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Information technology — Collection of graphical symbols for office equipment

Technologies de l'information — Collection de symboles graphiques pour matériel de bureau

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents) or the IEC list of patent declarations received (see http://patents.iec.ch).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

This second edition cancels and replaces the first edition (ISO/IEC 13251:2004), which has been technically revised.

The main changes compared to the previous edition are as follows:

— Addition of 69 new graphical symbols identified by the numbers 380...448; and

— Simplification of document view by avoiding repetition of the same technical contents in different visualization.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

A graphical symbol is defined as a visually perceptible figure used to transmit information independently of language. It may be produced by drawing, printing or other means. The principles for the creation of graphical symbols for use on equipment are described in IEC 80416-1.

To respond to the increasing international interest in the design and use of graphical symbols, this collection presents a certain number of graphical symbols for use on office equipment.

Reference should be made to IEC 80416-3 for rules for the application and modification of the graphical symbols and for supplementary information.

The process of creating new symbols is described in ISO/IEC Directives, Part 1 and Consolidated ISO Supplement:2018, Annex SH and IEC Supplement (Annex SL, Processes for the validation of new graphical symbols for use on equipment).

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Information technology — Collection of graphical symbols for office equipment

1 Scope

This document provides a collection of graphical symbols which are used typically on office equipment to aid in the user operation of, for example, personal computers, printers, telephones and copying machines.

These graphical symbols are also used in other application areas if appropriate.

NOTE The graphical symbols in this document are collections of relevant graphical symbols standardized in IEC 60417 and ISO 7000.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

IEC 80416-1, *Basic principles for graphical symbols for use on equipment — Part 1: Creation of graphical symbols for registration*

ISO 80416-2, *Basic principles for graphical symbols for use on equipment — Part 2: Form and use of arrows*

IEC 80416-3, *Basic principles for graphical symbols for use on equipment — Part 3: Guidelines for the application of graphical symbols*

ISO 80416-4, *Basic principles for graphical symbols for use on equipment — Part 4: Guidelines for the application of graphical symbols on screens and displays (icons)*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— IEC Electropedia: available at http://www.electropedia.org/

— ISO Online browsing platform: available at https://www.iso.org/obp

3.1
graphical symbol
visually perceptible figure with a particular meaning used to transmit information independently of language

[SOURCE: IEC 80416-1:2008, 3.4]

4 Basic principles for graphical symbols for use on equipment

For the basic principles given in creation of a new graphical symbol, IEC 80416-1 and ISO 80416-2 shall be followed.

In the application of standardized graphical symbols, IEC 80416-3 and ISO 80416-4 shall be followed.

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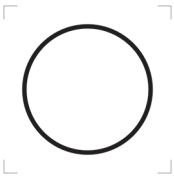
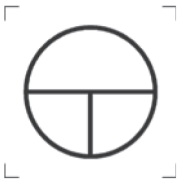
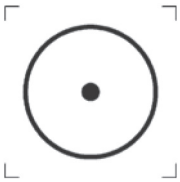
5 Source of graphical symbols

All graphical symbols in this document are taken from IEC 60417 and ISO 7000. For the latest updates, IEC 60417 (published and maintained in a database format at http://www.graphical-symbols.info/equipment) and https://www.iso.org/obp (which contains all graphical symbols in ISO 7000) shall be consulted.

6 Graphical symbols for office equipment

001 IEC 60417-5007	**"ON" (power)** To indicate connection to the mains, at least for mains switches or their positions, and all those cases where safety is involved. The meaning of this graphical symbol depends upon its orientation. See also symbol IEC 60417-5264.
002  IEC 60417-5008	**"OFF" (power)** To indicate disconnection from the mains, at least for mains switches or their positions, and all those cases where safety is involved. See also symbol IEC 60417-5265.
003 IEC 60417-5010	**"ON"/"OFF" (push-push)** To indicate connection to or disconnection from the mains, at least for mains switches or their positions, and all those cases where safety is involved. Each position, "ON" or "OFF", is a stable position.
004  IEC 60417-5011	**"ON"/"OFF" (push button)** To indicate connection to the mains, at least for mains switches or their positions, and all those cases where safety is involved. "OFF" is a stable position, whilst the "ON" position only remains during the time the button is depressed.
005  IEC 60417-5264	**"ON" for a part of equipment** To indicate the "ON" condition for a part of equipment, if the symbol IEC 60417-5007 cannot be used, for example, to identify the "ON" position of a switch. To be used in association with the symbol IEC 60417-5265.

