

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.

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 13 standard finishes and two styles for the finishing kit
- Optional Millwork kit lets your custom woodworker provide the finish

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.



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.



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.

WEIGHT RATINGS

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

TOOLS REQUIRED

- #2 Phillips Screwdriver
- 5/16" Socket

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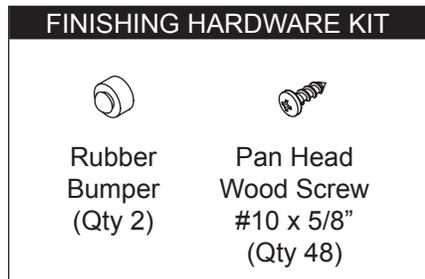
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PRODUCT FEATURES



HARDWARE/ITEMS SUPPLIED WITH FINISHING KIT

NOTE: If manufacturing your own millwork, please the following URL for all wood drawings:
<http://www2.middleatlantic.com/ProductDocs/Default.aspx>



QTY 1 (ALL MODELS)



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

CONFIGURATION OPTIONS

The L5 Series Lectern offers the ability to customize the location of the following items:

- Drawers - Refer to page 5.
- Inner AVIP Panel - Refer to page 7.
- Cable Shelf - Refer to page 8.
- Connectivity Panel - Refer to page 9.

NOTE: Assembly instructions begin on page 10.

SWAPPING THE DRAWER LOCATIONS (OPTIONAL)

If desired, refer to the following steps to swap the location of the camera drawer with the accessory drawer.

- 1) Slide camera drawer out from unit and disengage from outer drawer slides. **(FIGURE A)**

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

- 2) Remove (4) 10-32 nuts from both outer drawer slides and remove slides from frame. **(FIGURE A)**

- 3) Remove (2) 10-32 x 3/8 screws from both drawer catch brackets and remove brackets from frame. **(FIGURE B)**

NOTE: When re-installing camera drawer, press tabs on inner drawer slides to slide drawer in.

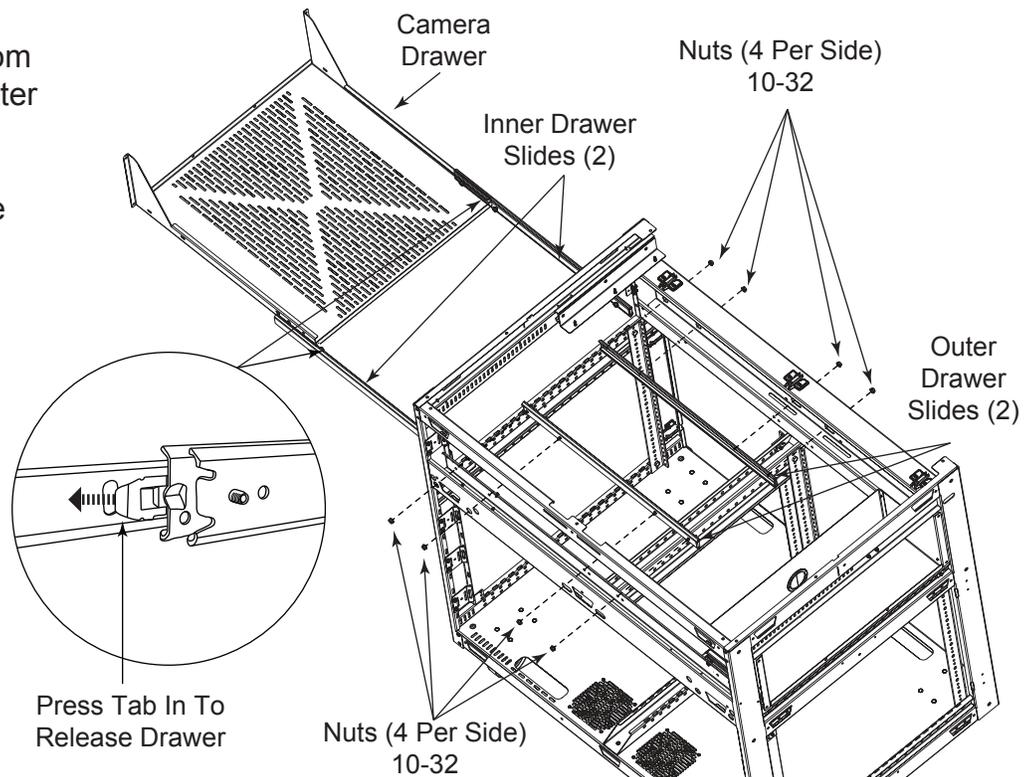


FIGURE A
(Model L5-FLATFR-43 Flat Style Shown)

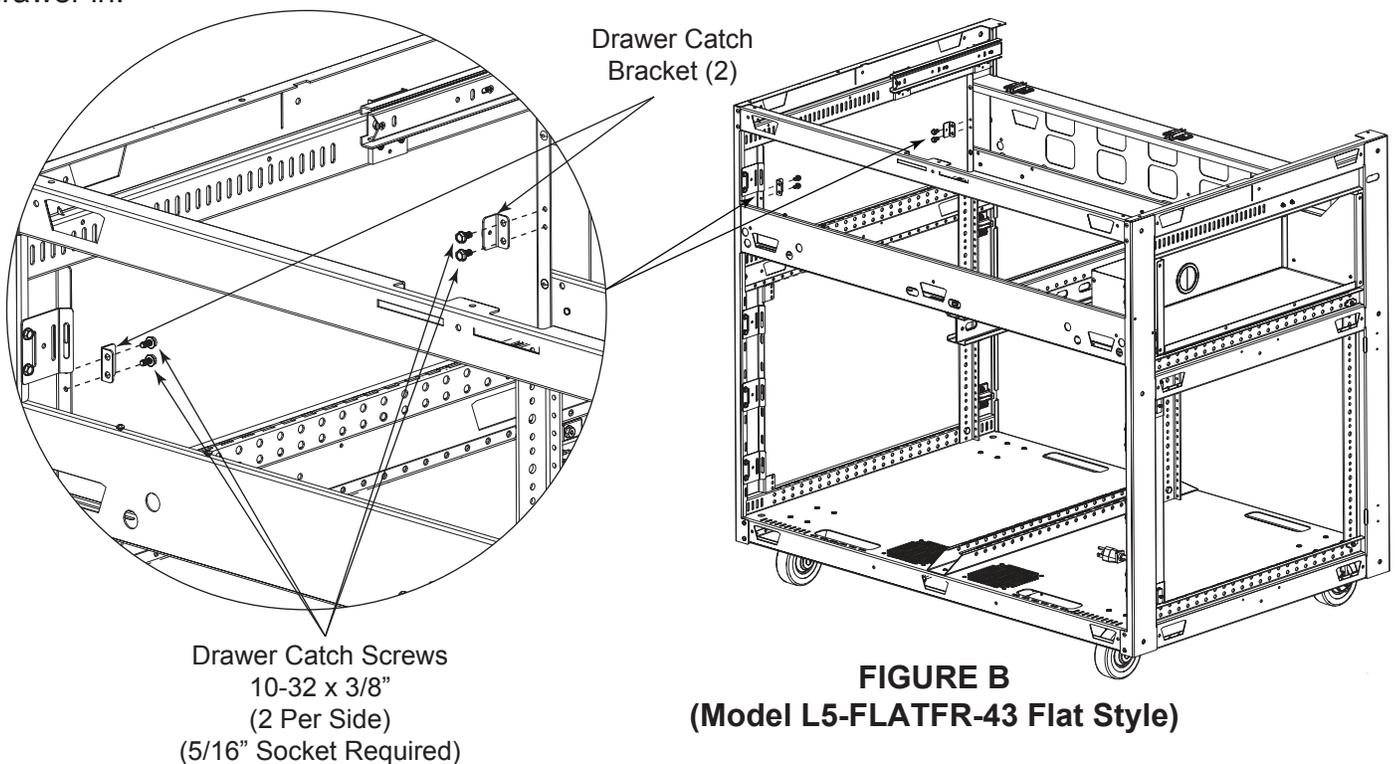


FIGURE B
(Model L5-FLATFR-43 Flat Style)

SWAPPING THE DRAWER LOCATIONS (OPTIONAL) (CONTINUED)

