

ATARI® 800™

COMPUTER PROGRAM MAILING LIST




ATARI®
A Warner Communications Company 

Model CX4104
Use with
ATARI® 800™
PERSONAL COMPUTER SYSTEM

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1 INTRODUCTION

The ATARI® MAILING LIST program cassette contains three programs. **Side 1** contains the MAILING LIST program, which can be used to keep track of your mailing lists (Christmas cards, business associates, family members, club memberships, and the like). **Side 2** contains the ATARI GENERAL LIST and the LIST CUSTOMIZER programs. Use the GENERAL LIST program for the storage and retrieval of almost any kind of data, such as recipes or inventories. The LIST CUSTOMIZER program can be used to change or modify either the MAILING LIST or the GENERAL LIST programs to suit your particular needs.

It is a good idea to store your data on separate cassettes, rather than using your ATARI MAILING LIST program cassette. In this way, there is less risk of losing part of the program and it is easier to find your data files. Although the MAILING LIST and GENERAL LIST programs were written for data storage on cassette, you can modify these programs so that they allow data storage on diskette. Instructions for making this modification are located in Section 8, Using ATARI MAILING LIST With a Disk Drive.

The term **FIELD**, as used in this manual, refers to the individual lines of your data record files.

2 EQUIPMENT REQUIREMENTS

The following basic equipment is required to use your MAILING LIST program:

- ATARI 800™ Personal Computer System with:
24K of RAM (minimum)
ATARI BASIC (Computing Language) Cartridge
- ATARI 410™ Program Recorder
- ATARI MAILING LIST Program Cassette

To expand your system, you may want to add the following optional equipment:

- ATARI Printer
- ATARI Disk Drive
(Minimum of 32K RAM required)

3 INSTALLATION AND LOADING

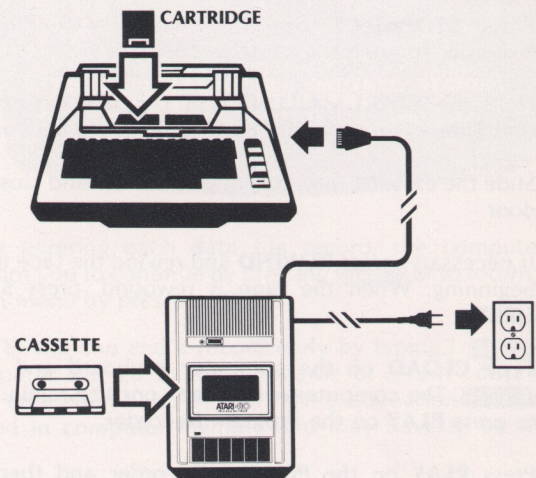


Figure 1 Loading Diagram

1. Connect the ATARI 800 Personal Computer System to your television set as instructed in the Operator's Manual.
2. Make sure that the ATARI 410 Program Recorder is properly connected to the computer console, and to a wall or power outlet (see your ATARI 410 Program Recorder Operator's Manual for further details, if necessary).

NOTE: If you have "daisy-chained" peripherals to your computer console, and do not wish to disconnect them, connect your ATARI 410 Program Recorder to the I/O CONNECTOR of the last unit in the chain.

If an ATARI Disk Drive is connected to the system, the Disk Operating System (DOS) and system software use some of available RAM. The amount of RAM used varies with the particular version of DOS that you are using.

This overhead needs to be taken into account when calculating the amount of RAM required to run a program.

3. Make sure that at least 24K of RAM is installed in your ATARI Personal Computer System. See the Operator's Manual for Memory Module™ loading installation.
4. Insert the ATARI BASIC (Computing Language) Cartridge into the LEFT CARTRIDGE slot in the ATARI 800 computer console.
5. Turn on your television set.

6. Power up your ATARI Personal Computer System by pressing the **POWER** switch on the right side of the console to **ON**.

7. If all equipment is properly connected and powered up, your television screen should be displaying the **READY** prompt, with the white square "cursor" just below.

NOTE: If you have problems loading the program, and if you have other peripherals in addition to the Program Recorder attached to the computer console, try disconnecting the other peripherals and connecting the Program Recorder directly into the computer console to isolate the problem.

8. Press **STOP/EJECT** on your ATARI 410 Program Recorder to open the cassette door.

9. Hold the ATARI MAILING LIST program cassette so that **Side 1** is up and the tape leader is facing you.

10. Slide the cassette into the cassette holder and close the door.

11. If necessary, press **REWIND** and rewind the tape to the beginning. When the tape is rewound, press **STOP/EJECT**.

12. Type **CLOAD** on the computer keyboard and press **RETURN**. The computer will "beep" once to remind you to press **PLAY** on the Program Recorder.

13. Press **PLAY** on the Program Recorder and then the **RETURN** key on the computer console to start the loading process. Through the window of the Program Recorder, note that the tape is turning. The "beeps" and other sounds you hear coming from the television speaker tell you that the program is being loaded into computer RAM.

