

Putting together your new **10-POCKET 20-SHEET** Desktop Organizer is a snap!

Before you begin:

Unpack your New 10-Pocket Desktop Organizer and make sure you have all the following parts:

- 1 Angle Clip
- 1 Center Plate (to hold 10 Pockets)
- 1 Pre-Assembled, 3-section Base
- 1 set of 10 Clear Plastic Display Pockets with colored trim
- 1 package of 10 Clear Plastic Index Tabs with color-coded label strips

To Assemble Your 10-Pocket/ 20-Sheet Desktop Organizer:

CENTER PLATE + ANGLE CLIP: Hold the Center Plate with the "Access" logo at the top and facing away from you. Hold the Angle Clip with a flat side flush against the Center Plate and the other flat side toward the bottom of the Plate. Insert two prongs of the Angle Clip into the rectangular slots in the recessed area on the back of the Center Plate near the bottom.

BASE: Hold the Center Plate Assembly with the curved edge of the Angle Clip facing the back of the Pre-Assembled Base (the back side has the Pencil Slot). Snap the remaining two prongs on the bottom of the Angle Clip into the rectangular slots in the center panel of the Base. The Clip should snap in securely and fit flush into the recessed area of the Base.

POCKETS: With the Pocket's tuck-in tab at the top, insert the bottom pivot post of the Pocket into any of the holes along the bottom of the Center Plate. Flex the "spine" of the Pocket slightly and insert the top post into the opposing hole at the top of the Center Plate. Repeat this procedure until all Pockets have been installed.

TABS: Position the Tabs along the outer edge of each Pocket in the desired location and press firmly. We suggest "staggering" the Tabs on each successive page in order to clearly view each Tab.

You have now successfully completed the assembly of your 10-Pocket Desktop Organizer. You now have quick and easy access to 20 pages of literature at your fingertips. Thank you for choosing another quality office product from...



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