INTERNATIONAL STANDARD

ISO/IEC 9995-8

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Information technology — Keyboard layouts for text and office systems —

Part 8:
Allocation of letters to the keys of a numeric keypad

Technologies de l'information — Disposition des claviers conçus pour la bureautique —

Partie 8: Affectation de lettres aux touches d'un pavé numérique

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Foreword

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The main task of the joint technical committee is to prepare International Standards. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

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ISO/IEC 9995-8 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

This third edition cancels and replaces the second edition (ISO/IEC 9995-8:2006), which has been technically revised.

ISO/IEC 9995 consists of the following parts, under the general title *Information technology — Keyboard layouts for text and office systems*:

— *Part 1: General principles governing keyboard layouts*

— *Part 2: Alphanumeric section*

— *Part 3: Complementary layouts of the alphanumeric zone of the alphanumeric section*

— *Part 4: Numeric section*

— *Part 5: Editing and function section*

— *Part 7: Symbols used to represent functions*

— *Part 8: Allocation of letters to the keys of a numeric keypad*

Information technology — Keyboard layouts for text and office systems —

Part 8:
Allocation of letters to the keys of a numeric keypad

1   Scope

Within the general scope described in ISO/IEC 9995-1, this part of ISO/IEC 9995 specifies the allocation of letters to the keys of the numeric zone ZN0 of a keyboard which has the ten digits zero to nine allocated in the "1-2-3" layout. The layout specified in this part of ISO/IEC 9995 is intended for applications of information technology equipment keyboards where letters instead of digits are used for the mnemonic retention of numeric information.

This part of ISO/IEC 9995 applies to keyboards that contain a numeric zone ZN0 with the keys arranged and located as specified in ISO/IEC 9995-4:2009, Clause 6.

2   Conformance

A keyboard is in conformance with this part of ISO/IEC 9995 if it meets the requirements of Clauses 5 and 6.

3   Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC 9995-1, *Information technology — Keyboard layouts for text and office systems — Part 1: General principles governing keyboard layouts*

ISO/IEC 9995-4, *Information technology — Keyboard layouts for text and office systems — Part 4: Numeric section*

4   Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 9995-1 apply.

5   Arrangement and location

In the numeric zone ZN0, the ten digits zero to nine shall be allocated to the keys in the "1-2-3" layout as specified in ISO/IEC 9995-4, 8.1.

The use of letters on the numeric zone ZN0 for the mnemonic retention of numeric information is strongly deprecated on keyboards which also contain an alphanumeric section. The inclusion of two sets of alphabetical symbols used in different ways could confuse the user of the keyboard.

6   Allocation of the letters to the keys

The 26 letters of the Latin alphabet are associated with the digits as shown in Table 1 and are allocated to the keys as shown in that table. The association of a letter with a digit is made only as a mnemonic aid to the user of the keyboard. No numerical value is given to the letter.

When a key is actuated, the signal sent to the associated system shall be the same as the signal which is sent for the digit which is allocated to the key.

Table 1 — Allocation of the letters to the keys and association of the letters to the digits

Key	Letters	Office and telematic function
A52		Digit zero
D51		Digit one
D52	ABC	Digit two
D53	DEF	Digit three
C51	GHI	Digit four
C52	JKL	Digit five
C53	MNO	Digit six
B51	PQRS	Digit seven
B52	TUV	Digit eight
B53	WXYZ	Digit nine

NOTE   Even if this standard was primarily designed for mnemonic usage only, it is recommended that if it is used for data entry, accent data on the letters be added automatically or semi-automatically using either dictionary or directory aid. Confirmation should be seeked from the user when context can not be determined without doubt.