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# Installation Guide for Cisco Webex And User Guide for INVENTECH CONNECT

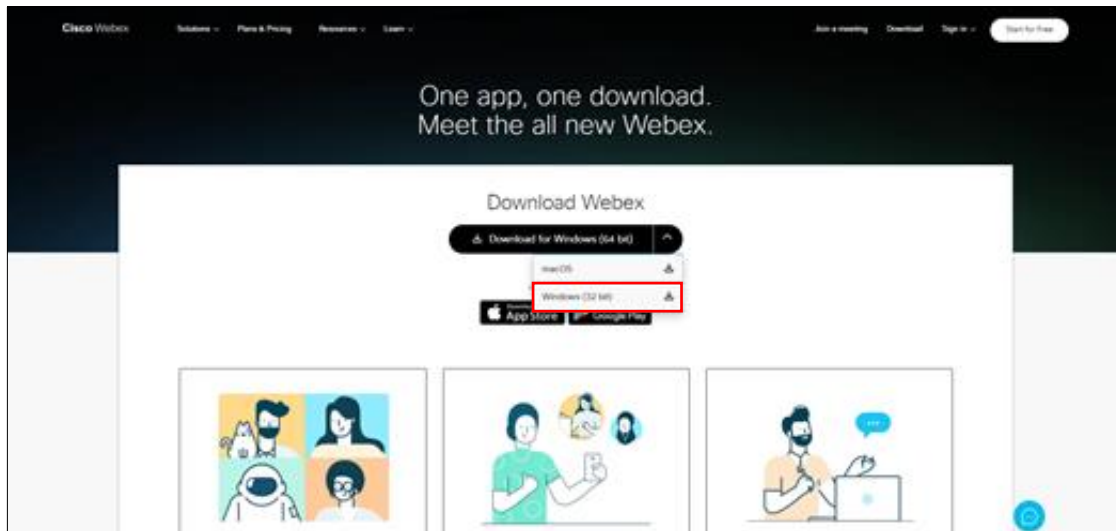
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For PC / Laptop

By Inventech Systems (Thailand)

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

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



1.2 Download Webex Meeting for PC / Laptop

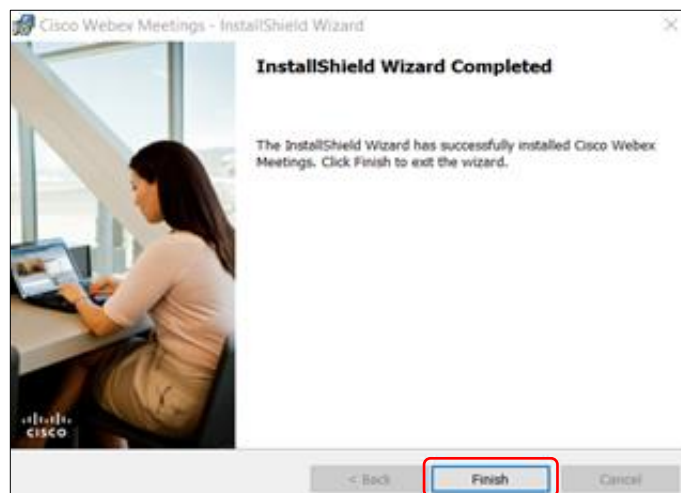
1.3 After finish download webexapp.msi on to your computer and double clicks the file to enter the Installation page

