GENERAL

STANDARDIZATION OF PRINTER NAMES

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Printer Naming Convention | | | | | | |
|  |  |  |  |  |  |  |
| 2-4 | 2 | 2-4 | 2-5 | 2-6 | 0-5  optional | Value range  10-26 |
| Business Unit  Brand | State | City | Office Metro Unit | Printer | No space /  Hyphen/ underscore |  |
| CB  CBE  SOT  CAR  SLT  EQT  WCE  --- | AZ  SC  NV  IO  --- | LA  SCRZ  NYC  DUR | 01  02  03  Office Name  SAS  SOUTH | 01  02  03  ---  DOX  COP  CHK  MFP  ---  DOX01  COP02  CHK03  MFP04 | -  -  - |  |
| 3 | 2 | 3 | 2 | 2 |  | Best value  12 |
| 3 | 2 | 4 | 4 | ? | ? | Acceptable value? |

Examples:

1. SIR-NY-NYC-DT-O2
2. CB-CA-LA-DOC04
3. EQT-UT-NEV-CHK03

Unresolved:

1. Variations allowed for each business unit’s needs allowed 2-5 characters.
   1. Dash or no dash? Dashes add five characters
   2. Printer type – number only? Or name Doc, chk, mfp?

Resolved:

1. Business Name unnecessary in printer name.
2. No to CA Request: Divide large states with extra letter? Eg. CA to SOCAL or NOCAL. This can be done in PrinterLogic Admin Console
3. 2-4 for city rather than on standard due to well-understood acronyms
4. Acceptable Value: No other programs have specific printer name length requirements.
5. People become familiar with their printer’s names/number.
6. Custom Location field can be added to self-service portal to aid agents.
7. Can choose that only the printers available to end user at that location will be shown on portal using IP address range, or deploy by group policy
8. The standardized naming of assets is good practice for any business moving forward.