

# TSBNSR Banner Replacement Instructions

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## Special Concerns:

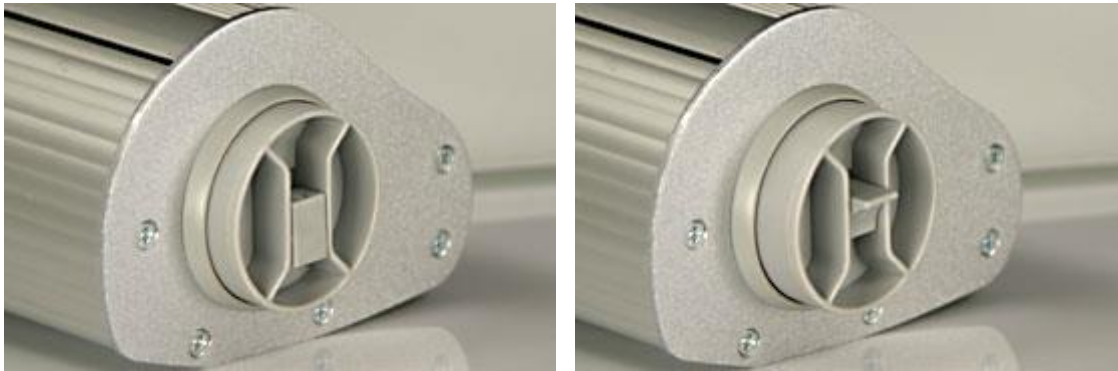
1. As with any retractable banner stand, do not let the banner go. Hand raise and lower the banner. Damage to the unit or banner may occur if the banner is released from a raised position.
2. To reduce wear to the banner, always keep the front cover open when raising or lowering the banner.

This process requires no tools and will take approximately 10-20 minutes.

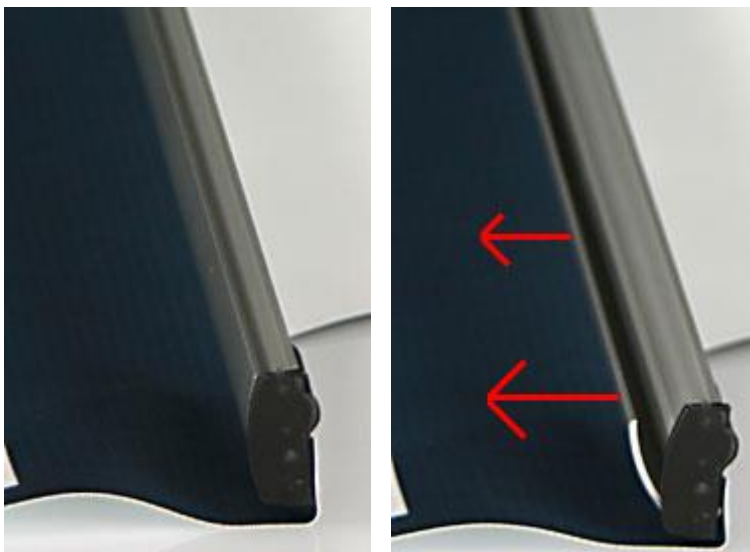
In order to replace your banner, you will need a clear, clean surface that is wide enough to fit your banner stand and is at least 3ft long. A conference table or floor works well.

## Removing the Old Banner

1. Lower the banner and remove the pole if necessary.
2. Close the front and back covers.

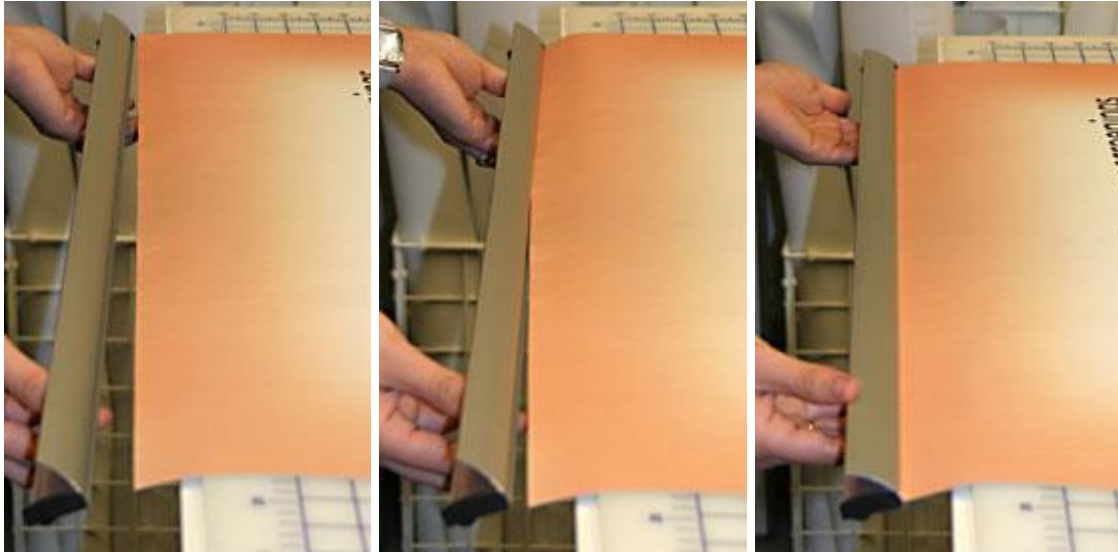


3. With the banner down, lift the tension release lever. You will hear the spring release. Leave lever in the open position.
4. Open the front and back covers.
5. Locate the top rail and gently pull the banner out. If the banner tries to retract, check that the tension release lever is open.

