

# Labelling Gemtrac Racks

## Why Label The Gemtracs

Labelling the Gemtrac racks in the following manner allows the configuration of TapeTrack to allow operators to quickly locate a Slotted tape, or locate a specified Slot to place a tape 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 on the third shelf, 16th Slot in drawer Red-2. **Red-4 11.23** would be on the 11th shelf, 23 Slot in the drawer Red-4.

## Adding Labels

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.

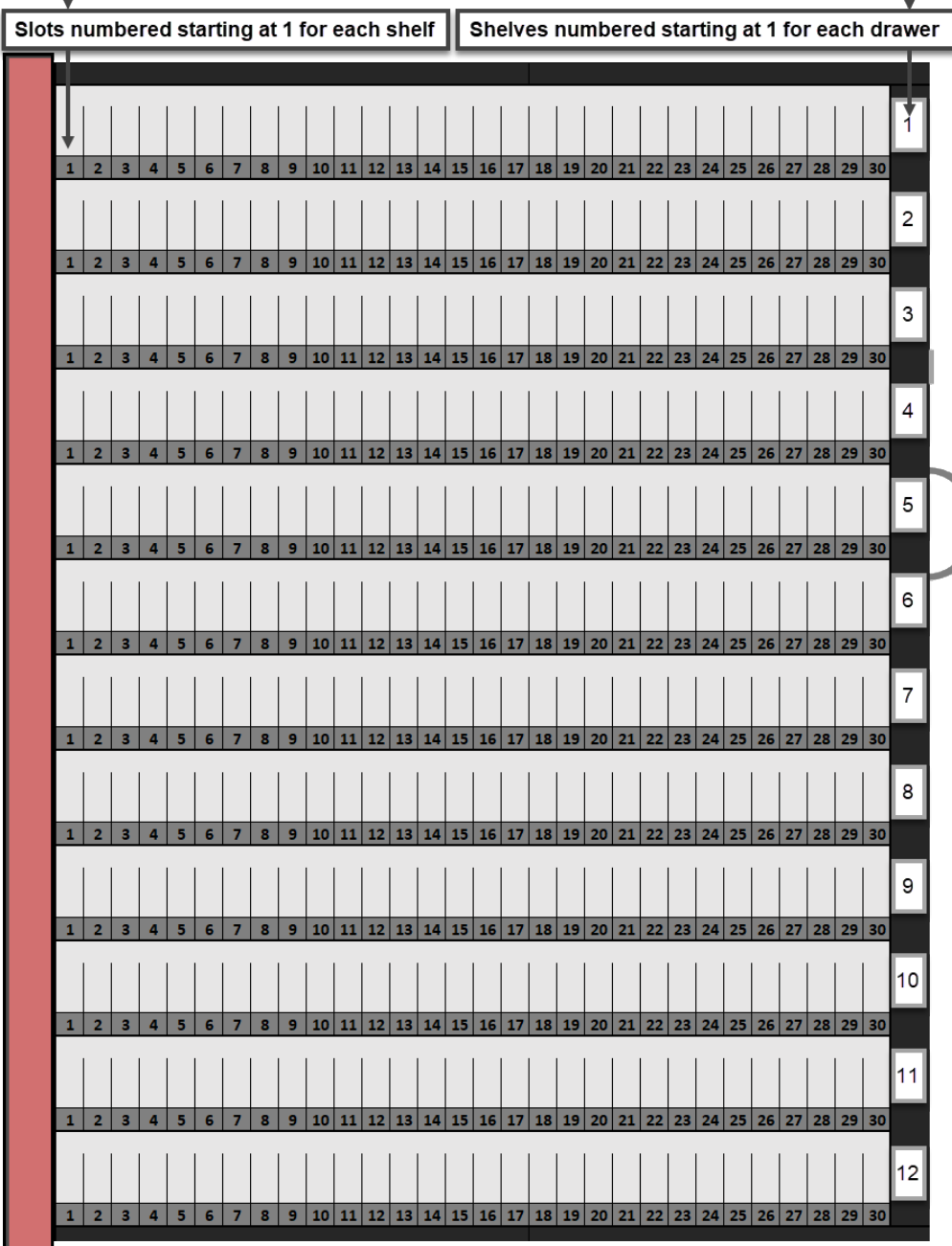
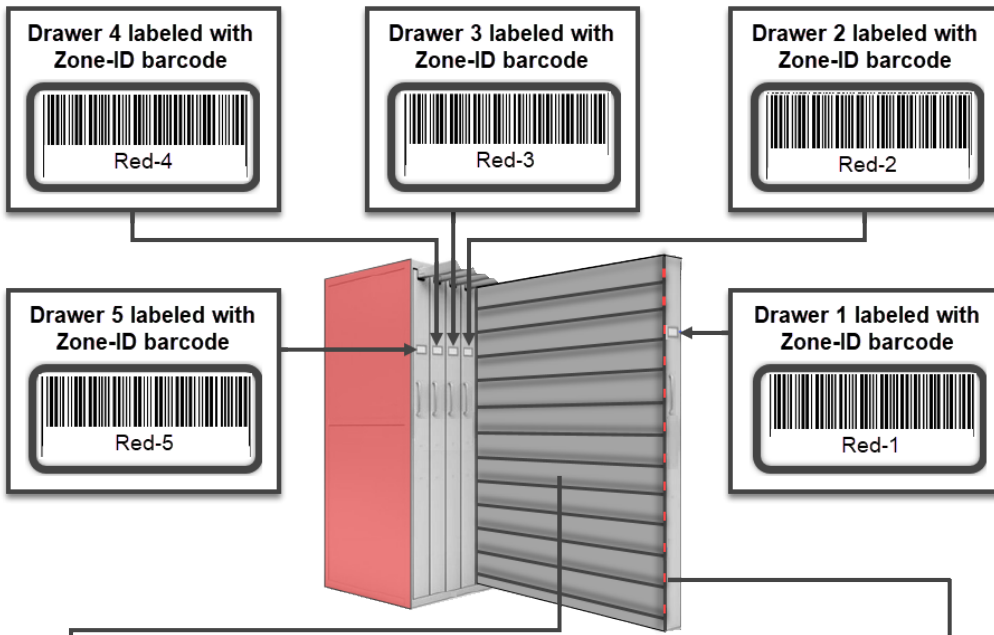


