Remote Printing Instructions

**Step 1**
Enter “print.latech.edu” in the address bar of your browser, and login to the web interface using your LA Tech username and password.

![PaperCutNG Login Page](image1)

**Step 2**
In the menu located on the left side of the page, select Web Print, then click the “submit a job” button located above the status bar.

![Web Print Page](image2)
**Step 3**
Select the printer that you wish to submit your job to, then select the “Print Options and Account Selection” button.

**Step 4**
Select the number of copies that you wish to print, then select “Upload Documents”.
**Step 5**
Select the “Upload from Computer” button, or drag your desired document to the upload box. After you've selected your document, select the “Upload & Complete” button. After uploading your job, you’ll see a confirmation showing your job in the print queue. You can now go to the release station of the printer that you submitted your job to and release it.