



International Telecommunication Union

ITU Council 2017 Synchronize Tool User Guide

The ITU Council 2017 Synchronize Tool* allows you to synchronize Council meeting documents** from the ITU server to your local drive. It has been configured to access the ITU server in Geneva and synchronize on demand to the latest published documents.

*The ITU Synchronize Tool works in Windows® XP/Vista/7/8/10 and Mac (separate tool).

**Council meeting documents include Contributions, Administrative, Information and Temporary Documents.

I. Synchronize Tool for Windows

Step 1: Downloading and starting the ITU Council 2017 Sync Tool

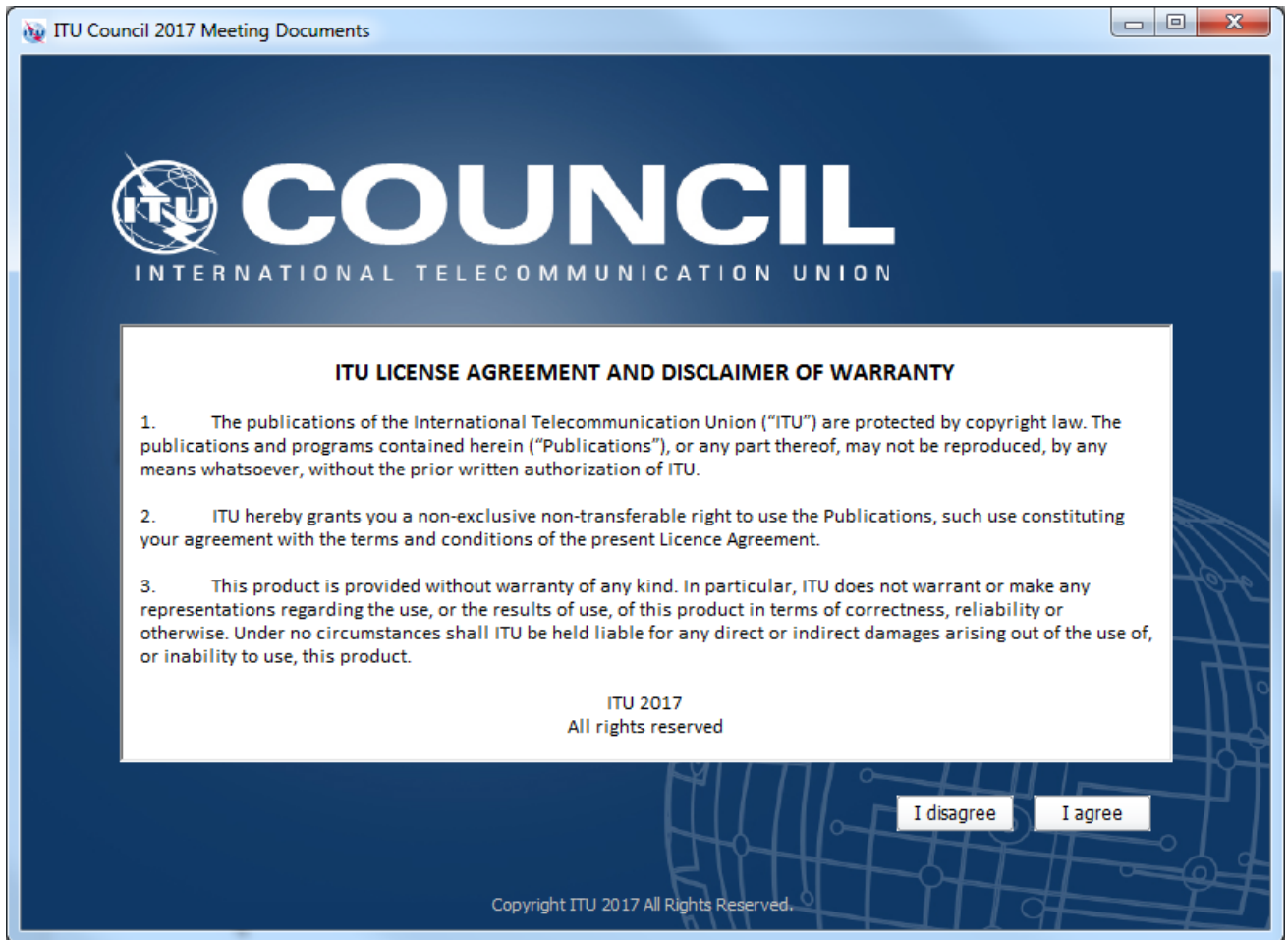
1. Download the Council 2017 Synchronize Tool, "ITU Council 2017 Sync.exe", from the ITU Council homepage (<http://www.itu.int/en/council/2017/Pages/default.aspx>) to your Windows Desktop. (Note this Sync tool is an executable program and does not need setup tool.)

