



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.

ITU-T SG Synch Tool - Study Period 2017-2020

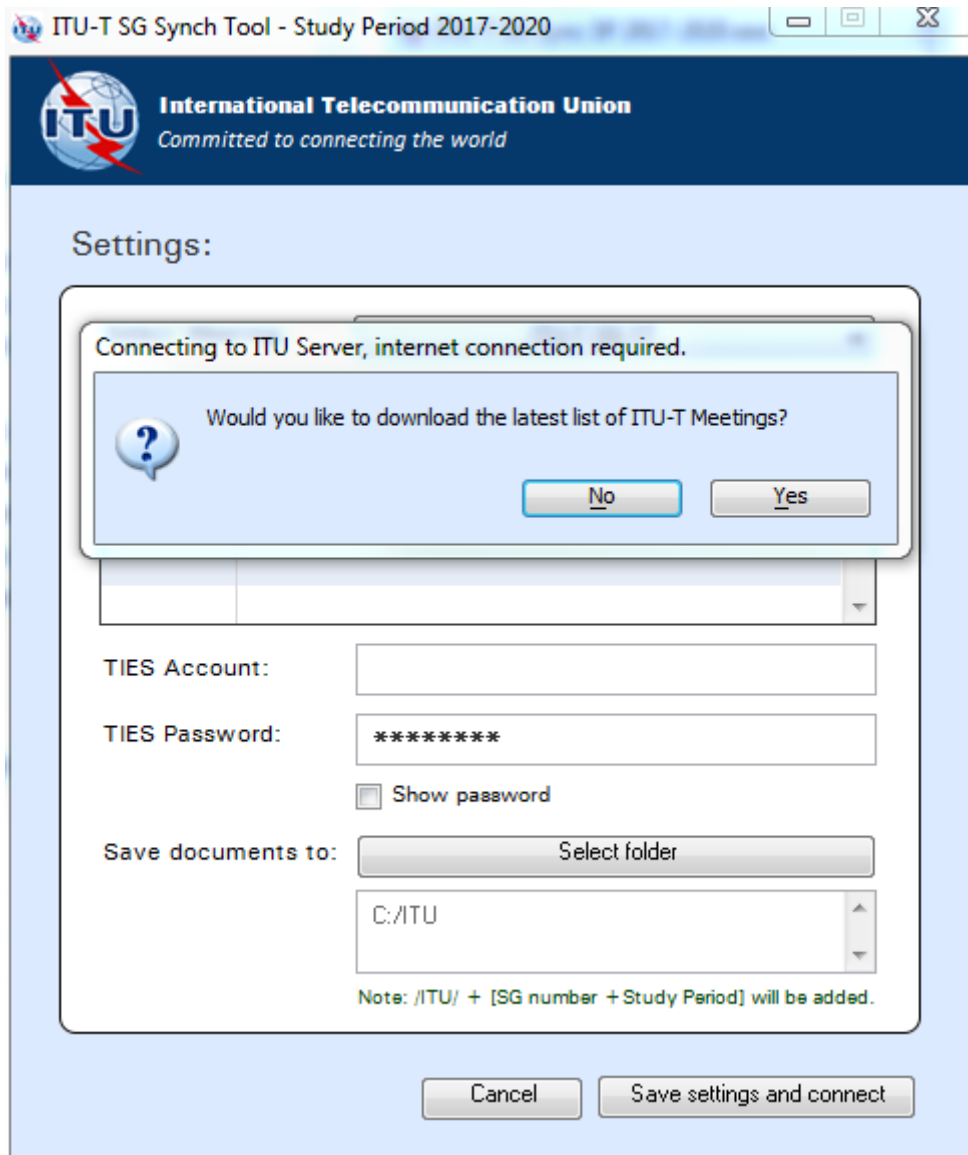


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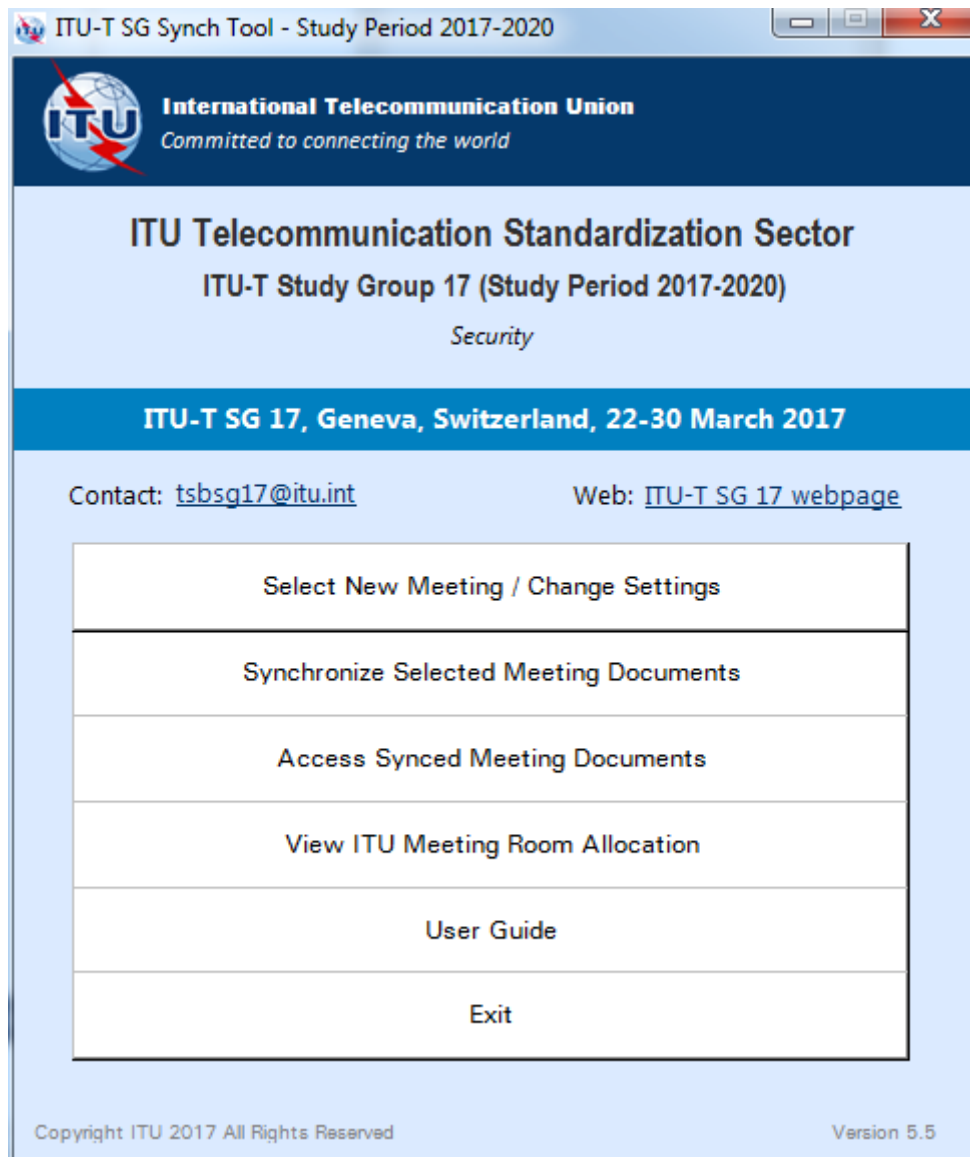


Notes:

