Owner's Manual

SPECTRUM
INDUSTRIES INC.

Flex Insight XMS Dual Monitor Computer Workstation™

38964	workstation with lock
38962	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!

⚠ Important Safety and Care Instructions ⚠

- Read this owner's manual before assembly or operation.
- Do not allow children to move the table.
- For indoor use only. Do not install or store the table where it will be exposed to moisture.
- Do not block the ventilation openings.
- Do not allow anyone to sit, stand, or climb on the table.
- 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 table 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.

⚠ **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.

Electrical Safety:

- Keep the power switch in the OFF position before plugging or unplugging from the wall outlet.
- Ensure total device / equipment load does not exceed 12-amps.
- Do not plug the power cord into an extension cord.
- Inspect the 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 cart into a grounded outlet controlled by a GFI (Ground Fault Interrupter) circuit breaker.
- Damaged electrical components can create significant hazards to users and is not covered by the warranty. Repairs should always be performed by a qualified electrician.
- Electrical devices are not toys. Children are often unaware of the hazards associated with electrical devices. This table must always be used by adults or with adult supervision.

Hardware
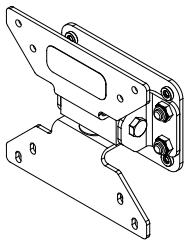
(2) Standard Swivel VESA Monitor Mount with internal travel stops
provides 4-direction tilt, and works with 75mm and 100mm VESA monitor mounts (includes mounting screws)
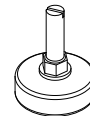
0107624
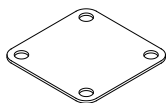
(10) 0102376
11" zip ties

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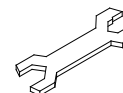1/4-20 x 15mm JC bolts

(4) 0107683
10-24 x 1/2" SHCS

(4) 025068
5/16-18 glides

(1) 0107574
unit-to-unit bracket

(1) 025039
4mm hex wrench

(1) 025069
glide wrench

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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.

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.
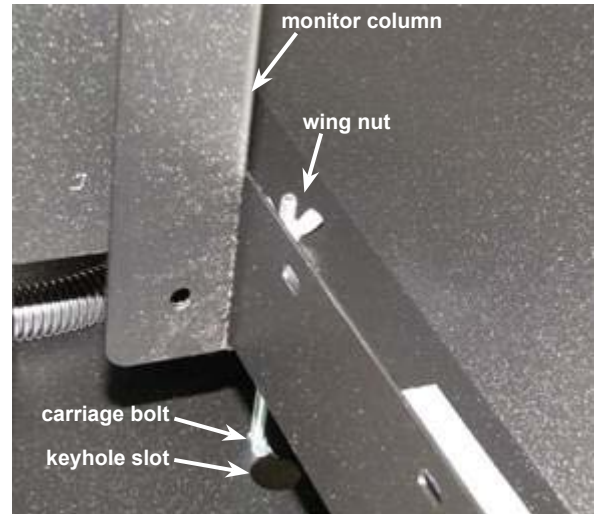
Figure 1

2. Install glides

Tools Required — glide wrench

1. 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**.
2. Thread the two glides into the leg, tighten securely, and remove block.
3. Repeat this procedure on the other side of the desk.
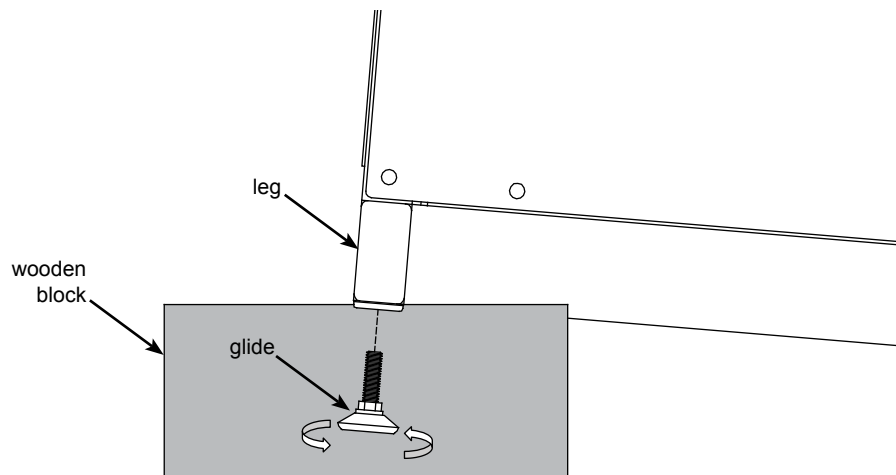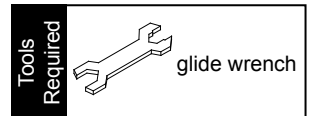4. The glides can be adjusted with the included glide wrench to level the desk if necessary.

