

MIDDLE ATLANTIC®

A brand of **legrand**



forum™
COLLABORATION SUITE

Lectern

Instruction Sheet

100-00110 Rev B



IMPORTANT SAFETY INSTRUCTIONS - EN

- Read these instructions.
- Heed all warnings.
- Clean only with dry cloth.
- Keep these instructions.
- Follow all instructions.
- 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: 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 the child.



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: Risk of Electric Shock: Connect the device to a properly grounded outlet only. Do not defeat the safety purpose of the grounding-type plug. A grounding type plug has two blades and a third grounding prong. The third prong is provided for your safety. If the provided plug does not fit into your outlet, consult an electrician for replacement of the obsolete outlet.



WARNING: The apparatus shall not be exposed to dripping or splashing and that no objects filled with liquids, such as vases, shall be placed on the apparatus.



WARNING: To reduce the risk of burns, fire, electric shock, or injury to persons:

- Unplug from outlet before putting on or taking off parts.
- Close supervision is necessary when this device is used by, or near children, invalids, or disabled persons.
- Use this device only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
- Never operate the device if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the device to a service center for examination and repair.
- Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the apparatus.
- Keep the cord away from heated surfaces.
- Never drop or insert any object into any opening.
- Do not use outdoors.
- Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
- To disconnect, turn all controls to the off position, then remove plug from outlet.



CAUTION: Do not plug into another relocatable power tap



CAUTION: Keep the cord away from heated surfaces.

INSTRUCCIONES DE SEGURIDAD IMPORTANTES - ES

- Lea estas instrucciones.
- Preste atención a todas las advertencias.
- Limpie solamente con un paño seco.
- Guarda estas instrucciones.
- Siga todas las instrucciones
- Utilice únicamente accesorios especificados por el fabricante.

COMPRENDER LOS SIMBOLOS DE SEGURIDAD



ADVERTENCIA: Una advertencia lo alerta sobre una situación que podría ocasionar lesiones personales graves o la muerte.



PRECAUCIÓN: Una precaución lo alerta sobre una situación que puede ocasionar lesiones personales menores o daños al producto o a la propiedad.



ADVERTENCIA: Si no lee, comprende y sigue la siguiente información, puede ocasionar lesiones personales graves, daños al equipo o anulación de la garantía. Es responsabilidad del instalador/usuario asegurarse de que este producto se carga según las especificaciones.



ADVERTENCIA: Riesgo de descarga eléctrica: Conecte el dispositivo a una toma de corriente con conexión a tierra. No desactive el propósito de seguridad del enchufe de conexión a tierra. Un enchufe de conexión a tierra tiene dos cuchillas y una tercera punta de conexión a tierra. La tercera punta se proporciona para su seguridad. Si el enchufe proporcionado no cabe en su toma de corriente, consulte a un electricista para la sustitución de la toma obsoleta.



ADVERTENCIA: El aparato no debe exponerse a goteos o salpicaduras y no debe colocarse sobre el aparato ningún objeto lleno de líquidos, como jarrones.



ADVERTENCIA: Para reducir el riesgo de quemaduras, incendios, descargas eléctricas o lesiones a personas:

- Desenchufe de la toma de corriente antes de poner o quitar piezas.
- Es necesaria una estrecha supervisión cuando este dispositivo sea utilizado por, o cerca de niños, inválidos o personas discapacitadas.
- Use este dispositivo solo para su uso previsto como se describe en estas instrucciones. No use accesorios no recomendados por el fabricante.
- Nunca opere el dispositivo si tiene un cable o enchufe dañado, si no funciona correctamente, si se ha caído o dañado, o si se ha caído al agua. Devuelva el dispositivo a un centro de servicio para su examen y reparación.
- Proteja el cable de alimentación de ser pisado o pellizcado, especialmente en los enchufes, receptáculos de conveniencia y el punto donde salen del aparato.
- Mantenga el cable alejado de superficies calientes.
- Nunca deje caer ni inserte ningún objeto en ninguna abertura.
- No lo use al aire libre.
- No opere donde se usan productos en aerosol (spray) o donde se administra oxígeno.
- Para desconectar, coloque todos los controles en la posición de apagado, luego retire el enchufe de la toma de corriente.



PRECAUCIÓN: No lo conecte a otro tomacorriente de energía reubicable.



PRECAUCIÓN: La toma de corriente debe instalarse cerca del equipo y debe ser de fácil acceso.

INSTRUCTIONS DE SÉCURITÉ IMPORTANTES - FR

- Lire ces instructions.
- Respectez tous les avertissements.
- Nettoyer uniquement avec un chiffon sec.
- Conservez ces instructions.
- Suivez toutes les instructions
- 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: Refus de lire, comprendre et suivre la renseignements suivants peut traduire par de graves blessures, des dommages à l'équipement ou invalider la garantie. Il est la responsabilité de l'installateur / utilisateur de s'assurer que ce produit est chargé conformément aux spécifications.



AVERTISSEMENT: Risque de choc électrique: Branchez l'appareil uniquement à une prise correctement mise à la terre. Ne désactivez pas l'objectif de sécurité de la fiche de mise à la terre. Un bouchon de mise à la terre a deux lames et une troisième broche de mise à la terre. La troisième broche est fournie pour votre sécurité. Si la fiche fournie ne rentre pas dans votre prise, consultez un électricien pour le remplacement de la prise obsolète.



AVERTISSEMENT: L'appareil ne doit pas être exposé à des éclaboussures et aucun objet rempli de liquide, comme des vases, ne doit être placé sur l'appareil.



AVERTISSEMENT: Pour réduire les risques de brûlures, d'incendie, de choc électrique ou de blessures:

- Débrancher de la prise électrique avant d'installer ou de retirer des pièces.
- Surveiller étroitement ce meuble s'il est utilisé par ou à proximité d'un enfant, d'une personne invalide ou handicapée.
- N'utiliser ce meuble que pour l'usage auquel il est destiné, tel que décrit dans la présente fiche d'instructions. Ne pas utiliser d'accessoires non recommandés par le fabricant.
- Ne jamais utiliser ce meuble si le cordon ou la prise est endommagé, s'il ne fonctionne pas correctement, s'il est tombé ou est endommagé, ou s'il est tombé dans l'eau. Renvoyer le meuble à un centre de service après-vente pour qu'il soit examiné et réparé.
- Le cordon d'alimentation doit être placé de manière à éviter qu'il soit piétiné ou pincé, notamment au niveau des prises, des réceptacles et à la sortie de l'appareil.
- Garder le cordon d'alimentation loin des surfaces chauffées.
- Ne jamais faire tomber ou introduire un objet dans une ouverture.
- Ne pas utiliser en extérieur.
- Ne pas utiliser dans des lieux où des produits aérosols sont utilisés ou à proximité d'une source d'oxygène.
- Pour débrancher, placer tous les boutons en position off, puis retirer la fiche de la prise électrique.



ATTENTION: Ne branchez pas dans une autre puissance robinet relocalisable.



ATTENTION: La prise de courant doit être installée près de l'équipement et doit être facilement accessible.

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WEIGHT RATINGS

Item	Weight Rating
Forum Lectern (for all sizes)	160 lbs. (72.6 kg) Maximum Total Rated Load



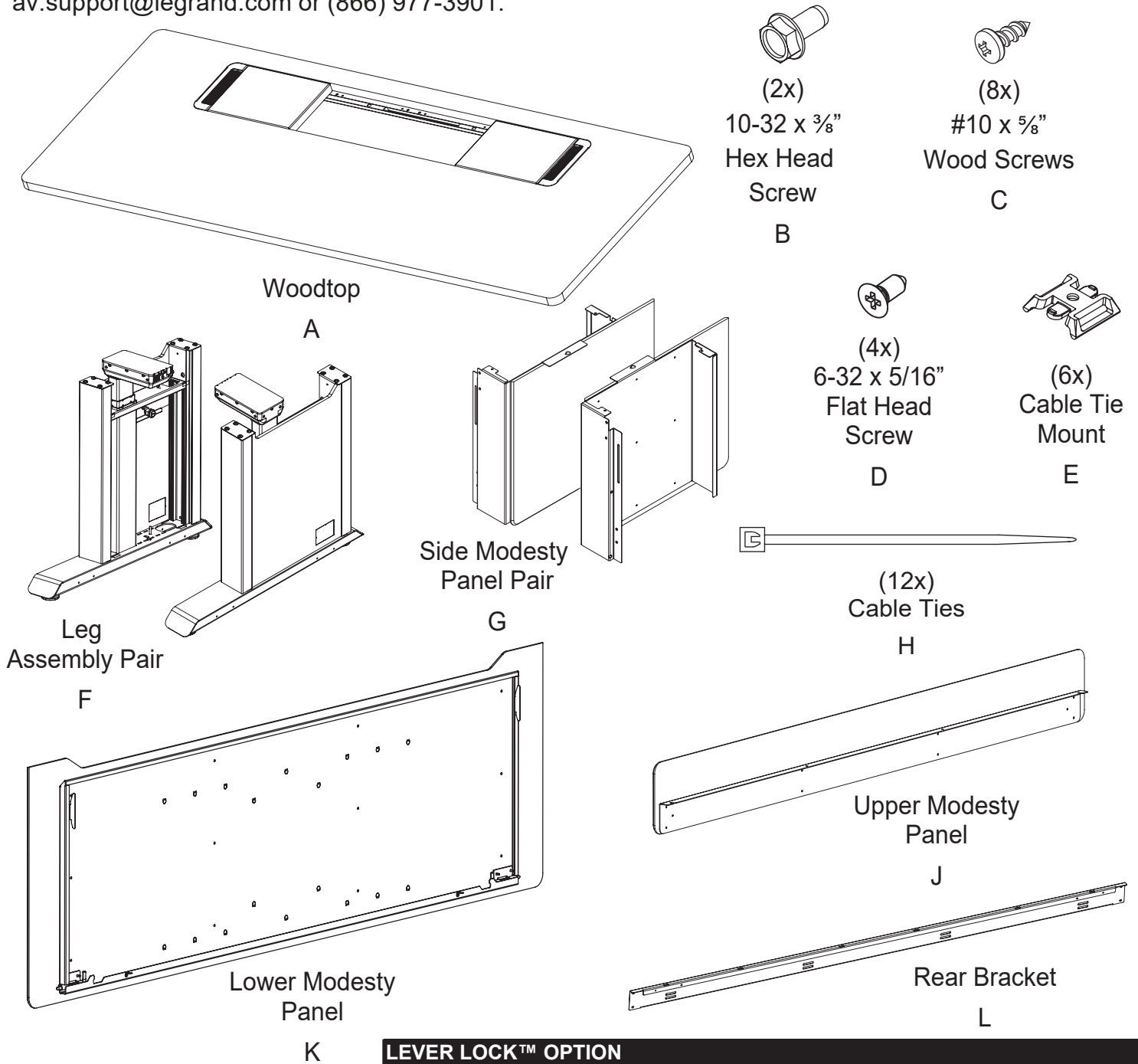
WARNING: This product is intended for use only with the products and maximum weights indicated. Use with other products or products heavier than the maximum weights indicated may result in instability causing possible injury. Total equipment weight must not exceed the amounts indicated on the previous table.

ADVERTENCIA: Este producto está destinado a ser utilizado solo con los productos y pesos máximos indicados. El uso con otros productos o productos más pesados que el peso máximo indicado puede causar inestabilidad que puede causar lesiones. El peso total del equipo no deberá superar las cantidades indicadas en el cuadro anterior.

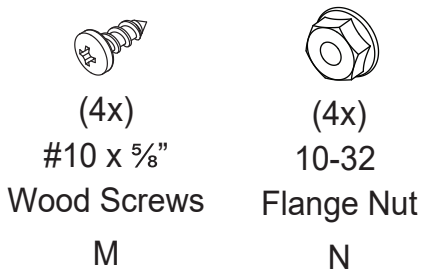
AVERTISSEMENT: Ce produit est destiné à être utilisé uniquement avec les produits et les poids maximum indiqués. L'utilisation avec d'autres produits ou produits plus lourds que le poids maximum indiqué peut entraîner une instabilité pouvant causer des blessures. Le poids total de l'équipement ne doit pas dépasser les quantités indiquées dans le tableau précédent.

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.

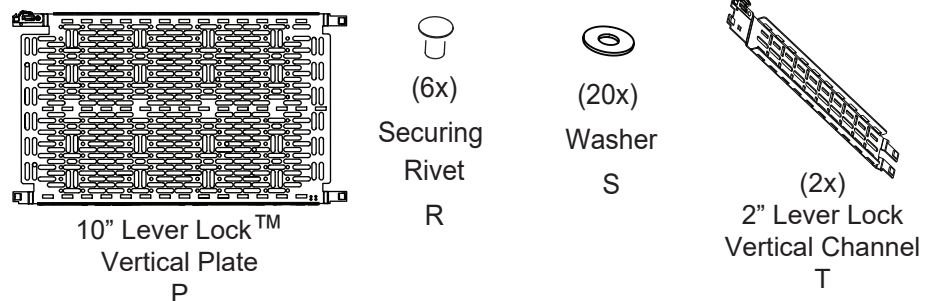


MODESTY PANEL HARDWARE KIT



LEVER LOCK™ OPTION

NOTE: Lever Lock™ options are provided.

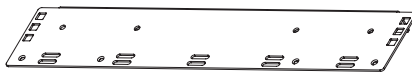


SUPPLIED COMPONENTS AND HARDWARE (CONTINUED)



Actuator 6-Pin Power Cable

U



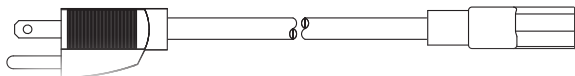
Power Strip
Bracket

V



Cable Wrap

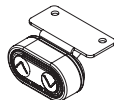
W



Actuator Power Cable

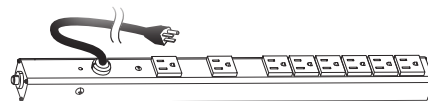
NOTE: Type B to IEC cable shown.
Region specific cable provided where applicable.

