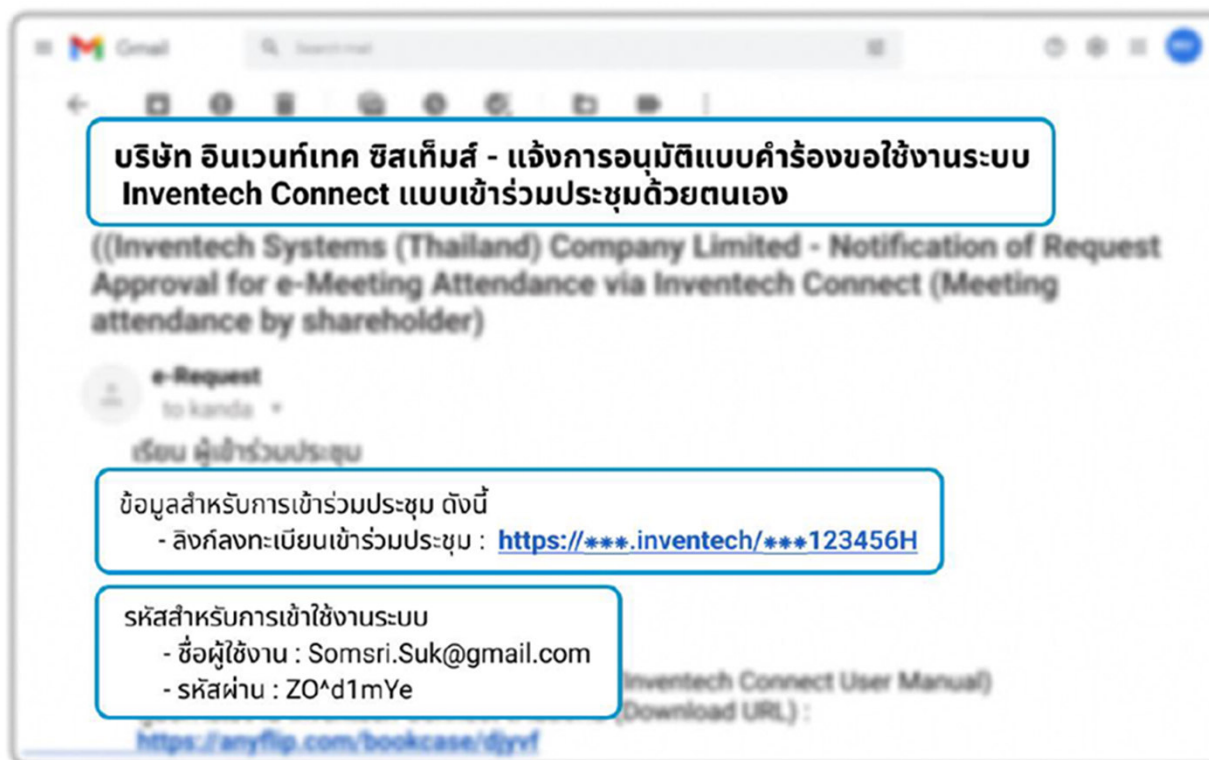


Installation Guide for Webex Meetings & Registration for Meeting Attendance

For PC / Laptop

1. Installation Guideline: Webex Meetings for PC / Laptop users

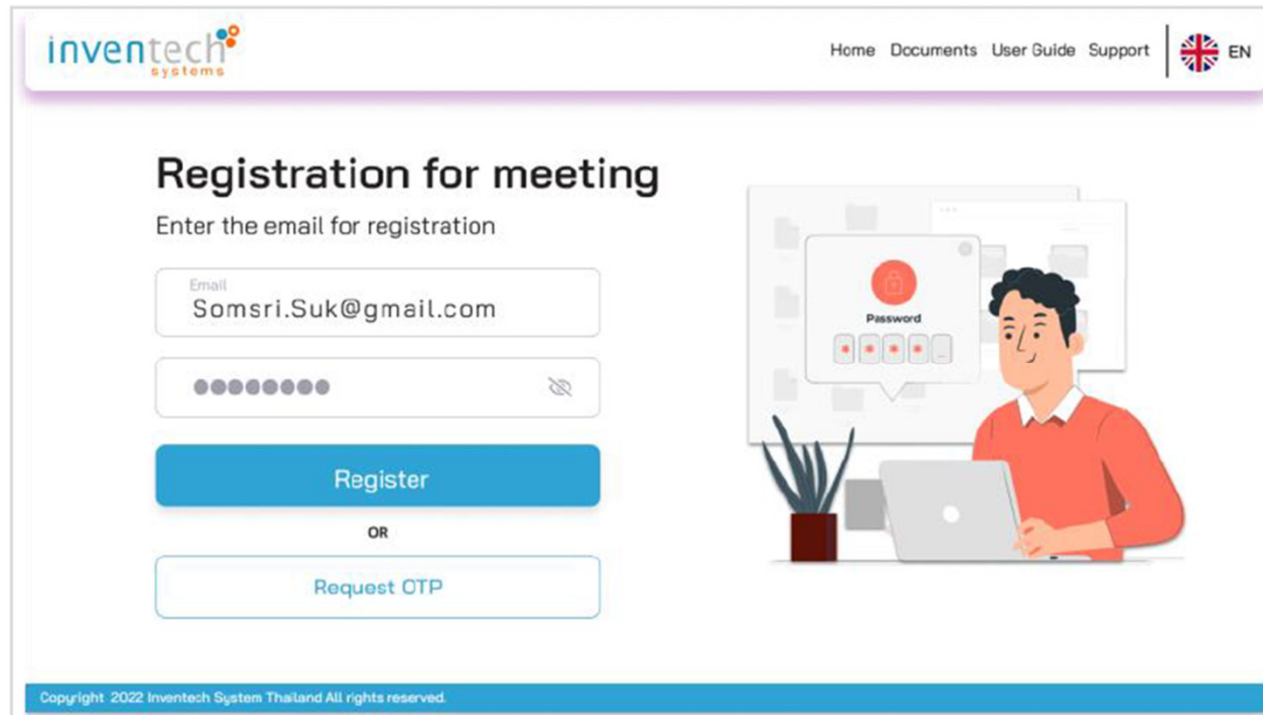
1.1 From your email, click the URL link to join the meeting.



1.2 Registration System (e-Register)

There are two options for registration:

1. Register with username (Email) and password.



The screenshot shows the 'Registration for meeting' page of the InvenTech Systems website. The page has a light purple header with the 'invenTech systems' logo on the left and navigation links 'Home', 'Documents', 'User Guide', 'Support', and a language selector 'EN' with a UK flag on the right. The main content area is white. On the left, there is a registration form with the title 'Registration for meeting' and the instruction 'Enter the email for registration'. The form includes an 'Email' input field containing 'Somsri.Suk@gmail.com', a 'Password' input field represented by dots, a blue 'Register' button, the word 'OR' in small text, and a 'Request OTP' button. On the right, there is an illustration of a man in a red sweater sitting at a desk with a laptop, with a speech bubble above him showing a password field with a red lock icon and the word 'Password'. The footer is a blue bar with the text 'Copyright 2022 InvenTech System Thailand All rights reserved.'