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

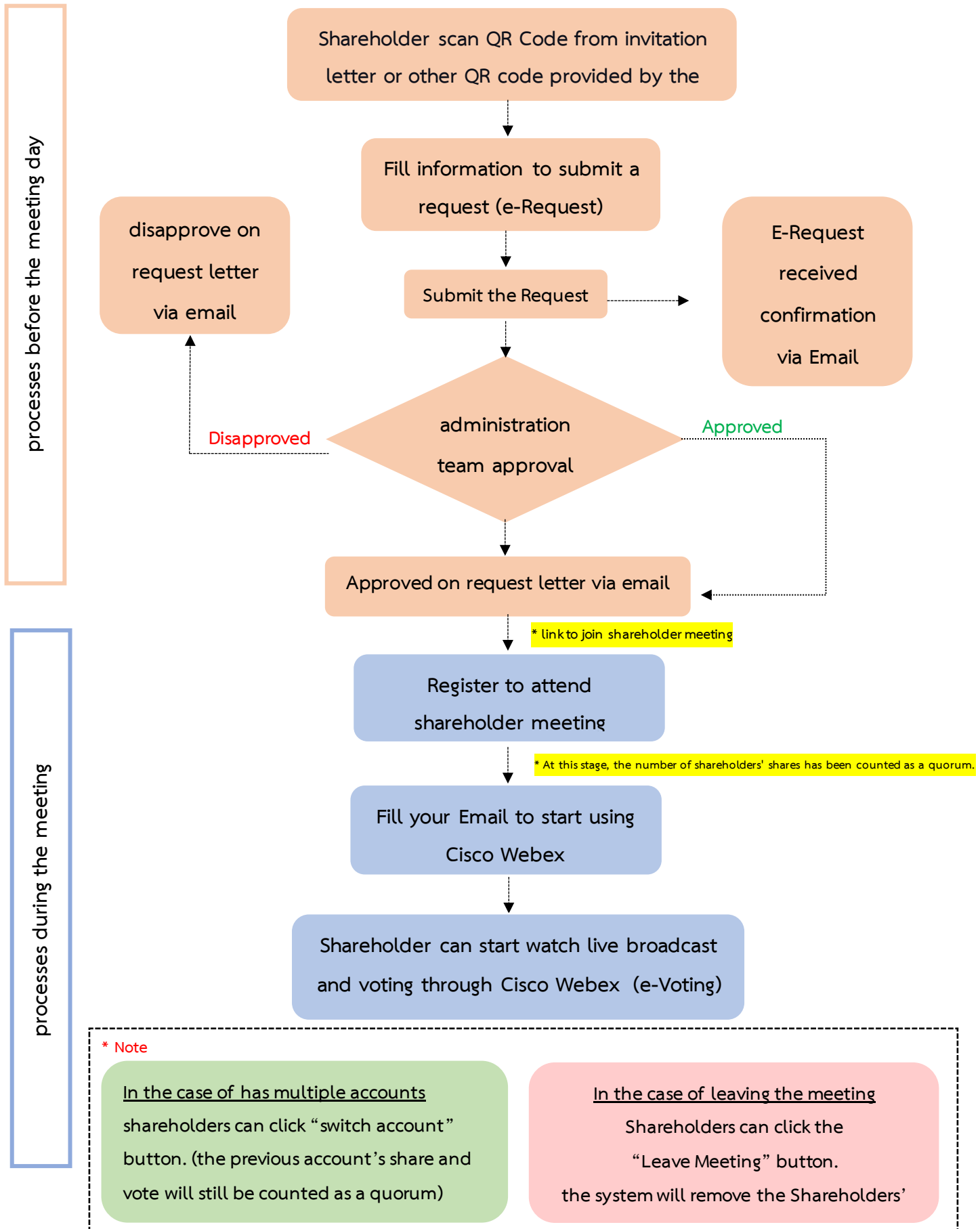
1.5 click “Install” to start Webex Meetings installation

