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

Hours of Operations:
Monday – Friday  Saturday  Sunday
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

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 under the Message Board.

Your OfficeMax ImPress Strategic Account Manager - Print Consultant Specialist: Ed Prisby
edprisby@officemax.com
Phone: 904-608-6314

Online- To Access ImPress Connect Ordering Site:
1. Go to 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 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. 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.