

**Peninsula Astronomical Society  
Oak Ridge Observatory**

**PAS 12" Observatory Operation Checklist  
Meade 12" LX200 GPS Telescope  
November 21, 2008**

**Startup**

1. Unlock and open observatory
2. Place lock where combination cannot be observed by others
3. Open shutter
4. Enter your name, the names of any guests, & the date and time, in the Observing Log
5. Turn on Dome AC Power switch
6. Remove fabric cover, fold neatly, store
7. Remove metal cover and store
8. Turn on telescope power switch
9. Respond to "Daylight Savings" prompt
10. Enter Time
11. Enter Date
12. Verify telescope is in "Polar Home" position<sup>1</sup>, adjust if necessary (using paddle controls!)
13. hit Enter
14. Select "One Star Align", hit Enter
15. Scope slews to Polaris – **DO NOT MAKE ANY ADJUSTMENTS TO WEDGE!**
16. Hit Enter
17. Scope selects and slews to alignment star
18. Use paddle to center alignment star in finder, then eyepiece
19. Hit Enter
20. Scope is now ready to use

Telescope is to be moved using the paddle only – there should be no reason to ever disengage the clutches!

**Shutdown**

1. Remove eyepiece and store properly
2. Select "Utilities", "Park Scope"
3. Scope slews to "Polar Home" position
4. Wait for "Turn Off" message display
5. Turn power off
6. Carefully install metal cover
7. Cover finder scope
8. Cover eyepiece holder
9. Cover scope with fabric cover
10. Record "Scope is Parked" in Observing Log
11. Close Shutter
12. Remove any personal items and ALL food and beverage items
13. Leave at least one light ON
14. Turn Dome AC Power switch to off
15. Close and lock observatory door using the padlock you removed when you opened up

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<sup>1</sup> Fork arms horizontal, eyepiece down, declination 85-90 degrees