Jabra GN

USER MANUAL

SCHEDULER

Technology for life’s new rhythm

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Made in Vietnam

MODEL: VTD050

Declaration of Conformity can be found on www.jabra.com/doc

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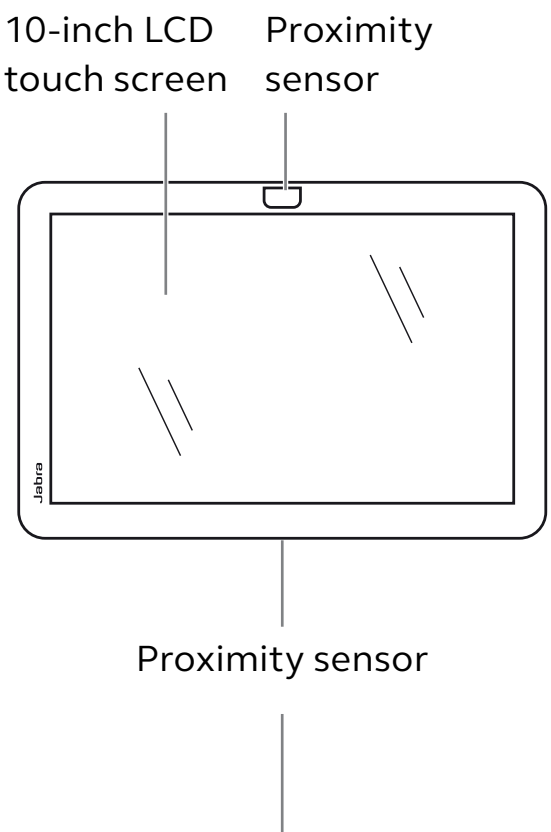
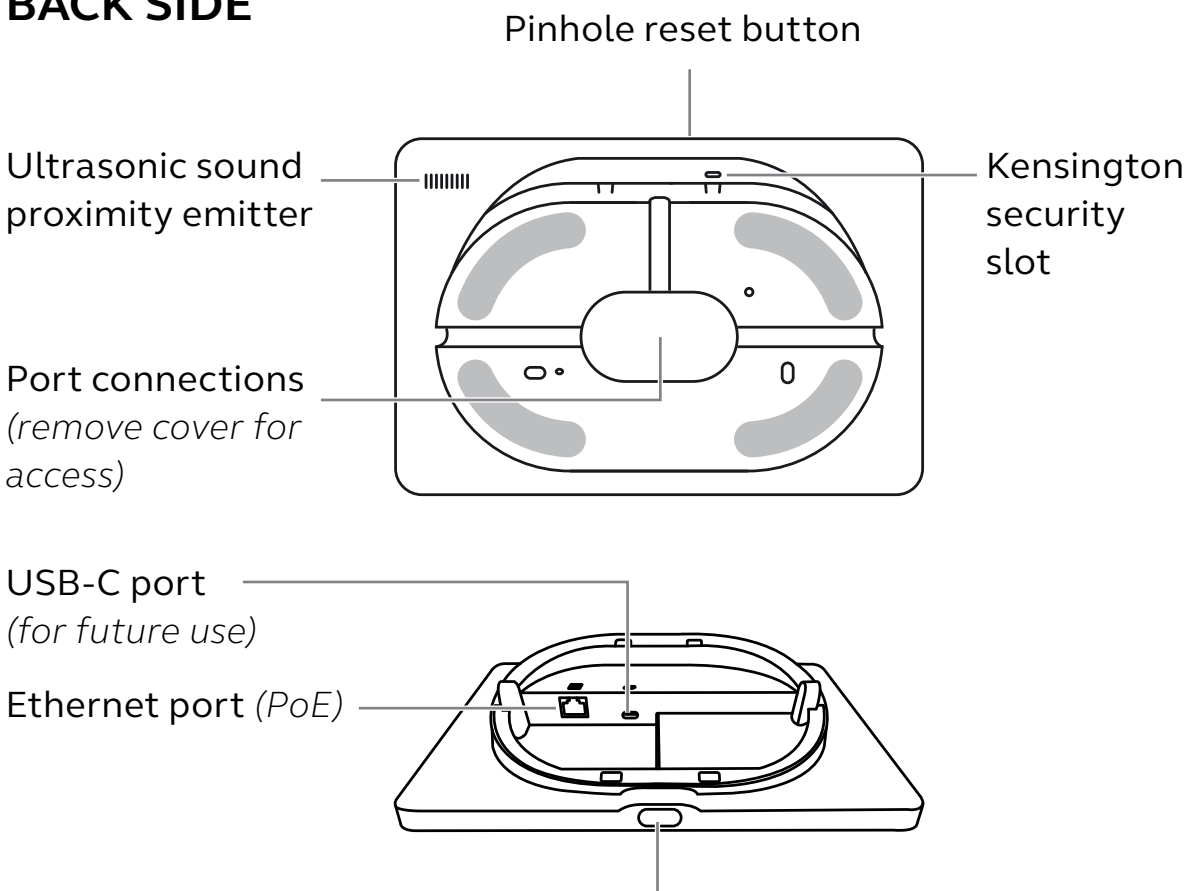
1. Overview

1.1 Jabra Scheduler overview

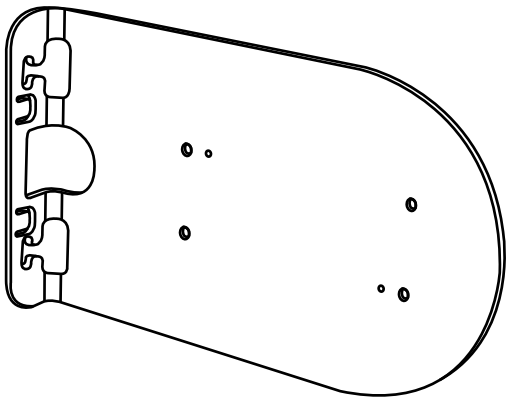
FRONT SIDE



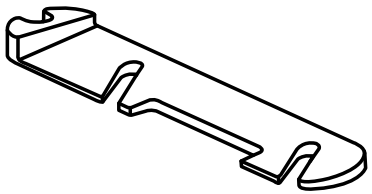
BACK SIDE



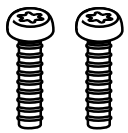
1.2 Accessories



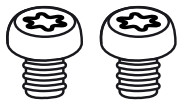
Mullion Mount



Wedge
(distance and locking tool)

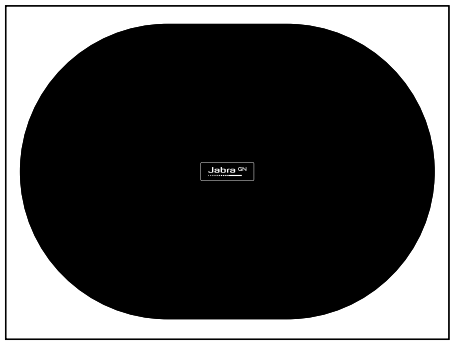


M3x8mm
(envelope on the back of the scheduler)