Figure 2

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3. Install CPU

1. Set the CPU unit into the CPU sling.
2. Make sure the CPU will be supported by both straps. Tighten the straps around the CPU while keeping the buckles positioned as high as possible to avoid interference. **Figure 3A**.

Note: The center slot can be used for better support of smaller profile CPU's. If necessary, take the rear strap out of the rear slot and thread into the center slot shown in **Figure 3A**. Thread the strap as shown in **Figure 3B**.
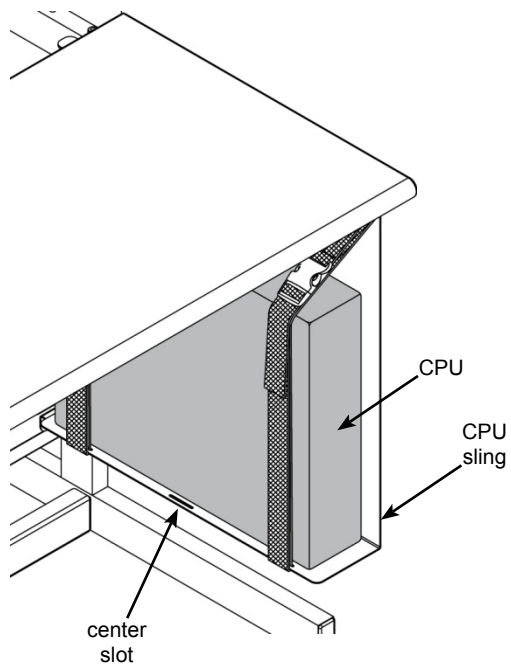
CPU

