

**Graphic Symbols for Controls on
Document Imaging Equipment**

Standard

Approved As



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AIIM

Association for Information and Image Management

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ANSI/AIIM MS54-1993

Standard for Information and Image Management —

Graphic Symbols for Controls On Document Imaging Equipment

Association for Information and Image Management

This standard contains symbols to be used on operator panels and controls of micrographics and other document imaging equipment to designate features, e.g., on/off (power).

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Foreword (This foreword is not a part of the American National Standard for Information and Image Management — Graphic Symbols for Controls On Document Imaging Equipment — ANSI/AIIM MS54-1993.)

This standard contains a collection of symbols recommended for use on micrographics (and other types of document imaging equipment) to show equipment functions. Many of the symbols are from existing international standards. The origins of these symbols are specified in this standard. If the equipment function required a new symbol, it was generated by the AIIM Standards Committee, C8, Imaging Equipment. The definitions for the symbols are also included in this standard. Symbol numbers 6 and 23 have an "a" and "b" symbol, with "a" being the preferred.

Suggestions for improvements of this standard are welcome. They should be sent to the Chair, AIIM Standards Board, Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5699.

At the time it approved this standard, the AIIM Standards Board had the following members:

Marilyn E. Courtot, <i>Chair</i>	Association for Information and Image Management
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Herbert J. White, II	Genealogical Society of Utah

The AIIM C8 Imaging Equipment Committee had the following members at the time this standard was approved:

<u>Name of Representative</u>	<u>Organization Represented</u>
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Michael J. Badal	Badal Associates
Thomas Bagg	National Institute of Standards and Technology
Eric Erickson	Genealogical Society of Utah
Gareth Evans	Engineering Document Systems, Inc.
Steve Gilheany	International Imaging, Inc.
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Eberhard Zieran	Agfa-Gevaert AG

American National Standard for Information and Image Management —

Standard for Information and Image Management — Graphic Symbols for Controls On Document Imaging Equipment, ANSI/AIIM MS54-1993

1 Scope and purpose

1.1 Scope

This standard provides graphic symbols for micrographics and other document management equipment to be used for identifying equipment functions.

1.2 Purpose

The purpose of this standard is to make available a collection of symbols to be used to indicate the various control functions for readers, reader printers, micrographics and electronic imaging equipment.

The symbols covered in this standard are used to indicate the operational requirements and/or status for micrographics and other imaging equipment.

2 Normative references

All standards are subject to revision. When the following documents are superseded by an approved revision, that revision may apply.

2.1 Referenced American national standards

ANSI/AIIM MS4-1987, Information and Image Management — Standard for flowchart symbols and their use in micrographics.

2.2 Referenced international standards

International Electrotechnical Commission (IEC) 417: 1990, Graphical symbols for use on equipment (Supplements A - J).

International Standards Organization (ISO)/IEC 6329: 1989, Duplicators and document copying machines - Symbols.

ISO 7000: 1989, Graphical symbols for use on equipment - Index and synopsis.

ISO 9878: 1990, Micrographics - Graphical symbols for use in microfilming.

2.3 Related national standards

ANSI PH7.101-1984(R1989), Symbols for use on audio-visual equipment.

Underwriters Laboratories, Inc. (UL) Standard 1950-1990, Safety of information technology equipment including electrical business equipment.

2.4 Related international standards

ISO/IEC 574-8: 1988, Audiovisual, Video and Television Equipment and Systems - Symbols and Identification.

ISO 2972: 1979, Numerical Control of Machines - Symbols.

ISO 3461-1: 1988, General Principles for the Creation of Graphical Symbols - Graphical Symbols for use on Equipment.

ISO 3461-2: 1987, General Principles for the Creation of Graphical Symbols - Graphical Symbols for use on Technical Product Documentation.

ISO 3511-4: 1985, Industrial Process Measurement Control Functions and Instrumentation - Symbolic Representation - Basic Symbols for Process Computer, Interface, and Shared Display/Control Functions.

ISO 4062: 1977, Dictation Equipment - Symbols.

2.5 Related publications

AIIM TR2-1992, Technical Report for Information and Image Management — Glossary of Imaging Technology.

ISO Technical Report (TR) 8545-1984, Technical Drawings, Installation, Graphical Symbols for Automatic Control.

3 Collection of symbols and definitions

The following list of symbols contains:

- (a) Symbol image.
- (b) Symbol number.
- (c) Symbol name.
- (d) Symbol origin, listed by ISO or IEC standards, symbol number, and/or symbol number (more than one symbol number denotes that more than one symbol has been combined).
- (e) Definitions of each symbol in italics.