Log into www.officemaxsolutions.com
Enter User Name and Password as provided by OfficeMax (case sensitive)

Click on “Create New Custom Print Order” under Print & Document Services
The first time you log in you will see this page. If you do not wish to see it every time you log in check the box next to DON’T SHOW ME THIS MESSAGE IN THE FUTURE. Click on CONTINUE.

Click on YES to continue. If you have Internet Explorer 8 on your computer, click NO.
You will now see the ImPress Connect landing page. You will see 3 options across the top of the landing page: Order Jobs, Track Jobs, Manage Account.

There are 4 options on this page which will be used to place and track orders per the below arrows.
Print Documents from our Catalog will be used for repeatable document needs. Click on START ORDER under this section.

Single-click on the folder for your department. If you have static (non-changing) documents in your department and there is no folder for you yet, we will build that for you.
The files that have been loaded in your folder will populate. Single-click on the folder for the document you would like to print and click Add to Cart or Add to Cart and Checkout. You can click on the pdf preview to view the document prior to adding to the cart.

The second way to order is to upload documents from your computer.
Click on the Browse button to load the file from your computer.

The name of the file you selected will be populated into the box below.
You will see this screen while the system creates the uploaded file. When the page tells you it is complete click on continue.

Select the type of document you want to produce by clicking on it from the selections on this page.
Select the sub type of document you want to produce as well as paper type. Example below is color, single sided, 24# white paper, letter size, printed portrait.

Do not change any items from COLOR CHANNELS on down.

Do not click for additional properties or your job will not price correctly.

If you only want to print some of the pages of the document you can specify that in this box per the instructions under the box. The default is all of the pages.
Please wait while the system creates a PDF of the file you uploaded with the specifications you selected for your review.

If there is an inconsistency with the file you uploaded, you will see this FILE REPORT page. Let your print provider resolve any issues. Check the box as shown.
You will see a PDF preview of your document for a final review.

Further down this page, if you scroll down, you can click on PDF Preview for a larger image.
If you select PDF Preview, the following box will appear for a larger image to review. If everything is correct click on ADD TO CART AND CHECKOUT.

You will be taken to the Shopping Cart. Enter the quantity of the document you want to produce. Click on GET QUOTE for pricing. Click on PROCEED TO CHECKOUT.

When you click on GET QUOTE your total print order subtotal will appear.

Change your mind? Delete here!
Click on the SHOW ADDRESS BOOK link for a pre-loaded list of all of the UNF buildings to select from.

Select and click on the building you want the documents to be delivered to from the Address Book.
Delivery will default to deliver by van as OfficeMax ImPress will make all campus deliveries by our own vans. Please review to ensure this is selected.

Production Location will default to store #813 our Jacksonville ImPress Production Center. Please enter any necessary notes to the production staff in the box provided.
Select the department you are associated with by using the drop down next to cost center. This is for reporting purposes only as your credit card will be used to code to your internal budget. Enter the room number you want the documents delivered to in the box titled REF. CODE.

Example: Auxiliary Services Dept. Selected under Cost Center Drop down. Room 1100 was entered in box titled REF. CODE as the room documents are to be delivered to. Click on PLACE YOUR ORDER.
Enter your Procurement Card information as required.

Your order has been confirmed and sent. A job tracking number has been assigned for you to refer to. You can now log out or proceed to Order Jobs.
Your order can now be found under TRACK JOBS. You can follow it through the production, printing and shipping process.

Please make a note of this job number as it will be the tracking number for this request.
You should receive an email confirmation that your order was transmitted within minutes. If you do not receive this email within 30 minutes, please call the ImPress Production Center and provide your JOB# so we can ensure we have received your request.

From: Impress Connect
Sent: Wednesday, August 12, 2009 5:06 PM
To:
Subject: Job Ordering Confirmation. Order #
**TRACK JOBS**

By Selecting TRACK JOBS you will always be taken to your current shopping cart. From here you can also select on any of the other options listed on the left side. (Approvals will not be used for UNF)

Under TRACK JOBS you can re-order a previous job by clicking on the RE-ORDER JOB button.
You will be asked to confirm your request to re-order this job.

You can review the document in a PDF format as well by clicking on PDF Preview.
A PDF preview will appear. Close this box when finished.

When re-printing a previous job you can edit the properties before re-printing by clicking on the EDIT PROPERTIES button.
The properties of the file will be displayed with links to edit the previous properties selected when printing.

Scroll down to see additional options to edit Properties.

Proceed with completing the re-order using the same steps as on the original document.
MANAGE ACCOUNT

You can click on Manage Account and update your profile.

You can create a custom ship to address for yourself in this section.
Add building # and room # behind 1 UNF Drive.
ORDER A BOOK ASSEMBLY

To order a book assembly click on START ORDER under this section.

Click on START PRINTING button
Click on the BROWSE button to select the file(s) to be included in the booklet. Once this box is filled in, click on the UPLOAD button in step 2.

You will get a screen telling you to wait as your file is uploaded.
Once the Upload is complete you will see the file(s) you selected under the right section titled Uploaded files. You can remove files that have been uploaded by using the REMOVE button.

You can continue to upload all of the files needed in the booklet using the same method. When all files are uploaded click on CONTINUE.
Select the binding style, color and # of pages in the booklet by clicking on your preference.

Scroll down to select the front and back material of the booklet in Step 2. Select the book size in Step 3. Click on Continue.
You will be brought to this page where the files you uploaded will be under file list. The selections you previously made will be under Book Assembly Types. If you want to add tabs in your booklet click on the ADD TAB button.
You will see a box where you can define your tab properties and then click on OK.

You will see the Tab details now listed. To define the components of the inside of the booklet click on ADD BLANK COMPONENT button and make selections from the drop down boxes.
You can upload more files from this screen if you need to by using the UPLOAD FILES button in the left section. If your selections are complete, click on the ADD TO CART AND CHECKOUT button.

You will be brought to your shopping cart. Your NEW JOB# is in the Job name area. Enter the quantity of booklets you need. Click on GET QUOTE for your project total. Click on PROCEED TO CHECKOUT button.

Checkout will follow the same steps whether you select produce a booklet or upload files from your computer. Please refer to the instructions for checkout above.
GLOSSARY OF ABBREVIATIONS AND TERMS:

B/W = Black & White
COLR = Color
SS = Single Sided
DS = Double Sided
3HD = 3 hole drilled or punched
LAM = laminated
Shrink Wrap = Shrink Wrap applied

LTR = Letter size 8 ½ x 11
LGL = Legal size 8 ½ x 14
LDG = Ledger size 11 x 17

Portrait = [Diagram]
Landscape = [Diagram]

Stpl Booklet = two staples in the center of the booklet along the spine
Stpl Dbl Left = two staples left justified on the front cover of the document
Stpl Landscape = one staple in the top left hand corner of the document
Stpl Portrait = one staple in the top left hand corner of the document

Brit = Bright colored paper (Example: Brit (B) Lemon = Bright Lemon)
Pstl = Pastel colored paper (Example: Pstl (P) yellow = Pastel or Light Lemon)

Cvr = Cover Stock and comes in different weights, usually 65#, 80# or 100#
Card Stock = Cover Stock comes in different weights, usually 65#, 80# or 100#

Coil = plastic spiral binding
Comb = plastic spiral binding GBC style

Color Channels:  B&W = Black & White
               Process = Color

Tabs:  Mylar = plastic coated tab
       Card Stock = non-plastic coated tab

Slip Sheet = blank piece of paper that separates segments of a document