X



Control
Switch

Y



Power Distribution Unit

NOTE: PD-815SC shown. Power
distribution unit provided varies
based on region.

Z

LEG ASSEMBLY HARDWARE KIT



(14x)
10-32 x 3/8"
Truss Head
Philips Screw

AA



(12x)
M6 x 12mm
Button Head
Screw

AB



(3x)
6-32 x 5/16"
Flat Head
Screw

AC

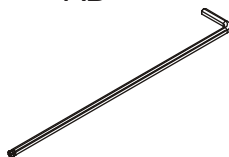


(6x)
#8 x 5/16"
Sheet Metal
Screw

AD



(4x)
Cable Management
Clip
AE



4mm Driver

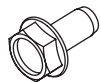
AF



4mm Bit

AG

BONDING KIT



10-32 x 3/8"
Hex Head Screw

AH



(2x)

Side Modesty Panel to Leg
Bonding Wire

(Includes 1/4" ring terminal to male
disconnect on 17" of 12 gauge wire.)

AJ



(2x)
10-32
Flange Nut

AK



(2x)
1/4" Ring
Terminal

AL



(3x)

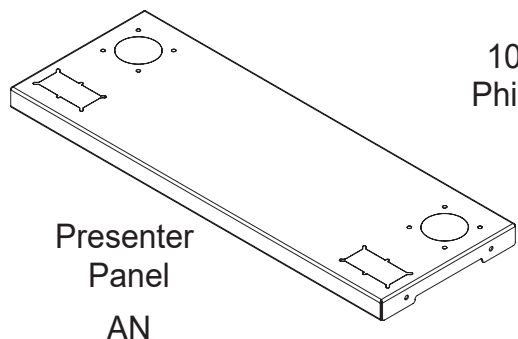
Lower Modesty Panel Bonding
Wire

(Includes 1/4" ring terminal to male
disconnect on 17" of 12 gauge wire.)

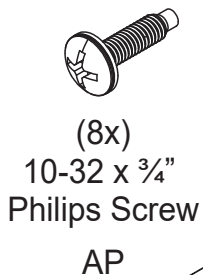
AM

SUPPLIED COMPONENTS AND HARDWARE (CONTINUED)

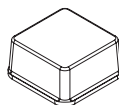
PRESENTER PANEL KIT



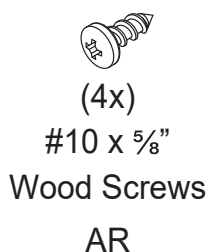
Presenter Panel
AN



(8x)
10-32 x 3/4"
Philips Screw
AP



(4x)
Square Spacer
NOTE: Optional with
A&H Meyer Control Box.
AS



(4x)
#10 x 5/8"
Wood Screws
AR



2" Rubber
Grommet
NOTE: Used for turret
option only.



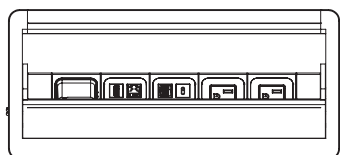
10-32 x 3/8"
Hex Head Screw
NOTE: Used for turret
option only.



(2x)
10-32 Flange Nut
NOTE: Used for turret
option only.

PRESENTER PANEL OPTIONS (NOT PROVIDED)

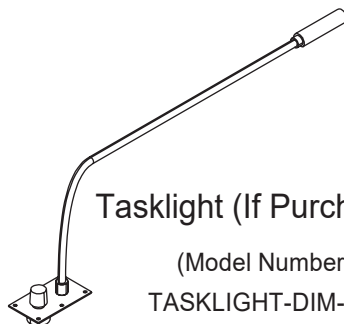
NOTE: If you have purchased a presenter panel, the following compatible options are also available for purchase, if desired.



A&H Meyer
NETBOX (If Purchased)
(Model Number: 2XC6G15483)

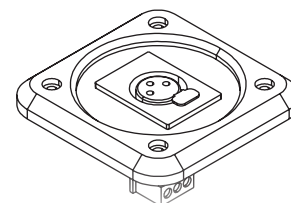
NOTE: NETBOX varies based on region.

AT



Tasklight (If Purchased)

(Model Number:
TASKLIGHT-DIM-18)
AU



Shockmount (If Purchased)

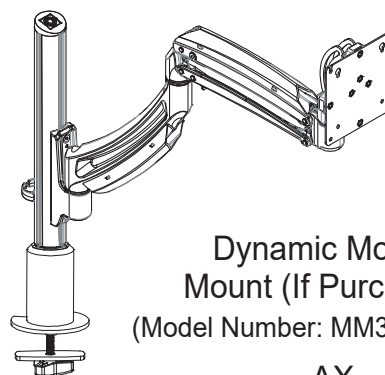
(Model Number: L5-SHOC-XLR-S)
AV



Side Door Keys
Spare Set Part Number:
SFD-KEY

AW

DYNAMIC MONITOR MOUNT (NOT PROVIDED)



Dynamic Monitor
Mount (If Purchased)
(Model Number: MM3-C-120-BK)
AX

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 Philips Screwdriver
- #2 Philips Bit
- Socket Wrench
- 5/16" Socket
- 3/8" Socket
- Level
- 4mm Ball Allen Driver
- 4mm Bit
- Cutting Pliers



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

ADVERTENCIA: Utilice las herramientas con precaución y siga todos los protocolos de seguridad necesarios.

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 of the products you ordered and save this instruction sheet for future use.
- Maintenance and care information is provided in Care and Cleaning of Products (I-00788) and Unpacking and Handling Precautions (I-00787) for your convenience.
- All documents may be accessed at www.legrandav.com.

Your Forum™ lectern configuration may also include a turret option, a siderack option, undermount rack option, and a logo panel (options and logo panels each sold separately). Use this instruction sheet first and complete all topics in order of appearance to assemble and configure your lectern.

NOTE: The instructions for any of the Forum lectern options and logo panels you may have purchased (lectern, options, and logo panels each sold separately) may be referenced in any order after all procedures in the Forum Lectern Instruction Sheet (100-00110) are completed.

For more information, refer to the instruction sheets provided with your product or download them anytime from the Forum™ Lectern Series product page at www.legrandav.com:

https://www.legrandav.com/Products/Technical_Furniture/Collaboration/Forum_Collaboration_Suite

- Forum Lectern Turret Option Instruction Sheet (100-00112)
- Forum Lectern Rack Option Instruction Sheet (100-00114)
- Forum Lectern Undermount Rack Option Instruction Sheet (100-00111)
- Forum Lectern Logo Panel Option Instruction Sheet (100-00113)

ATTACHING LEG ASSEMBLIES AND CONTROL SWITCH

1. Carefully place woodtop (A) upside down on an appropriate worksurface near a power receptacle and follow the orientation shown below for assembly. (**FIGURE A**)
2. Carefully separate each side modesty panel (G) from each leg assembly (F) and set aside for re-installation.
3. Carefully lift leg and turn it facing down to place actuator base in between horizontal sides of the woodtop frame, as shown. (**FIGURE A**)

NOTE: The left leg assembly, marked with an "L", should be installed to the left of audience side.

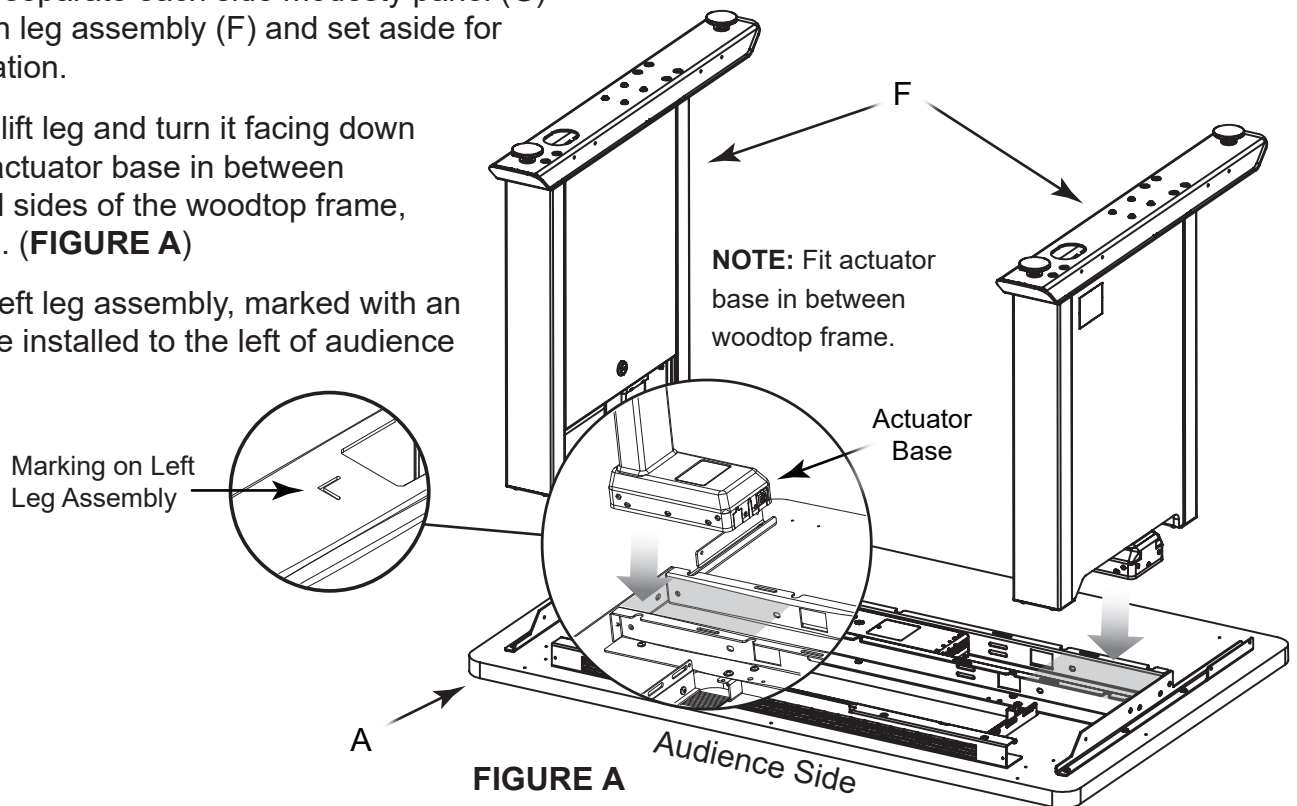


FIGURE A

4. Align holes on actuator base with holes on bracket.

NOTE: If using electric drill, verify the torque is on the lightest setting and only increase as necessary.

5. Secure the actuator base by first using (2x) M6x12mm screws (AB) into fixed holes on each horizontal side of the woodtop frame, as shown. (**FIGURE B**)
6. Thread remaining (4x) M6x12mm screws (AB) and secure all using the provided 4mm ball head allen driver or an electric drill and 4mm bit. (**FIGURE C**)

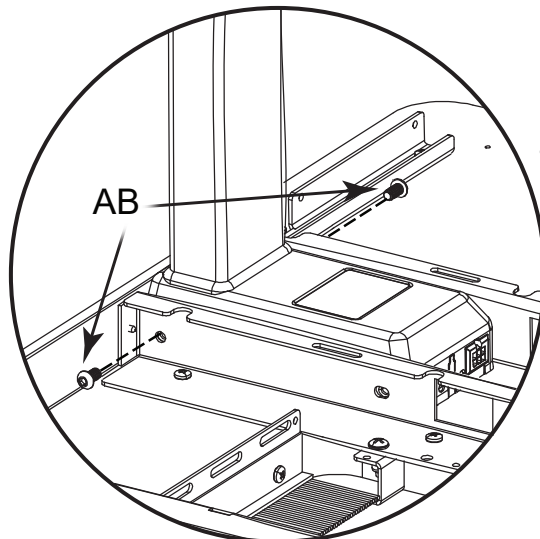


FIGURE B

NOTE: Left leg assembly shown.

