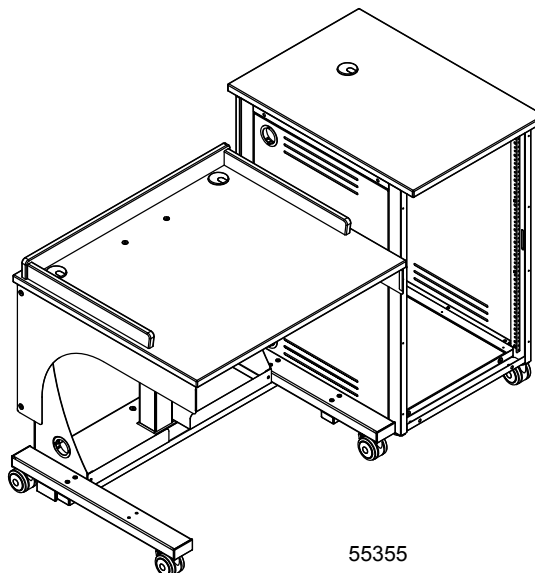


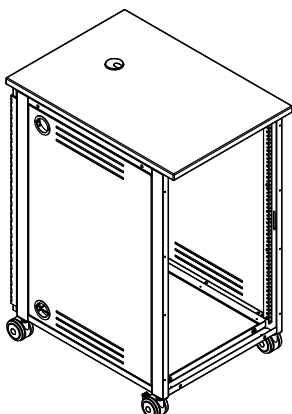
## Freedom One™ Sit-to-Stand (S2S) Lectern

55355	Freedom One Lectern (Includes lectern, equipment rack, and unit-to-unit connector kit)
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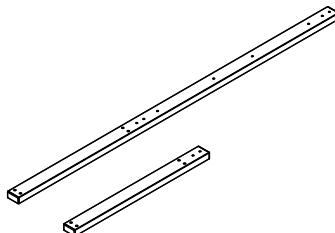
55366	Equipment rack only
55367	Unit-to-unit connector kit
55368	Freedom One Lectern only



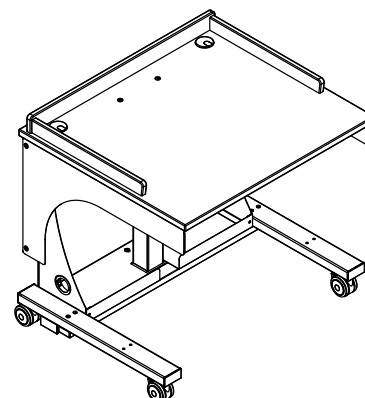
55355



**Equipment rack**  
55366



**Unit-to-unit connector kit**  
55367



**Freedom One Lectern**  
55368

### ⚠ 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](http://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.

**⚠ 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:

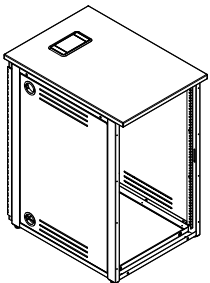
- Do not plug the power cord into an extension cord.
- Inspect power cords for damage before each use. Do not use power cords that are damaged.
- Unplug power cord from electrical outlet by gripping the cord. Do not unplug the power cord by pulling only on the cord.
- Do not step on, drive over, drag, 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.

## ⚠ CAUTION ⚠

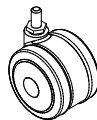
In order to maintain normal operation, do not exceed 38 lb (max) of additional weight on the adjustable worksurface.

When routing cords through the side grommets, be sure to provide enough slack for the worksurface to fully operate through its range of motion.

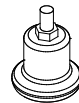
## Equipment rack items - 55366



(1) equipment rack



stem casters  
(2) 0113748 locking  
(2) 0113749

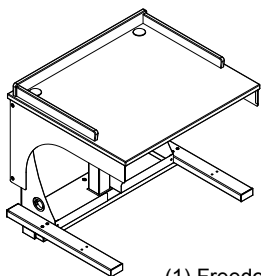


(4) 0114470  
3/8-16 x 5/8" bell glide

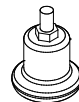


(2) 0103500  
2-1/2" plug

## Lectern items - 55368



(1) Freedom One Lectern



(4) 0114470  
3/8-16 x 5/8" bell glide



(2) 0103500  
2-1/2" plug

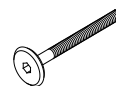
## Unit-to-unit connector kit items - 55367



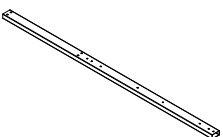
(1) 0113794  
short support tube



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



(6) 038047  
1/4-20 x 50mm JC bolt



(1) 0113795  
long support tube



(8) 053310  
1/4-20 x 40mm JC bolt



(1) 025039  
4mm hex wrench

## Equipment rack assembly / setup

### Attach casters or glides

1. Determine if you want casters or glides installed. Figure 1A.



Note: Because the equipment rack needs to be flipped upside-down to install the casters/glides, Spectrum does not recommend installing any rack-mount equipment until the rack has been flipped back upright.



caster



glide

Tools Required



11/16" wrench  
(for casters)

1/2" wrench  
(for glides)

Figure 1A

2. Carefully flip the equipment rack upside-down.

### Free-standing equipment rack

3. For a free-standing equipment rack, install all 4 casters or glides. **Figure 1B.**
4. Flip the equipment rack back upright.

