



International Telecommunication Union

ITU Council 2018 Synchronize Tool User Guide

The ITU Council 2018 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.

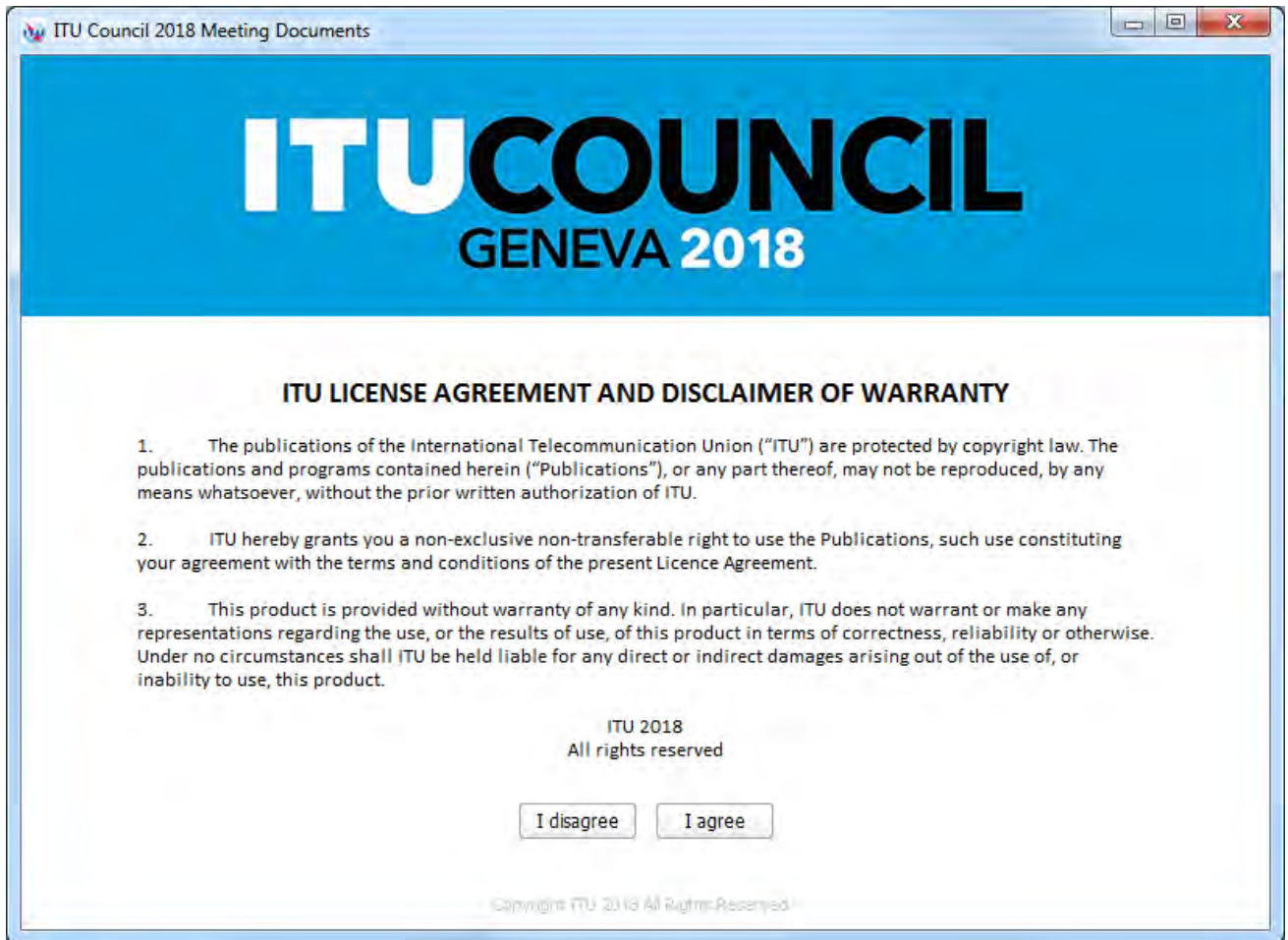
I. Synchronize Tool for Windows

Step 1: Downloading and starting the ITU Council 2018 Sync Tool

1. Download the Council 2018 Synchronize Tool, "ITU Council 2018 Sync.zip", from the ITU Council homepage (<http://www.itu.int/en/council/2018/Pages/default.aspx>). Then to run, unzip the program "ITU Council 2018 Sync.exe" into your Windows Desktop.

