

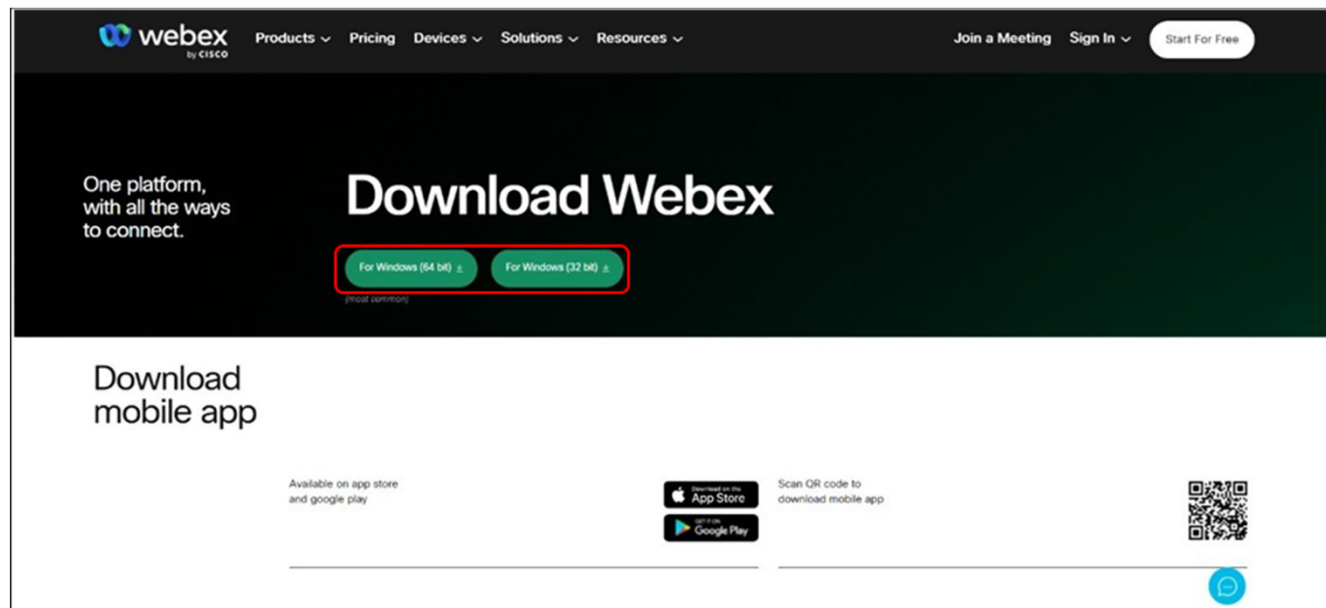
# Installation Guide for Cisco Webex Meetings & Registration for Meeting Attendance