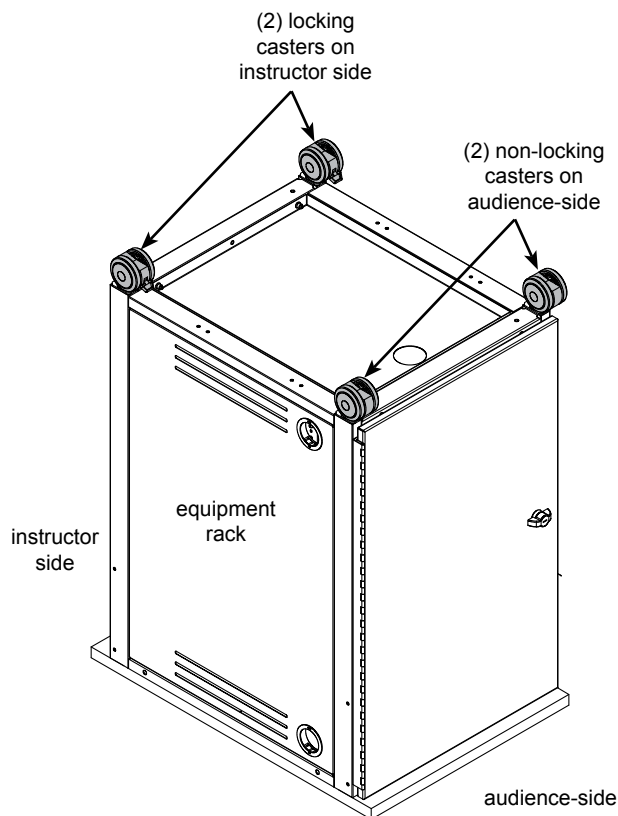


Figure 1B

### Equipment rack connected to lectern

3. If the equipment rack will connect to the Freedom One lectern, determine which side of the lectern you plan to attach it. The side of the rack you attach to the lectern will not need (2) casters or glides. This side of the rack will be supported by the lectern. **Figure 1C.**
4. Proceed with the unit-to-unit connector kit assembly/setup instructions on p.5.

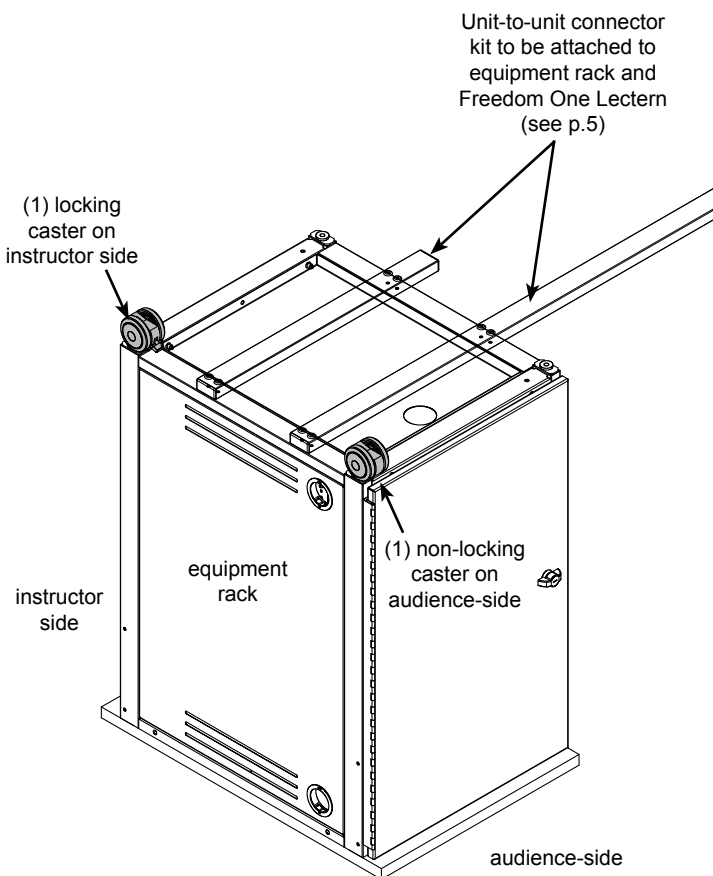


Figure 1C

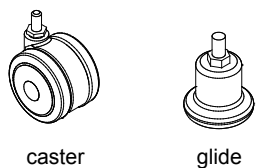
### Swapping casters for glides (optional)

Note: The Freedom One Lectern comes with factory-installed casters. If a more permanent non-moving lectern is needed, the casters can easily be replaced with the included glides. **Figure 2A.**

