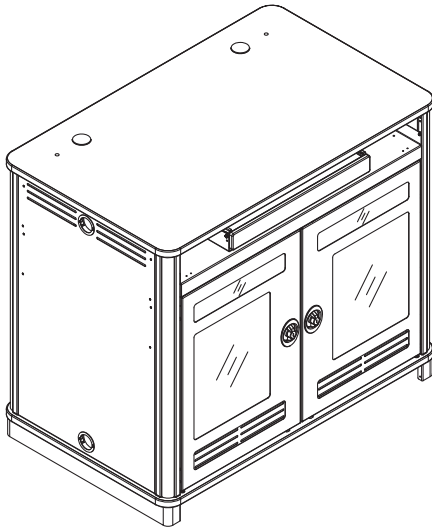


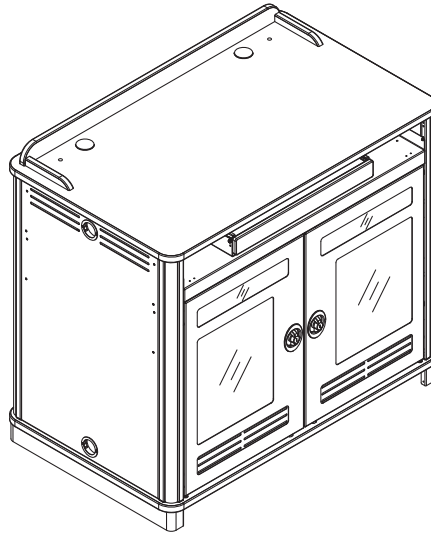
Director Lectern™

Media Manager Series

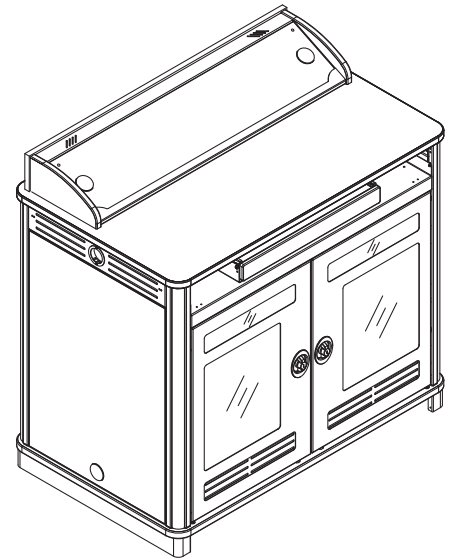
55213



Shown with plain worksurface, metal side panels, and centered keyboard tray



Shown with surround, metal side panels, and centered keyboard tray



Shown with Overbridge Control Console, laminate side panels, and centered keyboard tray

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 5 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

⚠ Important Safety and Care Instructions ⚠

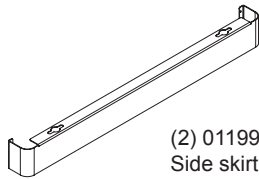
- Read this owner's manual before assembly or operation.
- Do not allow children to move the lectern.
- Proceed slowly and carefully when moving the lectern.
- For indoor use only. Do not install or store the lectern where it will be exposed to moisture.
- Do not block the ventilation openings.
- Avoid uneven loading of the equipment into the lectern. Uneven weight distribution could cause the lectern to tip when the lectern is moving.
- Do not allow anyone to sit, stand, or climb on the lectern.
- Use a damp, soft-cloth, or sponge, with mild soap or detergent solution to clean dirty surfaces. **Do not use harsh solvents or abrasives.**
- This lectern is intended for institutional use. It does not have any user-serviceable parts or user-maintenance requirements. If servicing is necessary, please contact Spectrum Industries for assistance.

- Electrical Safety:**
- Do not plug the power cord into an extension cord.
 - Inspect power cords for damage before each use. Do not use power cords that are damaged.
 - Unplug power cord from electrical outlet by gripping the cord. Do not unplug the power cord by pulling only on the cord.
 - Do not step on, drive over, drag, or place objects on the power cord.
 - For added safety, plug the lectern into a grounded outlet controlled by a GFI (Ground Fault Interrupter) circuit breaker.
 - Electrical devices are not toys. Children are often unaware of the hazards associated with electrical devices. This lectern must always be used by adults or with adult supervision.

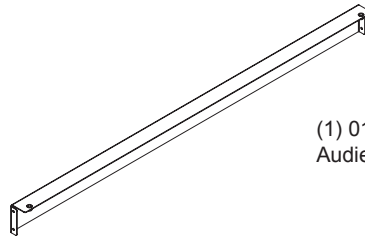
⚠ Warning - Relocating audio and/or video equipment to furniture not specifically designed to support audio and/or video equipment may result in death or serious injury due to the furnishing collapsing or over turning onto a child.

⚠ Warning - Death or serious injury may occur when children climb on audio and/or video equipment furniture. A remote control or toys placed on the furnishing may encourage a child to climb on the furnishing and as a result the furnishing may tip over on to the child.

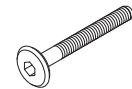
Hardware



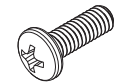
(2) 0119974
Side skirt



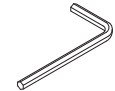
(1) 0119495
Audience-side skirt



(2) 053310
1/4-20 x 40mm
JC bolts

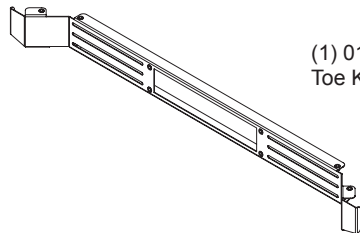
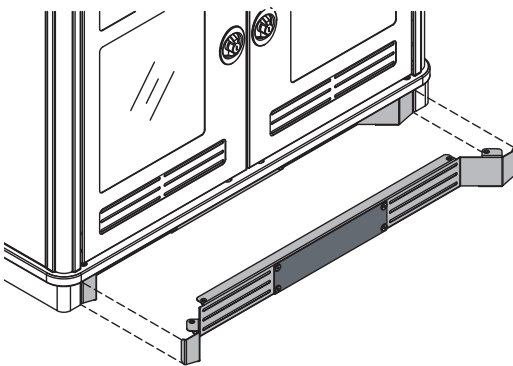


(4) 0100167
8-32 x 1/2" PH
Thread-cutting
screw

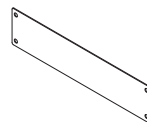


(1) 025039
4mm Hex
wrench

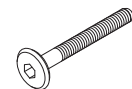
Optional Toe Kick Kit
(included with select configurations)



(1) 0119505
Toe Kick



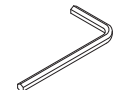
(1) 0118614
Toe Kick Plate



(4) 053310
1/4-20 x 40mm
JC bolts



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



(1) 025039
4mm Hex
wrench



Note: If the toe kick will be anchored to the floor, (4) fasteners are required that will work with the 1/2" diameter holes on the toe kick. Due to the wide variety of flooring materials and conditions possible, anchor fasteners are not provided.

