



International Telecommunication Union
ITU Telecommunication Development Sector

Regional Development Forum (RDF) & WTDC 14 Regional Preparatory Meeting (RPM) for the Americas Sync Application User Guide

The RPM-AMS 2013 Sync Application* allows you to synchronize RPM-AMS 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 Sync Application works in Windows® XP/Vista/7/8.

** RPM-AMS 2013 meeting documents include: Contributions, Reports, Administration, Information and Temporary Documents.

Step 1: Starting the RPM-AMS 2013 Sync Application

Download from ITU Website:

1. Download the RPM-AMS 2013 Sync Application (ITU-D RPM-AMS 2013-08 Sync.exe), from the RPM-AMS 2013 homepage, to your Windows Desktop.

<http://www.itu.int/en/ITU-D/Conferences/WTDC/WTDC14/RPM-AMS/Pages/default.aspx>

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

Notes:

- *It is recommended that you save the RPM-AMS 2013 Sync Application (ITU-D RPM-AMS 2013-08 Sync.exe) into your Windows Desktop for easy access.*
- *The Settings window will only be displayed when you run the application 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.*



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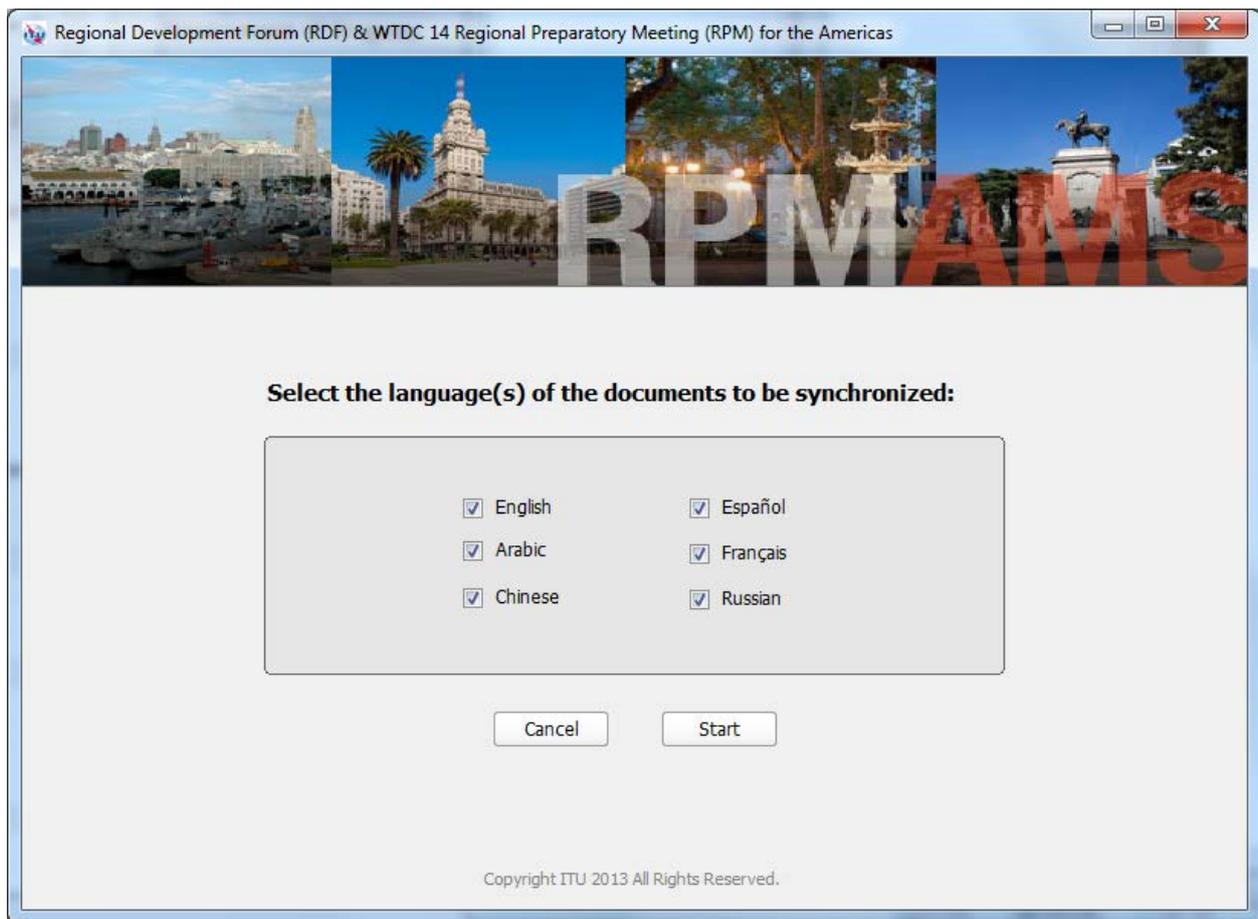
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Step 2: Synchronizing RPM-AMS 2013 Meeting Documents

