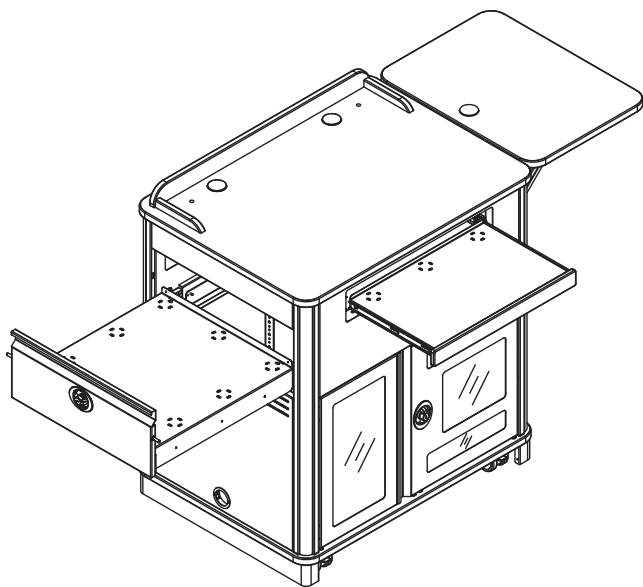
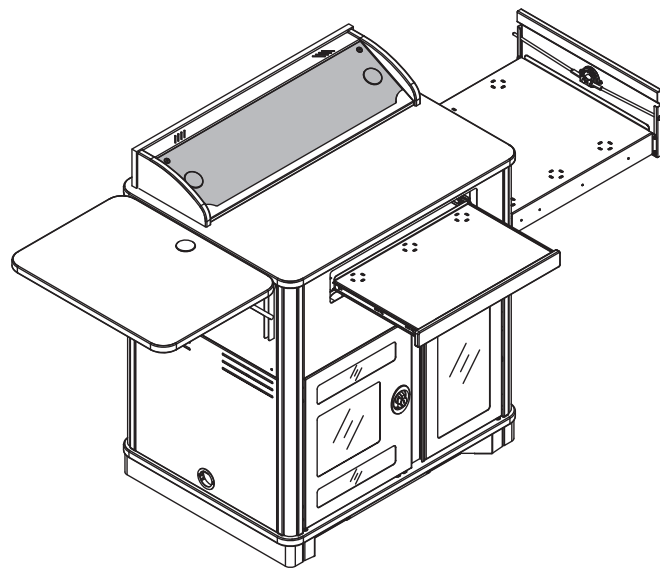


Media Manager Elite Lectern™

55258



Media Manager Elite with surround,
left drawer, rack cube installed on right,
flip-up shelf on right



Media Manager Elite with overbridge,
right drawer, rack cube installed on left,
and toe kick, flip-up shelf on left

⚠ 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 ⚠

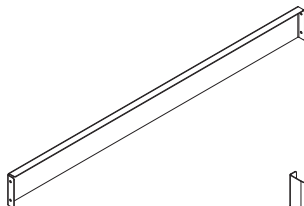
- Read this owner's manual before assembly or operation.
- Do not allow children to move the lectern.
- Proceed slowly and carefully when moving the lectern.
- For indoor use only. Do not install or store the lectern where it will be exposed to moisture.
- Do not block the ventilation openings.
- Avoid 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.

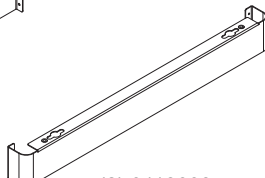
⚠ Warning - Relocating audio and/or video equipment to furniture not specifically designed to support audio and/or video equipment may result in death or serious injury due to the furnishing collapsing or over turning onto a child.

⚠ 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.

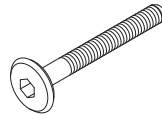
Hardware



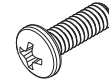
(1) 0118607
Audience-side skirt



(2) 0118608
Side skirt



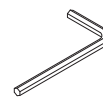
(6) 053310
1/4-20 x 40mm
JC bolts



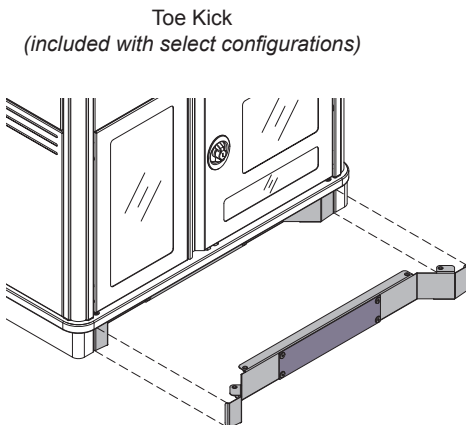
(4) 0100167
8-32 x 1/2" PH
Thread-cutting screw



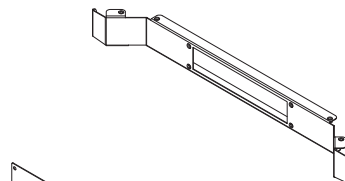
(4) 052605
1/4-20 x 15mm
JC bolts



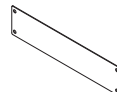
(1) 025039
4mm Hex
wrench



Toe Kick
(included with select configurations)



