

# MIDDLE ATLANTIC®

A brand of **legrand**



**forum**<sup>™</sup>  
COLLABORATION SUITE

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**Rack Option**  
Instruction Sheet  
100-00114 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 polarized or 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.

## INSTRUCCIONES DE SEGURIDAD IMPORTANTES - ES

- Lea estas instrucciones.
- Preste atención a todas las advertencias.
- Limpie solamente con un paño seco.
- Guarde 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:** La muerte o lesiones graves pueden ocurrir cuando los niños suben a los muebles de equipos de audio y/o video. Un mando a distancia o los juguetes colocados en el mobiliario pueden animar a un niño a subir en el mobiliario y como resultado el mobiliario puede caer sobre el niño.



**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 solo a una toma de corriente con conexión a tierra. No desactive el propósito de seguridad del enchufe polarizado o 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.

## 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:** Des décès ou des blessures graves peuvent survenir lorsque les enfants montent sur des meubles d'équipement audio et/ou vidéo. Une télécommande ou des jouets placés sur l'ameublement peuvent encourager un enfant à grimper sur l'ameublement et, par conséquent, l'ameublement peut basculer sur l'enfant.



**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 polarisée ou 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.



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## WEIGHT RATINGS

Item	Weight Rating
Forum Rack (For a 12RU, 16RU, and 20RU Rack)	300 lbs. (136.1 kg) Maximum Total Rated Load



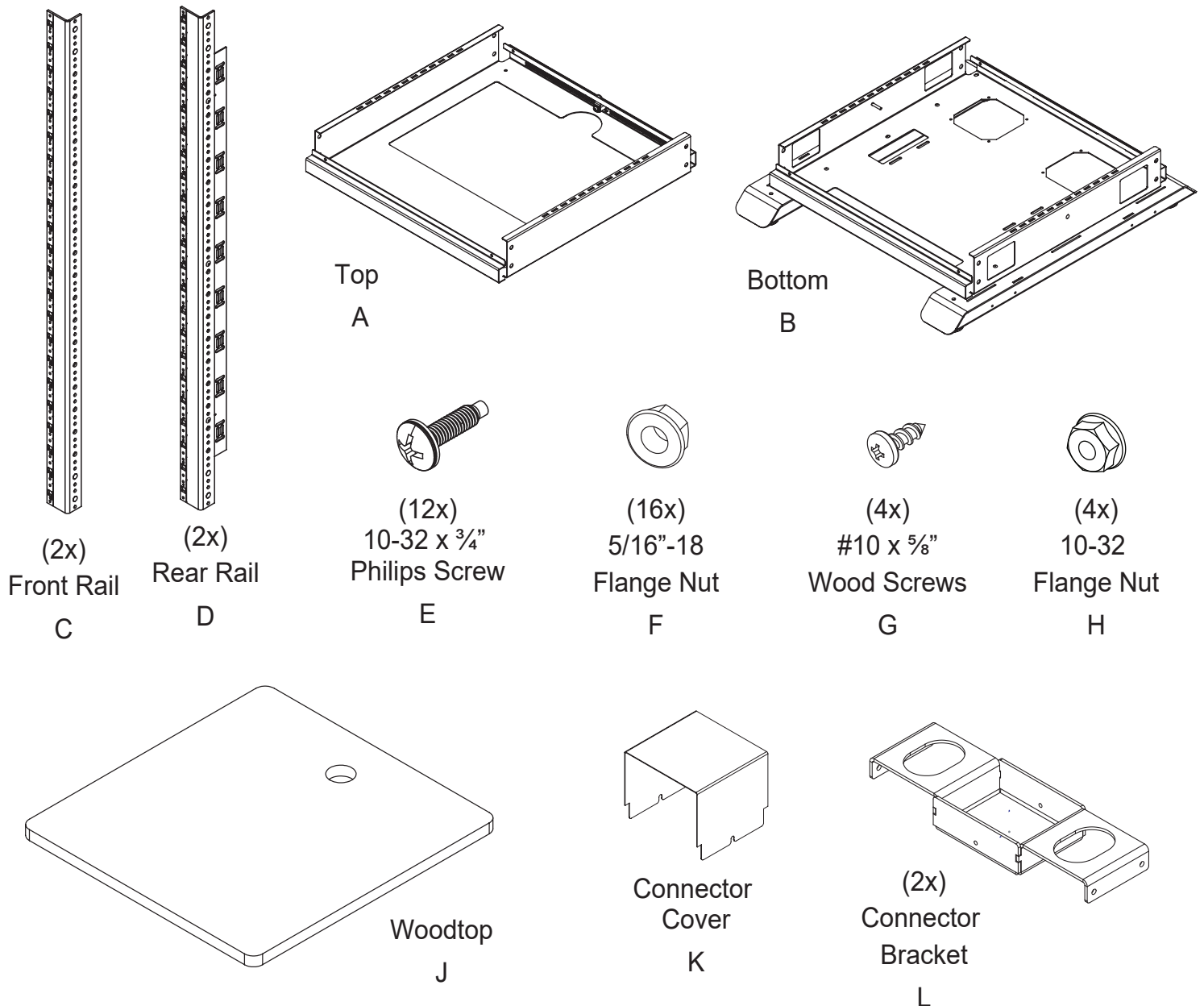
**WARNING:** This product is intended for use only with the products and maximum weights indicated. Use with other products or products heavier than the maximum weights indicated may result in instability causing possible injury. Total equipment weight must not exceed the amounts indicated on the previous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

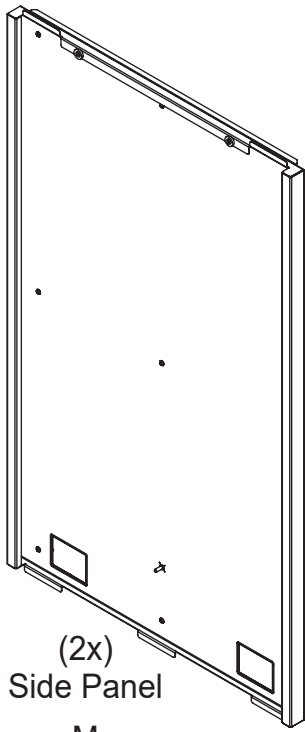
**AVERTISSEMENT:** Ce produit est destiné à être utilisé uniquement avec les produits et les poids maximum indiqués. L'utilisation avec d'autres produits ou produits plus lourds que le poids maximum indiqué peut entraîner une instabilité pouvant causer des blessures. Le poids total de l'équipement ne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

## SUPPLIED COMPONENTS AND HARDWARE

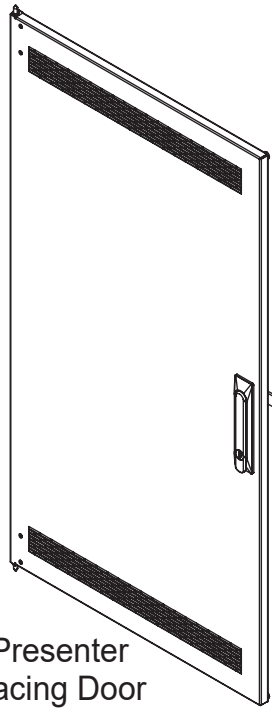
If any pieces are missing or damaged, please report it immediately to Technical Support at [av.support@legrand.com](mailto:av.support@legrand.com) or (866) 977-3901.