Note: This Sync tool is an executable program and does not need installation.

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



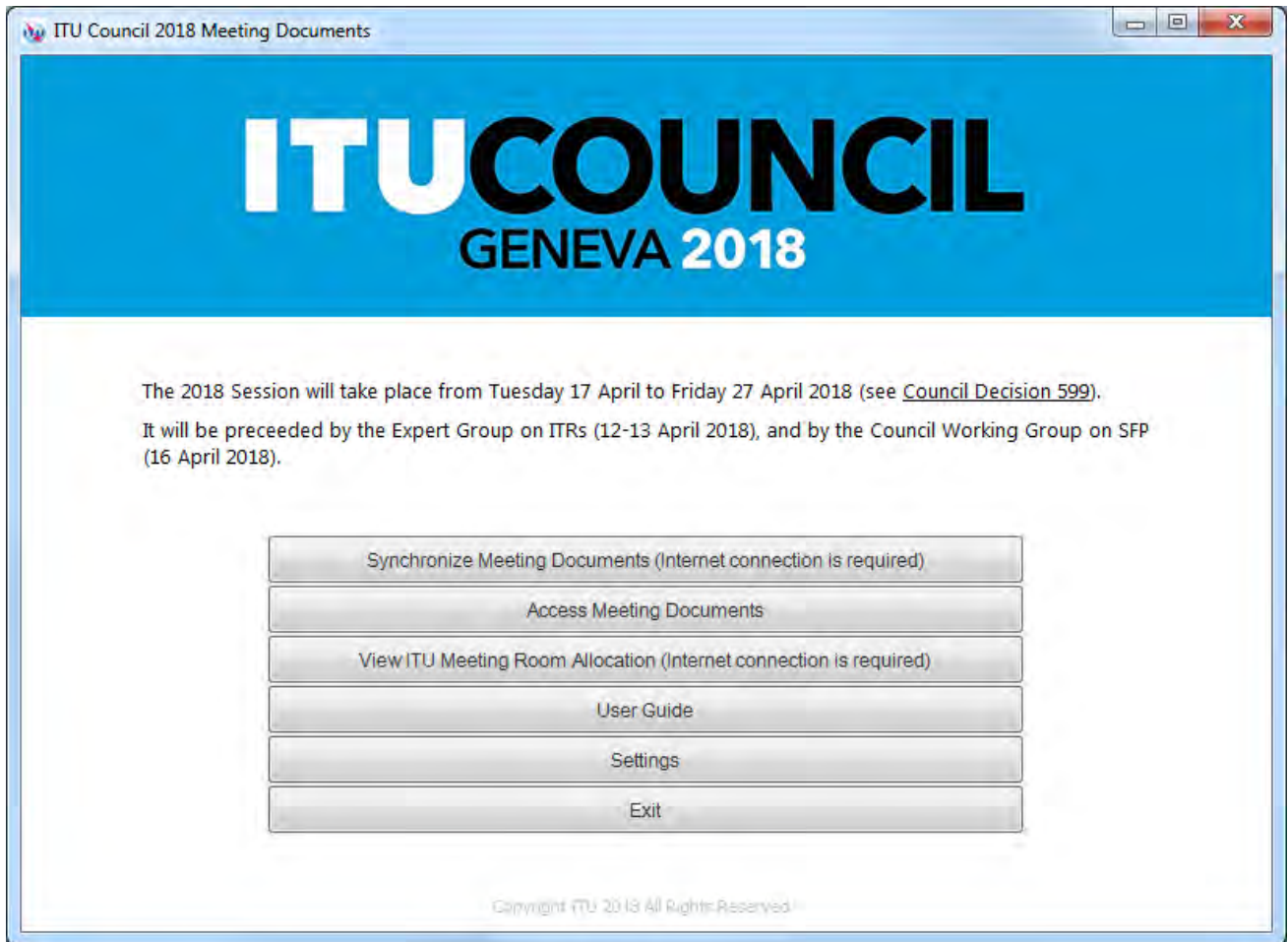
4. Then, the Settings page will be shown. Enter your ITU TIES account and choose the default hard drive where you would like to save the documents to. Enable the option if you want to create a shortcut in Program Menu. Then **click the button "Save settings and connect"**. **After a successful verification, 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.*
- *It is recommended to save the Synchronize Tool [ITU Council 2018 Sync.exe] into your Windows Desktop for easy access.*

