

OFFICECORP

WE ARE EXCITED TO WORK FOR YOU!

Thank you for choosing Officecorp Inc. for your print equipment needs. Our goal is to assist in your growing business and look forward to a long relationship. Officecorp will cut your costs on all copier materials needed for you to focus on what is really important to you, your business!

Please see the below information on how to go about enjoying your machine and all the services that we offer.



WWW.GOOFFICECORP.COM/SUPPORT
SUPPORT@GOOFFICECORP.COM



WELCOME

WHO WE ARE

Officecorp's mission is to ensure all of our clients receive world-class service at a competitive value that can't be copied.

We are a premier print-managed Konica Minolta authorized dealer with over 20 years of experience. Beginning in Irvine, CA, the company has grown to serve Los Angeles, Orange County, San Diego, Inland Empire, and Dallas/Fort Worth, Texas.

Our service programs include all toners, toner waste, developers, drums, parts, and labor. Everything to keep your machine and your business operations running smoothly.



Officecorp

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SUPPORT

HOW DOES IT WORK?

Email support@goofficecorp.com

Included, but not limited to supply orders, repair requests, billing inquiries, questions

All requests are directed to
support@goofficecorp.com

1

**SUPPLY
ORDERS**
Toner, waste
cartridge, staples

Please Include:

- Company Name
- Address
- Printer Model
- Color Requested
 - (CMKY)

2

**REPAIR
REQUESTS**
Schedule technicians

Please Include:

- Company Name
- Address
- Contact Name
- Phone Number
- Anytime not avail
M-F 8:30-5:00

3

**BILLING
INQUIRIES**
Billing terms,
autopay, questions

Please Include:

- Company Name
- Address
- Contact Name

PREFERRED CONTACT METHOD

support@goofficecorp.com

This way, we track, monitor, and respond to all requests in a documented form.

CONTACT US

Call us for direct assistance - (888) 546-7990

BUSINESS HOURS

Monday - Friday

8:30am - 5:00pm PST



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RESOURCES AND TOOLS



HOW-TO DOCUMENTS

www.goofficecorp.com/support/how-to-documents

TONER REPLACEMENT

www.youtube.com/watch?v=wzq9IQrWW2M

BUY BACKUP TONER

support@goofficecorp.com

PRINT DRIVERS WINDOWS

www.goofficecorp.com/support/konica-minolta-windows-driver-installation/



PRINT DRIVERS MAC

www.goofficecorp.com/support/konica-minolta-mac-driver-installation

SCAN TO FOLDER

www.youtube.com/watch?v=SGNMmkQoB5s

SCAN TO EMAIL

www.goofficecorp.com/support/how-to-documents/scan-to-email

www.youtube.com/watch?v=zYc9Qm9nyRw

QUESTIONS ABOUT YOUR LEASE

CIT First Citizens Bank & Trust Company

www.cit.com/about/contact-us

855-462-2652

Marlin PEAC Solutions

www.peacsolutions.com/contact

888-236-2409

Wells Fargo

www.myaccounts.wellsfargo.com

888-652-2269

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