



AMLOS x MICROSOFT TEAMS:
QUICK START GUIDE

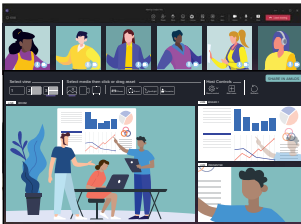


WHY DO YOU NEED ANOTHER COLLABORATION TOOL?

The hybrid model of working has become widespread, and its success continues to depend on the ability to authentically connect project teams so that the meeting experience is consistent for both in-person and remote participants. To achieve this collaboration equity, all meeting participants must have access to the necessary resources and tools. All participants should be given the opportunity to share ideas and influence discussions, regardless of their location.

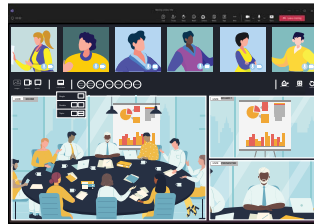
WHEN IS THE BEST TIME TO USE AMLOS FOR A MEETING?

AMLOS (Activate My Line of Sight) was developed specifically to help collaborative teams leverage physical objects and whiteboards in a meeting space while some participants join virtually.



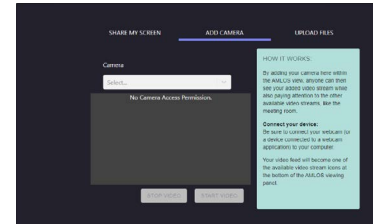
BRAINSTORMING

When your team wants to brainstorm using the whiteboard or needs to show the latest prototype that they have developed.



COLLABORATING

If the in-person portion of the meeting is taking place in a highly collaborative room, and remote users need a better view of what is happening.



SHARING VIEWS

If remote users need to easily be able to add images, or share content in a meeting that all participants can see in detail.

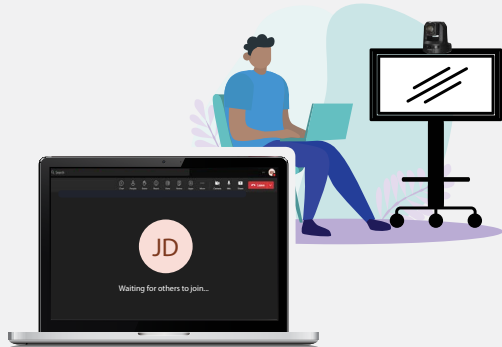
Of course, your teams can use AMLOS anytime, but the system provides the greatest benefit during meetings where remote participants need a better view of the things that you are seeing in the room.

AMLOS x MICROSOFT TEAMS INTEGRATION

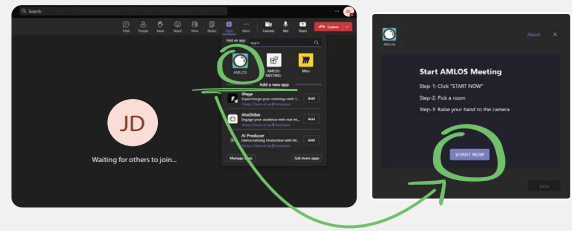
HOW TO START AN AMLOS MEETING IN PERSON

Creative collaboration using the AMLOS solution can begin with just a few simple steps. Follow the prompts below to add AMLOS inside your Teams meetings.

- 1 Enter the physical AMLOS room and launch your Teams meeting as usual.



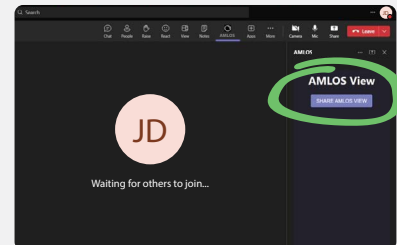
- 2 In the top navigation of your Teams meeting interface, click "Apps", then select the "AMLOS" icon and hit "Start Now".



- 3 Click "Start Meeting" and then follow the directions on screen to confirm you are in the room.



- 4 Within Teams, click "Share AMLOS View" to give all meeting participants access to their own unique AMLOS view within Teams.



- 5 Now all remote attendees in your meeting can view AMLOS inside the Teams window.



- 6 Capture a detailed view of the room with AMLOS, pick and choose what you want to see, and enjoy the experience!



