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**Information technology — Office  
equipment accessibility guidelines  
for elderly persons and persons  
with disabilities**

*Technologies de l'information — Lignes directrices pour l'accessibilité à  
l'équipement de bureau par les personnes âgées et par les personnes  
avec un handicap*

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# Contents

Page

Foreword.....	iv
Introduction .....	v
1 Scope .....	1
2 Normative references .....	1
3 Terms and definitions.....	1
4 Principles.....	2
4.1 Basic policies .....	2
4.2 Basic requirements.....	3
4.3 Recommended requirements .....	6
5 Requirements for operation.....	6
5.1 Scope of accessible functions and specifications.....	6
5.2 Alternative accessibility function requirements.....	7
5.3 Requirements for operation to be considered.....	7
5.4 Requirements for operation display .....	8
5.5 Requirements for mechanical operable controls .....	10
5.6 Requirements for terms .....	11
5.7 Alternate methods .....	11
5.8 Requirements for information security.....	11
5.9 Requirements for maintenance such as care and parts replacement by users .....	12
6 Basic requirements for planning, development, and designing.....	12
6.1 General.....	12
6.2 Disclosure of information related to accessibility .....	12
6.3 Requirements for evaluation .....	12
6.4 Requirements for user feedback.....	12
6.5 Requirements for user support.....	13
Annex A (normative) Basic functions and operation .....	14
Annex B (informative) Advanced functions and operation.....	18
Bibliography .....	23

## 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. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of the joint technical committee is to prepare International Standards. 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 document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights.

ISO/IEC 10779 was prepared by the Japanese Industrial Standards Committee (as JIS X 8341-5:2006) and was adopted, under a special “fast-track procedure”, by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, in parallel with its approval by the national bodies of ISO and IEC.

## Introduction

With the progress of the information society, people will increasingly use information communication equipment, software, and services such as the Internet that are made possible by information communication technology.

This International Standard has been developed as guidelines to assist in the design and evaluation of office equipment for operation by persons with the widest range of capabilities, including persons with disabilities and persons with temporary disabilities.

This International Standard specifies features to provide guidance for designers of office equipment, based on ISO/IEC Guide 71:2001, *Guidelines for standards developers to address the needs of older persons and persons with disabilities* and ISO 9241-20, *Ergonomics of human-system interaction — Part 20: Accessibility guidelines for information/communication technology (ICT) equipment and services*.

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# Information technology — Office equipment accessibility guidelines for elderly persons and persons with disabilities

## 1 Scope

This International Standard specifies accessibility guidelines to be considered when planning, developing and designing electrophotographic copying machines, page printers and multi-function devices. These guidelines are intended to improve accessibility required when primarily older persons, persons with disabilities and persons with temporary disabilities (hereafter referred to as older persons and persons with disabilities) use office equipment.

## 2 Normative references

The following referenced documents are indispensable for the application 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.

ISO/IEC Guide 71:2001, *Guidelines for standards developers to address the needs of older persons and persons with disabilities*

## 3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC Guide 71 and the following apply.

### 3.1

#### **multi-function device**

device providing two or more functions, such as electrophotographic copying, facsimile, printing and scanning functions

### 3.2

#### **accessibility**

usability of office equipment by persons with the widest range of capabilities, including persons with disabilities and persons with temporary disabilities

**NOTE** The concept of accessibility addresses the full range of user capabilities and is not limited to users who are formally recognized as having disability.

### 3.3

#### **ergonomics**

#### **human factors**

biological characteristics that can validly be applied to the specification, design, evaluation, operation and maintenance of products and systems, to enhance safety, and ensure effective and satisfying use by individuals, groups and organizations