Assembly / Setup

1. Install 3-piece skirt

1. Attach the two side skirts to the audience-side skirt with (4) 8-32 x 1/2" PH Thread-cutting screws. **Figure 1A.**
2. Move lectern into position over the assembled skirt as shown. **Figure 1B.**

Tools Required

-  Phillips screwdriver
-  4mm Hex wrench (included)

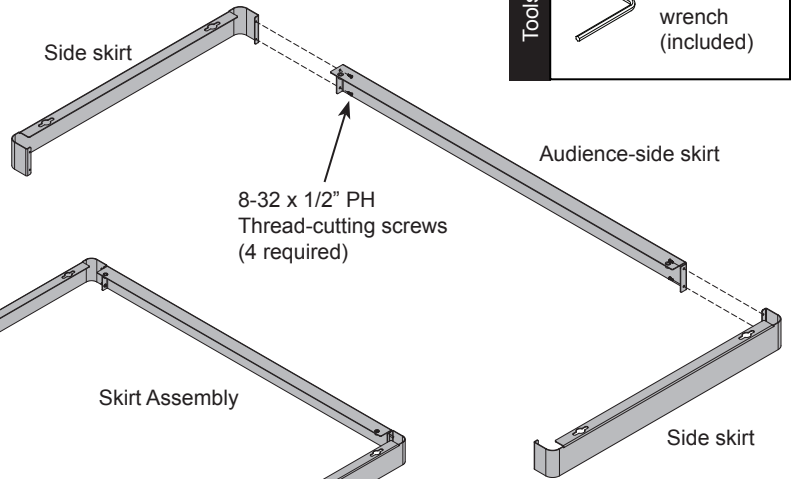


Figure 1A

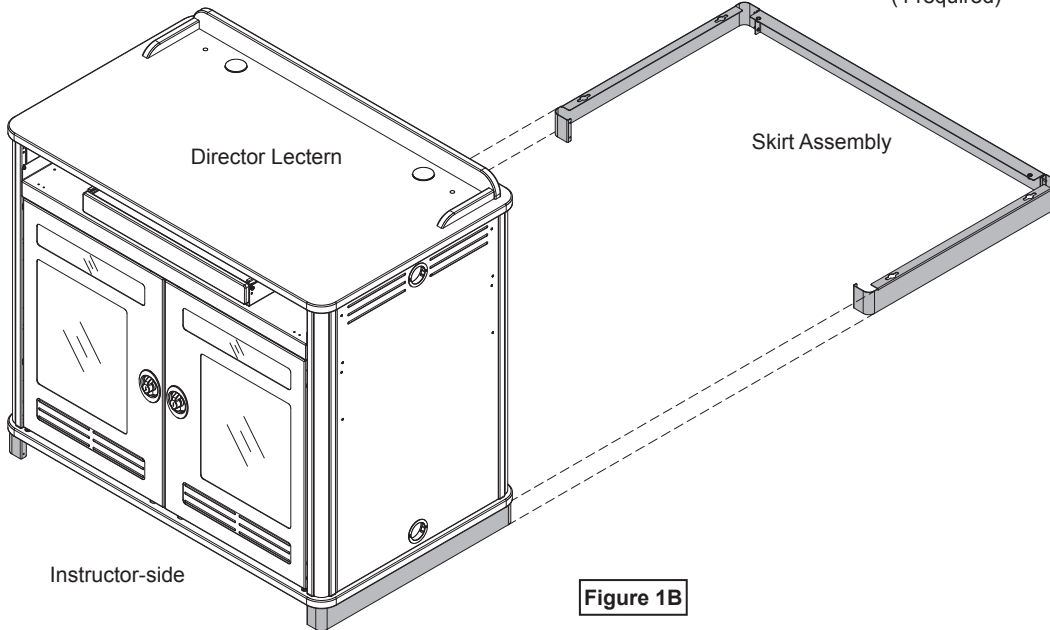


Figure 1B

3. Hook the skirt keyhole slot at the end of each side skirt over the pre-installed #14 x 7/8" PHSM screw. **Figure 1C.**
4. From inside the lectern (on audience-side), install (2) 1/4-20 x 40mm JC bolts through the base panel to secure the assembled skirt, and tighten securely.

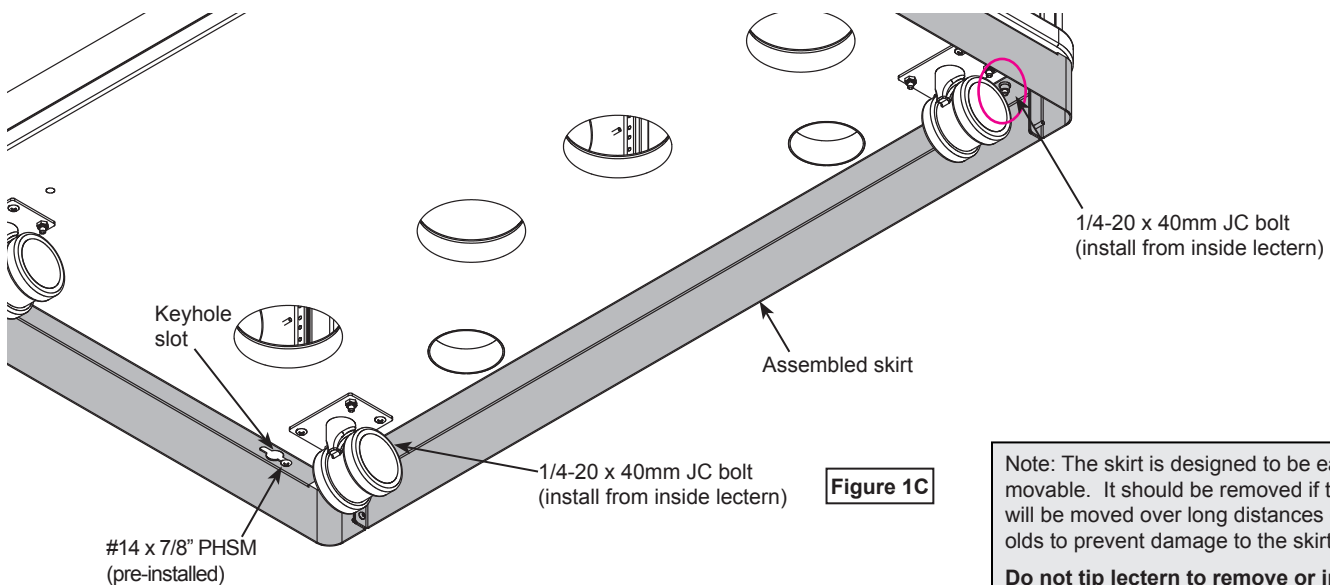


Figure 1C

Note: The skirt is designed to be easily removable. It should be removed if the lectern will be moved over long distances or thresholds to prevent damage to the skirt panels.

Do not tip lectern to remove or install!

2. Quick-release Doors

Each door can easily be removed for easier access using the quick-release hinge lever located on the upper hinge pin of each door. **Figure 2.** To remove, lift the lever while lifting out the door.

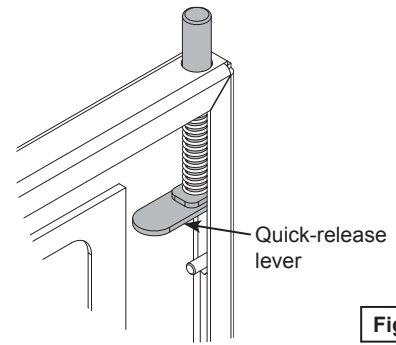


Figure 2

3. Audience-side Panel

The audience-side panel can easily be removed for full interior access.

To remove:

1. Push in the top of the narrow flip-up panel to access the locks. (Do not pry open this panel). **Figure 3A.**
2. Unlock both locks while supporting the audience-side panel. **Figure 3B.**
3. Lift out the panel.