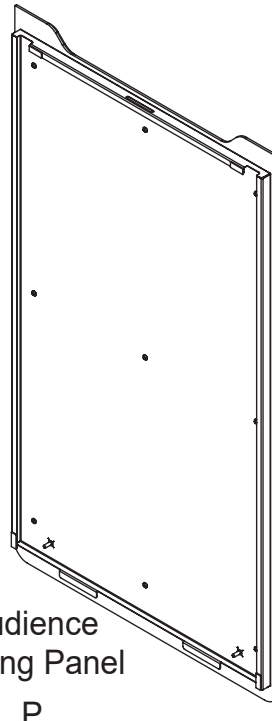
**SUPPLIED COMPONENTS AND HARDWARE (CONTINUED)**



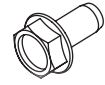
(2x)  
Side Panel  
M



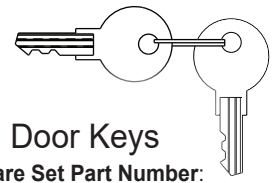
Presenter  
Facing Door  
N



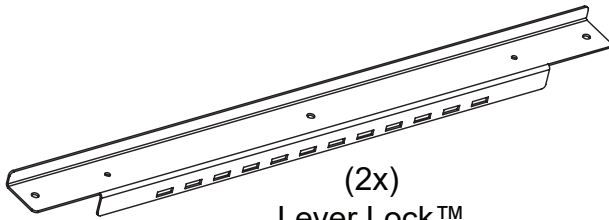
Audience  
Facing Panel  
P



(12x)  
10-32 x 3/8"  
Hex Head  
Screw  
R



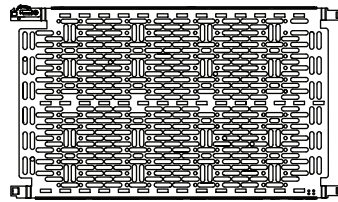
Door Keys  
Spare Set Part Number:  
SFD-KEY  
S



(2x)  
Lever Lock™  
Adapter Bracket  
T

**LEVER LOCK™ OPTION**

**NOTE:** Lever Lock options are provided.



10" Lever Lock  
Vertical Plate  
U



(6x)  
Securing  
Rivet  
V



(20x)  
Washer  
W

**BONDING KIT**



(2x)  
10-32 x 3/8"  
Hex Head Screw  
X



(4x)  
Lower Modesty Panel Bonding  
Wire

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

Y



(3x)  
10-32  
Flange Nut  
Z

**NOTE:**

- To order more hardware, contact support at [av.support@legrand.com](mailto: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
- ½" Socket
- Level
- ⅜" Socket
- 5/16" Socket
- Ratchet
- ¾" Open End Wrench



**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.

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](http://www.legrandav.com):

[https://www.legrandav.com/Products/Technical\\_Furniture/Collaboration/Forum\\_Collaboration\\_Suite](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 Undermount Rack Option Instruction Sheet (100-00111)

Forum Lectern Logo Panel Option Instruction Sheet (100-00113)

## ASSEMBLING THE RACK

**NOTE:** Door keylock should be facing audience side when assembling rack

1. Identify front (numbered) and rear (no numbers) rackrails. **(FIGURE A)**

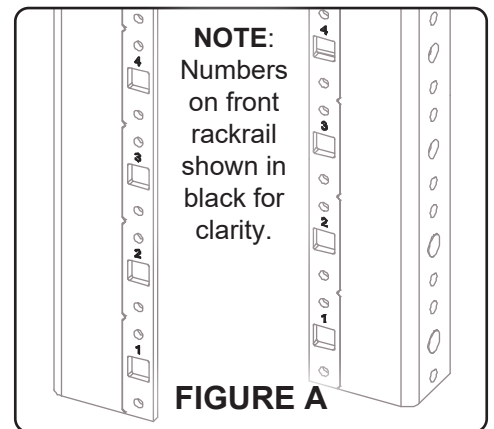
2. Align studs on bottom of rackrails (C and D) with holes on rack bottom (B) and insert, as shown. **(FIGURE B)**

**NOTE:** Confirm the rails are aligned properly with the front 2 facing the presenter side and the rear 2 facing the audience side.

3. Loosely hand tighten and (8x) 5/16"-18 flange nuts (F) to attach rackrails to rack bottom (B).

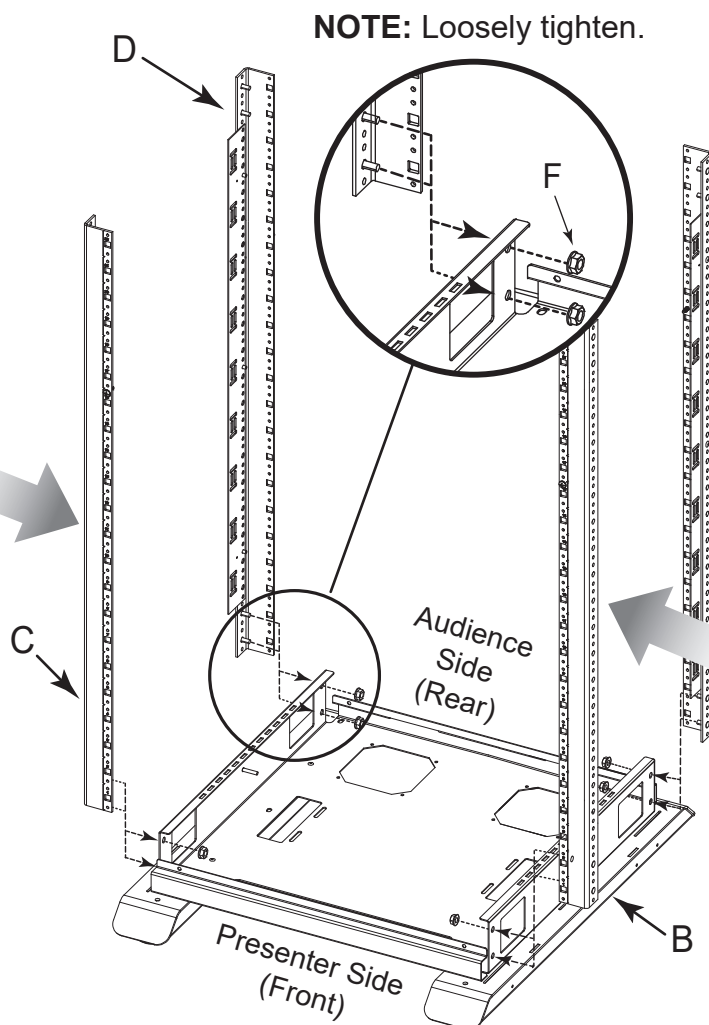
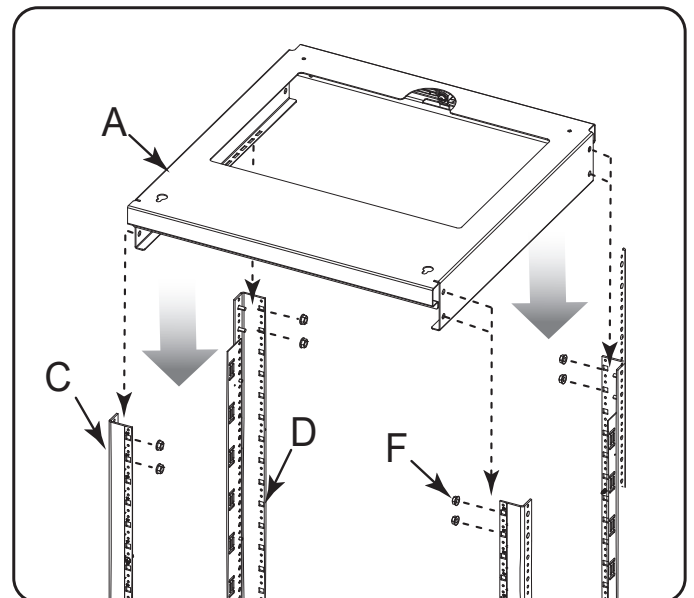
4. Place top (A) over rackrail (C and D) and align rackrail with holes on top. **(FIGURE C)**

