
**Information technology — Collection
of graphical symbols for office
equipment**

*Technologies de l'information — Collection de symboles graphiques
pour matériel de bureau*

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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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents) or the IEC list of patent declarations received (see <http://patents.iec.ch>).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

This second edition cancels and replaces the first edition (ISO/IEC 13251:2004), which has been technically revised.

The main changes compared to the previous edition are as follows:

- Addition of 69 new graphical symbols identified by the numbers 380...448; and
- Simplification of document view by avoiding repetition of the same technical contents in different visualization.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

A graphical symbol is defined as a visually perceptible figure used to transmit information independently of language. It may be produced by drawing, printing or other means. The principles for the creation of graphical symbols for use on equipment are described in IEC 80416-1.

To respond to the increasing international interest in the design and use of graphical symbols, this collection presents a certain number of graphical symbols for use on office equipment.

Reference should be made to IEC 80416-3 for rules for the application and modification of the graphical symbols and for supplementary information.

The process of creating new symbols is described in ISO/IEC Directives, Part 1 and Consolidated ISO Supplement:2018, Annex SH and IEC Supplement (Annex SL, Processes for the validation of new graphical symbols for use on equipment).

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Information technology — Collection of graphical symbols for office equipment

1 Scope

This document provides a collection of graphical symbols which are used typically on office equipment to aid in the user operation of, for example, personal computers, printers, telephones and copying machines.

These graphical symbols are also used in other application areas if appropriate.

NOTE The graphical symbols in this document are collections of relevant graphical symbols standardized in IEC 60417 and ISO 7000.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements 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.

IEC 80416-1, *Basic principles for graphical symbols for use on equipment — Part 1: Creation of graphical symbols for registration*

ISO 80416-2, *Basic principles for graphical symbols for use on equipment — Part 2: Form and use of arrows*

IEC 80416-3, *Basic principles for graphical symbols for use on equipment — Part 3: Guidelines for the application of graphical symbols*

ISO 80416-4, *Basic principles for graphical symbols for use on equipment — Part 4: Guidelines for the application of graphical symbols on screens and displays (icons)*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <https://www.iso.org/obp>

3.1

graphical symbol

visually perceptible figure with a particular meaning used to transmit information independently of language

[SOURCE: IEC 80416-1:2008, 3.4]

4 Basic principles for graphical symbols for use on equipment


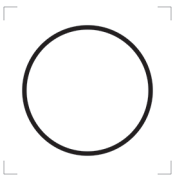

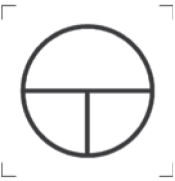
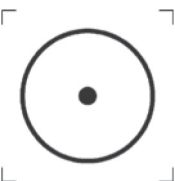
For the basic principles given in creation of a new graphical symbol, IEC 80416-1 and ISO 80416-2 shall be followed.

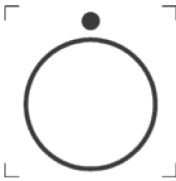





In the application of standardized graphical symbols, IEC 80416-3 and ISO 80416-4 shall be followed.

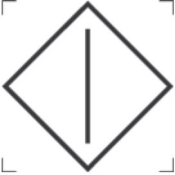
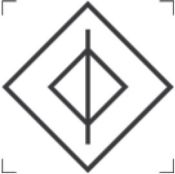
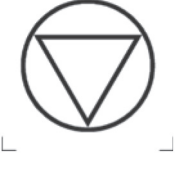


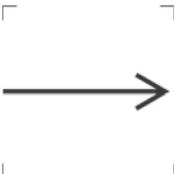
5 Source of graphical symbols







All graphical symbols in this document are taken from IEC 60417 and ISO 7000. For the latest updates, IEC 60417 (published and maintained in a database format at <http://www.graphical-symbols.info/equipment>) and <https://www.iso.org/obp> (which contains all graphical symbols in ISO 7000) shall be consulted.







