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Dictation equipment — Basic operating requirements

Machines à dicter — Conditions fondamentales de fonctionnement

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FOREWORD

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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*.

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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 Speed¹⁾

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.

by more than 5 % from the rated speed in all conditions under which the manufacturer claims the machine will operate satisfactorily.

In machines where the speed of the recording medium past the recording or playback head is not designed to be constant (for example, in disc machines or in tape or wire machines the drive is applied to a take-up reel), the actual speed of the rotating parts responsible for movement of the medium shall not deviate by more than 5 % from the rated speed in all conditions under which the manufacturer claims the machine will operate satisfactorily.

4.2 Functions, controls, and check devices

4.2.1 Machine energized indicator

Every machine shall be provided with a device to indicate when it is energized.

4.2.2 Stop/start control

The stop/start control of the recording medium on machines shall be instantaneously effective for recording, playback and transcription. The acceleration shall be such that 85 % of the nominal speed is achieved in less than 100 ms and that the full operating speed is attained in less than 250 ms. Deceleration shall be such that the recording medium is completely stopped in less than 100 ms.

4.2.3 Silent operation of the stop/start control

The operation of the stop/start control shall be such that the recording or playback of distracting sounds is avoided.

4.2.4 Index

Every machine shall have a graduated scale or other means to permit the effective location of any given passage of dictation. Where possible, this scale should be graduated in minutes and fractions of a minute.

4.2.5 Erasure

In magnetic dictation machines, facilities shall be available for rapid and effective bulk erasure of previously recorded material.

4.2.6 Accidental erasure

Controls shall be so designed that accidental erasure of recorded material is unlikely to occur.

4.2.7 Marking of controls

Every control shall be clearly marked to indicate its function or functions. It is preferable to use only graphical symbols for this marking. However, for purely national purposes, letters, words or symbols may be used. Where appropriate ISO or IEC symbols exist, one of these shall be used to indicate the function(s) or controls.

4.3 Radio interference

Electric motors and controls shall be designed and constructed so that they do not cause radio interference by radiation.

4.4 Electrical safety

Any machine which is likely to be connected to the mains supply shall comply with the appropriate clauses of IEC Publication 380.

5 PARTICULAR REQUIREMENTS FOR OFFICE DICTATION MACHINES

5.1 Controls

Office dictation machines shall have manual controls for the following basic functions :

- mains switch on;
- mains switch off;
- start/stop (the recording medium);
- dictation;
- backspace;
- playback;
- recording level (may be an automatic control);
- volume;
- fast forward wind and fast rewind (on machines using tape or wire only).

5.2 Combination of controls

Certain controls may be combined, for example, the mains switch and the volume control.

5.3 Position of controls

It shall be possible to operate the machine other than at the machine itself.

5.4 Rapid search

A rapid search facility shall be provided so that any particular piece of material already recorded may be located quickly and easily.

5.5 Check devices

All machines shall be provided with devices to indicate the following situations :

- machine ready for dictation;
- machine ready for playback;
- recording medium nearing the end of its travel (audible indication).

5.6 Correction by overspeaking

When recording is magnetic, it shall be possible to make corrections by overspeaking.

5.7 Playback

It shall be possible to carry out recording and playback of dictated matter on the same machine.

6 PARTICULAR REQUIREMENTS FOR PORTABLE DICTATION MACHINES

6.1 Power supply

Every portable machine shall have its own power supply and means of estimating the state of charge of the batteries. This does not exclude facilities being provided for supplying power to the machine from another source.

6.2 Essential controls

Portable dictation machines shall have manual controls for the following functions :

- mains switch on;
- mains switch off;
- start/stop (the recording medium);
- dictation;
- backspace;
- playback.

6.3 Combination of controls

Certain controls may be combined, for example the mains switch and the volume control.

6.4 Check devices

Every machine shall be provided with devices to indicate the following situations :

- machine ready for dictation;
- machine ready for playback;
- recording medium nearing the end of its travel (audible indication).

6.5 Correction by overspeaking

When recording is magnetic, it shall be possible to make corrections by overspeaking.

6.6 Playback

It shall be possible to carry out recording and playback on the same machine.

7 PARTICULAR REQUIREMENTS FOR TRANSCRIPTION MACHINES

7.1 Controls

7.1.1 Manual controls

Transcription machines shall have manual controls for the following functions :

- mains switch on;
- mains switch off;
- volume.

