

**BA-1000**  
**Software**  
**Package**  
**Version 2.01**

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# 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 do the following: take an ASCII text file, **Comma Delimited/Separated** format, and convert the phone numbers and overwrite or add to any existing numbers on ZIP Disk the BA-1000 uses, and you can now view/print the phone number records of any file.

# 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**
- **User selectable to replace, or add numbers to the end of, the target file**
- **User selectable to convert only numbers in a given area code (with option to limit to only a given prefix in that area)**
- **Support for 6 local area codes**
- **Ability to handle source number files up to 2,000,000 records long**

# 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 **TextZip** program shortcut on the **Desktop**.

## • 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) to “**My Documents**” on your computer.
- 2) **NOTE:** If you are using **Windows 95/98**, you need to have **WinZip** installed on your system (see [Installing WinZip](#)).
- 3) Now double-click on the **My Documents** folder on your desktop.
- 4) Double-click on the icon labeled **TextZipS** in the **My Documents** folder, then follow the steps below for your version of Windows.

## • Windows 95/98 w/WinZip

- 1) Press the “**I Agree**” button on the WinZip opening screen.
- 2) Now press the “**Extract**” button on the button bar.
- 3) On the **Extract window**, under **Extract to:**, choose **My Documents**.
- 4) Now press the “**Extract**” button and wait until the green ball/light status activates on the main **WinZip** window.
- 5) Now close all open windows and continue with [Finish the installation](#).

## • Windows ME and above

- 1) Under “**File**”, choose “**Extract All**”.
- 2) Select **My Documents** for the **Extract To** location.
- 3) Click on the **Next** button, then the **Finish** button after that.
- 4) Now close all open windows and continue with [Finish the installation](#).

## • Finish the installation

- 1) From the “**Start**” button, on the **Task Bar**, left click on the **Run...** option; this brings up the **Run** window.
- 2) Use the **Browse** button to find **My Documents** then left click on the **Setup** icon.
- 3) Now left click on the “**Open**” button, then left click on the “**OK**” button.
- 4) Now follow the prompts to complete the installation.
- 5) The installation software will place the **TextZip** program shortcut on the desktop.

## • Installing WinZip

- 1) Click the **WinZip** link from our downloads page [http://www.skutchelectronics.com/software\\_downloads.htm](http://www.skutchelectronics.com/software_downloads.htm) and download the current version of **WinZip** to “**My Documents**” on your computer.
- 2) Now double-click on the **My Documents** folder on your desktop.
- 3) You will find an icon in the **My Documents** folder that says something like **Winzip80.exe**; double click on this.
- 4) Follow the prompts, and when it asks whether you want to run it in “**Classic**” or “**Wizard**” style, choose “**Classic**”; then follow the remaining prompts to finish the installation.
- 5) Close all open windows and you are finished installing **WinZip**.

# Program Setup

Run the **TextZip** program and it will bring up the **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 Codes

Box 1 is the required local area code (this is the area code the dialer will be calling from); you must enter an area code here, 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. Boxes 2 through 5 are for any other area codes, considered to be local to you, where you don’t need to dial a **1** to call their numbers.

# File Conversion

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

## • Select the Source File

This box lets you choose the **Comma Delimited/Separated ASCII Text** (see [File Formats](#) for information on these file structures) 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/Separated 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.

## • Select the Range of Numbers to Convert

The **START REC** box sets which record, from all the records in the file, the software will begin the conversion at.

The **STOP REC** box sets the record number at which it will stop the conversion.

## • Select the Transfer Type

The Transfer Type box lets you select whether the software will erase all the numbers in the Destination File and save just these new converted numbers to the file (when **All NEW!** is selected), or if it will add these new converted phone numbers to the end of the existing file (when **ADD to Existing** is selected).

## • Select the Type to Download

By default, the software will convert and download all phone numbers, both local and long distance. Example:

Local Area Codes – 1=916, 2=221, 3=683	
Number in File	Number Downloaded
786-6186	786-6186
221-778-3838	221-778-3838
552-333-3434	552-333-3434
683-888-8989	683-888-8989

If you only want your local phone numbers (numbers that match your local area codes in the [SetUp](#) section), then select the **Download LOCAL Only!**----- option. Example:

Local Area Codes – 1=916, 2=221, 3=683	
Number in File	Number Downloaded
786-6186	786-6186
221-778-3838	221-778-3838
552-333-3434	--Not downloaded--
683-888-8989	683-888-8989

If you only want a specific prefix of phone numbers within the Default Area Code, then select the **Download LOCAL Only!**----- option and enter the prefix in the **This Prefix ONLY!** box that appears. This is useful for downloading only the Do Not Dial numbers for the prefix you will be calling. Example:

Local Area Codes – 1=916, 2=221, 3=683	
Local Prefix to download - 786	
Number in File	Number Downloaded
786-6186	786-6186
773-6186	--Not downloaded--
916-786-6186	916-786-6186
221-786-3838	--Not downloaded--
552-333-3434	--Not downloaded--
683-888-8989	--Not downloaded--

## • Find the Phone Number position

The **Records in FILE** box will show you how many records the program found in this Source file.

The **Records to CONVERT** box will show you how many of the records found, will be converted, according to the current specifications, from the Source file.

The Total Records (START-END) box shows you how many records you have requested to convert (up to 100,000 max).

If you double-click on any entry in the **DATA** window, a new box will appear, below the **DATA** window, showing that entire record.

- 1) Left click the **“File Info”** button to bring up the **File Information** 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.

## File Formats

### • Comma Delimited

The following is an example of a Comma Delimited file (notice that each Field is surrounded by double-quotes):

```
“Joe”,“Smith”,“801 Terrace Rd”,“955-264-2828”
“Jon”,“Jones”,“202 Way Way”,“944-383-2222”
“George”,“Day”,“101 George St”,“919-225-3434”
```

### • Comma Separated

The following is an example of a Comma Separated file (notice that double-quotes are NOT used):

```
Joe, Smith, 801 Terrace Rd, 955-264-2828
Jon, Jones, 202 Way Way, 944-383-2222
George, Day, 101 George St, 919-225-3434
```

## Load a Dialer File

This feature lets you convert a dialer file from the Zip disk to a **Comma Delimited ASCII Text** file. Simply left click on the “**Export**” button and the software will convert the file, specified by the [Destination File](#) setting, and store the new file as **C:\DIALER.TXT** in **Comma Delimited ASCII Text** format.

## Print a File

You can view/print a file by left clicking on the “**Inspect DF**” button. Once the software has loaded the file, it will show you the **Inspect Dialer File** window.

### • Inspect Dialer File

In this window, you can see all the information for each phone number record. If you want to print the entire file, by left clicking on the “**Print Preview**” button. You can customize which phone number records are shown by selecting/unselecting the dialing results and then left clicking on the “**Refresh**” button.

### • Printing

After you have selected which results you want to print, and have pressed the “**Print Preview**” button, the software will bring up the **Print Preview** window. In this window you can see what the printout will look like and, when ready, print the file to your standard Windows printer by left clicking on the **Printer** icon.

## 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.