

Universal 20027

Universal 20027 Metal Mesh Document Holder Instruction Manual

Model: 20027

1. PRODUCT OVERVIEW

The Universal 20027 Metal Mesh Document Holder is designed to keep your documents readily accessible and visible. Its free-standing design allows for flexible placement on any desk or workspace. Constructed from durable metal mesh, this holder is built for stability and long-term use. It accommodates paper up to letter size and most books, and includes two magnets for securing up to 35 sheets of paper or memos.

Key Features:

- Keeps documents handy and at an easy glance.
- Accommodates paper up to letter size and various books.
- Includes two magnets for securing pages or memos.
- Durable metal mesh construction ensures strength and stability.
- Free-standing design for versatile placement.



Image 1.1: The Universal 20027 Metal Mesh Document Holder, showcasing its black mesh design and how magnets can secure a document.

2. SETUP

1. **Unpack:** Carefully remove the document holder from its packaging.
2. **Placement:** Place the document holder on a stable, flat surface such as a desk or table. Ensure it is positioned to provide optimal viewing angle for your documents.

3. OPERATING INSTRUCTIONS

1. **Positioning Documents:** Place the document, book, or memo you wish to display onto the front

mesh panel of the holder.

2. **Securing Documents:** Use the two included magnets to secure the document in place. Position one magnet at the top and one at the bottom, or as needed, to hold the document firmly against the mesh. The holder can secure up to 35 sheets of standard paper.

4. MAINTENANCE

To ensure the longevity and appearance of your document holder, follow these simple maintenance guidelines:

- **Cleaning:** Wipe the metal mesh surface with a soft, damp cloth. Avoid using abrasive cleaners or harsh chemicals, as these may damage the finish.
- **Dusting:** Regularly dust the holder to prevent accumulation, especially within the mesh openings.
- **Storage:** If storing, ensure the holder is clean and dry. Store in a cool, dry place to prevent rust or damage.

5. TROUBLESHOOTING

This section addresses common issues you might encounter with your document holder.

Problem	Possible Cause	Solution
Documents slide or do not stay in place.	Magnets are not properly positioned or document is too thick/heavy for the magnets.	Ensure magnets are placed directly over the document and against the mesh. For thicker items, consider using additional magnets (not included) or reducing the number of pages. The included magnets are designed for up to 35 standard sheets.
Holder appears unstable.	Uneven surface or improper placement.	Place the holder on a flat, level surface. Avoid placing heavy objects on top of the holder that could compromise its balance.

6. SPECIFICATIONS

- **Model:** Universal 20027
- **Material:** Metal Mesh
- **Color:** Black
- **Dimensions (D x W x H):** Approximately 8.63 x 8.63 x 11.38 inches (21.92 x 21.92 x 28.91 cm)
- **Mounting:** Free Standing
- **Sheet Capacity:** Up to 35 standard paper sheets (with included magnets)
- **Compatibility:** Holds A4 and Letter size paper, and most books.
- **Included:** 1 Metal Mesh Document Holder, 2 Magnets (This manual refers to components for a single unit, though the product is sold as a 6-pack).

7. WARRANTY AND SUPPORT

For product support or inquiries, please refer to the retailer where the product was purchased or visit the official Universal brand website. Specific warranty information may vary by region and retailer.

For additional information, you may visit the [Universal Store on Amazon](#).