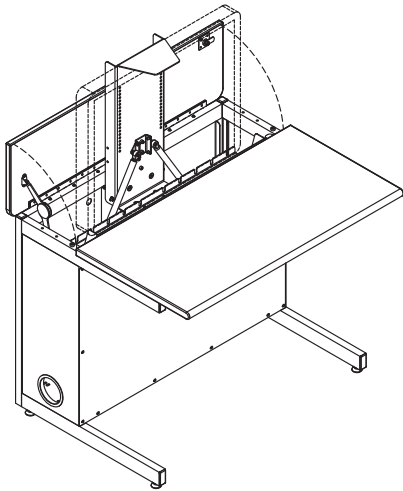
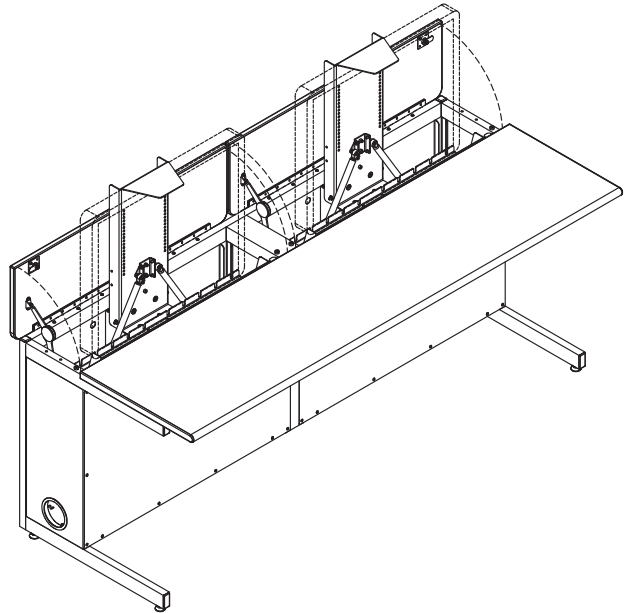


Flex Insight XMS Large Monitor Workstations

38961	36"W Flex Insight XMS workstation
38963	36"W Flex Insight XMS workstation (w/ lock)
38966	72"W Flex Insight XMS double workstation
38967	72"W Flex Insight XMS double workstation (w/ locks)



36" Flex Insight XMS workstation



72" Flex Insight XMS double workstation

⚠ Important ⚠

Before using this product:

- Read this manual
- Comply with all safety and operating instructions
- Ensure all parts and correct quantities are included

Any parts damaged during shipment must be reported within 15 days of receipt. To report information regarding missing parts or damage, to purchase parts or accessories, or if you have any questions, please contact us.

Thank you for purchasing Spectrum products!

Spectrum Industries, Inc
925 First Avenue, Chippewa Falls, WI 54729 USA
800 235 1262
715 723 6750
www.spectrumfurniture.com

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

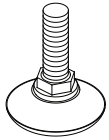


Safety

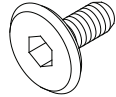


- Read this owners manual before assembling or operating this desk.
- Keep fingers and hands away from the edges of monitor compartment lid and clear of the lift mechanism when raising or lowering to prevent pinching.
- Do not sit or allow students to sit on top of desk or monitor compartment lid.
- Do not exceed the maximum monitor weight rating of 32 lbs.

Hardware Package Contents



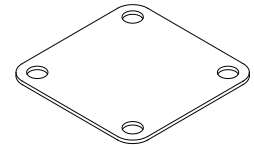
(4) 025068
5/16-18 glides



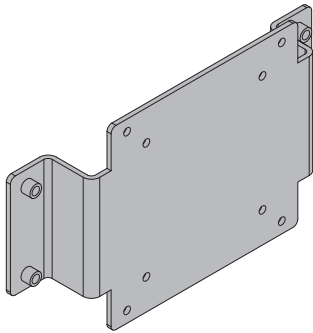
(4) 052605
1/4-20 x 15mm JC bolts



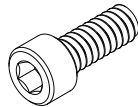
0102376 11" zip ties
(10) w/ single desks
(15) w/ double desks



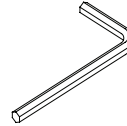
unit-to-unit bracket
(1) 0107574



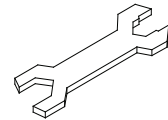
0111920 VESA mount bracket
(1) w/ single desks
(2) w/ double desks



0107683 10-24 x 1/2" SHCS
(4) w/ single desks
(8) w/ double desks



(1) 025039
4mm hex wrench

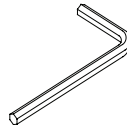


(1) 025069
glide wrench

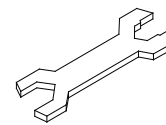
Tools Required



Phillips & flat head
screwdrivers



4mm hex wrench
(included)



glide wrench
(included)

1. Unlock monitor column



Note: Every Flex Insight desk ships with one or two carriage bolts with wing nuts locked in a keyhole slot under the bottom of the keyboard tray. These fasteners prevent monitor column movement during shipping, and will need to be removed to get the monitor column to function. A picture of the bolt and wing nut is shown here from the back side of the desk. To remove, unscrew the wing nut by hand, and slip the bolt out of the keyhole slot. The fasteners should be retained for reuse if you will be transporting the desk in the future.