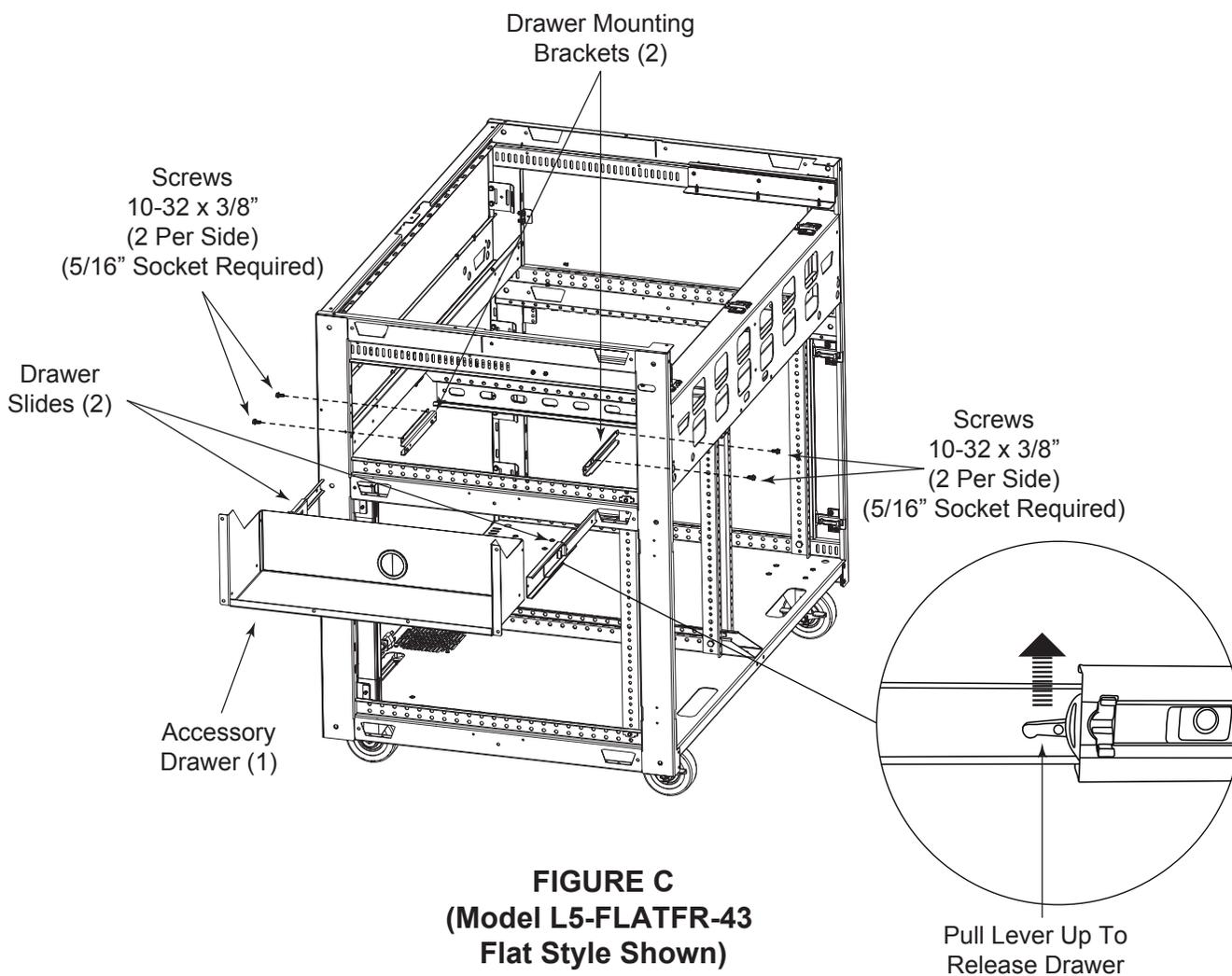
4) Slide accessory drawer out from unit and disengage from drawer slides. **(FIGURE C)**

NOTE: Pull lever up to release drawer from drawer slides. **(FIGURE C)**

5) Remove (2) screws from both drawer mounting brackets and remove brackets from frame. **(FIGURE C)**

6) Install both drawers in reverse manner on left or right side.

NOTE: When re-installing accessory drawer, pull lever up on drawer slides to slide drawer in.



INNER AVIP PANEL REMOVAL / INSTALLATION (OPTIONAL)

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

- 1) Remove (3) screws securing inner AVIP Panel to frame and remove from frame. **(FIGURE D)**
- 2) Install inner AVIP panel in reverse manner using either mounting location as shown. **(FIGURE D)**

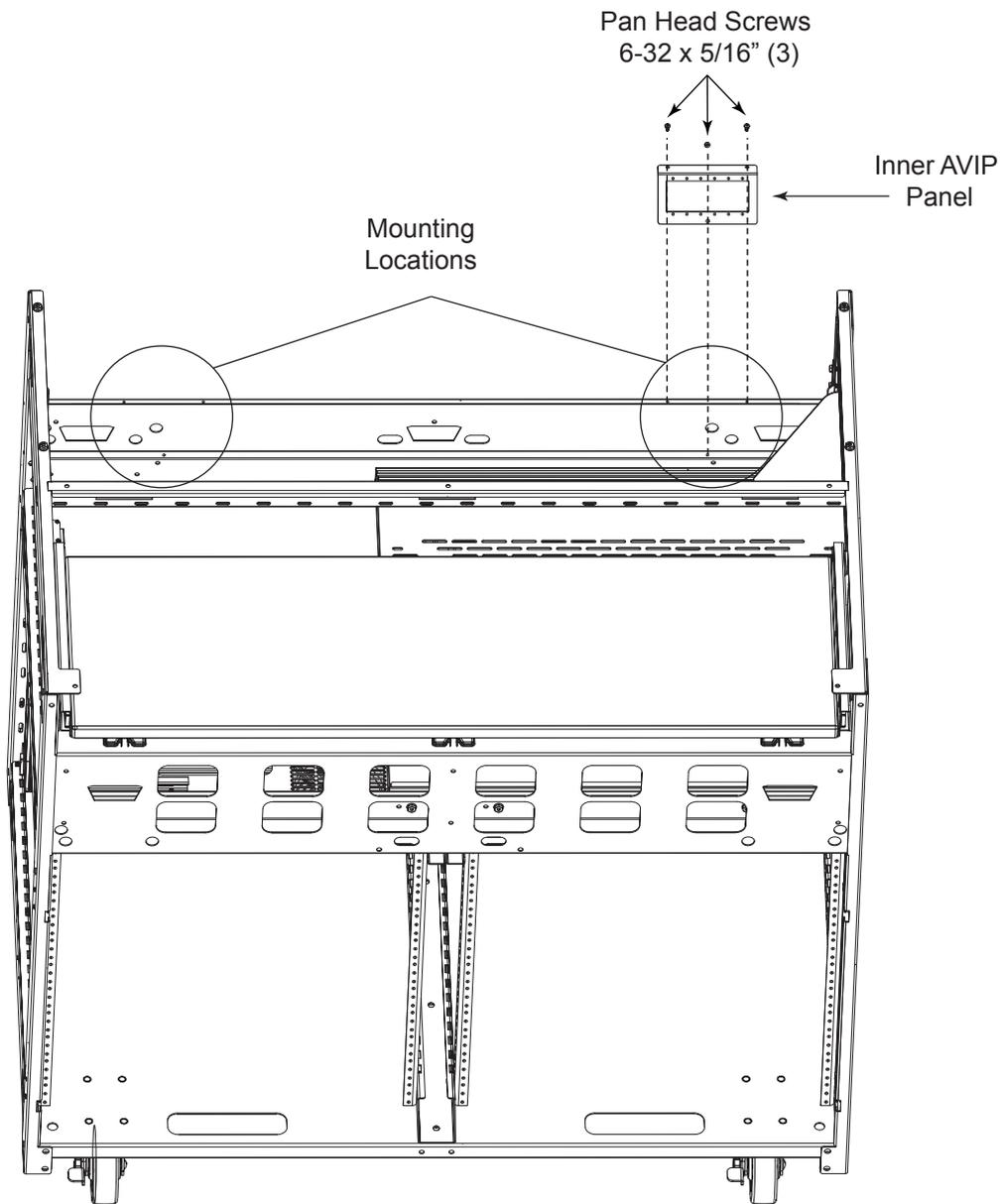


FIGURE D
(Model L5-FLATFR-43
Flat Style Shown)

CABLE SHELF REMOVAL / INSTALLATION (OPTIONAL)

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

1) Remove (3) screws securing cable shelf to frame and remove from frame. **(FIGURE E)**

2) Install cable shelf in reverse manner using either mounting location as shown. **(FIGURE E)**

