



Secure Printing Set-Up

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

- 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".

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 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.







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.

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