IT TOOLS

Council 2017 Sync Application: Download and synchronize Council 2017 published documents to your local drive.

- ▶ [Sync application for PC](#)
- ▶ [Sync Application for Mac \(compressed/ZIP version\)](#)
- ▶ [User guide](#)
- ▶ [IT facilities for participants](#)

2. Once the Sync Tool has been downloaded to your Desktop, run the Tool, and the ITU License Agreement will be shown. Click the button "I agree" to continue.



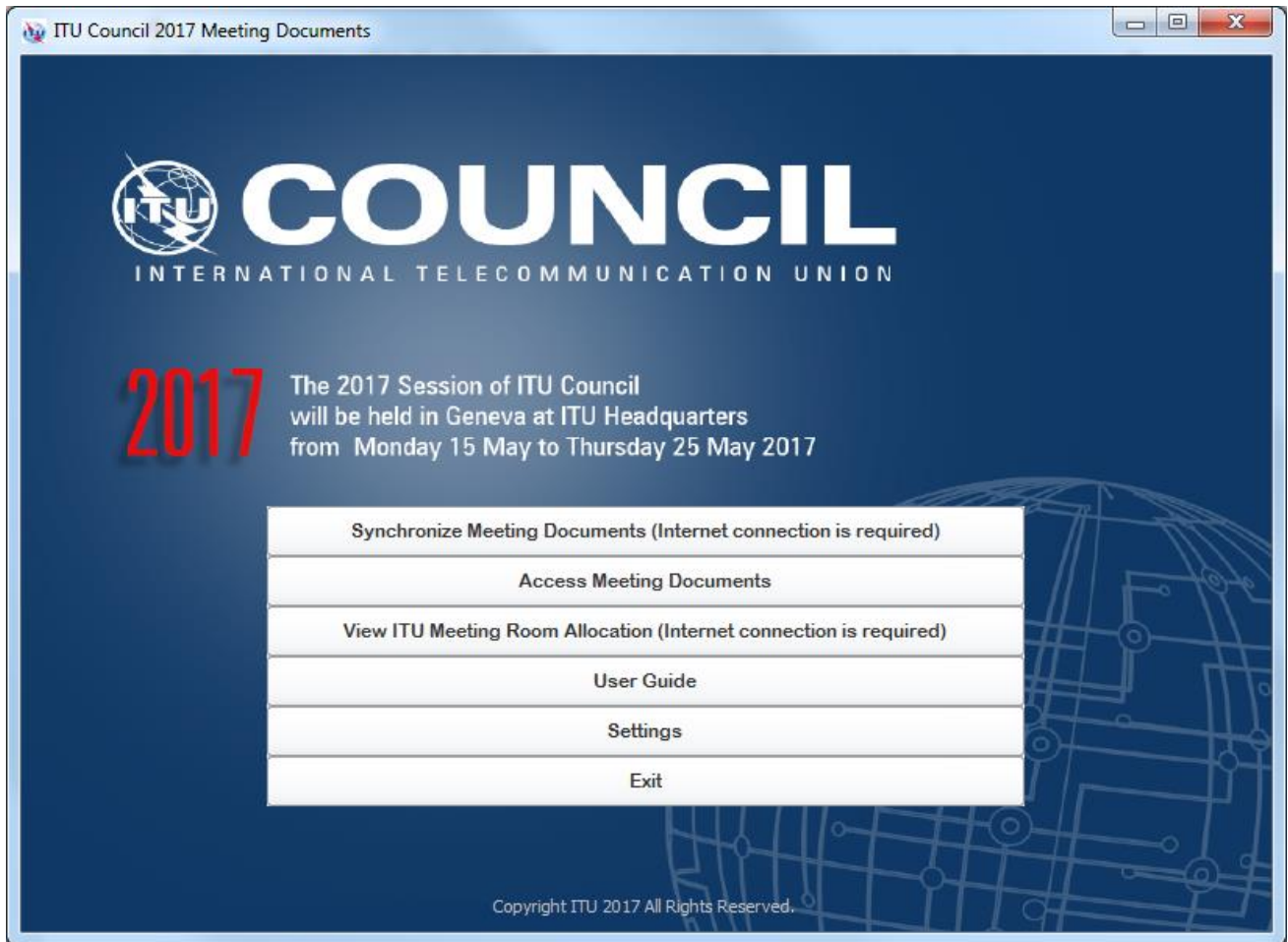
3. Then, the Settings page will be shown. Enter your ITU TIES account and choose the default hard drive where you would like to save the documents to. Enable the option if you want to create a shortcut in Program Menu. Then click the button "Save settings and connect". After a successful verification, these settings will be saved and a prompt to synchronize the documents will be shown.

