

# DELUXE RETRACTABLE BANNER

Assembly Instructions | R1.091417

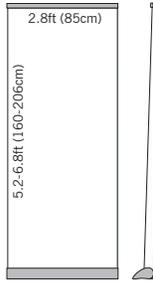
Retractable Stand Plus 24"



SET INCLUDES

- 1 Aluminum base
- 1 4-part pole
- 1 Clamping rail
- 1 Carrying Case

Retractable Stand Plus 31"



SET INCLUDES

- 1 Aluminum base
- 1 2-part pole
- 1 Clamping rail
- 1 Carrying Case

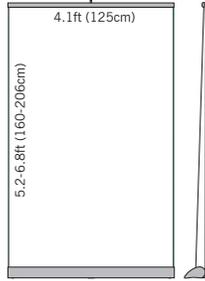
Retractable Stand Plus 39"



SET INCLUDES

- 1 Aluminum base
- 1 2-part pole
- 1 Clamping rail
- 1 Carrying Case

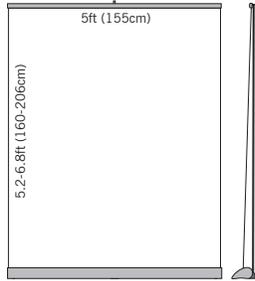
Retractable Stand Plus 49"



SET INCLUDES

- 1 Aluminum base
- 2 2-part poles
- 1 Clamping rail
- 1 Carrying Case

Retractable Stand Plus 59"



SET INCLUDES

- 1 Aluminum base
- 2 2-part poles
- 1 Clamping rail
- 1 Carrying Case



## ASSEMBLY



1. Open the top two hinged covers on the base and remove the 2-part pole(s).
2. Unfold and assemble the 2-part pole(s). The bottom of the 2-part pole slides into the round socket located at the back of the base unit.
3. Grasp the top clamping rail and unroll the print. Position the top clamping rail over the notch(es) on the 2-part pole.
4. Adjust the height of the print by twisting the 2-part pole(s) into the unlock position and push upward. When print is at the desired height, tighten the 2-part pole(s) by twisting into the lock position.

