

INSTRUCTION SHEET
L5 SERIES
AV READY LECTERN



- MODELS -

- 23" w / Presenters Panel
- 33" w / Presenters Panel
- 43" w / Presenters Panel
- 23" w / Flat Top
- 33" w / Flat Top
- 43" w / Flat Top

THANK YOU

Thank you for purchasing the L5 Series AV Ready Lectern. Please read these instructions thoroughly before installing or assembling this product.

PRODUCT FEATURES

- Quick and easy customization
- Open frame design makes easier work, with built-in power and provisions for cable management and thermal management
- Design your own Presenter's Panel™ with the cutouts you need
- Available in 62 standard finishes and two styles for the finishing kit
- Optional Millwork kit lets your custom woodworker provide the finish



Middle Atlantic Products

I-00815

Rev B

IMPORTANT SAFETY INSTRUCTIONS

- Read these instructions.
- Keep these instructions.
- Heed all warnings.
- Follow all instructions.
- Clean only with dry cloth.
- Only use attachments/accessories specified by the manufacturer.



WARNING: A WARNING ALERTS YOU TO A SITUATION THAT COULD RESULT IN SERIOUS PERSONAL INJURY OR DEATH.



CAUTION: A CAUTION ALERTS YOU TO A SITUATION THAT MAY RESULT IN MINOR PERSONAL INJURY OR DAMAGE TO THE PRODUCT AND / OR PROPERTY.

NOTE: A NOTE is used to highlight procedures pertaining to the installation, operation or maintenance of the product.

IMPORTANT WARNINGS AND CAUTIONS!



WARNING! FAILURE TO READ, UNDERSTAND AND FOLLOW THE FOLLOWING INFORMATION CAN RESULT IN SERIOUS PERSONAL INJURY, DAMAGE TO THE EQUIPMENT OR VOIDING OF THE WARRANTY. IT IS THE RESPONSIBILITY OF THE INSTALLER/USER TO ENSURE THAT THIS PRODUCT IS LOADED ACCORDING TO SPECIFICATIONS.



WARNING! THE WEIGHT RATINGS OF THIS PRODUCT CAN BE FOUND ON THE PRODUCT. EXCEEDING THESE WEIGHT RATINGS CAN RESULT IN SERIOUS INJURY OR DAMAGE TO THE EQUIPMENT. IT IS THE RESPONSIBILITY OF THE INSTALLER/USER TO ENSURE ALL COMPONENTS INSTALLED DO NOT SURPASS THE WEIGHT RATINGS AS AN UNSTABLE CONDITION CAN OCCUR WHICH MAY CAUSE POSSIBLE INJURY OR DAMAGE.



CAUTION! IF THERE IS VISIBLE DAMAGE ON THE PRODUCT IT MUST NOT BE INSTALLED.



CAUTION! SAFETY MEASURES MUST BE PRACTICED AT ALL TIMES DURING THE ASSEMBLY OF THIS PRODUCT. USE PROPER SAFETY EQUIPMENT AND TOOLS FOR THE ASSEMBLY PROCEDURE TO PREVENT PERSONAL INJURY.



CAUTION! NOTE THAT DURING CONSTRUCTION OF THE CONSOLE, THERE MUST BE NO POSSIBILITY OF PERSONAL INJURY, FOR EXAMPLE THE SQUEEZING OF FINGERS OR ARMS.



CAUTION! FOR LOADING, ALWAYS PUT HEAVIER ITEMS AT THE BOTTOM OF THE BAYS, NOT NEAR THE TOP, IN ORDER TO HELP PREVENT THE POSSIBILITY OF THE FURNISHING TIPPING OVER.



CAUTION! THE APPLIANCE IS NOT INTENDED FOR USE BY YOUNG CHILDREN OR INFIRM PERSONS WITHOUT SUPERVISION.

WEIGHT RATINGS

DESCRIPTION	CAPACITY
Full Bay	200 lbs.
Half Bay	100 lbs.
Document Camera Drawer (if equipped)	50 lbs.
Storage Drawer (if equipped)	25 lbs.



WARNING: Use tools with caution and follow all necessary safety protocols.

AVERTISSEMENT: Utiliser des outils avec prudence et suivre tous les protocoles de sécurité nécessaires.

SUPPLIED COMPONENTS AND HARDWARE WITH FINISHING KIT



(2x)
Self-Adhesive Rubber Bumper
A



(4x)
Rubber Bumper
B



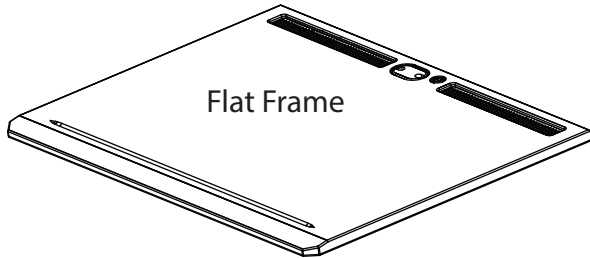
(48x)
#10 x 5/8
Pan Head
Wood Screw
C



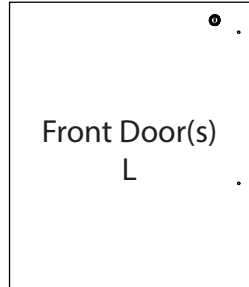
(8x)
Spacer
D



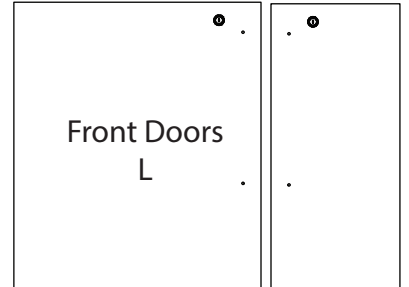
(8x)
#10 x 3/4
Pan Head
Wood Screw
E



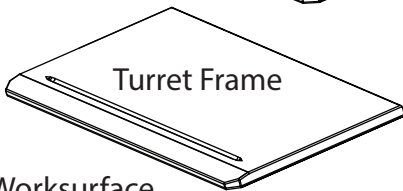
Flat Frame



Front Door(s)
L



Front Doors
L



Turret Frame

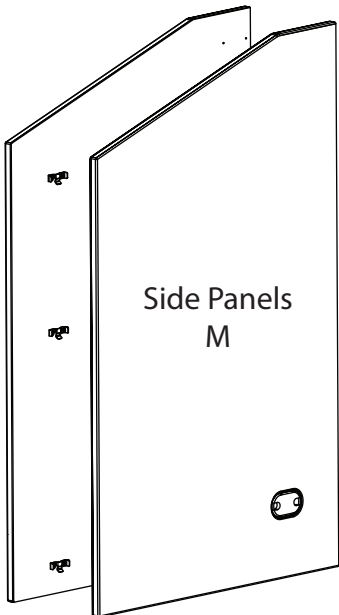
23" Frame (1)
43" Frame (2x)

33" Frame (1) Wide, (1) Narrow

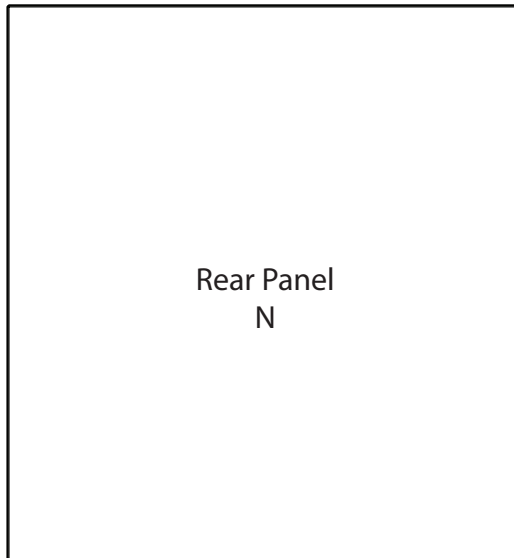
Worksurface
K



Top Shelf (Flat Frame)
P



Side Panels
M



Rear Panel
N



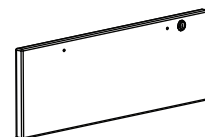
Top Shelf (Turret Frame)
R



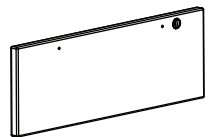
Keyboard Drawer Panel
S



Middle Panel
T



(Optional)
Storage Drawer
Panel
U



(Optional)
Camera
Drawer Panel
V

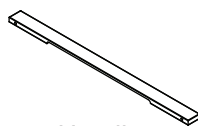
HANDLE HARDWARE KIT



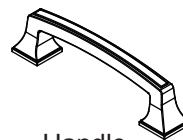
(2x)
M4 x 25
Pan Head Screw
(Sota)
F



(2x)
8-32 x 1
Pan Head Screw
(Klasik)
G



Handle
(Sota)
H



Handle
(Klasik)
J

(3x) 23" MODEL ONLY
(5x) 33" AND 43" MODELS ONLY



Presenters
Panel
W

KEYBOARD DRAWER REMOVAL / INSTALLATION

NOTE: To begin assembly, it is recommended to remove the keyboard drawer for ease of assembly.

1. Slide keyboard drawer out from unit and disengage from drawer slides. (**FIGURE A**)

NOTE: Press tab to release drawer from drawer slides. (**FIGURE A**)

2. Install drawer in reverse manner.

NOTE: When re-installing drawer, ensure that slide bearing is fully towards the front and carefully slide in drawer allowing it to properly seat. Improper installation can damage the slide bearing.