CPU sling

center slot

Figure 3A
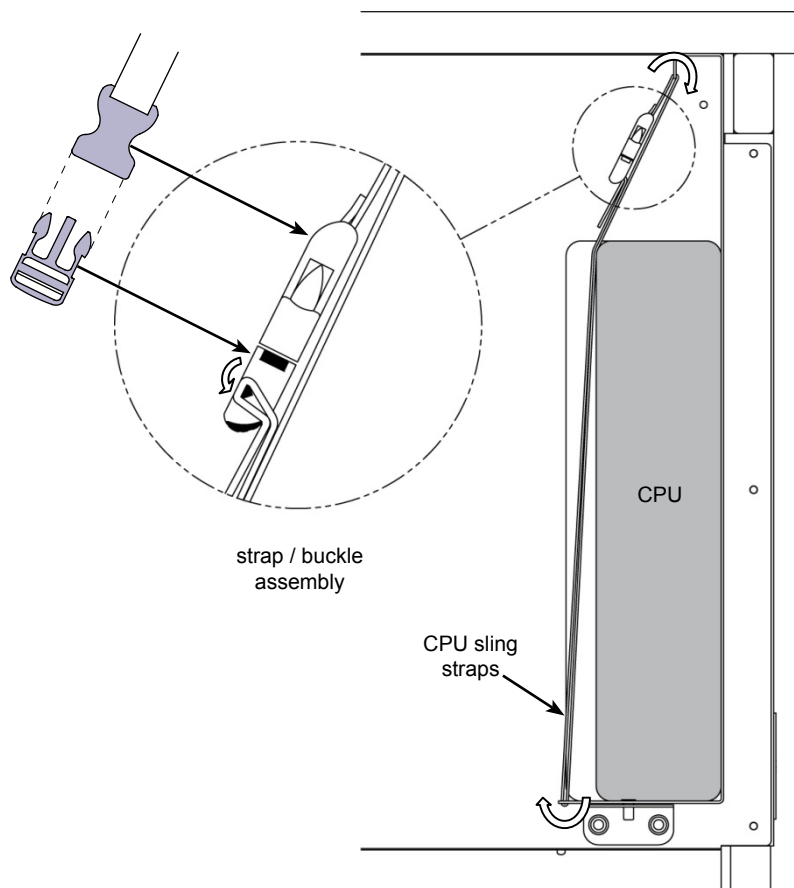
strap / buckle assembly

CPU

CPU sling straps

Figure 3B

4. Install monitors

1. Attach a swivel VESA mount to each monitor with (4) 4mm PHM screws (not included-normally included with monitor). **Figure 4A**.
2. Loosen the back panel JC bolts on the desk slightly with a 4mm hex wrench, lift off the back panel, and open the monitor compartment lid.
3. Lift the monitor column all the way up.
4. Position and align each monitor with the monitor slots and align the VESA bracket mounting holes with the slots.
5. Attach each swivel VESA mount (with attached monitor) to the lift column with (4) 10-24 x 1/2" screws as shown in **Figure 4B**. Be sure the monitors do not touch.
6. Tighten screws securely.

(4) 4mm PHMS
(not included)
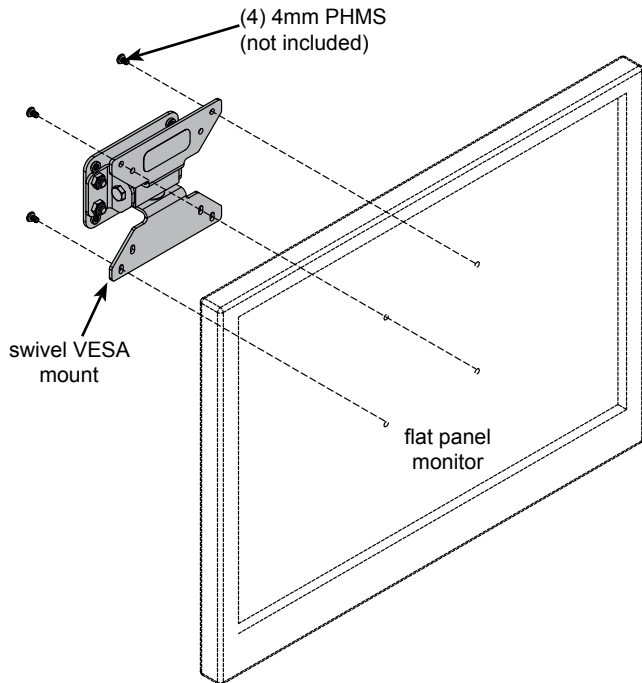
Note: On most flat panel monitors, it will be necessary to remove the standard base that comes with the monitor to use the VESA mount.