If you transport the desk (in a trailer or truck) it is recommended to replace the carriage bolt and wing nut. To replace, start the wing nut on the end of the bolt and push the monitor column down into the lowered position. Wiggle the head of the bolt into the slot from the large side of the keyhole. Let the monitor column rise slightly to put tension on the wing nut. Tighten down until monitor column does not move and is secure.

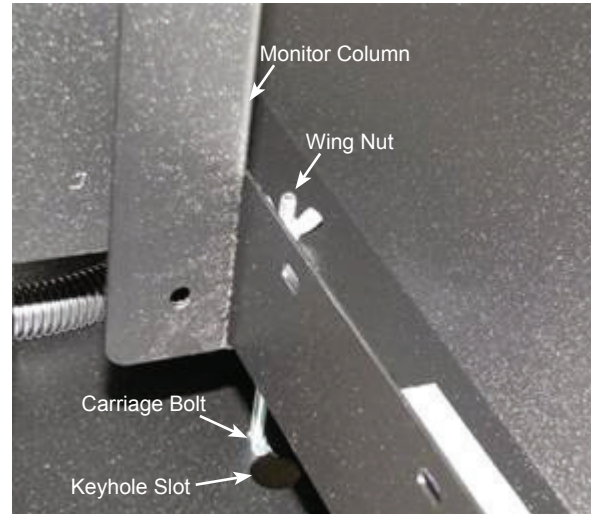
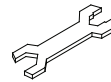


Figure 1

2. Installing glides

- Carefully lift one side of the desk and place a short wooden 4x4 or 2x4 block (or equivalent support) under the leg. This may require two people. **Figure 2.**
- Thread the two glides into the leg, tighten securely, and remove block.
- Repeat this procedure on the other side of the desk.
- The glides can be adjusted with the included glide wrench to level the desk if necessary.

Tools
Required



glide wrench
(included)

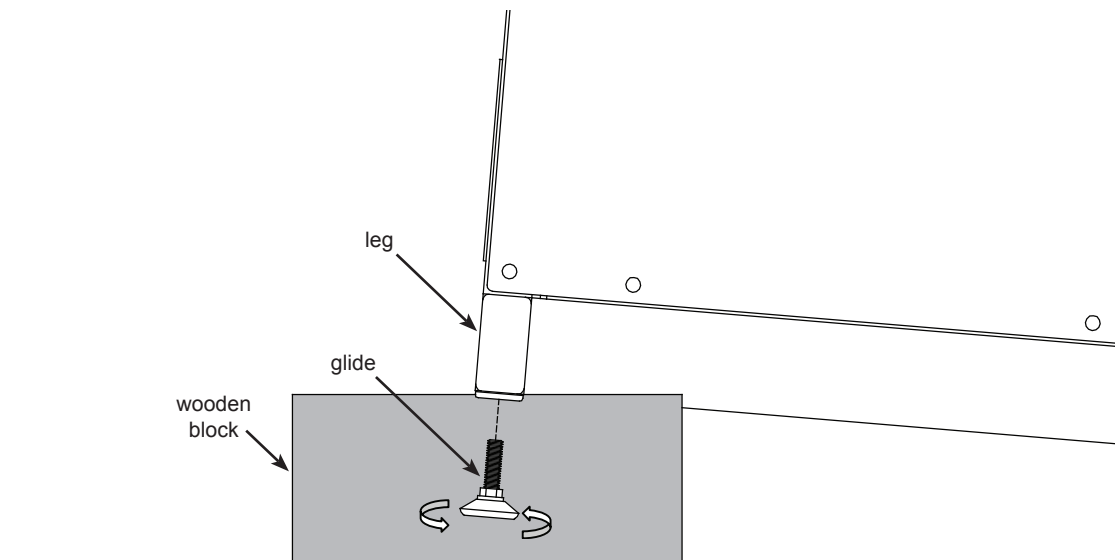


Figure 2

3. Installing monitor

Monitor or all-in-one monitor should not exceed the maximum dimensions shown in **Figure 3A**.

Maximum monitor / All-in-one monitor size

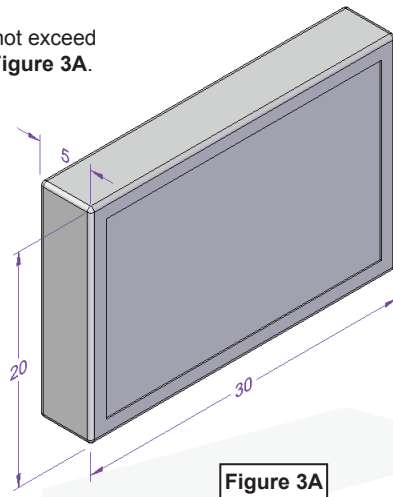
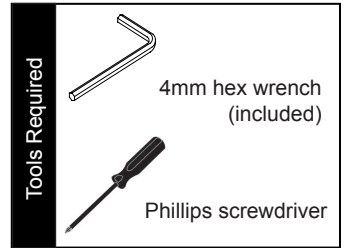


Figure 3A



iMac® (installation option #1)

Attach the Apple VESA mount adapter to the iMac®

1. Attach the "Apple VESA mount adapter" to your iMac® using the instructions provided with the Apple adapter. **Figure 3B**.