Step 2: Synchronizing ITU Council 2018 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:

- *The initial synchronization 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 2018 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 2018 Meeting Documents". The interface features a blue header with the ITU logo and the text "International Telecommunication Union". A navigation bar includes "ITU Council 2018" and buttons for "View Sync History" and "Main Menu". The main content area has a large blue banner with "ITUCOUNCIL GENEVA 2018". Below the banner, text states: "The 2018 Session will take place from Tuesday 17 April to Friday 27 April 2018 (see [Council Decision 599](#)). It will be preceded by the Expert Group on ITRs (12-13 April 2018), and by the Council Working Group on SFP (16 April 2018)." A "DOCUMENTS" section lists various document categories, with some links highlighted in green. A note at the bottom states: "Note: Texts in green are external hyperlinks and require Internet connection." The footer contains links for "Top", "Feedback", "Contact Us", and "Copyright © ITU 2018 All Rights Reserved".

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

ITU COUNCIL

GENEVA 2018

ITU Meeting Room Allocation

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

Sector	Meeting	Date	Time	Building	Room
ITU-R	TG 5/1 - DG-2 26 GHz (FSS) (if needed)	2018-01-25	08:00 - 09:00	CICG	2
ITU-R	TG 5/1 - DG-2 26 GHz (FS)	2018-01-25	08:00 - 09:00	CICG	3
ITU-R	TG 5/1 - WG 4	2018-01-25	08:00 - 09:00	CICG	4
ITU-T	IEEE 802.3 Beyond 10 km Optical PHYs Study Group	2018-01-25	08:00 - 12:00	Tower	C 2
ITU-T	IEEE 802.3 Next-generation 200 Gb/s and 400 Gb/...	2018-01-25	08:00 - 17:00	CICG	18
ITU-T	Trk 2: DCB	2018-01-25	08:00 - 18:00	Tower	D
ITU-T	P802.3ca 25 Gb/s, 50 Gb/s and 100 Gb/s EPON T...	2018-01-25	08:00 - 18:00	CICG	15
ITU-T	P802.3ch Multi-Gig Automotive Ethernet PHY Task ...	2018-01-25	08:00 - 18:00	Tower	C 1
ITU-T	Trk 1: TSN	2018-01-25	08:00 - 18:00	Tower	A
ITU-R	ITU-R - Delegates Registration	2018-01-25	08:30 - 12:00	Montbrillant	0
SG	SG - Delegates Registration	2018-01-25	08:30 - 12:00	Montbrillant	0
ITU-T	ITU-T - Delegate Registration	2018-01-25	08:30 - 12:00	Montbrillant	0
ITU-R	TG 5/1 - WG 1	2018-01-25	09:00 - 10:15	CICG	2

[Main Menu](#)

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II. Synchronize Tool for Mac

