



International Telecommunication Union
Telecommunication Development Sector (ITU-D)

Meeting of ITU-D Study Groups 1 and 2 User Guide to synchronize documents (v.2)

The ITU-D SG1 and 2 Sync Application* allows you to synchronize Study Groups 1 and 2 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 Sync Application works in Windows® 2000/XP/2003/Vista/7.

**SG1 and 2 and related Rapporteur's Group Meeting published documents consist of: Agenda, Contributions, Temporary Documents, Information Documents and Reports.

Step 1: Downloading and Starting the ITU-D SG Sync Application

1. Download the ITU-D SG Sync Application [ITUD-SG1-2 (2010-2014) Sync.exe], to your Windows Desktop:
[http://ifa.itu.int/d/confsync/app/2011/DevSG/ITUD-SG1-2 \(2010-2014\) Sync.exe](http://ifa.itu.int/d/confsync/app/2011/DevSG/ITUD-SG1-2 (2010-2014) Sync.exe)
2. Once the Sync Application has been downloaded to your Desktop, run the application, and accept the ITU License Agreement. Then, choose the default hard drive where you would like to save the documents to.



3. Click the button "Save settings". After a successful verification, these settings will be saved and a prompt to synchronize the documents will be shown.



Notes:

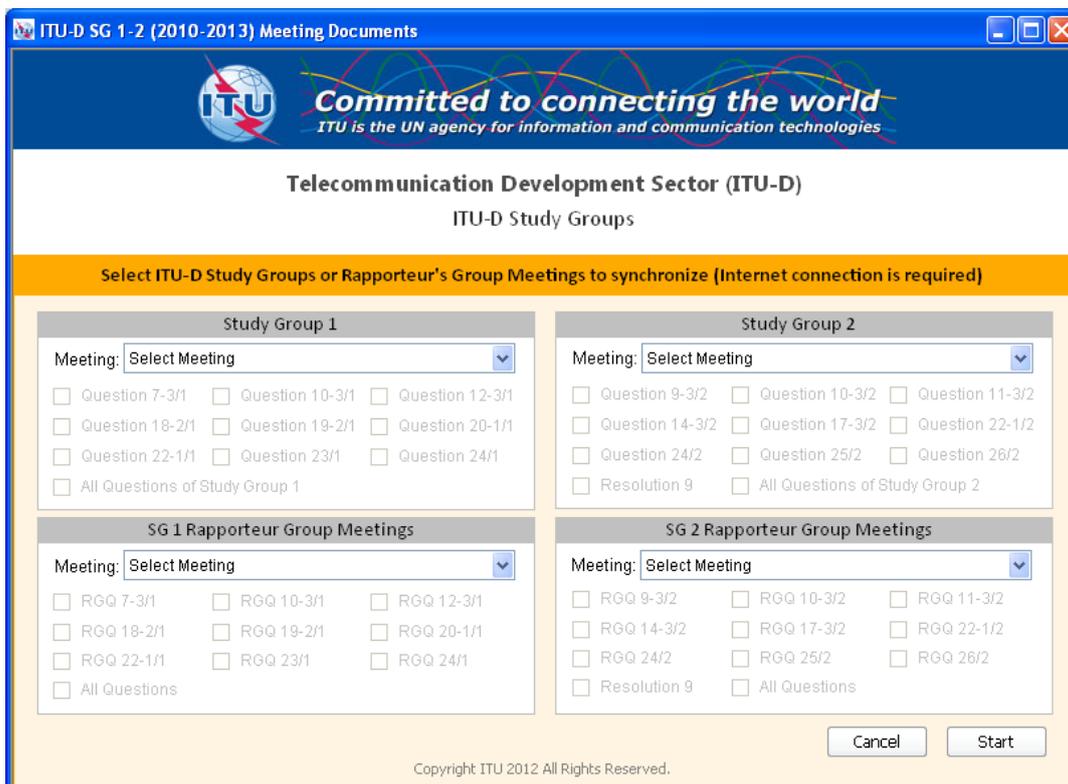
- The Settings window will only be displayed when you run the application for the first time. If you would like to change the settings, just click on the "Settings" button from the main menu.
- It is recommended that you save the Sync Application [ITUD-SG1-2 (2010-2014) Sync.exe] into your Windows Desktop for easy access.
- If you would like to eliminate all previously downloaded files, click on the "Delete downloaded files" button.

