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A Linguistic Study of Selected Manual Instructions

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Business English is very useful tool for the learners to learn English because it facilitates the process of learning languages and communication. In manual instructions, English business plays fundamental role in disseminating the (business) information quickly and effectively. This study aims at presenting the linguistics aspects in English business that used in manual instructions. The linguistically analysis in terms of semantics, morphology and pragmatics. Many different point of views of linguists have been considered to analysis the semantic and morphological aspects, while Searl's (١٩٧٩) model regarded speech act theory is used to analyze pragmatic aspects. This paper finds out that the many features of English business are different from those in general English. It is specialized, standardized, short and formal because it is used in business purposes. The important points in English business consider in instructions, the language that used in writing the instructions and background and knowledge of the reader or customer.

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دراسة لغوية لأرشادات استخدام مختارة

فؤاد حسين القيسي / قسم اللغة الانكليزية ، كلية التربية للعلوم الانسانية ، جامعة تكريت ،

الخلاصة

الانكليزية التجارية تعتبر أداة مفيدة جدا للطلبة لتعلم اللغة الانكليزية لأنها تسهل عملية تعلم اللغات وتسهل عملية التواصل. في دليل تعليمات أو ارشادات المستخدم، الكتابة التجارية تقوم بدور أساسي في عرض ونشر المعلومات (التجارية) بسرعة وفعالية أكبر. هذه الدراسة تهدف الى تحقق لغوي دقيق للغة التجارية المستخدمة في كتابة دليل تعليمات المستخدم وبيان الخصائص اللغوية لكتابات تعليمات المستخدم والخاصة بالأجهزة الكهربائية. مع بيان وجهات نظر لمختلف علماء الصرف والدلالة تم اخذها بالاعتبار للتحليل من الناحية الصرفية والدلالية ، بينما تم اتباع طريقة سيرل ١٩٧٩ فيما يخص نظرية افعال الكلام. الدراسة وجدت ان هناك اختلافات في بعض صفات الانكليزية التجارية عن الانكليزية الاعتيادية كونها تخصصية، وموحدة ، ومختصرة ورسمية لأنها تستخدم في مجالات تجارية. النقطتان الرئيسيتان في الانكليزية التجارية حسب ما وجدتها الدراسة تهتم باللغة المستخدمة في كتابة

١. Introduction

Any mechanical or electrical product has its instruction manual by which the company or manufacturer teaches the user how to use the product. Some of these manuals can be a leaflets, others can be pages of book, However, all these types are named instructions, user's manual. The language of business texts especially that are used in manual instruction of products is regarded sometimes difficult language due to some words may look different and they also carry divers meaning. Many companies have rules in writing these instructions users and the style of writing is different from other scientific fields, they should follow almost a fixed style of writing.

The problem here is that most of users face difficulties in understanding the language structure or style to follow the steps correctly, so it reflects a kind of complexity to the unfamiliar people with this field. There is a gap in literature dealing with this type of studies, besides this area needs linguistically to be studied (its linguistics aspects and made the manuals easy to be understood).

The current study tires to analysis electric manual instructions linguistically in terms of semantics, morphology and pragmatics. Semantics and morphological aspects will be presented from different linguists points of view, no specific model is chosen in this area because they are general and familiar aspects. On the other hand, searl's (١٩٧٩) model is adopted for analyzing pragmatic aspect which is speech act theory since this model is modern and clear.

Based on the previous reasons and problems mentioned above, this paper aims to achieve the following goals:

- ١- Showing the aspects of linguistics in selected manual instructions.
- ٢- investigating semantic aspects of language that are used in the manual instructions.
- ٣- highlighting the pragmatic aspects in selected manual users.

٢. Literature review

٢,١ English Business

With the great development of science and technology in different countries especially in Asian countries, the need of well-qualified business talent as well as skillful language and language culture appeared.

Experts and many scholars have define the English business such as Bargiela & Nickerson (1999) who mention that the English business not only includes some knowledge of language, but also has the skills of communication besides the cultural background. Some people consider the English business as that used in business situations or business environment only, in fact it is used under the business purpose with the business related lexical, syntactic and grammatical features of English genre. English business is a part considered a large field of English for specific purpose (ESP).

Dudley & Johns(1998) define the English business as centered on the language appropriate to these activities in terms of grammar, lexis, study skill with discourse and genre. The English business needs a wide range of grammar and basic skills that used to communicate accurately. English business is associated with the skills of general English to enable people to do their jobs well. Frendo (2000) on the other hand, says the English business is " an umbrella term for a mixture of general everyday English, English business and ESP. It is not limited to words or phrases that only appears in some special business world".

2.2 Functions of English business

Many scholars refer to communication as the main function of English business. English business adopted as real-world communication tool between the speaker and the person who use the English as a foreign language. According to DÄÄÄÄu (2000) broadly speaking, there are two main communication areas: first one is the internal communication among businesses and the second type is external communication with the general public.

Moreover, Halliday & Hasan(1980) associate three functional of English business with three parameters in his definition of genre (field, tenor and mode). These functions are associated, the field is shown in the experiential meaning of the text, while the tenor is found according to his opinion in the interpersonal function and the last one mode is shown in the textual meaning. When Pickett (1986 cited in DÄÄÄÄu (2000) referring to the concept of register (genre), he divided it into two areas: in the first area, he refers to register as defined by subject matter. On the other hand, in the second area he defines the register by the situation. For example the speaker finds himself in special situation. Pickett (1986) says " the individual can switch his linguistic code to confirm his role, just as a bilingual can shift languages".

