

International Telecommunication Union Telecommunication Standardization Sector (ITU-T)

# Meetings of ITU-T Study Groups Study Period 2017-2020 ITU-T SG Sync Tool v5.5 - User Guide

The ITU-T SG Sync Application\* allows you to synchronize ITU-T Study Group 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 v4.0 works in Windows® XP/Vista/7/8. A separate tool for Mac is also available. \*\*SG meeting documents include: Collective Letters, Contributions, Reports and Temporary Documents.

## I. SYNC APPLICATION FOR WINDOWS

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

1. Download the setup program for ITU-T SG Sync Application [ITU-T SG Sync 2017-2020 Setup.exe], from the ITU-T Study Group homepage, to your Windows Desktop:

http://www.itu.int/en/ITU-T/studygroups/2017-2020/Pages/syncdocs.aspx

2. Run the setup program. The program icon "ITU-T SG Sync SP 2017-2020" will be created. Run it and on the first screen, it will show ITU License Agreement, click "I agree" button to continue.

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	I disagree I agree	

🙀 ITU-T SG Synch Tool - Study Period 2017-2020
International Telecommunication Union Committed to connecting the world
Settings:
Connecting to ITU Server, internet connection required.
Would you like to download the latest list of ITU-T Meetings?           No         Yes
TIES Account:
TIES Password: ******
Show password
Save documents to: Select folder
C:/ITU
Note: /ITU/ + [SG number + Study Period] will be added.
Cancel Save settings and connect

### Notes:

• Each time there is a new ITU-T SG Meeting, you need to download the latest list.

## Step 2: Selecting New ITU-T SG Meeting

1. To select a new ITU-T SG Meeting, click the first button "Select New Meeting / Change Settings" from the Main Menu.

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Q	International Telecommunication Union Committed to connecting the world	
	ITU Telecommunication Standardization Sector ITU-T Study Group 17 (Study Period 2017-2020) Security	
	ITU-T SG 17, Geneva, Switzerland, 22-30 March 2017	
	Contact: tsbsg17@itu.int Web: ITU-T SG 17 webpage	
	Select New Meeting / Change Settings	
	Synchronize Selected Meeting Documents	
	Access Synced Meeting Documents	
	View ITU Meeting Room Allocation	
	User Guide	
	Exit	
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2. The ITU-T SG Meetings will be shown. You may filter the list by ITU-T SG number.

πu	-T SG Synch T	ool - Study	/ Period 2017-2020	Ξ Σ
			lecommunication Union acting the world	
S	ettings:			
	Select Mee	ting:	All ITU-T SG Meeting	•
	Date 🛛 🔻	Meeting		
	2017-03-22	ITU-T SG	17, Geneva, Switzerland, 22-30 March 2017	*
	2017-01-16	ITU-T SG	16, Geneva, Switzerland, 16-27 January 2017	
	2017-01-10	ITU-T SG	12, Geneva, Switzerland, 10-19 January 2017	
	2016-09-19	ITU-T SG	15, Geneva, Switzerland, 19-30 September 2016	
				-
	TIES Accou	nt:	dayp	
	TIES Passw	ord:	*****	
			Show password	
	Save docun	nents to:	Select folder	
			С:ЛТU	Â
			Note: /ITU/ + [SG number + Study Period] will be ad	dəd.
			Cancel Save settings and co	nnect

3. Select the ITU-T SG Meeting you desire, then enter your TIES account details and choose the default folder where you would like to save the documents to. Then click "Save settings and connect" button. After a successful verification, the settings will be saved and a message to synchronize the documents will be shown.

## Step 3: Synchronizing ITU-T SG Meeting Documents

1. To synchronize, click the "Synchronize Meeting Documents" button from the Main Menu. Select the group of documents and language(s) to be synchronized.