1.6 Wait till the installation is complete.

1.7 When the system finishes installation click “Finish”



## 2. INVENTECH CONNECT: System flow chart



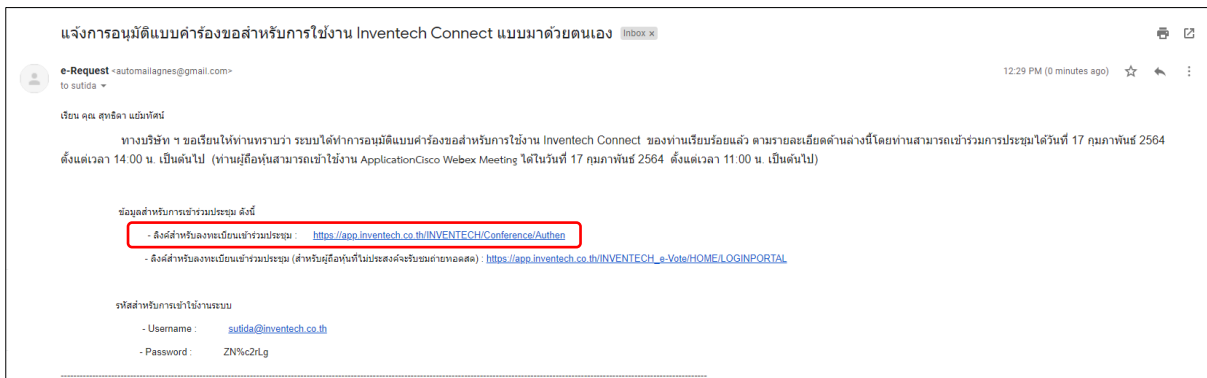
### 3. How to use INVENTECH CONNECT

#### 3.1 fill information to submit a request (e-Request)

- Shareholder can submit a request and select “Attend by myself” or “Attend with proxy”

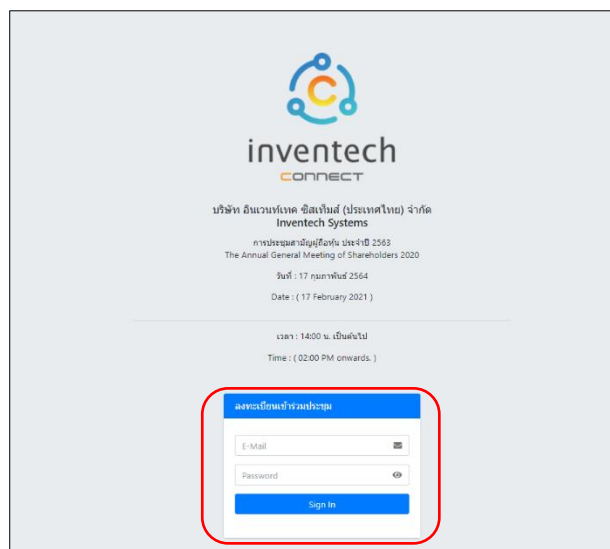
#### 3.2 Check your email for “Approved confirmation to use Inventech Connect”

- Click the link to attend the Shareholder Meeting



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

- Use Username and Password that you receive via Email to Sign in



### 3.4 Registration System

- This step will be considered that the shareholders have completed the registration to attend the meeting. The number of shareholders' shares has been counted as a quorum, then click the button **“Go to registration page to start watching the meeting via Cisco Webex Meeting application”**

- If English translator is provided for foreigner shareholders, click **“Go to registration page watch live Application Cisco Webex Meeting”**

