
**Information technology — Keyboard
layouts for text and office systems —**

**Part 8:
Allocation of letters to the keys of a
numeric keypad**

*Technologies de l'information — Disposition des claviers conçus pour la
bureautique —*

Partie 8: Affectation de lettres aux touches d'un clavier numérique

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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. 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 9995-8 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

This second edition cancels and replaces the first edition (ISO/IEC 9995-8:1994), which has been technically revised.

ISO/IEC 9995 consists of the following parts, under the general title *Information technology — Keyboard layouts for text and office systems*:

- *Part 1: General principles governing keyboard layouts*
- *Part 2: Alphanumeric section*
- *Part 3: Complementary layouts of the alphanumeric zone of the alphanumeric section*
- *Part 4: Numeric section*
- *Part 5: Editing section*
- *Part 6: Function section*
- *Part 7: Symbols used to represent functions*
- *Part 8: Allocation of letters to the keys of a numeric keypad*

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Information technology — Keyboard layouts for text and office systems —

Part 8:

Allocation of letters to the keys of a numeric keypad

1 Scope

Within the general scope described in ISO/IEC 9995-1, this part of ISO/IEC 9995 specifies the allocation of letters to the keys of the numeric zone ZN0 of a keyboard which has the ten digits zero to nine allocated in the “1-2-3” layout. The layout specified in this part of ISO/IEC 9995 is intended for applications of information technology equipment keyboards where letters instead of digits are used for the mnemonic retention of numeric information.

The use of letters on the numeric zone ZN0 for the mnemonic retention of numeric information is strongly deprecated on keyboards which also contain an alphanumeric section. The inclusion of two sets of alphabetical symbols used in different ways could confuse the user of the keyboard.

2 Conformance

A keyboard is in conformance with this part of ISO/IEC 9995 if it meets the requirements of Clauses 5 and 6.

3 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 9995-1:2006, *Information technology — Keyboard layouts for text and office systems — Part 1: General principles governing keyboard layouts*

ISO/IEC 9995-4:2002, *Information technology — Keyboard layouts for text and office systems — Part 4: Numeric section*

4 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 9995-1 apply.

5 Arrangement and location

For this part of ISO/IEC 9995 to apply, a keyboard shall contain a numeric zone ZN0 with the keys arranged and located as specified in Clause 6 of ISO/IEC 9995-4:2002. The ten digits zero to nine shall be allocated to the keys in the “1-2-3” layout as specified in ISO/IEC 9995-4:2002, 8.1.