INSTRUCTION SHEET
L5 SERIES
AV READY LECTERN

NOTE: Models vary. The 43" model shown.

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 HPL and Veneer standard finishes for Sota finishing kits.
- Also available in Veneer standard finishes for Klasik finishing kits.
- Optional Woodworker's kit lets your custom woodworker provide the finish.

MIDDLE ATLANTIC®
A brand of **legrand**®

TABLE OF CONTENTS

IMPORTANT SAFETY INSTRUCTIONS - EN

- 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.

UNDERSTANDING SAFETY SYMBOLS

⚠ **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.

⚠ **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**: 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 permission.

⚠ **CAUTION**: If there is visible damage on the product, it must not be installed.

INSTRUCTIONS DE SÉCURITÉ IMPORTANTES - FR

- Lire ces instructions.
- Conservez ces instructions.
- Respectez tous les avertissements.
- Suivez toutes les instructions
- Nettoyer uniquement avec un chiffon sec.
- N'utilisez que des accessoires spécifiés par le fabricant.

COMPRENDRE LES SYMBOLES DE SÉCURITÉ

⚠ **AVERTISSEMENT**: Un avertissement vous avertit d'une situation pouvant entraîner des blessures graves ou la mort.

⚠ **ATTENTION**: Une attention vous avertit d'une situation pouvant entraîner des blessures mineures ou des dommages au produit et/ou à la propriété.

⚠ **AVERTISSEMENT**: Le défaut de lire, de comprendre et de suivre les informations suivantes peut entraîner des blessures graves, des dommages à l'équipement ou l'annulation de la garantie. Il incombe à l'installateur/utilisateur de s'assurer que ce produit est chargé conformément aux spécifications.

⚠ **AVERTISSEMENT**: Les poids nominaux de ce produit peuvent être trouvés sur le produit. Le dépassement de ces poids nominaux peut entraîner des blessures graves ou des dommages à l'équipement. Il incombe à l'installateur/utilisateur de s'assurer que tous les composants installés ne dépassent pas les valeurs nominales de poids, car une condition instable peut se produire et causer des blessures ou des dommages.

⚠ **ATTENTION:** Les mesures de sécurité doivent être appliquées en tout temps pendant l'assemblage de ce produit. Utiliser l'équipement et les outils de sécurité appropriés pour la procédure d'assemblage afin de prévenir les blessures.

⚠ **ATTENTION:** Lors de la construction de la console, il ne doit pas y avoir de risque de blessure. Par exemple, le serrage des doigts ou des bras.

⚠ **ATTENTION:** Pour le chargement, placez toujours des objets plus lourds au bas des baies, pas près du haut, afin d'éviter que l'ameublement ne bascule.

⚠ **ATTENTION:** L'appareil ne doit pas être utilisé sans autorisation par de jeunes enfants ou des personnes handicapées.

⚠ **ATTENTION:** S'il y a des dommages visibles sur le produit, il ne doit pas être installé.

WEIGHT RATINGS

DESCRIPTION	CAPACITY
Full Bay	200 lbs. (90.8 kg) Maximum Total Rated Load
Half Bay	100 lbs. (45.4 kg) Maximum Total Rated Load
Document Camera Drawer (if equipped)	50 lbs. (22.7 kg) Maximum Total Rated Load
Storage Drawer (if equipped)	25 lbs. (11.3 kg) Maximum Total Rated Load

SUPPLIED COMPONENTS AND HARDWARE

If any pieces are missing or damaged, please report it immediately to Technical Support at av.support@legrand.com or (866) 977-3901.

(2x)
Self-
Adhesive
Rubber Bumper
A

(4x)
Rubber
Bumper
B

(48x)
#10 x ⅝
Pan Head
Wood Screw
C

(8x)
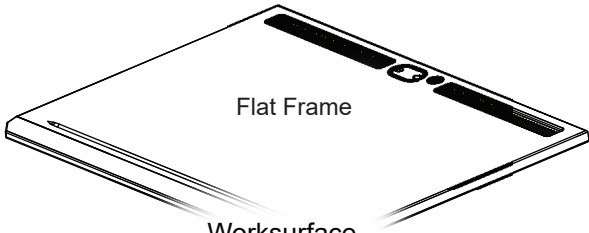Spacer
D
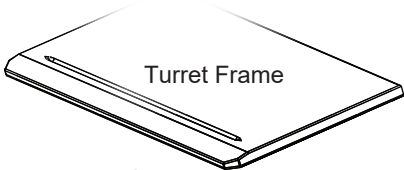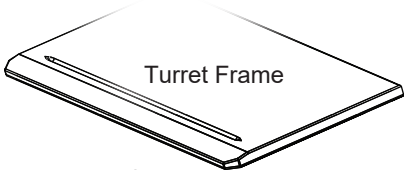
(8x)
#10 x ¾
Pan Head
Wood Screw
E
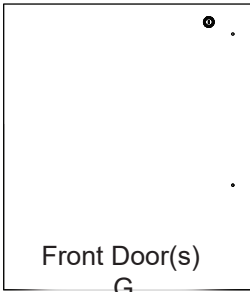
Flat Frame

Worksurface
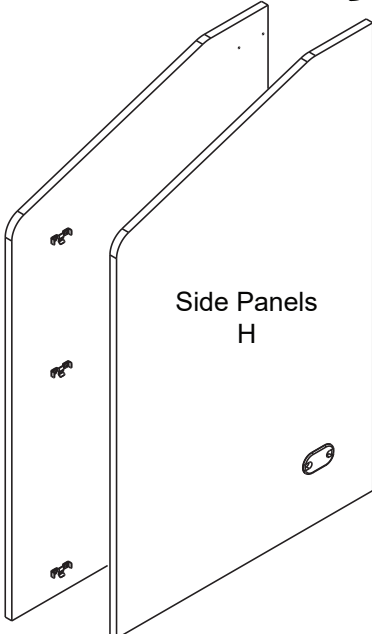F
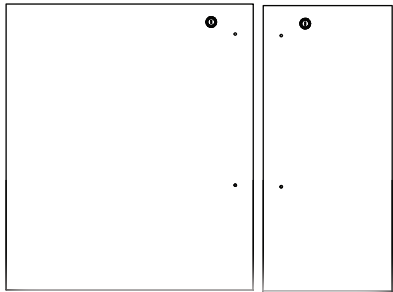
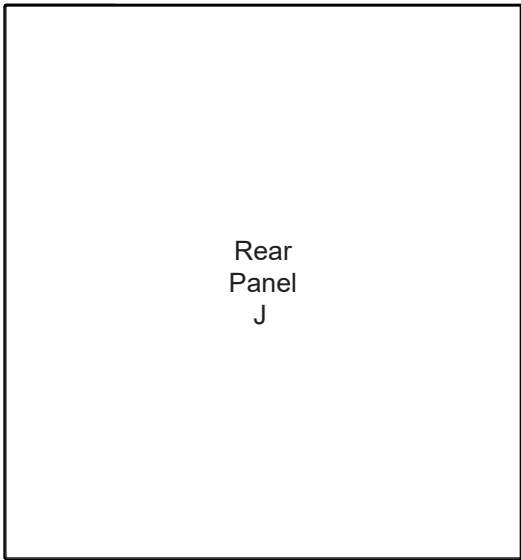Turret Frame

Front Door(s)
G

Model	Qty.
23" Frame	1
43" Frame	2

Front Door(s)
NOTE: Wide and narrow front doors provided for 33" frame models
G

Top Shelf
(Flat Frame)
K

Top Shelf
(Turret Frame)
L

Keyboard Drawer Panel
M

Side Panels
H

Rear
Panel
J

Middle Panel
N

Storage Drawer Panel
(Optional)
P

Camera Drawer Panel
(Optional)
R

HANDLE HARDWARE KIT

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

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

Handle
(Sota)
U

Handle
(Klasik)
V

Model	Qty.
23" Frame	2
33" and 43" Frame	3

Presenter Panel
NOTE: Provided with purchase of turret frame.
W

NOTE:

- To order more hardware, contact support at av.support@legrand.com or (866) 977-3901.
- Additional hardware is included that may not be required for your installation.

