

## Day-Timer 40671

# Day-Timer Desk Size Multi-Pocket Organizer

Model: 40671 | Brand: Day-Timer

## 1. INTRODUCTION

The Day-Timer Desk Size Multi-Pocket Organizer (Model 40671) is a comprehensive personal organization tool designed to help you manage your schedule, contacts, and notes efficiently. Crafted with a durable woven-look black simulated leather cover, this organizer provides a professional and functional solution for daily planning. It features a robust seven 1-inch ring binder mechanism, a secure zip closure, and multiple interior pockets for enhanced storage and accessibility.



Image: The Day-Timer Multi-Pocket Organizer in its closed state, showcasing the woven black faux leather exterior.

## 2. SETUP

Your Day-Timer Organizer comes ready for immediate use. Follow these steps to set up your organizer:

1. **Open the Binder:** Unzip the organizer's closure. To open the binder rings, gently pull the two ring mechanisms apart until they click open.
2. **Insert Pages:** Place your desired 5-1/2" x 8-1/2" pages, such as calendar refills, contact sheets, or note paper, onto the open rings. Ensure the pre-punched holes on the pages align perfectly with the seven rings.
3. **Close the Rings:** Press the ring mechanisms together firmly until they securely close, holding the pages in place.
4. **Utilize Pockets:** Make use of the large pocket on the front, as well as the multiple interior pockets and the pen loop, for storing essential items like business cards, receipts, and writing instruments.





Image: The organizer opened, displaying the internal ring binder and various planner pages, ready for setup.



Image: A closer look at the interior of the organizer, highlighting the empty seven-ring mechanism and the various internal pockets for storage.

### 3. OPERATING

The Day-Timer Organizer is designed for intuitive daily use to help you stay organized:

- **Calendar Pages:** Utilize the included 3-month sample of various calendar formats (e.g., daily,

weekly, monthly) to find the layout that best suits your planning style. Mark appointments, deadlines, and important events.

- **Contact Management:** The tabbed address/phone directory allows for systematic storage and quick retrieval of contact information.
- **Notes and Reference:** Use the provided note pad for quick jottings and ideas. Reference pages offer useful information for quick look-up.
- **Secure Storage:** The business/credit card holder and vinyl zip pouch provide secure storage for cards, receipts, stamps, or other small essentials.
- **Page Locator:** Use the page locator to quickly navigate to your current day or frequently accessed sections within your planner.



Image: The organizer displayed with a variety of inserts, including calendar pages, an address book, and accessory pouches, demonstrating its comprehensive functionality.

## 4. MAINTENANCE

Proper care will extend the life and appearance of your Day-Timer Organizer:

- **Cover Care:** To clean the faux leather cover, wipe it gently with a soft, slightly damp cloth. Avoid using harsh chemicals, abrasive cleaners, or excessive moisture, as these can damage the material.

- **Ring Mechanism:** Periodically inspect the seven rings to ensure they close properly and remain aligned. If a ring appears misaligned, gently press it back into place. Avoid overfilling the binder, as this can strain the ring mechanism and lead to misalignment or damage.
- **Storage:** Store your organizer in a cool, dry place away from direct sunlight or extreme temperatures to prevent material degradation and maintain its structural integrity.

## 5. TROUBLESHOOTING

Should you encounter any issues with your Day-Timer Organizer, consider the following common solutions:

- **Rings Not Closing Properly:** If the binder rings do not align or close completely, first ensure that the organizer is not overfilled with too many pages, which can put stress on the mechanism. Gently push the rings together to realign them.
- **Pages Tearing at Holes:** To prevent pages from tearing, ensure they are properly aligned with the rings before closing. Avoid forcing pages into the binder. For frequently accessed pages, consider using reinforced or laminated pages.
- **Zipper Stiffness:** If the zipper becomes stiff or difficult to operate, apply a small amount of zipper lubricant or rub a graphite pencil lead along the zipper teeth to improve smoothness.

## 6. SPECIFICATIONS

Feature	Detail
Model Number	40671
Brand	Day-Timer
Manufacturer	ACCO Brands
Product Dimensions	10.63 x 1.69 x 7.63 inches (Binder)
Page Size Compatibility	5-1/2 x 8-1/2 inches
Ring Size	1 inch (diameter)
Number of Rings	7
Cover Material	Faux Leather
Color	Black
Item Weight	1 pound

## 7. WARRANTY AND SUPPORT

For information regarding product warranty, returns, or to access further support resources, please refer to the documentation included with your purchase or visit the official Day-Timer website. Customer support contact details are typically available on the manufacturer's website or product packaging.

no relevant documents