

# Assembly Instructions

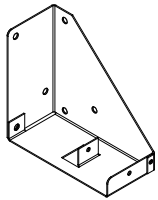
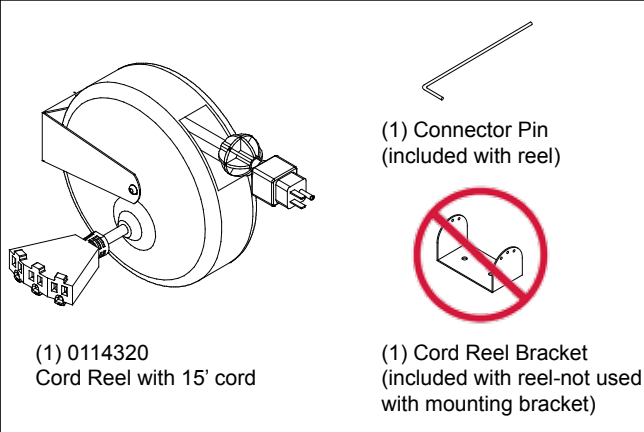
## ⚠ Important ⚠

Before you begin, read and comply with all safety and operating instructions, and 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.

[www.spectrumfurniture.com](http://www.spectrumfurniture.com)  
800-235-1262, 715-723-6750

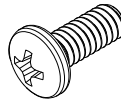
Thank you for purchasing Spectrum products!



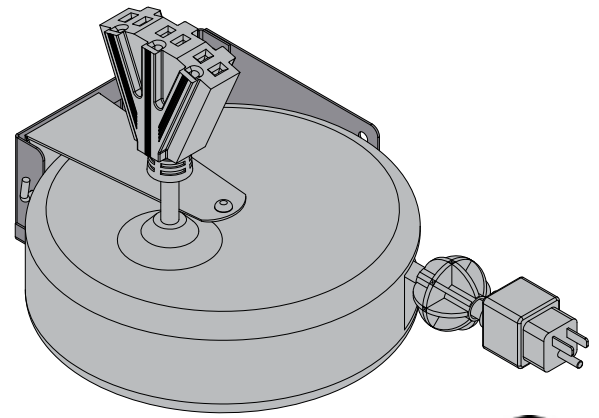
(1) 0115882  
Universal mounting  
bracket



(3) 0101382  
#14 x 7/8" PHSM screw  
*(Used on lecterns with  
drilled mounting holes)*



(3) 026064  
1/4-20 x 5/8" PHM screw  
*(Used on lecterns with  
threaded mounting holes)*



## Universal Cord Reel Kit 99037

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

Tools Required



Phillips  
screwdriver

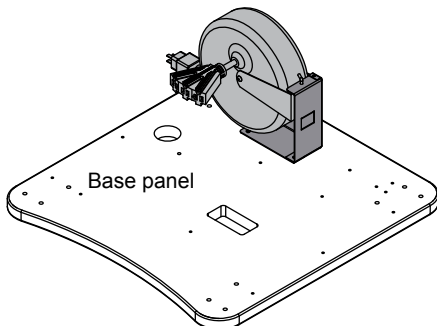


Pliers

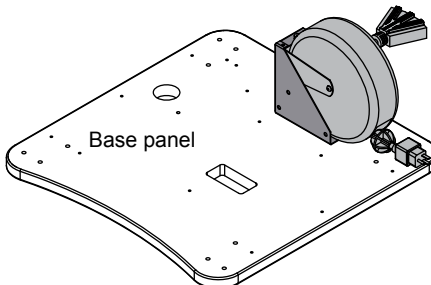
## 1. Determine mounting position

**Note:** The cord reel takes up rack-unit height and depth in all 3 positions-especially on lecterns without rack cubes. If you plan to install rack-mount equipment at or near the base panel, be aware of the height and depth available for the components before installing the cord reel. Placing the cord reel onto the base panel will give an idea of how much space is available in your particular lectern before the reel is installed.

