

Putting together your new **Arm Organizer**

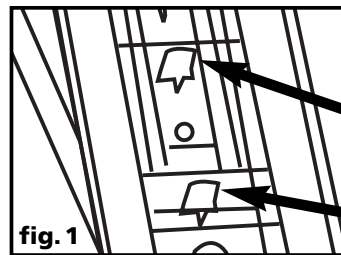
is a snap!

Assembling your Arm Organizer:

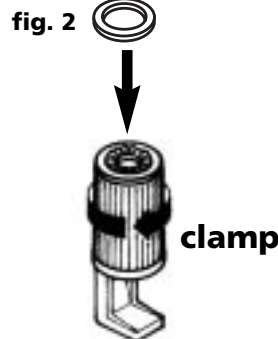
From start to finish, assembly should take only a few minutes.

Unpack your new Organizer and identify the components according to the drawings.

Insert the tabs on the arm into the appropriate slots on back of the front plate (fig. 1).



To attach to desk, take the clamp and hand-turn the barrel counter-clockwise to open the clamp mechanism wide enough for your particular desk thickness. Once you have positioned the clamp on your desk, turn the barrel clockwise to tighten. Place the red ring on top of the clamp as shown in fig. 2. Insert the post from the arm/front plate assembly into the clamp.



Carefully insert individual pockets by placing the top pivots into the organizer then slightly bending the frame to insert the bottom pivots. The pockets should swing freely.

Your finished organizer should look like fig. 3. Now you are ready to organize!

Gather your phone lists, price sheets, schedules, charts, rates, maps, directories, and other reference papers. Insert each reference sheet into its Organizer pocket, facing one page front, and another behind it.

Included with your Organizer is a set of colored tabs to index every page in your unit. Simply position the snap-on tab on the outside edge of an individual pocket, and insert the matching color index strip.

