
INTERNATIONAL STANDARD



1730

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

Dictation equipment — Basic operating requirements

First edition — 1973-01-15

STANDARDSISO.COM : Click to view the full PDF of ISO 1730:1973

UDC 651.2 : 681.84

Ref. No. ISO 1730-1973 (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*.

It was approved in January 1972 by the Member Bodies of the following countries :

Czechoslovakia	Italy	Switzerland
Egypt, Arab Rep. of	New Zealand	Thailand
Finland	Poland	United Kingdom
France	Romania	
Germany	Spain	

The Member Bodies of the following countries expressed disapproval of the document on technical grounds :

Sweden
U.S.A.

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.

Dictation equipment has already been classified¹⁾ based on the following criteria :

- use;
- purpose;
- power supply;
- recording principle;
- medium.

Symbols for dictation equipment will be the subject of a separate International Standard.

1 SCOPE AND FIELD OF APPLICATION

This International Standard applies to dictation machines, transcription machines and to combined dictation and transcription machines except where any such equipment is used as part of a centralized (or remotely controlled) dictation system. 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/R 1731, *Dictation equipment – Classification.*

IEC Publication 65, *Safety requirements for mains operated electronic and related equipment for domestic and similar general use.*

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

3 VOCABULARY

For the purpose of this International Standard the following definitions apply :

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, in order that a written record may be produced.

3.2 dictation machine : A machine designed to record speech and to play it back.

3.3 office dictation machine : A dictation machine intended for use in an office.

3.4 portable dictation machine;

travelling dictation machine : A dictation machine having a self-contained power supply which is designed primarily for easy movement from one office to another or for use whilst travelling.

3.5 transcription machine : A machine designed solely to reproduce speech recorded by a dictation machine in order that a written record may be produced.

3.6 combined dictation and transcription machine : A machine designed to be used either as a dictation machine or as a transcription machine.

3.7 centralized dictation system : A system which enables dictation originating from various points to be recorded on any one of a group of centrally located machines.

1) See ISO/R 1731.

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 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 where 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 the IEC Publications referred to in section 2.

5 PARTICULAR REQUIREMENTS FOR OFFICE DICTATION MACHINES

5.1 Controls

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

- power supply on;
- power supply off;
- start (the recording medium);
- stop (the recording medium);
- record;

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

- backspace;
- playback;
- recording volume level (may be an automatic control);
- playback volume level;
- fast forward wind and fast re-wind (on machines using tape or wire only).

5.2 Combination of controls

Certain controls may be combined, for example, the power supply switch and the playback 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 :

- power supply on;

- power supply off;
- start (the recording medium);
- stop (the recording medium);
- record;
- backspace;
- playback.

6.3 Combination of controls

Certain controls may be combined, for example, the power supply switch and the playback 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 :

- power supply on;
- power supply off;
- playback volume level.

7.1.2 Hand and/or foot controls

It shall be possible to control the following operations by means of hand and/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.

STANDARDSISO.COM : Click to view the full PDF of ISO 1730:1973