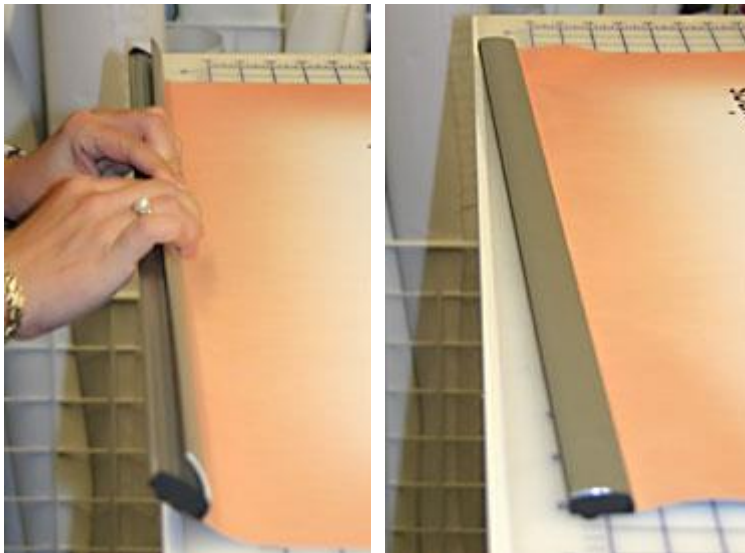


6. Release the banner from the top rail friction grip. Do this by lifting and separating the opposite side where the banner is attached. You may need assistance for this as it may be difficult to open. Using tools is not suggested as it may damage the rail.
7. Release the banner from the rolling drum. A similar friction grip is located on the rolling drum of the base where the banner is attached. Using tools to pry on the rail may damage the stand.
8. The old banner should now be free from the system.

## Installing the New Banner



1. Locate the top and front of your new banner. With the banner and top rail facing the same direction, insert the banner into the top rail.



2. With the banner fully inserted into the top rail, close the friction grip to secure the banner.



3. Close both covers and open the tension release lever, if it is not already open. This will ensure that there is no tension on your rolling drum during installation.



4. Position the base and banner as shown in the illustration. The banner will pass over the back cover of the base, facing up.



5. Insert the banner into the friction grip in the base.



6. With the banner full inserted into the friction grip, push down on the grip to secure the banner.
7. Lay the banner behind the base. Ensure that there are no twists in the banner. The banner may be folded loosely over itself to save space.



8. Close the tension release lever.



9. Begin adding tension by turning the knob counter-clockwise. After a few turns the system will start to pull the banner onto the rolling drum. Guide the banner to ensure that it is centered on the drum.

10. Continue turning the knob slowly, feeding the banner into the system.



11. As the top rail approaches the system, lift it and guide it into the body (assistance may be useful for this step). At this point, stop adding tension to the system.
12. Once the banner has been fully rolled into the system, set up the banner stand as normal.
13. With the banner stand set up, more tension can be added if necessary by turning the knob. No more than a few turns should be needed. Adding too much tension may damage the system.

**DO NOT OVER TENSION THE SYSTEM.**

Tension on the spring is increased as the banner is lifted from the system during setup. Applying too much tension during installation will cause the spring to break.

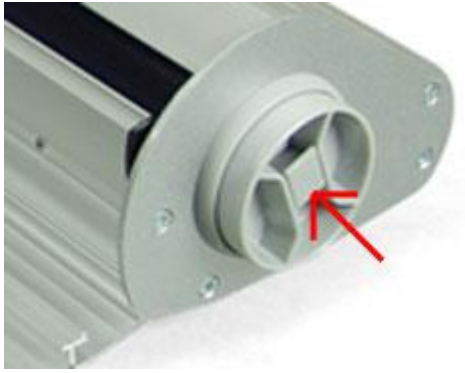
**DO NOT OPEN THE TENSION RELEASE LEVER WITH THE BANNER SET UP.**

The spring is under greatest tension while the stand is set up. A sudden release may damage or break the spring.

### **About the Tensioner**



The tensioner is used to release and apply tension to the retraction spring. Under normal conditions, the tensioner should never be used. Your roll up display comes pre-tensioned and ready for use.



The tension release is used to release tension on the retraction spring. This is only required if the banner is to be replaced, or if there is a problem with the unit. **DO NOT** release tension on the spring while the banner is in the raised position, as damage to the spring may occur. Remove the banner once tension has been released.



The rotating knob is used to add tension to the spring. It should only be used when replacing the banner. Applying too much tension to the spring will damage the unit. Tension on the spring will increase as the banner is raised.