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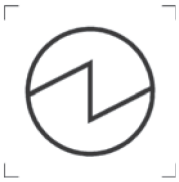
006 IEC 60417-5265	**"OFF" for a part of equipment** To indicate the "OFF" condition for a part of equipment, if the symbol IEC 60417-5008 cannot be used, for example, to identify the "OFF" position of a switch. To be used in association with the symbol IEC 60417-5264.
007 IEC 60417-5266	**Stand-by or preparatory state for a part of equipment** To indicate the stand-by or preparatory state for a part of equipment, if the symbol IEC 60417-5009 cannot be used, for example, to identify the "STAND-BY" position of a switch.
008  ISO 7000-0232	**Electric energy** To signify any source of electric energy, for example on devices starting or stopping the production or use of electric energy.
009 ISO 7000-1140	**Ready (to operate)** To indicate the machine is ready for operation.
010 IEC 60417-5009	**Stand-by** To identify the switch or switch position by means of which part of the equipment is switched on in order to bring it into the stand-by condition, and to identify the control to shift to or to indicate the state of low power consumption. Each of different states of power consumption may be indicated using a corresponding colour. See also symbol IEC 60417-5266.
011 IEC 60417-5111	**Pause; interruption** To identify the control device by means of which the run (e. g of a tape) is interrupted by means of a break mechanism and mechanical disconnection from the driving mechanism which continues to run.

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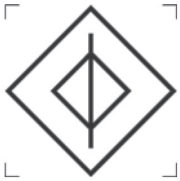
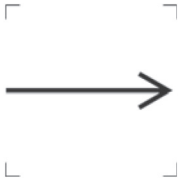
012 IEC 60417-5104	**Start (of action)** To identify the start button. See also symbols IEC 60417-5177 and IEC 60417-5659
013  IEC 60417-5177	**Fast start** To identify the control by means of which, for example, a process, a programme, a tape is started such that the operational speed is attained without significant delay. To be used particularly when symbol IEC 60417-5104 is also used on the same equipment. See also symbol IEC 60417-5659.
014 IEC 60417-5110	**Stop (of action)** To identify the control device by means of which an action is stopped. This means stopping only by partial electrical disconnection. See also symbol IEC 60417-5178.
015 IEC 60417-5178	**Fast stop** To identify the control by means of which for example a process, a programme, a tape is stopped without significant delay. To be used particularly when symbol IEC 60417-5110 is also used on the same equipment.
016 ISO 7000-0422	**Ready (finished); acknowledgement** To indicate the machine is ready to proceed.
017  IEC 60417-5022	**Movement in one direction** To indicate that a control, or an object by means of a control, can be moved in the indicated direction. Only the linear version is given, since the radius of the arrow of the curved version depends on the diameter of the control concerned. The curved version is shown in ISO 7000-0004.