6 Graphical symbols for office equipment







<p style="text-align: center;">001</p>  <p style="text-align: center;">IEC 60417-5007</p>	<p>“ON” (power)</p> <p>To indicate connection to the mains, at least for mains switches or their positions, and all those cases where safety is involved.</p> <p>The meaning of this graphical symbol depends upon its orientation.</p> <p>See also symbol IEC 60417-5264.</p>
<p style="text-align: center;">002</p>  <p style="text-align: center;">IEC 60417-5008</p>	<p>“OFF” (power)</p> <p>To indicate disconnection from the mains, at least for mains switches or their positions, and all those cases where safety is involved.</p> <p>See also symbol IEC 60417-5265.</p>
<p style="text-align: center;">003</p>  <p style="text-align: center;">IEC 60417-5010</p>	<p>“ON”/“OFF” (push-push)</p> <p>To indicate connection to or disconnection from the mains, at least for mains switches or their positions, and all those cases where safety is involved. Each position, “ON” or “OFF”, is a stable position.</p>
<p style="text-align: center;">004</p>  <p style="text-align: center;">IEC 60417-5011</p>	<p>“ON”/“OFF” (push button)</p> <p>To indicate connection to the mains, at least for mains switches or their positions, and all those cases where safety is involved. “OFF” is a stable position, whilst the “ON” position only remains during the time the button is depressed.</p>
<p style="text-align: center;">005</p>  <p style="text-align: center;">IEC 60417-5264</p>	<p>“ON” for a part of equipment</p> <p>To indicate the “ON” condition for a part of equipment, if the symbol IEC 60417-5007 cannot be used, for example, to identify the “ON” position of a switch.</p> <p>To be used in association with the symbol IEC 60417-5265.</p>

<p style="text-align: center;">006</p>  <p style="text-align: center;">IEC 60417-5265</p>	<p>“OFF” for a part of equipment</p> <p>To indicate the “OFF” condition for a part of equipment, if the symbol IEC 60417-5008 cannot be used, for example, to identify the “OFF” position of a switch.</p> <p>To be used in association with the symbol IEC 60417-5264.</p>
<p style="text-align: center;">007</p>  <p style="text-align: center;">IEC 60417-5266</p>	<p>Stand-by or preparatory state for a part of equipment</p> <p>To indicate the stand-by or preparatory state for a part of equipment, if the symbol IEC 60417-5009 cannot be used, for example, to identify the “STAND-BY” position of a switch.</p>
<p style="text-align: center;">008</p>  <p style="text-align: center;">ISO 7000-0232</p>	<p>Electric energy</p> <p>To signify any source of electric energy, for example on devices starting or stopping the production or use of electric energy.</p>
<p style="text-align: center;">009</p>  <p style="text-align: center;">ISO 7000-1140</p>	<p>Ready (to operate)</p> <p>To indicate the machine is ready for operation.</p>
<p style="text-align: center;">010</p>  <p style="text-align: center;">IEC 60417-5009</p>	<p>Stand-by</p> <p>To identify the switch or switch position by means of which part of the equipment is switched on in order to bring it into the stand-by condition, and to identify the control to shift to or to indicate the state of low power consumption.</p> <p>Each of different states of power consumption may be indicated using a corresponding colour.</p> <p>See also symbol IEC 60417-5266.</p>
<p style="text-align: center;">011</p>  <p style="text-align: center;">IEC 60417-5111</p>	<p>Pause; interruption</p> <p>To identify the control device by means of which the run (e. g of a tape) is interrupted by means of a break mechanism and mechanical disconnection from the driving mechanism which continues to run.</p>