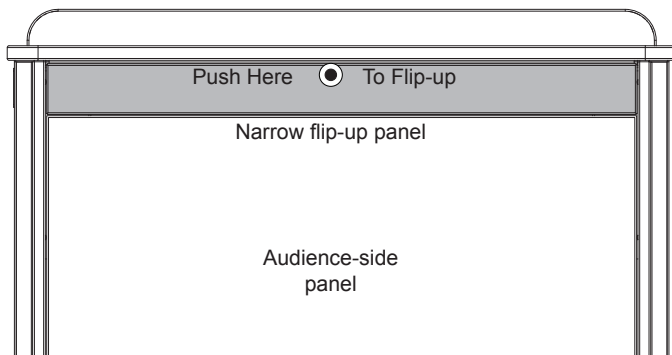


Figure 3A

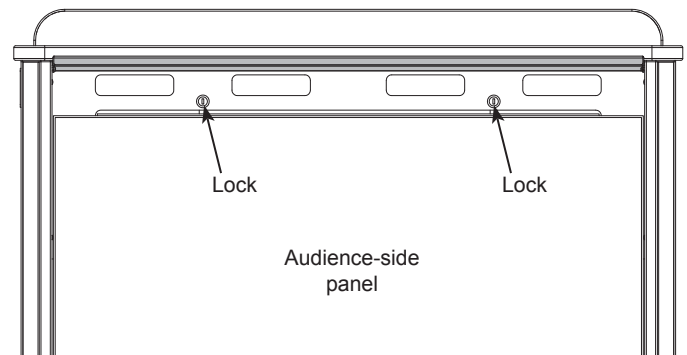


Figure 3B

4. Caster Operation

1. Lock the brake levers to lock movement of the casters. (Two instructor-side casters only). **Figure 4.**
2. To resume operation, lift up on brake levers.

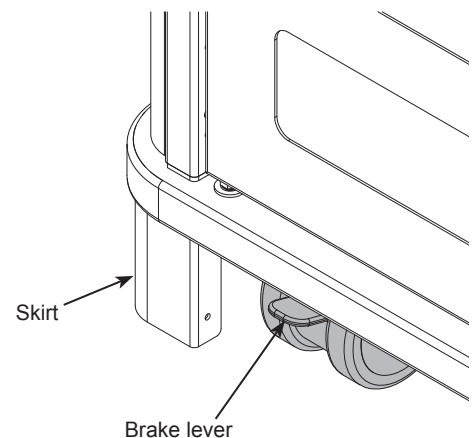


Figure 4

5. Moving and Parking the Lectern

- Before moving, unplug and secure all power cords.
- Close and lock doors.
- Lower any flip-up shelves.
- Remove any items from the top of the worksurface.
- Unlock the casters.
- Push slowly and carefully. Do not move over uneven or irregular surfaces.
- Do not allow children to move.
- Lock the casters after moving.
- Do not park unit in areas of heavy traffic.
- Do not run power cords across hallways, classrooms, or areas where they will be walked on.

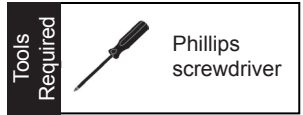
When lectern is unattended:

- Do not leave in areas where children have access.
- Keep doors closed and locked.
- Keep casters locked.

Note: The skirt is designed to be easily removable. It should be removed if the lectern will be moved over long distances or thresholds to prevent damage to the skirt panels.

Do not tip lectern to remove or install!

Optional Rack Cubes



The removable rack cubes (13RU) simplify installation and provide the ability to integrate equipment remotely and be installed into the lectern at a later date. They provide mounting capabilities for multiple cooling fans if necessary. Compatible with most 4.75" cooling fans with 4.13" mounting hole spacing (12 mounting locations available per cube). **Figure 5B.**

1. To remove the rack cube, open or remove the doors. **Figure 5A.**
2. Unscrew the #14 x 7/8" PHSM screws from each cube, and slide out. **Figure 5B.**

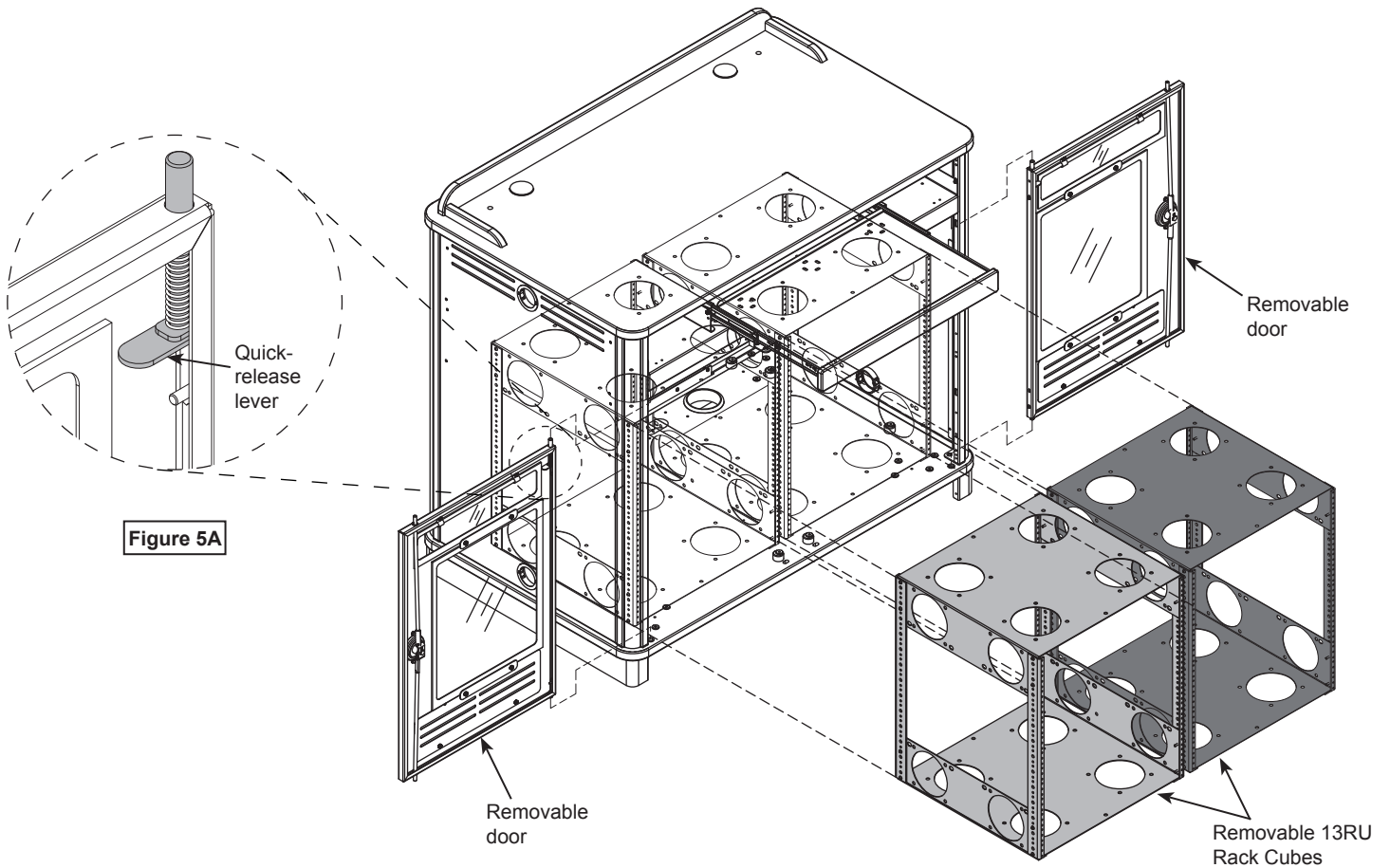


Figure 5B

Optional Keyboard Tray / Drawer

Note: Can be used as a keyboard tray, or flipped and used as a drawer.