Step 1: Downloading and Starting the Council 2018 Sync Tool for Mac

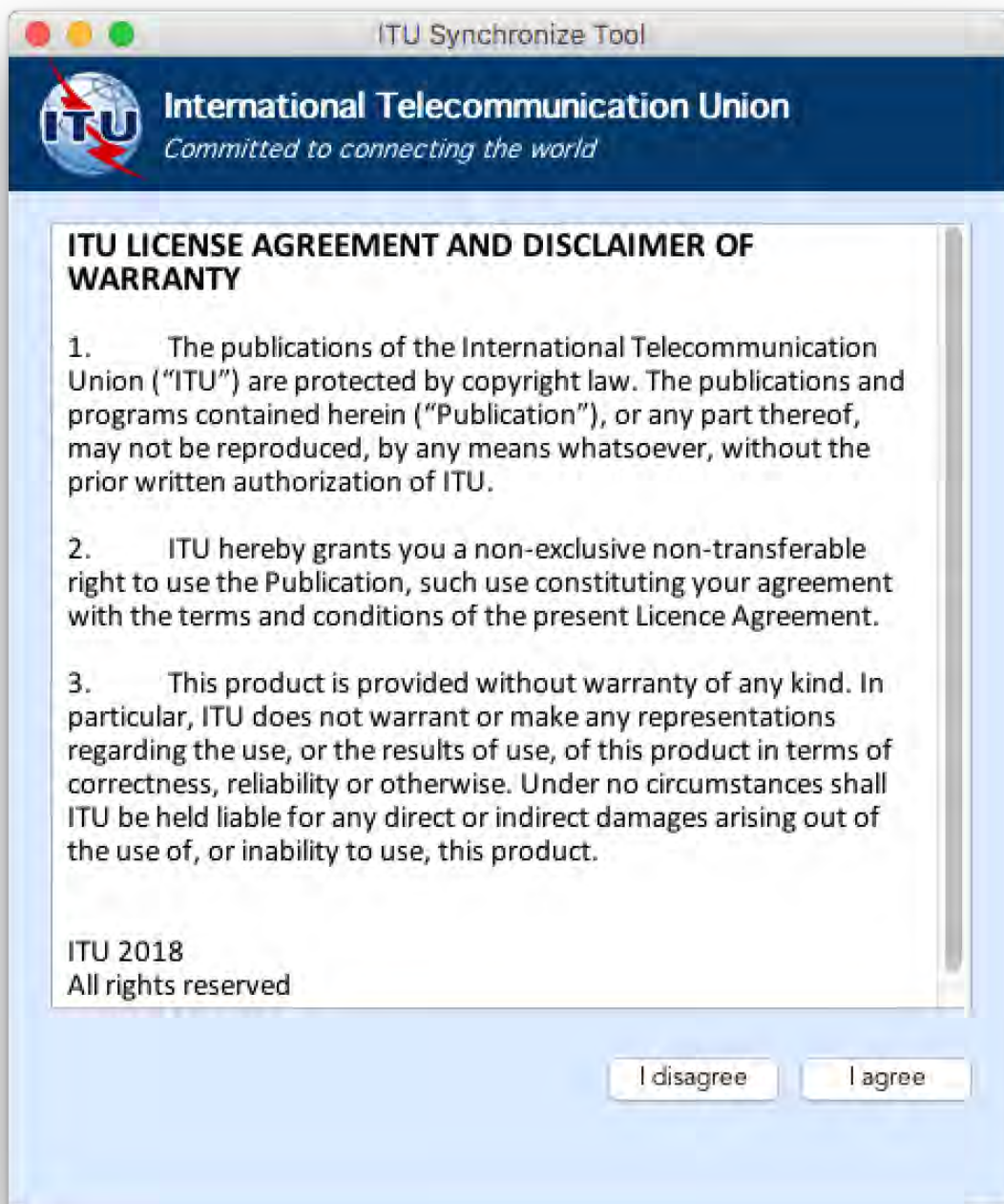
1. Download the ITU Sync Application for MAC [itu_sync_v64-mac.zip] from ITU Council 2018 page:

<https://www.itu.int/en/council/2018/Pages/default.aspx>

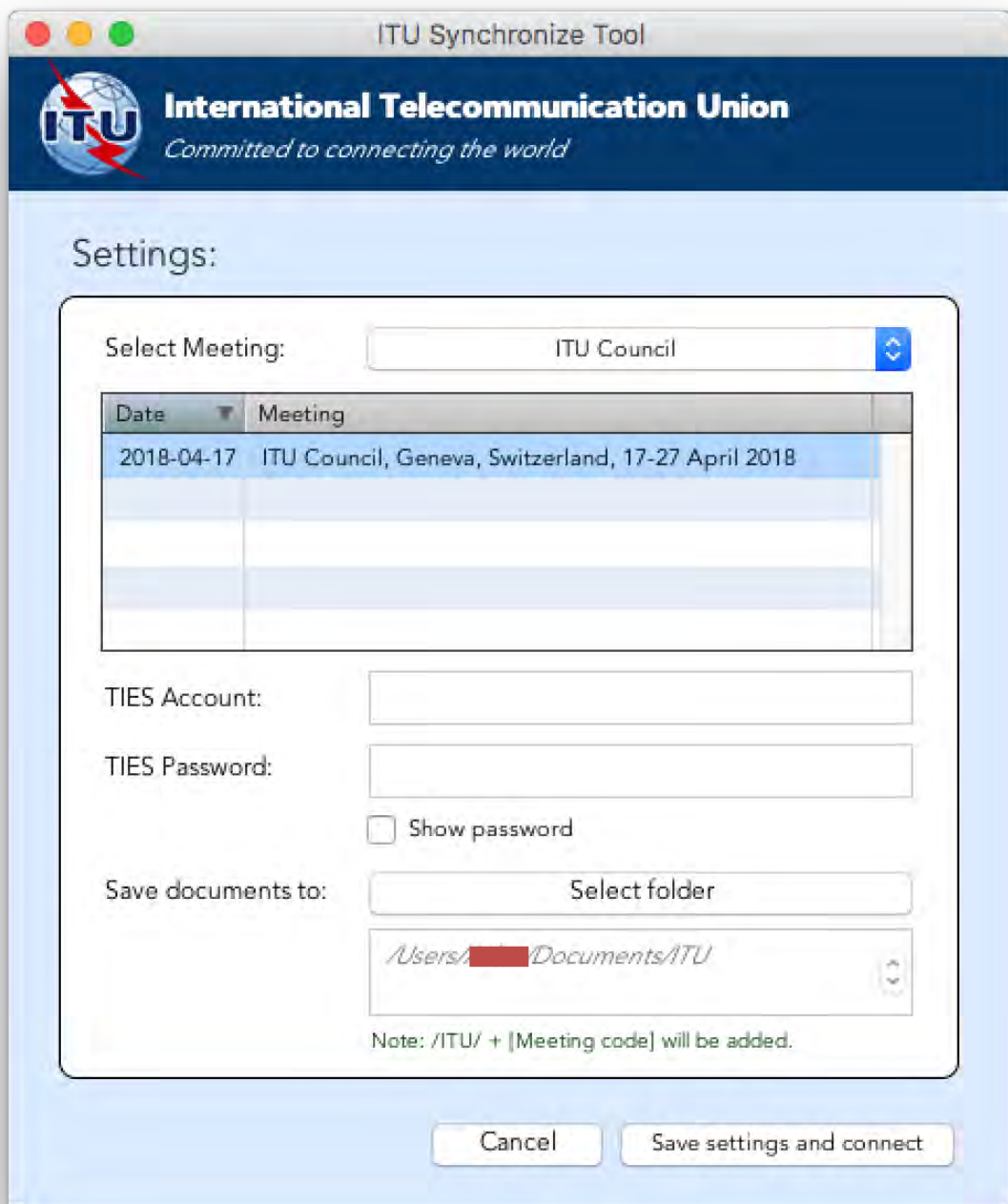
2. Once the Sync Application has been downloaded, run it.



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".



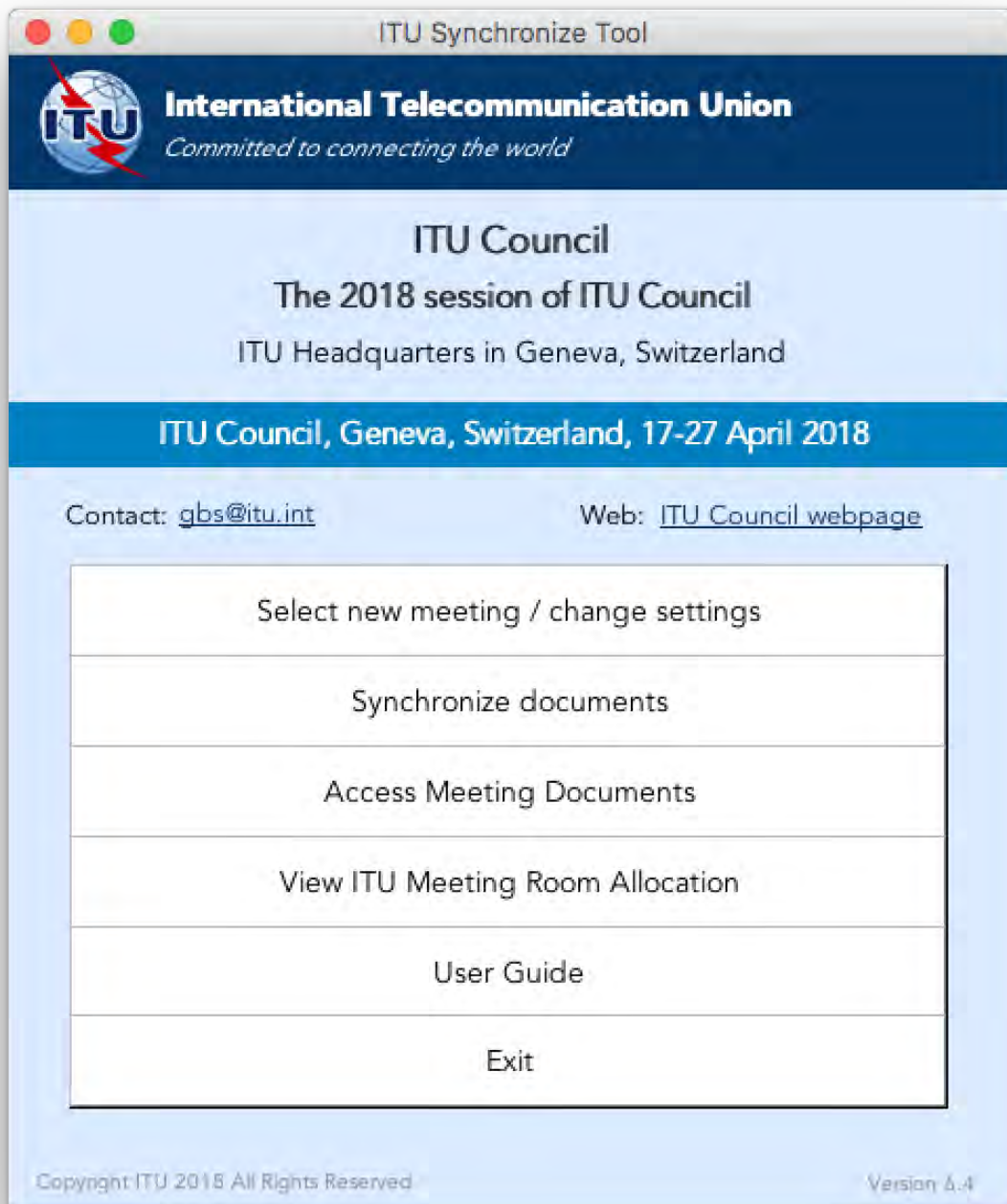
5. Then, on the next window, it will ask to download the new list of ITU meetings, click Yes. Then select ITU Council meeting from the dropdown list. Then enter your TIES account and choose the default folder where you would like to save the documents to.



