INTERNATIONAL STANDARD

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Information technology — Office machines — Minimum information to be included in specification sheets — Facsimile equipment

Technologies de l'information — Machines de bureau — Information minimale à inclure dans les feuilles de spécifications — Équipement de télécopie

Reference number
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Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.ch
Web www.iso.ch

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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights.

International Standard ISO/IEC 15404 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 28, *Office equipment*.

Annex A of this International Standard is for information only.

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Information technology — Office machines — Minimum information to be included in specification sheets — Facsimile equipment

1 Scope

This International Standard is intended to facilitate the users in selecting facsimile equipment which meets their requirements.

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

This International Standard applies to facsimile equipment that could be operated in an office environment. Facsimile equipment requiring specially equipped rooms or specially instructed operators are not considered in this International Standard. Facsimile equipment is assigned to group 3 and 4 depending on technical capabilities and is classified according to paper handling, scanning, recording and resolution.

2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 554:1976, *Standard atmospheres for conditioning and/or testing — Specifications.*

ISO 7779:1999, *Acoustics — Measurement of airborne noise emitted by information technology and telecommunications equipment.*

ISO 9295:1988, *Acoustics — Measurement of high-frequency noise emitted by computer and business equipment.*

ISO 9296:1988, *Acoustics — Declared noise emission values of computer and business equipment.*

IEC 60950:1999, *Safety of information technology equipment.*

CISPR Pub.22, *Limits and methods of measurement of radio interference characteristics of information technology equipment.*

3 Conformance

In order to comply with this International Standard, specification sheets shall contain, in the order shown, all items listed in clause 4 which are relevant to the machine being described.

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4 Environmental conditions

Unless otherwise specified, all tests and measurements shall be conducted at the following conditions:

— temperature: 18 °C to 25 °C

— relative humidity: 30 % to 70 %

— voltage: rated input voltage

— frequency: rated frequency

— paper size: A4

— paper weight: 60 g/m^2 to 90 g/m^2

Whenever a capacity is given in sheets, the reference paper weight shall be specified.

When A4 paper size is specified, the size most commonly used in the country can be used, both for the test page and the copies. This shall be indicated in the specification sheet.

When weight of paper (g/m^2) is given, it is assumed that the paper has been conditioned in the standard atmosphere defined in ISO 554 (temperature 20 °C ± 2 °C; relative humidity 65 % ± 5 %).

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5 Information to be included in the specification sheets

Table 1 defines, for each parameter, the number, the name of the parameter and a short description of the entry.

Table 1

Parameter		Description of the entry remarks and examples
1 General data		
1.1	Machine name, model and/or model number	Product name, model number
1.2	Type	States if the machine is portable, desk-top, floor-standing (console), modular, multifunction
1.3	Approval number	Number from governmental or other authorities
1.3.1	Registration number	
1.3.2	Certificate	
1.3.3	Declaration of conformity	
1.4	Equipment groups	ITU-T Group 3 and/or 4
1.5	Equipment type	Only transmitter or receiver or specialities
1.6	Operating modes	
1.6.1	Basic operating modes	
	Equipment for manual transmission	Facsimile equipment on which a transmission can only be started with operator assistance
	Equipment for automatic transmission	Facsimile equipment which allows one or more documents to be transmitted in succession without operator assistance (automatic dialling, last number redial, multi-address call, deferred transmission, polling)
	Equipment for manual reception	Facsimile equipment on which a reception can only be started with operator assistance
	Equipment for automatic reception	Facsimile equipment which allows one or more received copies to be received without operator assistance
1.6.2	Equipment for additional operating mode	
	Equipment for staggered transmission	Facsimile equipment for transmitting messages at a specified time
	Equipment for multi-address calling	Facsimile equipment for transmitting the same document to several recipients in parallel or in succession
	Equipment for operation in memory mode	Facsimile equipment for transmitting from or receiving to a memory
	Facsimile equipment with polling	Facsimile equipment with polling (triggering mode): receiver triggers transmission. Facsimile equipment with polling (executive mode): transmission is made available for polling
	Equipment with error correction mode	Facsimile equipment with a transmission procedure which detects any faulty areas between compatible transmitters and receivers and retransmits document