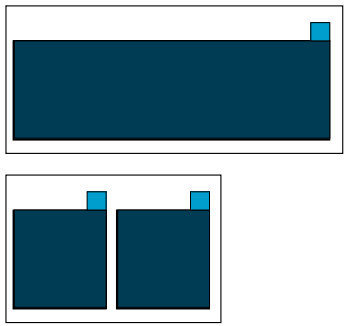


M5x5.5mm
(pre-mounted on the Mullion Mount)

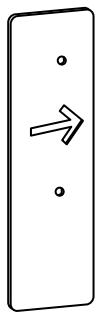
Screws



Glass mount cosmetic sticker

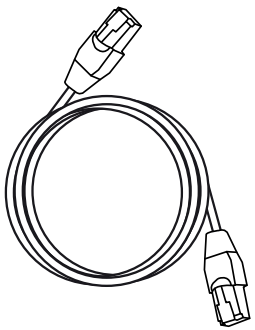


Glass mounting adhesives

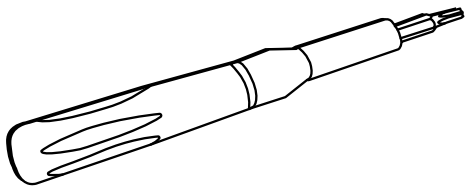


Cardboard template
(distance template)

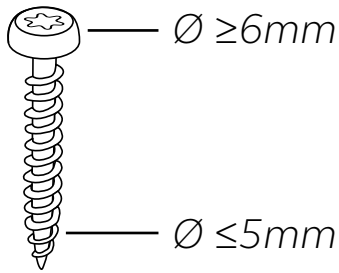
Tools and cables (not supplied)



Power over Ethernet cable



Screwdriver
(T10 and T25)



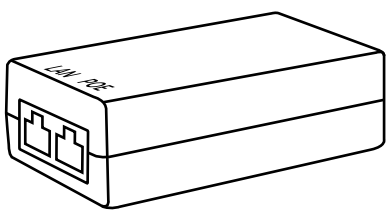
Non-countersunk screws (2)*
- mullion mount

* mounted directly on the wall dependent on type of wall

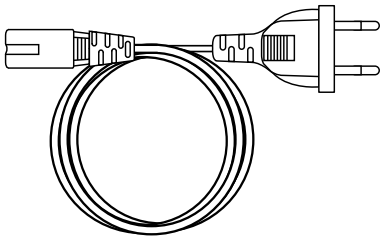
1.3 Optional accessories

Accessories can be purchased at *jabra.com/accessories*

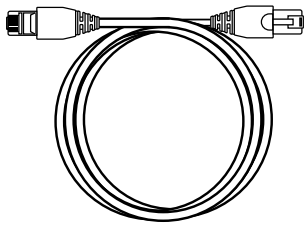
POWER OVER ETHERNET (PoE) KIT



PoE injector

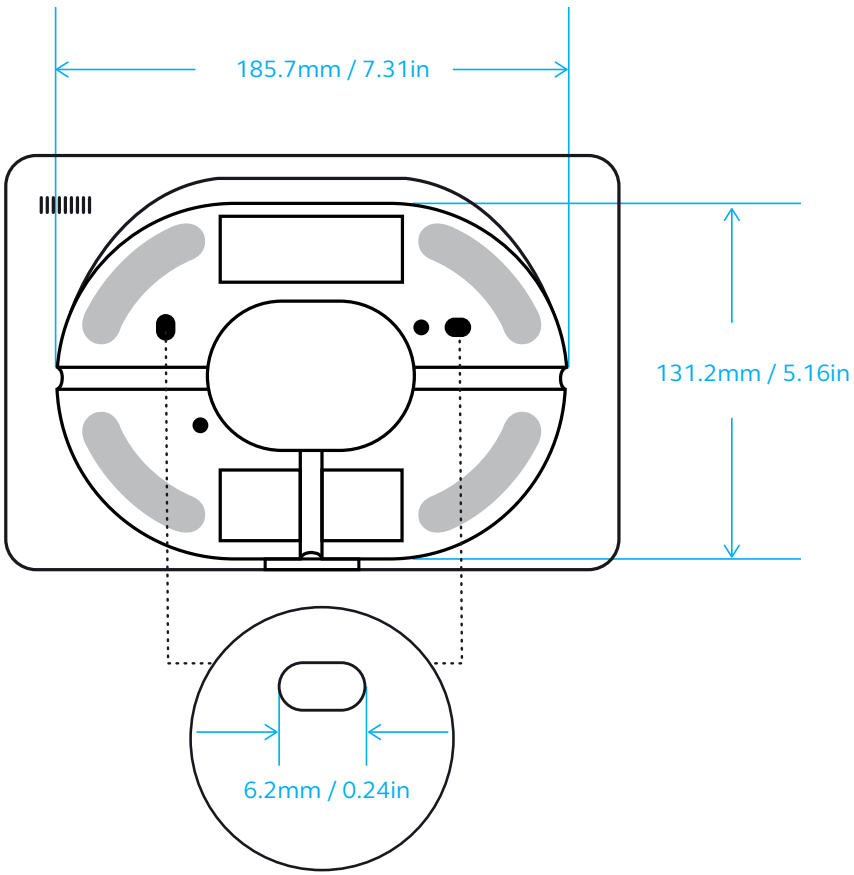


AC power cable
(1m/3.28ft)

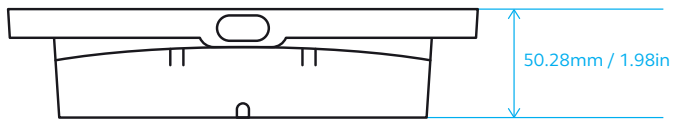


RJ45 Ethernet cable
(4.57m/15ft)

