



# How to Expand the Job List Area

GX Print Server for  
B9 Series Copier/Printer

Version 2.1



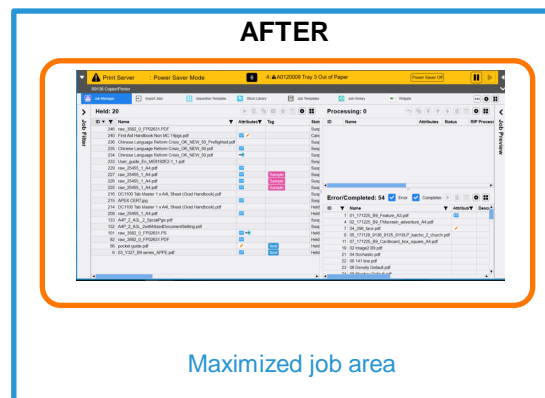
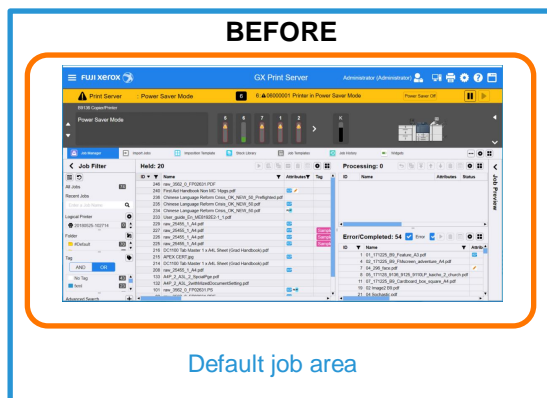
# Overview

This exercise will demonstrate the ability to expand the job list area of the GX Print Server. The user has the ability to easily open/close each window. This exercise will also demonstrate the way to change shortcut buttons to a smaller style and to an expanded job list.


# Objective

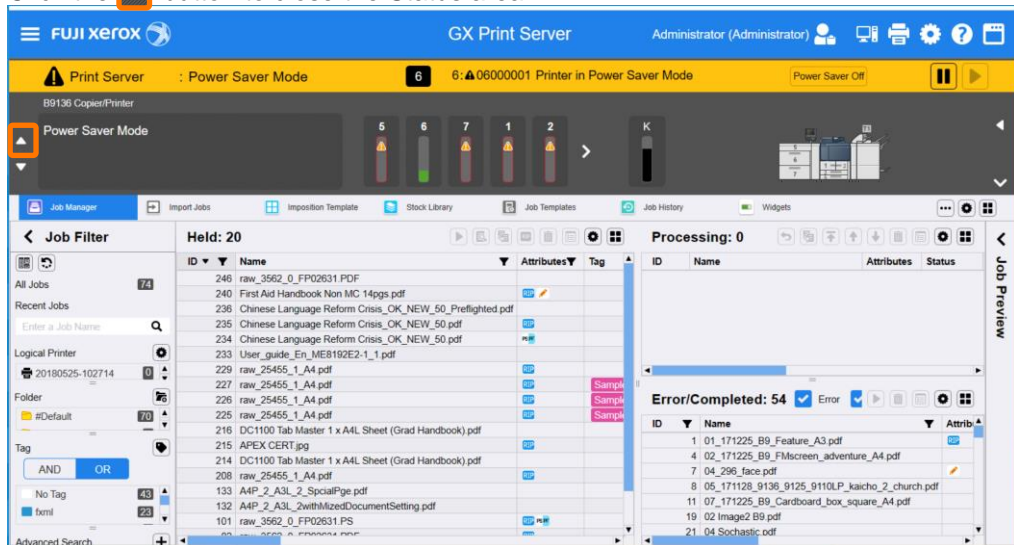
By the end of this exercise users will be able to:

- Find the location of the setting on the GX Print Server
- Maximize the job list by closing each window
- Change the shortcut buttons to smaller ones