Notes:

- *The Settings window will be displayed when you run the Tool for the first time. If you would like to change the settings, click the "Settings" button from the main menu.*
- *TIES Account details were already filled-up using the generic account.*
- *It is recommended that you save the Synchronize Tool [ITU Council 2017 Sync.exe] into your Windows Desktop for easy access.*

Step 2: Synchronizing ITU Council 2017 Meeting Documents

1. To synchronize, click the button "Synchronize Meeting Documents" from the main menu.



2. Select the document's language(s) to synchronize.



3. Then click the Start button to launch the synchronization.

Notes:

- *In the initial synchronization, it may take several minutes to download and synchronize all published documents.*
- *Synchronization is set to run on demand; you may launch it at any time from the menu by clicking on the "Synchronize Meeting Documents" button.*

Step 3: Accessing ITU Council 2017 Meeting Documents and viewing Room allocation

1. From the menu, click "Access Meeting Documents" to show the contents page. This page will give you access to the documents that were downloaded and synchronized to your hard drive.

The screenshot shows a web browser window titled "ITU Council 2017 Meeting Documents". The interface features a blue header with the ITU logo and navigation buttons for "View Sync History" and "Main Menu". The main content area is titled "ITU COUNCIL 2017" and includes a photograph of a meeting. Text below the photo states: "The 2017 Session of ITU Council will be held in Geneva at ITU Headquarters from Monday 15 May to Thursday 25 May 2017." It also describes the ITU Council's role as the governing body between Plenary Conferences. A "DOCUMENTS" section follows, listing various document categories such as "All documents", "Destination Groups", "Summary Records", "Resolutions and Decisions", "Administrative Documents", "Information documents", "Temporary documents", and "Invitations and Preliminary draft agenda". A note at the bottom indicates that green hyperlinks are external links. The footer contains copyright information for ITU 2017 and contact details for the Secretariat of the Council.

2. To verify the schedule and location of the meetings, click "View ITU Meetings Room Allocation" button from the menu.



COUNCIL

INTERNATIONAL TELECOMMUNICATION UNION

ITU Meeting Room Allocation

Sector: All ITU-D ITU-R ITU-T SG

Sector	Meeting	Date	Time	Building	Room
ITU-D	ITU-D - Delegates Registration	2017-03-27	07:30 - 17:00	Montbrillant	0
ITU-T	Special session on proposed new Questions	2017-03-27	08:00 - 09:30	Tower	A
ITU-T	ITU-T - Delegate Registration	2017-03-27	08:30 - 12:00	Montbrillant	0
ITU-R	ITU-R - Delegates registration	2017-03-27	08:30 - 12:00	Montbrillant	0
ITU-R	DG 6A-1-1 - LS3K	2017-03-27	09:00 - 10:15	Tower	D
ITU-R	SWG 3M-4 - Digital products	2017-03-27	09:00 - 10:15	CICG	5
ITU-R	DG 3K-3A - Rec. ITU-R P.1411	2017-03-27	09:00 - 10:15	CICG	6
ITU-R	DG 3M-3C- Liaison Statements and Revisions to P.620	2017-03-27	09:00 - 10:15	CICG	18
ITU-R	DG 3M-3B - Rec. ITU-R P. 452	2017-03-27	09:00 - 10:45	Varembé	F
ITU-T	Q11/17 joint session with ISO/IEC JTC 1/SC 6/WG 10	2017-03-27	09:30 - 10:45	Montbrillant	L1
ITU-T	Q9/17 - Telebiometrics	2017-03-27	09:30 - 10:45	Montbrillant	H1
ITU-D	Opening of SG1 meeting and first plenary session	2017-03-27	09:30 - 10:45	Tower	Popov
ITU-R	WP 6B Opening Plenary	2017-03-27	09:30 - 10:45	Tower	C1

[Main Menu](#)

