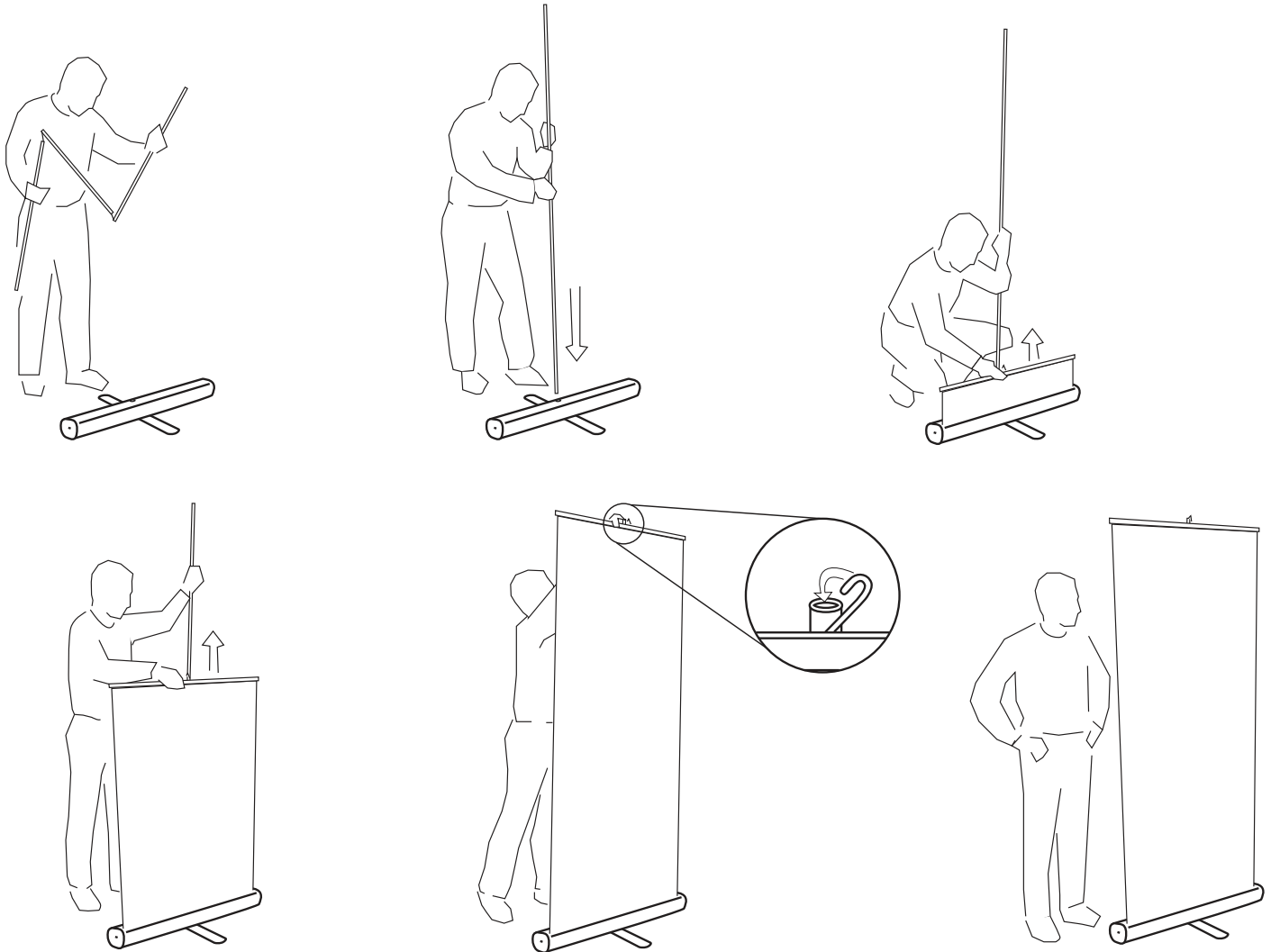




PRONTO Retractable Banner Stand Set-up Instructions



Set-up Instructions

1. Assemble mast and insert into unit base
2. Extend retracted banner to full height of mast
3. Attach silver hook into top of mast
4. To break down repeat steps in reverse

Do Not Drop Unit! Damage May Result!



