

[Product Name] Assembly & User Guide

Model: [Model Number/Version]

Difficulty Level: [Easy/Intermediate/Advanced]

Estimated Time: [e.g., 45 Minutes]

1. Introduction

Briefly welcome the customer and explain what the product does once assembled.

Example: "Thank you for purchasing the [Product Name]! This kit is designed to help you [Primary Function]. Follow these steps carefully for the best experience."

2. What's in the Box?

Create a checklist so the customer can verify they have everything before starting.

| Item | Quantity | Description/Note |
|----------|----------|------------------|
| [Part A] | 1 | Main chassis |
| [Part B] | 4 | M4 Screws |
| [Part C] | 1 | Power Adapter |

Tools Required (Not Included):

- [e.g., Phillips Head Screwdriver]
- [e.g., AAA Batteries]

3. Safety Warnings

Highlight any risks (choking hazards, electrical safety, heat).

- WARNING:** [Insert specific safety warning here].
- CAUTION:** [Insert handling advice here].

4. Assembly Instructions

Break this into clear, numbered steps. Use bold text for actions.

Step 1: [Action Name]

1. Place **[Part A]** on a flat surface.
2. Align **[Part B]** with the slots on the side.
3. [Insert Image Placeholder: *Close-up of alignment*]

Step 2: [Action Name]

1. Connect the **[Cable Name]** to the **[Port Name]**.
2. Listen for a "click" to ensure a secure connection.

5. Operating Instructions

How do they actually use it now that it's built?

- **Powering On:** [Describe the button or switch location].
- **Basic Functions:** Explain the primary 2–3 things the user will do most often.
- **Indicator Lights:** If there are LEDs, explain what the colors mean (e.g., Green = Ready).

6. Maintenance & Care

- **Cleaning:** [e.g., Wipe with a dry cloth].
- **Storage:** [e.g., Store in a cool, dry place].

7. Troubleshooting

Help them solve common issues before they contact you.

| Issue | Potential Cause | Solution |
|----------------------|---------------------|--------------------------|
| Device won't turn on | Battery is low | Charge for 2 hours |
| Loose connection | Screw not tightened | Re-tighten Step 2 screws |

8. Customer Support

- **Website:** [Your Website]
- **Email:** [Support Email]
- **Video Guide:** [Link to YouTube/QR Code]

Tips for a Great Google Doc Manual:

- **Use Headers:** Use the "Heading 1" and "Heading 2" styles in Google Docs. This automatically generates a "Table of Contents" on the left-hand sidebar for your customers.
- **Insert Checkboxes:** For the "What's in the box" section, you can use the Checklist feature in Google Docs so customers can click them off digitally.
- **Add QR Codes:** Use a free generator to create a QR code that links to a video tutorial, and paste that image directly into the "Customer Support" section.

Would you like me to help you draft the specific assembly steps or a "Safety Warnings" section for your specific product?