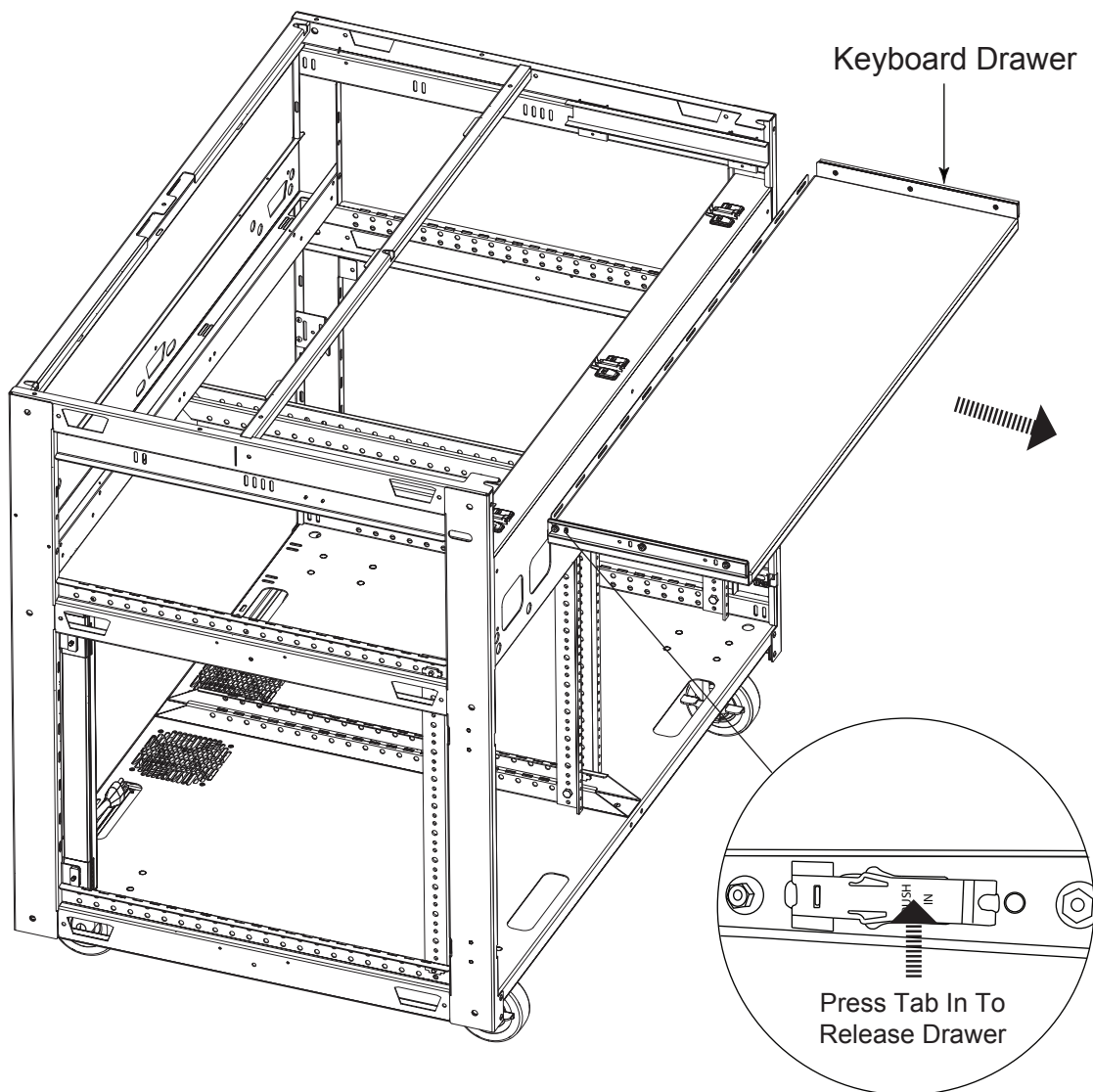
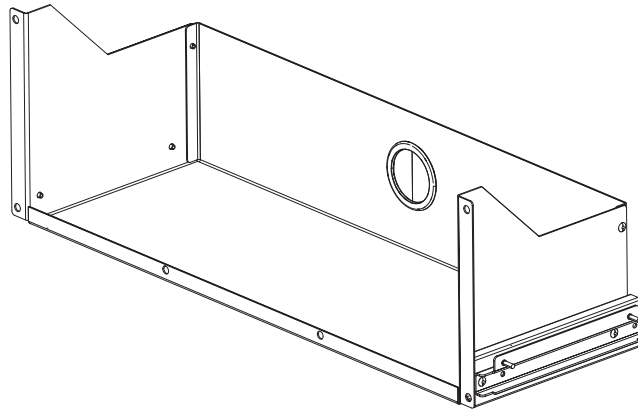


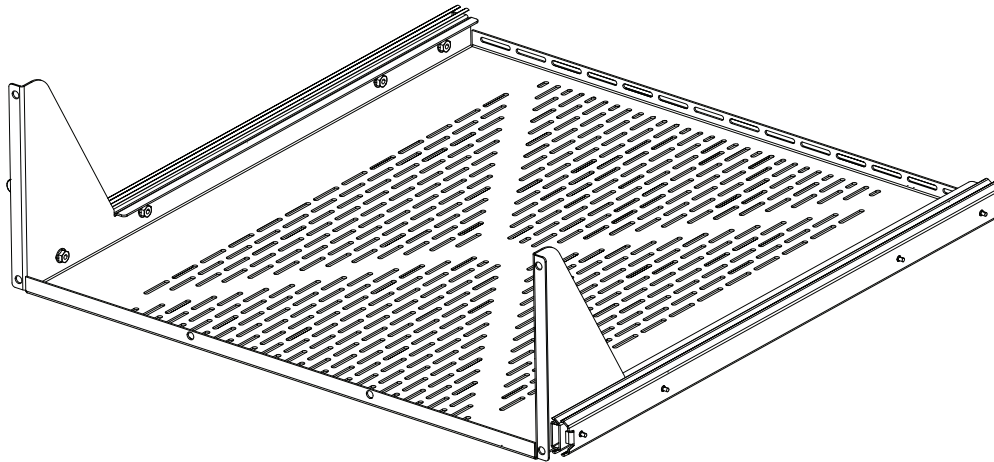
FIGURE A
(Model L5-FLATFR-WS43 Flat Style Shown)

DRAWER INSTALLATION (OPTIONAL)

If installing the optional L5-SD7 Storage Drawer, follow instructions I-00817 supplied with the storage drawer.

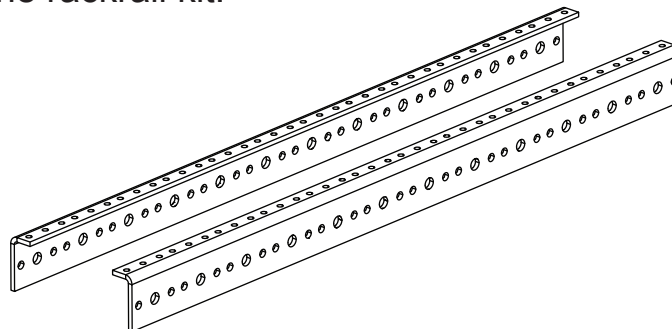


If installing the optional L5-DCD23 Document Camera Drawer, follow instructions I-00816 supplied with the document camera drawer.



REAR RACKRAIL INSTALLATION (OPTIONAL)

If installing the optional L5-RRKIT23 or L5-RRKIT3343 rackrail kit, follow instructions I-00823 supplied with the rackrail kit.



TURRET FRAME CONNECTIVITY PANEL REMOVAL / INSTALLATION (OPTIONAL)

If desired, refer to the following steps to swap the location of the connectivity panel from the left to right side.

1. Remove (4x) screws securing connectivity panel to frame and remove from frame. (FIGURE C)
2. Install connectivity panel in reverse manner using either mounting location as shown. (FIGURE C)

NOTE: Connectivity panel door gap faces outside edge of frame. (FIGURE B)

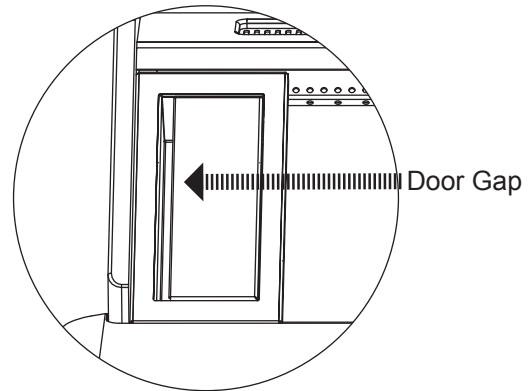


FIGURE B

NOTE: Accessory panel (if equipped) may be swapped with connectivity panel by following steps above.

