



International Telecommunication Union

ITU Council 2016 Synchronize Tool User Guide

The ITU Council 2016 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.

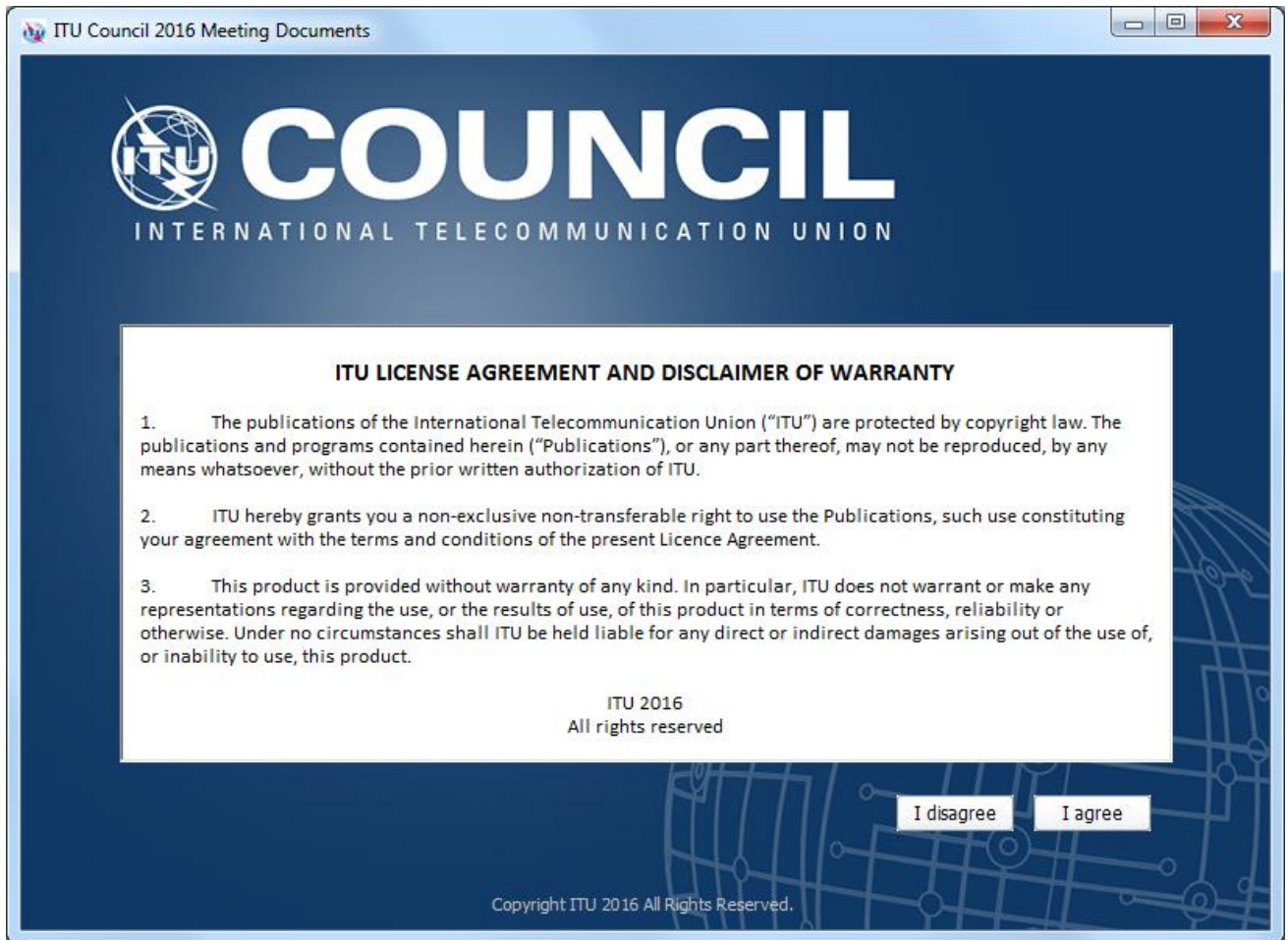
I. Synchronize Tool for Windows

Step 1: Downloading and starting the ITU Council 2016 Sync Tool

1. Download the Council 2016 Synchronize Tool, "ITU Council 2016 Sync.exe", from the ITU Council homepage (<http://www.itu.int/en/council/2016/Pages/default.aspx>) to your Windows Desktop. (Note this Sync tool is an executable program and does not need setup tool.)

