



International Telecommunication Union

Fifth World Telecommunication/ICT Policy Forum Synchronize Tool User Guide

The WTPF 2013 Sync Tool* allows you to synchronize WTPF 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 and Mac.

** WTPF 2013 meeting documents include: Contributions, Administration, Information and Temporary Documents.

I. Synchronize Tool for Windows

Step 1: Starting the WTPF 2013 Sync Tool

Download from ITU Website:

1. Download the WTPF 2013 Sync Tool (ITU WTPF-2013 Sync.exe), from the WTPF 2013 homepage, and save to your Windows Desktop. Once downloaded, execute it.

<http://www.itu.int/en/wtpf-13/Pages/default.aspx>

2. Once executed, the initial screen will show the ITU License Agreement, click I Agree button. Then, you may setup where to save the documents and if you want to create a shortcut in Program Menu. Then, click Save settings and connect.

Notes:

- For web download, it is recommended that you save the WTPF 2013 Sync Tool (ITU WTPF-2013 Sync.exe) into your Windows Desktop for easy access.
- The Settings window will only be displayed when you run the Tool for the first time. If you would like to change the settings, click on the "Settings" button from the main menu.
- If you wish to initialize the files, select the "Delete downloaded files" button from the Settings page.

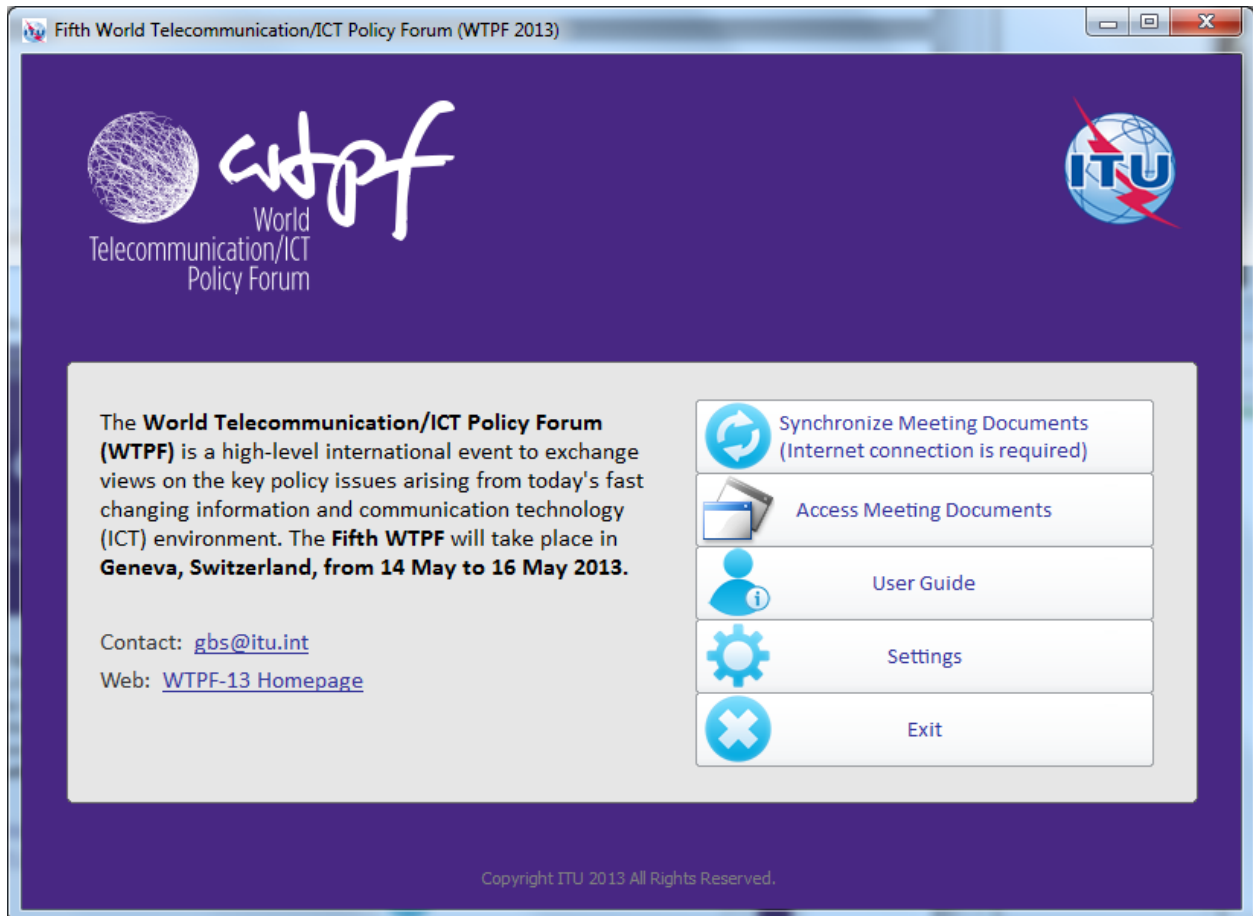


ITU LICENSE AGREEMENT AND DISCLAIMER OF WARRANTY

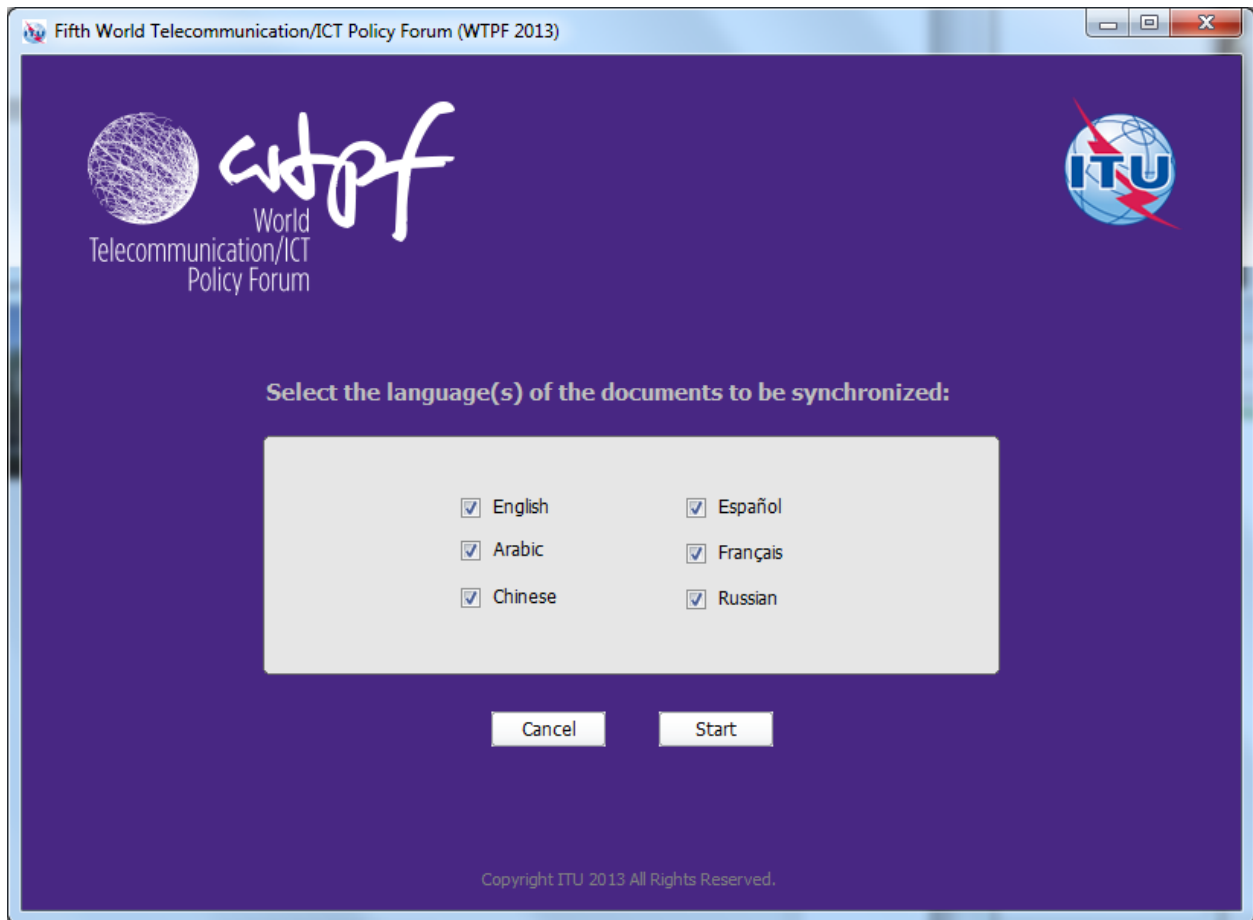
1. The publications and application programs of the International Telecommunication Union ("ITU") are protected by copyright law. The publications and programs contained herein ("Publications"), or any part thereof, may not be reproduced, by any means whatsoever, without the prior written authorization of ITU.
2. ITU hereby grants you a non-exclusive non-transferable right to use the Publications, such use constituting your agreement with the terms and conditions of the present Licence Agreement.
3. This product is provided without warranty of any kind. In particular, ITU does not warrant or make any representations regarding the use, or the results of use, of this product in terms of correctness, reliability or otherwise. Under no circumstances shall ITU be held liable for any direct or indirect damages arising out of the use of, or inability to use, this product.

