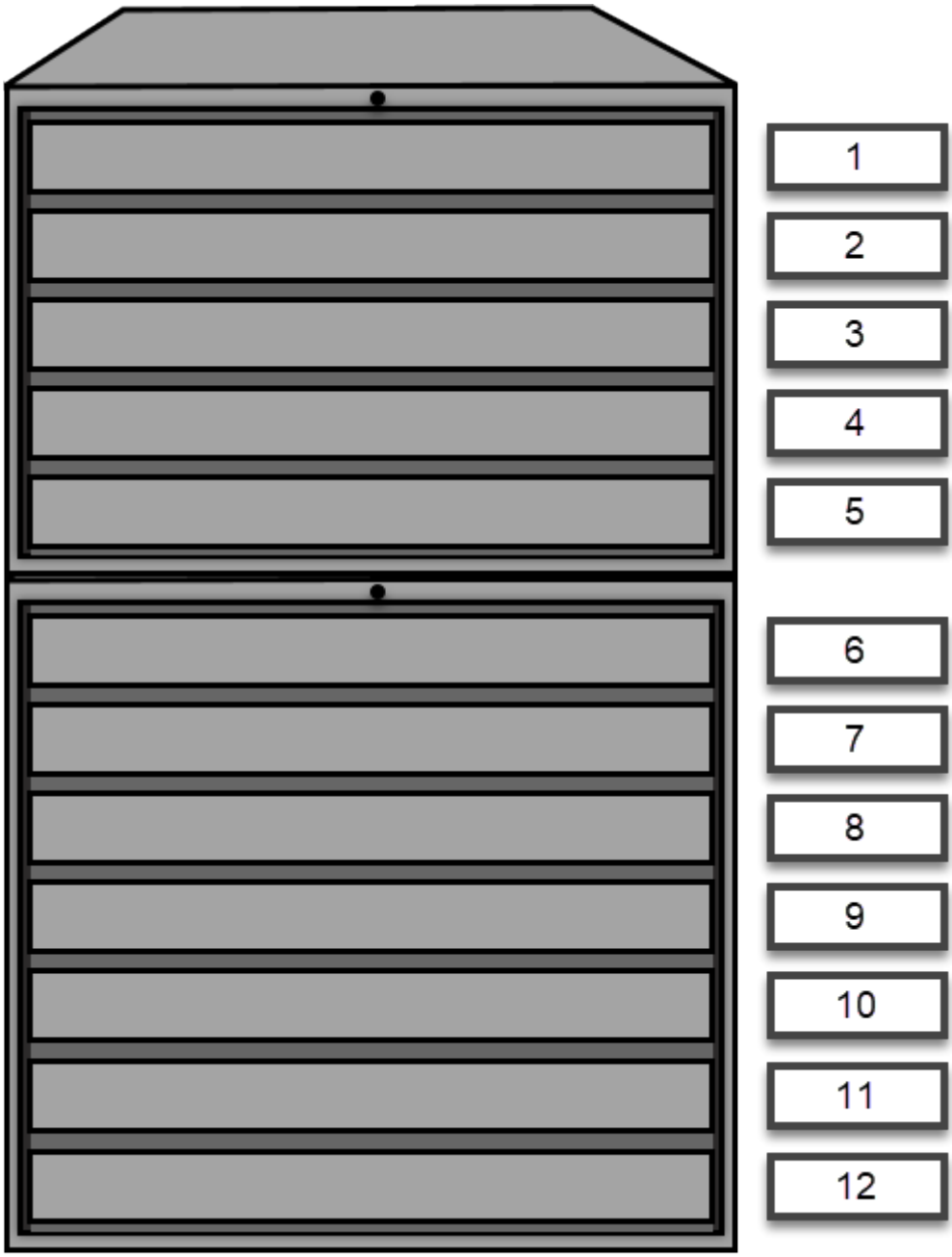
Layout examples:

Single vertical cabinet, whether one set of drawers or stacked drawers.