REQUIRED TOOLS

- Protective Eyewear
- Electric drill
- #2 Phillips bit
- #2 Phillips Screwdriver
- Hammer

⚠️

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.

INTRODUCTION

NOTE:
- Please take the time to carefully unpack and inspect all components and gather all corresponding instruction sheets.
- Instruction sheets may also be accessed at www.legrandav.com.

Color Options: The L5 AV Ready Lectern is available in a variety of color options. For more information, refer to www.legrandav.com

The L5 Series AV Ready Lectern instruction sheet shows you how to properly assemble your lectern. This instruction sheet also shows you how to reposition the connectivity and accessory panel on turret frame models only.

L5 Series Documentation Set
Refer to the following instruction sheets to install the L5 Series options you may have purchased for your lectern.

- L5 Storage Drawer Option (L5-SD7) Instruction Sheet (I-00817)
- L5 Document Camera Drawer Option (L5-DCD23) Instruction Sheet (I-00816)
- L5 Flip-Up Side Shelf Instruction Sheet (I-00818)
- L5 Rear Rackrail Option (L5-RRKIT23/L5-RRKIT3343) Instruction Sheet (I-00823)
- Refer to Woodworker's Kit page at www.legrandav.com
    - If you are providing your own woodwork for your credenza, access the Woodworker's Kit page at:
      https://www.legrandav.com/Resources/360_Product_Overviews/L5_Woodworkers_Kit
    - Download a .zip file of engineering drawings by clicking the L5 part number that corresponds with the width, hardware finish, and frame style of your lectern.
    - When reviewing the drawings provided in the .zip file, analyze the frame measurements and dimensions for the L5 Series Woodkit (the one that we sell) when creating your own custom woodkit.

REMOVING THE KEYBOARD DRAWER

TIP: Temporarily remove the keyboard drawer before assembling the lectern.

1. Slide keyboard drawer out from unit and press tab to release it from the drawer slides. (**FIGURE A**)
2. Reverse this process for installation/re-installation.

NOTE:
- When re-installing drawer, ensure the slide bearing is fully towards the front, then carefully slide in drawer allowing it to properly sit.
- Improper installation may damage the slide bearing.

Keyboard Drawer

FIGURE A

Press tab in to release drawer.

NOTE: The L5-FLATFR-43LDW flat style shown.
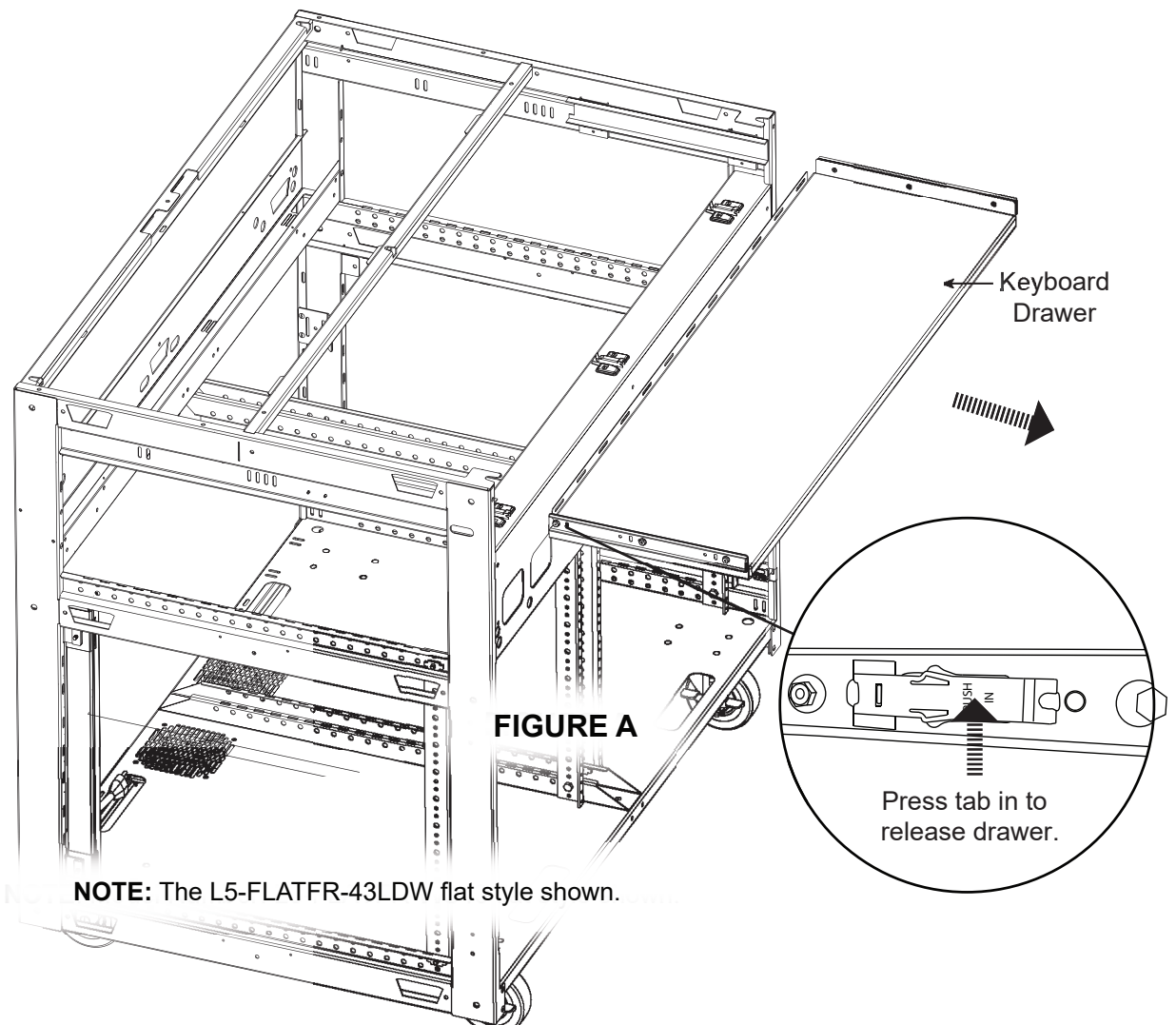
3. At this point, if you purchased a drawer option, install drawer sliding rails before proceeding. (**FIGURE B**)

NOTE: Install side panels prior to installing drawer. Refer to "Installing Side Panels" on page 12, for more information.

