

User Manual Template

All 16 sections of the user manual template, with a worked example filled in for the ISOVOX2 portable vocal studio.

HOW TO USE THIS DOCUMENT

Each section below carries two lines: **What goes in it**, which stays the same for every product, and **Example**, which shows the section filled in for one real product. Replace the example values with your own. This template ships in two formats: the copy-paste text on the article page, and this PDF.

The 16 Sections at a Glance

Order the sections by task sequence: setup, then use, then troubleshoot, then FAQ.

#	SECTION	WHAT GOES IN IT
1	Title Page	Product name, version, audience and the manual's own revision date
2	Table of Contents	A linked list of every section
3	Introduction and Intended Use	What the product is for, who it is for, and what it is not for
4	Safety and Compliance Notes	Warnings, hazard statements and the standards that apply
5	Before You Start	System requirements, prerequisites, accounts and accessories the reader needs in hand
6	Getting Started and Installation	First-run setup through to a working product

#	SECTION	WHAT GOES IN IT
7	Product or Interface Overview	A labelled tour of the parts or screens before any procedure references them
8	Core Tasks, Step by Step	The numbered procedures that carry most of the manual's value
9	Troubleshooting	Symptom, likely cause, fix
10	Maintenance, Repair and Disposal	Upkeep, servicing, and end of life
11	Technical Specifications	The numbers a reader looks up rather than reads
12	FAQs	The recurring questions that do not fit a procedure
13	Glossary	Terms and acronyms defined once
14	Warranty and Returns	Coverage, exclusions, and how to claim
15	Support and Contact Details	Where to go when the manual runs out
16	Revision History	Version, date, and what changed

ABOUT THE EXAMPLE

The filled-in values come from the ISOVOX2, a portable vocal studio, as documented by instrktiv. Where that source publishes no value for a section, the section says so rather than inventing one.

The Template, Section by Section

1 — TITLE PAGE

What goes in it: Product name, version, audience and the manual's own revision date.

Example: Product: ISOVOX2, a portable vocal studio. Version 1.0, revised March 2026.
Audience: professional musicians and podcasters, 25–45, tech-savvy.

2 — TABLE OF CONTENTS

What goes in it: A linked list of every section.

Example: Chapter 1 Installation · Chapter 2 Operation · Chapter 3 Maintenance · Chapter 4 Disposal.

3 — INTRODUCTION AND INTENDED USE

What goes in it: What the product is for, who it is for, and what it is not for.

Example: Intended use: "Professional vocal recording in home/studio environments".
Reasonably foreseeable misuse: use in outdoor high-noise environments.

4 — SAFETY AND COMPLIANCE NOTES

What goes in it: Warnings, hazard statements and the standards that apply. Mandatory on physical products, usually empty on software.

Example: Safety warnings: three to four electrical and acoustic hazard statements.
Compliance: EU LVD, EMC, RoHS, WEEE, REACH, and IEC/IEEE 82079-1.

5 — BEFORE YOU START

What goes in it: System requirements, prerequisites, accounts and accessories the reader needs in hand.

Example: Not supplied by the published ISOVOX material — fill this in for your own product.

6 — GETTING STARTED AND INSTALLATION

What goes in it: First-run setup through to a working product.

Example: Chapter 1, Installation: unpack, assemble the booth, connect the microphone, confirm the acoustic seal.

7 — PRODUCT OR INTERFACE OVERVIEW

What goes in it: A labelled tour of the parts or screens before any procedure references them.

Example: Not supplied by the published ISOVOX material — fill this in for your own product.

8 — CORE TASKS, STEP BY STEP

What goes in it: The numbered procedures that carry most of the manual's value.

Example: Chapter 2, Operation: record a vocal take, monitor through headphones, adjust the input level.

9 — TROUBLESHOOTING

What goes in it: Symptom, likely cause, fix.

Example: Not supplied by the published ISOVOX material — fill this in for your own product.

10 — MAINTENANCE, REPAIR AND DISPOSAL

What goes in it: Upkeep, servicing, and end of life.

Example: Chapters 3 and 4, Maintenance and Disposal: clean the acoustic foam, replace a worn seal, return the unit under WEEE at end of life.

11 — TECHNICAL SPECIFICATIONS

What goes in it: The numbers a reader looks up rather than reads.

Example: Blank in this example, because the ISOVOX case publishes no figures.

12 — FAQs

What goes in it: The recurring questions that do not fit a procedure.

Example: Not supplied by the published ISOVOX material — fill this in for your own product.

13 — GLOSSARY

What goes in it: Terms and acronyms defined once.

Example: Not supplied by the published ISOVOX material — fill this in for your own product.

14 — WARRANTY AND RETURNS

What goes in it: Coverage, exclusions, and how to claim.

Example: Standard manufacturer terms, which the maker states on the product page rather than in this example.

15 — SUPPORT AND CONTACT DETAILS

What goes in it: Where to go when the manual runs out.

Example: The manufacturer publishes the manual as a printed manual, a quick-start guide, an online PDF and HTML help.

16 — REVISION HISTORY

What goes in it: Version, date, and what changed.

Example: v1.0, March 2026, first release covering all four chapters.

Completeness Check

Tick each section once it holds real content, or once you have decided it does not apply to your product.

- ☐ Title Page — product name, version, audience, revision date
- ☐ Table of Contents — every section listed and linked
- ☐ Introduction and Intended Use — including what the product is not for
- ☐ Safety and Compliance Notes — warnings and the standards that apply
- ☐ Before You Start — requirements, prerequisites, accessories
- ☐ Getting Started and Installation — first run through to a working product
- ☐ Product or Interface Overview — parts or screens labelled
- ☐ Core Tasks, Step by Step — one task per heading
- ☐ Troubleshooting — symptom, likely cause, fix
- ☐ Maintenance, Repair and Disposal — upkeep through end of life
- ☐ Technical Specifications — the numbers readers look up
- ☐ FAQs — questions that do not fit a procedure
- ☐ Glossary — every unfamiliar term defined once
- ☐ Warranty and Returns — coverage, exclusions, how to claim
- ☐ Support and Contact Details — channels and response expectations
- ☐ Revision History — version, date, what changed

TWO SECTIONS DECIDE THE SHAPE

Safety and Compliance carries real content on a physical product and thins out to data handling notes on software. Maintenance, Repair and Disposal follows the same split.

Decide which of the two your product is before you fill anything else in.