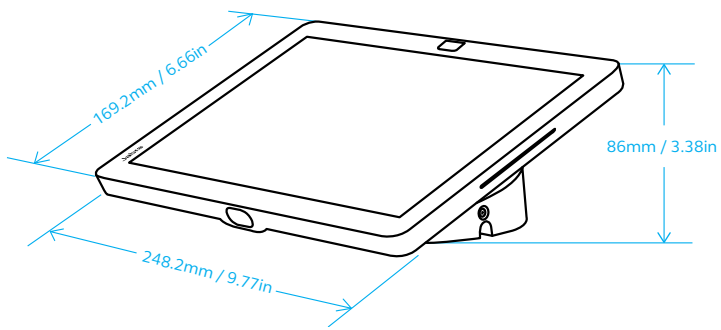
1.4 Dimensions

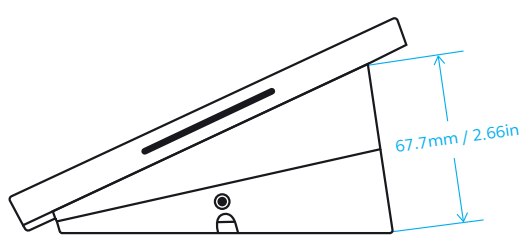


Flat position



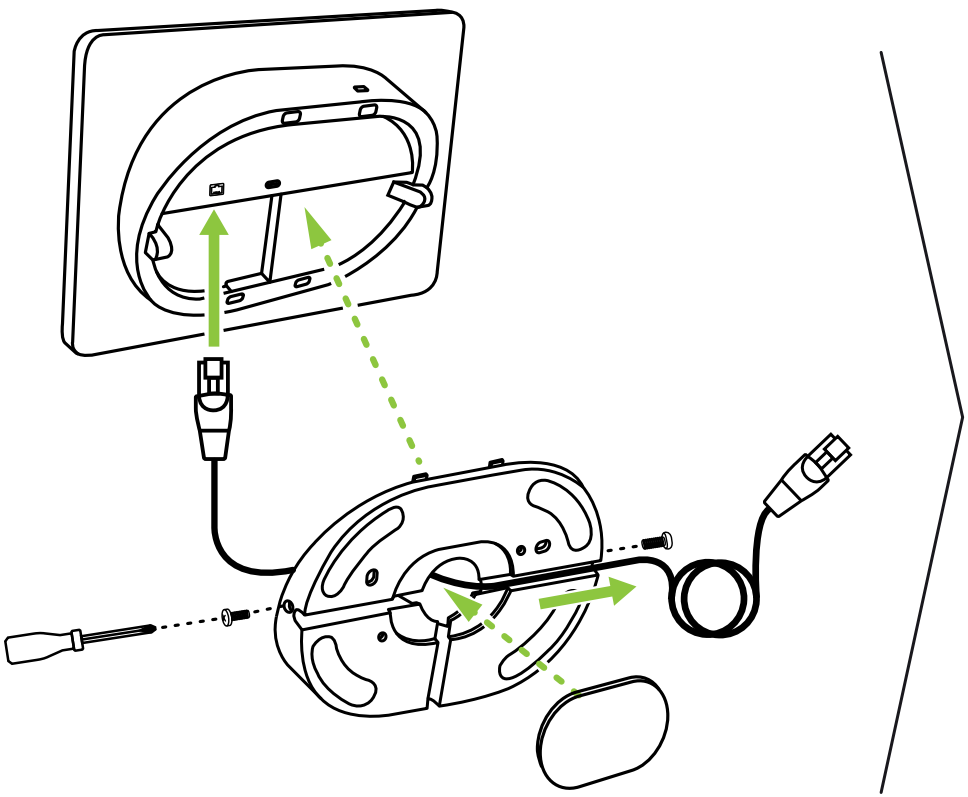
Angled position

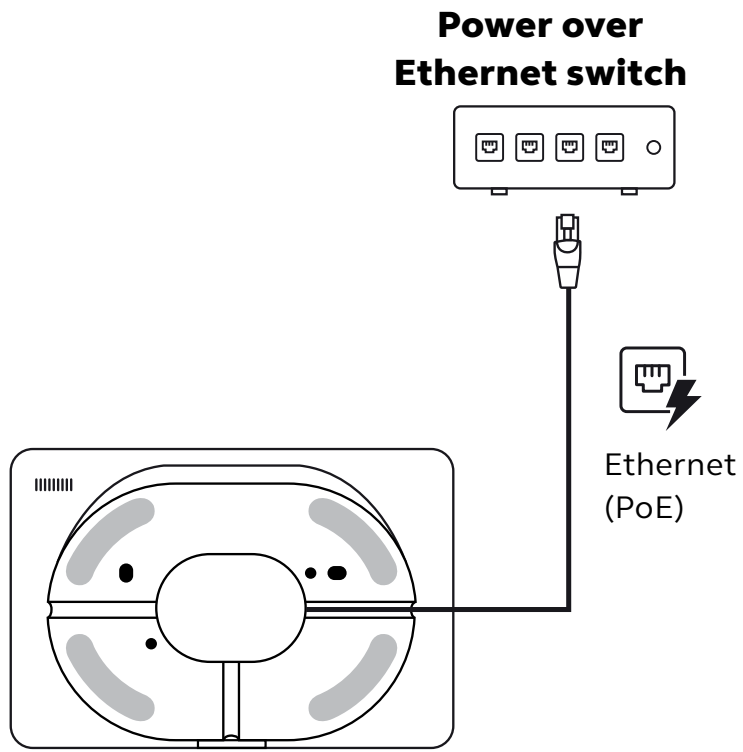




2. Cabling

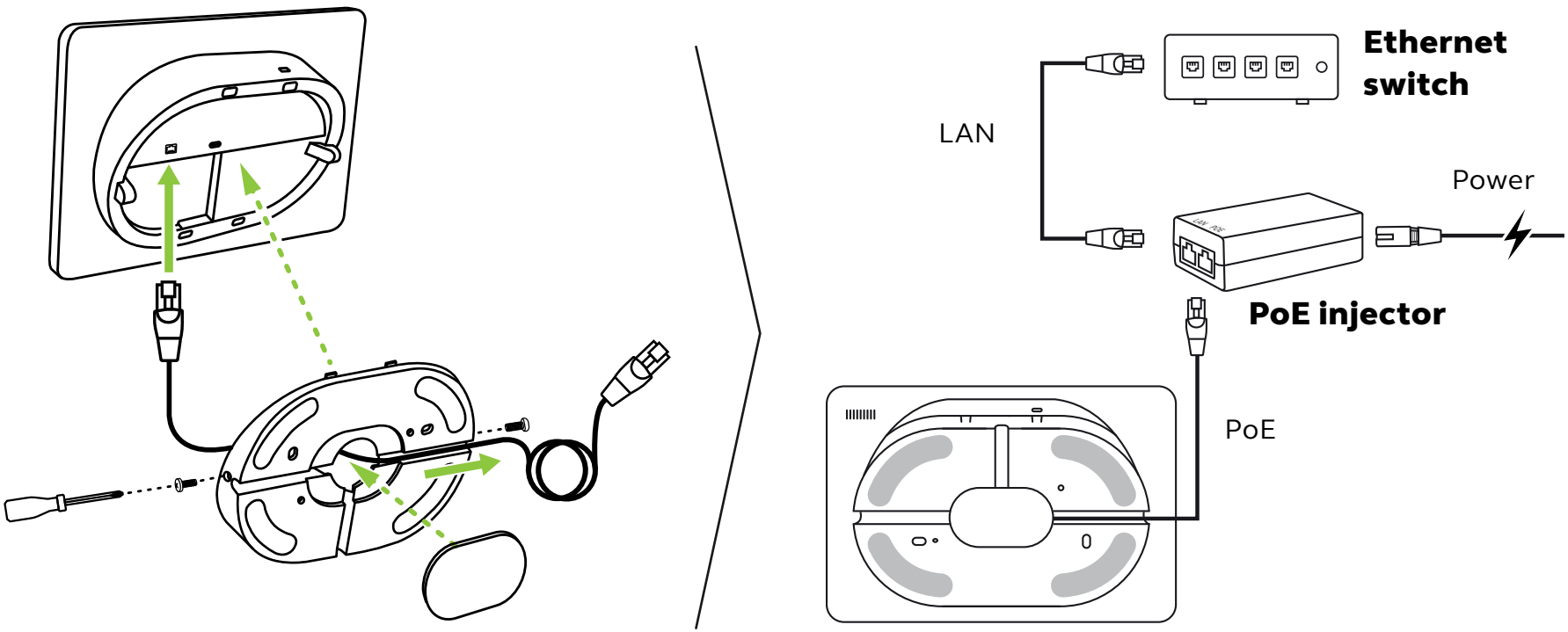
POWERED ETHERNET (cable not included)