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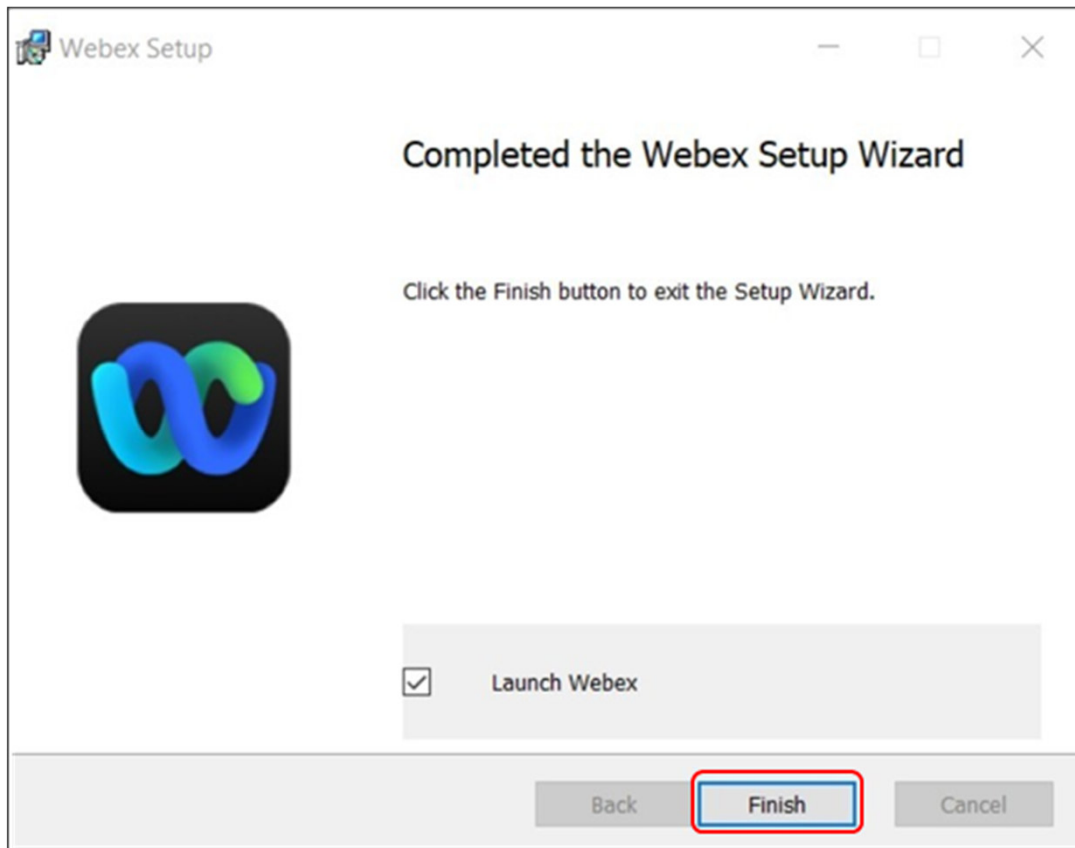
**For PC / Laptop**

## 1. Installation Guide: Cisco Webex Meetings for PC / Laptop users

1.1 Go to website : <https://www.webex.com/downloads.html>



1.2 Select “Download Webex” for installation on PC / Laptop



1.3 After downloading webexapp.msi on PC/ Laptop,  
double clicks the file to enter the Installation page.

1.4 Select “I accept the terms in the license agreement”  
and then click “Next”

1.5 click “Install” to start Webex Meetings installation

1.6 Wait until the installation is completed.

1.7 When the installation is completed, click “Finish”

## 2. How to use INVENTECH CONNECT

### 2.1 Complete information to submit a request (e-Request)

- A shareholder/ proxy can submit a request and select “Attend by myself” or “Attend with proxy”

หน้าหลัก / Home >> ข้อมูลการลงทะเบียนแบบมาด้วยตนเอง / Register Information for Attend in person เอกสารคู่มือการใช้งาน / User Manual

อีเมล\*  
(Email)

Q

เลขทะเบียนผู้ถือหุ้น\*  
(Shareholder ID)

ชื่อ\*  
(First Name)

เบอร์โทรศัพท์\*  
(Telephone Number)

เลขประจำตัวประชาชน/  
เลขทะเบียนนิติบุคคล\*  
(Citizen ID/Corporate ID)

จำนวนหุ้น  
(Share Number)

นามสกุล\*  
(Last Name)

เอกสารแนบ\*  
(Attachfile)

เลือกไฟล์

ไม่ได้เลือกไฟล์ใด

1. เอกสารหนังสือเชิญประชุม (ถ้ามี)  
2. เอกสารอำนาจนัดประชุม (พร้อมเซ็นชื่อและลงชื่อ)

 ระบบรองรับการใช้งานบนเบราว์เซอร์ chrome / The system supports use on browser chrome