Step 2: Synchronizing WTPF 2013 Meeting Documents

1. From the Menu below, click the first button, "Synchronize Meeting Documents".



2. Select the language(s) of the documents to synchronize.



3. Then click Start and the synchronization will start. A synchronize window will appear; wait until it completes and disappears, then you may access the documents.

Notes:

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

Step 3: Accessing WTPF 2013 Meeting Documents

1. Click on "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 "Fifth World Telecommunication/ICT Policy Forum (WTPF 2013)". The page header includes the ITU logo and navigation buttons for "View Sync History" and "Main Menu". The main content area is titled "Fifth World Telecommunication/ICT Policy Forum (WTPF 2013)" and is divided into two columns. The left column contains an "Overview" section with text describing the forum's purpose and a "WTPF 2013" section detailing the event's location and dates. The right column features a large purple "WTPF" logo and a "Documents" section with a list of links: "Administrative Documents", "Contributions", "Information Documents", and "Temporary Documents". The footer contains copyright information and contact details.

Fifth World Telecommunication/ICT Policy Forum (WTPF 2013)

WTPF Overview

The **World Telecommunication/Information and Communication Technology Policy Forum (WTPF)** is a high-level international event where ITU Members from government, industry and the global regulatory community exchange views on the key policy issues arising from today's fast changing information and communication technology (ICT) environment.

Organized by ITU, the Forum is designed to foster debate, build multi-stakeholder consensus expressed in the form of 'Opinions' illustrating a shared vision to guide ongoing global ICT policies, regulatory and standardization efforts worldwide.

WTPF 2013

The **Fifth World Telecommunication/ICT Policy Forum** will be held in **Geneva, Switzerland, in May 2013**, for a duration of 3 days and will look at **International Internet-related public policy matters**. The themes of the conference will be based on a report prepared by ITU's Secretary-General, including input from any conference, assembly or meeting of the Union, and on contributions from Member States and Sector Members.

Documents

- [Administrative Documents](#)
- [Contributions](#)
- [Information Documents](#)
- [Temporary Documents](#)

[Top](#) - [Feedback](#) - [Contact Us](#) - [Copyright © ITU 2013](#) All Rights Reserved
Contact for this page : [GBS mail](#)