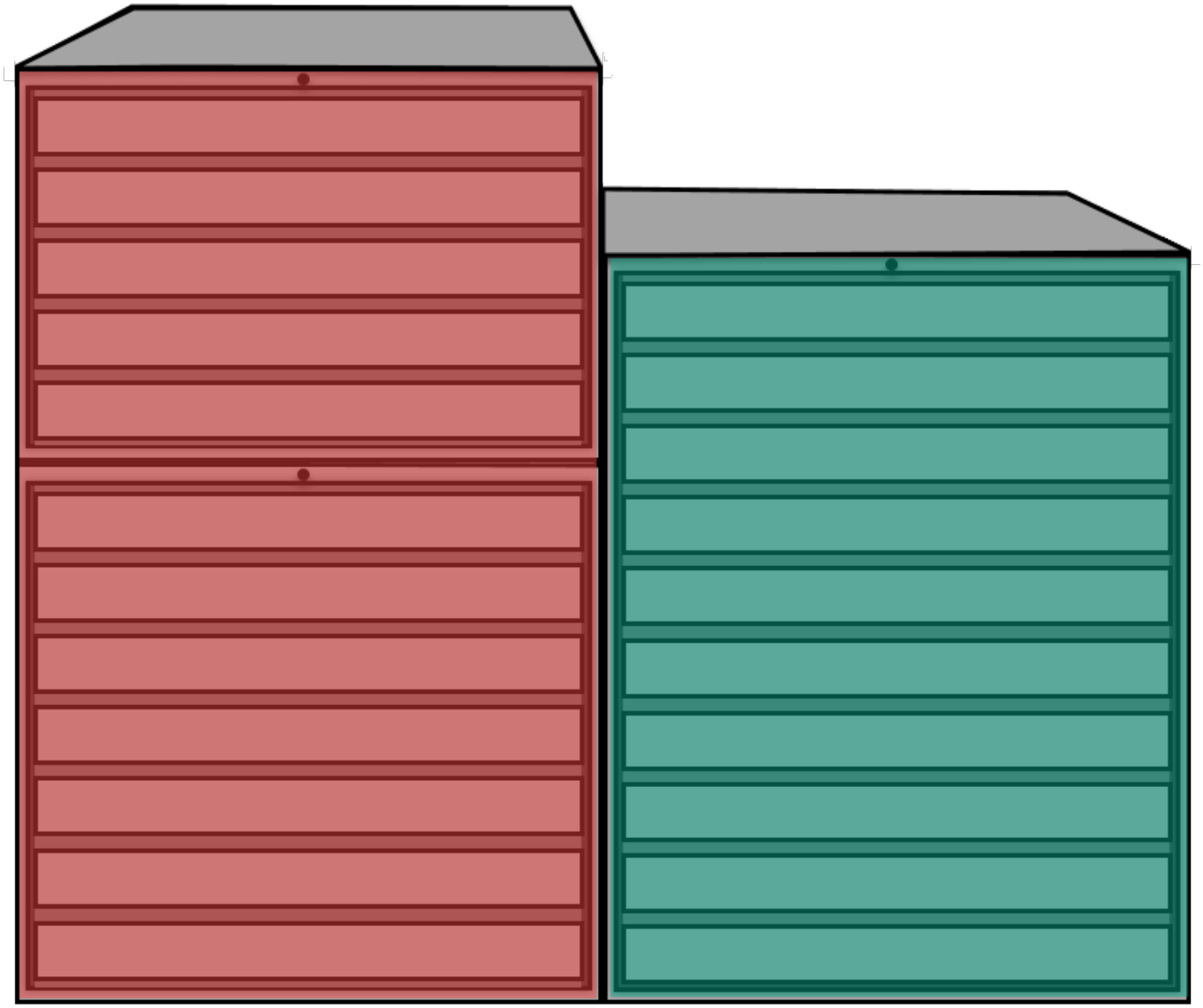
A 10 drawer cabinet, with no cabinets stacked on top is viewed as one vertical stack of 10 Zones, Zone 1 at the top to Zone 10 at the bottom.