To install a pre-2013 iMac®, an Apple VESA mount adapter must be purchased from Apple. This mount is included with 2013 iMac's®

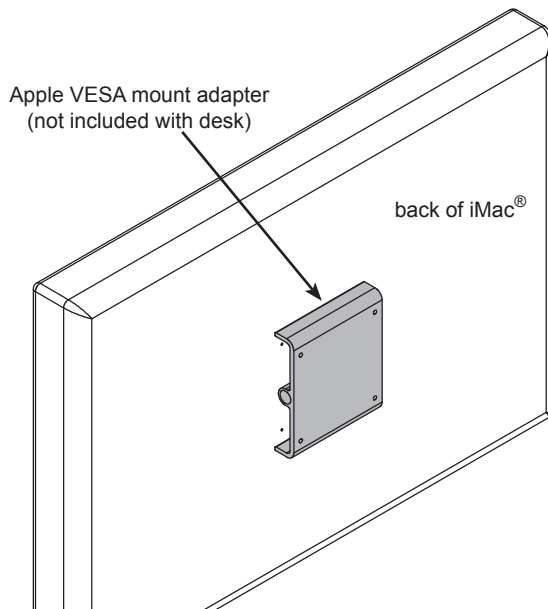


Figure 3B

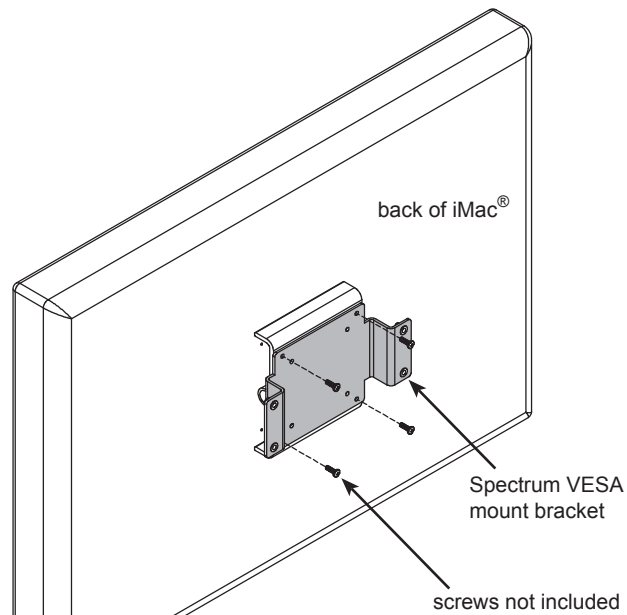
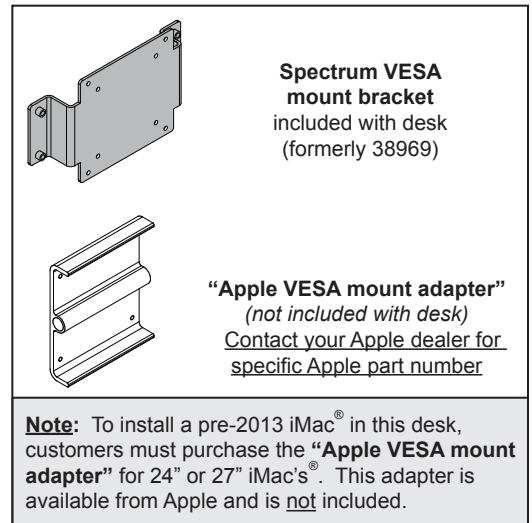


Figure 3C

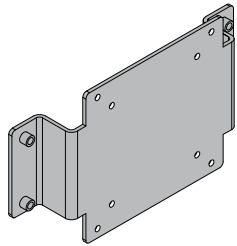
Attach VESA mount bracket to the iMac®

1. Using the 4 screws provided with the Apple mount or iMac®, attach the Spectrum VESA mount bracket to the Apple VESA mount adapter. **Figure 3C**.
2. Tighten screws securely.

All-in-one monitor (installation option #2)

Attach the VESA bracket to the all-in-one monitor

1. Attach the Spectrum VESA mount bracket to your all-in-one monitor using (4) 4mm screws and instructions provided with the monitor. **Figure 3D.**
2. Tighten screws securely.