🙀 ITU-T SG Synch Tool - Stu	udy Period 2017-202	0		23
ITU-T SG 17, 0	Geneva, Switzerl	and, 22-30	March 2017	
<ol> <li>Select Contributions a</li> <li>Contributions</li> <li>TD WP1</li> <li>Select the language(s)</li> <li>English</li> <li>Arabic</li> </ol>	nd/or Working Partie TD GEN TD WP2 of the documents to Chinese Español	es to synchron 📝 TD	ize: PLEN WP3 ized: nçais	
No. V Filename		Size	Status	^
			Cancel download	ł

2. Click "Sync now" button, synchronize is then launched. Before browsing the documents, wait until synchronization is completed and sync window is closed.

dayp@confsynch.itu.int - WinSCP	- 13		_		- <b>D</b> X
T13-SG16-130114-TD-GEN-00		KiB ¦	875.1 KiB/s ¦	binary ¦ 1	
T13-SG16-130114-TD-GEN-00		KiB ¦	856.1 KiB/s ¦		00%
T13-SG16-130114-TD-GEN-00		KiB ¦	843.1 KiB/s ¦	binary ¦ 1	
T13-SG16-130114-TD-GEN-00		KiB ¦	831.4 KiB/s ¦	binary ¦ 1	
T13-SG16-130114-TD-GEN-00		KiB ¦	862.8 KiB/s ¦	ascii   1	00%
T13-SG16-130114-TD-GEN-00	70	KiB ¦	851.3 KiB/s ¦	binary ¦ 1	00%
T13-SG16-130114-TD-GEN-00	6	KiB ¦	823.2 KiB/s ¦	ascii ¦ 1	00%
T13-SG16-130114-TD-GEN-00	64	KiB ¦	809.1 KiB/s ¦	binary   1	00%
T13-SG16-130114-TD-GEN-00	6	KiB ¦	685.1 KiB/s ¦	ascii ¦ 1	00%
T13-SG16-130114-TD-GEN-00	64	KiB ¦	673.8 KiB/s ¦	binary   1	00%
T13-SG16-130114-TD-GEN-00	546	KiB ¦	704.2 KiB/s ¦	binary   1	00%
T13-SG16-130114-TD-GEN-00	7	KiB ¦	679.2 KiB/s ¦	ascii ¦ 1	00%
T13-SG16-130114-TD-GEN-00	65	KiB ¦	707.0 KiB/s ¦	binary   1	00% 00%
T13-SG16-130114-TD-GEN-00	6	KiB ¦	689.9 KiB/s ¦	ascii ¦ 1	00%
T13-SG16-130114-TD-GEN-00	64	KiB ¦	681.8 KiB/s ¦	binary   1	00%
T13-SG16-130114-TD-GEN-00	6	KiB ¦	666.9 KiB/s ¦	ascii ¦ 1	00%
T13-SG16-130114-TD-GEN-00	60	KiB ¦	380.8 KiB/s ¦	binary   1	00%
T13-SG16-130114-TD-GEN-00	6	KiB ¦	372.8 KiB/s	ascii ¦ 1	00%
T13-SG16-130114-TD-GEN-00	58	KiB ¦	370.0 KiB/s ¦	binary   1	00%
T13-SG16-130114-TD-GEN-00	6	KiB :	362.5 KiB/s		00%
T13-SG16-130114-TD-GEN-00		KiB :	358.7 KiB/s	binary   1	00%
T13-SG16-130114-TD-GEN-00		KiB I	373.9 KiB/s		00%
T13-SG16-130114-TD-GEN-00		KiB I	368.4 KiB/s	binary   1	00%
T13-SG16-130114-TD-GEN-00		KiB I	358.9 KiB/s		00%
T13-SG16-130114-TD-GEN-00		KiB I		binary	0% 🔻

### Notes:

- In the initial synchronization, it may take longer 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 the "Synchronize Meeting Documents" button.

### Step 4: Accessing ITU-T SG Meeting Documents

1. From the Main Menu, click "Access Synched Meeting Documents" button to show the Content page. This page will give you access to the documents that were downloaded and synchronized to your hard drive.

W ITU-T SG 17, Geneva, Switzerland, 22-30 March 2017	
International Telecommunication Union Committed to connecting the world	
Main menu	
ITU-T SG 17, Geneva, Switzerland, 22-30 March 2017 Contact: <u>tsbsg17@itu.int</u>   Web: <u>ITU-T SG 17 Homepage</u>	
MEETING DOCUMENTS	
<u>Collective Letters</u>	
<u>Contributions</u>	
Reports	
• Temporary Documents: • <u>PLEN</u>	
<u>Top</u> - <u>Feedback</u> - <u>Contact Us</u> - <u>Copyright © ITU 2017</u> All Rig Contact for this pa	hts Reserved ige : <u>TSB EDH</u>
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## **II.** SYNC APPLICATION FOR MAC

## Step 1: Downloading and Starting the ITU-T SG Sync Application for Mac

1. Download the ITU-T SG Sync Application for Study Period 2017-2020 [ITU-T-SG-Sync-2017-2020-mac.zip], from ITU-T Study Group page:

http://www.itu.int/en/ITU-T/studygroups/2017-2020/Pages/syncdocs.aspx

2. Once the Sync Application has been downloaded, unzip and execute.

O     O     ITU-T SG Sync 2  ITU Synchroi	
ITU-T SG Sync 2017-2020	Applications
Drag the icon to the app	olication folder

- 3. To install, drag the ITU Sync icon to Applications icon. 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".