1. To flip, pull out the tray and locate the black plastic lever on each slide. **Figure 6.**
2. Release the levers on the slides while pulling the tray out.
3. Flip the tray, re-align the slides, and push back in.

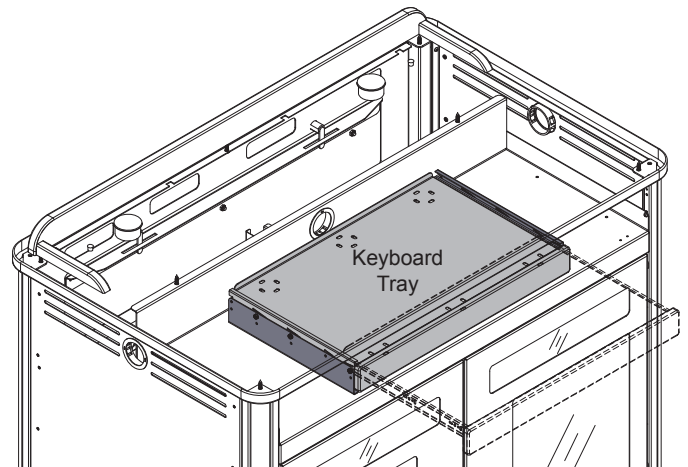


Figure 6

Optional Flip-up Shelf

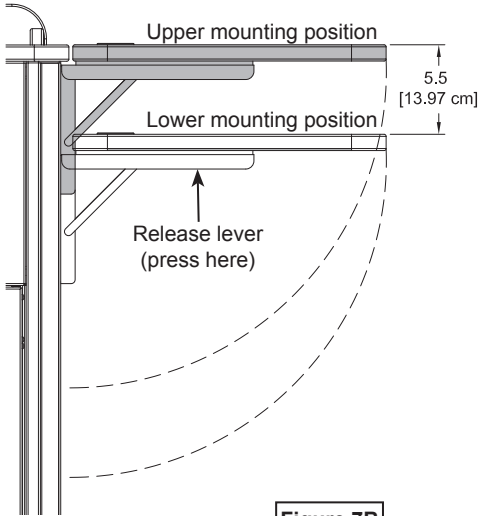


Figure 7B

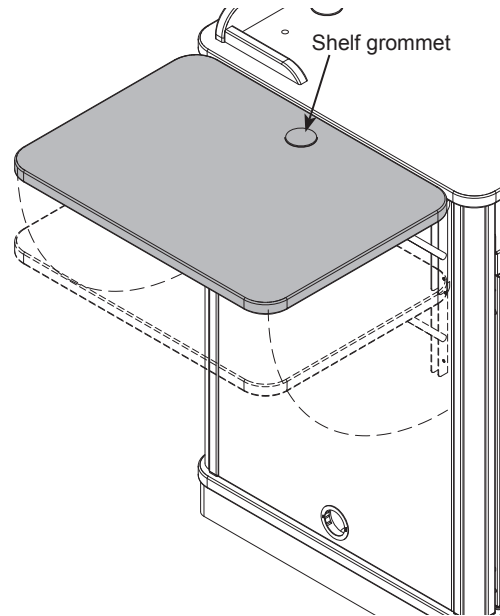


Figure 7A



CAUTION

Keep clear of pinch points during shelf movement.
Do not exceed 35 lb [15.9 kg] of weight on shelf.

Operation

The shelf will automatically lock into place when lifted into the horizontal position with the levers released. To lower or flip-up the shelf, press and hold the levers under each folding shelf bracket at the same time while slowly lowering or raising the shelf. Do not exceed a maximum of 35 lb of weight on the shelf. Do not move the unit while the shelf is in the horizontal position.

Note: Power and communication wiring for document cameras, laptop computers, and / or projectors placed on the flip-up shelf should be routed on top of the audience-side of the shelf. Use of the shelf grommet hole for wiring will result in pinching of the cords when the shelf is lowered.

Optional Overbridge Insert Panel Cutouts

1. Before you begin, refer to the panel dimensions in **Figure 8B** for maximum recommended cutout sizes.
2. Identify the size and position (left, centered, or right) of each cutout needed.
3. Identify the depth of your device to verify it will not interfere with the worksurface or any other objects under the overbridge when the panel is attached. **Figure 8C**.
4. When the cutout location(s) have been determined, locate and mark the exact cutout area(s) on the panel with a pencil. **Note: Using masking tape on cut lines will minimize laminate chipping while cutting.**
5. Carefully make the cutout(s) in the panel using a jigsaw or router.
6. Set the panel into the overbridge frame opening. Note: It may be necessary in some cases to install the electronic device into the panel before attaching the panel to the overbridge.
7. Secure with (2) 1/4-20 x 35mm JC bolts and tighten securely.
8. Install (2) 2" grommets.

Note: The overbridge panel is symmetrical. Rotating or flipping the panel 180° and re-attaching to the overbridge will allow you to place the cutout on the opposite side of the overbridge if necessary.

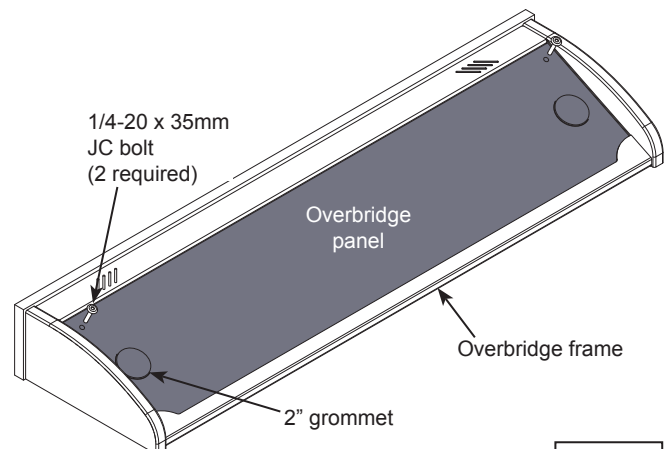
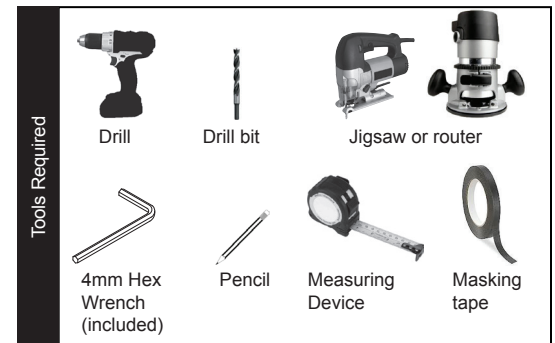
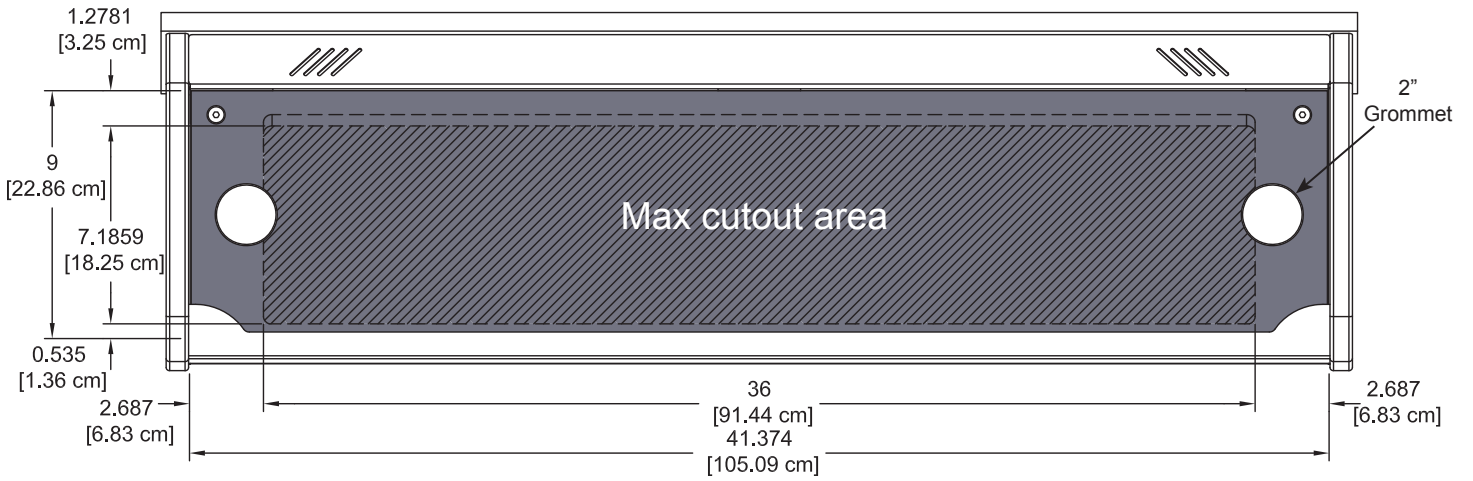