### 3.5 Fill your email to register and attend the meeting via Cisco Webex Meeting application

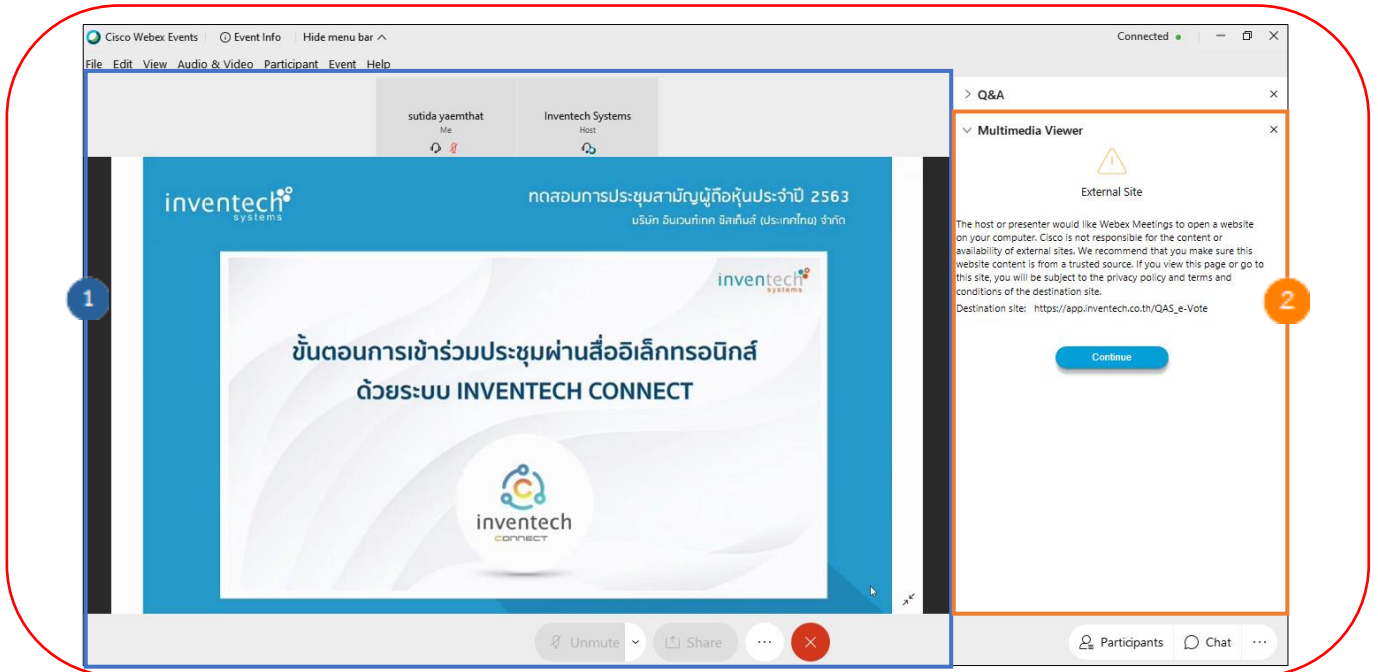
- The system will display shareholder name or proxy name in the “First name” field and display shareholder registration number. In the case of a proxy, the Asterisk sign (\*) will appear after the shareholder registration number in the “Last name” field.

- Shareholder must fill in their correct email in “Email address” (The same email that was used to send e-request)

- Event password is automatically fill in the “Event password” field.

### 3.6 Watching broadcast via Cisco Webex

- Section 1: Main screen for watching the meeting broadcast and view voting results.
- Section 2: Inventech Connect system for e-Voting. Shareholders can use this section for registration and voting on each agenda.