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kind. In p represen this prod Under no or indireo	This product is provided without warranty of any particular, ITU does not warrant or make any stations regarding the use, or the results of use, of luct in terms of correctness, reliability or otherwise. to circumstances shall ITU be held liable for any direct ct damages arising out of the use of, or inability to product.
	I disagree I agree

5. Then, on the next window, select the ITU-T Meeting desired, enter your TIES account and choose the default folder where you would like to save the documents to.

ettings:			
Select Meet	ing:	All ITU-T SG Meeting	ŧ
Date 🛛	Meeting		
2017-03-22	ITU-T SG	17, Geneva, Switzerland, 22-30 March 2017	
2017-01-16	ITU-T SG	16, Geneva, Switzerland, 16-27 January 2017	
2017-01-10	ITU-T SG	12, Geneva, Switzerland, 10-19 January 2017	
2016-09-19	ITU-T SG	15, Geneva, Switzerland, 19-30 September 2016	
TIES Accoun	t:		
TIES Passwo	rd:		
		Show password	_
Save docum	ents to:	Select folder	
		/Users/Adea/Documents/ITU	•
		Note: /ITU/ + [SG number +Study Period] will be ad	ded.

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) ITU-T SG documents

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

0	O O ITU-T SG Sync 2017-2020	
Û	International Telecommunication Union Committed to connecting the world	
	ITU Telecommunication Standardization Sector ITU-T Study Group 16 (Study Period 2017-2020) Multimedia coding, systems and applications	
	ITU-T SG 16, Geneva, Switzerland, 16-27 January 2017	
	Contact: tsbsg16@itu.int Web: ITU-T SG 16 homepage	
	Select New Meeting / Change Settings	
	Synchronize Selected Meeting Documents	
	Access Synced Meeting Documents	
	View ITU Meeting Room Allocation	
	User Guide	
	Exit	

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2. Select the series of documents and languages to synchronize, then "Sync now" button to start the synchronization.

_	ons and/or Working Par	-		
Contributions	TD GEN		D PLEN	
0	age(s) of the documents	0		
English Arabic	-	<b>S</b> F	rançais	
	B	ack to Menu	Sync now	
No.▼ Filename		Size	Status	

Notes:

- 1. Synchronization is set to run on demand; you may launch it at any time from the menu by clicking on the synchronize button.
- 2. 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 ITU-T SG Meeting Documents

1. Click on the "Access Synced 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.

	G 16, Geneva, Switzerland, 16-27 January 2017 tact: <u>tsbsg16@itu.int</u>   Web: <u>ITU-T SG 16 Homepage</u>	
MEETING DOCUMENTS		
<u>Collective Letters</u>		
<u>Contributions</u>		
<u>Reports</u>		
Temporary Documents:		
• <u>GEN</u>	• <u>WP1</u>	
• PLEN	• <u>WP2</u>	
	• <u>WP3</u>	

#### Troubleshooting

### **Troubleshooting: First-time use**

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



## 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".

General Exceptions Ad	lvanced		
Windows Firewall is block programs and services se to work better but might in Programs and Services:	elected below. Add	ding exceptions allows	
Name		Group Policy	^
Microsoft Management Console		Yes	
Microsoft WMI		Yes	
MSN Messenger		Yes	
MSN Messenger 7.0		No	
☑ Network Diagnostics for Windows XP		No	
Opera Internet Browser		No	
Real Player		Yes	
RealPlayer Enterprise		Yes	
Remote Assistance		No	
Remote Desktop		Yes	1000
SAP Logon for Wind	awa	Yps	~
Add Program	Add Port	Edit	Delete
Display a notification	when Windows Fi	rewall blocks a progra	m.
What are the risks of allo	wing exceptions?		

- 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.

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: <a href="mailto:servicedesk@itu.int">servicedesk@itu.int</a>

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