Drawer Slides

FIGURE B
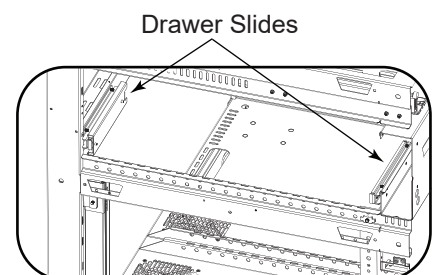
## REPOSITIONING CONNECTIVITY PANEL/ACCESSORY PANEL (IF PURCHASED)

FOR TURRET FRAME MODELS ONLY:
- The connectivity panel is pre-installed inside turret frame.
- This topic shows you how to reposition your pre-installed connectivity panel, if needed.
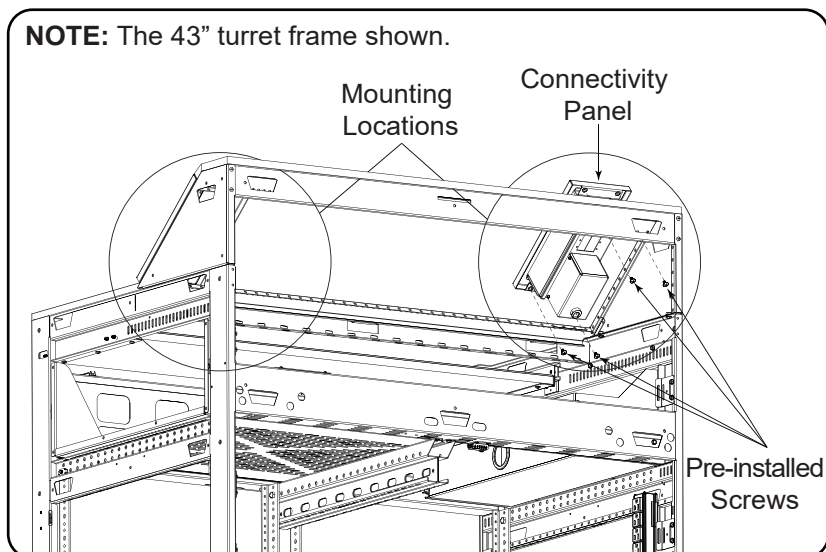- Similarly, an accessory panel can be repositioned following the steps listed below.

FIGURE C

NOTE: The 43" turret frame shown.

Mounting Locations   Connectivity Panel

Pre-installed Screws
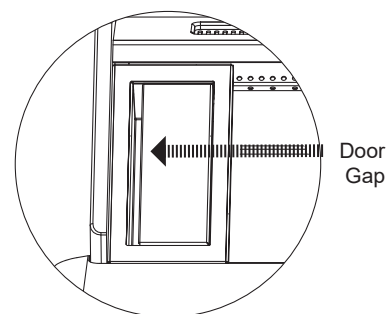
FIGURE D

1. Remove (4x) pre-installed screws securing connectivity panel to frame and remove from frame.

NOTE: Connectivity panel door gap faces outside edge of frame. (**FIGURE C**)
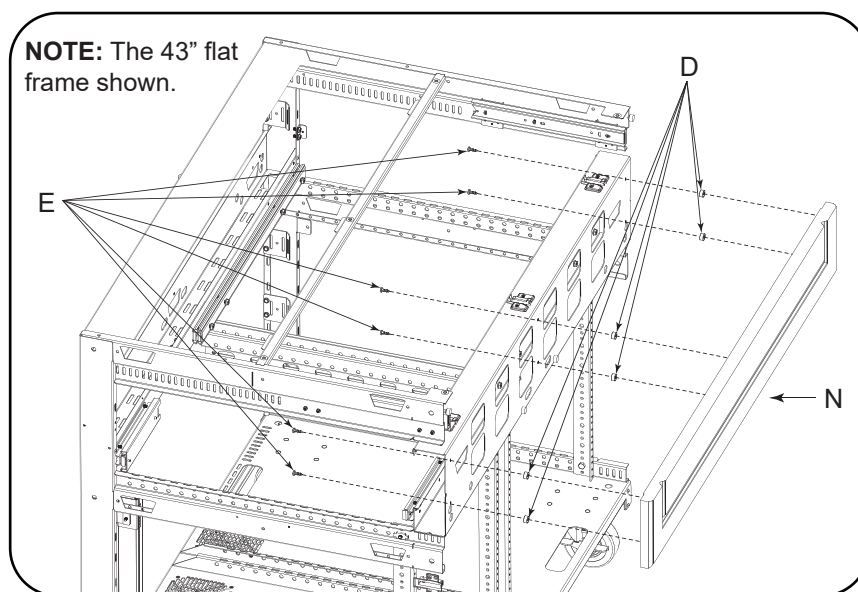
2. Install connectivity panel on desired mounting location in a reverse manner, as shown. (**FIGURE D**)

INSTALLING MIDDLE PANEL

- Install Middle Panel (N) using (6x) #10 x ¾" wood screws (E) and (6x) spacers (D). (**FIGURE E**)

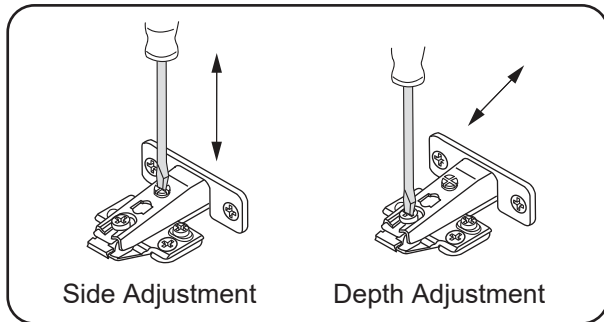**NOTE:** The 43" flat frame shown.