Focusing on the Red bank, each drawer is identified as a Zone. First drawer would be Red-1, second drawer Red-2 etc. (the Green Zones, the first drawer (opposite Red-1) would be Green-1, second

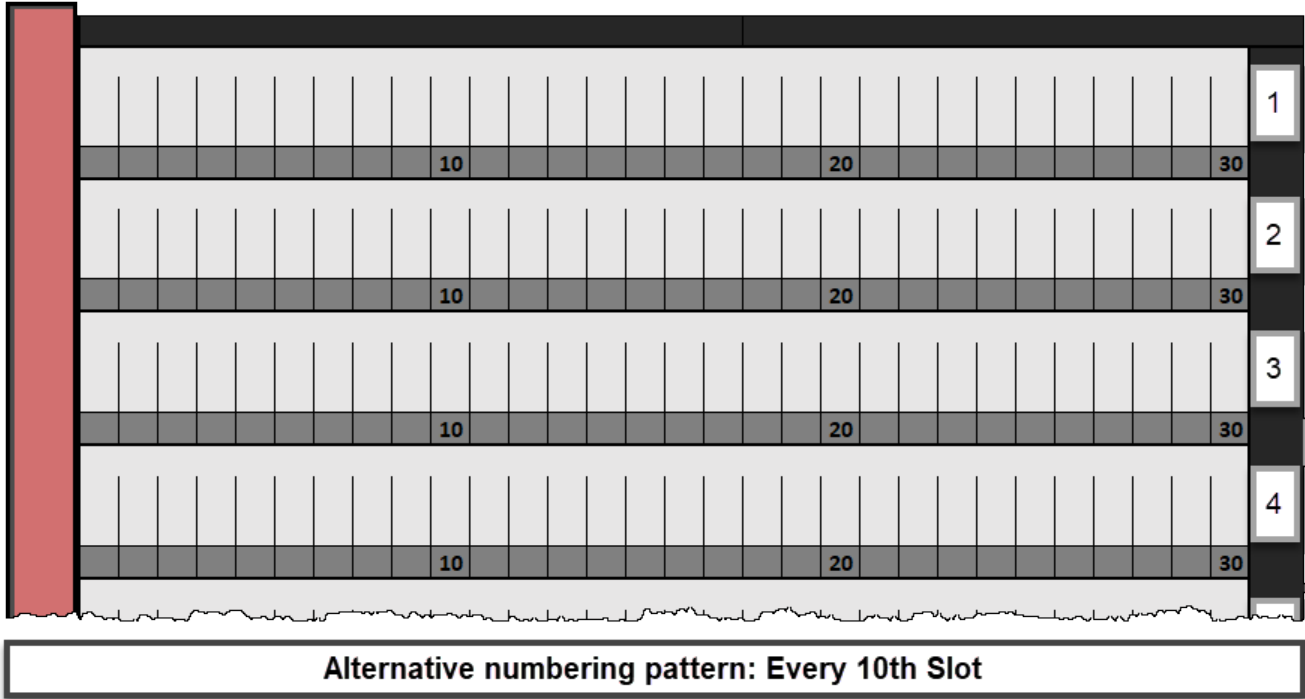
drawer Green-2 etc.)

