

## Barcode placement

All barcodes should be placed in consistent locations to facilitate ease of use. Standard locations are identified for doors, desktops, and mobile devices.

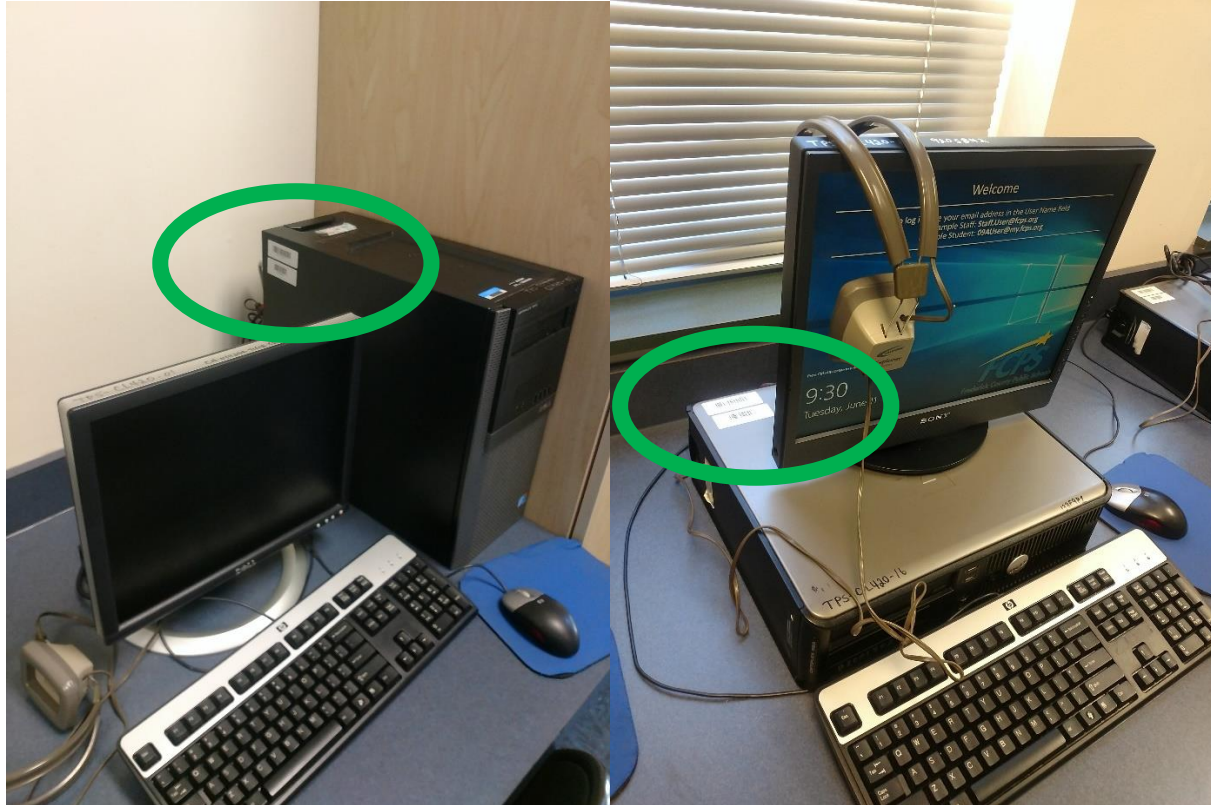
### Doors

Room barcodes should be placed on the door interior rail above the door hinge. If the door structure does not allow a sticker to be placed on the interior rail, the barcode can be placed on the door casing above the hinge. The barcode should not be visible when the door is closed. Maintenance has labeled most of the doors in Sharpie with an identifier for operational purposes. Please make sure the barcode does not cover this information. The barcode should be placed above the hinges to prevent oil from damaging the label.



## Desktops

Barcodes for desktop computers should generally be placed on the back corner of the device. DTI recommends placing these barcodes in an accessible location with less likelihood of being removed by students. The exact location may vary depending on the orientation of the device.



## Laptops, Chromebooks, and other mobile devices

Barcodes for mobile devices should be placed on the bottom case. The exact location may vary depending on the model. Generally, the FCPS sensitive asset tag or DTI tag should be centered on the bottom of the device being careful to not cover any other manufacturer information.

Latitude 3380

Property of FCPS



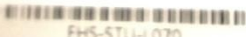
S-L0025370

12435510638  
SERVICE TAG(S) 5PNS5F2 MFG YR 2017 EXPRESS SERVICE CODE

WARRANTY INFORMATION  
WARRANTY PERIOD: 3 YEARS  
WARRANTY TYPE: NEXT BUSINESS DAY  
WARRANTY LOCATION: LOCAL  
WARRANTY CONTACT: 1-800-4-A-DELL  
WARRANTY URL: www.dell.com/support

MADE IN CHINA  
DELL  
www.dell.com

FHS-STA-L236



FHS-STU-L070