



**OFFICEMAX IMPRESS PRODUCTION CENTER**  
9756 Atlantic Blvd. Jacksonville, FL 32225

**QUICK REFERENCE**

**Hours of Operations:**

<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>
8:00am – 9:00pm	9:00am – 8:00pm	10:00am – 6:00pm

Pick Up and Delivery Available Monday - Friday 8:00am - 5:00pm

**UNF Dedicated Production Center Customer Service Representative: Brian Bell**

Hours Monday – Friday 8:00am-5:00pm

Phone: 904-721-9308 or 904-721-9350

Email: [CSR0813a@officemax.com](mailto:CSR0813a@officemax.com)

**ImPress Connect Customer Support: 800-817-8138** Reference account number 565586.

This number can also be found on the landing page at [www.officemaxsolutions.com](http://www.officemaxsolutions.com) under the Message Board.

**Your OfficeMax ImPress Strategic Account Manager - Print Consultant Specialist:**

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Ed Prisby

[edprisby@officemax.com](mailto:edprisby@officemax.com)

Phone: 904-608-6314

**Online- To Access ImPress Connect Ordering Site:**

1. Go to [www.officemaxsolutions.com](http://www.officemaxsolutions.com)
2. Log in with your user name and password (case sensitive)
  - If you need a user name and password please email [UNFPRINT@officemax.com](mailto:UNFPRINT@officemax.com) and provide the following information in your email:
    - First and Last Name
    - Email address and complete phone number
    - Department
    - Building and Room number
  - Your user name and password should be emailed to you within 3-4 business days
  - If you have an immediate print need, please use the EMAIL option below
3. Click on the link **“Create New Custom Print Order”**

(A complete user guide can be found on the UNF website under Auxiliary Services Department– Duplicating Services.)

**Email – Email Files Directly to the Production Center:**

If you have an immediate print need please email your document directly to the ImPress Production Center directly at [CSR0813a@officemax.com](mailto:CSR0813a@officemax.com). Please complete a Print Custom Order Form with the details of the documents you want to produce and include it as an attachment in your email. This form can be downloaded from the Auxiliary Services Department – Duplicating Services site on the UNF website.

**Hard Copy – Call for Pick Up or Drop at OfficeMax Store**

You can call for a pick up Monday - Friday 8:00am – 5:00pm, or drop your document at the OfficeMax ImPress Production Center (address above). Please complete a Print Custom Order Form with the details of the documents you want to produce and include it with your document. This form can be downloaded from the Auxiliary Services – Duplicating Services site on the UNF website.

Additional information and downloads reside on the UNF website under the Auxiliary Services Department - Duplicating Services.