A 5 drawer cabinet stacked on a 7 drawer cabinet is viewed as one vertical stack of 12 Zones, Zone 1 at the top to Zone 12 at the bottom.




A 12 drawer cabinet (5 drawer stacked on a 7 drawer) placed next to a 10 drawer cabinet would be viewed as two vertical stacks and the Zones grouped into, for this example, Red Zones and Green Zones (color to visually distinguish Zone grouping).



If you have several groupings of drawers in different locations within your vault and don't want to use a different color (or other identifier) for each vertical stack, you can use an alternate labelling concept by using a different color for each grouping and label them as (using above image as an example) Red-1 (for the red stack) and Red-2 (for the green stack) as long as each vertical stack is unique and identifiable. Using this format, in the first stack the first drawer would be Red-1-1, second drawer would be Red-1-2 etc. The second stack of drawers would be Red-2-1 for the first drawer, Red-2-2 for the second drawer etc.

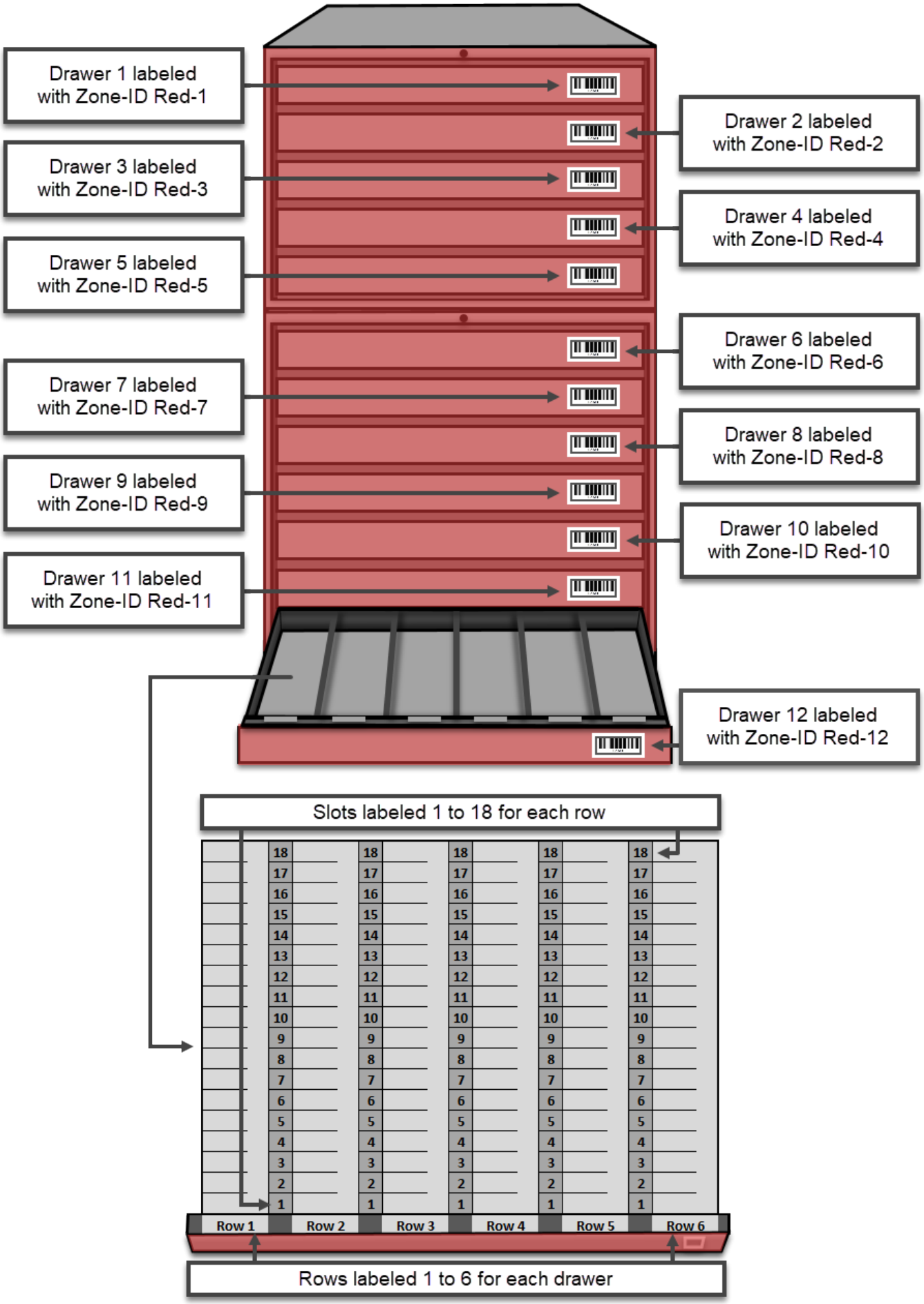
## Adding The Labels

For this example we will use the 5 drawer stacked on the 7 drawer cabinet to illustrate how to label the ProMedia setup.

See Printing Zone-ID's

## Drawer Labels

Drawers are labelled from 1 to 12 using Zone-ID barcodes.


Drawer 1 labeled with Zone-ID Red-1
Drawer 2 labeled with Zone-ID Red-2
Drawer 3 labeled with Zone-ID Red-3
Drawer 4 labeled with Zone-ID Red-4
Drawer 5 labeled with Zone-ID Red-5
Drawer 6 labeled with Zone-ID Red-6
Drawer 7 labeled with Zone-ID Red-7
Drawer 8 labeled with Zone-ID Red-8
Drawer 9 labeled with Zone-ID Red-9
Drawer 10 labeled with Zone-ID Red-10
Drawer 11 labeled with Zone-ID Red-11
Drawer 12 labeled with Zone-ID Red-12
Slots labeled 1 to 18 for each row
Row 1
Row 2
Row 3
Row 4
Row 5
Row 6
Rows labeled 1 to 6 for each drawer

# Row And Slot Labels

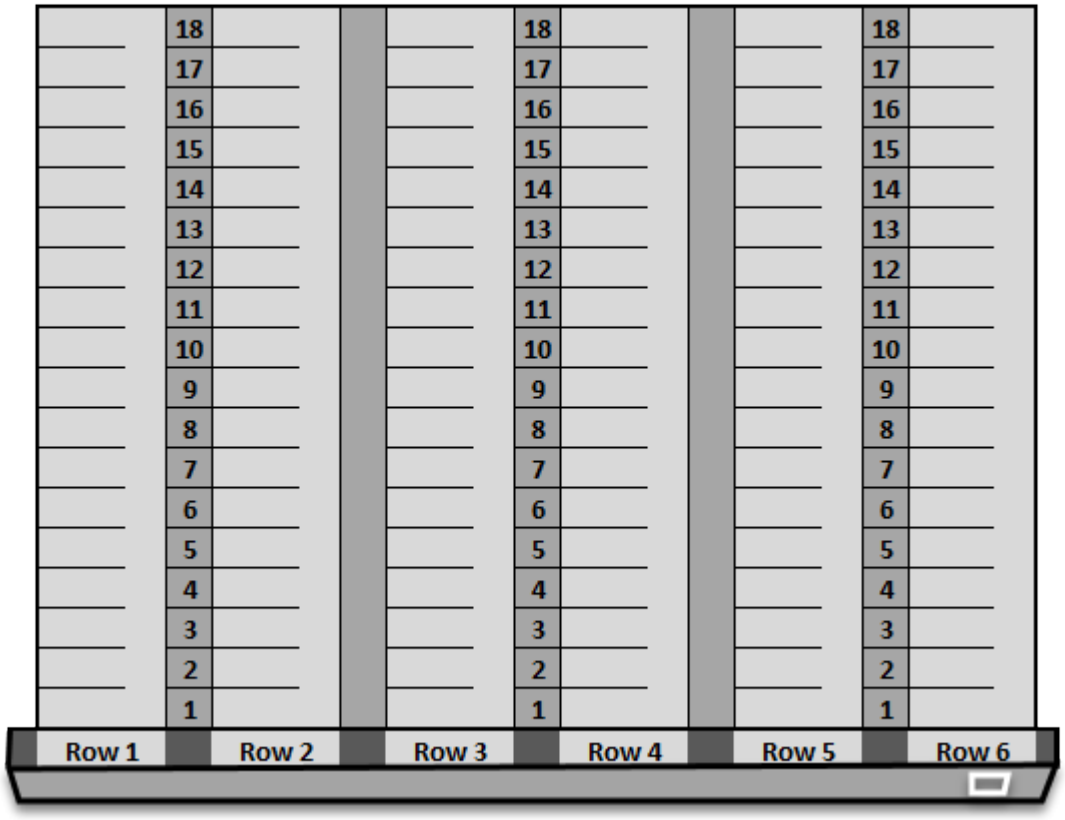
Rows are labelled from 1 to 6 in each drawer.