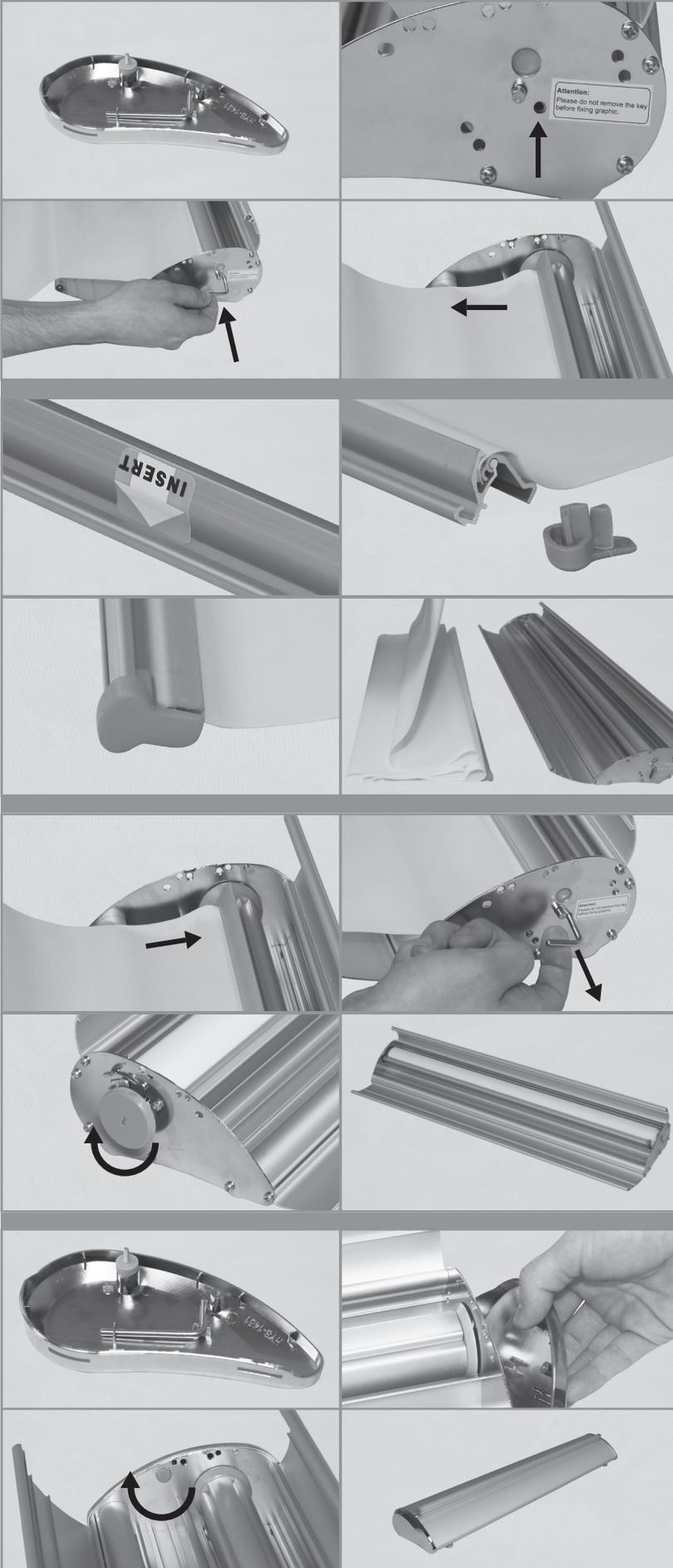
## CHANGING PRINTS & NEW PRINT ASSEMBLY



1. Pull the top clamping rail out slightly so the top 2 hinged covers on the base can be opened. Remove 2-part pole.  
  
If new print assembly, remove packaging and open top 2 hinged covers to remove 2-part pole.
2. Locate the 2 chrome end caps that are attached to the base. Inside the base there is a plastic thumb screw on each side. Remove each chrome end cap using the plastic thumb screw. Store the plastic thumb screws on the magnets inside each chrome end cap.  
  
If new assembly, skip to **STEP 5**.

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3. On the right chrome end cap, pull out the locking pin. On the right side of the base, locate the locking pin hole. The internal clamping rail will have a hole that needs to line up with the locking pin hole. Pull the print out all the way and line up both holes. Once the holes are lined up, insert locking pin.

4. Open internal clamp rail to release bottom of the print.

5. Take the top clamping rail and remove the 2 plastic end caps so it can be opened. If changing prints, remove the old print. Position top clamping rail so the "insert" sticker is read upside down and the arrow pointing towards you.

6. Lay the new print down with the backside facing up. Insert top of print evenly into the top clamping rail. Press down firmly to close and secure print. Return each plastic end cap to their respective sides.

7. Once the top clamping rail has been installed on the new print, prepare the print by "z-folding" it. This will allow the print to be rolled up with ease. (Remember that the print needs to remain with backside facing up!)

8. Open internal clamping rail located within the base if you haven't already. Place bottom of print evenly inside the internal clamp rail. Press firmly to close the internal clamping rail to secure print.

9. Place hand on internal clamping rail. On the right side of the base, pull out the locking pin. Print will begin to roll up. Keep print even when being rolled onto the internal clamping rail.

If new or if print fails to fully roll up on the internal clamping rail, locate the tension wheel on the left side of base. Turn tension wheel clockwise until print is fully rolled up. Proceed to turn the tension wheel an additional 15-18 times to build tension. Test the tension by pulling print out and seeing if print rolls back in.

10. On the right chrome end cap, place the locking pin into the prongs. Reattach chrome end caps starting from bottom to top. Screw in the plastic thumb screws to secure the chrome end caps.

11. Place the 2-part pole back into the base. Lift the top clamping rail up so you can close the top 2 hinged covers on base. Lower top clamping rail back down.