Jabra Xpress

User manual



1.	What to know before you start4
2.	SOC II declaration5
3.	Registration in Jabra Xpress6
4.	Navigation in Jabra Xpress8
	4.1 Home
	4.2 Devices
	4.3 Analytics
	4.4 Package Administration
	4.5 Xpress Administration
5.	First deployment of Jabra Direct
6.	Overview of connected
	devices34
7.	Manage devices36
8.	Analytics40
9.	First time deploying and provisioning PanaCast 50 42
10.	Jabra Xpress On-Premise 45

What to know before you start

Here are a few things you need to know before you start using the Jabra Xpress.

- a) If you were using a previous version of Jabra Xpress, be aware that you must reconfigure settings, firmware, etc.
- b) Jabra Xpress supports the following browsers: Chrome, Firefox, Safari and Edge.
 Important-Internet Explorer is not supported.
- c) Data from the Jabra Direct application is sent to the Jabra Cloud, hosted by Microsoft Azure.
- d) Be aware that some of the data shown in the dashboards is product dependent. Therefore, as Jabra builds and releases new products, it also continues to build relevant dashboards.
- e) The end-user must have administrator rights to install Jabra Direct and the Jabra Firmware Updater.
- f) Jabra Xpress & Jabra Direct support onpremise deployment.

2. SOC II declaration

SOC II is an international security standard and in terms of Jabra Xpress and Jabra Direct, Deloitte has made the SOC II declaration stating that the use of this software is compliant with the standard. This means that the software and the processes around the software are secure and data is collected, processed and stored with a focus on confidentiality. We offer a one-pager where you can read more about this in the following link.

3. Registration in Jabra Xpress

To get started, you must first register in Jabra Xpress and set up a user profile. To do this:

- 1. Visit xpress.jabra.com
- 2. In the Login dialog window, click Register.



 In the Register dialog window, fill out the Company name field, the User ID field and Password field. When you are finished click Register.



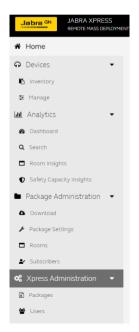
Note: There is no password recovery option, so ensure you have noted down the password.

Tip: When you log in for the first time, it is recommended that you create a second administrator user by navigating to **Administration** -> **User management**.

4. Navigation in Jabra Xpress

Once logged in, you have access to the Jabra Xpress environment and can manage Jabra devices

The left navigation bar in Jabra Xpress lets you quickly access all the features in the application.



4.1 Home

The **Home** tab shows a general overview and status of your devices, utilization of deployments, your most used Jabra devices, important notifications, and other details. You can click each card header to open the relevant page associated with it.



4.2 Devices

This tab contains two sub-tabs related to inventory and managing of your Jabra devices.

Inventory Tab

All devices in your inventory are listed in this sub-tab. Products from the vendors Poly and EPOS are also visible in this view.

The Inventory tab provides insight on the number of devices. Additionally, the firmware overview indicates if a newer firmware is available for a given device currently managed by the administrator role.



Manage Tab

Lets you manage your Jabra devices, allowing you to choose the firmware and change the settings for each device.

Settings managed by the administrator role are not configurable on the end-user computer. Instead, the parameter may appear with a lock icon.

Note: Before you can manage a device, you must first select it from the **New Devices Found** list.



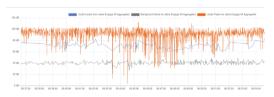
4.3 Analytics

This tab contains several sub-tabs that display a number of dashboards, providing you with a wide range of analytics data.

Note: Access to analytics data is dependent on the headset used. Currently Jabra Engage 50 and the Jabra Evolve 2 product series are supported. For some tabs, data is shown only if you have PanaCast or PanaCast 50 devices.

Dashboard Tab

Provides you with smart analytics that can help solve agents' call issues, display audio levels, background noise, show malfunctioning microphones as well as headset usage analytics among others.



Search Tab

This tab lets you identify the Jabra device and the firmware being used. For example, this can be helpful when a user files a ticket in the reporting system to check if the Jabra device is adhering to its firmware/settings policies.

Administrator level users can also export the data in.csv file format for a more structured analysis.



Room Insights Tab

This tab provides analytics information about meeting room(s), such as capacity thresholds, room usage, device use and others. Be aware that utilization data in this sub-tab is visible only after meeting room(s) have been created. For more information, read the To create a meeting room procedure in the **Rooms** tab.

