Printer naming convention

TEMPLATE

YOUR SCHOOL'S PATTERN

Decide each part once, write it here, and use it for every printer from now on.

Building or campus codes, one per building

How rooms are written, for example the number on the door

Words for what a printer is for, such as Copy Room, Office, Library, Staff

Words for colour and black only

Order of the parts ○ Building, room, use, colour ○ Building, use, room, colour ○ Use, building, room, colour

Agreed by Date agreed

RULES FOR EVERY NAME

- [ ] Name a printer for where it is and what it is for, never for its make and model: the model changes when the lease does, the room does not.
- [ ] Never use a person's name; staff move rooms and leave, and the printer stays.
- [ ] Make every name unique across the whole school, including the other buildings.
- [ ] Keep the friendly name short enough to read in a list without being cut off.
- [ ] For the hostname use only letters, numbers and hyphens, no spaces, and write it in lower case.
- [ ] Use the same name on the print server, the printer's own settings page, any print system and the sticker on the machine.
- [ ] When a printer moves room, rename it the same day and change its sticker.

Free to copy, change and share.

PRINTER NAMES

Building	Room	Use	Colour or black only	Friendly name	Hostname	Make and model	Serial number	IP address	Old name	Renamed on	Sticker on machine

Free to copy, change and share.