

# Mobile Printing Instructions

Print to Nashville Public Library printers from anywhere. Send your print job then visit the library to pick up your document.

## Print from a laptop or desktop computer at home or work:

1. Visit [library.nashville.org/amenities/mobile-printing](http://library.nashville.org/amenities/mobile-printing).
2. Select the library where you will pick up your print.
3. Choose a printer and enter your email address.
4. Browse your computer to find and select the file you wish to print.
5. Click the forward arrows to move through print options.
6. Review print job and cost. Click the printer icon to send your file to the printer.
7. You will see the status of your print job and a reference number. *Please record your job reference number to identify your print job in the event of a problem.*
8. Visit the library where you sent your print. Remember to bring dollar bills or coins to pay for your print.
9. Go to the Print Release Station in the library. Select "Release a Print Job."
10. Enter the email address you supplied and select your print job.
11. Insert payment into payment machine.
12. Click print in the top left corner of the screen. Your items will start printing.



**Print from your laptop  
or desktop computer**

## Print from tablet or smartphone app:

### Get the App

1. Visit your device's app store.
2. Search for the PrinterOn App.
3. Download and install.



**Print from your tablet  
or smartphone app**

### Print

1. Open the PrinterOn app.
2. If you have not already selected a printer, or if you want to change your printer, click the bottom of the screen.
3. Tap the "Search" icon at the bottom of the screen.
4. Search for "Nashville Public Library."
5. Select a library location where you will pick up prints. Tip: Save a branch for quick access. Click the info icon next to your local branch and click "save" to add the location to your saved locations.
6. Select Documents, Photos, Email, or Web.
7. Upload the file you want to print.
8. Check that you have the correct printer selected. You can change your printer before clicking the print button.
9. Click "Print."
10. Enter an email address.
11. Click on the check mark. You will receive a notice that the job started, and shortly after another message stating "Job Success."
12. Visit the library where you sent your print. Remember to bring dollar bills or coins to pay for your print.
13. Go to the Print Release Station in the library. Select "Release a Print Job."
14. Enter the email address you supplied and select your print job.
15. Insert payment into payment machine.
16. Click print in the top left corner of the screen. Your items will start printing.

## Use email to send something directly to library print system:

- Email from any device directly to the library's print system:
  - Main Library
    - B&W: [npl-mn-bw@printspots.com](mailto:npl-mn-bw@printspots.com)
    - Color: [npl-mn-color@printspots.com](mailto:npl-mn-color@printspots.com)
  - Bellevue Branch
    - B&W: [npl-bl-bw@printspots.com](mailto:npl-bl-bw@printspots.com)
    - Color: [npl-bl-color@printspots.com](mailto:npl-bl-color@printspots.com)
  - Bordeaux Branch
    - B&W: [npl-bx-bw@printspots.com](mailto:npl-bx-bw@printspots.com)
    - Color: [npl-bx-color@printspots.com](mailto:npl-bx-color@printspots.com)
  - Edmondson Pike Branch
    - B&W: [npl-ep-bw@printspots.com](mailto:npl-ep-bw@printspots.com)
    - Color: [npl-ep-color@printspots.com](mailto:npl-ep-color@printspots.com)
  - Green Hills Branch
    - B&W: [npl-gh-bw@printspots.com](mailto:npl-gh-bw@printspots.com)
    - Color: [npl-gh-color@printspots.com](mailto:npl-gh-color@printspots.com)
  - Hermitage Branch
    - B&W: [npl-hm-bw@printspots.com](mailto:npl-hm-bw@printspots.com)
    - Color: [npl-hm-color@printspots.com](mailto:npl-hm-color@printspots.com)
  - Madison Branch
    - B&W: [npl-ma-bw@printspots.com](mailto:npl-ma-bw@printspots.com)
    - Color: [npl-ma-color@printspots.com](mailto:npl-ma-color@printspots.com)
  - Southeast Branch
    - B&W: [npl-se-bw@printspots.com](mailto:npl-se-bw@printspots.com)
    - Color: [npl-se-color@printspots.com](mailto:npl-se-color@printspots.com)
- Visit the library where you sent your print. Remember to bring dollar bills or coins to pay for your print.
- Go to the Print Release Station in the library. Select "Release a Print Job."
- Enter the email address you supplied and select your print job.
- Insert payment into payment machine.
- Click print in the top left corner of the screen. Your items will start printing.



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