Appendix F

Observer Log Sheets

SMTO Observing Report

- **Project number:**
- **Institute:**
- **Hours allocated:**
- **Observer:**
- **email:**
- **Total hours observed:**
- **Total hours lost:**

Fill out this report after your observing session and hand it to the staff astronomer or site manager at the end of the run. This will help to locate and eliminate bugs, and also to document the lost time.

Did you achieve your scientific goals (If not, explain)?

SMTO Trouble Log – Next page. This must be filled out!

Table F.1: SMTO Time Use: Mark the time used or lost with the following symbols; add an index number to distinguish different failures of the same type: O:Observing W:Wind/Weather, R:Receiver, B:Backend, S:Software, T:Telescope, M:Maintenance X:Other

MST Date		0.	1.	2.	3.	4.	5.	6.	7.	8.	9.	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Su																								
	M																								
	T																								
	W																								
	Th																								
	F																								
	Sa																								
	Su																								
	M																								
	T																								
	W																								
	Th																								
	F																								
	Sa																								

SMTO Trouble Log

Describe each case of time lost either through maintenance/system time or due to a technical or "other" failure using the following model. Indicate the index number when necessary.

Project number: **Date Range:**
Number of failure as marked in schedule:
Description of the failure:

Reason for the failure (if not sure, leave empty):

How many hours were lost:

When was the error detected (immediately/after _ hours of observing)

Who detected the error? (observer/staff member/other)

Who fixed the error? (observer/staff member/other) If it was a staff member, how long did it take from the detection of the error until the staff member was involved? (immediately/after _ hours).

Was it clear whom to call (yes/no)? If no, why not?

How long did it take to fix the error?

What are your comments concerning:

The telescope, the receivers, and the backends?

The support at the telescope?

The software?

The documentation?

Other:

Appendix G

Phone sites

G.1 Guide to the SMTO Phone System

```
Location                Extension
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Control Room Desk       10
SMTO Office             11
Kitchen                 12
Computer Room           13
FAX                     14
Modem                   15
Control Room (2nd)      16
Right Receiver Room     17
Left Receiver Room      18
Telescope Chamber       19  no handset
Machine Shop            20
Bedroom 1               21
Bedroom 2               22
Bedroom 3               23
Bedroom 4               24
Bedroom 5               25
Hunt Group              771 (searches 10,11,16,18,20)
Paging over intercom    70
```

Some other critical numbers:

```
SMTO (Tucson)        1-520-621-5290
VATT                 1-520-828-3385
MGIO (Safford)      1-520-428-2739
```

There is also a rolodex on the control room desk with many important numbers including all the staff office (and home) numbers. If you are not at the observatory - check out the SMTO staff web page for office numbers.

G.2 Using the SMTO Phone System

The phone system is set up as an internal system within the building. The dial tone for the internal line and the outside lines are distinctively different. When you lift a handset, you will be connected to the internal "intercom" system. To dial another phone within the SMTO building, just dial the two digit extension number.

To dial an outside line from the standard phones, dial 9. Then dial the number as usual. The system will select the first available outside line. It will try to use the 828-3384 line first. To dial an outside line from the new "system" phones, push the "line 1" or "line 2" button to select a line. Line 1 is the 828-3384 line.

To transfer a phone call to another extension from a system phone, use the built in buttons. Push "transfer", then the extension number, then hangup. Or, if there is an extension button already programed on the phone, just push that button and hangup. From a standard phone, (a) do a "switch hook" (short single click of the receiver), (b) dial the two digit extension of where you wish to transfer the call, and (c) switch hook again. All parties should then be connected together.

G.3 Calling the SMTO from the outside

The SMTO can be reached from two outside phone numbers:

```
line1:  1-520-828-3384      (via Valley Telephone company)
line2:  1-520-552-5308      (via PCI)  This line may be
                                eliminated in the near future.
```

The SMTO phone system is set up on Direct Extension Dialing (DXD). When one calls in from the outside, the system answers with a short voice message. Enter the extension number of the SMTO phone you want and the call wil be directed there. If no one answers at that extension, the call will be directed back to the main control room desk at extension 10.