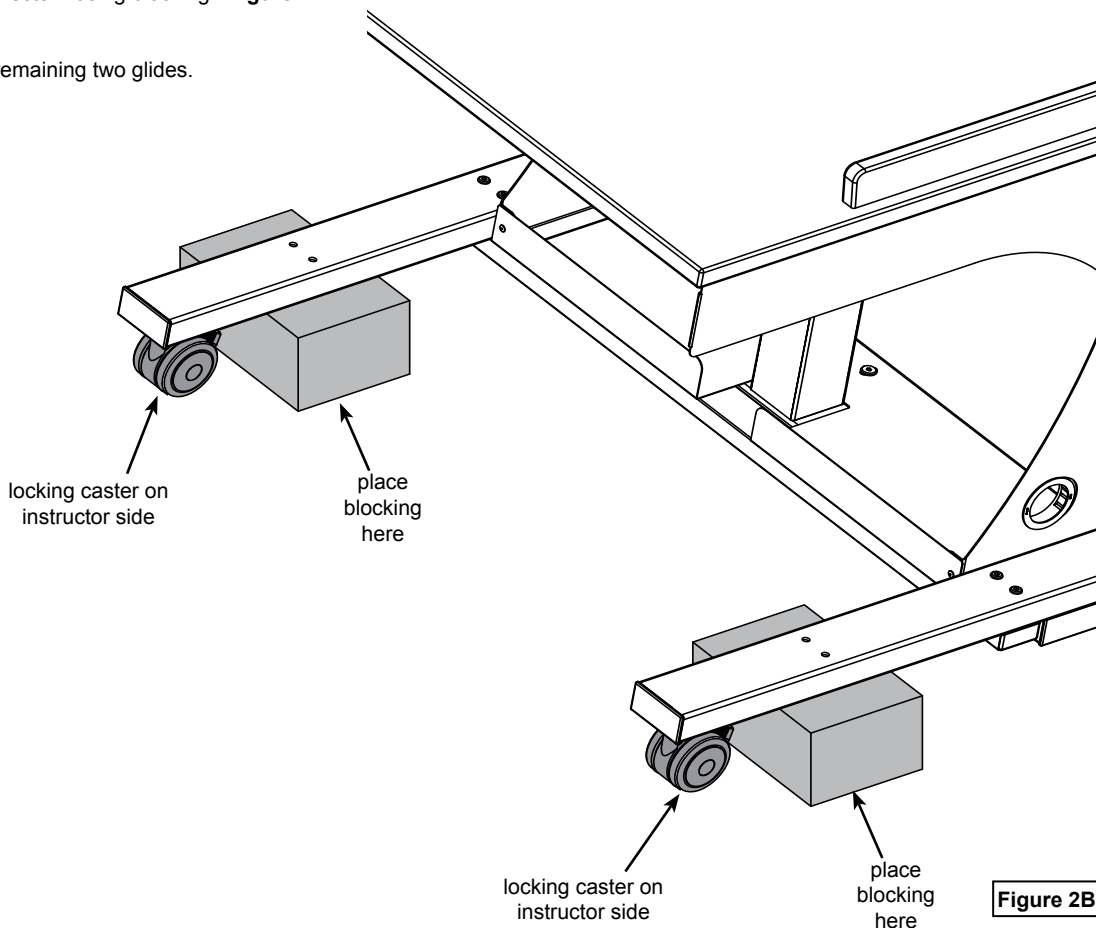
**Tools Required**

- 11/16" wrench (for casters)
- 1/2" wrench (for glides)

1. Carefully tip up one side of the lectern using blocking. **Figure 2B.**
2. Remove the two casters.
3. Install two glides.
4. Repeat this procedure for the remaining two glides.
5. Remove blocking.



**Figure 2A**

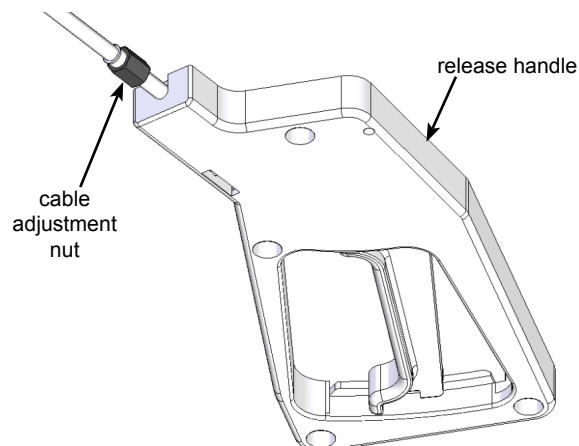


**Figure 2B**

### Column cylinder adjustment

The worksurface extension speed can be adjusted with the cable adjustment nut located on the release handle.

1. To adjust, tighten or loosen the nut 1/2 turn. **Figure 2C.**
2. Push down the worksurface, then pull the release handle to check the worksurface extension speed.
3. Repeat this procedure until the desired extension speed is reached.



**Figure 2C**

## Unit-to-unit connector kit assembly / setup

### 1. Attach connector kit to equipment rack

1. Determine which side of the lectern you want the equipment rack mounted to.
2. Lay the equipment rack down on the floor with the side opposite the lectern down.  
**Figure 3A** shows assembly with the equipment rack on the left-side of the lectern.
3. Be sure two casters or glides are installed on the side of the equipment rack away from the lectern (outside). See **Figure 1C** on p.3 for caster/glide installation.
4. Attach the short and long connector tubes with (4) 1/4-20 x 40mm JC bolts each.  
**Note: The tubes should be pointing upward as shown with the lectern mounting holes facing away from the casters.**
5. Tighten bolts securely.