POWER OVER ETHERNET KIT (not included)

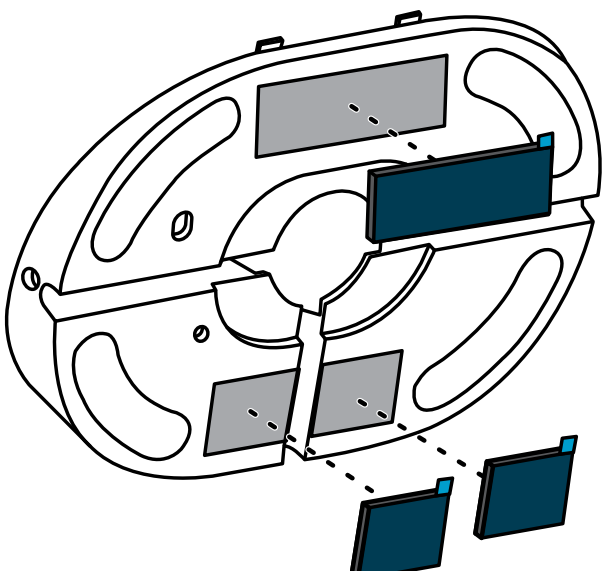
If the Ethernet connection does not supply power to the scheduler, a PoE injector will need to be connected between the Ethernet switch and the scheduler.



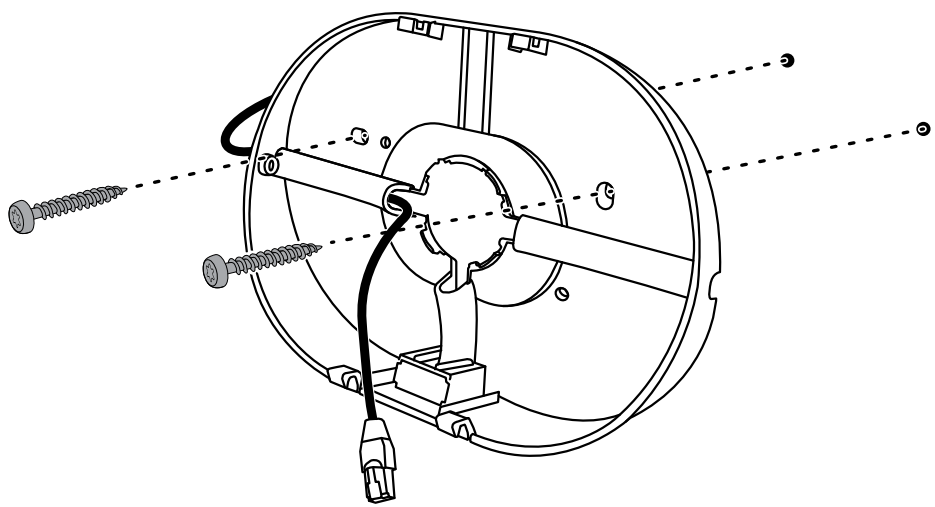
3. Mounting

3.1 On the wall

Mount the back cover on a flat surface by using the mounting film adhesives (glass wall) or screws.



