INTERNATIONAL STANDARD ISO 3791

Office machines and data processing equipment — Keyboard layouts for numeric applications

Machines de bureau et machines employées en traitement de l'information — Disposition des claviers conçus pour des applications numériques

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FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up has the right to be represented on that Committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the Technical Committees are circulated to the Member Bodies for approval before their acceptance as International Standards by the ISO Council .

International Standard ISO 3791 was drawn up by Technical Committee ISO/TC 95, *Office machines,* and was circulated to the Member Bodies in May 1975.

It has been approved by the Member Bodies of the following countries :

Australia	Italy	Turkey
Czechoslovakia	Japan	United Kingdom
France	Romania	U.S.A.
Germany	Sweden	U.S.S.R.
Iran	Switzerland	Yugoslavia

No Member Body expressed disapproval of the document.

Office machines and data processing equipment — Keyboard layouts for numeric applications

1 SCOPE

This International Standard specifies the basic layout of numerals and symbols on keyboards intended to be used in applications where the data are generally numeric.

2 FIELD OF APPLICATION

2.1 This International Standard is intended for use in establishing complete keyboard layouts for particular machines. It is applicable to both office machines and data processing equipment, and to both numeric and alphanumeric keyboards. It does not apply to alphanumeric keyboards with an in-board numeric cluster.

2.2 The layouts described in this International Standard are concerned only with the nominal relative positions of keys; they are not intended to define physical factors, such s key spacing, keyboard slope, size and shape of keytops, nor the way in which the keytops are inscribed. The definition of such physical factors may be the subject of other International Standards.[1]

3 REFERENCE

ISO 1092, *Adding machines and calculating machines — Numeric section of ten-key keyboards.*

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[1] For application to adding and calculating machines, see ISO 1092.