
International Standard



4232/2

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Office machines — Minimum information to be included in specifications sheets — Part 2 : Document copying machines

*Machines de bureau — Informations minimales à inclure dans les fiches techniques —
Partie 2 : Machines à reproduire*

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Descriptors : office machines, reproduction machines, reprography, technical data sheets.

FOREWORD

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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 4232/2 was developed by Technical Committee ISO/TC 95, *Office machines*, and was circulated to the member bodies in December 1978.

It has been approved by the member bodies of the following countries :

Australia	Japan	Switzerland
Chile	Korea, Rep. of	United Kingdom
Czechoslovakia	Mexico	USSR
France	Romania	Yugoslavia
Iran	Spain	
Italy	Sweden	

The member bodies of the following countries expressed disapproval of the document on technical grounds :

Germany, F.R.
USA

Office machines — Minimum information to be included in specifications sheets —

Part 2 : Document copying machines

0 INTRODUCTION

Document copying machines of many different types and capacities are now available and their specifications vary so widely that it is often difficult for potential users to assess which machine(s) might best meet their requirements.

1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies the minimum information that shall be included in the specification sheets of document copying machines so that users may compare directly the characteristics of different machines.

It does not apply to microcopying equipment.

2 REFERENCE

ISO 3066, *Duplicating machines — Registration*.

3 ARRANGEMENT OF THE INFORMATION

In order to comply with this International Standard, specification sheets shall contain, in the order shown, all items listed in clause 4 below which are relevant to the machine being described. Additional points may be included under items 1 to 8, if appropriate.

This information shall be given before any other data, and it is important that the numbers and headings for the main sections (for example 2 Performance data) should be shown, although numbers identifying sub-sections such as 2.1 and 2.2 may be omitted.

Where grammage (g/m^2) data is given, it is assumed that the paper has been conditioned in the standard atmosphere defined in ISO 3066, i.e. at a temperature and relative humidity of $20 \pm 2^\circ\text{C}$ and $65 \pm 5\%$ respectively. The minimum information given in 3.2.1 and 3.2.4 is for an original without the need for a supporting sheet.

A note shall be included near the heading of the specification sheet to indicate that it has been drawn up in accordance with this International Standard.

4 INFORMATION TO BE INCLUDED IN SPECIFICATION SHEETS

The following items comprise the minimum information that shall be included in the specification sheets of document copying machines :

TABLE — Minimum information to be included in specification sheets

Numerical sequence	Required information	Indication or value
1	GENERAL DATA	
1.1	Machine name and model
1.2	Type (state if fixed console, mobile console, table-top, etc.)
1.3	Process employed (state if wet or dry)
2	PERFORMANCE DATA	
2.1	Initial warm-up time min s
2.2	First copy out after warm-up time s
2.3	Average number of A4 copies per minute, from one original, excluding the first copy
3	REQUIREMENTS AND CHARACTERISTICS OF THE MACHINE	
3.1	Original passes into or through the machine (additional information may be given)	yes/no
3.2	Characteristics of original	
3.2.1	Size : minimum (if applicable) mm X mm
	maximum mm X mm
3.2.2	Book form acceptable	yes/no
3.2.3	Type of original from which copies may be made :	
	transparent	yes/no
	translucent	yes/no
	opaque	yes/no
3.2.4	If 3.1 applies :	
	thickness of original	minimum mm
		maximum mm
	grammage of original	minimum g/m ²
		maximum g/m ²
3.3	Characteristics of copy paper (data being based on paper of 80 g/m ² where possible)	
3.3.1	Cut sheet :	
	size	minimum mm X mm
		maximum mm X mm
	grammage	minimum g/m ²
		maximum g/m ²

TABLE (continued)

Numerical sequence	Required information	Indication or value
3.3.2	Roll : width length cut to fixed length cut to manually-preselected length cut automatically to length of original	minimum maximum mm mm m of g/m ² mm minimum maximum mm mm yes/no
3.3.3	Type of copy paper	
3.3.3.1	Specially treated	yes/no
3.3.3.2	Describe any essential characteristics of the copy paper
3.3.3.3	Transparency	yes/no
3.3.3.4	Masters (state if offset lithography, stencil duplicating, spirit duplicating, etc.)
3.4	Reproduction scale	
3.4.1	Maximum image size at ratio 1 : 1 to original mm x mm
3.4.2	Deviation from 1 : 1 ratio to original % (average)
3.4.3	Possible reductions	1 : 1 :
3.4.4	Possible enlargements : 1 : 1
3.5	Copying on both sides of copy paper	yes/no
3.5.1	If 3.5 applies, copying is carried out : in same run by automatic re-cycling	yes/no yes/no
3.6	Preselection of number of copies required	
3.6.1	Maximum number preselectablecopies
3.6.2	Preselector returns to zero after each run	yes/no
3.7	Types of copy counter fitted : total with resetting facility	yes/no yes/no
3.8	Nominal tray capacities (data being based on paper of 80 g/m ² where possible) feed tray receiving tray original tray sheets at g/m ² sheets at g/m ² sheets at g/m ²
3.9	Operator warning signals (list) :	
3.9.1	For consumable supplies (for example copy paper low, toner low, etc.)
3.9.2	For malfunctions (for example paper transport obstructed)
3.10	Consumable supplies (list)

TABLE (concluded)

Numerical sequence	Required information	Indication or value
4	MACHINE DIMENSIONS AND MASS (WEIGHT) without consumable supplies and optional equipment :	
4.1	Length mm
4.2	Width mm
4.3	Height mm
4.4	Mass (weight) kg
5	INSTALLATION REQUIREMENTS (including those for air circulation, minimum floor space required for normal operation, and floor loading) Give details with dimensions or other quantitative data as applicable
6	ELECTRICAL DATA	
6.1	Rated voltage(s) (add DC (direct current), if applicable) V
6.2	Rated frequency Hz
6.3	Rated input : maximum normal operating standby W W W
6.4	Fuse rating at connection point : single phase two phase three phase	1 x V/ A 2 x V/ A 3 x V/ A
6.5	Connection to supply (state if plugged or permanent)
6.6	Classification according to protection against electric shock [Protection Class 1 (earth conductor required), or Protection Class 2 (no earth conductor required)]
7	MACHINE CONFORMS TO THE FOLLOWING INTERNATIONAL STANDARDS AND REGULATIONS :	
7.1	Electrical safety
7.2	Mechanical safety
7.3	Other
8	NOISE EMISSION (state method of measurement or standard used)
8.1	During standby dB
8.2	During normal operation dB
9	ANCILLIARY EQUIPMENT (list items suitable for use with the machines, including input/output devices)