2.3 key linguistics characteristics of English business

English business through the previous studies show that it has common characteristics in different branches of linguistics, these characteristics are lexical, syntactic besides the grammatical features with other languages. Pierini (2004) indicates that the researches on the subjects of English business appears to have been limited until two decades ago, it is considered the most striking characteristics in this field. Swales (1993) considers the English business

register (genre) as " a class of communicative events, the number of which share the same communicative purpose". Bargiela & Harris (1997) assert the English business is characterized by two contents; the specific professional content and the more general content and that is related to the effective English business. Moreover, Moreno (2000) summarizes the genre communicative characteristics: "the main characteristics of genre should be related to the common communicative purpose, form, structure and target audience which led to any written or oral examples to be identified as prototypical of certain genre".

According to Cabré (2003 cited in Nagy 2004) the business or special languages must include the following important characteristics:

A-The distinctive elements of business or special languages are not isolated phenomena, but rather interrelated sets of characteristics.

B-The purpose of communication in business or special language is more important than other, the complementary functions.

C- The special nature consists of differences in subject field, user knowledge, and area of usage.

3. Data collection

Instruction manual of electric product is printed and folded sheets of papers. These papers written for giving directions and information about using of device. Therefore, the data of this study are taken from these kinds of papers which come with the product within the packet. The researcher randomly chooses five samples of different devices' manual instructions. Manuals of household appliance devices such as TV, oven, vacuum, fan and coffee maker are selected in the current study. More than two items have been chosen to be analyzed linguistically such as (operational information, safety information, installation, cleaning & maintenance).

4. Results, Analysis and Discussion

4.1 Semantics Aspects

4.1.1 Lexical Relations

In sample 1, 'Operational Excellence' there is a sense of relation of metonymy 'Installation, cloning and set up'. Since the words cloning and set up are part of process of installation. At the same time a sense of meronymy also found in 'Optional Gateway Network Appliance' since this is a part of remote access process. In the same sample 'Advanced exchange warranty' also contains a sense of relation which is a sense of antonymy 'un matched', 'un likely'.

Sample 2, more than one sense can be recognized. Firstly, 'Important Safety Instructions' contains 'wire' and 'cable' which is a sense of synonymy. In the same sentence 'the cord, wire or cable supplies' refer to the sense of metonymy that related to the content of supplies. These words are very familiar in electric

manual instructions. The sense of metonymy is noted in ‘chemicals, including lead or lead compounds’ related to container. ‘How to operate’ in the same sample include sense of relations also. Collections sense of relation can be noticed in ‘swiffer sweeping head’ ‘storage hook’ and ‘swiffer dry’. One more sense of relations related to synonymy found in same sample which is ‘recycle’ and ‘dispose’.

The first sense in sample ۳ is sense of synonymy in the following words ‘aroma’ and ‘taste’ of smell or savor, also ‘perfect’ and ‘optimal’ related to the best. Another sense of relation is metonymy ‘cup of coffee’ contain-container, since the cup is containing the coffee. ‘Easy to experience’ in sample ۳, sense of collections are recognized in the such words ‘drip stop’, ‘switch light up’, ‘dish washer safe parts’ and ‘filter holder’ also found in ‘general specifications’ in same sample.

‘Safety information’ in sample ۴ contains sense of relations such as: sense of hyponymy relations ‘children’, ‘older’ and ‘parents’ related to human. Synonymy sense of relations are noted also like ‘swallowed’ and ‘inhaled’ which are almost synonymous or same. Another sense of synonymy found in ‘general information’ of the same sample like ‘specific’ and ‘limits’.

Collections sense of relations in the final sample ۵ such as ‘backing pan’, ‘cool down’, ‘crumb tray’, ‘scouring pads’, ‘time knob’ and ‘heating control’. These collections are very familiar to persons who work in electric appliance. Another one sense of relations is noticed which is antonymy ‘unplug’ in ‘clean & maintenance’ of sample ۵. Table ۱ below shows the use and the percentage of sense of relation.

Table ۱ The Percentage of sense of Relations (Semantic Aspects)

Sense of relations	No. of occurrence	Percentage
Metonymy	۴	۲۳,۴
Meronymy	۱	۵,۶
Antonymy	۲	۱۱,۵
Synonymy	۵	۲۹,۴
collocations	۴	۲۳,۴
Hyponymy	۱	۵,۶

Table ۱ shows the lexical relations mostly used in electric manual instructions. The selected manual instructions reveal that synonymy is the most sense relation used with the frequency of ۵ (۲۹,۴ %). The next sense relations that are used more than other types are metonymy and collocations with same percentages of ۴ (۲۳,۴ %). Hyponymy and meronymy are less used in the selected data with frequency of (۱, ۵,۶ %) for both sense.

۴,۲ Morphology Aspects

The process of derivation is employed in the first sample (sample 1) as in the following words ‘installation’, ‘connectivity’, ‘organization’, ‘enables’, ‘unmatched’, ‘reliability’, ‘unlike’ and ‘replacement’. These words consist of bound morphemes with free morphemes or two bound morphemes. Acronymy process is recognized in ‘operational excellence’ of the same sample, ‘GNA’ which refers to Gateway Network Appliance. Another acronym in ‘Easy install’ is identified PC which refers to Personal Computer. In sample 2, process of derivation is noted such as ‘electrical’, ‘unattended’, ‘reproductive’, ‘recycle’, ‘guidelines’ and ‘individually’. Sample 2 contains process of compounding in the following words ‘leftover’ and ‘screwdriver’ which consist of two free morphemes. In ‘how to operate’ the process of clipping is recognized two positions, the first one in the word ‘Vac’ which refers to a vacuum.

Process of acronymy is employed in sample 3 as in the word ‘LED’ which refers to ‘light-emitting diode’. Compounding process is noted as in the word ‘Dish washer’ that includes two free morphemes. The ‘general specification’ of sample 3 consist of derivation process which is found in the words ‘Removable’ and ‘holder’ these words consist of free morphemes and bound morphemes.