FIGURE E

INSTALLING KEYBOARD DRAWER PANEL

NOTE: The hardware kit for the keyboard drawer panel handle differs based on your purchased finishing kit.
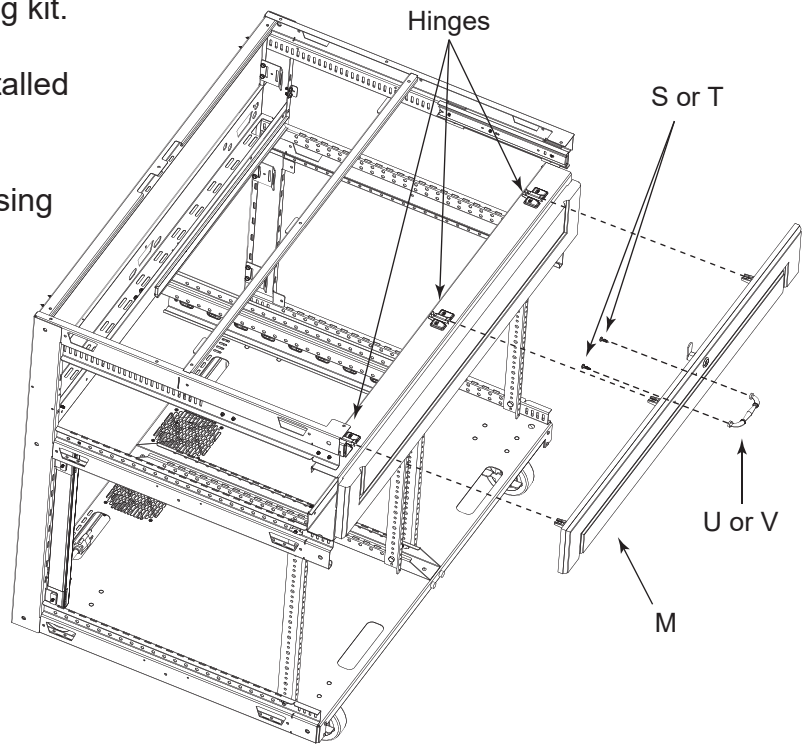
1. Install keyboard drawer panel (M) on pre-installed hinges. **(FIGURE F)**

2. Install handle (U or V) on keyboard drawer using (2x) Pan Head Screws (S or T).

NOTE: There are (3x) hinge catches located at the top of the frame as shown.

3. Adjust hinges as needed. (**FIGURE G**)

Side Adjustment   Depth Adjustment

FIGURE G

Hinges

S or T

U or V
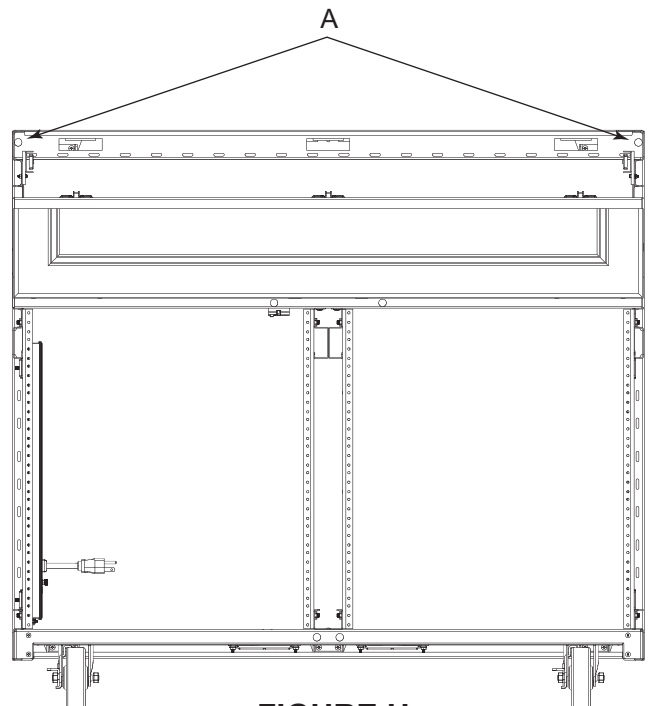
M

FIGURE F
NOTE: The 43" flat frame shown.

4. Install (2x) self-adhesive rubber bumpers (A) for keyboard drawer panel over frame holes as shown. **(FIGURE H)**
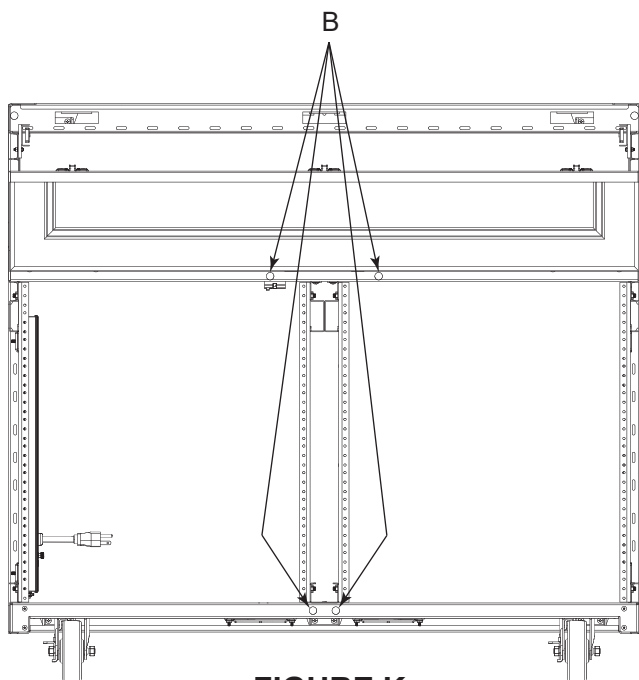

A

FIGURE H
NOTE: The 43" flat frame shown.

INSTALLING FRONT DOORS

NOTE: The hardware kit for the door handle differs based on your purchased finishing kit.

1. Install front door(s) (G) on preinstalled hinges.

2. Install handle(s) (U or V) on door(s) (G) using (2x) Pan Head Screws (S or T). (**FIGURE J**)

3. Install (4x) rubber bumpers (B) (2x) per door in locations shown. (**FIGURE K**)

FIGURE J
NOTE: The 43" flat frame shown

FIGURE K
NOTE: The 43" flat frame shown.