**Spectrum VESA
mount bracket**
included with desk
(formerly 38969)

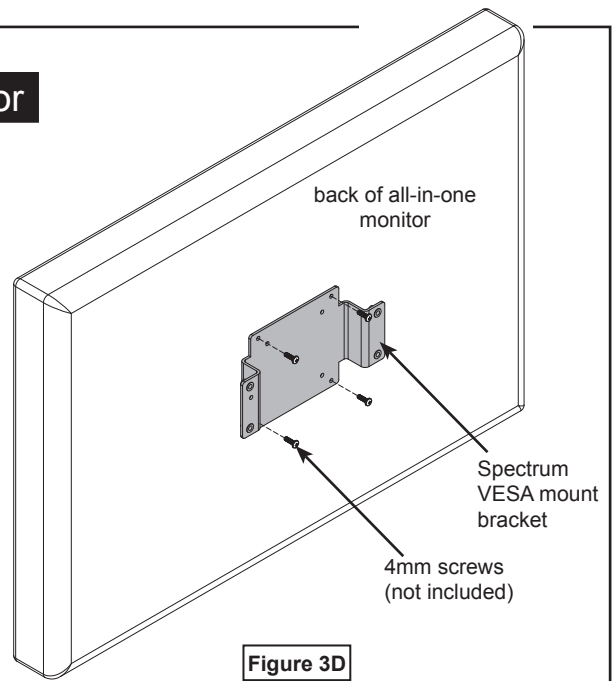


Figure 3D

Attach monitor (iMac® or all-in-one monitor) to the Flex Insight XMS Desk

1. Lift the monitor column all the way up.
2. Position your monitor with the monitor column and align the VESA bracket mounting holes with the monitor column holes. The top edge of the monitor should be positioned directly under, but not touching, the lift bracket.
3. Attach the VESA bracket / monitor to the monitor column with (4) 10-24 x 1/2" screws as shown in **Figure 3E.** The monitor should be fully-supported while installing fasteners.
4. Tighten screws securely.