Little morphological aspects are noted in sample 4 and sample 5. Process of derivation is used in these samples as in the words ‘punished able’ in ‘general information’ of sample 4, While the words ‘unplug’ and ‘suitable’ are used in sample 5. The above words contains free morphemes and bound morphemes. More process included here such as compounding that appeared in the next words, ‘copyright’, ‘micro filmy’ and ‘networks’ in sample 4 ‘General information’. In sample 5. ‘Operation instruction’, another compounding process is found which is ‘microwave’, these words consist of two free morphemes and bound morphemes. The following table illustrates the percentage of the morphological aspects.

Table 2 Percentage of The Morphological Aspects (Semantic Aspects)

Word- formation	No. of occurrence	Percentage
Derivation	5	38, 4
Acronymy	3	23, 3
Compounding	4	30, 7
Clipping	1	7, 6

Many of word formation process are not found in the electric kind of manuals’ users, while derivation as seen in table 2 is the popular used with percentage of (38, 4%). The following word process is compounding that appears 4 times (30, 7 %) in 4 parts of the chosen data and that related to important and easy word which is used to be understandable by simple users. Clipping as opposite is found the less process of word formation used 1(7, 6 %).

4.2 Pragmatics Aspects

4, 2, 1 Speech act

Sample 1 includes utterances of direct speech act in **Advanced exchange warranty** and the illocutionary force class here is commissive since it refers to promise. The following sentences show the using of commissive speech act.

“We have such confidence in the reliability of our televisions that we offer a two-year advanced exchange warranty with same day ship

In the unlikely event that something does go wrong we ship a replacement directly to you”

In **important safety instruction save these instruction** of sample 2, the direct speech is used and the illocutionary type is directive which refers to instruct.

*“read all instructions before using this appliance
always follow these safety instructions”*

Besides the instruct of directive speech act, another directive speech which related to warn because the danger of using this machine which includes chemical contents.

‘do not leave cleaner unattended while in use’

“the cords, wires and/or cables supplied with this product contains chemicals, including lead or lead compounds, known to the state of california to cause cancer and birth defects or other reproductive harm. wash hands after using”

Direct speech acts also noted in **how to operate** in the same sample and the classes of speech act here are assertives refer to affirm and directives refer to order.

*“Lift the suction nozzle. Nozzle should lock into position
Place a Swiffer cloth on the Swiffer sweeping head. Secure by pushing the edge of the cloth into the tabs
Press and release the power button again. Use the storage hook to hang”*

(speech act assertives refer to affirm)

*“Push the suction nozzle back to the floor cleaning position
Use the Swiffer Dry Sweeping cloths to pick up fine debris like dirt, dust and pet hair. Use vacuum to suck up any leftover debris. For best results, replace the Swiffer Dry
Press and release the on/off button located on the body. To turn
Hang the Swiffer® SweeperVac™ where it can conveniently be charged when needed”*

(speech act directives refer to order)

The speech act classes above are recognized again in **disassembly instruction for disposal** in the same sample. Direct speech of directives refer to instruct is shown in the following sentences:

*“remove the √ screws using a screwdriver
use scissors or knife to cut any labels
remove battery pack
recycle or dispose of properly, according to local guidelines”*

While the direct speech of directives refer to warning is which used in the next sentences because of the electricity dangerous in using this product.

*“do not touch any metal objects to the battery pack
open unit, clip wires individually to prevent short circuit”*

Direct speech act is the act that used in **Simply delicious coffee** of sample √. Assertive speech act related to affirm is noted in the below sentence:

“Enjoy the taste and aroma of freshly brewed coffee with this Philips coffee maker”

While expressive direct speech related to thank is used in the next sentence of the same sample.

“Thanks to the aroma twister, enjoy an optimal taste in each cup of coffee”

Indirect speech act is used also in this sample and that act appears in **General specifications. The class of act in this position is commosive related to promise, since there is indirect a promise in ease of use and cleaning the appliance.**

“Ease of cleaning & maintenance: Dishwasher-safe parts, Removable filter holder

Ease of use and comfort: Water level indication, Drip stop”

Moreover, a variety of speech act classes are used in sample Ʒ. For example directive speech act related to ask is identified in **Safety information.**

‘Please follow them, save the packaging and instructions’

In **General information** opposite act is used which indirect commosive act refer to threat because the act related to copyright and guarantee of the device.

“We do not guarantee that all material in this work is free from copyright or other Protection”

All utterances of speech acts in sample 0 are direct acts of speech and that is clear found in the selected data. Directives utterances of instruct is firstly noted in **Before using for the first time**, which appeared in the below sentence:

*“Removing plastic cover from the oven and accessories
Wipe the inside of oven with soft towel until dry”*

Directives class of speech act again noted in **Clean & Maintenance** are related to warning and asking utterances that shown in the following sentences:

*“Unplug and let the oven cool down before cleaning it
Don not use brush or other metal scouring pads to clean it”*

(Directives speech act related to warn)

*“Clean the oven outside with soft towel
“Clean the crumb tray oven rack and backing pon with using warm water mixed with mild liquid soap solution then wipe till dry”*

(Directives speech act related to ask).

Another directive speech act is used in **Operation instruction** and the class of illocutionary is instructing since the it describes the operation of the product.

*“Plug in the microwave
place the dish that you want to bake, warm, toast and roast on the backing pan and bring it into the oven”*

While assertives speech class of act related to affirm is used in another sentence of the same sample of **Operation instruction**.

‘ Before you blug, you need to check that timer knob and heating control are in the suitable position ’

The next table explains the use of speech acts classes in the select data of manual instructions.

Table 3 The Percentage of Speech Acts (Pragmatic Aspects)

Illocutionary forces' classes	Frequency	Percentage
Commissive	6	17,7
Directives	23	67,7
Assertives	4	11,7

Expressive	١	٢,٩
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Figure ١ below shows the differences of using the speech acts classes in the manual instruction of electric devices.

