
INTERNATIONAL STANDARD



3791

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Office machines and data processing equipment — Keyboard layouts for numeric applications

Machines de bureau et machines employées en traitement de l'information — Disposition des claviers conçus pour des applications numériques

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Descriptors : office machines, data processing equipment, auxiliary equipment (computers), keyboards, numeric character sets, position (location).

FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up has the right to be represented on that Committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the Technical Committees are circulated to the Member Bodies for approval before their acceptance as International Standards by the ISO Council .

International Standard ISO 3791 was drawn up by Technical Committee ISO/TC 95, *Office machines*, and was circulated to the Member Bodies in May 1975.

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It has been approved by the Member Bodies of the following countries :

Australia	Italy	Turkey
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No Member Body expressed disapproval of the document.

Office machines and data processing equipment – Keyboard layouts for numeric applications

1 SCOPE

This International Standard specifies the basic layout of numerals and symbols on keyboards intended to be used in applications where the data are generally numeric.

- an array of three rows of three keys, to which the numerals 1 to 9 are allocated;
- zero/decimal area,
- additional optional keys.

2 FIELD OF APPLICATION

2.1 This International Standard is intended for use in establishing complete keyboard layouts for particular machines. It is applicable to both office machines and data processing equipment, and to both numeric and alphanumeric keyboards. It does not apply to alphanumeric keyboards with an in-board numeric cluster.

4.1 Numerals

The numerals 1 to 9 are allocated to the three rows of three keys in the order shown in figure 1.

2.2 The layouts described in this International Standard are concerned only with the nominal relative positions of keys; they are not intended to define physical factors, such as key spacing, keyboard slope, size and shape of keytops, nor the way in which the keytops are inscribed. The definition of such physical factors may be the subject of other International Standards.¹⁾

3 REFERENCE

ISO 1092, *Adding machines and calculating machines – Numeric section of ten-key keyboards.*

4 LAYOUT

A keyboard in accordance with the present International Standard comprises three parts :

	51	52	53
D	7	8	9
C	4	5	6
B	1	2	3

FIGURE 1

NOTE – To cover particular requirements, the transposition of the characters allocated to keys B 51, B 52 and B 53 with the characters allocated to keys D 51, D 52 and D 53 respectively is allowed as an option. Other International Standards may define which alternative is to be used for particular applications.¹⁾

¹⁾ For application to adding and calculating machines, see ISO 1092.

4.2 Zero/decimal area

The zero/decimal area is located directly below the three rows of three keys. In accordance with ISO 1092 it may extend to the left and upward as shown in figure 2.

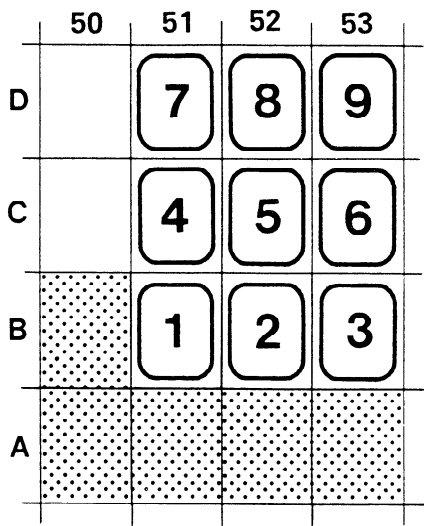


FIGURE 2

The numeral zero shall always be allocated to the zero/decimal area. This area may comprise either a single key generating zero, or two keys generating zero and double zero, or three keys generating zero, double zero and triple zero as shown for guidance in figure 3. In every case, however, all or part of the single zero key shall be located in position A 51.

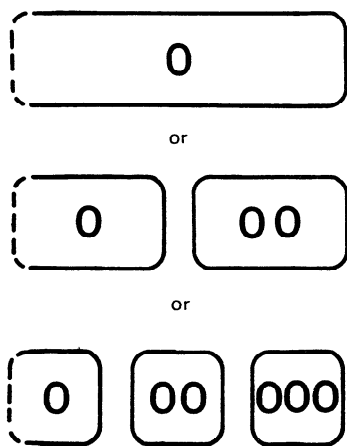


FIGURE 3

NOTE — When the zero/decimal area comprises two or three keys (i.e. zero and double zero or zero, double zero and triple zero) the relative sizes of the two or three keys may vary from the schematic arrangement shown in figure 3.