Tools  
Required



4mm hex wrench  
(included)

Note: The unit can be assembled with the equipment rack on the left or right-side of the lectern. These instructions show the equipment rack assembled on the left-side.

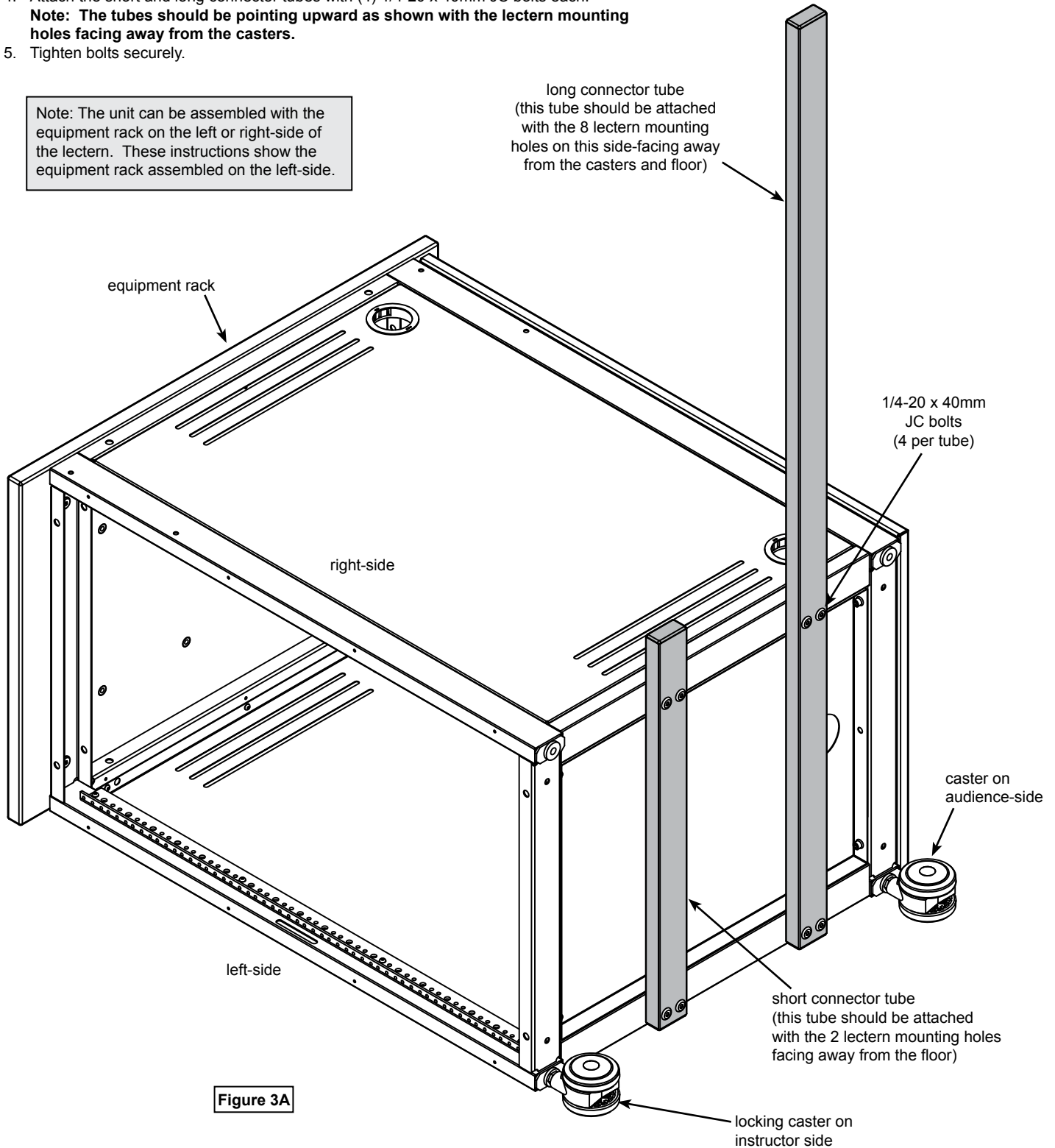
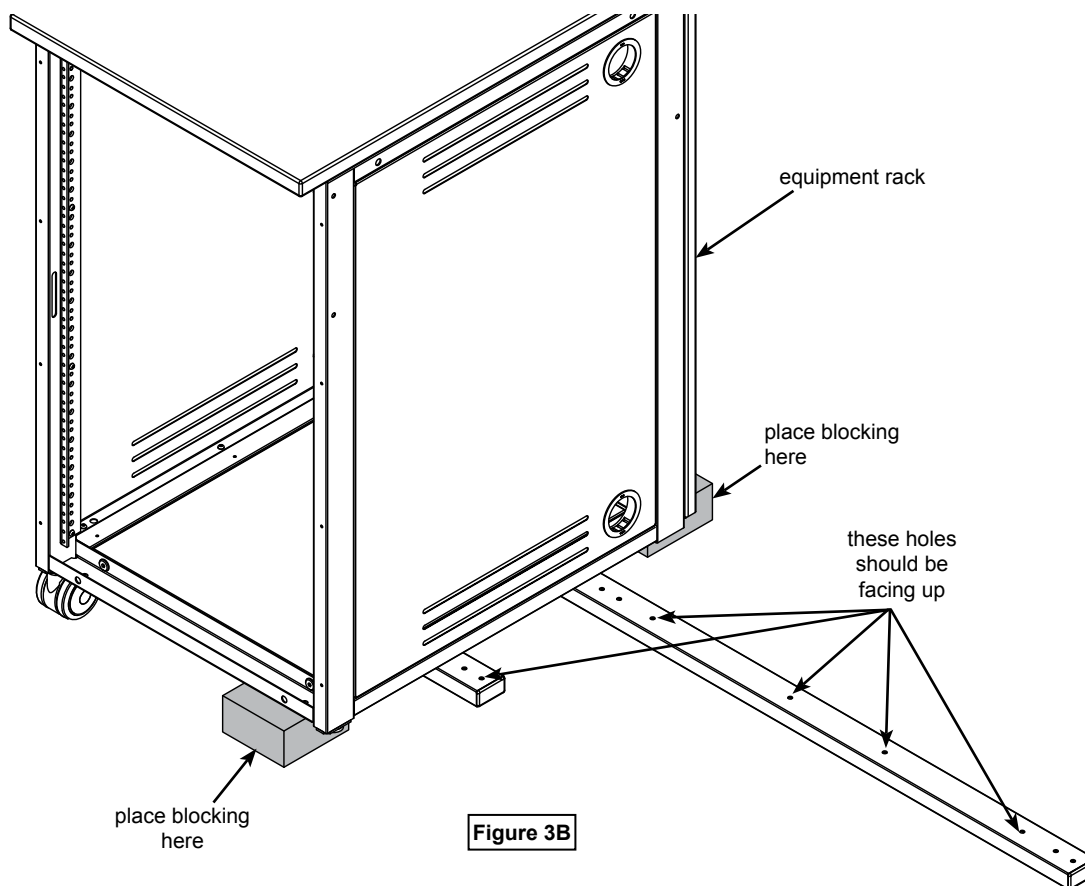


