

## Link Base Retractable Banner Stand

### Option 2: Self Banner Replacement

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#### Tools needed

- Flathead Screw Driver
  - Tensioning Key
  - Clear Packaging Tape
  - Detensioning Key
  - New/Replacement Banner
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#### 1: Remove existing banner

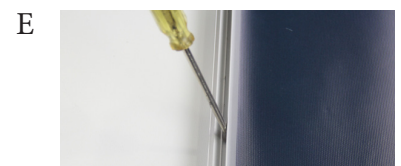
**A:** Remove telescoping pole, retract banner and turn base (1) upside down.

**B:** Locate tension release label and slot. Insert detensioning key (4) and press. You will hear the detensioning of the spring.

**C:** Pull out existing banner until leader is exposed and insert tensioning key (3) in the hole located opposite to the side of the tension label.

**D:** Remove clear tape before removing the banner from hook and loop.

**E:** Remove magnetic end caps from top snap rail. Take the flat end of screw driver and insert into the groove of the snap rail. Push down on handle of screw driver to raise the top bar of the snap rail. Continue to increase the gap moving the screw driver from left to right until the top bar becomes loose. Pull out banner and store.



### Self Banner Replacement

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#### 2: Installing new banner

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#### Tools needed

- Flathead Screw Driver
  - Tensioning Key
  - Clear Packaging Tape
  - Detensioning Key
  - New/Replacement Banner
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**A:** Starting on a clean flat surface. Open snap rail and fully insert the top edge of graphic into groove of snap rail. Press down with palm of the hand in the middle of the snap rail. Press and push toward outer edges of snap rail until fully shut. Insert magnetic end caps.

**B:** Align bottom of graphic with printed side up to the top of the hook and leader.

**C:** Firmly and evenly press the loop on graphic to the hook on the leader.

**D:** Remove tensioning key and allow graphic to go into the base.

**E:** Insert tensioning key on tension label side of base and slowly turn until you hear the spring click. Your banner replacement is now complete.

