Owner's Manual

SPECTRUM
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InVision Active Learning POD System™

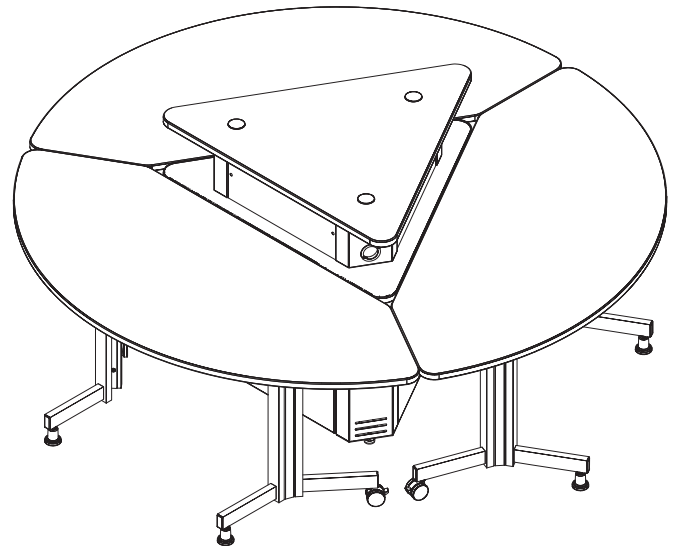| 37109	Table
37110	Center Pedestal
37111	Pedestal Riser
37112	Modesty Panel

Touchboards

205 Westwood Ave, Long Branch, NJ 07740
Phone: 866-94 BOARDS (26273) / (732)-222-1511
Fax: (732)-222-7088 | E-mail: sales@touchboards.com
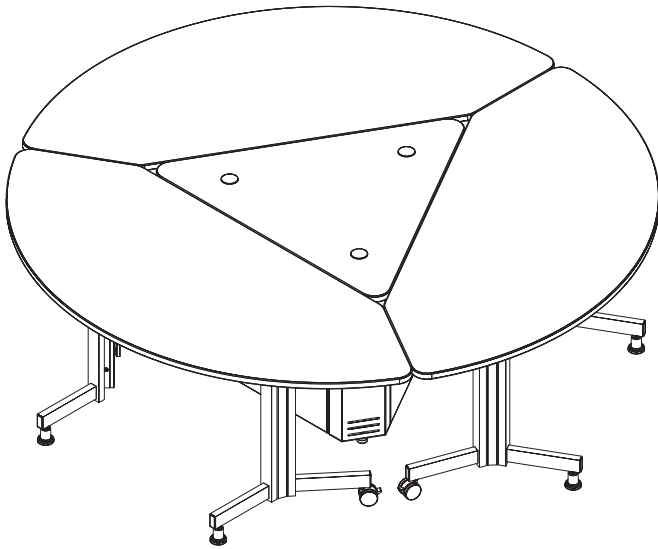
InVision Active Learning
POD System

with optional
Pedestal Riser

CAUTION:
Before using this product, read this manual and follow all safety and operating instructions.

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 15 days of receipt. To report information regarding damages or if you have any questions, please call 1-800-235-1262.

To purchase parts or accessories, please contact us at
www.spectrumfurniture.com
1-800-235-1262
Thank you for purchasing Spectrum products!

SPECTRUM
INDUSTRIES INC.

Made in the USA

Spectrum Industries, Inc
Chippewa Falls, WI 54729, USA

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⚠ Safety ⚠

- Read this owner's manual before assembling or using this table.
- Do not sit or allow students to sit on top of table.
- Do not allow children to move table.
- Move tables slowly and carefully when mobile.

- Keep fingers and hands away from the table edges when moving to prevent pinching.
- For indoor use only. Do not install or store the unit where it will be exposed to weather. Keep unit dry.

Hardware Package Contents

Note: The items shown here represent all the structural components available for the InVision Active Learning POD System. Some of the items shown may not be included with your particular unit-some assembly steps may not apply. Before beginning assembly, please review these instructions.
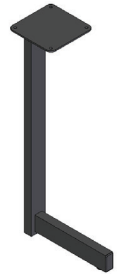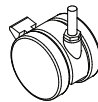
37109 - Table
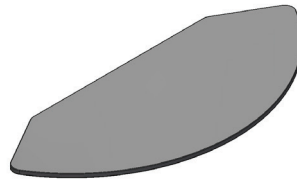
(1) 0113973
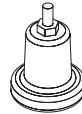worksurface

(2) 0113978
leg bracket

(4) 0113974
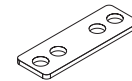leg

(3) Table Parts Bag
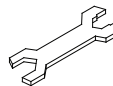
(4) 0105662
stem caster

