

MIDDLE ATLANTIC®

A brand of **legrand**



forum[™]
COLLABORATION SUITE

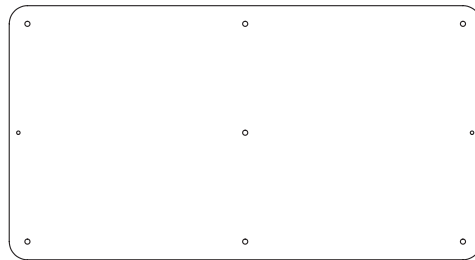
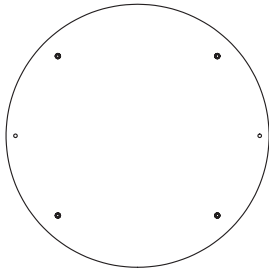
Logo Panel

Instruction Sheet
100-00113 Rev A



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.



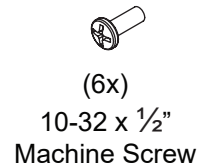
Logo Panel

A

NOTE:

Round Logo Panels is 14" (356mm) in diameter.

Rectangular Logo Panels are 18" (457mm), 26" (660mm), or 34" (864mm) in width.



(6x)

10-32 x 1/2"
Machine Screw

B



(12x)

Washer

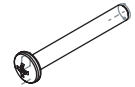
C



(6x)

Spacers

D



(6x)

10-32 x 1 1/2"
Machine Screw

E

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
- Flathead Screwdriver
- Electric Drill
- 3/8" Drill Bit
- #2 Philips Bit
- #2 Philips Screwdriver



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 components and hardware and save this instruction sheet for future use.

Your Forum™ lectern configuration may include a turret option, a siderack option, and a logo panel (options and logo panels each sold separately). Complete the topics in this instruction sheet in order of appearance to assemble and configure your product.

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

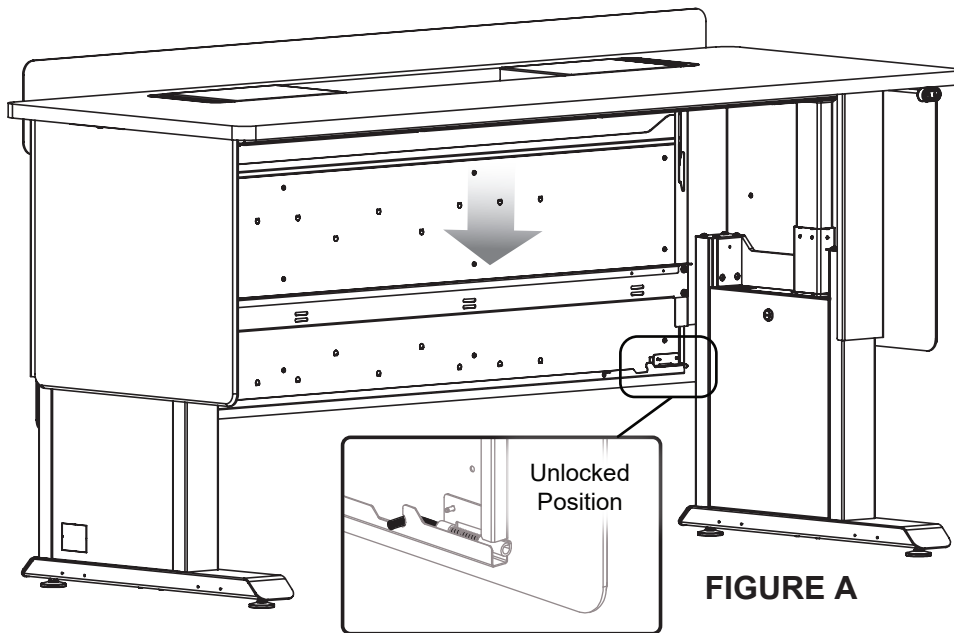
INTRODUCTION (CONTINUED)

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.legradav.com:

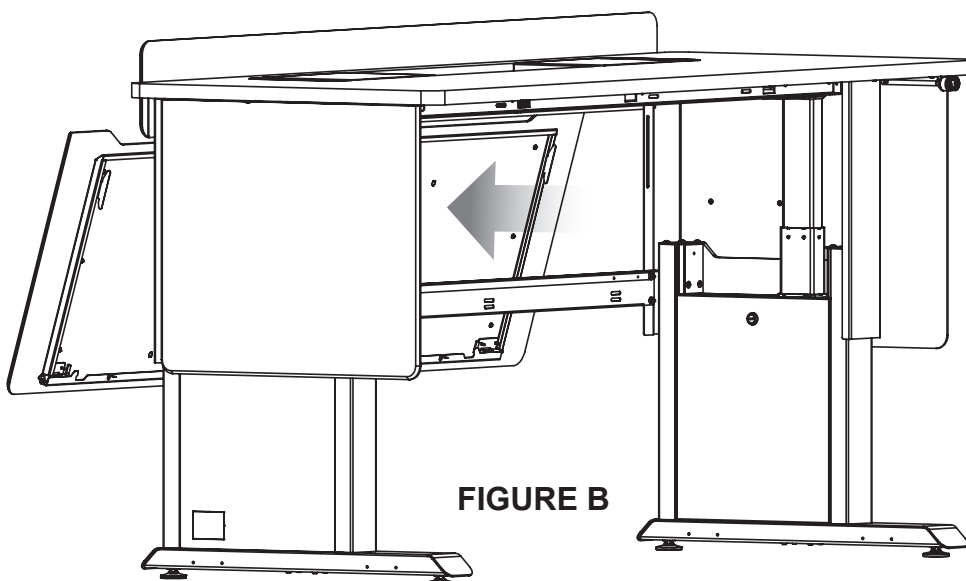
https://www.legrandav.com/Products/Technical_Furniture/Collaboration/Forum_Collaboration_Suite

- Forum Lectern Main Instruction Sheet (100-00110)
- 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)

REMOVING LOWER REAR PANEL



1. From the presenter side of your lectern and beneath the woodtop, carefully hold the rear lectern modesty panel while pulling the spring hinges into the unlocked position as shown. (**FIGURE A**)
2. Allow the rear panel to slide downward from the hinges and hang from the tabs on the top sides and hooked into the slots on the frame.



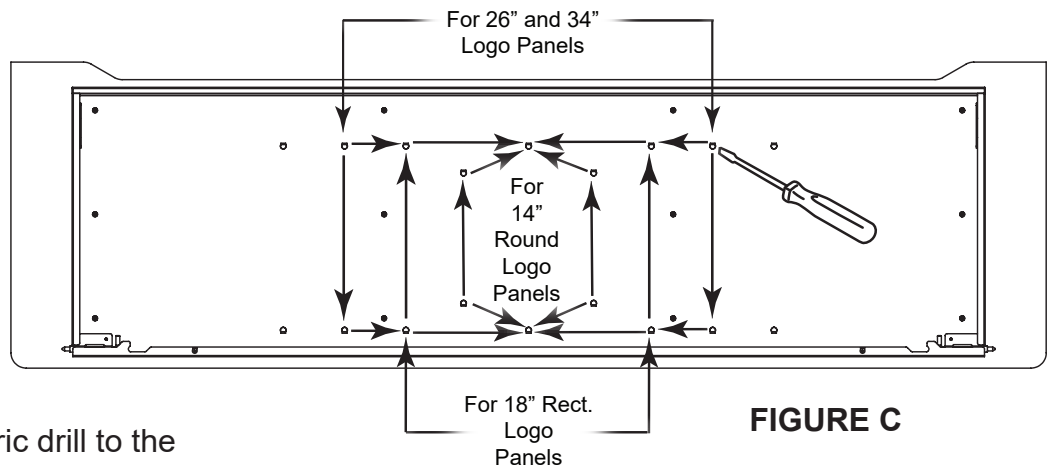
3. From the audience side of your lectern, lift and remove the panel by unhooking the tabs from the slots. (**FIGURE B**)