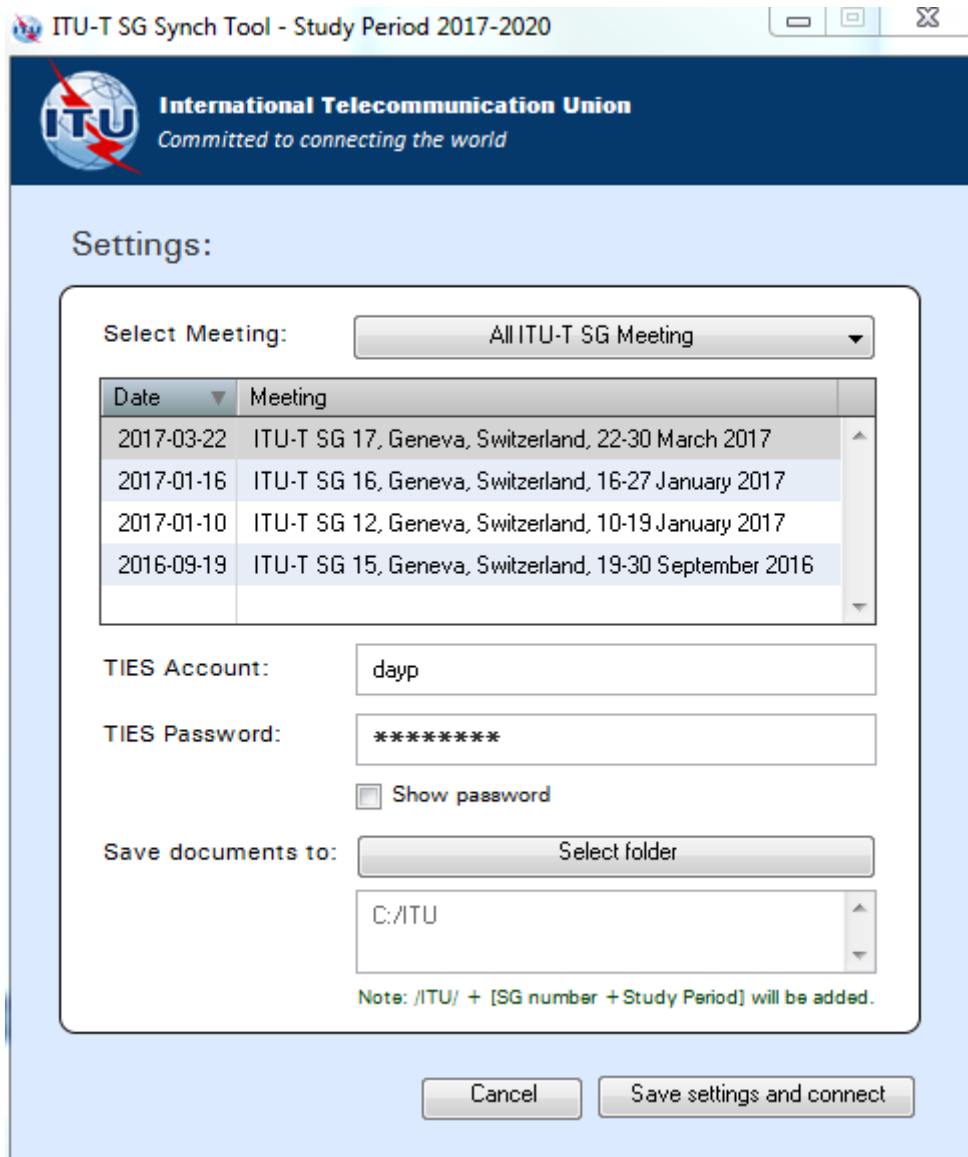
- Each time there is a new ITU-T SG Meeting, you need to download the latest list.

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.