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Table 1 *(continued)*

Parameter	Description of the entry remarks and examples
1.7 Transmission	With telephone-network or other
1.8 Line connection	Direct or other
1.8.1 Length of connection cord	Definition in m
1.8.2 Connector type	
1.9 Input sensitivity	Definition in dB, dBm, dBV etc.
2 Transmitter, Scanner	
2.1 Type	Flat bed or other
2.2 Resolution	In pels/mm (metric resolution) Definition in pels per 25,4 mm (inch-based resolution)
2.2.1 Highest resolution	In pels/mm (metric resolution) Definition in pels per 25,4 mm (inch-based resolution)
2.2.2 Resolution during transmission	In pels/mm (metric resolution) Definition in pels per 25,4 mm (inch-based resolution)
2.3 Document to be transmitted Paper	Min. and max. size Min./Max. in g/m^2
Equipment with automatic paper feed for received copy from paper roll	Facsimile equipment on which the paper for the received copy is fed in automatically from a paper roll
2.4 Scanning characteristics	
2.4.1 - 2.4.3	Halftone, multicolour, full colour
2.5 Recognition of colours	2.5.1 tending to black
	2.5.2 tending to white
2.6 Reduction	Description of possibilities
3 Receiver, Printer	
3.1 Paper feeding mode	
3.2 Printing technology	
3.3 Resolution	
3.3.1 Highest resolution	In pels/mm (metric resolution) In pels per 25,4 mm (inch-based resolution)
3.3.2 Receiving resolution	In pels/mm (metric resolution) In pels per 25,4 mm (inch-based resolution)
3.4 Paper specification	In this standard, "paper" means any kind of printing matter suitable for documents to be transmitted and for received copies. Paper format
3.4.1 Receiving paper	In g/m^2
3.4.2 Paper supply	
3.4.3 Roll width	
3.4.4 Writability	Definition of kind
3.4.5 Storage characteristics	Description of environment

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Table 1 *(continued)*

Parameter	Description of the entry remarks and examples
3.5 Kind of paper	Description of environment
3.6 Further consumable supplies	
4 Transmitting time	
4.1 Transmitting time for group 3	Equipment transmitted with time of connection
4.1.1 Minimum scan line time	For receiving
4.1.2 Minimum scan line time	For transmitting
4.2 Transmitting time for group 4	
5 Equipment size, weight, installation and operating conditions	
5.1 Dimensions	Dimensions of the machine
5.2 Installation condition	Space requirements
5.3 Environmental conditions	Minimum and maximum ambient temperature and related range of relative humidity
6 Power source	
6.1 Rated voltage	Expressed in volts
6.2 Power consumption	Average power consumption per hour in kilowatts
6.3 Frequency range	Expressed in Hertz
6.4 Power consumption	Net dependent or Net independent
6.5 Power supply	Length of the main power cord
6.6 Line isolation	Normal, other
6.7 Safety class	Line to earth of the supply class or class II
6.8 Safety regulation	Applicable standards
6.8.1 Standards	National and international standards
6.8.2 Safety data signs	
6.9 Manufacturers	
7 Electromagnetic capability (EMC)	
7.1 Requirements	
7.2 Safety data sign	
8 Emission	
8.1 Acoustical noise	Measure according to ISO 7779 and ISO 9295. Declare according to ISO 9296. Specify for basic and maximum configuration
8.2 Heat emission	The heat emission per hour shall be indicated in kW, for all conditions specified under 6.2 $\text{heat emission per hour} = \frac{\text{Power consumption [kW]}}{3\,600}$
8.3 Other emission	Description
8.4 Consumable supplies	Consumables and packaging

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Table 1 *(continued)*

Parameter	Description of the entry remarks and examples
8.5 Optional equipment	Peripheral equipment that changes the functionality of the machine (e.g. a sorter, a document handler, a 35 mm slide projector, a fanfold paper feeder)
8.6 Accessory equipment	Peripheral equipment that does not change the functionality of the machine (e.g. paper cabinet)
8.7 Other	An entry category for the supplier to highlight features or functionality that does not fit in any of the previous listed parameters Remote diagnostic capability, user interfaces, connectivity from a communication perspective