swivel VESA
mount

flat panel
monitor

Figure 4A

lift bracket

(4) 10-24 x 1/2"
SHCS

monitor slots

monitor
column

(4) 10-24 x 1/2"
SHCS

swivel VESA
mount

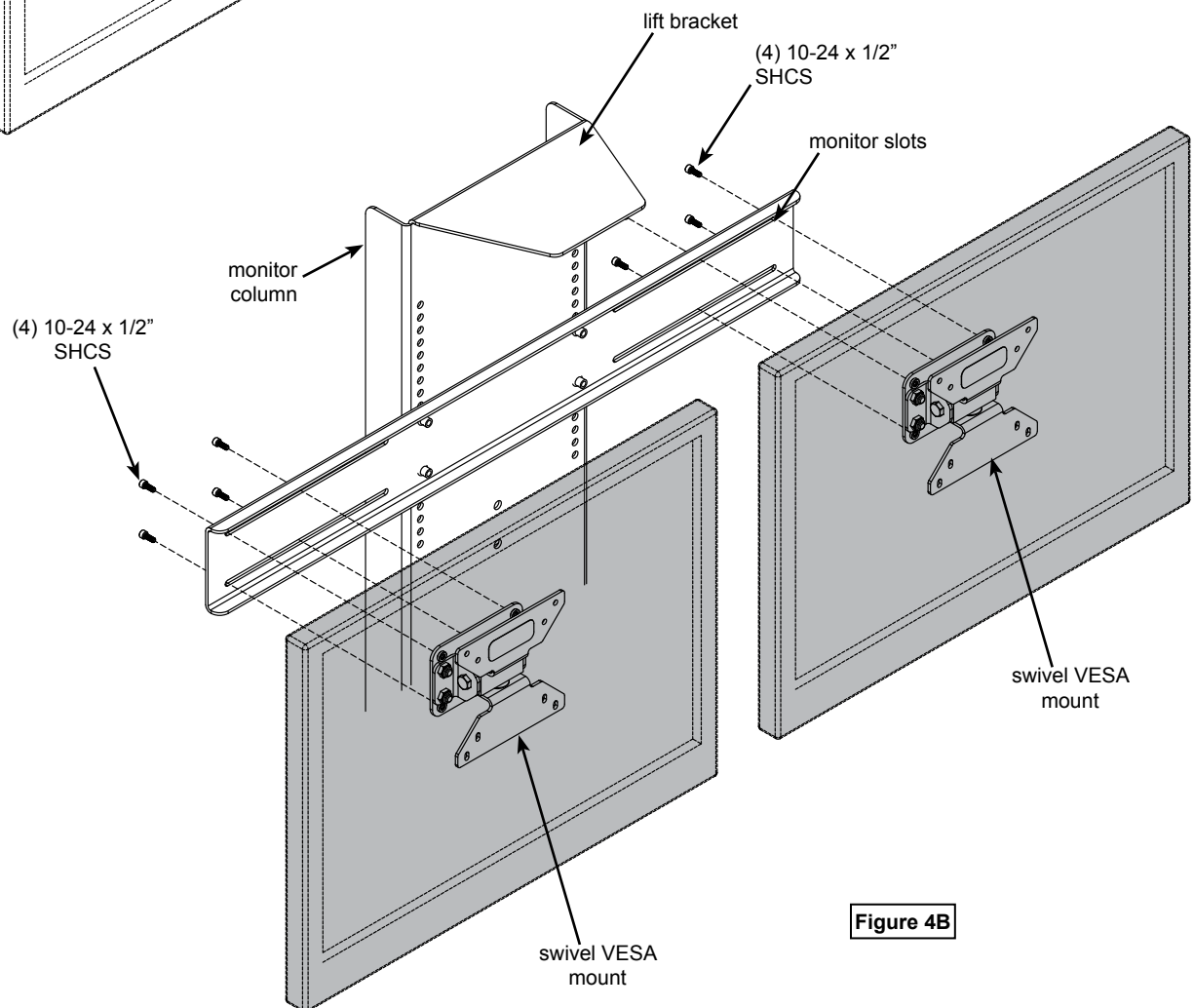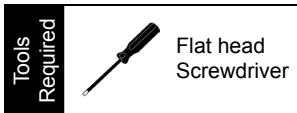swivel VESA
mount