**NOTE:** Top must be positioned inside of rails.



5. Use your hand and (8x) 5/16"-18 flange nuts (F) to loosely attach rackrails to the rack top (A).

**NOTE:** Loosely tighten.



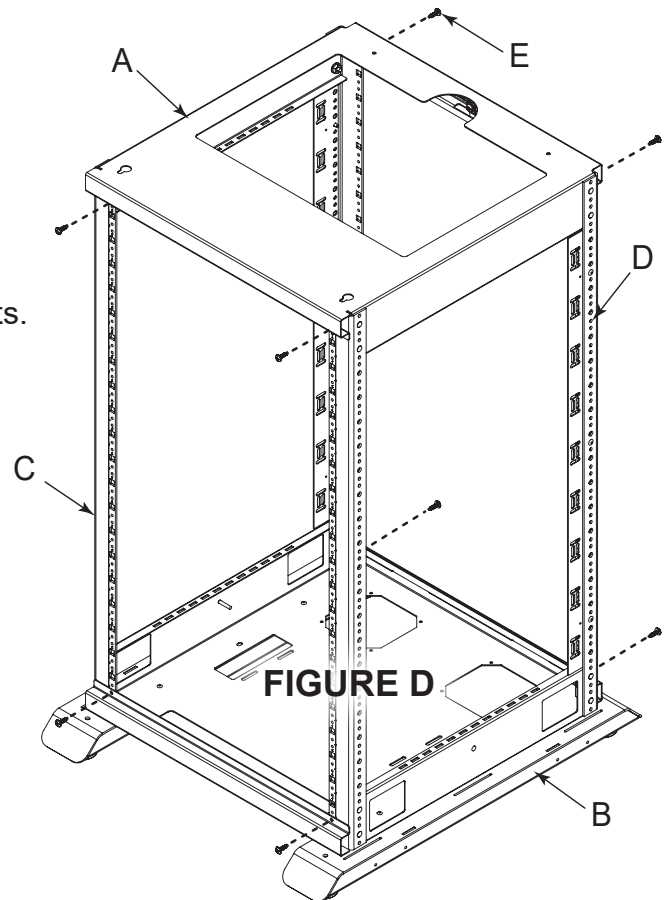
**FIGURE B**

## ASSEMBLING THE RACK (CONTINUED)

- Loosely hand tighten (4x) 10-32 x  $\frac{3}{4}$ " screws (E) into top and bottom corners on each side to loosely secure top and bottom, as shown. (FIGURE D)

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

- Use electric drill and  $\frac{1}{2}$ " socket to tighten all flange nuts.
- Use drill and #2 Phillips bit to tighten all screws.



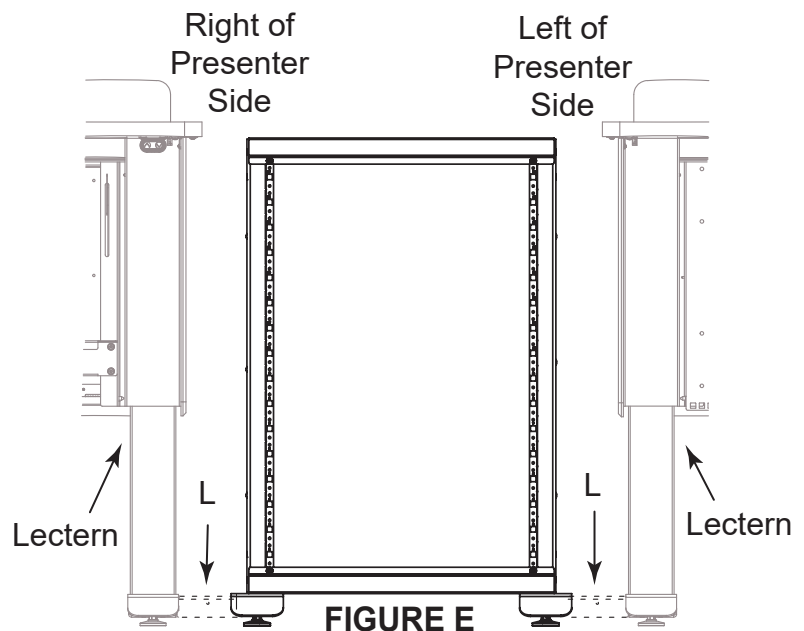
## ATTACHING CONNECTOR BRACKET OPTION (IF APPLICABLE)

This topic covers attaching the optional connector bracket to the rack prior to finalizing enclosure and attaching to the lectern.

**WARNING:** This procedure requires at least one additional person.  
**PRECAUCION:** Este procedimiento requiere mas de una persona  
**AVERTISSEMENT:** Cette procédure nécessite au moins une personne supplémentaire.

- Determine the side of the rack you wish to attach to your lectern. (FIGURE E)
- With an additional person, carefully tip the rack over and gently place it on its side onto an appropriate work surface.

**NOTE:** Rack shown assembled to lectern for clarity.

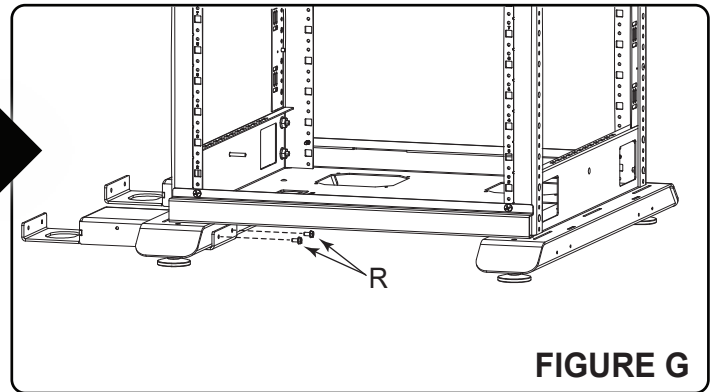
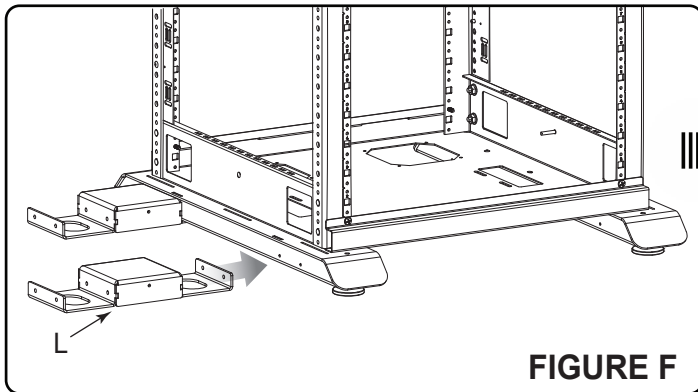