4. If necessary, use a #2 Phillips screwdriver to adjust door hinges as shown. (**FIGURE L**)

Side Adjustment   Depth Adjustment

FIGURE L

INSTALLING WORKSURFACE

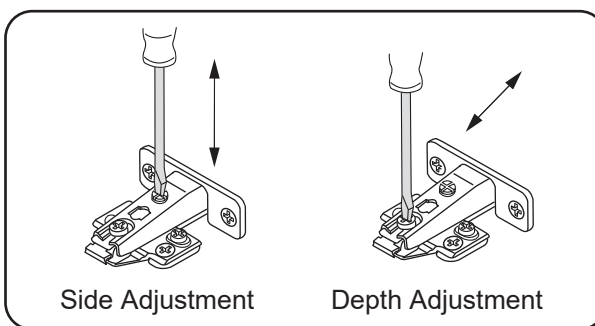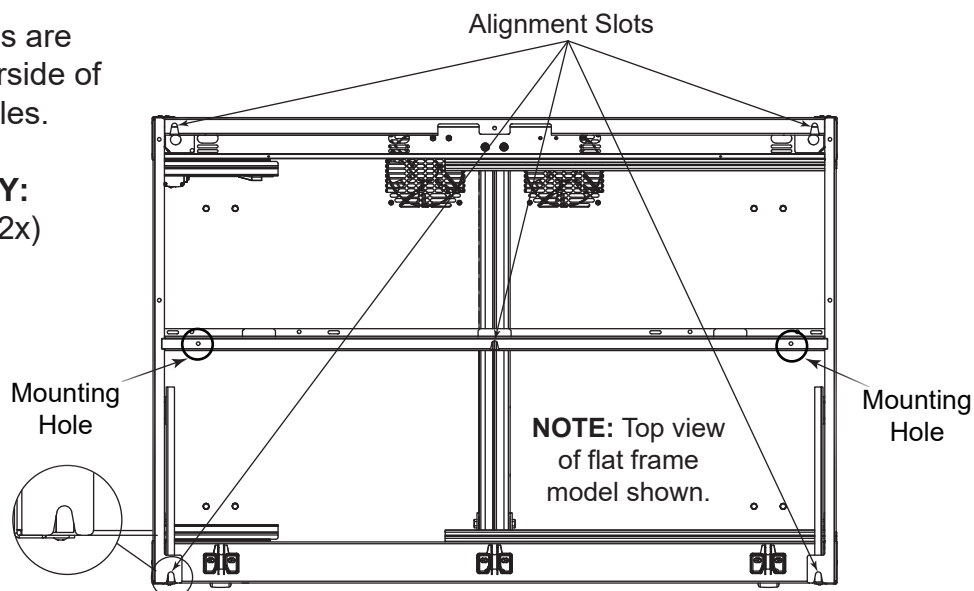**NOTE:** Worksurface mounting holes are identified with a white ring on underside of frame top support to help locate holes.
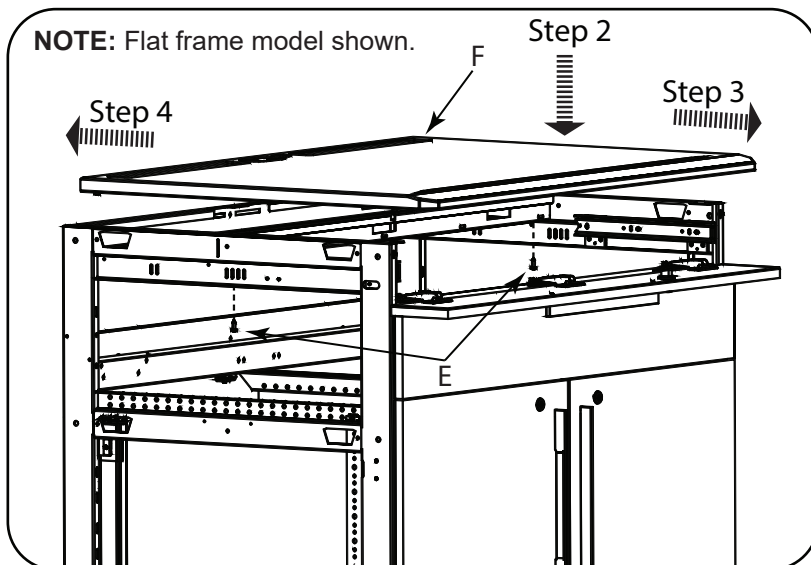
FOR FLAT FRAME MODELS ONLY: There are (5x) alignment slots and (2x) mounting hole locations at the top of frame, as shown. (**FIGURE M**)

FOR TURRET FRAME MODELS ONLY: There are (3x) alignment slots and (2x) mounting hole locations at the top of frame, as shown.


Alignment Slots

Mounting Hole

Mounting Hole

NOTE: Top view of flat frame model shown.

FIGURE M

NOTE: Flat frame model shown.

Step 2

Step 3

Step 4

F

E

FIGURE N

1. Locate alignment slots and mounting hole locations on your frame model.

2. Open keyboard shelf drawer.

3. Align worksurface (F) on top of frame with standoffs facing down and contoured edge facing the keyboard side of lectern. (**FIGURE N or P**)

4. Flush side of worksurface to side of frame.

5. Pull worksurface forward approximately 2" (50.8 mm) to ensure the standoffs drop into alignment slots.

6. Push worksurface back to allow standoffs to lock into the frame alignment slots.

7. Secure worksurface from inside of frame using (2x) #10 x ¾" wood screws (E) into pre-drilled mounting holes in worksurface.

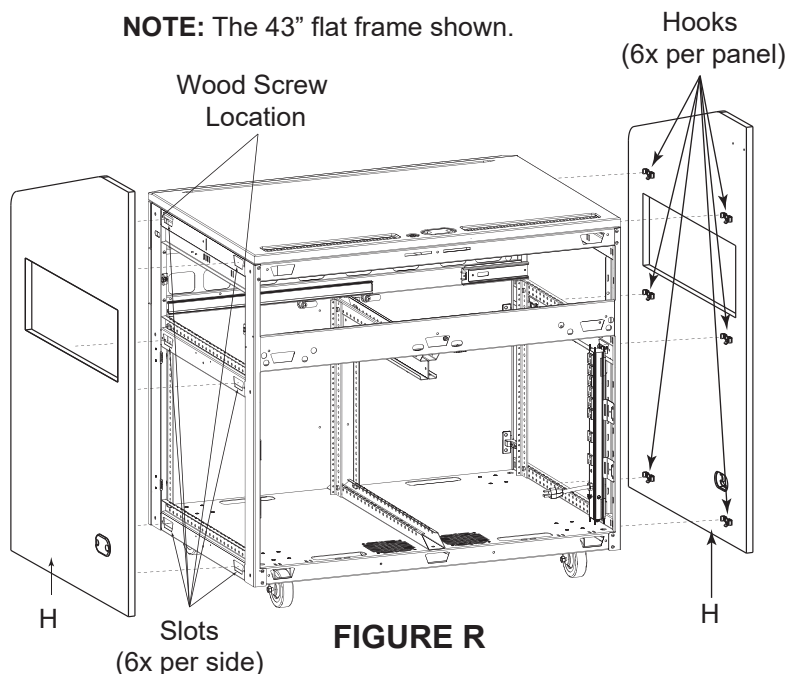**NOTE:** Turret frame model shown.

