

Dictation equipment —

Part 3: Specification for basic operating requirements

[ISO title: Dictation equipment — Basic operating requirements]

UDC 651.2:681.847.2

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Cooperating organizations

The Office Machines and Equipment Standards Committee, under whose direction this British Standard was prepared, consists of representatives from the following:

- 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 Technical Committee entrusted with the preparation of this British Standard:

- Association of County Councils
- British Railways Board
- Electricity Supply Industry in England and Wales
- Greater London Council
- 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 October 1980

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First published as BS 3738
May 1964
First revision October 1980

The following BSI references relate to the work on this standard:
Committee reference OMS/3
Draft for comment 75/61800 DC

ISBN 0 580 11691 3

Amendments issued since publication

Amd. No.	Date of issue	Comments

Contents

	Page
Cooperating organizations	Inside front cover
National foreword	ii
0 Introduction	1
1 Scope and field of application	1
2 References	1
3 Definitions	1
4 Requirements common to all dictation equipment	1
5 Particular requirements for portable dictation machines	2
6 Particular requirements for portable dictation machines	2
7 Particular requirements for transcription machines	3
8 Particular requirements for equipment used in centralized dictation systems	3
Annex Centralized dictation systems using telephone equipment	5
Publications referred to	Inside back cover

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 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 has been withdrawn.

Part 3 of this British Standard, which was prepared under the direction of the Office Machines and Equipment Standards Committee, is identical with ISO 1730:1980 “*Dictation equipment — Basic operating requirements*” which was developed by ISO Technical Committee 95, Office machines.

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; attention is especially drawn to the following.

Wherever the words “International Standard” appear, referring to this standard, they should be read as “British Standard”.

Cross-references

International Standard	Corresponding British Standard
ISO 4062:1977	BS 3738 <i>Dictation equipment</i> Part 2:1980 <i>Specification for symbols</i> (Identical)
ISO 5138-1:1978	BS 3738 <i>Dictation equipment</i> Part 1:1980 <i>Glossary of terms</i> (Identical)

The Technical Committee has reviewed the provisions of IEC Publication 380 and has agreed that they are acceptable for use in conjunction with this standard. There is at present no corresponding British Standard for IEC Publication 380.

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 6, 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.