The screenshot shows a webpage titled "IT TOOLS" with a list of links for downloading the Council 2016 Sync Application. The links include options for PC, Mac (compressed/ZIP version), Mac (compressed/RAR version), and a User guide. There is also a link for "IT facilities for participants" with a document icon.

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.



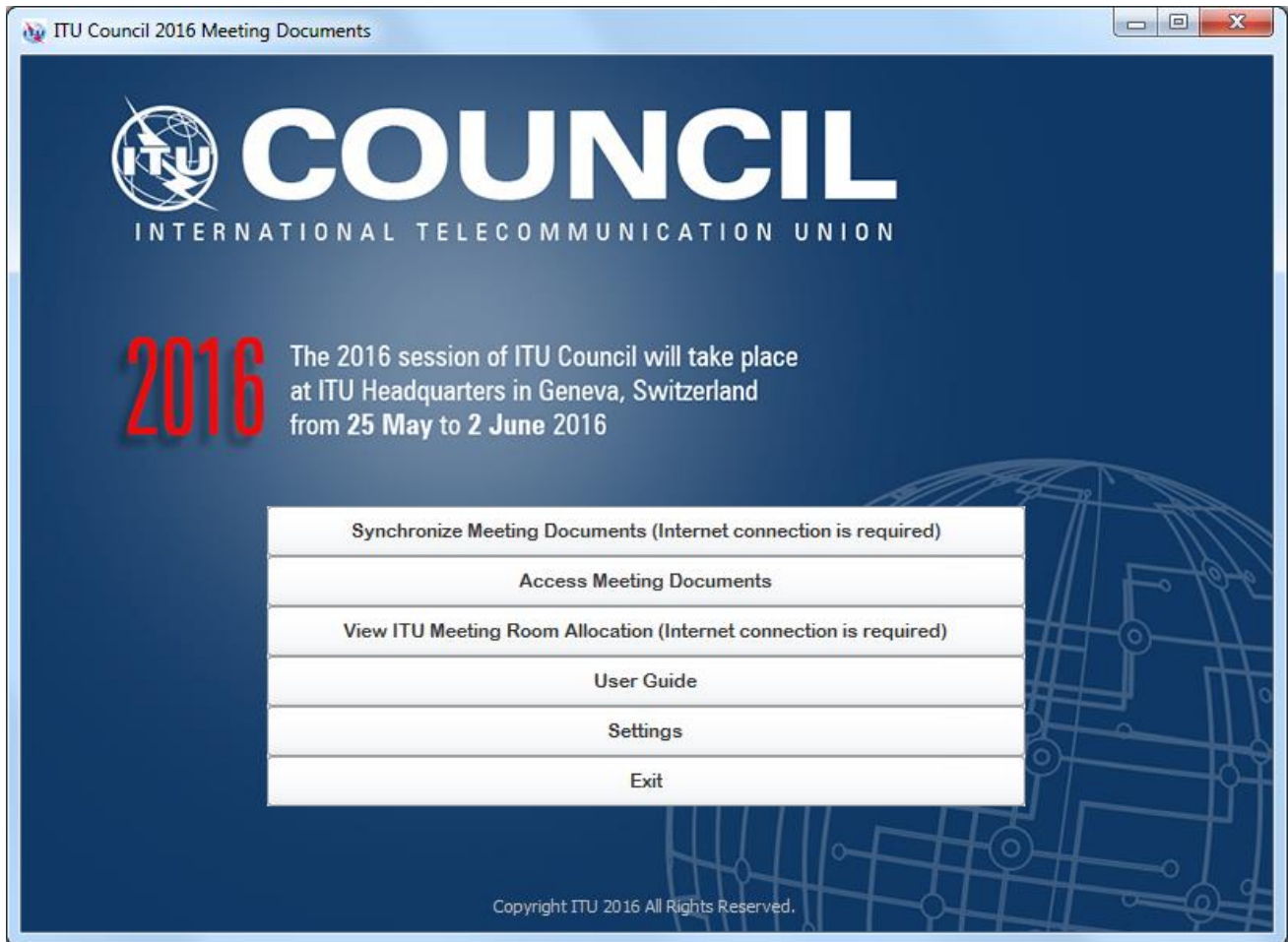
3. Then, the Settings page will be shown. Enter your ITU TIES account and choose the default hard drive where you would like to save the documents to. And enable the option if you want to create a shortcut in Program Menu. Click the button "Save settings and connect". After a successful verification, 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 2016 Sync.exe] into your Windows Desktop for easy access.*

