# Completion Checklist (DELETE BEFORE POSTING)

* Update <MONTH> and <YEAR> in header
* Update V<X.Y.Z> in header
* Update <DEVICE NAME> in header
* Add logo to or remove the “Place Logo Here” textbox in header
* Update <AUTHOR> in footer
* Update webpage link in footer
* Complete Overview page
* Complete Instructions
  + Can copy and paste from the Design Rationale
* Complete Features
  + List important features of the device
* Complete Specifications
  + List and describe important technical specifications of the device
* Complete Compatibility
  + Add other devices it works with, and how it interacts with them
* Complete Usage
  + Describe how to set up device for use (if necessary, delete section if not)
  + Describe how to use the device
  + Describe takedown / storage of the device (if necessary, delete section if not)
* Complete Cleaning
  + Explain how to properly clean the device
* Complete Care
  + Explain how to properly care for / maintain the device
* Complete Disposal
  + Explain how to properly dispose of the device
* Update Table of Contents
* If User Guide is longer than seven (7) pages, complete the Quickstart Guide
* If User Guide is seven (7) pages or fewer, delete <Device\_Name>\_Quickstart\_Guide from the folder
* Delete all help text
* Delete Completion Checklist

For detailed instructions on completing the User Guide, please see the OpenAT Documentation Guide [ADD HYPERLINK].

Examples of “Gold Standard” User Guides:

# Overview

This document contains the necessary information to use the <DEVICE NAME>, <INSERT ONE-LINE DESCRIPTION OF DEVICE>.

<INSERT IMAGE OF DEVICE>

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## Introduction

<DESCRIPTION OF WHAT THE DEVICE IS AND HOW IT IS USED. Can copy and paste from Design Rationale.>

## Features

<Show the important features of the device. Use a combination of labelled images and words.>

<INSERT IMAGE OF DEVICE>

## Specifications

<Technical specifications that would be important to a user, such as size, mass, operating force, movement range, etc.>

<Complete the table below. Add more rows and columns as needed.>

|  |  |
| --- | --- |
| Item | <Device Name> |
| Size (Length x Width x Height) [mm] | <Size of Device> |
| Mass [g] | <Mass of Assembled Device> |
| <Other important technical specifications> | <Other important technical specifications> |

## Compatibility

<Describe the compatibility of the <DeviceName> with other devices, if necessary. Describe how it interfaces with other devices>

## Usage

<Basic usage steps / instructions>

### Initial Setup

<Describe how to get the device ready for regular use, if necessary>

### Regular Use

<Describe how a user would use the device on a regular basis>

<If there are multiple inputs and outputs to the device, use a table to summarize them>

### Takedown / Storage

<Describe how to take down and properly store the device, if necessary>

When not in use, the <DeviceName> should be stored in a cool place out of direct sunlight.

## Care

<Instructions for other regular care / maintenance of the device.>

<Delete irrelevant information and add any additional care instructions>

The <DeviceName> is made of 3D printed plastic. Exposure to high heat may cause warping and/or negatively affect function. Extended exposure to sunlight will also weaken the plastic on the device.

The <DeviceName> contains electronics and is not waterproof. If the device becomes wet, make sure it is off and do not use it until it has completely dried. It may help to open any electronic enclosures to speed up drying and ensure it has completely dried.

### Cleaning

<Instructions for how to clean / disinfect / sterilize device>

<Delete any unnecessary information and add any additional cleaning instructions>

The <DeviceName> can be wiped with a damp cloth. The <DeviceName> can also be cleaned by scrubbing with warm water and dish soap. Do not use hot water or clean in a dishwasher.

If using warm water and dishsoap, ensure any electronic components have been removed before washing.

## Disposal

<Instructions for disposal>

PLA filament may be industrially compostable in your area. Check with your waste management company if PLA can be composted or must be thrown in the garbage.

Disassemble the <DeviceName> and separate out the recyclable and compostable components, and those that must be thrown out. Electronics and batteries should be disposed of following your local waste management guidelines.

<Add any other specific disposal instructions>