



Office Depot Max Reference Guide

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Key Contacts

Erin Rodriguez
Solutions Development Manager
erin.rodriguez@officedepot.com –copy on all communications
Tel: 832.269.7540

Production Center:
Shundrick Williams or Customer Service Representative
Customer Service
rpf2956@officedepot.com and shundrick.williams@officedepot.com (copy both)
Tel: 972.602.4289 *Please call for Urgent Issues*

The Production Center will be co-coordinating and distributing the files and work orders to the production facilities and will be the primary contact for any questions. The Production Center will also be responsible to assembling the tracking data that is reported back to the customer and coordinating the billing data for the Docman orders

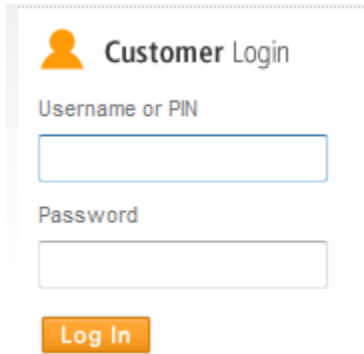
Web to Print /DocMan Team
Amy Kestner, Shannon Marshall or Misty Martin
Cpd.customeronlinesupport@officedepot.com
800.817.8138

The Web to Print team will assist with questions regarding uploading documents or can assist with order placement and billing questions.

Turn Times 3 to 5 business days starting the day after order is submitted plus ground shipping time. All orders will be sent through Central Shipping and Receiving.

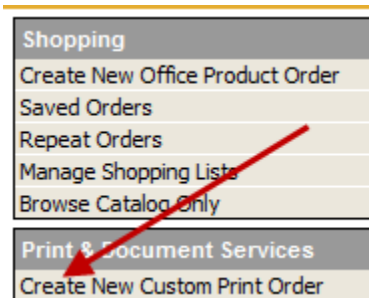
OfficeMax ImPress Document Manager 2.0 Basic User Guide

Navigate to www.OfficeMaxSolutions.com and enter your username and password.



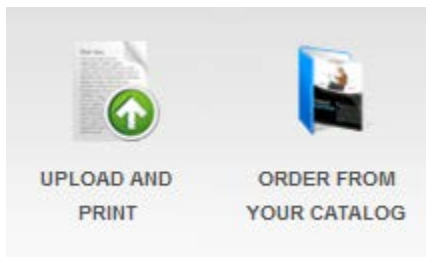
The image shows a 'Customer Login' form. It features a user icon, the text 'Customer Login', a 'Username or PIN' input field, a 'Password' input field, and an orange 'Log In' button.

From the main page, select **CREATE NEW CUSTOM PRINT ORDER**.



Adding Documents to Your Order

On the main page of the print application, select either, **Upload and Print** OR **Order From Your Catalog**.

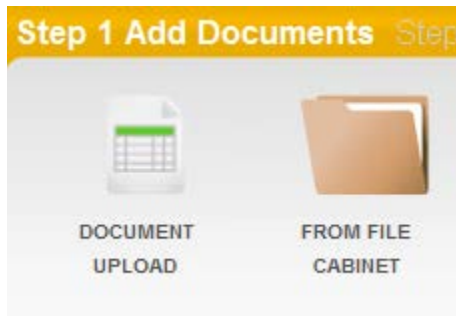


Upload and Print:

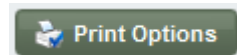
Using **Upload and Print** allows you to configure **HOW** your items will be printed – color or B/W, single or double sided, paper choice, etc., **and** select finishing options: cutting, drilling, stapling, lamination, padding, etc.

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Upload a document **OR** select an item from your filing cabinet – see page 4.



You can configure how each document is printed by selecting



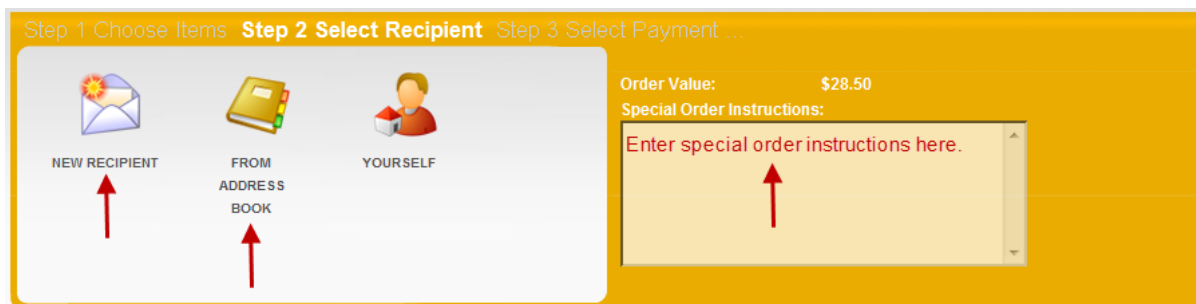
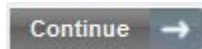
Order From Your Catalog

Catalog items are **pre-configured** by a **Corporate Administrator** and have the print specifications already selected. Files in the catalog area may be divided into folders to help sort documents and for faster document retrieval. Multiple documents can be selected from various folders.

Once you've added all the documents to your order, you're ready to select a recipient(s) and checkout.

Recipient Page

On the recipient page, **your shipping address** (see page 3) will automatically default regardless of the consignee you've selected. To change to another address, click on the address displayed. Additional recipients can be added by using the **Address Book** or by adding a **New Recipient**. You will also select (drop-down) or enter your **cost center**. **Special Instructions** may also be entered. Click



Click inside the box to see all options. Type more characters to narrow your results.

COST CENTER: -- OR -- ENTER A COST CENTE Cost Center selection

Use the same cost center and release code for all recipients

RELEASE:

	Recipient	Select Delivery	Quantity
<input type="button" value="Remove"/>	Print User OfficeMax 263 Shuman Bl Naperville, IL 60563	Delivery <input type="button" value="v"/>	1 <input type="button" value="refresh"/>

Click to change address information.

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Select Payment

Enter your **PO Number** (if applicable / required). A detailed receipt can also be obtained. Click **PLACE ORDER** to checkout. If your account / consignee requires a credit card payment, you'll be prompted to enter your credit card information.

Step 1 Choose Items Step 2 Select Recipient **Step 3 Select Payment ...**

Summary Receipt:

Order Total:

Items Subtotal:	\$28.50
Shipping and Handling:	\$0.00
Total:	\$28.50

Special Order Instructions:

VIEW RECEIPT DETAILS

Confirm your order details by viewing the summary receipt. Specify payment information and click the "Place Order" button.

Payment Information

Preview:	Item Name / Description:	Price:	Quantity:	Total:	Action
	ImPress Poster 24x36	\$28.50	1	\$28.50	Remove
Subtotal:				\$28.50	

Field: Enter Order Information: Comments:

PONumber

Cancel Order Previous Place Order

Default Shipping Address and Print Preferences



From the main page, select **MY ACCOUNT**.

MY ACCOUNT allows you to set your **default shipping address** and **personal print preference**. You can also manage your address book and filing cabinet as well.

My Account

Options

Default shipping address and contact information here.

Set your default printing preferences here.

VIEW ORDER HISTORY

EDIT ACCOUNT INFORMATION

ORDERING PREFERENCES

MANAGE FILE CABINET

MANAGE ADDRESS BOOK