## ATTACHING CONNECTOR BRACKET OPTION (IF APPLICABLE, CONTINUED)

- Attach (2x) connector brackets (L) to rack and align inner holes on rack foot with holes on the outer flanges of the bracket. (FIGURE F)

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

- Use electric drill, 5/16" socket, and (4x) 10-32 x 3/8" screws (R) from inside of rack bottom (B) to attach connector brackets (L) to selected side. (FIGURE G)



## ATTACHING LEVER LOCK

- Count up to the 30th hole and align holes on each end of the adapter bracket (T) with the 24th hole on the outside of rails. (FIGURE H)

### NOTE:

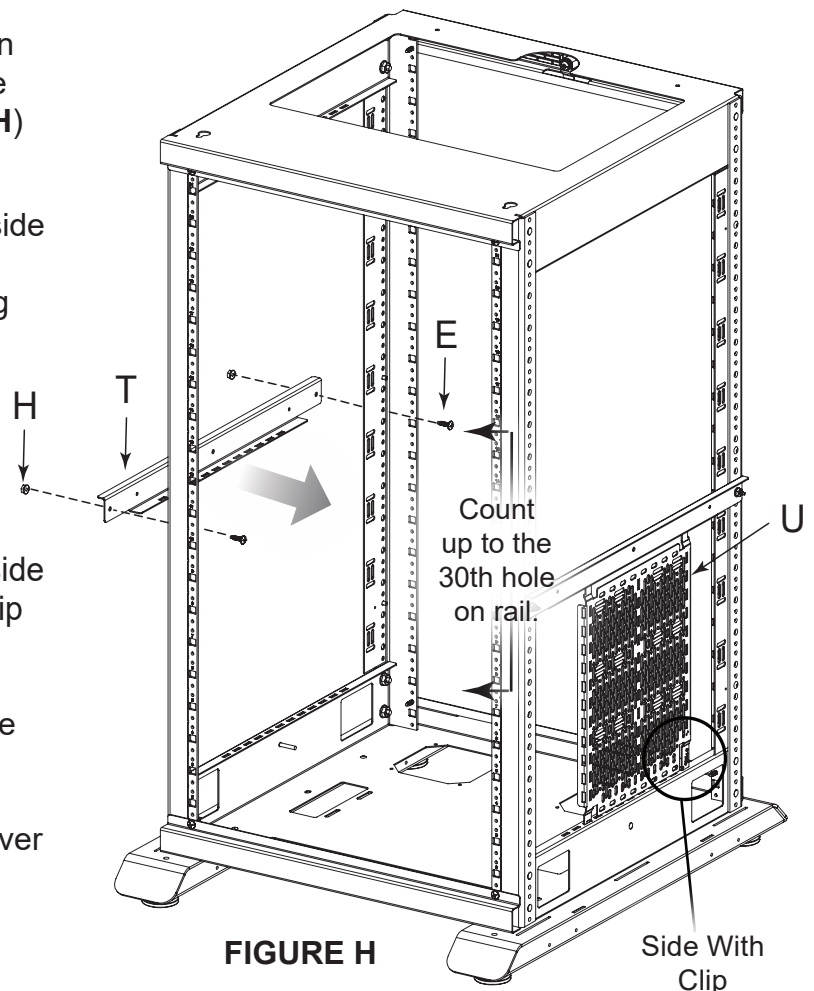
- Adapter Bracket should be positioned on outside of rails.
- Adjust torque on electric drill to lightest setting and only increase as necessary.

- Use electric drill, #2 Phillips bit, (2x) 10-32 x 3/4" screws (E), and (2x) 10-32 flange nuts (H) to secure bracket to rails.

- Install Lever Lock™ plate (U) by inserting side with clip on bottom rack and side without clip on adapter bracket (T).

- Insert securing rivets on the tab beneath the clip of the 10" plate to lock it in place.

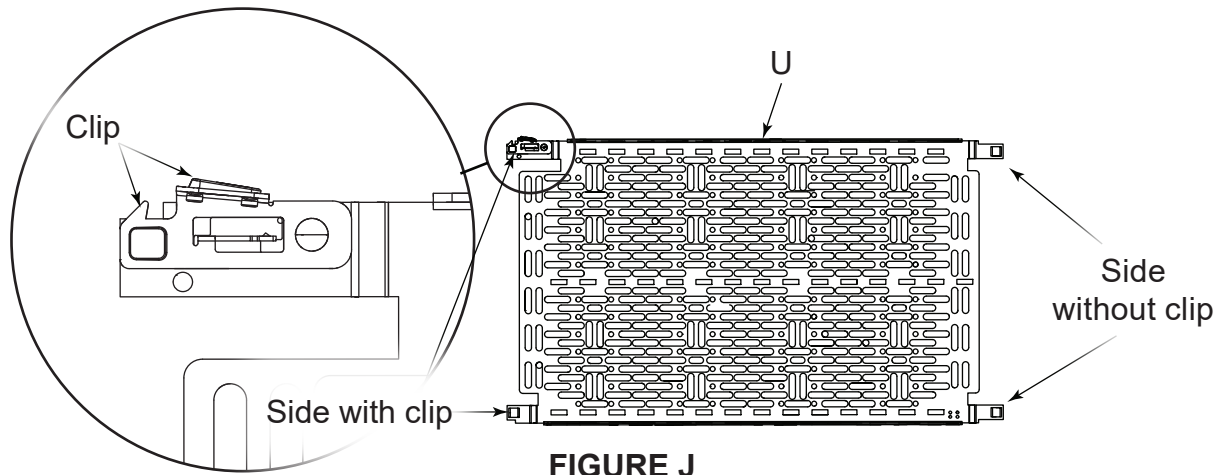
- Repeat previous steps to attach second Lever Lock adapter bracket (T) and plate (U).