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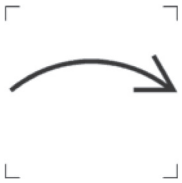
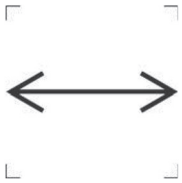
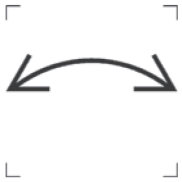
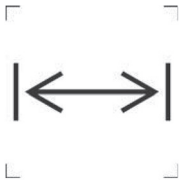
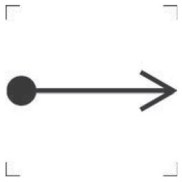
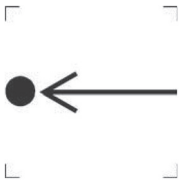
018  ISO 7000-0004	**Direction of continuous rotation** To indicate that a control, or an object by means of a control, can be moved in a clockwise rotary motion.
019  IEC 60417-5023	**Movement in both directions** To indicate that a control or an object, by means of a control, can be moved in both the indicated directions. Only the linear version is given, since the radius of the arrow of the curved version depends on the diameter of the control concerned. The curved version is shown in ISO 7000-0005.
020  ISO 7000-0005	**Rotation in two directions** To indicate that a control, or an object by means of a control, can be moved in clockwise and anticlockwise rotation.
021  IEC 60417-5024	**Movement limited in both directions** To indicate that a control, or an object by means of a control, can be moved in both the indicated directions within certain limits. Only the linear version is given, since the radius of the arrow of the curved version depends on the diameter of the control concerned.
022  IEC 60417-5025	**Effect or action away from a reference point** To indicate the direction of a certain effect or action away from a real or imaginary reference point or mark, which is realized by means of the control marked with this symbol.
023  EC 60417-5026	**Effect or action towards a reference point** To indicate the direction of a certain effect or action towards a real or imaginary reference point or mark, which is realized by means of the control marked with this symbol, for example, reset.

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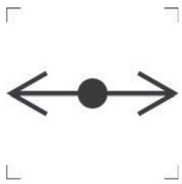
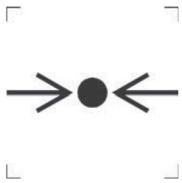
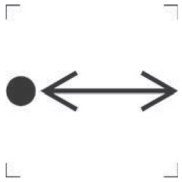
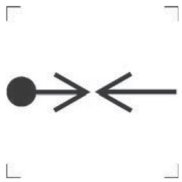
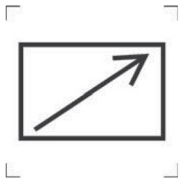
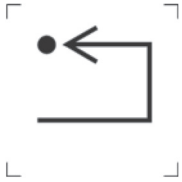
024  IEC 60417-5027	**Effect or action in both directions away from a reference point** To indicate the direction of a certain effect or action in both directions away from a real or imaginary reference point or mark, which is realized by means of the control marked with this symbol.
025  IEC 60417-5028	**Effect or action in both directions toward a reference point** To indicate the direction of a certain effect or action in both directions towards a real or imaginary reference point or mark, which is realized by means of the control marked with this symbol.
026  IEC 60417-5029	**Non-simultaneous effect or action away from and towards a reference point** To indicate the direction of a certain non-simultaneous effect or action away from and towards a real or imaginary reference point or mark, which is realized by means of the control marked by this symbol.
027  IEC 60417-5030	**Simultaneous effect or action away from and towards a reference point** To indicate the direction of a certain simultaneous effect or action away from and towards a real or imaginary reference point or mark, which is realized by means of the control marked by this symbol.
028  ISO 7000-0093	**Remote control** Dictation equipment, office equipment, cinematography, mobile elevating work platforms To indicate the remote control function, for example, the connection point for a remote control lead.
029  IEC 60417-5495	**Return to an initial state** To identify the control which returns a device to its initial state.

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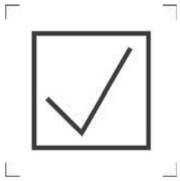
030 ISO 7000-1937	**Remote station, ready** To identify the display panel indicator which signifies that the remote station is in a ready condition.
031 ISO 7000-1938	**Remote station, stand-by** To identify the display panel indicator which signifies that the remote station is in a stand-by condition.
032  ISO 7000-1940	**Acknowledgement of remote station positive** To identify the display panel indicator which signifies that the remote station is in a positive acknowledgement condition, ready to operate.
033 ISO 7000-1941	**Acknowledgement of remote station negative** To identify the display panel indicator which signifies that the remote station is in a negative acknowledgement condition, not ready to operate.
034 ISO 7000-1939	**Remote station out of order, disturbance at remote station** To identify the display panel indicator which signifies that the remote station is in a disturbance or fault condition.
035 ISO 7000-1950	**Call operator of remote station** To identify the display panel indicator which signifies that the remote station is being called.