Note: Data generated in the Room Insights tab is only supported by the following Jabra devices:

- Jabra PanaCast
- Jabra PanaCast 50

The following are some of the insights collected for an individual meeting room:

- Room capacity information, safety capacity, device name, serial number, and time zone that the product is set to.
- Time ranges from which you need the utilization data to be represented from. Data in Jabra Xpress for room usage is kept for 30 days. To track data for a longer period, you can use the Export function.
- Average Room Usage shows the usage of a meeting room. Usage can be both when the camera is actively used in a conference call or

when a person enters the meeting room for a private purpose. Statistics in both scenarios are collected and calculated.

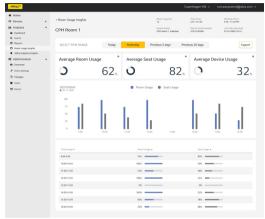
- Average Seat Usage is a representation of the average number of users in the meeting room when it is used – both when the camera is in active use and while idle.
- Average Device Use is a representation of frequency of video camera usage when the meeting room is occupied.
- Room usage vs Seat usage utilization to identify patterns on days where the meeting room is heavily/rarely used.
- The last section of the page is a tabular view of the meeting room to show an hourly view of meeting room usage and seat usage.

Note: Meeting room data is stored for the previous 30 days only (like the rest of the data in Jabra Xpress) therefore it is important to export the data in case you need statistics for more than 30 days.

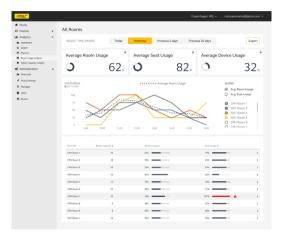
Important disclaimer:

The Jabra PanaCast Room Insights feature provides data on room occupancy to aid in IT and facility management decisions. For various reasons, 100% accuracy can never be ensured. This can be due to a variety of factors including people being obscured behind other people or furnishings, being seated beyond the maximum supported distance

from the camera (refer to guidance on camera distance at www.jabra.com) or the inherent nature of AI based technologies being unable to always deliver 100% accuracy. However, as the Room Insights data is averaged over the course of a longer period, non-persistent false detections are generally not a significant concern.



You can also get a full accumulated overview of all meeting rooms. In that case, Average Room Usage, Average Seat Usage and Average Device Usage is an average of all meeting rooms. The chart can be configured to include all meeting rooms or for the user to select which rooms to show.



Tip: If you have created more than one room, you can switch between meeting rooms from the drop-down menu under Room Name. In the Select Range field, you can manually enter the date or click the field to select the day from a calendar from which you would like the data to be shown. Be aware that dashboard data is only available for the previous 30 days.

Safety Capacity Insights Tab

The Safety Capacity Insights dashboard shows a total view of the meeting rooms created in Jabra Xpress and their compliance (or the contrary) with company-defined safety regulations.

Note: Safety Capacity Insights is only supported by the following Jabra devices:

- Jabra PanaCast.
- Jabra PanaCast 50.

The following are some of the elements available in the Safety Capacity Insights dashboard:

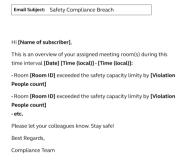
- Select Time Range shows data for a specified period and for an individual meeting room.
- Rooms Within Safety Capacity shows the total number of meeting rooms fulfilling the capacity threshold.
- Rooms Exceeding Safety Capacity shows the total number of meeting rooms not currently following the defined safety capacity regulations.
- Total Safety Capacity Violations shows the number of violations or exceeding issues

occurred for all rooms. This count increases when a safety capacity exceeding occurs on a given meeting room.

- Total People Count Exceeding Safety Capacity shows the total number of people exceeding the capacity thresholds. It indicates the number of people in which the meetings rooms are exceeded by.
- Violation Overview illustrates when a safety capacity breach has occurred, in combination with the number of people the violation was exceeded by.
- Safety Capacity Overview is a list that provides a text/log version of the incidents occurred for a meeting room and the exceeding number.
- Violation Notification lists the following information:
 - o Date & time when a safety capacity breach has occurred.
 - o The meeting room committing the violation.
 - o The people count exceeding the threshold.
 - o The name of the notifier which is informed

about the capacity breach (for more information on this element, navigate to the **Subscribers** section).

