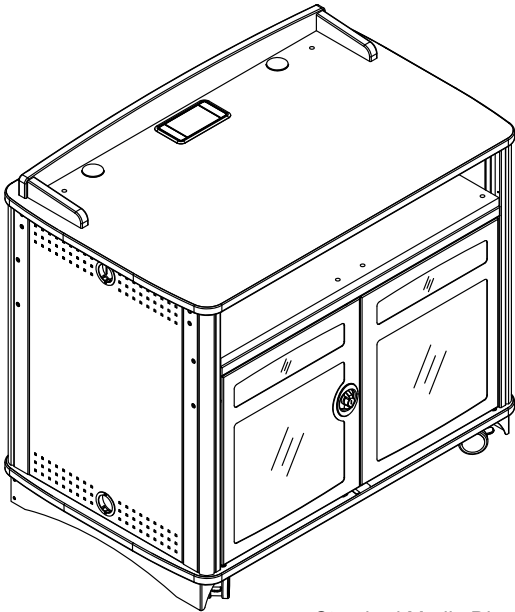
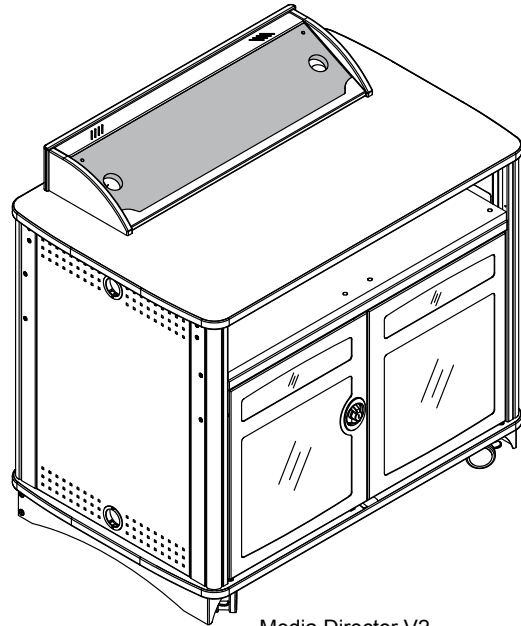


Media Director V2 Lectern™

55260	Standard Media Director V2
55259	with Overbridge Control Console™



Standard Media Director V2
with Twin-Wheel casters
55260TW



Media Director V2
with Overbridge Control Console
and Twin-Wheel casters
55259TW
shown with optional insert panel (shaded)

⚠ Important ⚠

Before using this product:

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

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

Thank you for purchasing Spectrum products!

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

⚠ 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.

Assembly / Setup

Changing rack rail position - optional

1. To move the rack rails to a different mounting position, remove the 1/4-20 x 5/8" PHM screws.
2. Re-attach in the new position as shown in **Figure 1**.

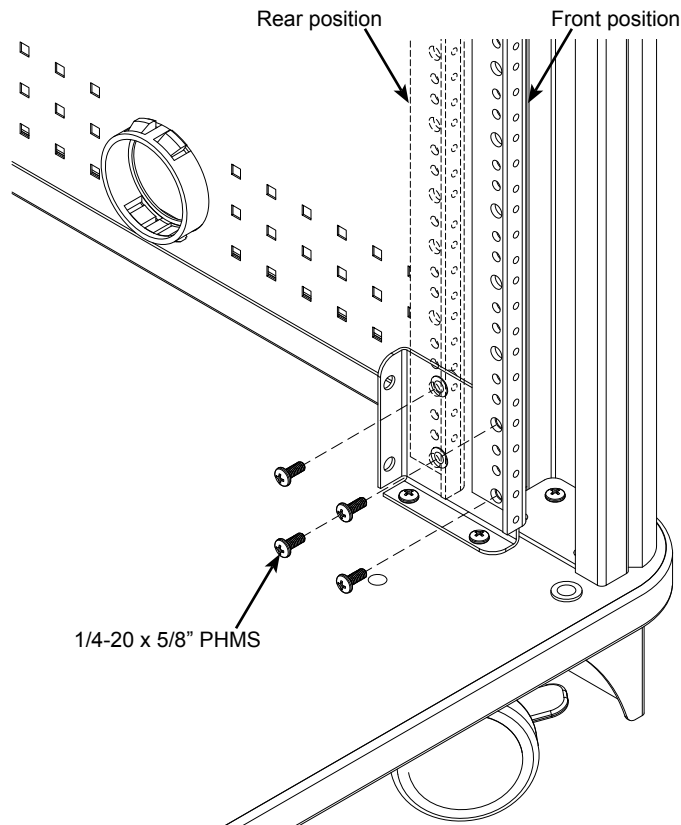
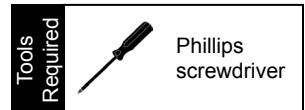


Figure 1

Quick-release door hinge operation

The front and rear doors can easily be removed for equipment installation.

1. To remove the door, pull down the quick-release lever as shown in **Figure 2A** while lifting out the door.
2. To re-attach the door, pull down the quick-release lever while inserting the door hinge pins into the hinge pin holes. **Figure 2.** Release the lever when the upper hinge pin is aligned with the upper hinge pin hole-this will secure the door.