II. Synchronize Tool for Mac

Step 1: Downloading and Starting the WTPF 2013 Sync Tool for Mac

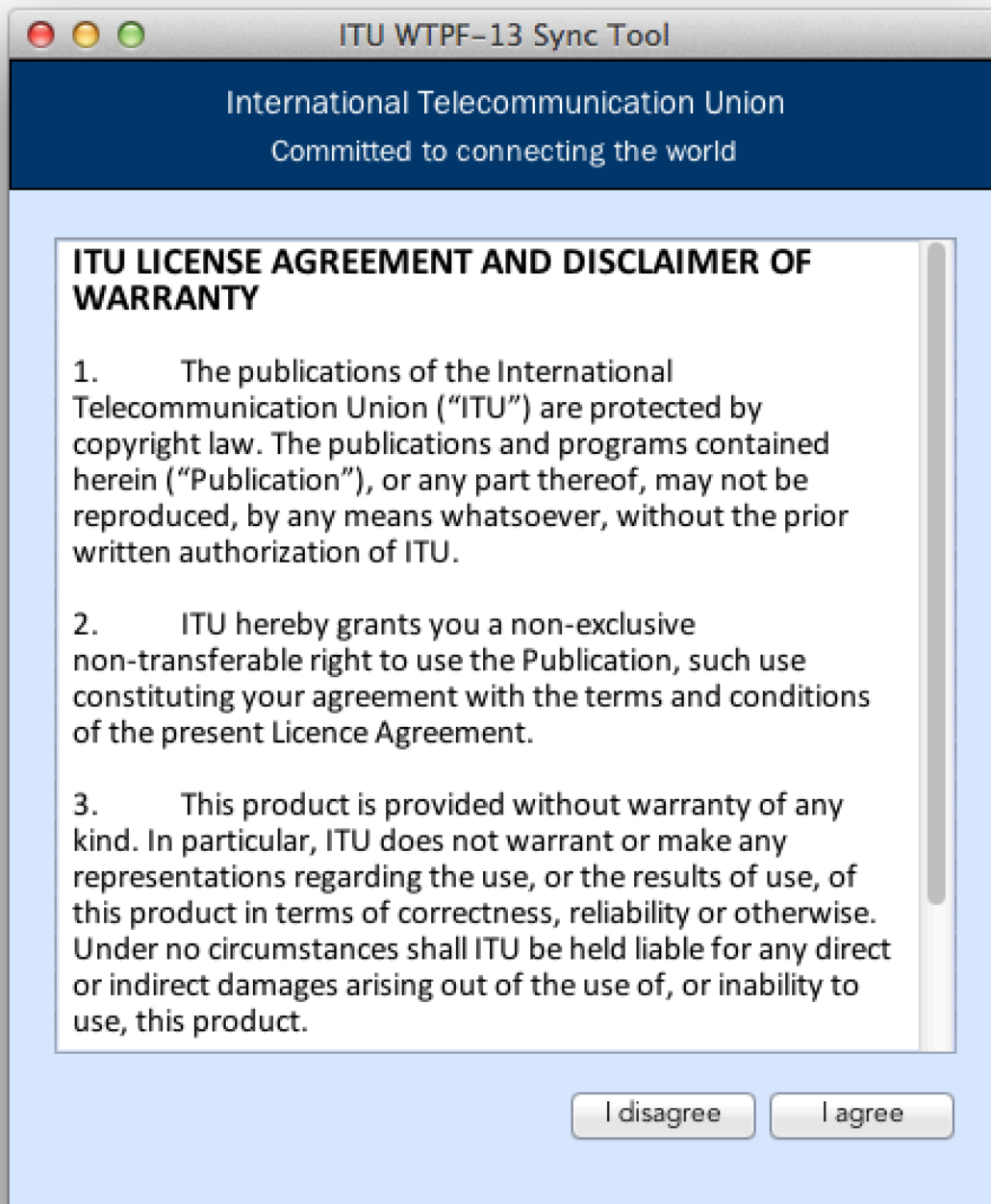
1. Download the WTPF 2013 Sync Tool (itu-wtpf13-sync.dmg), from ITU WTPF 2013 page:

<http://www.itu.int/en/wtpf-13/Pages/default.aspx>

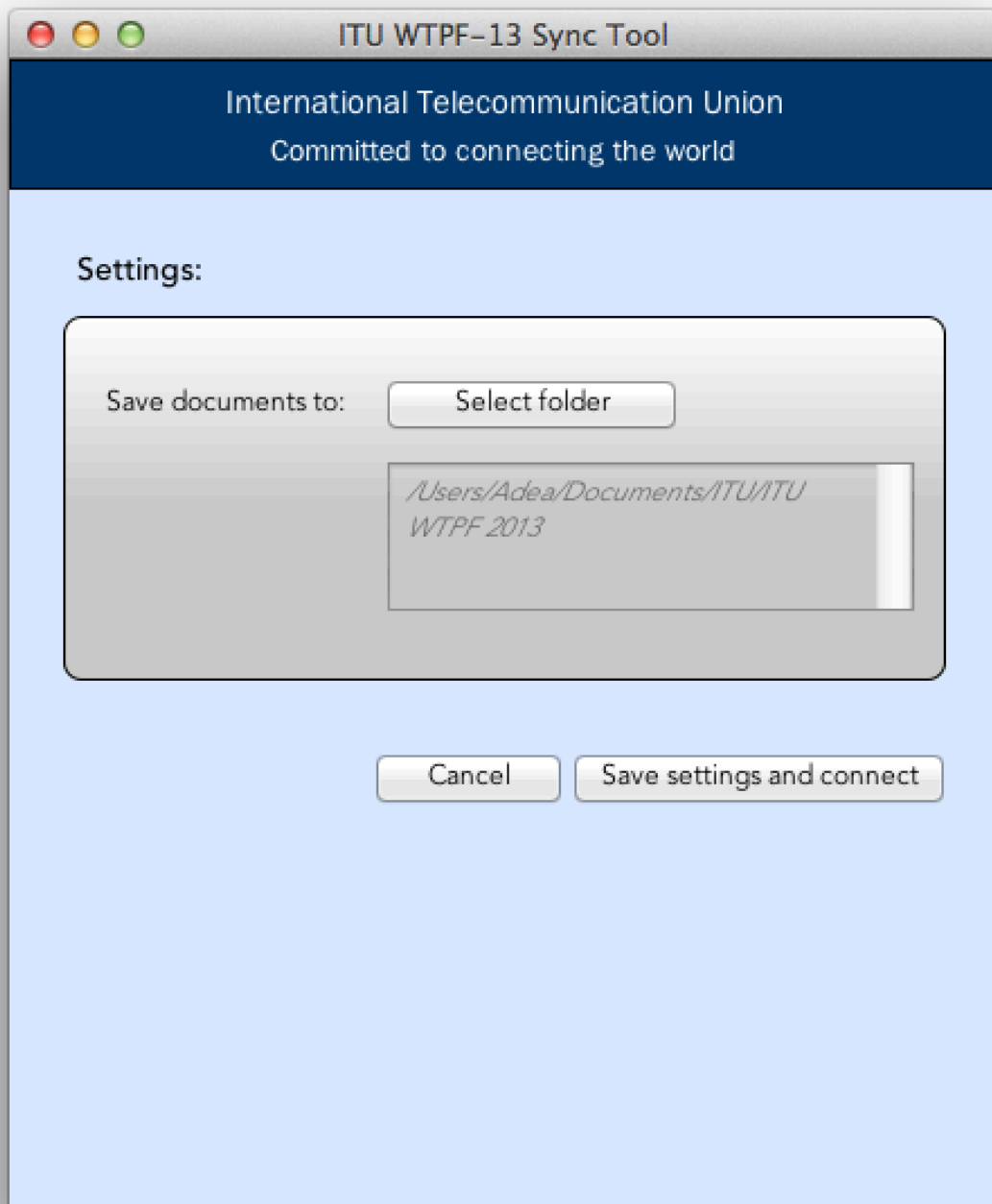
2. Once the Sync Tool has been downloaded, run it.



3. To install, drag the ITU Sync icon to Applications icon. Then, run the ITU Sync Tool from your Tools window.
4. Initially, it will show the ITU License Agreement, read and click the button "I agree".