Figure ١ The Differences of Using Speech Acts Classes

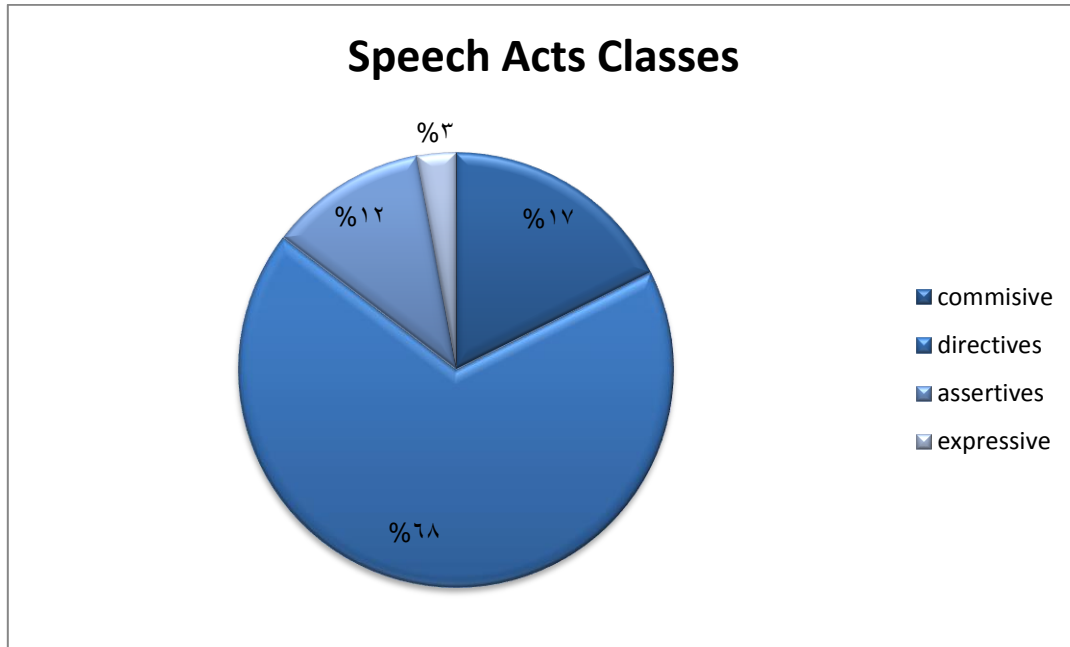


Figure (١) shows the difference of speech act types in manual instructions and the big use of 'directives' in this kinds of manuals which reached to ٦٨ sentences to introduce enough information on the effective use of the product, as compared with 'Assertives and 'expressives' which used between ٤-١ sentences sequentially.

The business English language plays essential role in disseminating business information simply, very quickly and more effectively to avoid being misunderstood. The sentences which are used in business English are expressed directly and clearly to avoid long sentences use, so it is clear that the business English which used under the purpose of business is different from the general English in lexical, structure and other language features. The companies are using the business English to advertise their products through the manual instructions which used verity of lexical relations and vocabulary to reach to the mind of customer. According to Leech (٢٠١٤) "advertising language is marked by a wealth of adjective vocabulary". The use of synonymy that found the most sense of relations in manual instruction of the selected data, is related to the fact that companies aim to appeal to a very wide audience or customers. They target to create affects to address every customer personally, since there is a non-specialist customer who follows the instructions step by step to operate the appliance. On the other hand, there is a specialist customer who uses the manual as a guide only.

Also, there is average use of metonymy and collocation(the words that consist of single syllable and two or more syllables) in business English especially in manual instructions. The reason behind this point is that companies communicate with the user by using easy and noticeable words to be read and recalled later. By this way, producers attempt to catch the attention of people to simple and understandable language they used in their instructions and this is the most important point in business English.

In morphology aspects as seen in analyzing the electric manual instructions texts, the derivation is the most process of word formation used since there are words that consist of free and bound morphemes or two bound morphemes. The manual instructions include another word process and according to González (٢٠٠٦) that related to the important of leaving terms shorter, easy to find and join for example using two lexical pieces. Another process of word formation is used less such as clipping although it is short and easy to find but in business English instructions must be manageable means not too overloaded with more details and not blurred by explanation and description. In manual instructions writing the information is main dominate communicative purposes (communicative between the company and the customer). Based on this fact manuals are intended for any audience , highly and low qualified persons as mentioned earlier and by this way companies target to draw the attention of people towards their products.

Through analyzing the language of manuals, specific details to the information is found with reference to operation, maintenance, warranty etc. The details are introduced to the user in direct act of speech mostly because the importance of the information to use the product correctly besides to warn the customer about the danger of electricity when they using the device. Directive speech illocutionary forces is employed more than ٢٣ of ٢٤ sentences of the selected parts of manuals related to necessary information which include order, advice, warning and instructing of using the products. According to Kirkman (٢٠٠٥) instruction must be written in imperative to achieve the clarity with acceptability in the kid of business writing. So, as seen above most of the sentences of manuals are in imperative form of verbs related to warning, instructing or ask of directives speech act. Ciliberti (١٩٩٠ cited in Carroll & Delin ١٩٩٨) asserting that using of directives in instructions of manuals ‘ to activate the reader, rather than to inform him or her’.

Conclusion

From the analysis of the manual instruction above , we learn that business English is very important in business situations. Many features of business English are found different from those in general English. In respect to semantic aspects, it is specialized, standardized and consists of synonymy, collections, hyponymy and metonymy. In short, this study is shown that the business English

is used under business purposes with business related to lexical features. These features are special, clear, short and formal that differ from those in general English.

In terms of morphology, derivation process of word formation with compounding and clipping are found used effectively to disseminate business information simply, quickly and to avoid being misunderstood. The communicative purpose is the main dominant in writing instructions in business English since companies try to communicate with the customers, highly and low qualified persons and draw the attention to their products.

Moreover, in pragmatic aspects the current study shows that directives speech act mostly used than commissive and assertives to introduce enough and clearly information on the correct use of the electric devices. Specific details are introduced in direct act of speech to show the importance of these information and warn the user about the dangerous of electric. So, most of the sentences are found in imperative forms of verbs related to instructing, asking, and warning and these sentences are mentioned directly.