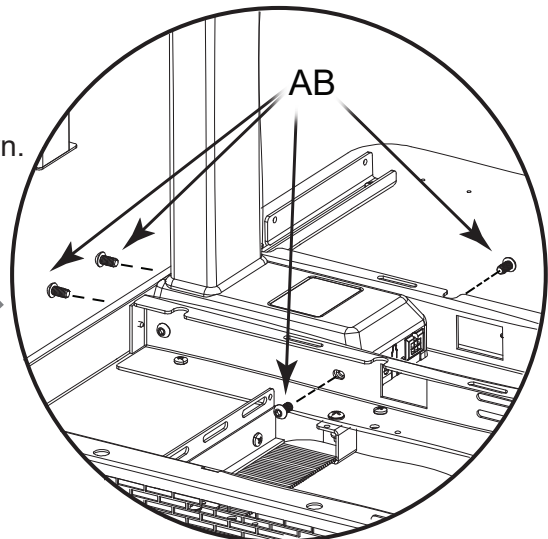
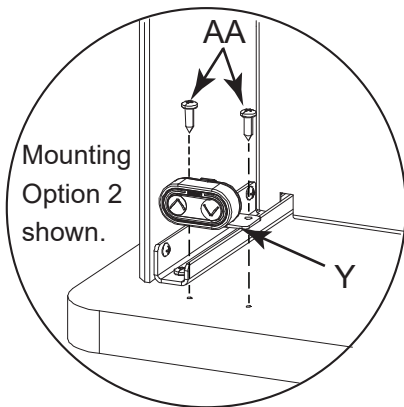
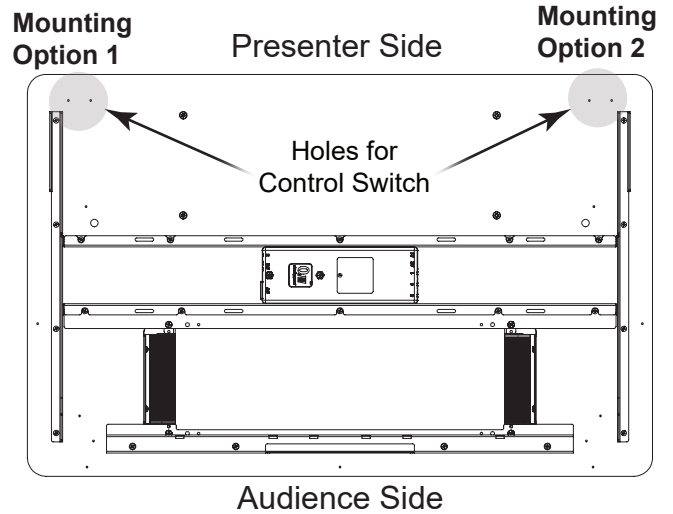
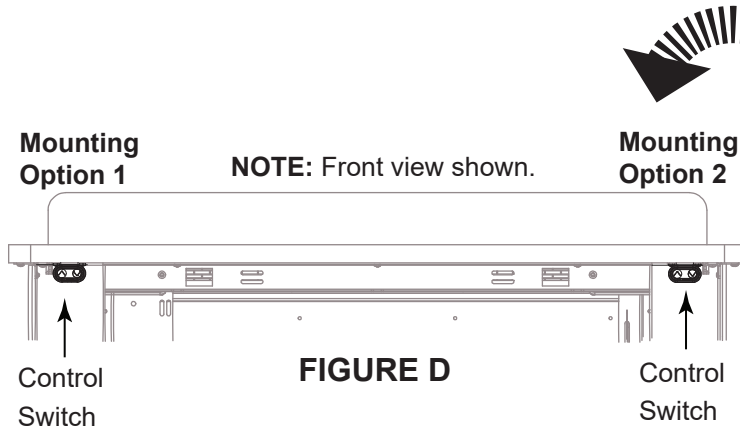


FIGURE C

ATTACHING LEG ASSEMBLIES AND CONTROL SWITCH (CONTINUED)

7. Determine desired control switch side, and then use mounting option 1 or 2. (**FIGURE D**, **FIGURE E**)



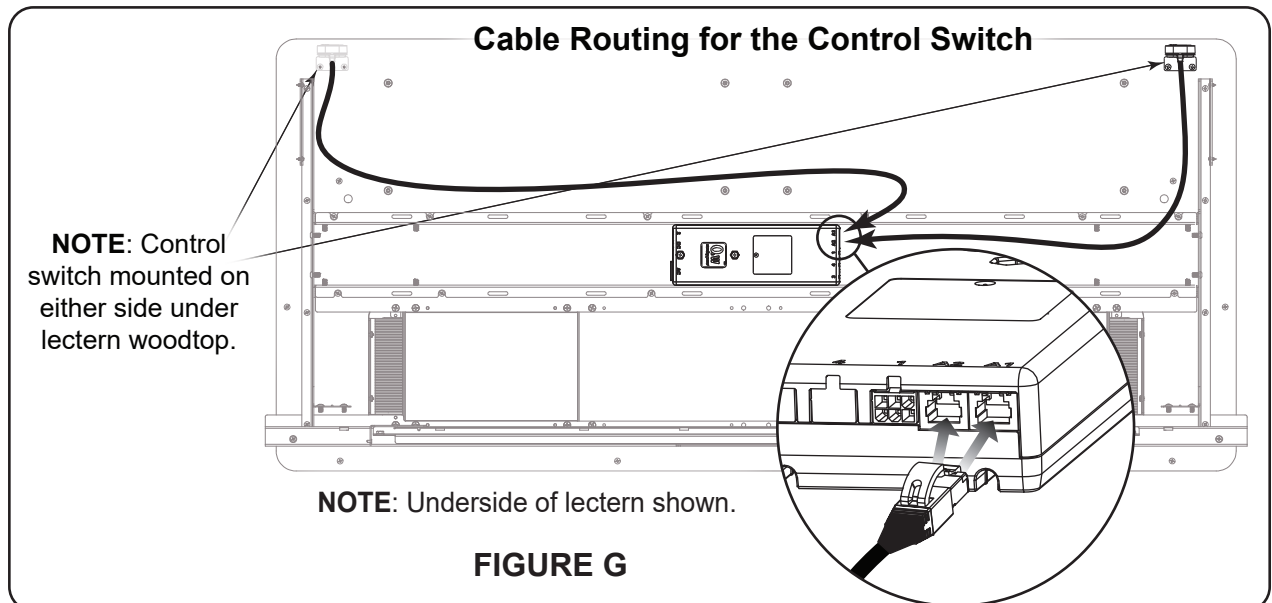
NOTE: Installation for Mounting Option 2 is shown.

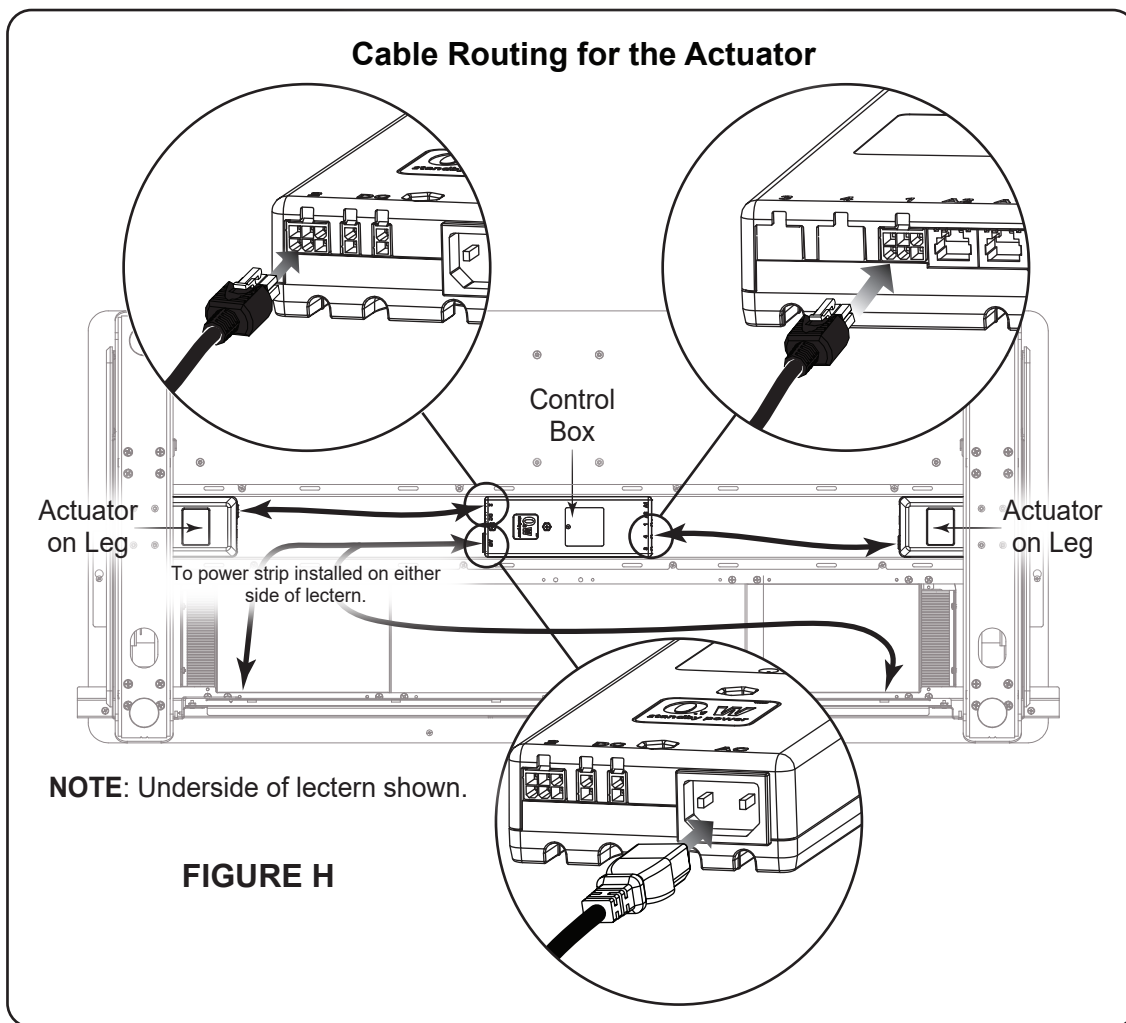
8. Position control switch to align holes on bracket with holes on woodtop.
9. Use an electric drill, #2 Phillips bit, and (2x) #10 x 5/8" wood screws (AA) to secure control switch (Y) to woodtop (A). (**FIGURE F**)

CABLE MANAGEMENT FOR ACTUATOR AND CONTROL SWITCH

NOTE:

- Connect ends of all cables and cords to control box as shown.
- Carefully route all cords and cables through sections of your lectern.
- Complete remaining topics and instructions for any options you may have purchased before finalizing your cable management using cable wrap, wire ties, and wire tie saddles.





ATTACHING SIDE MODESTY PANELS

1. Attach side modesty panels (G) to leg assembly as shown. (**FIGURE J**)

NOTE:

- The left side modesty panel, marked with an "L", should be installed to the left of audience side.
- Cables are hidden for clarity.

2. Locate countersink hole on side modesty panel (G) and align with holes on each end of the vented side of the woodtop frame, as shown.

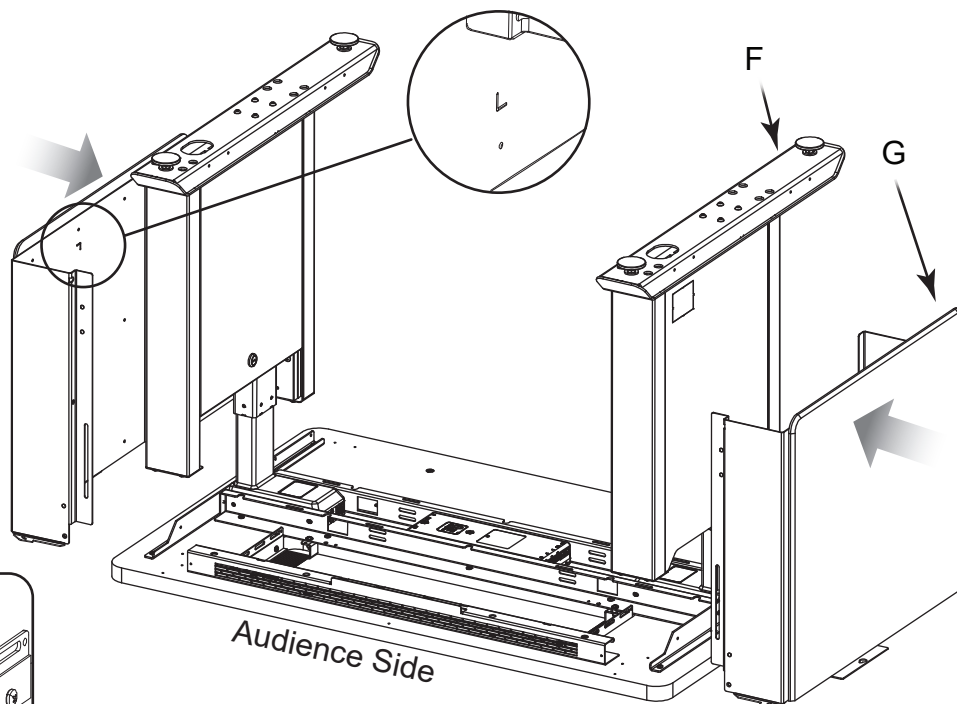


FIGURE J

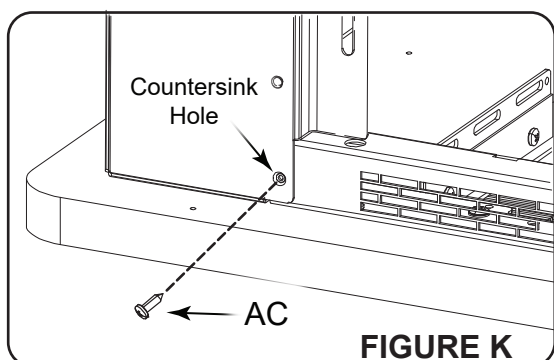


FIGURE K

3. Use an electric drill, #2 Phillips bit and (1x) 6-32 x 5/16" flat head screw (AC) into countersink hole on each end to secure side modesty panel to lectern. (**FIGURE K**)

4. Use electric drill, #2 Phillips bit and (3x) 10-32 X 3/8" truss head phillips screws (AA) to secure left side modesty panel (G) to woodtop. (**FIGURE L**)

5. Use electric drill, #2 Phillips bit and (2x) #8 x 5/16" sheet metal screws (AD) to secure woodtop frame to modesty panel. (**FIGURE M**)