14. When the television screen displays the **READY** prompt again, type **RUN** and press **RETURN**. The screen will display the ATARI logo and the message, **LOADING MAILING LIST**. You will hear another beep as the MAILING LIST program automatically begins to load into the computer. When the MAILING LIST Main Menu is displayed, the program is ready to use.

See the sections on **GENERAL LIST** and **LIST CUSTOMIZER** for instructions on loading those programs.

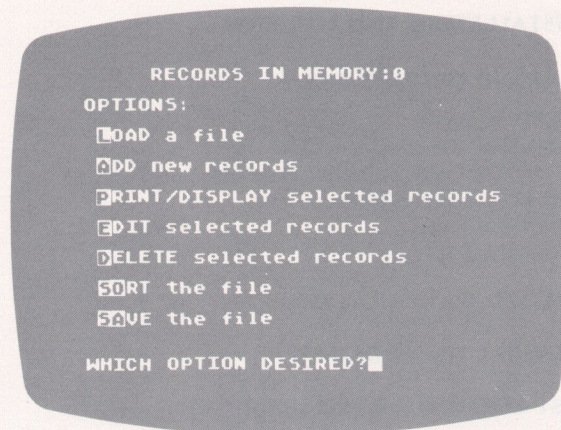
HELPFUL HINT

Avoid hitting the **BREAK** key because it will stop your program. If you should accidentally hit **BREAK**, use the following procedure to recover:

- (1) Type **GOTO 100** **RETURN**. This will bring you back to the Main Menu without the loss of your records.
- (2) Save your data to cassette or diskette by using the **SAVE THE FILE** menu option.
- (3) Press **SYSTEM RESET** and type **RUN** **RETURN** to rerun the program.
- (4) If you wish to use your data again, reload it using the **LOAD A FILE** menu option.

4 MAILING LIST PROGRAM OPTIONS

There are seven options available on the Main Menu.



LOAD a file: allows you to load your data files into computer memory from cassette or diskette (see Section 8).

ADD new records: allows you to add new data to your existing data files or to create new ones.

PRINT/DISPLAY selected records: allows you to print your data files on the screen or on a line printer.

EDIT selected records: allows you to edit and change your data files.

DELETE selected records: allows you to remove old or incorrect data from your data files.

SORT the file: allows you to sort your data by any of the fields.

SAVE the file: saves your data files on cassette (or diskette).

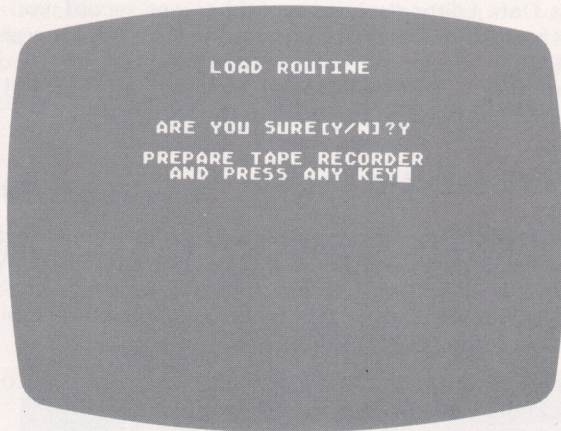
NOTE: If you are inputting records for the first time, read the section entitled **ADD New Records**.

Each item on the Main Menu is explained further below.

The **PRINT/DISPLAY**, **EDIT**, and **DELETE** modes of the MAILING LIST program contain a feature that allows you to manipulate your files. When you press the key for one of these modes, the computer will ask **ALL OR SOME (A/S)?** If you answer **A**, the computer will go directly into that mode. If you answer **S**, the computer will then go to the Manipulation mode. This is explained further in Section 5, **RECORD MANIPULATION**.

LOAD a File

Use this option to load any previously saved files into the program by pressing the **L** on your keyboard and hitting **RETURN**.



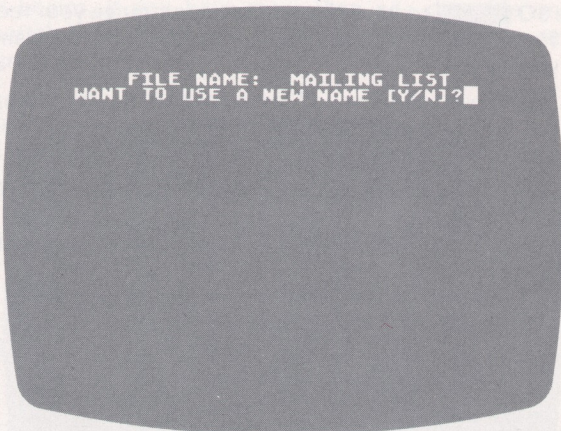
Press **Y** **RETURN**. (If you press **N**, the program will return to the Main Menu.) Insert your data cassette in the Program Recorder. Be sure that it is rewound to the beginning of your data. When ready, press **PLAY** on the Program Recorder and then any key on the keyboard. The computer will sound a beep notifying you that it is inputting your records into computer memory.

As each record is inputted, the computer assigns it a number. This number appears at the top of your television screen. The computer program will tell you when it reaches the end of your file and then returns to the Main Menu. The number of records currently stored in computer memory will be listed at the top of the menu.