Step 2: Synchronizing ITU Council 2016 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:

- *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 2016 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 2016 Meeting Documents". The page features the ITU logo and navigation buttons for "View Sync History" and "Main Menu". The main content area is titled "ITU COUNCIL 2016" and includes a video thumbnail of a speaker, a text block about the 2016 session in Geneva, and a "DOCUMENTS" section with two columns of links. A note at the bottom states that green hyperlinks are external and require an internet connection. Footer text includes "Top - Feedback - Contact Us - Copyright © ITU 2016 All Rights Reserved" and "Contact for this page : Secretariat of the Council".

ITU Council 2016

The **2016 session** of the ITU Council will take place at ITU Headquarters in Geneva, Switzerland, from **25 May to 2 June 2016**.

The **ITU Council** acts as the Union's governing body in the interval between Plenipotentiary Conferences. ITU Council also prepares a report on the policy and strategic planning of the ITU.

[More about ITU Council](#)

DOCUMENTS

- [All documents](#)
- Destination Groups: [Plenary Meeting \(PL\)](#) | [Standing Committee \(COM\)](#)
- [Summary Records \(SR\)](#)
- [Resolutions and Decisions \(RD\)](#)
- [Administrative Documents \(ADM\)](#)
- [Information documents \(INF\)](#)
- [Temporary documents \(DT\)](#)
- [Temporary documents \(limited distribution\) \(DL\)](#)

- [Invitations and Preliminary draft agenda](#)
- List of [Designated focal points](#)
- [Draft Time Management Plan](#)
- [Delegates Portal \(DelWeb\)](#)
- [IT facilities for participants](#)
- Link to [ITU Council 2016](#)

Note: **Hyperlinks in green** are external links and require Internet connection.

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



COUNCIL

INTERNATIONAL TELECOMMUNICATION UNION

ITU Meeting Room Allocation

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

Sector	Meeting	Date	Time	△	Building	Room
ITU-T	Q13/15 - Synchronization and time distribution	2016-02-23	08:30 - 10:45		Montbrillant	H1
ITU-T	ITU-T - Delegate Registration	2016-02-23	08:30 - 12:00		Montbrillant	0
SG	SG - Delegates Registration	2016-02-23	08:30 - 12:00		Montbrillant	0
ITU-T	Q4/15 - Broadband over metallic conductors	2016-02-23	09:30 - 10:45		Montbrillant	H2
ITU-T	Q2/15 - Optical access	2016-02-23	09:30 - 10:45		Tower	A
ITU-T	WP1/3	2016-02-23	09:30 - 11:15		CICG	3
ITU-T	Q14/15 - Management for transport and equipment	2016-02-23	09:30 - 12:30		Montbrillant	M2
ITU-T	Q3/15 - OTN coordination	2016-02-23	09:30 - 12:30		Varembé	G3
ITU-T	Q12/15 - Transport network architectures	2016-02-23	09:30 - 12:30		Montbrillant	M1
ITU-T	Q1/15 - Access network coordination	2016-02-23	09:30 - 12:30		Tower	T101
ITU-T	Q8/15 - Optical fibre submarine cable systems	2016-02-23	09:30 - 12:30		Tower	T103
ITU-T	Q9/15 - Network protection/restoration	2016-02-23	09:30 - 12:30		Varembé	G1