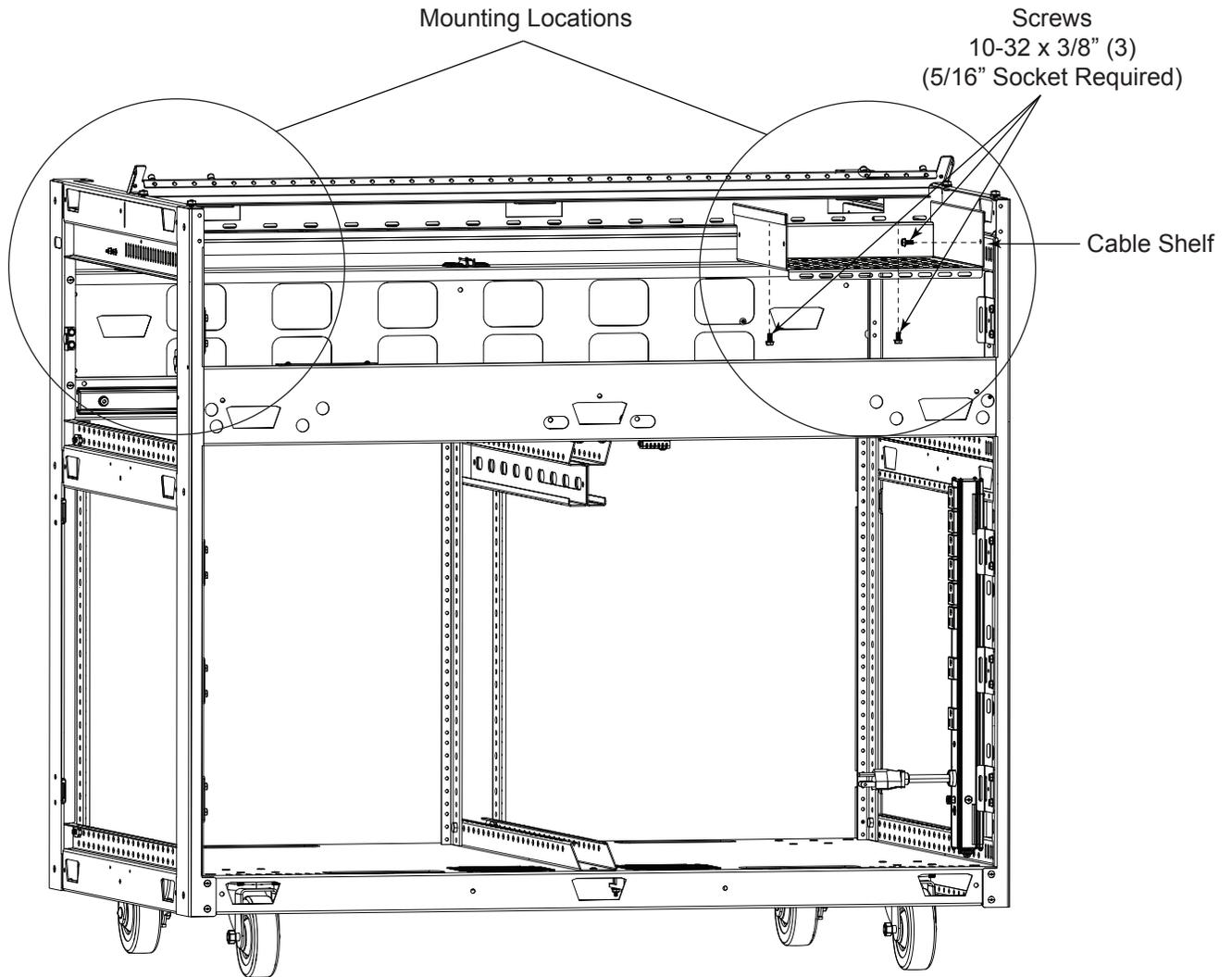


FIGURE E
(Model L5-FLATFR-43
Flat Style Shown)

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

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

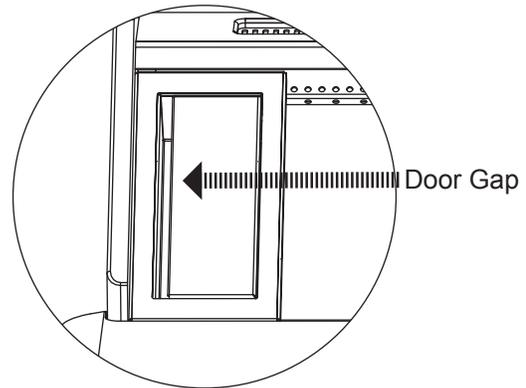


FIGURE F

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

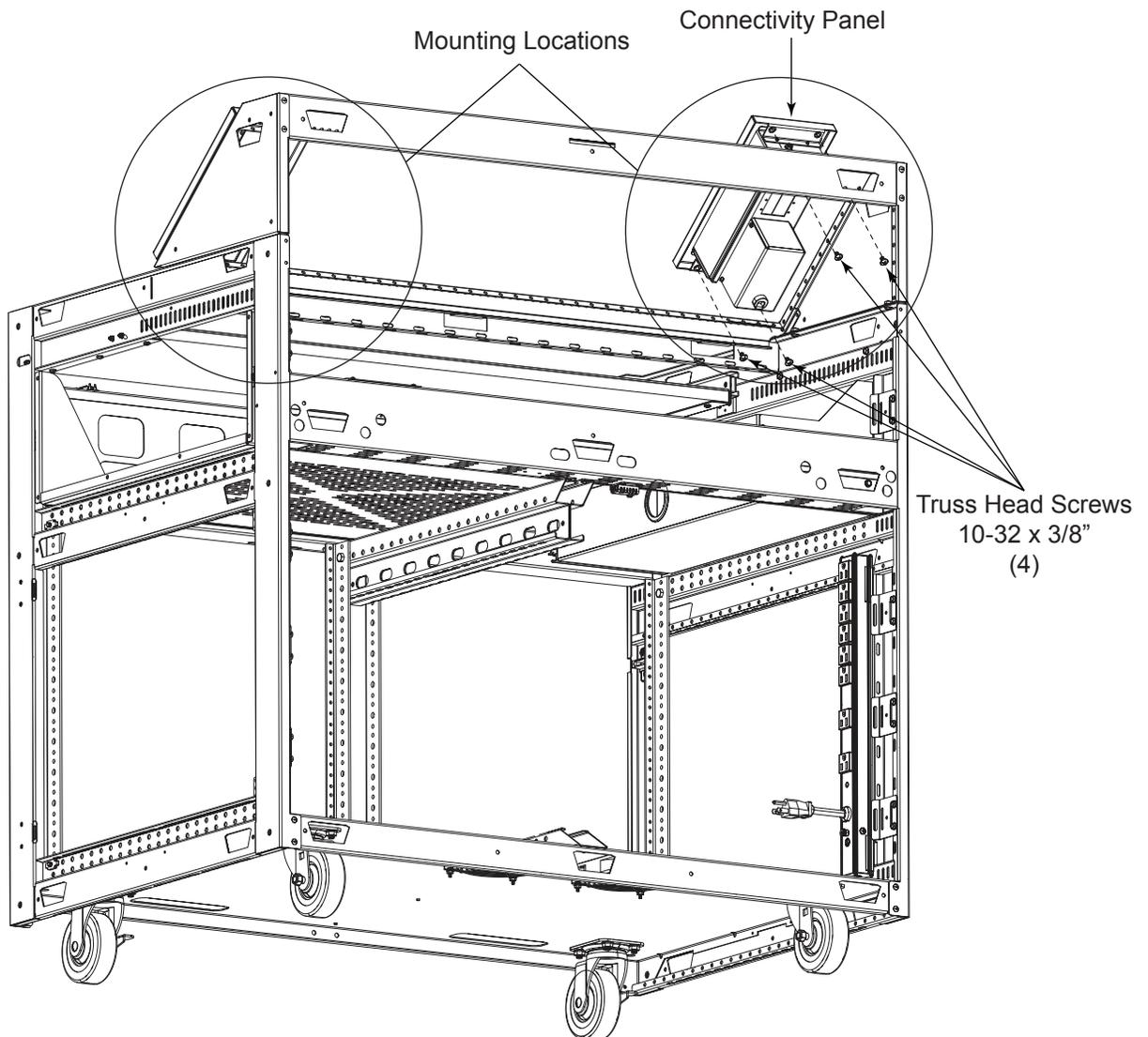


FIGURE G
(Model L5-TURFR-43 Turret Style Shown)

KEYBOARD DRAWER REMOVAL / INSTALLATION

NOTE: 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 H)**

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

- 2) Install drawer in reverse manner.

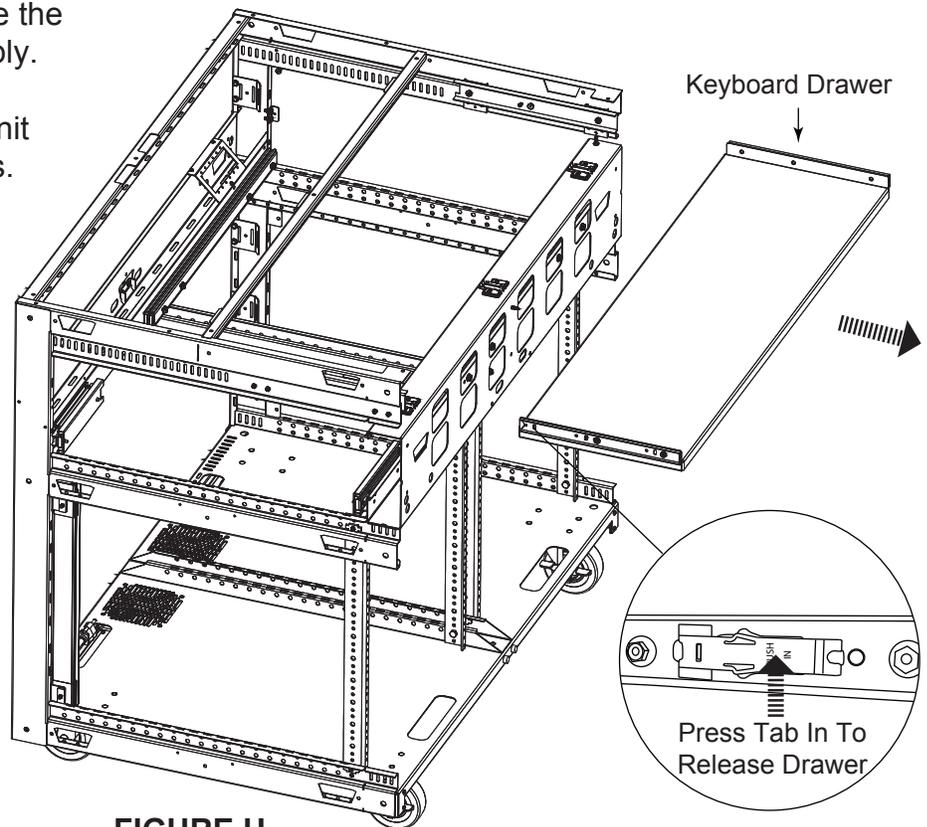


FIGURE H
(Model L5-FLATFR-43 Flat Style Shown)