## ATTACHING LEVER LOCK, CONTINUED

**TIP:** If necessary, you can remove the securing rivet by pushing its tip end out of the hole with a small screwdriver, and then pulling by hand at the rivet's head. (**FIGURE J**)

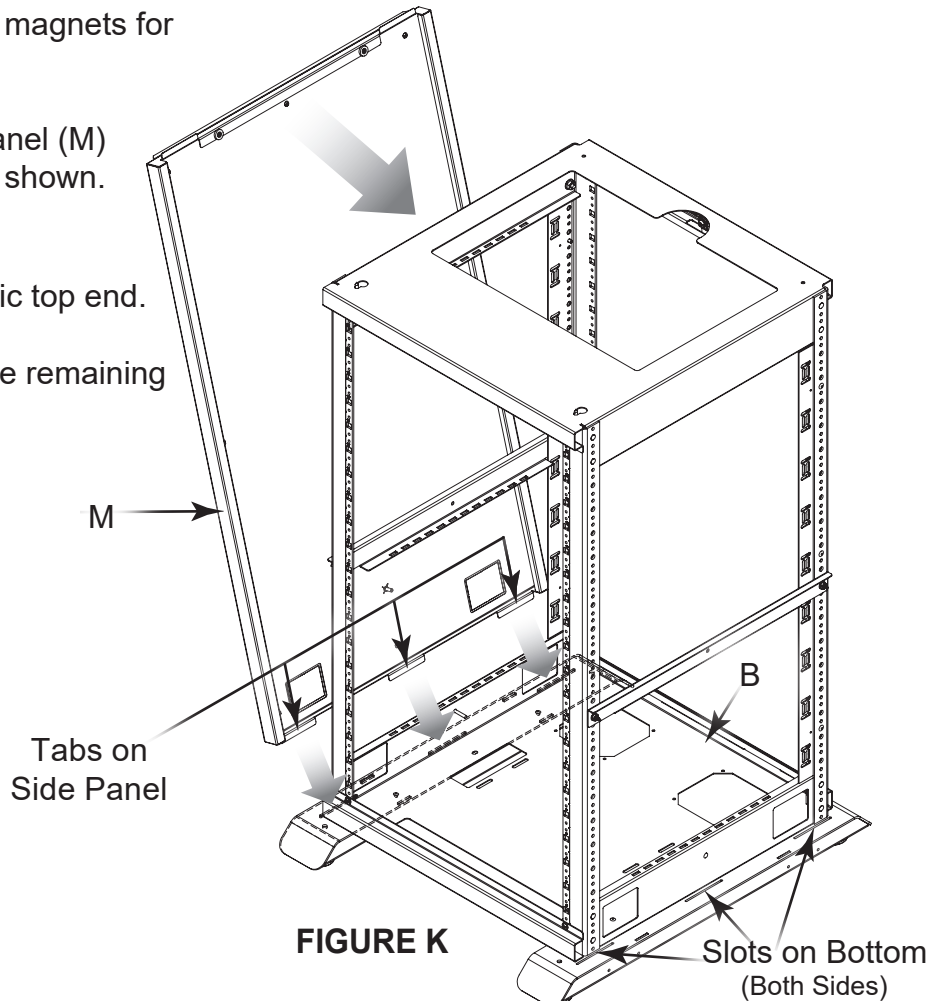


**FIGURE J**

## ATTACHING SIDE PANELS

**NOTE:** Side panels have pre-installed magnets for securing the top sides to the rack.

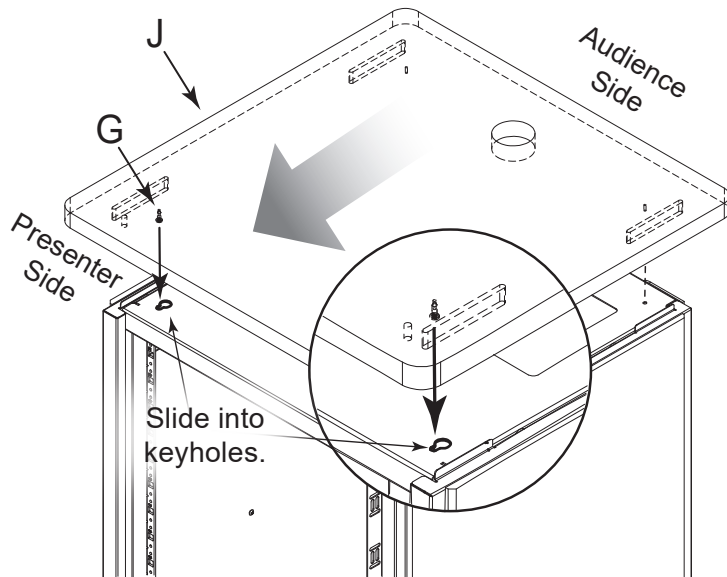
1. Insert the lower tabs on the side panel (M) into the slots on the bottom (B), as shown. (**FIGURE K**)
2. Close side panel using the magnetic top end.
3. Repeat the previous steps to secure remaining side panel.



**FIGURE K**



## ATTACHING WOODTOP

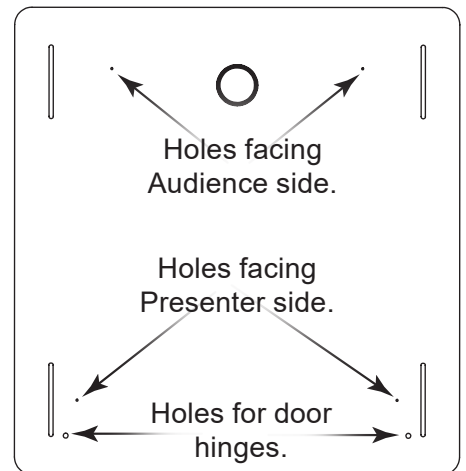


**FIGURE L**

**NOTE:** Grommet hole should be facing the audience side.

1. Insert (2x) #10 x 5/8" wood screws (G) halfway into the front underside of the woodtop (J), away from grommet hole. **(FIGURE L)**
2. Insert screws into keyholes and push woodtop fully forward.

**NOTE:** Under woodtop shown for clarity. **(FIGURE M)**



**FIGURE M**

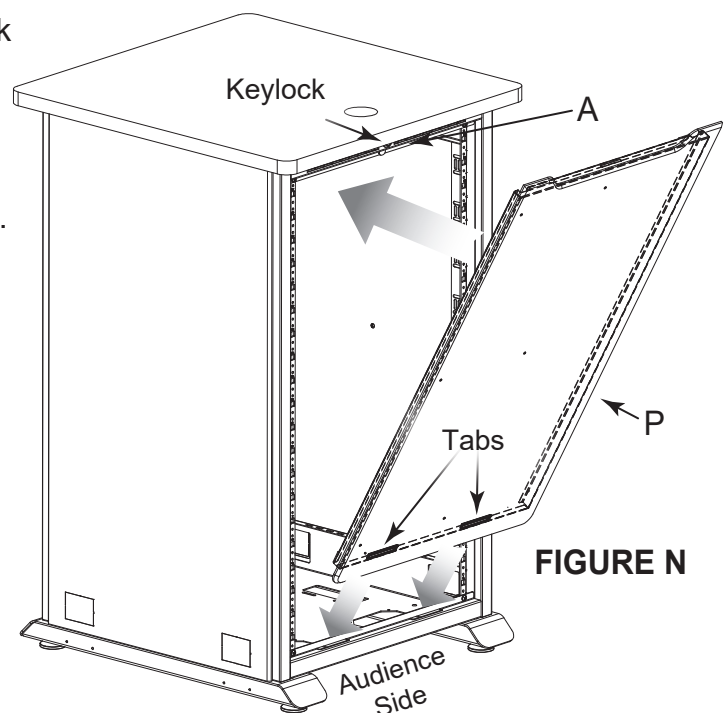
4. Insert (2x) remaining wood screws into holes facing the audience side.

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

5. Use electric drill and #2 Phillips bit to secure woodtop to rack top.

## ATTACHING AUDIENCE-FACING PANEL

1. Use key (S) to open the keylock found on rack top (A) prior to attaching panel to rack. **(FIGURE N)**
2. Attach panel by installing lower tabs on audience-facing panel (P) into slots on bottom (B).
3. Push panel all the way until top slot and keylock are aligned.
4. Use keys to lock it in place.

