01 Login to your account

Go to www.marconet.com/client-login
- Click on the “Copier & Printer Service & Supplies” button
- Enter your User name and password • Click the “Log In” button

*If you need to request a login, click on “New user? Sign up now.”*

02 Select a location

To select a different location, click on the button on the top of the page

03 Enter a service call

At the customer home page screen:
- Click on the “New Service Call” button in the Service calls tile

04 Select the equipment

In the “Identify the equipment” tile:
- Click on the “Select equipment” link to show a list of your equipment

Need Help? Call Marco’s service line at 800.847.3098
04 Select the equipment (cont.)

- Click on the equipment you need service for or click the “Search for Equipment” tab, enter the equipment ID# and click “Go”

05 Enter your information

- In the “Enter your name” tile:
  - Enter your personal contact information

06 Enter a description

- In the “Enter a description” tile:
  - Enter the problem you are experiencing with the equipment
  - Click the “Save” button

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