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 2018 documents

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

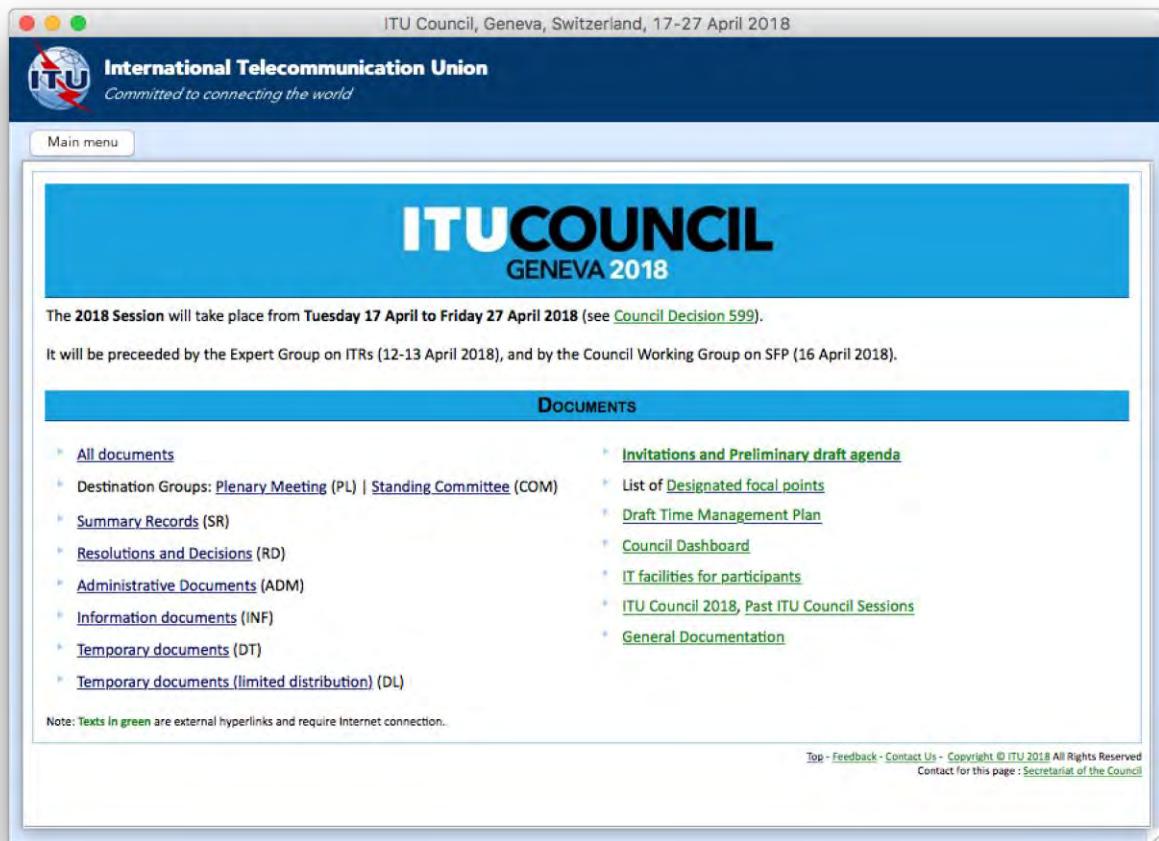


2. Select the languages to synchronize, then click "Sync now" button to start the synchronization.




Step 3: Accessing ITU Council 2018 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 *



International Telecommunication Union

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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-T	ITU-T - Delegate Registration	2018-02-06	08:30 - 12:00	Montbrillant	0
ITU-T	Q4/15 - Broadband over metallic conductors	2018-02-06	08:30 - 12:30	Montbrillant	K1
ITU-T	Q13/15 - Synchronization and time distribution	2018-02-06	08:30 - 12:30	Tower	Popov2
SG	Syndicat du Personnel - Permanence FirstPartner	2018-02-06	09:00 - 12:00	Tower	D
SG	Syndicat du Personnel - Permanence MSPINT	2018-02-06	09:00 - 12:00	Tower	T1
ITU-T	Joint Q15 and Q18/15	2018-02-06	09:30 - 10:15	Montbrillant	H1
ITU-T	Q8/15 - Optical fibre submarine cable systems	2018-02-06	09:30 - 12:30	Tower	A
ITU-T	Q14/15 - Management for transport and equipment	2018-02-06	09:30 - 12:30	Tower	C 2
ITU-T	Q7/15 - Optical components and subsystems	2018-02-06	09:30 - 12:30	Montbrillant	H2
ITU-T	Q1/15	2018-02-06	09:30 - 12:30	Montbrillant	M2
ITU-T	Joint Q11, 12/15 IMT2020/5G	2018-02-06	09:30 - 12:30	Tower	Popov1
ITU-T	Q18/15 - Broadband in-premises networking	2018-02-06	11:15 - 12:30	Varembj	G3
ITU-T	Q15/15 - Communications for Smart Grid	2018-02-06	11:15 - 12:30	Montbrillant	H1
ITU-T	ITU-T - Delegate Registration	2018-02-06	13:30 - 17:00	Montbrillant	0
ITU-T	Q4/15 - Broadband over metallic conductors	2018-02-06	14:00 - 18:00	Montbrillant	K1

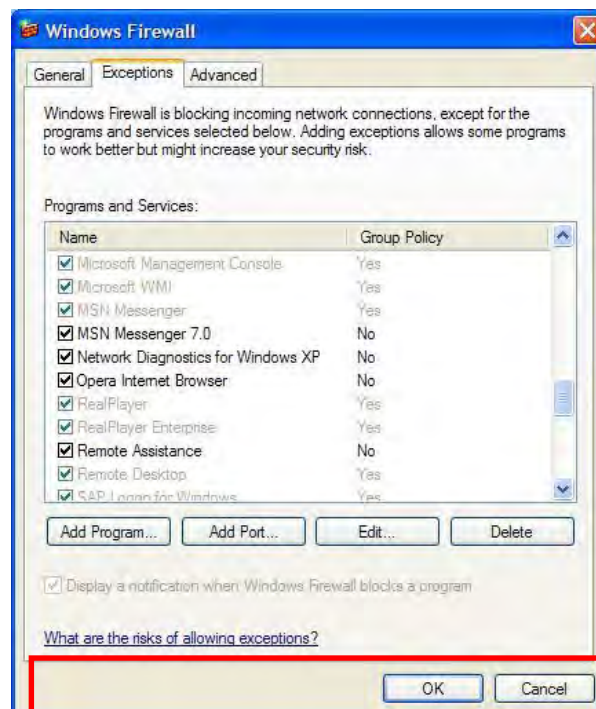
Troubleshooting on Windows: First-time use

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

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CH-1211 Geneva 20
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