MIDDLE PANEL INSTALLATION

- 1) Install Middle Panel using (6) wood screws. **(FIGURE I)**

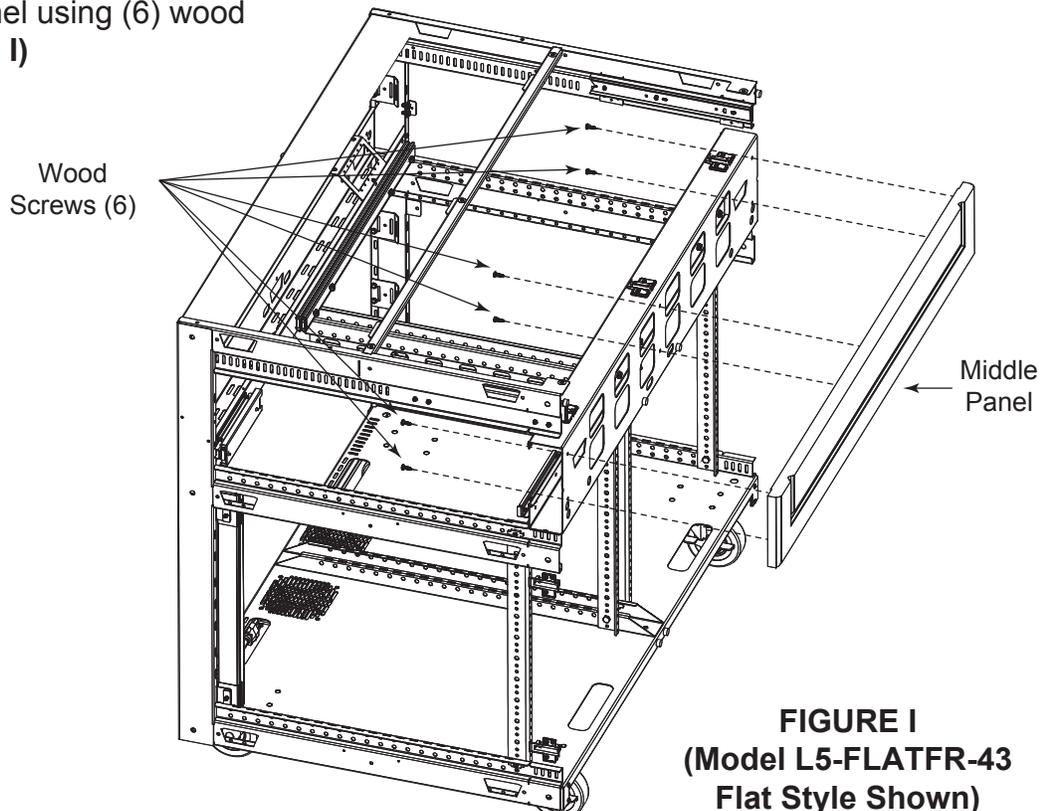


FIGURE I
(Model L5-FLATFR-43 Flat Style Shown)

KEYBOARD DRAWER PANEL INSTALLATION

- 1) Install keyboard drawer panel on pre-installed hinges. **(FIGURE J)**
- 2) TRADITIONAL MODELS ONLY:
Install handle on keyboard drawer using (2) M4 x 25 Pan Head Screws. **(FIGURE J)**
- 3) Install (2) rubber bumpers for keyboard drawer panel in locations shown. **(FIGURE K)**
- 4) Adjust hinges as needed. **(FIGURE L)**

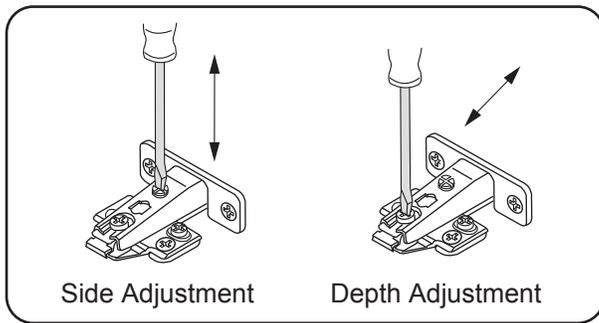
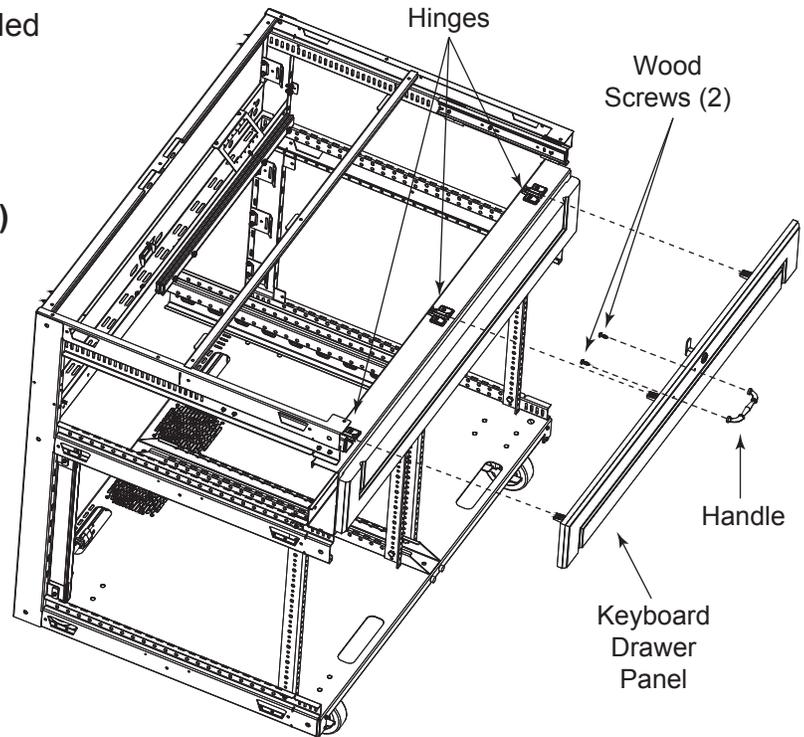


FIGURE L

FIGURE J
(Model L5-FLATFR-43 Flat Style Shown)

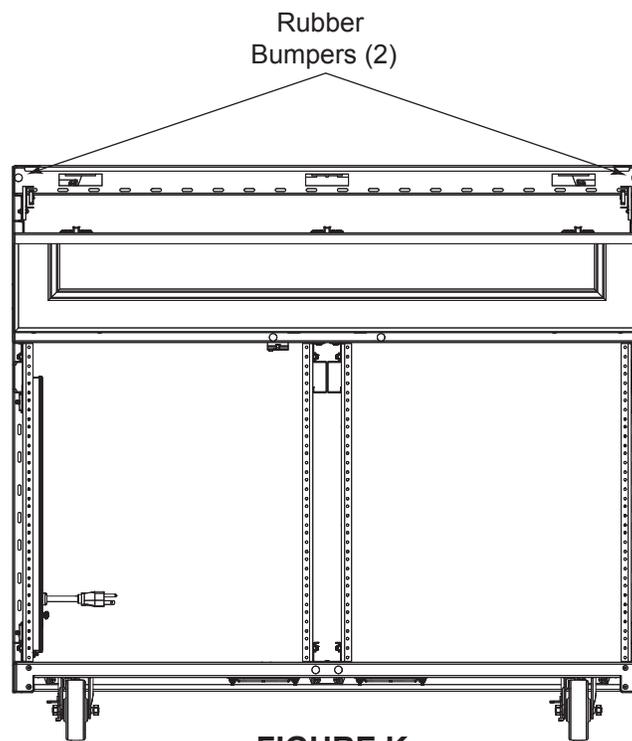


FIGURE K
(Model L5-FLATFR-43 Flat Style Shown)

FRONT DOOR INSTALLATION

- 1) Install front door(s) on pre-installed hinges. **(FIGURE M)**
- 2) TRADITIONAL MODELS ONLY:
Install handle on keyboard drawer using
(2) M4 x 25 Pan Head Screws. **(FIGURE M)**
- 3) Install (2) rubber bumpers per door
locations shown. **(FIGURE N)**
- 4) Adjust hinges as needed. **(FIGURE O)**

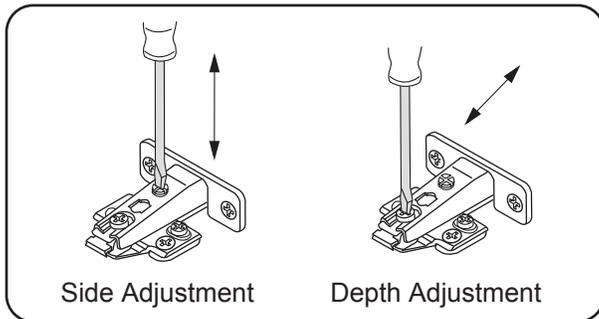


FIGURE O

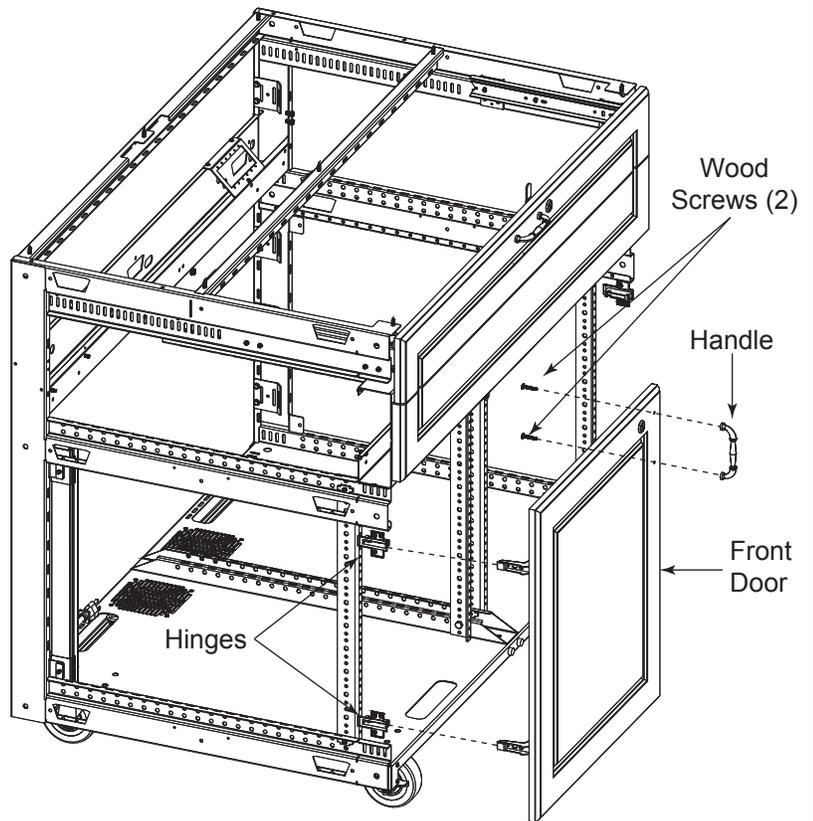


FIGURE M
(Model L5-FLATFR-43 Flat Style Shown)