II. Synchronize Tool for Mac

Step 1: Downloading and Starting the Council 2017 Sync Tool for Mac

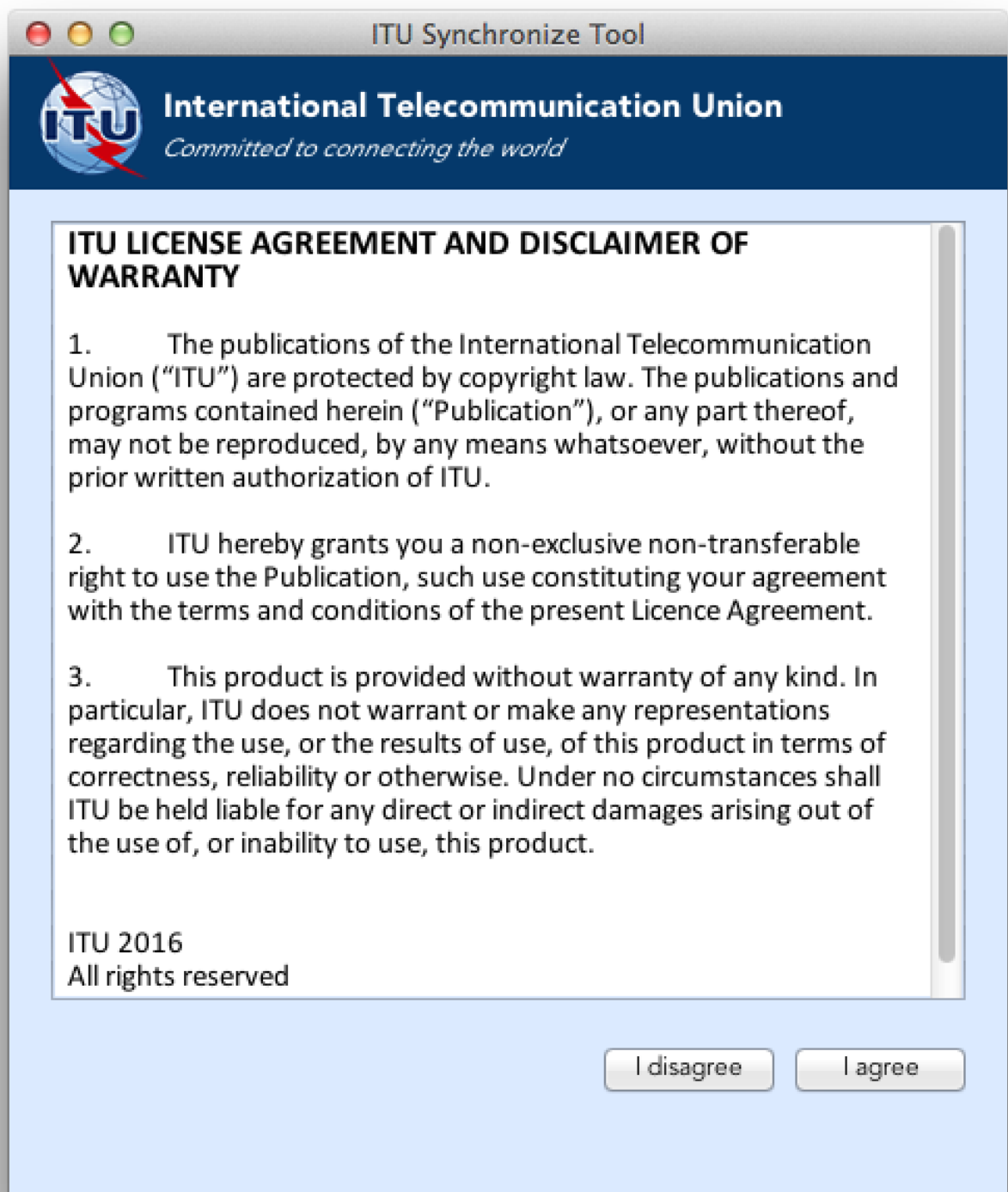
1. Download the ITU Sync Application [itu-sync-2016-mac.zip] from ITU Council 2017 page:

<http://www.itu.int/en/council/2017/Pages/default.aspx>

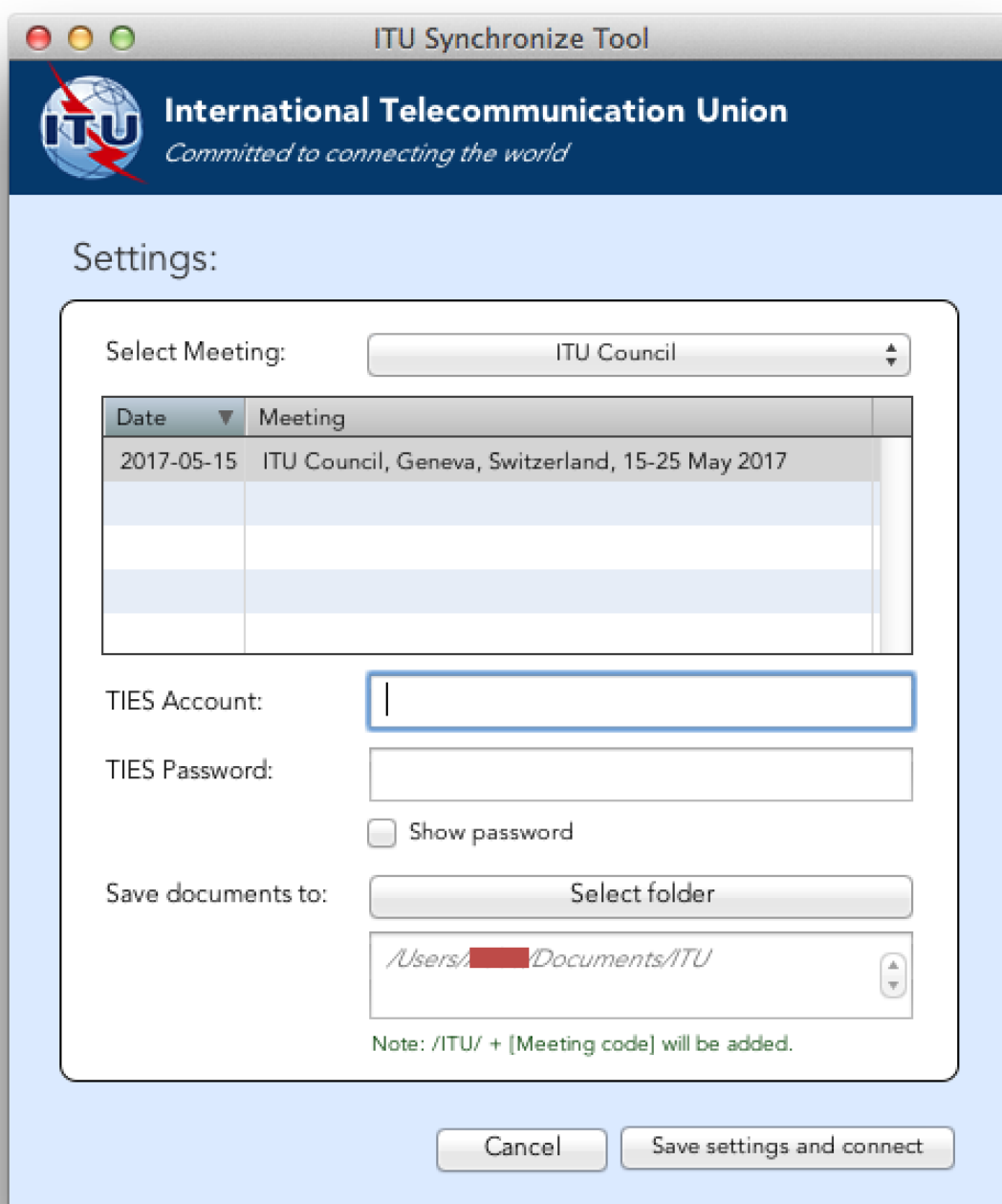
2. Once the Sync Application has been downloaded, run it.



3. Drag the ITU Sync icon to Application icon to install. Then, run the ITU Sync application from your Launchpad/Applications window.
4. Initially, it will show the ITU License Agreement, read and click the button "I agree".



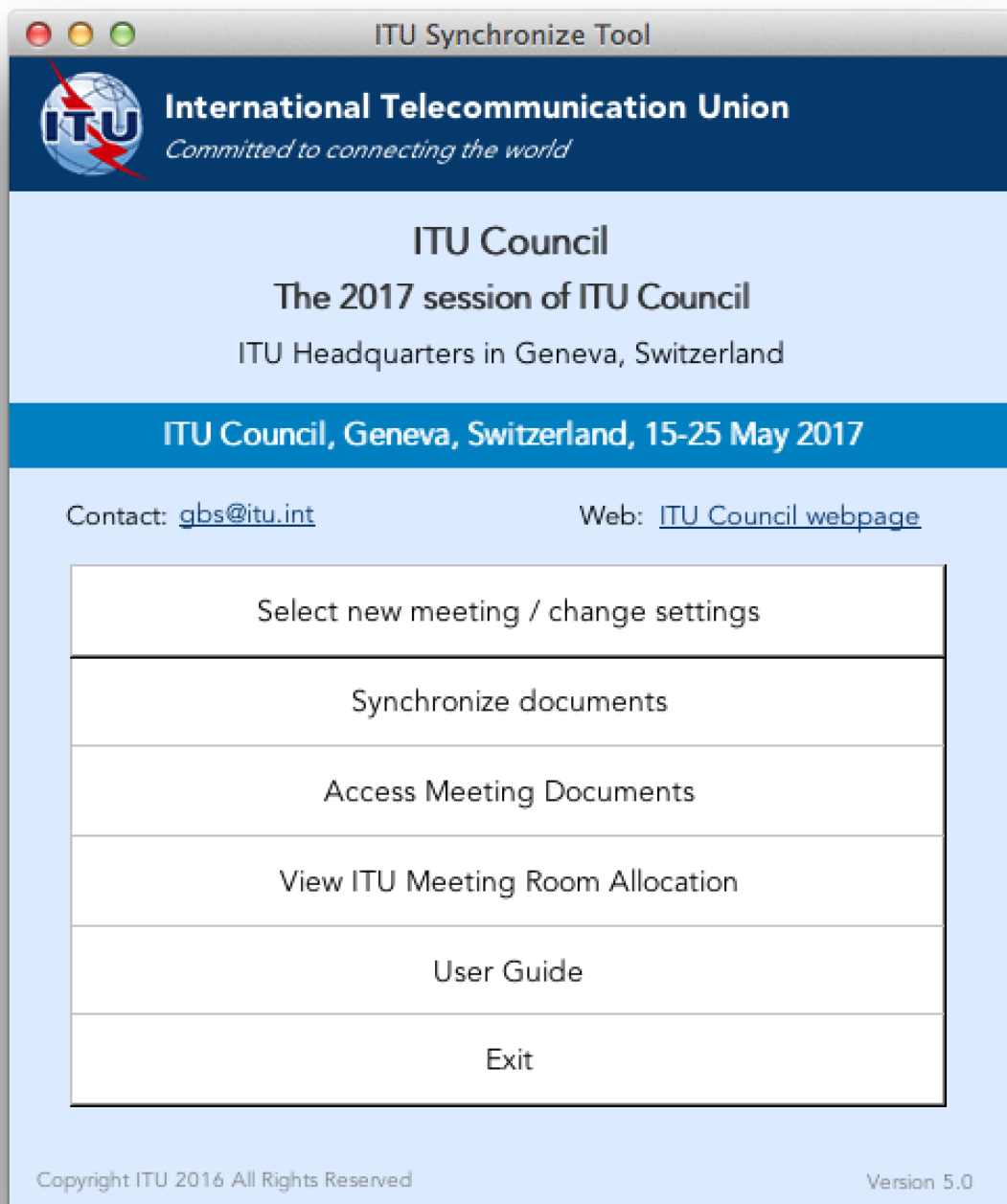
5. Then, on the next window, it will ask to download the new list of ITU meetings, click Yes. Then select ITU Council meeting from the dropdown list. Then enter your TIES account and choose the default folder where you would like to save the documents to.