Figure 8A



Note: The max cutout areas shown are general recommendations only. The final location of the cutout(s) on the panel will be determined by:

- The size of the cutout(s)
- Location preference of each device (left, centered, right)
- The vertical depth of the installed device
- The available worksurface opening under the overbridge on your specific Spectrum lectern.

Figure 8B

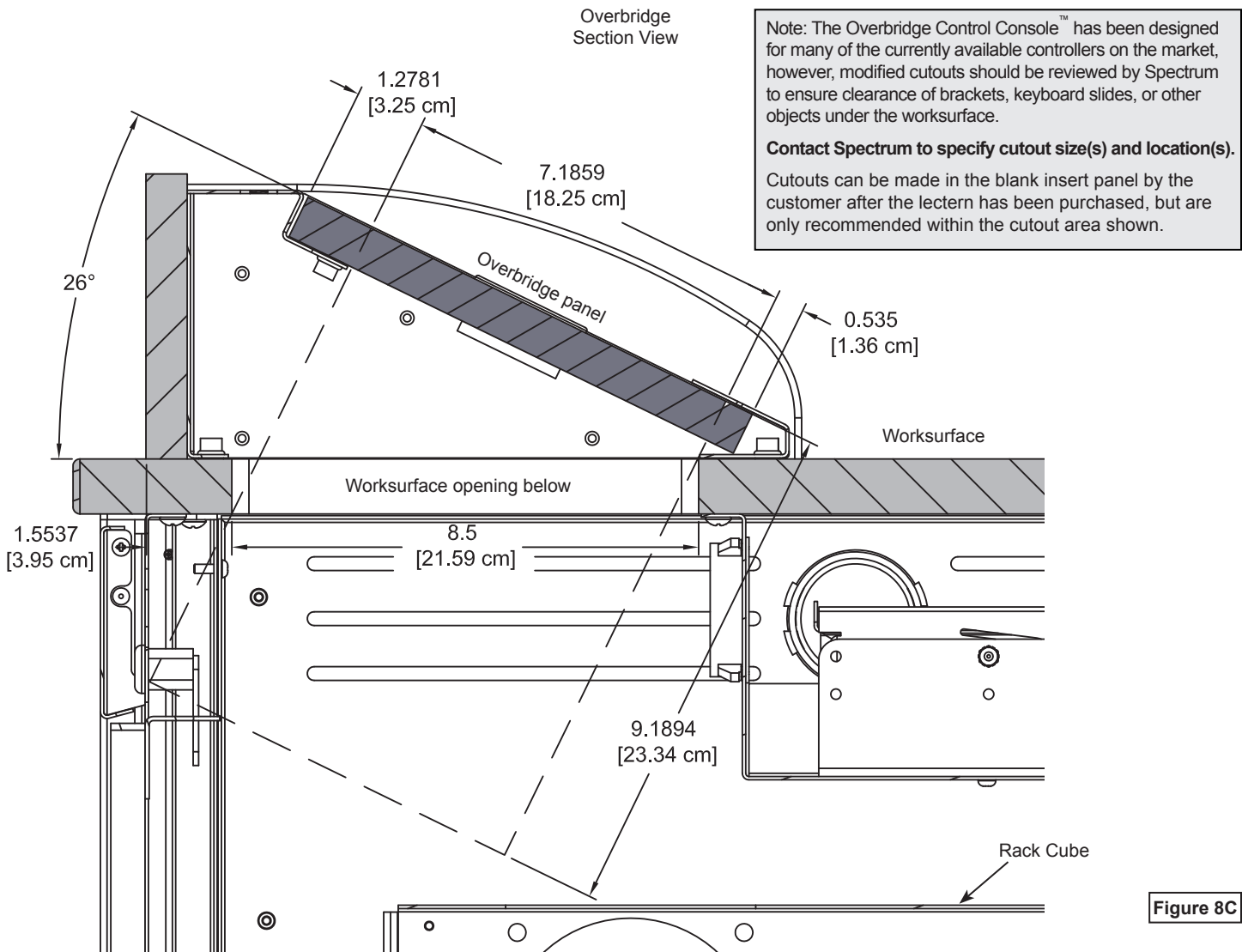


Figure 8C

Optional Toe Kick Kit

1. Position the toe kick on the floor in the preferred final lectern location. **Figure 9A.**
2. Mark the (4) mounting hole locations onto the floor.
(The toe kick mounting holes are 1/2" dia.)
3. Drill suitable holes into the floor and anchor the toe kick with appropriate fasteners.
4. At this point, wiring connections can be made under the lectern with easier access to the base panel grommet holes.

Note: If the toe kick will be anchored to the floor, (4) fasteners are required that will work with the 1/2" diameter holes on the toe kick. Due to the wide variety of flooring materials and conditions possible, anchor fasteners are not provided.

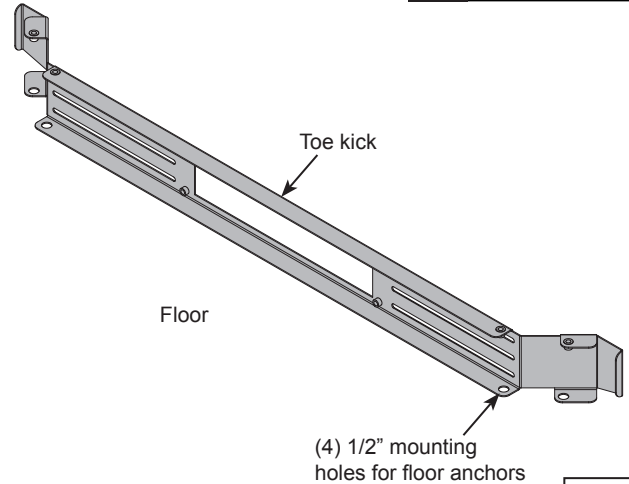
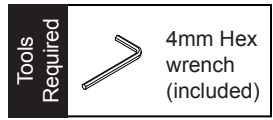


Figure 9A

5. Move lectern into position over the anchored toe kick. **Figure 9B.**
6. Align the (4) base panel mounting holes (instructor-side) with the toe kick panel mounting holes.