6. Repeat the previous steps to secure your right side modesty panel (G).

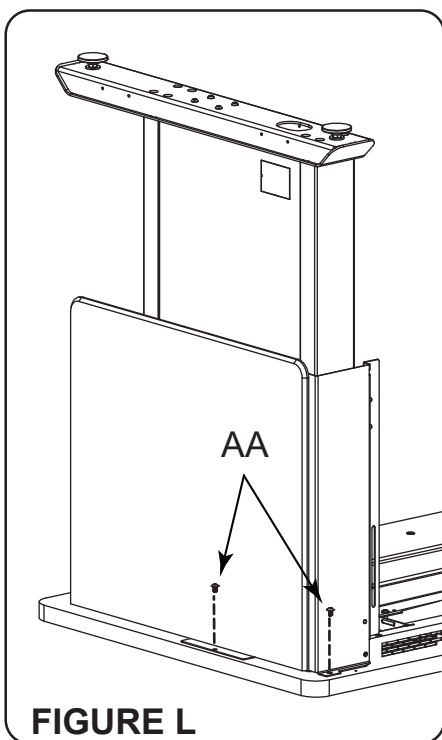


FIGURE L

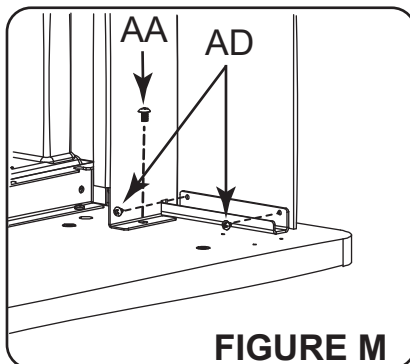
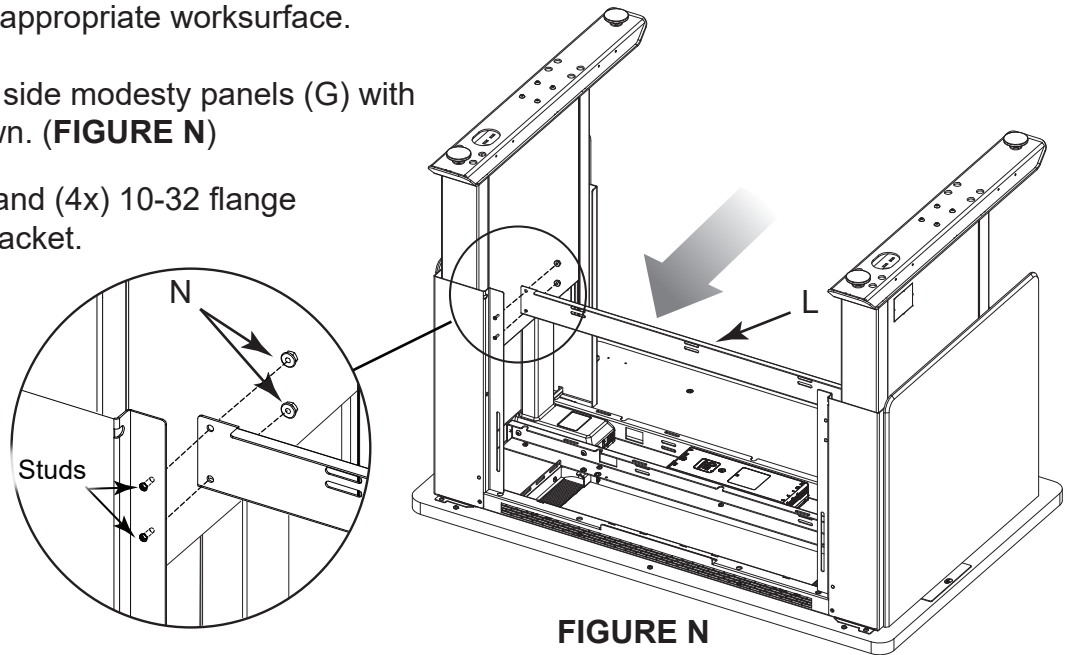


FIGURE M

ATTACHING REAR BRACKET

NOTE: This topic covers the installation of the rear bracket with the woodtop upside down on an appropriate worksurface.

1. Attach rear bracket (L) to side modesty panels (G) with obrounds on top, as shown. **(FIGURE N)**
2. Use a $\frac{3}{8}$ " socket wrench and (4x) 10-32 flange nuts (N) to secure rear bracket.



ATTACHING POWER STRIP BRACKET

NOTE: Consider power requirements and cable management for your specific installation when deciding which side of lectern to install your power bracket for your power strip.

1. Determine desired mounting side for power strip bracket (left or right side).
2. Align countersink holes on power strip bracket (V) with holes on the woodtop vent panel and rear bracket.

NOTE: If using electric drill, verify the torque is on the lightest setting and only increase as necessary.

3. Use an electric drill, #2 Phillips bit and (2x) 6-32 x $\frac{5}{16}$ " flat head screws (D) to secure power strip bracket. **(FIGURE P)**

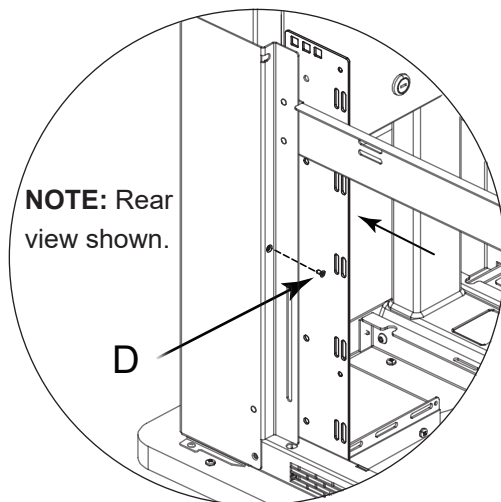


FIGURE R

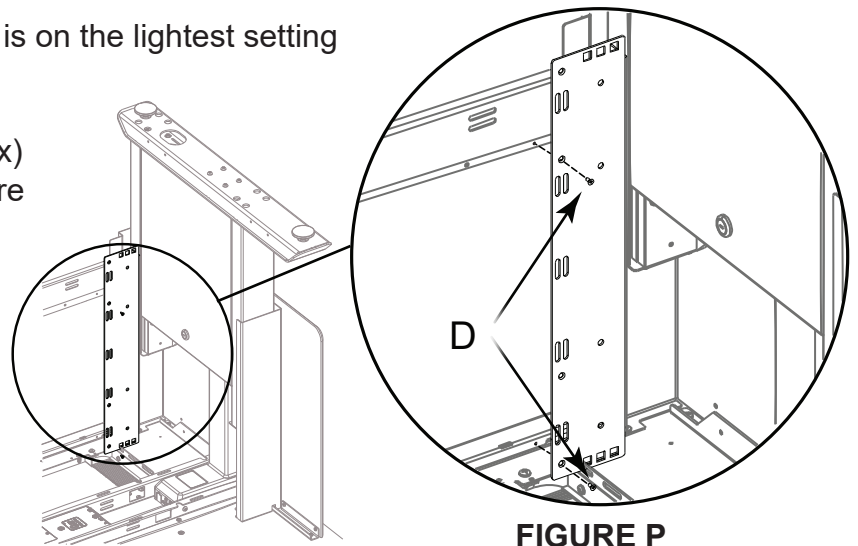


FIGURE P

4. Similarly, use an electric drill, #2 Phillips bit and one 6-32 x $\frac{5}{16}$ " flat head screw (D) to secure power strip bracket (V) to and side modesty panel (G). **(FIGURE R)**

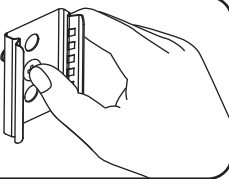
INSTALLING THE POWER STRIP

NOTE:

- PD-815 power strip installation shown. Region specific power strip provided where applicable. For more information, contact support at av.support@legrand.com or (866) 977-3901.
- Consider power requirements and cable management for your specific installation when deciding which side of lectern to install your power bracket and power strip.
- If using electric drill, verify the torque is on the lightest setting and only increase as necessary.

1. Use electric drill and #2 Phillips bit or #2 Phillips screwdriver, a 10-32 rectangular nut, and a 10-32 x 1/4" flat head screw to secure each power mounting clip to holes on the bracket (V) as shown. **(FIGURE S)**

TIP: Use thumb on head of screw to hold on bracket while installing.

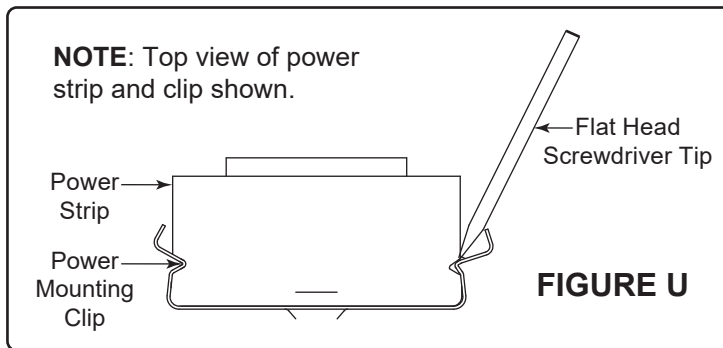


2. Repeat the process to install the second clip on the bracket.

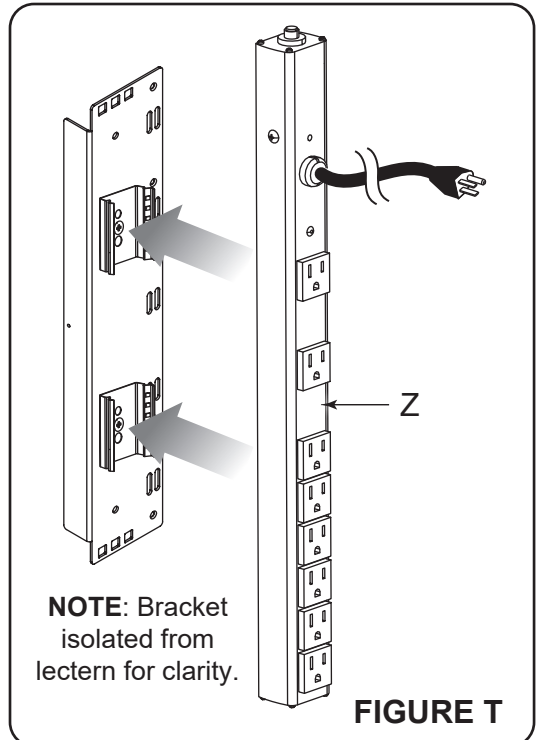
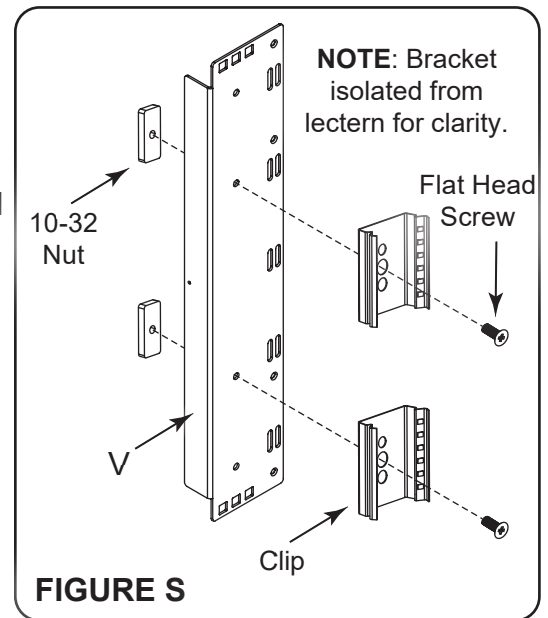
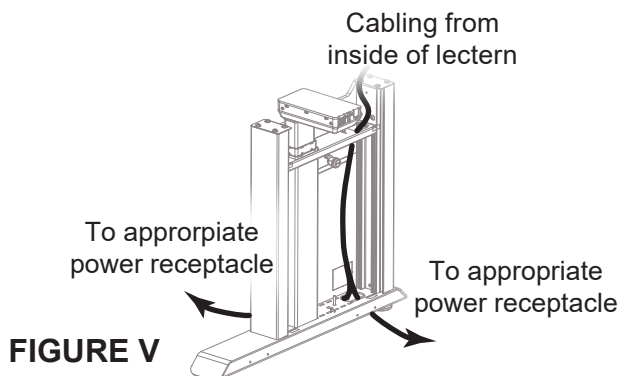
3. Carefully push your power strip (Z) into the power mounting clips until it snaps into place as shown. **(FIGURE T)**

4. Use a rubber mallet and gently tap your power strip into the power mounting clips, if needed.

TIP: Remove the power strip from the power mounting clips by wedging a flat head screwdriver between the side of the power strip and mounting clip, and gently pry them from each other as shown. **(FIGURE U)**



5. Carefully route the power strip 20' (6.1M) cord down through the corresponding leg of your lectern.



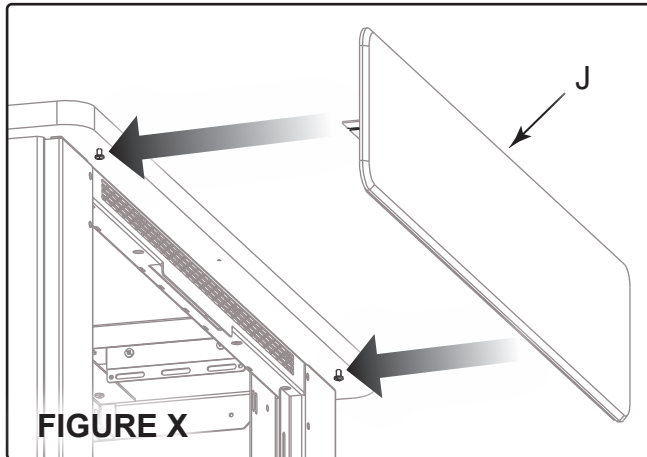
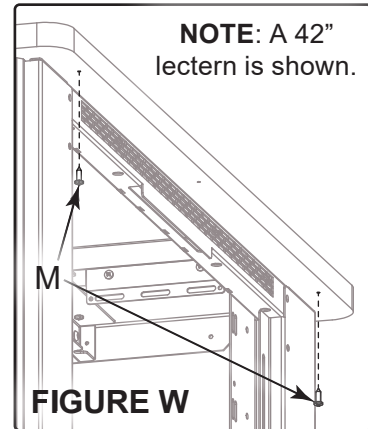
6. Complete remaining topics and instructions for any options you may have purchased before finalizing your cable management using cable sleeve, wire ties, and wire tie saddles.