Figure 3A


6. Carefully lift and tip up the equipment rack. Be careful not to apply any side load to the casters while tipping as it could cause damage. **Figure 3B.**
7. Place blocking under the equipment rack to support and level the assembly.

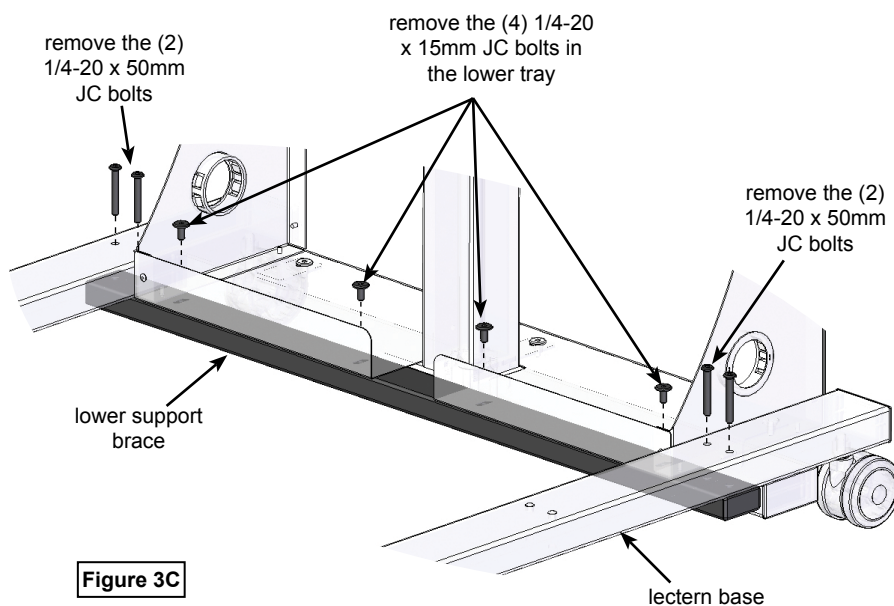


**Figure 3B**

## 2. Remove existing lower support brace

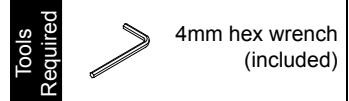
1. On the lectern, locate the existing lower support brace. **Figure 3C.**
  2. Remove the (4) 1/4-20 x 15mm JC bolts from the lower tray.
  3. Remove the (4) 1/4-20 x 50mm JC bolts from the lectern base to take off the support brace.
- Note: This support brace is only needed if the lectern is free-standing and unattached to the equipment rack.