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 begin. 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 RPM-AMS 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 displaying the ITU website. The page title is "Regional Development Forum (RDF) & WTDC 14 Regional Preparatory Meeting (RPM) for the Americas". The header includes the ITU logo and the text "International Telecommunication Union". Below the header, there is a navigation bar with "ITU Telecommunication Development Sector" and buttons for "View Sync History" and "Main Menu". The main content area features a blue banner with the event title. Below the banner, there is a text block describing the event: "The World Telecommunication Development Conference 2014 (WTDC 2014) Regional Preparatory Meeting for the Americas (RPM AMS) will take place from 20 to 22 August in Montevideo, Uruguay. RPM AMS will be preceded by the Regional Development Forum (RDF) for the Americas on 19 August. Both events are hosted by the Government of Uruguay." To the right of this text is a photograph of Montevideo with large orange letters spelling "RPMAMS" in the foreground. Below the text, there is a "Contact:" section for Mr. Bruno Ramos, Regional Director, ITU Regional Office for the Americas, with his phone number and email address. Below that is a "Venue:" section for the Radisson Montevideo Victoria Plaza Hotel, with its address, phone number, and website. To the right of the contact and venue information is a list of links: "Contributions", "Administrative Documents", "Information Documents", "Temporary Documents", and "Reports". At the bottom of the page, there is a footer with "Top - Feedback - Contact Us - Copyright © ITU 2013 All Rights Reserved" and "Contact for this page : BDT mail".

Regional Development Forum (RDF) & WTDC 14 Regional Preparatory Meeting (RPM) for the Americas

International Telecommunication Union

Last sync: E A C S F R

ITU Telecommunication Development Sector View Sync History Main Menu

Regional Development Forum & WTDC 14 Regional Preparatory Meeting for the Americas

The **World Telecommunication Development Conference 2014 (WTDC 2014) Regional Preparatory Meeting for the Americas (RPM AMS)** will take place from 20 to 22 August in Montevideo, Uruguay. RPM AMS will be preceded by the **Regional Development Forum (RDF)** for the Americas on 19 August. Both events are hosted by the **Government of Uruguay**.

Contact:

Mr. Bruno Ramos
Regional Director, ITU Regional Office for the Americas
Tel: +55 61 2312 2730
bruno.ramos@itu.int

Venue:

Radisson Montevideo Victoria Plaza Hotel
Plaza Independencia 759
Montevideo, Uruguay
Tel: +598 29020111
Web: www.radisson.com/montevideouy

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Troubleshooting

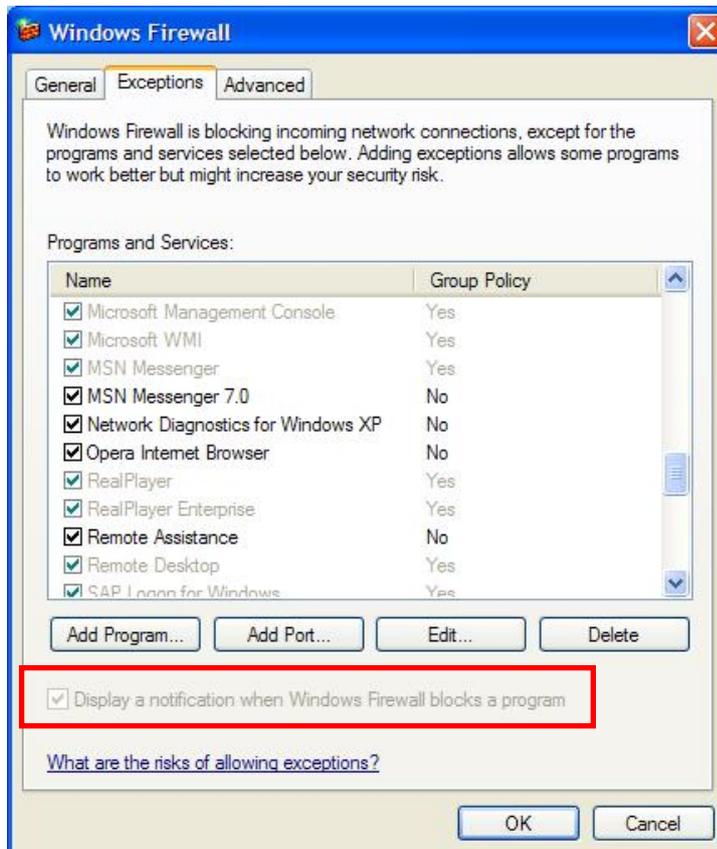
Troubleshooting: First-time use

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.

- 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.



- 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

Internet e-mail: servicedesk@itu.int

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