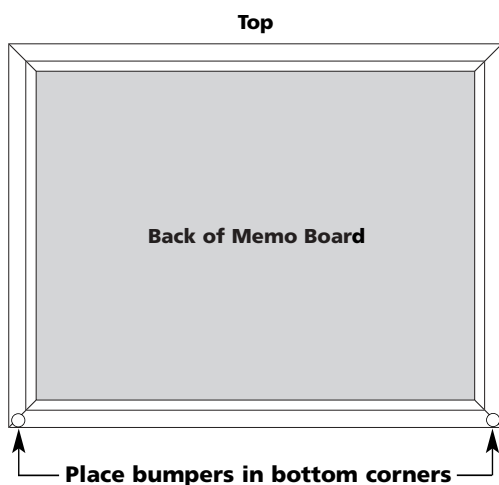


Mounting your **Memo Organizer** is fast and easy!

Mounting Memo Organizer (or Memo Board) to a wall:

1. The Memo Board can be used either vertically or horizontally. Also, the 5-Pocket Organizer can be installed on either the left or right side of the Board. Remove the protective coating off Memo Board's writing surface. Once you've decided which configuration is best, snap the Organizer Bracket onto the Board's frame by pressing firmly. Now, install the Pockets into the Bracket by flexing them slightly at the spine. Make sure the Pocket "pins" are aligned in the corresponding top and bottom holes.
2. Position Memo Organizer on the wall where you want it to be mounted, making sure the unit is level. With a pencil, make light marks on the wall at the upper corners of the Memo Board. Using a ruler, measure and make dots 1" in, and 1" down from each of the corner marks. These dots indicate where you will tap in the nails for the picture hooks. Erase your original corner markings.
3. Insert the nails through the picture hooks and align the points of the nails with the dots. Tap the nails all the way down with a hammer.
4. Each Memo Organizer comes with two, non-marring Bumpers. Peel off the protective paper and stick the Bumpers onto the outer edge of the aluminum frame in the lower corners. When Memo Organizer is hung, these Bumpers provide a slight angle to the Board surface making writing easier. It also enables the Organizer Pockets to remain opened to the desired page.

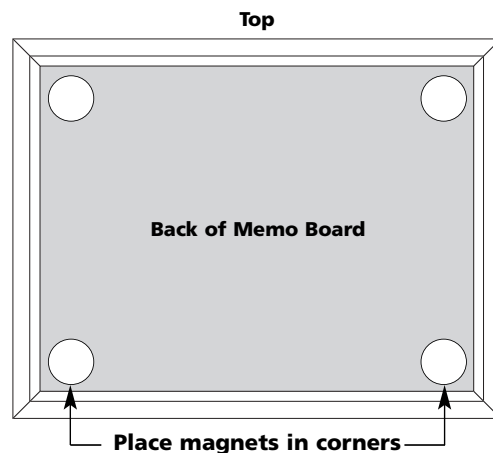
5. Hang Memo Organizer onto the picture hooks making sure the hooks "catch" properly onto the rail of the Memo Board's frame.



Mounting Memo Organizer (or Memo Board) using the Magnetic Mounting Kit (optional):

1. Memo Board can be used either vertically or horizontally. Also, the 5-Pocket Organizer can be installed on either the left or right side of the Board. Remove the protective coating off Memo Board's writing surface. Once you've decided which configuration is best, snap the Organizer Bracket onto the Memo Board's frame by pressing firmly. Now, install the Pockets into the Bracket by flexing them slightly at the spine. Make sure the Pocket "pins" are aligned in the corresponding top and bottom holes.

2. Peel off the protective paper from each Magnet and stick them onto the flat, sheet metal portion of the back of the Memo Board. Position the Magnets roughly 1/2" from the rails of the aluminum frame. By placing the Magnets in the outermost corners, this will provide the optimum stability for your Memo Organizer.



3. Position Memo Organizer directly over the metallic area you want it to be mounted. Apply Memo Organizer and adjust as needed. Although the Magnets have a protective, scratch-resistant surface, we do not recommend "sliding" the unit for repositioning. Pull the unit completely off the surface, then reposition.

NOTE: When using the Magnetic Mounting Kit, the Bumpers that are included with each Memo Organizer should not be used.