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

4. Place the panel on an appropriate work surface with the inside facing up.

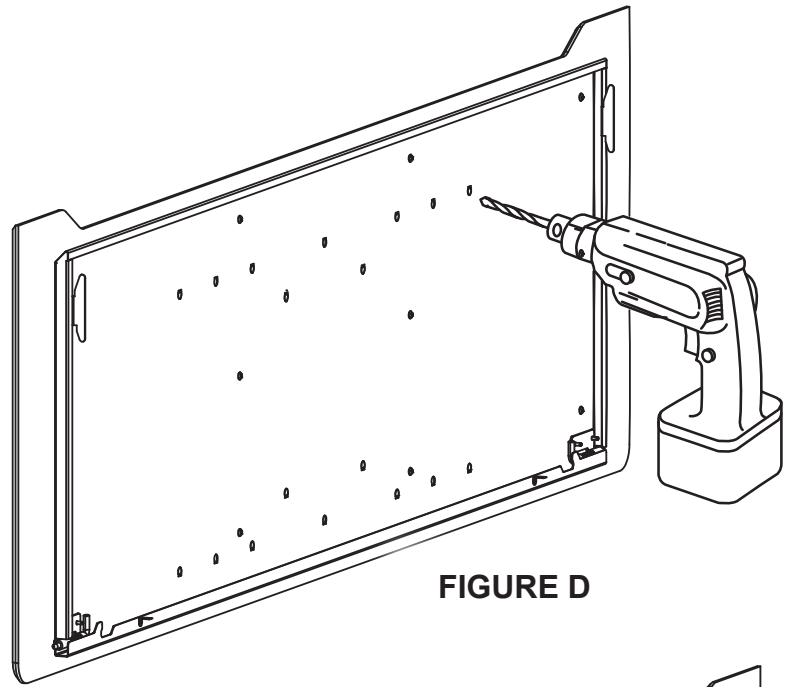
ATTACHING LOGO PANEL TO LECTERN

5. Use a flathead screwdriver to carefully clear 4 holes from the rear panel for the size of your particular logo panel (A). Use the following figure to locate the correct holes. (**FIGURE C**)



NOTE: Adjust torque on electric drill to the drill setting.

6. Use an electric drill and $\frac{3}{8}$ " bit to create an opening through the felt for each of the 4 holes cleared for your logo panel from the previous step. (**FIGURE D**)
7. Clean felt material pieces of from drilled openings from the audience-facing side of the modesty panel.
8. Use one of the two remaining sections in this topic to complete your logo panel installation with either a flush or offset finish, as desired.

