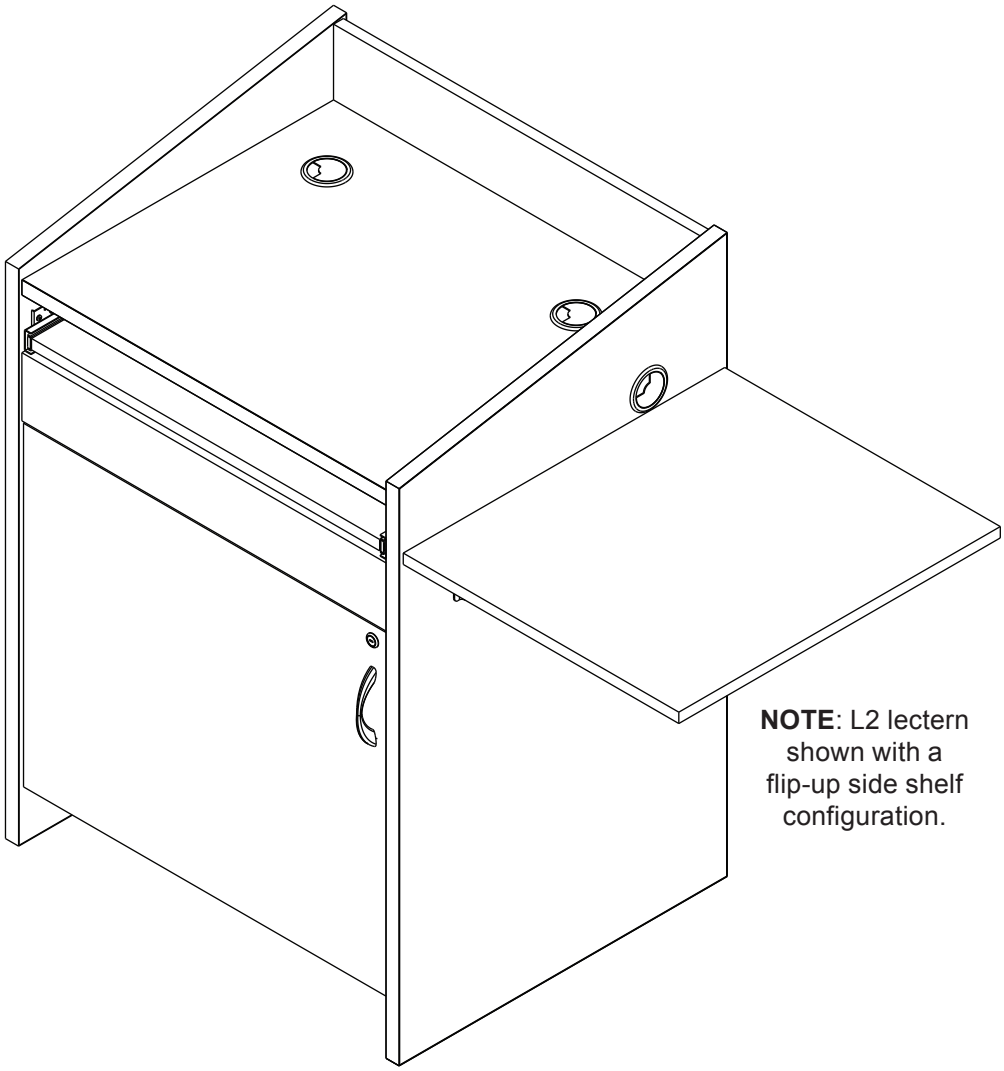
Instruction Sheet

L2 SERIES

Lectern



NOTE: L2 lectern shown with a flip-up side shelf configuration.

THANK YOU

Thank you for purchasing the L2 Series lectern. Please read these instructions thoroughly before installing or assembling this product.

PRODUCT FEATURES

- The only budget-friendly lectern solution that delivers support and security for AV systems, complete with a patent-pending rack, power, thermal and cable management, and connectivity
- The 12RU removable rack boasts a tool-less experience with easy access to rear connections or removal for simple servicing, yet locks in place for transportation
- Flip-up side shelf for extra surface space on certain models

Middle Atlantic Products

I-00824 Rev -

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.

DANGER HAZARDOUS VOLTAGE: The lightning flash with the arrowhead symbol, within an equilateral triangle is intended to alert the user to the presence of uninsulated dangerous voltage within the product's enclosure that may be of sufficient magnitude to constitute a risk of electric shock to persons.

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.

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: Exceeding the weight ratings on page 4 can result in serious injury or damage to the equipment. It is the responsibility of the Installer/User to ensure the 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, 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.

Safety Instructions: Rack Mount

Elevated Operating Ambient: If installed in a closed or multi-unit rack assembly, the operating ambient temperature of the rack environment may be greater than room ambient. Therefore, consideration should be given to installing the equipment in an environment compatible with the maximum ambient temperature (Tma) specified by the manufacturer.

Reduced Air Flow: Installation of the equipment in a rack should be such that the amount of air flow required for safe operation of the equipment is not compromised.

Mechanical Loading: Mounting of the equipment in the rack should be such that a hazardous condition is not achieved due to uneven mechanical loading.

Circuit Overloading: Consideration should be given to the connection of the equipment to the supply circuit and the effect that overloading of the circuit might have on overcurrent protection and supply wiring. Appropriate consideration of equipment nameplate ratings should be used when addressing this concern.

Reliable Earthing: Reliable earthing of rack-mounting equipment should be maintained. Particular attention should be given to supply connections other than direct connections to the branch circuit (e.g. use of power strips).

Disconnect Device (Pluggable Equipment): The socket-outlet shall be installed near the equipment and shall be easily accessible.

INSTRUCTIONS IMPORTANTES SUR LA SÉCURITÉ

- 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.

DANGER TENSION DANGEREUSE: Le symbole de la pointe de flèche, dans un triangle équilatéral, est destiné à alerter l'utilisateur sur la présence de tension dangereuse non isolée dans l'enceinte du produit qui peut être d'une ampleur suffisante pour constituer un risque d'électrocution.

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

REMARQUE: Une remarque est utilisée pour mettre en évidence les procédures relatives à l'installation, au fonctionnement ou à l'entretien du produit.

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: Le dépassement des notes de poids à la page 4 peut entraîner des blessures graves ou des dommages à l'équipement. C'est l'responsabilité de l'installateur/utilisateur de s'assurer que les composants installé ne dépassent pas les notes de poids comme un instable condition peut se produire qui peut causer des blessures ou dommages.

ATTENTION: S'il ya des dommages visibles sur le produit, il ne doit pas être installé.

ATTENTION: Des mesures de sécurité doivent être mises en œuvre en tout temps lors de l'assemblage de ce produit. Utiliser un équipement et des outils de sécurité appropriés pour la procédures de afin d'éviter les blessures.

ATTENTION: Notez que pendant la construction, il ne doit pas y avoir de risque de blessure, comme par exemple le écraser des doigts ou des bras.

ATTENTION: Pour le chargement, placez toujours des articles plus lourds au bas des baies, pas près du sommet, afin d'éviter la possibilité de basculement de l'ameublement.

ATTENTION: L'appareil n'est pas destiné à être utilisé par des enfants en bas âge ou des personnes infirmes sans surveillance.

Consignes de sécurité: montage en rack

Température de fonctionnement élevée: Si installé dans un rack fermé ou à unités multiples , la température ambiante de fonctionnement de l'environnement du rack peut être supérieure à ambiante de la pièce. Par conséquent, il faudrait envisager d'installer l'équipement dans un environnement compatible avec la température ambiante maximale (Tma) spécifiée par le constructeur.

Réduction Air accréditives: Installation de l'équipement dans un rack doit être telle que la quantité de flux d'air nécessaire au bon fonctionnement de l'équipement ne soit pas compromise.