Graphic Replacement Instructions

NOTE: Graphics should be installed image side up. In the below instructions the graphic is image side down to protect the privacy of our customers information.



1. Set up graphic (image side up) in front of hangerbar.



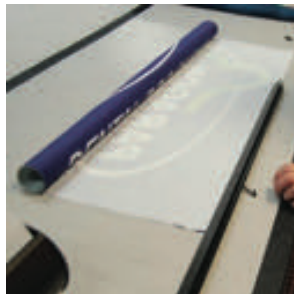
2. Pry up hanger bar in the center working left to right. Using a squeegee or something similar for best results.



3. Remove right side hanger bar end piece.



4. Insert new graphic into right side of hanger bar. Slide top of graphic into hanger bar from left to right.



5. Press down on hanger bar firmly starting at the center then working left and right to secure graphic.



6. Replace right side hanger bar end pieces.



7. Tuck hanger bar hook into hanger bar to avoid damaging graphic when rolling up for installation.

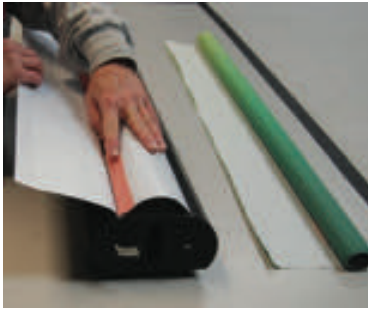


8. Roll up graphic starting with hanger bar end. Roll up until 6" of graphic is showing.

NOTE: Graphics should be installed image side up. Our instructions show the graphic image side down to protect the privacy of our customers information.

Directions continued on page 2.

NOTE: Graphics should be installed image side up. In the below instructions the graphic is image side down to protect the privacy of our customers information.



9. Tuck leader of the side NOT being installed into unit to protect it. If you are changing only one graphic in your unit this step can be avoided.



10. Lie the unit top side down with the leader sticking out to attach the graphic to it.



11. Peel protective cover from double sided tape on leader.
(If there is no double sided tape you can overlap the graphic about 1" onto the end of the leader and use masking tape to secure.)

NOTE: Graphics should be installed image side up. Our instructions show the graphic image side down to protect the privacy of our customers information.



12. Overlap graphic (Image side up) onto the double sided tape of the leader. Center the graphic onto the edge of the double sided tape.



13. Secure the graphic to the leader by pressing down from center and working left to right. Using a squeegee or something similar is helpful.

NOTE: Graphics should be installed image side up. Our instructions show the graphic image side down to protect the privacy of our customers information.



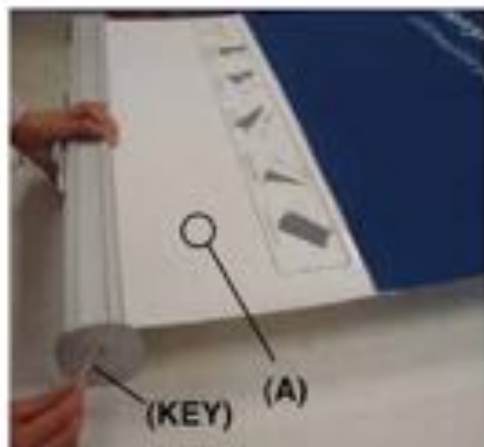
14. Firmly hold onto the rolled up graphic while pulling the pin on the RIGHT side of the unit. (when installing graphics always pull the pin on the RIGHT side of the unit. This is the only pin that works the tension of that graphic.)



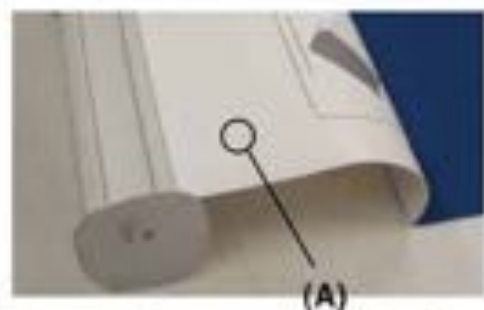
15. Slowly let the tension pull the graphic into the unit. Make sure graphic goes in evenly so the edges do not get damaged by the unit.