[Main Menu](#)

II. Synchronize Tool for Mac

Step 1: Downloading and Starting the Council 2016 Sync Tool for Mac

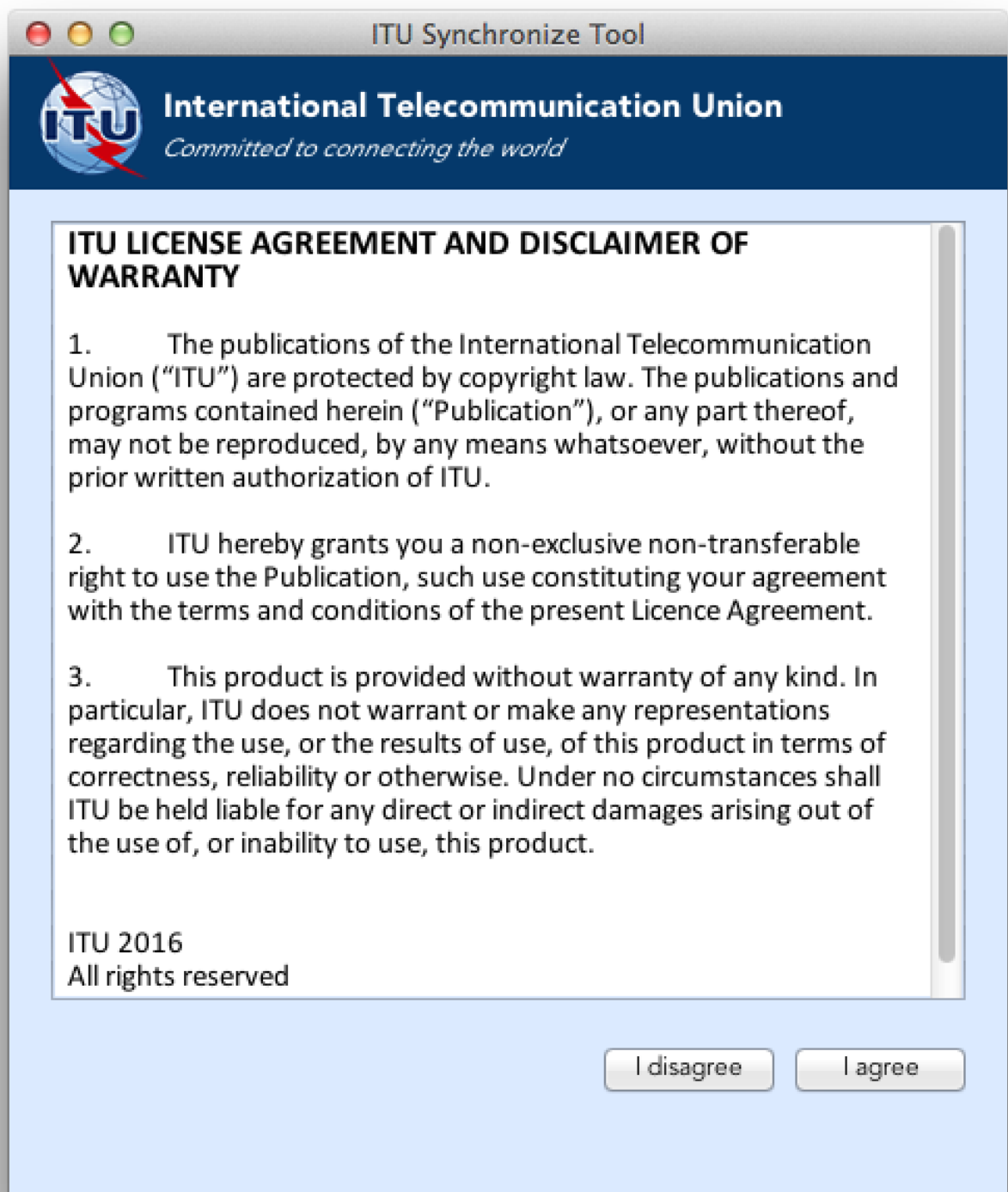
1. Download the ITU Sync Application [itu-sync-2016-mac.zip] from ITU Council 2016 page:

<http://www.itu.int/en/council/2016/Pages/default.aspx>

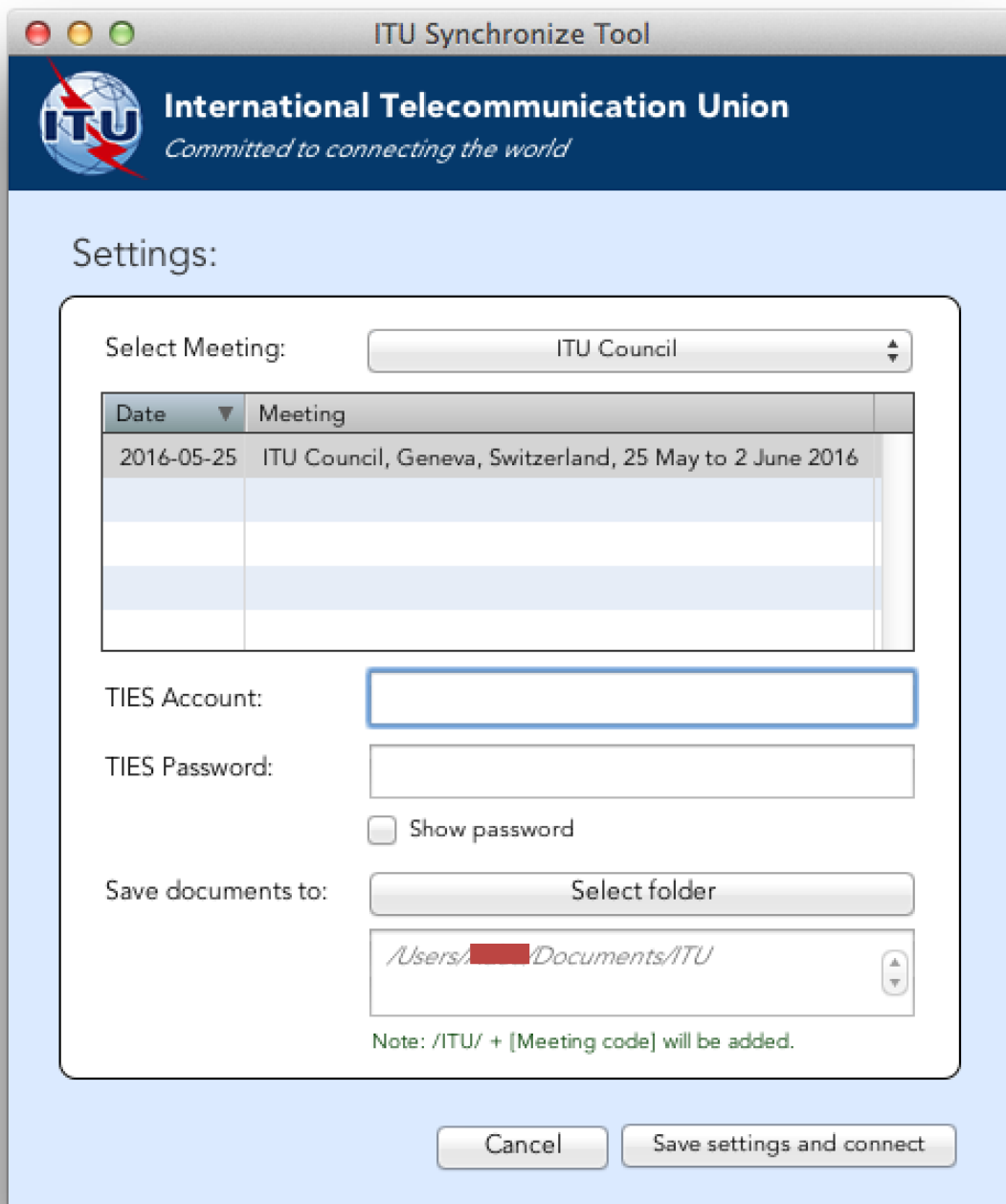
2. Once the Sync Application has been downloaded, run it.