Chargement mécanique: Le montage de l'équipement dans le rack doit être telle qu'une condition dangereuse ne lié à un chargement mécanique irrégulier.

Surcharge des circuits: Il faudrait envisager à la connexion de l'équipement au circuit d'alimentation et l' effet que la surcharge du circuit pourrait avoir sur la protection contre les surintensités et le câblage d'alimentation. Examen approprié des équipements évaluations de la plaque signalétique doit être utilisée pour traiter de cette préoccupation.

Mise à la terre fiable: Fiable mise à la terre de l'équipement de montage en rack doit être maintenue. Une attention particulière devrait être accordée aux connexions d'alimentation autres que les connexions directes vers le circuit de dérivation (par exemple de l'utilisation de bandes de puissance).

Appareil Disconnect (Équipement Pluggable): La prise de courant doit être installée à proximité du matériel et doit être facilement accessible.

WEIGHT RATINGS

Model Number	Weight Rating
Rack Inside L2 Lectern	75 lbs. Maximum Total Rated Load
Flip-Up Side Shelf	20 lbs. Maximum Total Rated Load
Lectern, Rack, and Flip-Up Side Shelf	150 lbs. 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 150 lbs. (68.04 kg).

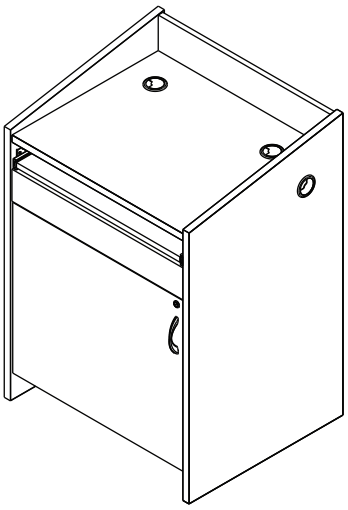
AVERTISSEMENT: Cette produit est conçu pour être utilisé uniquement avec les produits et les poids maximum indiqué. uniquement avec les produits et les poids maximaux indiqués. En cas d'utilisation avec d'autres produits ou des produits plus lourds que le poids maximal indiqué, le chariot peut devenir instable et causer des blessures. Le poids total de l'équipement ne doit pas dépasser 68.04 kg (150 lbs).

REQUIRED TOOLS

- Power Driver
- 1/4” Drill Bit
- Power Driver With 6“ Long Phillips Bit or 6” Long #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.

SUPPLIED COMPONENTS AND HARDWARE

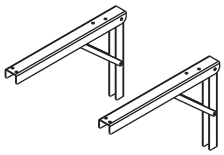


L2 Lectern

HDMI Cable
(6' Length)
A

FLIP-UP SIDE SHELF (IF ORDERED)

(6x)
8-32 x 1"
T-nuts
B



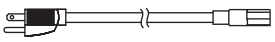
Side Shelf
Brackets
C

(6x)
8-32 x 1 1/4"
Machine
Screw
D

(6x)
#8 Wood
Screw
E

Side Shelf
F

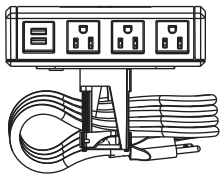
POWER STRIP



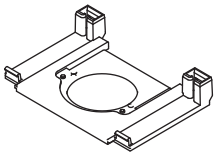
Power Cable
(10' Length, Pre-Installed)
G

Power Strip
(Pre-Installed)
H

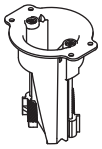
DESKTOP POWER CENTER (WSC320-S)



Power Unit
J

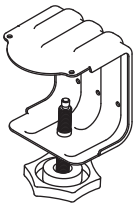


Mounting Plate
K



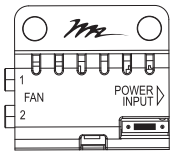
Hole Mount
L

Bushing
M



Edge Mount
Clamp
(NOT USED)

FAN CONTROLLER

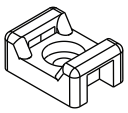


Fan Controller
N

(2x)
#6 x 1/2"
Wood
Screw
P

Fan Controller
Power Supply
R

(12x)
Wire Tie
S

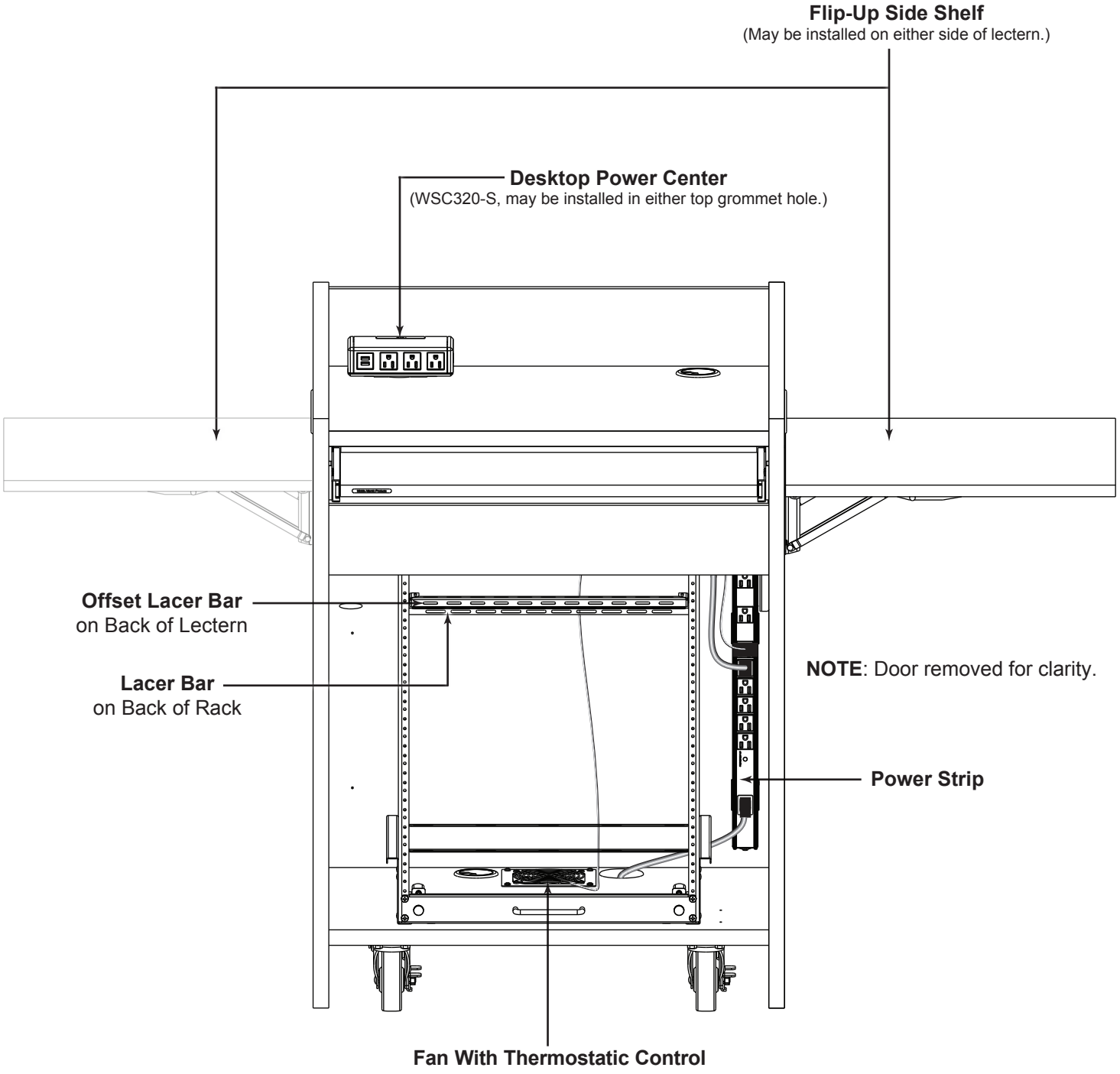


(6x)
Tie Saddle
T

(6x)
#10 x 5/8"
Tie Saddle
Screw
U

NOTE: Additional hardware is included that may not be required for your installation.