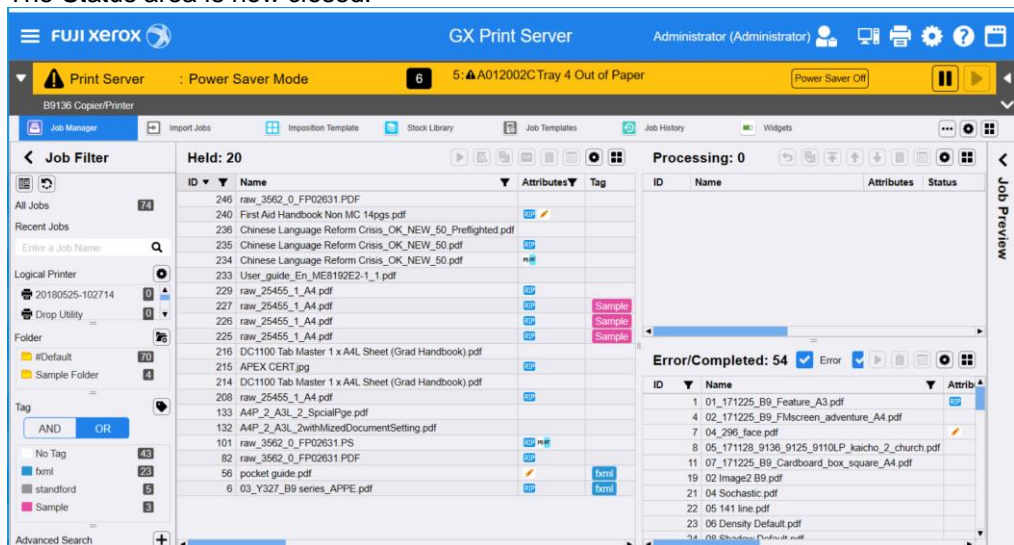


# Minimize the Status Area and Job Filter/Job Preview Window

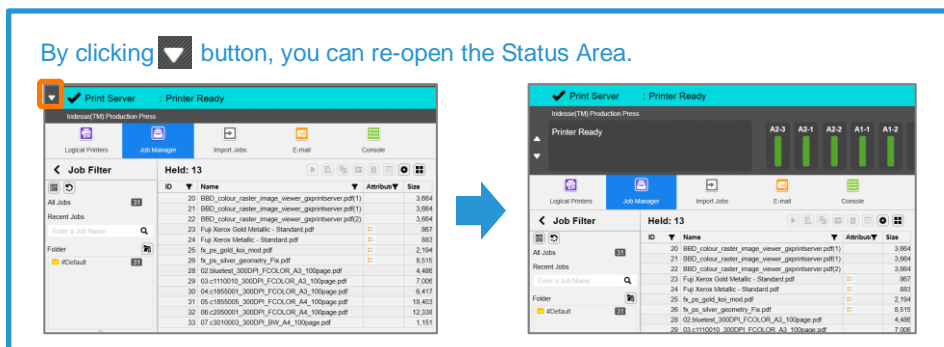
1. Click the  button to close the Status area.



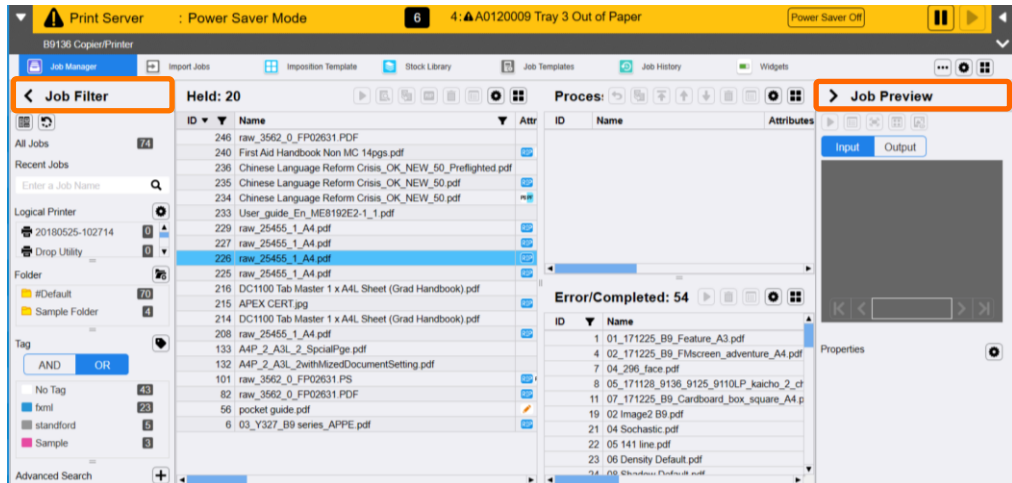
2. The Status area is now closed.



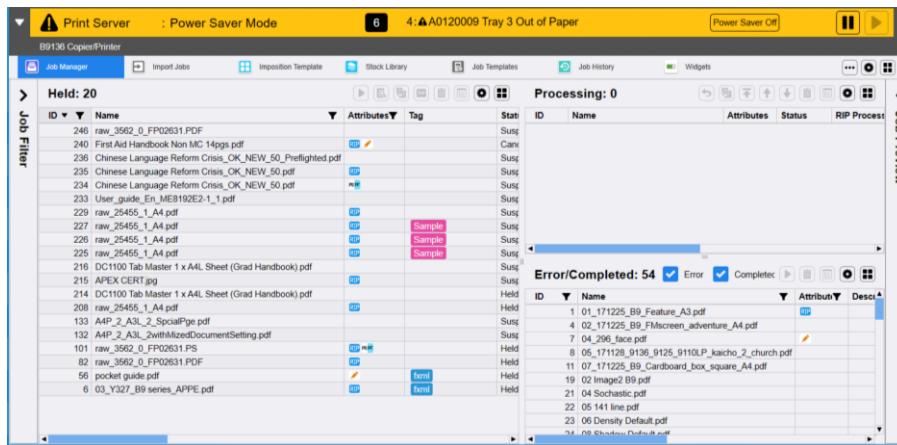
By clicking  button, you can re-open the Status Area.