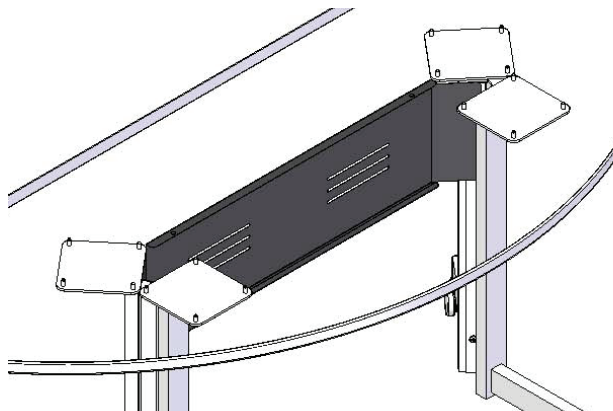(26) 026064
1/4-20 x 5/8" PHMS

(4) 026038
5/16-18 x 5/8" bell glide

(1) 037749
Unit-to-unit bracket

(1) 025069
caster/glide wrench

37112 - Modesty Panel
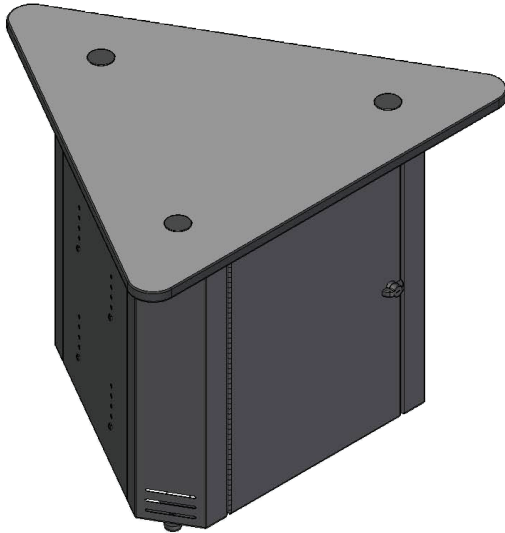
(1) 0114258
modesty panel

Modesty Panel Parts Bag

(2) 026064
1/4-20 x 5/8" PHMS

(2) 0101382
#14 x 7/8" PHSM

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37110 - Center Pedestal
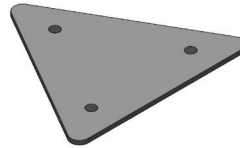
(1) 0113959
top panel
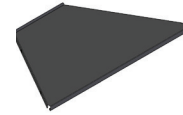
(2) 0113963
shelf

(1) 0113964
door stop bracket
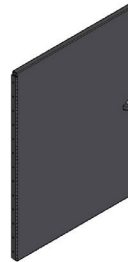
(1) 0113967
door assembly

(2) 0113962
side panel

(3) 0113960
corner column

Parts Bag

(20) 026064
1/4-20 x 5/8" PHMS

(3) 037779
5/16-18 x 1" glide

(15) 0100167
8-32 x 1/2" PH thread
cutting screw

(3) 0113961
floor mount bracket

(3) 041943
1/4-20 locknut

(3) 039622
2" grommet
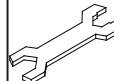
(1) 025069
caster/glide wrench

37111 - Pedestal Riser

(1) 0114245
open panel

(3) 0114243
corner columns

(3) 0114244
instrument
panel

Pedestal Riser Parts Bag

(12) 026064
1/4-20 x 5/8" PHMS

(6) 0102063
1/4-20 x 35mm JC bolt

(6) 041289
1/4-20 x 1-3/4" PHMS

(3) 059984
2.5" Snap-in grommet

(1) 025039
4mm hex wrench

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A. Assemble legs

1. To make a leg assembly, attach a leg bracket (notches facing leg plates **Figure 1B**) to two legs with (4) 1/4-20 x 5/8" PHM screws. **Figure 1A**. Leave these screws loose until the legs are attached to the worksurface. This will help align the mounting holes. Each table requires a left and right leg assembly.
2. Attach the front bell glides and casters as shown.
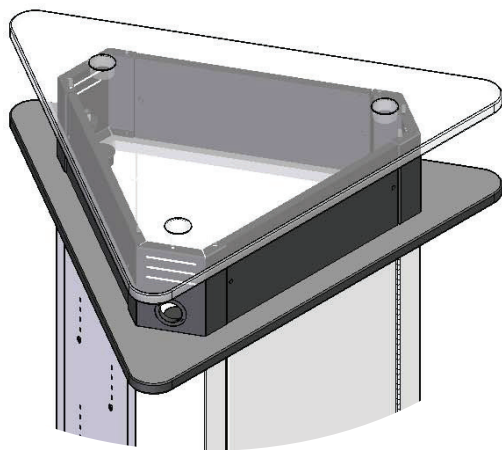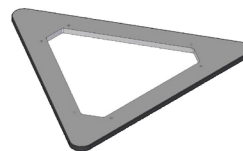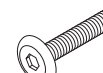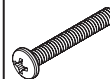3. Repeat this procedure for each set of legs.

Note: Each table comes with (4) casters and (4) glides. The table can be assembled with all 4 casters for frequent mobility, 4 glides for fixed locating, or 2 casters / 2 glides for occasional mobility. **Figure 1A** below shows the 2 casters / 2 glide assembly option.

Tools Required

Phillips Screwdriver

Glide wrench (included)

rear caster

front bell glides

left leg assembly

leg bracket

right leg assembly

leg bracket

rear caster

leg

leg

leg

leg

1/4-20 x 5/8" PHMS (4) per leg assembly

1/4-20 x 5/8" PHMS (4) per leg assembly

Figure 1A

notches facing leg plates

Figure 1B

caster

left leg assembly

bell glide

caster

bell glide

right leg assembly

1/4-20 x 5/8" PHMS (8) per leg assembly

worksurface

B. Attach legs to worksurface

1. Place the worksurface face-down onto a non-abrasive surface.
2. Attach each leg assembly to the worksurface with (8) 1/4-20 x 5/8" PHM screws. **Figure 1C**. Note: Bell glides should be on the curved-side of the worksurface.
3. Tighten all screws securely.
4. Flip table upright.
5. Repeat this assembly procedure on all three tables.