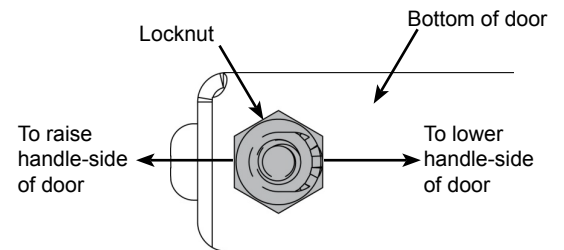
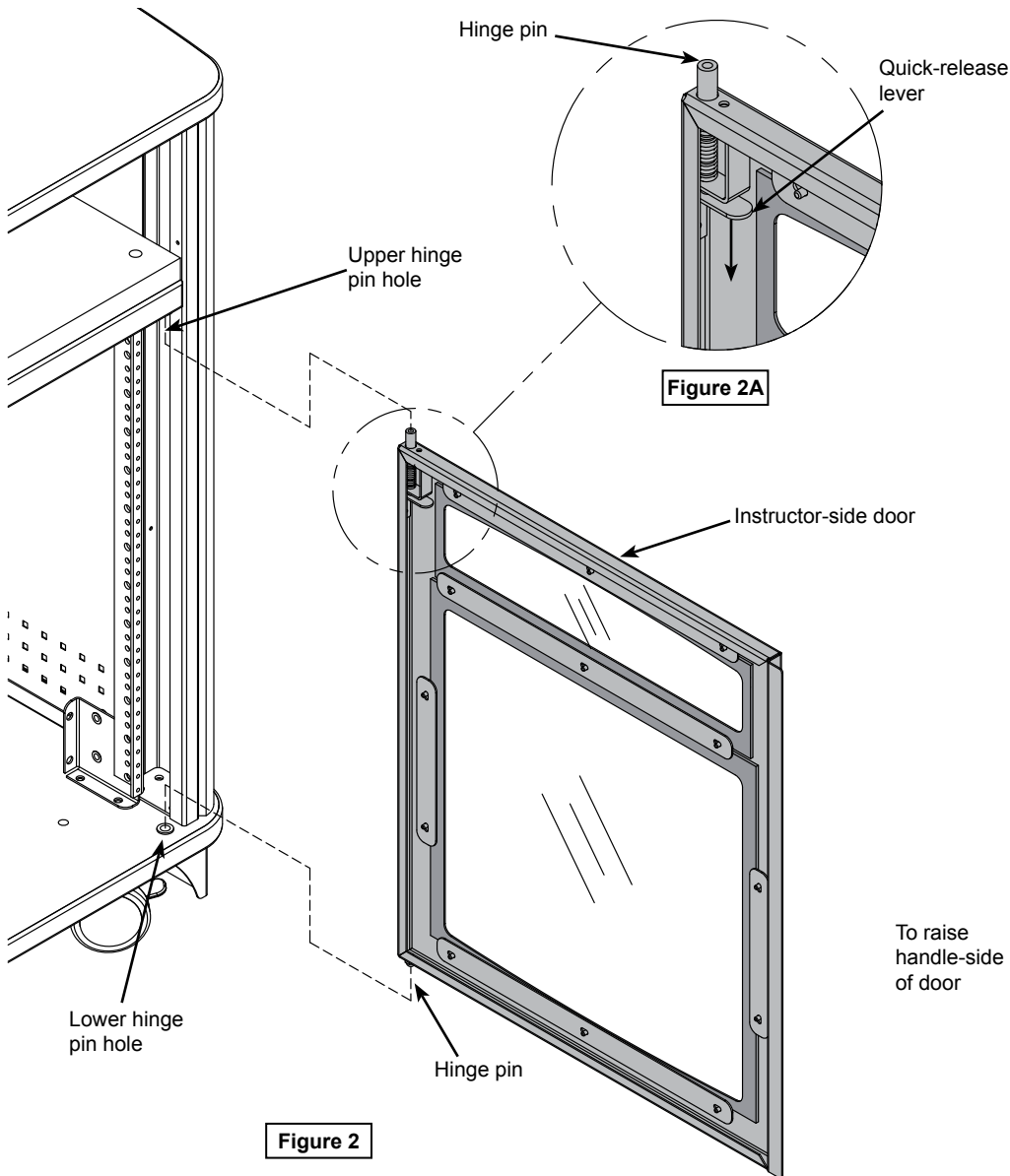


Figure 2

Figure 2B

Door Alignment Procedure:

If the door appears to be misaligned, a slight adjustment can be made to the bottom hinge-side of the door. **Figure 2B.**

1. Using the quick-release lever, remove the door.
2. Set the removed door on a non-abrasive worksurface.
3. Slightly loosen the nylon locknut on the bottom corner of the door with a 3/8" or adjustable wrench and Phillips screwdriver.
4. Reposition the locknut and screw on the bottom of the door as required:
 - a. Move nut and screw away from the handle-side of the door to raise the handle-side of the door.
 - b. Move nut and screw toward the handle-side of the door to lower the handle-side of the door.
5. After adjustment, be sure the locknut is tightened securely.
6. Reinstall door and check alignment.
7. Repeat this procedure if necessary.