(1) 0118613
Toe Kick



(1) 0118614
Toe Kick Plate

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.**

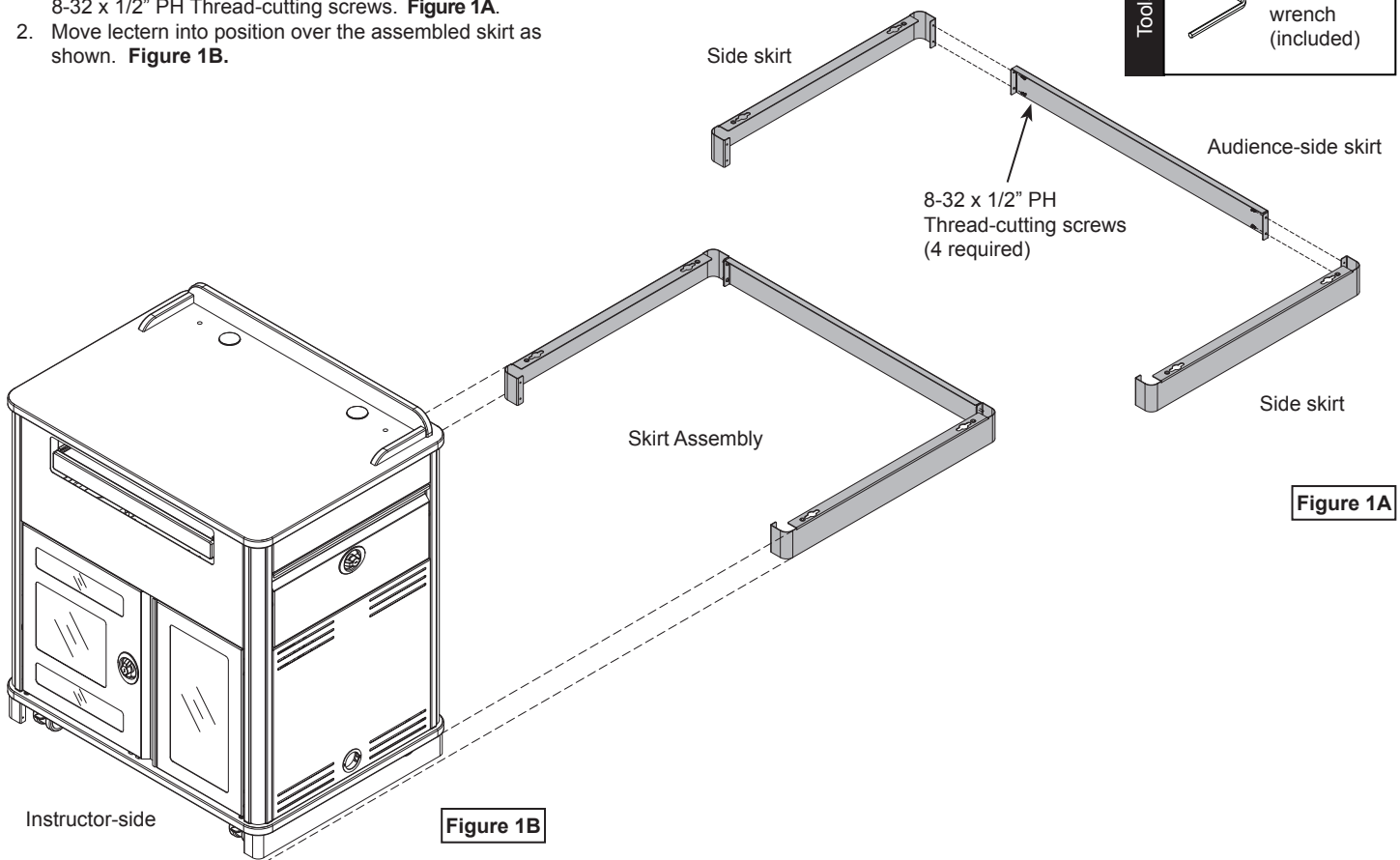
Tools Required



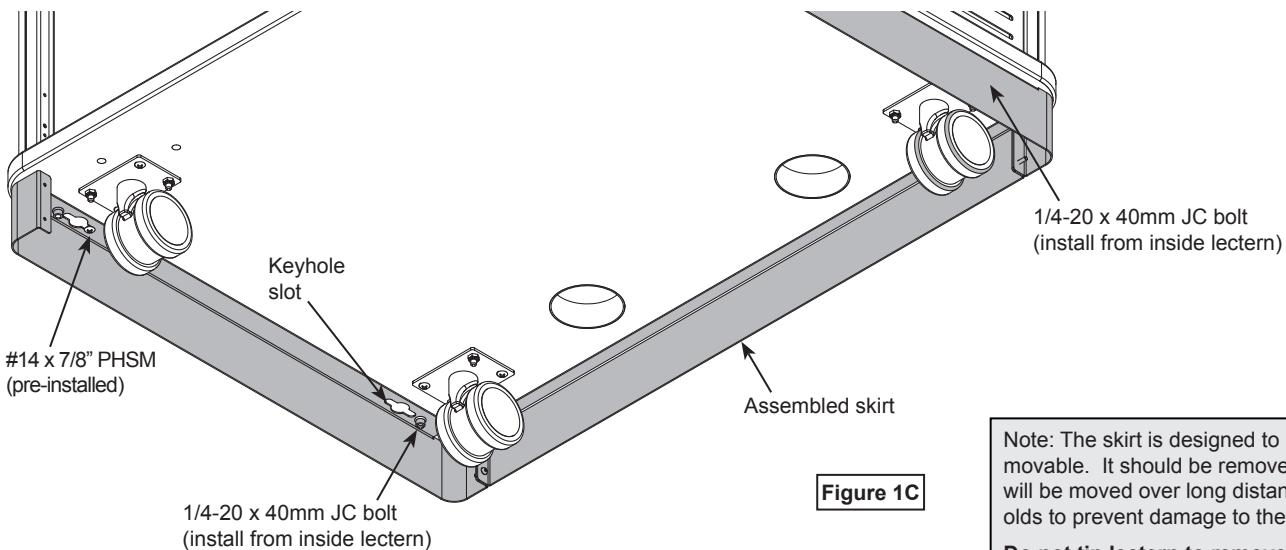
Phillips
screwdriver



4mm Hex
wrench
(included)



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.



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!

Audience-side panel



The audience-side panel can be removed to access the rear portion of the rack cube and lectern.

1. To remove the panel, open the document camera drawer fully. **Figure 2A.**
2. Unscrew the (2) knobs inside the lectern behind the audience-side panel and remove. Magnets are installed at the top corners of the panel to prevent tipping. **Figure 2B.**
3. Carefully pull the top of the panel away from the lectern to release the magnets, then lift the panel out. **Figure 2C.**
4. To replace the panel, insert the panel tabs back into base panel slots, then tip the panel back up into position. Replace the knobs, and tighten securely.