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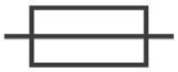
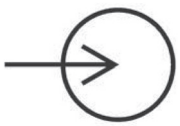
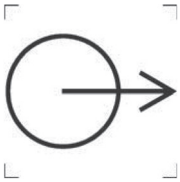
036 ISO 7000-1951	**No operator response from remote station** To identify the display panel indicator which signifies that the remote station operation is not responding.
037  IEC 60417-5016	**Fuse** To identify fuse boxes or their location.
038 IEC 60417-5002	**Positioning of cell** On and in battery holders. To identify the battery holder itself and to identify the positioning of the cell(s) inside the battery holder.
039 IEC 60417-5001	**Battery, general** On battery powered equipment. To identify a device related to the supply of equipment by means of a (primary or secondary) battery, for instance, a battery test button, the location of the connector terminals, etc. To identify a battery check function, the use of symbol IEC 60417-5546 is recommended. This symbol is not intended to be used to indicate polarity.
040  IEC 60417-5034	**Input** To identify an input terminal when it is necessary to distinguish between inputs and outputs.
041  IEC 60417-5035	**Output** To identify an output terminal when it is necessary to distinguish between inputs and outputs.

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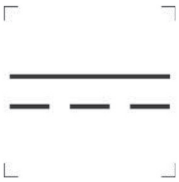
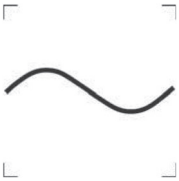
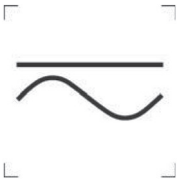
042  IEC 60417-5031	**Direct current** To indicate on the rating plate that the equipment is suitable for direct current only; to identify relevant terminals.
043  IEC 60417-5032	**Alternating current** To indicate on the rating plate that the equipment is suitable for alternating current only; to identify relevant terminals.
044  IEC 60417-5033	**Both direct and alternating current** To indicate on the rating plate that the equipment is suitable for both direct and alternating current (universal); to identify relevant terminals.
045 ISO 7000-0354	**Plug and socket; plug connection** To signify plug and socket, for example, for compressed air.
046 IEC 60417-5017	**Earth (ground)** To identify an earth (ground) terminal in cases where neither the symbol IEC 60417-5018 nor IEC 60417-5019 is explicitly required.
047 IEC 60417-5018	**Noiseless (clean) earth (ground)** To identify a noiseless (clean) earth (ground) terminal, for example, on a specially designed earthing (grounding) system to avoid causing malfunction of the equipment.

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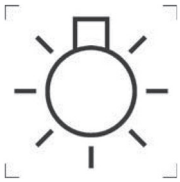
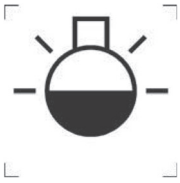
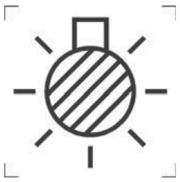
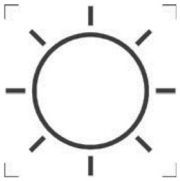
048 IEC 60417-5019	**Protective earth; protective ground** To identify any terminal which is intended for connection to an external conductor for protection against electric shock in case of a fault, or the terminal of a protective earth (ground) electrode.
049 IEC 60417-5020	**Frame or chassis** To identify the frame or chassis terminal.
050  IEC 60417-5012	**Lamp; lighting; illumination** To identify switches which control light sources, for example, room lighting, lamp of a film projector, dial illumination of a device. See also symbols IEC 60417-5320 and IEC 60417-5321.
051  IEC 60417-5320	**Indirect lighting** To identify a control for indirect lighting if a distinction from the symbol IEC 60417-5012 is necessary.
052  IEC 60417-5321	**Low-intensity lighting** To identify a control for low-intensity lighting if a distinction from the symbol IEC 60417-5012 is necessary, for example, dark-room lighting.
053  IEC 60417-5056	**Brightness; brilliance** To identify the brightness control, for example of a light dimmer, a television receiver, a monitor, an oscilloscope.

