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Oxford 100201311

Elba Clip 'n' Go Folder User Manual

Model: 100201311

PRODUCT OVERVIEW

The Elba Clip 'n' Go Folder is a versatile and durable document wallet designed for organizing and securing A4-sized papers. Made from recycled card, it features a unique clip mechanism for easy insertion and removal of documents without the need for punching. Its expandable design accommodates a significant number of sheets, making it ideal for various filing and presentation needs.



Image: Elba Clip 'n' Go Folders in assorted colors, showcasing the variety of available hues and the external elastic band closure.

SETUP AND INITIAL USE

The Elba Clip 'n' Go Folder requires minimal setup. It is ready for use directly out of the packaging.

1. **Unpack:** Carefully remove the folder from its packaging.
2. **Open the Folder:** Unfasten the elastic band closure, if present, and open the folder flat.
3. **Locate the Clip Mechanism:** Inside the folder, you will find the integrated clip mechanism designed to hold your documents securely.

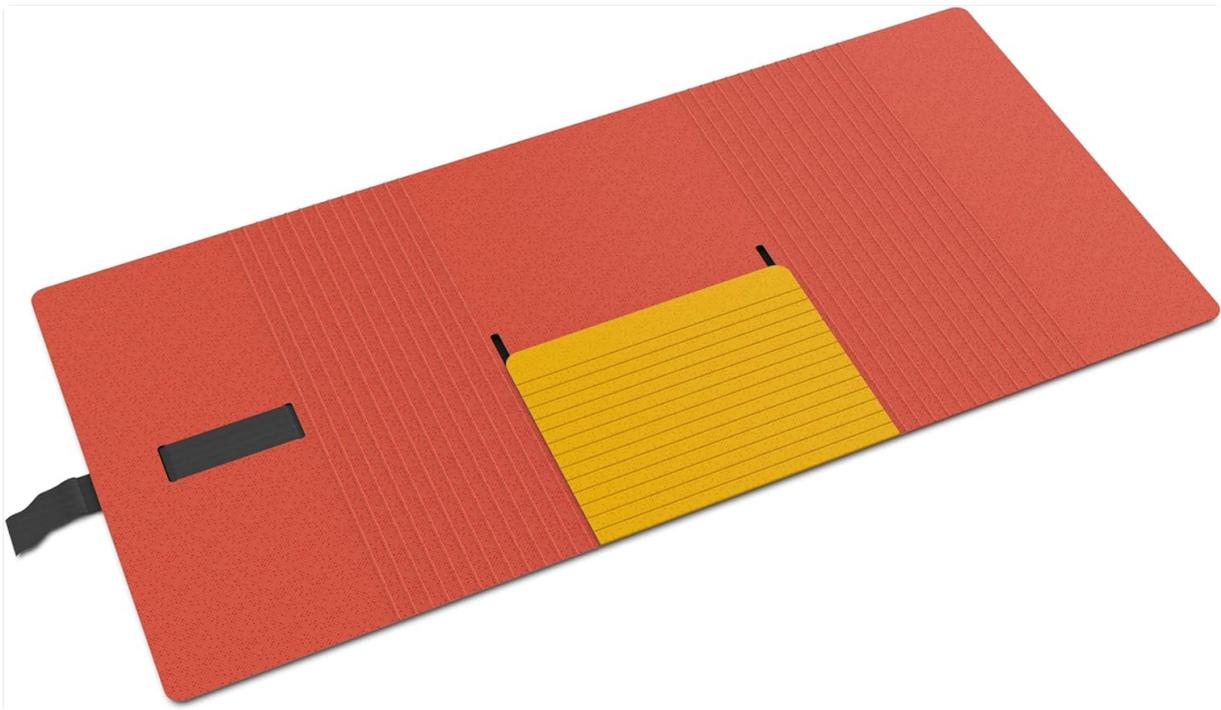


Image: Interior view of the Elba Clip 'n' Go folder, highlighting the internal clip mechanism and document pocket. This shows the folder fully opened with the yellow internal pocket visible.

OPERATING INSTRUCTIONS

Follow these steps to effectively use your Elba Clip 'n' Go Folder for document organization:

1. Inserting Documents:

- Align your A4 documents neatly.
- Gently lift the top part of the internal clip mechanism.
- Slide the aligned documents underneath the clip.
- Press the clip down firmly to secure the documents in place. Ensure all pages are held by the clip.

2. Removing Documents:

- Lift the top part of the internal clip mechanism.
- Carefully slide the desired documents out from under the clip.
- Press the clip back down if no more documents are being removed.

3. Closing the Folder:

- Once documents are secured, fold the folder closed.
- If your folder has an elastic band closure, wrap it around the folder to keep it securely shut.



Image: Elba Clip 'n' Go folder, closed and filled, demonstrating its capacity and secure closure with the elastic band.

MAINTENANCE AND CARE

To ensure the longevity and optimal performance of your Elba Clip 'n' Go Folder, follow these simple maintenance guidelines:

- **Cleaning:** Wipe the exterior of the folder with a dry, soft cloth to remove dust or light smudges. Avoid using wet cloths or harsh cleaning agents, as this may damage the recycled card material.
- **Storage:** Store the folder in a dry environment, away from direct sunlight and excessive moisture, to prevent warping or damage to the material. Store flat when possible to maintain its shape.
- **Avoid Overfilling:** While the folder is designed to be expandable, avoid exceeding its recommended capacity of approximately 50 sheets to prevent strain on the clip mechanism and the folder's structure.

TROUBLESHOOTING

If you encounter any minor issues with your folder, consider the following:

- **Documents Not Securing Properly:**

- Ensure documents are neatly aligned before inserting them under the clip.
- Check that the clip mechanism is fully pressed down.
- Verify that the number of sheets does not exceed the folder's capacity.

- **Folder Appears Warped or Damaged:**

- This may occur if the folder has been exposed to excessive moisture or stored improperly. Ensure it is kept in a dry, flat environment.

SPECIFICATIONS

Brand	Oxford (Manufacturer: Elba)
Model Number	100201311
Product Dimensions	Approximately 13.03 x 9.57 x 0.31 inches (330 x 240 x 8 mm)
Sheet Size Compatibility	A4 (21 x 29.7 cm)
Material Type	Recycled Card
Fastener Capacity	Up to 50 sheets
Color	Assorted Colours
Item Weight	Approximately 3.87 ounces
Origin	Made in France



Image: "Fabriqué en France" (Made in France) certification logo, indicating the product's origin.

SUPPORT INFORMATION

For further assistance or inquiries regarding your Elba Clip 'n' Go Folder, please refer to the contact information provided by your retailer or the official Oxford/Elba website. Please note that specific warranty

details may vary by region and retailer.