ATTACHING REAR MODESTY PANELS

For Upper Modesty Panel

1. Carefully team lift lectern assembly and place it right-side up.
2. Use #2 Phillips screwdriver and partially attach (2x) #10 x $\frac{5}{8}$ " wood screws (M) to outside holes on the bottom of the woodtop (audience side).

Leave enough space to hook outside slots on upper modesty panel onto the screws. **(FIGURE W)**

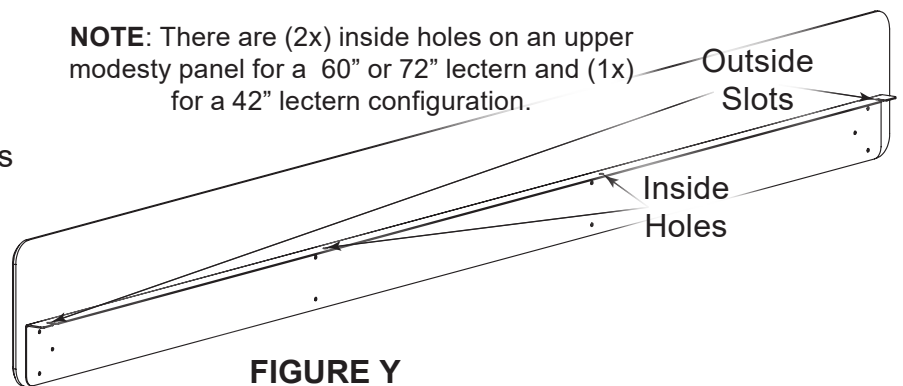


3. Slide outer slots on upper modesty panel (J) onto partially-attached screws as shown. **(FIGURE X)**

NOTE: Adjust torque on electric drill to lightest setting and only increase as necessary.

4. Use electric drill, #2 Phillips bit, and (2x) #10 x $\frac{5}{8}$ " wood screws (M, for 60" and 72" lecterns) or one wood screw (M, for 42" lecterns) and tighten them into remaining holes as shown. **(FIGURE Y)**
5. Tighten screws in outside slots from previous steps.

NOTE: There are (2x) inside holes on an upper modesty panel for a 60" or 72" lectern and (1x) for a 42" lectern configuration.



ATTACHING REAR MODESTY PANELS (CONTINUED)

For Lower Modesty Panel

NOTE: Be careful not to bend or damage the tabs on top sides of the modesty panel.

1. Carefully lift panel (K) and insert tabs on the top sides of the modesty panel into the slots on the frame to hang in place. **FIGURE Z**

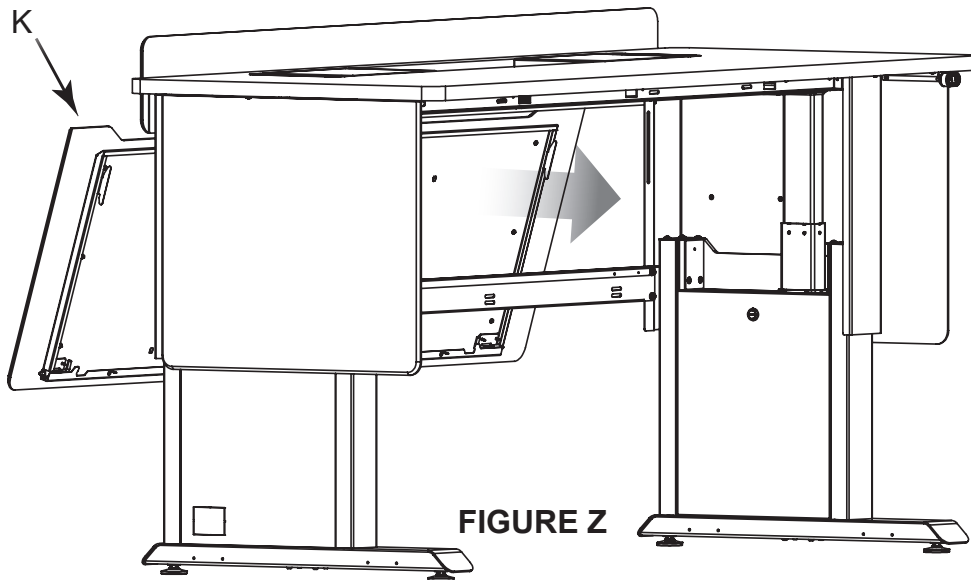


FIGURE Z

NOTE: Be careful not to bend or damage the tabs on top sides of the modesty panel.

2. Once tabs are inside slots, lift panel fully upwards to insert bottom spring hinges into holes located on the leg assembly covers.
3. Lock hinges in place, as shown. (**FIGURE AA**)
4. Reverse the previous steps to remove rear modesty panel from lectern.

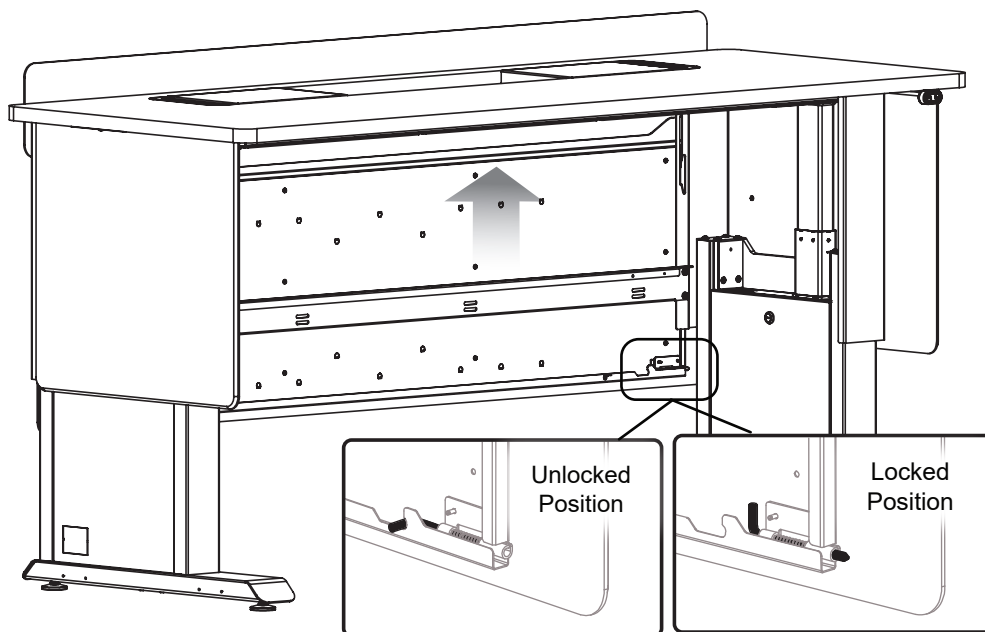


FIGURE AA

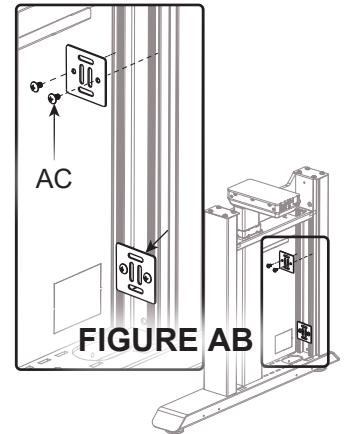
INSTALLING CABLE MANAGEMENT CLIPS AND LEVER LOCK PLATES

NOTE: Adjust torque on electric drill to lightest setting and only increase as necessary.

1. Use electric drill, #2 Phillips bit, and (2x) 10-32 x $\frac{3}{8}$ truss head screws (AA) to attach a cable management clip (AE) to rear, inside leg assembly channel as shown. **(FIGURE AB)**

NOTE: Use truss head screws (AA) through cable management clips into any threaded channels position along the height of the rear, inside leg assembly, as desired.

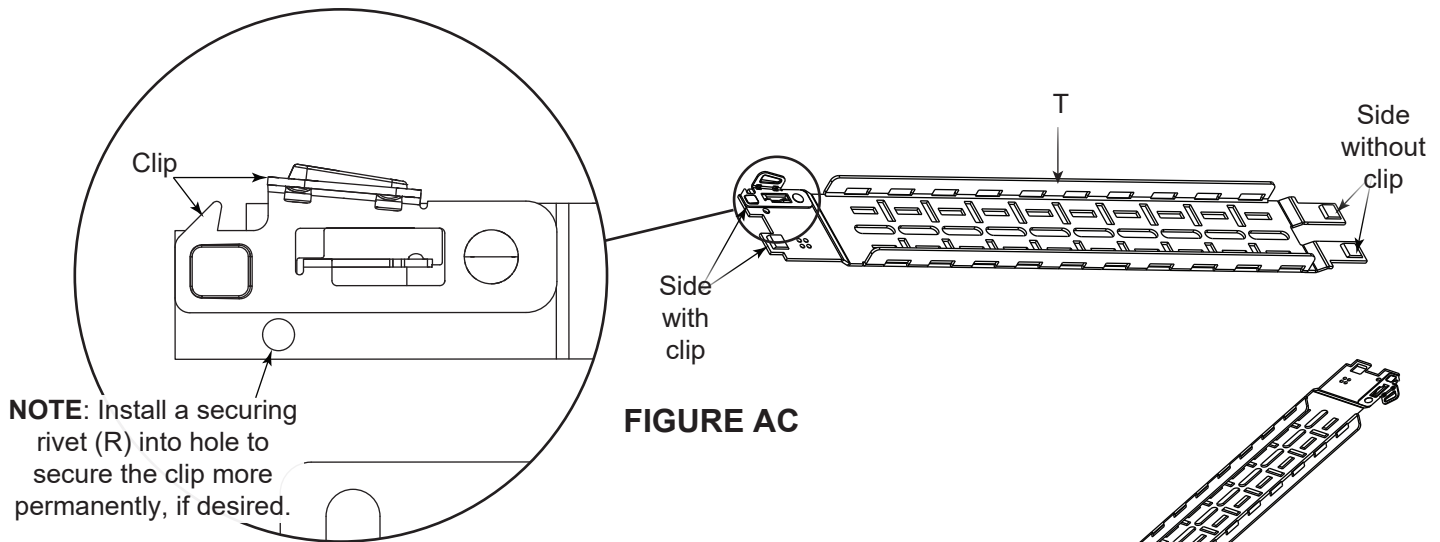
2. Repeat the process until the desired amount of clips are in leg assembly channels.



The patented universal hole pattern on the cable management clips make them Forward compatible.

For 2" Lever Lock Plates

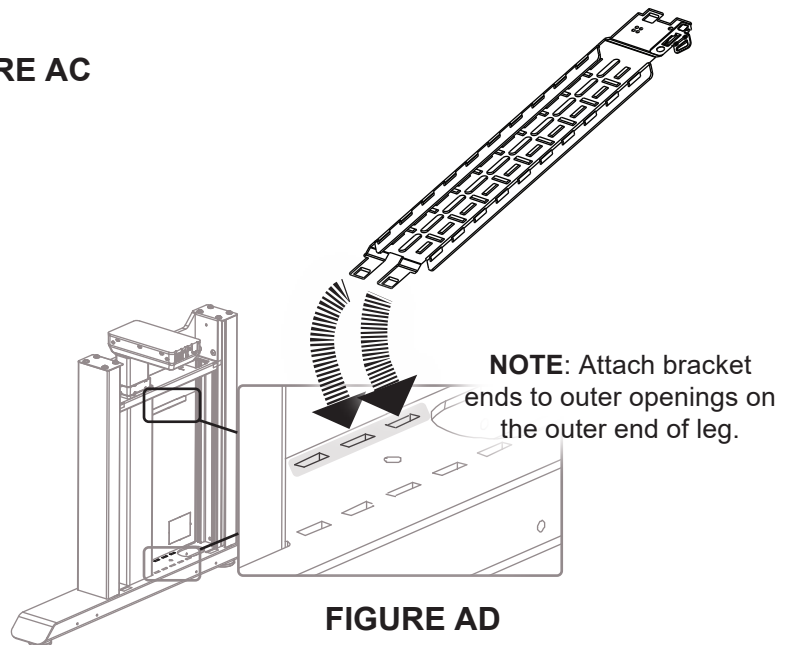
- Attach the 2" Lever Lock vertical channel (T) by installing the side without the clip into the openings inside the legs first. Then, install the side with the clip into the other bracket until it clicks into place as shown. **(FIGURE AC)**



NOTE: Install a securing rivet (R) into hole to secure the clip more permanently, if desired.

NOTE:

- The Lever Lock vertical channel is installed on outer openings, as shown. **(FIGURE AD)**
- All 4 corners of the Lever Lock vertical channel must be inserted into openings on the leg at the same depth in order to function correctly.
- Use (20x) washers (S) for equipment mounting convenience.

