The following must be normaled or you will be written up for a studio violation:

**O2R**
On each channel:
- Phantom power OFF (this should be done prior to unplugging mics)
- Pad switches OFF
- Gain controls set to lowest position (fully counter-clockwise)
- Insert switches OFF

In Monitor section:
- Studio level, Phones level and Talkback level all set to lowest position (fully counter-clockwise)
- Control Room level and Surround Monitor level all set to lowest position (fully counter-clockwise)

Recall Scene Memory 0 to normal everything else.

**Headphone Amp** (Studio A only)
- All level controls set to lowest position (fully counter-clockwise)

**D-Command**
- Main level, Cues level and Listen/Talkback level should be set to lowest position (no lights showing)

**Glyph Rack** (CD/DVD and FW ports)
- Should be OFF

**Misc items** should be in the rack drawer (in the bin in Studio T).

Please see the other O2R documentation for further info on the O2R.