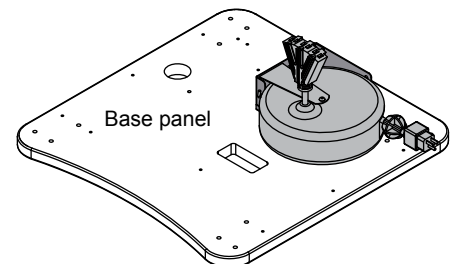
**⚠ Note:** 3 mounting positions may not be available on every Spectrum lectern. Most lecterns with rack cubes require the cord reel to be installed vertically behind the cube.



Vertical, left power cord  
(takes up 6RU)



Vertical, right power cord  
(takes up 6RU)



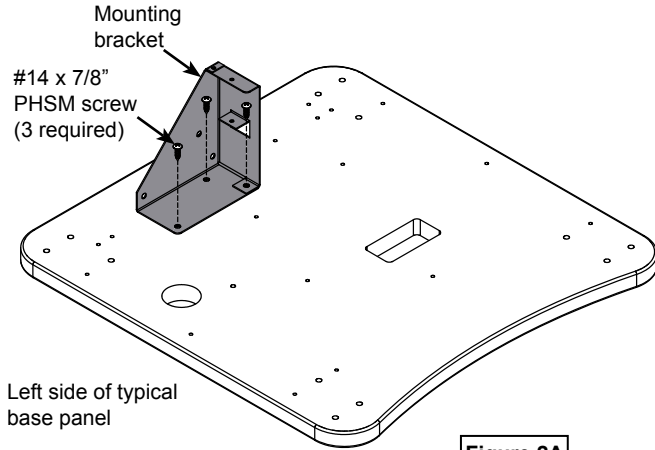
Horizontal, right power cord  
(takes up 3RU)

## 2. Attach mounting bracket to lectern

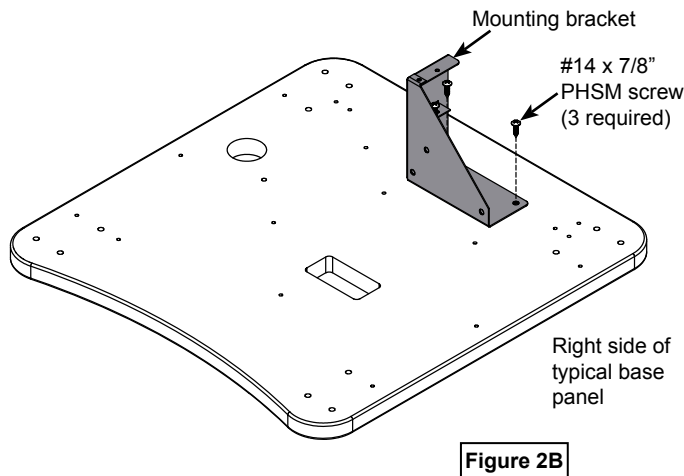
1. Set the mounting bracket into one of the three positions below.
2. Align the mounting holes and attach to the base panel with (3) #14 x 7/8" PHSM screws and tighten securely.



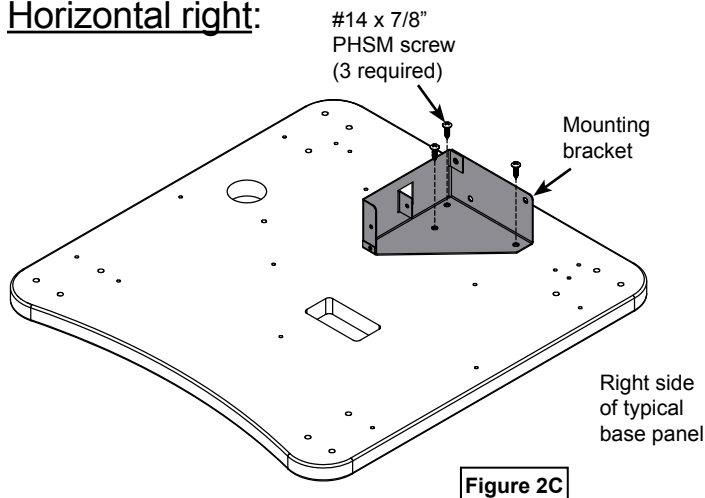
### Vertical left:



### Vertical right:

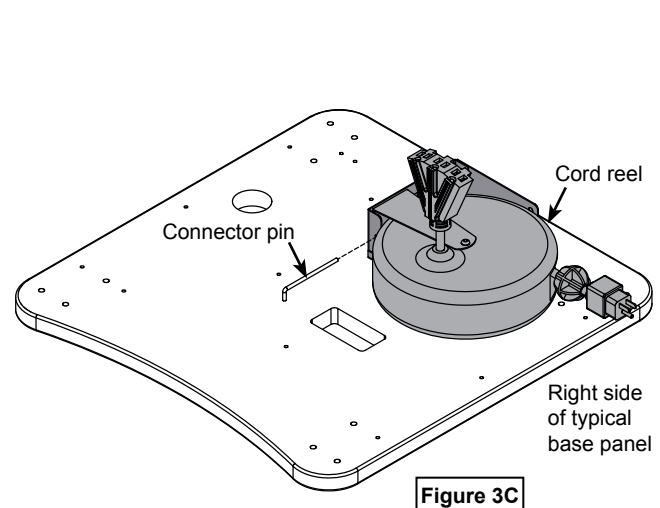
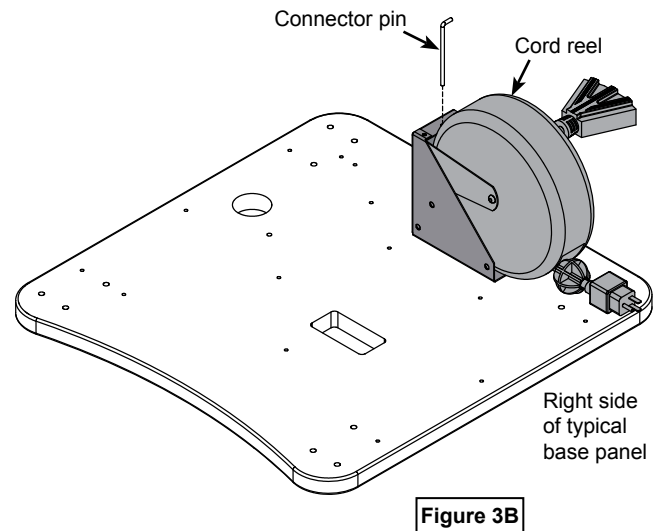
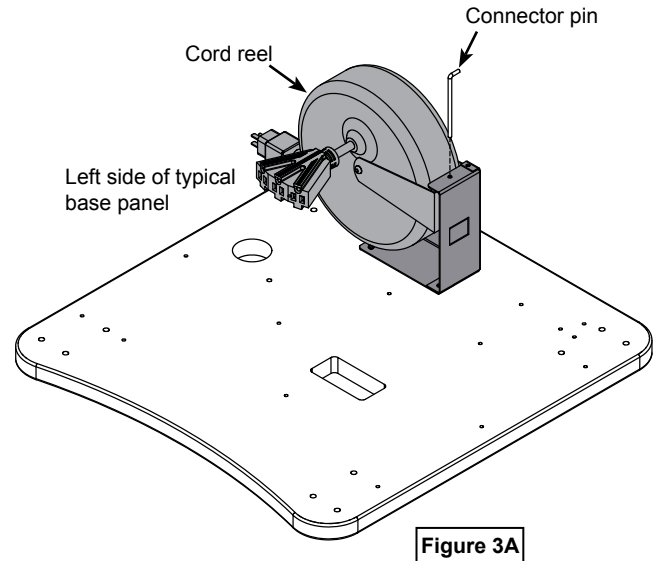


### Horizontal right:



## 3. Attach cord reel to mounting bracket

1. Align the cord reel mounting hole with the mounting bracket hole and install the connector pin.



## 4. Secure cord reel

1. With the connector pin installed securing the reel, use pliers to bend the straight end of the connector pin to an approximate 45° angle. **Figure 4.**