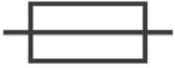


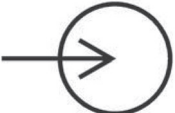

<p style="text-align: center;">012</p>  <p style="text-align: center;">IEC 60417-5104</p>	<p>Start (of action)</p> <p>To identify the start button.</p> <p>See also symbols IEC 60417-5177 and IEC 60417-5659</p>
<p style="text-align: center;">013</p>  <p style="text-align: center;">IEC 60417-5177</p>	<p>Fast start</p> <p>To identify the control by means of which, for example, a process, a programme, a tape is started such that the operational speed is attained without significant delay.</p> <p>To be used particularly when symbol IEC 60417-5104 is also used on the same equipment.</p> <p>See also symbol IEC 60417-5659.</p>
<p style="text-align: center;">014</p>  <p style="text-align: center;">IEC 60417-5110</p>	<p>Stop (of action)</p> <p>To identify the control device by means of which an action is stopped.</p> <p>This means stopping only by partial electrical disconnection.</p> <p>See also symbol IEC 60417-5178.</p>
<p style="text-align: center;">015</p>  <p style="text-align: center;">IEC 60417-5178</p>	<p>Fast stop</p> <p>To identify the control by means of which for example a process, a programme, a tape is stopped without significant delay.</p> <p>To be used particularly when symbol IEC 60417-5110 is also used on the same equipment.</p>
<p style="text-align: center;">016</p>  <p style="text-align: center;">ISO 7000-0422</p>	<p>Ready (finished); acknowledgement</p> <p>To indicate the machine is ready to proceed.</p>
<p style="text-align: center;">017</p>  <p style="text-align: center;">IEC 60417-5022</p>	<p>Movement in one direction</p> <p>To indicate that a control, or an object by means of a control, can be moved in the indicated direction.</p> <p>Only the linear version is given, since the radius of the arrow of the curved version depends on the diameter of the control concerned. The curved version is shown in ISO 7000-0004.</p>

<p style="text-align: center;">018</p> <div style="text-align: center;">  </div> <p style="text-align: center;">ISO 7000-0004</p>	<p>Direction of continuous rotation</p> <p>To indicate that a control, or an object by means of a control, can be moved in a clockwise rotary motion.</p>
<p style="text-align: center;">019</p> <div style="text-align: center;">  </div> <p style="text-align: center;">IEC 60417-5023</p>	<p>Movement in both directions</p> <p>To indicate that a control or an object, by means of a control, can be moved in both the indicated directions.</p> <p>Only the linear version is given, since the radius of the arrow of the curved version depends on the diameter of the control concerned. The curved version is shown in ISO 7000-0005.</p>
<p style="text-align: center;">020</p> <div style="text-align: center;">  </div> <p style="text-align: center;">ISO 7000-0005</p>	<p>Rotation in two directions</p> <p>To indicate that a control, or an object by means of a control, can be moved in clockwise and anticlockwise rotation.</p>
<p style="text-align: center;">021</p> <div style="text-align: center;">  </div> <p style="text-align: center;">IEC 60417-5024</p>	<p>Movement limited in both directions</p> <p>To indicate that a control, or an object by means of a control, can be moved in both the indicated directions within certain limits.</p> <p>Only the linear version is given, since the radius of the arrow of the curved version depends on the diameter of the control concerned.</p>
<p style="text-align: center;">022</p> <div style="text-align: center;">  </div> <p style="text-align: center;">IEC 60417-5025</p>	<p>Effect or action away from a reference point</p> <p>To indicate the direction of a certain effect or action away from a real or imaginary reference point or mark, which is realized by means of the control marked with this symbol.</p>
<p style="text-align: center;">023</p> <div style="text-align: center;">  </div> <p style="text-align: center;">EC 60417-5026</p>	<p>Effect or action towards a reference point</p> <p>To indicate the direction of a certain effect or action towards a real or imaginary reference point or mark, which is realized by means of the control marked with this symbol, for example, reset.</p>