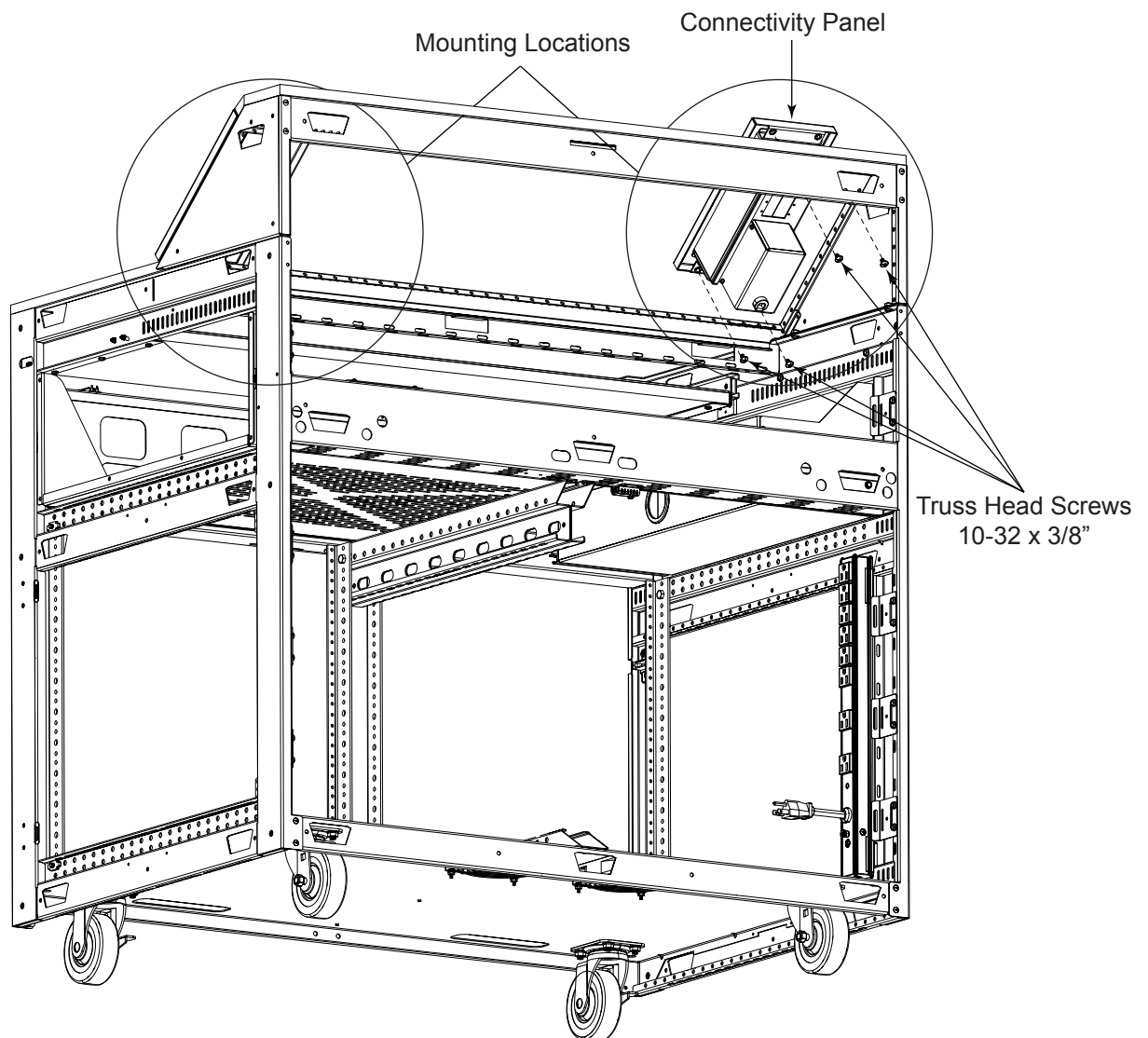


FIGURE C
(43" Turret Frame With Drawers Shown)

MIDDLE PANEL INSTALLATION

1. Install Middle Panel (U) using (6x) #10 x 3/4 wood screws (E) and (6x) spacers (D). **(FIGURE D)**

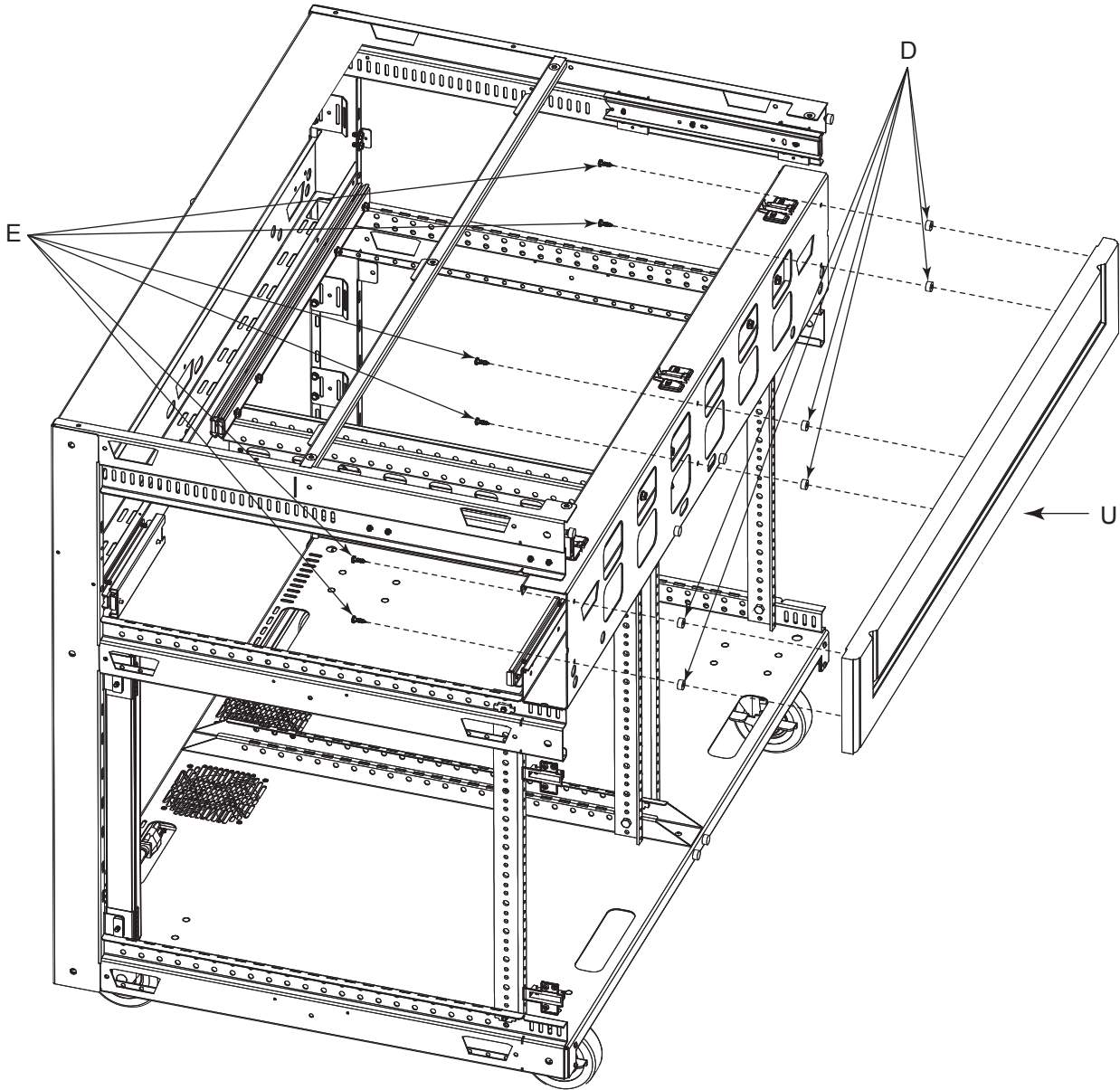


FIGURE D
(43" Flat Frame Shown)

KEYBOARD DRAWER PANEL INSTALLATION

1. Install keyboard drawer panel (S) on preinstalled hinges. **(FIGURE E)**
2. Install handle (H or J) on keyboard drawer using (2x) Pan Head Screws (F or G). **(FIGURE E)**
3. Install (2x) self-adhesive rubber bumpers (A) for keyboard drawer panel over frame holes as shown. **(FIGURE F)**
4. Adjust hinges as needed. **(FIGURE G)**

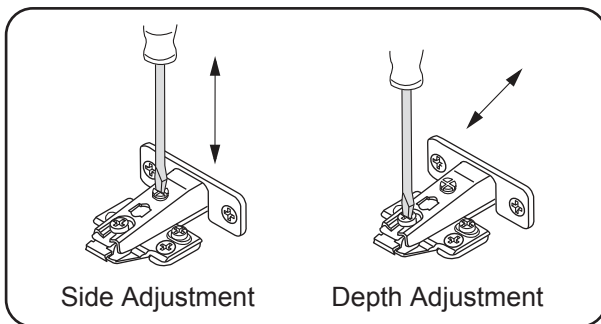
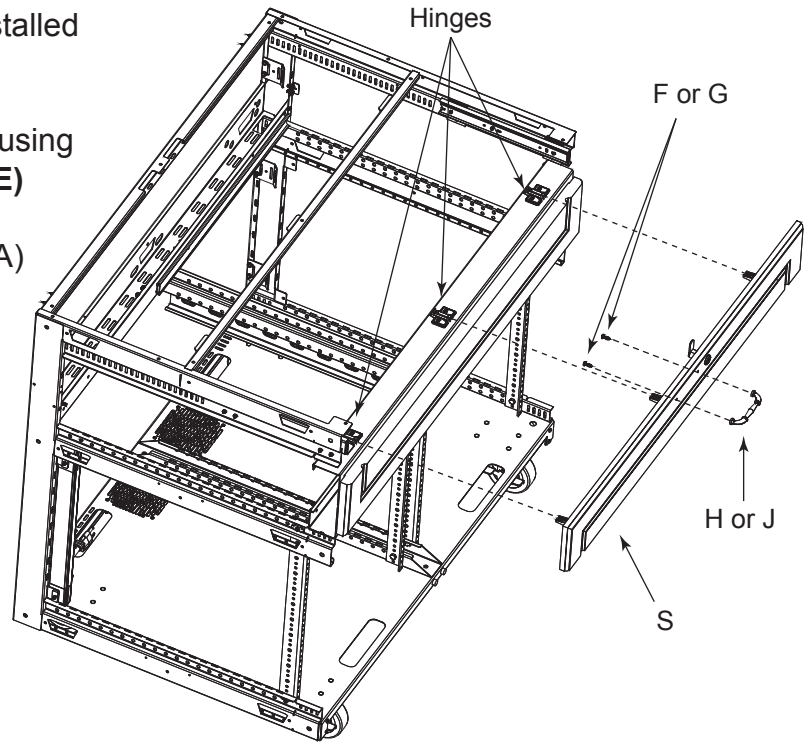


FIGURE G

FIGURE E
(43" Flat Frame Shown)