ADD New Records

Press **A** to create new data files or to add to existing data files already loaded into computer memory.

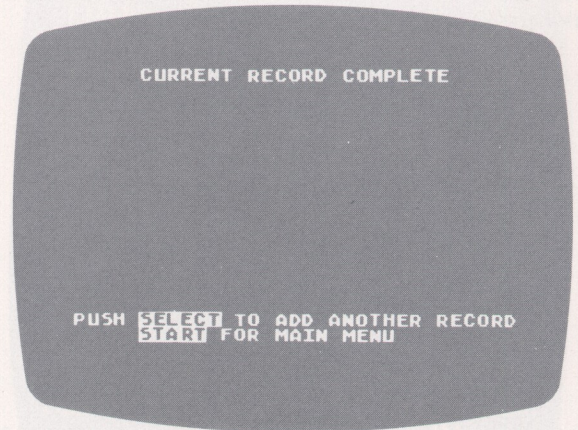
The computer will ask if you want to use a new name for your file. If you press **Y** (for Yes), the computer will then ask you for the new name. You can use up to 12 characters for your data file names with any combination of letters or numbers.



If you press **N** (for No), or after you have named your new data file, the computer will go to the ADD RECORDS mode. The cursor (the white square) will prompt you on each line of your data file record. After entering each line of your data file record, press **RETURN**.

If you have no data for a particular line, such as MIDDLE or EXTRA, just push **RETURN**. The computer will leave that line blank and move on.

If you make a mistake while typing a line, use the **DELETE BACK S** key to backspace to the point of your error, and retype the line correctly. If you press **RETURN** before you realize you have made a mistake, you can correct it later when you get into the EDIT Selected Records mode.



After entering each data file record, the computer will prompt you to continue by pressing **SELECT** or to return to the Main Menu by pressing **START**.

NOTE: You can end a record early by typing **!** **RETURN**. The computer will go to the "continue or return" display. All data entered in fields *BEFORE* the exclamation point will be stored in computer memory and may have to be deleted later.

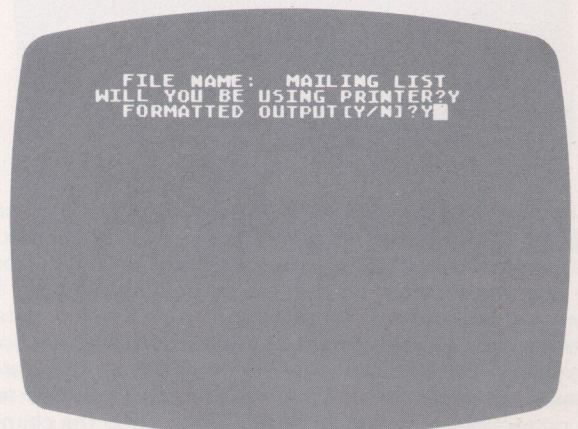
PRINT/DISPLAY Selected Records

To print your files on a line printer or display them on your television screen, press **P** **RETURN**. The computer will ask ALL OR SOME RECORDS (A/S)? If you wish to print all the records you have in your file, press **A** **RETURN**. After a short 'searching' period, the computer program will display the number of records in the file and the file name. The screen will then display WILL YOU BE USING PRINTER?

NOTE: If you want to print only a portion of your list, read Section 5, Record Manipulation.

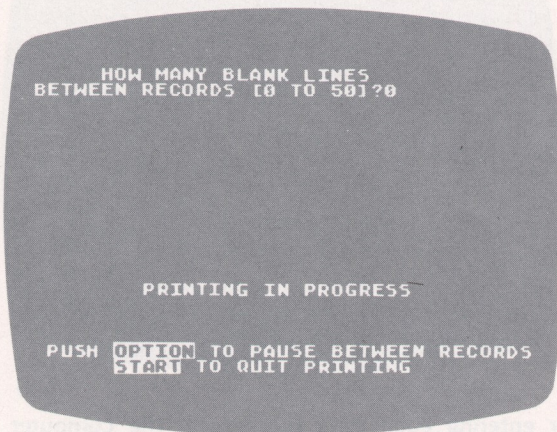
If you are not using MAILING LIST format, then answer **N** **RETURN**. The computer will immediately begin to print your records on the screen as you entered them.

A **Y** answer will prompt the computer to ask FORMATTED OUTPUT (Y/N)? If you want your printout to be formatted (such as when you use the MAILING LIST for preparing mailing labels), press **Y** **RETURN**.



The computer will then ask how many blank lines you want printed between each record. Enter a number between 0 and 50. If you are printing mailing labels, experiment until you find the correct number of blank lines to center your print-out on the label.

NOTE: Gummed mailing labels on rolls are available at most stationery stores.