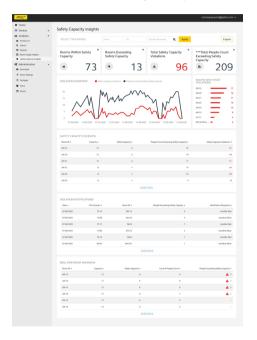
- Real Time Room Overview shows a real time view of meeting rooms and their safety capacity data.
- Safety Capacity breach occurrences lets you notify certain persons e.g., facility manager, when a safety capacity regulation is not met.
 - o When you define a notifier, the recipient of the incident receives the following email:



Important disclaimer on Safety Capacity Insights

The Jabra Safety Capacity Insights feature provides an additional tool in helping ensure room occupancy compliance. For various reasons, 100% accuracy can never be ensured. This can be due to a variety of factors including people being obscured behind other people or furnishings, being seated beyond the maximum supported distance

from the camera (refer to guidance on camera distance at www.jabra.com) or the inherent nature of AI based technologies being unable to deliver 100% accuracy at all times. As such, The PanaCast Safety Alert feature should be used to supplement other occupancy compliance measures and should not be solely relied upon.



4.4 Package Administration

The **Package Administration** tab in Jabra Xpress is where you can download an instance of the Jabra Direct software to be deployed to your users, and where you can administer your Jabra Xpress users and their privileges. You can also configure the instance of the Jabra Direct application to your preference.

Download Tab

This tab lets you download the Jabra Direct software for Windows or Mac. This is also where you agree to the End User License Agreement.

Package Settings Tab

Lets you control the experience of Jabra Direct for the end-user. As an example, you can select the preferred softphone for the end-user, among other settings.



Rooms Tab

The **Rooms** tab can help you obtain insight on meeting room usage to outline capacity thresholds, peak periods, and other information. To do this, you must first create a meeting room.

Note: The Rooms tab is intended for Jabra PanaCast devices only.

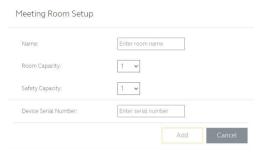
To create a meeting room

1. In the Meeting Room dialog box, enter your PanaCast device's serial number.

You can find the serial number of your device by looking at the product package or from the Jabra Direct application by connecting the PanaCast camera to a PC running Jabra Direct and navigating to **Device Settings** > **Product Information** section. Ensure you enter the correct device serial number as Jabra Xpress does not validate the entered field.

- 2. After you enter the serial number, you must define the following fields:
 - o **Name**: The name of the meeting room in Jabra Xpress dashboard
 - o **Room Capacity**: Enter the capacity (in number of participants) of the meeting room.

o **Safety Capacity**: Enter a desired limited capacity due to safety regulation reasons. For example, Covid-19 related restrictions. Be aware that the safety capacity cannot be greater than the room capacity. The default value is none.



3. Click Add.

Once a meeting room is created and configured, usage of the meeting room begins to populate data in the **Room Insights** section of the Jabra Xpress dashboard.

Subscribers Tab

The **Subscriber** tab is intended for PanaCast users who want to actively be notified in case of a capacity breach in a meeting room. To achieve this, you must first create a notifier and define some parameters of frequency and the room(s) that the notifier is associated with.

To create a notifier

- 1. In the left navigation bar, navigate to Package Administration > Subscribers.
- On the right pane, in the Manage Subscribers page, click Add.
- In the Subscriber dialog box, in the Name and Email fields, enter the subscriber's name and email address respectively.
- 4. In the **Notification Frequency** section, select the relevant frequency.
- In the Rooms section, check the box of the room(s) that the subscriber should receive notifications from.
- 6. Click Save.



4.5 Xpress Administration

The **Xpress Administration** tab contains two sub-tabs that let you configure your Jabra device settings packages as well as manage those users and their access rights to Jabra Xpress.

Packages Tab

Here you can see the packages / groups that you have in your environment. A package is a configuration of settings that can be deployed for a group of clients to have the same setup and settings.

You can create as many packages as you want and must also ensure that the computers/ PanaCast cameras are configured with the correct package IDs to provide a Bulk vs Single device configuration capability.

User Management Tab

In this tab, you can create and manage the user profiles and permissions that have been set up for your company. Jabra Xpress specifies two roles, one with read and write permission rights for the administrator role and one with read-only permission rights for the supervisor role.

First deployment of Jabra Direct

To begin managing Jabra devices in your organization, there are a series of steps such as configuring settings for Jabra Direct, downloading and deploying the Jabra Direct software to each PC/Mac connected to the Jabra devices you want to manage, and getting an overview of your software packages.

