

Mr. Pen UMPW005M301

Instruction Manual for Mr. Pen Plastic Folders

Model: UMPW005M301

INTRODUCTION

This manual provides comprehensive instructions for the use and care of your Mr. Pen Plastic Folders. Designed for durability and organization, these folders are ideal for school, work, or home use, helping to keep your documents protected and neatly arranged.



Image: A set of five Mr. Pen plastic folders in muted pastel colors, including pink, light blue, and beige. Some folders are shown open, revealing the internal pockets and three metal prongs designed to hold punched papers. Others are stacked neatly, showcasing the variety of colors in the pack.

PRODUCT FEATURES

The Mr. Pen Plastic Folders are engineered with several key features to enhance document organization and protection:

- **Durable Construction:** Made from quality plastic material, these folders are flexible, tear-resistant, and designed for

long-lasting use.

- **Water-Resistant:** The plastic material provides protection against moisture, keeping your documents safe from spills or damp conditions.
- **Easy to Clean:** The smooth plastic surface allows for simple cleaning with a damp cloth.
- **Dual Pockets:** Each folder includes two horizontal pockets to securely hold loose-leaf documents, notes, and small items.
- **Three Metal Prongs:** Integrated metal prongs allow for the secure fastening of 3-hole punched papers, keeping them firmly in place.
- **Standard Letter Size:** Measuring 9.3 inches by 11.4 inches, these folders are perfectly sized for standard letter-sized (8.5" x 11") paper documents and business cards.
- **Muted Pastel Colors:** The pack includes five folders in muted pastel colors, enabling easy color-coding for different subjects or projects.



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**Plastic Folders
with Pockets and Prongs**

In 5 Pastel Colors

Image: An open pink Mr. Pen folder with measurements indicating its dimensions: 11.5 inches in height and 9.35 inches in width, suitable for standard letter-sized (8.5" x 11") paper documents and business cards.

for letter-sized documents.