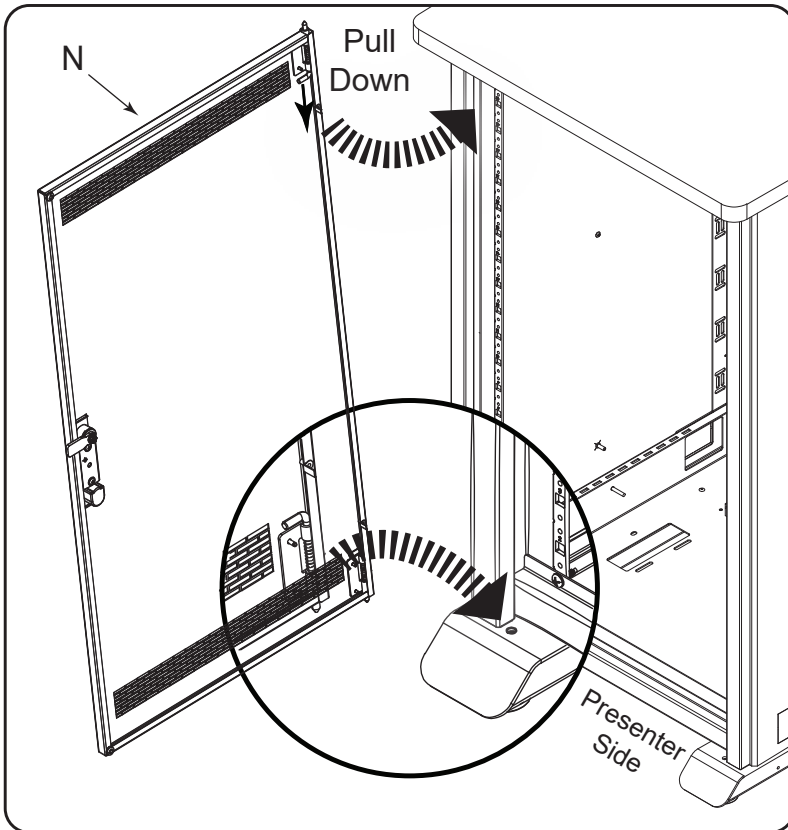


**FIGURE N**

## ATTACHING PRESENTER-FACING DOOR

**NOTE:** Figure P shows a door with the hinges inserted into holes on the left (facing the presenter side) and the catch located on the right. Later steps show how to reverse the door, if desired.

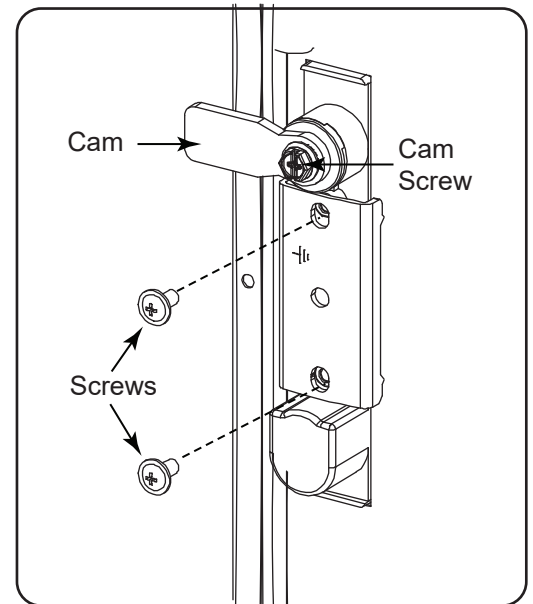
1. Install bottom hinge of presenter-facing door (N) into bottom hole located on rack bottom to secure the lower end of the door. **(FIGURE P)**
2. Pull the top hinge pin down and align the presenter-facing door (N), so that the hinge pin fits into the hole under the woodtop when released.



**FIGURE P**

3. Remove cam screw and cam from the door handle. **(FIGURE R)**
  4. Remove the (2x) handle screws as shown.
  5. Rotate and reattach the handle to the door.
6. Rotate the cam 180°, and use cam screw to reattach cam (cam facing the outside of enclosure).
  7. Reattach door to rack by repeating steps 4 and 5 of this topic.

**NOTE:** Remaining steps show how to reverse the door, if desired.



**FIGURE R**

## BONDING (IF APPLICABLE)

### NOTE:

- Bonding studs are located near the bottom of side panels, bottom of rack, on the hinge side of the presenter-facing door, and on the bottom ends of the audience-facing panel, as shown. (FIGURE S)
- Additional bonding hardware is provided with optional components.