Figure 4B

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5. Cord management

1. With the back panel removed, connect the necessary monitor, keyboard, and mouse cords above the worksurface. **Figure 5A**.
2. Position the keyboard as shown approximately 6" from the front edge of the worksurface with the mouse on the opposite side of the CPU as shown. This will provide enough slack in the cords during normal use and provide for left and right mouse locations.
3. With a zip tie, secure cords to the back of the storage tray as shown. The wire loom keeps monitor and keyboard cords together and routes them while the monitors are being raised and lowered.
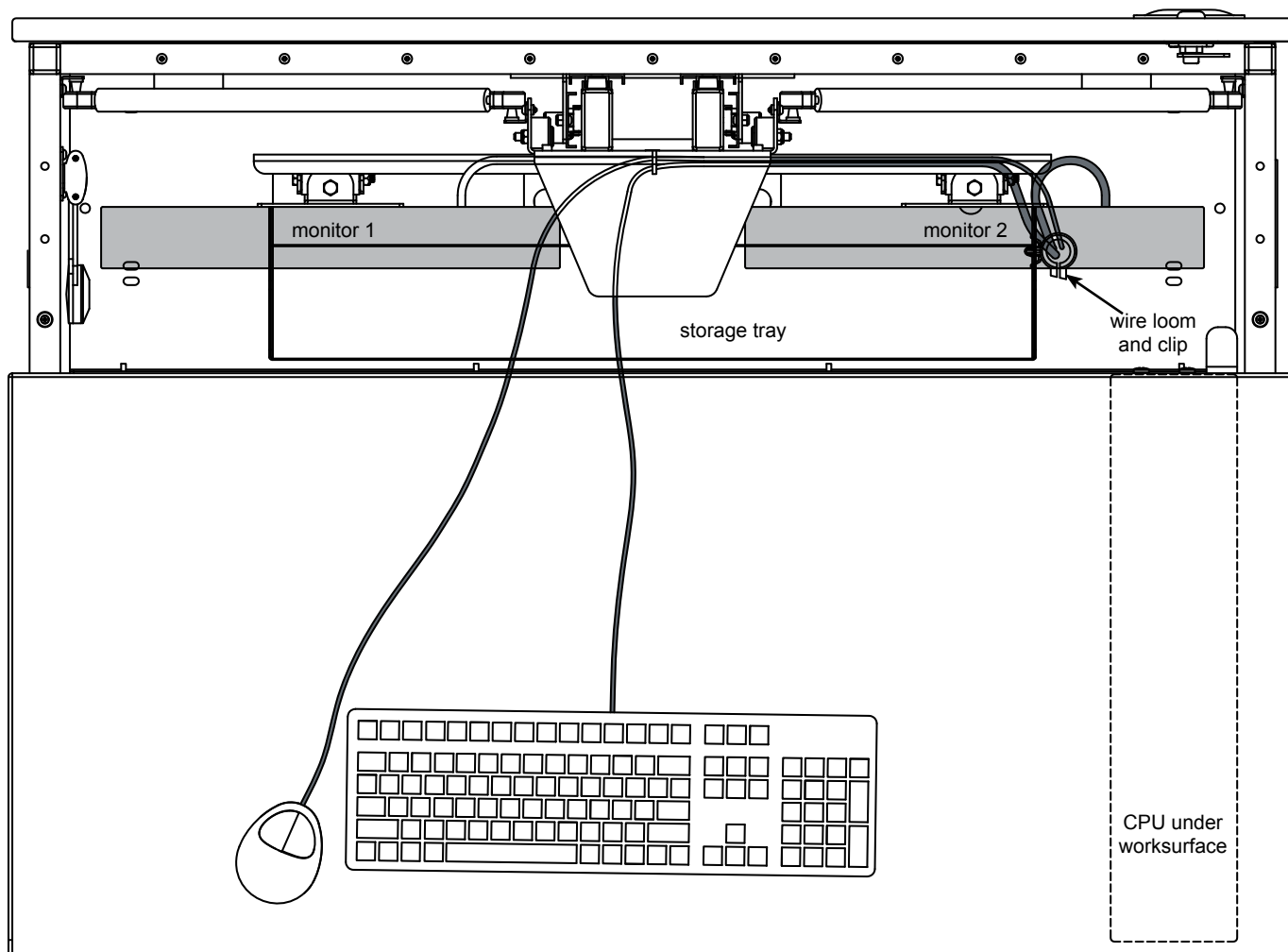4. Using a flat head screwdriver, pry open each loom clip to release the wire loom. **Figure 5B and 5C**.