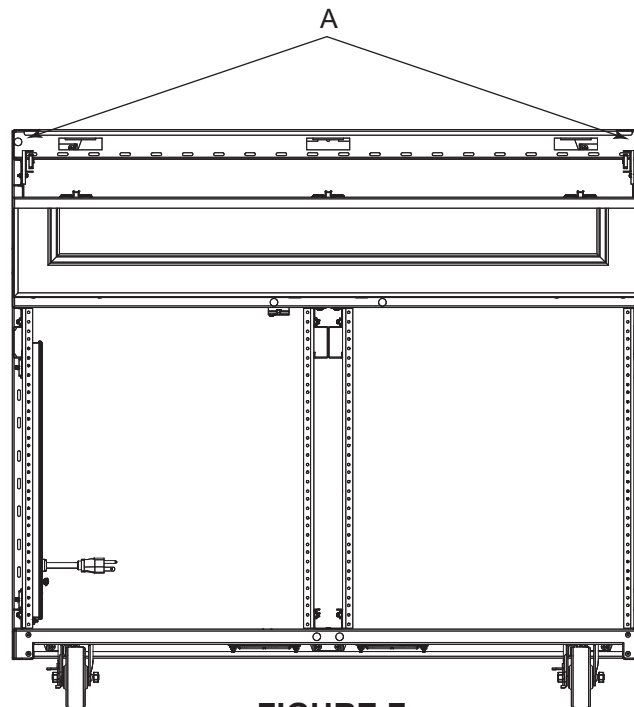


FIGURE F
(43" Flat Frame Shown)

FRONT DOOR INSTALLATION

1. Install front door(s) (L) on preinstalled hinges. **(FIGURE H)**
2. Install handle(s) (H or J) on door(s) (L) using (2x) Pan Head Screws (F or G). **(FIGURE H)**
3. Install (4x) rubber bumpers (B) (2x) per door in locations shown. **(FIGURE J)**
4. Adjust hinges as needed. **(FIGURE K)**

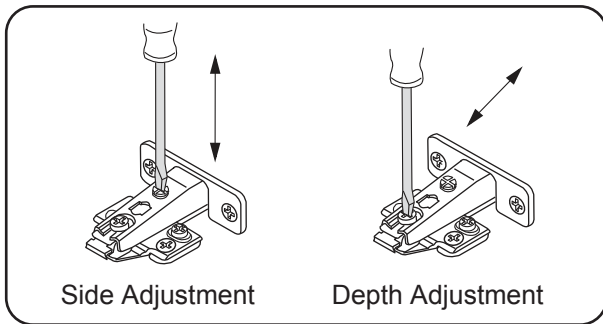


FIGURE K

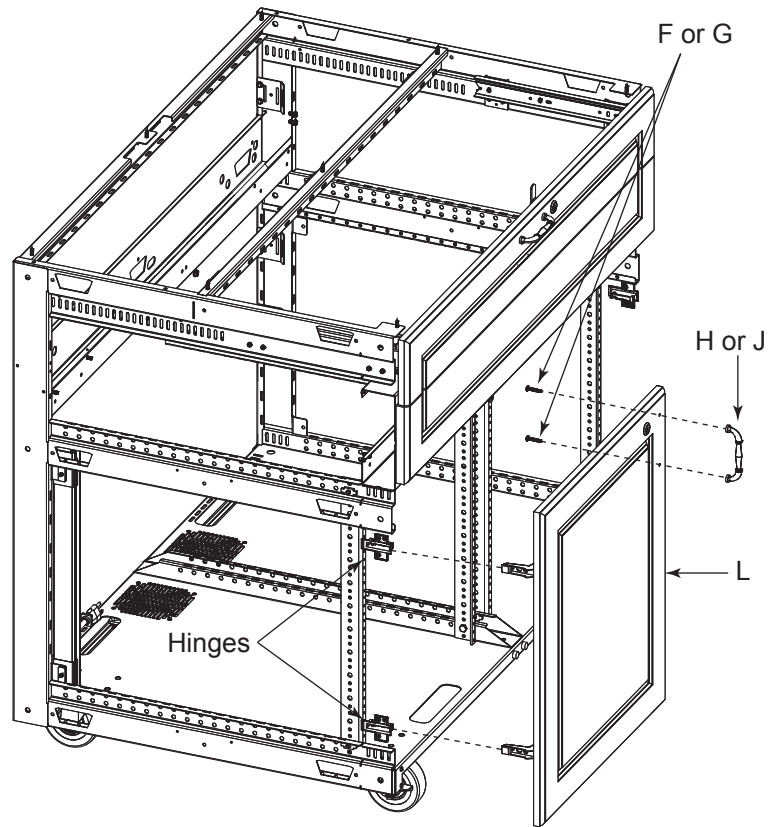


FIGURE H
(43" Flat Frame Shown)

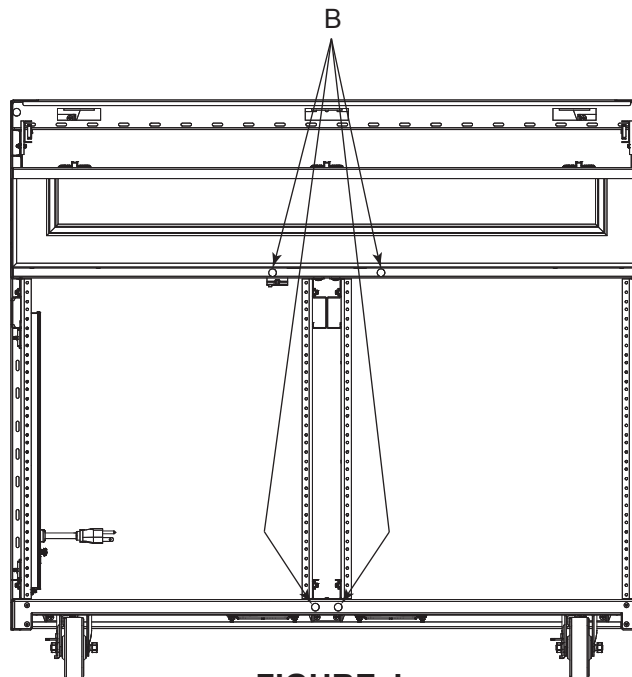
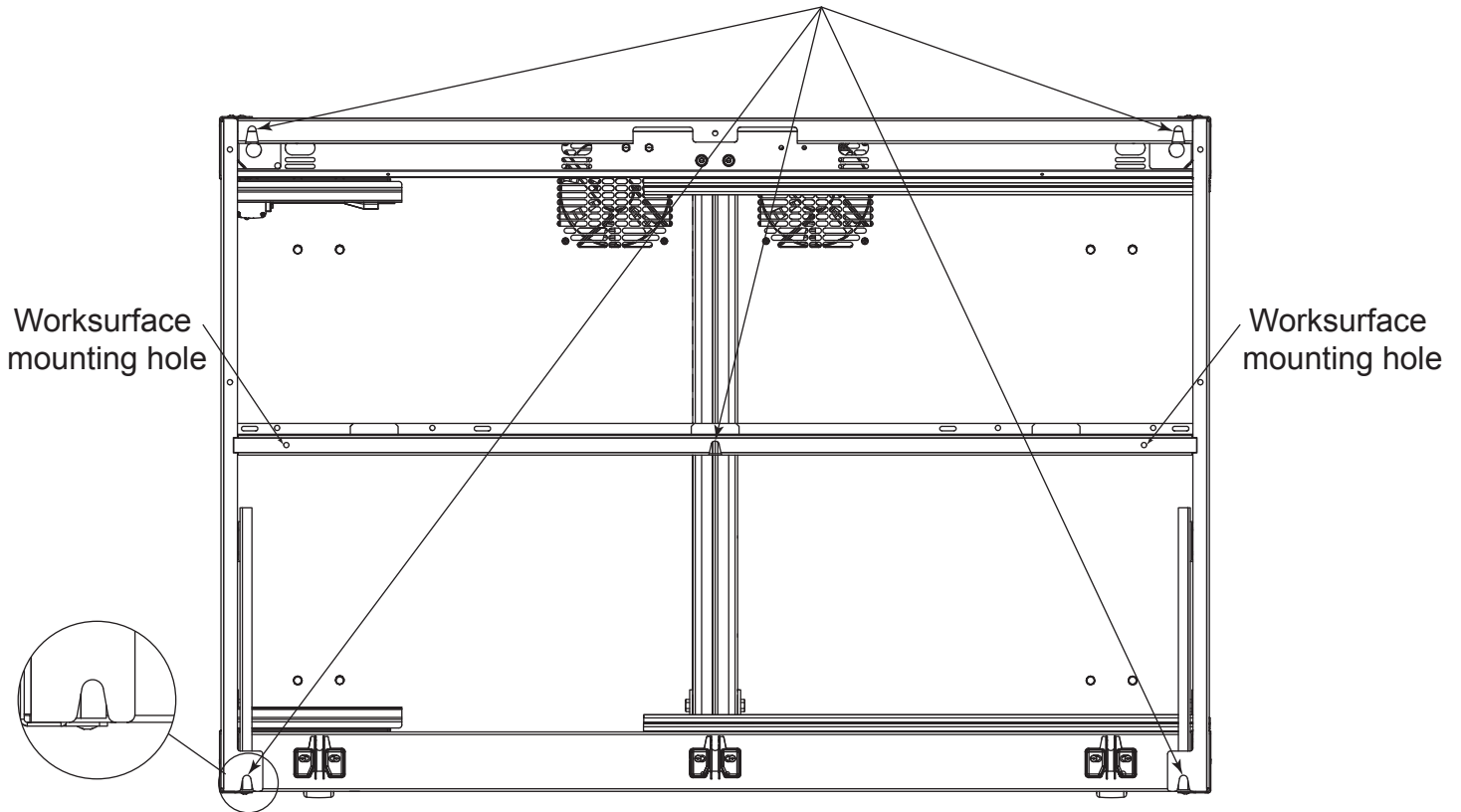


FIGURE J
(43" Flat Frame Shown)

WORKSURFACE INSTALLATION

1. Locate worksurface alignment slots. **(FIGURE L)**

L5-FLATFR worksurface alignment slots (5x)



L5-TURFR worksurface alignment slots (3x)