Overbridge insert panel (overbridge models only)

Note: The insert panel shown (*shaded*) is not included with the lectern or overbridge. This option needs to be ordered separately to complete the overbridge.

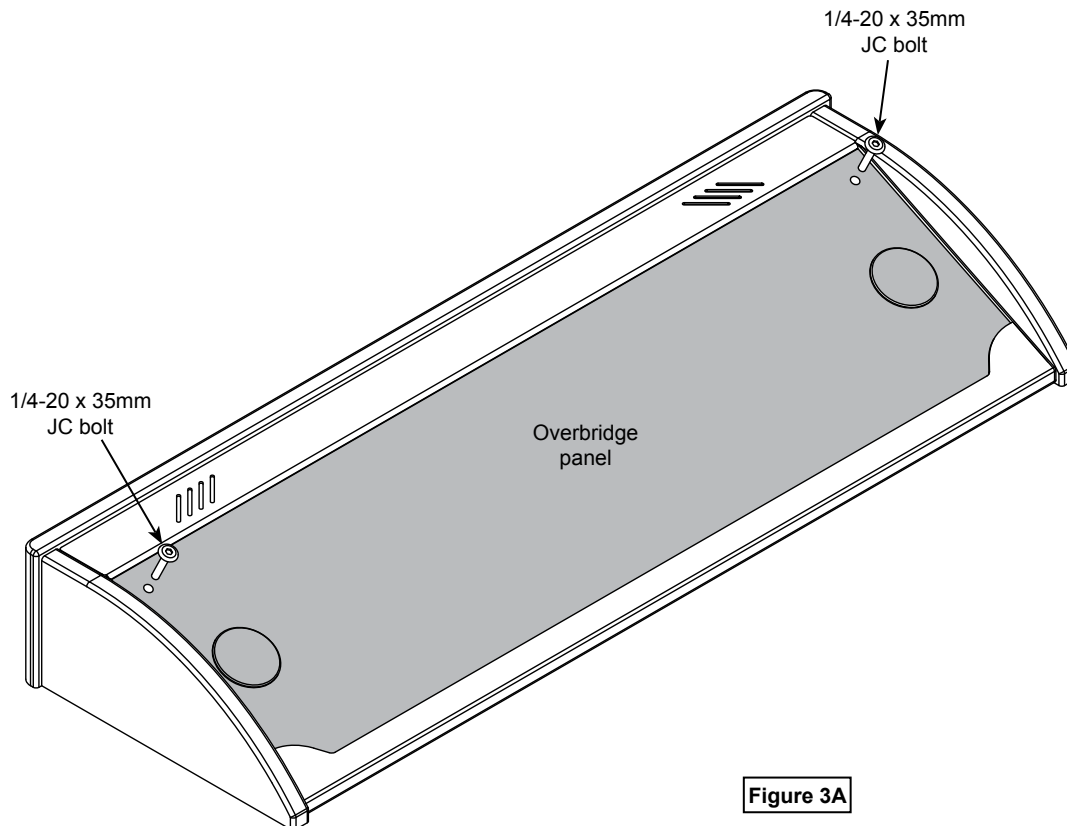
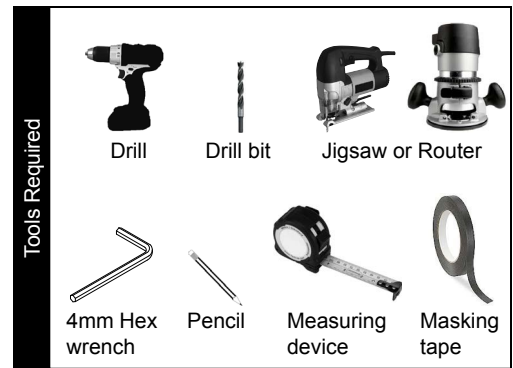
1. To remove the overbridge insert panel, remove the (2) 1/4-20 x 35mm JC bolts with a 4mm hex wrench and lift out the panel. **Figure 3A.**

2. To make cutouts in the insert panel [optional]:

1. Identify all location(s) and sizes for controller(s) or electronics while making sure all devices fit within the maximum cutout space available in the overbridge panel. See **Figure 3B-C.**
2. Locate and mark the exact cutout area(s) on the panel. **Note: Using masking tape on cut lines will minimize laminate chipping while cutting.**
3. Carefully make the cutout(s) in the overbridge panel using a jigsaw or router.

3. Install controller(s) / electronics into panel.

4. Re-install the overbridge panel and secure with (2) 1/4-20 x 35mm JC bolts.



Media Director V2 overbridge panel blank
(flat view)

