

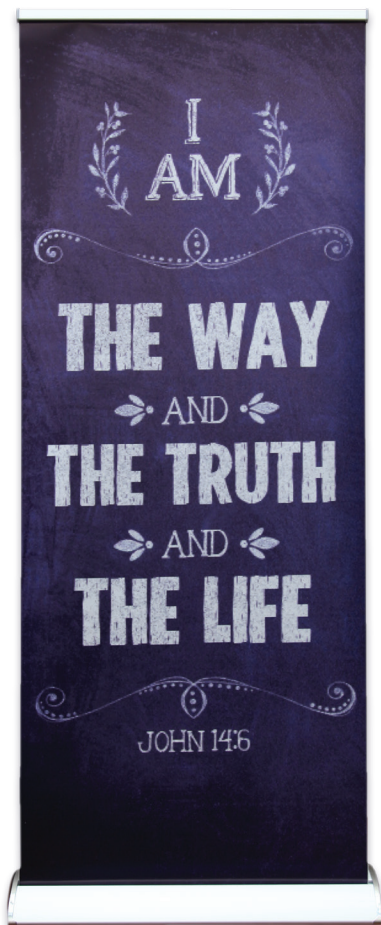
ROLLUP BANNER INSTRUCTIONS

CONTENTS:

1 SUPPORT POLE

ALUMINUM ROLL-UP CANISTER

STORAGE CASE



STEP 1:

Remove the stand from the storage bag and place it on the floor. Locate and remove the three tubes of the shock-corded pole from the side pocket of the storage bag.



STEP 2:

Unfold the three tubes of the shock-corded pole inserting them together so they form one long pole.



STEP 3:

Place the end of the pole, without the plastic cap, into the circular hole on the back side of the Roll-Up canister.



STEP 4:

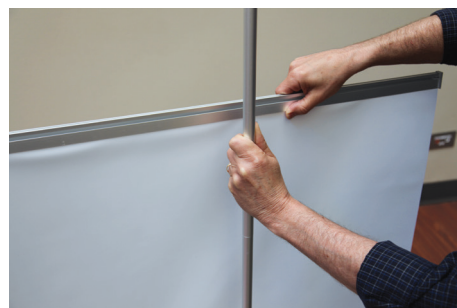
Standing behind the banner, gently pull the banner up out of the canister and insert the plastic lip into the silver bar at the top of the banner.

RETRACTING THE BANNER:



STEP 1:

Holding the cross bar at the top of the banner and the pole, lift it off of the support pole.



STEP 2:

Let the banner slowly wind into the base.

NOTE: Keep the banner straight as it retracts so that the sides of the banner don't rub on the side of the roll-up canister



STEP 3:

Pull apart and fold the shock-corded pole. Return all parts to storage case.

Visit Outreach.com for more information!

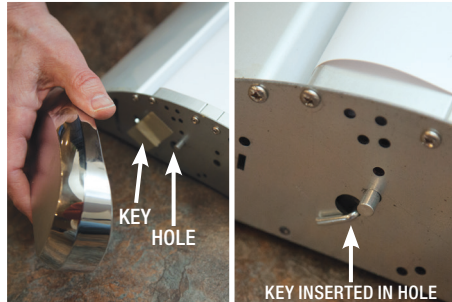
INSTALLING YOUR REPLACEMENT ROLLUP BANNER

PLEASE READ BEFORE REPLACING YOUR ROLLUP BANNER.



STEP 1:

NOTE: It is strongly recommended to have two people to change RollUp Banners. Pull banner out of canister to its full length, gently, so you can see the instructions on the tab at the bottom of the banner.



STEP 2:

As you face the front of the banner stand, remove the right end cap which is held on with a magnet and just pulls off. Insert the key that came with the banner into hole on side of canister to lock the roll-up mechanism and keep the banner from rolling back into canister.



STEP 3:

At top of banner remove the silver Snap Clip Bar. Use a flat screw driver to insert into slot along top edge and twist screw driver to spread bar open. Repeat this step along the bar until open. **NOTE:** Be firm but gentle in spreading the bar open, the screwdriver can dent the bar.



STEP 4:

Place the Snap Clip Bar on the top of the new banner. Be sure the bar is centered on the banner and that the channel to insert the pole into is facing the back side of the banner.



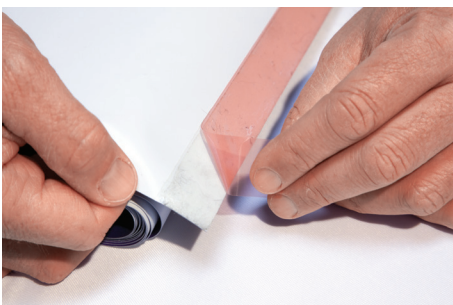
STEP 5:

Press firmly on the bar to close and lock the banner in place.



STEP 6:

Remove old banner by placing one hand on RollUp canister's tab and with the other hand pull up on the banner peeling it off the tab.



STEP 7:

The new banner will have a strip of adhesive tape with a red plastic covering. Peel off the red plastic cover to expose the adhesive strip and place new banner on tab. Make sure the banner is lined up straight. Press firmly to adhere to tab.



STEP 8:

Before removing the key from the side of the canister, be sure that you have a hand firmly on the new banner to ensure that it slowly rolls back into the canister.



STEP 9:

You are now ready to roll your banner back out and display it.

Visit Outreach.com for more information!

