

## Normal Shutdown

1. Stow the telescope. In the TCS GUI click on the "Service" tab. Click "Stow" then click the "GOTO" button directly below "RELOAD".
2. Close the telescope mirror covers (in the correct order - north first, then south)
3. Stow the dome. Use the hand paddle to center the shutter over the eastern dome rotation wheel above the main entry door to the dome.
4. Plug in the twist lock AC power cable to the dome shutter motor on the west wall.
5. Close the shutter by pressing and releasing the CLOSE button on the shutter control box. Be ready to hit the STOP button until the shutter is fully closed. When the dome is stowed this box is to the south.
6. Unplug the twist lock AC power cable to the dome shutter motor on the west wall.
7. Shutdown TCS using the "X" in the upper right corner of the GUI.
8. Fill out and send a 21" Trouble Report even if there weren't any problems during the night!
9. Shutdown the TCS computer under the table by clicking "Start" in the lower left hand corner of the computer screen. Click "Shutdown".
10. Switch "telescope power" to the OFF position at the observatory control box located on the south wall of the dome.
11. Switch "dome power" to the OFF position at the observatory control box (middle black button) located on the south wall of the dome.
12. Switch "dome control" to the local position on the observatory control box.

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