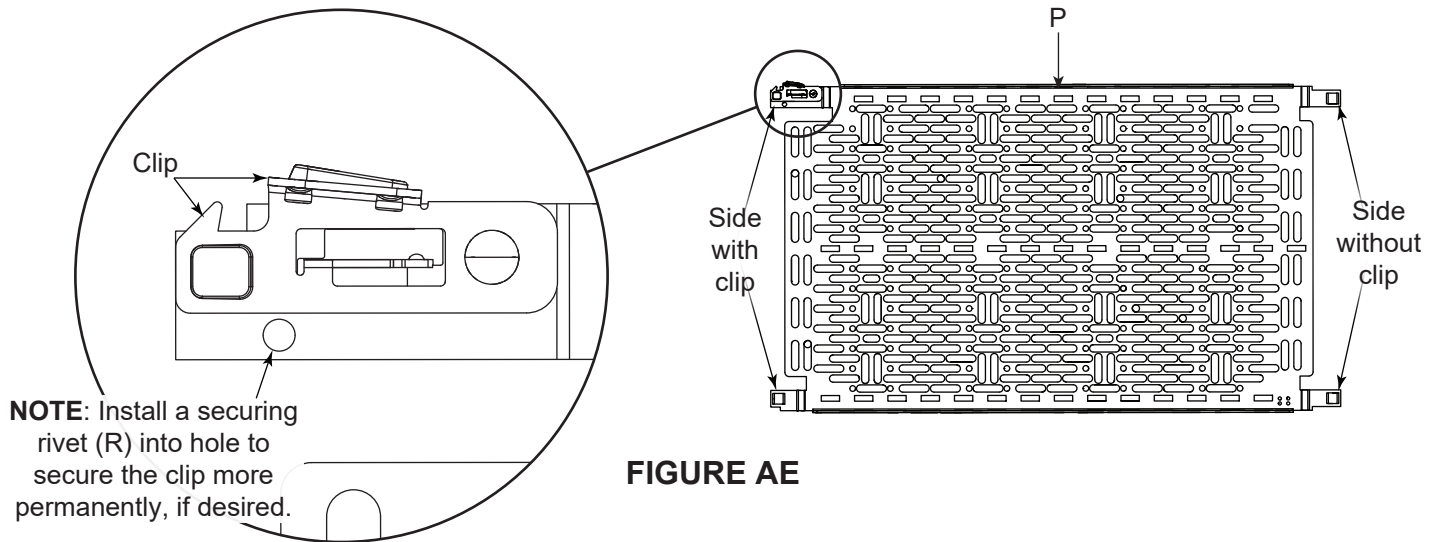


NOTE: Attach bracket ends to outer openings on the outer end of leg.

INSTALLING CABLE MANAGEMENT CLIPS AND LEVER LOCK PLATES (CONTINUED)

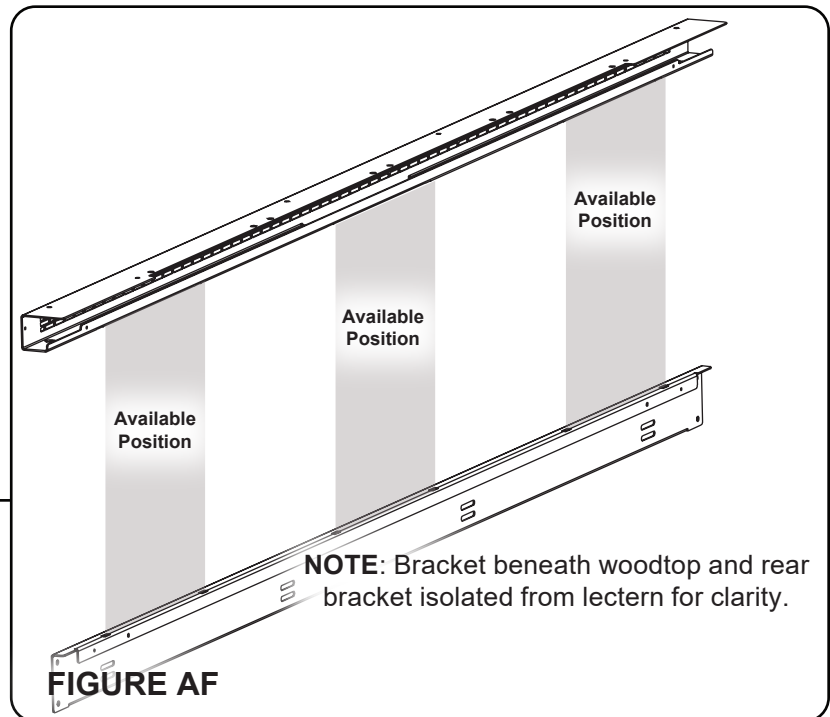
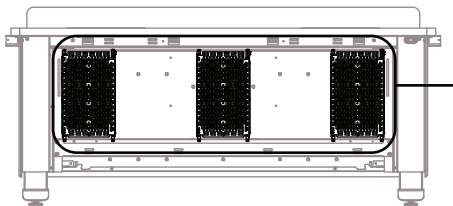
For 10" Lever Lock Plate

- Attach the 10" Lever Lock vertical plate (P) by installing the side with the clip into the openings along the rear bracket first. Then, install the side without the clip into the openings on the bracket beneath the woodtop as shown. (**FIGURE AE**)



NOTE:

- Brackets beneath woodtop and rear bracket isolated from lectern for clarity. (**FIGURE AF**)
- Brackets from a 72" lectern shown.
- Available installation positions vary for the 10" Lever Lock vertical plate based on the model you purchased.



BONDING

NOTE:

- Bonding tabs are located near the bottom of the rear lower modesty panel. **(FIGURE AG)**
- Bonding stud is located on the inside of leg.
- Use the 10-32 x 3/8" hex head screw in your bonding kit to insert into hole located near the top of leg columns for bonding on leg assembly.
- Use the 10-32 x 3/8" hex head screw in the presenter panel kit to bond presenter panel to lectern.
- Additional bonding hardware is provided with optional components.

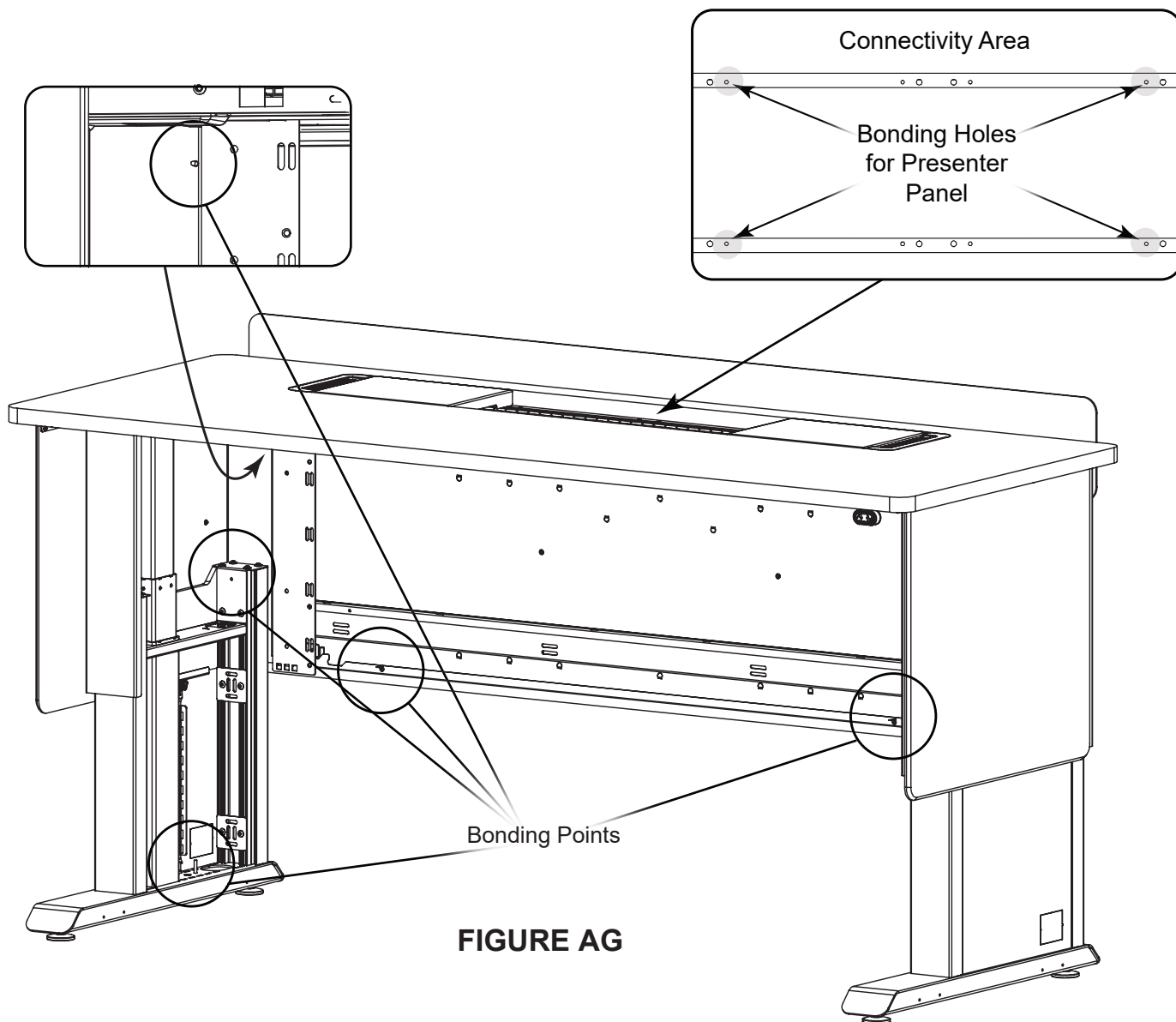


FIGURE AG

ATTACHING PRESENTER PANEL OPTION AND ACCESSORIES (IF PURCHASED)

NOTE:

- Presenter panel option and accessories each sold separately.
- Knockouts and cutout shown for all presenter panel accessories. (**FIGURE AH**)

Installing the Shockmount and Tasklight Accessories

- For more information, refer to Shockmount and Tasklight installation instructions (I-00625 and I-00622, respectively) at www.legrandav.com. (**FIGURE AJ**)

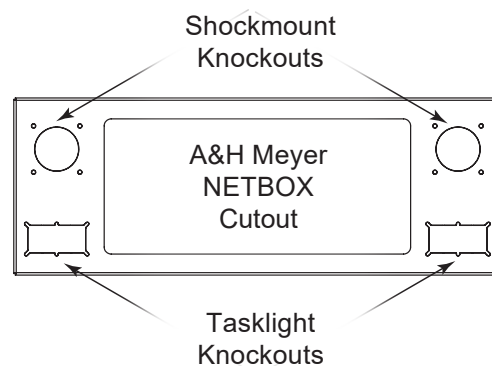


FIGURE AH

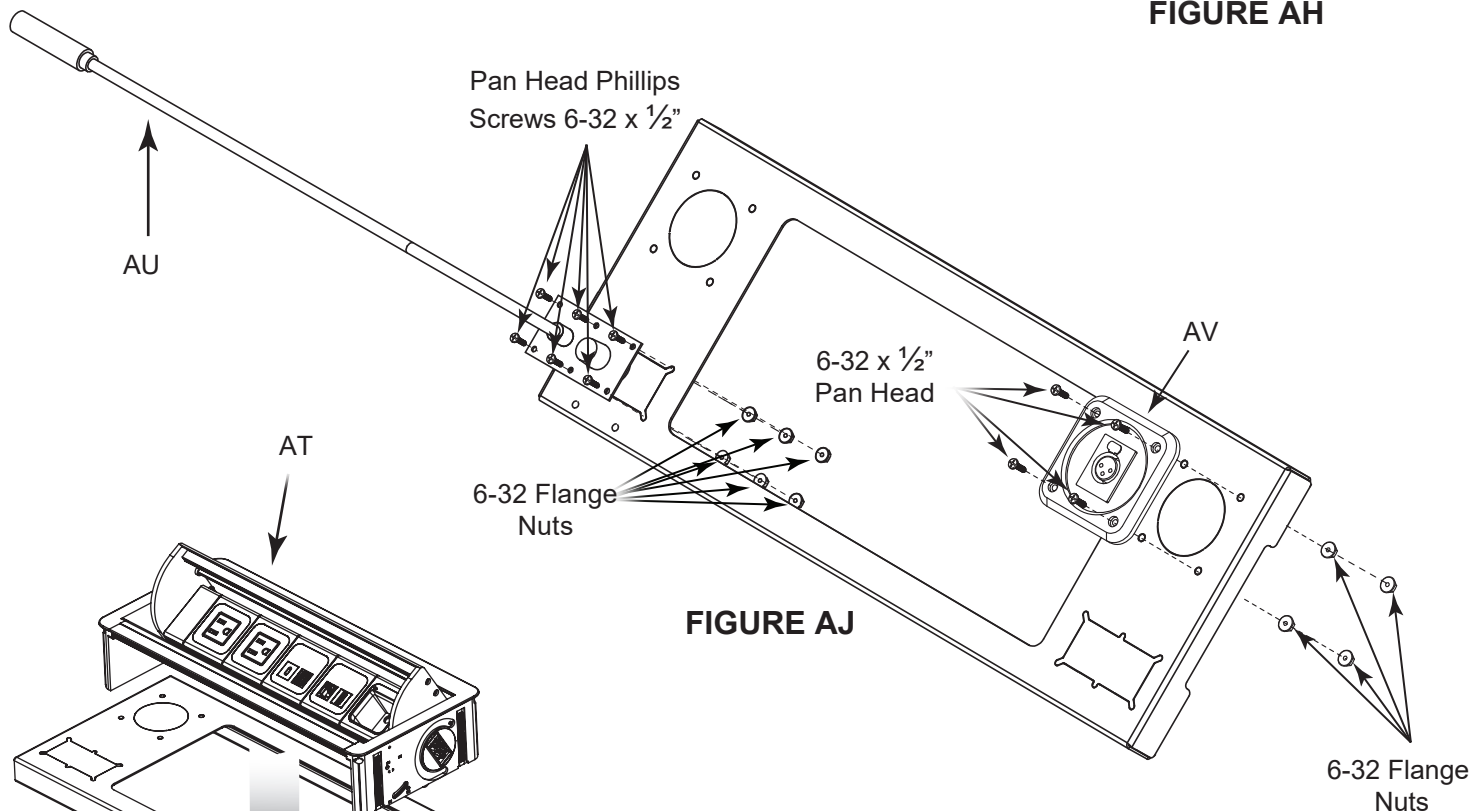


FIGURE AJ

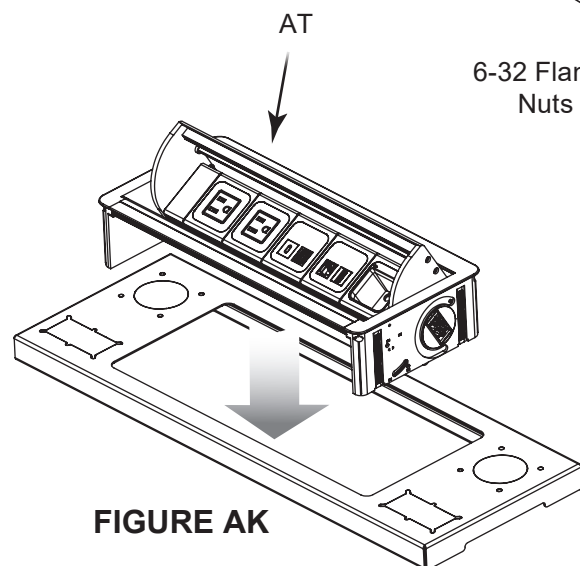


FIGURE AK

Installing the A&H Meyer NETBOX Accessory

1. For more information, refer to the NETBOX Axial/Axial Comfort installation instructions at www.ah-meyer.de. (**FIGURE AK**)
2. Prior to securing NETBOX to presenter panel, use (4x) rubber bumpers (AS) and attach near end of the clipping area. (**FIGURE AL**)