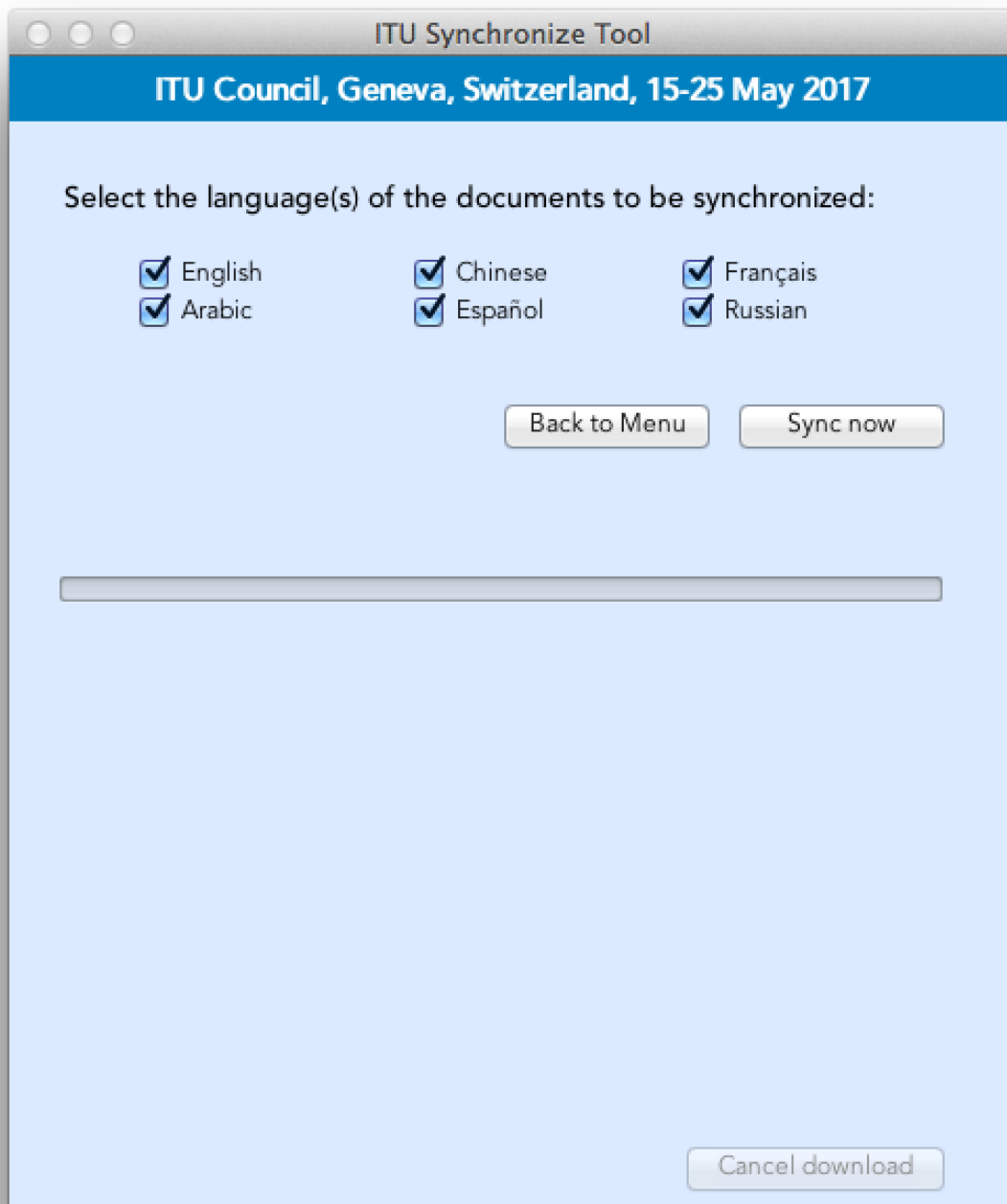
6. Click the button "Save settings and connect". After a successful verification, these settings will be saved and followed by a prompt to synchronize the documents.