2. The ITU-T SG Meetings will be shown. You may filter the list by ITU-T SG number.



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 - Study Period 2017-2020

ITU-T SG 17, Geneva, Switzerland, 22-30 March 2017

1. Select Contributions and/or Working Parties to synchronize:

Contributions TD GEN TD PLEN
 TD WP1 TD WP2 TD WP3

2. Select the language(s) of the documents to be synchronized:

English Chinese Français
 Arabic Español Russian

No. ▼	Filename	Size	Status

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

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ca. dayp@confsynch.itu.int - WinSCP
T13-SG16-130114-TD-GEN-00 : 760 KiB : 875.1 KiB/s : binary : 100%
T13-SG16-130114-TD-GEN-00 : 7 KiB : 856.1 KiB/s : ascii : 100%
T13-SG16-130114-TD-GEN-00 : 61 KiB : 843.1 KiB/s : binary : 100%
T13-SG16-130114-TD-GEN-00 : 58 KiB : 831.4 KiB/s : binary : 100%
T13-SG16-130114-TD-GEN-00 : 7 KiB : 862.8 KiB/s : ascii : 100%
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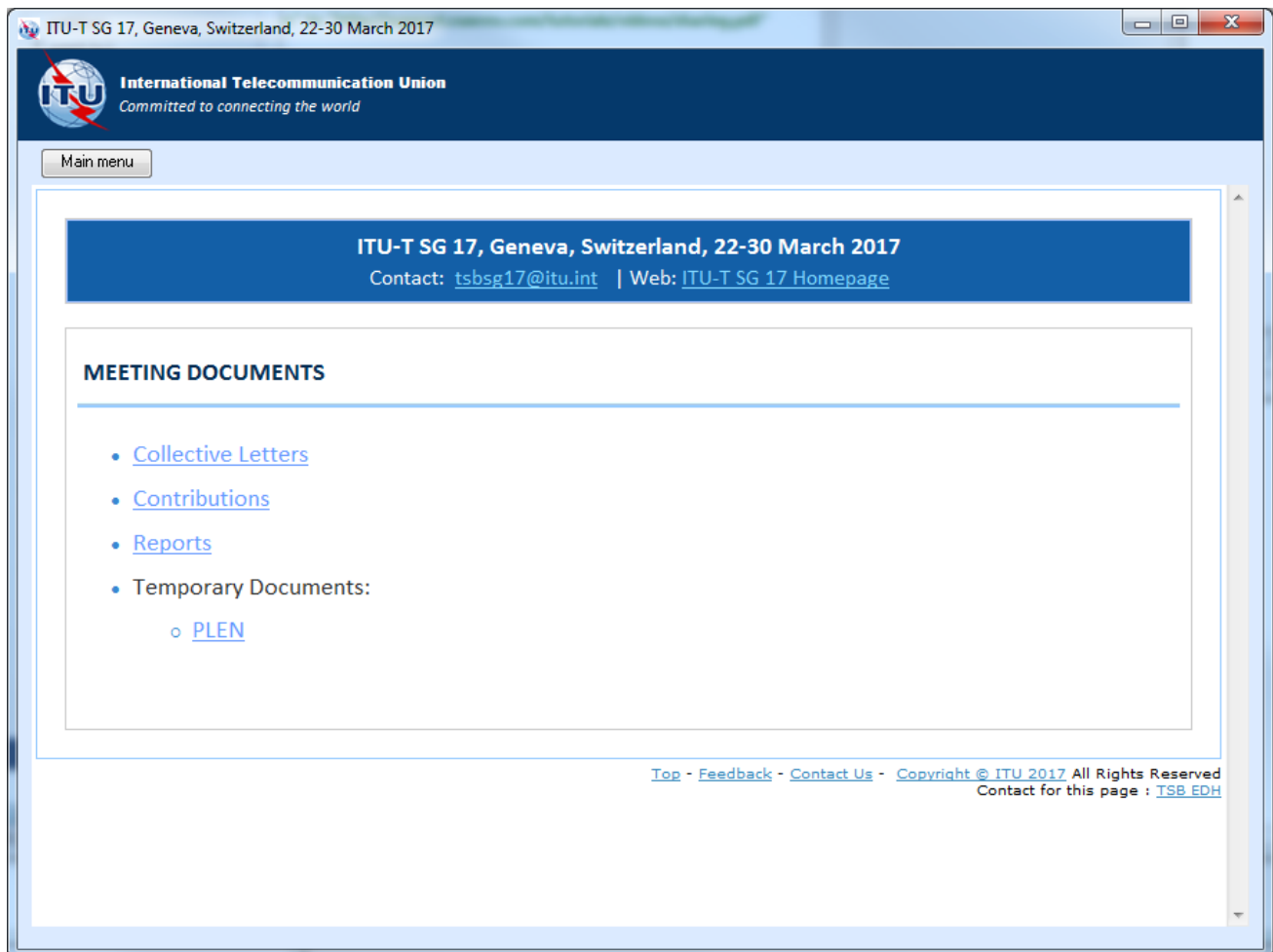
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Notes:

- *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.



The screenshot shows a web browser window titled "ITU-T SG 17, Geneva, Switzerland, 22-30 March 2017". The page features the ITU logo and the text "International Telecommunication Union Committed to connecting the world". A "Main menu" button is visible in the top left. The main content area has a blue header with the text "ITU-T SG 17, Geneva, Switzerland, 22-30 March 2017" and contact information: "Contact: tsbsg17@itu.int | Web: [ITU-T SG 17 Homepage](#)". Below this is a section titled "MEETING DOCUMENTS" with a list of links: "Collective Letters", "Contributions", "Reports", and "Temporary Documents:" with a sub-link "PLEN". At the bottom right, there is a footer with links: "Top - Feedback - Contact Us - Copyright © ITU 2017 All Rights Reserved" and "Contact for this page : [TSB EDH](#)".