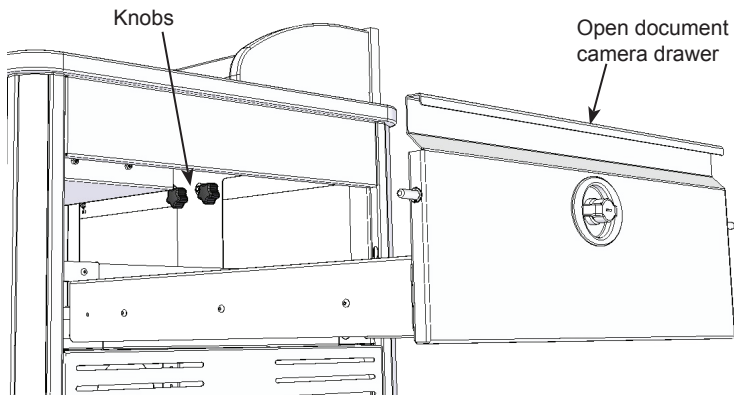


Figure 2A

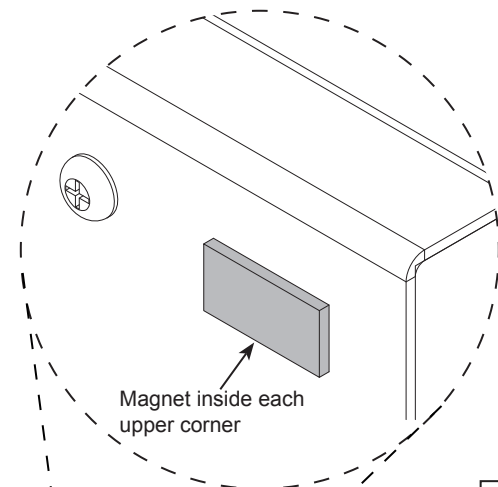


Figure 2B

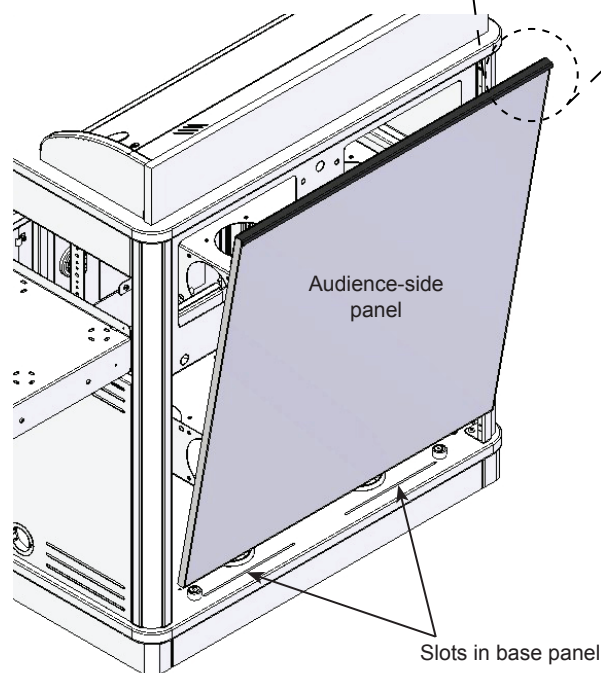


Figure 2C

Quick-release doors

The doors can easily be removed for easier access using the quick-release hinge lever located on the upper hinge pin of each door. **Figure 3A.** To remove, lift the lever while lifting out the door.

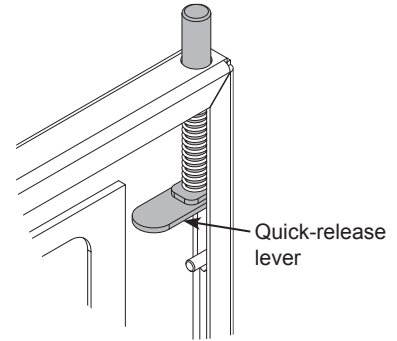


Figure 3A

The doors can be switched to be hinged from the left or right-side.

To switch the hinge side:

1. Remove the door using the quick-release lever. **Figure 3B.**
2. Rotate the door 180°. **Figure 3C.**
3. The vented panel should be located on the bottom of the door. Switch the lower vented metal panel with the upper acrylic panel (requires removing or loosening 8-32 nuts.) **Figure 3D.**
4. Switch the corner hinge components as shown and tighten securely.
5. Re-install the door.

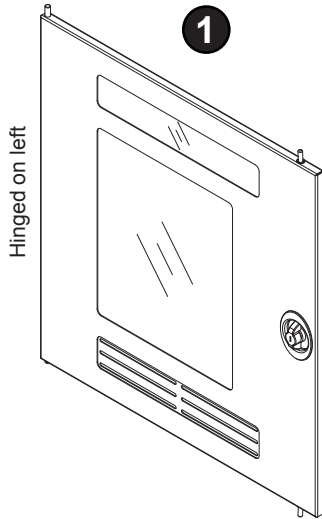


Figure 3B

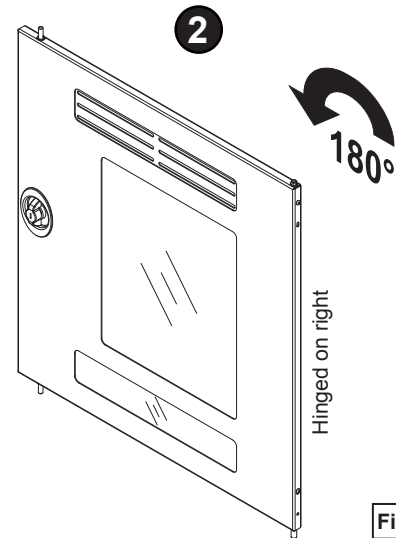


Figure 3C

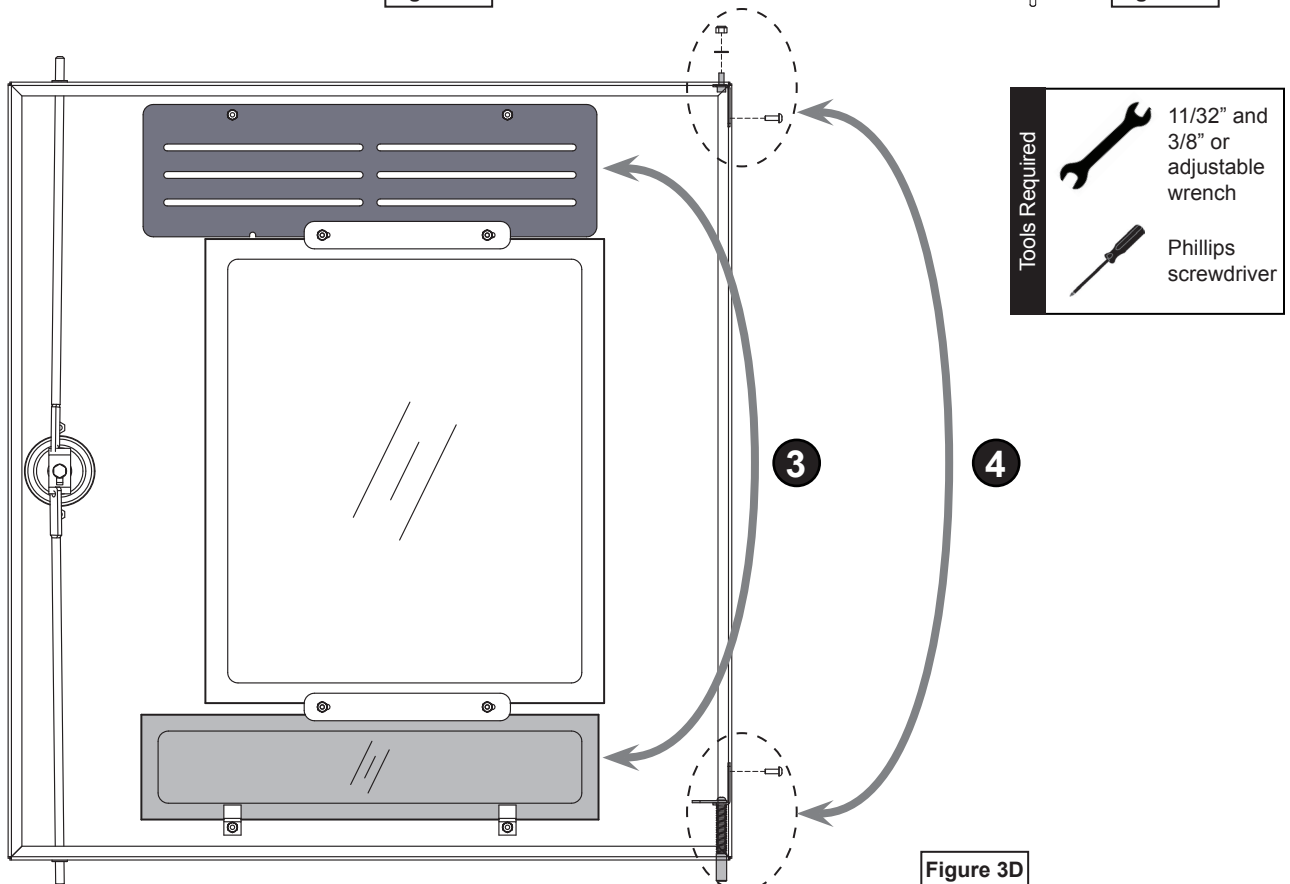


Figure 3D

Keyboard tray / drawer

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

1. To flip, pull the tray out fully and locate the black plastic lever on each slide. **Figure 4.**
2. Release the levers on the both slides while pulling the tray out.
3. Flip the tray over, re-align the slides, and push back in.