Tools Required	 4mm hex wrench (included)
-------------------	--

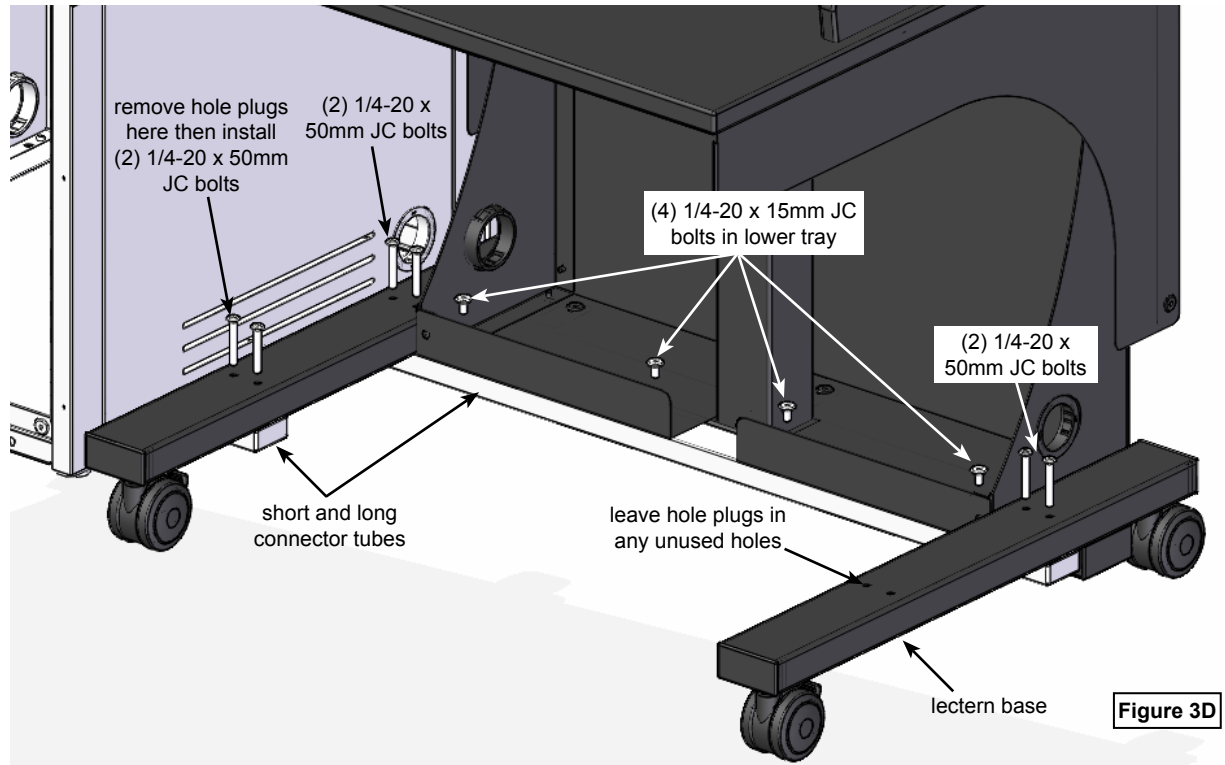


**Figure 3C**

### 3. Attach lectern to equipment rack



1. Move the lectern over the short and long connector tubes on the equipment rack. **Figure 3D.**
2. Remove the necessary hole plugs in the lectern base.
3. Align the lectern base mounting holes with the connector tubes.
4. Install (4) 1/4-20 x 15mm JC bolts through the lower tray to secure the long connector tube.
5. Install (6) 1/4-20 x 50mm JC bolts into the lectern base to secure to the connector tubes.
6. Tighten all fasteners securely.



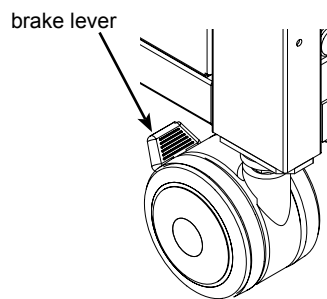
**Figure 3D**

### Caster operation

1. To lock the caster rotation, press the brake lever. **Figure 4.**
2. To resume rotation, lift up on the brake lever.

### Monitor arms

If a monitor arm is to be used, attach to the equipment rack only. Spectrum does not recommend attaching monitors to the adjustable worksurface.



**Figure 4**

### Moving and parking the lectern

- Before moving, unplug all power cords.
- Close and lock equipment rack door(s).
- 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 other areas where they will be walked on.
- Do not leave unit unattended in areas where children have access.
- Keep doors closed and locked whenever unit is unattended or parked.
- Keep casters locked whenever the unit is unattended.



## Lectern lower modesty panel adjustment

Note: If the modesty panels become misaligned and interference occurs when extending or retracting, follow these steps to adjust.

Tools  
Required



4mm hex wrench

1. Push the worksurface down to the lowest position. **Figure 5A.**
2. Loosen the (7) 1/4-20 x 15mm JC bolts attaching the lower modesty panel to the base.
3. Slide the lower modesty panel toward the audience-side panel in the slots until it makes contact with the plastic stops, then pull back slightly to create clearance (about 3/8" between the audience-side panel and stops). **Figure 5B.**
4. When the lower modesty panel is positioned correctly, retighten the (7) screws securely.