Figure 1C

SPECTRUM INDUSTRIES INC.
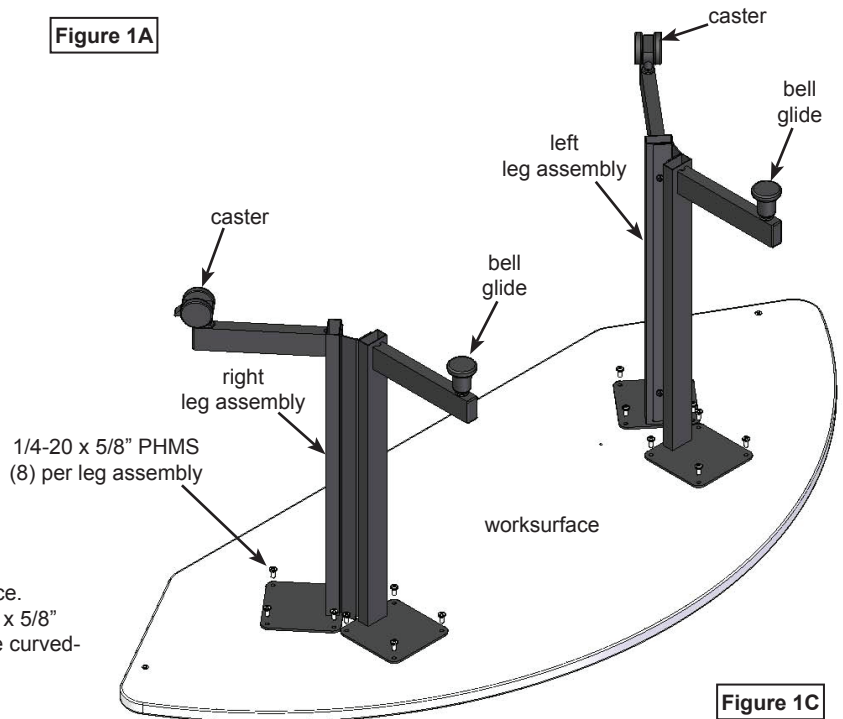
A. Choose pedestal top panel

Tools Required

Phillips Screwdriver

7/16" or adjustable wrench
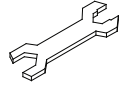
Glide wrench (included)

Option #1:

If you are assembling a standard (flush worksurface) table, install the solid top panel on the center pedestal. **Figure 2A**.

Option #2:

If you will be using the optional pedestal riser, install the open panel (included with the riser) on the center pedestal. **Figure 2B**. Pedestal riser assembly will continue on p.8.

solid top panel

pedestal riser with solid top panel

open panel under riser

pedestal riser

center pedestal

center pedestal
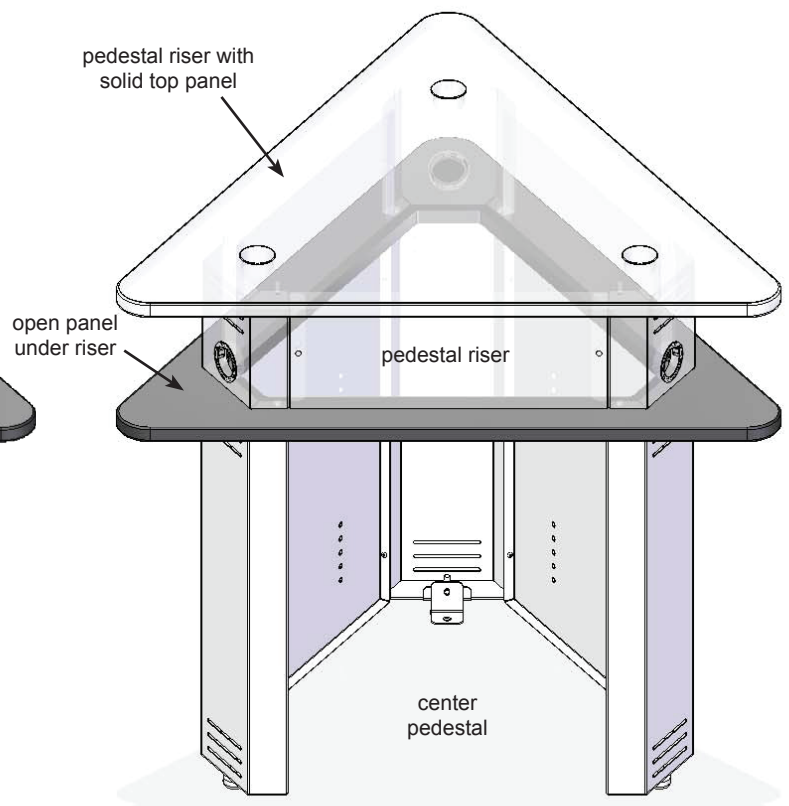
Figure 2A

Figure 2B

B. Assemble pedestal

1. Place the top panel face-down onto a non-abrasive surface. **Figure 2C**.
2. Align and attach the corner columns to the top panel using 1/4-20 x 5/8" PHM screws. Do not tighten completely yet.