invenTech systems

Home Documents User Guide Support | EN

Registration for meeting

Enter the email for registration

Email
Somsri.Suk@gmail.com

Password

Register

OR

Request OTP

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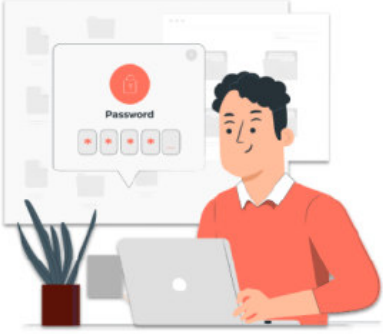
2. Register with Username (Email) and One-Time Password (OTP):

- Enter your mobile phone number and click “Request OTP”.
- Enter the obtained OTP and click “Register”.

Registration for meeting

Enter the phone number for registration

[Back](#)[Request OTP](#)

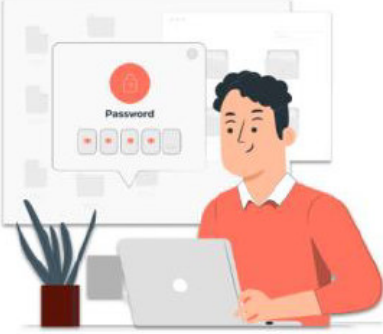


Verification



Code sent to phone number 091-2345678
Reference code **FGTHG**

Request OTP again in 01:56 minutes
[Request OTP again](#)

[Back](#)[Register](#)



1.3 Registration Confirmation

 Home Documents User Guide Support  EN

Confirm Registration

Main account Submit a request with email : Somsri.Suk@gmail.com and phone number : [0912345678](tel:0912345678)

No.	Account No.	Name - Surname	Type	Status
1	5588445522	สมศรี สุขสมร	Shareholder	Registered

[Home](#) [Join Attendance](#)

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- Verify the information and click “Join Attendance”.
- After completing this step, the attendee will be counted as a quorum.