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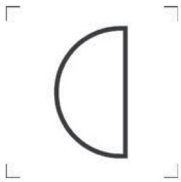
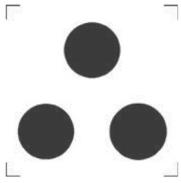
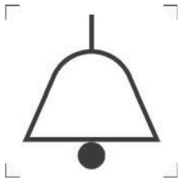
054 IEC 60417-5057	**Contrast** To identify the contrast control, for example, of a television receiver, a monitor, an oscilloscope.
055  ISO 7000-2165	**Light** To identify a pre-set adjustment of the machine contrast to produce a lighter copy, for example, on an office document copying machine.
056 ISO 7000-2166	**Dark** To identify a pre-set adjustment of the machine contrast to produce a darker copy, for example, on an office document copying machine.
057  IEC 60417-5048	**Colour (qualifying symbol)** To distinguish between the controls and terminals for colour from those for monochrome operation. If this symbol is reproduced in colour, the colours of the dots shall be red (left), blue (top) and green (right).
058 IEC 60417-5058	**Colour saturation** To identify the colour saturation control.
059  IEC 60417-5013	**Bell** To identify switches which operate bells, for example, a door bell.

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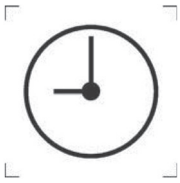
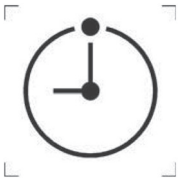
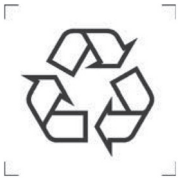
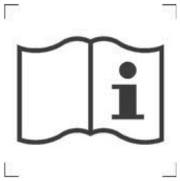
060  IEC 60417-5184	**Clock; time switch; timer** To identify terminals and controls related to clocks, time switches and timers.
061  IEC 60417-5440	**Programmable timer, general** To identify the control for a programmable timer, for instance, the operating element for a programmed function. See also derivatives from this symbol wherein the dot on the rim of the dial represents a preset point in the scale of time, for example, symbol IEC 60417-5417.
062 ISO 7000-0517	**Key switch; key fastener** For operating the interlock permitting the opening or locking of a door, for example, a push button to unlock a front door.
063  ISO 7000-1135	**General symbol for recovery/recyclable** To indicate that a material is part of a recovery/recycling process. Applicable only to those products or materials for which at the end of life there is a well-defined collection route and recycling process, and which do not significantly impair the effectiveness of other recycling schemes.
064 ISO 7000-0790	**Read operator's manual** To indicate that the operator's manual or card instructions should be read before continuing operation.
064  ISO 7000-1641	**Operating instructions** To indicate that the information describes the operating instructions for the equipment.

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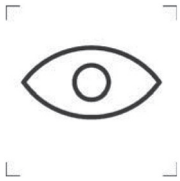
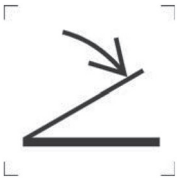
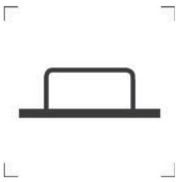
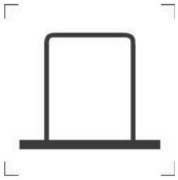
066 ISO 7000-1640	**Handbook; manual for operations** To indicate that the information describes the machines servicing procedures.
067  ISO 7000-2030	**Monitoring** To identify the display panel indicator which signifies that other display panel indicators must be monitored by the operator for proper machine or system operation.
068 ISO 7000-1942	**Test run** To identify the control which signifies that the equipment is in a test run condition or can be placed in a test run condition.
069  IEC 60417-5114	**Foot switch** To identify a foot switch or the connection for a foot switch. This symbol may be supplemented by the symbol for foot-operated (ISO 7000-1853).
070  IEC 60417-5268	**“IN” position of a bi-stable push control** To associate the “IN” position of a bi-stable push control with the corresponding function.
071  IEC 60417-5269	**“OUT” position of a bi-stable push control** To associate the “OUT” position of a bi-stable push control with the corresponding function.