PRODUCT FEATURES (CONTINUED)



REMOVING THE RACK FROM THE GUIDE BRACKETS

1. Remove (2x) thumb screws. (**FIGURE A**)

2. Use handle on front of lower rack to pull the framework out of the lectern and off the guide brackets.

3. Reverse the procedure to re-install the rack.

NOTE: Carefully review all other topics in these instructions before loading equipment in the rack, performing cable management, and re-installing the rack inside the lectern.

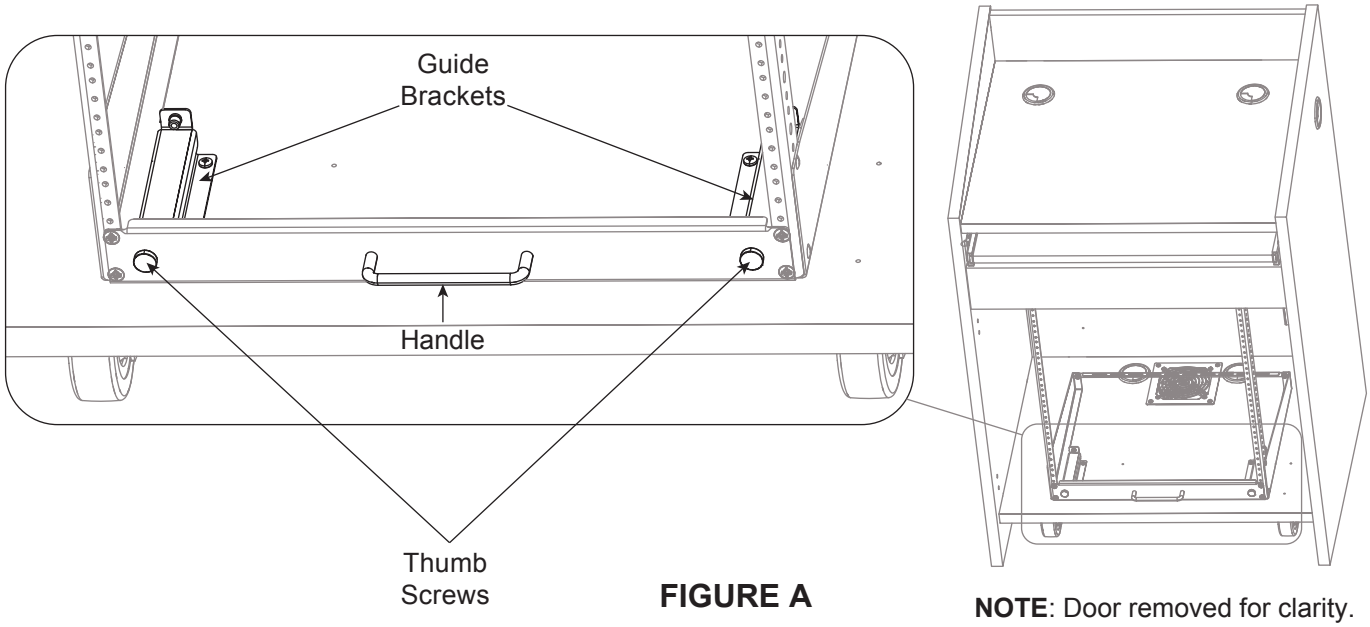


FIGURE A

NOTE: Door removed for clarity.

RELOCATING THE RACK

The rack comes pre-assembled with the guide brackets in the center position; however, they may be moved to the right (facing) position, if desired.

1. Use power driver or screwdriver to remove the (4x) #10 x 5/8” screws on the guide brackets to remove them from the bottom of the lectern. (**FIGURE B**)

2. Shift the guide brackets to the other pre-drilled holes.

3. Use the screws to attach each guide bracket to the bottom of the lectern.

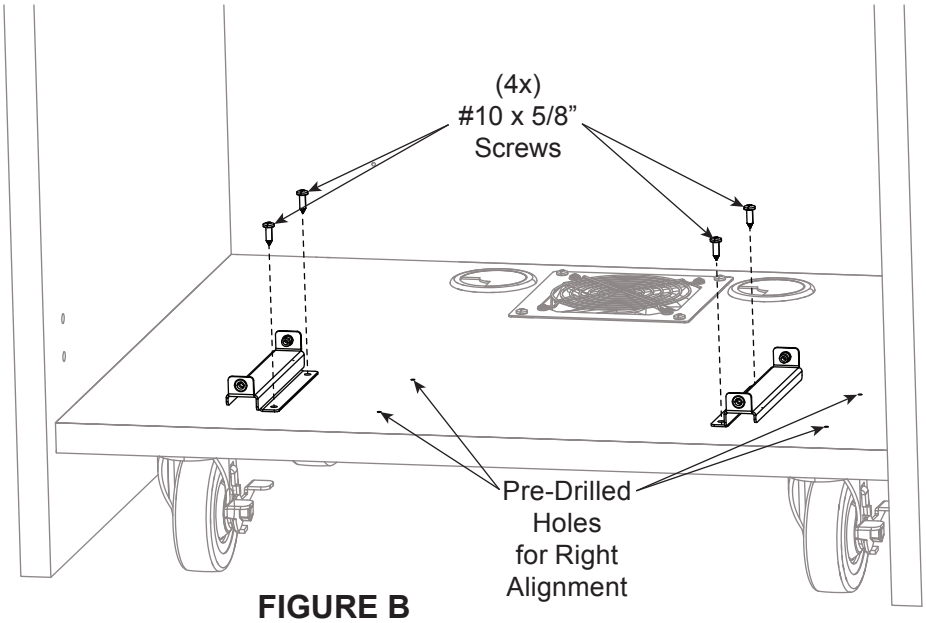


FIGURE B

INSTALLING THE FLIP-UP SIDE SHELF

Use the following topic if your lectern configuration includes a flip-up side shelf.

1. Locate pilot mounting holes on the inside of the lectern on the side you wish to install the shelf. (**FIGURE C**)

NOTE: The figure shows a right panel shelf installation, but the procedure is typical for either side.

2. Use power driver and 1/4” bit to enlarge and drill through the 6 mounting holes from the **inside** surface of the side panel.

3. Make sure both side shelf brackets (C) are in the open position as shown.

NOTE: Press long end of the bracket underside to adjust position.

4. Use (6x) 8-32 x 1 1/4” machine screws (D, 3 per bracket) and (6x) T-nuts (B) to attach brackets to the side panel as shown. Do not fully tighten screws at this point. (**FIGURE C**)

5. Use (6x) #8 wood screws (E, 3 per bracket) to attach the side shelf (F) to the brackets. Do not fully tighten screws at this point. (**FIGURE D**)

6. Press the long ends of the brackets to move the side shelf into the up and down positions and make fine adjustments to the screws as necessary.

7. Tighten all screws. Do not overtighten.

NOTE: Make sure T-nuts (B) are fully seated on the inside of the side panel when tightening the machine screws (D) at this point.

