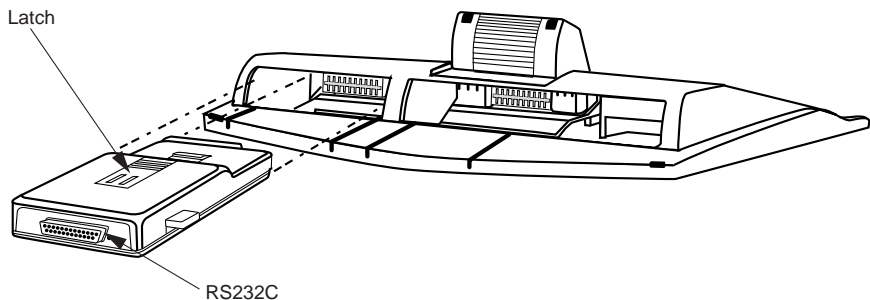


Introduction

The Personal Directory PC Utility provides a faster, easier way to create or modify a Personal Directory for an M3904 or M3905 Meridian Digital Telephone. You can enter names and numbers into a Personal Directory file on your PC, and download (Program) the file directly from the PC to the M3904 or M3905 telephone through a serial port connection. You can also upload (Read) a directory from an M3904 or M3905 to a PC and modify the directory. **Note:** The Personal Directory PC Utility Software is compatible with the Windows 95, Windows 98, and Windows 2000 operating systems.

Install the Personal Directory PC Utility Cartridge

Your PC connects to the Personal Directory PC Utility Cartridge through an RS-232-C serial cable. The Personal Directory PC Utility Cartridge is a small cartridge that fits into either slot in the footstand of the telephone. The Personal Directory PC Utility Cartridge requires that you have an Accessory Connection Module (ACM) installed in your telephone (See the Accessory Connection Module Installation Guide for more information). Check with your Nortel Networks distributor for the recommended transformer for use with the M3900 Series cartridge accessories.



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How to install the Personal Directory PC Utility Cartridge

- 1. Ensure that an Accessory Connection Module (ACM) is properly installed in your M3900 Series telephone (refer to the ACM Installation Sheet for details).
- 2. Insert the Personal Directory PC Utility Cartridge into either the small or large port on the ACM. The cartridge must be face up with latch on top, as shown above.
- 3. Connect an RS-232-C serial cable to the PC and the Personal Directory PC Utility Cartridge.

**Note:** The RS-232-C serial cable is not included with your Personal Directory PC Utility Cartridge. The cable must have a male DB25 connector to interface with the Personal Directory PC Utility Cartridge. The other end must be terminated with a connector that mates with the connector on the back of your computer. Contact your Nortel Networks distributor for recommended RS-232-C cables.

RS-232-C pin requirements

Pin	Function	Description
2	TX	Transmit
3	RX	Receive
4	RTS	Request to Send
5	CTS	Clear to Send
6	DSR	Data Set Ready
20	DTR	Data Terminal Ready
7	GND	Ground Signal

## Install the Personal Directory PC Utility Software

1. Close all applications.
2. Ensure that the Personal Directory PC Utility Cartridge is properly installed in the ACM. See the installation guide that came with the cartridge for detailed instructions.
3. Insert the Personal Directory PC Utility disk into the floppy disk drive.
4. Click on Start.
5. Select Run.
6. Enter A:\SETUP (assuming that drive A is the floppy disk drive).
7. Click on OK. The Nortel Networks logo screen appears while the installation utility loads, then the Welcome screen appears.
8. Click on Next.
9. If you agree to the terms of the Software License Agreement, click on Yes.
10. Continue to Click on Next until the installation is complete.
11. When prompted, remove the disk from the floppy disk drive.
12. Click on Finish.
13. Restart your PC.

## Open the Personal Directory PC Utility

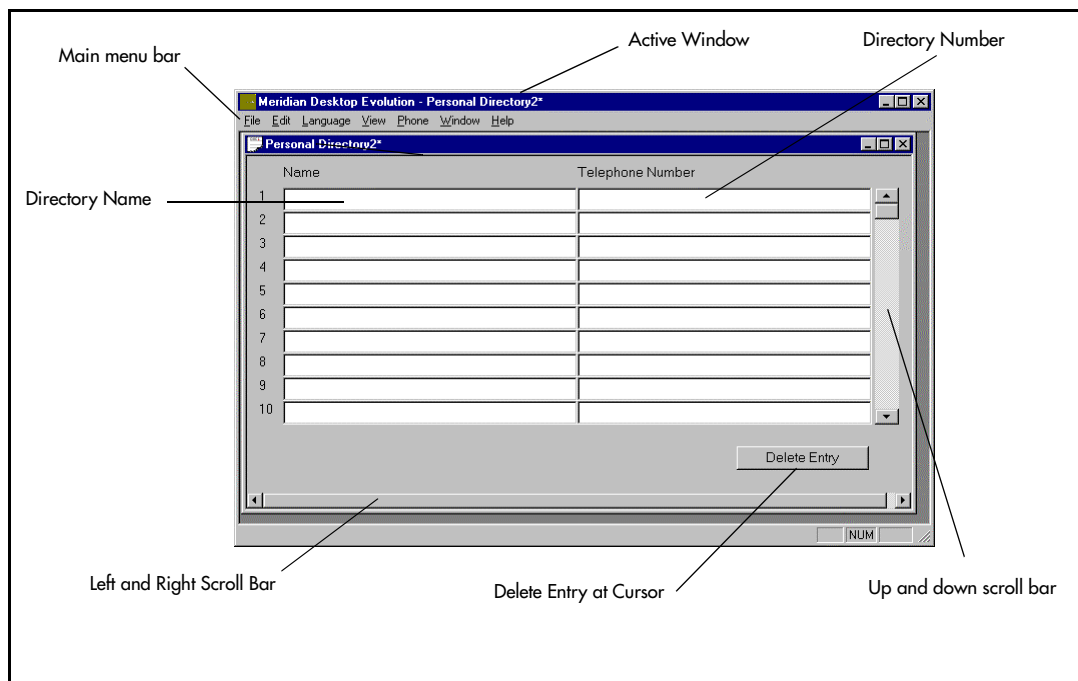
1. Click on Start.
2. Select Programs.
3. Select either the default folder, Meridian Personal Directory PC Utility, or the folder where you installed the software.
4. Select PC Utility.

