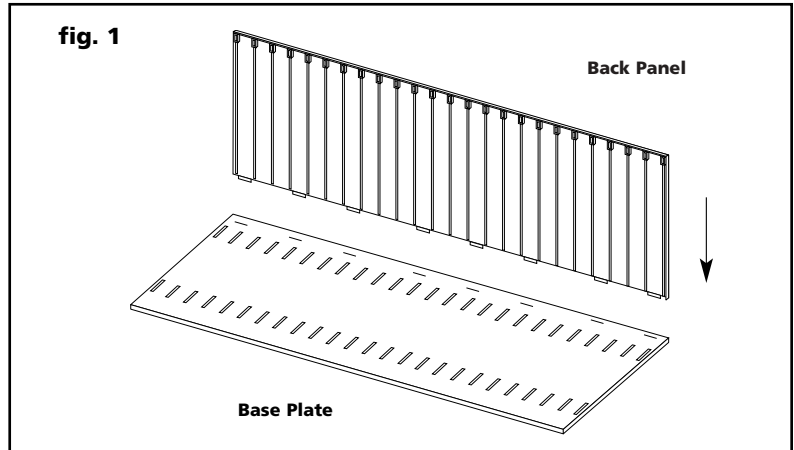


# Putting together your new DocuMate Organizer is a snap!

Thank you for purchasing a DocuMate Organizer. This is a modular system that provides versatility to meet your filing needs. All models include a Back Panel, a Base Plate, and Divider Panels. Some models also include Shelves and Hanging File Adapters. These instructions apply to all models.

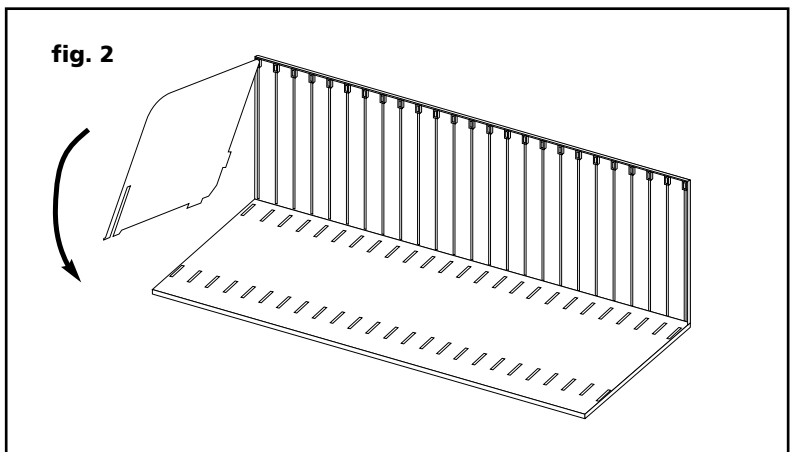
## 1. Inserting Back Panel into Base Plate

When inserting the Back Panel into the Base Plate, make sure the smooth side of the Base is facing up, and the slotted side of the Back is facing in (see fig. 1).



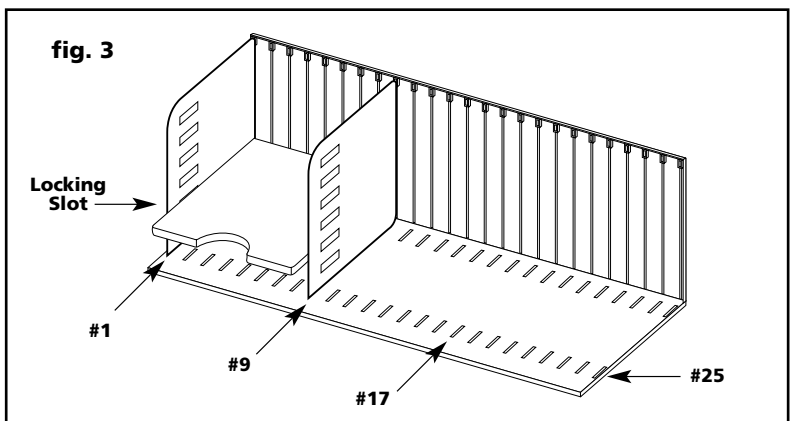
## 2. Installing Divider Panels

Insert the hooks at the top of the Divider Panels into the slots of the Back Panel first, then insert the tabs on the bottom of the Divider Panels into the Base Plate (see fig. 2).



## 3. For models with Shelves

There are 25 sets of slots on the Base Plate. The Shelves are designed to be in the far left, center, or far right positions so use slots #1 and #9 (for left), #9 and #17 (for center), or #17 and #25 (for right) for the Divider Panels. When installing the Shelves, insert the tabs at the rear of the Shelves into the desired grooves of the Back Panel first, then insert the tabs on the sides of the Shelves into the slots of the Divider Panels (see fig. 3). If using multiple Shelves within a particular section, start from the bottom and move up.



**NOTE:** Shelves in adjoining sections cannot be used in the same height positions.

## 4. For models with Hanging File Adapters

DocuMate Hanging File Adapters are designed for use with letter size hanging files only. Simply slide the Adapters onto the top edges of the Divider Panels, making sure the "rails" face inward (see fig. 4). Hanging files require 11 spaces between Divider Panels, but can be positioned as desired (see fig. 5).