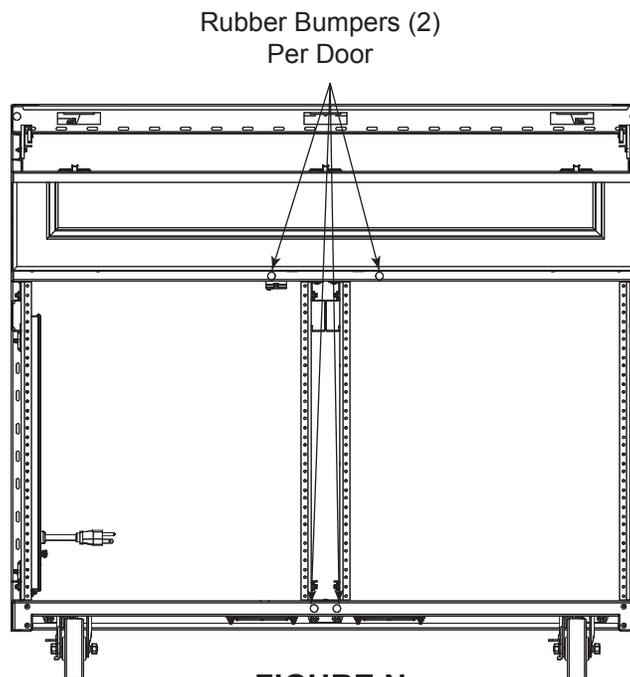
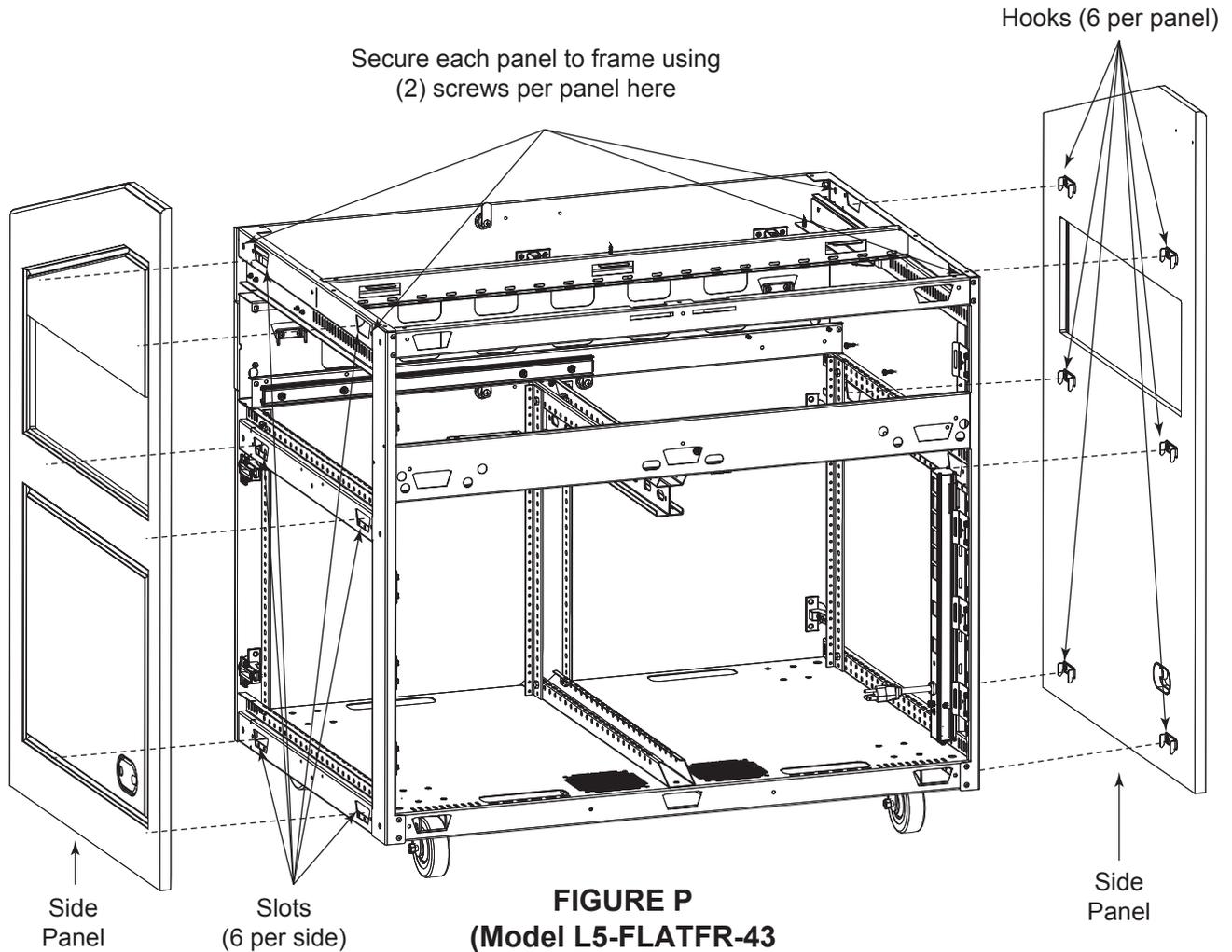


FIGURE N
(Model L5-FLATFR-43 Flat Style Shown)

SIDE PANEL INSTALLATION

- 1) Install side panels by placing the (6) pre-installed hooks on the panel into the (6) slots on the frame. **(FIGURE P)**
- 2) Install (2) wood screws to secure each panel to frame in locations shown. **(FIGURE P)**

NOTE: Make sure side panels are fully installed. Opening in side panel should be near flush with opening in sheetmetal frame



WORKSURFACE INSTALLATION

NOTE: When installing worksurface, removal of keyboard tray will simplify installation. Use of a flexible extension or ratchet will ease install of front two screws.

- 1) If installing optional Middle Atlantic Products MMB-1x1-12 monitor mount, drill out one of the counterbored holes on underside of worksurface using a 1/2" drill bit. (**FIGURE Q, FIGURE R**)
- 2) PRESENTER MODELS ONLY: Install worksurface using (5) wood screws. (**FIGURE S**)
- 3) FLAT TOP MODELS ONLY: Install worksurface using (8) wood screws. (**FIGURE T**)

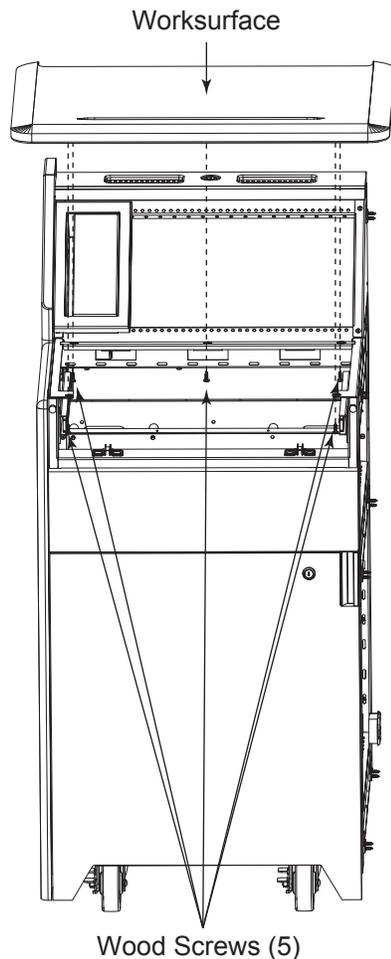


FIGURE S

(Model L5-TURFR-23 Turret Style Shown)

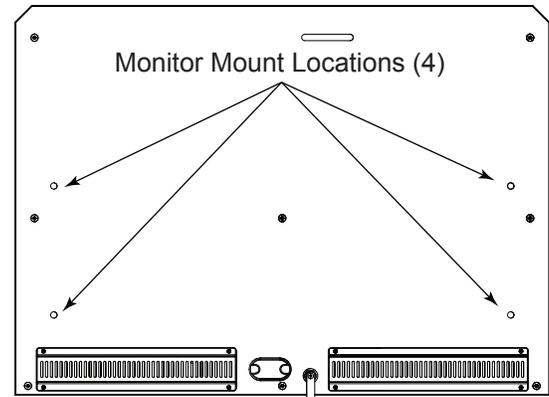


FIGURE Q (Model L5-FKIT-33 Shown)