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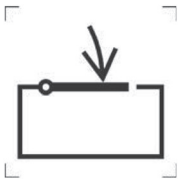
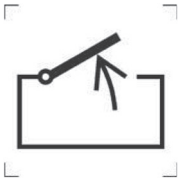
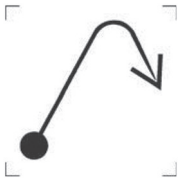
072  ISO 7000-0025	**Close (a container)** To signify the closing of a container. See also symbol ISO 7000-0024.
073  ISO 7000-0024	**Open (a container)** To signify the opening of a closed container. See also symbol ISO 7000-0025.
074 IEC 60417-5459	**Eject** To identify the control for the eject function. This symbol should be used instead of symbol IEC 60417-5113.
075  IEC 60417-5113	**Rejection** On disk and magnetic tape cassette reproduction equipment. To identify the control device by means of which the disk or tape cassette is to be rejected or ejected. For new applications, the use of this symbol is deprecated and symbol IEC 60417-5459 shall be used.
076 ISO 7000-0096	**Manual control** To signify the switch position for manual control as opposed to automatic control.
077 ISO 7000-0017	**Automatic control (closed loop)** To signify any automatic closed loop function.

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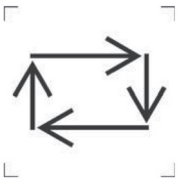
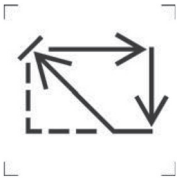
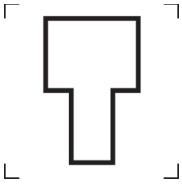
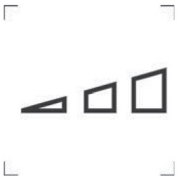
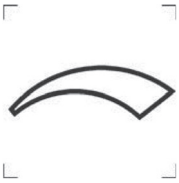
078  ISO 7000-0026	**Automatic cycle; semi-automatic cycle** To signify an automatic sequence of machine functions repeated continuously without manual intervention.
079  ISO 7000-0427	**Interruption of automatic cycle and return to start position** To signify the interruption of an automatic cycle and the return of the start position, for example, on a control of a machine tool.
080  ISO 7000-1996	**Select** To identify the control used to cause the machine to operate in response to indicators on an address master, and/or to identify the related display panel indicator.
081 IEC 60417-5004	**Variability** To identify the control device by means of which a quantity is controlled. The controlled quantity increases with the figure width. Only the linear version is given since the radius of the base of the curved version depends on the diameter of the control concerned. The curved version is shown in symbol ISO 7000-1364. See also symbols IEC 60417-5181 and IEC 60417-5183.
082  IEC 60417-5181	**Variability in steps** To identify the device by which a quantity is controlled. The controlled quantity increases in steps with the figure width. Only the linear version is given since the radius of the base of the curved version depends on the diameter of the control concerned. The curved version is shown in symbol ISO 7000-1364. See also symbol IEC 60417-5004.
083  ISO 7000-1364	**Variability, for rotating movement** To identify the control by means of which a quantity is controlled. The controlled quantity increases/decreases by rotation with the figure width. Only the rotational version is given, for the linear version see symbol IEC 60417-5004. See also symbol ISO 7000-2164.