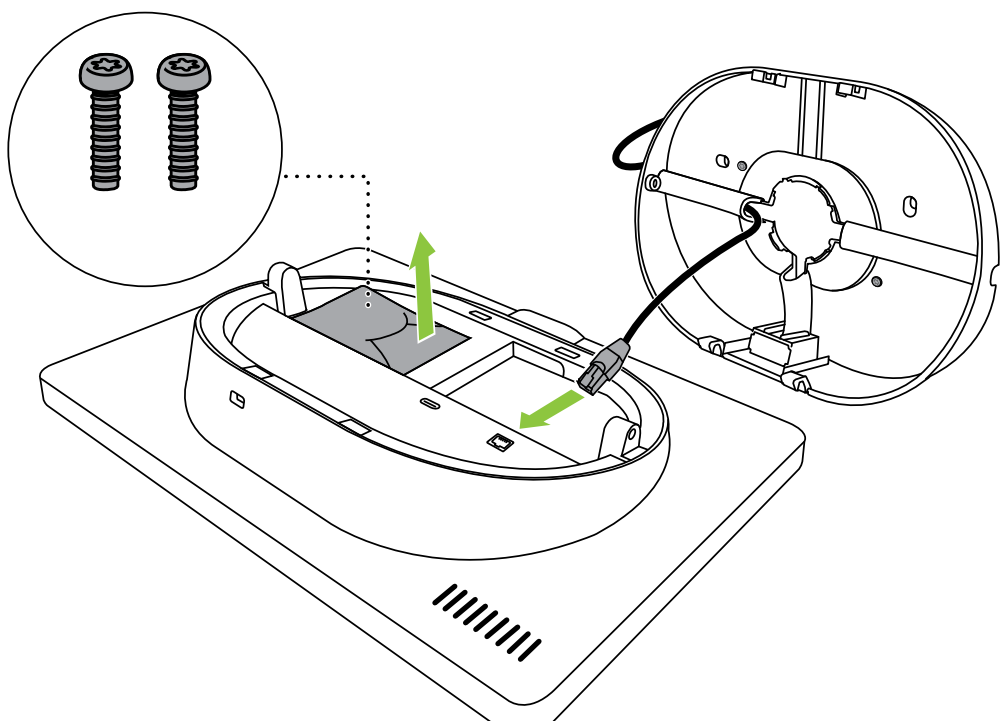
Mounting film adhesives



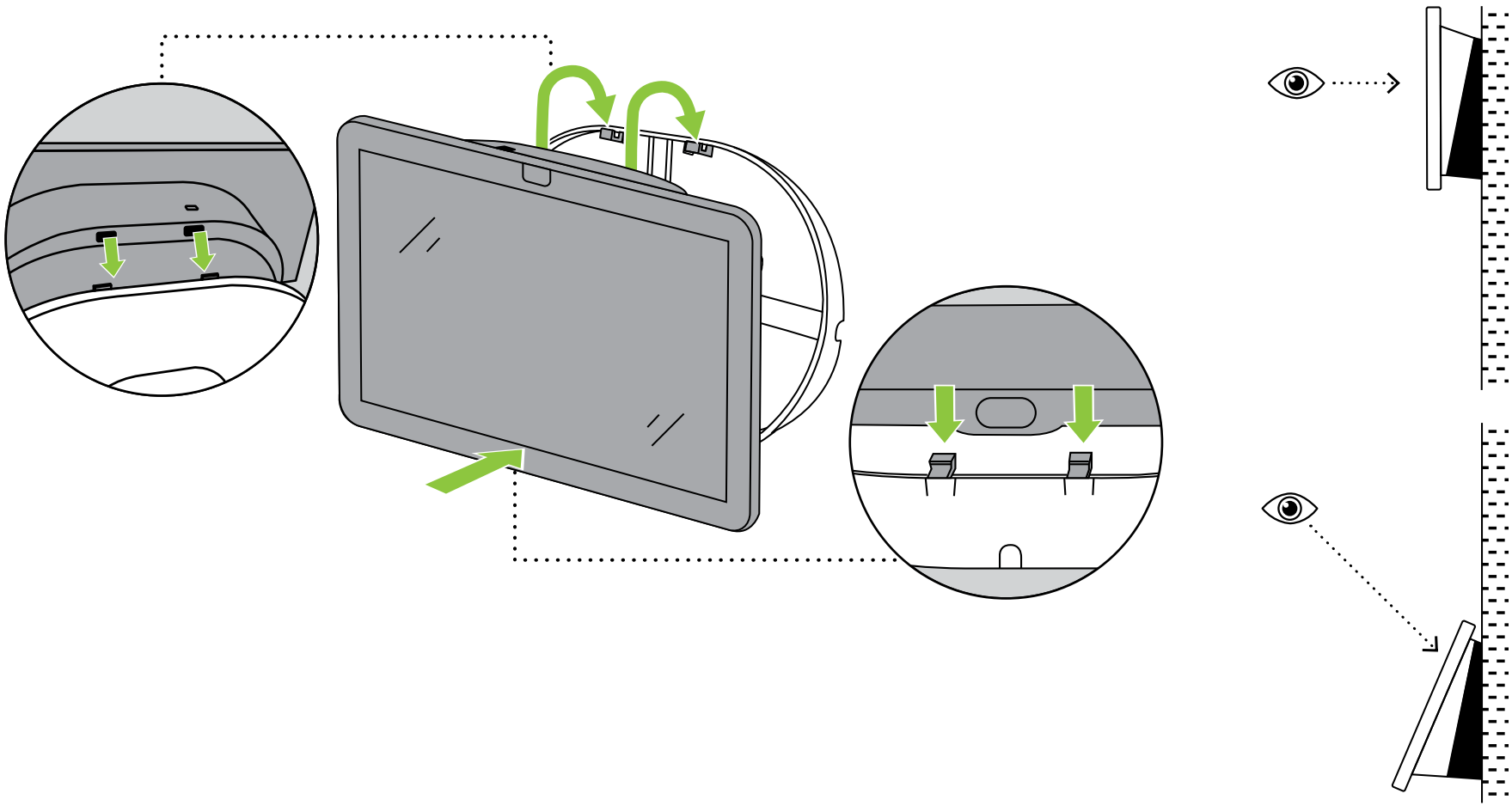
Wall screws (not included)

Take out the envelope from the back of the scheduler. The envelope contains two M3x8mm screws.

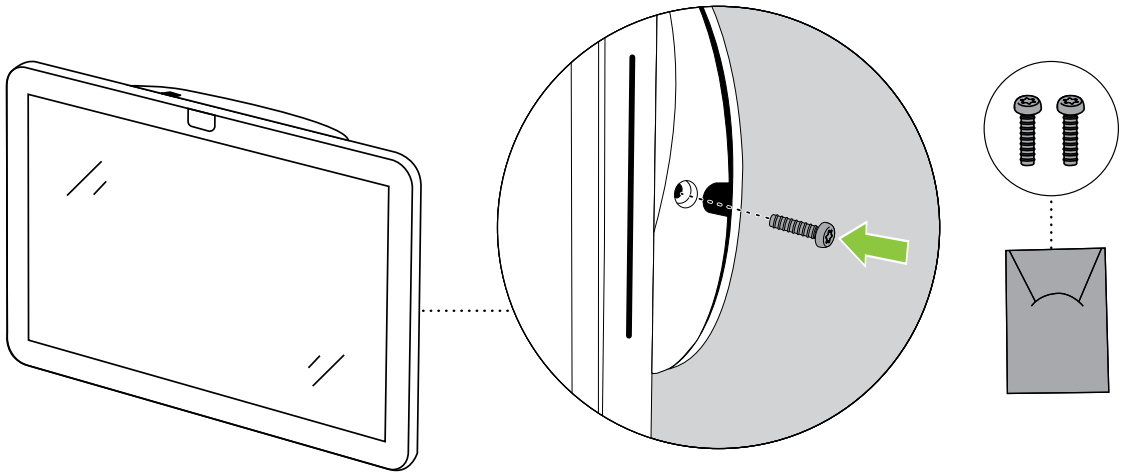
Connect the Power over Ethernet cable to the Ethernet port on the scheduler. The Power over Ethernet cable can be routed through the left, right, top or bottom of the back cover depending on the mounting position.



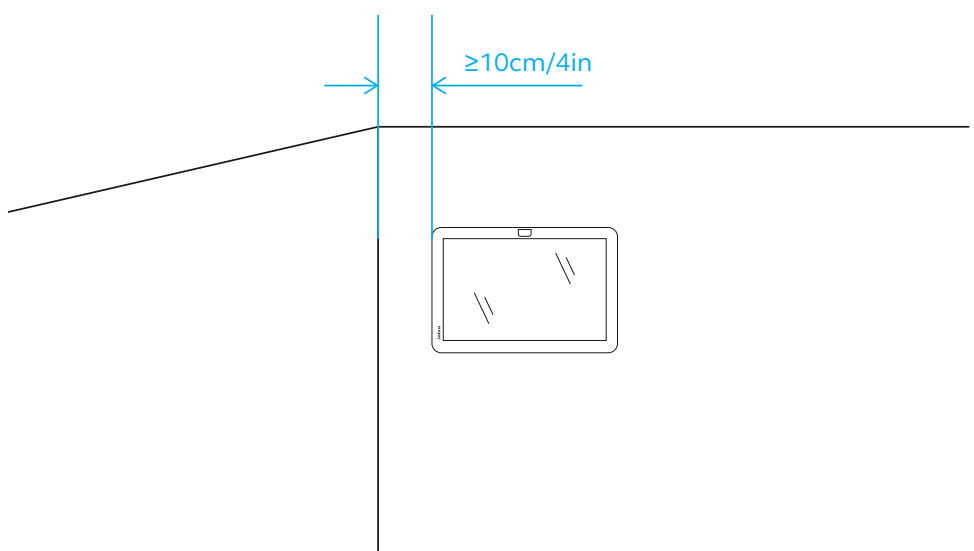
The scheduler can be mounted on a flat or angled position. Align the latches correctly and press the scheduler to the cover until you hear a click.