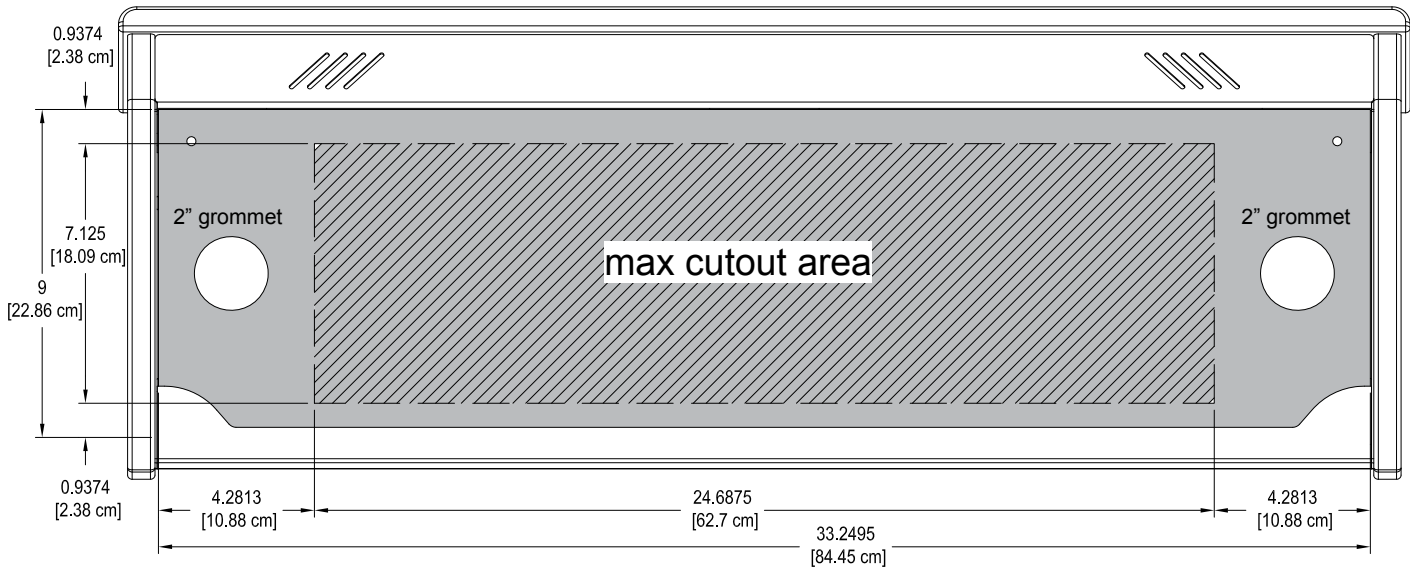
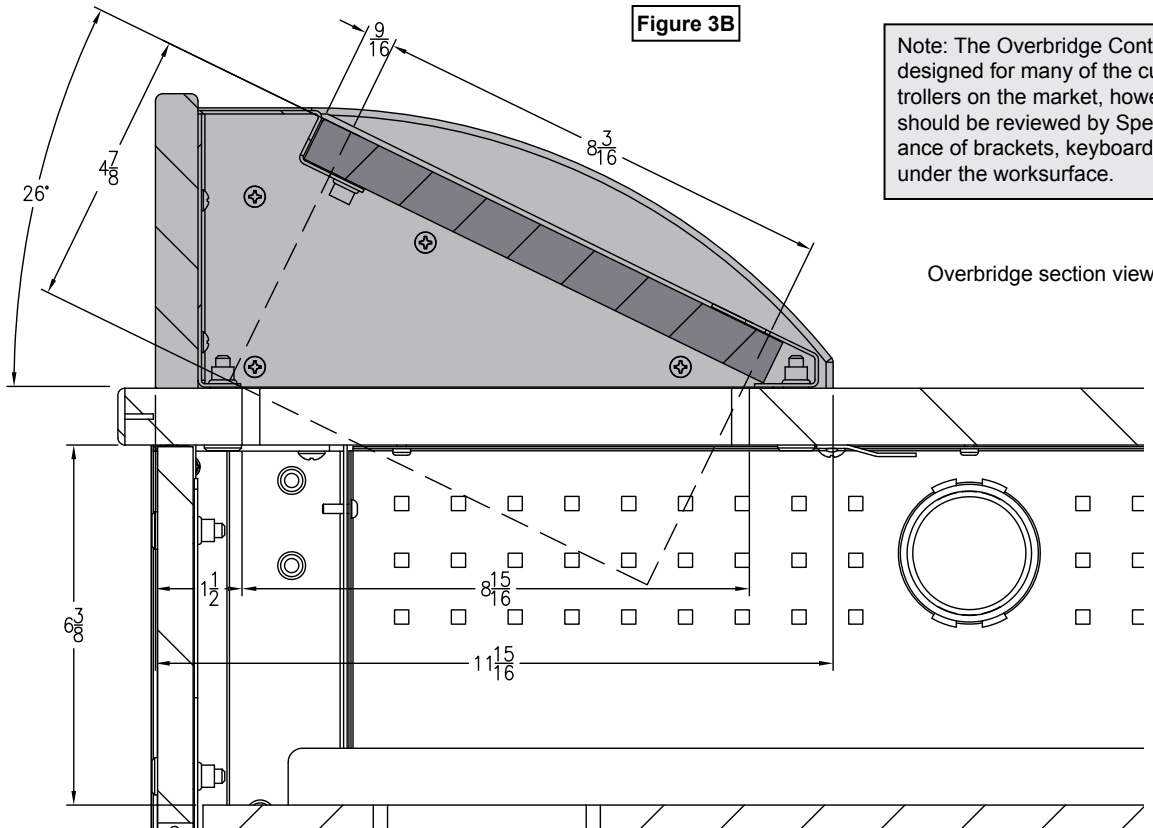


