



**Information Technology Services**

**Communications  
Labelling Standards**

**v1.0**

**Overview:** UTAS data-labelling uses two formats - one for wall plates and one for Patch Panels.

Both the **Rack End** and the **Wall Plate End** of the cable **MUST** be labelled.

**Cable Number:** The **cable number** or **rack position** is determined by the numerical position of the cable connection on the rack, counting from the **bottom** of the rack up.

The cable number is the same at each end of the cable run and is calculated using the following equation:

$$\text{Cable Number} = ((\text{Rack Unit Number} - 1) * 24) + \text{Number of Ports from Left}$$

**Example:** A cable that is located at 31 RU up and 15 ports from the left would be calculated as follows:

$$\text{Cable Number} = ((31 - 1) * 24) + 15$$

$$\text{Cable Number} = (30 * 24) + 15$$

$$\text{Cable Number} = \underline{735}$$

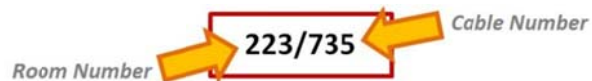
A rack position **reference table** has been included on **page 3** of this document.

**Rack Labelling:** *The rack label simply has two fields separated by a forward slash '/'.*

*Room Number/Cable Number*

*The first field specifies the Room Number at the OTHER end of the cable e.g. Office 223 and the second field specifies the Cable Number e.g. 735*

*Example:*



*The image below shows a group of ports which all go to Room 223.*



*The group of four ports, labelled 223/735, 223/736, 223/737 and 223/738, all go to the wall plate shown on the next page.*

**Wall Plate Labelling:** Each wall outlet label has **three** fields separated by a forward slash '/'.

**Example:**



The first field specifies the **Node Room Number** at the OTHER end of the cable e.g. **209**

The second field is a **letter** which indicates that the cable is in the second rack in the node room i.e. **B**

The third field designates the **Cable Number**, derived from its rack position e.g. **735**.

The image below shows a group of four outlets:



All of these outlets are located in **Node Room 209** on **Rack B** at positions **735, 736, 737 and 738** on the Patch Panel shown above.