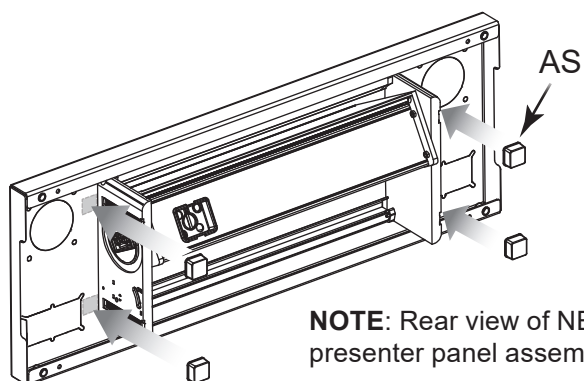


FIGURE AL

ATTACHING PRESENTER PANEL OPTION AND ACCESSORIES (IF PURCHASED, CNTD.)

For 42" Lectern Only

1. Place presenter panel (AN) inside connectivity area.
(FIGURE AM)

NOTE: If using electric drill, verify the torque is on the lightest setting and only increase as necessary.

2. Use an electric drill, #2 Phillips bit, and (4x) 10-32 x $\frac{3}{4}$ " screws (AP) to secure presenter panel to lectern from under woodtop using the four outermost holes on wood top frame, as shown. (FIGURE AN)

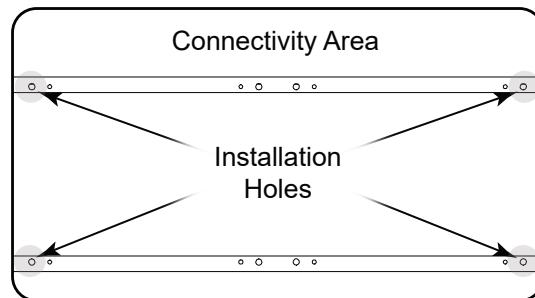


FIGURE AN

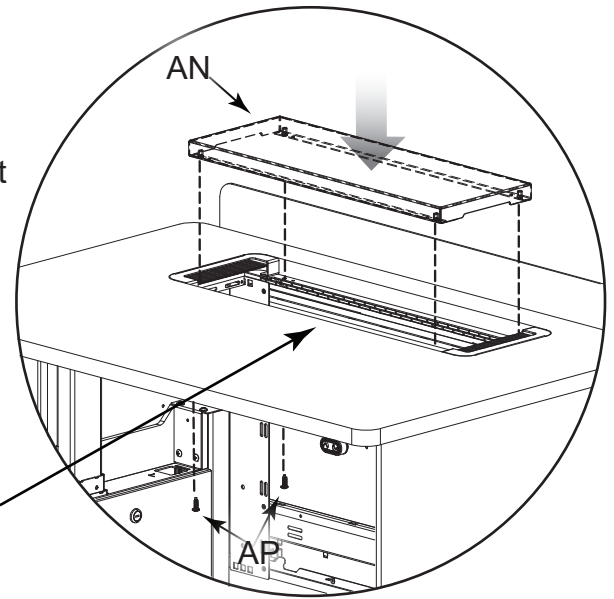


FIGURE AM

For 60" and 72" Lecterns Only

1. Determine the position you desire to install presenter panel to lectern.
2. For center installation, position presenter panel as shown.
(FIGURE AP)

NOTE: If using electric drill, verify the torque is on the lightest setting and only increase as necessary.

3. Use an electric drill, #2 Phillips bit, and (4x) 10-32 x $\frac{3}{4}$ " screws (AP) to secure presenter panel to lectern from under woodtop using the four outermost holes on wood top frame, as shown.

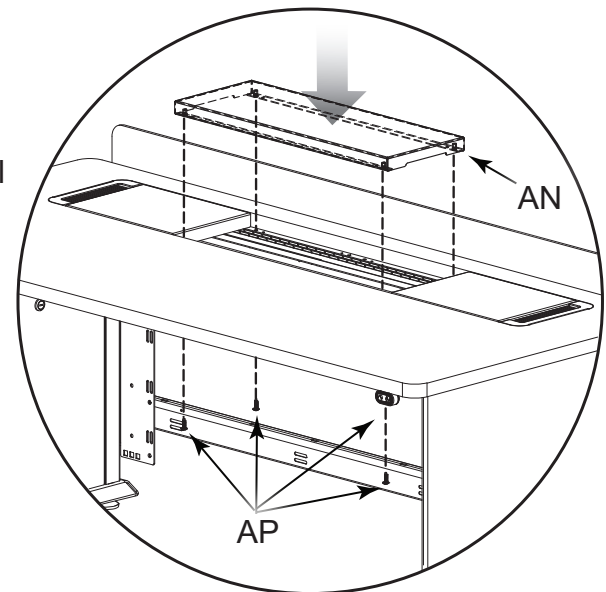


FIGURE AP

4. For a left or right position of presenter panel, use a #2 Phillips screwdriver to remove (4x) pre-installed screws attaching filler panel to lectern. (FIGURE AR)
5. Place presenter panel in the position desired and filler panel in remaining space.
6. Use an electric drill, #2 Phillips bit, and (4x) 10-32 x $\frac{3}{4}$ " screws (AP) to secure presenter panel and the (4x) previously removed screws to secure filler panel to lectern.

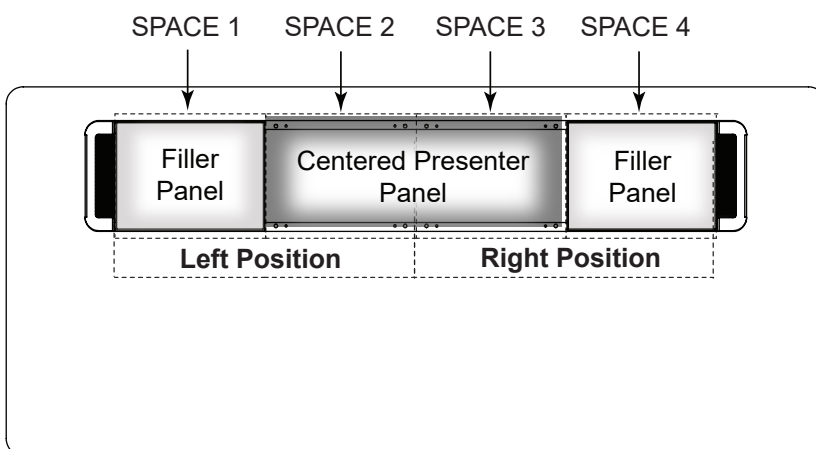


FIGURE AR

FINALIZING CABLE MANAGEMENT

NOTE:

- This topic and the images shown are meant to provide an example of routing many cables toward the leg on the side where your power distribution unit (PDU, Z) is installed along with other cables and wires routed through sections of your lectern as required. Your specific installation may vary.
- Only finalize your cable management after completing installation topics and instructions for all of the following applicable components of your specific lectern installation:
 - "Installing the Power Strip," on page 15
 - "Cable Management for Actuator and Control Strip," on page 16
 - "Installing Cable Management Clips and Lever Lock Plates," on page 19
 - "Attaching Presenter Panel Option and Accessories (If Accessories Purchased)," on page 21
 - Forum Lectern Turret Option Instruction Sheet (100-00112)
 - Forum Lectern Rack Option Instruction Sheet (100-00114)
 - Forum Lectern Undermount Rack Option Instruction Sheet (100-00111)
 - Forum Lectern Logo Panel Option Instruction Sheet (100-00113)

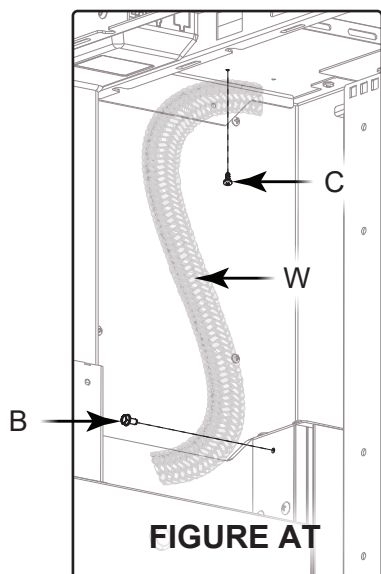
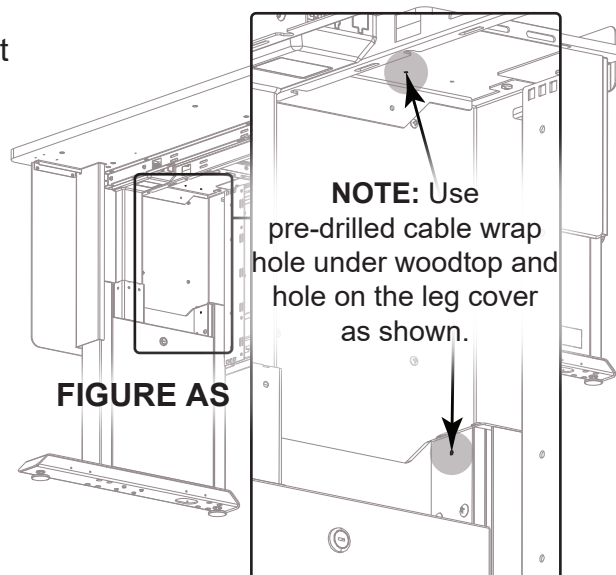
1. Press the Up arrow on the actuator control switch (Y) and hold it down until your lectern is raised to the highest level possible.

NOTE: If resetting the actuator is needed, refer to "Resetting Actuator (If Applicable)" on page 25.

2. Locate the mounting holes for the cable wrap (W) on the underside of the woodtop and on the leg cover as shown. **(FIGURE AS)**

NOTE:

- Install the cable wrap to meet your specific needs. This topic attaches the cable wrap to the side of the lectern where the PDU is mounted, as done for most typical installations.
- Adjust the torque on electric drill to the lightest setting and only increase as needed.



3. Use electric drill, #2 Phillips bit, and a #10 x 5/8" wood screw (C) to mount the cable wrap (W) to the underside of the woodtop. Pierce the fabric on one end of the wrap with the screw and then attach as shown. **(FIGURE AT)**
4. Use drill, 5/16" socket, and a 10-32 x 3/8" hex head screw (B) to mount the cable wrap (W) to the leg cover. Pierce the fabric on the other end of the wrap with the screw and then attach as shown.

NOTE: Attach the far ends of the cable wrap to form a service loop and provide the adequate length for cables to accommodate the full range of lectern positions from the actuator.

FINALIZING CABLE MANAGEMENT (CONTINUED)

5. On the side of the lectern where you have your PDU (Z) installed, roll the cable wrap (W) around the PDU cable along with as many other cables and wires you can fit from the same side of the lectern. **(FIGURE AU)**
6. Route remaining length of all cables and wires through leg and any other parts of the lectern as needed.
7. Use the actuator remote control and test the service loop length by adjusting the height and checking the range of the cables, wires, and wrap.
8. Use #2 Phillips screwdriver, wood screws, cable tie mounts (E), cable ties (H), and cutting pliers to more permanently tie down cables in all applicable sections of your lectern.

NOTE: Forward compatible holes are located in most areas of your lectern where cables and wires are routed.