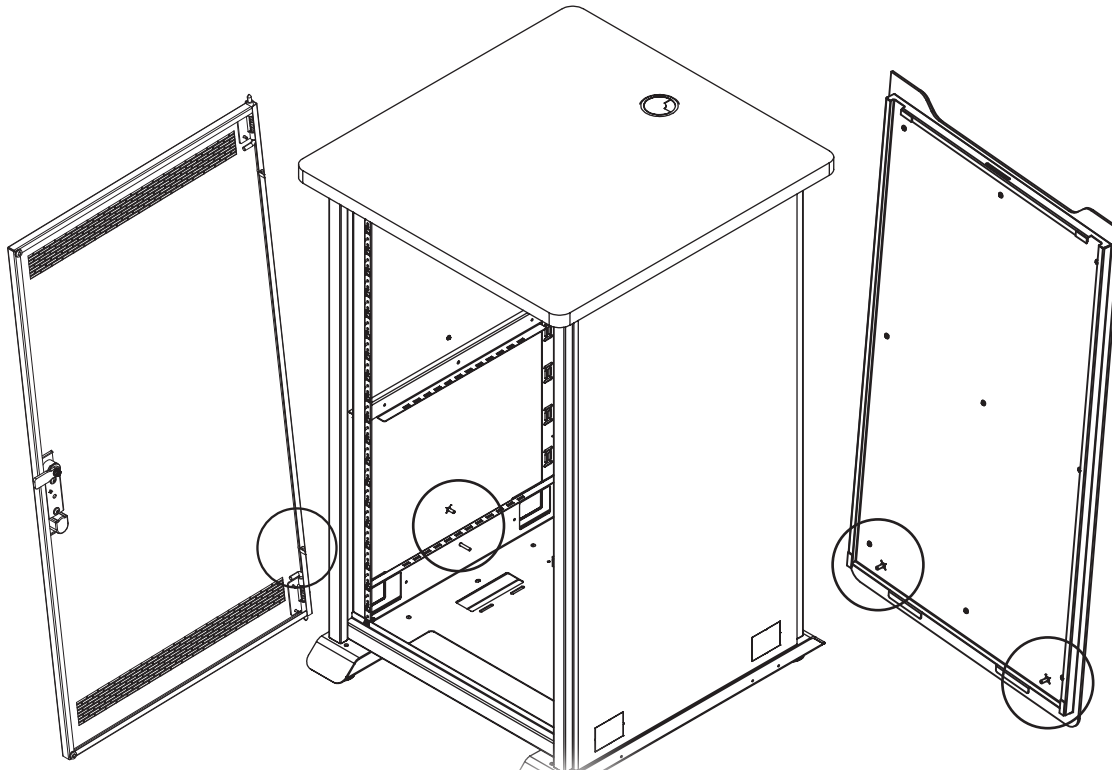


FIGURE S

## LEVELING YOUR RACK

**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 rack. (FIGURE T)

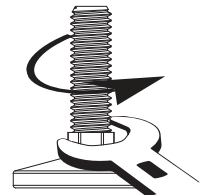


FIGURE T

## ATTACHING CASTERS (IF APPLICABLE)



**WARNING:** This procedure requires at least one additional person.

**PRECAUCION:** Este procedimiento requiere mas de una persona.

**AVERTISSEMENT:** Cette procédure nécessite au moins une personne supplémentaire.

1. With an additional person, carefully tip the rack over while unscrewing the leveling feet from the bottom of the rack 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 rack. (FIGURE U)
3. Tighten casters until the thread on the stem bases catch inside the openings.
4. Use a 3/4" wrench on the nut at the stem bases to tighten the casters.

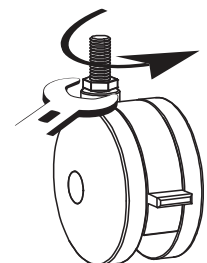
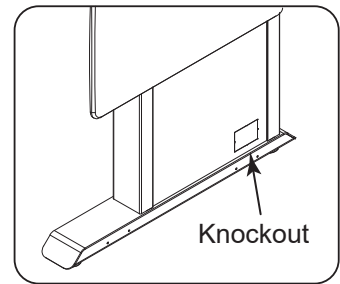


FIGURE U

## CONNECTING RACK TO LECTERN (IF APPLICABLE)

**NOTE:** Use side previously selected in “Attaching Connector Bracket Option” on page 7, to attach rack to lectern.

1. Push felt outwards to remove knockout on side of lectern for cable pass through from lectern to rack, if desired. (**FIGURE V**).
2. Carefully lift lectern and attach foot to open side of connector bracket.
3. Align inner holes on lectern with holes on connector bracket, as shown.

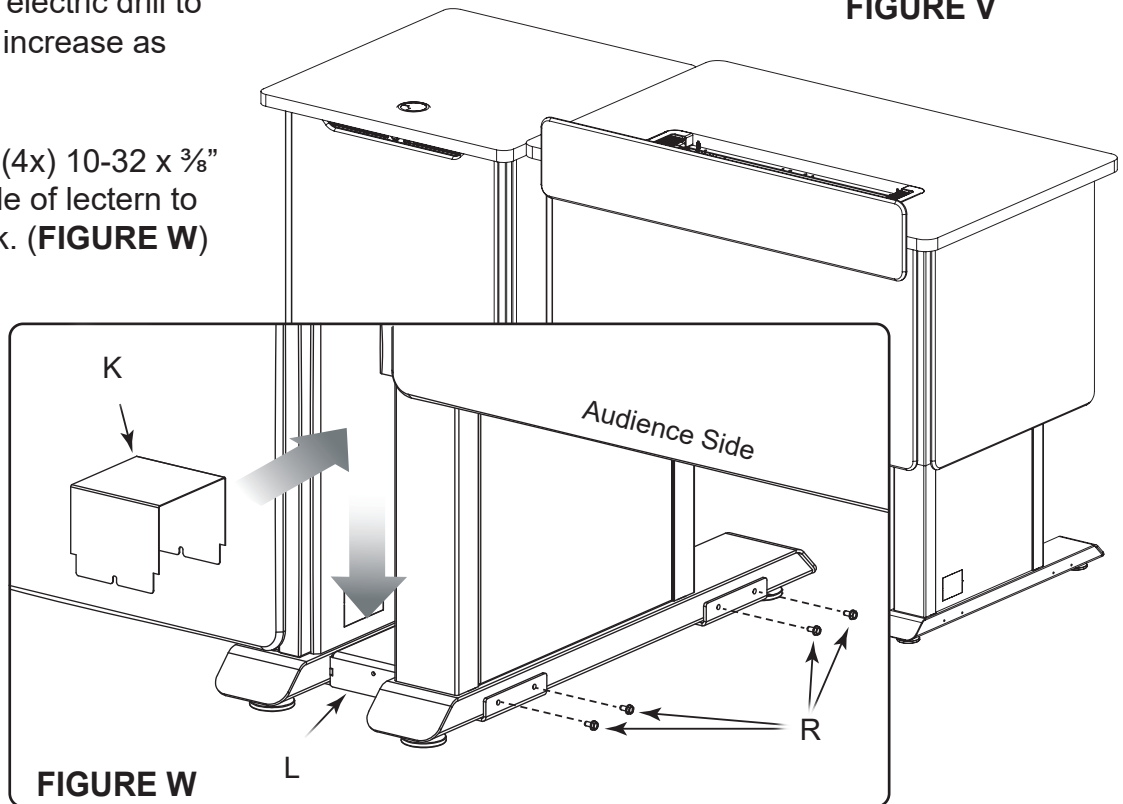


**FIGURE V**

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

4. Use electric drill and (4x) 10-32 x  $\frac{3}{8}$ " (R) screws from inside of lectern to secure lectern to rack. (**FIGURE W**)

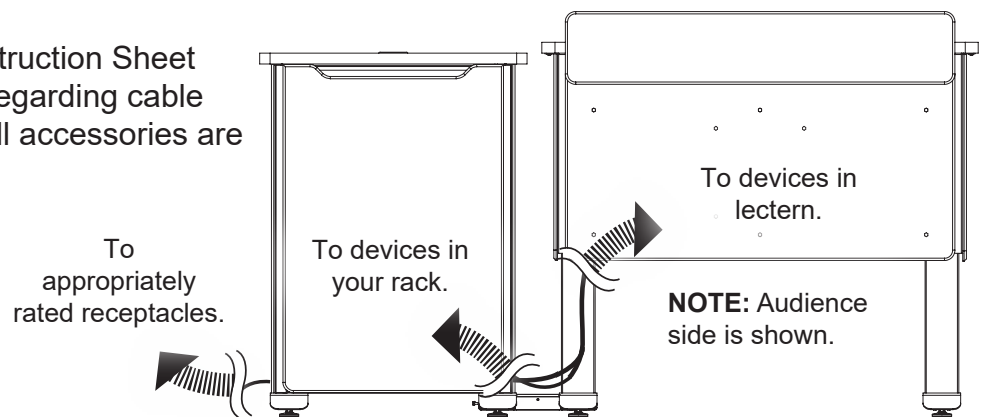
**NOTE:** Bracket cover (K) is installed on audience facing side only.



**FIGURE W**

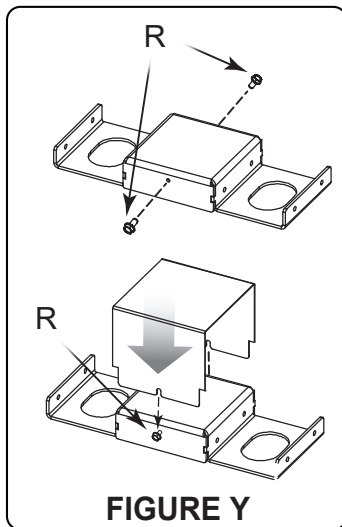
5. Run cables through or from rack to lectern. (**FIGURE X**)

**NOTE:** Refer to Forum Lectern Instruction Sheet (100-00110) for more information regarding cable management inside lectern once all accessories are installed.