Figure 3B

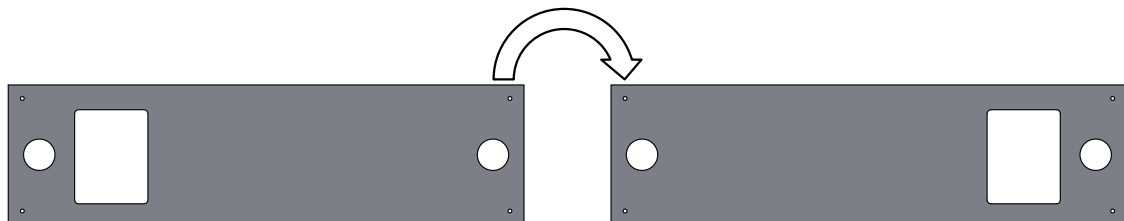
Note: The Overbridge Control Console™ has been designed for many of the currently available controllers on the market, however, modified cutouts should be reviewed by Spectrum to ensure clearance of brackets, keyboard slides, or other objects under the worksurface.



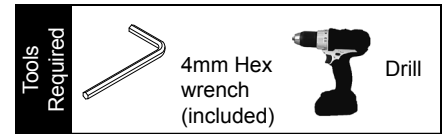
Overbridge section view

Figure 3C

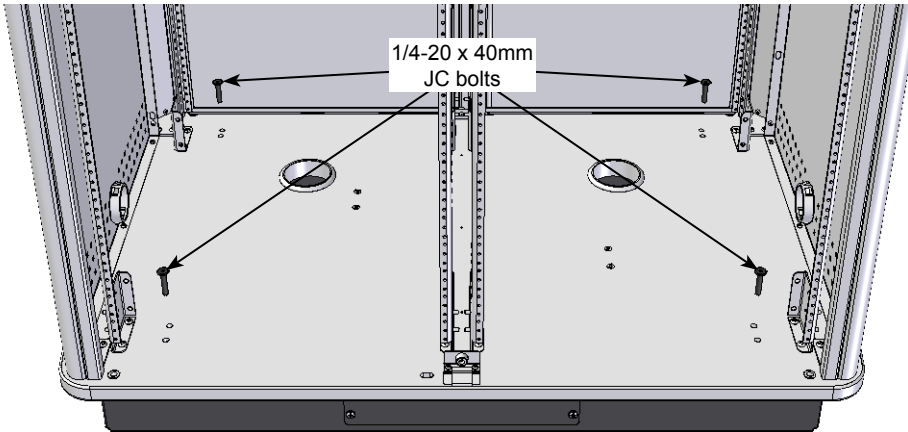
Note: The insert panel shown (shaded) is not included with the lectern or overbridge. This option needs to be ordered separately to complete the overbridge. This insert panel is horizontally symmetrical and can be easily removed, rotated, and re-installed if a cutout needs to be relocated to the opposite side of the overbridge.



Floor anchoring (Toe Kick versions only)



1. If your Media Director is equipped with a toe kick, and you wish to attach it to the floor, the toe-kick will need to be detached from the lectern. To detach, open the doors and remove the (4) 1/4-20 x 40mm JC bolts (one on each corner) from inside the lectern. **Figure 4A.** (Save these fasteners).
2. Carefully lift the lectern off the toe kick and set aside. This will require several people. **Figure 4B.**
3. Determine and locate the toe kick into its final position on the floor and mark the (4) mounting hole locations on the floor. (The toe kick mounting holes are 1/2" dia.)
4. Drill suitable holes into the floor and anchor the toe kick with appropriate fasteners.
5. Carefully lift the lectern back onto the toe kick and align the (4) mounting holes.
6. Re-attach the lectern to the toe kick with the previously removed JC bolts.
7. The access panel can be removed to access wiring below the cart.



Note: (4) fasteners are required to anchor the toe kick to the floor. Due to the wide variety of flooring materials and conditions possible, anchor fasteners are not provided.