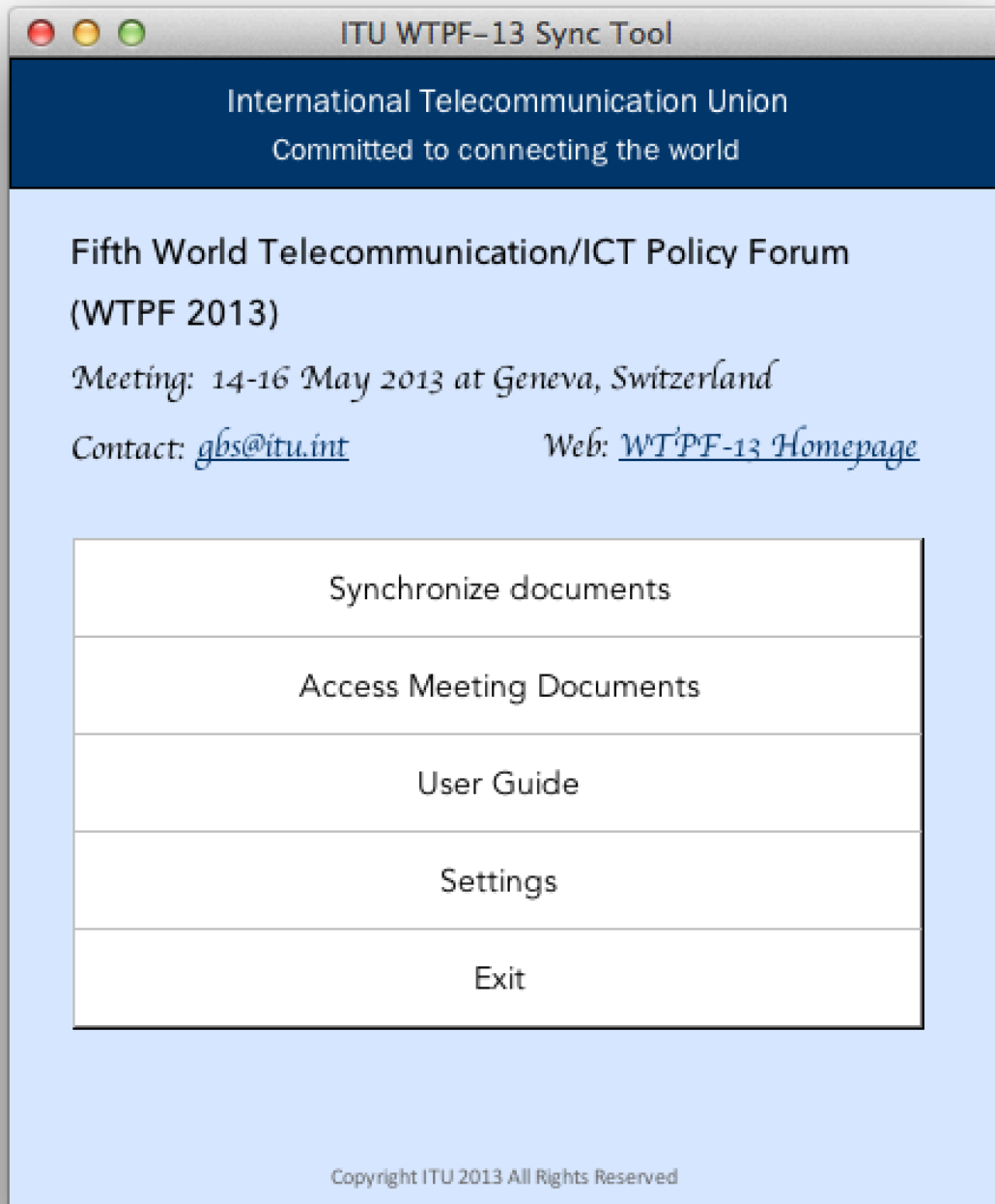
5. Then, on the next window, choose the default hard drive where you would like to save the documents to.