If you enter extension 771, this is a "hunt group"; the phone will search for an answer at extension 10, 11, 16, 18, and 20. It will ring 3 times at each extension and if there is no answer it will go to the next line. This is a useful feature if you are calling from outside and do not know where someone is to answer the phone.

G.4 To send a FAX to the SMTO:

(1) Call one of the two SMTO phone numbers (line 1 is better quality).
(2) Dial extension 14 at the voice message.
(3) Start your FAX.

G.5 Special Buttons on Unit 10 (the control room desk phone)

(1) DXD: The DXD (direct extension dialing) button enables the DXD feature of the entire phone system. This should always be ON (green light). DO NOT TURN THIS OFF!

(2) Wake up call: You can use this button to send a wake up call to any extension, i.e. the bedrooms, from the system at a specified time. Consult the short phone user booklet for information.

G.6 Special Extensions:

(1) FAX: The fax line is a special extension. When a fax connects to it, the line goes into privacy mode so that other system phones cannot listen into the call (and cause an error in the transmission). A button has been programmed on the system phones for the fax line. This button can be used to directly transfer a call to the fax machine. The lights of this line also monitor the fax transmission. See the phone booklet for more details. On dialout, this line connects directly to the outside lines, so a "9" first is not necessary.

(2) MODEM: The MODEM line also is programmed for "privacy mode" on connection. Again, this line connects directly to the outside line so that a "9" is not required on dialout.

G.7 Reprogramming the system:

DO NOT RE-PROGRAM THE PHONE SYSTEM.

If you have problems, or want changes made to the system set up please send an email message to:

`rwarner@as.arizona.edu`

Appendix H

Proposal Cover Sheet

We display the SMTO proposal Cover Sheet. In addition to this, you need to include

(a) A concise scientific justification for the project (<1000 words).

(b) An estimate of the observing time required

(c) Frequencies and source coordinates to be observed.

Latex versions of the SMTO proposal cover sheet are available on the SMTO home page. In addition, the most up to date information on telescope and receiver parameters will be found on there as well:

http://maisel.as.arizona.edu:8080/smt.html

The proposal should be sent to the appropiate TAC (SO or MPifR). The SMTO director will then schedule the observing time.

US proposals external to Steward should forward their proposal to the Steward Observatory SMTO TAC (Currently John Bieging is chair of the SO SMTO TAC).

Submillimeter Telescope Observatory

Heinrich-Hertz Telescope

A Collaboration of Steward Observatory and the Max-Planck-Institut für Radioastronomie

For official use
Date: **Proposal number:**

Proposal Summary Sheet

Submitted to: ○ SO ○ MPIfR
○ Joint proposal: Specify % time MPIfR: SO: ○ SMTO (Staff)

TITLE:

ABSTRACT:

Investigator(s):	**Institution:**	**Email:**	**Phone:**	**Fax:**

Expected observer:

Number of hours requested: **LST interval(s):**

Scientific Category:			**Observing Mode:**	
	○ extragalactic	○ young stellar objects		○ continuum
	○ galactic	○ cloud structure		○ spectroscopy
	○ planetary	○ stellar		○ other:
	○ atmospheric	○ chemistry		

Objects	**Name:**	**Coordinates:**	**V_{LSR}:**

Frequencies:

Special requirements (dates, frequencies, etc.):

Receivers:	○ 230 GHz SIS	○ 345 GHz Dual Channel SIS	○ 460 GHz SIS	○ 810 GHz HEB
Bolometer channels:	○ 1300 μm	○ 870 μm	○ 450 μm	○ 350 μm

Backends: ○ AOS-1 (1 GHz) ○ AOS-2 (1 GHz) ○ AOS-3 (250 MHz) ○ Filterbanks ○ Drumbeat