

# Putting together your new **10-POCKET ADD-ON** Desktop Organizer is a snap!

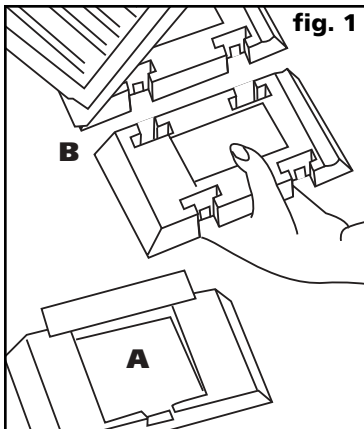
## Before you begin:

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

- 1 Angle Clip
- 1 Center Plate to hold 10 Pockets
- 1 U-shaped Plate Connector (in bag with Index Tabs)
- 1 Center Base
- 1 Base Connector Clip
- 1 set of 10 Clear Plastic Display Pockets with colored trim
- 1 package of 10 Clear Plastic Index Tabs with color-coded label strips

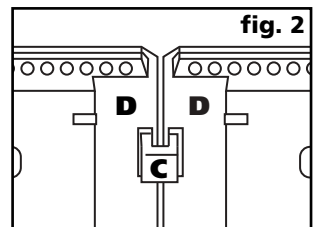
## To Assemble Your 10-Pocket/20-Sheet Desktop Organizer Add-on:

**CENTER BASE:** To add the new Center Base (fig. 1), remove one of the weighted end trays (A) from your existing unit by pinching the prongs on the underside of the base. Place your new Center Base next to the existing one (B), so that the Pencil Slots at the back match up. Place the Base Connector clip into the slots between your 2 Center Bases, thus locking the 2 together. Re-attach the weighted end tray (A) to the new Center Base.



**ANGLE CLIP + CENTER BASE:** With the curved edge of the Angle Clip facing the rear, snap the two prongs on the bottom of the Clip into the rectangular slots in the recessed area of the Center Base.

**CENTER PLATE:** With the "Access" logo of the Center Plate at the top and facing toward you, insert the remaining two prongs of the Angle Clip into the rectangular slots in the recessed area on the back of the Center Plate near the bottom. To lock Center Plates together (fig. 2), insert one U-shaped Plate Connector (C) into the lock slot of each Center Plate (D).



**POCKETS:** With the corner tuck-in tab of the Pocket 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 Add-on unit. You now have quick and easy access to 20 MORE pages of literature at your fingertips. Thank you for choosing another quality office product from...