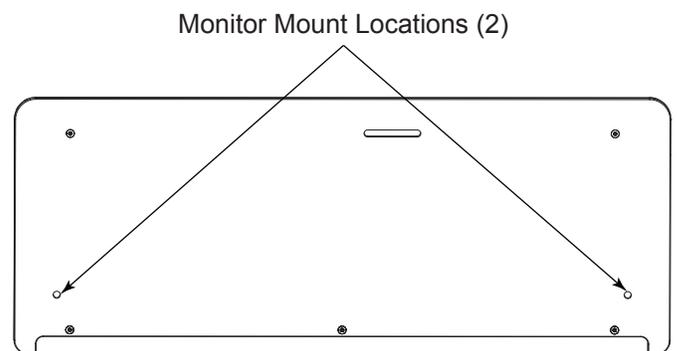


FIGURE R (Model L5-TKITM-43 Shown)

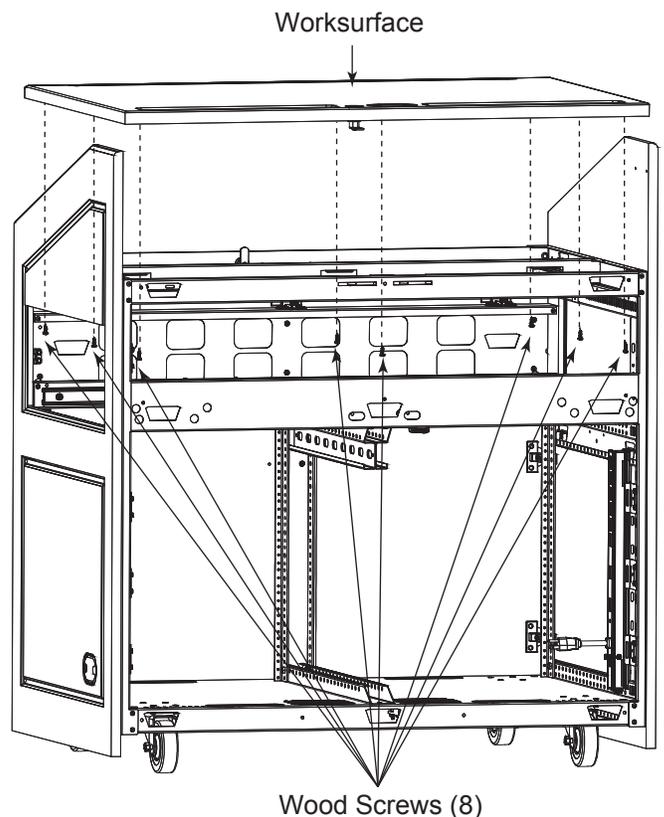


FIGURE T

(Model L5-FLATFR-43 Flat Style Shown)

TOP SHELF INSTALLATION (FLAT TOP MODELS ONLY)

1) Install top shelf to top shelf frame using (6) wood screws. **(FIGURE U)**

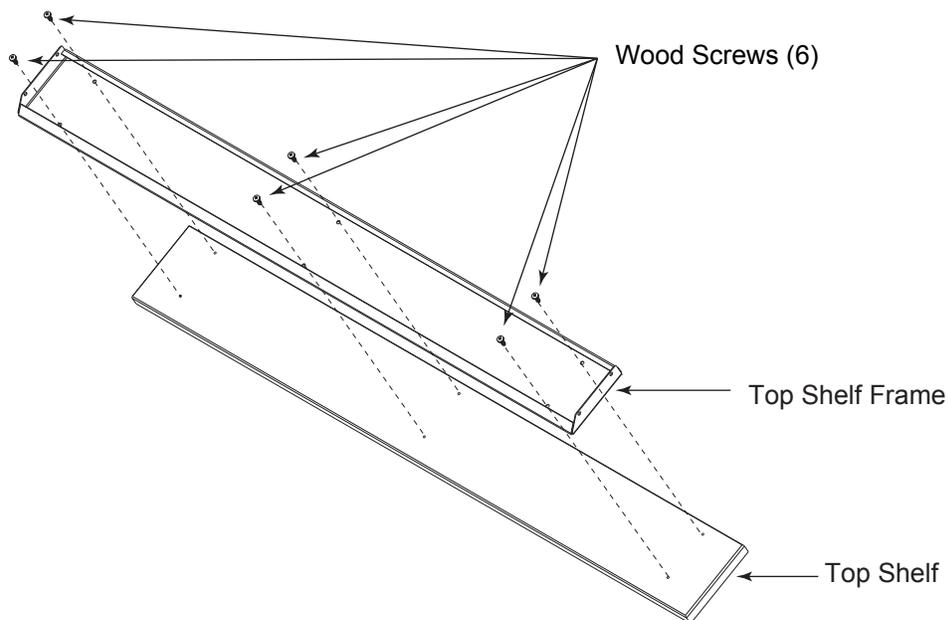


FIGURE U

2) Install assembled top shelf frame to side panels using (2) wood screws per side. **(FIGURE V)**

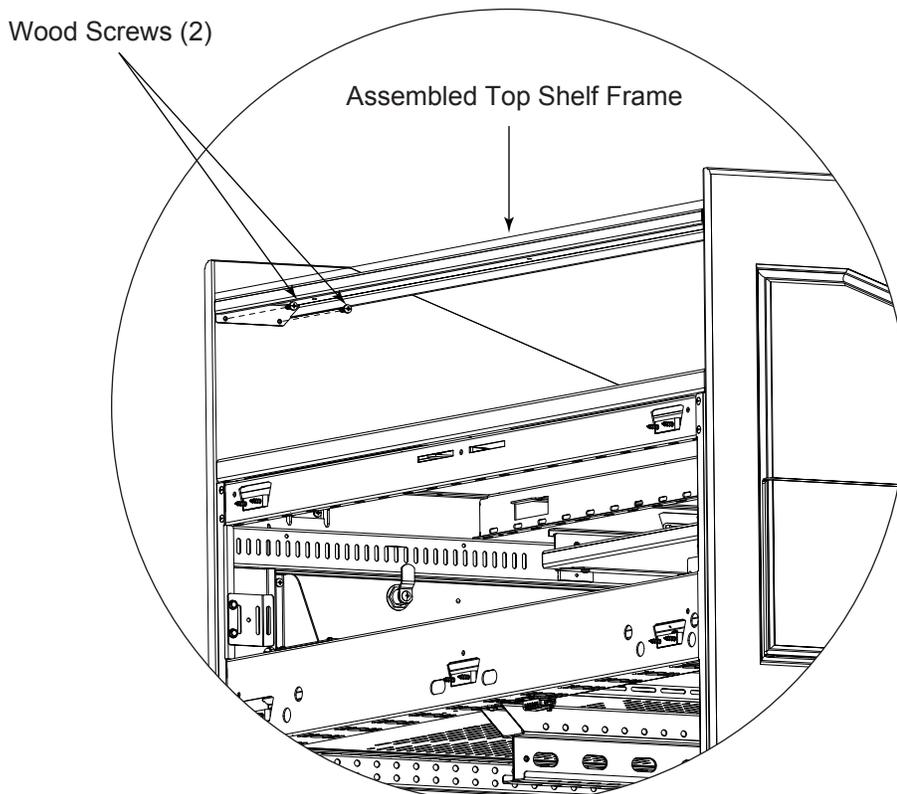


FIGURE V (Model L5-FLATFR-43 Flat Style Shown)

TOP VENT PANEL INSTALLATION (PRESENTER MODELS ONLY)

- 1) Install top vent panel to frame using (6) wood screws. **(FIGURE W)**

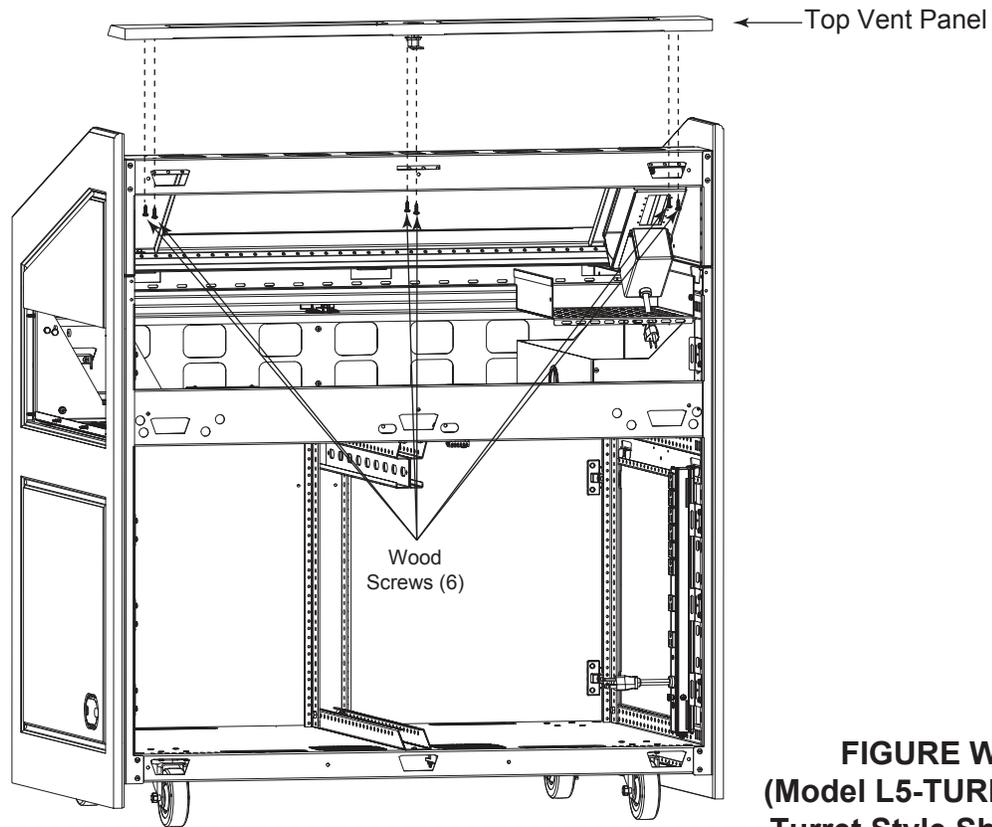


FIGURE W
(Model L5-TURFR-43
Turret Style Shown)