Figure 4A

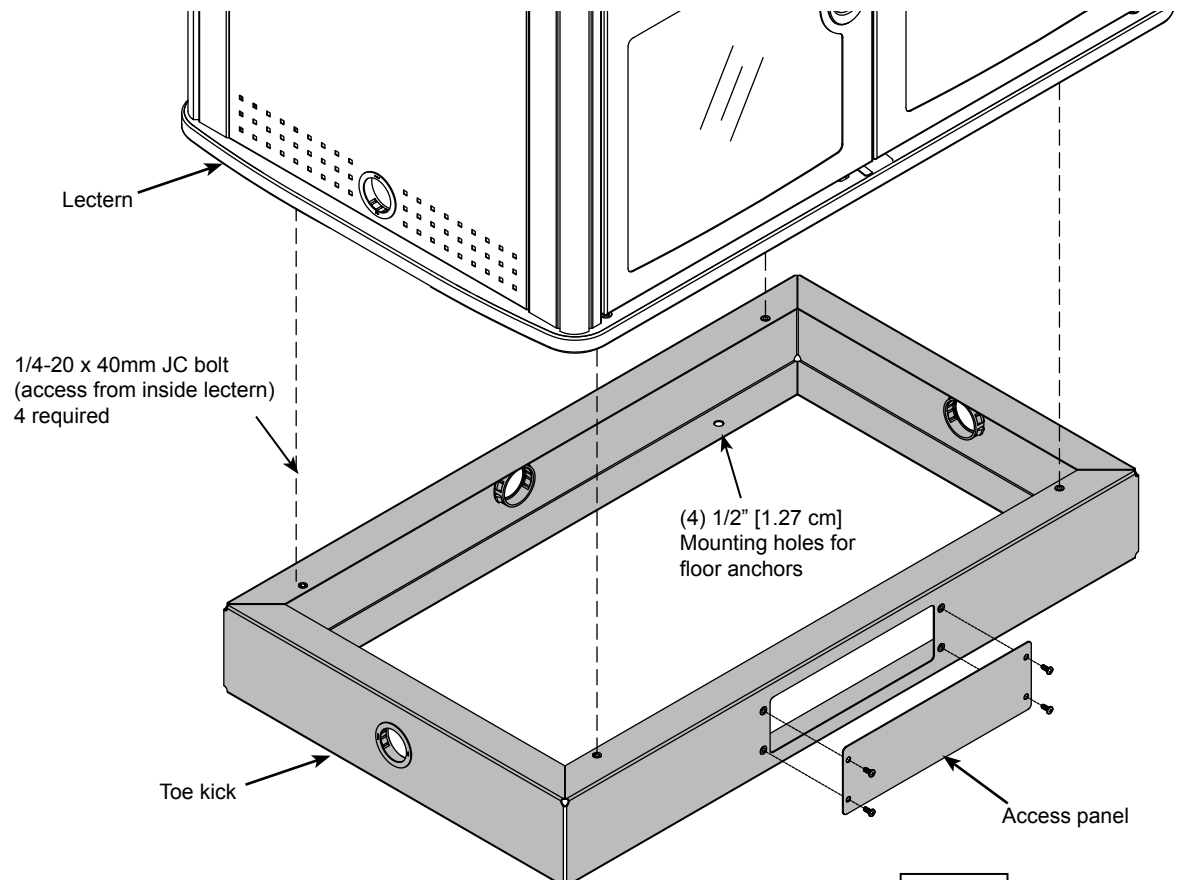


Figure 4B

Audience side panel removal

1. To access the upper keyboard / rack rail area from the back, remove the (4) JC bolts and remove the audience side panel. **Figure 5.**
2. Replace the panel and tighten the JC bolts securely.

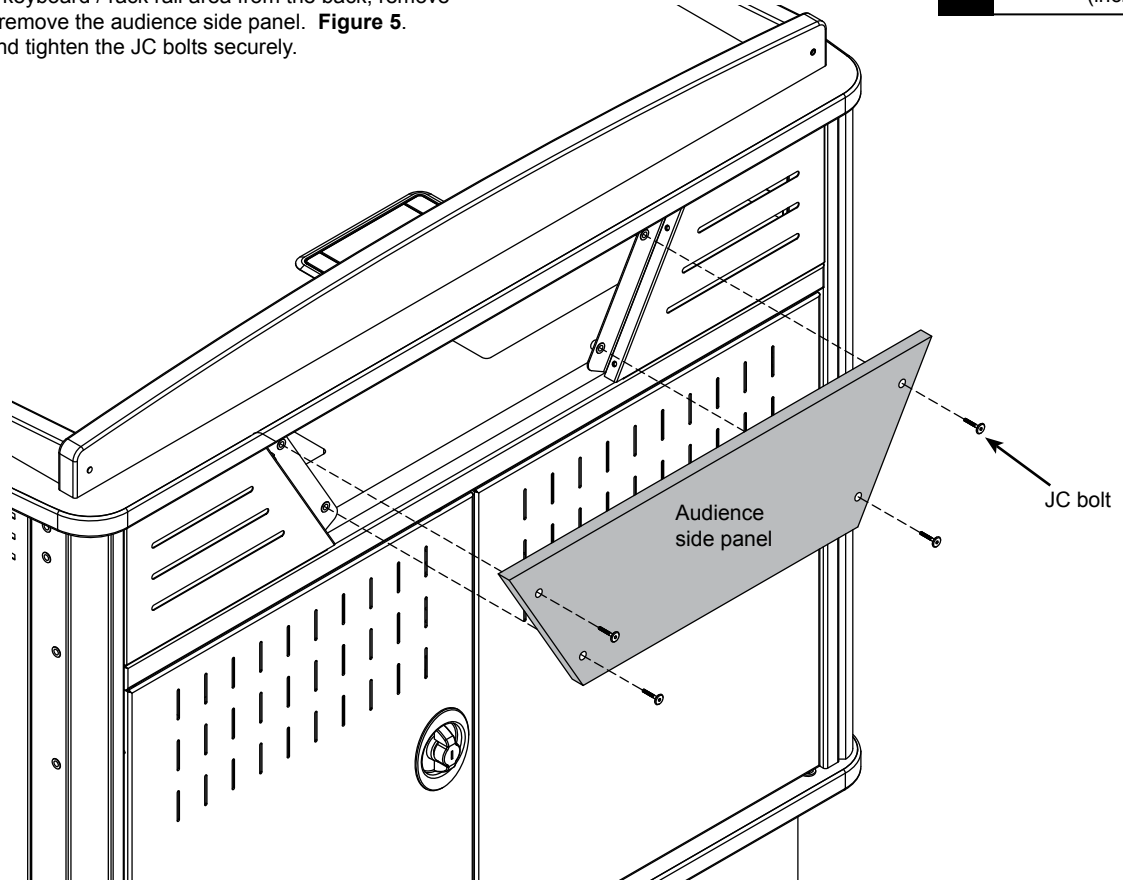
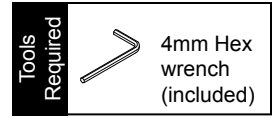