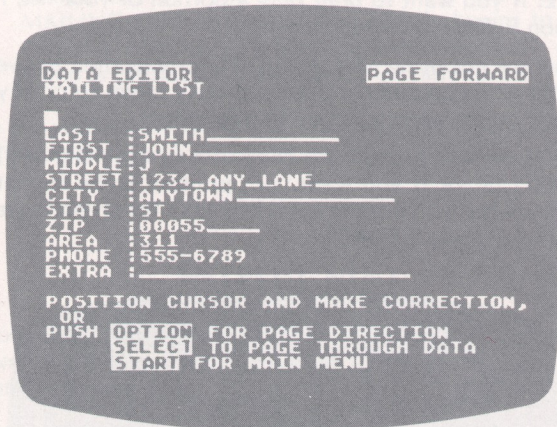


During the printing process, you can push the **OPTION** button on the computer console to stop the printer. To restart the printer, press **OPTION** again.

To stop the printer and return to the Main Menu, press the **START** button.

EDIT Selected Records

Mailing addresses and other information in each record can be changed by pressing **E RETURN**. The computer will ask if you want to edit all or some of your records. Type **A RETURN** if you wish to check and edit all records. The computer will search and enter your record file into the Data Editor. Each record file will then be displayed beginning with the first record.



To make changes in a single record or group of records, press **S RETURN**. (Full details for retrieving one or a group of records are found in Section 5 of this manual.) Move the cursor to the line and location on the line by holding the **CTRL** key down and simultaneously pressing an arrow key. (For details, refer to "Using the Keyboard and Screen Editing Functions" in your ATARI 800 Personal Computer System Operator's Manual.) Changes can only be made line by line. After making corrections on a line, press **RETURN** to enter the change.

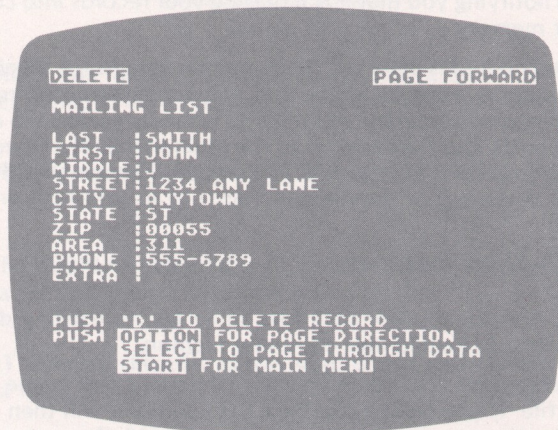
If the Data Editor contains more than one record, you can page forward or backward by pressing **OPTION** before pressing **SELECT**. When you have reached the end of the data record file, a tone will sound and the last file will be repeated. Press **START** to return to the Main Menu.

DELETE Selected Records

Press **D RETURN** to remove unwanted records from your data file. The computer will ask ALL OR SOME RECORDS (A/S)? To review all of your record files for deletion, press **A RETURN**. This will cause the program to search out and place the records into the Data Editor.

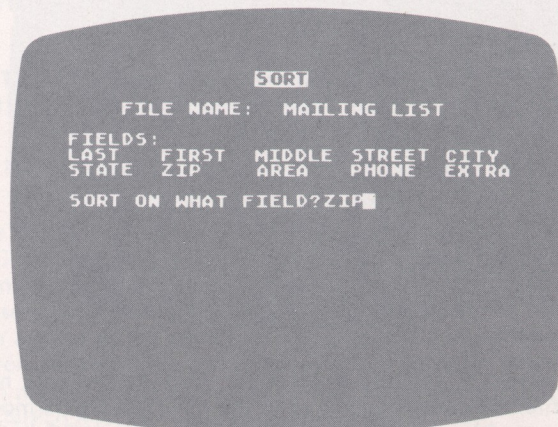
Press **S RETURN** to delete a single record or group of records. Full details can be found in Section 5.

Press **D** to delete a record. The computer will ask ARE YOU SURE (Y)? If you do want to delete the record, press **Y RETURN**. To bring up the next record file, press any other key. Press **SELECT** to page through your record files. The **OPTION** key will allow you to page forward or backward, and **START** will return you to the Main Menu.



SORT the File

Type **SO RETURN** to have the computer rearrange your record list. The computer will ask you on which field you want to sort your records.



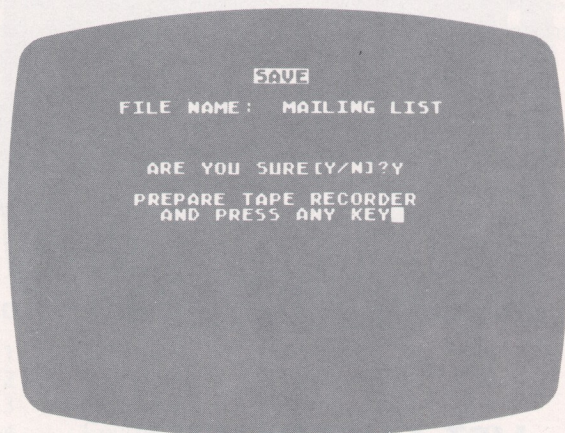
Type in the complete field name and press **RETURN**. The computer will then sort your data records against the field you have selected. The time given for the sorting task is an approximation only. The amount of time depends on the number of records and how much rearranging is necessary.

Your records are sorted alphanumerically, from the lowest number to the highest and from A to Z, through all the characters in the field.

