**Installation and User Instructions**

**Product Name**

**Product Model/Type**

[INSERT PRODUCT IMAGE]

Month 20YY  
Version X.XX

**DISCLAIMER**

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[Company] [Address]   
[Phone] [Fax] [Website]

**TRADEMARKS**

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# Document Revisions

|  |  |  |
| --- | --- | --- |
| Date | Version Number | Document Changes |
| 14-07-20YY | 1.0 | Initial draft |
|  |  |  |
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|  |  |  |

# Approvals

This document requires following approvals:

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| Name | Title |
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# PREFACE

## Description of the User

[Provide a description of the user for which the user manual is intended. Describe the user type, for example if the intended user needs to be a skilled person and if there are more than one users (e.g. installer and operator or end-user)

Also provide information regarding restrictions on the users who are permitted to use the product together with any skills, training, certification or expertise required]

## Conventions Used in This Manual

The following style conventions are used in this document:

**Bold**Names of product elements, commands, options, programs, processes, services, and utilities Names of interface elements (such windows, dialog boxes, buttons, fields, and menus)  
Interface elements the user selects, clicks, presses, or types

*Italic*Publication titles referenced in text  
Emphasis (for example a new term)  
Variables

Courier  
System output, such as an error message or script  
URLs, complete paths, filenames, prompts, and syntax

User input variables  
< > Angle brackets surround user-supplied values  
[ ] Square brackets surround optional items  
| Vertical bar indicates alternate selections - the bar means “or”

## Explanation of Safety Warnings

**DANGER!**Danger indicates a hazard with a high level of risk which, if notavoided, will result in death or serious injury

**WARNING!**Warning indicates ahazard with a medium level of risk which, if notavoided, could result in death or serious injury.

**CAUTION!**Caution indicates a hazard with a low level of risk which, if not avoided, could result in minor or moderate injury.

## Retaining Instructions

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## Obtaining Documentation and Information

### Internet

The latest version of the documentation is available at the following address: http://www.yourwebsite.com

### Ordering Documentation

Documentation, user instructions and technical information can be ordered by calling [Company] at [telephone number].

### Documentation Feedback

If you are reading [Company] product documentation on the internet, any comments can be submitted on the support website. Comments can also be sent to [email address].

We appreciate your comments.

# Description of the product

## Purpose of the Product

*[Introduce the product and its purpose, mentioning key features and accessoiries]*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus. Vivamus hendrerit molestie urna, eu viverra velit porttitor sit amet. Donec nec ligula vitae elit venenatis tincidunt. Curabitur in est placerat, lobortis ante sit amet, tincidunt tortor. Duis ligula dui, tincidunt ut aliquam quis, gravida in libero. Nunc vel lacinia turpis. Etiam metus neque, ultricies eget odio eu, mollis ultricies lectus. Vestibulum consectetur turpis eget diam dignissim posuere.

## Process Overview

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## Technical Data

|  |  |
| --- | --- |
| Parameter | Unit |
|  |  |
|  |  |
|  |  |
|  |  |

## Product Compliance

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus:

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

## Product elements

*[Product image with callouts at main elements]*

1. Element A
2. Element B
3. Element C
4. …

## Understanding the user interface

*[Provide an explanation of the user interface]*

## Operating Panels

*[Provide an explanation of all operating panels]*

# Safety Instructions

**WARNING!** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem.

## How to Use the Product Safely

### Safety information for vulnerable people

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

### Technical life span

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

### Safety information related to the intended use and reasonably foreseeable misuse;

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

### Personal protective Equipment

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

### Product limitations and restrictions

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

### Installation safety information

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

### Safety information regarding the use

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae
* Lorem ipsum dolor sit amet

### Maintenance safety information

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

### Safe Disposal

* Lorem ipsum dolor sit amet
* Donec nec ligula vitae

## Graphical Symbols

### Explanation of safety information on the packaging and product

|  |  |
| --- | --- |
| Symbol | Meaning |
|  |  |
|  |  |
|  |  |
|  |  |

### Explanation of graphical symbols in the user manual

|  |  |
| --- | --- |
| Symbol | Meaning |
|  |  |
|  |  |
|  |  |
|  |  |

## Potential Health Consequences

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus. Vivamus hendrerit molestie urna, eu viverra velit porttitor sit amet. Donec nec ligula vitae elit venenatis tincidunt. Curabitur in est placerat, lobortis ante sit amet, tincidunt tortor. Duis ligula dui, tincidunt ut aliquam quis, gravida in libero. Nunc vel lacinia turpis. Etiam metus neque, ultricies eget odio eu, mollis ultricies lectus. Vestibulum consectetur turpis eget diam dignissim posuere.

