

# Putting together your new **Tier Drop Organizer** is a snap!

## Unpack your Tier Drop or Tier Drop2 Organizer

**fig. 1** For the Tier Drop (3-wide) Organizer, each tier consists of 4 sidewalls, 1 backwall and 2 shelves. Each additional tier includes 4 sidewalls, 1 backwall and 1 shelf.

For the Tier Drop2 (2-wide) Organizer, each tier consists of 3 sidewalls, 1 backwall and 2 shelves. Each additional tier includes 3 sidewalls, 1 backwall and 1 shelf.

Included with all Tier Drop units are a set of Index Tabs. You should have the same amount of tabs as the number of literature slots your completed Tier Drop unit will have.

## Snap the backwall in place

**fig. 2** Place a shelf smooth side up on a level surface. Make sure the slots are at sides and back, and curved cut-outs are at the front. Select a backwall and hold piece so that the recycling symbol on the locking tab is at the upper right-hand corner, facing in. This insures that the locking tabs line up properly. Snap the backwall in place.

## Snap the sidewalls in place

**fig. 3** Pick up a sidewall and be sure the recycling symbol is at the upper left-hand corner of the piece and facing to your right (as you hold it over the shelf slots). This insures that the locking tabs line up properly. Also note that the rounded edge of the sidewall faces the front. Snap each of the 4 sidewalls (3 for Tier Drop2) in place.

## Snap the top shelf in place

**fig. 4** Hold the shelf smooth side up. Line up all the slots on the shelf with the locking tabs of the backwall and sidewalls. Snap the top shelf into place.

## Add more tiers

**fig. 5** Repeat steps 2-4, building onto the tier you have already created.

## Easy labeling

After you've labeled all your index tabs, fold them in half lengthwise. Place each in a protective label cover with the "hook" at the bottom and facing the back. Slide the cover and label onto the shelf from the bottom. You can set up your labels on the shelf above or below the literature slots you would like to be identified.

You have now successfully completed the assembly of your Tier Drop Organizer. Thank you for choosing another quality office product from...



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