7. Open or remove both doors.
8. Install (4) 1/4-20 x 40mm JC bolts through the base panel to secure, and tighten securely. **Figure 9C.**

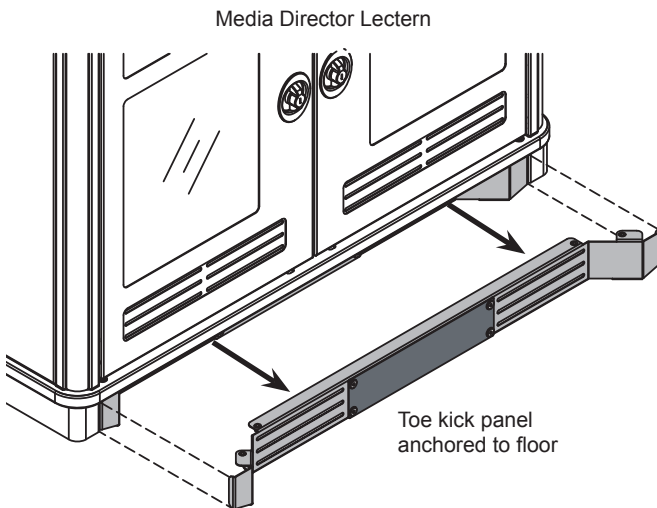


Figure 9B

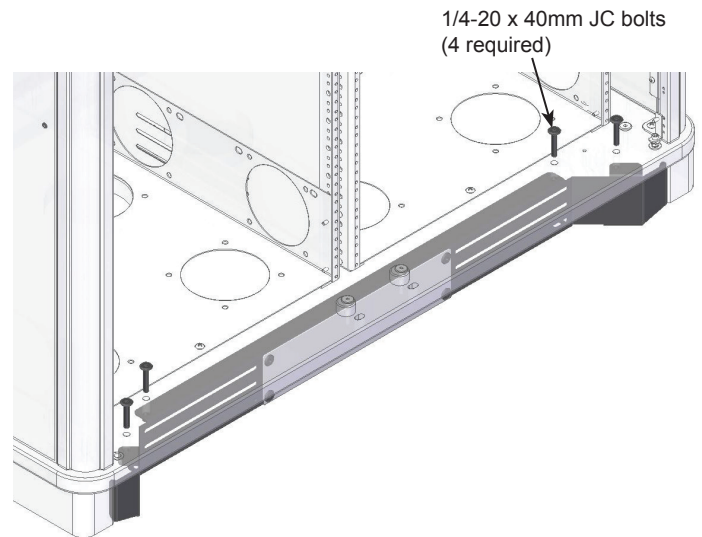
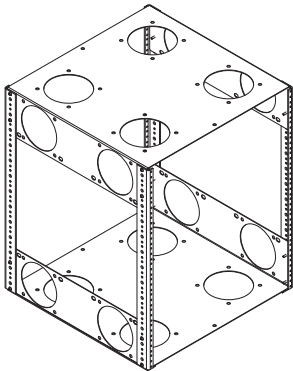
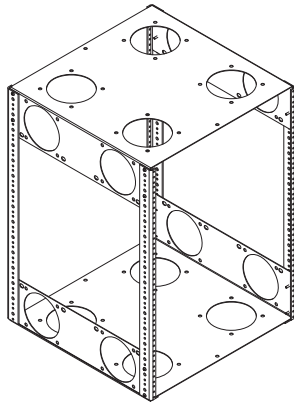


Figure 9C



13RU



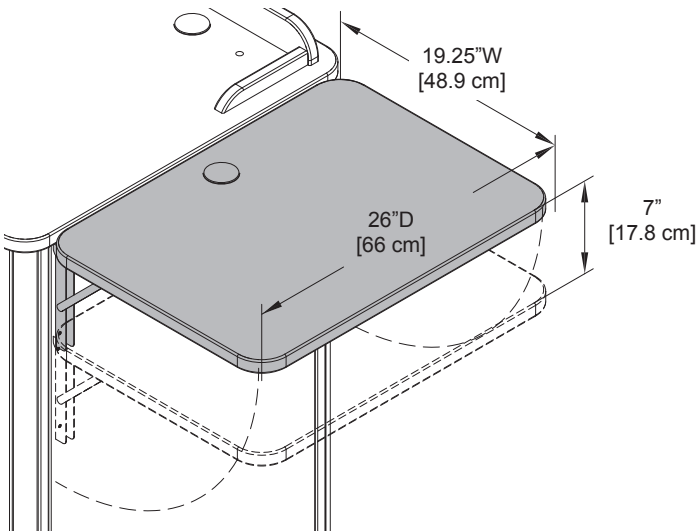
15RU

The 55384 15RU Rack cube is compatible with the Director Lectern if the number of rack units needs to be maximized.

15RU Rack Cube - 55384
13RU Rack Cube - 55381

- Provides the ability to integrate equipment remotely before installation into the lectern
- The Director Lectern can accommodate up to two rack cubes
- Polyethylene slides on bottom for easy removal
- Clearance for optional base-mounted cord reel
- Can be secured to base panel
- Cooling fan compatible
- Color: black

Rack rail:	15RU front and rear 13RU front and rear
Dimensions 15RU Cube:	19.125"W [48.58 cm] x 19.031"D [48.34 cm] x 26.625"H [67.63 cm]
Dimensions 13RU Cube:	19.125"W [48.58 cm] x 16.031"D [40.72 cm] x 28"H [71.12 cm]
Cooling fan mounts:	Compatible with most 4.7" fans with 4.13" mounting hole spacing (12 mounting locations available)
Unit weight:	21 lb [9.5 kg] 15RU Cube 20 lb [9 kg] 13RU Cube
Shipping weight:	23 lb [10.4 kg] 15RU Cube 20 lb [9.1 kg] 13RU Cube

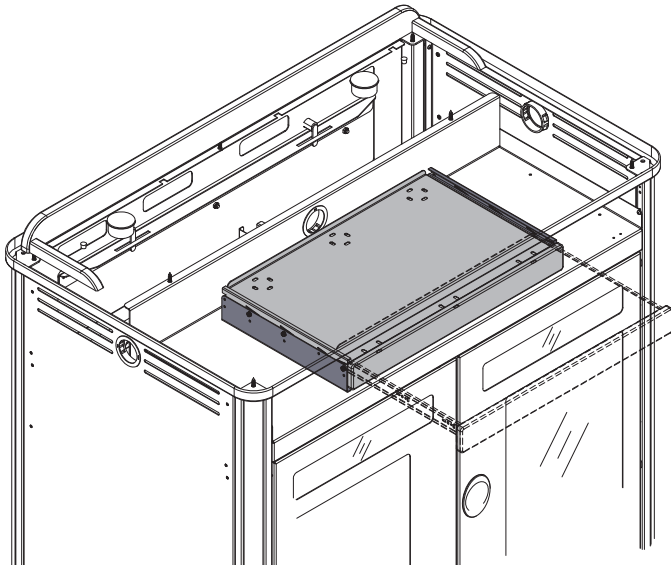


Flip-Up Shelf - 55269

- Shelf hinges lock into place in the upright position
- Includes 2" grommet
- Available in White Chalk Dry Erase laminate
- Two height positions available