monitor 1

monitor 2

wire loom and clip

storage tray

CPU under worksurface

Figure 5A

Figure 5B

Figure 5C

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5. With the loom removed, feed the monitor, keyboard, and mouse cords through the sliced opening of the loom to the bottom of the desk as shown. **Figure 5D**.
6. Split the CPU wires out of loom approximately 3/4 of the way down the loom and plug into CPU.
7. Reattach the loom with the clips while providing enough slack in the loom to allow the monitor column to fully extend and retract.
8. Secure the CPU cords to the bottom of the loom by attaching a zip tie around the loom directly above where the CPU cords exit the loom. This will prevent the cords from backing out of the loom. **Figure 5D**.
9. Secure the CPU/Ethernet cords to the bottom of the wiring tray with a zip tie.
10. Use additional zip ties to secure other cords as needed.

instructor side
view

lift column

monitor 2

monitor 1

keyboard

mouse

wire loom
and clip

use tray to secure and
store excess cord

wire loom

zip tie

loom clip

120V AC cords

wiring tray
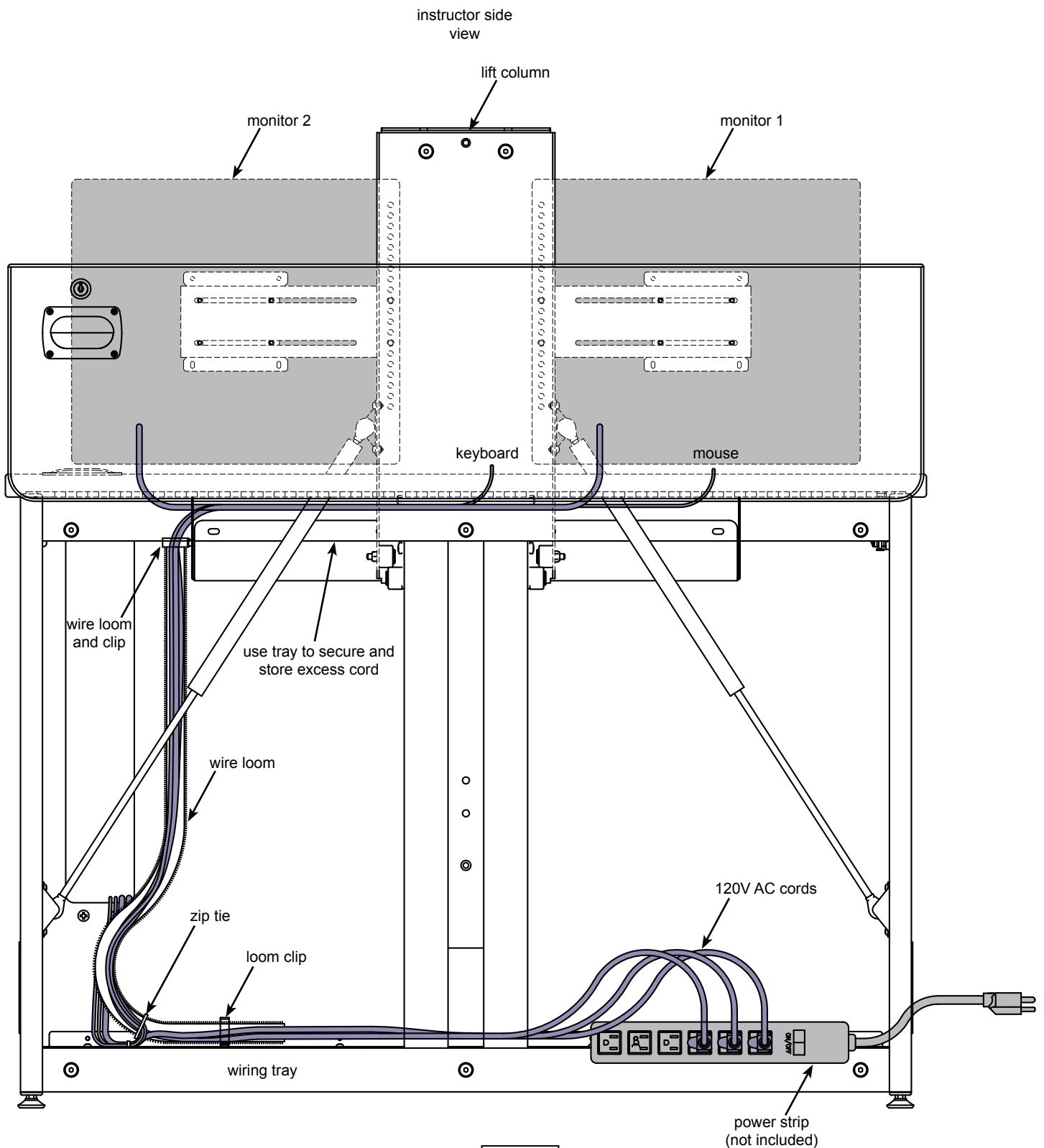
power strip
(not included)

