

International Telecommunication Union

ITU Council 2017 Synchronize Tool User Guide

The ITU Council 2017 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.

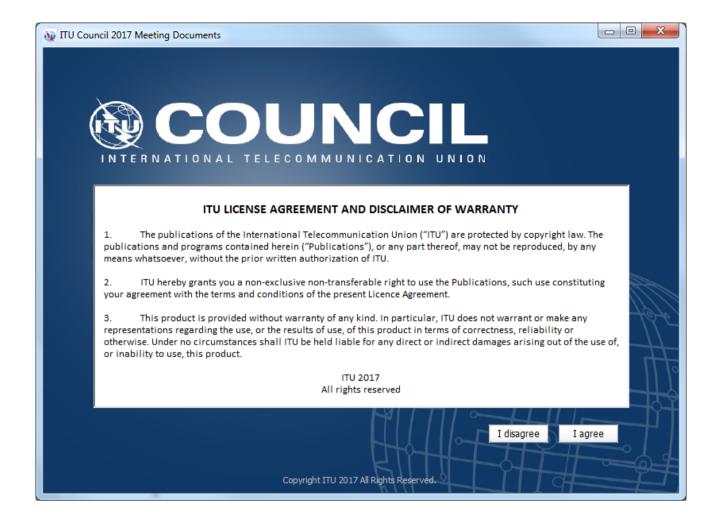
I. Synchronize Tool for Windows

Step 1: Downloading and starting the ITU Council 2017 Sync Tool

 Download the Council 2017 Synchronize Tool, "ITU Council 2017 Sync.exe", from the ITU Council homepage (<u>http://www.itu.int/en/council/2017/Pages/default.aspx</u>) to your Windows Desktop. (Note this Sync tool is an executable program and does not need setup tool.)

| IT TOOLS | |
|--|-------|
| Council 2017 Sync Application: Download and synchronize Council 2017 publ documents to your local drive. | ished |
| Sync application for PC | |
| Sync Application for Mac (compressed/ZIP version) | |
| User quide | |
| IT facilities for participants | |

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



3. 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.
- TIES Account details were already filled-up using the generic account.
- It is recommended that you save the Synchronize Tool [ITU Council 2017 Sync.exe] into your Windows Desktop for easy access.

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

| 🙀 ITU Council 2017 Meeting | Documents | |
|----------------------------|--|---------|
| INTERNA | TIONAL TELECOMMUNICATION UNION | |
| 2017 | will be held in Geneva at ITU Headquarters from Monday 15 May to Thursday 25 May 2017 | |
| 20000 | nom wonday 15 way to mursuay 25 way 2017 | |
| | Synchronize Meeting Documents (Internet connection is required) | |
| | Access Meeting Documents | 1 = 100 |
| | View ITU Meeting Room Allocation (Internet connection is required) | # |
| | User Guide | |
| | Settings | |
| | Exit | |
| | Copyright ITU 2017 All Rights Reserved. | |

2. Select the document's language(s) to synchronize.

| W ITU Council 2017 Meeting Documents | | | | |
|--------------------------------------|-------------------|------------------------|--------------|------|
| IN TERNATIONAL | DUN | | | |
| Select doct | ument's language(| s) to synchronia | ze: | |
| | English | 🔽 Español | | |
| | Arabic | 🔽 Français | | |
| | Chinese | 🔽 Russian | | 19-6 |
| | | | Cancel Start | |
| | Copyright ITU 2 | 017 All Rights Reserve | | |

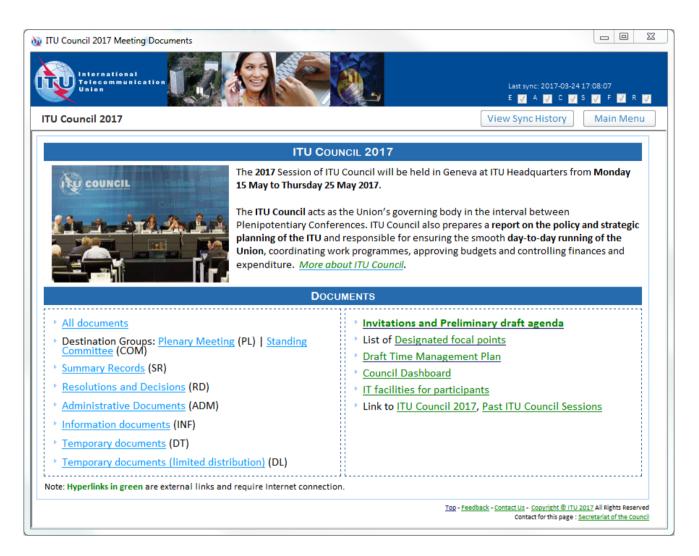
3. Then click the Start button to launch the synchronization.

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 Council 2017 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.