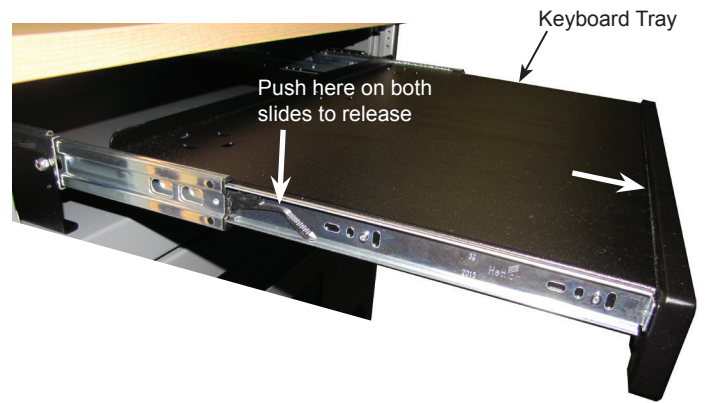
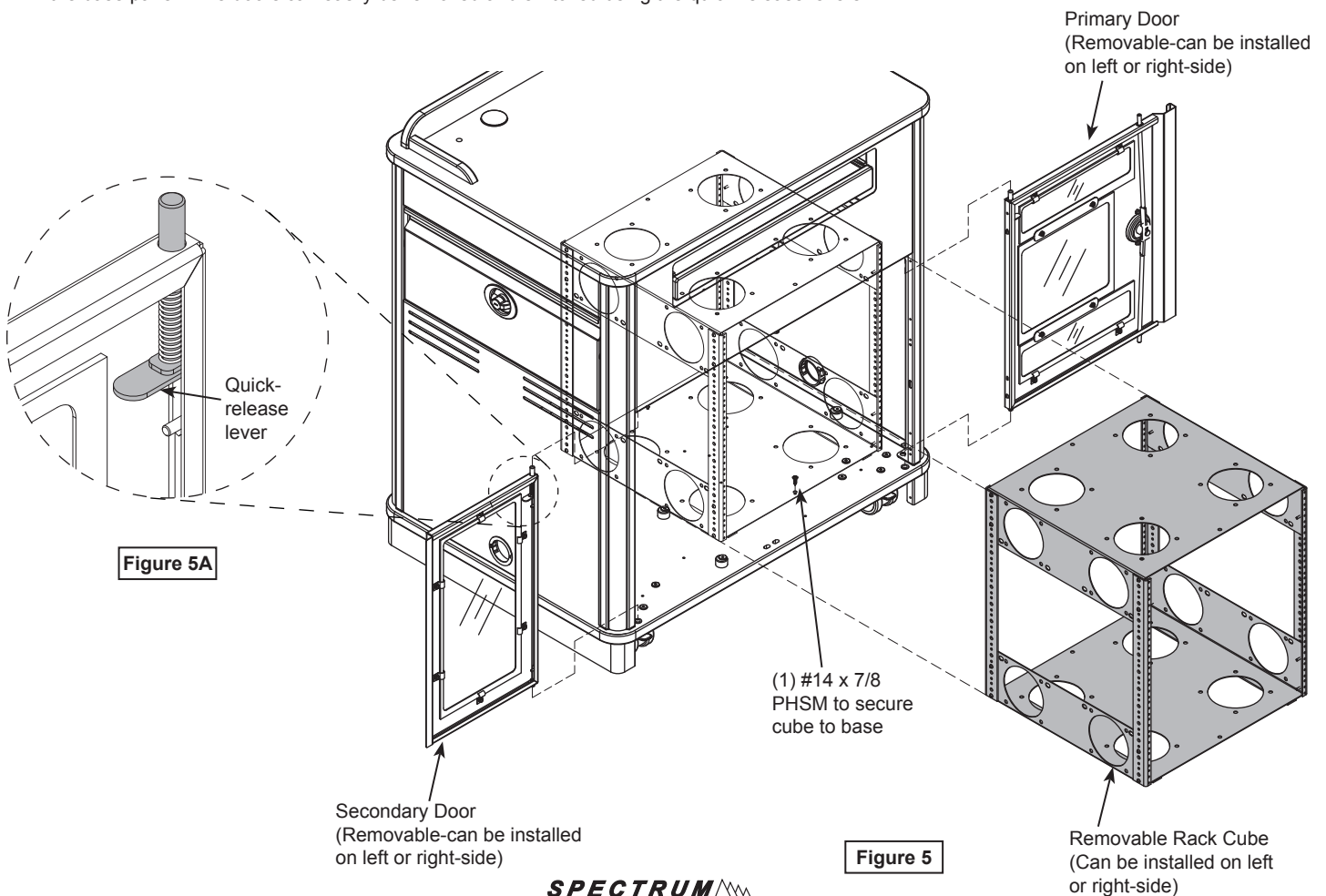


Figure 4

Optional rack cube

The removable rack cube (12RU) simplifies installation and provides the ability to integrate equipment remotely. The cube can be installed into the lectern at a later date. The cube also provides 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). **Figure 5.**

1. To remove the rack cube, open or remove the doors. **Figure 5A.**
 2. Unscrew the #14 x 7/8" PHSM screw from the base, and slide out the cube. **Figure 5.**
- To move the rack cube to the other side of the lectern, all that is needed is to remove the (5) bumper stops in the base panel with a 4mm hex wrench, and relocate them to the opposite side of the base panel. The doors can easily be removed and switched using the quick-release levers.