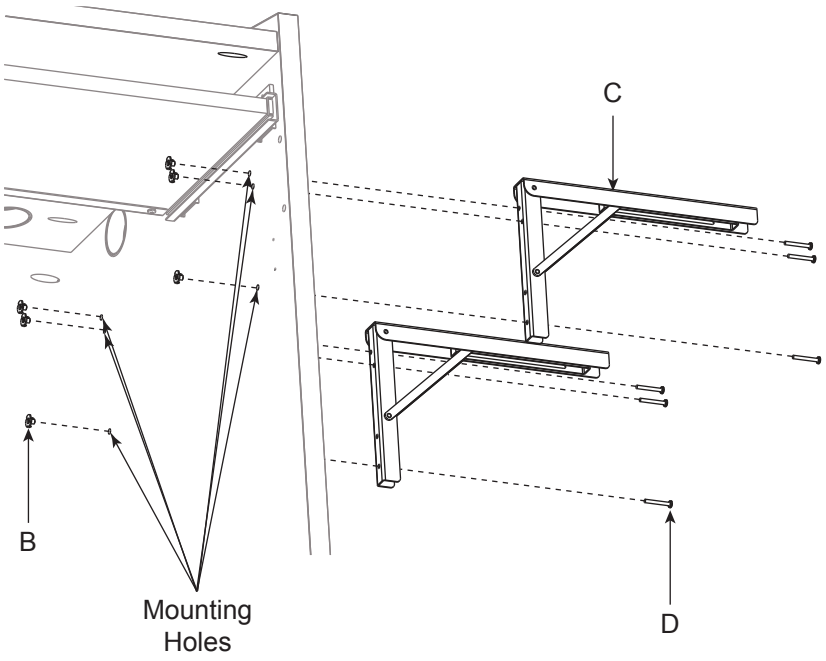


FIGURE C

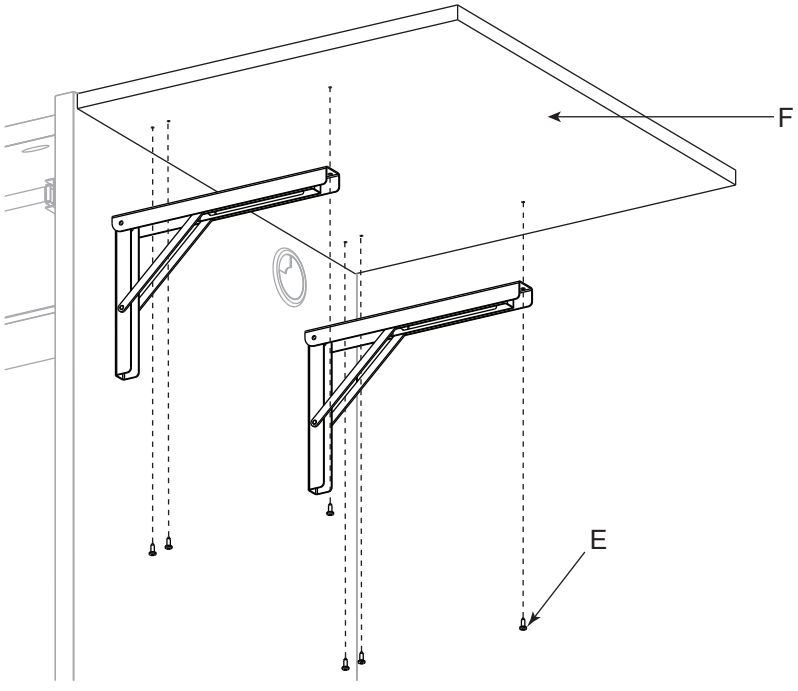


FIGURE D

CONNECTING THE POWER STRIP TO A POWER SOURCE

The lectern comes with a power strip pre-installed in the right (facing) position; however, you must connect the power cord to your desired power source.

1. The power cable (G) should already be plugged into the receptacle on the power strip (H) and secured in place with the power cable retainer. (**FIGURE E**)

NOTE: Different IEC cables may be used; however, the length must be a minimum of 5ft. (1.5M) and a maximum of 15ft. (4.5M).

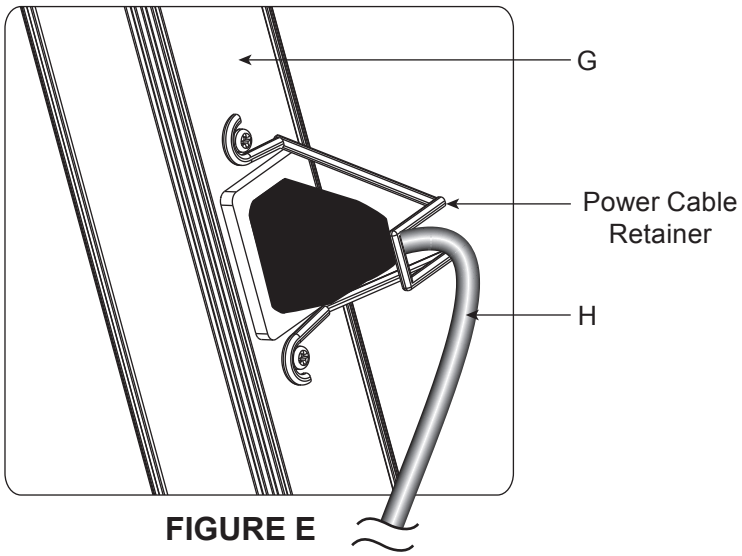
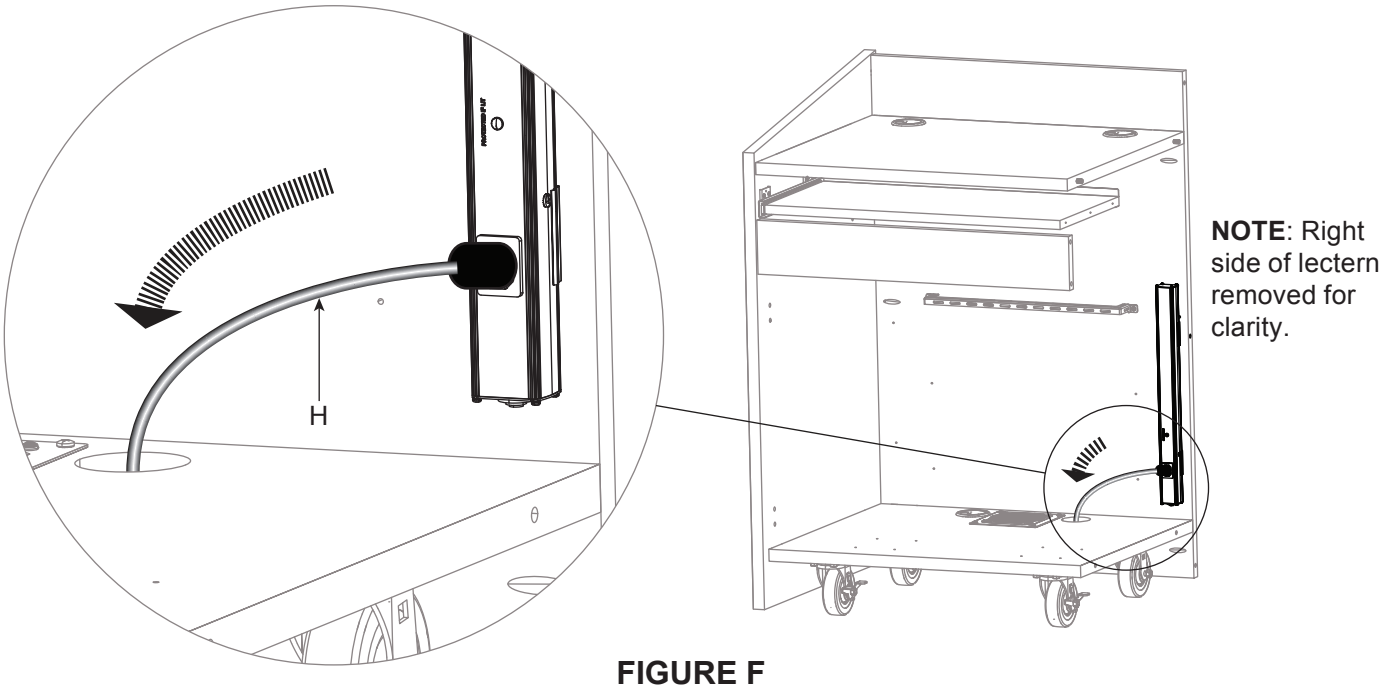


FIGURE E

2. Run the power cable (H) through one of the grommet holes on the bottom of the lectern and into your desired receptacle. (**FIGURE F**)



NOTE: Right side of lectern removed for clarity.

