

---

International Standard



1730

---

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

---

## Dictation equipment — Basic operating requirements

*Machines à dicter — Conditions fondamentales de fonctionnement*

Second edition — 1980-05-01

# Sample Document

get full document from [standards.iteh.ai](https://standards.iteh.ai)

---

UDC 651.2 : 681.84

Ref. No. ISO 1730-1980 (E)

**Descriptors** : office machines, tape recorders, dictation equipment, operating requirements.

## 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 1730 was drawn up by Technical Committee ISO/TC 95, *Office machines*.

This second edition was circulated to the member bodies in July 1975.

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

Australia	Japan	Turkey
Czechoslovakia	Mexico	United Kingdom
France	Romania	USSR
Iran	Sweden	
Italy	Switzerland	

The member bodies of the following countries expressed disapproval of the document on technical grounds :

Germany  
USA

This second edition, updated in January 1980, cancels and replaces the first edition (i.e. ISO 1730-1973).

# Dictation equipment – Basic operating requirements

## 0 INTRODUCTION

The main purpose of dictation equipment is to help with the conversion of a spoken message into a written message. Such equipment is now produced in many different forms, and use is made of a large variety of media and operating methods.

This International Standard gives assistance to users and guidance to manufacturers by specifying basic operating requirements for those elements of machines which directly affect their simple and effective operation. It does not attempt to describe in detail all elements and uses of dictation equipment, nor does it apply to those recording machines which are not normally used for the production of a typescript.

Symbols for dictation equipment form the subject of ISO 4062.

## 1 SCOPE AND FIELD OF APPLICATION

This International Standard applies to dictation machines, transcription machines and to combined dictation and transcription machines. Its purpose is

- to define the role of these machines;
- to list and describe elements intended to ensure the simple and effective operation of machines and, where appropriate, to specify basic operating requirements for those elements.

## 2 REFERENCES

ISO 4062, *Dictation equipment – Symbols*.

ISO 5138/1, *Office machines – Vocabulary – Section 01 : Dictation equipment*.

IEC Publication 380, *Electrical safety of office machines*.

## 3 DEFINITIONS

**3.1 dictation equipment** : A machine, or a combination of

machines and associated controls designed either to record speech and to play it back or solely to reproduce speech already recorded by a dictation machine, so that a written record can be produced.

**3.2 dictation machine** : A machine designed to record speech and sometimes also to reproduce it, so that a written record can be produced.

**3.3 office dictation machine** : A dictation machine primarily designed for use in an office.

**3.4 portable dictation machine** : A dictation machine having a self-contained power supply designed primarily for easy movement from one place to another.

**3.5 transcription machine** : A machine designed solely to reproduce speech recorded by a dictation machine so that a written record can be produced.

**3.6 combined dictation and transcription machine** : A machine designed to record and to reproduce speech so that a written record can be produced.

**3.7 centralized dictation system** : A system which enables dictation originating from a number of points to be recorded on any one of a group of centrally located machines so that a written record can be produced.

## 4 REQUIREMENTS COMMON TO ALL DICTATION EQUIPMENT

### 4.1 Recording media

#### 4.1.1 Duration of recording

The recording medium shall provide not less than 5 min continuous recording time.

#### 4.1.2 Speed<sup>1)</sup>

In a machine where the speed of the recording medium past the recording or playback head is designed to be constant, the actual speed of the medium at this point shall not vary

1) Not applicable to variable speed machines fitted with a speed control.