

**BA-1000**  
**Software**  
**Package**  
**Version 1.00**

# Table of Content

<b>TABLE OF CONTENT .....</b>	<b>2</b>
<b>INTRODUCTION .....</b>	<b>3</b>
<b>FEATURES .....</b>	<b>3</b>
<b>INSTALLATION.....</b>	<b>3</b>
• <b>Install from ZIP Disk .....</b>	<b>3</b>
• <b>Install from Internet.....</b>	<b>3</b>
<b>PROGRAM SETUP .....</b>	<b>3</b>
• <b>ZIP Drive Location.....</b>	<b>3</b>
• <b>Dial Local Area Code .....</b>	<b>3</b>
• <b>Dial '1' on Local Calls.....</b>	<b>4</b>
• <b>Local Area Code .....</b>	<b>4</b>
<b>FILE CONVERSION.....</b>	<b>4</b>
• <b>Select the Source File.....</b>	<b>4</b>
• <b>Select the Destination File.....</b>	<b>4</b>
• <b>Find the Phone Number position .....</b>	<b>4</b>
• <b>Convert the Phone Numbers .....</b>	<b>4</b>
<b>TECH SUPPORT - 916-786-6186 .....</b>	<b>4</b>

# Introduction

The BA-1000 Text Conversion Software Package is designed to work on any computer, running Windows 95, 98 or ME, with either an internal or external ZIP drive. This package lets you to take an **ASCII** text file, **Comma Delimited** format, and convert the phone numbers and store them directly to the ZIP Disk the BA-1000 uses.

# Features

- **Covert & store numbers to any of the 11 BA-1000 number files, 0 through 9 or the Do Not Dial List**
- **User selectable to dial a 1 and/or the local area code for local numbers**

# Installation

## • Install from ZIP Disk

- 1) Eject the ZIP Disk from the BA-1000 by pressing the clear button on the ZIP drive at the back of the BA-1000 (the BA-1000 must be at **MENU** to do this).
- 2) Insert the ZIP Disk into the ZIP drive on your PC.
- 3) If the PC automatically brings up the ZIP Disk contents in an Explorer window, close the window.
- 4) Under the “**Start**” button, on the **Task Bar**, left click on the **Run...** option; this brings up the **Run** window.
- 5) Enter the following in the **Open bar** on the **Run** window: **D:\SYSTEM\SETUP.EXE**
- 6) If your PC’s ZIP drive is something other than D:, enter the correct letter instead.
- 7) Now left click on the “**OK**” button.
- 8) Now follow the prompts to complete the installation.
- 9) The installation software will place the **BA1000** program shortcut on the **Programs** menu, under the “**Start**” button, on the **Task Bar**.

## • Install from Internet

- 1) Download the current version of the software package from our web site at [http://www.skutchelectronics.com/software\\_downloads.htm](http://www.skutchelectronics.com/software_downloads.htm)
- 2) Pay careful attention, when starting the download process, where the file is being saved to.
- 3) Now **UNZIP** the downloaded file and pay attention to the **target directory**.
- 4) Under the “**Start**” button, on the **Task Bar**, left click on the **Run...** option; this brings up the **Run** window.
- 5) Enter the following in the **Open bar** on the **Run** window: **C:\directory\SETUP.EXE**
- 6) Instead of **C:\directory**, insert the drive and directory name of the **target directory** where the files were **UNZIPPED** to.
- 7) Now left click on the “**OK**” button.
- 8) Now follow the prompts to complete the installation.
- 9) The installation software will place the **BA1000** program shortcut on the **Programs** menu, under the “**Start**” button, on the **Task Bar**.

# Program Setup

Run the BA1000 program and it will bring up the **BA1000 TEXT to ZIP** window; left click on the “**SetUp**” button on this window to bring up the **SetUp** window. You can save all changes, and exit the **SetUp** window, by left clicking on the “**Save**” button; left clicking on the “**Don’t Save**” button will throw away any setup changes you may have just made.

## • ZIP Drive Location

This is a pull down list of drive letters; select the drive letter that corresponds to the ZIP drive on your PC.

## • Dial Local Area Code

This is a check box, you left click on it to “**check**” it or “**un-check**” it. If you check this box, the program will add the **Local Area Code** to all local numbers for dialing (local numbers are 7 digit phone numbers or numbers with the **Local Area Code** on them). If un-checked, the program will

strip the **Local Area Code** from all local phone numbers that have it.

## • Dial '1' on Local Calls

This is a check box, you left click on it to “**check**” it or “**un-check**” it. If you check this box, the program will add a “**1**” to the start of all local numbers for dialing (local numbers are 7 digit phone numbers or numbers with the **Local Area Code** on them). If un-checked, the program will strip the “**1**” from all local phone numbers that have it.

## • Local Area Code

This box is used to enter the **Local Area Code**. The Local Area Code is the area code of the line that will be used for dialing out; i.e. the phone number for the line I want to use to call people **from** is 916-786-6186, so the local area code is 916.

# File Conversion

Run the BA1000 program and it will bring up the **BA1000 TEXT to ZIP** window.

## • Select the Source File

This box lets you choose the **Comma Delimited ASCII Text** file to use for the conversion; this is the phone number file you want to convert into a dialer file.

- 1) Move your mouse cursor over the “**Name Box**” (the box with a file name in it, located under the words **SOURCE FILE**).
- 2) Now left click to bring up the **Open** window.
- 3) Find the **Comma Delimited ASCII Text** file you want to convert.
- 4) Now left click the “**Open**” button.

## • Select the Destination File

This pull down box lets you choose which file the phone numbers, from the conversion, will go to; i.e. selecting **File 0** will put the converted phone numbers into dialing file 0, **File 1** goes to dialing file 1 and so on.

## • Find the Phone Number position

- 1) Left click the “**File Info**” button to bring up the **File Information BA-1000** window.
- 2) Use the “+”/“-“ buttons, in the **Field Position** box of the **File Information** window, to set the Field Position to 1.
- 3) Use the “+”/“-“ buttons, in the **Field Position** box of the **File Information** window, to view the different fields in each record, until you find the field with the phone numbers.
- 4) Now left click the “**OK**” button.

## • Convert the Phone Numbers

- 1) Change the “**START REC**” or “**END REC**” as needed. **Start Rec** sets the record number to start the conversions with. **End Rec** sets the last record number to try for the conversions.
- 2) Insert the ZIP Disk, from the BA-1000, into the PC ZIP drive.
- 3) Left click the “**Convert**” button to convert the phone numbers and store them on the ZIP Disk.
- 4) The program will show the conversion progress as it converts the numbers.
- 5) When finished, a **Convert Summary** window will open to show: **Source File, Total Records Converted, BA-1000 File, Total Records in File, Start Record** and **End Record**. The **Total Records Converted** number tells you how many valid phone numbers were actually found. The **Total Records in File** number tells you how many records were counted in the **Source File**.
- 6) Left click the “**Continue**” button to close the **Convert Summary** window.
- 7) Close the **BA-1000 TEXT to ZIP** window.
- 8) Take the ZIP Disk out of the PC and put it into the BA-1000.
- 9) Now the BA-1000 is ready to go with the numbers on the disk.

**Tech Support -  
916-786-6186**

If you have any problems getting the software to work properly, and you cannot find the solution in this manual, feel free to give us a call. Technical Support is available between the hours of 7:30 AM and 4:30 PM Pacific Time, Monday through Friday.