

Mail processing machines —

Part 5: Glossary of terms for document inserting machines

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Committees responsible for this British Standard

The preparation of this British Standard was entrusted by the Office and Information Standards Committee (OIS/-) to Technical Committee OIS/3, upon which the following bodies were represented:

- British Printing Industries Federation
- British Railways Board
- Business Equipment Trade Association
- Department of Trade and Industry (National Physical Laboratory)
- Greater London Council
- Her Majesty’s Stationery Office
- Institute of Data Processing Management
- National Coal Board
- Office Machines and Equipment Federation

The following bodies were also represented in the drafting of the standard, through subcommittees and panels:

- Association of County Councils
- British Telecommunications
- Envelope Makers’ and Manufacturing Stationers’ Association
- Post Office

This British Standard, having been prepared under the direction of the Office and Information Standards Committee, was published under the authority of the Board of BSI and comes into effect on 31 December 1985

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Contents

	Page
Committees responsible	Inside front cover
Foreword	ii
1 Scope and field of application	1
2 Principles and rules followed	1
3 Terms and definitions	2
4 English alphabetical index	6
Publications referred to	Inside back cover

Foreword

Work on a vocabulary for document inserting machines was begun within the International Organization for Standardization (ISO) some years ago but, owing to changes made in the structure of the committees involved, this work was never completed. The BSI Technical Committee concerned has nevertheless decided that a national standard on this subject is required and this Part of BS 6191 has therefore been prepared under the direction of the Office and Information Standards Committee.

The text of this standard is identical with that of draft International Standard ISO/DIS 5138-11 “*Office machines — Vocabulary — Section 11: Document inserting machines*” circulated for ballot and approved for publication within ISO in 1982. United Kingdom approval was “without comment”. If ISO/DIS 5138-11 is eventually developed for publication as an International Standard, consideration will be given to amending or revising this Part of BS 6191 to bring it directly into line with its international counterpart.

The other Parts of BS 6191 contain glossaries of terms for letter opening machines, letter folding machines, and addressing machines (Parts 1, 2 and 3 respectively), and minimum information to be included in specification sheets of postal franking machines (Part 4).

Terminology and conventions. For ease of production, the text of the draft International Standard has been used. Some terminology and certain conventions are not identical with those used in British Standards; attention is drawn especially to the following.

From clause 1 onwards, wherever the words “the Vocabulary” or “this section of the Vocabulary” appear, referring to this standard, they should be read as “this Part of BS 6191”.

ISO/DIS 5138-11 was published in English and French (hence the reference to “two languages” in clause 1 and “each language” in 2.2 and 2.10); in this Part of BS 6191 only the English text is used.

Cross-references. The Technical Committee has reviewed the provisions of ISO/R 639, ISO/R 1087 and ISO/R 1149 to which references are made in 2.2, 2.1 and 2.8 respectively, and has decided that they are acceptable for use in conjunction with this standard.

A related British Standard for ISO/R 639 is BS 3862 “*Recommendations for symbols for languages, geographical areas and authorities*”.

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 8, 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.

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.

The Vocabulary 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 document inserting machines. 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)";
- j) 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 six-digit 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.