II. SYNC APPLICATION FOR MAC

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

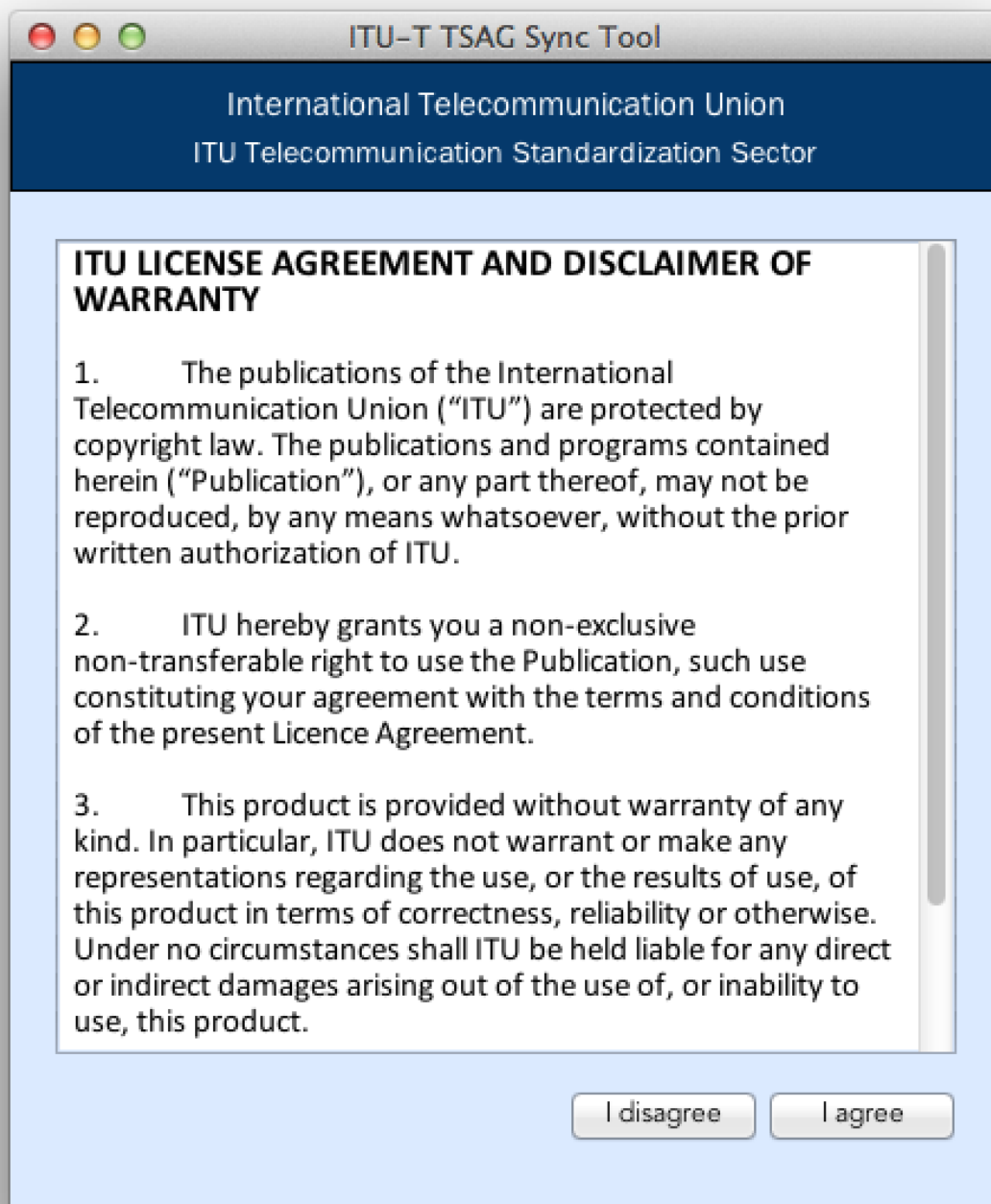
1. Download the ITU-T SG Sync Application for Study Period 2017-2020 [ITU-T-SG-Sync-2017-2020-mac.zip], from ITU-T Study Group page:

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

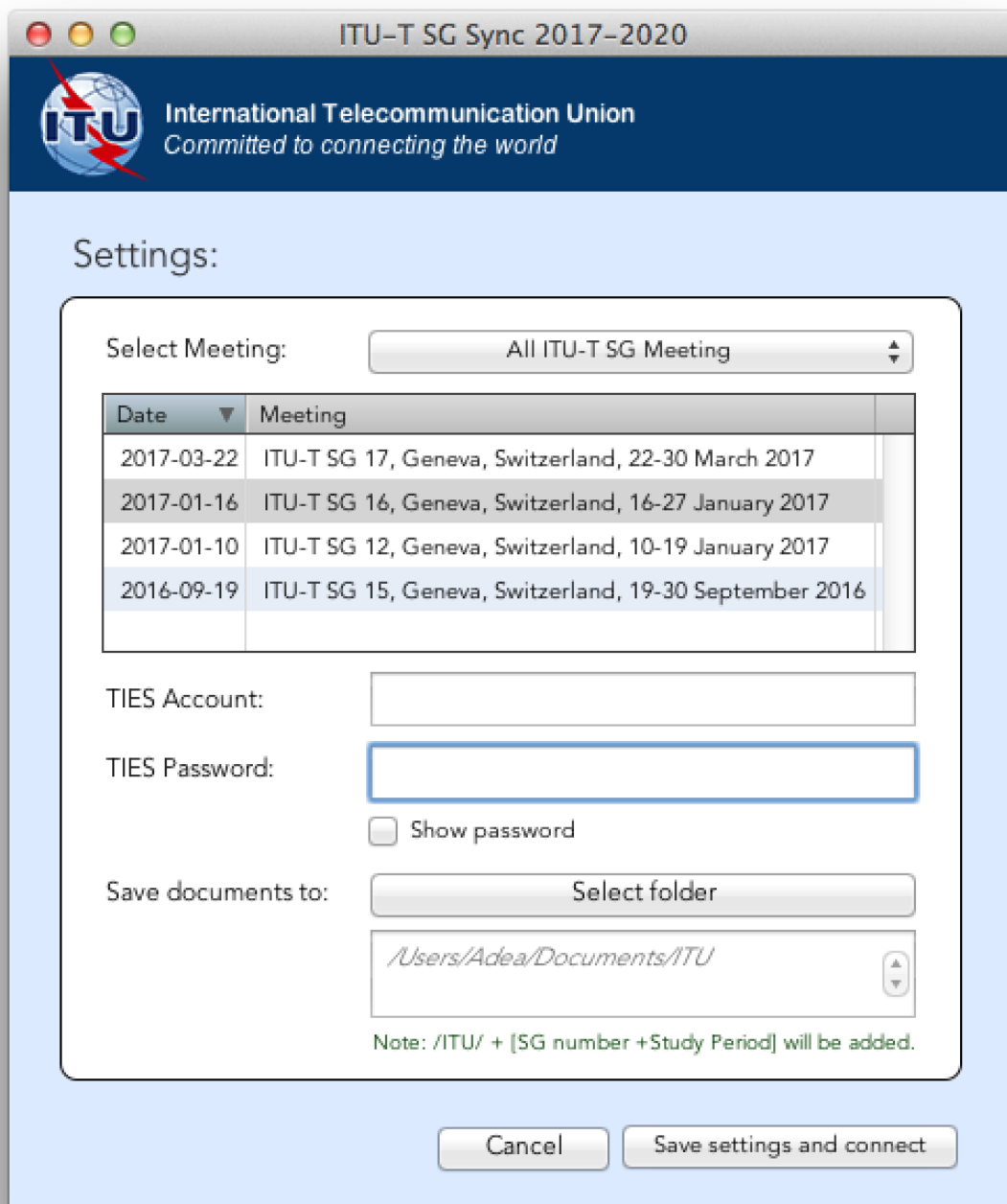
2. Once the Sync Application has been downloaded, unzip and execute.



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".