Secure the front of the scheduler to the back cover by screwing the M3x8mm screws.



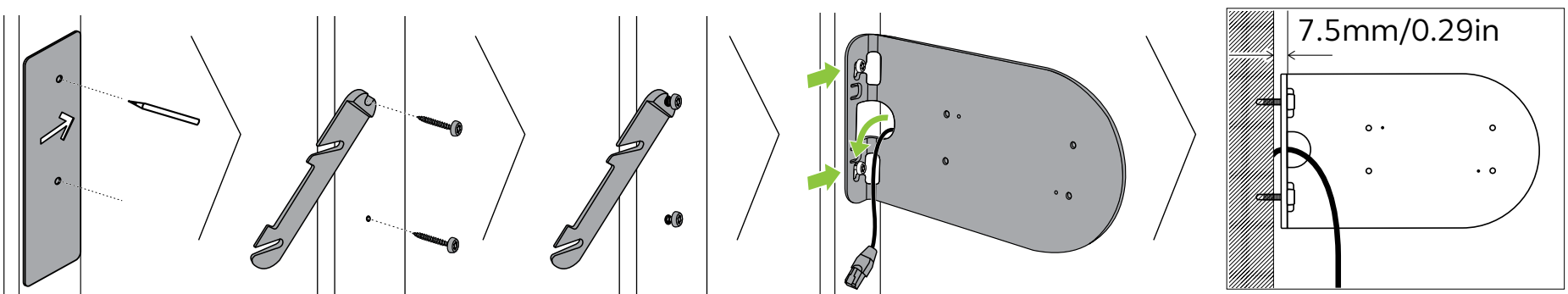
If the scheduler is installed on a corner, leave a minimum of 10cm/4in free to be able to tighten the screws on the side of the scheduler.



3.2 Mullion mount

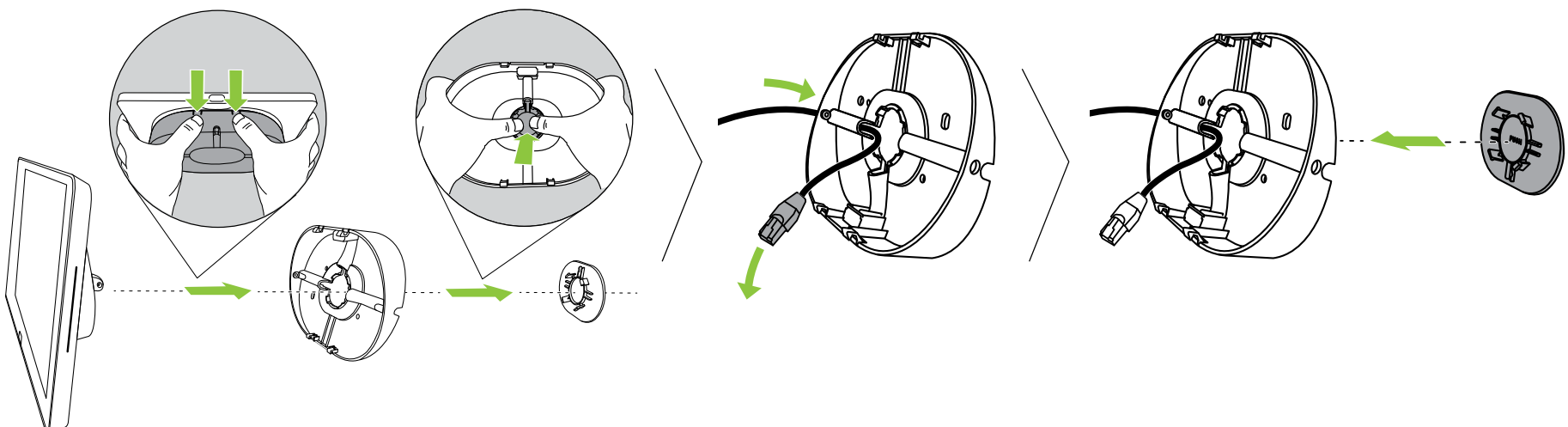
Use the wedge to mark the correct screw distance and space between the doorframe and the screwheads. Mount the screws (not included) using the wedge to ensure there is a gap between the doorframe and the screws (7.5mm/0.29in).

Hang the Mullion Mount loosely on the screws. Pass the Power over Ethernet cable through the side of the mount.



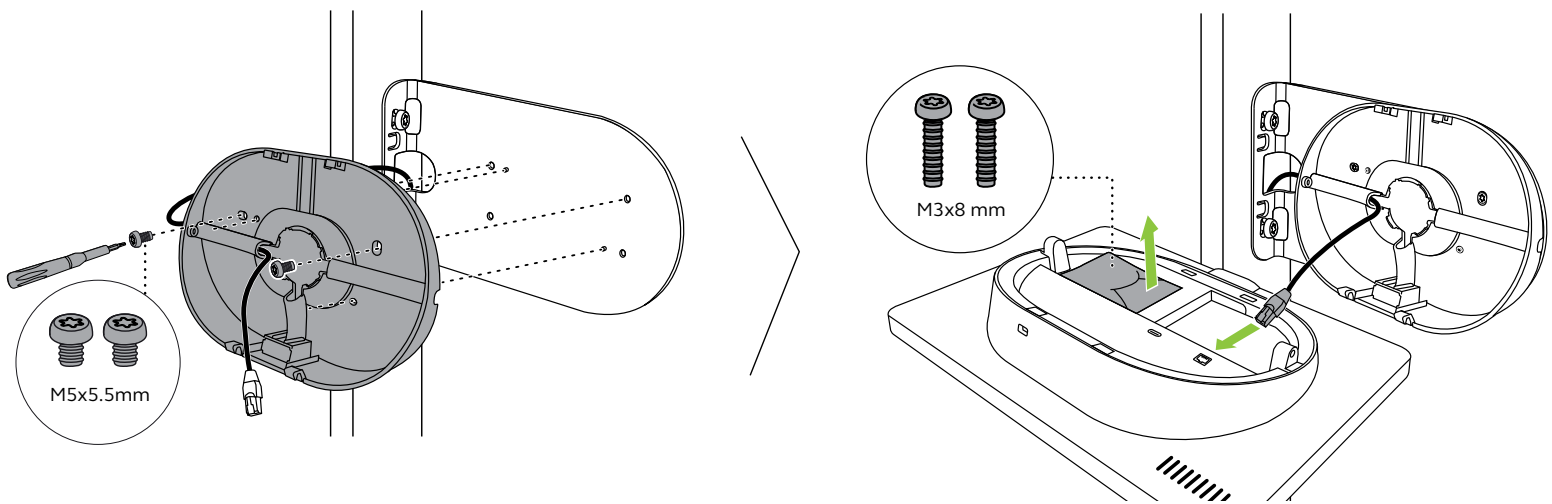
Remove the back cover from the scheduler. Route the Power over Ethernet cable through the side and place the back cover.