Slots are numbered from one to 18 in each row for each drawer.

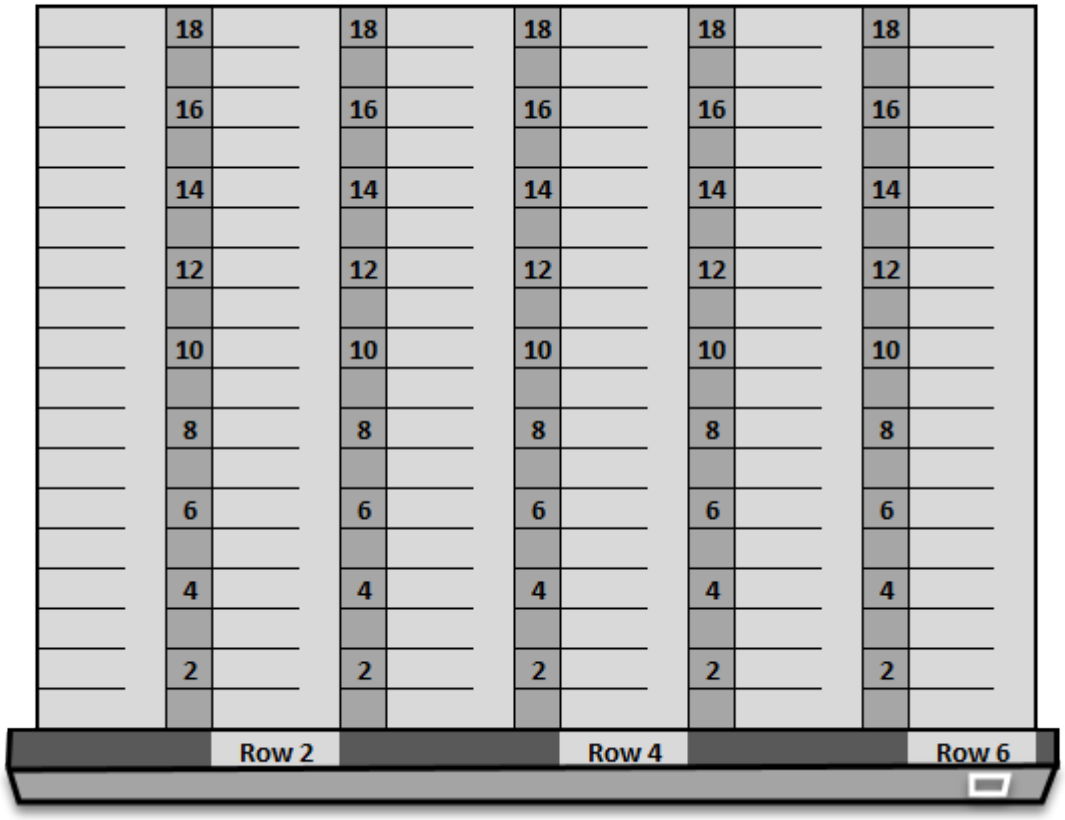
## Alternative Label Formats

Alternative labelling formats can be used depending on your personnel preferences and how many labels you want to apply. All formats are essentially the same, each drawer still having rows numbered 1 to 6 and Slots numbered from 1 to 18 for each row. The main difference is the operator