

Rexel 46715E

Rexel Acco 250 GSM A4 Leatherboard Window Binding Covers

Model: 46715E | Brand: Rexel

1. PRODUCT OVERVIEW

The Rexel Acco 250 GSM A4 Leatherboard Window Binding Covers are designed to provide a professional and durable finish to your bound documents. These high-quality A4 covers are suitable for use with all standard comb and wire binding machines, offering both protection and an elegant presentation.

Key Features:

- **Professional Finish:** Features a beautiful leather structure design for an executive look.
- **Durable Material:** Constructed from strong 280gsm card stock, ensuring longevity and protection for your documents.
- **Window Design:** Includes a pre-cut window on half of the covers, allowing for easy display of document titles or branding.
- **Standard Size:** A4 dimensions (210 x 297 mm) for universal compatibility with A4 documents.
- **Pack Quantity:** Supplied in a pack of 50 covers, with 25 covers featuring a window and 25 solid covers for backs or alternative fronts.



Figure 1: Rexel Acco A4 Leatherboard Window Binding Covers in White. This image displays the clean, professional appearance of the white binding covers, highlighting their textured leatherboard finish.



Figure 2: An assortment of Rexel Acco A4 Leatherboard Binding Covers. This image shows the covers available in various colors, some with the distinctive window cut-out, demonstrating the range of options.



Figure 3: A stack of Rexel Acco A4 Leatherboard Binding Covers. This view highlights the texture and thickness of the covers, showing both solid and windowed versions in different colors, ready for use.

2. USAGE INSTRUCTIONS (OPERATING)

These binding covers are designed to be used as the front and back covers for documents bound with comb or wire binding machines. Follow these general steps for optimal results:

1. **Document Preparation:** Ensure your document pages are collated in the correct order and are of A4 size.
2. **Cover Selection:** Choose a windowed cover for the front if you wish to display a title page, and a solid cover for the back.
3. **Punching:** Place the front cover, document pages, and back cover into your comb or wire binding machine's punching mechanism. Ensure all sheets are aligned correctly before punching to create uniform holes. Refer to your specific binding machine's manual for detailed punching instructions.
4. **Binding:** Once punched, transfer the covers and pages to the binding element (comb or wire) on your machine. Open the binding element, load the punched sheets, and then close the element to secure the document.
5. **Window Utilization:** If using a windowed cover, ensure your document's title page is positioned so that the title is visible through the window.



Figure 4: A bound document utilizing a Rexel Acco white binding cover with a window. This image demonstrates how the cover integrates with a spiral-bound document, showcasing the window feature for displaying content like a year or title.

3. PRODUCT SPECIFICATIONS

Brand	Rexel
Model Number	46715E
Material Type	Leatherboard (280 GSM card stock)
Color	White
Size	A4 (210 x 297 mm)
Product Dimensions	11.69 x 8.27 x 0.1 inches (per cover, approx.)
Item Weight	1.6 pounds (total for pack of 50)
Number of Items	50 (25 with window, 25 solid)

4. CARE AND STORAGE (MAINTENANCE)

To maintain the quality and appearance of your Rexel Acco binding covers, please follow these simple care and storage guidelines:

- **Storage:** Store covers flat in their original packaging or a dry, cool place away from direct sunlight and excessive humidity. This prevents warping, discoloration, and damage to the material.
- **Handling:** Handle covers by the edges to avoid fingerprints or creases on the main surface.

- **Cleaning:** If necessary, gently wipe the covers with a clean, dry, lint-free cloth. Avoid using liquid cleaners or abrasive materials, as these may damage the leatherboard finish.
- **Avoid Bending:** Do not excessively bend or fold the covers before binding, as this can compromise their structural integrity and professional appearance.

5. FREQUENTLY ASKED QUESTIONS / TROUBLESHOOTING

Q: Are these covers compatible with all binding machines?

A: Yes, these A4 binding covers are designed for universal compatibility with all standard comb and wire binding machines. The punching mechanism of your machine will create the necessary holes for binding.

Q: What is the purpose of the window on some covers?

A: The pre-cut window allows you to display the title, date, or other key information from your document's first page without needing to print directly on the cover. This provides a clean and professional presentation.

Q: Can I print directly onto these covers?

A: While the leatherboard material is not typically designed for direct printing with standard office printers, you may be able to apply labels or use specialized printing methods. For best results with titles, utilize the window feature or print on an internal title page.

Q: Why are there 25 windowed and 25 solid covers in the pack?

A: This configuration provides flexibility. The windowed covers are typically used for the front to display a title, while the solid covers are ideal for the back of the document, offering full protection and a consistent aesthetic.

6. WARRANTY AND SUPPORT

Specific warranty information for Rexel Acco 250 GSM A4 Leatherboard Window Binding Covers is not provided in this manual. For any product-related inquiries, technical support, or warranty claims, please contact Rexel customer service directly or visit their official website.

You can typically find contact information on the product packaging or through the official Rexel brand website. Please have your product model number (46715E) and purchase details ready when contacting support.

For additional resources and product information, you may visit the [product page on Amazon](#).

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