

VCAAS - MEETING SPACE User Guide

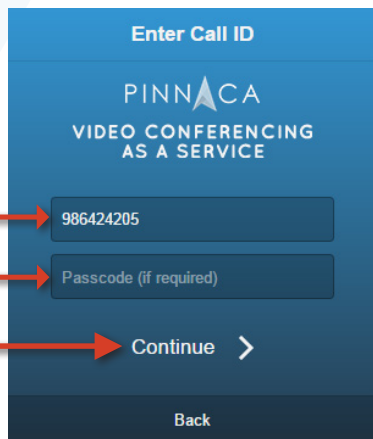
Internet Explorer, Google Chrome or FireFox

Open IE (Internet Explorer)

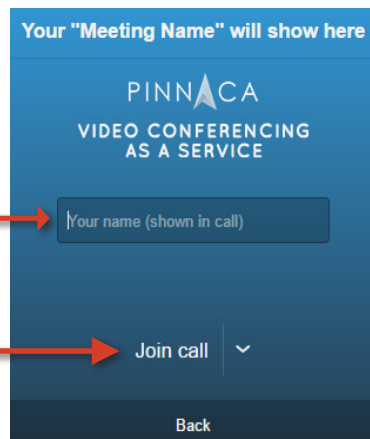
1. Click on (or copy/paste) the meeting link that was sent to you.
2. You will see a pop-up message - Click YES to download and install the Acano Client.
 - Be sure to allow access to your camera and microphone.
 - You will be connected to the Pinnaca VCAAS page shown below.
 - Continue with the instructions shown below in red.

*** Open Google Chrome OR FireFox - Recommended method ***

1. Click on (or copy/paste) the meeting link that was sent to you. This will connect you to the Pinnaca VCAAS page, shown below:
 - Be sure to allow access to your camera and microphone.
2. **Enter the Call ID** (if the system did not auto populate it)
3. **Enter a Passcode** (if required)
4. **Click Continue** to enter the call.
5. **Enter your name** (to be shown in the call)
6. **Click Join call**
7. **IN CALL MENU** appears (use as directed on the menu)



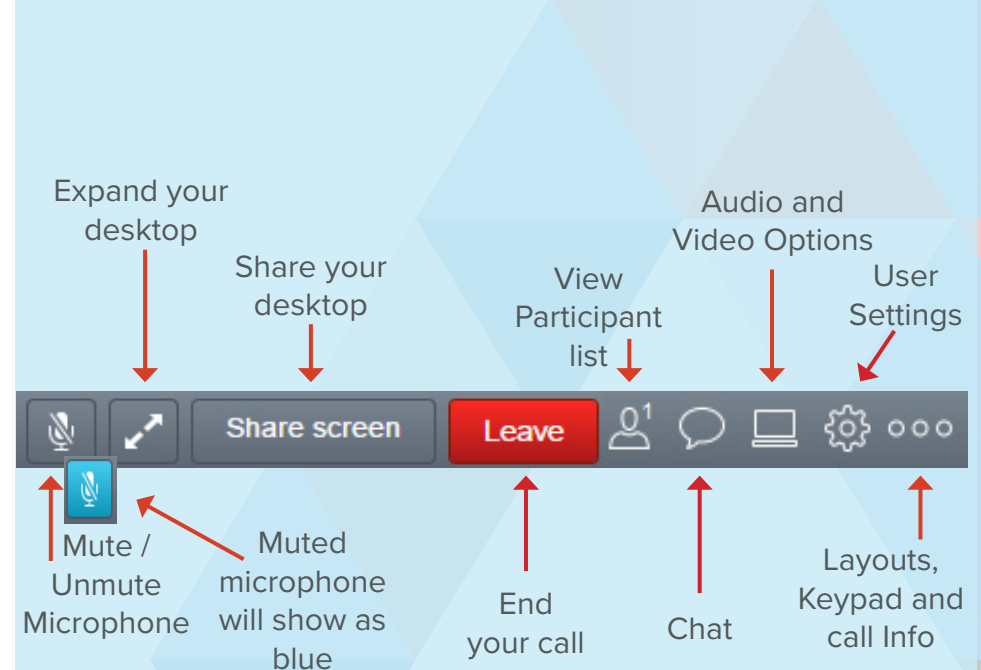
2. →
3. →
4. →



5. →
6. →

7.

IN CALL MENU



How to Get Help

Pinnaca:
Pinnaca Help Desk:

Toll Free: 877.314.1024
Toll Free: 866.433.2240

Local: 952.831.7215
Local: 952.400.2580

IP 207.250.17.171