ACCESSORY DRAWER PANEL INSTALLATION

- 1) Install accessory drawer panel using (6) wood screws. **(FIGURE X)**
- 2) TRADITIONAL MODELS ONLY: Install handle using (2) M4 x 25 pan head screws. **(FIGURE X)**

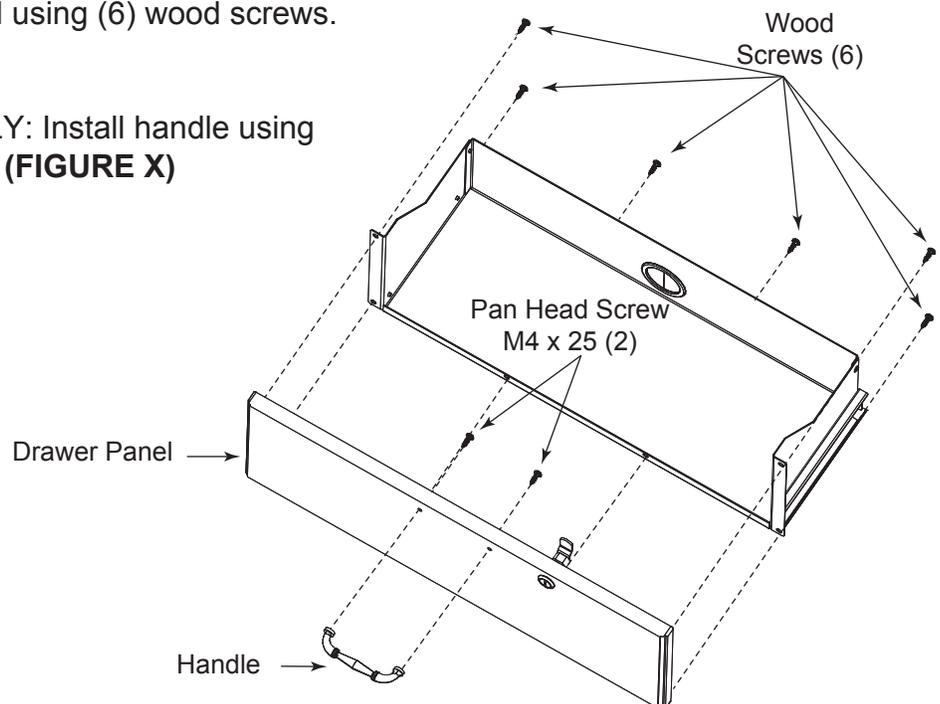
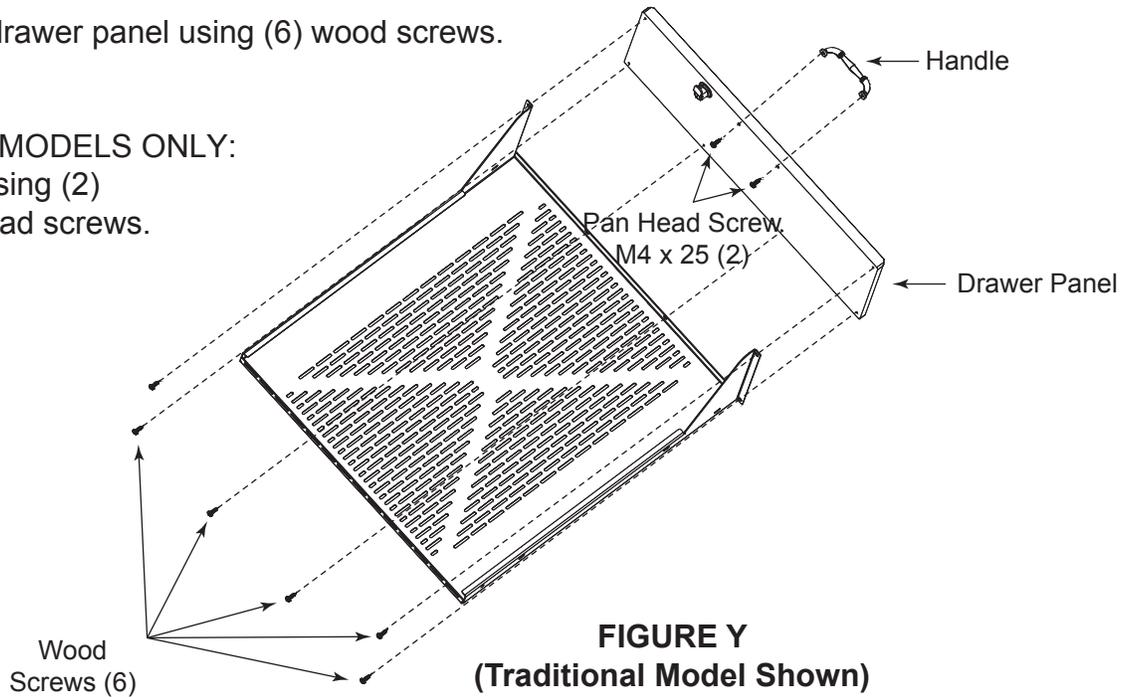


FIGURE X
(Traditional Model Shown)

DOCUMENT CAMERA DRAWER PANEL INSTALLATION (33" AND 43" MODELS ONLY)

- 1) Install storage drawer panel using (6) wood screws.
(FIGURE Y)

- 2) TRADITIONAL MODELS ONLY:
Install handle using (2)
M4 x 25 pan head screws.
(FIGURE Y)



PRESENTER'S PANEL INSTALLATION

- 1) Install presenters panel using (6)
10-32 x 3/8" truss head
screws (included with panel).
(FIGURE Z)

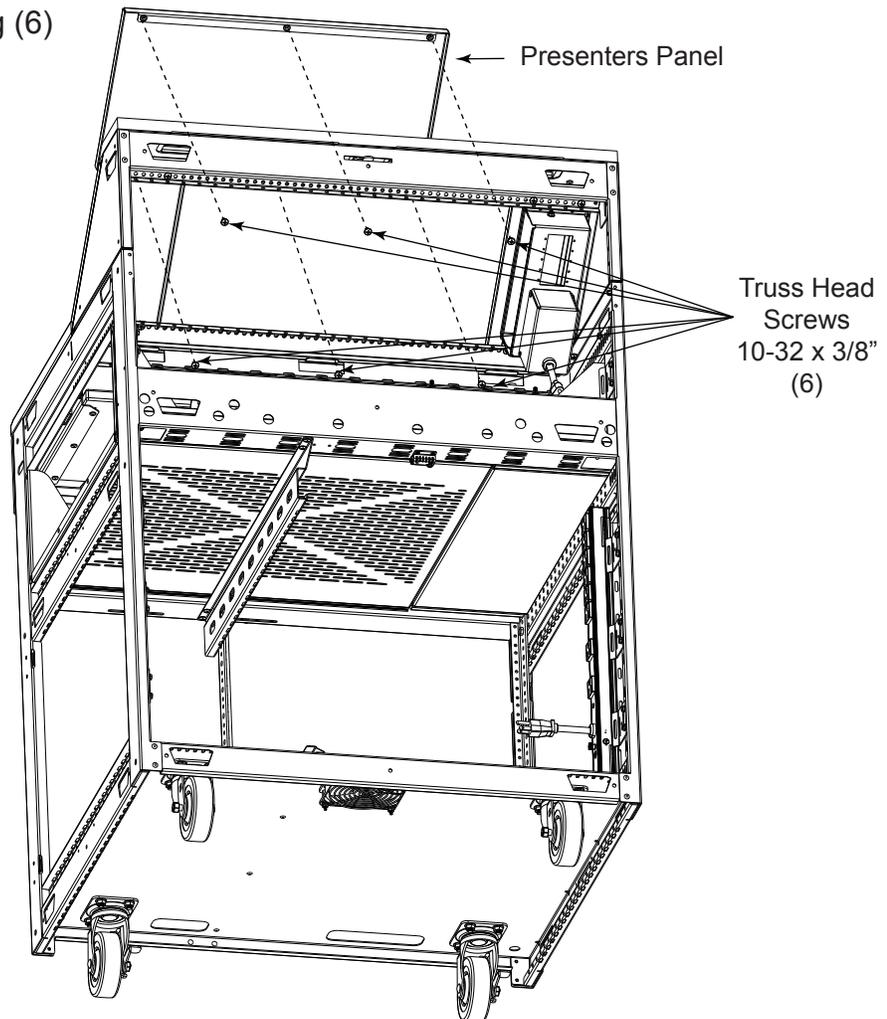


FIGURE Z
(Model L5-TURFR-33
Turret Style Shown)