Step 2

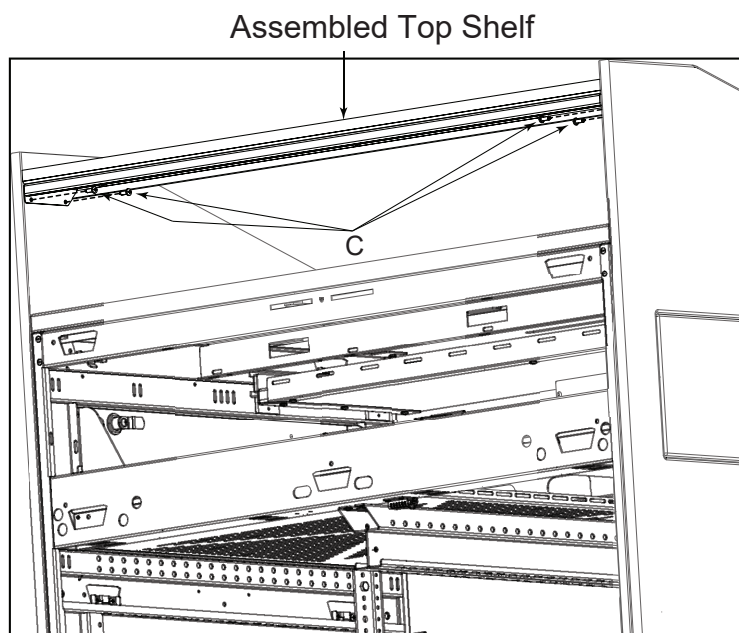Step 3

Step 4

F

E
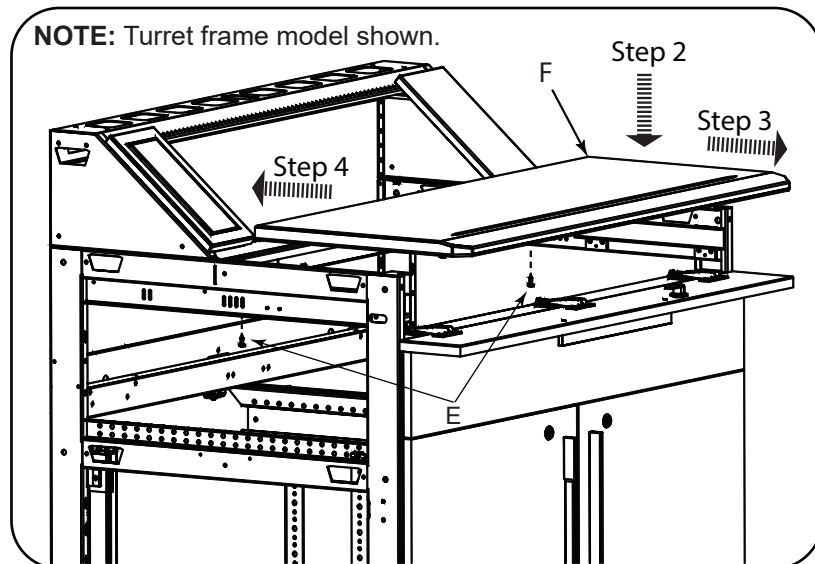
FIGURE P

INSTALLING SIDE PANELS

NOTE: If you purchased the optional L5 flip-up side shelf, refer to the L5 Flip-Up Side Shelf instruction sheet (I-00818) at www.legran-dav.com prior to installing side panels.

1. Place the (6x) pre-installed hooks into the (6x) slots on frame and press panel down to lock in place. (**FIGURE R**)

2. Secure panel to frame using (2x) #10 x ⅝" wood screws (C).

3. Repeat previous steps to secure the second side panel.

NOTE: The 43" flat frame shown.

Hooks
(6x per panel)

Wood Screw
Location

H

H

Slots
(6x per side)

FIGURE R

INSTALLING TOP SHELF TO FRAME

FOR FLAT FRAME MODELS ONLY: Follow the steps listed below.

Assembled Top Shelf

C

NOTE: The 43" flat frame shown.

FIGURE T

C

Top Shelf
Bracket

FIGURE S

K
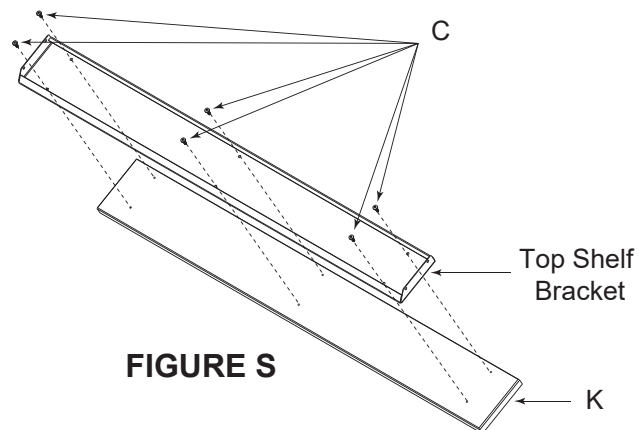
1. Assemble top shelf (K) to top shelf bracket (supplied with frame) using (6x) #10 x ⅝" wood screws (C). **(FIGURE S)**

2. Install assembled top shelf to side panels using (4x) #10 x ⅝" wood screws (C) (2x) per side. (**FIGURE T**)

INSTALLING TOP SHELF TO FRAME (CONTINUED)

FOR TURRET FRAME MODELS ONLY:
Follow the step listed below.

•   Install top shelf (L) to frame using (6x) #10 x ⅝" wood screws (C). (**FIGURE U**)
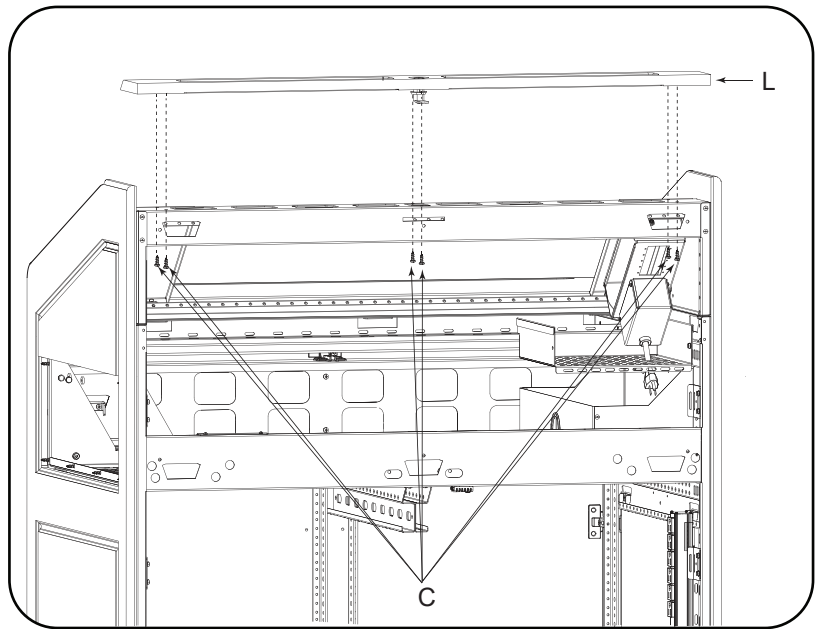
FIGURE U

INSTALLING STORAGE DRAWER PANEL OPTION (IF PURCHASED)

NOTE:
•   If purchased, the optional storage drawer is pre-installed inside frame. For more information, refer to the L5 Storage Drawer instruction sheet (I-00817) at www.legrandav.com
•   The optional storage drawer is available for all frame sizes.
•   This topic shows how to attach the storage drawer panel (P) supplied with your wood kit, to the pre-installed storage drawer.

1.   Remove pre-installed storage drawer from frame.

2.   Install handle (U or V) to storage drawer panel (P) using (2x) pan head screws (S or T). (**FIGURE V**)

3.   Install assembled storage drawer panel (P) to drawer using (6x) #10 x ⅝" wood screws (C).
4.   Re-install storage drawer into frame.

NOTE: 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, re-tighten wood screws.

FIGURE V

INSTALLING DOCUMENT CAMERA DRAWER PANEL OPTION (IF PURCHASED)

NOTE:
- If purchased, the optional document camera drawer is available for 33" and 43" models only. For more information, refer to the L5 Document Camera Drawer instruction sheet (I-00816) at www.legrandav.com
- This topic shows how to attach the document camera drawer panel (R) supplied with your wood kit, to the document camera drawer.