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Annex A
(informative)

Example of a layout for a specification sheet

1 General data

1.1 Machine name/model and/or model number _____

1.2 Type

portable ☐ desk-top ☐ floor-standing (console) ☐ modular ☐ multifunction ☐

1.3 Approval number of governmental or other authorities approvals

1.3.1 Registration number _____

1.3.2 Certificates ☐
(e.g. environmental certification marks, compatibilty certificates)

_____

_____

_____

1.3.3 Declaration of conformity

1.4 Equipment groups
(to UIT/TS - Recommendation T series)

Group 3 - T.4 ☐

Group 4 - T.563 ☐

1.5 Equipment type

Transmitter only ☐
Receiver only ☐
Transmitter and Receiver ☐
Simultaneous Transmitter and Receiver ☐

Specialities _____

1.6 Operating modes

1.6.1 Basic operating modes

transmitting manual ☐
automatic dialling ☐
receiving manual ☐
automatic ☐

1.6.2 Additional operating modes

delayed transmitting ☐
error correction mode ☐
multi-addressing ☐
store and forward mode ☐

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polling

	triggering	executing
- normal	☐	☐
- with password	☐	☐
- selective	☐	☐
- relay mode	☐	☐
transmitting with subaddress		☐
transmitting with password		☐
file transfer		☐

1.7 Transmission

telephone network ☐
other _____

1.8 Line connection

direct coupling
- a/b (analog) ☐
- S_0 (ISDN) ☐
- GSM ☐
- other _____

1.8.1 Length of connection cord ..... m

1.8.2 Connector type

1.9 Input sensitivity of the receiver _____ dBm

2 Transmitter/Scanner

2.1 Type

Information start from the top edge ..... mm
Scanning line width ..... mm

Automatic document feeder ☐ number of sheets by _____ g/m^2
book (bound) ☐

2.2 Resolution

2.2.1 Highest resolution of scanner ..... × ..... pels/mm or pels/25,4 mm
horizontal × vertical

2.2.2 Resolution during transmission

R8 × 3,85 (R8 = 8 pels/mm)	☐
R8 × 7,7	☐
R8 × 15,4	☐
R16 ×15,4	☐

other ..... × ..... pels/mm

200 × 200 pels per 25,4 mm	☐
240 × 240 pels per 25,4 mm	☐
300 × 300 pels per 25,4 mm	☐
400 × 400 pels per 25,4 mm	☐

other ..... × ..... pels per 25,4 mm

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2.3 Document to be transmitted

min. size ..... or ..... mm × ..... mm
max. size ..... or ..... mm × ..... mm

Paper weight min./max. ..... / ..... g/m^2

Information start from the top edge ..... mm
Scanning line width ..... mm

Automatic document feeder ☐
book (bound) ☐

2.4 Scanning characteristics

2.4.1 Halftone scanning
Number of scales _____

2.4.2 Multicolour scanning
Number of colours _____

2.4.3 Full colour scanning ☐

2.5 Recognition of colours, tending to black

_____

2.6 Recognition of colours, tending to white

_____

2.7 Possibility of reduction _____

3 Receiver/Printer

3.1 Paper feeding mode
manual ☐
automatic
- single sheet ☐
- stack ☐
- roll ☐
- other _____

3.2 Recording technology

_____

3.3 Resolution

3.3.1 Highest resolution of printing equipment ..... × ..... pels/mm or pels/25,4 mm
horizontal × vertical

3.3.2 Receiving resolution
R8 × 3,85 (R8 = 8 pels/mm) ☐
R8 × 7,7 ☐
R8 × 15,4 ☐
R16 × 15,4 ☐

other ..... × ..... pels/mm

200 × 200 pels/25,4 mm ☐
240 × 240 pels/25,4 mm ☐
300 × 300 pels/25,4 mm ☐
400 × 400 pels/25,4 mm ☐

other ..... × ..... pels/25,4 mm

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3.4 Receiving paper

Cut sheet paper ☐
Format ISO A4 ☐
Format ISO B4 ☐
Format ISO A3 ☐
other _____

3.4.1 Paper supply
(Cassette 1) ..... sheets by g/m2
(Cassette 2) ..... sheets by g/m2

3.4.2 Roll Width
ISO A4 ☐
ISO B4 ☐
ISO A3 ☐
other _____

Length of rolls _____ m
automatic cutting equipment ☐ max. ..... m

3.4.3 Writable with
liquid ink ☐
pencil ☐
ball-point ☐
other _____

3.4.4 Storage characteristics of thermal paper

Legibility of received copies by use of manufacturers recommended receiving paper under following conditions

