HOTSPOT PRINTING

1. Using your email account, send an email to papercut@ltu.edu and attach the document you want to print. Currently, you can print Microsoft Office documents, Adobe documents, and image files (.jpg, etc.)

2. Go to any Hotspot Release Station (Buell Atrium, or Library)

3. If your document is black & white, click the Quick Release button, and select/release your job.

4. If your document is color, click the Quick Release button. Swipe your credit/debit card on the credit card swip. This will allocate a $15 reservation against your card. Please note: you will only be charged for the amount of the job. The $15 hold will be released as soon as you log out of the release station and you will be charged for only the cost of your job.

5. Once your job has been printed, please log out of the release station.