1. With drawer removed, install camera drawer panel (R) using (6x) #10 x ⅝" wood screws. (**FIGURE W**)

2. Install handle (U or V) using (2x) pan head screws (S or T).

3. Re-install 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, re-tighten wood screws.
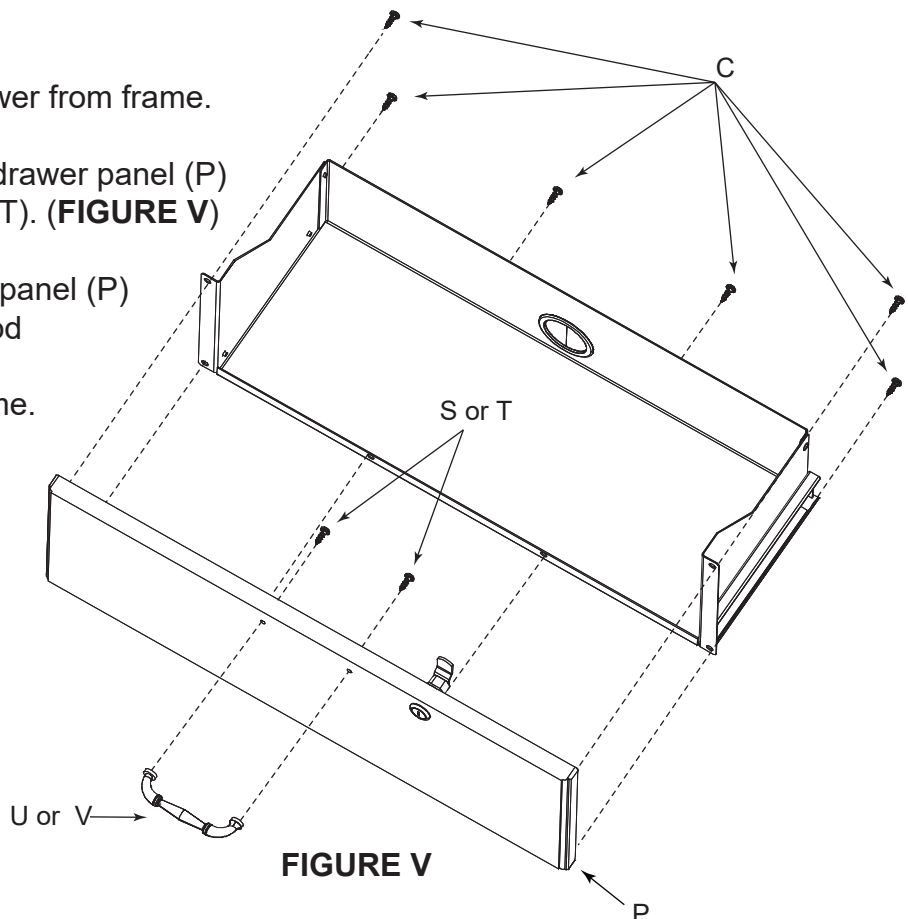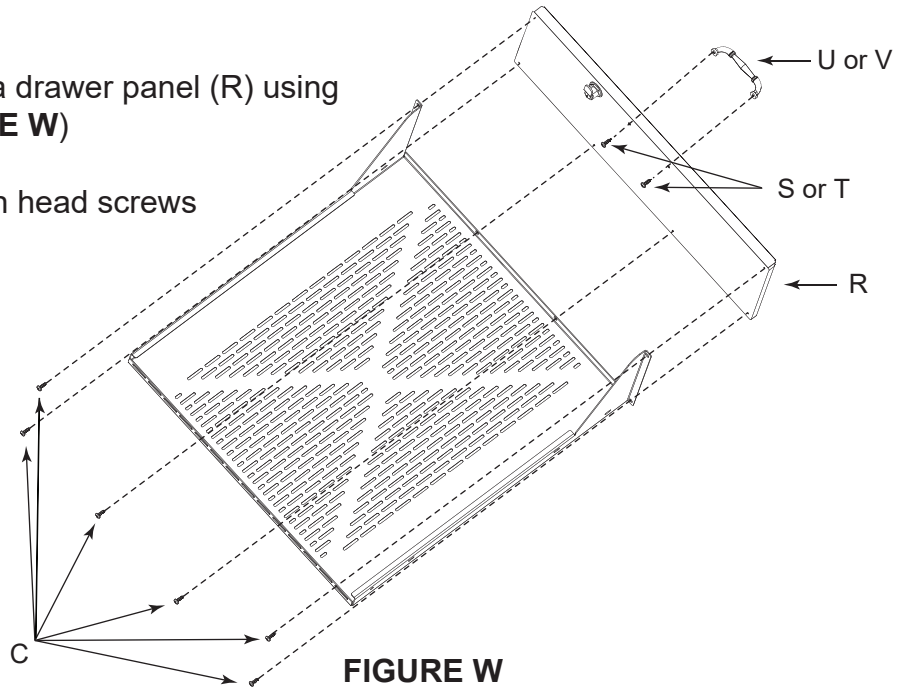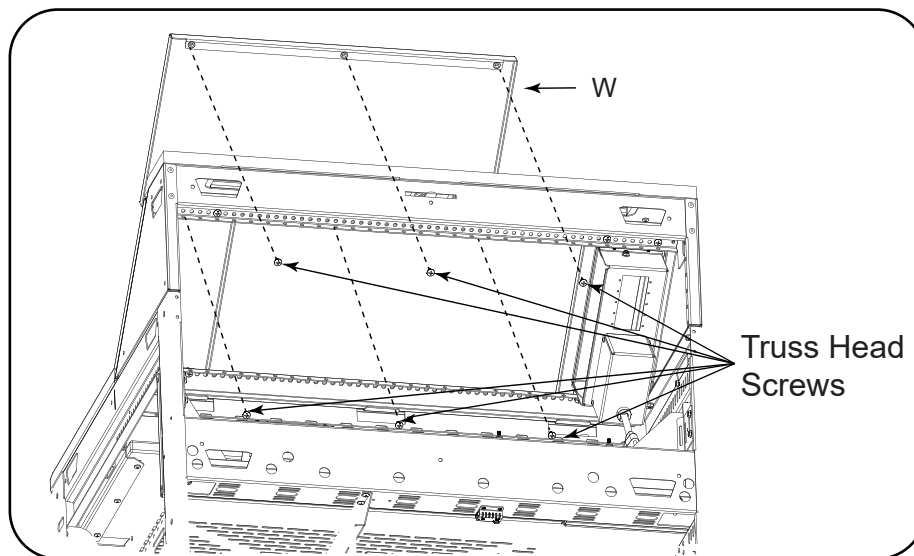
FIGURE W

INSTALLING PRESENTER PANEL (TURRET FRAME MODELS ONLY)

- Install presenter panel (W) using (6x) 10-32 x ⅜" truss head screws included with panel. (**FIGURE X**)