seeing Slot 17 in row 2 labelled, or judging where unlabelled Slot 17 is based off the labelled Slot 15.

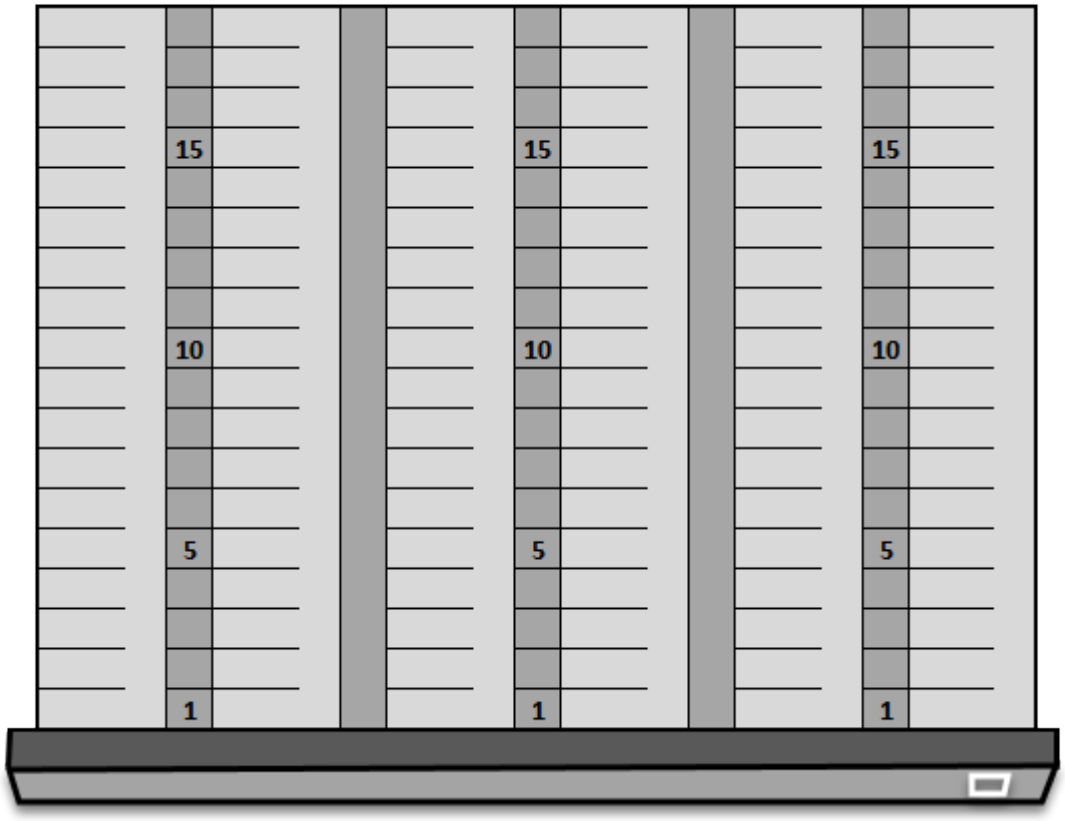
### Row numbers, alternate rows labelled Slots




### Row numbers, labelled every second Slot




**No row numbers, alternate rows labelled every 5th Slot**



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

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