After completing the sorting task, the computer automatically returns to the Main Menu.

SAVE the File

To save your record files on cassette, type **SA** . The computer will display the message ARE YOU SURE (Y/N)?



Type **Y** . The computer will stop while you prepare your Program Recorder and data cassette. (Type **N** to return the program to the Main Menu.)

It is a good idea to use separate data cassettes for each data file. If you are positive there will be no additions to any of your data, several files can be stored on one cassette tape and indexed according to the Program Recorder counter number.

NOTE: Program Recorder counter calibration varies from machine to machine.

Be sure the data cassette is rewound to the beginning (or to the number on the Program Recorder counter where your data begins, if you have more than one data file on the cassette). Press **PLAY** and **RECORD** simultaneously on the Program Recorder.

Press any key on the keyboard. You will hear two beeps and, after a moment, the SAVE process will begin. When the process is complete, the computer will return to the Main Menu.

NOTE: If **PLAY** and **RECORD** are not pressed, the computer will try to save the data anyway, but it will eventually return to the Main Menu.

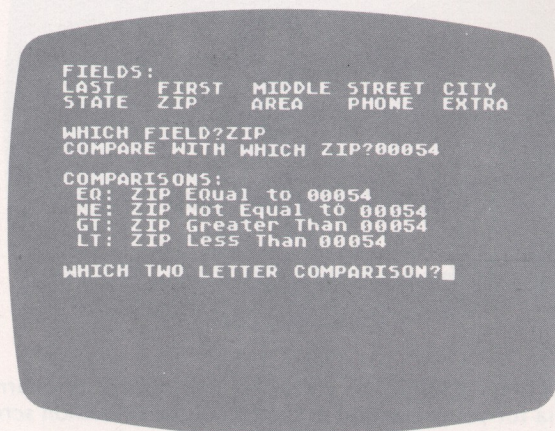
The record files remain in computer memory when the SAVE process is complete. To clear them from memory, press , type **RUN**, and press . This will allow you to enter new records, if desired.

If you want to save your data on diskette instead of cassette, see Section 8, Using ATARI MAILING LIST with a Disk Drive.

5 RECORD MANIPULATION

As described earlier, the PRINT/DISPLAY, EDIT and DELETE modes of the ATARI MAILING LIST program contain a feature that allows you to manipulate your files. When you

select one of those modes, the computer will ask ALL OR SOME (A/S)? If you answer **S**, the computer will then go to the Manipulation mode.



The computer will ask against WHICH FIELD the data is to be compared. You must type in the complete field name and then . In the above example, ZIP was chosen.

After you choose the field, the computer will ask with what you want to compare that field. In the example above, a ZIP of 00054 was chosen.

In our example:

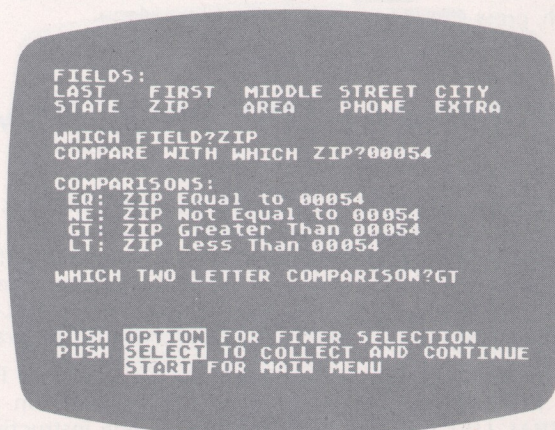
EQ means that you want the computer to find all data records with a ZIP of 00054.

NE means that you want the computer to find all data records except those with a ZIP of 00054.

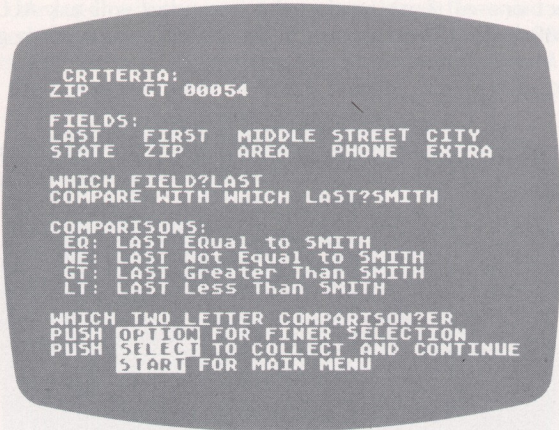
GT means that you want the computer to find all data records greater than 00054.

LT means that you want the computer to find all ZIPs less than 00054.

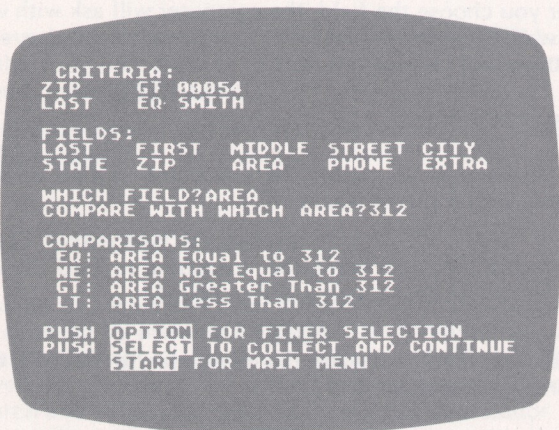
Select the comparison you want to make by typing the two letters.



