



Secure Printing Quick Reference Guide

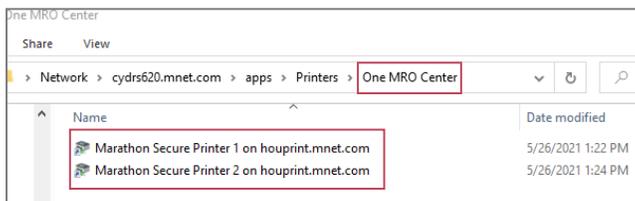
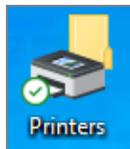


Secure Printing Set-Up

Follow the steps below to set-up your Marathon Oil Secure Print.

1. **Add Print Queue** — Your Marathon Oil issued computer must install the Secure Print Driver before you can access new functionality.

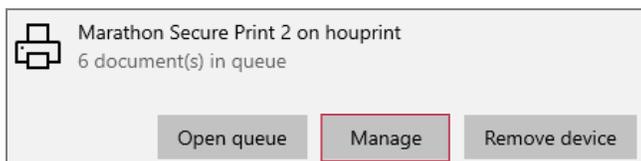
- Navigate to the “Printers” folder on your desktop.
- Open the “One MRO Center” folder.



- Double click on either Marathon Secure Printer 1 or 2 and select “Install driver”.



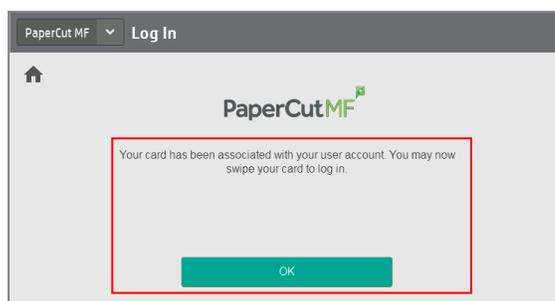
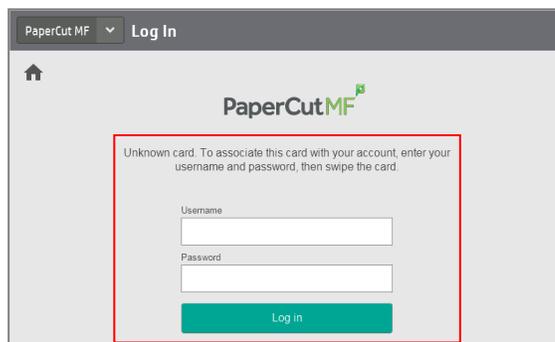
- Search “Printer” in the Windows search feature, find the newly installed printer, click on it and click “Manage”, then “Set as default”.



2. **Set-Up Secure Badge Printing** — You must associate your badge with a Marathon Oil account physically at a printer.

- Locate the printer on your floor that has a badge reader. Swipe your Marathon Oil ID badge on the reader.
- When the screen says “Unknown card” enter your PIC and Password.
- Once completed, you will receive a message saying you have successfully associated your card with your account.

For all future printing, swipe your badge on the card reader to release the print job.





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Printing from Marathon Oil Email Account on Mobile Device

Follow the steps below to print from your mobile device.

1. You can print select document types from a Marathon Oil email account on a mobile device. The following file types can be printed from a mobile: .JPG, .PDF, Word, Excel, and PowerPoint.

Note: Excel printing from a mobile device will vary based on page set-up for each worksheet.

- Attach or forward the file you would like to print using your Marathon Oil email account.
- Enter Print@MarathonOil.com in the “To:” field and Click Send.
- Scan your badge at any secure printers badge reader to release the print job.

