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Universal UNV20840

Universal UNV20840 Economical Insertable Index: Instruction Manual

Model: UNV20840

INTRODUCTION

The Universal UNV20840 Economical Insertable Index provides a practical solution for organizing documents within standard three-ring binders. Each set includes 8 buff-colored dividers with multicolor insertable tabs, designed for letter-sized paper. This manual outlines the proper setup, usage, and care for your index dividers to ensure efficient document management.

SETUP

Follow these steps to prepare your Universal UNV20840 index dividers for use:

- Unpack the Dividers:** Carefully remove the 24 sets of index dividers from their packaging. Each set consists of 8 buff-colored sheets with pre-punched holes and attached multicolor plastic tabs.
- Prepare Tab Labels:** The tabs are designed to hold small paper inserts (not included) or can be written on directly with a permanent marker. Prepare your labels according to your organizational needs.
- Insert Labels (if applicable):** If using paper inserts, gently slide each prepared label into the clear plastic sleeve of the corresponding tab until it is securely seated.

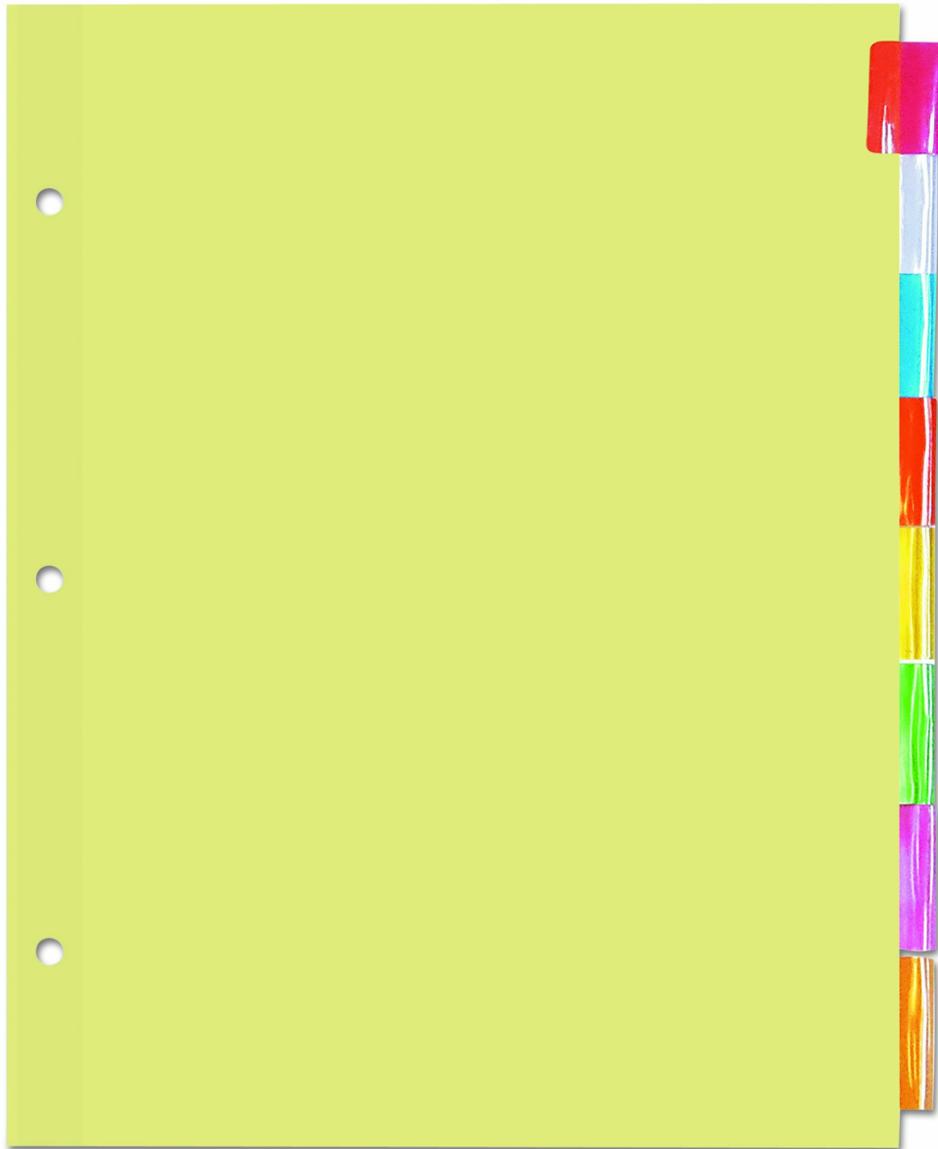


Image: A set of Universal UNV20840 index dividers, showing the buff paper and the eight multicolor plastic tabs extending from the side.

OPERATING INSTRUCTIONS

Once your dividers are prepared, integrate them into your binder system:

1. **Insert into Binder:** Align the pre-punched holes of the index dividers with the rings of your standard three-ring binder. Open the binder rings, insert the dividers, and close the rings securely.
2. **Organize Documents:** Place your letter-sized documents behind the appropriate divider sections. The buff color of the dividers provides a clear visual separation between sections.
3. **Utilize Tabs:** Use the multicolor tabs to quickly identify and access different sections of your binder. The distinct colors can aid in categorizing content.

MAINTENANCE

Proper care will extend the life of your index dividers:

- **Cleaning:** To clean the plastic tabs or cardstock, gently wipe with a dry, soft cloth. For minor smudges, a slightly damp cloth can be used, followed by immediate drying. Avoid harsh chemicals or abrasive

cleaners.

- **Storage:** Store unused dividers flat in a dry environment to prevent bending, warping, or damage to the cardstock.
- **Handling:** Handle the dividers by the cardstock body rather than pulling excessively on the tabs to prevent detachment or damage.

TROUBLESHOOTING

If you encounter any issues with your index dividers, consider the following:

- **Tabs Not Staying in Place:** Ensure that any paper inserts are cut to the correct size and fully seated within the plastic tab sleeve. If writing directly on the tab, ensure the marker ink is dry to prevent smudging.
- **Dividers Tearing at Holes:** This can occur if the binder is overfilled or if documents are frequently removed and reinserted without opening the binder rings. Avoid overfilling your binder and always open the rings when adding or removing pages.
- **Dividers Bending or Creasing:** Store dividers flat when not in use. Avoid placing heavy objects on top of binders or dividers.

SPECIFICATIONS

Feature	Detail
Model Number	UNV20840
Brand	Universal
Material	Cardstock, Plastic
Sheet Size	Letter (8.5 x 11 inches)
Number of Dividers per Set	8
Color	Buff (dividers), Multicolor (tabs)
Item Dimensions (L x W)	11"L x 8.5"W
Quantity	24 sets per box

SUPPORT

For further assistance or inquiries regarding your Universal UNV20840 Economical Insertable Index, please contact Universal customer support. You can find more information and contact details on the official Universal brand store or website.

Universal Brand Store: [Visit the Universal Store on Amazon](#)