1.4 Registration for proxy or shareholder having more than 1 account

Confirm Registration

Main account Submit a request with email : Gomari.Dux@gmail.com and phone number : 0912345678

No.	Account No.	Name - Surname	Type	Status
1	5588445522	สมศรี สุขสมร	Shareholder	Registered

Another account Submit a request with email : George.Ham@gmail.com and phone number : 0912345678

No.	Account No.	Name - Surname	Type	Status
1	7744336655	จอร์จ แฮมสัน	Proxy	Not registered

[Home](#) [Join Attendance](#)

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- Register all the remaining unregistered accounts (if any) before attending the meeting.
- If some accounts are not register, the system will show “Do you still have an unregistered account to attend the meeting?”. To return to the registration page, click “Cancel” or “Confirm” to continue attending the meeting.

Choose meeting room
for live broadcast viewing

[Watch Meeting](#)

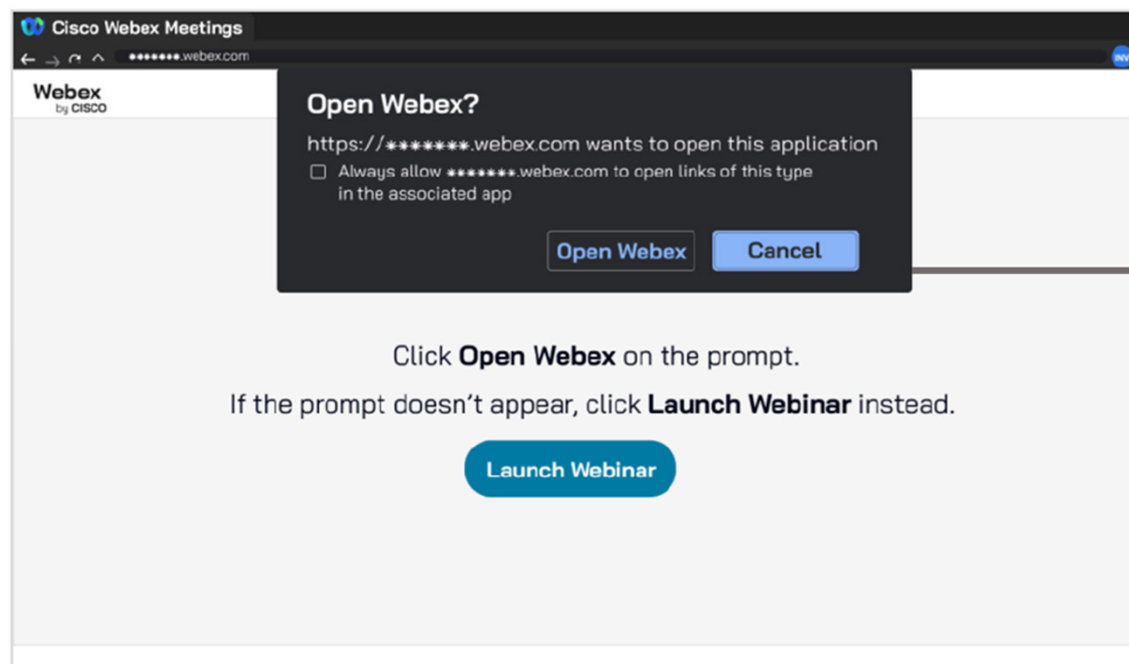
[Not wish to watch the meeting](#)

Confirm

Do you still have an unregistered account to attend the meeting ?

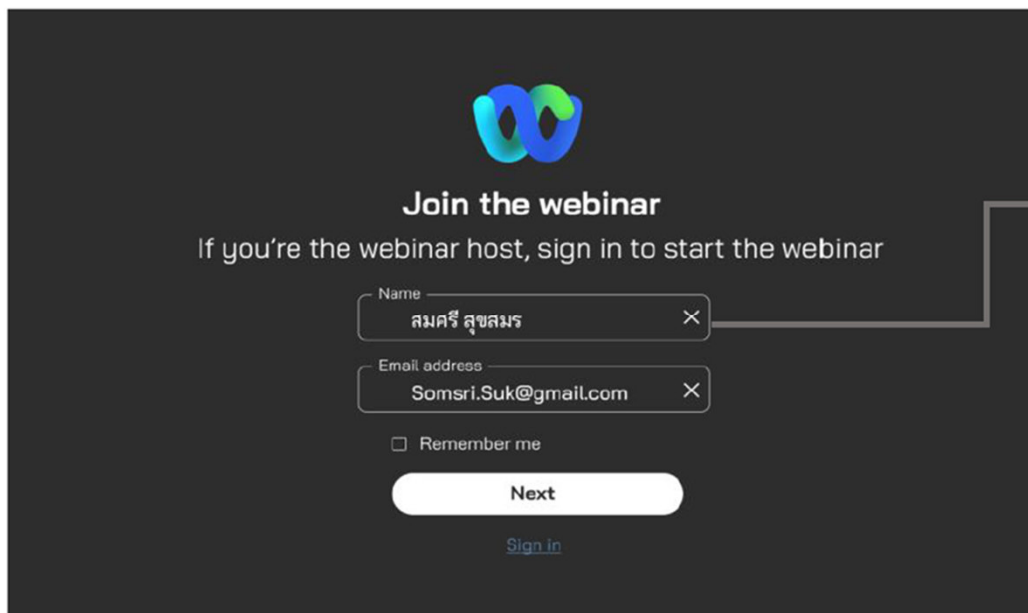
[Cancel](#) [Confirm](#)