Optional flip-up shelf

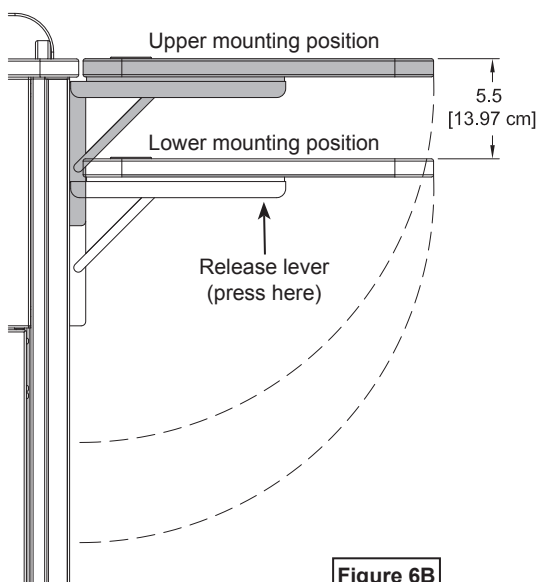


Figure 6B

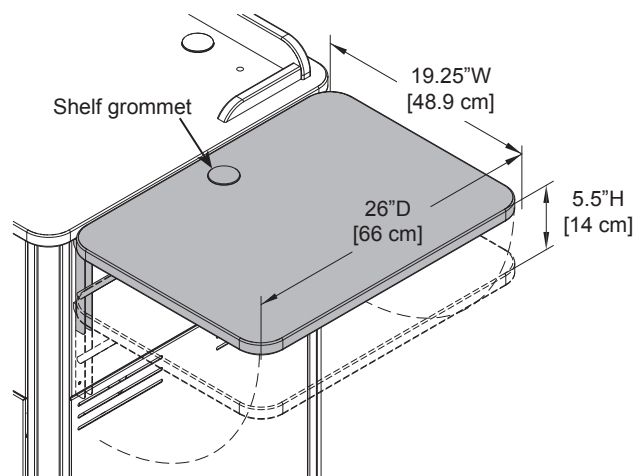


Figure 6A



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 7B** 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 7C.**
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.

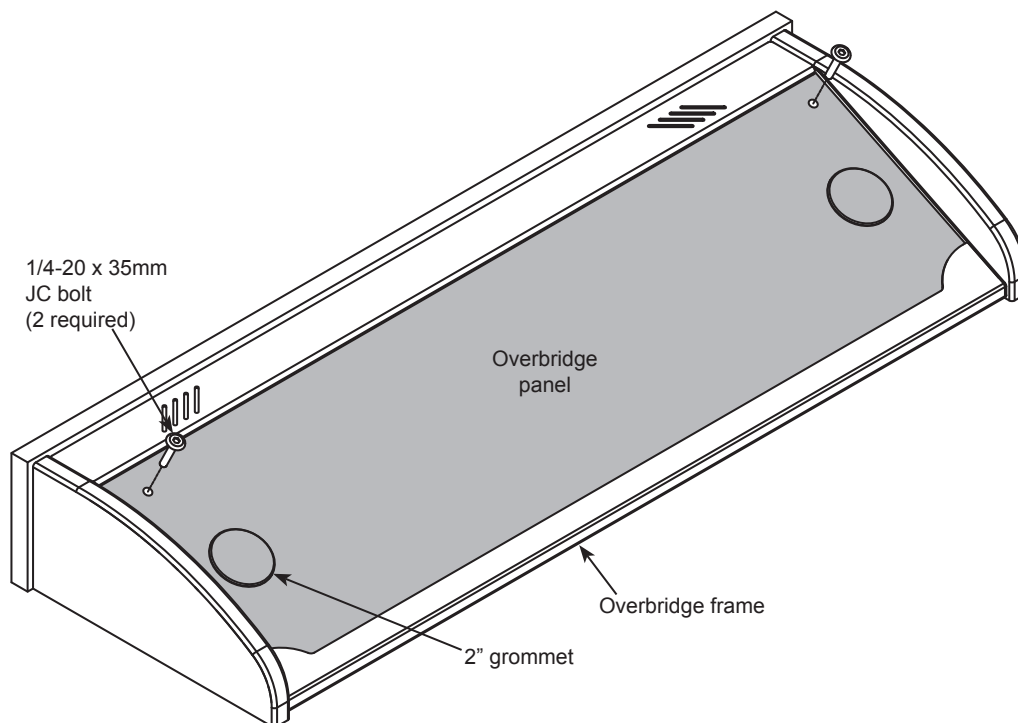
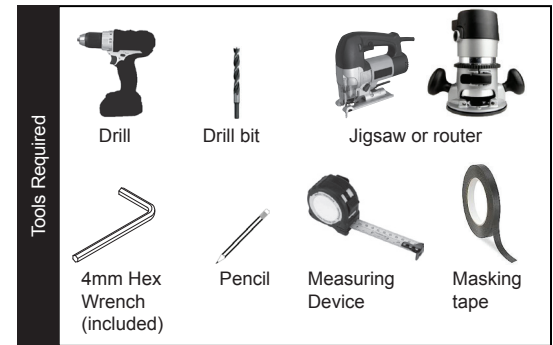


Figure 7A

Note: Blank overbridge panels require the customer to make necessary cutouts with a jigsaw or router. This has a moderate difficulty rating, so experience and skill with tools is required.

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.