> **Note:** If you will be attaching the pedestal riser later with the open top panel, install (1) 1/4-20 x 5/8" PHM screw in the center mounting hole of each corner column. Longer screws will also be used during the riser assembly on p.8 to secure the riser to the corner columns.

3. Attach the (2) side panels to the corner columns as shown with 8-32 x 1/2" PH thread-cutting screws. (4) screws per panel will be used. Tighten securely, but do not overtighten these screws.
4. After the side panels and corner columns are installed, tighten all screws.
5. Install a glide into each corner column.
6. Determine which side you'd like the door to be hinged (from left or right). The door is symmetrical and can be hinged from the left or right side. Attach the door stop bracket to the corner column opposite the determined hinge side with (2) 8-32 x 1/2" PH thread-cutting screws. Tighten screws securely, but do not overtighten these screws.
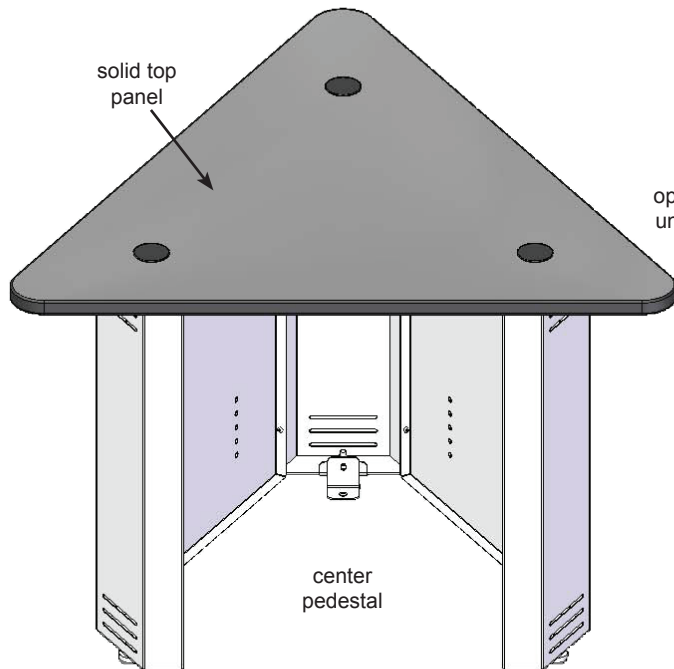7. Optional: If the unit is to be anchored to the floor, attach a floor bracket to each corner column with a 1/4-20 x 5/8" PHM screw and 1/4-20 locknut.
8. Flip the unit over.

door stop bracket
(attach w/ two 8-32 x 1/2" PH
thread-cutting screws)
(door will be hinged on the
opposite side as the bracket)

corner column

floor bracket
(optional)

glides
(3 req'd)

side panel

8-32 x 1/2" PH
thread-cutting
screws (2 per side)

side panel

corner column

corner column

for open top panel install:
(1) 1/4-20 x 5/8" PHMS here only

for solid top panel install:
(3) 1/4-20 x 5/8" PHMS

top panel
(solid shown)

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Figure 2C

Note: If you will be attaching the pedestal riser, install the door, but not the shelves, then proceed with the pedestal riser assembly instructions on p.8.

9. Install the two adjustable shelves at the desired height and attach to the side panels with (4) 1/4-20 x 5/8" PHM screws and tighten securely. **Figure 2D**. Use the lowest set of mounting holes when installing the lower shelf.
10. Attach the door to the corner column (opposite the door bracket) with (5) 8-32 x 1/2" PH thread-cutting screws. Be careful not to overtighten these screws.
11. Install (3) 2" grommets in the top panel.

corner column

2" grommet
(3 req'd in solid top panel only)

top panel
(solid shown)

door

door bracket

8-32 x 1/2" PH
thread-cutting screws
(5 req'd)