**FIGURE X**

## CONNECTING RACK TO LECTERN (CONTINUED, IF APPLICABLE)



6. Loosely tighten (2x) 10-32 x  $\frac{3}{8}$ " screws (R) on each end of connector bracket (L). (FIGURE Y)

**NOTE:** Lectern and rack hidden for clarity.

7. Attach cover (K) to bracket and let keyhole slots on each side fall on top of the screw.
8. Use electric drill and 5/16" socket to tighten screws and secure cover to bracket.

FIGURE Y

## ATTACHING MONITOR MOUNT (IF APPLICABLE)

**NOTE:** This topic presents typical mount installation methods using the Dynamic Monitor Mount Series as an example referencing parts of the Dynamic Monitor Mount Series Instruction Sheet (100-00027). Corresponding product and parts are sold separately.

### FOR GROMMET MOUNTING:

1. Insert long carriage bolt through adapter plate and attach adapter plate to pole base using (4x) flat head screws, as shown. (FIGURE Z)
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](http://www.legrandav.com).

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

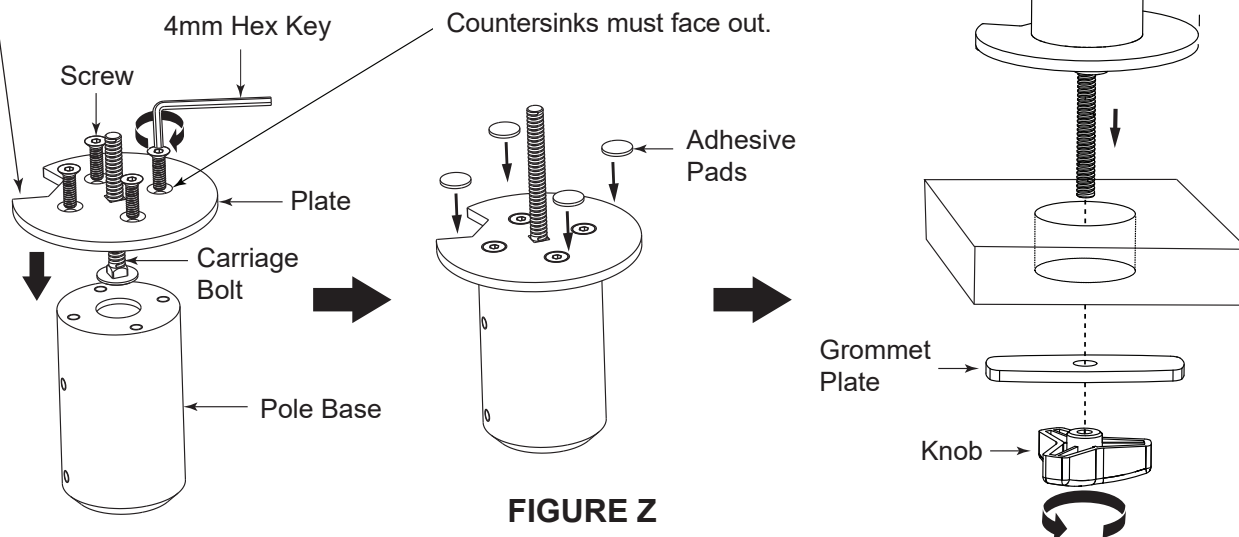


FIGURE Z

## ATTACHING MONITOR MOUNT (IF APPLICABLE, CONTINUED)

### FOR POLE MOUNTING:

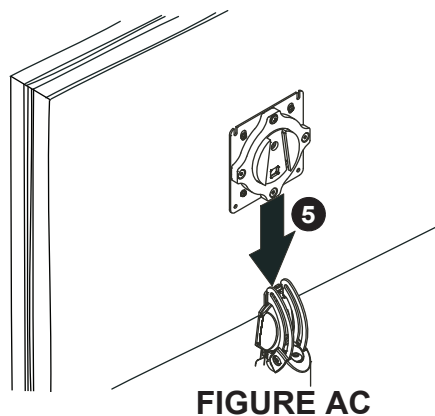
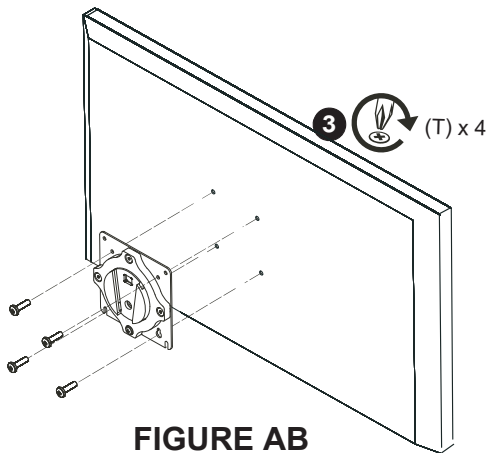
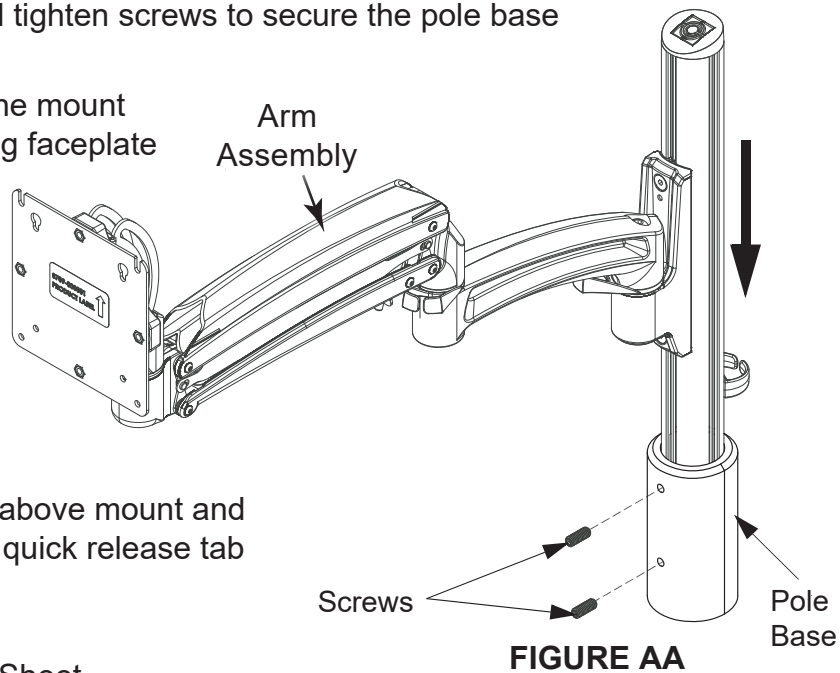
**NOTE:** Corresponding Dynamic Monitor Mount Series product and parts sold separately.

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

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

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

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



## WARRANTY

For warranty information, refer to [www.legrandav.com/policies/warranty\\_information](http://www.legrandav.com/policies/warranty_information).

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