

# iPad Podium

Assembly Instructions



# iPad Podium

1



**WARNING** – large base plate is heavy (7.5kg).

Carefully position base plate over 8-way post and align 4 off fixing holes to threads of post (ensuring the countersunk holes are uppermost). Insert and tighten 4 off base plate screws to secure.

2



Carefully lay assembled base and post horizontally on floor.

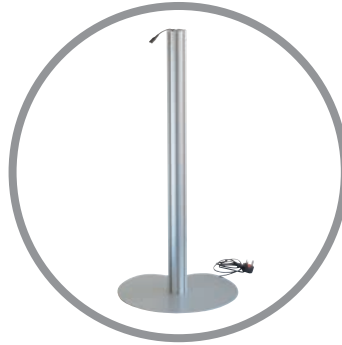
NB – If you are **not using cable management** for charging, please carefully stand base and post upright and **proceed to stage 7.**

3



Feed figure-8 head of power lead through base until it protrudes from top of post.

4



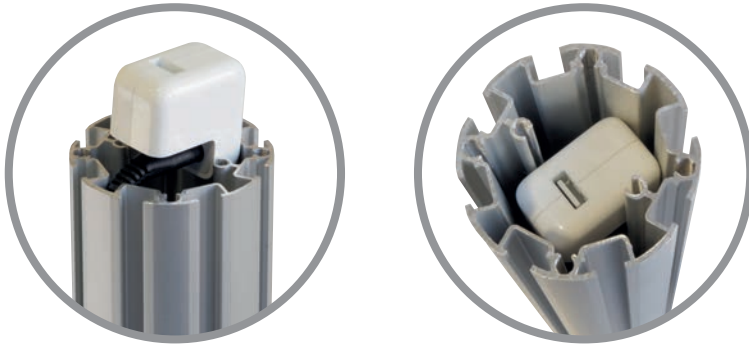
Stand base and post upright ensuring lead is kept clear of foot pads.

5



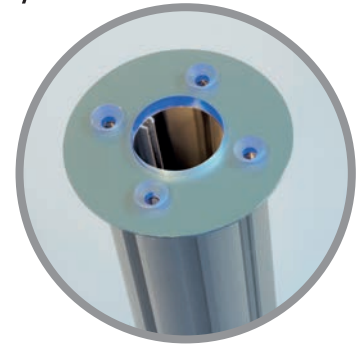
Plug figure-8 head into USB Power Adapter (supplied with Apple iPad).

6



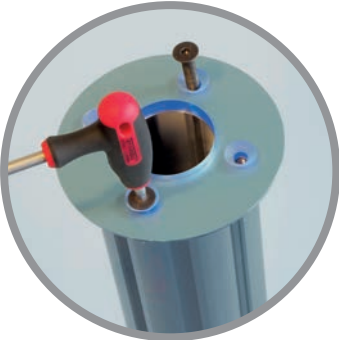
Position black mains cable into internal post channel and carefully slide USB Power Adapter down below the top of the post.

7

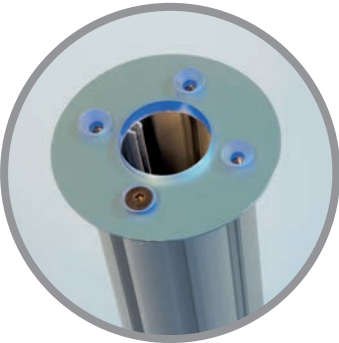


Align 4 holes of aluminium plate and acrylic podium top, with countersunk holes uppermost, with threaded holes in post

8



Loosely Insert 2 screws through aligned diametrically opposite holes. Fully tighten 1 screw using hex key provided before removing second screw.



If you are **not using cable management** for charging, please **proceed to stage 13.**

9



Unlock the iPad enclosure by inserting key into security lock and rotate "QUARTER TURN ONLY" clockwise or counter-clockwise through 90 degrees which releases the locking pin. Return key back to original position to remove.

10



Lift fascia out of enclosure. Insert cable (supplied with Apple iPad) allowing 10cm to remain “free” at charge/sync connector end by gently pressing into retaining moulding.

11

Feed USB end of charge/sync cable through middle of enclosure, below pin, so it just protrudes from bottom of support column.



12

Plug cable into USB Power Adapter below podium top and plate.



13



Align holes of the iPad holder to the post fixings. Insert and tighten 2 screws to secure. Rotate iPad holder through 90°, aligning remaining 2 holes to post fixings. Insert and tighten final screw to secure (in diametrically opposite hole from tightened screw in stage 8).

14



Plug charge/sync cable into iPad and place inside enclosure, gently press all four corners of iPad down into mouldings to hold.

NB – If you are **not using cable management** for charging, unlock the iPad enclosure by inserting key into security lock and rotate 'QUARTER TURN ONLY' clockwise or counterclockwise through 90 degrees which releases the locking pin. Return key back to original position to remove. Lift fascia out of enclosure, and place iPad inside, gently pressing all four corners down into mouldings to hold.



15



Replace fascia  
and depress lock  
button to secure  
enclosure.