GENERAL

STANDARDIZATION OF PRINTER NAMES

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| Printer Naming Convention |
|  |  |  |  |  |  |  |
| 2-4 | 2 | 2-4 | 2-5 | 2-6 | 0-5optional | Value range10-26 |
| Business UnitBrand | State | City | Office Metro Unit | Printer | No space /Hyphen/ underscore |  |
| CBCBESOTCARSLTEQTWCE--- | AZSCNVIO--- | LASCRZNYCDUR | 010203Office NameSASSOUTH | 010203---DOXCOPCHKMFP---DOX01COP02CHK03MFP04 | --- |  |
| 3 | 2 | 3 | 2 | 2 |  | Best value12 |
| 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.