# [PROCESS/WORKFLOW 1]

## [Sub-process/Workflow Step 1]

[Provide conceptual information when it is necessary for an adequate understanding and execution of tasks]

### [Procedures for step 1]

**To install SUBELEMENT 1A:**

1. Do this.
2. Complete an action.
3. Push the **button**.
4. Select a value.

ILLUSTRATION or SCREEN CAPTURE

1. Close the **ELEMENT B**.
2. Do that.

**NOTICE:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

### [Procedures for Step 2]:

1. Do something complex that needs substeps:
   1. Do the first substep.
   2. When something happens, do the next substep.
   3. Push the **button**.
2. Do this by using one of the following options:

* Option 1
  + Do this.
  + Do that.
* Option 2
  + Do this.
  + Do that.

1. Push the **button**.

ILLUSTRATION

1. Close **this**.
2. Push the **button** to complete the procedure.

## [Sub-process/Workflow step 2]

[Provide conceptual information when it is necessary for an adequate understanding and execution of tasks]

### [Procedures for step 2]

**To install SUBELEMENT 1B:**

1. Do this.
2. Complete an action.
3. Push the **button**.

# [PREPARATION]

## How to Transport and Store the Product

### Dimensions, mass and centre of gravity

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

ILLUSTRATION

### Lifting, handing and transporting the product

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**To lift the product safely:**

1. Do this.
2. Complete an action.
3. Push the **button**.

**To handle the product safely:**

1. Do this.
2. Complete an action.
3. Push the **button**.

**To transport the product safely:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### Storing the product

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**To store the product safely:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### Securing the product against shocks

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**To secure the product against shocks:**

1. Do this.
2. Complete an action.
3. Push the **button**.

## How to Install the Product

### Removal of the transport and packaging restraints

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### Unpacking the product

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus. **Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### Packaging contents

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus. **Lorem ipsum:**

* Part 1
* Part 2
* Part 3

### Minimum space needed

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

ILLUSTRATION

### Layout plan

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

ILLUSTRATION

### Interconnection diagram

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

ILLUSTRATION

### Conditions for assembling

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus. **Lorem ipsum:**

1. Condition 1
2. Condition 2
3. Condition 3

### Installation of the base

**To install the base:**

1. Do this.
2. Complete an action.
3. Do that.

### [Installation of protective features]

**To install the frame:**

1. Do this.
2. Complete an action.
3. Do that.

## [How to Commission the Product]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus. **Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

# [OPERATION/USE]

## [How to Use the Product]

### [Operational environment]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

### [Manual operating techniques]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### [Local/Remote operation]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### Manual/Automatic operation

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### Vibration information for portable hand-held and hand-guided machinery

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### Starting/Stopping the product’s operation

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

### Checks before using the product

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

**Lorem ipsum:**

1. Do this.
2. Complete an action.
3. Push the **button**.

## [How to Use the Product Remotely/Automatically]

### [Remote use]

**To use the product remotely:**

1. Do this.
2. Complete an action.
3. Do that.

### [Automatic use]

**To use the product automatically:**

1. Do this.
2. Complete an action.
3. Do that.

## [What to Do in Emergency and Exceptional Situations]

### [Emergency Situation]

**In case of an emergency situation:**

1. Do this.
2. Complete an action.
3. Do that.

### [Exceptional Situations]

**In case of an Exceptional situation:**

1. Do this.
2. Complete an action.
3. Do that.

# [MAINTENANCE]

**NOTICE:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

## [How to Maintain the Product]

### [Product maintenance by non-skilled persons]

#### Replacing the battery

**To replace the battery:**

1. Do this.
2. Complete an action.
3. Do that.

#### Replacing the light

**To replace the light:**

1. Do this.
2. Complete an action.
3. Do that.

### [Product maintenance by skilled persons]

#### Lubricating the bearings

**To lubricate the bearings:**

1. Do this.
2. Complete an action.
3. Do that.

### [Planned maintenance of industrial plants]

Maintenance tasks shall be done according to the following plan:

|  |  |
| --- | --- |
| Task | Frequency |
| Replacing the **battery** | Every 6 months |
| Replacing the **light** | Every 12 months |
| Lubricating the **bearings** | Every week |