1/4-20 x 5/8" PHMS
(4 per shelf)
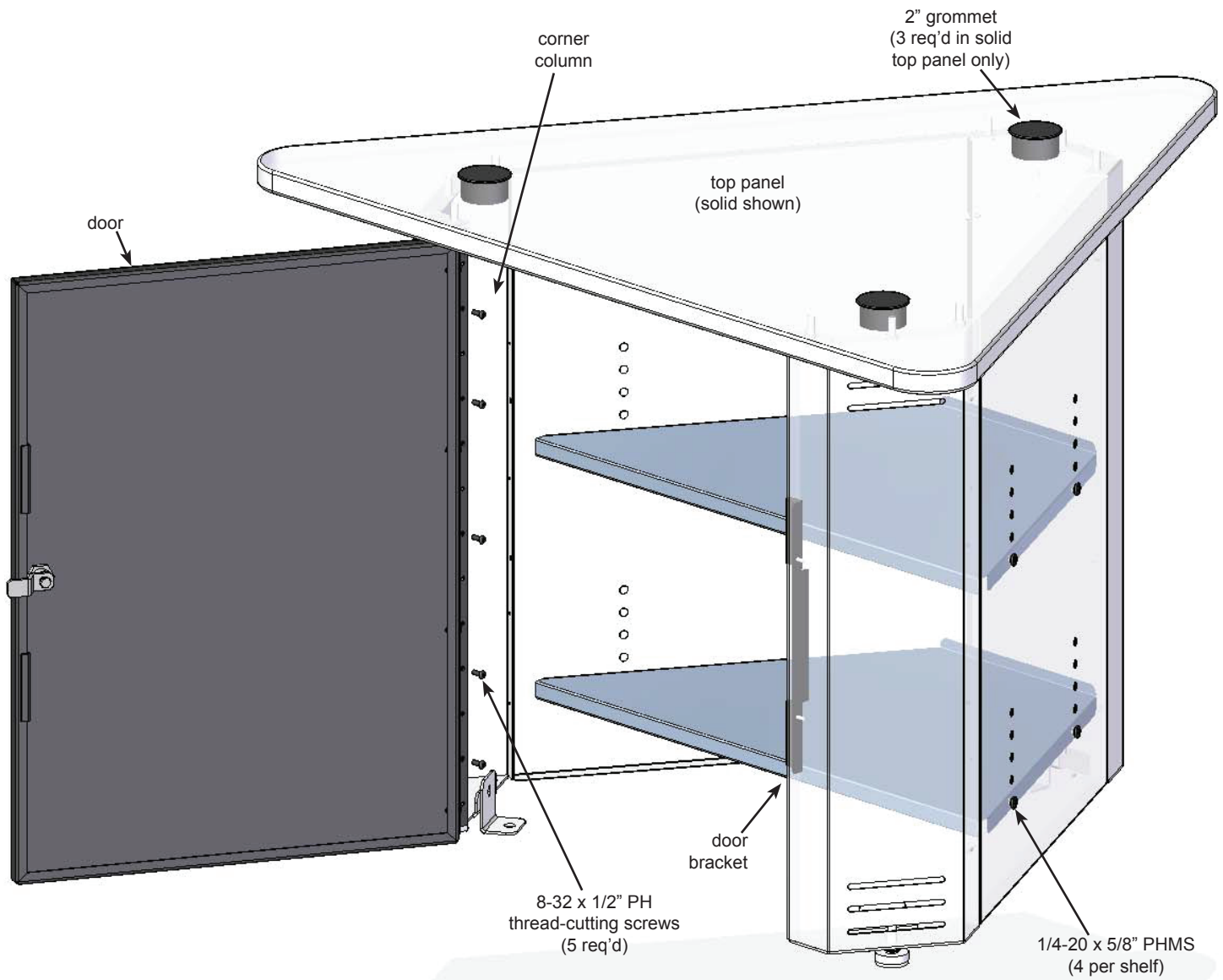
Note: Spectrum recommends using the lowest set of mounting holes when installing the lower shelf to maximize pedestal stability.

Figure 2D

Note: At this point, if you are using the optional floor brackets, place the pedestal into its final location, adjust the brackets to contact the floor and tighten securely. Mark the bracket hole locations onto the floor. These hole locations will be used with anchor fasteners compatible with your specific floor. (Not included.)

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Note: If you are installing the pedestal riser onto an existing pedestal with a solid top panel:

- The solid top panel must be removed and replaced with the open top panel prior to the riser assembly. (See step B1-B2 on p.6 for the open top panel assembly procedure.)
- The shelves should also be removed to provide easier access to the screws underneath.
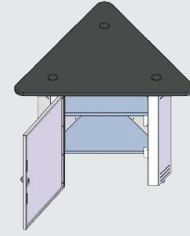
A. Install corner columns

Tools Required

Phillips Screwdriver | 4mm hex wrench (included)

1. Attach each corner column to the installed open panel top as shown with (2) 1/4-20 x 1-3/4" PHM screws. (installed from under the open top panel). **Figure 3A**. Do not tighten these screws completely yet.
2. Install a 2" snap-in grommet into each corner column.

corner column

open top panel

corner column

corner column

1/4-20 x 1-3/4" PHMS (2 per column)

2" snap-in grommet

2" snap-in grommet

Figure 3A

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B. Install solid top panel and instrument panels

1. Set the solid top panel onto the corner columns while aligning the mounting holes. **Figure 3B**. Secure each corner column to the solid top with (2) 1/4-20 x 5/8" PHM screws and tighten securely.
2. Attach each instrument panel to the corner columns with (2) 1/4-20 x 35mm JC bolts. Tighten securely.
3. Tighten all screws securely.
4. Reinstall shelves.