Finally, the present study shows two important points, the business English and the customer in writing the manual instructions. It is undeniable that the business English is very useful tool for students or people to learn English since it facilitates the process of learning languages and improves the fluent communication. It is essential point in manual instructions that each word or sentence be considered in relation to the background and knowledge of the reader or customer in order to understand the instructions properly and practice them to use the appliance correctly.

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Appendix (A)

5.4325" (137.99)
16.108" (409.14)
5.3364" (135.55)
5.3391" (135.61)

INSTRUCTION MANUAL

• Please read these instructions carefully before using your Sweeper Vac™.

• Let us help you put your cleaner together or answer any questions, call 1-800-395-5594 (USA & Canada) or visit us at www.sweeper.com.

WARNING:

Cleaner assembly may include small parts. Small parts can present a choking hazard.

Part Number 2-12362-000-12010

THIS VACUUM IS INTENDED FOR HOUSEHOLD USE ONLY. IMPORTANT SAFETY INSTRUCTIONS SAVE THESE INSTRUCTIONS

When using an electrical appliance, basic precautions should always be followed, including the following:

- READ ALL INSTRUCTIONS BEFORE USING THIS APPLIANCE
- ALWAYS FOLLOW THESE SAFETY INSTRUCTIONS
- DO NOT LEAVE CLEANER UNATTENDED WHILE IN USE
- WARNING - FULLY ASSEMBLE CLEANER BEFORE OPERATING
- WARNING - THE CORDS, WIRES AND/OR CABLES SUPPLIED WITH THIS PRODUCT CONTAINS CHEMICALS, INCLUDING LEAD OR LEAD COMPOUNDS, KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER AND BIRTH DEFECTS OR OTHER REPRODUCTIVE HARM. WASH HANDS AFTER USING.

WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR INJURY:

- Plug the charger when charging is completed and before servicing.
- Do not use outdoors or on wet surfaces.
- Do not charge the unit outdoors.
- Do not allow to be used as a toy. Close attention is necessary when used by or near children.
- Use only as described in this manual. Use only manufacturer's recommended attachments.
- Do not use charger with damaged cord or plug. If vacuum or charger is not working as it should, has been dropped, damaged, left outdoors, or dropped into water, call 1-800-395-5594.
- Do not abuse the cord. Never carry the charger by the cord or yank to disconnect from an outlet. Instead grasp the charger and plug to disconnect. Keep cord away from heated surfaces. Do not put cord around sharp edges or corners. Do not close door on the charger cord.
- Do not handle charger or appliance with wet hands.
- This product includes rechargeable nickel cadmium batteries. Do not incinerate batteries or expose to high temperatures, as they may explode.
- Display the charger from the outlet before any routine cleaning or maintenance.
- Do not put any object into openings. Do not use with any opening blocked, keep free of dust, lint, hair, and anything that may reduce air flow.
- Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
- Do not pick up anything that is burning or smoking, such as cigarettes, matches or hot ashes.
- Use extra care when cleaning on stairs.
- Do not use the vacuum cleaner without filter in place.
- Leaks from battery cells can occur under extreme conditions. If the liquid, which is 20-35% solution of potassium hydroxide, gets on the skin (1) wash quickly with soap and water (2) neutralize with a mild acid such as lemon juice or vinegar. If the liquid gets into the eyes, flush them immediately with clean water for a minimum of 15 minutes. Seek medical attention.
- Use only the charger supplied by the manufacturer to recharge.
- Store the vacuum cleaner indoors. Put the vacuum cleaner away after use to prevent tripping accidents.
- Keep Sweeper Vac™ out of reach of toddlers and pets to avoid accidental ingestion.
- This appliance has no user serviceable parts.

SAVE THESE INSTRUCTIONS

FEATURES

1. Sweeping Edge
2. Handle
3. Filter
4. Dirt Container Release Button
5. Dirt Container
6. Sweeper Emptying Head
7. Pushing Forward Button
8. Switch Dry Sensing Cycle
9. Charger
10. Power Indicator LED
11. Charger Plug Lock

HOW TO ASSEMBLE

CHARGING

HOW TO OPERATE AND STORAGE

DIRT CONTAINER AND FILTER, REMOVAL AND REPLACEMENT

IMPORTANT: FOR BEST RESULTS, CLEAN THE DIRT CONTAINER. Remove the dirt container. For the replacement Part # 2-12362-001, please visit your local retailer or go to www.sweeper.com.

REPLACEMENT

TROUBLESHOOTING GUIDE

WARNING TO REDUCE RISK OF PERSONAL INJURY - UNPLUG CLEANER BEFORE TROUBLESHOOTING

PROBLEM	POSSIBLE REASONS	POSSIBLE SOLUTIONS
Sweeper Vac won't charge	1. Battery not charged 2. Battery dead - verify that it is a Ni-Cd battery 3. Charger not plugged in properly	1. Charge battery for 16 hrs. Charge will power indicator light turns on. Charge will indicate light turns green when done. If you have a new battery, it may not be fully charged. Make sure there is enough air flow around the battery. Make sure the charger and plug are fully inserted. Charge will indicate light turns green. 2. Call 1-800-395-5594
Sweeper Vac won't clean	1. Battery not fully charged 2. Dirty filter 3. Dirty roller 4. Dirty brush 5. Dirty roller 6. Dirty brush	1. After you charge off your indicator light turns on. Charge will indicate light turns green when done. If you have a new battery, it may not be fully charged. Make sure there is enough air flow around the battery. Make sure the charger and plug are fully inserted. Charge will indicate light turns green. 2. Call 1-800-395-5594 3. Clean the filter. 4. Clean the roller. 5. Clean the brush. 6. Clean the roller. 7. Clean the brush.
Sweeper Vac won't stop	1. Dirty roller 2. Dirty brush 3. Dirty roller 4. Dirty brush	1. Clean the roller. 2. Clean the brush. 3. Clean the roller. 4. Clean the brush.
Sweeper Vac won't start	1. Dirty roller 2. Dirty brush 3. Dirty roller 4. Dirty brush	1. Clean the roller. 2. Clean the brush. 3. Clean the roller. 4. Clean the brush.