The Power over Ethernet cable can be routed through the left or right of the back cover depending on the mounting position.

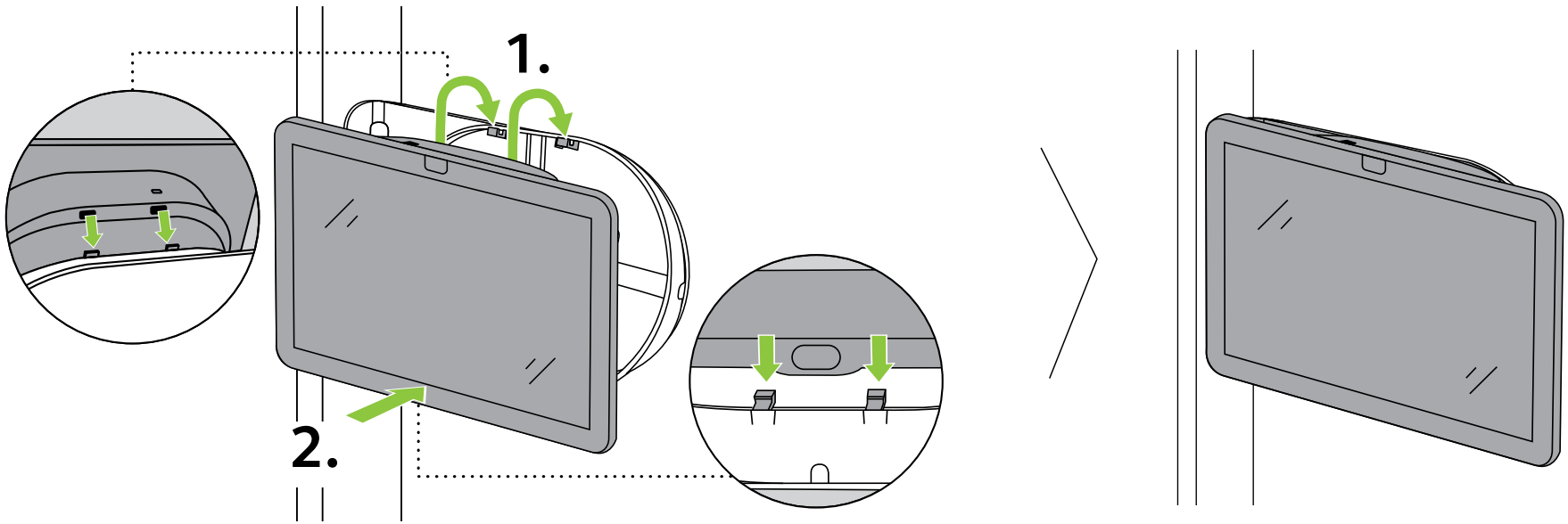


Screw the back cover onto the Mullion Mount using the M5x5.5mm screws (pre-mounted on the mount). Connect the Power over Ethernet cable to the Ethernet port on the scheduler.

Take out the envelope from the back of the scheduler. The envelope contains two M3x8mm screws.

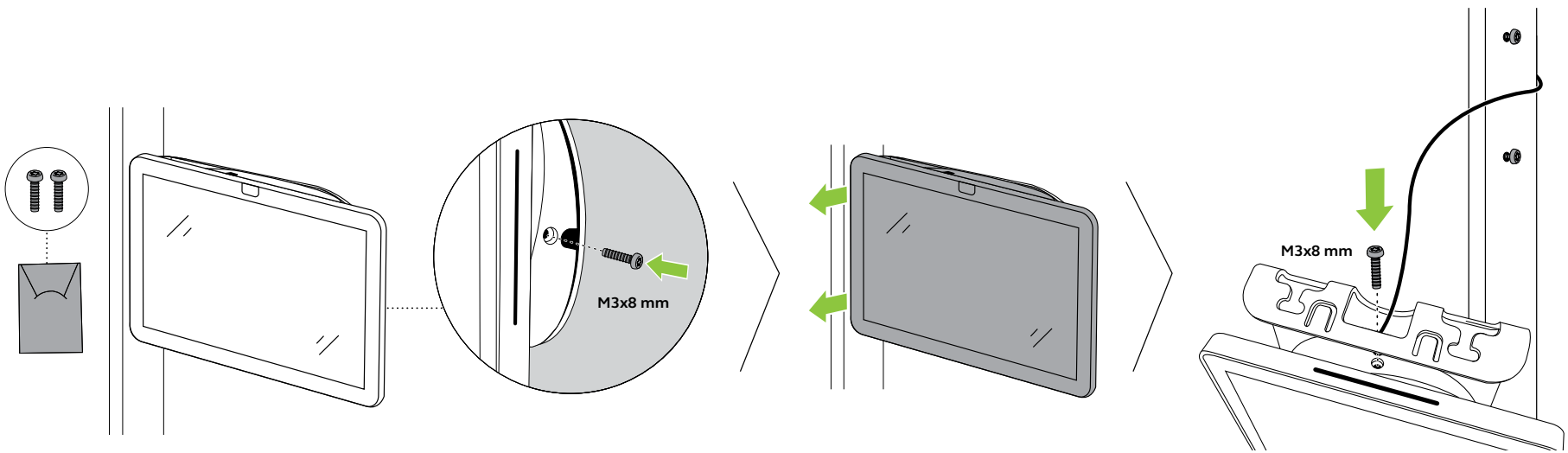


Align the latches correctly and press the scheduler to the back cover until you hear a click.

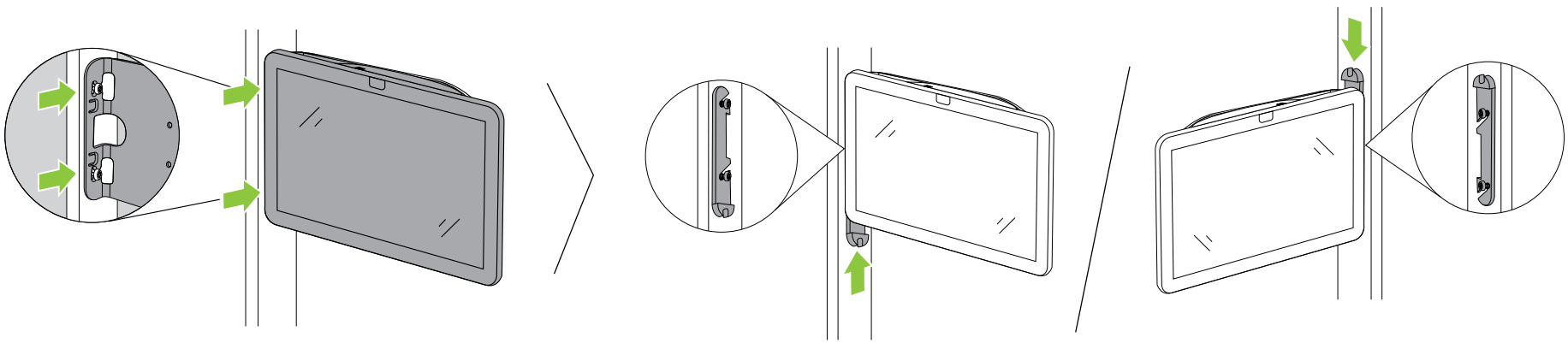


Secure the external side of the scheduler to the back cover by screwing one M3x8mm screw.

