1. Click on the folders on the task bar. 
2. Click on the printers icon. 
3. Click on Sam Houston. 
4. Click on the printer. 
5. Click on printer and select printer preferences.
6. Click on basic. 
7. Click on authentications. 
8. Put in your user name and password. 
9. Then click on Verify. 
10. You will get this message. Click on Ok and then Ok. 
11. Then you will get this page. Click on Apply 
12. Then click on OK. You will have to do this for both the office and the workroom.
13. Make sure the workroom is your default printer.