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

COUNCIL

INTERNATIONAL TELECOMMUNICATION UNION

| ΙΤU Μ | eeting Room Allocation | Sec | tor: 🍥 All 🔘 | ITU-D 🔘 ITU-R | ⊚ ПU-Т ⊚ 9 | G |
|--------|---|------------|---------------|---------------|------------|---|
| Sector | Meeting | Date | Time 🛆 | Building | Room | |
| ITU-D | ITU-D - Delegates Registration | 2017-03-27 | 07:30 - 17:00 | Montbrillant | 0 | |
| ITU-T | Special session on proposed new Questions | 2017-03-27 | 08:00 - 09:30 | Тожег | Α | |
| ITU-T | ITU-T - Delegate Registration | 2017-03-27 | 08:30 - 12:00 | Montbrillant | 0 | |
| ITU-R | ITU-R - Delegates registration | 2017-03-27 | 08:30 - 12:00 | Montbrillant | 0 | |
| ITU-R | DG 6A-1-1 - LS3K | 2017-03-27 | 09:00 - 10:15 | Tower | D | |
| ITU-R | SWG 3M-4 - Digital products | 2017-03-27 | 09:00 - 10:15 | CICG | 5 | |
| ITU-R | DG 3K-3A - Rec. ITU-R P.1411 | 2017-03-27 | 09:00 - 10:15 | CICG | 6 | |
| ITU-R | DG 3M-3C- Liaison Statements and Revisions to P.620 | 2017-03-27 | 09:00 - 10:15 | CICG | 18 | |
| ITU-R | DG 3M-3B - Rec. ITU-R P. 452 | 2017-03-27 | 09:00 - 10:45 | Varembé | F | |
| ITU-T | Q11/17 joint session with ISO/IEC JTC 1/SC 6/WG 10 | 2017-03-27 | 09:30 - 10:45 | Montbrillant | Ľ | |
| ITU-T | Q9/17 - Telebiometrics | 2017-03-27 | 09:30 - 10:45 | Montbrillant | H1 | |
| ITU-D | Opening of SG1 meeting and first plenary session | 2017-03-27 | 09:30 - 10:45 | Tower | Popov | |
| ITU-R | WP 6B Opening Plenary | 2017-03-27 | 09:30 - 10:45 | Tower | C1 | Ŧ |
| | | [] | ┨╢╝╋ | | Main Men | u |

II. Synchronize Tool for Mac

Step 1: Downloading and Starting the Council 2017 Sync Tool for Mac

1. Download the ITU Sync Application [itu-sync-2016-mac.zip] from ITU Council 2017 page:

http://www.itu.int/en/council/2017/Pages/default.aspx

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

| | y | | ze Tool |
|--------------|----------|---------------|--------------|
| | | \rightarrow | |
| ITU Sync 201 | 16 | | Applications |

- 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".



ITU Synchronize Tool

International Telecommunication Union

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|---|--------------------------------------|---|
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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.

| ettings: | |
|---------------------------------|---|
| Select Meeting: | ITU Council 🗳 |
| Date 🔻 Meeting | |
| TIES Account: TIES Password: | |
| HES Fassword: | Show password |
| Save documents to: | Select folder |
| | /Users// Documents/ITU |
| | Note: /ITU/ + [Meeting code] will be added. |

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.

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

| 000 | O ITU Synchronize Tool | | | | |
|----------|---|-----|--|--|--|
| | International Telecommunication Union Committed to connecting the world | | | | |
| | ITU Council The 2017 session of ITU Council ITU Headquarters in Geneva, Switzerland | | | | |
| | ITU Council, Geneva, Switzerland, 15-25 May 2017 | | | | |
| Con | ntact: <u>gbs@itu.int</u> Web: <u>ITU Council webpage</u> | | | | |
| | Select new meeting / change settings | | | | |
| | Synchronize documents | | | | |
| | Access Meeting Documents | | | | |
| | View ITU Meeting Room Allocation | | | | |
| | User Guide | | | | |
| | Exit | | | | |
| Copyrigh | ht ITU 2016 All Rights Reserved Version ! | 5.0 | | | |

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

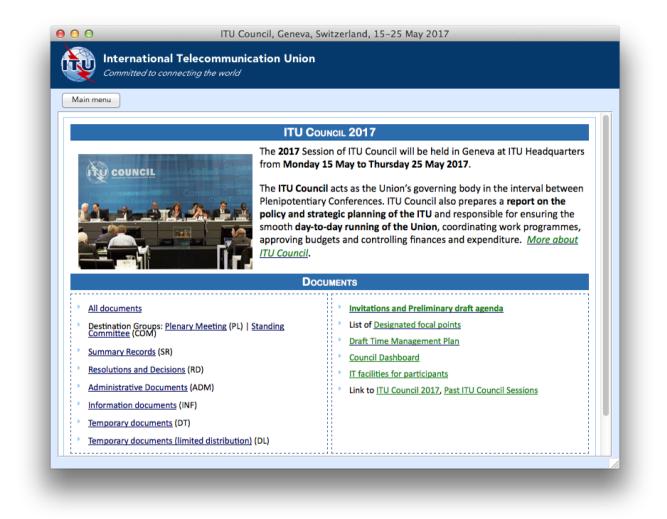
| 000 | ITU Synchronize Tool |
|-----------------------|---|
| ITU Counc | cil, Geneva, Switzerland, 15-25 May 2017 |
| Select the langua | ge(s) of the documents to be synchronized: |
| 🗹 English 🗹 Arabic | I Chinese I Français I Español I Russian |
| B | |
| | Back to Menu Sync now |
| | |
| | |
| | |
| | |
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| | |
| | |
| | |
| | |
| | |
| | Cancel download |
| - | |
| | |

