ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

TC 95

ISO RECOMMENDATION

R 1731

DICTATION EQUIPMENT

CLASSIFICATION

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BRIEF HISTORY

The ISO Recommendation R 1731, *Dictation equipment – Classification,* was drawn up by Technical Committee ISO/TC 95, *Office machines,* the Secretariat of which is held by the Ente Nazionale Italiano di Unificazione (UNI).

Work on this question led to the adoption of Draft ISO Recommendation No. 1731, which was circulated to all the ISO Member Bodies for enquiry in October 1968. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies :

Czechoslovakia	Israel	Sweden
Denmark	Italy	Switzerland
France	Netherlands	U.A.R.
Germany	New Zealand	United Kingdom
Greece	Spain	

The following Member Body opposed the approval of the Draft :

U.S.A.

This Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided to accept it as an ISO RECOMMENDATION.

ISO Recommendation	R 1731	March 1971

DICTATION EQUIPMENT

CLASSIFICATION

1. SCOPE

This ISO Recommendation provides a system of classification of dictation equipment by which users may recognize or identify a machine according to its characteristics, expressed in the form of a code.

2. PRINCIPLES OF CLASSIFICATION

2.1 Each property or function of a machine is given a cypher or group of cyphers, so that by selecting the appropriate combination or succession of cyphers any particular machine can be indicated completely by means of a series of letters and numbers.

2.2 These cyphers are shown diagrammatically in the Figure so that they can be more easily read and selected.

2.3 The ultimate order in which the properties of dictation equipment are set out — and hence the ultimate choice of cyphers — should follow the order and style in which it is agreed to define the appropriate terms.

2.4 The proposed system of classification set out numerically in section 3 and shown diagrammatically in the Figure illustrates the principle described above. It may be modified, as necessary, as decisions are taken later concerning definitions and terminology.

2.5 As an example, using this proposed system of classification, a magnetic-tape, mains-operated machine, for office dictation only, would be described as :

A2, B1, C5, D1, E1

3. CRITERIA AND VARIETIES OF CLASSIFICATION

A   **Use**

    A.1   Portable

    A.2   Office

    A.3

B   **Purpose**

    B.1   Dictation only

    B.2   Dictation and transcribing

    B.3   Transcribing only

    B.4

C   **Power**

    C.1   Expendable battery only

    C.2   Rechargeable battery only

    C.3   Mains/expendable battery

    C.4   Mains/rechargeable battery

    C.5   Mains only

    C.6

D   **Recording principle**

    D.1   Magnetic

    D.2   Non-magnetic

    D.3

E   **Medium**

    E.1   Tape

    E.2   Wire

    E.3   Sheet

    E.4   Belt

    E.5   Disk

    E.6   Card

    E.7