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- › [Oxford](#) /
- › [Oxford Twin-Pocket Folders Instruction Manual](#)

Oxford 57509EE

Oxford Twin-Pocket Folders Instruction Manual

Model: 57509EE | Brand: Oxford

INTRODUCTION

Oxford Twin-Pocket Folders are designed to help you organize documents efficiently in various environments, including classrooms, homes, and offices. These folders feature a durable, textured paper construction and are capable of holding a significant number of sheets. This manual provides essential information on the features, setup, usage, and care of your Oxford Twin-Pocket Folders.

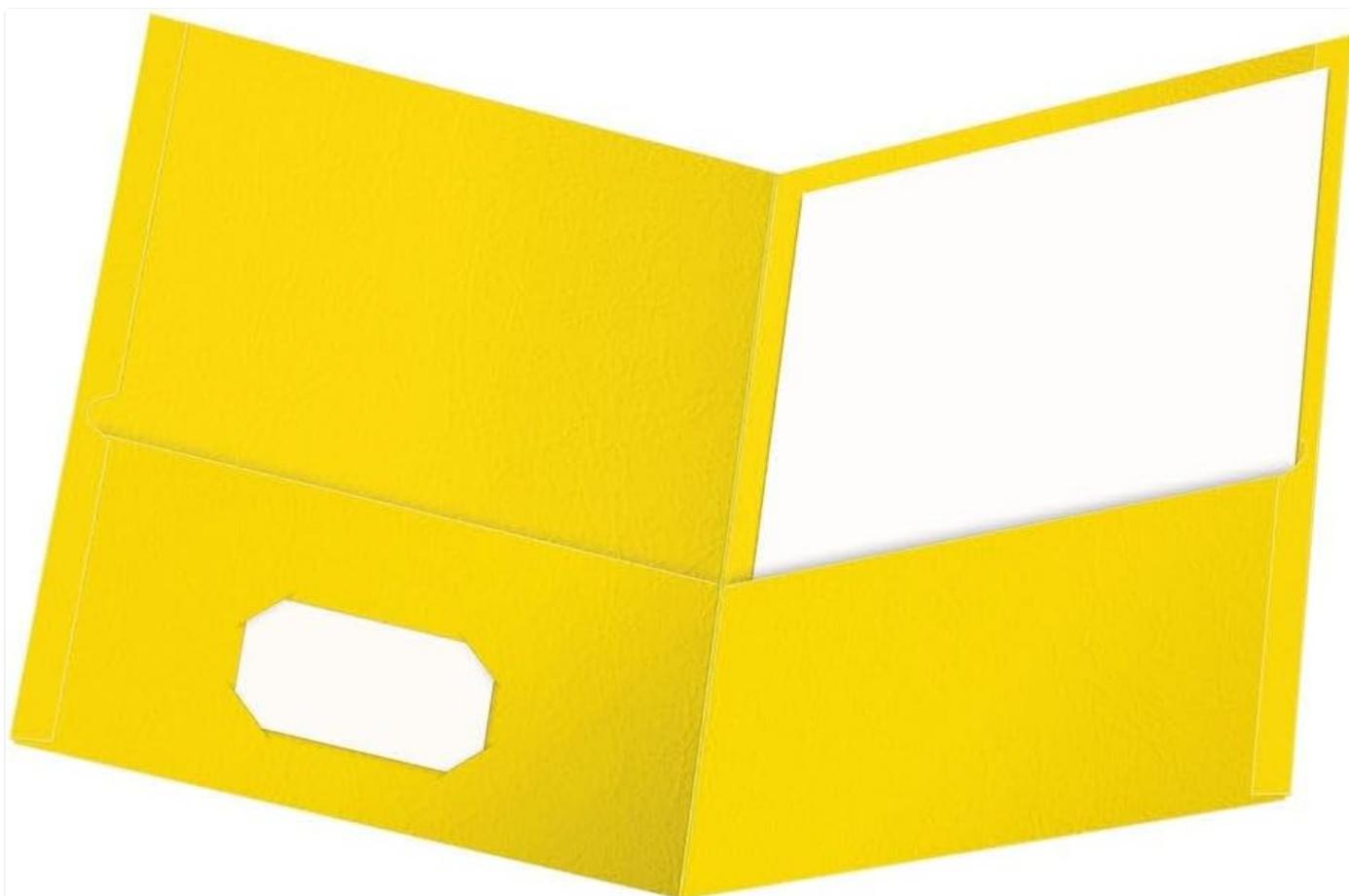


Image: An open yellow Oxford Twin-Pocket Folder, illustrating its two internal pockets and the die-cut business card holder on the left pocket.

PRODUCT FEATURES

- **Quantity:** Box of 25 yellow, letter-sized, two-pocket folders.
- **Material:** Made from durable, textured paper.
- **Business Card Holder:** Features an interior die-cut business card holder.
- **Capacity:** Each pocket holds up to 50 sheets of paper, for a total of 100 sheets per folder.
- **Versatility:** Suitable for schoolwork, home organization, professional projects, and presentations.
- **Size:** Designed for 8 1/2 x 11 inch sheets.

SETUP

The Oxford Twin-Pocket Folders require minimal setup. Upon receiving your box of folders, simply remove them from the packaging. The folders are pre-folded and ready for immediate use. Ensure the folders are stored flat in a dry environment to maintain their shape and integrity before use.

OPERATING INSTRUCTIONS

Storing Documents

1. Open the folder flat.
2. Carefully insert up to 50 sheets of letter-sized paper (8 1/2 x 11 inches) into each of the two internal pockets.
3. Ensure the papers are neatly aligned within the pockets to prevent creasing when closing the folder.
4. Close the folder by folding it along the central crease.