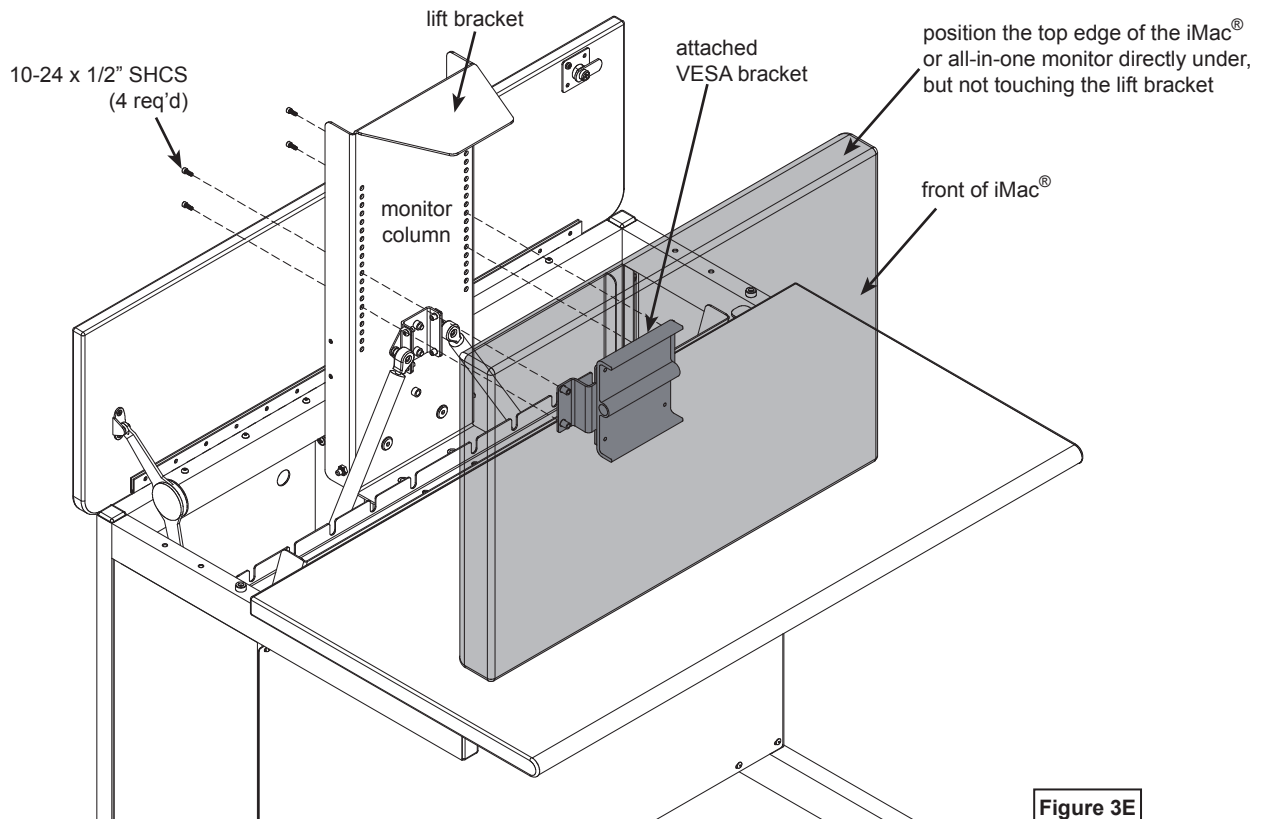


Figure 3E

4. Cord Management



1. With the back panel removed, connect the necessary monitor, keyboard, and mouse cords above the worksurface. **Figure 4A.**
2. Position the keyboard as shown approximately 6" from the front edge of the worksurface with the mouse on the opposite side as shown. This will provide enough slack in the cords during normal use and provide for left and right mouse locations.
3. Use the tray slots to secure excess cord.
4. The wire loom keeps power and Ethernet cords together and routes them while the monitor is being raised and lowered. Using a flat head screwdriver, pry open each loom clip to release the wire loom. **Figure 4B & 4C.**

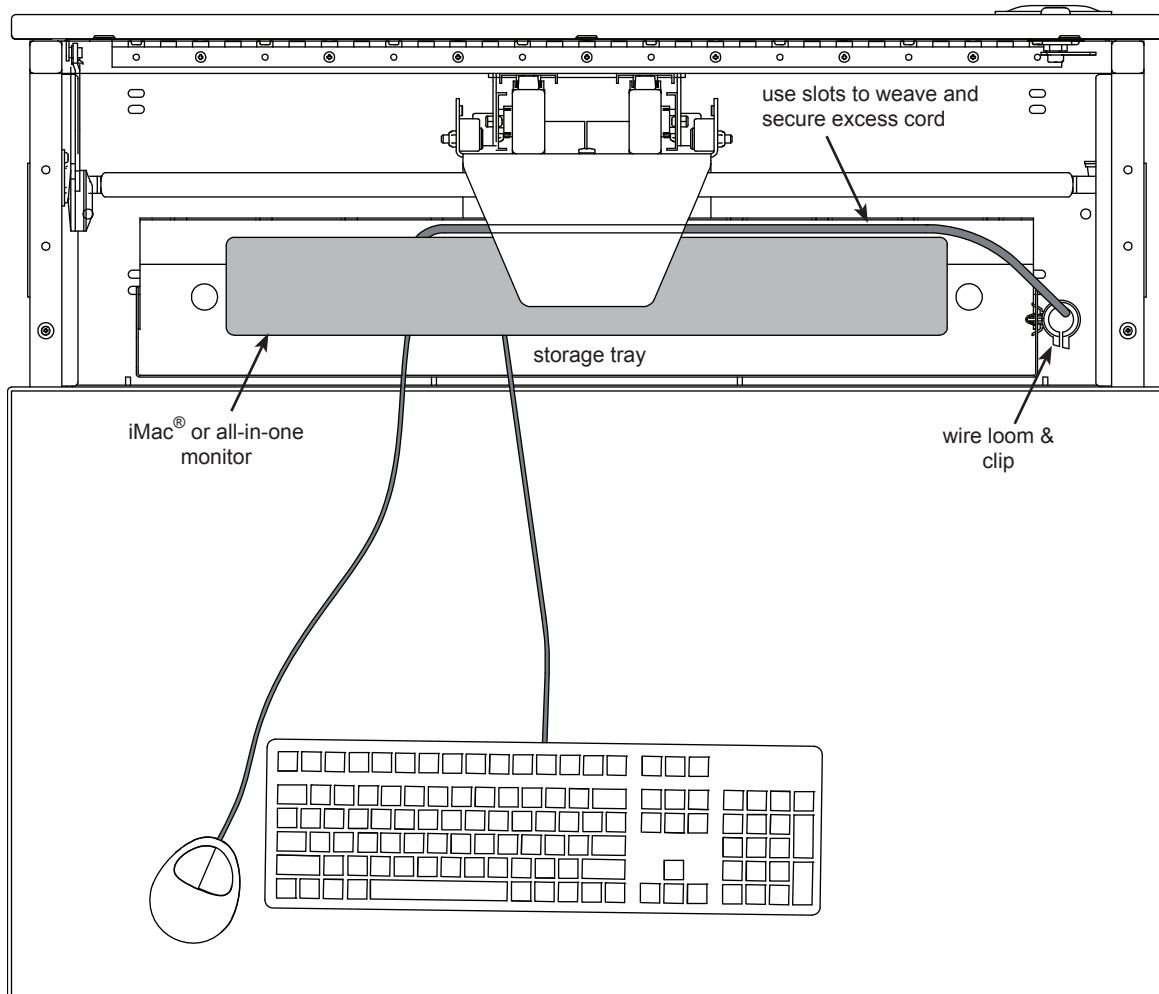


Figure 4A



Figure 4B



Figure 4C

5. With the loom removed, feed the monitor or all-in-one computer power cord through the sliced opening of the loom to the bottom of the desk as shown. **Figure 4D.**
6. Re-attach the loom with the clips while providing enough slack in the loom to allow the monitor column to fully extend and retract.
7. Secure the CPU / Ethernet cords to the bottom of the wiring tray with a zip tie if necessary.
8. Use additional zip ties to secure other cords as needed.