FIGURE F

RELOCATING THE POWER STRIP

The lectern comes with a power strip pre-installed in the right (facing) position; however, it may be moved to the left position, if desired.

1. Remove the power cable (G) from the power strip (H).

2. Pull the power strip (H) from the power mounting clips. (**FIGURE G**)

NOTE: Different IEC cables may be used; however, the length must be a minimum of 5ft. (1.5M) and a maximum of 15ft. (4.5M).

TIP: To remove the power strip (H) from the power mounting clips, wedge a flat head screwdriver between the side of the power strip and clip, and gently pry them from each other as shown. (**FIGURE G**)

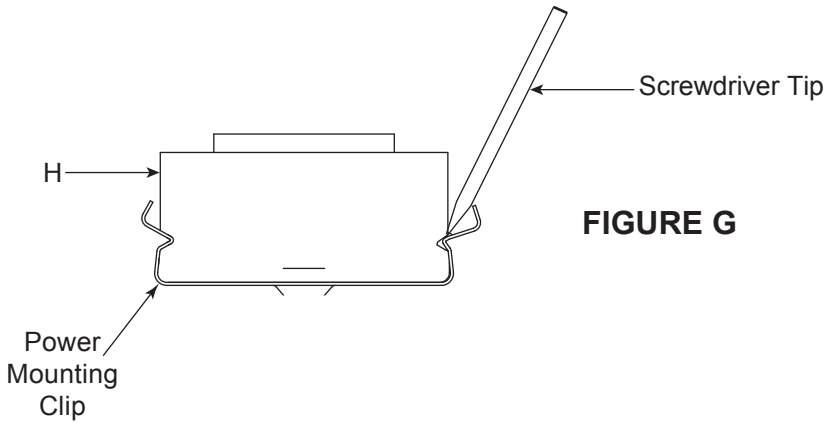
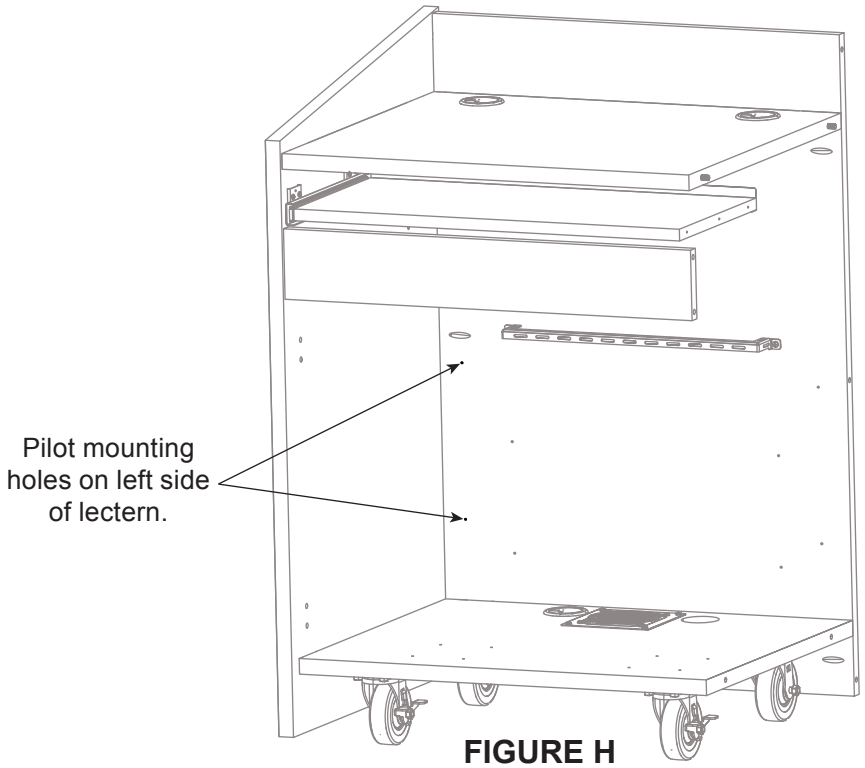


FIGURE G

3. Use power driver to remove wood screw on each power mounting clip to remove them from the back of the lectern.

4. Locate pilot mounting holes on the left side (inside) of the lectern. (**FIGURE H**)

5. Reverse the steps to install the power strip on the left side.



NOTE: Right side of lectern removed for clarity.

FIGURE H

INSTALLING THE DESKTOP POWER CENTER (WSC320-S)

1. Decide which lectern top grommet hole you wish to install the desktop power center in and remove that grommet from the lectern. (**FIGURE J**)