7.1.2 Hand and/or foot controls

It shall be possible to control the following operations by means of hand/or foot controls :

- start (the recording medium);
- stop (the recording medium);
- backspace;
- playback;
- fast forward wind and fast re-wind (on machines using tape or wire only).

7.2 Combination of controls

Certain controls may be combined, for example the power supply switch and the playback volume control.

7.3 Controls associated with a typewriter

Hand controls shall be designed so that, when set in a position immediately in front of the typewriter, they are not more than 38 mm (1.5 in) from the spacebar and can be operated by either the right or left thumb.

This requirement does not apply to controls of transcription machines which are built into the typewriter.

7.4 Listening devices

The manufacturer shall provide one of the following personal listening devices with the machine :

- headphones;
- single earpiece;
- stethophone

8 PARTICULAR REQUIREMENTS FOR EQUIPMENT USED IN CENTRALIZED DICTATION SYSTEMS

8.1 Introduction

8.1.1 The principal elements of a centralized dictation system are a recording facility capable of remote control

from a number of dictation stations and a transcription facility (already covered by clause 7).

It should be noted that both the "recording facility" and the "transcription facility" may be different in character from the "dictation machines" and "transcription machines" dealt with earlier in this International Standard. The term "recording facility" or "transcription facility" should therefore be substituted, as appropriate, for "machine" when referring to clauses 4 and 7 in so far as the contents of those clauses provide additional requirements for the equipment used in centralized dictation systems.

8.1.2 Information for users considering the installation of a centralized dictation system which relies for its operation upon telephone equipment is contained in the annex.

8.2 Dictation station facilities and controls

The dictation stations of a centralized dictation system shall be provided with the following facilities, the controls for which may be independent or combined :

- a means of gaining and terminating access to the recording facility;
- start (the recording medium);
- stop (the recording medium);
- record;
- backspace;
- playback;
- end-of-letter marker.

NOTE — For instruction marker see 8.5.1.

8.3 Check devices at dictation stations

All centralized dictation systems shall be capable of indicating the following situations at the dictation station :

- whether a recording facility is available;
- facility ready for dictation;
- recording medium nearing the end of its travel;
- recording medium at the end of its travel.

8.4 Central recording point facilities and controls

It shall be possible for the supervisor or operator at the central recording point in a centralized dictation system to

- render any dictation facility "unavailable";
- receive an indication of the engagement and disengagement of a facility by a dictator;
- vary the playback volume level (unless this volume level is controlled automatically);

NOTE — The maximum volume level to line may be limited for installations connected to certain telephone equipment.

- fast forward wind the medium (on machines using tape or wire only other than those using the "continuous loop" principle);
- fast re-wind the medium (on machines using tape or wire only other than those using the "continuous loop" principle);
- locate rapidly and easily any particular piece of material already recorded;
- receive an indication of expiry of the medium for each facility.

8.5 Optional additional facilities

8.5.1 Instruction marker

A control for an instruction marker operated from the dictation station may also be provided. (For other facilities and controls at the dictation station, see 8.2.)

8.5.2 Communication with supervisor

Where a supervisor or operator is employed at the recording point, users may wish to stipulate that their system shall be capable of providing direct speech communication between that point and the dictation stations, dictators being able to retain access to the recording facility to which they are connected while the communication link is in use.

8.5.3 Monitoring recording and playback

In many systems a facility can be provided enabling the supervisor/operator at the central recording point to listen in to the recording or playback of material simultaneously with the dictator.

8.5.4 Automatic payout

Some users may wish their system to be fitted with an "automatic payout facility" which ensures that, if a dictator disengages the recording facility after listening to material already dictated (for example after having back-spaced), the recording facility will automatically advance-wind the medium to the farthest point where speech has been recorded. This device is particularly valuable in preventing accidental over-recording.

8.5.5 Playback pulse

Some users may wish their system to incorporate a pulse tone to indicate to dictators when the recording facility is in the playback mode. This does much to ensure that dictators do not waste time by dictating material when the recording facility is not, in fact, in the dictate mode.

8.5.6 Confidential lock

Where recorded material is likely to be of a confidential nature, users may wish to ensure that it is not possible for one dictator to play back material already recorded by another on the same facility. This can be achieved by the user specifying that the dictation facilities used in his centralized system should be provided with a confidential