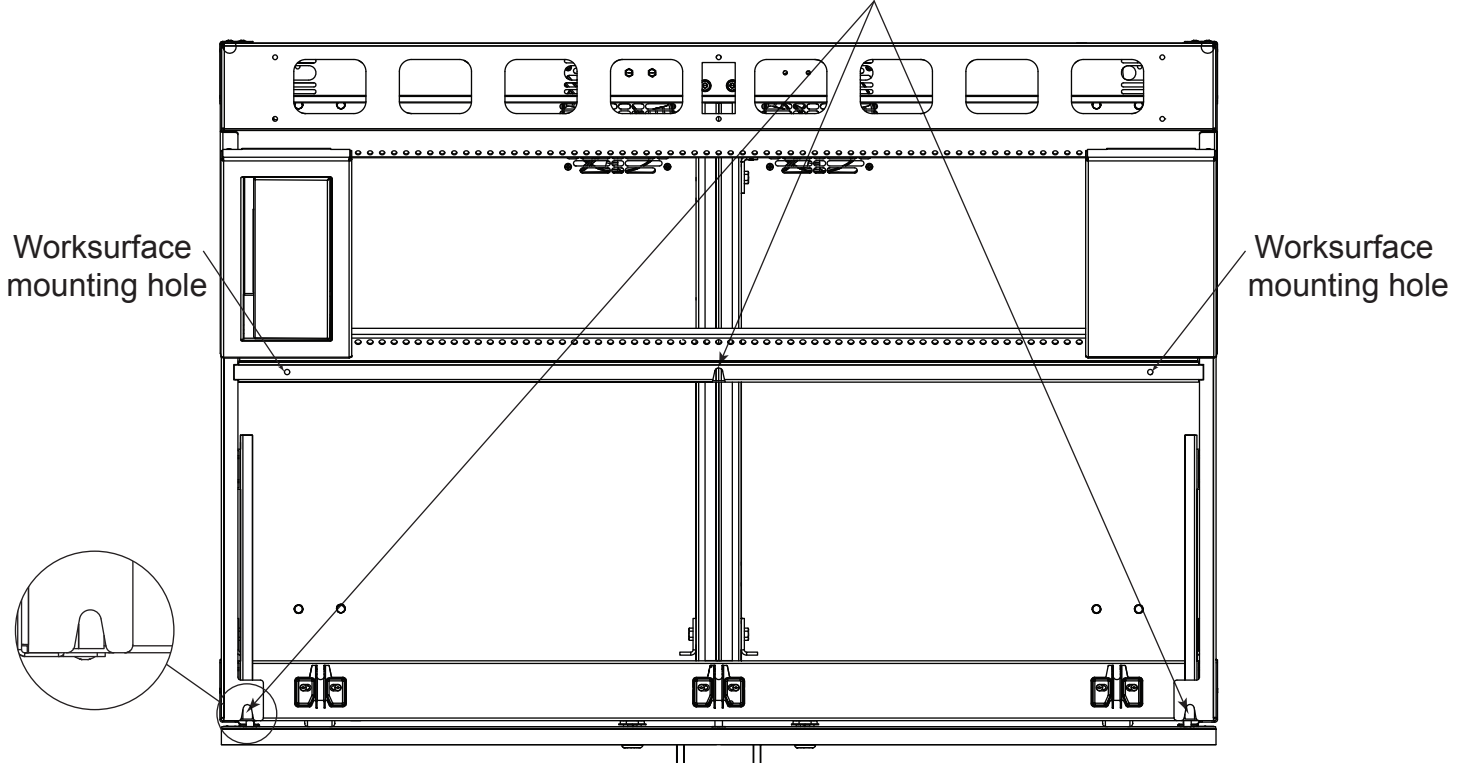


FIGURE L

WORKSURFACE INSTALLATION (CONTINUED)

2. With keyboard shelf drawer open, align worksurface (K) on top of frame with standoffs facing down and contoured edge facing the keyboard side of lectern. **(FIGURE M)**
3. With sides of worksurface aligned to the sides of the frame, pull the worksurface forward approx. 2" to ensure the standoffs drop into alignment slots. **(FIGURE M)**
4. Push worksurface back to allow standoffs to lock into frame alignment slots. **(FIGURE M)**
5. Secure worksurface from inside of frame using (2x) wood screws (C) into predrilled mounting holes in worksurface. **(FIGURE M)**

NOTE: Worksurface mounting holes are identified with a white ring on underside of frame top support to help locate holes.

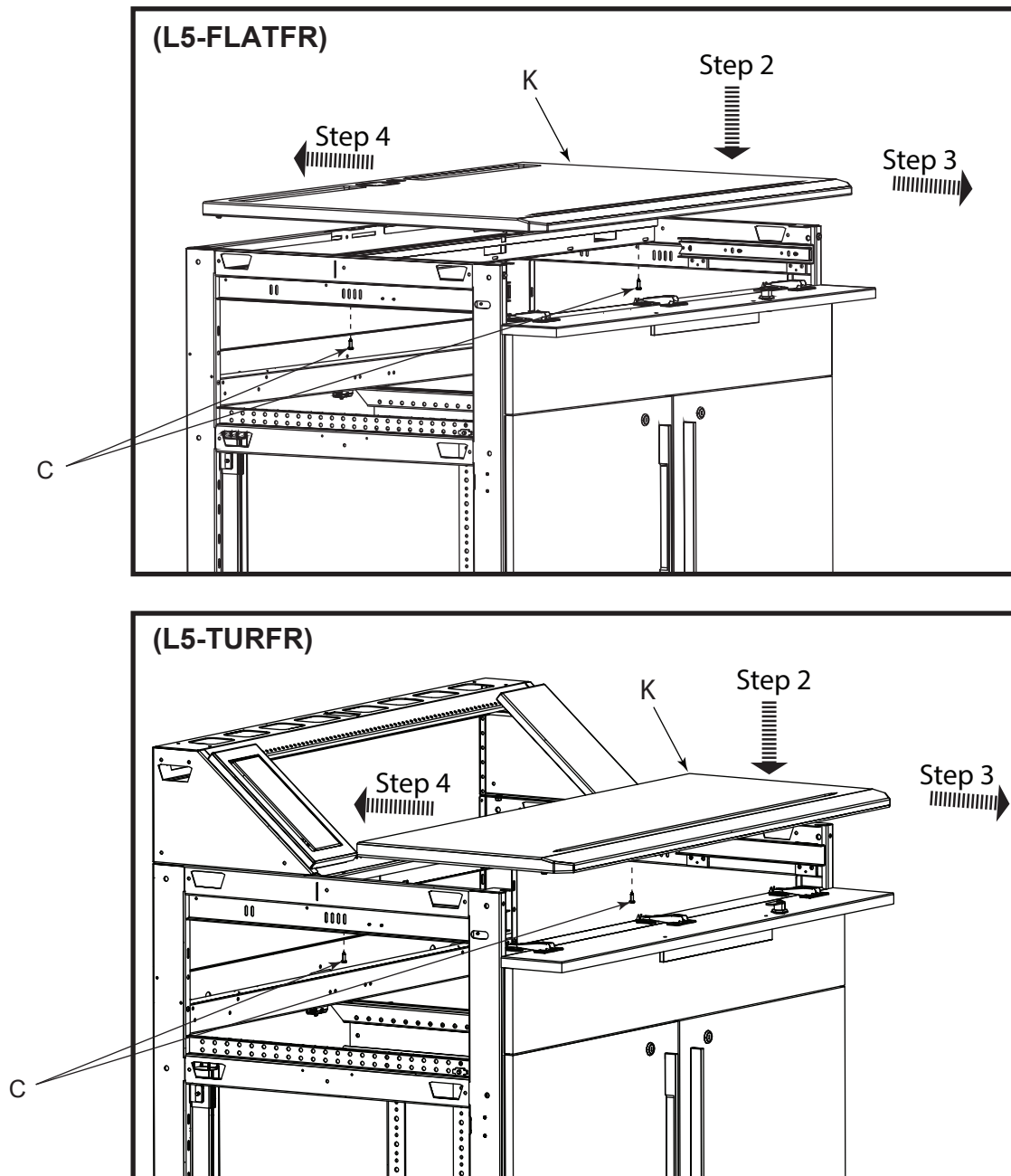


FIGURE M

SIDE PANEL INSTALLATION

1. Install side panels (M) by placing the (6x) preinstalled hooks on the panel into the (6x) slots on frame and press panels down to lock in place. **(FIGURE N)**
2. Install (2x) wood screws (C) to secure each panel to frame in locations shown. **(FIGURE N)**

NOTE: If installing optional L5 flip-up side shelf, install per instructions I-00818 supplied with side shelf prior to installing side panels.

