

## **Studio B Shutdown Procedure**

### **Studio**

1. Shut down lighting control computer
2. Power down Dimmer Rack
3. Coil camera cables in figure 8, lock down cameras (leave pan lock off) and put on lens caps
4. Put away all chairs
5. Take down and put away and gels, diffusion, etc.
6. Put away all other miscellaneous items
7. Turn off lights
8. Lock doors

### **Control Room**

1. Remove patches, recall scene zero on audio board, switch off audio rack
2. Quit all computer programs and shut down computers
3. Turn off CG and Still Store monitors
4. Reset switcher (press both “ALL” buttons) and power off
5. Turn off all monitors
6. Turn off individual cameras with power buttons on the RCP panels, then with power buttons on CCUs.
7. Power down video rack
8. Put away all miscellaneous items
9. Shut off lights, make sure you haven't missed anything.
10. Lock doors