1/4-20 x 5/8" PHMS
(2 per corner column)

solid top panel

1/4-20 x 35mm JC bolt
(2 per panel)

instrument panel

Figure 3B

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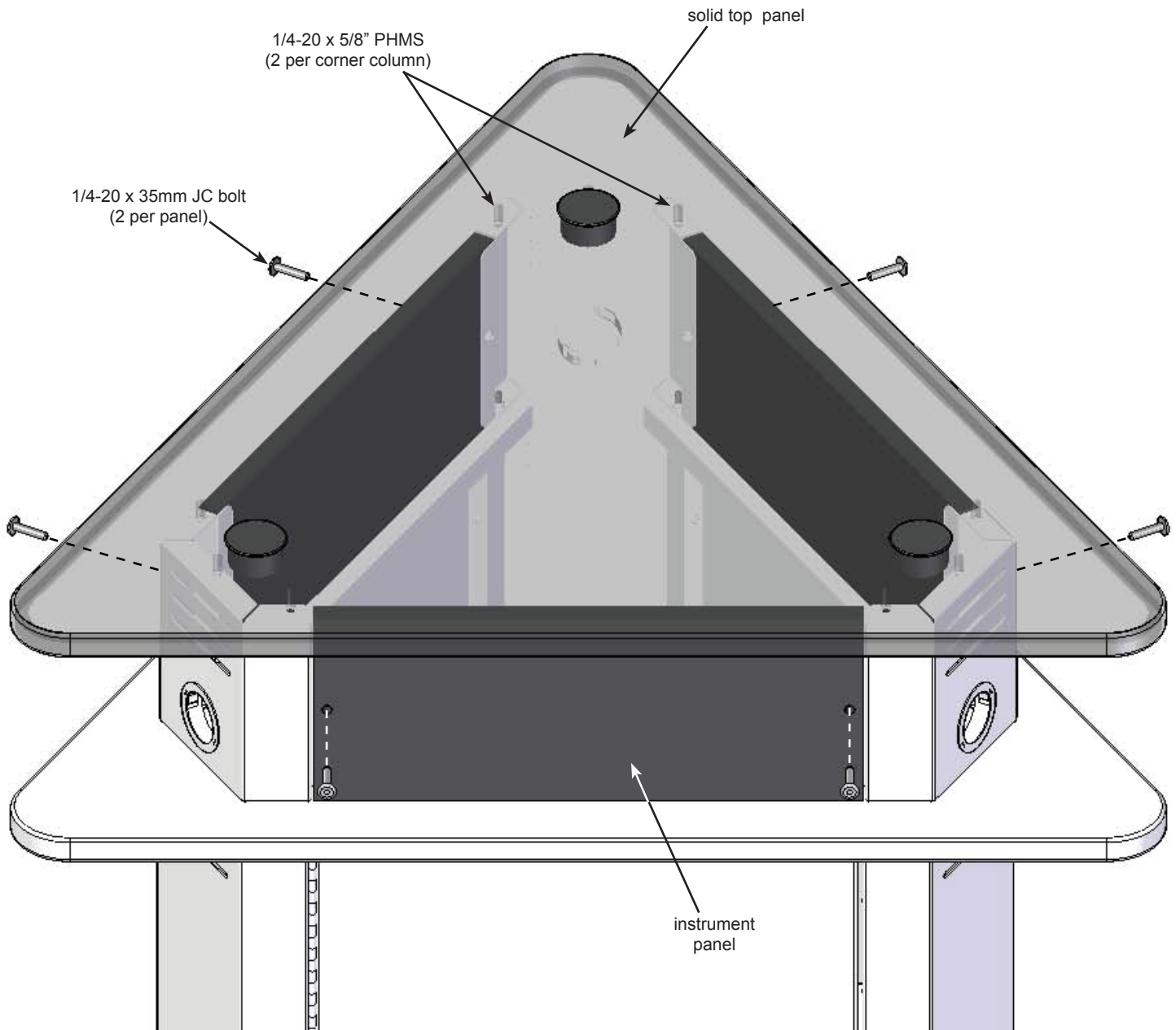
A. Install modesty panel

1. Carefully flip the table over onto a non-abrasive surface. **Figure 4**.
2. Remove the upper 1/4-20 x 5/8" PHM screw from each leg assembly.
3. Orient the modesty panel as shown while aligning the worksurface mounting holes.
4. Install (2) #14 x 7/8" PHSM screws into the worksurface to secure. Do not tighten completely yet.
5. Re-install the previously removed 1/4-20 x 5/8" PHM screws to secure the modesty panel to the leg assemblies.
6. Tighten all screws securely.
7. Repeat this procedure for the remaining tables.

Tools Required — Phillips Screwdriver

1/4-20 x 5/8" PHMS
(remove from leg
assembly before attach-
ing modesty panel)

1/4-20 x 5/8" PHMS
(remove from leg
assembly before attach-
ing modesty panel)