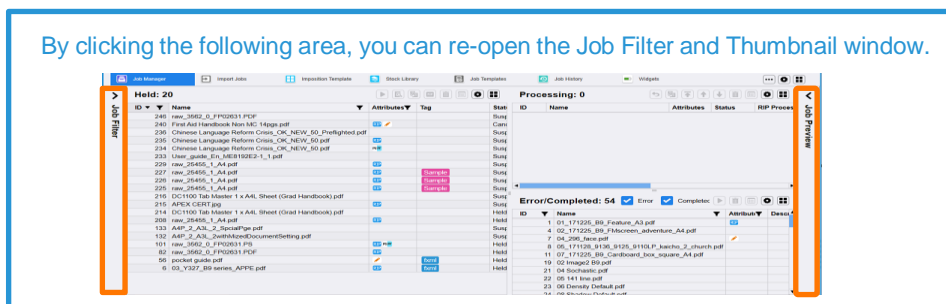
- Click the title area of Job Filter and Job Preview window.



- The Job Filter and Job Preview window are now closed.




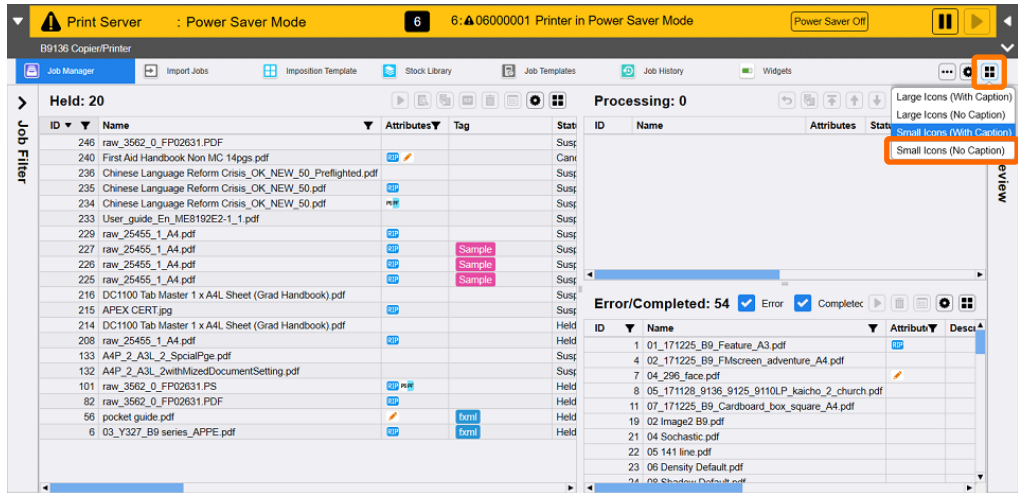
By clicking the following area, you can re-open the Job Filter and Thumbnail window.



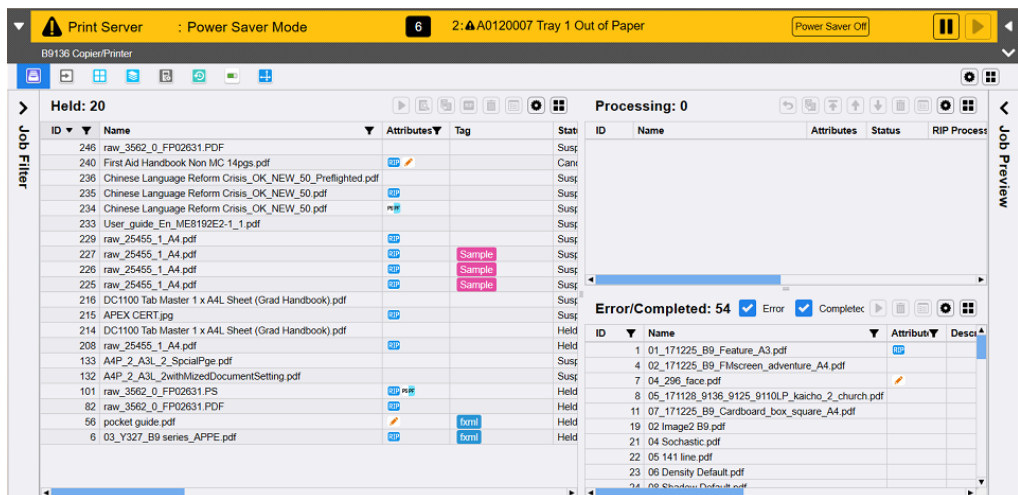
Congratulations you have now completed minimizing the Status Area, Job Filter and Job Preview windows. Please continue to the next exercise of changing the shortcut buttons to smaller icons.

# Change Shortcut Icons

1. Click the  (Change View) button on the shortcut area, and select **[Small Icons (No Caption)]**.



2. The Shortcut Icons becomes smaller, and the Job List area is further expanded.



Congratulations you have now completed this exercise.