



Replacing Retractable Graphic Banners

For: Budget and Tabletop Budget Banners;
Premium and Tabletop Premium Banners;
Outdoor Pro Retractable Banner

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To replace the custom graphic banner, you will need the following: packing tape, double-sided tape (1" recommended), and a flat surface to work on.

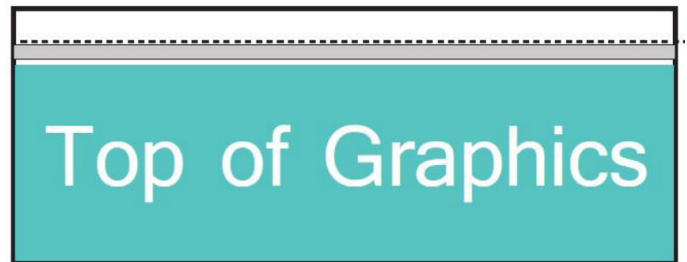
1. Start by removing the old graphic banner from the top rail. Loosen small screws using the provided hex wrench to expand the clamp holding the banner in place.

Tip: Revolve screws 5 times to loosen without screws falling out of holes.

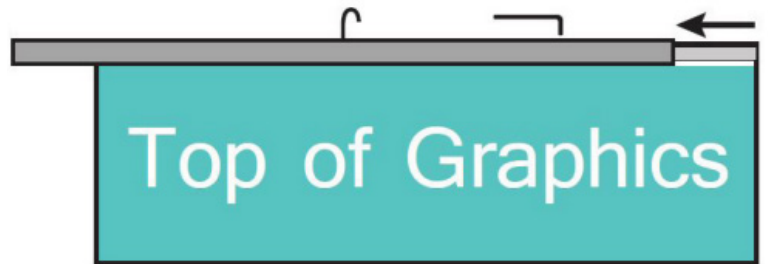
2. Once clamp is expanded, push the gray rod inward, then slide it out the other side of the aluminum top rail. Remove old banner.



3. Place new double-sided tape straight across the very top of the new banner.

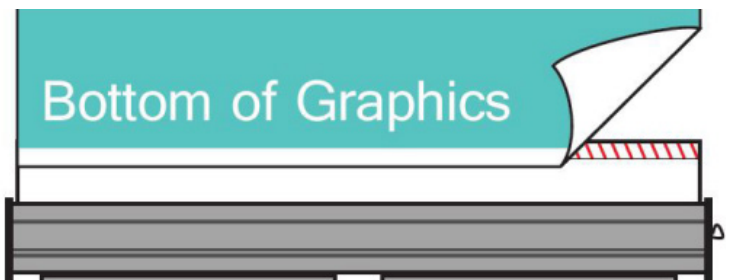


4. Carefully place the rod flush with the tape on the top of the banner, pressing in place. Ensure that rod is STRAIGHT across the top and at the edge of the graphic.

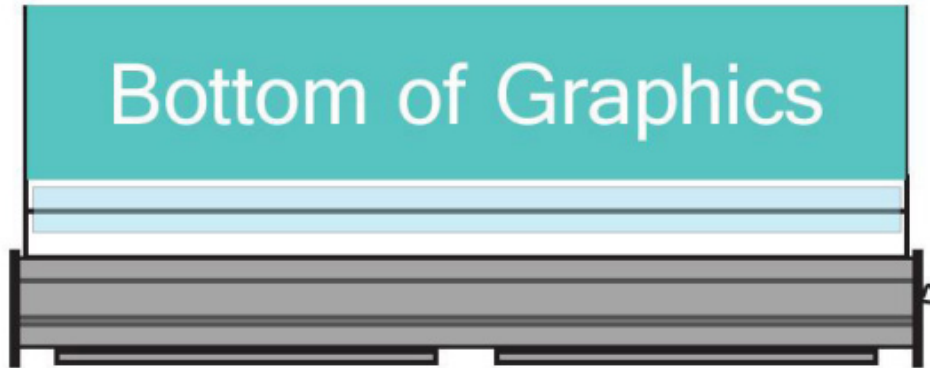


5. Slide the gray rod with the banner attached back into the aluminum top rail.
6. Retighten the set screws with hex wrench. Top rail is complete.

7. Next, lay new banner flat with graphic face-up. Fully extend the banner leader (fabric piece sticking out of the base) and remove the old banner from the base.



8. Secure each side of the leader with packing tape to prevent shifting.
9. Place double-sided tape straight across the top of the fabric leader. Do not remove paper from tape.
10. Position the new banner in place over the leader. Secure each side of the banner with packing tape to prevent shifting.
11. Remove paper from double-sided tape and firmly press to attach the banner to the leader. Be sure it is STRAIGHT.
Tip: Use packing tape to reinforce the bond between the banner and the banner leader, as it will be bearing most of the stress. Place packing tape straight across the leader and banner connection, lining it up with the edge of the banner.



12. Hold banner firmly with one hand. Remove the pin on the side of the base with the other.
IMPORTANT: DO NOT remove the pin if the banner is not attached. Product will be rendered unusable.
CAUTION: Banner will retract quickly if not held firmly.
13. Use both hands to evenly guide the banner into base.
14. Extend the banner and display as usual. Graphic banner replacement is complete.
Tip: Tape hex wrench to the bottom of the base for future replacements.

