

Putting together your new **Wall Organizer**

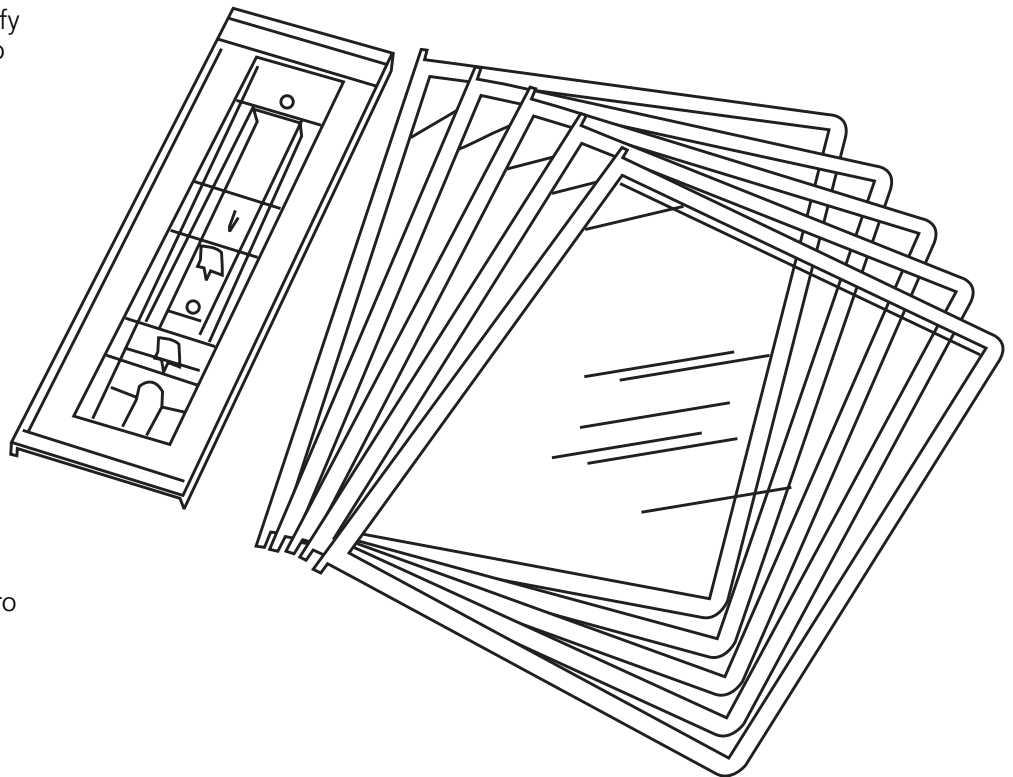
is a snap!

Before you begin:

Unpack your New Organizer and identify the wall plate and pockets according to the drawing at the right.

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.

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



Assembling Your Wall Organizer:

1. Mount the Wall plate with the included hardware.
- or -
If you have ordered an optional velcro or magnetic strip, remove the protective paper from the adhesive backing, and adhere the strip to the back of the Wall plate. Mount the Wall plate on its intended surface.
2. 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.

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.

For greater capacity, simply mount additional Wall Organizers side-by-side.