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".



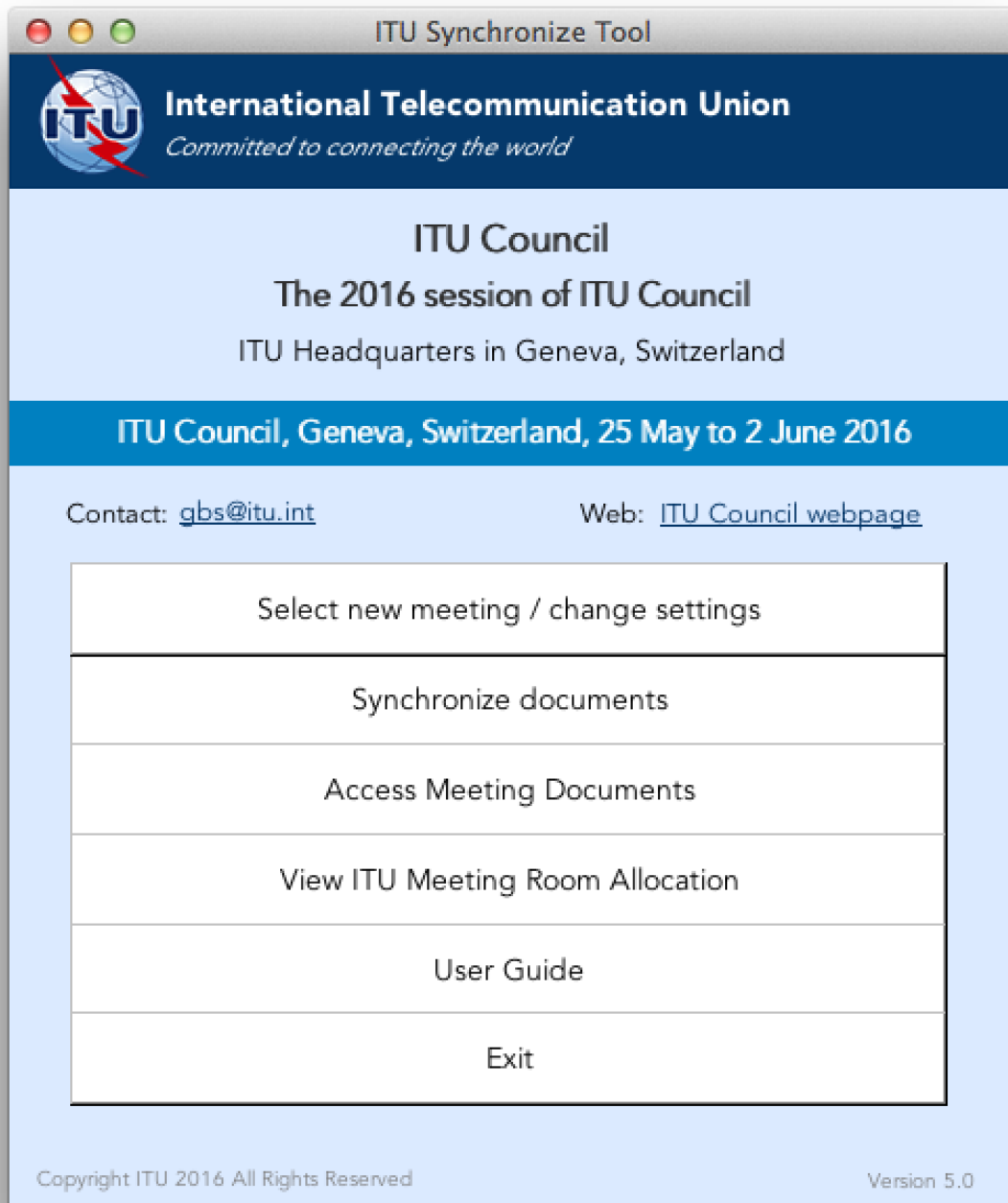
5. Then, on the next window, it will ask to download the new list of ITU meetings, click Yes. Then select ITU Council meeting from the dropdown list. Then enter your TIES account and choose the default folder where you would like to save the documents to.