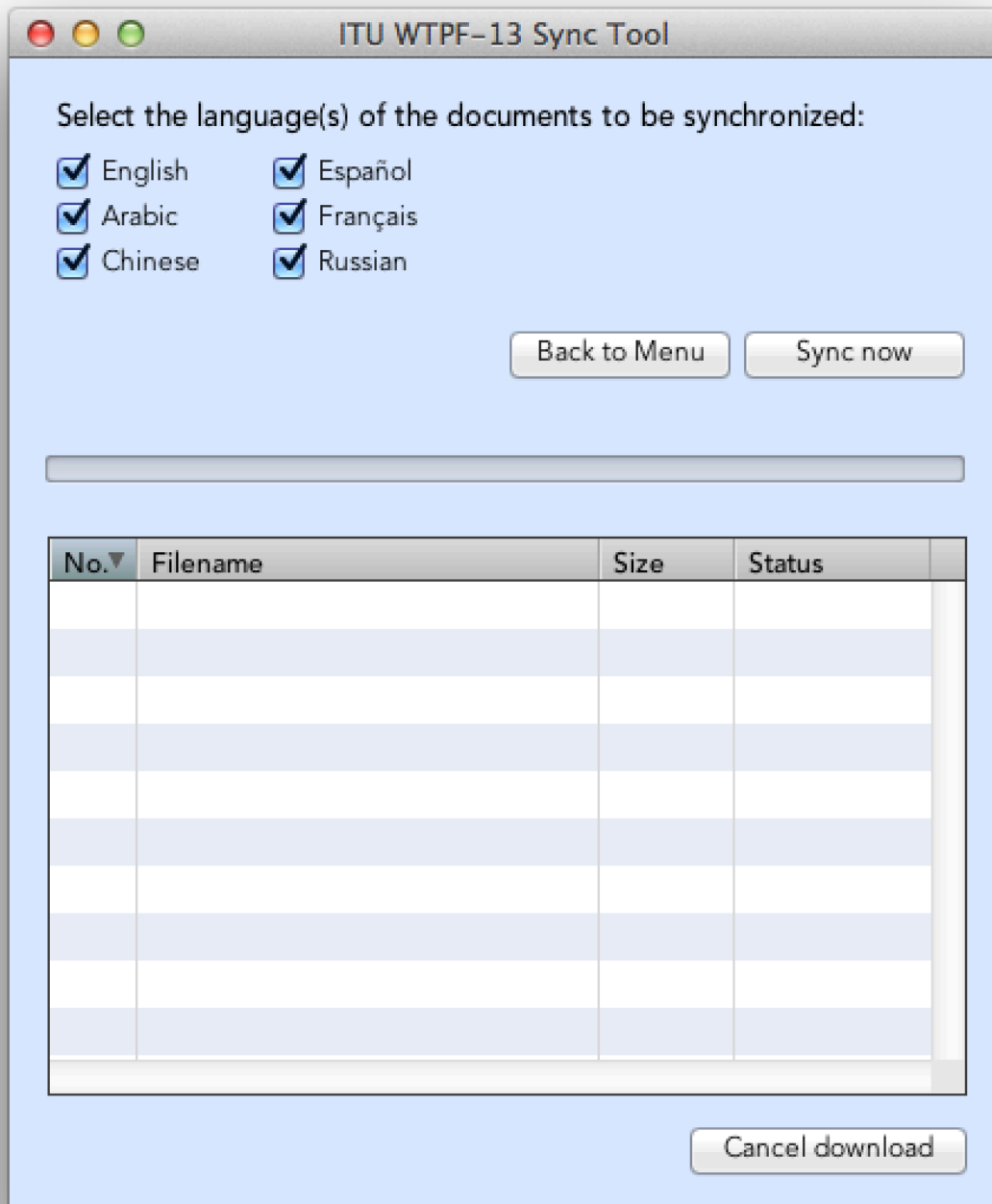
6. Click the button "Save settings and connect". After a successful verification, these settings will be saved and followed by a prompt to synchronize the documents.

Step 2: Synchronizing (downloading) WTPF 2013 documents

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



2. Select the languages to synchronize, then "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 IS Service Desk.

Step 3: Accessing WTPF 2013 Documents

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.

