Before you run check:

1) Is it Friday? Unless someone you speak with someone who does ABI maintenance, there will be no plates loaded over the weekend that could run past 5pm on Friday. No exceptions.

2) Is the light on the lower lefthand side of the ABI flashing green? What is the % progress?  If it is under 10% or over 90% DO NOT ADD YOUR PLATE.

3) Have you spun your plate down to eliminate bubbles? They may cause an error that could interrupt your run.

4) Is your plate holder snapped on tightly and secure? Are all holes on the white plate holder top lined up with the holes on your plate?

5) Please check for a "system status" light before running your plate in the left hand corner of the ABI screen.  If the light is green, proceed with your plate.  If the light is ever red, notify us immediately.

6) Has maintenance been done? Check the ABI calendar and do not run a plate unless it has been done.

**NOTE:**

**Never close "Service Console" screen**!  This is the screen with three green circles/red squares.  Only maintainers of the ABI should access this console.  Never attempt to shut down or restart any aspect of the ABI software.

**Interns must have someone put plates on for them by either leaving them in the deli case and emailing whoever is doing maintenance that week or by asking their mentor to load their plates**.

**Everyone using the ABI must be trained by an ABI maintenance provider. If you have not been trained by an ABI maintenance provider, please see us.**

Sign up for your plate the Sunday of the week that you plan to run (you can sign up for the exact day anytime before the day you plan to run).

The current maintainers of the ABI are: Ashley Yang (ayang@amnh.org), Becky Hersch (rhersch@amnh.org), Melina Giakoumis (m.giakoumis1@gmail.com), and Suzanne Macey (smacey@gmail.com).