DISASSEMBLY INSTRUCTIONS FOR DISPOSAL OF SWEEPER VAC

• REMOVE THE 2 SCREWS USING A SCREWDRIVER.

• DO NOT TOUCH ANY METAL OBJECTS TO THE CHARGE PORT.

• REMOVE BATTERY PACK.

• PLACE IN DISPOSAL OF PROPERLY, ACCORDING TO LOCAL AUTHORITIES.

FOR CUSTOMER SERVICE, CALL 1-800-395-5594

ONE-YEAR LIMITED WARRANTY

Important: Please save your receipt. Evidence of original purchase may be required for warranty coverage. If you have any questions regarding use of this product, call us at 1-800-395-5594.

We are committed to keeping you satisfied. Sweeper Vac™, for one full year, to the original retail owner, that the Sweeper Vac™ will be free of defects that due to faulty material or workmanship. If the appliance should be defective within the warranty period, we will, at our option, replace the defective part or provide free of charge:

The Sweeper Vac™ one year limited warranty does not cover Sweeper Vac™ or batteries:

- modified, altered or used as part of any configuration not endorsed by Sweeper Vac™
- used in conjunction with any rollers or parts not manufactured or endorsed by Sweeper Vac™
- abused, misused or altered other than the intended purpose or used commercially
- used to cause incidental or consequential damage to personal property resulting from misuse or possible abuse with this appliance

If, after following the instructions in the user's guide, you are certain that the appliance is defective, call us immediately at 1-800-395-5594 for further instructions. Please be sure to have available a complete description of the problem, serial number and part name, address and telephone number.

This warranty gives you specific rights and you may have other rights which vary from state to state or country to country.

• **NOTE:** Register your Sweeper Vac™ at www.sweeper.com.

This model complies with part 1 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) it must accept any interference received, including interference that may cause undesired operation.

Canada model only: FCC ID: 2A895-12362-000-12010, IC: 24895-12362-000-12010, and 24895-12362-000-12010

FINAL ART 2

Product Name: SWEEPER VAC™
 Part Number: 2-12362-000-12010
 Revision: 1.0
 Date: 08/18/12

Drawn By: [Blank]
 Checked By: [Blank]
 Approved By: [Blank]

Quantity: 10000
 Unit: EA
 Material: [Blank]

Notes: [Blank]

SGS

Product Name: SWEEPER VAC™
 Part Number: 2-12362-000-12010
 Revision: 1.0
 Date: 08/18/12

Drawn By: [Blank]
 Checked By: [Blank]
 Approved By: [Blank]

Quantity: 10000
 Unit: EA
 Material: [Blank]

Notes: [Blank]

THE PROCTER & GAMBLE CO.

Product Name: SWEEPER VAC™
 Part Number: 2-12362-000-12010
 Revision: 1.0
 Date: 08/18/12

Drawn By: [Blank]
 Checked By: [Blank]
 Approved By: [Blank]

Quantity: 10000
 Unit: EA
 Material: [Blank]

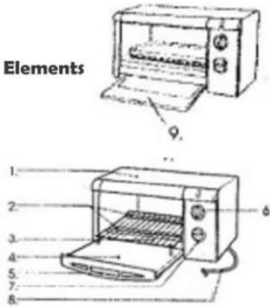
Notes: [Blank]

Homemate Oven Manual

Hom-Tsk 2840s

Parts and Features

1. Body
2. Upper & Lower Heating Elements
3. Wire rack
4. Oven Mirror
5. Door Handle
6. Heating control
7. Timer Knob
8. Cord
9. Slide-out Crumb tray
10. Bake pan



Read the instruction before using and following carefully



MS. CHATCHANAN SAREESIRIKAJOHN NO.56030015

Important Safeguards

When using electrical appliances. Basic safety precautions should always be followed, including the following

1. Don't touch hot surface. Hold the handles when opening.
2. To prevent risk of electrical shock, don't soak parts of the oven into liquid.
3. If there is a child around the oven you should be more careful.
4. Always unplug after you use it and before cleaning.
5. If you want to unplug the parts, always do it after the oven cools down.
6. Do not operate the appliance with a damaged cord, or after the appliance has malfunctions or has been dropped or damaged in any manner. You should bring the oven to customer care for examination, repair or adjustment.
7. Don't use the parts which are not recommended by the manufacturer.
8. Do not use outdoor.
9. Do not let cord hang over edge of table or touch hot surfaces.
10. If you want to finish working, turn the timer knob to finish position 'o' and unplug.
11. Don't use the oven for commercial purposes.
12. Settle the oven at least 4.5 cm from the shelf or at least 10 cm from wall.
13. Set the oven on a stable surface and non-combustible.
14. Don't set the oven on a flammable such as vinyl or carpet.
15. If the dish has a smoke and burnt, unplug immediately and keep the door close. If you open the door, the air will come into the oven and make the dish burnt faster.

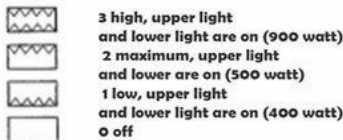
MS. CHATCHANAN SAREESIRIKAJOHN NO.56030015

Before using for the first time

1. Remove plastic cover from the oven and accessories.
2. Wipe the inside of oven with soft towel until dry. Next clean the baking pan.
3. There may be smoke, first time you use.

Operation Instruction

1. Before you plug. You need to check that timer knob and heating control are in the suitable position.
2. Plug in the microwave.
3. Place the dish that you want to bake, warm, toast and roast on the baking pan and bring it into the oven.
4. Turn heating control by choosing the function you would like.