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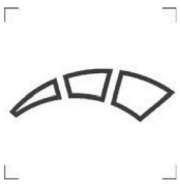
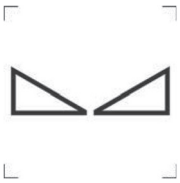
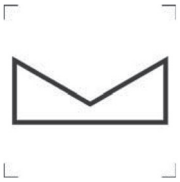
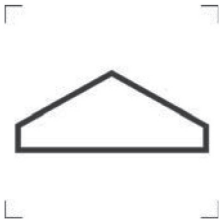
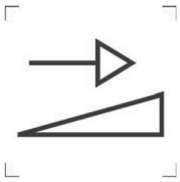
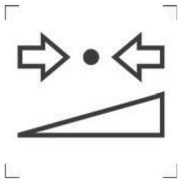
084  ISO 7000-2164	**Variability, for rotating movement, variability in steps** To identify the control by means of which a quantity is controlled. The controlled quantity increases/decreases by rotation in steps with the figure width. Only the rotational version is given, for the linear version see symbol IEC 60417-5181. Also see symbol ISO 7000-1364.
085  IEC 60417-5072	**Balance** To identify the balance control.
086  IEC 60417-5146	**Adjustment to a minimum** To identify the control by means of which a quantity is adjusted to its minimum value. For example: "zero" control or balancing of a bridge device; rejection of an unwanted signal; minimum deviation of a meter, indicator.
087  IEC 60417-5147	**Adjustment to a maximum** To identify the control by means of which a quantity is adjusted to its maximum value. For example: tuning, maximum deviation of a meter, indicator.
088  ISO 7000-1943	**Variable speed** To identify the control used to place the equipment in the variable speed mode and/or to identify the related display panel indicator.
089  ISO 7000-1979	**Pressure adjustment** To identify the control used to adjust the pressure level.

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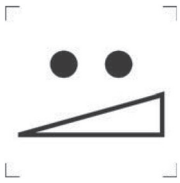
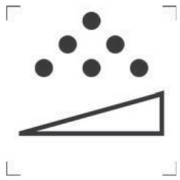
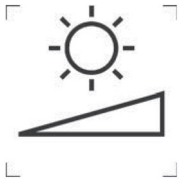
090  ISO 7000-1980	**Inking adjustment** To identify the control used to adjust the ink flow rate or quantity.
091  ISO 7000-0676	**Toner adjustment** To indicate the regulation of toner supplied to the developing system of the machine, for example, on an office document copying machine.
092  ISO 7000-1954	**Exposure adjustment** To identify the control used to place the device in the variable exposure mode and/or to identify the related display panel indicator.
093 ISO 7000-1981	**Cutting adjustment** To identify the control used to adjust the cutting device to cut material to a pre-determined length.
094 ISO 7000-0683	**Copy length selector** To indicate the means of preselecting the length of copy paper/material to be cut from the roll-on, roll-fed machines, for example, on an office document copying machine.
095 ISO 7000-0175	**Temperature control** To indicate the regulation or control of temperature, for example on servicing devices setting in motion the regulation (or automatic regulation) of temperature.

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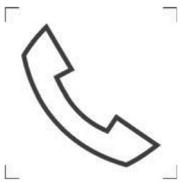
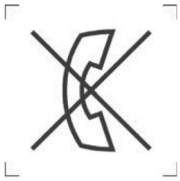
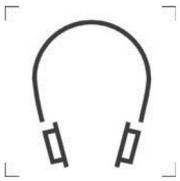
096  IEC 60417-5090	**Telephone; telephone adapter** To identify the terminals to which a telephone adapter is to be connected, and to identify telephone booths.
097  ISO 7000-1949	**Telephone disconnected** To identify the display panel indicator which signifies that the telephone is disconnected.
098 IEC 60417-5082	**Microphone** To identify the socket, terminals or switch for a microphone.
099 IEC 60417-5076	**Earphone** To identify the socket, terminals or switch for an earphone.
100  IEC 60417-5077	**Headphones** To identify the socket, terminals or switch for headphones.
101 IEC 60417-5078	**Stereophonic headphones** To identify the socket, terminals or switch for stereophonic headphones.

