

# Adding And Maintaining Zones.

A **Zone** is a specific location where **Volumes** can be Slotted. Most commonly, **Zones** are shelving units, cabinets, or high-density storage drawers. You must **create a Zone** before it can be applied to a repository.

## Associating a Zone with a Repository

Once **Zones** are set in **Zone Administration**, they must be added to the appropriate **Repository**. In the options tab for that repository, change Enable Slotting from **False** to **True** if auto slotting is to be applied.

Select the **Customer** and **Media type** that the zone/s will be applied to.



Right-click the required repository and select **Properties**, or double-click the **repository** to open the **Repository Properties** window.

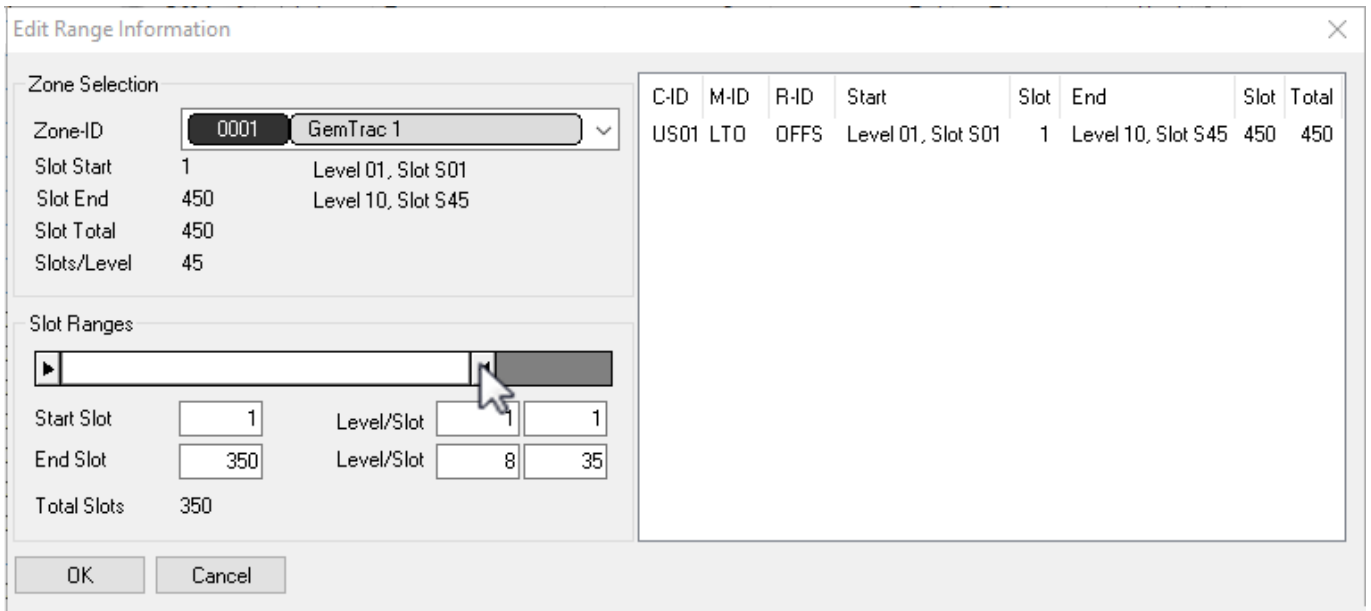


From the repository properties window, select the **Zones** tab.

Right-click the first available vacant Zone ID index number and select Properties to open the **Edit Range Information** window.

From the drop-down list Zone ID select the Zone required. This will populate the rest of the fields based on Zone size, number of shelves and slots.

Adjust the slider Slot Ranges to only include the slot allocation for this repository required from the Zone. Selected slots can be all or adjusted in from either the start or end but must be sequential.



Click OK to save Zone allocation.

Multiple **Zones** can be added to a repository, to increase slot capacity, by repeating the process as required.

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