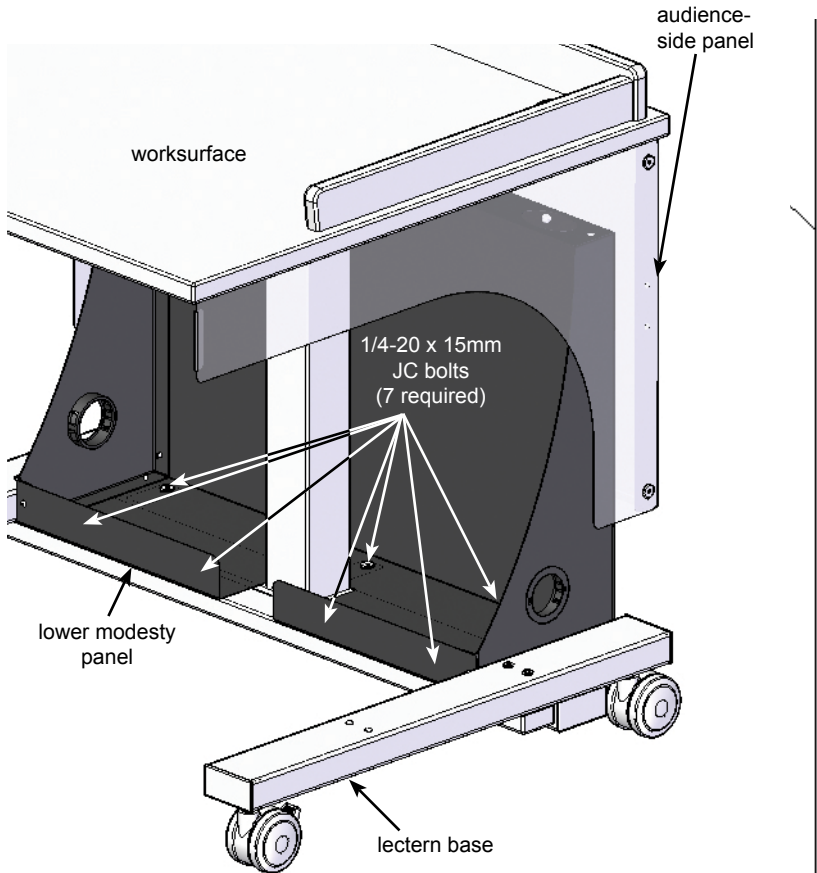
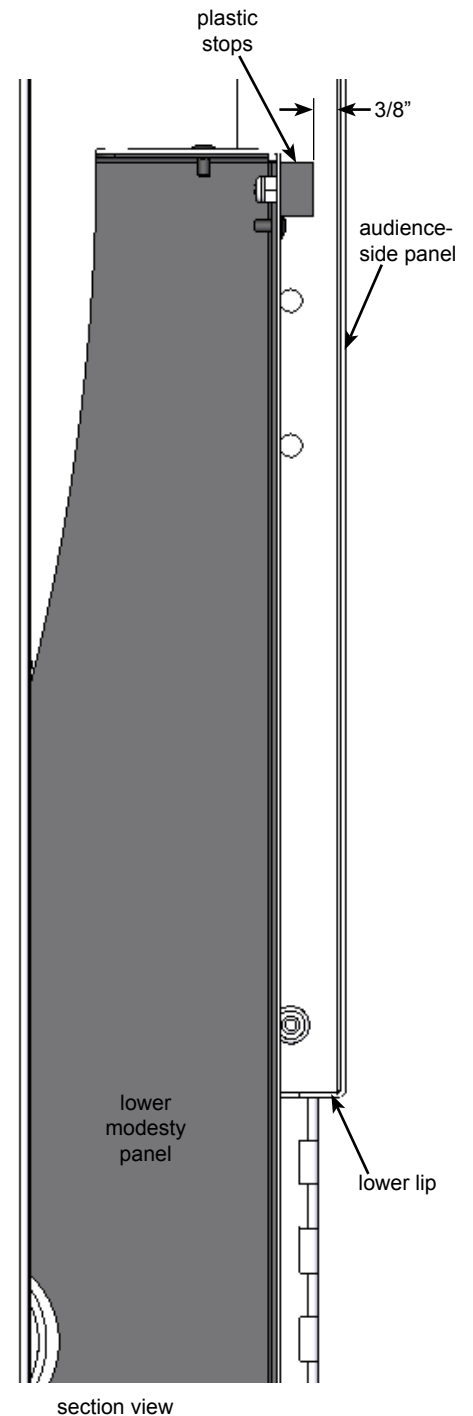