If we choose **GT**, as in the above example, the computer will then ask us to decide whether we want to define our selection further or to go ahead with the selection mode. We can also return to the Main Menu.



If you press **OPTION**, the computer will display the current criteria for your selection at the top of the television screen and allow another choice of fields. In the above example, LAST was chosen. The computer program will search and display all records with a last name of Smith and a ZIP greater than 00054.



In the example above, the computer is asked to find any records with a ZIP code greater than 00054 and with a last name of Smith.

Up to four comparison selections can be made for each record file. Press **SELECT** to signal the computer to begin its search; press **START** to return to the Main Menu.

6 GENERAL LIST PROGRAM

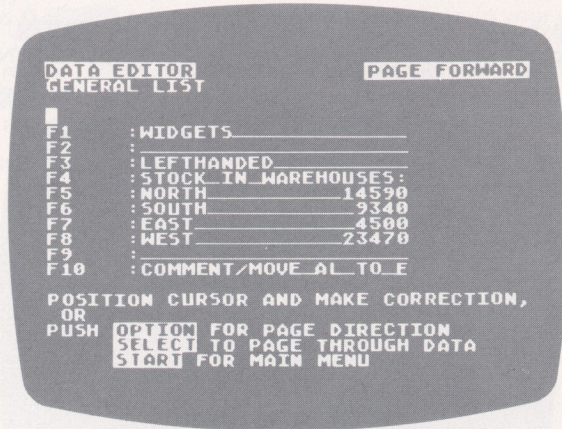
Side 2 of the ATARI MAILING LIST program cassette contains the GENERAL LIST program and the LIST CUSTOMIZER program. The GENERAL LIST program differs from the MAILING LIST program only in the size and names of the data fields. The Main Menu for the GENERAL LIST program is the same as that for the MAILING LIST program.

Hold the cassette so that **Side 2** is up, place it into the Program Recorder, and rewind the tape. Load and run the GENERAL LIST program following the loading instructions for the MAILING LIST program.

To use the GENERAL LIST program for storage of recipes, you could put the name of the dish in F1 and the ingredients and instructions in the remaining fields. For inventory purposes, the name of the item could be placed in F1 and a

count or description in the remaining fields. Then any field can be sorted alphabetically and the data saved for future use.

NOTE: When sorting numerically, you must be certain that all numbers are placed in columns. This is because the computer recognizes a number such as 1023 as smaller than 213, unless the 213 has a leading blank space or zero.



7 LIST CUSTOMIZER PROGRAM

Immediately following the GENERAL LIST program on **Side 2** of the ATARI MAILING LIST program cassette is the LIST CUSTOMIZER program. This program can tailor either List program to your particular needs. (In fact, GENERAL LIST is just a modification of MAILING LIST that has been made for your convenience.) LIST CUSTOMIZER allows you to set the number of fields you need for your data file and the length of each field. You then use your LIST CUSTOMIZER data to modify the MAILING LIST or GENERAL LIST programs.

To load the LIST CUSTOMIZER program, place **Side 2** of the program cassette into your Program Recorder and rewind the tape to the beginning. Push the counter button so that it returns to 000 and, following the Installation and Loading Instructions, load the GENERAL LIST program first. After the GENERAL LIST program is loaded, note the counter number for future reference. Press **SYSTEM RESET** and type **NEW RETURN** to clear the GENERAL LIST program from computer memory.

Without removing the cassette, type **CLOAD RETURN**. When the program is loaded and the READY prompt appears, type **RUN RETURN**. The ATARI CUSTOMIZER program will load into the computer.

If you plan to make more than one customized list, you can save the LIST CUSTOMIZER program to a blank cassette or diskette for easier loading in the future.

Before you customize the MAILING LIST or GENERAL LIST programs, you should chart all necessary information:

- The name of your customized file.
- The label (name) of each field, which can be a maximum of 6 characters.
- Number of fields necessary to input all needed information should be kept to a minimum. A maximum of 10 fields per record is allowed.

- The length of each field should be as short as possible. Each field can contain up to 107 characters, including spaces between words or numbers.
- Your format.
- Number of lines necessary to print your information in format should be short if you are using mailing labels.

NOTE: Keep the number of fields to a minimum and the length of each field as short as possible. The MAILING LIST and GENERAL LIST programs are written to check the available amount of memory in the computer. This figure is then divided by the amount of memory allotted for each record. The less memory used for each record, the more records that can be stored in each file.

For example, a teacher might want to customize the GENERAL LIST program to keep track of students' grades. A sample structure list might look like this:

CHART 1

LIST NAME: Spring 80

FIELD No.	FIELD	LABEL	LENGTH OF FIELD
1	Last name	LAST	15
2	First name	FIRST	10
3	Middle initial	MI	1
4	Course	COURSE	10
5	ID number	ID #	3
6	Class period	PERIOD	1
7	Midterm grade	MIDTRM	1
8	Final grade	FINAL	1
9	Extra work	EXTRA	10
10	Comments	COMENT	20

LIST NAME is the name to be given to your customized record program.

