### Label Guide



#### What information do you need to insure your label order is correct?

- 1. Who is the manufacturer of the tape library?
- 2. What is the tape cartridge technology that the labels will be applied to?
- 3. How many labels do you need?
- 4. What is the beginning sequence you need your labels to read?
- 5. What background color is needed for the alpha and numeric characters?
- 6. Do your labels need to have a "checksum"?
- 7. Are there any special instructions needed for the label order?

#### Who is the manufacturer of the tape library?

- This is NOT the tape drive number
- This is NOT the tape cartridge number
- This is NOT the manufacturer of the tape cartridge
- This is NOT the server number
- This IS the machine you load the tape cartridges into EX: Quantum, IBM, Oracle/Sun/STK

#### What is the tape cartridge technology that the labels will be applied to?

- 1/2" Magnetic Tape Cartridge such as 3480, 3490, 9840, etc
- DL<sup>\*</sup>
- SDLT (Super DLT)
- LTO Ultrium Generation 1, 2, 3, 4, 5, 6, 7
- 3592
- AIT-1, AIT-2, AIT-3, SAIT
- 8MM
- 4MM
- Optical
- Rack Number's
- 3570
- T10K

#### How many labels do you need?

- How many of each label type do you need?
- Specify whether there are multiple orders for the same label sequence. If so, then specify in the multiplier; how many times to run the same label sequence. (i.e. 000000-000199 x3)
- Are you ordering more than one label part number? If so this must be clearly identified.

#### What is the beginning sequence you need your labels to read?

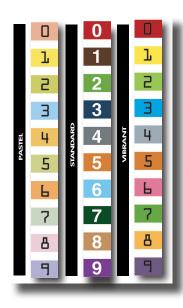
Determine the volume sequence of labels you'll need

Ex. ABC000-ABC049=50 Labels ABD001-ABD049=49 Labels BDE000-BDE174=175 Labels 000000-000999=1000 Labels

<sup>\*</sup>Note: Tri-Optic produces each label order to your specific requirements. We do not stock any labels, and will produce your labels very soon after your order is placed, so orders are accurate and timely.

<sup>\*</sup>Note: Make sure the quantity of labels you order is equal to the range of the sequence.

<sup>\*</sup>Note: Make sure the quantity of labels is equal to the number of labels you'll need



### What background color is needed for the alpha and numeric characters? Do your labels need to have custom colors?

(If different from predefined color scheme)

- The alpha background color MUST be specified in order to produce the labels. There are no predefined colors for the alpha character portion of the labels.
- The predefined background colors will vary by label part number.
- The predefined colors for the numbers of the sequence are listed as Standard, Vibrant, and Pastel color pallets.
- \* Please note there is a difference between Standard and Vibrant
- What this means to you is: By selecting label part number 1700-00 you will receive the vibrant color scheme; the #1 will always be Yellow, #7 will always be Dark Green etc..
- ALL labels can be customized to fit your needs, at no additional charge.
  - Example: ABC123-ABC999 A=B/Yellow B=B/Purple C=B/Dark Green 000123-000999 All=B/Orange 123ABC-999ABC All Alpha=B/Red All Numeric's=B/Yellow

#### Do your labels need to have a checksum?

- If you have a Qualstar or SpectraLogic library your labels may indeed need a checksum. A checksum is a mathematically calculated "extra" digit that is automatically added to the barcode. Software can use this digit to check the validity of the barcode. The checksum is not part of the sequence. It does not show up in the human readable part of the label. It cannot be controlled or specified by the customer.
- If a library is set-up to require a checksum then labels without the checksum will not work.
- If the library is set-up so that a checksum is not required then labels with a checksum will not work.
- If the label is incorrect the library will usually indicate that the label is un-readable. We have no way of knowing how a particular library has been configured. Where both checksum and non-checksum version of a label exists (1700-005 & 1700-005Q, etc.) the customer will have to determine which one they need. We cannot do it for them. Checksum and Check Digit are different terms for the same thing, they may be used interchangeably.