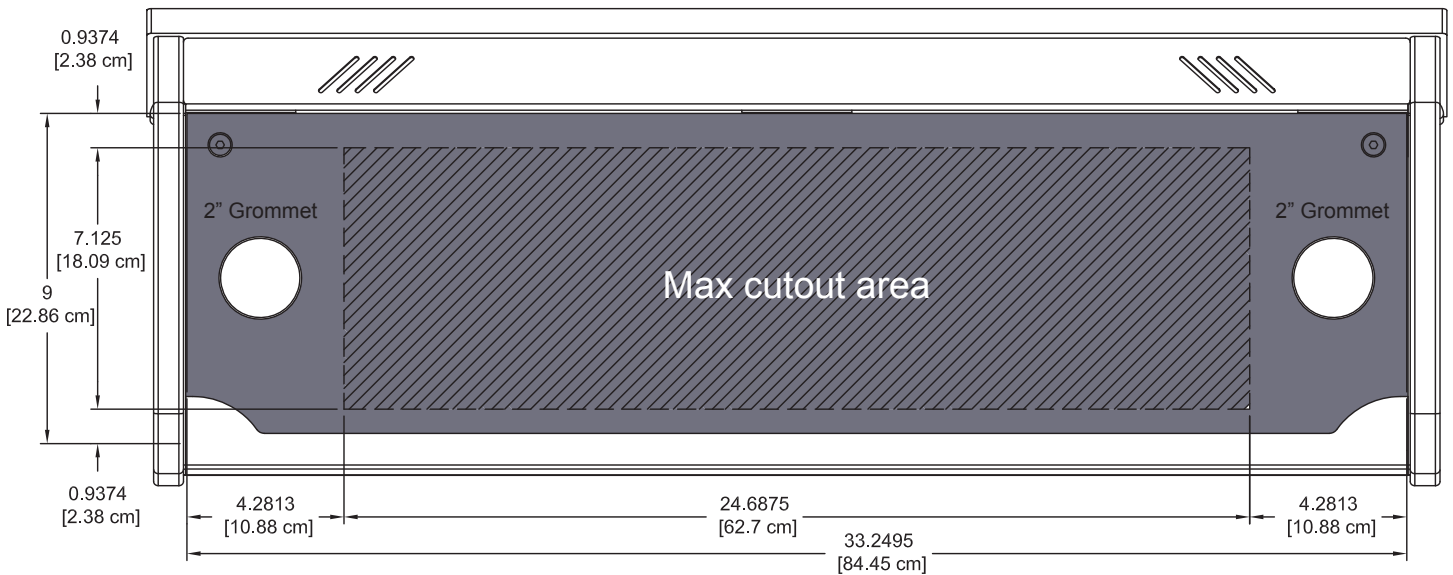
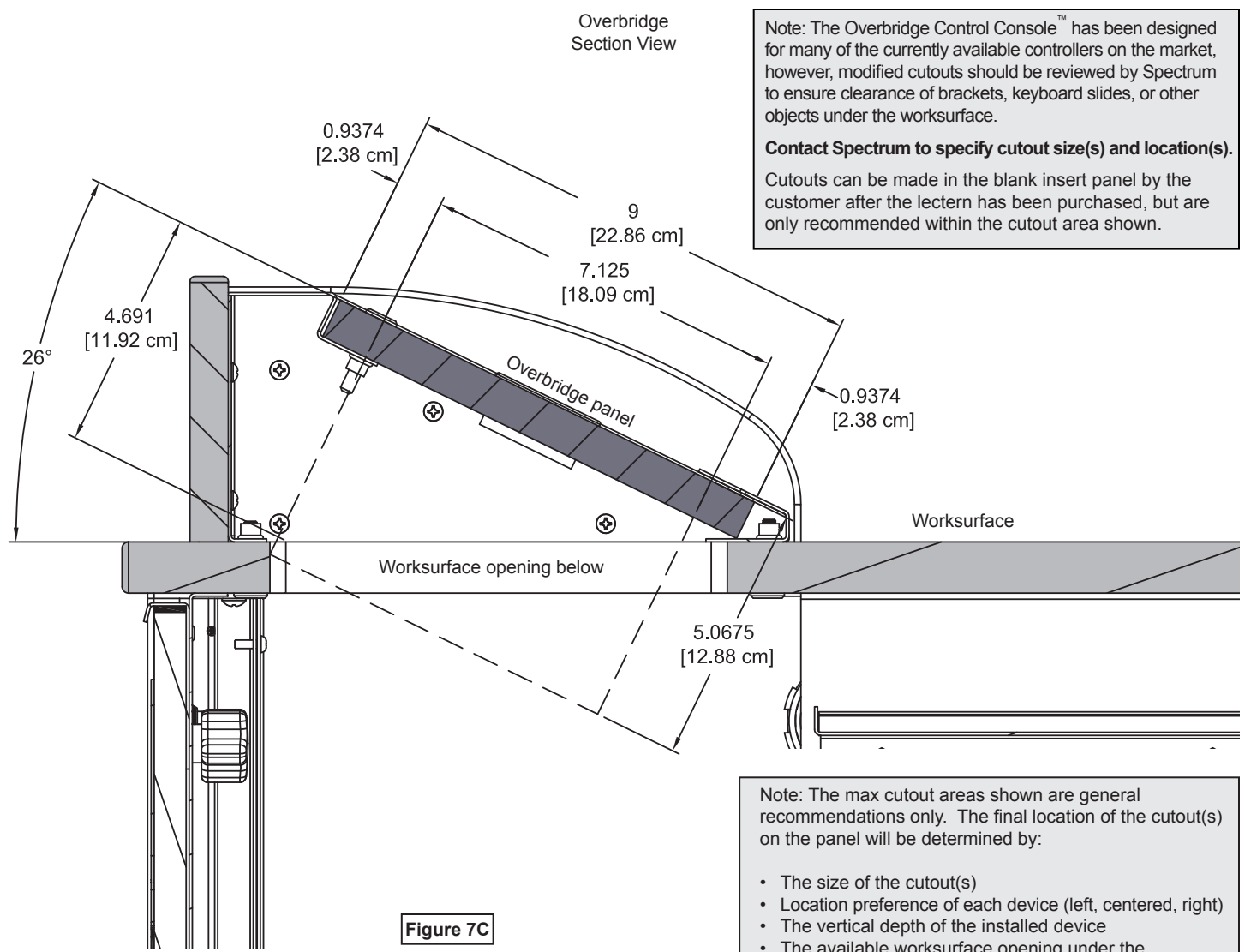


Figure 7B



Note: The Overbridge Control Console™ has been designed for many of the currently available controllers on the market, however, modified cutouts should be reviewed by Spectrum to ensure clearance of brackets, keyboard slides, or other objects under the worksurface.

Contact Spectrum to specify cutout size(s) and location(s).

Cutouts can be made in the blank insert panel by the customer after the lectern has been purchased, but are only recommended within the cutout area shown.

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 7C

Optional toe kick

1. Position the toe kick panel on the floor in the preferred final lectern location. **Figure 8A.**
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.

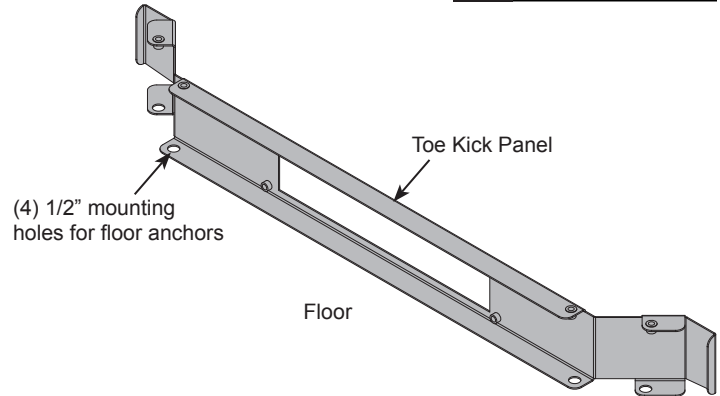
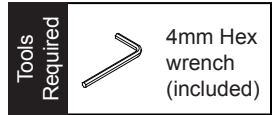


Figure 8A

5. Move lectern into position over the anchored toe kick. **Figure 8B.**
6. Align the (4) base panel mounting holes (instructor-side) with the toe kick panel mounting holes.
7. Attach toe kick plate with (4) 1/4-20 x 15mm JC bolts.

