

# Telescope Shutdown check List

- Stow the telescope (under GoTo Functions in XEphem Telemetry module).
- Zero out any bias rates that are enabled.
- Stow the Dome (XEphem Dome module); aligning arrows on east wall if necessary.
- Disable the telescope (XEphem Telemetry module)
- Close mirror covers on telescope (XEphem Mirror Covers module or manually) and any finder scopes used.
- Close dome shutter manually (or use Close All in XEphem Dome module).
- Raise the lower windscreen until it's fully extended.
- Lower the upper windscreen until it stops, overlapping the lower windscreen by one panel
- Lower the observing platform all the way down
- Fill the dewar if needed.
- Bolt catwalk door.
- Fill out and send trouble report.
- Check Weather forecast for the next day. If ANY chance of thunderstorms/lightning put observatory in lightning shutdown.
- Make sure stove/oven are off and fridge is fully closed.
- Make sure recliner in control room is not directly in front of the heater and several inches to the side.
- In the winter make sure heater is on and set to 3.5.
- Turn off all lights.
- Make sure front door is locked.
- Set dome alarm.
- Double check front door is locked after walking out.

## M4K Users

- If not putting the telescope in lightning shutdown, please leave the Azcam program up and running! Shutting this window prevents the camera from stabilizing and decreases data quality for the next observer.

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