Step 2: Synchronizing (downloading) Council 2017 documents

1. To synchronize, click the second button "Synchronize Documents" from the menu.



2. Select the languages to synchronize, then click "Sync now" button to start the synchronization.

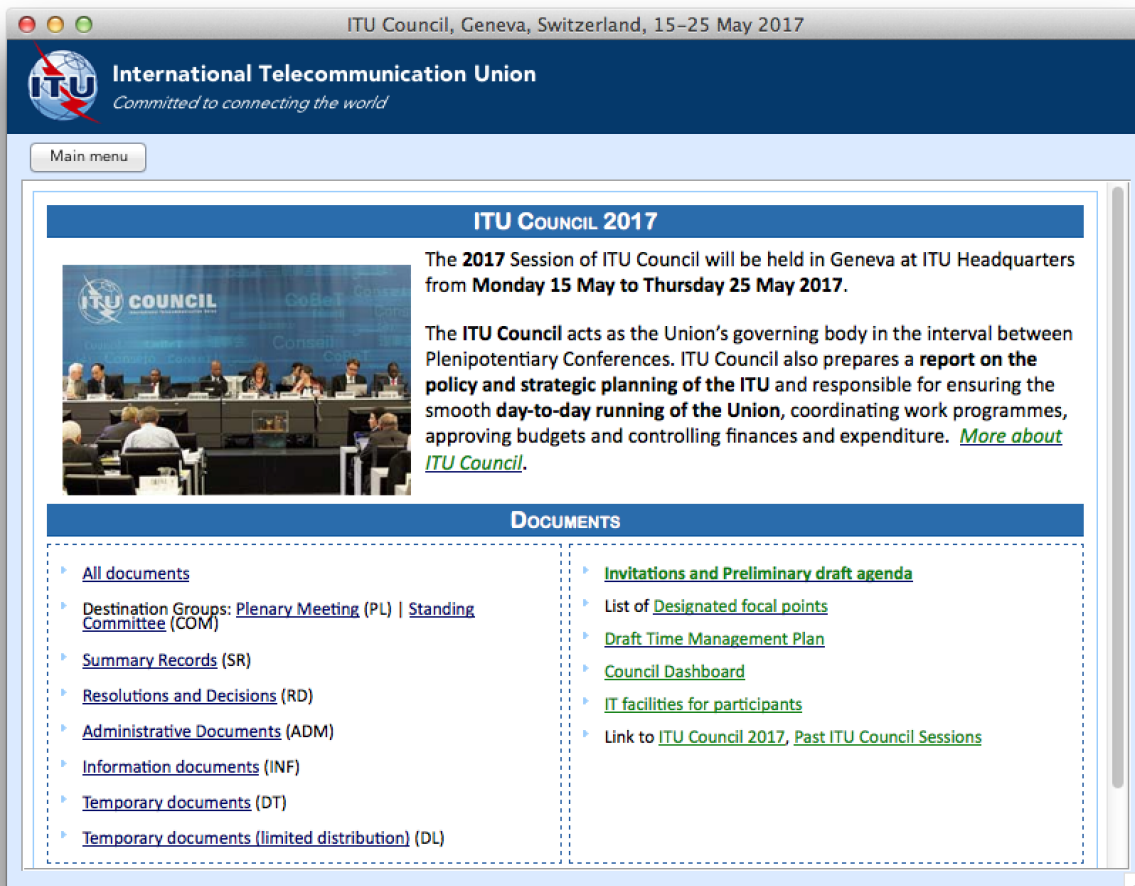


Notes:

1. The first time you use it, you must run the synchronize option to download the menu and documents.
2. Synchronization is set to run on demand; you may launch it at any time from the menu by clicking on the synchronize button.
3. If you encounter a problem, there is a trouble-shooting page below for your information. For further information, contact the ITU Service Desk.