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

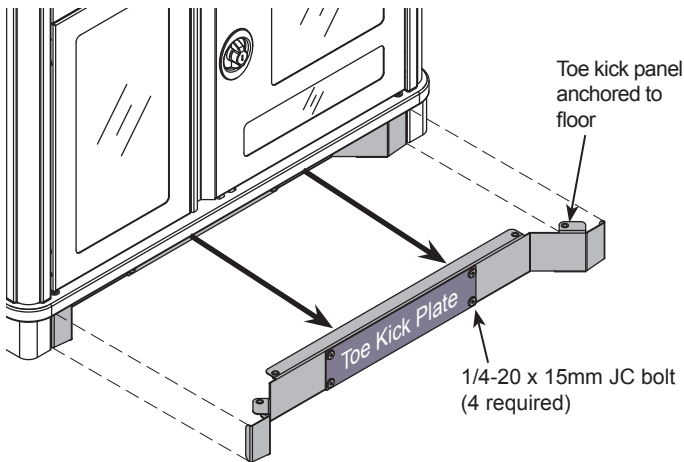


Figure 8B

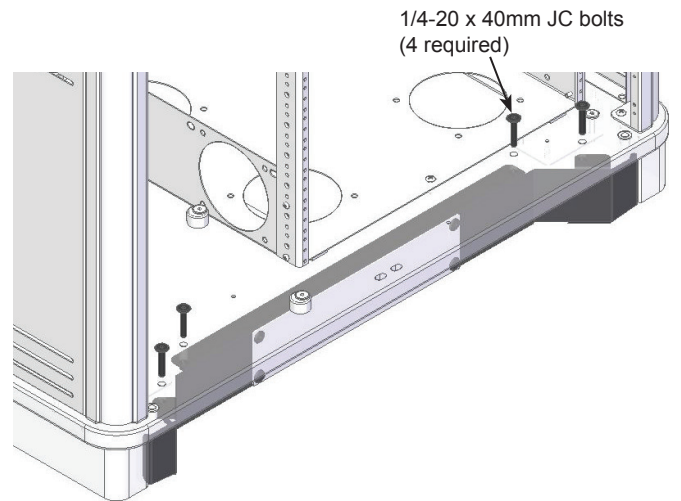


Figure 8C

Caster operation

1. Lock the brake levers to lock movement of the casters.
(Two instructor-side casters only). **Figure 9**.
2. To resume operation, lift up on brake levers.

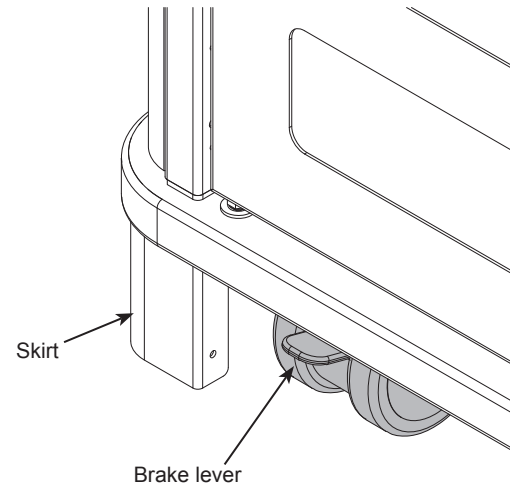


Figure 9

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:

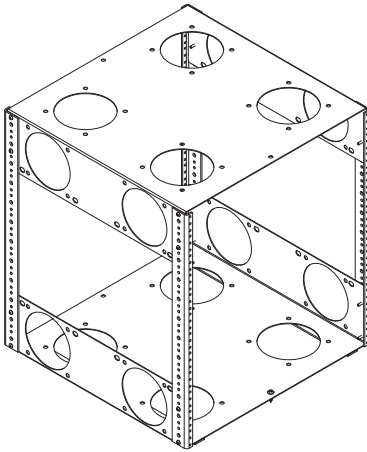
- Do not leave in areas where children have access.
- Keep doors closed and locked.
- Keep casters locked.

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!

Accessories

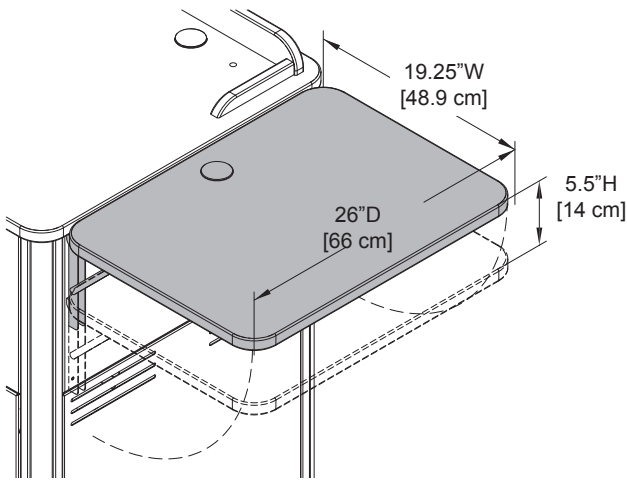
(Customer-installed when purchased separately)



12RU Rack Cube - 55197

- One rack cube can be installed on the left or right side of the Media Manager Elite Lectern
- Polyethylene slides on bottom for easy removal
- Can be secured to base panel on the left or right side of the Media Manager Elite Lectern
- Cooling fan compatible
- Color: black
- Customer-installed

Rack rail:	12RU front and rear
Dimensions:	19.125"W [48.58 cm] x 19.031"D [48.34 cm] x 21.25"H [53.97 cm]
Mounts for cooling fans:	Compatible with most 4.7" fans with 4.13" mounting hole spacing (12 mounting locations available)
Unit weight:	21 lb [9.5 kg]
Shipping weight:	22 lb [10 kg]

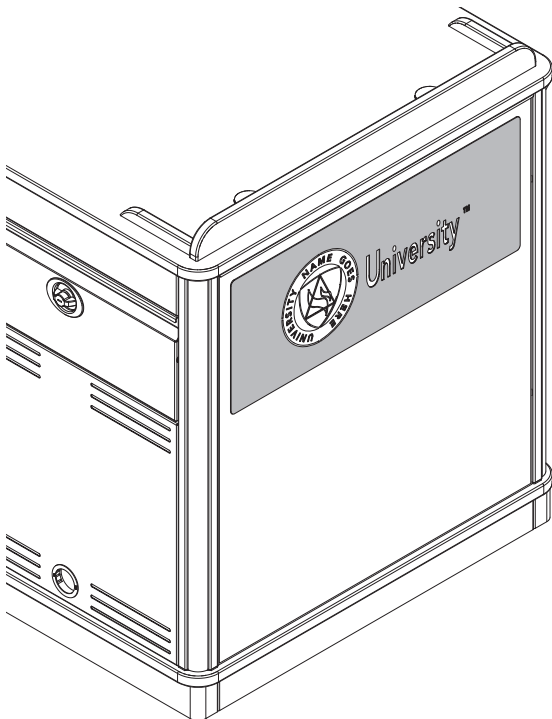


Flip-Up Shelf - 55269

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

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)

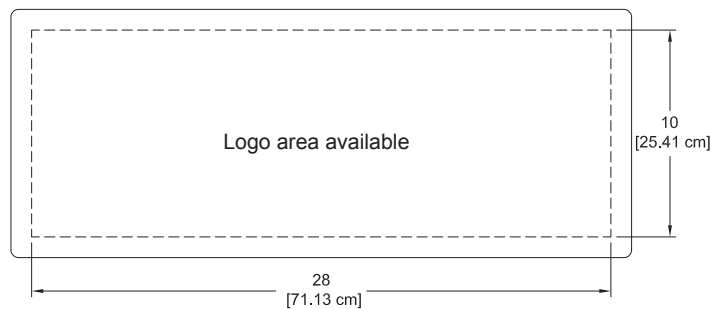
Note: Power and communication wiring for document cameras, laptop computers, and/or projectors placed on the flip-up shelf should be routed on top of the audience-side of the shelf. Use of the shelf grommet hole for wiring will result in pinching of the cords when the shelf is folded.