MS. CHATCHANAN SAREESIRIKAJOHN NO.56030015

5. Turn timer control. The oven will start working.
6. When you hear an alarm, the sound of an automatic system rings. It's finish.
7. While baking, you could open the oven to check your food.
8. Fish and meat could be wrapped by aluminum foil.
9. If you want to stop the oven's working before the time is over, turn time knob to 'o' and turn heating control to 'OFF.'
10. When you bring food out of the oven, you should be more careful.
11. Caution: when open the door, hold the handle because high heat may burn.

Clean & Maintenance

1. Unplug and let the oven cool down before cleaning it.
2. Clean the oven outside with soft towel.
3. Clean crumb tray, oven rack and baking pan with using warm water mixed with mild liquid soap solution then wipe till dry.
4. Before you using the oven again, always clean a crumb tray.
5. Don't use brush or other metal scouring pads to clean it.

MS. CHATCHANAN SAREESIRIKAJOHN NO.56030015



Philips
Hospitality LED-LCD TV

105cm/42" class
LED-LCD Pro:Idiom™ with
MPEG-4



42HFL5784D

Experience Hospitality TV

2013D Series with MPEG4 decoding & Pro:Idiom™

The ultimate hospitality platform, simplified to operate seamlessly in today's digital environment, with software upgrade capabilities to evolve to tomorrow's changing landscape.

Sustainable Solutions

- EcoPower³ for the best picture and ultra low power use
- Energy Star compliant
- ROHS compliant
- LED backlight means NO mercury

Operational Excellence

- Secure & adjustable 180 degree swivel stand
- Easy Install allows quick installation, cloning, and setup
- Auto Sensing Inputs offer digital connectivity for the guest
- Optional Gateway Network Appliance (GNA) for remote access
- Two year advanced exchange warranty

Flexible Operation

- SFI data port gives compatibility with all key PPV systems
- Decrypts Pro:Idiom™ encrypted video
- Decodes MPEG-4 from satellite TV



Hospitality LED-LCD TV
105cm/42" class LED-LCD Pro:Idiom™ with MPEG-4

42HFL5784D/F7

Highlights

GNA Compatible

This model is compatible with the Gateway Network Appliance (GNA). The GNA is a management device that allows remote programming and maintenance of your televisions, so you never have to enter the room to make changes again! With a GNA you can update and adapt channel maps, change TV settings, and keep television software up to date, saving substantially on the cost of room visits. The GNA also allows data updates for Simple Slide Shows running on this Philips commercial television.

Auto Sensing Inputs

Our built-in digital autosensing connectivity panel includes HDMI for game consoles as well as USB inputs. Guests can also plug their USB memory sticks right into the set to play back music or photos (.mp3 or .jpg files).

PPV and FTG compatible

With the built-in SFI data port, and the addition of a set back box offering Pro:Idiom™

decryption, and MPEG-4 decoding, this TV is compatible with virtually all available hospitality entertainment content systems, both Pay-per-View and Free-to-Guest.

Easy Install

Philips Easy Install software consists of a simple to use PC program that allows all features to be configured and all channels to be mapped in a fraction of the time it takes to do so on an actual television with a remote. Improved organization of the on-screen Setup Menu also enables a faster and easier manual install process.

EcoPower³

EcoPower³ allows the backlight intensity to be decreased to improve the energy efficiency of the TV - even beyond the EnergyStar requirements! Some screen sizes even offer active adjustment based on real time picture measures and actual room lighting conditions to deliver the best possible picture at the lowest possible energy consumption.

Security Stand

Philips unique Security stand is a complete commercial solution, offering 180 degree swivel that can be limited in either or both directions to 30, 60, or 90 degrees. The stand includes a securable mounting plate that can be affixed either using security screws or non-drill adhesive. In addition, all security hardware for drill and non-drill mounting is included on select models (check with your Philips representative for specific models).

Advanced Exchange Warranty

Philips offers unmatched commitment to keeping your guest rooms in working order. We have such confidence in the reliability of our televisions that we offer a two-year advanced exchange warranty with same day ship. In the unlikely event that something does go wrong we ship a replacement directly to you. (Same day ship applies to calls received M-F prior to 2 PM ET.)

Specifications

Picture/Display

- Aspect ratio: Widescreen
- Brightness: 270 cd/m²
- Contrast ratio (typical): 5000:1
- Diagonal screen size: 42 inch / 107 cm
- Panel resolution: 1920x1080p
- Picture enhancement: Digital Noise Reduction, Color Enhancement, MPEG artifact reduction
- Display screen type: LED Full HD Display
- Response time (typical): 8 ms
- Viewing angle: 176° (H) / 176° (V)
- Visible screen diagonal (inch): 41.5 inch

Supported Display Resolution

• Computer formats

Resolution	Refresh rate
640 x 480	60Hz
800 x 600	60Hz
1024 x 768	60Hz
1280 x 1024	60Hz
1280 x 768	60Hz
1360 x 768	60Hz
1400 x 1050	60Hz
1440 x 900	60 Hz
1680 x 1050	60Hz
1920 x 1080	60Hz

• Video formats

Resolution	Refresh rate
480i	60Hz
480p	60Hz
720p	60Hz
1080i	60Hz
1080p	24,30,60Hz

Sound

- Sound System: Stereo, Dolby Digital (AC-3), SAP, SRS TruSurround HD
- Output power (RMS): 2 x 8W
- Sound Enhancement: Balance
- Equalizer: 5-bands

Loudspeakers

- Built-in speakers: 2

Convenience

- Ease of Installation: PLL Digital Tuning, Program Name, Advanced Hotel Mode, Cloning of TV settings via USB, Cloning of TV settings via RF, Keyboard lock-out, Security menu access, Installation menu locking
- Ease of Use: Auto Volume Leveller (AVL), AutoPicture, AutoSound, Channel list, Delta Volume per preset, Touch Sensor
- Comfort: Hotel Guest features, Sleep timer, Switch on channel, Volume limitation, Welcome message
- User convenience: Vchip and parental lock, Closed Captioning, Sleep Timer
- Screen Format Adjustments: 4:3, Auto Format, Full, Movie expand 16:9, Normal, Super Zoom, unscaled (1080p dot by dot), Widescreen