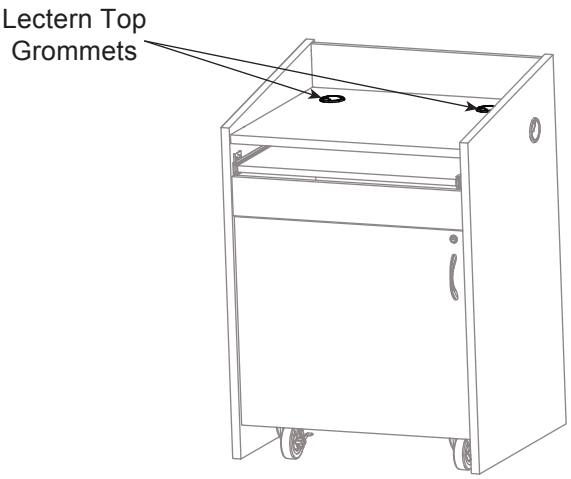


FIGURE J

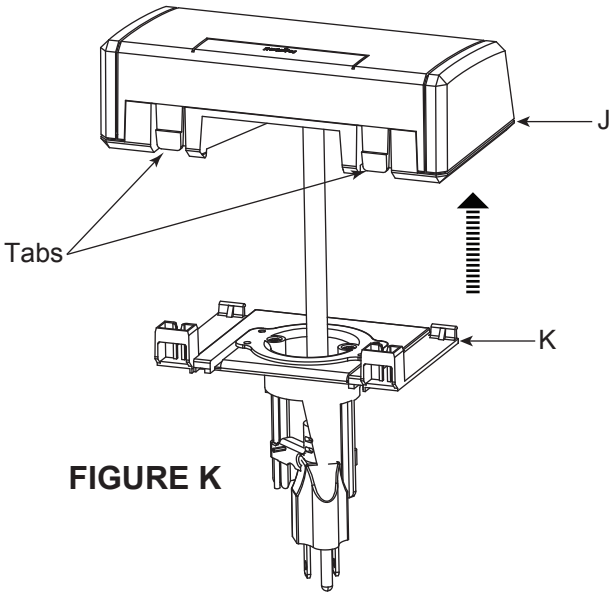


FIGURE K

2. Press tabs on rear of power unit (J) to remove it from the mounting plate (K). (**FIGURE K**)

3. Insert hole mount (L) through mounting plate (K), bushing (M), and into selected top grommet hole. (**FIGURE L**)

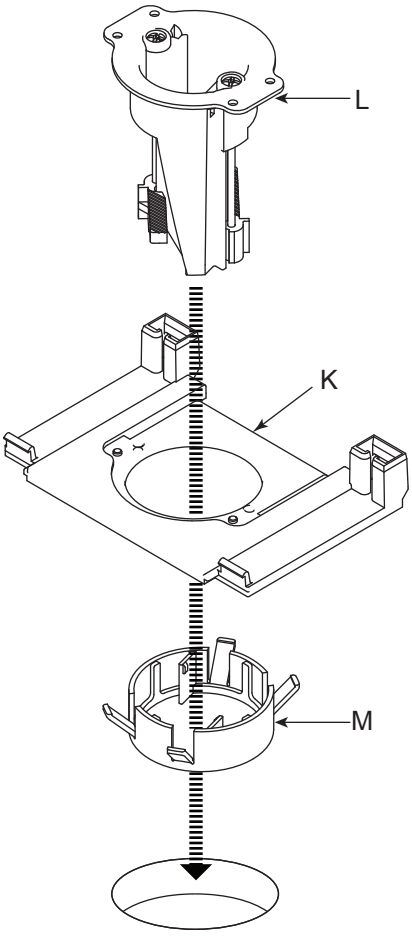


FIGURE L

4. Tighten (2x) screws on the hole mount (L) to secure the assembly to the top grommet hole as shown. (**FIGURE M**)

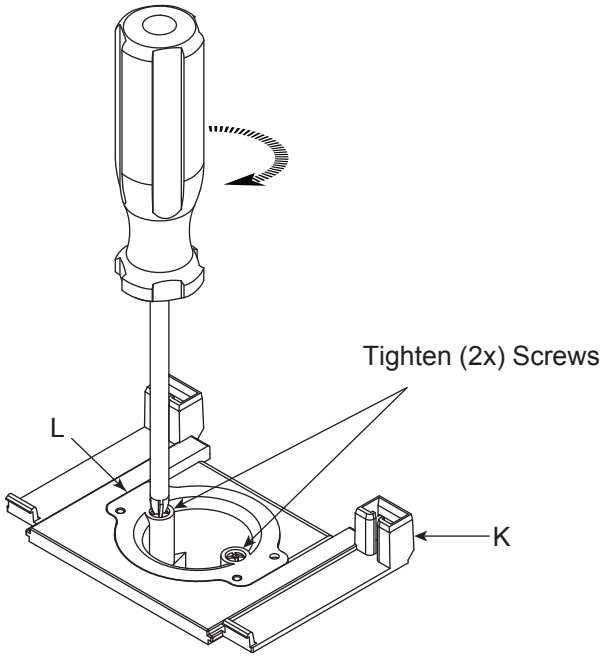


FIGURE M

5. Run the power unit's (J) power cable through the top grommet hole and connect it to the power strip (H). Hook the front slots on the power unit (J) to the clips on the mounting plate (K) as shown. (**FIGURE N**)

NOTE: Other cables may be run up and/or down the opening during this step. The recessed opening on the back of the power unit (J) accommodates additional cables, such as the included 6' HDMI cable (A).

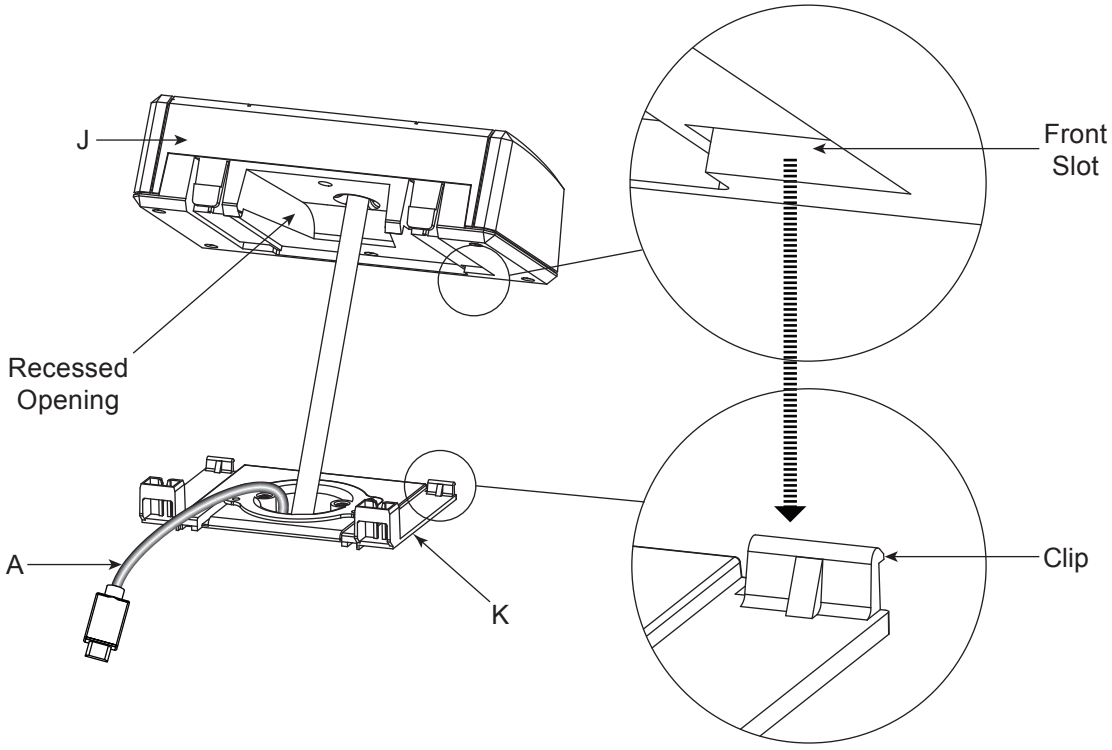


FIGURE N

INSTALLING THE DESKTOP POWER CENTER (WSC320-S, CONTINUED)

6. Insert 2 tabs on the back of the power unit (J) into the slots on the back of the mounting plate (K) until it clicks into place. (**FIGURE P**)

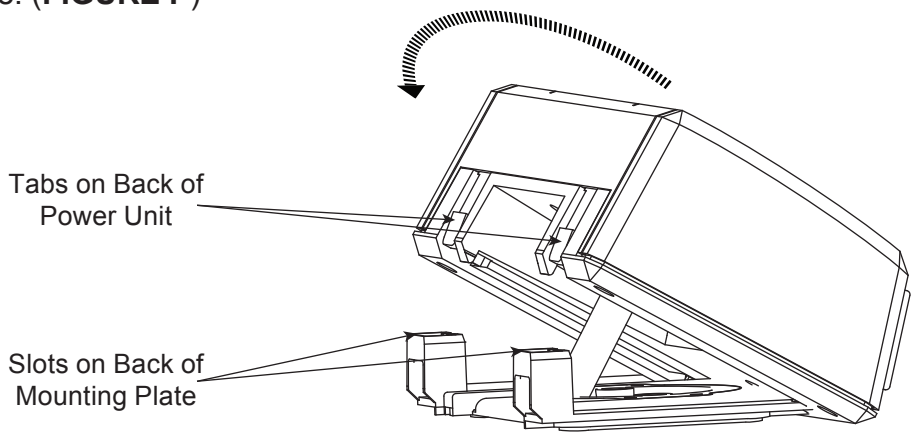


FIGURE P

WIRING THE PRE-INSTALLED FAN

1. Use the jumper on the inline fan controller (N) for the following functions:

- Jumper on two center pins (pre-installed location) turns the fan on at 87º and off at 85º. (**FIGURE R**)
- Jumper on two left pins, fan will remain off.
- Jumper on two right pins, fan will remain on.

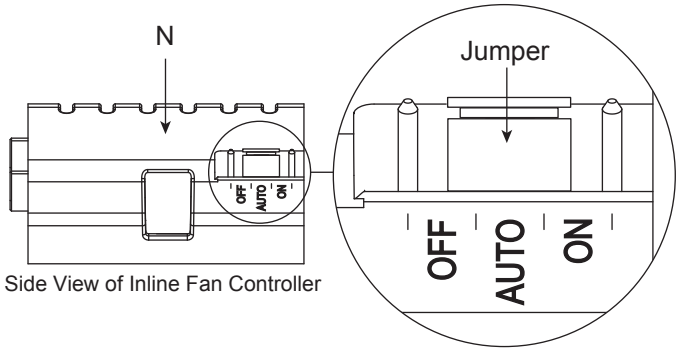


FIGURE R

2. Use (2x) wood screws (P) to mount the inline fan controller (N) into the pre-drilled holes on the inside back of the lectern. (**FIGURE S**)

NOTE: Door and right side of lectern removed for clarity.