Shelf life ..... (in years under following conditions)
Temperature ..... minimum _____ °C
maximum _____ °C

Relative humidity ..... minimum _____ %
maximum _____ %

Light protected storage recommended ☐

3.5 Unused receiving paper

Kind of paper (e.g. thermal paper) _____
Storage characteristics of the receiving paper

Shelf life ..... (in years under following conditions)

Temperature ..... minimum _____ °C
maximum _____ °C

Relative humidity ..... minimum _____ %
maximum _____ %

Light protected storage recommended ☐

Recommended storage: In normal environment according to ISO 554.

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3.6 Further consumable supplies

toner ☐
ink fluid ☐
image drum ☐

other _____

4 Transmitting time

4.1 Transmitting time of group 3 for one-sheet of ITU-T test-document No. 1 (Slerexe-Letter) at the resolution of 3,85 lines/mm between identical equipment.

(a) without handshaking _____ s
(b) with handshaking (time of connection, switch off of the receiving equipment until the switch off of the transmitting equipment) _____ s

4.1.1 Minimum scan line time in the receiving equipment _____ ms

4.1.2 Minimum scan line time in the transmitting equipment _____ ms

4.2 Transmitting time of group 4 for one-sheet of ITU-T test-document No. 1 (Slerexe-Letter) by a resolution of 200 × 200 pels/inch between identical equipment using the ISDN.

(a) without handshaking _____ s
(b) with handshaking (time of connection) _____ s

5 Equipment size, weight, installation and operating conditions

_____

5.1 Width _____ cm
Height _____ cm
Depth _____ cm
Weight _____ kg

5.2 Installation conditions
Minimum required space width ..... cm × depth ..... cm
Additional information (e.g. ventilation, equipment)

_____

_____

5.3 Environmental conditions

- temperature: _____
- relative humidity: _____
- voltage: _____
- frequency: _____
- paper size: _____
- paper weight: _____

6 Power source

6.1 Rated voltage _____ V

6.2 Power consumption
in transmission mode _____ W

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in transmit-receive mode _____ W
in copy mode _____ W
in standby mode _____ W

6.3 Frequency range ..... Hz

6.4 Power consumption
Net dependent ☐
Net independent ☐

_____

_____

6.5 Power supply
on equipment
stick in ☐
get stuck ☐
Plug type _____
Receptacle type on fax machine _____
Length of the power cord _____ m

6.6 Line isolation in the indoor installation
Normal ☐
Other ☐ _____ A
Characteristic of the trigger of the line breaker _____
Operating class of the nonrenewable fuse _____

6.7 Safety class
The equipment meets the safety class I
(line-to-earth voltage required) ☐

The equipment meets the safety class II
(line-to-earth voltage required) ☐

6.8 Safety regulations

6.8.1 The equipment meets the safety regulations of the following national and international standards:

_____

_____

6.8.2 The equipment has the following safety data marks:

_____

_____

6.9 Manufacturers

7 Electromagnetic compatibility (EMC)

7.1 The equipment meets the requirements yes ☐
no ☐

7.2 The equipment has following safety data signs:

_____

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8 Emission

8.1 Noise emission measured according to ISO 7779 and declared (manufacturer's explanation) in accordance with ISO 9296.

Noise-emission	Sound-power level	Workplace - Noise emission	
		Sound pressure level	Impulse Noise ΔLi
Operating	L_{WAd} = ... B	L_{pAm} = ... dBa	ΔL_i ..... dB
Stand by/Power save	L_{WAd} = ... B (A)	L_{pAm} = ... dBa	

8.2 Heat emission = _____ kJ

8.3 Other emissions

_____

8.4 Consumables

_____

8.5 Optional equipment

_____

8.6 Accessory equipment

_____

8.7 Other

_____

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