

VSMS Exchange Resource naming standard

Equipment:

Convention: Agency – Dept BusinessUnit Town StreetAddress PlateNumber (CustomerInfo)

Example: AHS – DCF FSD SPFD 100 Mineral F100

Example 2: ANR – WSMD MTPL 1 NatLife F100 Blue Subaru

Room:

Convention: Agency – Dept BusinessUnit Town StreetAddress Conf/Training Rm RoomNumber

Example: AHS – DCF FSD SPFD 100 Mineral Conf Rm 231

Always use the four-character telecom name for the town

Town	Code	Town	Code
Burlington	BURL	Springfield	SPFD
South Burlington	SBTN	Windsor	WNDS
Williston	WLST	Hartford	HRFR
St. Albans	STAL	White River Jct	WRJT
Middlebury	MDLB	Royalton	RYLT
Rutland	RTLD	Randolph	RDPH
Bennington	BGTN	Bradford	BRFR
Brattleboro	BRBO	Lyndonville	LYND
Newport	NWPT	Derby	DRBY
Colchester	CLCH	Essex	ESSX
Montpelier	MTPL	Waterbury	WTRB
Berlin	BRLN	Barre	BARR
St. Johnsbury	STBY		