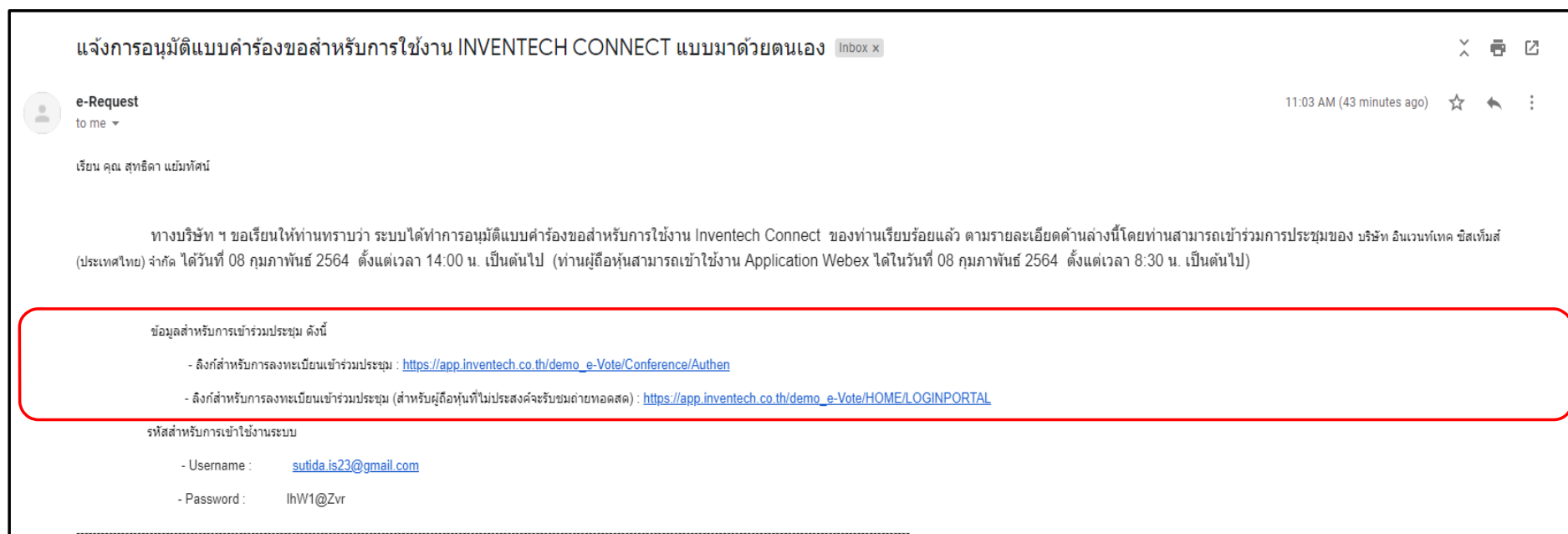
☐ ข้าพเจ้าได้อ่านและตกลงปฏิบัติตามข้อกำหนดการเข้าร่วมประชุม ข้อกำหนดการเข้าร่วมประชุมผ่านระบบ Inventech Connect  
I have read and agree to the Requirements for Meeting Attendance via the Inventech Connect

ติดตามสถานะ / Follow

ส่งแบบสำรวจ / Request

## 2.2 Check reply email for “Approval for the use of Inventech Connect”

- Click the link to attend the Shareholder Meeting



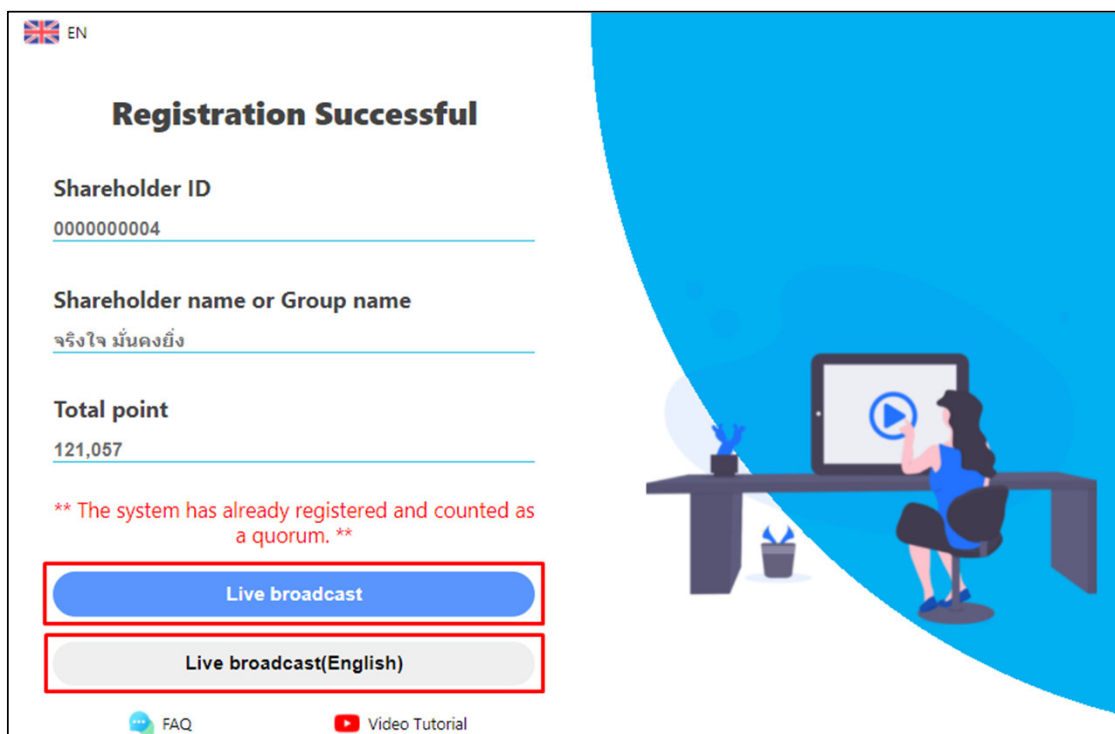
## 2.3 Register to attend shareholder meeting (e-Register)