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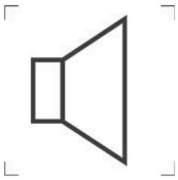
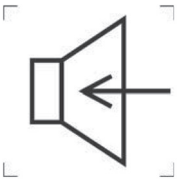
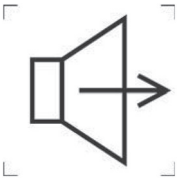
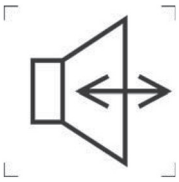
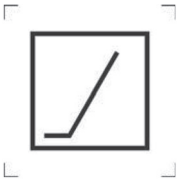
102 IEC 60417-5079	**Headset** To identify the socket, terminals or switch for a headset.
103  IEC 60417-5080	**Loudspeaker** To identify the socket, terminals or switch for a loudspeaker. The rated values, such as impedance, voltage and power, may be added to the symbol. See also symbol IEC 60417-5081, symbol IEC 60417-5126 and symbol IEC 60417-5127.
104  IEC 60417-5126	**Loudspeaker in operation as a microphone** To identify the switch or switch position by which a loudspeaker is brought into the microphone mode. This symbol should be used in combination with symbol IEC 60417-5127. See also symbols IEC 60417-5080 and IEC 60417-5081.
105  IEC 60417-5127	**Loudspeaker in operation as such** To identify the switch or switch position by which a loudspeaker is brought into the loudspeaker mode. This symbol should be used in combination with symbol IEC 60417-5126. See also symbols IEC 60417-5080 and IEC 60417-5081.
106  IEC 60417-5081	**Loudspeaker/microphone** On intercom equipment. To identify the talk/listen button. See also symbol IEC 60417-5080, symbol IEC 60417-5126 and symbol IEC 60417-5127.
107  IEC 60417-5047	**Muting (USA: Squelch)** On radio and television receivers. To identify the switch position in which the muting (squelch) circuit is switched on.

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108 IEC 60417-5210	**Speak** To indicate a "speak" facility.
109 IEC 60417-5211	**Listen** To indicate a "listen" facility.
110 IEC 60417-5182	**Sound; audio** To identify controls or terminals related to audio signals.
111 IEC 60417-5085	**Music** On amplifiers To identify the "music" position of the speech-music switch.
112 IEC 60417-5037	**Treble control** On electro-acoustic equipment and radio receivers. To identify the control for the higher audio frequencies.
113 IEC 60417-5038	**Bass control** On electro-acoustic equipment and radio receivers. To identify the control for the lower audio frequencies.

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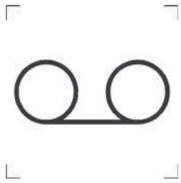
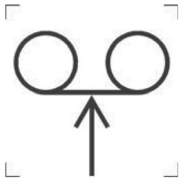
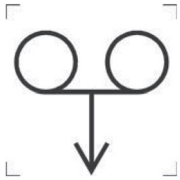
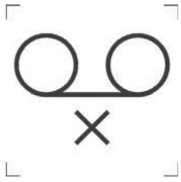
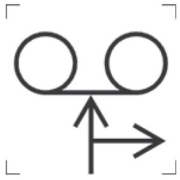
114 IEC 60417-5039	**Aerial (USA: Antenna)** On radio receiving and transmitting equipment. To identify the aerial (antenna) terminals. This symbol should be used unless it is essential to specify the type of aerial (antenna).
115  IEC 60417-5093	**Tape recorder** To identify the terminals, switches and controls by means of which a tape recorder is to be connected and operated. This symbol may represent any kind of magnetic or paper tape recorder. In the case of equipment accepting more than one kind of recorder, additional symbols should be used to distinguish between the various kinds. In such a case this symbol has the meaning of "Magnetic tape sound recorder".
116  IEC 60417-5095	**Recording on tape** To identify the switch or switch position by which the tape recorder is switched to its recording position. See also symbol IEC 60417-5163.
117  IEC 60417-5096	**Play-back or reading from tape** To identify the switch or switch position by which the tape recorder is switched to its play-back position. See also symbol IEC 60417-5164.
118  IEC 60417-5097	**Erasing from tape** To identify the switch or switch position used to erase the signal from the tape. See also symbol IEC 60417-5165.
119  IEC 60417-5098	**Monitoring at the input during recording on tape** To identify the control by means of which monitoring at the input during recording is provided. See also symbol IEC 60417-5166.

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