Start at the end opposing to where you will put any expansion Gemtracs to ensure the new additions are in successive numerical order.

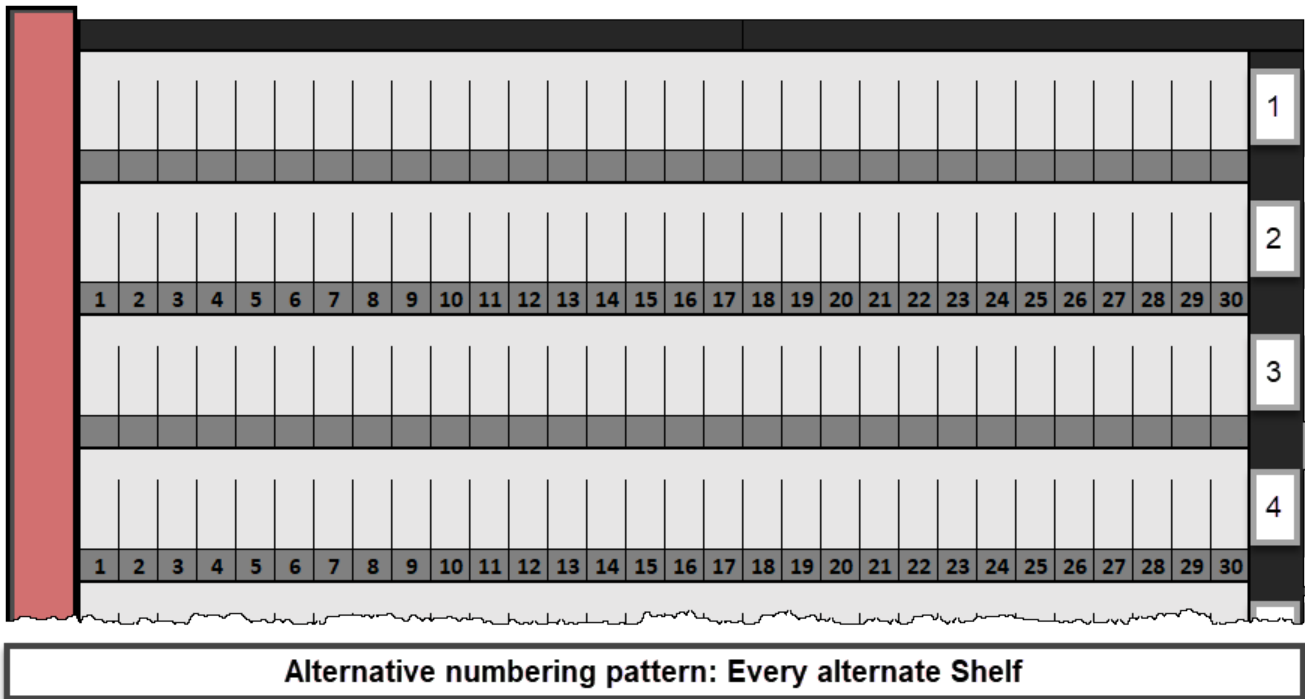
Labels for the Gemtrac drawers are printed onto card stock and placed in the card holders, ensuring the barcode is fully visible and not obstructed by the holder frame for accurate scanning..





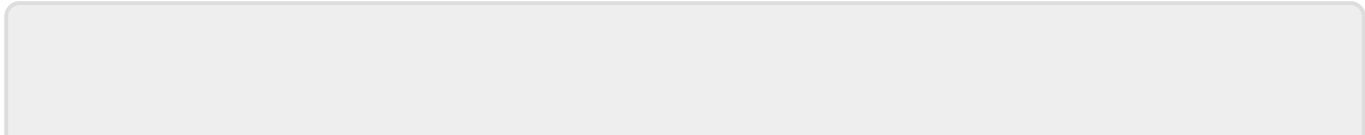


Every alternate shelf.



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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Last update: **2025/01/21 22:07**