REAR PANEL INSTALLATION

1) Install rear panel by placing the pre-installed hooks into the slots on the frame. **(FIGURE AA)**

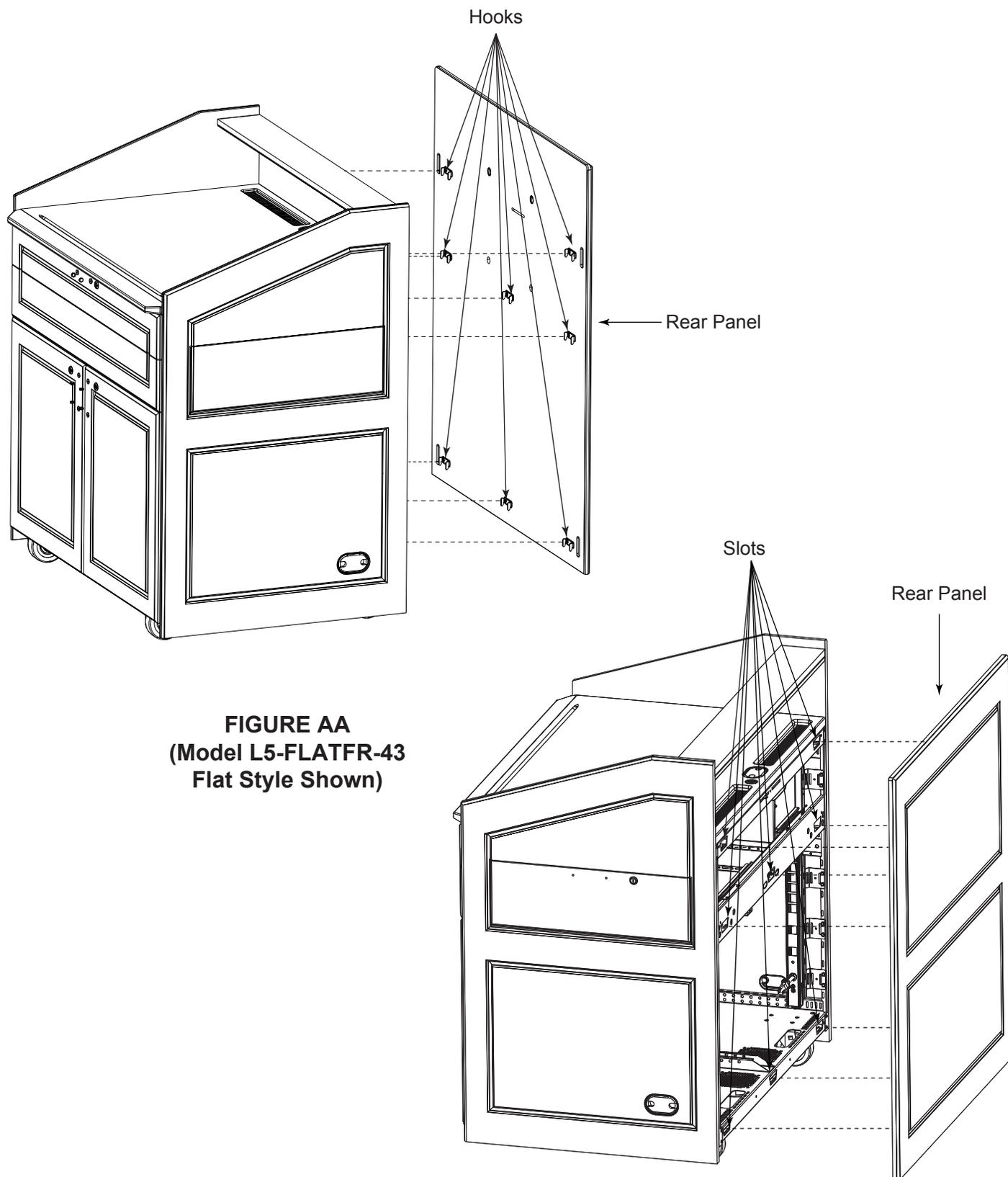
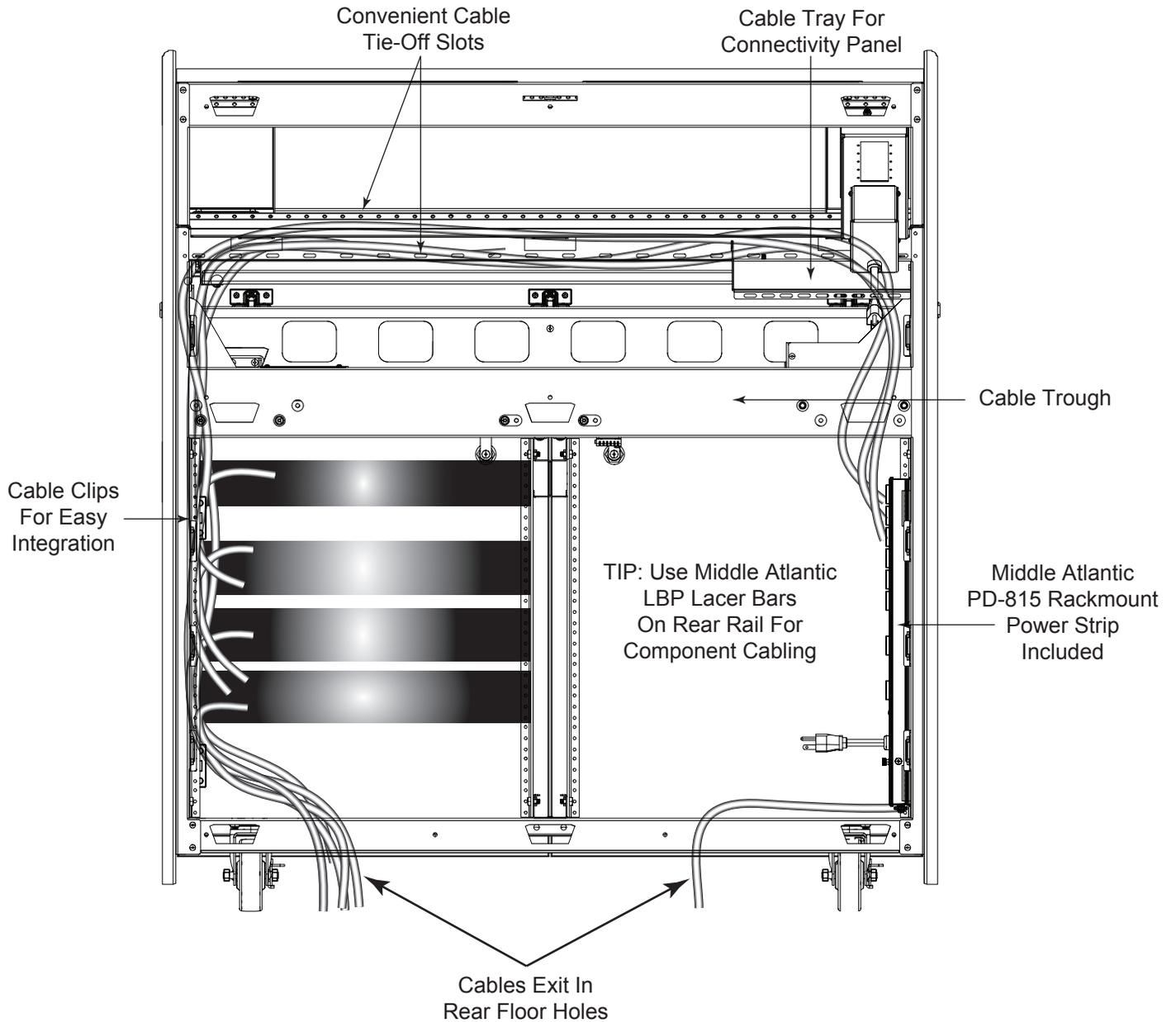


FIGURE AA
(Model L5-FLATFR-43
Flat Style Shown)

CABLE MANAGEMENT

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





Middle Atlantic Products

what great systems are built on™

middleatlantic.com ■ 800.266.7225

WARRANTY

Middle Atlantic Products (the "Company") warrants the L5 Series AV Ready Lectern metal frame to be free from defects in material or workmanship under normal use and conditions for the lifetime of the product.

Middle Atlantic Products (the "Company") warrants the L5 series wood finishing kit to be free from defects in material or workmanship under normal use and conditions for a period of (7) seven years from date of shipment by the Company.

The Company's entire liability to the purchaser, and the purchaser's (or any other party's) sole and exclusive remedy, under this warranty shall be limited, at the Company's option, to either (a) return of and refund of the price paid for, or (b) repair or replacement at the Company's factory of the products purchased, or any part or parts thereof, which the Company has determined to be defective after inspection thereof at the Company's factory.

This warranty does not cover damage due to acts of God, accident, misuse, abuse or negligence by parties other than the Company, or any modification or alteration of the products. In addition, this warranty does not cover damage due to improper handling, assembly, installation or maintenance.

THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL THE COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF THE PRODUCTS PURCHASED, EVEN IF THE COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE COMPANY'S LIABILITY TO THE PURCHASER (OR ANY OTHER PARTY) HEREUNDER, IF ANY, SHALL IN NO EVENT EXCEED THE PURCHASE PRICE OF THE PRODUCTS PAID TO THE COMPANY.

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