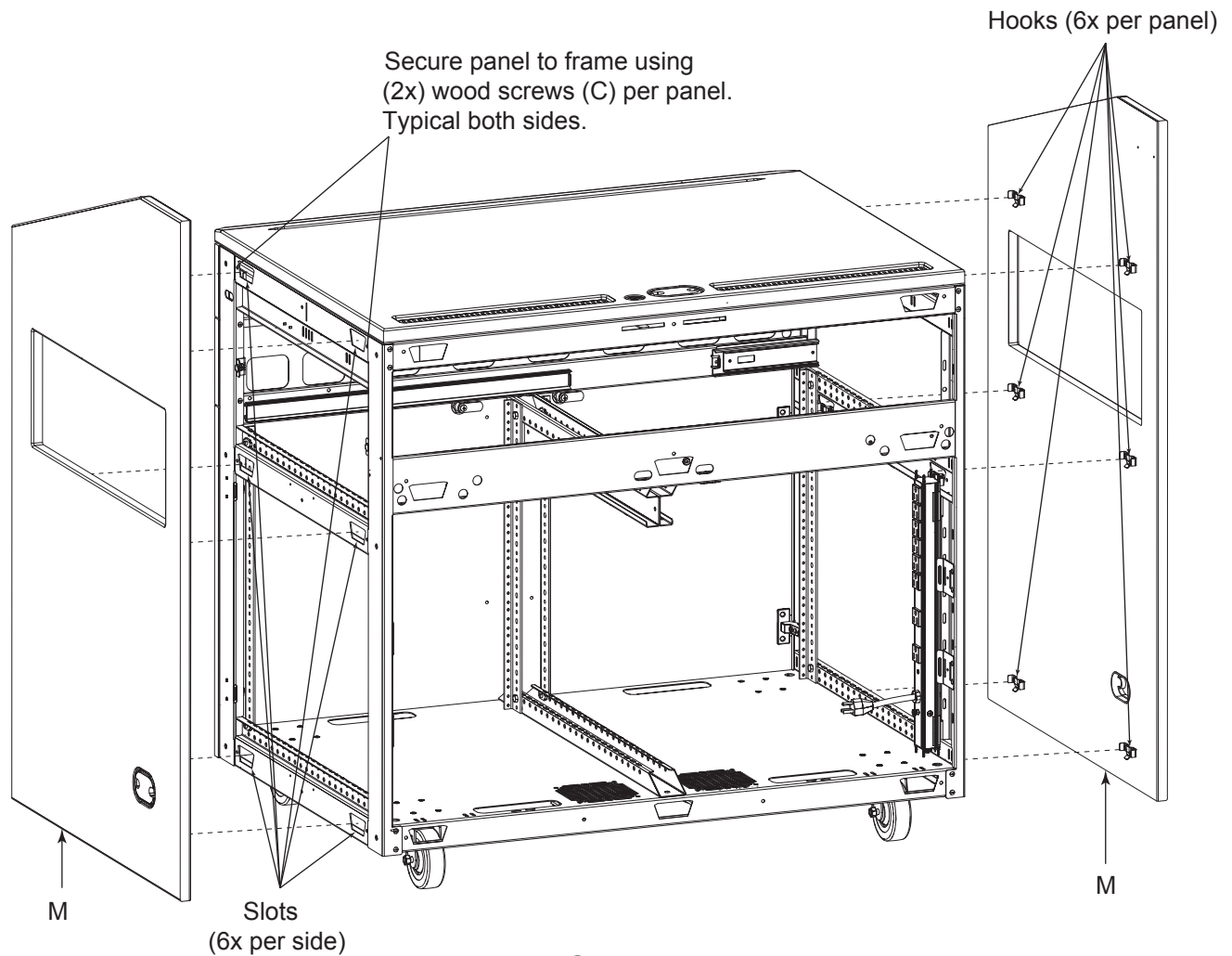


FIGURE N
(43" Flat Frame Shown)

TOP SHELF INSTALLATION (FLAT FRAME MODELS ONLY)

1. Install top shelf (P) to top shelf bracket (supplied with frame) using (6x) wood screws (C).
(FIGURE P)

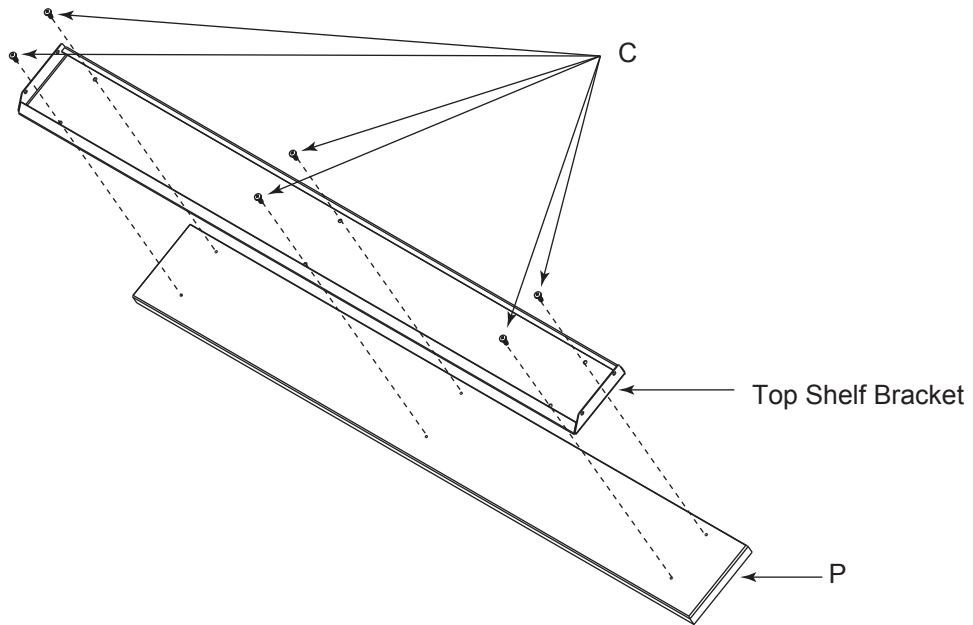


FIGURE P

2. Install assembled top shelf to side panels using (4x) wood screws (C) (2x) per side.
(FIGURE R)

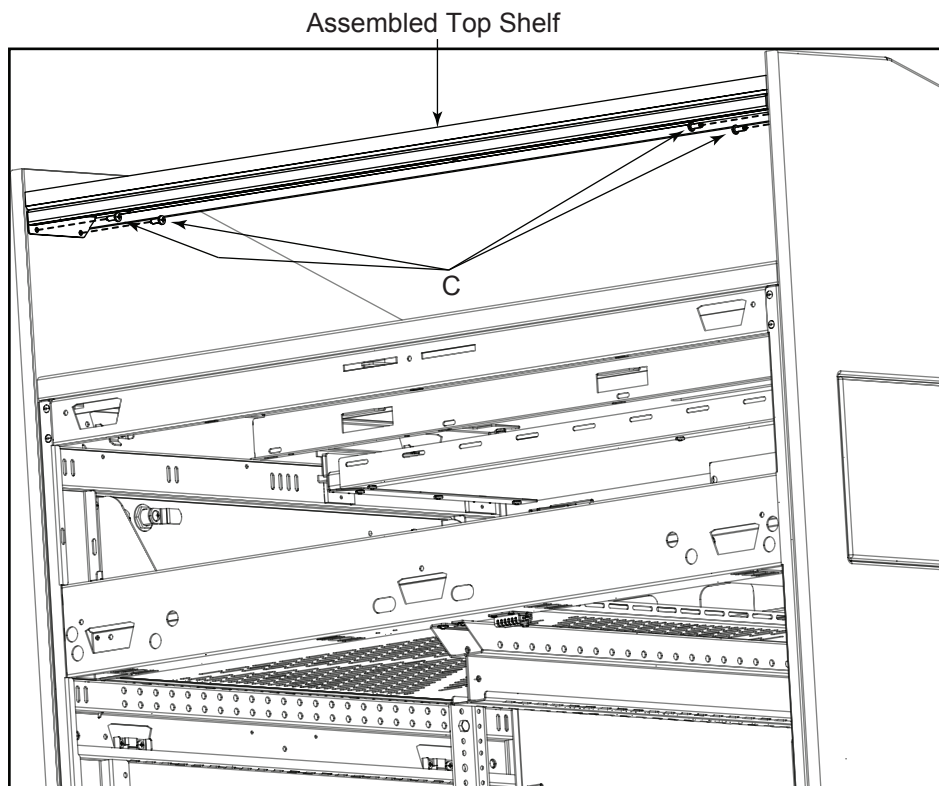


FIGURE R
(43" Flat Frame Shown)

TOP SHELF INSTALLATION (TURRET FRAME MODELS ONLY)

1) Install top shelf (R) to frame using (6x) wood screws (C). (FIGURE S)