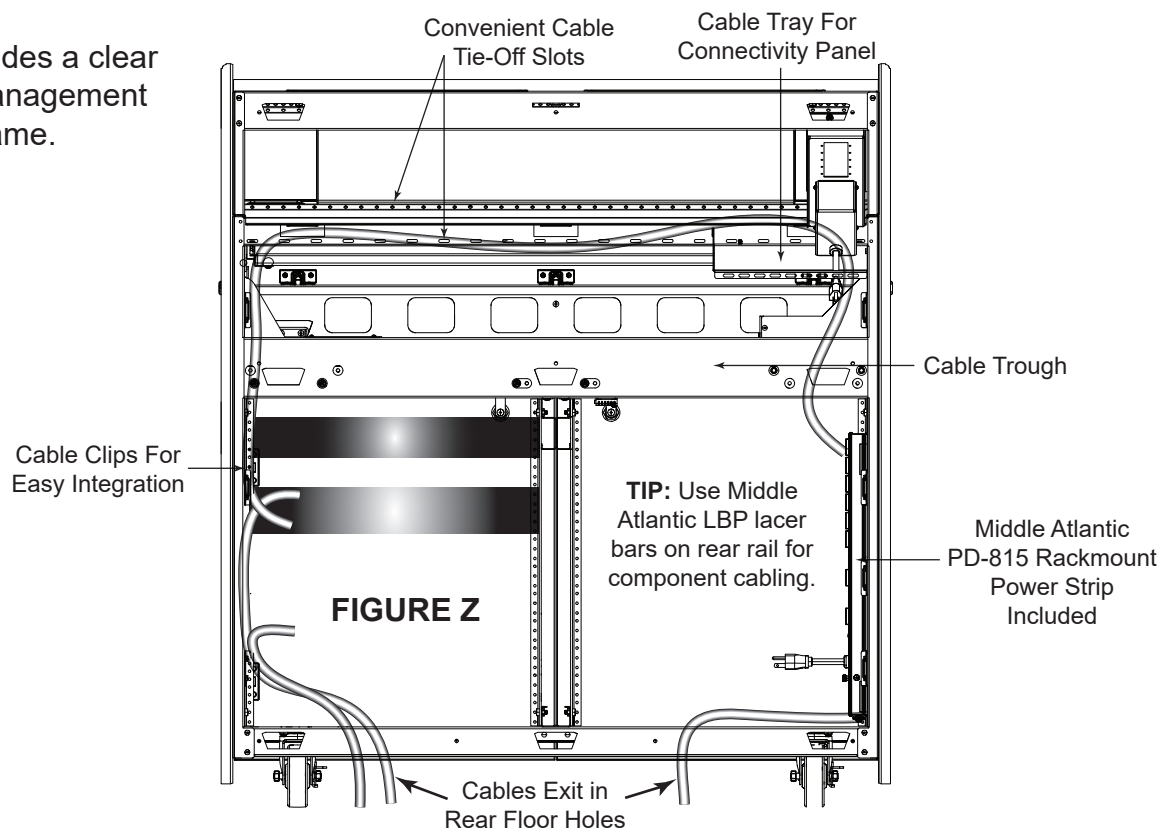**FIGURE X**

INSTALLING REAR PANEL

1. Install rear panel (J) by placing the (8x) pre-installed hooks into the (8x) slots on the frame and press down to lock in place. (**FIGURE Y**)

2. Reinstall keyboard shelf to complete assembly.

NOTE: For security, rear panel can be locked in place using pre-installed 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.

Hook

Slot

J

NOTE: Back view and inside of rear panel for 43" turret frame shown .
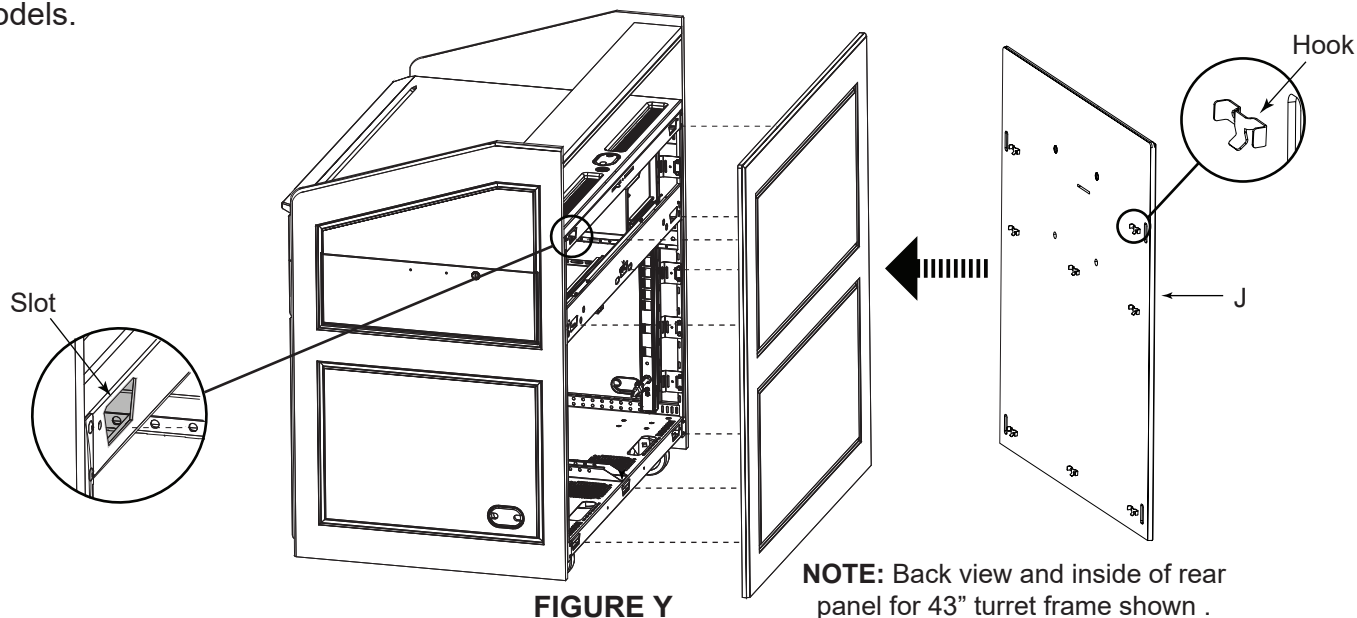
FIGURE Y

CABLE MANAGEMENT

Middle Atlantic provides a clear path for all cable management within the lectern frame. (**FIGURE Z**)

Convenient Cable Tie-Off Slots

Cable Tray For Connectivity Panel

Cable Trough

Cable Clips For Easy Integration

TIP: Use Middle Atlantic LBP lacer bars on rear rail for component cabling.

Middle Atlantic PD-815 Rackmount Power Strip Included

FIGURE Z

Cables Exit in Rear Floor Holes

WARRANTY

For warranty information, refer to www.legrandav.com/policies/warranty_information.

Contacting Corporate Headquarters

P: (866) 977-3901 | F: (877) 894-6918 | www.legrandav.com | av.support@legrand.com

Contacting Middle Atlantic Canada

P: (888) 766-9770 | F: (888) 599-5009 | ca.middleatlantic.com | av.canada.customerservice@legrand.com

Contacting Middle Atlantic Europe, Middle East, and Africa (EMEA) Technical Support

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At Legrand AV Inc. we are always listening. Your comments are welcome.

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