Figure 5

Attaching optional keyboard tray

1. Determine which side of the lectern you would like the keyboard tray.
2. Hook the keyboard slide/track into one of the pre-installed clips under the left or right side of the worksurface. **Figure 6.**
3. Align the mounting holes with the pre-drilled worksurface holes.
4. Attach the slide/track to the worksurface using the (2) screws from the keyboard tray kit.
5. Slide the keyboard tray into the slide/track.
6. Refer to the keyboard tray instructions for remaining installation procedure.

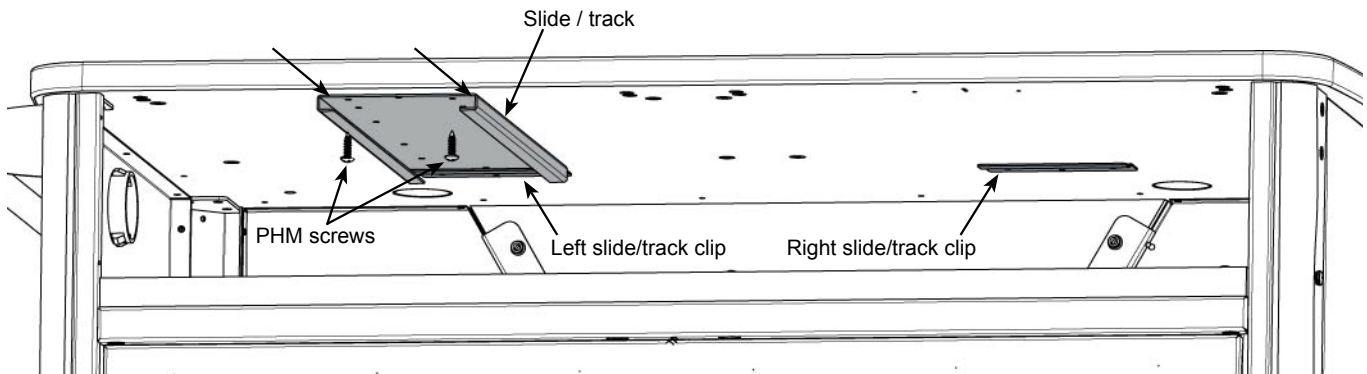
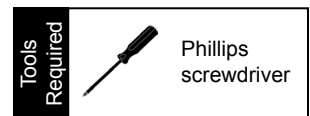


Figure 6

Door stop adjustment

If necessary, the upper and lower door stops can be repositioned to adjust the closed position of the doors and lock rods.

1. To reposition the stop, loosen the Phillips screws slightly with a screwdriver. **Figure 7.**
2. Move the stop forward or backward then retighten and check the closed position of the door.
3. Repeat this process until the door and lock rods are aligned.

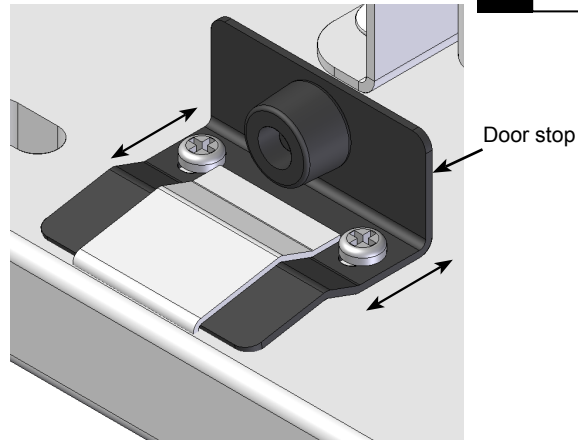


Figure 7

Caster operation

1. To lock the caster rotation, press the brake lever. **Figure 8.**
2. To resume operation, lift up on brake lever.

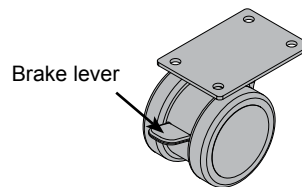


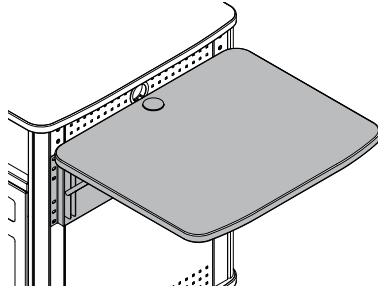
Figure 8

Moving and parking the lectern

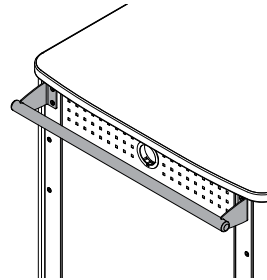
- Before moving, unplug and secure all power cords.
- Close and lock doors.
- Remove any items from the top of the worksurface.
- Unlock the casters.
- Push slowly and carefully. Do not move over uneven or irregular surfaces.
- Do not allow children to move.
- Lock the casters after moving.
- Do not 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 lectern is unattended.