<p>024</p>  <p>IEC 60417-5027</p>	<p>Effect or action in both directions away from a reference point</p> <p>To indicate the direction of a certain effect or action in both directions away from a real or imaginary reference point or mark, which is realized by means of the control marked with this symbol.</p>
<p>025</p>  <p>IEC 60417-5028</p>	<p>Effect or action in both directions toward a reference point</p> <p>To indicate the direction of a certain effect or action in both directions towards a real or imaginary reference point or mark, which is realized by means of the control marked with this symbol.</p>
<p>026</p>  <p>IEC 60417-5029</p>	<p>Non-simultaneous effect or action away from and towards a reference point</p> <p>To indicate the direction of a certain non-simultaneous effect or action away from and towards a real or imaginary reference point or mark, which is realized by means of the control marked by this symbol.</p>
<p>027</p>  <p>IEC 60417-5030</p>	<p>Simultaneous effect or action away from and towards a reference point</p> <p>To indicate the direction of a certain simultaneous effect or action away from and towards a real or imaginary reference point or mark, which is realized by means of the control marked by this symbol.</p>
<p>028</p>  <p>ISO 7000-0093</p>	<p>Remote control</p> <p>Dictation equipment, office equipment, cinematography, mobile elevating work platforms</p> <p>To indicate the remote control function, for example, the connection point for a remote control lead.</p>
<p>029</p>  <p>IEC 60417-5495</p>	<p>Return to an initial state</p> <p>To identify the control which returns a device to its initial state.</p>

<p>030</p>  <p>ISO 7000-1937</p>	<p>Remote station, ready</p> <p>To identify the display panel indicator which signifies that the remote station is in a ready condition.</p>
<p>031</p>  <p>ISO 7000-1938</p>	<p>Remote station, stand-by</p> <p>To identify the display panel indicator which signifies that the remote station is in a stand-by condition.</p>
<p>032</p>  <p>ISO 7000-1940</p>	<p>Acknowledgement of remote station positive</p> <p>To identify the display panel indicator which signifies that the remote station is in a positive acknowledgement condition, ready to operate.</p>
<p>033</p>  <p>ISO 7000-1941</p>	<p>Acknowledgement of remote station negative</p> <p>To identify the display panel indicator which signifies that the remote station is in a negative acknowledgement condition, not ready to operate.</p>
<p>034</p>  <p>ISO 7000-1939</p>	<p>Remote station out of order, disturbance at remote station</p> <p>To identify the display panel indicator which signifies that the remote station is in a disturbance or fault condition.</p>
<p>035</p>  <p>ISO 7000-1950</p>	<p>Call operator of remote station</p> <p>To identify the display panel indicator which signifies that the remote station is being called.</p>

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<p>036</p>  <p>ISO 7000-1951</p>	<p>No operator response from remote station</p> <p>To identify the display panel indicator which signifies that the remote station operation is not responding.</p>
<p>037</p>  <p>IEC 60417-5016</p>	<p>Fuse</p> <p>To identify fuse boxes or their location.</p>
<p>038</p>  <p>IEC 60417-5002</p>	<p>Positioning of cell</p> <p>On and in battery holders.</p> <p>To identify the battery holder itself and to identify the positioning of the cell(s) inside the battery holder.</p>
<p>039</p>  <p>IEC 60417-5001</p>	<p>Battery, general</p> <p>On battery powered equipment.</p> <p>To identify a device related to the supply of equipment by means of a (primary or secondary) battery, for instance, a battery test button, the location of the connector terminals, etc.</p> <p>To identify a battery check function, the use of symbol IEC 60417-5546 is recommended.</p> <p>This symbol is not intended to be used to indicate polarity.</p>
<p>040</p>  <p>IEC 60417-5034</p>	<p>Input</p> <p>To identify an input terminal when it is necessary to distinguish between inputs and outputs.</p>
<p>041</p>  <p>IEC 60417-5035</p>	<p>Output</p> <p>To identify an output terminal when it is necessary to distinguish between inputs and outputs.</p>