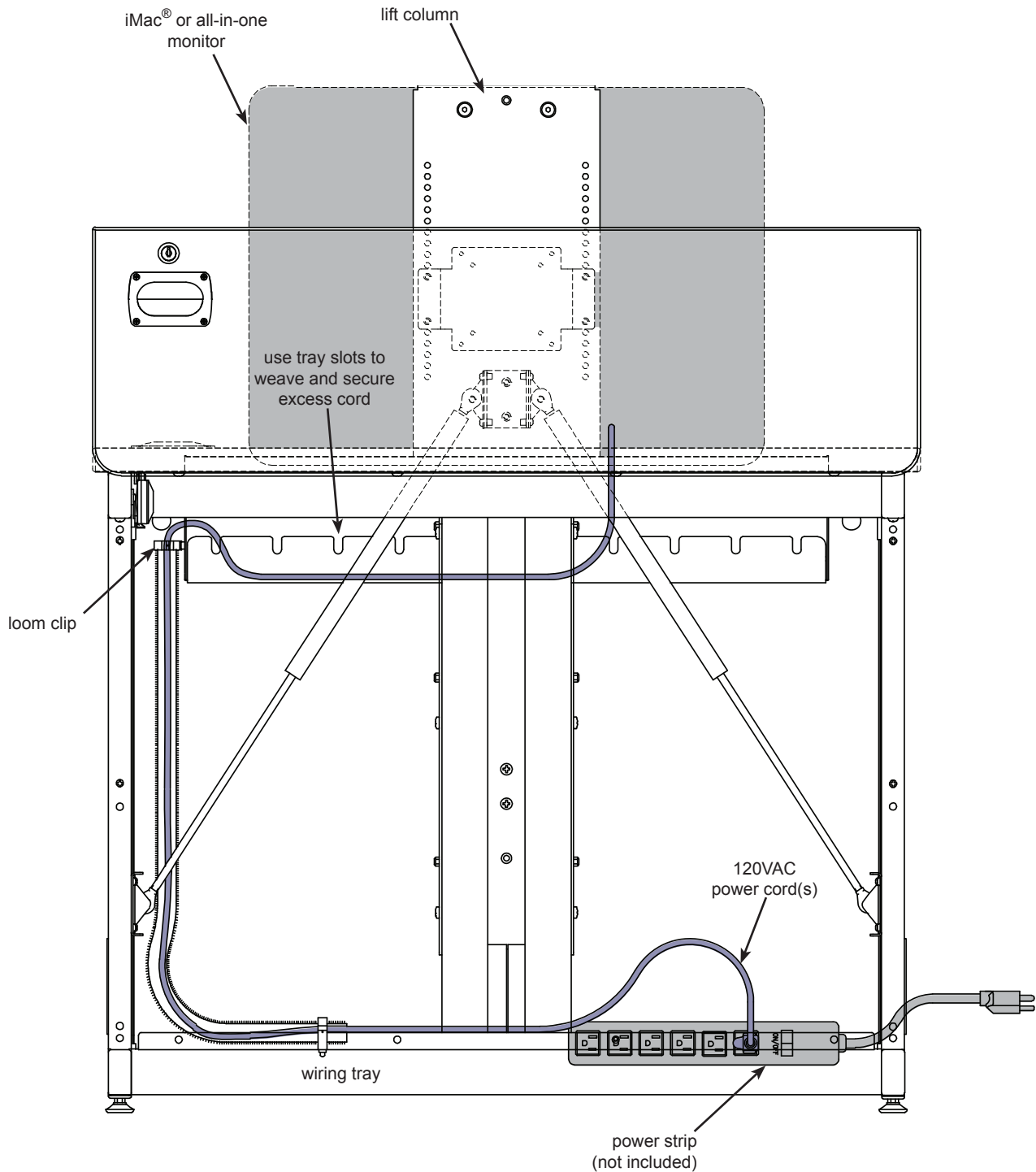


Figure 4D

5. Connecting Desks Together

1. Desks of equal height can be connected together with the included unit-to-unit bracket. **Figure 5.**
2. Align desks next to each other in their final location and raise monitor compartment lids.
3. Attach desks together with a unit-to-unit bracket and (4) 1/4-20 x 15mm JC bolts. Tighten bolts securely.
4. Disconnect brackets to move/relocate desks.