Fifth World Telecommunication/ICT Policy Forum (WTPF 2013)

file:///Users/Adea/Documents/ITU/ITU%20WTPF%202013/index.html

Apple iCloud Facebook Twitter Wikipedia Yahoo! News Popular

International Telecommunication Union

Fifth World Telecommunication/ICT Policy Forum (WTPF 2013)

WTPF Overview

The [World Telecommunication/Information and Communication Technology Policy Forum \(WTPF\)](#) is a high-level international event where ITU Members from government, industry and the global regulatory community exchange views on the key policy issues arising from today's fast changing information and communication technology (ICT) environment.

Organized by ITU, the Forum is designed to foster debate, build multi-stakeholder consensus expressed in the form of 'Opinions' illustrating a shared vision to guide ongoing global ICT policies, regulatory and standardization efforts worldwide.

WTPF 2013

The [Fifth World Telecommunication/ICT Policy Forum](#) will be held in **Geneva, Switzerland, in May 2013**, for a duration of 3 days and will look at **International Internet-related public policy matters**. The themes of the conference will be based on a report prepared by ITU's Secretary-General, including input from any conference, assembly or meeting of the Union, and on contributions from Member States and Sector Members.

Documents

- [Administrative Documents](#)
- [Contributions](#)
- [Information Documents](#)
- [Temporary Documents](#)

[Top](#) - [Feedback](#) - [Contact Us](#) - [Copyright © ITU 2013 All Rights Reserved](#)
Contact for this page : [GBS@mail](mailto:GBS@mail.itu.int)

Troubleshooting

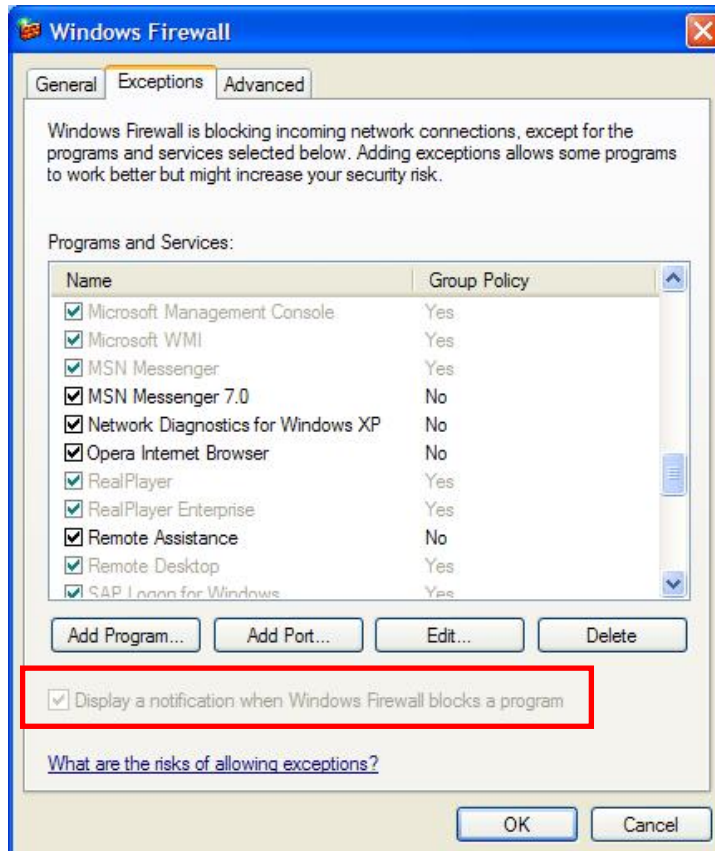
Troubleshooting: First-time use

1. This window may appear the first time you use the program. Click on the "Unblock" button to continue. Synchronization is then launched. The Tool synchronizes the USB key by adding new files or replacing modified files.



If synchronization of documents does not start

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



4. Click the "OK" button to close.

5. Run "Synchronize Documents" from the menu.
6. 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.



7. 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 Programs

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
Information Services Department
Place des Nations
CH-1211 Geneva 20
Switzerland