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And click printer icon on the top left to open the print setting and set the setting as below

Print	×
Printer: \\SANFILE1.AAMP.COM\RICOH MP C6502 P(~ Properties Ad	dvanced <u>Help</u> ⑦
Copies: 1 Print in grayscale (bla	ack and white) 🗌 Save ink/toner 🕕
Pages to Print All Current Pages More Options 1 	Scale: 100% Pages: 10
Size Poster Multiple Booklet Tile Scale: 100 % Overlap: 0 in ✓ Cut marks □ Labels □ Tile only large pages	42.5 x 22 Inches
Orientation: Portrait O Landscape	
Comments & Forms Document and Markups Summarize Comments	< Page 1 of 1
Page Setup	Print Cancel

Copies :1

Page size: Poster

Tile Scale: 100%

Overlap: 0 in

Cut marks: Checked

Click Print

Total of 8 pages on 8.5x11 paper

Align the cut marks (very important) and tape the pages together

Verify overall alignment by measuring the outlines which is Length 28.5" and Height 14"