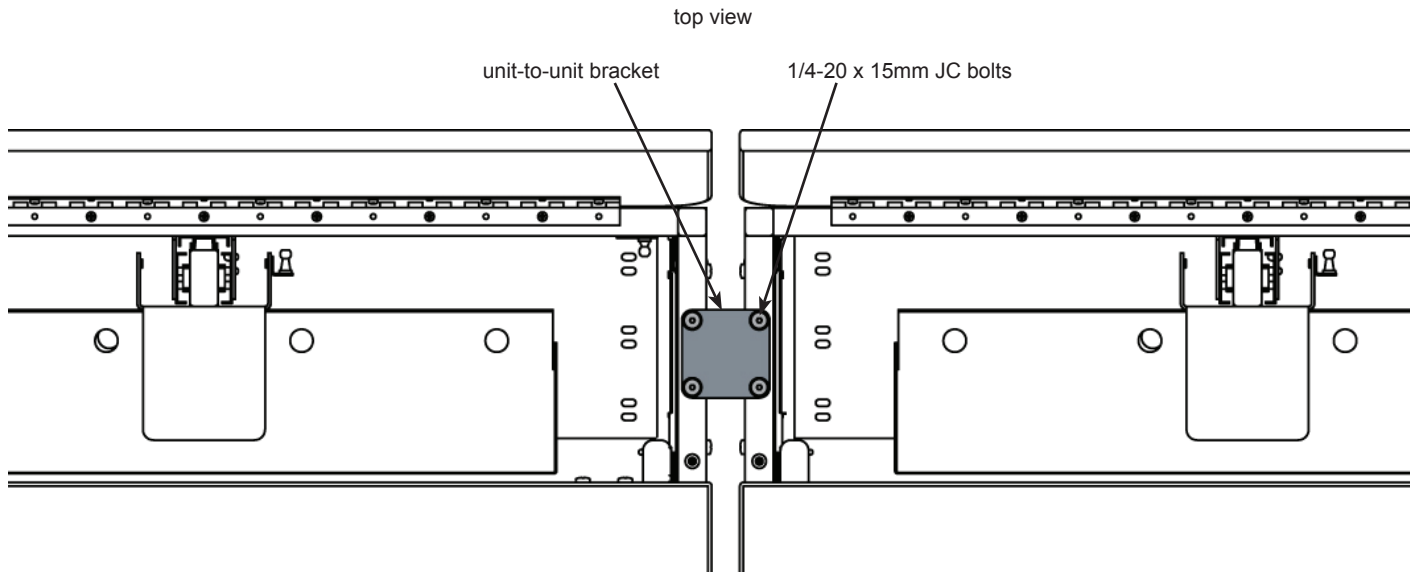
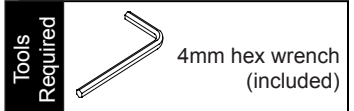


Figure 5

Operation

For computer use:

Open the monitor compartment lid. Raise the monitor by pulling up on the lift bracket until fully extended. Take out the keyboard and mouse and set on the worksurface. **Figure 6A.**



Figure 6A

For classroom (worksurface) use:

Place the keyboard and mouse in the compartment tray under the monitor. Lower the monitor by pushing down on the lift bracket until the column is fully retracted, then close the monitor compartment lid. **Figure 6B.**

Note: Lockable desks can be locked at this point for security.



Figure 6B

Maintenance

After approximately 300 cycles of opening and closing, the friction dampener on the worksurface lid should be retightened to 13 in-lbs using a torque wrench with a 4mm hex driver. If a torque wrench is unavailable, tighten the friction damper with a 4mm hex wrench 1/8 turn at a time and test. The correct adjustment is when the lid slows down between 2-4" from closure. **Figure 7.**

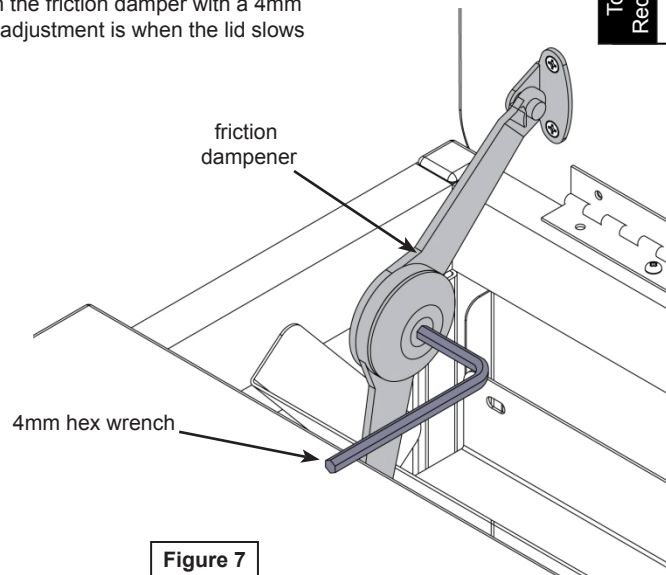
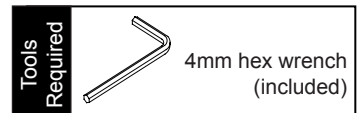