#### **Label Pricing**

- The Tri-Optic price list offers label pricing on a "per label" basis regardless of the quantity ordered, with the exception of RFID labels. If you don't find a part number listed, please call and we can provide pricing.
- RFID product is sold by the sheet in increments of 20 labels. Minimum order requirements apply.
- We have a minimum order charge of \$30.00 before shipping.

#### Label Cut Off Time for Same Day Shipping

- Tri-Optic production cutoff time is 1:00 pm MST.
- An expedite charge of \$60.00 would be added to your label order. If you would like a second day expedite we can do that for \$30.00. Please contact Sales Support for any questions.

#### Label Lead Time

Labels are often the last item that your clients think about ordering, and the labels then become the "weakest link" in getting a multi-thousand dollar library installed. We would all like our clients to become better planners, but that may not be realistic. Tri-Optic continually strives to meet or exceed the industry standards with upgrades to our printing, laminating and die-cutting equipment in order to offer the best turn-around time for data storage media labels in the industry. The lead time varies by part number in general the Ultrium LTO magnetic tape cartridge labels, such as the 1700-005 will be shipped with in 2 business days following the receipt of your order. Labels also having a 2 day lead time include the DLT, SDLT, T10K, 4MM and 8mm labels. The  $\frac{1}{2}$ " Tape cartridge labels have a 1 day lead time. RFID labels will have a lead time of 4-5 days. Please contact Sales Support for any assistance in expediting these lead times.

#### The Tri-Optic Media Label Team

The team at Tri-Optic appreciates your business and pledges to continue to deliver world-class performance to you in meeting your client's needs. Please do not hesitate to call us if you have questions, 888-438-8362 or email us at support@tri-optic.com.

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## **RFID Barcode Labels**



# NOW AVAILABLE FROM EDP TRI-OPTIC! LTO AND T10K RFID ENABLED LABELS

After completing timely review and testing of RFID inlays from various vendors, EDP Tri-Optic is proud to announce that we now have RFID enabled barcode labels available. We offer a world class label that meets the stringent requirements of the leading tape and media manufacturers worldwide and are committed to supplying the highest quality RFID label possible.

Tri-Optic's LTO and T10K combined with RFID technology enable you to track data with improved accuracy and reliability.

After years of sensitive data being retained for longer periods of time and the struggle to control sensitive data proliferation, ensuring you know where your backup tape cartridges are at all times is key to assuring data security. Tri-Optic's LTO and T10K RFID enabled labels have been designed to allow users to take advantage of the advances that RFID provides in data assurance.

Tri-Optic's UHF Gen 2 RFID enabled labels increases visibility and decreases time and labor associated with inventory tracking. The UHF Gen 2 RFID label is tuned to read within the worldwide frequency band and the inlay design provides maximum read range, read accuracy and reliability.

Tri-Optic's dual functionality barcode and RFID label allows you to seamlessly integrate our LTO and T10K RFID labels into existing systems.

#### **RFID LABEL BENEFITS**

- Tape cartridges attached with RFID enabled labels allows UHF Gen 2 stationary readers and portable scanners to quickly read each tape cartridge. This allows you to track every tape cartridge more easily and efficiently.
- Tri-Optic RFID enabled labels decrease read failure rates due to reduction in human handling and increased line of sight, therefore increasing ROI.
- Deliver high performance on all generations of LTO and T10K tape cartridges, allowing for seamless integration into your business.
- As with all Tri-Optic labeling products, our RFID enabled labels offer long durability and high performance rates.



With the new Tri-Optic Logo Label, customize your LTO labels with a logo, text, or image.

#### Minimum Order:

200 Labels

Logo/Text Dimensions:

1.200" Width x 0.160" Height

#### To Order:

Submit a logo, text, or image in the size specified above (must be in .jpg, .bmp, or .png format) via email to support@tri-optic.com. Once received, we will render and send a proof in PDF format. If satisfied with the design, we can then continue with the ordering process.

If you have any additional questions, please give us a call at 1.800.522.3528