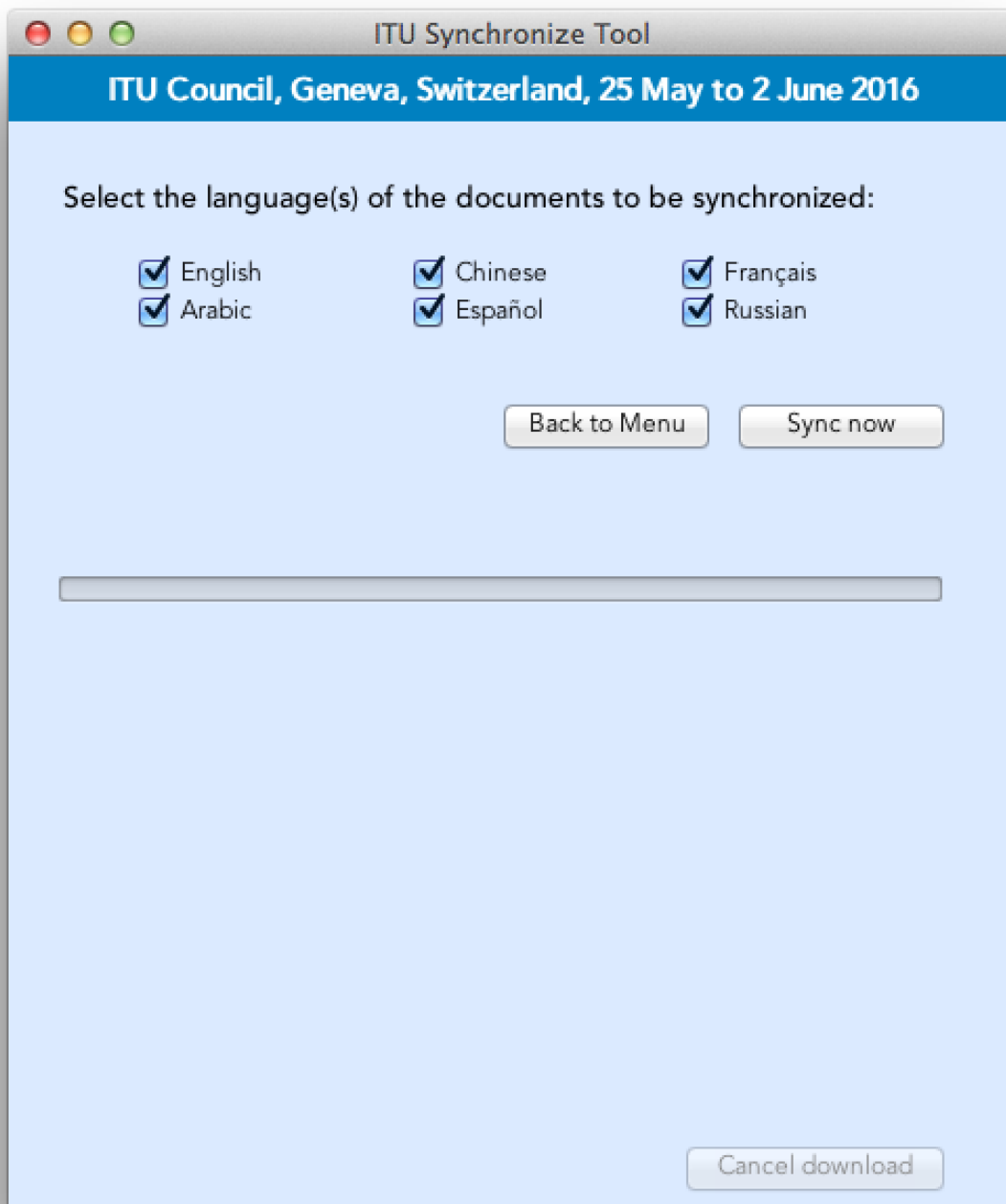
6. Click the button "Save settings and connect". After a successful verification, these settings will be saved and followed by a prompt to synchronize the documents.