Notes:

- 1. The first time you use it, you must run the synchronize option to download the menu and documents.
- 2. Synchronization is set to run on demand; you may launch it at any time from the menu by clicking on the synchronize button.
- 3. If you encounter a problem, there is a trouble-shooting page below for your information. For further information, contact the ITU Service Desk.

Step 3: Accessing ITU Council 2017 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.

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View ITU Meeting Room Allocation *

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| TU Me | eeting Room Allocation Sector: 🧿 | All 😑 ITU | -D 🔵 ITU-R 🤇 |) ITU-T 🔵 SG | Menu |
|--------|---|------------|---------------|--------------|-------|
| Sector | Meeting | Date | Time 🔺 | Building | Room |
| ITU-D | ITU-D - Delegates Registration | 2017-03-27 | 07:30 - 17:00 | Montbrillant | 0 |
| ITU-T | Special session on proposed new Questions | 2017-03-27 | 08:00 - 09:30 | Tower | А |
| ITU-R | ITU-R - Delegates registration | 2017-03-27 | 08:30 - 12:00 | Montbrillant | 0 |
| ITU-T | ITU-T - Delegate Registration | 2017-03-27 | 08:30 - 12:00 | Montbrillant | 0 |
| ITU-R | DG 3M-3C- Liaison Statements and Revisions to P.620 | 2017-03-27 | 09:00 - 10:15 | CICG | 18 |
| ITU-R | SWG 3M-4 - Digital products | 2017-03-27 | 09:00 - 10:15 | CICG | 5 |
| ITU-R | DG 3K-3A - Rec. ITU-R P.1411 | 2017-03-27 | 09:00 - 10:15 | CICG | 6 |
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| ITU-T | Q9/17 - Telebiometrics | 2017-03-27 | 09:30 - 10:45 | Montbrillant | H1 |
| ITU-T | Q11/17 joint session with ISO/IEC JTC 1/SC 6/WG 10 | 2017-03-27 | 09:30 - 10:45 | Montbrillant | L1 |
| ITU-T | Q2/17 - Security Architecture | 2017-03-27 | 09:30 - 12:30 | Varembé | G2 |
| ITU-T | Q3/17 - Security Management | 2017-03-27 | 09:30 - 12:30 | Varembé | G3 |



Troubleshooting on Windows: 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.

| Windows Sec | unty Alert | |
|---------------------------------|--------------------|---|
| 🖣 Wind | lows Firewa | II has blocked some features of this program |
| <u> </u> | | |
| ndows Firewall vate and doma | | e features of WinSCP: SFTP, FTP and SCP client on all public, |
| | Name: | WinSCP: SFTP, FTP and SCP dient |
| - | Publisher: | Martin Prikryl |
| | Path: | C: \users\adea\documents\autoplay media studio 8\projects \itu-r sg5 winscp sync 2012-2015\cd_root\autoplay\docs |
| ow WinSCP: SP | TP, FTP and SCP | e dient to communicate on these networks: |
| 🔽 Domain ne | tworks, such as a | a workplace network |
| Private ne | tworks, such as r | ny home or work network |
| | | ose in airports and coffee shops (not recommended ten have little or no security) |
| nat are the risk | s of allowing a pr | rogram through a firewall2 |
| | | |

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".

| eneral Exceptions | Advanced | | |
|-------------------------|--|---|--------|
| | selected below. Ad t increase your sect | work connections, excep ding exceptions allows so urity risk. | |
| Name | | Group Policy | ~ |
| Microsoft Manage | ment Console | Yes | |
| Microsoft WMI | | Yes | |
| MSN Messenger | | Yes | |
| MSN Messenger | 7.0 | No | |
| Network Diagnost | ics for Windows XF | No | |
| Opera Internet Bro | owser | No | |
| RealPlayer | | Yes | |
| RealPlayer Enterp | rise | Yes | _ |
| Remote Assistance | e | No | |
| Remote Desktop | | Yes | |
| SAP Locon for W | indows | Yps | ~ |
| Add Program | Add Port | Edit | Delete |
| Display a notificatio | n when Windows F | irewall blocks a program | |
| What are the risks of a | lowing exceptions? | | |

- 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

Internet e-mail: servicedesk@itu.int

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