Configure settings for Jabra Direct

The settings in this procedure are relevant to the Jabra Xpress application and are not related to device firmware updates or device settings.

- In the left navigation bar, navigate to Package Administration > Package Settings.
- To define the setting, check the relevant box associated with that setting
- 3. When you are finished configuring the settings, click **Save** to save your changes

Note: Be aware that once you save the setting, the end user is not able to change it. If the box is not checked and you do not save your changes, the setting can be changed by the end user.



Description of settings

- Enable Feedback: Sets if the Jabra Direct client gives the user access to give feedback on Jabra Direct and Jabra devices. Feedback is sent to the Jabra quality team to ensure suggestions received can improve the overall experience of using Jabra Direct
- Analytics Endpoint: Specifies the location where analytics data is stored. If you do not set this endpoint, analytics data cannot be collected
- Show Desktop Notifications: Enables native desktop notifications with messages from Jabra Direct
- Show Application Icon in Tray: Shows and enables access to the Jabra Direct application from the desktop tray
- Presence Synchronization: Syncs the status of your connected Jabra device with the

status of your softphone. For example, if you are marked as **Busy** in Microsoft Teams, then the Jabra Evolve 80 headset also indicates **Busy** with its LEDs.

 Preferred Softphone: Choose the preferred softphone to be used with connected devices

• Backend Endpoints:

- o **Analytics Endpoint**: The URL where headset data is sent to. If this field is empty, you cannot use Jabra Xpress
- o Manifest URL: This is used for the onpremise solution and shows the location where Jabra Direct must look for retrieving headset information such as settings, images, etc.
- Firmware URL: This is used for the on-premise solution and shows where Jabra Direct must look for firmware files
- Privacy (Collecting Personal Data): When enabled, Jabra Direct sends username and PC name to the backend along with device data. Enabling this option allows the administrator user to use the Search function located in the Analytics section.

To Download Jabra Direct

The next step is to download the Jabra Direct software packages. You can choose either the Windows or macOS version. The identification key in the application is automatically generated and linked to the company you created when you first registered.

- In the left navigation bar, navigate to Package Administration > Download.
- 2. In the right pane, in the **Download First package** page, check the box regarding the End User License Agreement.
- 3. Click the relevant **Windows** or **macOS** button to download Jabra Direct.



To Deploy Jabra Direct

After you have downloaded Jabra Direct, you must deploy it. Although there are many ways of doing this, the following are two examples:

- You can store the software package at the server of your choice, and then send the link by email to all your users and let them decide when, or if, to install the application.
- Use a deployment system such as System Center Configuration Manager (SCCM) and manage the installation progress for all users.

IMPORTANT - You must run the installation file and not the MSI package. The system does not work without the software installed on the local client. Before deployment, ensure you read the readme.txt file in the ZIP package.

Get an Overview of the Software Packages

The software packages that you created are listed in the Xpress Administration > Packages tab, where you can get an overview of each package and can also edit, download or delete them. You can name every package for easier identification.



Packages provide a way to have different groups with different settings, firmware, etc. For example, if you want a group of computers to have the same settings for Jabra Direct, you can deploy that same package to those computers.

This means that you are able to have different configurations and still maintain them all in the same system.

To see the corresponding inventory or to manage the devices, on the top ribbon on the right-hand side of the screen, click the name of the relevant package.



Overview of connected devices

Once you have deployed and installed your package, the application starts sending data to the Jabra Xpress backend, more specifically to the analytics endpoint.

By default, this data is sent every two hours, but you can also configure the frequency. The results of the data can be seen in the **Home** tab.

All connected Jabra devices, the softphones running on the machines, their operating systems, and the Jabra Direct versions are all visible in the Home dashboard. The data shown in the dashboard spans the last 30 days. Data older than 30 days is automatically removed from Jabra databases.



Further down the screen there is an overview of which firmware the different devices have reported. In the following example, under **Installed Firmware**, one sample of Jabra Engage 75 and one for Jabra Evolve 65 Stereo MS have been identified with firmware 3.4.1.



7. Manage devices

At this point you can manage your devices in the **Devices > Manage** tab.

When you access the **Manage** tab, the first part of the page gives you an overview of your connected devices.