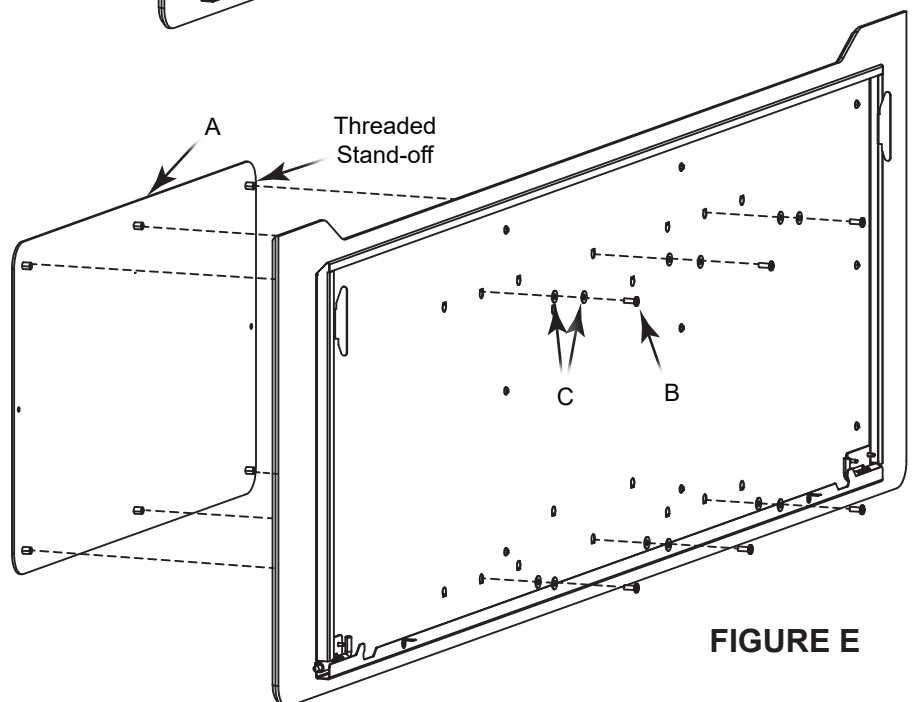


Finishing The Logo Panel Flush Against Your Lectern

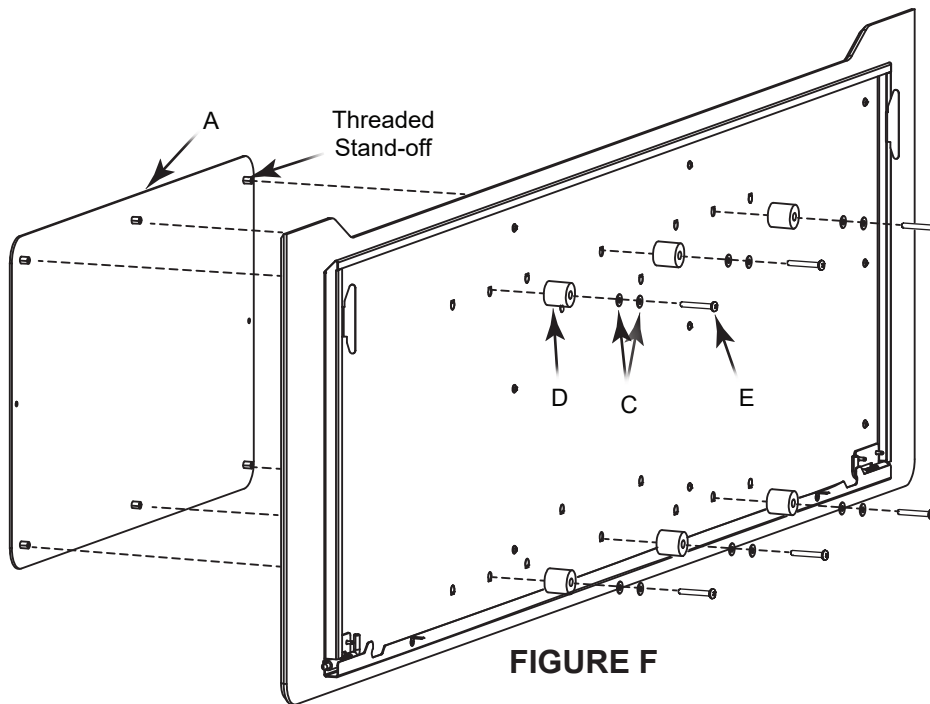
1. Insert the standoffs on the back of your logo panel (A) into the holes on the outside of the modesty panel. (**FIGURE E**)
2. Use (6x) 10-32 x $\frac{1}{2}$ " screws (B), (12x) washers (C) and hand tighten screw and washer into standoff threads.

NOTE: Adjust torque on electric drill to the drill setting.

4. Use electric drill and #2 Phillips bit to tighten all screws.



ATTACHING LOGO PANEL TO LECTERN (CONTINUED)



Finishing The Logo Panel Offset From Your Lectern

1. Insert the standoffs on the back of your logo panel (A) into the holes on the outside of the modesty panel.
2. Use (6x) 10-32 x 1½" screws (E), (12x) washers, and (6x) spacers (D) to hand tighten into standoff threads. (**FIGURE F**)

NOTE: Adjust torque on electric drill to the drill setting.

3. Use electric drill and #2 Phillips bit to tighten all screws.

ATTACHING LOWER REAR PANEL

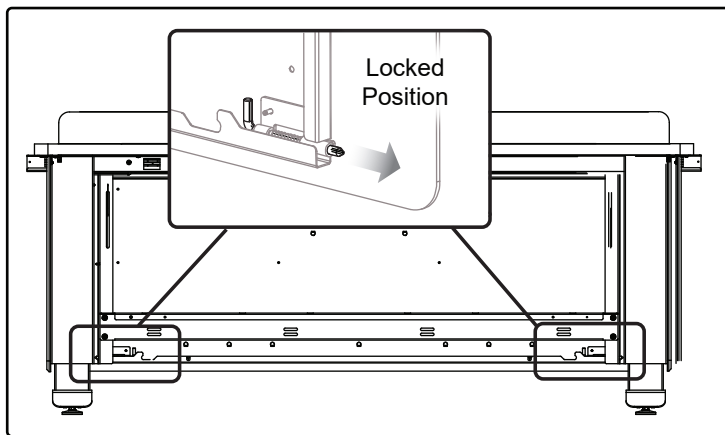


FIGURE G

1. Reverse the steps listed in "Removing Lower Rear Panel" on page 3 to attach lower rear panel to lectern.
2. Refer to image shown for a locked positioned hinge. (**FIGURE G**)

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

P: +31 495-726-003 | av.emea.middleatlantic.support@legrand.com

United States (US)

Legrand | AV Headquarters
6436 City West Parkway
Eden Prairie, MN, 55344, USA

European Union (EU)

Legrand AV Netherlands
B.V. Franklinstraat 14 6003
DK, Weert, Netherlands

United Kingdom (UK)

Starline Holding Technology Ltd.
(Authorized Representative)
Unit C, Island Rd.
Reading RG2, 0RP- UK

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

Legrand AV is an ISO 9001 and ISO 14001 Registered Company.

MIDDLE ATLANTIC®

A brand of  **legrand®**