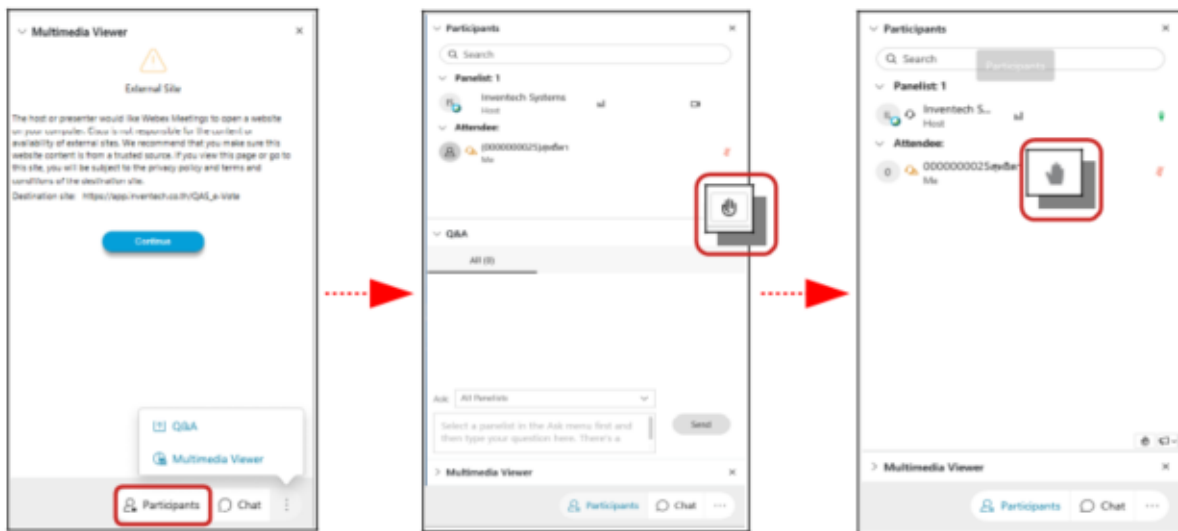


- If shareholders wish to ask a question, they can click the “Q&A” menu and then type their Name, Last name, attendance status, and their question that they wish to ask and then click “send” to send that question to the admin team.



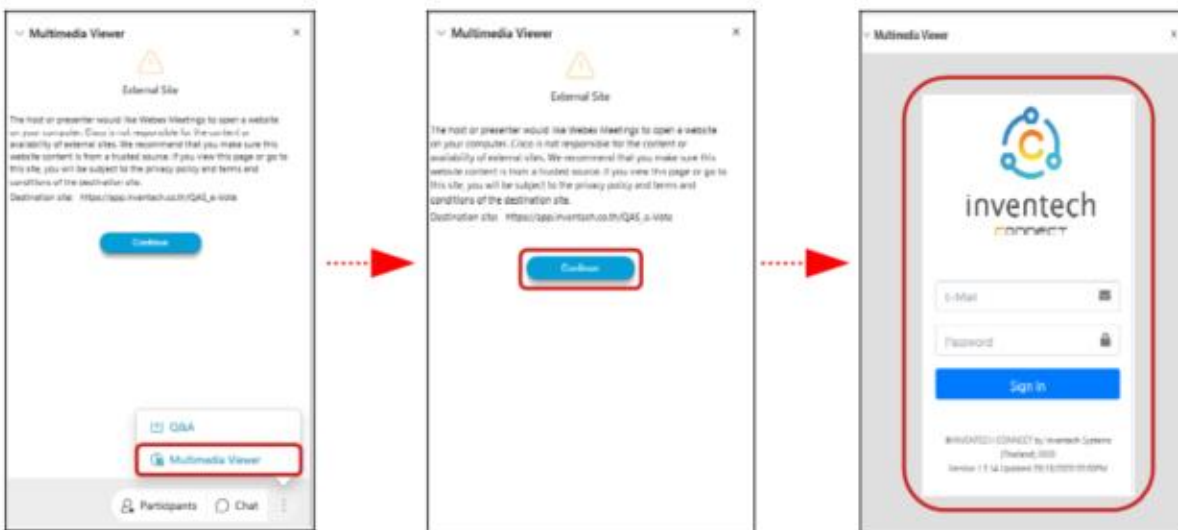
- If shareholders wish to ask a question by using their voice, they can go to the “Participants” menu and click the “Hand” symbols and wait for admin approval, after admin has approved, shareholder can use their device’s microphone and camera to ask question.

(At this stage, if the shareholders have finished asking questions by voice. Click the "hand symbol" button again to bring your hand down.)



### 3.6 E- Voting on Inventech Connect

- Go to the “Multimedia Viewer” menu and click “Continue” you will be taken to registration page for e-Voting.



- Sign in with the Username and Password that you receive in the email earlier.