REMOTE USER EXPERIENCE

HAND GESTURE GUIDE

Simple Hand Gestures to Help Guide Your Meeting

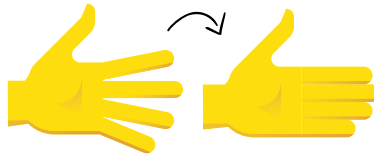
- ✓ To notify the AMLOS system of a gesture command, first raise your hand. Watch for the camera light to turn OFF.
- ✓ Ensure you are looking at the camera while performing any hand signal and confirm the camera has a clear view (hand gesture must be performed with the same hand as the one you raise).
- ✓ Hold the hand signal for approximately three seconds. Once the signal is successfully detected, a green light will flash on top of the camera.
- ✓ If a hand signal is not detected, please remove your hand from view and repeat these steps until the gesture is detected.

Handy Tips to Connect with Your Hybrid Team



CAPTURE THE WHITEBOARD

Move away from the whiteboard and form a C-shape near your face—AMLOS will then take a snapshot.



SPOTLIGHT A SPECIFIC AREA

Place an open-faced palm in front of the area you would like to spotlight.

1. Ensure your fingers are spread apart. A green light will confirm detection.
2. Close your fingers until the green light flashes.
3. Quickly remove your hand from this area and AMLOS will then take a photo.



SWITCH PRESENTERS

Hold your index finger next to your face to switch presenters.

Additional Hand Gestures



START A MEETING

Raise your hand, then make a thumbs-ups motion next to your face to begin the meeting.



STOP A MEETING

Hold an open-faced palm next to your face to end the AMLOS meeting.

REMOTE USER GUIDE

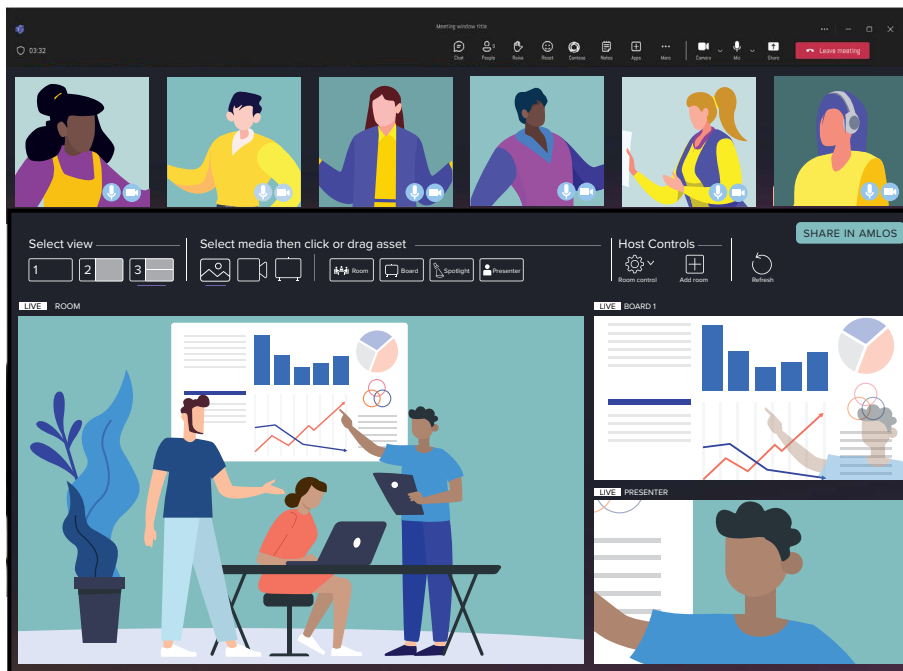
Bridge the Hybrid Meeting Gap

In hybrid work environments, there can often be a disconnect between individuals gathering for a meeting in physical spaces and those joining from remote locations. Bridging the gap to fully support collaboration within the modern meeting is at the heart of AMLOS. This innovative platform allows you to easily observe multiple views of the meeting, access and download images, zoom into specific areas of the room, and more. Use this section to get the most out of your experience.

Customize Your AMLOS View

Inside your Teams meeting, choose your personalized view of the office or objects within the office by dragging and dropping the icons for different views in the AMLOS user interface. Begin by dragging one of the icons into the main screen.

