

Standardization of Printer Names

To be determined: Printer Naming Convention.

Background: In the past, printers were simply created at will without paying attention to any system. Since different employees at different locations create and manage printers, an uncontrolled number of printer names has been unavoidable. These initial names make it very difficult for users to find and use printers in the company, especially when employees are working at different locations. The IT service can no longer clearly identify printers across locations which need maintenance or should be removed because of end-of-life status.

IT departments are aware of printer naming conventions and have taken steps to set up systems that meet their needs. Some offices print between locations or from city to city. Others print within their location and still others only print to their own printer. Printer naming conventions differ based on what each office needs.

Follow-through, even when there is a printer naming convention on place, can become a problem: printers start to be called anything and the naming convention devolves. Centralized administration of printers can help to ensure that the chosen naming convention is adhered to.

As we move towards a more unified operation, printer names become more important. Because the value of X-Central / PrinterLogic solution deploying print drivers, permissions for use, and default printer settings to all printers in your system, allowing easy access to printers to your employees, staff and guests – all with management from a centralized admin console - the Standardization of Printer Names will be essential. It is therefore important to establish a printer naming convention within the company. This uniform naming convention applies to both physical and logical printers.

Discussions: The process of creating a naming convention may include discussions of various points of interest:

- What information you would like to have for a printer name?
- How many characters? How long do you want the printer name to be?

- If too much information to fit into a printer name, what is most important?
- Virtual printers - Client connected printers logged into Citrix tags on a lot of information - (not relevant with our solution)
- Having dashes makes the printer name easier to understand. Eliminating dashes makes the name shorter.
- The questions become who sees this printer name? How often and how understandable does the name need to be?
 - Using our self-service driver installation process allows the end user to choose their printer.
 - We have found that people become familiar with their printer names in their office.
 - If the end-user travels from office to office, state to state, then the printer name must include state, city, and office name. (Although once an end-user has our app installed on their laptop, IT can decide to auto deploy drivers at current location).
 - Our print drive installer solution allows for the location field to be included with the printer name, if requested.
- **Encourage participants to stay open to what makes more sense.** Could we print across offices? Can we print across nation? Having that capability might make a lot of sense - with that corporate schema we might be able to “leverage we hadn’t thought of.”

Printer Name Components:

The composition of printer names depends largely on various factors. Location, functions, printer type, number and use play a decisive role.

Suggested: A printer name pathway to help guests, staff and IT Techs determine which printer they need as well as offer end-users reassurances that they are installing the printer they want.

Initial:

Setup matrix for states:

- Two letter abbreviations of states
- CO - Colorado
- CA - California

- NJ – New Jersey
- MA – Massachussetts

Setup matrix for acronyms of business units, brands, subsidiaries:

- CBC -Camfole Bunker Core
- KW -Kant Warner
- GRE - Group Real Estate

Setup matrix for acronyms of cities:

- If a single word city, use the first two letters (i.e. Denver is DE)
- If a two-word city, use the first letter of each word (i.e. Greenwood Village is GV)
- **Optional:** first three or four letters for city (Denver is DEN, Highlands Ranch is HIRA, Chicago is CHI) based on common understanding acronyms for cities.

Setup matrix for acronyms of departments, sample below:

- HR - Human Resources
- AP - Accounts Payable
- OFC - Office
- FIN - Finance

Setup for office locations within metro locations:

- 01, 02, 03
- Initials of location or name

Set up for additional printers:

1. Setup matrix for acronyms for additional printers in departments using sequential numbers, sample below:

- 01, 02, 03
- AP01
- AP02
- HR01

2. Setup matrix for acronyms for additional printers in departments using common printer names easily understood by Agents:

- Admin
- Agents-Center
- first-floor-lobby

Example: Business Name > State > City > Office > Common Printer Name

- CBC-CO-den-hira-agentcub CBCODENHIRAAGENTCUB
- KB-IL-chi-defi-Admin2ndfloor

Optional: In the PrinterLogic Admin Console an extra field can be associated with the Printer Name and shown to end-users in the self-service portal.

Example:

- PrinterName: CBC-CO-den-hira01
 - Field: Agentcubby

or

- PrinterName: GRE-IL-CH-defi
 - Field: Admin2ndfloor

Best Practice: Total characters in name has been less than 14 characters.

Best Practice: Hyphens are preferable to underscores.

Best Practice: Label device with the printer names for ease of use by end users.

Example: Business Name > State > City > Department > Printer number

We have a sample chart that may help clarify your naming convention.

Contact dlyn@x-central.com or Dlyn at 520-261-8686.