Figure 7

Options

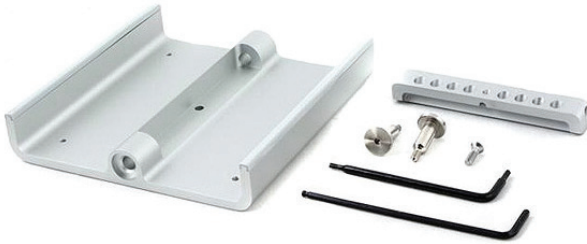


Monitor counterbalance kit
(for lighter monitors)
kit includes (2) 2.5 lb weights
38965

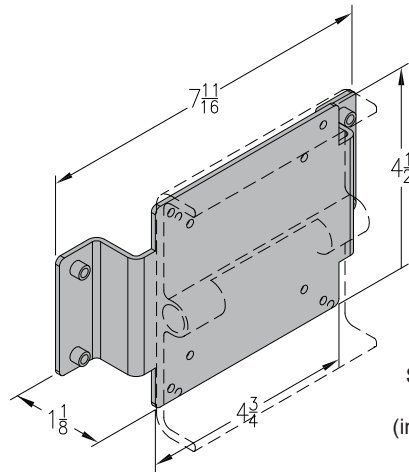
Nominal weight of iMac® or all-in-one monitor	Typical unit	Counterbalance
14-17 lbs		use 4 weights (requires 2 kits)
17-20 lbs		use 3 weights (requires 2 kits)
20-24 lbs	iMac® 24*	use 2 weights
24-27 lbs		use 1 weight
27-32 lbs	iMac® 27*	not required

* iMac® weights as of 10 / 2011

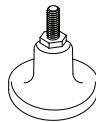
To install a pre-2013 iMac® into the desk, an Apple VESA mount adapter must be purchased from Apple. This mount is included with 2013 iMac's®.



“Apple VESA mount adapter”
(not included with desk)
Apple product #MD179ZM/A
Contact your Apple dealer for specific Apple part number



Spectrum VESA mount bracket
(included with desk- formerly 38969)



1" bell glide riser kit
raises worksurface height from
29" to 30" (set of 4)
98513

Warranty Statement

WE WILL MAKE IT RIGHT FOR YOU!

Spectrum is committed to provide complete customer satisfaction. Each of our products is 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).

We expressly warrant that Spectrum products will be of good quality and workmanship and free from defect for the period set out in the warranty table below from the date of delivery. This warranty shall not apply to defects or damage resulting from misuse, abuse, neglect, improper care, modification or repair not authorized by Spectrum, or any other cause outside the control of Spectrum. Spectrum will, at its sole option, either repair or replace the defective product.

This warranty is exclusive; no other warranty, written or oral, is expressed or implied. This warranty is given by Spectrum to Buyer and to no other person or legal entity. No Spectrum dealer, distributor, agent or employee is authorized to make any modification or addition to this warranty.

NOTWITHSTANDING ANYTHING TO THE CONTRARY, SPECTRUM WILL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR INDIRECT OR LIQUIDATED DAMAGES, INCLUDING CONSEQUENTIAL, INCIDENTAL AND SPECIAL DAMAGES. IN NO EVENT SHALL SPECTRUM'S LIABILITY, WHETHER UNDER CONTRACT OR WARRANTY, IN TORT OR OTHERWISE, EXCEED THE PURCHASE PRICE RECEIVED BY SPECTRUM FOR THE PRODUCT AT ISSUE AND "RECALL ACTION" EXPENSES. SPECTRUM SHALL NOT BE SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES, WHETHER ARISING OUT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHER THEORIES OF LAW, WITH RESPECT TO PRODUCTS SOLD OR SERVICES RENDERED BY SPECTRUM, OR ANY UNDERTAKINGS, ACTS OR OMISSIONS RELATING THERETO.

Our Customer Service Department is ready to provide immediate attention to any questions, comments or concerns. They are available to answer your calls Monday through Friday from 7 am to 5 pm CST. In addition your product comments or concerns are welcome via e-mail at: spectrum@spectrumfurniture.com.

Warranty Table

Item	Warranty Period
<ul style="list-style-type: none"> • Adjustable Crank/Electric Desk Legs • Flat Panel Desk Gas Cylinders 	<ul style="list-style-type: none"> • 1 Year
<ul style="list-style-type: none"> • Adjustable Height Chair Parts – including frames, gas cylinders, wood and plastic parts, and control handles Adjustable Height Chair Parts Casters • Adjustable Height Chair Upholstery • In-Stock Upholstery • Graded-In Fabrics and Customer Owned Material 	<ul style="list-style-type: none"> • 7 Years • 2 Years • 2 Years • No Warranty
<ul style="list-style-type: none"> • Height Adjustable Columns and Lifts • General Use Casters • Electrical • Keyboard/Mouse Trays 	<ul style="list-style-type: none"> • 1 Year
<ul style="list-style-type: none"> • Flat Panel Monitor Arm – General Parts • Flat Panel Monitor Arm – Gas Cylinders 	<ul style="list-style-type: none"> • 5 Years • 2 Years
<ul style="list-style-type: none"> • Computer Desk Chassis • Cart Chassis • Lectern Chassis 	<ul style="list-style-type: none"> • 10 Years