Repeat steps 1-15 for the other side graphic.

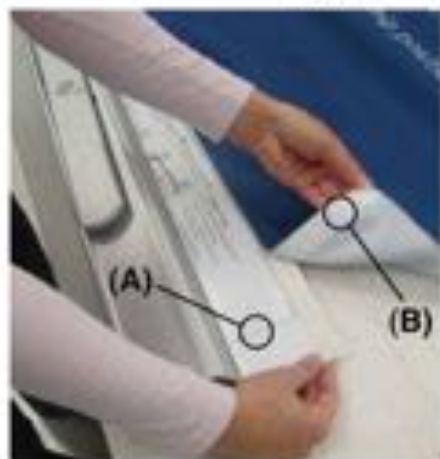
Retractable Banner Stand Graphic Removal



1. With the graphic still retracted inside the base, turn the base upside down (horizontally). At one end should be a "key", remove it. *note: If key is missing a small allen wrench can be substituted.* While holding the base, have a **second** person pull the graphic all the way out to expose the white leader strip (A) at the bottom.



2. With graphic extended, insert the key in the hole at the end as shown. Slowly retract the graphic back into the unit until it stops. If leader strip (A) fully retracts into unit, slowly pull graphic all the way out and repeat.



3. Peel protective cover from double sided tape (B) on graphic and apply to white leader strip (A)

4. With the new graphic applied, have the **second** person hold the top of the graphic while you hold the base. Remove the key and slowly retract the graphic into the base.

Be sure to replace key into bottom of base.

note: Be sure graphic is retracting evenly so that graphic edges do not touch the sides of the base. If graphic starts to track to one side, STOP. Pull graphic back out and then begin again.

Top Graphic Hanger Bar



- Pry up in center working left to right with flat head screw driver.
- Remove existing graphic.
- Insert new graphic and press down on hanger bar firmly, starting center, left to right.



the easy to use - no tools required, graphic change-out system.

INSTRUCTIONS: *We recommend 2 people to change the graphic.*

The Pronto Change-O consists of 2 strips. One strip is attached to the bottom of the graphic. The other is attached to the leader in the base. *(see below)*

Fully extend the graphic to expose the leader - pulling approximately 5" past the Change-O strip. Have one person hold the top of the graphic tightly. (If a second person is not available, attach the hook at the top of the graphic securely to something stable.) The tension from the graphic can be a hazard if not securely held/attached.

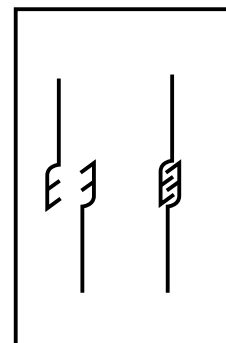
Remove the locking pin from the bottom of the base and insert into the hole in the side of the base, to lock the graphic from being pulled back in. *(see below)*

Simply slide the current graphic off the Change-O strip, and slide the new graphic on.

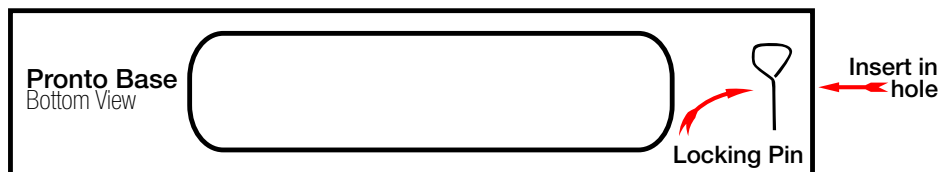
Carefully secure the top of the newly attached graphic - preferably have someone hold it tightly - so you can remove the locking pin from the side and slowly feed the new graphic into the base.



The strip on the bottom of the graphic, slides off the strip attached to the leader. The replacement graphic slides on easily.



Close-up of the Change-O connection



The locking pin is attached to the bottom of the base. To lock the graphic, remove the pin & insert in the hole on the side.