Weight capacity:	35 lb [15.9 kg]
Dimensions:	19.25"W [48.9 cm] x 26"D [66 cm] x 1"H [2.54 cm]
Height positions available:	41"H [104.1 cm] (level with worksurface) 34"H [86.4 cm]
Shipping weight:	21 lb (9.5 kg)

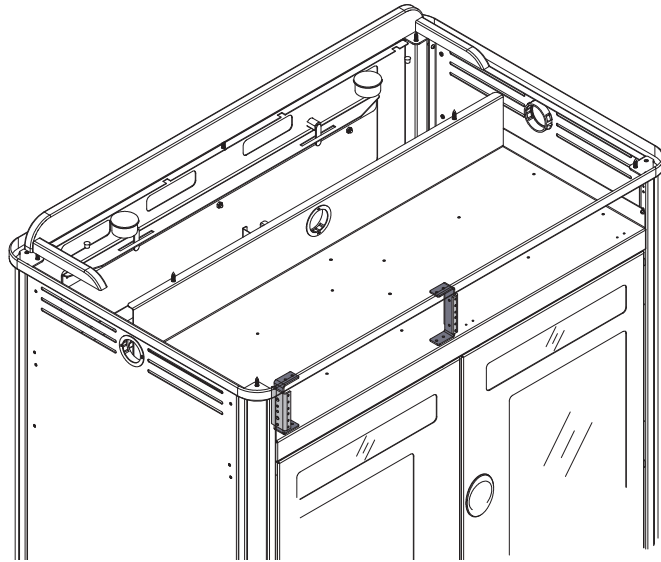
Note: Power and communication wiring for document cameras, laptop computers, and/or projectors placed on the flip-up shelf should be routed on top of the audience-side of the shelf. Use of the shelf grommet hole for wiring will result in pinching of the cords when the shelf is folded.



Keyboard Tray - 55386

- Installed centered using pre-drilled mounting holes under the work surface
- Can be used as a keyboard tray or flipped and used as a storage drawer
- Wire management slots in tray

Dimensions:	22"W [55.9 cm] x 13.8"D [35 cm] x 2.1"H [5.3 cm]
Slides:	14" [35.6 cm] full-extension
Weight capacity:	25 lb [11.4 kg]
Shipping weight:	12 lb [5.4 kg]



2RU Rack Rail Kit - 55113

- Adds an additional 2RU to lectern
- **Not compatible with keyboard tray (Keyboard Tray needs to be removed)**
- The Media Director Lectern can accommodate up to two rack rail kits
- Installed under work surface on left, or right side

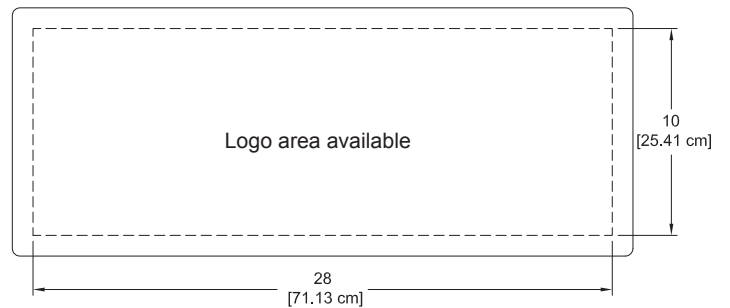
Rack Units:	2RU
Shipping weight:	1 lb (.5 kg)



Customized Logo Panel - 55199

- Attaches to audience-side of lectern
- Available with black, white, or matching laminate backer
- To get panel customized-contact Spectrum for details
- New logos require a first time logo charge

Dimensions:	30"W [76.2 cm] x 12"H [30.48 cm]
Available logo area:	28"W [71.1 cm] x 10"H [25.41 cm]
Shipping weight:	8 lb [3.6 kg]



The 96510 Insert Panel is available to customers needing a replacement panel or different cutouts for technology upgrades.

Overbridge Insert Panel

- 96510 - Blank panel
- 96510mod - Panel with cutout(s)

- Panel for overbridge version only (overbridge not available separately)
- Contact Spectrum to specify cutout size(s) and position(s)
- Includes two 2" [5.08 cm] grommets with covers

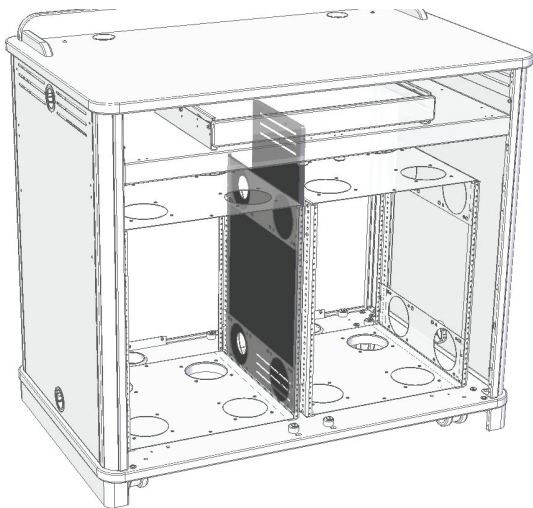
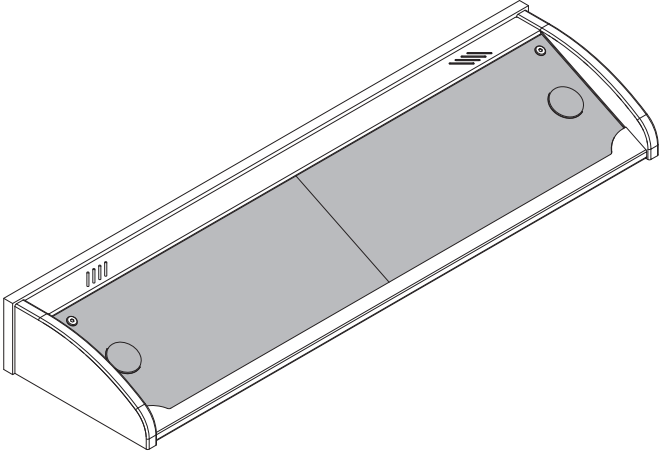
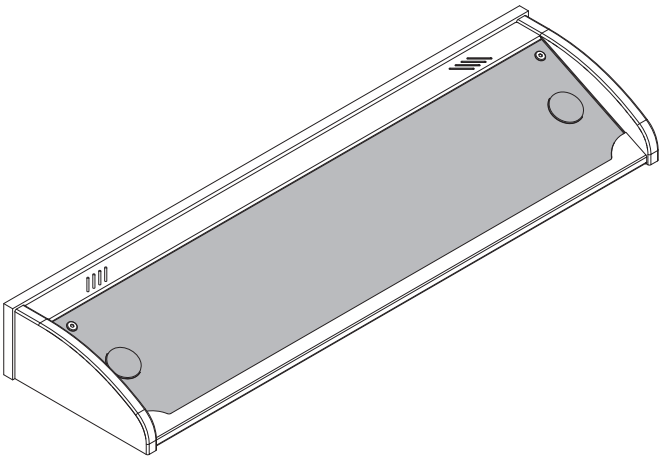
Dimensions:	41.25"W [104.8 cm] x 9"D [22.9 cm] x .79"H [2 cm]
Unit weight:	N/A
Shipping weight:	9 lb [4.1 kg]