Step 2: Synchronizing (downloading) ITU-D SG1 and 2 documents

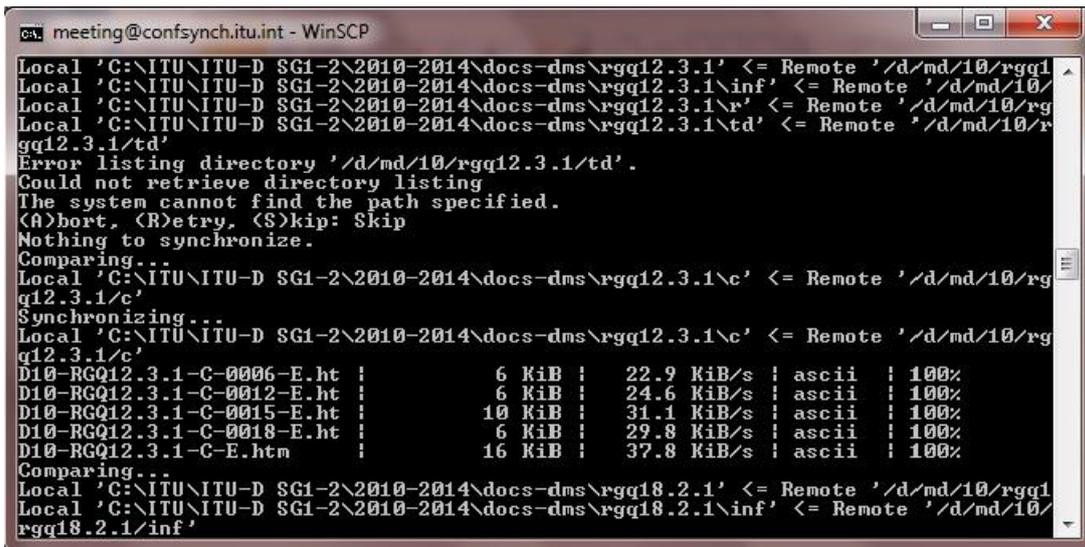
1. To synchronize, click on the first button, "Synchronize Meeting Documents".



2. Select Meeting(s) and/or RGQ(s) to synchronize and then click Start.



- Then synchronization will be launched. A synchronize window will appear, wait until it completes and disappears, then you may access the documents.



```
meeting@confsynch.itu.int - WinSCP
Local 'C:\ITU\ITU-D SG1-2\2010-2014\docs-dms\rgq12.3.1' <= Remote '/d/md/10/rgq1
Local 'C:\ITU\ITU-D SG1-2\2010-2014\docs-dms\rgq12.3.1\inf' <= Remote '/d/md/10/
Local 'C:\ITU\ITU-D SG1-2\2010-2014\docs-dms\rgq12.3.1\r' <= Remote '/d/md/10/rg
Local 'C:\ITU\ITU-D SG1-2\2010-2014\docs-dms\rgq12.3.1\td' <= Remote '/d/md/10/r
rgq12.3.1\td'
Error listing directory '/d/md/10/rgq12.3.1\td'.
Could not retrieve directory listing
The system cannot find the path specified.
(A)abort, (R)etry, (S)kip: Skip
Nothing to synchronize.
Comparing...
Local 'C:\ITU\ITU-D SG1-2\2010-2014\docs-dms\rgq12.3.1\c' <= Remote '/d/md/10/rg
q12.3.1\c'
Synchronizing...
Local 'C:\ITU\ITU-D SG1-2\2010-2014\docs-dms\rgq12.3.1\c' <= Remote '/d/md/10/rg
q12.3.1\c'
D10-RGQ12.3.1-C-0006-E.ht |          6 KiB |    22.9 KiB/s |  ascii | 100%
D10-RGQ12.3.1-C-0012-E.ht |          6 KiB |    24.6 KiB/s |  ascii | 100%
D10-RGQ12.3.1-C-0015-E.ht |         10 KiB |    31.1 KiB/s |  ascii | 100%
D10-RGQ12.3.1-C-0018-E.ht |          6 KiB |    29.8 KiB/s |  ascii | 100%
D10-RGQ12.3.1-C-E.htm   |         16 KiB |    37.8 KiB/s |  ascii | 100%
Comparing...
Local 'C:\ITU\ITU-D SG1-2\2010-2014\docs-dms\rgq18.2.1' <= Remote '/d/md/10/rgq1
Local 'C:\ITU\ITU-D SG1-2\2010-2014\docs-dms\rgq18.2.1\inf' <= Remote '/d/md/10/
rgq18.2.1\inf'
```