# [TROUBLESHOOTING AND REPAIR]

## [How to Identify and Solve Problems]

### [Troubleshooting and repair by non-skilled persons]

**WARNING:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

|  |  |  |
| --- | --- | --- |
| Error | Cause | Solution |
| Product does not start | **Part A** is broken | Replace **part A**. See *9.2.4.1 Replacement of Part A* |
| … | … | … |

### [Troubleshooting and repair by skilled persons]

**WARNING:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

|  |  |  |
| --- | --- | --- |
| Error | Cause | Solution |
|  |  |  |
|  |  |  |

## [How to Repair the Product]

### Repair by non-skilled persons

**WARNING:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

#### [Specials tools]

The following tools are needed for reparation tasks:

|  |  |
| --- | --- |
| Task | Tools |
| Task 1 | Tool 1 Tool 2 Tool 3 |
| Task 2 | Tool 1 Tool 2 |

#### [Equipment]

The following equipment is needed for reparation tasks:

|  |  |
| --- | --- |
| Task | Tools |
| Task 1 | Equipment 1 Equipment 2 Equipment 3 |
| Task 2 | Equipment 1 Equipment 2 |

#### [Materials]

The following materials are needed for reparation tasks:

|  |  |
| --- | --- |
| Task | Tools |
| Task 1 | Material 1 Material 2 Material 3 |
| Task 2 | Material 1 Material 2 |

#### [Replacement of part A]

**To replace part A:**

1. Do this.
2. Complete an action.
3. Do that.

#### [Replacement of part B]

**To replace part B:**

1. Do this.
2. Complete an action.
3. Do that.

### Repair by skilled persons

**WARNING:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porta est, et lobortis sem. Duis imperdiet in nisl sed luctus.

#### [Replacement of part C]

The following tools are needed for reparation tasks:

|  |  |
| --- | --- |
| Task | Tools |
| Task 1 | Tool 1 Tool 2 Tool 3 |
| Task 2 | Tool 1 Tool 2 |

#### [Equipment]

The following equipment is needed for reparation tasks:

|  |  |
| --- | --- |
| Task | Tools |
| Task 1 | Equipment 1 Equipment 2 Equipment 3 |
| Task 2 | Equipment 1 Equipment 2 |

#### [Materials]

The following materials are needed for reparation tasks:

|  |  |
| --- | --- |
| Task | Tools |
| Task 1 | Material 1 Material 2 Material 3 |
| Task 2 | Material 1 Material 2 |

#### [Replacement of part C]

**To replace part C:**

1. Do this.
2. Complete an action.
3. Do that.

#### [Replacement of part D]

**To replace part D:**

1. Do this.
2. Complete an action.
3. Do that.

# DISPOSAL

## [How to Disassemble the Product]

**To disassemble the product:**

1. Do this.
2. Complete an action.
3. Do that.

## How to Recycle Parts

**To recycle part A:**

1. Do this.
2. Complete an action.
3. Do that.

## How to Dispose the Product

**To dispose the product:**

1. Do this.
2. Complete an action.
3. Do that.

### Disposal of electronic components

**To dispose electronic componentst:**

1. Do this.
2. Complete an action.
3. Do that.

### Disposal of packaging waste

**To dispose packaging waste:**

1. Do this.
2. Complete an action.
3. Do that.

### Disposal of batteries

**To dispose batteries**

1. Do this.
2. Complete an action.
3. Do that.

# Appendices

## Supplied Accessories, Consumables and Spare Parts

### Supplied accessories

|  |  |  |
| --- | --- | --- |
| Image | Name | Article Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Consumables

|  |  |  |
| --- | --- | --- |
| Image | Name | Article Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Spare/replacement parts

|  |  |  |
| --- | --- | --- |
| Image | Name | Article Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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*Bravo 134*

*Bohemian 23-24*

# GLOSSARY

[Explain the meaning of all terms used in this document]

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| Term | Meaning |
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# RELATED DOCUMENTATION

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