

## **Office Depot, Inc. to Begin Web Seminars for State Agencies Interested in the New State Office Supply Contract**

Office Depot, Inc. has announced the availability of web training four times weekly to help State agencies use the new State Office Supply Contract.

The first session will start Tuesday, October 17.

The live web seminars will cover information such as how to register for an account, shop the electronic catalog, return and manage lists, create purchase orders, place orders, and manage on-line accounts using Epylon software. The session will also cover contract benefits and information on how to meet the State's small business and disabled veteran enterprise purchasing goals.

Sessions will be held twice a day at 10 a.m. and 2 p.m. on Tuesdays and Thursdays through November 21, 2006. After Nov. 21, a new schedule of regular trainings will be posted.

Attendance is limited to 20 persons per session.

To participate, interested State agencies should register by noon the previous day of the scheduled session. Requests for spots at the live on-line session can be requested by e-mail or by calling the dedicated California Office Depot Customer Service Team.

- e-mail: [help@epylon.com](mailto:help@epylon.com)
- Customer Service: (800) 607-0685

In their communication, State agencies should advise what session they want to attend. Seats will be filled on a first-come, first-served basis. If a preferred time-slot is full, the interested State agencies will be contacted for an alternate selection.

After signing up for the class, registrants will receive an e-mail with instructions on preparation and how to sign in.

Participants will need up-to-date Microsoft Internet Explorer browsers.

Classes will be offered using Genesys on-line meeting software. Prior to the meeting, registrants should log-on to the [www.genesys.com](http://www.genesys.com) website, click the "join as a participant" button and run through a Browser Compatibility Test to make sure their computers have all the requisite settings and plug-ins to participate in the meeting.

The test will check on browser version, pop-up blocking, java version, operating system, screen resolution, browser cookies and java applications.

Participants should log on at least 10 minutes prior to the meeting to avoid any technical problems. Meetings will begin promptly at 10 a.m. and 2 p.m.

Sessions are scheduled to run 45 minutes, and will last no more than one hour.

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