

Dictation equipment —

Part 1: Glossary of terms

[ISO title: Office machines — Vocabulary —
Section 01: Dictation equipment]

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Cooperating organizations

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- British Printing Industries Federation*
- Business Equipment Trade Association*
- Civil Service Department*
- Committee of London Clearing Bankers on behalf of the Committee of Scottish Clearing Bankers, Co-operative Bank, Central Trustee Savings Bank and Yorkshire Bank*
- Drawing Office Material Manufacturers' and Dealers' Association
- Her Majesty's Stationery Office*
- Institute of Administrative Management
- Institute of Chartered Accountants in England and Wales*
- Institute of Chartered Secretaries and Administrators*
- National Economic Development Office
- Office Machines and Equipment Federation*

The organizations marked with an asterisk in the above list, together with the following, were directly represented on the committee entrusted with the preparation of this British Standard:

- Association of County Councils
- Electricity Supply Industry in England and Wales
- Greater London Council
- Health and Safety Executive
- National Coal Board
- Post Office

This British Standard, having been prepared under the direction of the Office Machines and Equipment Standards Committee, was published under the authority of the Executive Board and comes into effect on 31 March 1980

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National foreword

BS 3738 was first published in 1964 under the title “*Dictation machines*”. This revised version of the standard reflects specifications in this field that have been developed in recent years in the International Organization for Standardization (ISO). It is being produced as a multipart publication with the generic title “*Dictation equipment*”, and the 1964 edition is being withdrawn.

Part 1 of this British Standard, which was prepared under the direction of the Office Machines and Equipment Standards Committee, is identical with the English text of ISO 5138-I “*Office machines — Vocabulary — Section 01: Dictation equipment*” which was developed by ISO Technical Committee 95, Office machines.

It should be noted that ISO 5138-I is published in English and French (hence the reference to “two languages” in clause 1. “Scope and field of application”), whereas in the British Standard only the English text is used.

Terminology and conventions. The text of the International Standard has been approved as suitable for publication, without deviation, as a British Standard. Some terminology and certain conventions are not identical with those used in British Standards.

Cross-references. There are, at present, no corresponding British Standards for the International Standards called up in the text. The technical committee has reviewed the provisions of ISO/R 639¹⁾, ISO/R 1087 and ISO/R 1149, to which reference is made in clause 2, and has decided that they are acceptable for use in conjunction with this standard.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 10, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

¹⁾ International Standards are obtainable from BSI Sales Department, 101 Pentonville Road, London N1 9ND.

Office machines give rise to numerous international commercial exchanges which often become difficult, either because of the great variety of terms used in various fields or languages to express the same concept, or because of the absence of, or the imprecision of, useful concepts.

To avoid misunderstandings due to this situation and to facilitate such exchanges, it is advisable to select terms to be used in various languages or in various countries to express the same concept and to establish definitions providing satisfactory equivalents for the various terms in different languages.

The work of the ISO Sub-Committee charged with the study of the Vocabulary was based on various international documents issued by Sub-Committees of ISO Technical Committee 95 and on national drafts or standards.

ISO 5138 consists of several sections published separately, each section dealing with a category of office machines. The numbering of these sections, beginning with 01, depends on the chronological order of their development.

A basic classification of machines has been introduced at the beginning of each section, before the vocabulary proper.

1 Scope and field of application

The Vocabulary is intended to facilitate international exchanges in the field of office machines. It presents, in two languages, terms and definitions of selected concepts relevant to this field and identifies relationships between the entries.

This section of the Vocabulary deals with dictation equipment. It concerns the main operating processes and types of machines used, their functions and technical parts.

2 Principles and rules followed

2.1 Definition of an entry

The Vocabulary is made up of a number of entries; this term is to be understood with the following meaning:

entry: A set of essential elements consisting of an index number, one or, if necessary, more synonymous terms, and

a phrase defining one concept; in addition, a set may include examples, notes, or illustrations to facilitate the understanding of the concept.

NOTE Other terms such as **vocabulary**, **concept**, **term**, **definition** are used in this clause and in the body of the Vocabulary with the meanings given in the ISO/R 1087, *Vocabulary of terminology*.

2.2 Organization of an entry

Each entry contains the essential elements as defined in 2.1 and if necessary some additional elements; thus it may contain for each language at most the following items in the following order:

- a) an index number (common for all languages);
- b) the term or the generally preferred term in the language (the absence of a generally accepted term for the concept in the language is indicated by a row of dots);
- c) the preferred term in a particular country (identified according to the rules of ISO/R 639, *Symbols for languages, countries and authorities*);
- d) the abbreviation for the term;
- e) permitted synonymous term or terms;
- f) the text of the definition (see 2.4);
- g) one or more examples with the heading "Example(s)";
- h) one or more notes specifying particular cases in the field of application of the concept, with the heading "Note(s)";
- i) a picture, a diagram or table (these may be common to several entries).

Elements a) to e) in the list above are printed in bold typeface.

Element d) in the list above, and in some entries one or more of the elements b), c) and e), are in each case followed by a qualifier. A qualifier is printed in normal typeface in parentheses after the term or abbreviation and indicates:

- a directive for the use of the term, such as "deprecated", "deprecated in this sense", or "strongly deprecated";
- a particular field of application for the term, as defined;
- the grammatical form of the term or the like, such as "noun", "adjective", "verb" or "abbreviation".

2.3 Classification of entries

A two-digit serial number is assigned to each section of the Vocabulary, each section identifying the principal categories of office machines.

Each section is divided into sub-sections to each of which is assigned a four-digit serial number, the first two digits being those of the section.

Each entry is assigned a multiple index number, the first four digits being those of the sub-section.

In any future revision or amendment of the Vocabulary, further entries will be added at the end of a sub-section without altering the numbers of the existing entries.