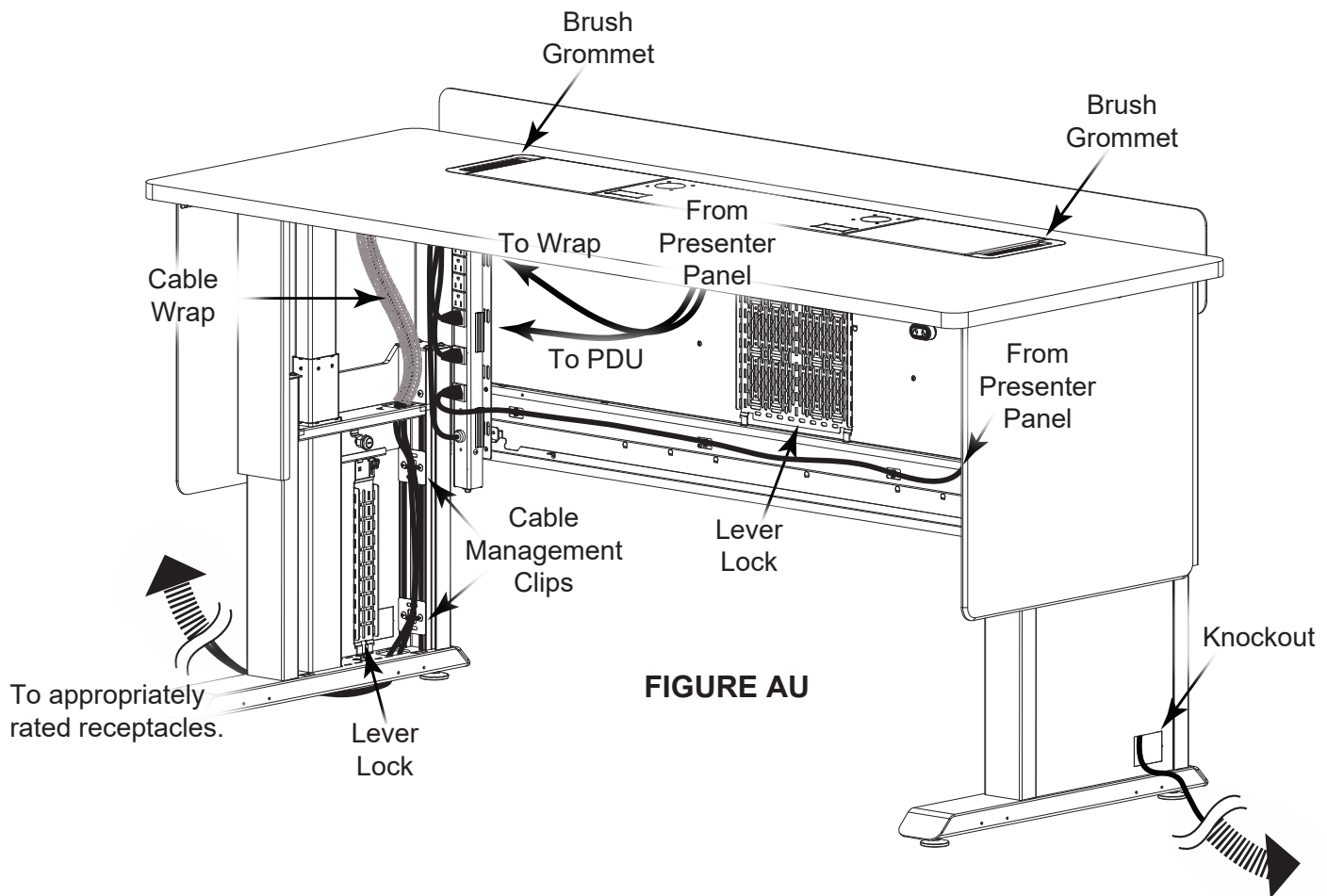


FIGURE AU

9. Provide strain relief to your cable service loop by using tie mounts (E) and ties (H) in the following locations. **(FIGURE AV)**

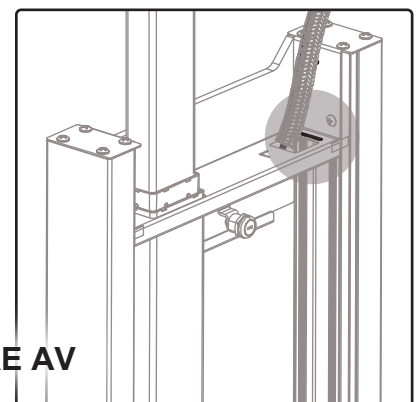
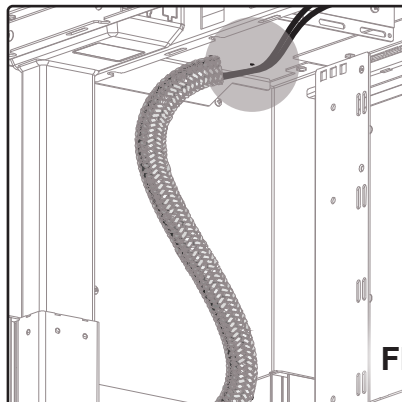


FIGURE AV

INITIALIZING AND RESETTNG LECTERN

NOTE: Plug your power cord into an appropriate receptacle prior to initializing or resetting.

1. Press and hold the down arrow on the control switch (Y) and do not stop pressing until the legs move to the lowest position and then an additional 5 seconds have passed. **(FIGURE AW)**
2. Use the control switch to test the height adjustability of your lectern by moving it up and down.

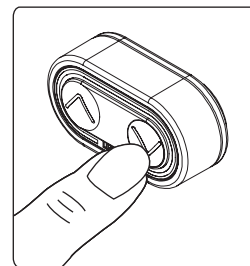


FIGURE AW

ATTACHING MONITOR MOUNT OPTION (IF PURCHASED)

NOTE: This topic presents the mounting installation of the dynamic monitor mount to lectern. Refer to the Dynamic Monitor Mount Series Instruction Sheet (100-00027) at www.legrandav.com for more information. Corresponding product and parts are sold separately.

1. Determine the side where the monitor mount will be installed. **(FIGURE AX)**
2. Use a 1/2" drill bit to drill through the pre-drilled hole (left or right hole), as shown. Drill bit not provided.

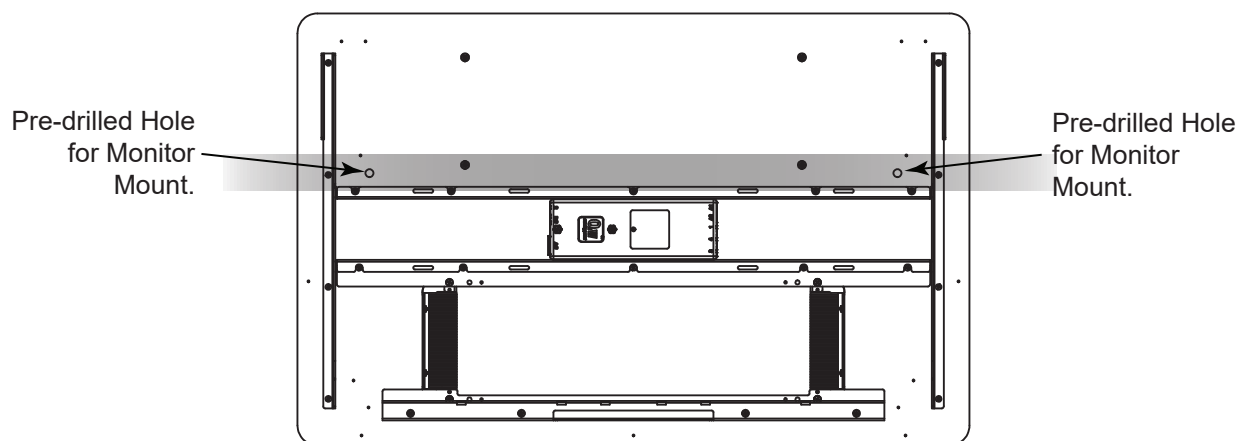


FIGURE AX

For Woodtop Mounting

1. Insert long carriage bolt through adapter plate and attach adapter plate to pole base using (4x) flat head screws, as shown. **(FIGURE AY)**
2. Apply adhesive pads around the bottom of adapter plate evenly spaced.
3. Insert pole base assembly into grommet hole in worksurface and tighten grommet plate and knob to secure to worksurface.

NOTE: For more information, refer to the Dynamic Monitor Mount Series Instruction Sheet (100-00027) at www.legrandav.com.

ATTACHING MONITOR MOUNT OPTION (IF PURCHASED, CONTINUED)

NOTE: If using grommet hole for wire management, position assembly with cutout in line with wires before tightening assembly in place.

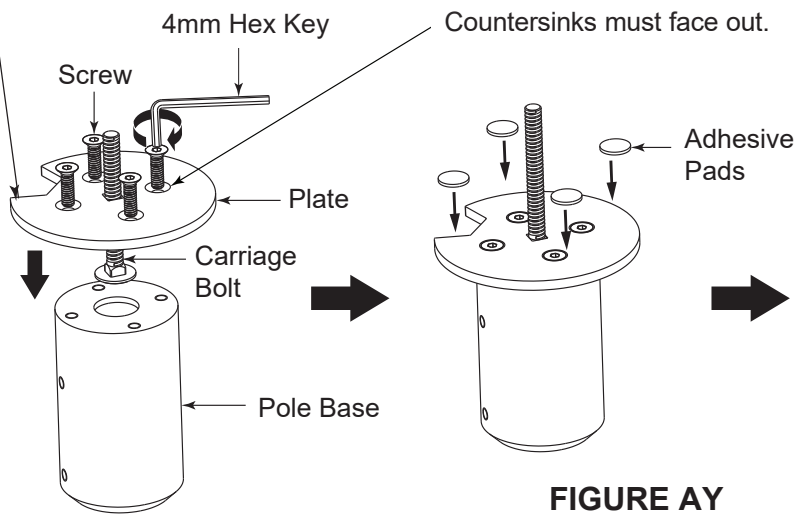


FIGURE AY

For Pole Mounting

NOTE: Corresponding Dynamic Monitor Mount Series product and parts sold separately.

1. Insert arm assembly into pole base and tighten screws to secure the pole base and arm assembly. (**FIGURE AZ**)

2. Remove quick release faceplate from the mount by pulling quick release lever and sliding faceplate up and off mount.

3. Connect faceplate to display using a Phillips screwdriver and (4x) screws to secure faceplate to display, as shown. (**FIGURE BA**)

NOTE: For recessed mounting holes on back of display, use spacers.

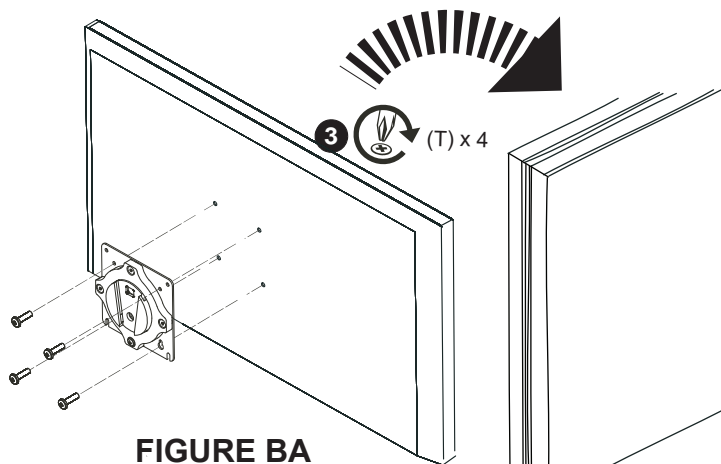


FIGURE BA

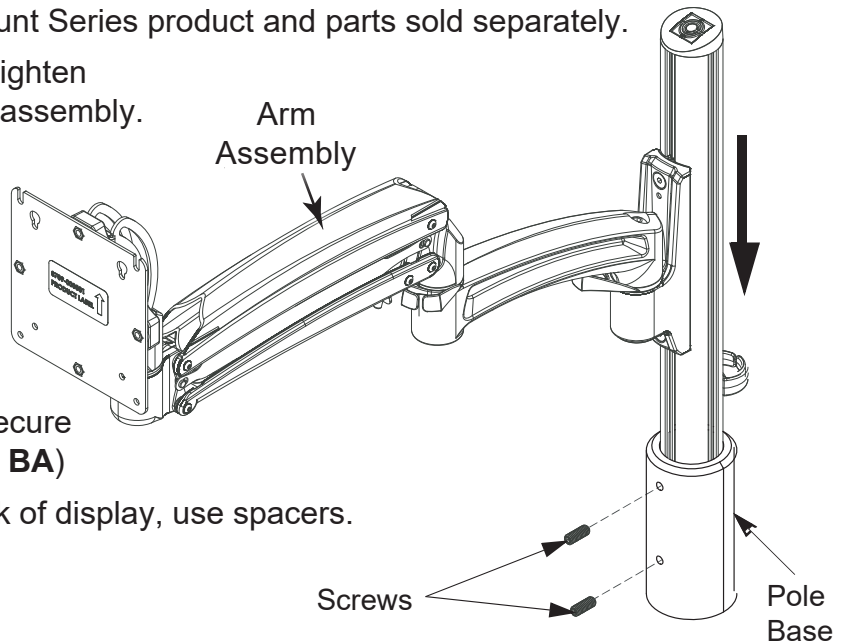


FIGURE AZ

4. Position display with faceplate attached above mount and slide faceplate onto mounting head until quick release tab clicks into place. (**FIGURE BB**)

NOTE: For more information, refer to the Dynamic Monitor Mount Series Instruction Sheet (100-00027) at www.legrandav.com.

LEVELING YOUR LECTERN

NOTE: The following topic provides information on how to re-adjust the leveling mounts for your model.

- Use a socket wrench and 5/16" socket to re-adjust the level of your lectern.
(**FIGURE BC**)

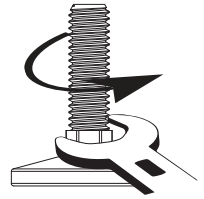


FIGURE BC

ATTACHING CASTERS (IF PURCHASED)



WARNING: This procedure requires at least one additional person.

PRECAUCION: Este procedimiento require mas de una persona.

AVERTISSEMENT: Cette procédure nécessite au moins une personne supplémentaire.

1. With an additional person, carefully tip the lectern over while unscrewing the leveling feet from the bottom of the lectern and set them aside for future use.
2. Thread caster wheel stems into the same opening used for the leveling feet on the bottom of the lectern. (**FIGURE BD**)
3. Tighten casters until the thread on the stem bases catch inside the openings.
4. Use a $\frac{3}{4}$ " wrench on the nut at the stem bases to tighten the casters.

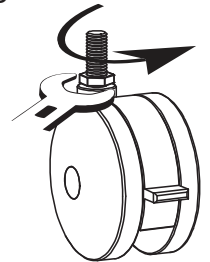


FIGURE BD

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

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