Step 2: Synchronizing (downloading) Council 2016 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.



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 2016 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

Sector	Meeting	Date	Time	Building	Room
ITU-T	Q13/15 - Synchronization and time distribution	2016-02-23	08:30 - 10:45	Montbrillant	H1
ITU-T	ITU-T - Delegate Registration	2016-02-23	08:30 - 12:00	Montbrillant	0
SG	SG - Delegates Registration	2016-02-23	08:30 - 12:00	Montbrillant	0
ITU-T	Q2/15 - Optical access	2016-02-23	09:30 - 10:45	Tower	A
ITU-T	Q4/15 - Broadband over metallic conductors	2016-02-23	09:30 - 10:45	Montbrillant	H2
ITU-T	WP1/3	2016-02-23	09:30 - 11:15	CICG	3
ITU-T	Q7/15 - Optical components and subsystems	2016-02-23	09:30 - 12:30	Tower	C 1
ITU-T	Q9/15 - Network protection/restoration	2016-02-23	09:30 - 12:30	Varembj☺	G1
ITU-T	Q15/15 - Communications for Smart Grid	2016-02-23	09:30 - 12:30	Varembj☺	G2
ITU-T	Q3/15 - OTN coordination	2016-02-23	09:30 - 12:30	Varembj☺	G3
ITU-T	Q11/15 - Signal structures and interfaces	2016-02-23	09:30 - 12:30	Montbrillant	L1
ITU-T	Q18/15 - Broadband in-premises networking	2016-02-23	09:30 - 12:30	Montbrillant	L2
ITU-T	Q12/15 - Transport network architectures	2016-02-23	09:30 - 12:30	Montbrillant	M1
ITU-T	Q14/15 - Management for transport and equipment	2016-02-23	09:30 - 12:30	Montbrillant	M2
ITU-T	Q1/15 - Access network coordination	2016-02-23	09:30 - 12:30	Tower	T101

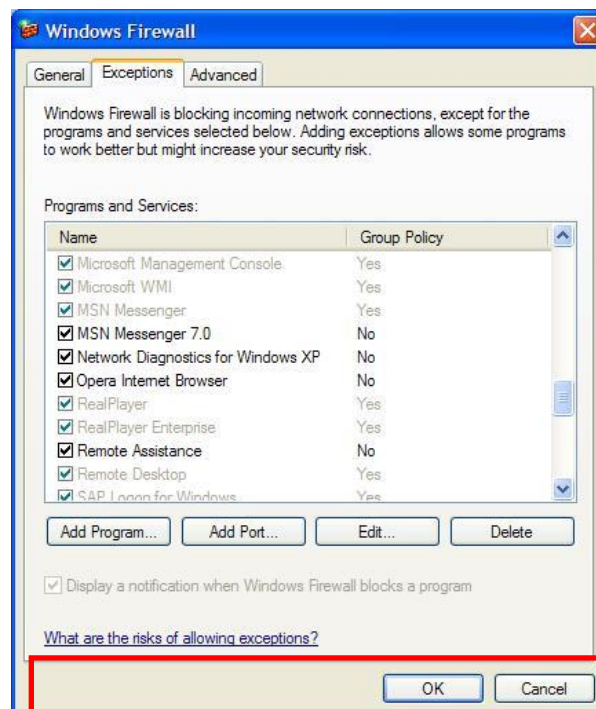
Troubleshooting on Windows: First-time use

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

Internet e-mail: servicedesk@itu.int

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