Figure 5A

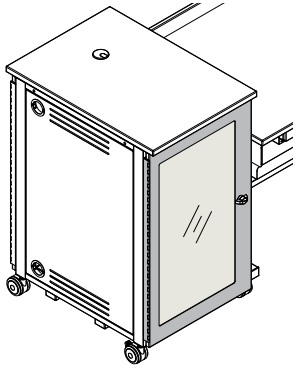


section view

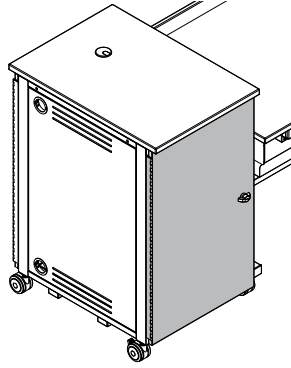
Figure 5B



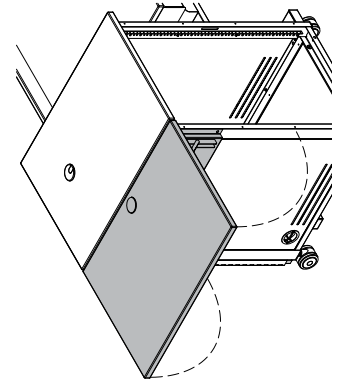
## Accessories



**Clear Acrylic Locking Door**  
(can be mounted to be hinged  
from the left or right-side)  
available in black or silver sparkle  
68153B  
68153S

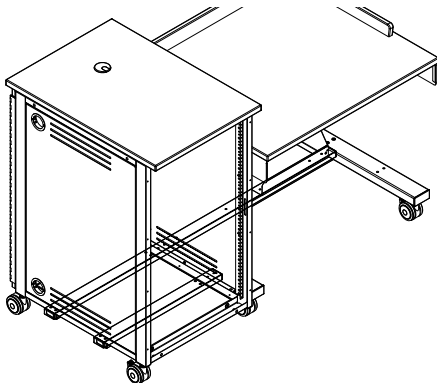


**Solid Locking Door**  
(can be mounted to be hinged  
from the left or right side)  
available in black or silver sparkle  
68152B  
68152S

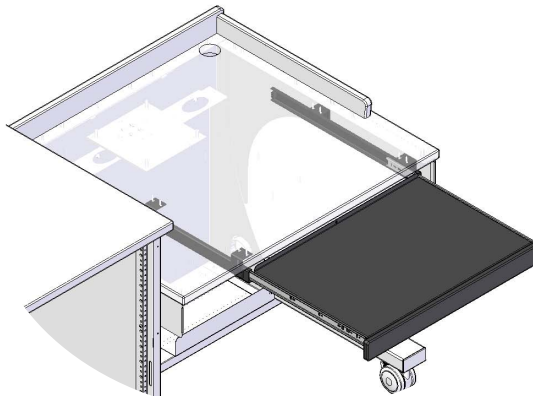


**Flip-up Shelf**  
21.1875"W x 30"D  
50 lb max capacity  
(mounting plate not  
available in silver)  
68204

Not for use on a stand-  
alone equipment racks

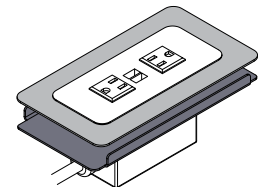


**Unit-to-unit connector kit**  
for connecting equipment rack to lectern  
(available in black or silver sparkle)  
55367

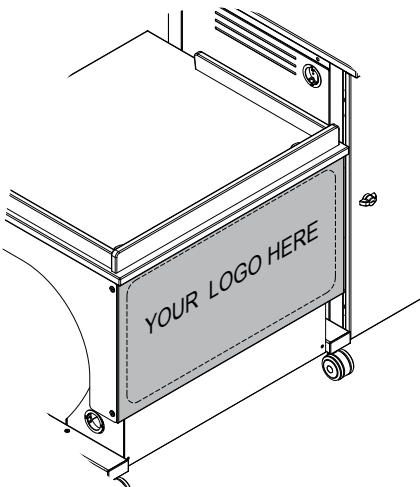


**Keyboard Tray**  
22"W x 15.1875"D x 1.1875"H  
(14 lb)  
55356

Note: Worksurface has predrilled holes to  
simplify mounting. See capacity section  
for worksurface weight info. (38 lb max  
weight on adjustable worksurface)



**Cove Power Module Kit  
with mounting plate**  
9' power cord, 2 AC outlets,  
2 USB charge ports  
7.5"W x 3.25"D x 4.25"H  
99043



**Customized modesty panel with logo  
for Freedom One Lectern**  
(must be specified when ordering to get panel  
customized-contact Spectrum for details)

# 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](mailto: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"> <li>Adjustable Height Chair Parts – including frames, gas cylinders, wood and plastic parts, control handles, casters</li> <li>Adjustable Height Chair Upholstery</li> <li>In-Stock Upholstery</li> <li>Graded-In Fabrics and Customer Owned Material</li> </ul>	<ul style="list-style-type: none"> <li>• 7 Years</li> <li>• 2 Years</li> <li>• 2 Years</li> <li>• No Warranty</li> </ul>
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"> <li>Flat Panel Monitor Arm – General Parts</li> <li>Flat Panel Monitor Arm – Gas Cylinders</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Years</li> <li>• 2 Years</li> </ul>
Desks and Lecterns <ul style="list-style-type: none"> <li>Computer Desk Chassis</li> <li>Cart Chassis</li> <li>Lectern Chassis</li> </ul>	• 10 Years