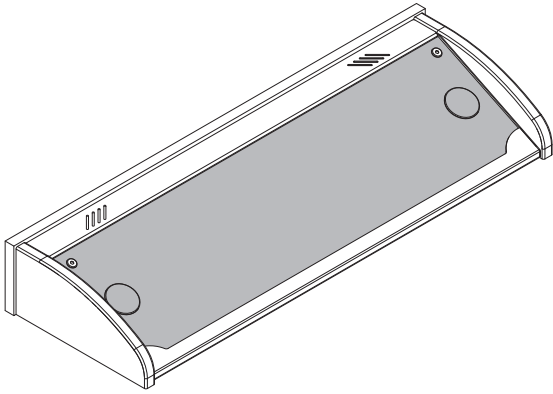
Customized Logo Panel - 55199

- 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
- Customer-installed

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]
Unit weight:	6 lb [2.7 kg]
Shipping weight:	8 lb [3.6 kg]



Insert panels are available to customers needing a replacement panel or different cutouts for technology upgrades.

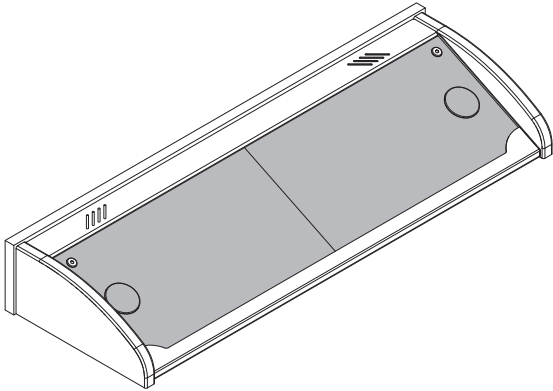


Overbridge Insert Panel-Large

96507 - Blank panel-Large
96507mod - 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
- Customer-installed

Dimensions:	33.25"W [84.5 cm] x 9"D [22.9 cm] x .79"H [2 cm]
Unit weight:	N/A
Shipping weight:	8.5 lb [3.9 kg]

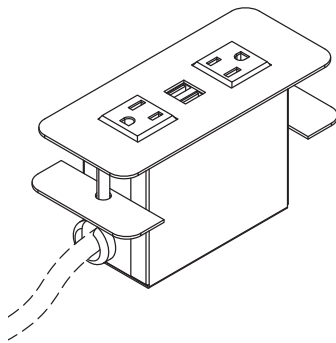


Two-piece Overbridge Insert Panel-Large

96513 - Blank panel (split)-Large (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:	16.625"W [42.23 cm] x 9"D [22.86 cm] x .79"H [2 cm]
Unit weight:	N/A
Shipping weight:	4.25 lb [1.9 kg]

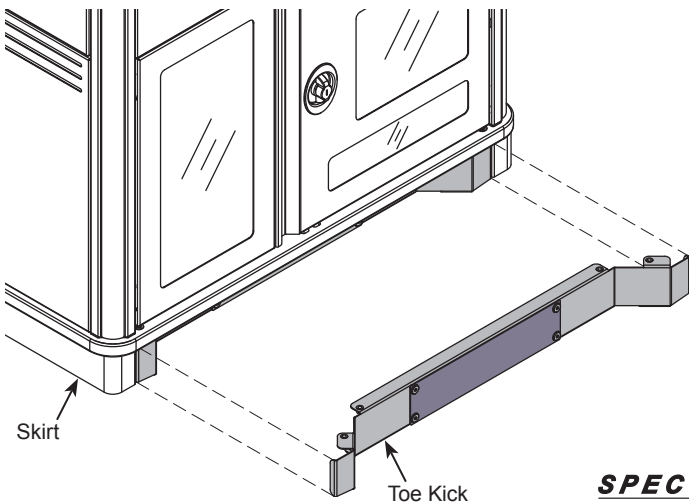


Cove™ Power Module - 99044

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

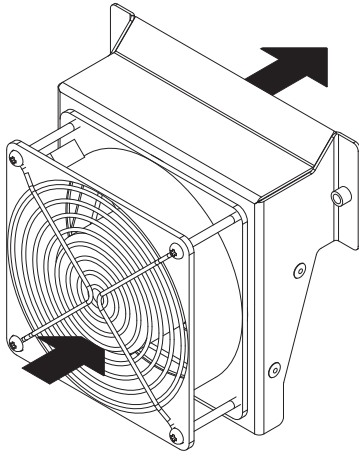
Cutout required:	5.25"W [13.3 cm] x 2"D [5.1 cm]
Power cord:	9' [274 cm] with 90° flat plug with 45° rotation
Power receptacles:	12A, 120 VAC spill-resistant
USB charging ports:	2.1A (10.5W)
Dimensions:	6"W [15.2 cm] x 2.5"D [6.35 cm] x 3.18"H [8.1 cm]
Shipping weight:	2.29 lb [1 kg]

Note: This "Power Module" is the only ETL certified power supply option for this product.



Toe Kick Kit - 55198

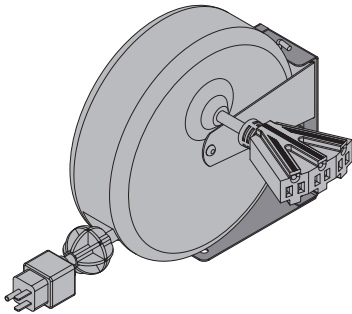
- Attaches to floor and lectern when mobility is not necessary or desired (floor fasteners not included)
- Conceals casters
- Includes access panel
- Customer-installed
- Shipping weight: 12 lb [5.4 kg]



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]	

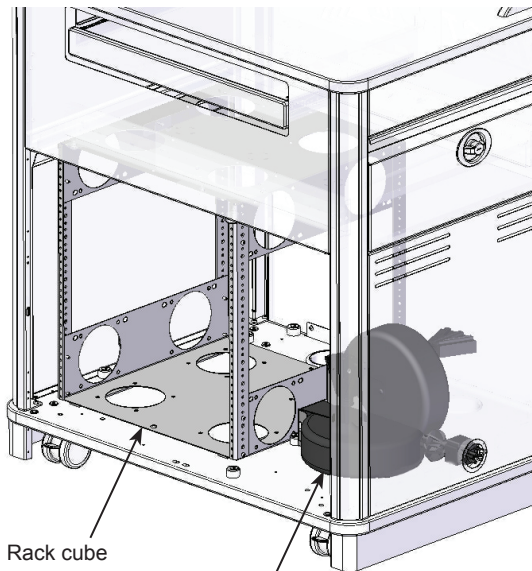


Universal Cord Reel Kit - 99037

- 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
- Customer-installed

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 positions on base with rack cube)



See spectrumfurniture.com for the latest accessories and detailed warranty information.

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