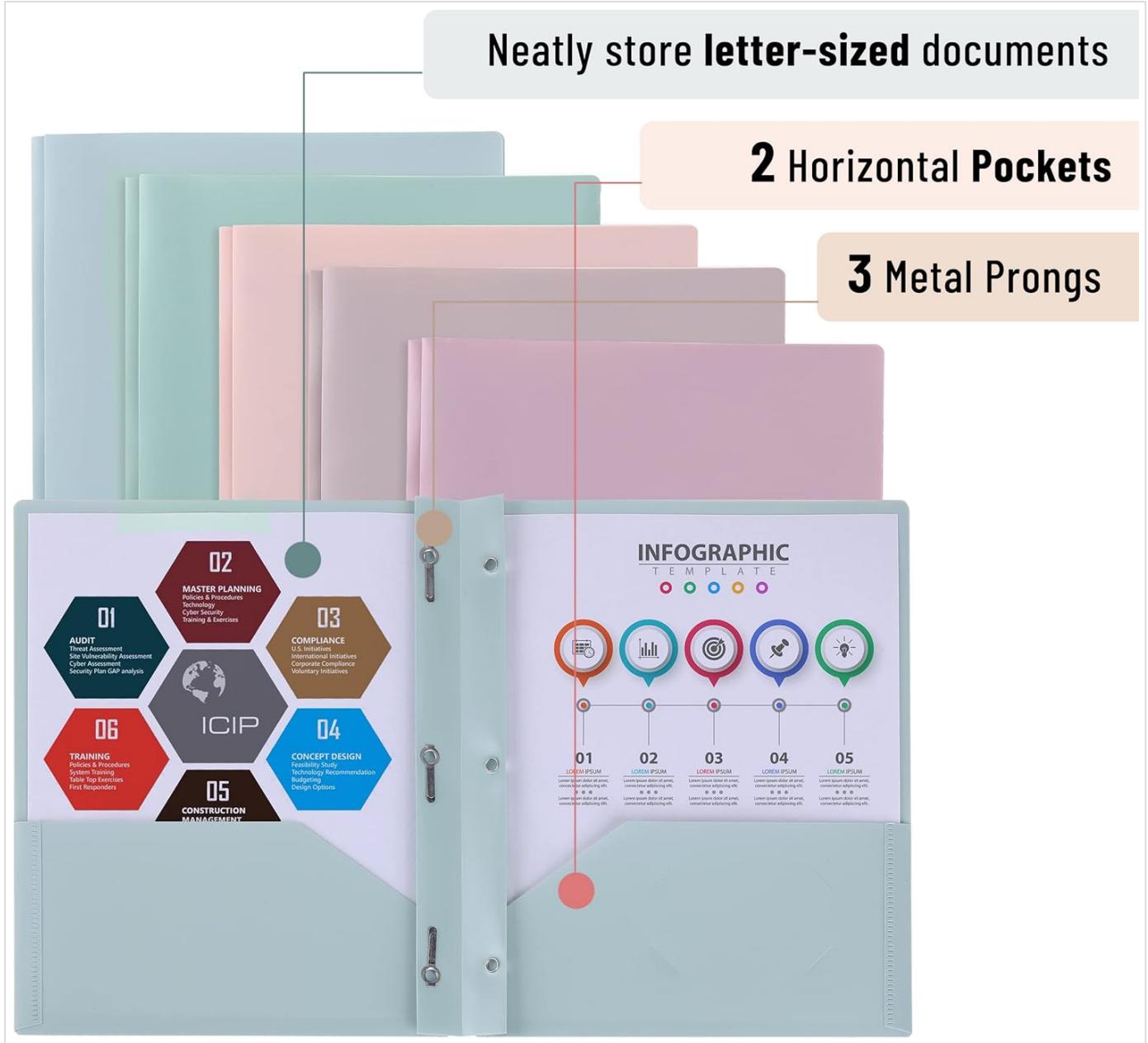


Image: An open Mr. Pen folder in a light green color, displaying its interior features: two horizontal pockets at the bottom corners and three metal prongs along the spine, designed to hold punched papers securely.



Easy to Clean

Water-Resistant



Durable



Tear-Resistant



Image: A collage of four images highlighting the folder's material properties. One shows water beading on the surface (water-resistant), another shows a hand wiping the folder with a cloth (easy to clean), and two others demonstrate the flexibility and strength of the plastic (durable and tear-resistant).

SETUP

Mr. Pen Plastic Folders require minimal setup. They are ready for immediate use upon unboxing.

- 1. Unpack:** Remove the folders from their packaging.
- 2. Inspect:** Briefly check each folder for any signs of damage during transit.
- 3. Prepare Documents:** Ensure your documents are letter-sized (8.5" x 11"). For use with the prongs, documents should be 3-hole punched.

OPERATING INSTRUCTIONS

Utilizing your Mr. Pen Plastic Folders effectively for organization:

- **Using Pockets:** Gently slide loose papers, notes, or small flat items into the two horizontal pockets located on the inside covers of the folder.
- **Using Prongs:** For 3-hole punched documents, align the holes with the three metal prongs in the center spine of the folder. Lift the prongs, insert the papers, and then press the prongs back down to secure the documents.
- **Color-Coding:** Assign a specific color folder to a particular subject, project, or category to enhance visual organization and quick retrieval of documents.
- **Front Pocket (if applicable):** Some models may feature a clear front pocket for a cover sheet or label. Insert a title page or contents list into this pocket for easy identification.



Image: An open pink Mr. Pen folder lying on a white desk next to a keyboard and pen. Various charts and documents are placed inside the folder, illustrating its utility for organizing and color-coding different types of paperwork.



Image: A top-down view of a white desk where two individuals are exchanging a Mr. Pen folder. One person is handing a closed beige folder to another, who is holding an open light green folder with documents inside. This illustrates the practical use and ease of handling the folders in a collaborative or organizational setting.

MAINTENANCE

To ensure the longevity and appearance of your Mr. Pen Plastic Folders, follow these simple maintenance guidelines:

- **Cleaning:** Wipe the exterior and interior surfaces with a soft, damp cloth. For stubborn marks, a mild soap solution can be used, followed by wiping with a clean, damp cloth. Avoid abrasive cleaners.
- **Drying:** Allow folders to air dry completely before storing or placing documents inside to prevent moisture damage to papers.
- **Storage:** Store folders in a cool, dry place away from direct sunlight or extreme temperatures to prevent material degradation.
- **Avoid Overfilling:** While durable, avoid overfilling the pockets or prongs beyond their capacity (approximately 10-15 sheets for prongs) to prevent stress on the material and potential tearing.

TROUBLESHOOTING

Common issues and their solutions:

Problem	Possible Cause	Solution
Documents slipping out of pockets.	Overfilled pockets or papers not fully inserted.	Reduce the number of papers in the pocket. Ensure papers are pushed all the way to the bottom and side edges.
Papers not staying on prongs.	Prongs not fully closed or papers not 3-hole punched correctly.	Ensure prongs are securely pressed down. Verify that papers have standard 3-hole punches that align with the prongs. Avoid exceeding the prong capacity.
Folder appears dirty or stained.	Surface grime or minor marks.	Clean with a damp cloth and mild soap solution as described in the Maintenance section.

SPECIFICATIONS

Model Number: UMPW005M301

Material: Plastic

Color: Muted Pastel Colors (5-pack)

Sheet Size Compatibility: Letter-sized (8.5" x 11")

Folder Dimensions: Approximately 11.44 x 11.2 x 0.71 inches (Package Dimensions)

Item Weight: 11.3 ounces (for the 5-pack)

Fastener Capacity: 10-15 sheets (approximate)

Pockets: Two horizontal pockets per folder

Prongs: Three metal prongs per folder

WARRANTY AND SUPPORT

For any questions, concerns, or support regarding your Mr. Pen Plastic Folders, please contact the manufacturer, Mr. Pen, directly through their official channels. Information regarding specific warranty terms may be available on the product packaging or the official Mr. Pen website.

Visit the [Mr. Pen Store on Amazon](#) for more information and contact options.