

The Personal Directory PC Utility

The Personal Directory PC Utility provides a faster, easier way to create or modify a personal directory. You can enter names and numbers into a Personal Directory file on your PC. You can download (Program) the file directly from the PC to the M3904 telephone. You can upload (Read) a directory from the M3904 to a PC and modify the directory.

How the Personal Directory PC Utility interfaces with the ACM

The Personal Computer and the M3904 Meridian Digital Telephone connect through a cartridge inserted into the telephone's Accessory Connection Module (ACM). The interface cartridge connects to the PC serial port through a serial cable. The Personal Directory PC Utility requires that you have an ACM installed in your telephone. (See the Accessory Connection Module Installation Guide for more information.)

Note: The user supplies the serial cable for the PC connection.

Install the Personal Directory PC Utility

To install the Personal Directory PC Utility, follow these steps:

1. Close all open applications before installing the Personal Directory PC Utility.
2. Insert the Personal Directory PC Utility disk into drive A.
3. Click on Start.
4. Select Run.
5. Enter a:\setup.
6. Click on OK. The Nortel Networks logo screen appears while the installation utility loads.
7. The Welcome screen appears. Click on Next to continue installation.
8. If you agree to the terms of the Software License Agreement, click on Yes.
9. Continue to Click on Next until the installation is complete.
10. When asked to, remove the disk from drive A.
11. Click on Finish.

Note: You must resart your PC to access the Personal Directory PC Utility.

Open the Personal Directory PC Utility

To open the Personal Directory PC Utility:

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

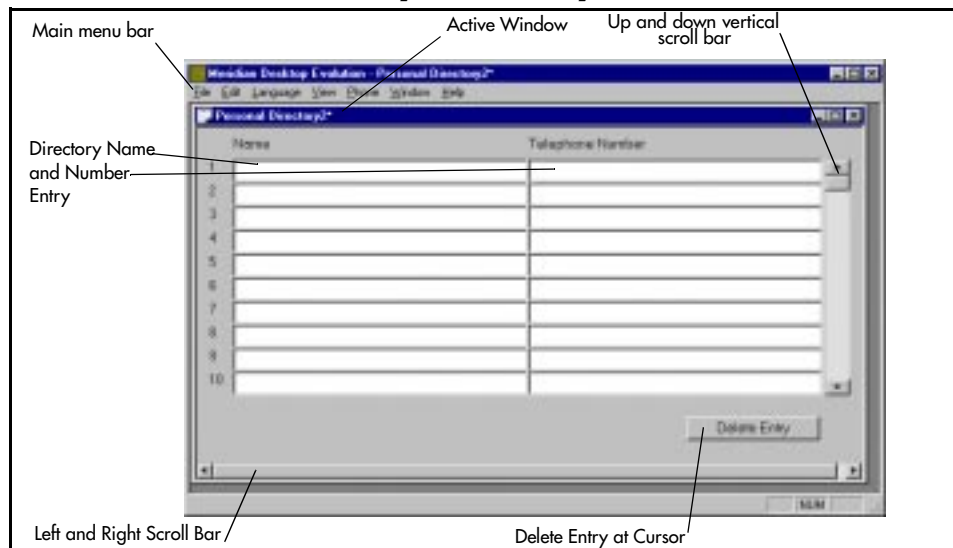
Personal Directory PC Utility port selection

Click on Phone. Click on Set port. The pull-down menu shows available PC ports:

- Com1
- Com2

Note: The program selects the same port each time until you change it.

The Personal Directory PC Utility interface



How to navigate within the Personal Directory PC Utility window

There are three methods through which you can navigate within the Personal Directory PC Utility window:

- Press the Tab key to move from cell to cell and to move to a new entry 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

A Personal Directory PC Utility entry can have:

- Up to 24 characters for the telephone number.
- Up to 24 characters for the name.

Each Personal Directory file can have a maximum of 100 entries (an entry is one line).

Personal Directory PC Utility terms

- To copy the directory from the telephone to the PC = Read (upload).
- To install a directory from the PC to the telephone = Program (download)

Online Help

To use the Personal Directory PC Utility Online Help, follow these steps:

1. Click on Help on the Main Menu bar.
2. Click on Index and select a help topic.

Create a Personal Directory

This section describes how to create a new Personal Directory.

Open the Personal Directory PC Utility. (See "Open the Personal Directory PC Utility" for information). The program opens with the default "Personal Directory1" window. The cursor insertion point is in the name field on the first line.

1. Type a name.
2. Press the Tab key to move to the Telephone Number section.
3. Type a telephone number.
4. Press the Tab key to move to the next line.
5. Continue to enter names and telephone numbers.

When you have completed your Personal Directory, follow the steps described under "Save or Export the Personal Directory file" to save or export the file. Follow the steps described under "Program (download) the Personal Directory" to download the directory to the telephone.

Note: Save or export the directory before downloading it to the M3904 to prevent the loss of data.

Modify a Personal Directory

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

First, upload the directory you want to modify into an active window in the Personal Directory PC Utility.

1. Select Phone on the Main Menu bar.
2. Click on Read. Follow screen prompts until directory appears.

Or, open an existing Personal Directory file into the active window:

1. Click on File on Main Menu bar.
2. Click on Open or Import. Select the file you want to modify.

Note: The Import command allows you to open a comma-delimited text file created using an application other than the Personal Directory PC Utility.

3. Click on Save As or Export, to create a backup file.

When you have finished with the modifications, follow the steps described under "Save or Export the Personal Directory file" to save or export the file. Follow the steps described under "Program (download) the Personal Directory" to download the modified directory to the M3904.

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.
5. Press the Tab key to continue to add new names and telephone numbers.

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. Highlight the character or number.
2. Click on Edit on the Main Menu bar and click on Cut to delete.

Delete a directory entry

1. Position the cursor anywhere within the entry that you want to delete.
2. Click on the Delete Entry bar on the bottom right of the data entry screen to delete the line.

Note: The Personal Directory 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. Activate the second Personal Directory window.
6. Position the cursor on an empty line.
7. Click on Edit on the Main Menu bar.
8. Click on Paste.

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 on OK to save.

Program (download) the Personal Directory

Check to ensure that the connection between the ACM Serial Port Cartridge and the PC's serial port is secure.

1. Click on Phone on the Main Menu bar.
2. Click on Program.
3. The Personal Directory PC Utility cautions that you are about to replace the existing directory on the telephone. Click on Yes to continue.
4. A window opens that displays the status of the download.