Now make a chart of the printout format:

CHART 2

LINE No.	FIELD
1	Course
1	ID Number
2	Class period
3	(skip line)
4	Last name
4	First name
4	Middle initial
5	(skip line)
6	Midterm grade
7	Final grade
8	Extra work
9	Comments

The LINE No. column refers to the form you wish your printed records to take. In the above example, line 1 contains the course being taken and the course ID number. Line 2 is the student's class period. Line 3 has been skipped. Line 4 has the student's full name. Line 5 is skipped and lines 6 through 9 are the student's grades and other information.

The teacher must now decide what other information is to be printed and whether the computer is to print (nonsuppress) the spaces that follow ("trailing blanks") if the information contained in each field is less than that allowed.

The teacher must also decide what text is to be printed by the computer in conjunction with the inputted information.

In the following chart, the data underlined is information that is to be "imbedded" in the computer printout.

CHART 3

LINE No.	Format
1	F4ST_F5S
2	<u>TPERIOD</u> F6N
3	(skipped)
4	F1ST_ F2ST_ F3ST_
5	(skipped)
6	<u>TMIDTERM</u> F7N
7	<u>TFINAL</u> F8N
8	<u>TEXTRA</u> F9S
9	<u>TCOMMENTS</u> F10S

The data in Chart 3 is interpreted as follows:

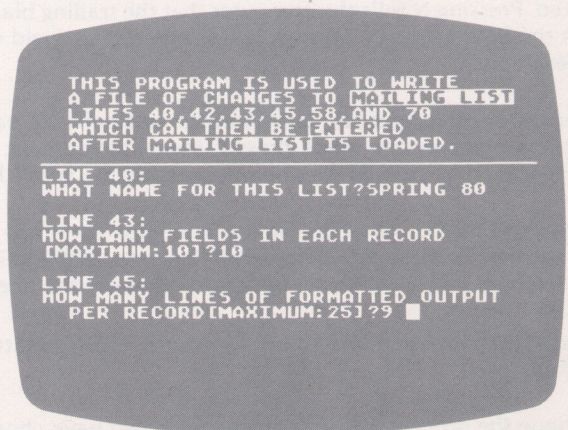
- F** the field
- S** means the trailing blanks are suppressed
- N** means the trailing blanks are nonsuppressed (printed)
- T** means that text will be imbedded in the format
- underline denotes data to be "imbedded" in the printout format.

As an example, in Line 1 of Chart 3:

- F4** = Fourth field from Chart 1 (the course)
- S** = Trailing blanks suppressed
- T** = Followed by a blank space means a space is imbedded in the format
- F5** = Field 5 is added from Chart 1 (the ID number)
- S** = Since, in this case, there are no trailing blanks, this could be either **S** for suppressed or **N** for nonsuppressed.

When loading is complete, the computer will ask for the LIST NAME, then for the number of fields in each record (10 in our example), followed by the number of lines of formatted output (9 in our example below).

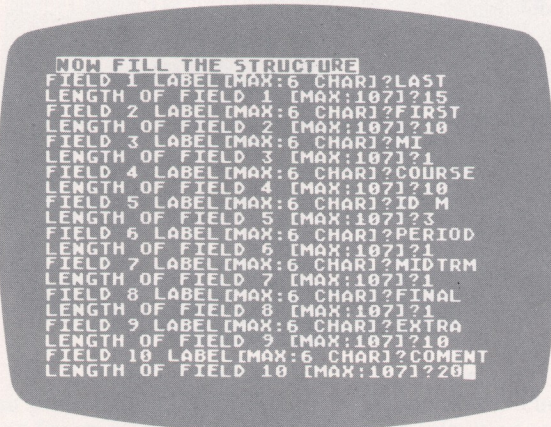
CAUTION: Enter your data carefully. If you make an error, then you must run the program again by pressing **SYSTEM RESET** AND TYPING **RUN** **RETURN**.



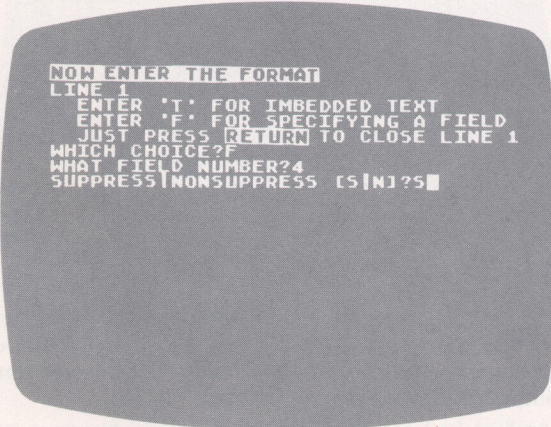
The next step is to determine the structure. This information is taken from Chart 1. Each field is labeled and its length is defined. The computer will prompt you by asking:

FIELD 1 LABEL (MAX: 6 CHAR)?

