
INTERNATIONAL STANDARD



4062

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Dictation equipment — Symbols

Systèmes de dictée — Symboles

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Descriptors : office machines, dictation equipment, control devices, graphic symbols.

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 4062 was developed by Technical Committee ISO/TC 95, *Office machines*, and was circulated to the member bodies in September 1976.

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It has been approved by the member bodies of the following countries :

Australia	Iran	Sweden
Brazil	Italy	Turkey
Chile	Japan	United Kingdom
Czechoslovakia	Mexico	U.S.S.R.
Finland	Philippines	Yugoslavia
France	Romania	
Germany	South Africa, Rep. of	

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The member body of the following country expressed disapproval of the document on technical grounds :

U.S.A.

Dictation equipment – Symbols

0 INTRODUCTION

In order to make dictation equipment easier to use, irrespective of its country of origin, there is a need to standardize the symbols displayed on the controls of machines. It is also important that there should be no ambiguity about the symbols used to give information relating to electrical and other connections that have to be made to the equipment.

1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies the symbols that shall be displayed on dictation equipment where these are used for the marking of controls and certain other parts of machines.

NOTE – It is preferable to use only graphical symbols for this marking. However, for purely national purposes, letters, words or symbols may be used. National standards containing such words and letters shall be regarded as complying with this International Standard, provided that they also show that the appropriate international symbol is an acceptable alternative method of marking the control, socket, or connection point concerned.

2 SYMBOLS TO BE USED

The symbols that shall be used on dictation equipment are shown in tables 1, 2 and 3.

NOTE – On some equipments, particularly small machines, special manufacturing considerations or lack of space may preclude the use of symbols of exactly the shape illustrated in the tables. In such cases, the design of the symbols used may be modified provided that their pattern differs as little as is practicable from that shown in the tables and still conveys clearly the meaning intended.

3 USE OF IEC SYMBOLS

Where symbols used in this International Standard conform to, or are directly derived from, the appropriate IEC symbols contained in IEC Publication 417, *Graphical*

symbols for use on equipment – Index, survey and compilation of the single sheets, the IEC serial numbers of the symbols are included in the tables.

4 LOCATION OF SYMBOLS

The symbols shown in the tables shall be placed

- on or adjacent to controls to indicate the functions of the machine applicable to the various positions of the controls;
- near sockets intended for the connection of accessories;
- near electrical connection points to indicate their nature or the characteristics of the power supply to be used.

In addition to being displayed on, or adjacent to, the appropriate control(s), symbols 12 and 13 in table 2 may also be placed on the machine near the loading/unloading/ejection point for the medium.

The symbols listed in the tables shall normally be reproduced in the orientation shown. If for reasons of machine design a different orientation has to be used, it shall not result in confusion of the meaning.






5 REFERENCE NUMBERS OF SYMBOLS

The numbers in the first column of the tables may be used to identify the symbols; for example, these numbers together with a reference to the title and number of this International Standard may be used in instruction booklets.

The symbol numbers in the fourth and fifth column of the tables indicate the existence of single sheets in the survey of symbols shown in either IEC Publication 417 or ISO 3957, *Graphic symbols – Index, survey and compilation of the single sheets*.¹⁾

1) At present at the stage of draft.

TABLE 1 – Electrical connections

Reference Number	Symbol	Connection	IEC Publication 417 Symbol Number	ISO 3957 Symbol Number
1		Direct current (DC)	5031	—
2		Alternating current (AC)	5032	—
3		Alternating or direct current (AC/DC)	5033	—
4		Positioning of cell (battery-powered equipment only)	5002	—
5		Fuse	5016	—

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 TABLE 2 – Controls




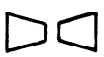
Reference Number	Symbol	Control	IEC Publication 417 Symbol Number	ISO 3957 Symbol Number
11		Mains switch		
11 a		– On	5007	—
11 b		– Off	5008	—
11 c		– On/Off (push-push)	5010	—
12		Loading or loading and ejection	—	0090

TABLE 2 (continued)







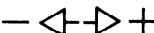







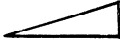
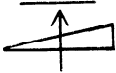










Reference Number	Symbol	Control	IEC Publication 417 Symbol Number	ISO 3957 Symbol Number
13		Ejection	5113	—
14		Normal forward movement	5107	—
15		Fast forward movement	5108	—
16		Playback	5164	—
17		Backspace	5022	—
18		Fast rewind	5108	—
19		Variable speed	Combined symbol based on IEC symbols 5005, 5006 and 5107	—
20		Pause	5111	—
21		Stop	5110	—
22		Track change	—	0091
23		Dictation	5163	—
24		Instruction or correction marker	5105	—

TABLE 2 (concluded)

Reference Number	Symbol	Control	IEC Publication 417 Symbol Number	ISO 3957 Symbol Number
25		End of letter marker	5106	—
26		Erasure	5165	—
27		Volume	5004	—
28		Sensitivity	Combined symbol based on IEC symbols 5004 and 5163	—
29		Tone	5037	—
30		Tuning	—	0092

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TABLE 3 – Controls and/or accessory sockets

Reference Number	Symbol	Control and/or socket	IEC Publication 417 Symbol Number	ISO 3957 Symbol Number
41		Microphone	5082	—
42		Loudspeaker	5080	—
43		Loudspeaker/Microphone	5081	—
44		Headphone	5077	—
45		Foot switch	5114	—
46		Remote control	—	0093
47		Telephone adaptor	5090	—
48		Earphone	5076	—

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