Figure 5D

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3. Connecting desks together (optional)

1. Desks of equal height can be connected together with the included unit-to-unit bracket. **Figure 6**.
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.
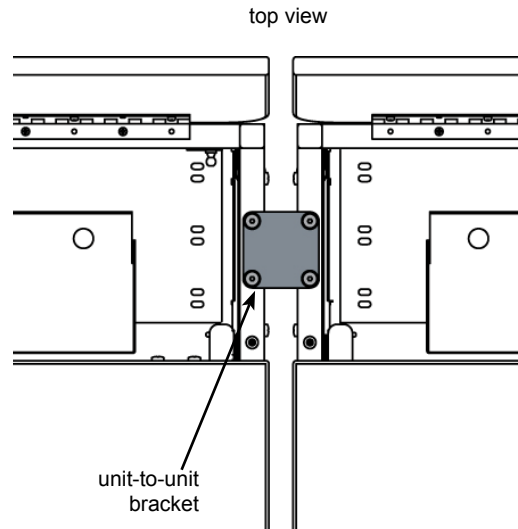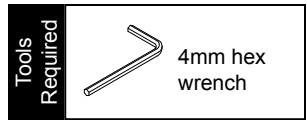4. Disconnect brackets to move/relocate desks.

top view

unit-to-unit bracket

Figure 6

Operation

For computer use:

1. Open the monitor compartment lid. **Figure 7A**.
2. Raise the monitor by pulling up on the lift bracket until fully extended.
3. Take out the keyboard and mouse and set on the worksurface.

lift bracket

monitor compartment lid

storage tray

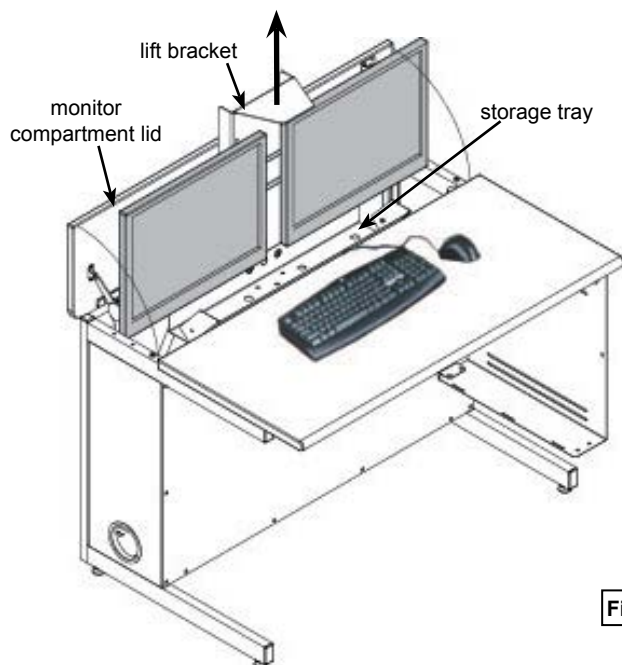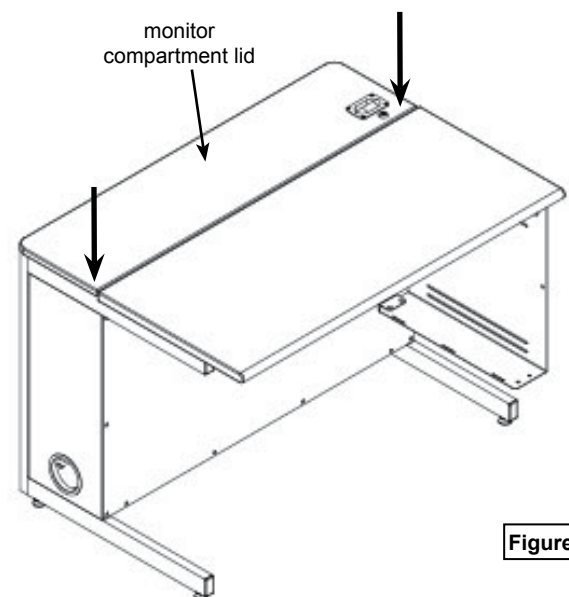monitor compartment lid