When you answer, the computer will then ask for the length of each of the 10 fields.



In the following screen, the Format Line number is shown at the top left of the television screen. Refer to Charts 2 and 3. To start with a field, press **F** **RETURN**. The computer then asks WHAT FIELD NUMBER? In this example, the teacher entered **4** **RETURN**.



The computer then asks SUPPRESS/NONSUPPRESS (S/N)? Pressing **S** tells the computer NOT to print any trailing blanks after the field, if the field is shorter than the space allotted. Pressing **N** tells the computer that the trailing blanks after the field are to be printed. (**S** was entered for Field 4 in our example.).

If spaces or other text are desired at the beginning of each format line or between fields, press **T**, then add your text. To add spaces, press the **SPACE** key before pressing the space bar.

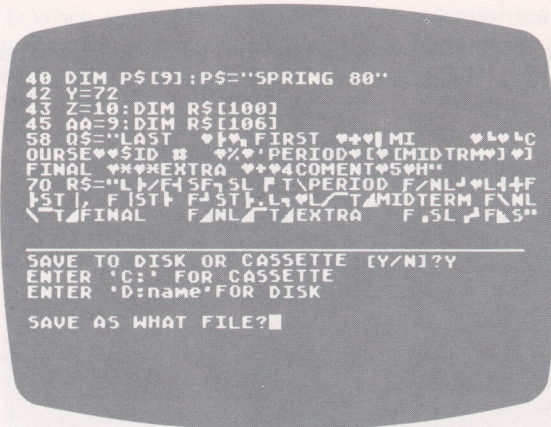
Following Chart 3, enter the information for each line of your format. To close off each format line, press **RETURN**. The line 1 screen will be returned until you close off the line.

Press **RETURN** for each line to be skipped in your formatted printout.

Continue the process for each of the fields you have chosen in Chart 3 for your format. The individual fields do not have to be in consecutive order, and you can have more than one field per line.

When you have finished the last line of your format, the computer will list the output of your LIST CUSTOMIZER

program and ask if it is to be saved. Type **Y** **RETURN**. The computer will ask SAVE AS WHAT FILE?



If you are saving to cassette, insert a data cassette into your Program Recorder. Rewind the cassette to the desired starting point and type **C** **RETURN**. Press the **RECORD** and **PLAY** buttons on the Program Recorder and then press any key on the computer console keyboard. The LIST CUSTOMIZER you have generated will then be saved onto the cassette.

When complete, rewind and remove the cassette from the Program Recorder. To exit the LIST CUSTOMIZER program and clear it from computer memory, press **SYSTEM RESET** and then type **NEW** **RETURN**. Following the Installation and Loading Instructions, load either the ATARI MAILING LIST or GENERAL LIST program into the computer.

Remove the MAILING LIST program cassette and insert the cassette containing your LIST CUSTOMIZER program. Push the **PLAY** button on the Program Recorder. Press the **SYSTEM RESET** key and then type **ENTER C** **RETURN**. The computer will modify the MAILING LIST program to your specifications, by changing those lines of the old program to those you have created with the LIST CUSTOMIZER.

If you are saving to diskette, follow the directions in the ATARI Disk Drive Operator's Manual or the ATARI Disk Operating System Reference Manual.

It is a good idea to check your customized program for errors by first running it and entering some sample data.

8 USING MAILING LIST WITH A DISK DRIVE

CHANGING THE PROGRAM FROM CASSETTE FORMAT TO DISKETTE FORMAT

Both the ATARI MAILING LIST and GENERAL LIST programs can be easily modified for disk-based systems. A minimum of 32K RAM is required to use these programs with a disk drive.

Before loading the program from cassette, you must load the Disk Operating System (DOS) from the Master Diskette. See the Disk Drive Operator's Manual for details. After loading the MAILING LIST or GENERAL LIST program, press **SYSTEM RESET** and then type **LIST 2005** **RETURN**. The computer

will list line 2005 of the program on your television screen. Using the Screen Editor, place **REM** between the line number and the rest of the line. (See the USING THE KEYBOARD AND SCREEN EDITING FUNCTIONS in your ATARI 800 Operator's Manual for details.) You can also simply type **2005 RETURN** to delete the line.

List line 8015 and repeat the process.

The program can now be saved to a diskette for faster program and data loading in the future. For instructions on saving the program, see the Operator's Manual for your ATARI Disk Drive.

SAVING YOUR DATA ON DISKETTE

With this modification, the program now assumes that your data will be transferred to and from diskette rather than cassette.

In the SAVE and LOAD modes of the Main Menu, the computer will ask ARE YOU SURE (Y/N)? (If you respond with **N**, you will return to the Main Menu.) When you type **Y RETURN**, the computer will ask WHAT FILE NAME (PUSH RETURN TO EXIT). In the LOAD mode, enter the name of the data file you wish to load from the diskette. In the SAVE mode, enter the name that you wish to give the data file. (It is not necessary to put **D:** in front of your data file name.)

Data files can be still saved to or retrieved from cassette tapes by entering **C:** when the computer asks WHAT FILE NAME?

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