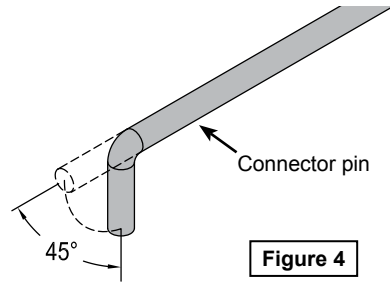


Figure 4



## 5. Route power cord

1. Route the power cord through the side panel grommet. **Figure 5.**

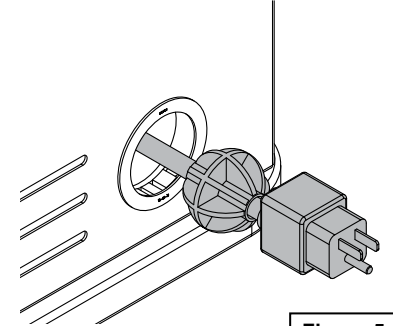


Figure 5

## Cord reel operation

### Operating Instructions:

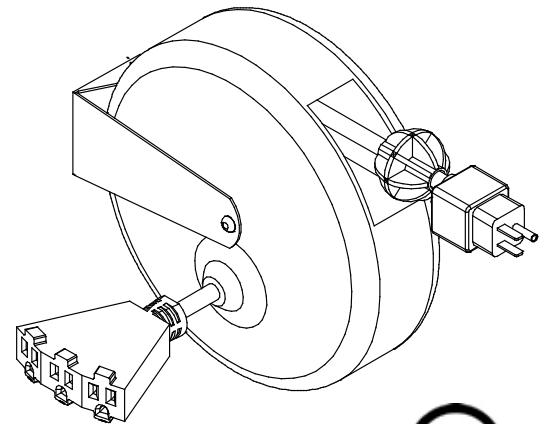
1. **To latch cord** - Pull cord out to full length. Allow the cord to retract 1-2 feet back into the reel. Pull the cord out slowly. When a 'click' is heard, the cord will latch in place.
2. Plug into 110-125V (single phase), 3-conductor wall outlet.
3. **To release cord** - Unplug from wall outlet. Pull cord out slowly until clicking stops. The latch will release and the cord can be guided back into the reel. Do not allow the cord to fly unrestricted back into the reel.
4. Do not overload or circuit breaker (15-amp maximum) will cut off current. To restore power, remove overload, wait two minutes, then reset the circuit breaker by pressing the button on the back of the 3-prong male power plug.

### Maintenance:

1. Unplug cord reel before performing maintenance.
2. Remove dirt and grime as soon as it accumulates on the reel case by using a soft, damp cloth (a mild detergent may be used if needed), being careful not to wet the electrical plug. Never immerse any part of the unit in any solution to clean. **DO NOT** use solvents such as gasoline, turpentine, etc. to clean unit.
3. Keep cord clean to assure smoothest automatic retraction. Simply pull cord to its full length and allow to retract through a dampened rag. Pull out full length again and sprinkle cord with talcum powder.

### Specifications:

1875W, 15A, 125V, 15' retractable, 12 AWG with breaker, UL Listed



### WARNING

- This cord reel is intended for general indoor use only. It is not intended to be used in potentially dangerous locations such as flammable or explosive atmospheres.
- The cord reel is not waterproof and not intended for use in potentially wet locations.
- Do not overload (15-amp maximum).

## CAUTION

1. USE IN COVERED AREAS. OUT OF RAIN & WEATHER
2. NOT FOR USE IN AREAS REQUIRING EXPLOSION-PROOF FIXTURES.
3. REELS WITH ELECTRICAL OUTLETS:
  - Do not overload - See instruction manual for amperage ratings.
  - Pull entire cord from reel when using outlet.
4. WHEN HANGING REEL on ceiling (See Instruction Manual):
  - BY HOOK - Close hook with pliers to prevent reel from coming down.
  - BRACKET & PIN - With reel in place, bend end of "L" shaped pin to PREVENT PIN FALLING OUT and reel falling.
5. INSPECT CORD OFTEN and replace if damaged.
6. READ INSTRUCTION MANUAL BEFORE INSTALLING OR USING.
7. UNPLUG BEFORE PERFORMING SERVICE.

