



SLOVENSKI STANDARD SIST ISO/IEC 9995-4:2010

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SIST ISO/IEC 9995-4:2008

**Informacijska tehnologija - Razpored tipk na tipkovnici za potrebe pisanja besedil
in pisarniških sistemov - 4. del: Numerični del**

Information technology - Keyboard layouts for text and office systems - Part 4: Numeric
section

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Technologies de l'information -- Disposition des claviers conçus pour la bureautique -
Partie 4: Module numérique

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35.180	Terminalska in druga periferna oprema IT	IT Terminal and other peripheral equipment
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INTERNATIONAL
STANDARD

ISO/IEC
9995-4

Third edition
2009-10-15

Information technology — Keyboard
layouts for text and office systems —

Part 4:
Numeric section

*Technologies de l'information — Disposition des claviers conçus pour la
bureautique —*

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of the joint technical committee is to prepare International Standards. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights.

ISO/IEC 9995-4 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

This third edition cancels and replaces the second edition (ISO/IEC 9995-4:2002), which has been technically revised. The main modification is:

— fewer zones.

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ISO/IEC 9995 consists of the following parts, under the general title *Information technology — Keyboard layouts for text and office systems*:

- *Part 1: General principles governing keyboard layouts*
- *Part 2: Alphanumeric section*
- *Part 3: Complementary layouts of the alphanumeric zone of the alphanumeric section*
- *Part 4: Numeric section*
- *Part 5: Editing and function section*
- *Part 7: Symbols used to represent functions*
- *Part 8: Allocation of letters to the keys of a numeric keypad*

Information technology — Keyboard layouts for text and office systems —

Part 4: Numeric section

1 Scope

Within the general scope described in ISO/IEC 9995-1, this part of ISO/IEC 9995 specifies the numeric section of a keyboard and the division of that section into zones. It specifies the arrangement, the number, and the location of the keys in the numeric zone ZN0 and in the function zones ZN1 to ZN6 of the numeric section, as well as the allocation of functions to the keys.

The numeric zone ZN0 is to be used in keyboards for applications such as text and data processing, general office environment, banking, point of sales (POS), telematic services, telephony apparatus, home electronic systems, numerical control of machinery and equipment, input of personal identification number (PIN), etc.

The function zone ZN1 is to be used in keyboards for applications such as data entry, text and data processing, general office environment, etc.

NOTE Certain of these applications are under the responsibility of the ITU-T. <https://www.itu.int/ITU-T/f13-82a7-e9723229c7ba/sist-iso-iec-9995-4-2010>

2 Conformance

Equipment is in conformance with this part of ISO/IEC 9995 if it meets the requirements of Clauses 5, 6, 7, 8, 9, 10 and either 8.1, 8.2.

3 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC 9995-1, *Information technology — Keyboard layouts for text and office systems — Part 1: General principles governing keyboard layouts*

ITU-T Recommendation E.161, *Arrangement of digits, letters and symbols on telephones and other devices that can be used for gaining access to a telephone network*

4 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 9995-1 apply.

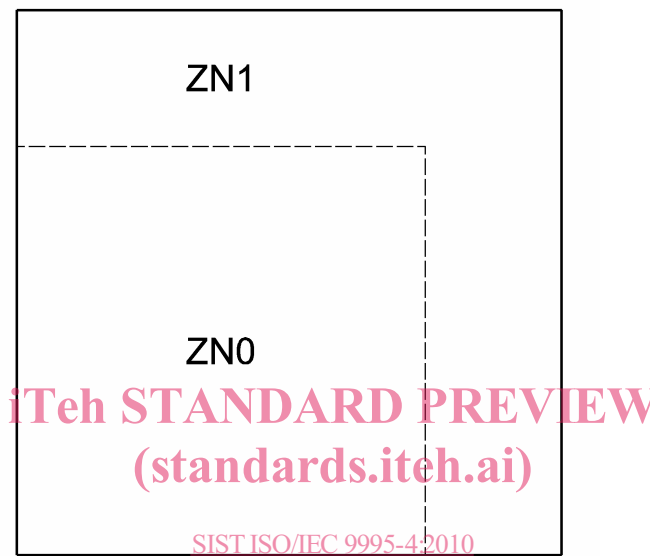
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5 Arrangement and location

The numeric section is generally a rectangular arrangement of keys located to the right or to the left of the alphanumeric section and the cursor key zone of the editing and function section and below a part of the editing and function section, see ISO/IEC 9995-1.

6 Division into zones

The numeric section is divided into zones as illustrated in Figure 1.



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NOTE Not drawn to scale — all lines are only indicative.

Figure 1 — Division of the numeric section into zones

7 Arrangement, location and functions of the keys in the numeric zone

The keys shall be arranged in the numeric zone ZN0 and be located as illustrated in Figure 2.

The functions to be allocated to the keys of the numeric zone are the digits zero to nine, the decimal separator, and two telematic functions.

	49	50	51	52	53	54	55	
E								E
D								D
C								C
B								B
A								A
	49	50	51	52	53	54	55	

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Figure 2 — Arrangement and location of the keys in the numeric zone

8 Allocation of functions to the keys of the numeric zone

The ten digits zero to nine shall be allocated to ten keys of the numeric zone ZN0 in one of two ways: The "1-2-3" layout (see 8.1) or the "7-8-9" layout (see 8.2). The "1-2-3" layout is preferred.

The decimal separator and the telematic functions shall be allocated as defined in 8.1, 8.2.

8.1 The "1-2-3" layout

This layout is primarily intended for general office applications, text and data processing, and other applications such as telematic services, telephony apparatus, home electronic systems, numerical control of machinery and equipment. It is also recommended for combined voice/data terminal equipment. The allocation of the functions of the 1-2-3 layout shall be as indicated in Table 1; see also Figure 3.