#14 x 7/8" PHSM
(2 req'd)
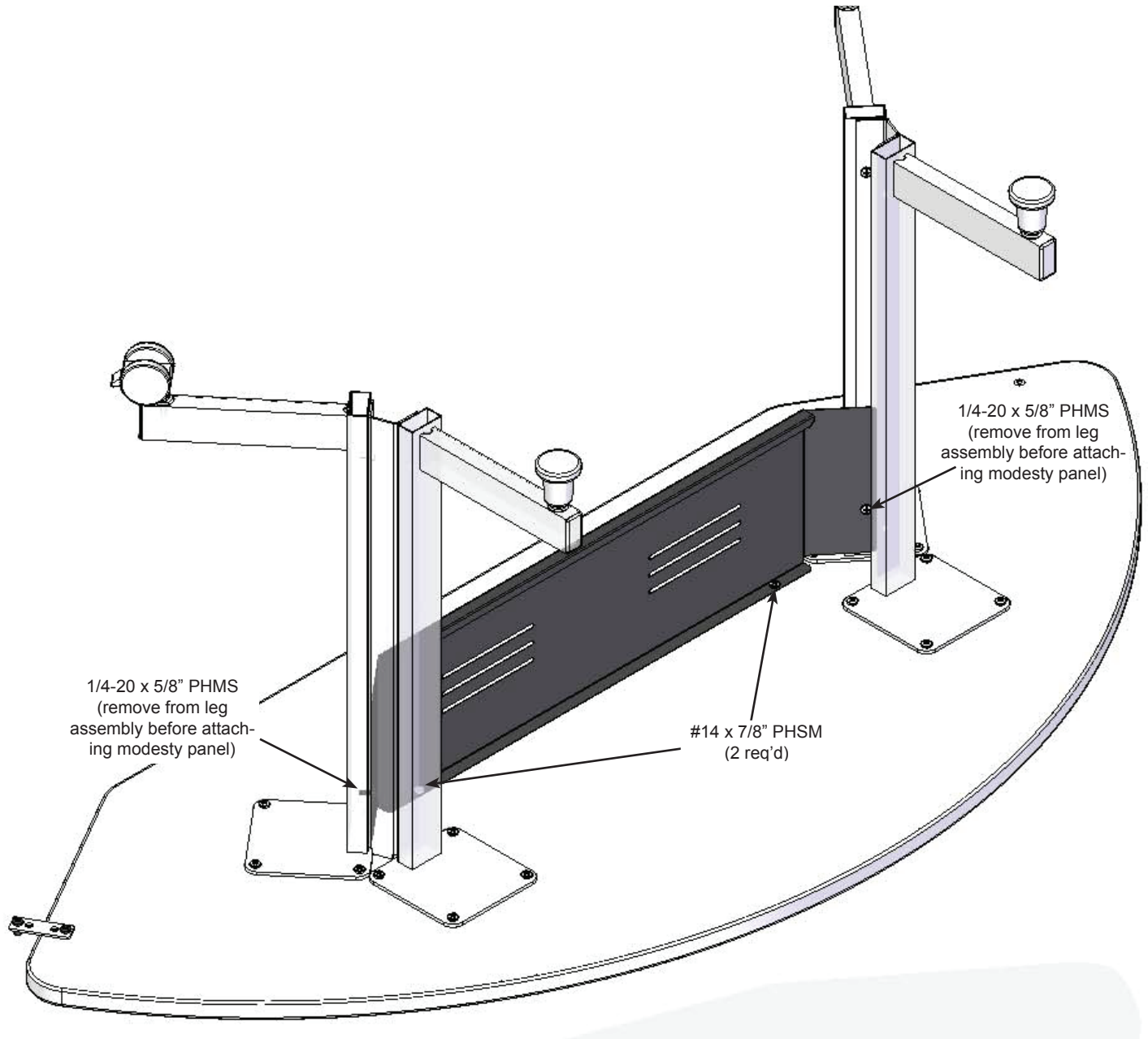
Figure 4

5. Connecting tables together (optional)

A. Install brackets

1. To connect the tables together, place all three tables around the module.
2. Place the unit-to-unit bracket across the table seam and align with the worksurface mounting holes.
3. Attach with (2) 1/4-20 x 5/8" PHM screws. **Figure 5**.
4. Keep screws loose until all three tables are aligned and connected, then tighten securely.

Tools Required

Phillips Screwdriver

unit-to-unit bracket

1/4-20 x 5/8" PHMS
(2 per bracket)