Pick and Choose What You Want to See



1, 2 OR 3 VIEW MODE

Click any of these icons to toggle between 1, 2, or 3 view mode, allowing you to see up to three video streams/images at a time.



LIVE VIDEO AND PHOTOS

Toggle between multiple live video streams and high-resolution images captured during the meeting.



WHITEBOARD VIEW

Select this option to access a clear view of any pre-defined whiteboard in the room.



SPOTLIGHT

Digitally zoom in on an object within the room (these images are identified by an in-office participant).



PRESENTER VIEW

Focus on the presenter to stay engaged.

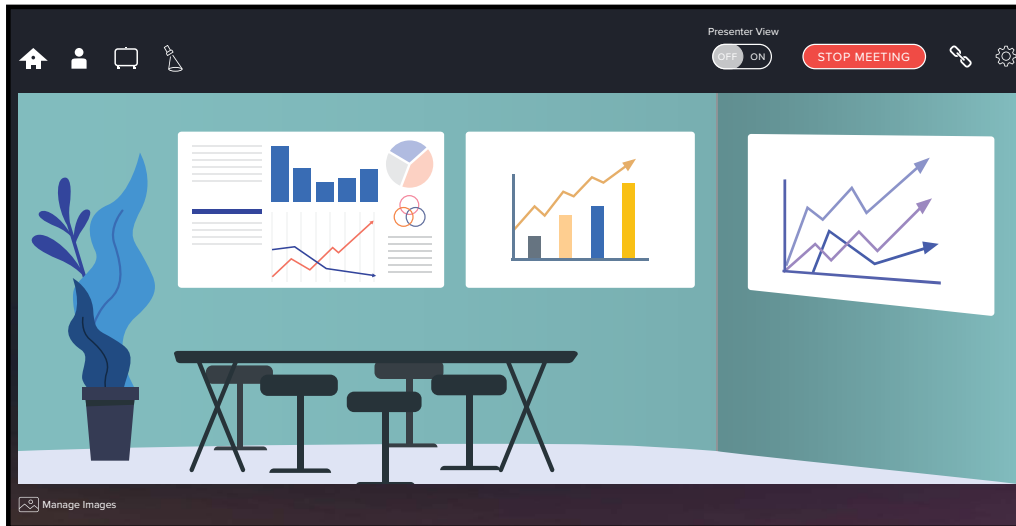


SCREEN SHARE

Tap this button to share your screen, share an additional camera view, or even upload image assets into the AMLOS view.

Manage Your Meeting

The Room Control Page is a browser-based page which enables the in-person participants in the AMLOS meeting to manage the settings. Only one in-person participant at a time can view this page (remote participants do not have access). If there is another person in the AMLOS room who wants to access this page, you can pass over the controls.



HOME

- Manage the Spotlight images by renaming the assets or deleting them, if needed.



PARTICIPANTS

- Allows the in-person participant(s) to view a list of remote AMLOS participants.
- You can also set the Presenter Role here by clicking on one of the in-person participants (within the camera view).



WHITEBOARD

- Define up to five whiteboards in the room by selecting the four corners of the board.
- Select the corners in a clockwise pattern, starting from the top-left corner.



SPOTLIGHT

- Manually define a new Spotlight area of the room.
- Drag and place the Spotlight Box, then click "Save".



usa.canon.com/amlos

Remote views are determined by what is shown by the in-office participant(s).

Subscription to, and/or purchase of, other Canon and third-party services and solutions required. Subject to applicable Canon or third-party provider's terms and conditions. Neither Canon Inc. nor Canon U.S.A., Inc. represents or warrants any third-party product, service, or feature referenced hereunder.

See the AMLOS Microsite for requirements, technical specifications, and compatibility information: <https://amlosgetcreative.com/how-it-works/>.

To learn more about the AMLOS™ solution, please contact your Canon Authorized Representative. usa.canon.com/amlos

Certain images are simulated. Specifications and availability subject to change without notice.

Not responsible for typographical errors.

Canon is a registered trademark of Canon Inc. in the United States and may also be a registered trademark or trademark in other countries. AMLOS, the AMLOS logo and Activate My Line of Sight are trademarks of Canon U.S.A., Inc. Microsoft Teams is a trademark of the Microsoft group of companies. All other referenced product names and marks are trademarks of their respective owners.

©2024 Canon U.S.A., Inc. All rights reserved.

05/24-0026-9926