- Apply a username and password received from an email under Point 2.2 and then click “LOGIN”

The screenshot displays the 'Registration for meeting' page. At the top left, there is a language selector with a UK flag and the text 'EN'. The main heading is 'Registration for meeting'. Below this, there are two input fields: 'Username' and 'Password', each preceded by an icon (a person for username, a lock for password). To the right of the 'Username' field is a blue button labeled 'Request OTP'. Below the 'Password' field is a large blue button labeled 'LOGIN'. At the bottom left, there are two links: 'FAQ' with a speech bubble icon and 'Video tutorial' with a YouTube icon. Below these links is the text 'หากพบปัญหาในการใช้งาน ติดต่อ : Call center xx-xxxx-xxx'. On the right side of the page, there is a large blue curved graphic containing an illustration of a person sitting at a desk, using a laptop that displays a play button icon.

## 2.4 Registration System

- When passing this step, it will be considered that the shareholder/ proxy has completed the registration to attend the Meeting, and will then be counted as a quorum of the Meeting. Next, click the button **“Live broadcast”**



EN

### Registration Successful

**Shareholder ID**  
0000000004

**Shareholder name or Group name**  
เจริญใจ มั่นคงยิ่ง

**Total point**  
121,057

**\*\* The system has already registered and counted as a quorum. \*\***

**Live broadcast**

**Live broadcast(English)**

FAQ Video Tutorial

## 2.5 Complete information to register and attend the meeting via Cisco Webex Meetings application

- The system will display name of shareholder name/ proxy in the “First name” field and shareholder registration number in the “Last name” field. In the case of a proxy, the Asterisk sign (\*) will appear after the shareholder registration number.
- Shareholder/ proxy must fill “email” in the Email address field, which must be same as specified under the e-Request process.
- Event password is automatically generated by the system.

The screenshot displays the Cisco Webex Meetings application interface. At the top left, the 'webex' logo is visible. The main heading reads 'Event Information: การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ของบริษัท อินเวนท์ เทคโนโลยี (ประเทศไทย) จำกัด'. Below this, the 'inventech systems' logo is shown. The event details are listed: 'Event status: Not started', 'Date and time: Tuesday, June 15, 2021 3:45 pm Bangkok Time (Bangkok, GMT+07:00) Change time soon', and 'Duration: 12 hours'. The description states: 'การประชุมสามัญผู้ถือหุ้นประจำปี 2564 ของบริษัท อินเวนท์ เทคโนโลยี (ประเทศไทย) จำกัด - ตัวอย่างการลงทะเบียนเข้าใช้งาน -'. A 'Join Event Now' button is present. To the right, a red-bordered box highlights a section titled 'Join Event Now' with the message 'You cannot join the event now because it has not started.' Below this message are input fields for 'First name' (containing 'นายวิชา'), 'Last name' (containing '(0000000030)'), 'Email address', and 'Event password'. At the bottom of this box, there is a 'Join by browser' button and a link to 'start your event'.



## 2.6 Terms of use: Recommended Internet and devices

The operations of Cisco 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.