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-D SG 1 and 2 Meeting Documents

1. Click on "Access Meeting Documents" to show the Contents page. This menu 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-D SG 1-2 (2010-2014) Meeting Documents". The page header includes the ITU logo and the text "International Telecommunication Union". Below the header, it says "Telecommunication Development Sector (ITU-D)" and "Last sync: 2012-08-20 15:15:54". There are buttons for "View Sync History" and "Main Menu". The main content area has a yellow banner with the text "Meetings of ITU-D Study Groups 1 and 2 (Study Period 2010-2014)" and contact information: "Contact: devsg@itu.int | Web: www.itu.int/ITU-D/study_groups/". Below this is a "CONTENTS" section. Under "Common Documents for Study Groups 1 and 2:", there are links for "Circulars", "Template for the submission of contributions", and "Types of ITU-D Study Group documents". The "Study Group 1 Documents" section lists: "Agenda", "Contributions", "Meeting Reports", "Information Documents", "Work Plans", and "Administrative Documents". The "Study Group 2 Documents" section lists: "Agenda", "Contributions", "Meeting Reports", "Information Documents", "Work Plans", and "Administrative Documents". At the bottom, there are two columns for "Documents for SG1 Rapporteur's Group Meetings:" and "Documents for SG2 Rapporteur's Group Meetings:". The SG1 column lists RGQ 7-3/1, RGQ 10-3/1, RGQ 12-3/1, and RGQ 18-2/1. The SG2 column lists RGQ 9-3/2, RGQ 10-3/2, RGQ 11-3/2, and RGQ 14-3/2. Each entry has links for "[Contributions]", "[Info Docs]", and "[Reports]".

Note: When you want to access the documents, click on the "Open" button since the documents were downloaded on your computer.

Troubleshooting

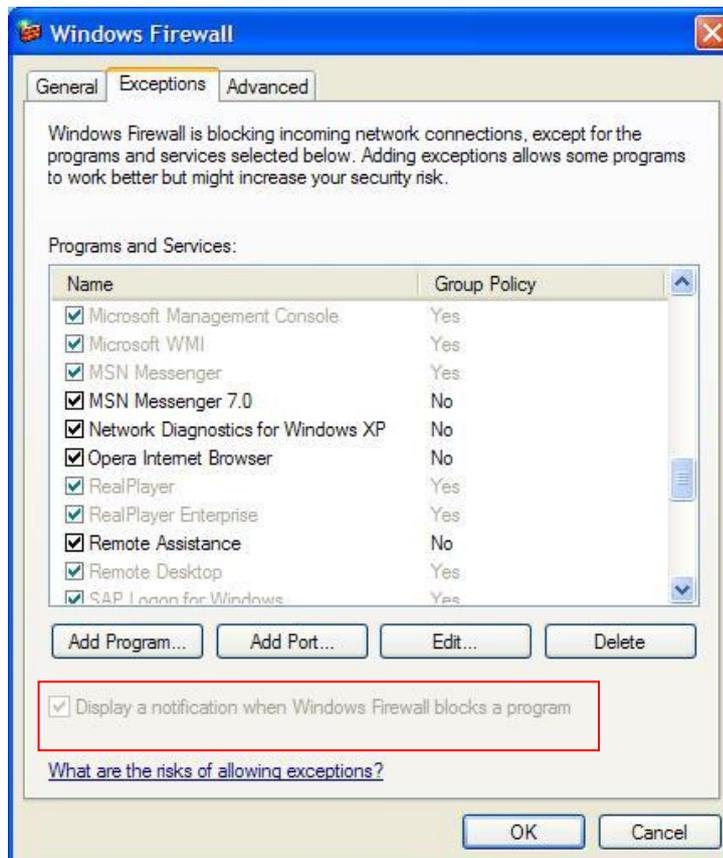
Troubleshooting: First-time use

1. This window may appear the first time you use the program,. Click on the "Unblock" button to continue. Synchronization is then launched. The application 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 application 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

E-mail: servicedesk@itu.int

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