INTERNATIONAL STANDARD **ISO** 3792

Adding machines — Layout of function keyboard

Machines à additionner — Disposition des touches de fonction

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FOREWORD

ISO (the International Organization for Standardization) is a worlwide 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 3792 was drawn up by Technical Committee ISO/TC 95, *Office machines,* and was circulated to the Member Bodies in May 1975.

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

Australia	Japan	U.S.A.
Czechoslovakia	Romania	U.S.S.R.
France	Sweden	Yugoslavia
Germany	Turkey	
Italy	United Kingdom	

No Member Body expressed disapproval of the document.

Adding machines — Layout of function keyboard

1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies the keyboard layout for adding machines.

2 REFERENCES

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

ISO/R 1093, *Keytop and printed or displayed symbols for adding machines and calculating machines.*

ISO 3244, *Office machines and data processing equipment — Principles governing the positioning of control keys on keyboards.*

ISO 3791, *Office machines and data processing equipment — Keyboard layouts for numeric applications.*

3 ARRANGEMENT

A keyboard in accordance with the present International Standard comprises the numeric area and control zones as shown in figure 1.

3.1 Numeric area (N)

The numeric area of the keyboard comprises a clustered numeric section for the ten digits and some optional keys for additional characters, in conformity with ISO 3791.

3.2 Control zones (Z1 and Z2)

The control zones comprise keys to perform all functions which are necessary in the case of adding machines. The required basic functions are :

Zone Z1

  — Addition (+)

  — Subtraction (−)

  — Total (∗)

  — Subtotal (◊)

  — Non-add (#)

  — Repeat (R)

Zone Z2

  — Clear (C)

NOTE — The symbols shown in parentheses opposite the function designations are in accordance with ISO/R 1093.

It should be noted that in the present International Standard the function "clear" is understood to mean clearing of entry only.
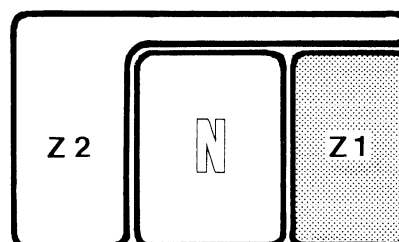

FIGURE 1

3.3 Layout

Figure 2 shows the complete layout.

The following considerations apply :

— among the functions required, "addition" is of outstanding importance; for this reason, the key assigned to it has the shape of a vertical bar and is allocated to column 54 immediately at the right of the numeric area.

— when the "repeat" function is required, and the said function is operated by a key which must be lowered simultaneously to the "addition key" (+) or "subtraction key" (−), the "repeat" (R) key shall be allocated to position D 54. This is to facilitate its concurrent operation either with the addition bar or with the subtraction key.

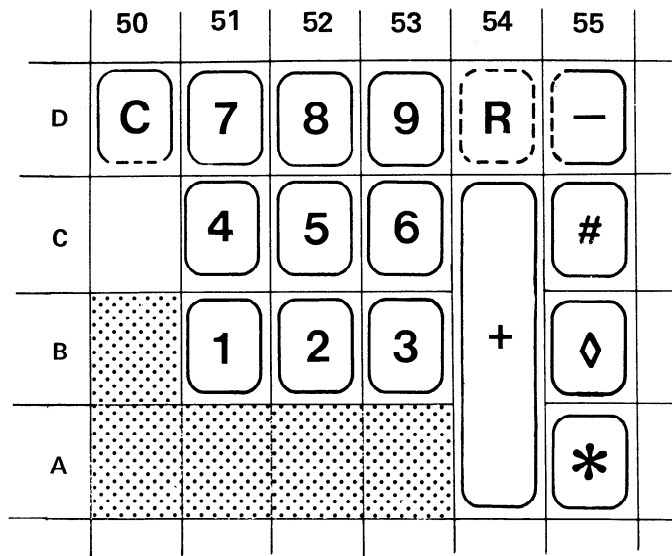The subtraction key may extend to the left if there is no repeat key.

FIGURE 2