OUTDOOR RETRACTABLE BANNER

Assembly Instructions | R1.012916

HARDWARE ASSEMBLY

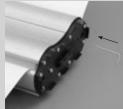


- 1. Take the base, support feet and support pole out of the bag.
- 2. Turn the base over to insert the support feet spikes into the holes at the bottom of the base.
- 3. Turn the base and support feet back over and lock the black plastic supports into the base.
- 4. Insert the support pole with the spring at the bottom into the hole located at the top of the base.
- 5. Pull out the prints from the base (the prints should roll out straight and not rub against the sides of the base).
- 6. Hook the center of the clamping rails at the top of the prints into the bracket of the support pole.

Note: We recommend using the ground spikes when displaying outdoors on grass or soil.

PRINT ASSEMBLY











- 7. Remove the base end caps. Take out the locking pin from the left end cap for the front print and the locking pin from the right end cap for the back print.
- 8. Pull out the print the entire way. Insert the locking pin into the appropriate side of the base to secure the print from retracting back into the base.
- 9. Detach the print from the adhesive strip.
- 10. Remove the top clamping rail end caps. Open the clamping rail to remove the print.
- 11. Insert the top edge of the new print as far as you can into the clamping rail and close it shut. Make sure to avoid wrinkles while inserting the print.

Note: Make sure the front of the print faces toward the support feet.

- 12. Reattach the top clamping rail end caps.
- 13. Attach the bottom of the new print to the adhesive strip. Replace the double-sided tape if necessary.

Note: Make sure the front of the print is facing upward.

- 14. Hold the print and carefully remove the locking pin from the base. Allow the print to slowly wind into the base. It's recommended to have a second person hold the base during this process.
- 15. Repeat steps 8 through 14 for the other print.
- 16. Place the locking pins into the prongs insides the end caps of the base and reattach the end caps starting from the bottom to top.