Figure 5
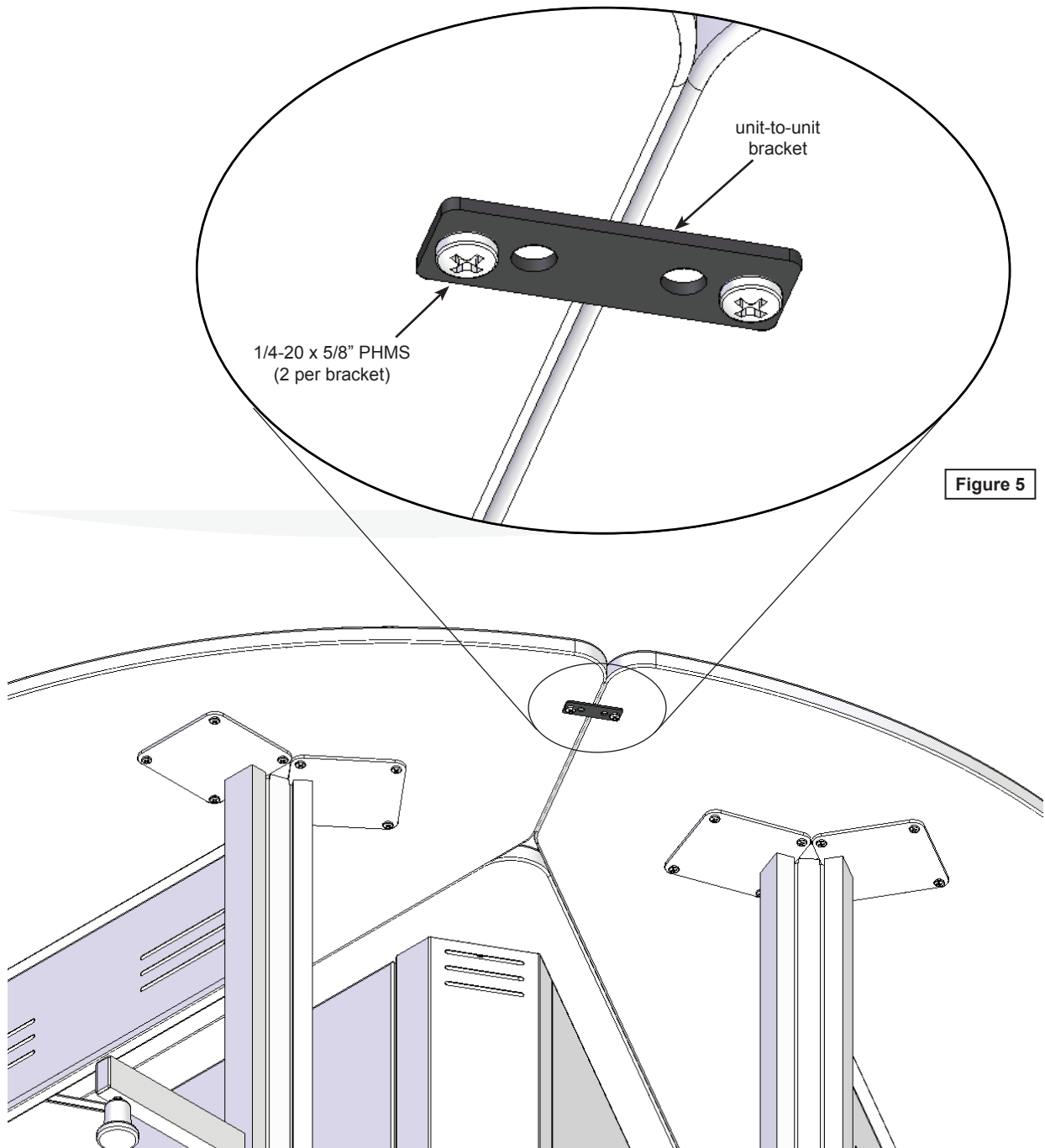
WE WILL MAKE IT RIGHT FOR YOU!
Spectrum is committed to provide complete customer satisfaction. Each of our products are manufactured from the best materials available and each product is stringently monitored throughout the production process through our P.A.C.E. program (Product Assurance to meet Customer Expectations). Our Customer Service Help Line 1-800-235-1262 is ready to provide immediate attention to any questions, comments or concerns. We are available to answer your calls Monday through Friday from 7 am to 5 pm CST, excluding observed holidays. In addition your product comments or concerns are welcome via e-mail at: spectrum@spectrumfurniture.com.

Warranty Statement
We guarantee all Spectrum products to be free of all defects in materials and workmanship, for the original owner, for a period of ten years. Any item deemed defective by Spectrum or the original manufacturer, under normal use conditions, will be repaired or replaced at Spectrum's discretion. This warranty applies to all products manufactured and distributed by Spectrum except the products listed below.

Items that have a varying warranty include, but are not limited to, the following:
• Adjustable Crank/Electric Desk Legs (1 yr)
• Flat Panel Desk Gas Cylinders (1 yr)
• Upholstered Soft-Goods (5 yrs)
• Adjustable Height & Stacking Chair Parts – including frames, gas cylinders, wood and plastic parts, and control handles (7 yrs)
• Adjustable Height & Stacking Chair Casters (2 yrs)
• Chair Upholstery & Textiles (2 yrs of normal use of Soft Goods, Adjustable Height, Stacking, Wood and Metal Chairs)
• Chair Upholstery - Graded-In Fabrics and C.O.M (no warranty)
• Height Adjustable Columns and Lifts (1 yr)
• General Use Casters (1 yr)
• Electrical – Electri-Pak, Power Communication Modules, and special order ECA electrical items (1 yr)
• Electrical - Power Strips & Electrical Timers (1 yr)
• Electrical Surge Suppressors (lifetime)
• Electrical - Retractable Power Cords (1 yr)
• Keyboard/Mouse Trays (1 yr)
• Flat Panel Monitor Arm – General Parts (5 yrs)
• Flat Panel Monitor Arm – Gas Cylinders (2 yrs)
• CRT Monitor Arm (1 yr)

Warranty is void if product is not used for its intended purpose or subjected to an unusual application, multiple-shift use, alteration, accident, abuse or abnormal wear and tear. Representations of colors on-line and in printed materials are meant to be a close reference to the actual colors but not an exact match. Slight variations in color and texture of wood stains, powder coating, laminates, fabrics and other materials are normal in different manufacturing lots; as such these variations are not considered defects.

DESIGNED FOR INDOOR USE ONLY – Unless specifically stated in the product specifications, Spectrum's products have been designed and constructed for indoor use only. Moving or using outdoors, or on excessively rough surfaces, may cause damage to the products and will void the warranty. If an outdoor application is desired please contact us to discuss potential custom design solutions.

The warranty, as stated above, supersedes any previous warranties and is effective as of 9/1/2010

Touchboards
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