Tuner/Reception/Transmission

- Tuner bands: Hyperband, UHF, VHF
- TV system: ATSC, NTSC
- Video Playback: NTSC, MPEG-2, MPEG-4(H.264)
- Terrestrial: ATSC (8VSB)
- Cable: QAM-B (QAM-64, QAM 256)
- Aerial Input: 75 ohm F-type

Connectivity

- HDMI 1: HDMI
- HDMI 2: HDMI
- EasyLink (HDMI-CEC): One touch play, Power status, Remote control pass-through, System audio control, System info (menu language), System standby
- Other connections: Antenna F-type, S/PDIF out (coaxial), PC Audio in, PC-In VGA
- Connectivity Enhancements: SPI port, RJ12 connector
- USB: USB

Power

- Mains power: 120V/60Hz
- Power consumption: 74 W
- Standby power consumption: < 0.5 W
- Ambient temperature: 5°C to 40°C (41°F to 104°F)
- Power cord length: 3.0 m

Dimensions

- Set dimensions in inch (W x H x D): 38.45 x 23.37 x 4.00 inch
- Product weight (lb): 20.50 lb
- Set dimensions with stand in inch (W x H x D): 38.45 x 24.90 x 8.26 inch
- Product weight (+stand) (lb): 23.59 lb
- Box dimensions in inch (W x H x D): 42.32 x 27.56 x 6.89 inch
- Weight incl. Packaging (lb): 30.65 lb
- VESA wall mount compatible: 400 x 300 mm

Accessories

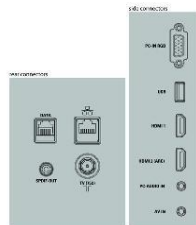
- Included accessories: Guest remote control, Quick start guide, Security Bolts (Table Stand), Security Screws (Table Stand), Swivel stand with anti-theft, Batteries for remote control, Warranty Leaflet
- Optional accessories: 22AV8573/F7 set up remote

Multimedia Applications

- Multimedia connections: USB memory class device
- Playback Formats: JPEG Still pictures, MP3, MPEG 4 SP/ASP, MPEG1, MPEG2

Green Specifications

- EnergyStar compliant
- ROHS compliant



Issue date 2014-03-31

Version: 2.2.1

12.NC: 8670 001 01763
UPC: 6 09585 23277 8

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www.philips.com

* Advanced Exchange warranty is valid in the United States only. Local warranties govern sales in other countries.

* Dolby Digital is a registered trademark of Dolby Labs

* LodgeNet and b-LAN are trademarks of LodgeNet Interactive Corporation

* Pro:Idiom is a registered trademark of the Zenith corporation.



Philips Daily
Collection
Coffee maker

- With glass jug
- Compact design (0.6L)
- Black & Titanium Metal

HD7437/50



Simply delicious coffee

With aroma twister for the best taste experience

Enjoy the taste and aroma of freshly brewed coffee with this Philips coffee maker. Its compact design is perfect for brewing 2 up to 7 cups. Thanks to the aroma twister, enjoy an optimal taste in each cup of coffee.

Great taste and aroma

- Aroma twister circulates the coffee for an optimal taste

Easy to experience

- Drip stop to pour a cup of coffee whenever you like
- Dishwasher-safe parts for easy cleaning
- LED power switch lights up when the coffee maker is switched
- Water level indication for easy filling
- Compact design perfect for 2-7 cups

Coffee maker
With glass jug Compact design (0.6L), Black & Titanium Metal

HD7437/50

Highlights

Aroma twister

This smart nozzle inside the jug circulates the inflowing coffee evenly through the jug for an optimal and consistent aroma, from the first to the last cup.

Drip stop

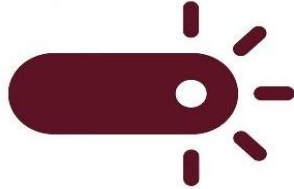
The drip stop allows you to pour a cup of coffee before the full brewing cycle is finished.

Dishwasher-safe parts



The jug and filter holder can be easily cleaned in the dishwasher.

LED power switch



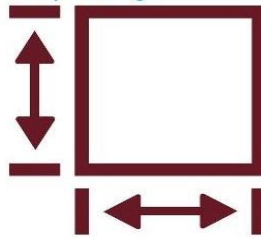
The red light on the switch button illuminates when the coffee maker is switched on.

Water level indication



Fill the water tank easily and precisely with the water level indication.

Compact design



This coffee maker is especially designed for brewing 2 up to 7 cups of coffee (maximum 0.6 liter). Thanks to its very compact design, this coffee maker takes little place in your kitchen.

Specifications

Accessories

- Included: Glass jug

Country of origin

- Made in: China

Service

- 2-year guarantee

Sustainability

- Power consumption brewing: 700 W

Finishing

- Material water tank: Plastic
- Material of main body: Stainless steel & plastic

General specifications

- Coffee drinks: Drip filter coffee
- Suitable for: Ground coffee powder
- Ease of use and comfort: Water level indication, Drip stop
- Ease of cleaning & maintenance: Dishwasher-safe parts, Removable filter holder

Technical specifications

- Water boilers: 0
- Cord length: 0.85 m
- Voltage: 220 - 240 V
- Frequency: 50 - 60 Hz
- Brewing time for a jug: 10 min
- Capacity water tank: 0.6 L

Weight and dimensions

- Dimensions of product (WxDxH): 210 x 172 x 270 mm
- Weight of product: 1.11 kg
- Dimensions of packaging (WxDxH): 218 x 198 x 290 mm
- Weight incl. packaging: 2.69 kg

Design

- Color: Black & Titanium Metal