4.3 Additional keys

When required by a particular application, optional characters may be allocated to additional keys as described in the following clauses.

4.3.1 Character "decimal sign"

When the character "decimal sign" is required it can be allocated only to a key situated at the right-hand end of the zero/decimal area as shown in figure 4. This International Standard does not prescribe the graphical representation of the decimal sign, i.e. a comma or a dot (see C.3.2 of ISO 31/0, *General introduction to ISO 31 — General principles concerning quantities, units and symbols*).

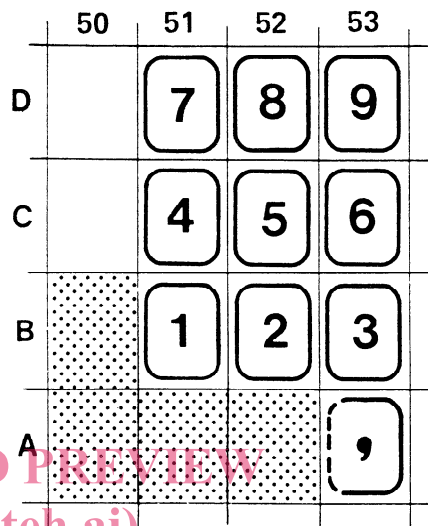


FIGURE 4

NOTE — It shall be noted that the characters triple zero and decimal sign cannot be present simultaneously in the same layout since they are allocated to the same key position.

4.3.2 Character "space" (SP)

When a character "space" is required, it shall be allocated only to a key to the right of the zero/decimal area. This key shall occupy the area A 54 and may extend to the left and/or upward, as shown in figure 5.

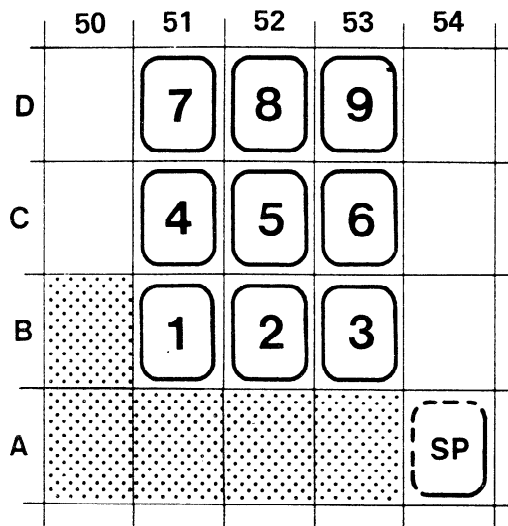


FIGURE 5

4.3.3 Character "minus" (-)

When the character "minus" is required, it shall be allocated only to the left of the three rows of three keys. This key shall occupy the area C 50 and may extend upward, as shown in figure 6.

NOTE – It shall be noted that the character "minus" key mentioned above is only the display or printing character key and is not to be confused with the "subtract" key which executes a numeric subtract operation.

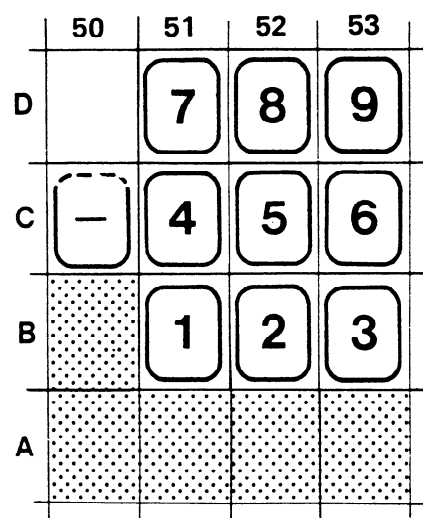


FIGURE 6

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