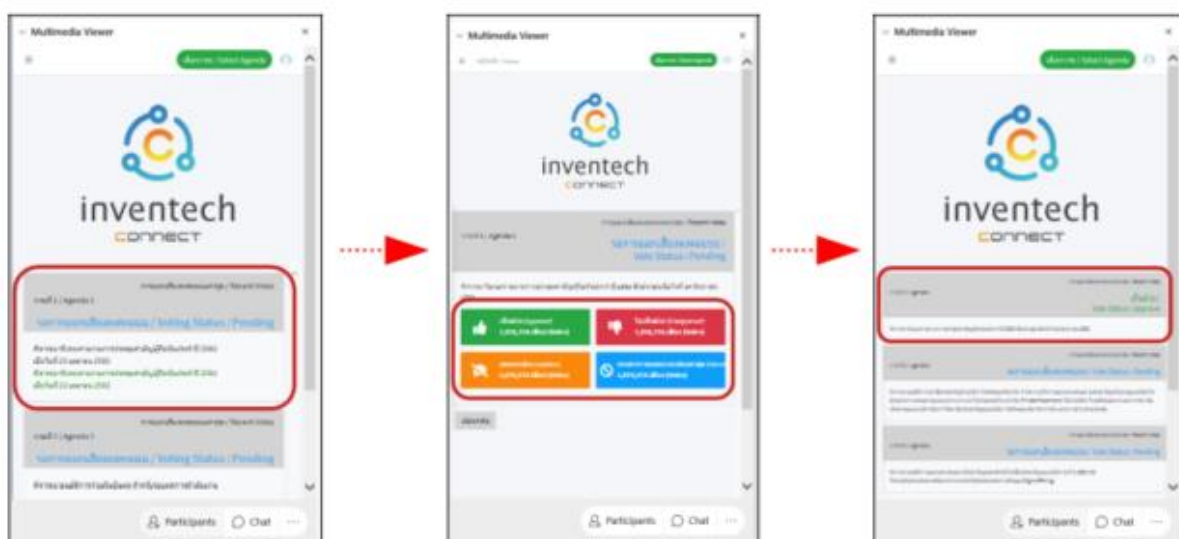
Shareholders can click the “Select Agenda” button and see what are the current meeting agenda.



- When Shareholders wish to vote, choose the agenda to vote. Then the system will show all voting buttons 1. Agree (green color), 2. Disagree (red color), and 3. Abstain (orange color).

- To cancel the last vote, Press the blue button. "Do not submit vote" (blue color). (This means that your most recent vote will be equal to not voting, or your vote will be determined by the agenda result)

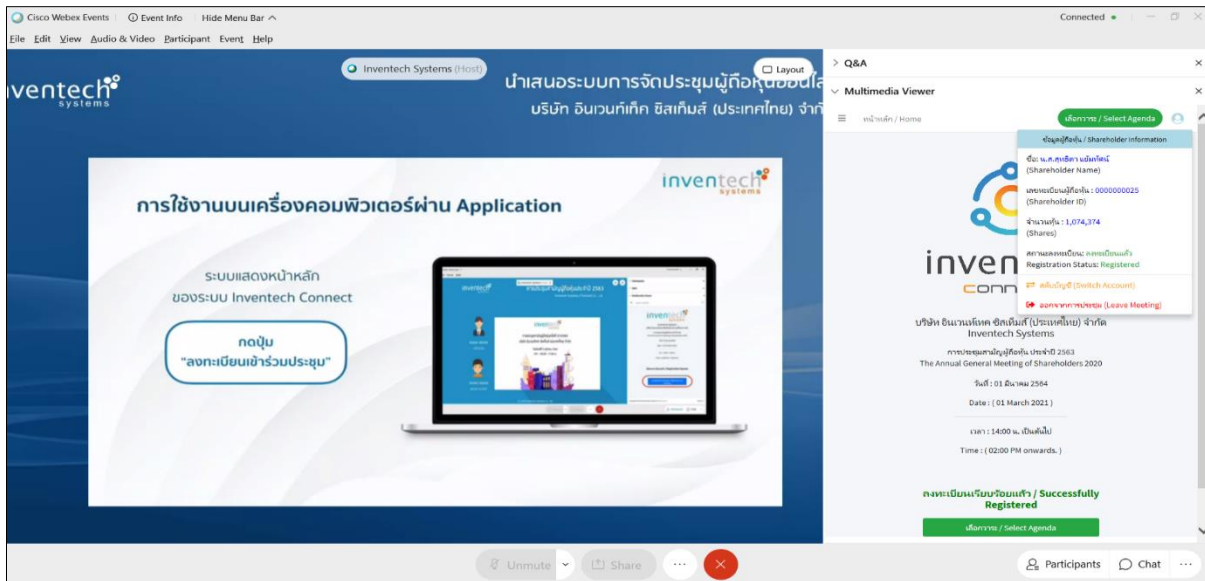
- Then the system will display your latest voting result.