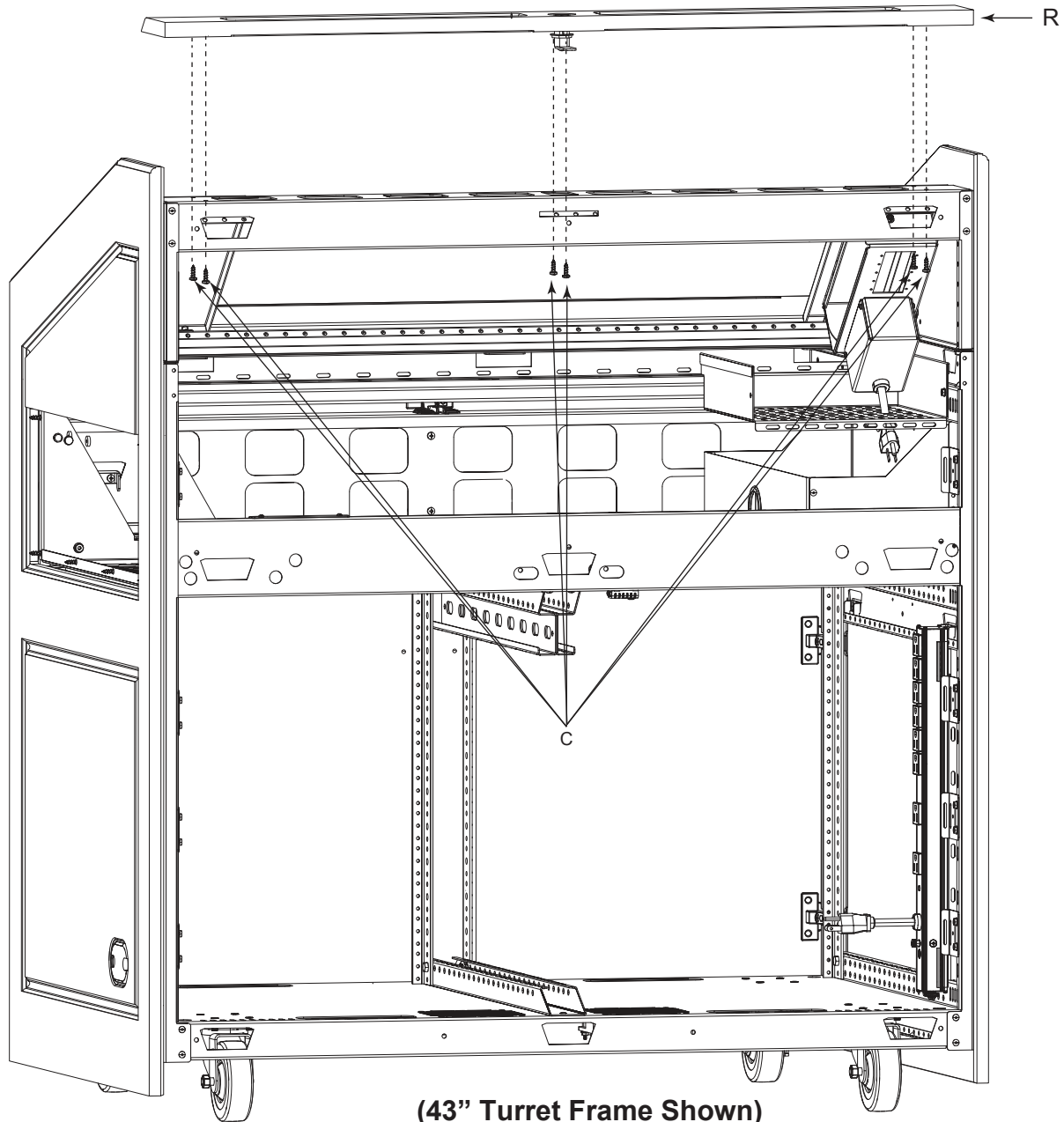


FIGURE S

(OPTIONAL) STORAGE DRAWER PANEL INSTALLATION

1. With drawer removed, install storage drawer panel (U) using (6x) wood screws (C). (**FIGURE T**)
2. Install handle (H or J) using (2x) pan head screws (F or G). (**FIGURE T**)
3. Reinstall drawer in frame. When drawer is installed and side panel is in place, it may be necessary to adjust gap around drawer panel by slightly loosening wood screws (C). Once adjusted, retighten wood screws.

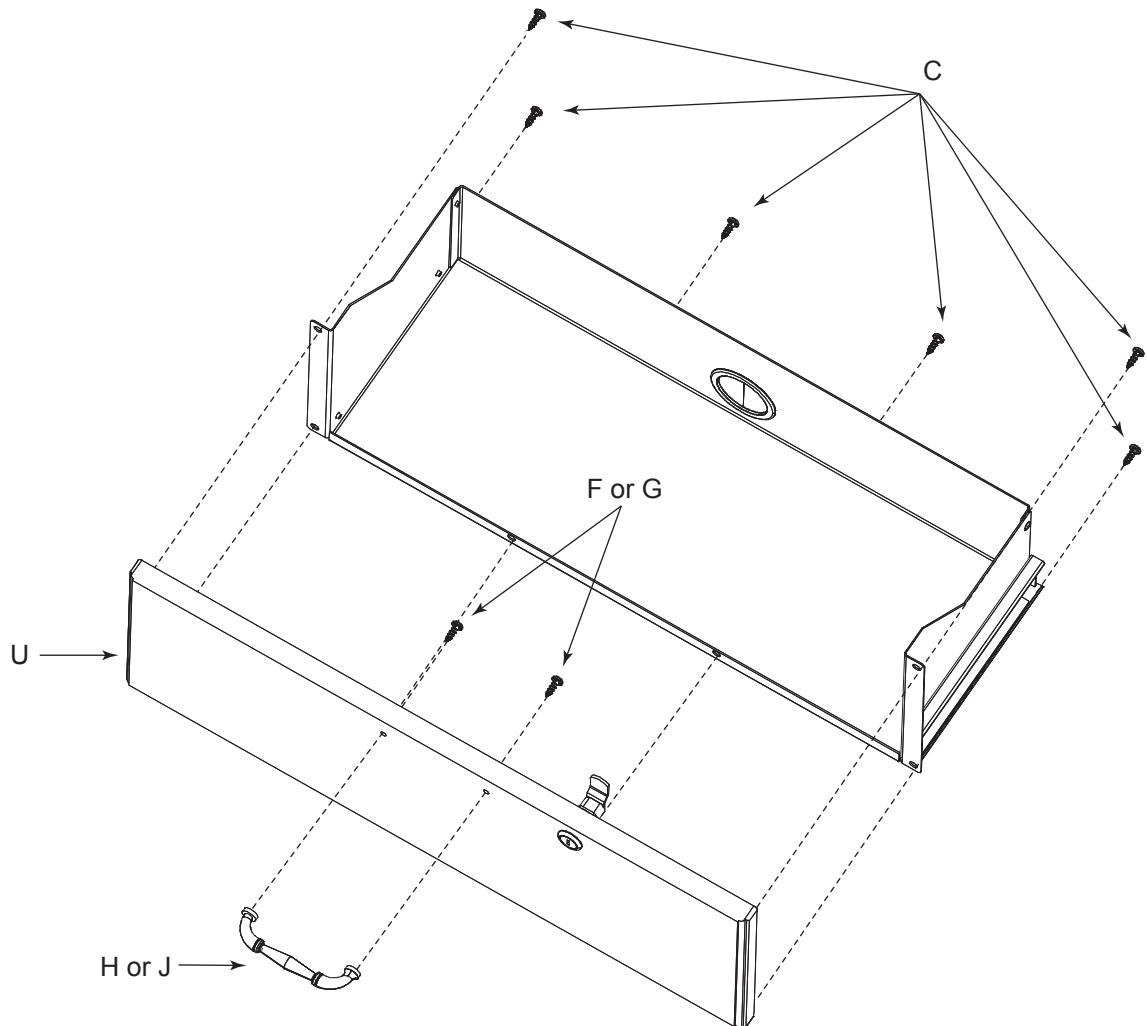
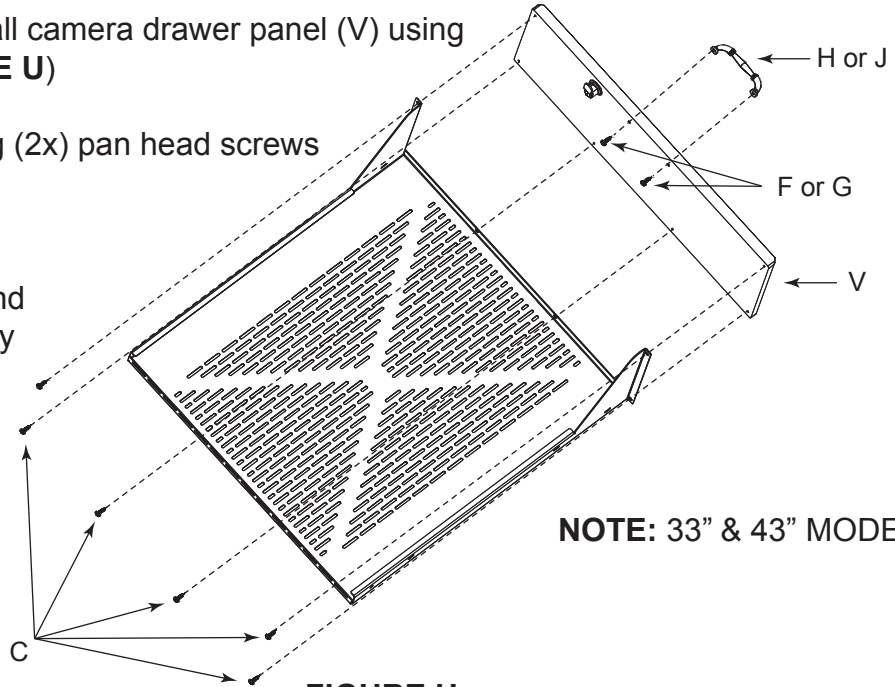


FIGURE T

(OPTIONAL) DOCUMENT CAMERA DRAWER PANEL INSTALLATION

1. With drawer removed, install camera drawer panel (V) using (6x) wood screws. **(FIGURE U)**
2. Install handle (H or J) using (2x) pan head screws (F or G). **(FIGURE U)**
3. Reinstall drawer in frame. When drawer is installed and side panel is in place, it may be necessary to adjust gap around drawer panel by slightly loosening wood screws (C). Once adjusted, retighten wood screws.



NOTE: 33" & 43" MODELS ONLY

FIGURE U

PRESENTER'S PANEL INSTALLATION (TURRET FRAME ONLY)