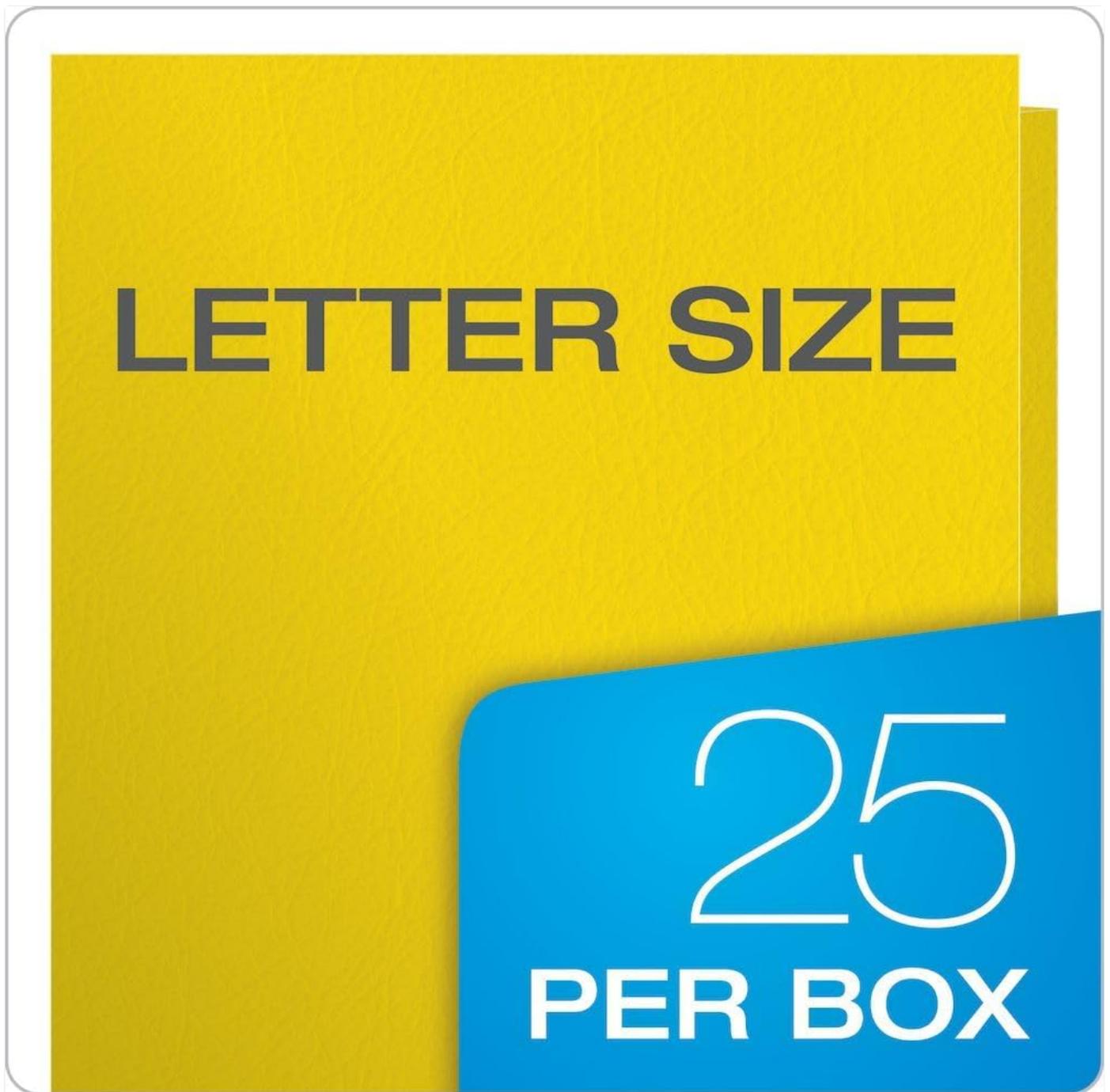


Image: An Oxford Twin-Pocket Folder with documents neatly placed in both pockets, demonstrating its capacity to hold up to 50 sheets per side.

Using the Business Card Holder

1. Locate the die-cut slot on the left internal pocket of the folder.
2. Slide a standard-sized business card into the slot. The card will be held securely for easy display or distribution.



Image: A close-up view of the die-cut business card holder on the folder's left pocket, with a sample business card inserted to show its function.

MAINTENANCE

- **Storage:** Store folders in a cool, dry place away from direct sunlight and excessive humidity to prevent warping or fading.
- **Cleaning:** For minor marks, gently wipe the textured surface with a dry, soft cloth. Avoid using liquids or abrasive cleaners.
- **Avoid Overfilling:** Do not exceed the recommended capacity of 50 sheets per pocket to prevent tearing or damage to the folder's spine and pockets.

TROUBLESHOOTING

Issue	Possible Cause / Solution
Folder tearing at pockets or spine	Overfilling the pockets beyond the 50-sheet capacity can cause stress. Reduce the number of documents.
Documents slipping out of pockets	Ensure documents are fully inserted into the pockets and the folder is closed properly. Avoid carrying the folder upside down.
Folder appears warped or creased	Improper storage (e.g., in humid conditions, under heavy objects) can cause warping. Store flat in a dry environment.

SPECIFICATIONS

Attribute	Detail
Brand	Oxford
Model Number	57509EE
Color	Yellow
Material Type	Paper (Textured)
Sheet Size	8 1/2 x 11 inches (Letter Size)
Fastener Capacity	100 sheets (50 per pocket)
Item Weight	2.61 pounds (for 25-count box)
Product Dimensions	12 x 9.9 x 2.4 inches
Number of Items	1 (referring to the box of 25)
Total Recycled Content Percentage	10%
Post-Consumer Recycled Content Percentage	10%

WARRANTY AND SUPPORT

For specific warranty information or product support, please refer to the official Oxford brand website or contact their customer service directly. General product information and additional resources may also be available through the [Oxford Store on Amazon](#).