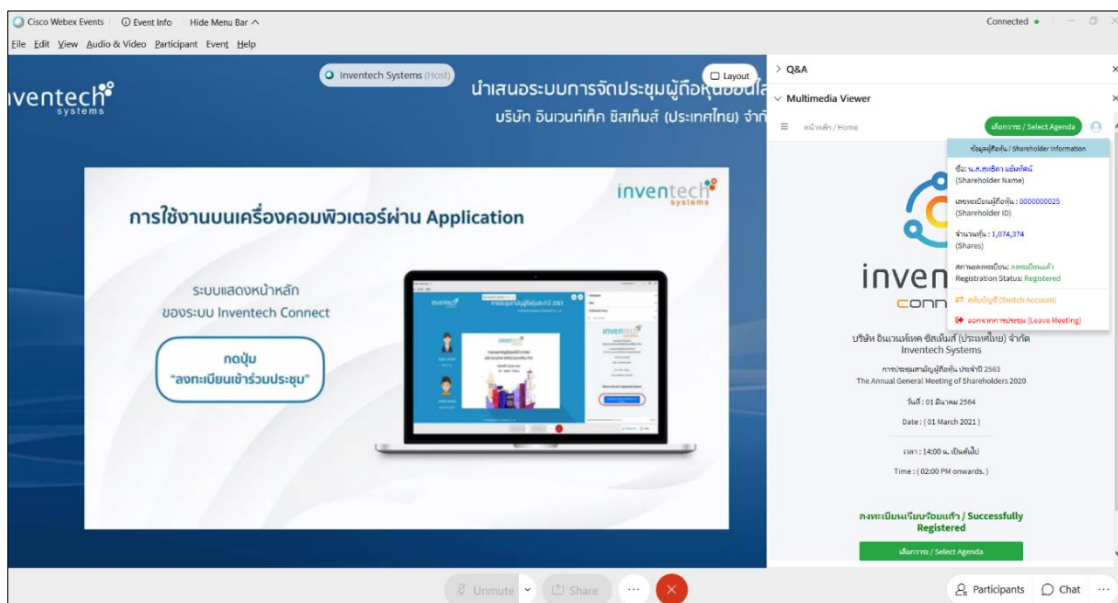
### 3.7 Switch Account

- When switch to the second account, Votes and quorum from the first account will not be removed from the meeting.



### 3.8 Leave Meeting

- Leaving the meeting will remove the votes of the Shareholders from the meeting on the agenda that has not yet been processed. If Shareholder leave the meeting during the meeting, the system will also remove the votes of the Shareholders from the meeting on the agenda that has not yet been processed.



### **3.9 Terms of use: What shareholders have to prepare for the meeting.**

The operation attending the shareholders meeting by Electronic Means through Cisco WebEx and Inventech Connect depends on the internet capability of Shareholders or proxies, including devices and/or their programs. Please use the following recommended devices and programs.

#### **1. Recommended internet speed**

- High-Definition Video: internet speed should be at least 2.5 Mbps
- High Quality Video: internet speed should be at least 1.0 Mbps
- Standard Quality Video: internet speed should be at least 0.5 Mbps

#### **2. Recommended Devices**

- Mobile Phones/Tablet device with the following operating system: Android, Window with Android 6.0 or above, and iOS 10.0 or above
- PC / Laptop with the following operating system: Windows 7 or above, and OS X 10.13 or above

#### **3. Internet Browser: Firefox or Chrome (recommended browser) or Safari**