1. Install presenter's panel (W) using (6x) 10-32 x 3/8" truss head screws included with panel. **(FIGURE V)**

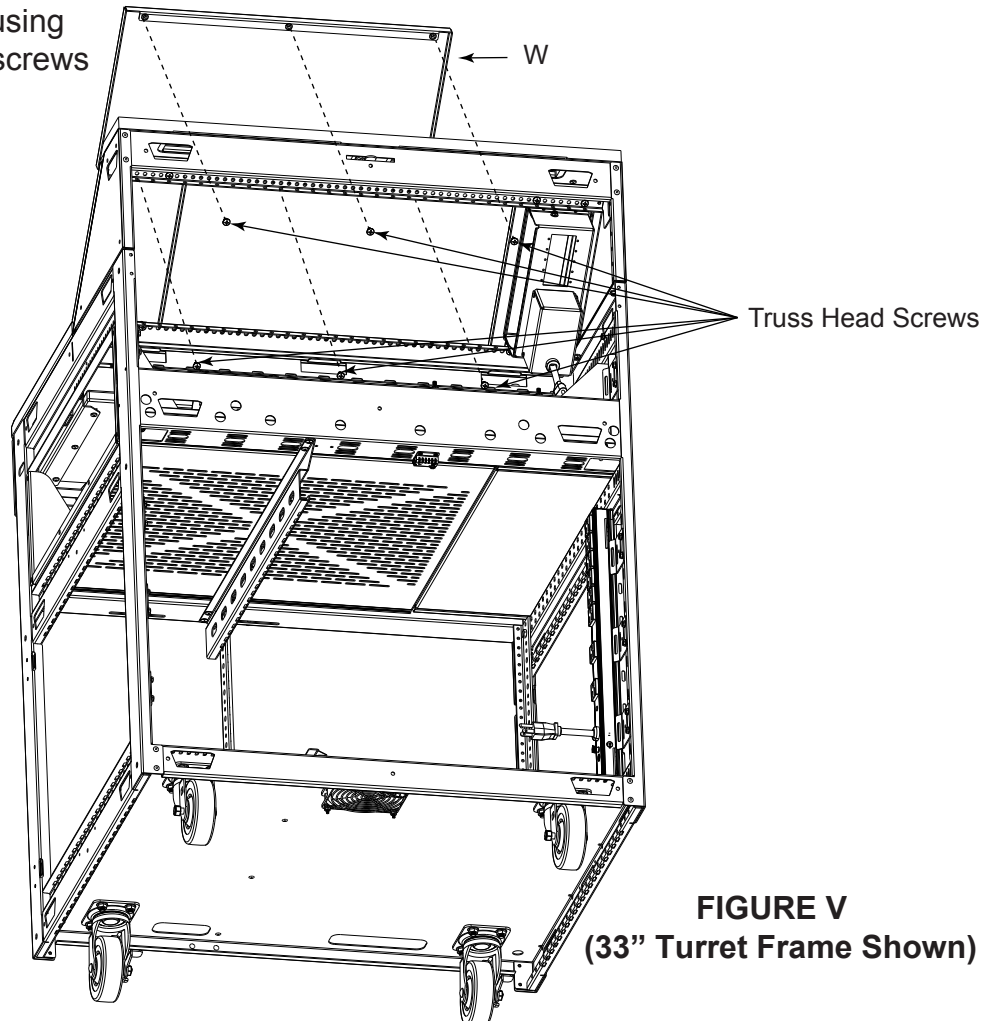


FIGURE V
(33" Turret Frame Shown)

REAR PANEL INSTALLATION

1. Install rear panel (N) by placing the preinstalled hooks into the slots on the frame and press down to lock in place. **(FIGURE W)**
2. Reinstall keyboard shelf to complete assembly.

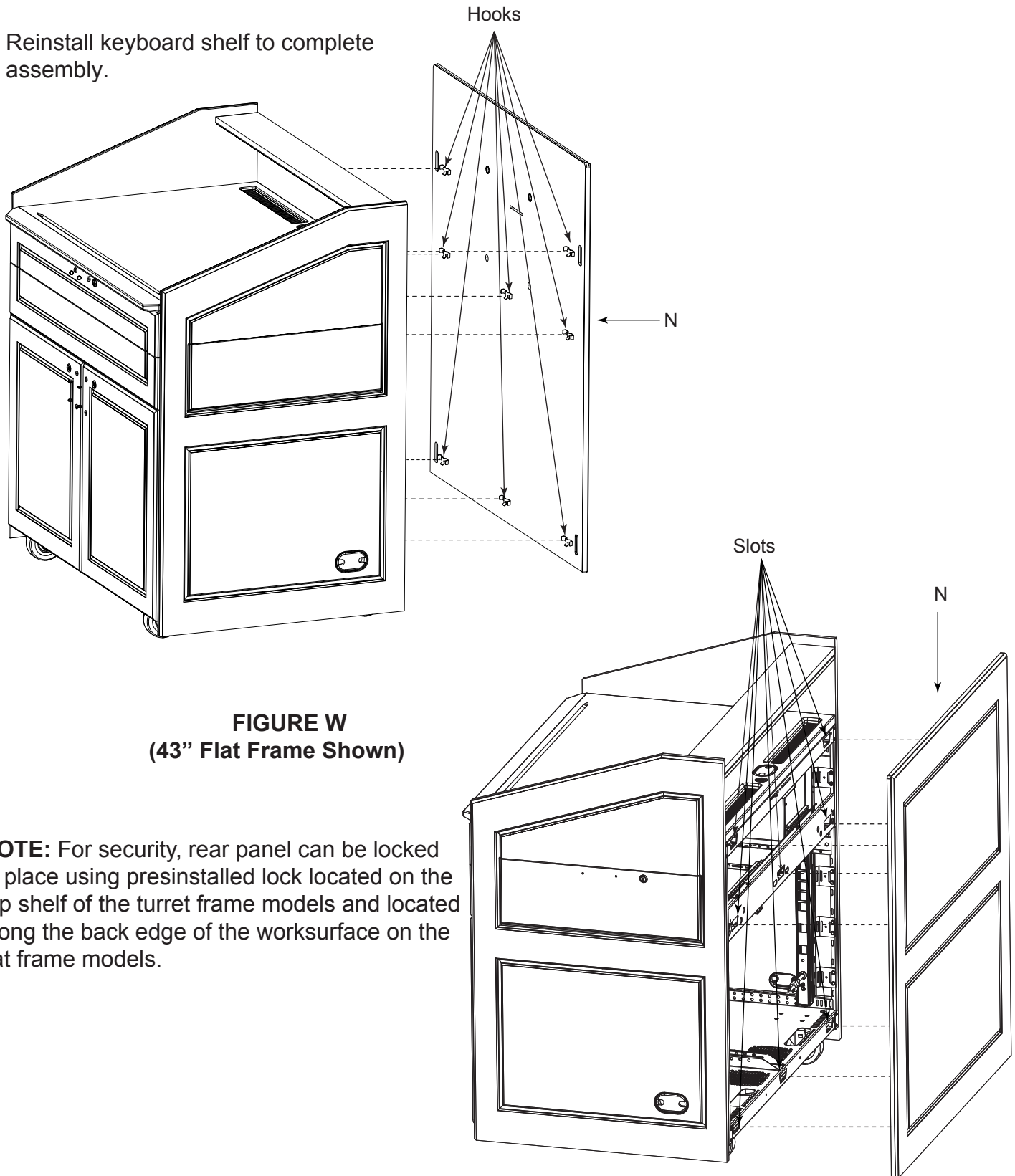
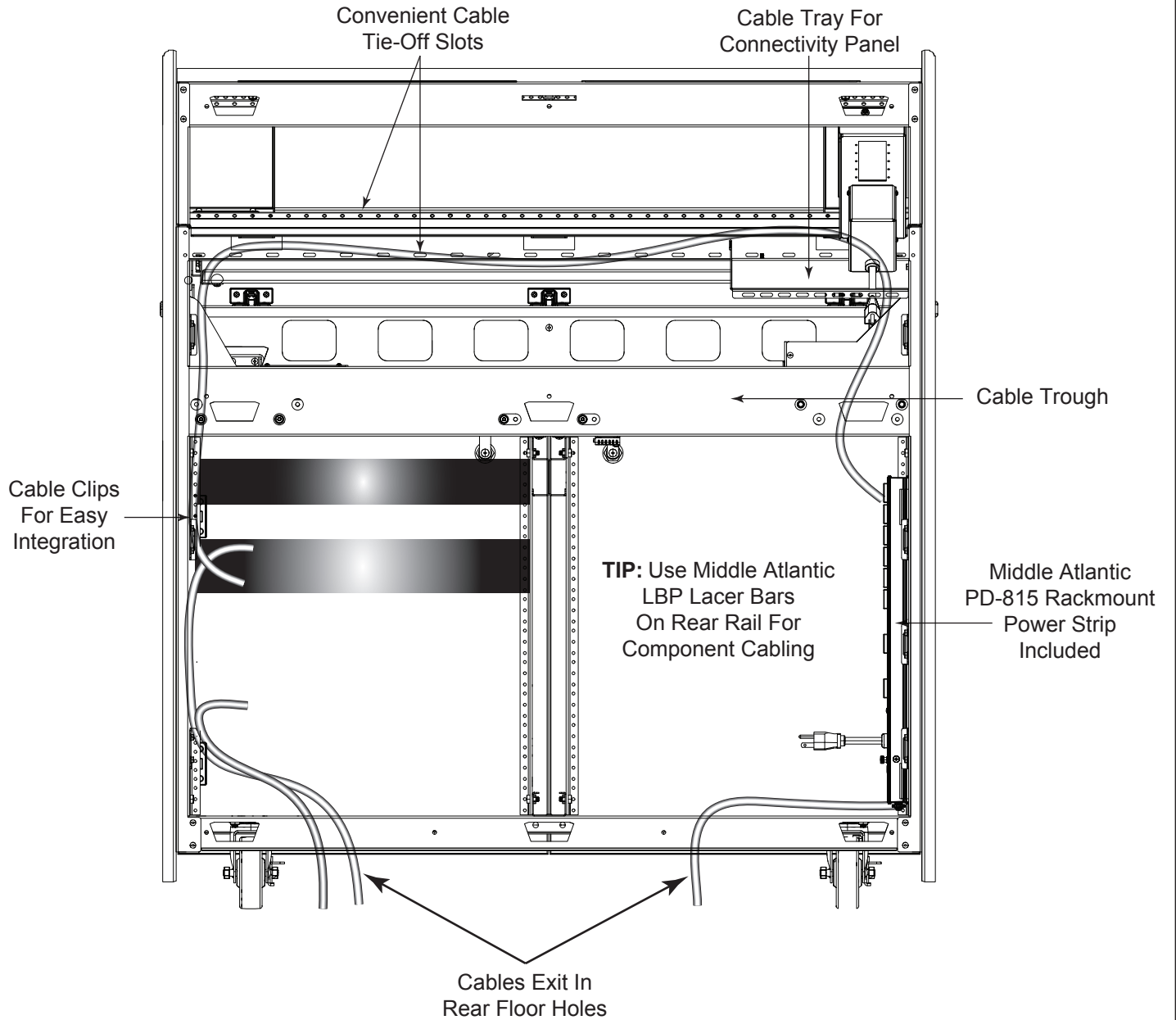


FIGURE W
(43" Flat Frame Shown)

NOTE: For security, rear panel can be locked in place using presinstalled lock located on the top shelf of the turret frame models and located along the back edge of the worksurface on the flat frame models.

CABLE MANAGEMENT

Middle Atlantic Products provides a clear path for all cable management within the lectern frame.



WARRANTY

For warranty information, refer to <http://www.middleatlantic.com/company/about-us.aspx#warranty>

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