## Select the serial port

1. Click on Phone in the Main Menu bar.
2. Click on Set port. The pull-down menu shows all available serial ports.
3. Click on the desired serial port.

**Note:** The program automatically selects the same port each time, unless that port is now being used by another application such as a Palm Pilot.

## Personal Directory PC Utility interface



## Personal Directory PC Utility window navigation

There are three methods for navigating within the Personal Directory PC Utility window:

- Press the Tab key to move to the next cell or row. An entry includes a name and a telephone number.
- Use the up and down arrows on the keyboard to move within the active window.
- Use the vertical scroll bar to move within the active window.

## Personal Directory PC Utility entry and file standards

Each file can have a maximum of 100 entries (an entry is one line). Each entry can have up to 24 characters for the name, and up to 31 characters for the telephone number.

## Personal Directory PC Utility terms

Import	Copy a directory from another location into the active PC Utility window. Use import to load a backup file.
Export	Copy a directory from the active PC Utility window to another location. Use export to create a backup file.
Program	Copy a directory from the PC to the telephone.
Read	Copy a directory from the telephone to the PC.

## Use Online Help

1. Click on Help on the Main Menu bar.
2. Click on Personal Directory Utility Help.
3. Select a help topic.

## Create a Personal Directory

1. Open the Personal Directory PC Utility. The program opens with the default "Personal Directory1" window. The cursor insertion point is in the name field on the first line.
2. Type a name.
3. Press the Tab key to move to the Telephone Number section.
4. Type a telephone number.

**Note:** Enter a comma (,) to insert a 1.5 second pause in the dialing string.

5. Press the Tab key to move to the next line.
6. Repeat steps 2 through 5 as needed.
7. Save or export the file, as described in "Save or export the Personal Directory file" on page 5.
8. Download the file to the telephone, as described in "Copy a Directory from the PC to the telephone" on page 5.

**Note:** To avoid data loss, save or export the directory before downloading it to the telephone. You can have several directory windows open at the same time, but only the active window will be saved.

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## Modify a Personal Directory

This section describes how to open, add, delete, cut, copy, and paste entries in an existing Personal Directory.

### Open an existing Personal Directory

1. Click on File on the Main Menu bar.
2. Click on Open or Import.

**Note:** The Import command allows you to open a comma-delimited text file created by another application.

3. Select the file you want to modify.
4. Click Open.

### Add names and telephone numbers

1. Position the cursor on any empty line.
2. Type a name.
3. Press the Tab key.
4. Type a telephone number.

**Note:** Enter a comma (,) to insert a 1.5 second pause in the dialing string.

5. Press the Tab key.
6. Repeat steps 2 through 5 as needed.

### Delete a character or a single digit

1. Position the cursor to the right of the character or number you want to delete.
2. Press the Backspace key.  
or
1. Position the cursor to the left of the character or number you want to delete.
2. Press the Delete key.  
or
1. Highlight the character or number.
2. On the Main Menu bar, click on Edit.
3. Click on Cut.

## Delete a directory entry

1. Position the cursor anywhere within the entry that you want to delete.
2. Click on the Delete Entry button, located on the bottom right side of the data entry screen.

**Note:** The PC Utility only allows you to delete one entry at a time.

## Cut or copy and paste between Personal Directories

1. Open two or more Personal Directory files.
2. Highlight the name or telephone number you want to copy or cut.
3. Click on Edit on the Main Menu bar.
4. Click on Cut, or click on Copy.
5. Position the cursor on an empty line in the second Personal Directory window.
6. Click on Edit on the Main Menu bar.
7. Click on Paste.

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## Save or export the Personal Directory file

1. Click on File on the Main Menu bar.
2. Click on Save As or Export.

**Note:** Export creates a comma-delimited text file.

3. Define a destination for the Personal Directory file.
4. Enter a file name for the directory.
5. Click OK.

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## Copy a Directory from the PC to the telephone

1. Ensure that the serial cable is connected to both the Personal Directory Utility Cartridge and the PC.
2. Click on Phone on the Main Menu bar.
3. Select Program from the drop-down menu. The Personal Directory PC Utility cautions that you are about to replace the existing directory on the telephone.
4. Click on Yes to continue. A window opens that displays the status of the Write.

**Note:** If you entered a duplicate record, the PC Utility will detect it, delete the extra record, and notify you.

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## Copy a Directory from the telephone to the PC

1. Ensure that the serial cable is connected to both the Personal Directory Utility Cartridge and the PC.
2. Click on Phone on the Main Menu bar.
3. Select Read from the drop-down menu. If the active window is not empty, the Personal Directory PC Utility cautions that you are about to replace the existing directory on the PC.
4. Click on Yes to continue. A window opens that displays the status of the Read.