

Metro Hartford Information Services

Network Implementation, Operation, and Maintenance Standards

Title:	SERVER AND PRINTER NAMEING	STD#0003
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Revision History:		

1.0 Introduction

1.1 Scope of this document

This document establishes the server and printer naming standard for servers and printers maintained by MHIS. All servers built must conform to this standard.

1.2 Intent of the standard

The intent of this standard is to permit server administratoris to establish systems with clear and consistent names which convey sufficient information to identify the area served by the system, its operating system, and what task it performs.

2.0 Servers

2.1 Server Nomenclature

Server names shall consist of three parts: a service location identifier, a two character OS identifier, and a multi character task or function identifier. Each part of the name will be separated by an underscore (_) or dash (-). Underscores should be used if at all possible. Sub-parts will be separated by a dash (-). The server service location identifier is common with the physical location identifier portion of printer names. However, a server may or may not physically reside in its service location. IE: A SASI server for Hartford Public High School would have the HPHS location identifier, but it might reside in the computer room at Oxford Center. Several examples are given below. See the location, OS, and task/function identifier tables in section 4.1 and 4.2

2.2 Service Location Identifier

The authoritative list of service location identifiers are maintained by the Network Architect. It is available on line at the following URL:

http://nms.hartfordschools.org/nms/magic_decoder_ring.html

2.3 Examples

One of two NT file servers serving the Central Office	co_nt_fs1
The district-wide SASI server:	co_nt_sasi-di
The SASI task server:	co_nt_sasi-task
A Windows 2000 server at the Police department	pd_2k_dispatch
An HP-UX DHCP server at Bulkeley High School	bk_hp_dhcp
An NT-based video training lab server at the Fire Dept.	fd_nt_video-lab

2.3 Advice to Administrators

The task / function identifier is up to the individual naming the server. However, one should choose a short, descriptive name without references to people or specific locales. If other servers with the same job exist, the task / function identifier already in use should be applied.

3.0 Printers

3.1 Printer Nomenclature

Like server names, printer names shall consist of several parts. The first part of the printer name will be the two character location identifier (*see section 2.2*). Unlike servers, the location identifier for a printer indicates the printers physical location. The second part should indicate the printer's location within the building (such as a room number or office name e.g.: main-office). The third part should give some indication as to what the printer is. Each part of the name shall be separated by underscores. Do not use underscores within a name part (use "media-room" not "media_room"). Do not name printers after the people using them: people tend to come and go, while printers stick around! Several examples are below in section 3.2.

3.2 Examples

An HP LaserJet 4000TN in room 205 at Police might be named	pd_205_hp4000tn
A DeskJet 850 in the guidance office at Weaver could be	wh_guidance_hpdj850
Or, if the counselors are in several rooms, it might be	wh_317_hpdj850
A Panasonic KX-P1524 at the DPW Yard office...	dy_office_pana1524

3.3 Roles vs. Names

Naming a printer after a person's *role* is fine (i.e.: fx_principal_hplj3). Using any part of the person's *name* is not. For example, if the Fox Middle School principal is Frank Tabasco, creating a printer named: fx_frankt_hplj3 is a *Bad Thing*.

4.0 Tables

4.1 Operating System Identifiers:

The table below contains the standard operating system identifiers for use on MHIS servers.

Windows NT	nt
Windows 2000	2k
Mac OS	mc
HP-UX	hp
AIX	ax
Linux	ln
NetWare	nw

4.2 Example Task / Function Identifiers:

The table below contains suggested task / functional identifiers for servers.

File and print services	fs
SASI	sasi
Web server	www
DHCP server	dhcp
Firewall	fw
Email server	em
CDROM server	cd
Fax server	fx
Centralized backup server	bu