Step 3: Accessing ITU Council 2017 Meeting Documents and viewing Room allocation

1. Click on the "Access Meeting Documents" button to show the Documents page. This page will give you access to the documents even if you are not connected to the internet.



2. To verify the schedule and location of the meetings, click "View ITU Meetings Room Allocation" button from the menu.

View ITU Meeting Room Allocation *



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ITU Meeting Room Allocation Sector: All ITU-D ITU-R ITU-T SG Menu

Sector	Meeting	Date	Time	Building	Room
ITU-D	ITU-D - Delegates Registration	2017-03-27	07:30 - 17:00	Montbrillant	0
ITU-T	Special session on proposed new Questions	2017-03-27	08:00 - 09:30	Tower	A
ITU-R	ITU-R - Delegates registration	2017-03-27	08:30 - 12:00	Montbrillant	0
ITU-T	ITU-T - Delegate Registration	2017-03-27	08:30 - 12:00	Montbrillant	0
ITU-R	DG 3M-3C- Liaison Statements and Revisions to P.620	2017-03-27	09:00 - 10:15	CICG	18
ITU-R	SWG 3M-4 - Digital products	2017-03-27	09:00 - 10:15	CICG	5
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ITU-T	Q11/17 joint session with ISO/IEC JTC 1/SC 6/WG 10	2017-03-27	09:30 - 10:45	Montbrillant	L1
ITU-T	Q2/17 - Security Architecture	2017-03-27	09:30 - 12:30	Varembj☺	G2
ITU-T	Q3/17 - Security Management	2017-03-27	09:30 - 12:30	Varembj☺	G3

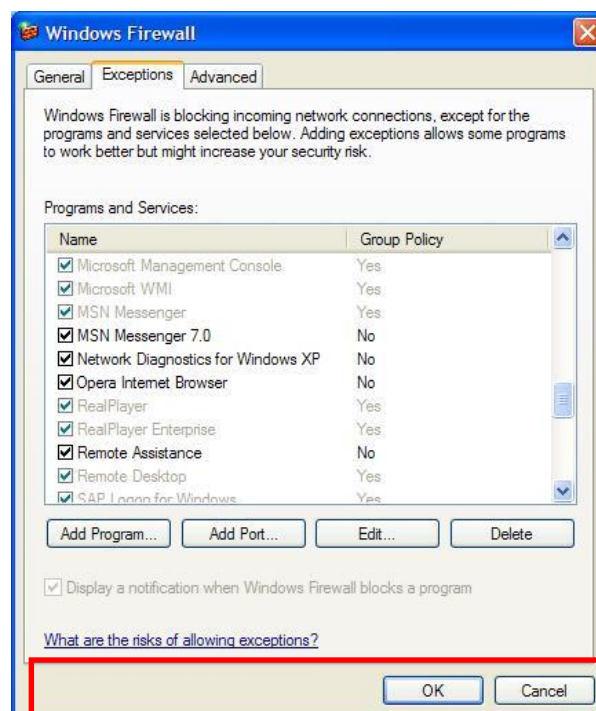
Troubleshooting on Windows: First-time use

1. This window may appear while you use the program. Click on the "Allow access" button to continue. Synchronization is then resumed.



If synchronization of documents does not start

2. Go to "Control Panel".
3. Run Windows Firewall.
4. Select the "Exception" tab and enable "Display notification when Windows Firewall blocks a program".



5. Click the "OK" button to close.
6. Run "Synchronize Documents" from the menu.
7. The Windows Security Alert (see below) may appear if the Windows Firewall is blocking the program. Click the "Unblock" button to continue. This will probably solve the problem.



8. Check if synchronization begins. If it doesn't, check if other factors, such as antivirus programs or the server, are blocking the program. One way to check is to run the sync program outside your organization.

Antivirus or Internet Security Program

Some Antivirus or Internet Security Programs block the Sync Tool program. For this reason, the antivirus or internet security programs need to allow autorun.exe, as indicated below, to be run:

For Windows 7:

- C:\users\[login name]\appdata\local\temp\ir_ext_temp_[last number]\autorun.exe

For Windows XP:

- C:\Documents and Settings\[login name]\Local Settings\Temp\ir_ext_temp_[last number]\autorun.exe

If you experience problems in accessing or synchronizing documents, please contact our IT assistance and support service by calling the ITU IS Service Desk:

Room: V 29 (Varembé building)

Phone: +41 22 730 6666

Fax: +41 22 730 5337

Internet e-mail: servicedesk@itu.int

Postal mail: International Telecommunication Union
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Place des Nations
CH-1211 Geneva 20
Switzerland