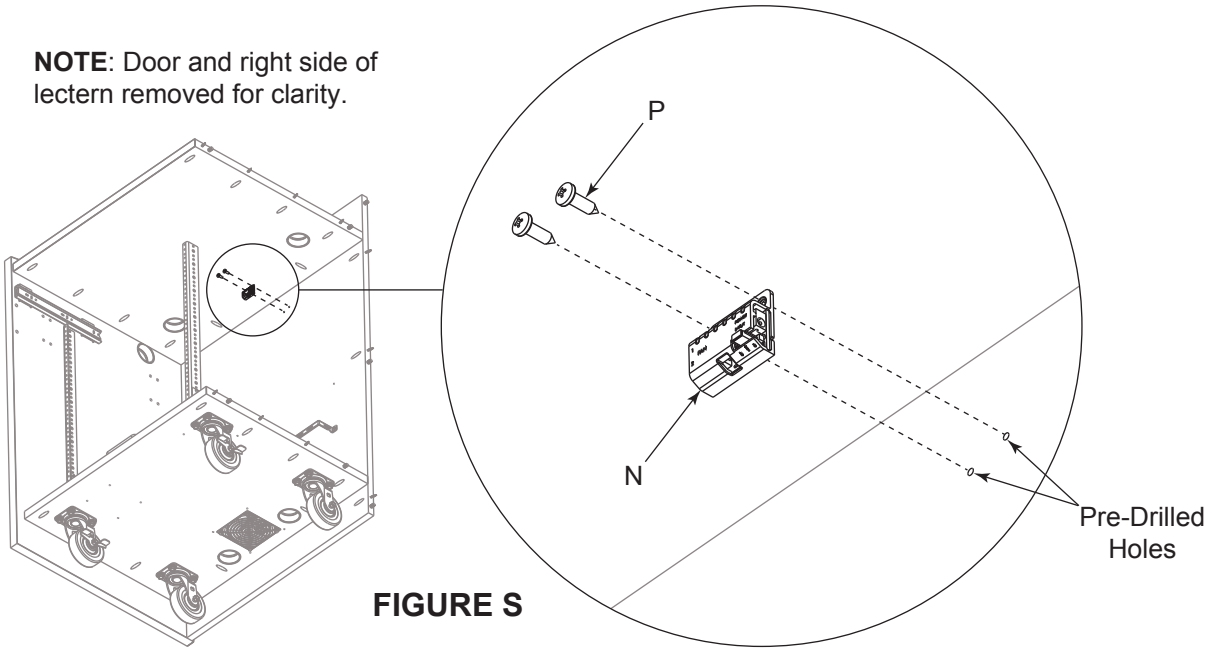


FIGURE S

WIRING THE PRE-INSTALLED FAN (CONTINUED)

3. Run the cable from the fan to the inline fan controller (N). (Inputs 1 and 2 are interchangeable.) (**FIGURE T**)

4. Connect the fan controller power supply (R) to the input on inline fan controller (N).

5. Connect power supply to power strip (H).

NOTE: Wire ties (S), tie saddles (T), and tie saddle screws (U) are provided for cable management.

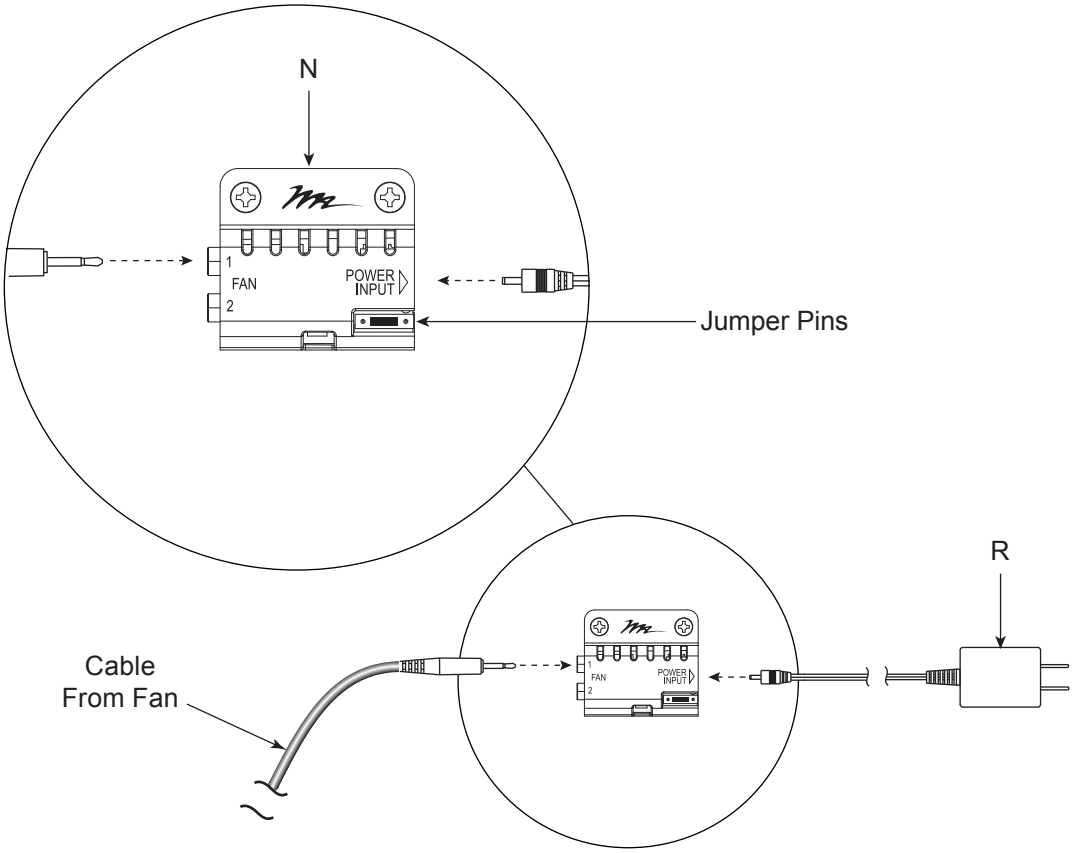


FIGURE T

ADJUSTING THE FRONT DOOR (IF NECESSARY)

• If necessary, use a screwdriver to adjust the door hinges as shown. (**FIGURE U**)