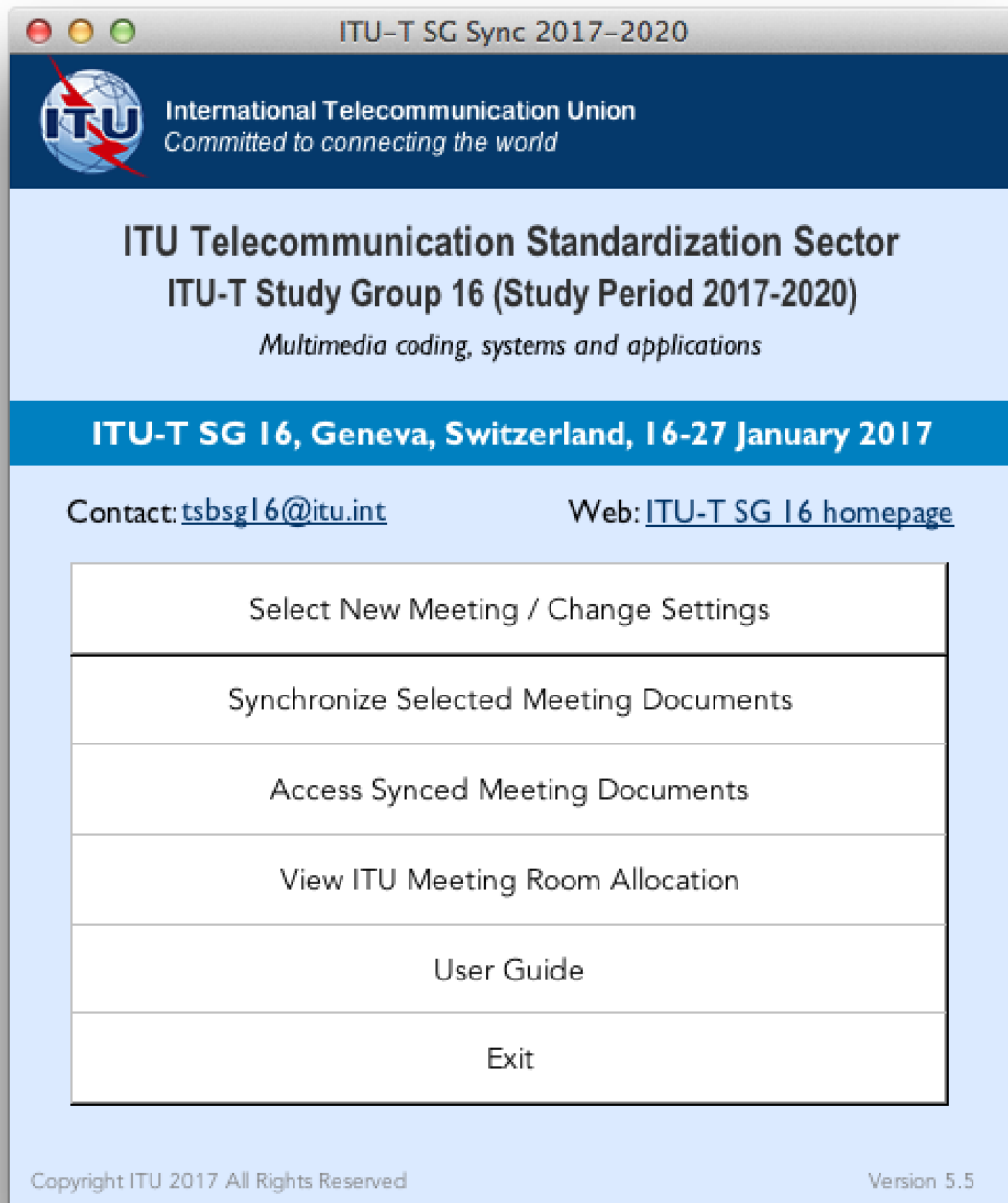
5. Then, on the next window, select the ITU-T Meeting desired, enter your TIES account and choose the default folder where you would like to save the documents to.



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.



