
International Standard



4232/3

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

Office machines — Minimum information to be included in specification sheets — Part 3 : Postal franking machines

Machines de bureau — Informations minimales à inclure dans les fiches techniques — Partie 3: Machines postales à affranchir

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Descriptors : office machines, technical data sheets.

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (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 authorized 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 4232/3 was developed by Technical Committee ISO/TC 97, *Information processing systems*, and was circulated to the member bodies in December 1982.

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

Australia	Hungary	Spain
Belgium	Ireland	Sweden
Egypt, Arab Rep. of	Italy	Switzerland
France	Japan	United Kingdom
Germany, F.R.	Netherlands	

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

USA

Office machines — Minimum information to be included in specification sheets — Part 3 : Postal franking machines

0 Introduction

This International Standard lays down the minimum information to be included in specification sheets for different types of office machines. ISO 4232/1¹⁾ and ISO 4232/2²⁾ deal, respectively, with duplicators and document copying machines. This part of ISO 4232 deals with postal franking machines.

Postal franking machines of many different types are now available and their specifications vary so widely that it is often difficult for potential users to assess which machine(s) might best meet their requirements.

1 Scope and field of application

This part of ISO 4232 specifies the minimum information to be included in specification sheets for postal franking machines so that users may compare directly the characteristics of different machines.

2 Arrangement of the information

In order to comply with this part of ISO 4232, specification sheets shall contain a reference to ISO 4232/3 and shall contain, in the order shown, all the items listed in clause 3 which are relevant to the machine being described. This information shall be given before any other data which the manufacturer may wish to include in the specification sheet.

1) ISO 4232/1, *Office machines — Minimum information to be included in specification sheets — Part 1 : Duplicators.*

2) ISO 4232/2, *Office machines — Minimum information to be included in specification sheets — Part 2 : Document copying machines.*

3 Information to be included in specification sheets

The items listed in the table comprise the minimum information to be included in specification sheets for postal franking machines.

NOTE — National postal administrations control the use of franking machines in their respective countries and issue appropriate regulations. These regulations, in association with the marketing arrangements of machine suppliers, may permit or require machines to be purchased outright or rented. They may also state whether there is any obligation on a user to enter into a contract for maintenance.

Prospective users should familiarize themselves with the regulations and obligations associated with their use of such machines.

Table — Minimum information to be included in specification sheets

Numerical sequence	Required information	Indication or value
1	General	
1.1	Manufacturer
1.2	Distributor
1.3	Model name and/or number
1.4	Type of machine	
	model with integral meter	yes/no
	base model with detachable meter	yes/no
	detachable meter usable without base	yes/no
1.5	Method of operation	manual/electric
1.6	Printing	rotary/flat/other (specify)
	
	
1.7	Accounting process employed	
1.7.1	Prepayment for settings made by the postal administration	yes/no
		maximum setting available
	
1.7.2	Prepayment for settings issued remotely	yes/no
		maximum setting available
		setting increment(s)
1.7.3	Prepayment by value card	yes/no
		amounts of value card available
	
1.7.4	Current account	yes/no
1.7.5	Other account method
1.8	Value range and method of selection	
1.8.1	Multi-value by selectors	from to
1.8.2	Multi-value selected by keyboard	from to
1.8.3	Multi-value selected by interfaced equipment	from to
1.8.4	Fixed values	number of values
		maximum value
	
1.9	Functions and capacities of registers
	
	

Table (continued)

Numerical sequence	Required information	Indication or value
2	Maximum effective output	
2.1	C6 envelopes (70 g/m ²) with one A4 sheet (70 g/m ²)	handfeed per min automatic feed per min
2.2	C5 envelopes (70 g/m ²) with one A5 sheet (70 g/m ²)	handfeed per min automatic feed per min
2.3	* 102 mm × 241 mm envelopes (75 g/m ²) with one 216 mm × 279 mm sheet (75 g/m ²)	handfeed per min automatic feed per min
2.4	* 152 mm × 229 mm envelopes (75 g/m ²) with one 140 mm × 216 mm sheet (75 g/m ²)	handfeed per min automatic feed per min
3	Specific requirements and characteristics of the machine	
3.1	Mail size processable	min. mm × mm max. mm × mm
3.2	Mail thickness	min. mm max. mm
3.3	Integral automatic letter feeder	yes/no
3.4	Integral automatic labelling facility	yes/no
3.4.1	Labels from a roll of gummed paper tape	yes/no
	wet labels	yes/no
	dry labels	yes/no
	labels cut	yes/no
	labels uncut	yes/no
3.4.2	Pre-cut labels	yes/no
	gummed labels	yes/no
	self-adhesive labels	yes/no
3.5	Inking system
3.6	Integral sealing facility	yes/no
3.7	Slogan device	yes/no

* These alternatives have been included at the request of the USA to accommodate paper and envelope sizes in common use in North America. Manufacturers completing this section of the specification sheet should delete the entries to which the output data does not apply.

Table (continued)

Numerical sequence	Required information	Indication or value															
3.8	Slogan on/off control	yes/no															
3.9	Dating device																
3.9.1	Date on/off selector	yes/no															
3.9.2	Date set automatically	yes/no															
3.9.3	Date settable by interface equipment	yes/no															
3.10	Item counter	yes/no															
3.11	Item counter resettable	yes/no															
3.12	Batch value counter	yes/no															
4	Overall machine dimensions and mass (weight) without accessories	<table border="0"> <tr> <td></td> <td style="text-align: center;">base (including meter)</td> <td style="text-align: center;">meter only</td> </tr> <tr> <td>4.1</td> <td>Length</td> <td>mm mm</td> </tr> <tr> <td>4.2</td> <td>Width</td> <td>mm mm</td> </tr> <tr> <td>4.3</td> <td>Depth</td> <td>mm mm</td> </tr> <tr> <td>4.4</td> <td>Mass (weight)</td> <td>kg kg</td> </tr> </table>		base (including meter)	meter only	4.1	Length	mm mm	4.2	Width	mm mm	4.3	Depth	mm mm	4.4	Mass (weight)	kg kg
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4.1	Length	mm mm															
4.2	Width	mm mm															
4.3	Depth	mm mm															
4.4	Mass (weight)	kg kg															
5	Electrical data																
5.1	Rated voltage(s) [add DC (direct current) if applicable] V															
5.2	Power consumption W															
5.3	Phase and frequency phase Hz															
5.4	Current rating A															
5.5	Connection to supply	plugged/permanent															
5.6	Classification according to protection against electric shock																
5.6.1	Protection class 1 (earthing conductor required)	yes/no															
5.6.2	Protection class 2 (no earthing conductor required)	yes/no															
5.7	Motor drive																
5.7.1	Continuous running	yes/no															
5.7.2	Intermittent running	yes/no															
6	Machine conforms to the following national and international standards and regulations																
6.1	Electrical safety															
6.2	Mechanical safety															
6.3	Radio/TV interference suppression															
6.4	Other															