Two-piece Overbridge Insert Panel-XL

- 96510 - Blank panel (split)-XL (2 required)

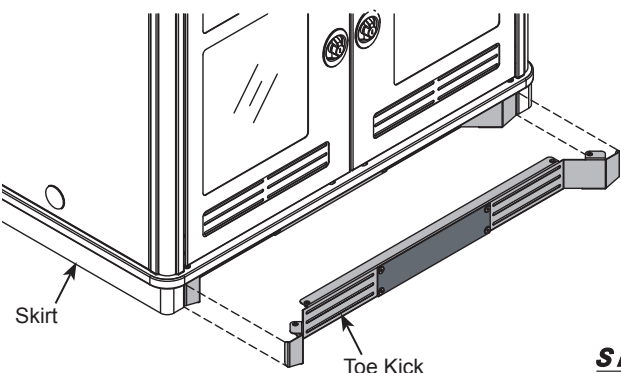
- Split panel for overbridge version only
- Contact Spectrum to specify cutout size(s) and position(s)
- Includes 2" [5.08 cm] grommets with covers
- Customer-installed

Dimensions:	20.625"W [52.39 cm] x 9"D [22.86 cm] x .79"H [2 cm]
Unit weight:	N/A
Shipping weight:	4.5 lb [2 kg]



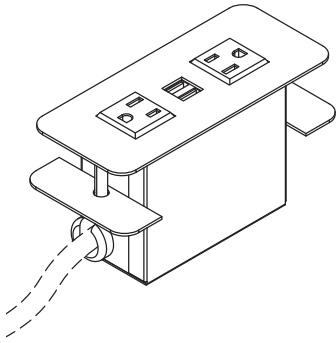
Security Panel - 55383

- Installs between rack cubes to provide security
- Includes ventilation slots and grommet pass-throughs
- Notched corner for center-mounted worksurface or overbridge components
- Shipping weight: 8 lb [3.6 kg]



Toe Kick Kit - 55382

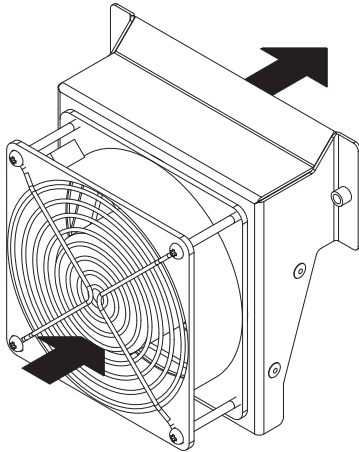
- Attaches to floor and lectern when mobility is not necessary or desired (floor fasteners not included)
- Conceals casters
- Includes access panel
- Shipping weight: 8 lb [3.6 kg]



Cove™ Power Module - 99044

- Two power receptacles
- Two USB charge ports (not data-compatible)
- Thumbscrew clamps
- Requires worksurface cutout
- ETL listed
- Available in Black or Silver

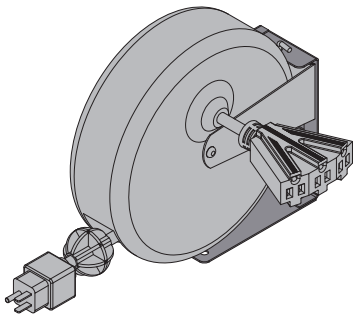
Cutout required:	5.25"W [13.3 cm] x 2"D [5.1 cm]
Power cord:	9' [274 cm] with 90° flat plug with 45° rotation
Power receptacles:	12A, 120 VAC spill-resistant
USB charging ports:	2.1A (10.5W)
Dimensions:	6"W [15.2 cm] x 2.5"D [6.35 cm] x 3.18"H [8.1 cm]
Unit weight:	2 lb [.9 kg]
Shipping weight:	2.29 lb [1 kg]



Cooling Fan for Media Manager Series Lecterns - 99051

- Exhausts hot air from inside lectern
- Installs inside lectern at top of rack cabinet
- Mounts to side panel vent slots with two screws
- Customer-installed

Electric Fan:	<ul style="list-style-type: none"> • Voltage: 115VAC (single phase) • Power: 5.5W • Current: .08A • 1450 RPM • Dimensions: 119 mm x 119 mm • Ball Bearing • Noise: 28 dB 	<ul style="list-style-type: none"> • Air flow: 49.4 CFM (1.40m³/min) • Frame material: Aluminum • Blade material: Polycarbonate, Fiberglass reinforced
Power cord:	18ga, 48" nominal length, 6A 125V~ (2 prong plug)	
Mounting bracket:	<ul style="list-style-type: none"> • 16-gauge steel • Black powder coat • Mounting screws included 	
Unit weight:	2.3 lb [1.05 kg]	
Shipping weight:	3 lb [1.36 kg]	



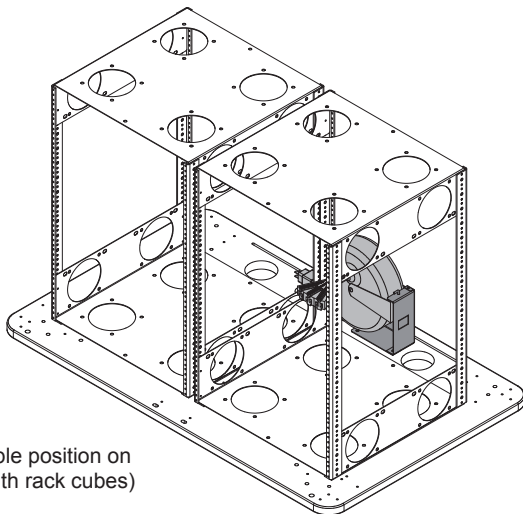
Universal Cord Reel Kit - 99037

- Includes universal mounting bracket
- Mounts inside lectern to base panel
- Adjustable ball stop and releasable cord-locking ratchet holds the cord at any length up to 15'
- cUL listed

Power cord:	15' nominal, 12 AWG retractable power cord
Power receptacles:	<ul style="list-style-type: none"> • Molded 3-prong male plug with 15A breaker and reset button • Tri-tap (3-outlet) receptacle
Universal mounting bracket:	<ul style="list-style-type: none"> • 16-gauge steel • Black powder coat • Includes mounting screws
Unit weight:	10 lb [4.5 kg]
Shipping weight:	10.8 lb [4.9 kg]

The cord reel is intended to provide temporary access to electrical outlets for Spectrum mobile lecterns. Check local electrical codes prior to installation.

(Available position on base with rack cubes)



Warranty

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 effective 1/1/2015
Adjustable Crank / Electric Desk Legs	• 1 Year
Flat Panel Desk Gas Cylinders	
Chairs <ul style="list-style-type: none"> • Adjustable Height Chair Parts – including frames, gas cylinders, wood and plastic parts, control handles, 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
Height Adjustable Columns and Lifts	• 1 Year
General Use Casters	
Electrical (including timers and LINAK actuators)	• 2 Years
Keyboard / Mouse Trays	• 1 Year
Flat Panel Monitor Arms <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
Desks and Lecterns <ul style="list-style-type: none"> • Computer Desk Chassis • Cart Chassis • Lectern Chassis 	• 10 Years