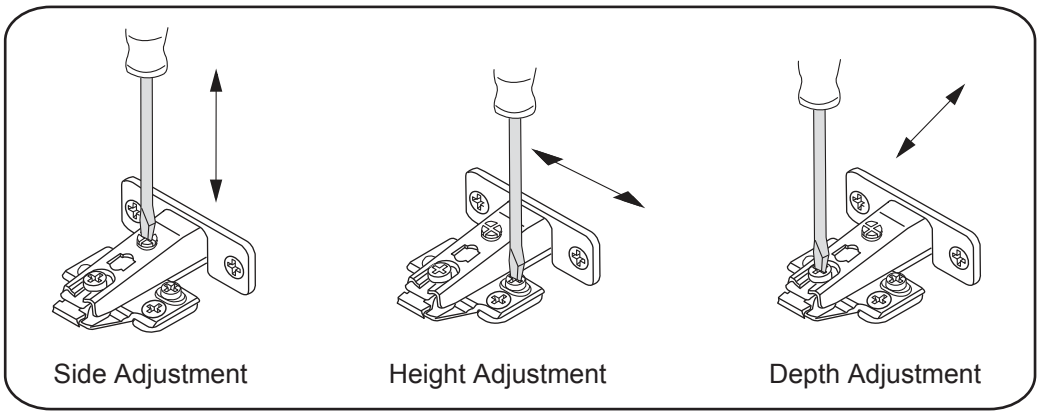


FIGURE U

RELOCATING THE LACER BAR INSIDE THE BACK OF THE LECTERN

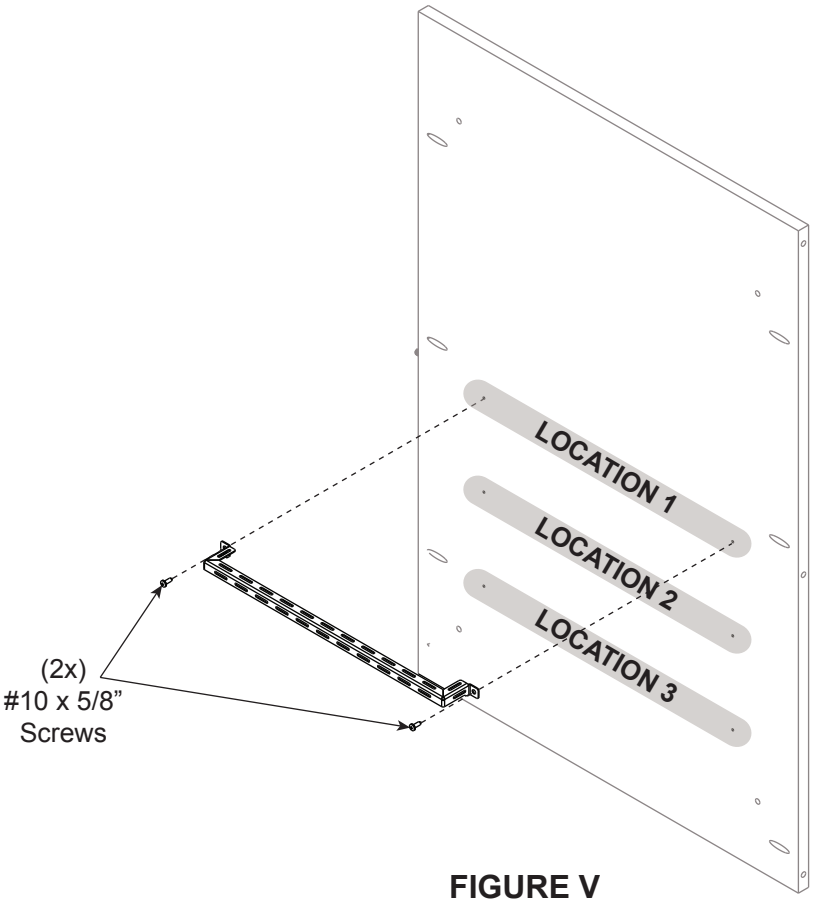
If desired, you may relocate the lacer bar that is pre-installed inside the back of the lectern into any of the pre-drilled screw locations. (**FIGURE V**)

NOTE: Leaving the lacer bar in the pre-installed top position is best for forming a proper service loop as shown in the next topic.

1. Use power driver or screwdriver to remove (2x) #10 x 5/8” screws from the lacer bar.

2. Find the pre-drilled holes on the inside of the lectern in the position you wish to relocate the lacer bar. (**FIGURE V**)

3. Re-attach the lacer bar using the screws.



NOTE: Back of lectern isolated for clarity.

FIGURE V

CABLE MANAGEMENT

This topic shows you how to create a proper service loop when running cables to equipment installed in the rack inside your lectern.

1. Load your equipment into the rack and form a service loop by using wire ties (S) to attach the cables to the lacer bars on the back of the rack and lectern as shown. (**FIGURE W**)

NOTE: The length of the service loop should be a minimum of 2' for proper clearance when removing the rack from the lectern and servicing equipment.

2. Run the equipment cables through one of the grommet holes on the bottom of the lectern and into your desired receptacle.

3. Re-install the rack on the guide brackets inside the lectern. For more information, see "Removing the Rack From the Guide Brackets" on page 7.

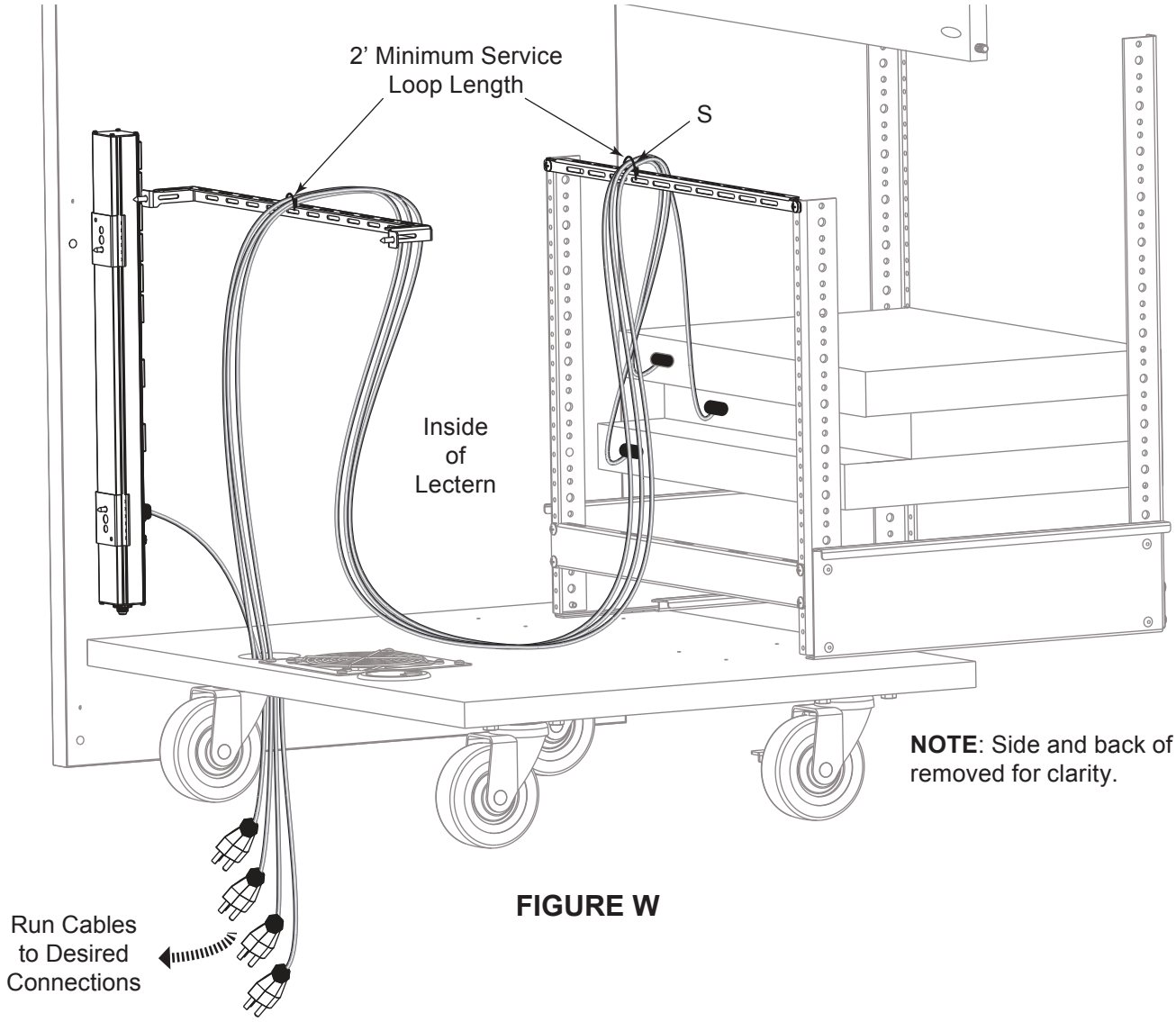


FIGURE W

WARRANTY

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

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