Accessories

Note: The flip-up shelf and steel handle can be mounted on either side of the lectern. Both can be mounted on the same side, but the shelf needs to be mounted in a lower position to provide enough clearance for the handle.

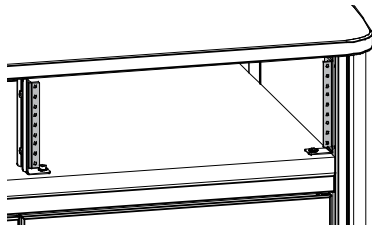


Flip-Up Shelf
 (mounts on left or right side, max two per unit) includes 2" grommet
 23"W x 27.375"D
 (35 lb max capacity)
 55263

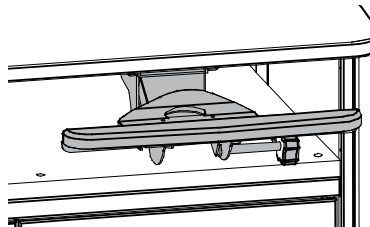


Steel Handle
 (mounts on left or right side, max two per unit)
 55265

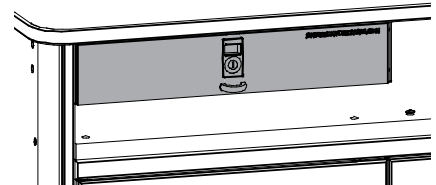
Note: Power and communication wiring for document cameras, laptop computers, and/or projectors placed on the flip-up shelf should be routed on top of the audience-side of the shelf. Use of the shelf grommet hole for wiring will result in pinching of the cords when the shelf is folded.



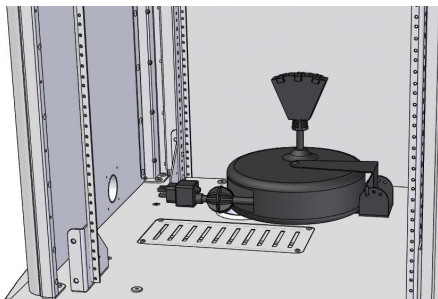
Upper Rack Rail Kit (3RU)
 (max 2 per unit)
 55266



Adjustable Econo Keyboard Tray
 18.375"W x 17.75"D
 (max 2 per unit)
 95520



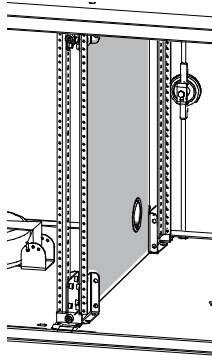
Pull-Out Drawer
 18.813"W x 15.25"D x 3.125"H
 (max 1 per unit)
 55264



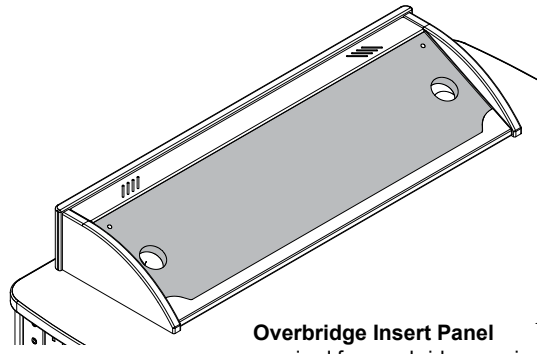
Retractable Cord Reel
 15' [457.2 cm] retractable, 12 AWG, with breaker,
 (mounts horizontally inside lectern to base panel) 10 lbs [4.5 kg]
 99029

Note: When installed, the optional cord reel takes up 3RU from the bottom of the rack rail.

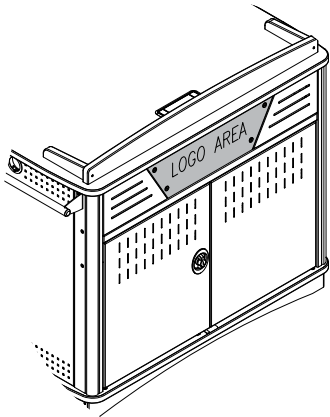
⚠ The cord reel is intended to provide temporary access to electrical outlets for Spectrum mobile lecterns. Check local electrical codes prior to installation.



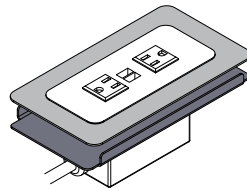
Security Panel
55262



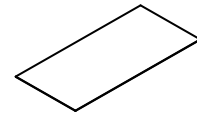
Overbridge Insert Panel
required for overbridge version-contact Spectrum
to specify cutout size(s) and position(s)
overbridge not available separately
96507 - blank panel
96507mod - panel with cutout(s)



Custom-Cut Logo Panel
(audience-side)
55261



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



Non-Slip CPU Pad
11"W x 23"D
95518

See spectrumfurniture.com for the latest available flat panel monitor arms, and rack-mount accessories.

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

effective 1/1/2015

Item	Warranty Period
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