Remove the Mullion Mount from the wall screws. Keep the Power over Ethernet cable connected. Secure the internal side of the scheduler to the back cover by screwing one M3x8mm screw.



Re-mount the scheduler. Place the wedge between the Mullion Mount and the wall screws to secure the installation.



4. Configuring

The Jabra Scheduler is easily configured by following the Setup wizard.

The setup includes:

-Language selection and UI configuration

-Date and time setup

-Firmware update

-Link with an organization in Jabra Plus

5. Firmware update

Firmware updates improve performance or add new functionality to Jabra devices. It is recommended to update your Jabra device to the latest firmware available before first use.

Jabra Scheduler firmware updates can be done:

- Remotely using the Web Console for the scheduler
- Remotely using the admin portal of your video conferencing service provider - ideal for mass management
- Remotely using Jabra Plus - ideal for mass management

For local updates using the scheduler, go to **Device settings** > **System** menu and select **Update**.

For remote updates, access the Web Console of the scheduler. Enter the IP address of the scheduler in a browser. If this is the first time accessing the Web Console, the default username is admin and the password is the last 6 digits of the serial number of the scheduler. The serial number of the Jabra Scheduler is available in

the **Device settings** section of the **About** menu.

Firmware updates in Jabra Plus will follow the Firmware policy assigned to the meeting room configuration.

Go to the **Meeting rooms** > **Room configurations** menu and select **Firmware policy**.

6. Restart

The scheduler settings will remain the same when you restart them. You can restart the scheduler using one of the following options:

Web Console – enter the IP address of scheduler in the browser and go to the **System Reset** menu.

Jabra Plus – log in using your Jabra Plus account. Go to the **Meeting room** > **Room inventory** menu, select your organization and corresponding meeting room. Go the action menu on the Jabra Scheduler, and select **Reboot device**.

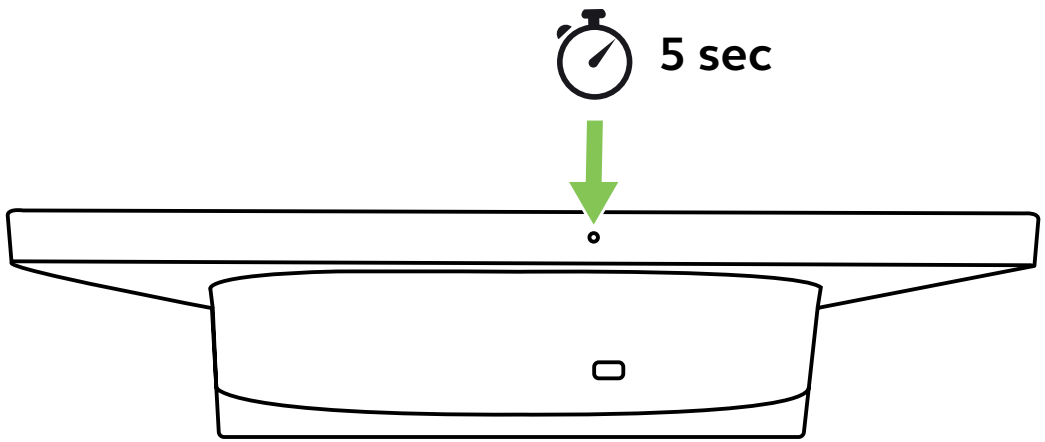
Admin portal of your video conferencing service provider.

Scheduler – Go to the **Device settings** menu in your video conferencing app. Go to the **General > System reset** menu.

Manual restart of the scheduler

Use a paperclip to press and hold the **Pinhole reset** button on the edge of the screen of the scheduler. Release the button after 5 seconds and a restarting message will be displayed on the screen.

The reboot takes approximately 1 minute.



7. Factory reset

Factory reset will restore the scheduler to its factory default settings.

You can factory reset the scheduler using one of the following options:

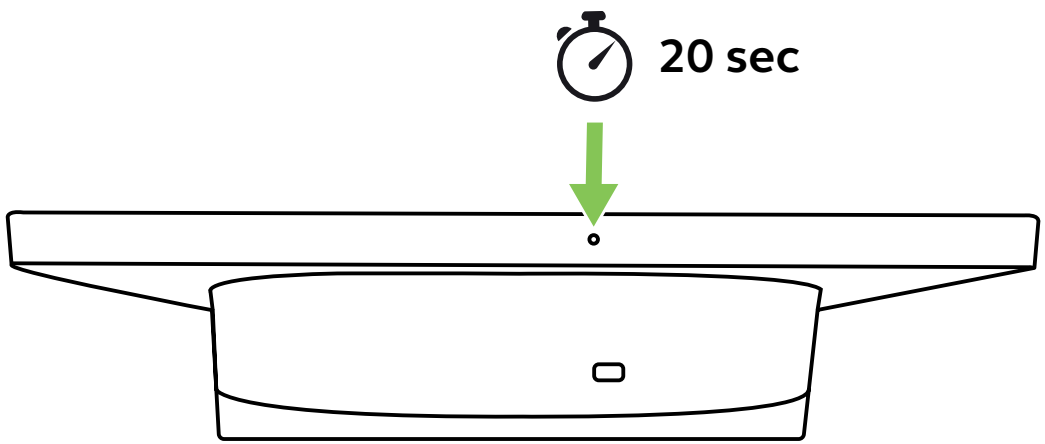
Web Console – enter the IP address of the scheduler in the browser and go to the **System Reset** menu.

Scheduler – Go to the **Device settings** menu in your video conferencing app. Log in as admin and go to the **General > System reset** menu.

Manual factory reset of the scheduler

Use a paperclip to press and hold the Pinhole reset button on the back of the scheduler for 20 seconds until the factory data reset message is displayed on the screen.

The reboot takes approximately 1 minute.



8. Support

8.1 FAQ and technical specifications

View the FAQ, certifications, and technical specifications at *jabra.com/support*

8.2 How to care for your Jabra device

The Jabra Scheduler is for indoor use only.

- Avoid direct sunlight and temperatures above 40°C/104°F or below 0°C/32°F.
- Do not expose the touch controller or cables to rain or other liquids.
- Do not position the devices near the vents of a monitor or TV as this may cause the devices to overheat and malfunction.
- Clean the surface with a screen cleaning cloth.