1.5 To join live broadcast of the meeting



1. Click "Open Webex" button displayed on the screen to enter the Webex Application.

1.5 To join live broadcast of the meeting (cont.)



The image shows a dark-themed web form for joining a webinar. At the top is a logo consisting of two interlocking loops, one blue and one green. Below the logo, the text 'Join the webinar' is displayed in a bold, white font. Underneath this, a subtitle reads 'If you're the webinar host, sign in to start the webinar'. The form contains two input fields: 'Name' with the Thai text 'สมศรี สุขสมร' and 'Email address' with 'Somsri.Suk@gmail.com'. Each field has a small 'X' icon to its right. Below these fields is a checkbox labeled 'Remember me'. At the bottom of the form is a white 'Next' button. A thin grey line with a circular endpoint points from the 'Next' button area towards the list of requirements on the right.

Join the webinar
If you're the webinar host, sign in to start the webinar

Name
สมศรี สุขสมร

Email address
Somsri.Suk@gmail.com

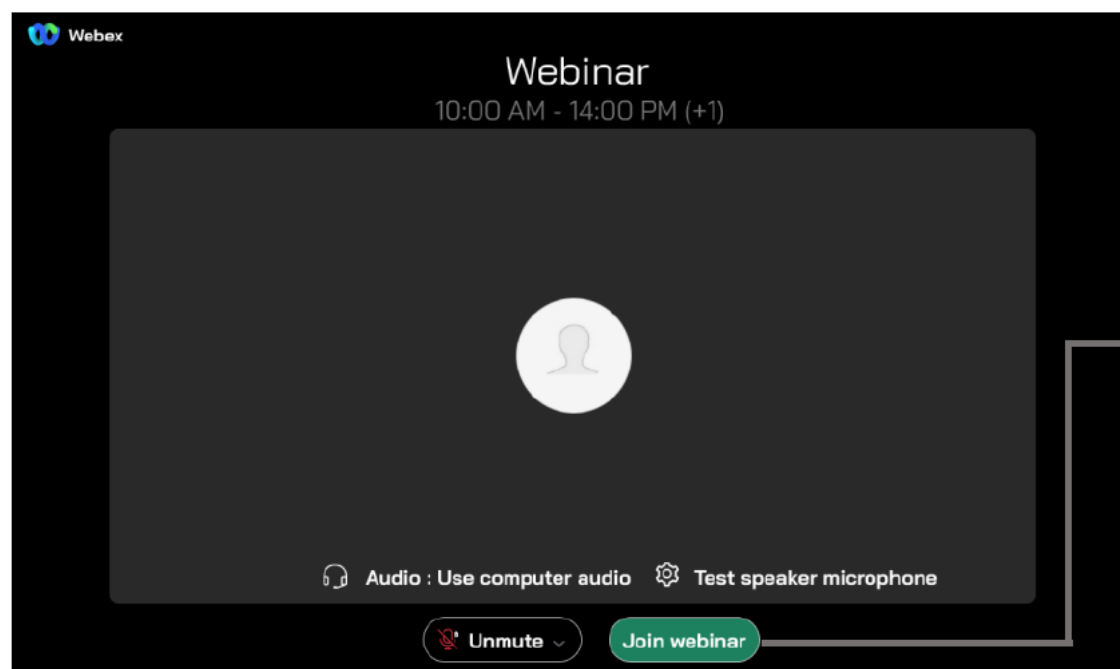
☐ Remember me

Next

[Sign in](#)

2. Meeting participants must specify their:
- First name and last name in Thai.
 - Email address that match the registration then click 'Next' button.

1.5 To join live broadcast of the meeting (cont.)



3. Then click “Join Webinar” to watch live broadcast.

1.6 Terms of use: Recommended system and devices

The operations of Webex Meetings and Inventech Connect depend on the internet capability owned by shareholders or proxies, including devices and/or programs installed therein. The following devices and programs are recommended by our e-Meeting Service Provider:

1. Internet speed should be at least 4 Mbps.
2. PC / Laptop :
 - For the Windows operating system, it should be Windows 10 or above.
 - For the MAC, it should be OS X 10.13 or above.

Inventech Call Center



02-931-9133



@inventechconnect



The system available during 27 March - 05 April 2023 at 08.30 a.m. – 05.30 p.m.

(Operating days only, excluding holidays and public holidays)



Report a problem

@inventechconnect