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

ITU-T SG Sync 2017-2020

ITU-T SG 16, Geneva, Switzerland, 16-27 January 2017

1. Select Contributions and/or Working Parties to synchronize:

Contributions TD GEN TD PLEN
 TD WP1 TD WP2 TD WP3

2. Select the language(s) of the documents to be synchronized:

English Chinese Français
 Arabic Español Russian

Progress bar: _____

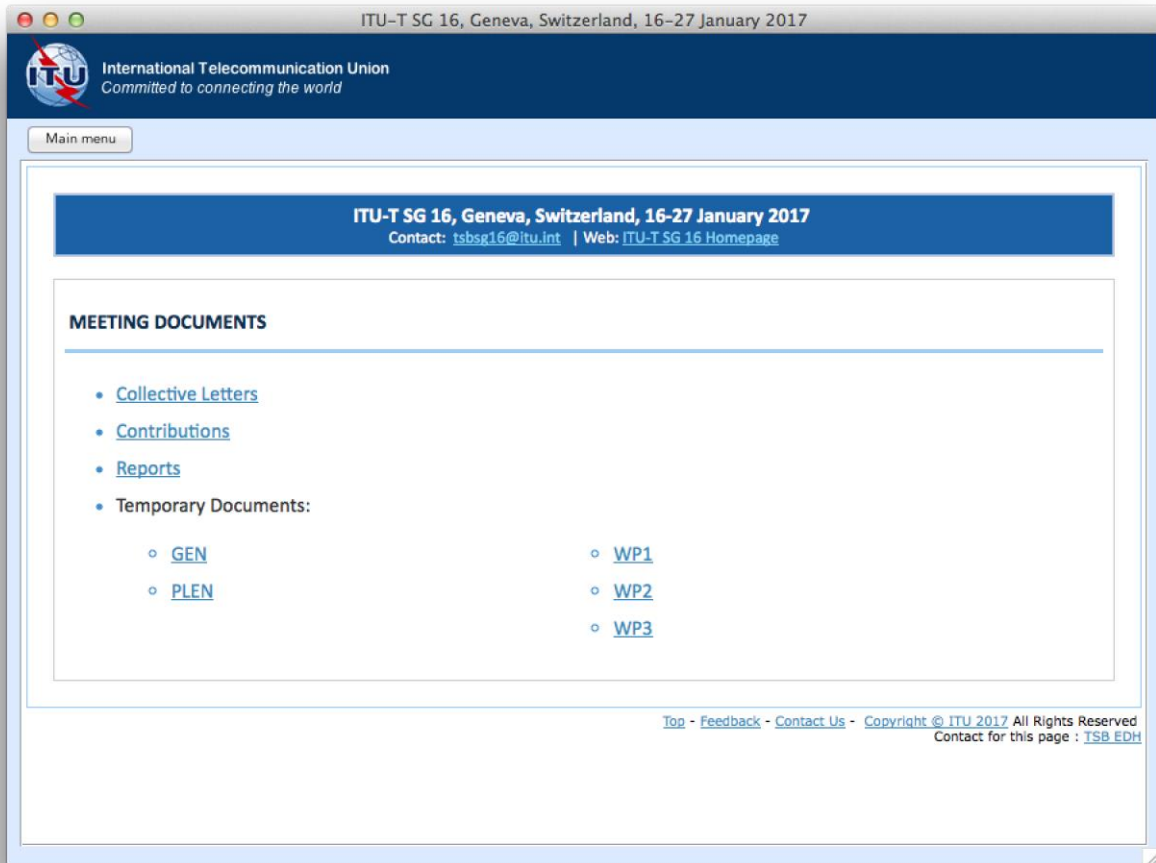
No.▼	Filename	Size	Status

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

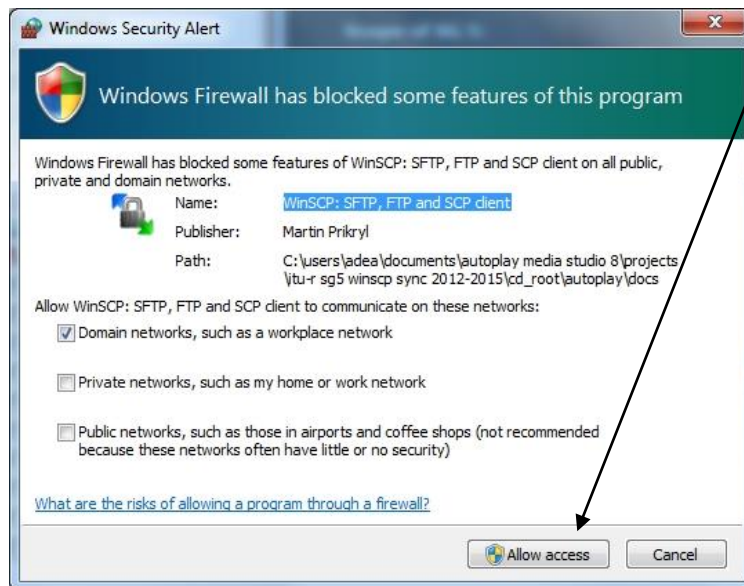
1. Click on the "Access Synced Meeting Documents" button to show the Documents page. This page will give you access to the documents even if you are not connected to the internet.



Troubleshooting

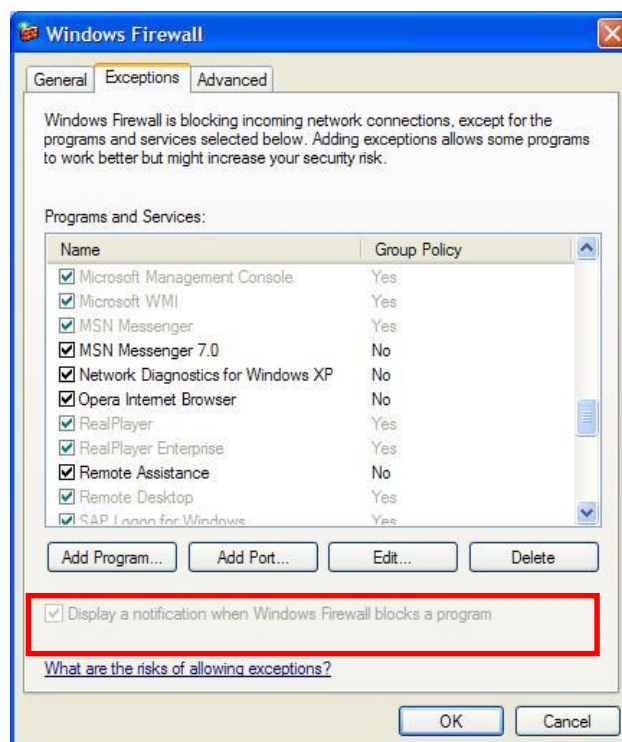
Troubleshooting: First-time use

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

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.

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