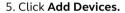
Add a new device

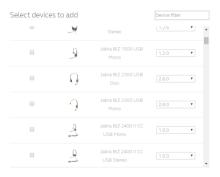
- In the left navigation bar, navigate to **Devices** Manage.
- 2. In the **New Devices Found** list, check the relevant checkbox of your Jabra device.
- 3. Click Add to managed devices.



Manually add a new device

- In the left navigation bar, navigate to **Devices** Manage.
- In the Managed Devices page, on the top right-hand side of the screen, click Add a device. At this point you can see a complete list of all Jabra devices.
- In the Select devices to add dialog box, select your device by checking the relevant checkbox.
- 4. In the drop-down menu, select the desired firmware version you want the device to use.





Note: Products from other manufacturers can also appear in the **New Devices** list. These devices are not manageable through Jabra Xpress or Jabra Direct.

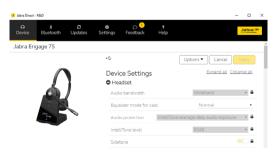
Manage and configure devices

- In the left navigation bar, navigate to Devices
 Manage.
- In the list of devices, click the device you want to manage.
- 3. In the Device Configuration dialog box, you can see the settings that are available for the selected device. Check the relevant box to enable or configure the setting.
- 4. (Optional) In the drop-down menu, you can select the firmware that you want the device to have installed. This means that when you save your changes, all the Jabra devices of that specific model that are running Jabra Direct will have the selected firmware installed.
- 5. When you are finished, click Save.



When you click **Save**, the settings are stored in the Jabra cloud as well as all Jabra Direct applications with this specific device model connected to it. The Jabra Direct client apprunning on the end user PC periodically compares the configuration parameters with the current configuration. If it detects a difference, Jabra Direct automatically changes the settings that you have set, and matches the configuration defined in Jabra Xpress.

The firmware and settings you apply in Jabra Xpress are not adjustable by the end-user. This is now controlled by you via the Jabra Xpress application. For example, if you only changed the **Audio bandwidth** setting to **Narrowband**, users can change any setting except for the **Audio bandwidth** – as now that setting is locked.

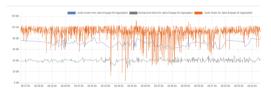


8. Analytics

In the **Analytics** tab, you can visualize data and generate reports.

Dashboards

Some Jabra devices such as Engage 50 and Evolve 2 lineup – offer visualization of audio parameters such as showing the background noise level during an active conversation or indicating whether the microphone boom-arm is positioned correctly or not by the user, as well as other parameters.



Search



In the search panel you can search for usernames, computer names and device names. For example, you can search for the Jabra Engage 65 headset and you can find all entries with this device for all users and all PCs.

To use the Search functionality, in the Package Administration > Package Settings tab, you must check the Privacy (Collecting Personal Data) checkbox.



First time deploying and provisioning PanaCast 50

The Jabra PanaCast 50 device can be provisioned to Jabra Xpress in multiple ways. The following is an example of a standard deployment scenario.

To deploy a PanaCast 50 device

- Connect the PanaCast 50 to a PC already running the Jabra Xpress client.
- 2.Go through the onboarding wizard using Jabra Direct, and when prompted to insert the Jabra Xpress URL, paste the URL link into the Jabra Xpress URL field.





- Once you have entered the URL, click Continue. At this point the application validates the entry.
- 4. Complete the onboarding wizard and afterwards navigate to the **Home** tab.
- 5. Within approximately one hour, the PanaCast 50 device appears in the **Devices > Manage** tab.



At this point you are able to either mass configure, or single device manage the PanaCast 50 camera from within Jabra Xpress – this is ultimately defined in the Package ID URL used when provisioning the product.

If the same URL as the one used in the Jabra Xpress package, then the product(s) will be bulk configured – if you have inserted a custom URL of a Package ID specifically created for a single PanaCast 50 product, then you are able to configure the products individually.

Jabra XpressOn-Premise

Jabra Xpress & Jabra Direct is also available as an On-Premise version. It is possible to deploy Jabra Xpress/Direct to any cloud storage (private or public) or to a server of your own choice inside or outside your organizational firewall

Jabra uses container technology for the On-Premise version of Jabra Xpress using the Docker hub.

The server requirements for this deployment are:

- · A server that can run Linux docker.
- A server that can run a SQL database.

Jabra has documented how to setup the servers and to deploy the containers in the following link:

https://hub.docker.com/r/gnaudio/jabra-xpressfrontend xpress.jabra.com