

## Instructions for Poster Replacement on the Outdoor Banner Stand Pro

Items you will need for poster replacement

Utility knife or scissors      Double-sided tape

Pin/Allen Wrench 2MM”      Clear box tape

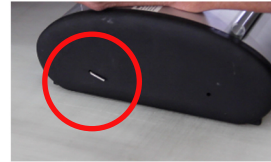
1. Place banner stand on long table or floor and pull poster out from the base.



2. You should be able to see the leader where the poster is taped once the banner is pulled all the way out.



3. Insert allen wrench on side of unit to lock the poster in position.



4. Carefully peel the old poster from adhesive strip. Be sure not to damage leader during this process. Peel off any excess tape that remains.



5. Cut poster from the top bar with a utility knife.



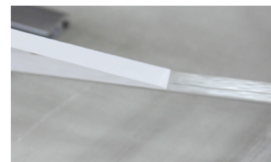
6. Place new double sided tape on the leader flap.



7. Loosen top four screws of the top bar with an allen wrench. Tap the bar on the floor to release the inner bar. Then slide the inner bar out from the exterior top bar.



8. Peel poster from remaining bar as best as possible.



9. Adhere top edge of poster to bar; making sure it is aligned and straight. Slide bar back in the metal casing, and tighten screws.



10. Mark the bottom back of the print on the back left and right side to assist in lining up with the leader.



11. Remove protective film from the new double sided tape and align bottom of poster with the leader, making sure poster is straight. Adhere the poster to the leader.



12. Use scotch tape to tape down leader on the back side. Use clear box tape to tape the front of the banner to the leader.



13. Hold poster firmly to bottom surface (table or floor) and remove pin. This will activate the retract mechanism.



14. Slowly retract poster back into base of stand.



Please make sure you have set the poster in perfect alignment when attaching the top and bottom piece, doing this will ensure the poster will retract correctly into the stand.