Figure 7A

Figure 7B

For classroom (worksurface) use:

1. Place the keyboard and mouse in the compartment tray under the monitor. **Figure 7B**.
2. Lower the monitor by pushing down on the lift bracket until the column is fully retracted, then close the monitor compartment lid. Lockable desks can be locked at this point for security.

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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 8**.

Tools Required | 4mm hex wrench

friction dampener

4mm hex wrench
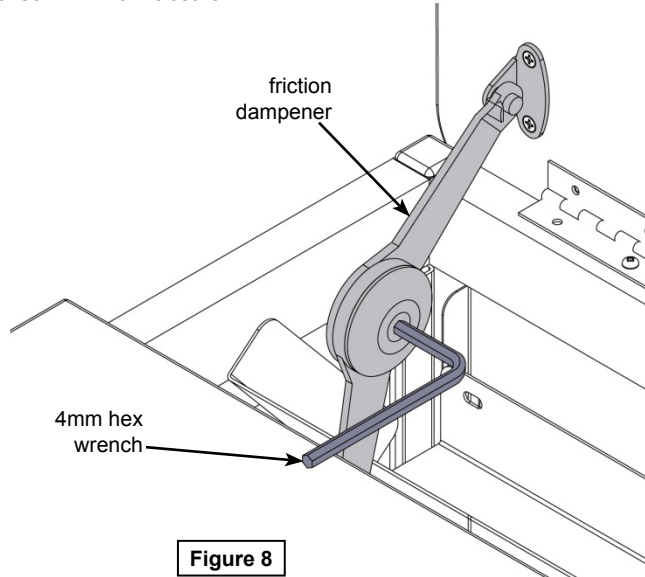
Figure 8

Options
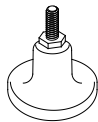
1" Bell Glide Riser Kit
raises worksurface height from 29" to 30"
5/16-18 thread (set of 4)
98513

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

Nominal weight of both monitors	Counterbalance
14-17 lbs	use 4 weights (requires 2 kits)
17-20 lbs	use 3 weights (requires 2 kits)
20-24 lbs	use 2 weights
24-27 lbs	use 1 weight
27-32 lbs	not required

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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
• Adjustable Crank/Electric Desk Legs • Flat Panel Desk Gas Cylinders	• 1 Year
• 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	• 7 Years • 2 Years • 2 Years • No Warranty
• Height Adjustable Columns and Lifts • General Use Casters • Electrical • Keyboard/Mouse Trays	• 1 Year
• Flat Panel Monitor Arm – General Parts • Flat Panel Monitor Arm – Gas Cylinders	• 5 Years • 2 Years
• Computer Desk Chassis • Cart Chassis • Lectern Chassis	• 10 Years

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

CERTIFIED
INDOOR AIR QUALITY ™
SCS GLOBAL SERVICES
INDOOR ADVANTAGE GOLD
FURNITURE

ISO 9001:2008
Certified Company

SPECTRUM INDUSTRIES INC.

925 First Avenue, PO Box 400, Chippewa Falls, WI 54729 Ph: 800-235-1262, 715-723-6750 Fax: 800-335-0473, 715-738-2309
E-mail: spectrum@spectrumfurniture.com   web: www.spectrumfurniture.com

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