

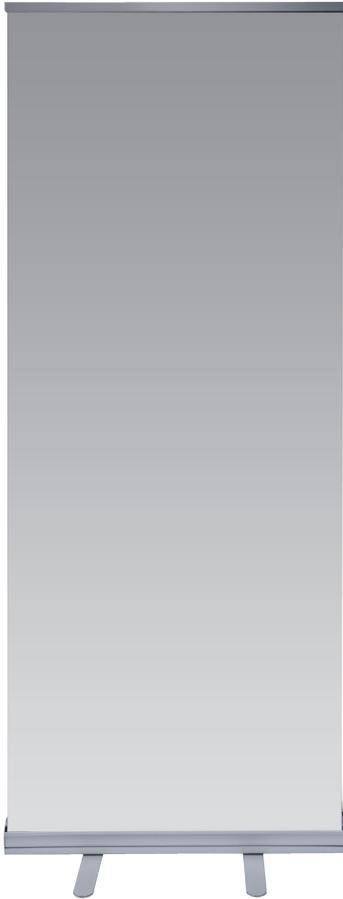
# ROLLUP BANNER INSTRUCTIONS

## CONTENTS:

1 SUPPORT POLE

ALUMINUM ROLL-UP CANISTER

STORAGE CASE



**STEP 1:**  
Pivot the attached feet so that they are perpendicular to the roll-up canister.



**STEP 2:**  
Unfold the three tubes of the shock-corded pole inserting them together so they form one long pole.



**STEP 3:**  
Place either end of the pole into the circular supports 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 pole into the socket on 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](http://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:

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. **NOTE:** Do not pull the key out until you have completely replaced the banner



## 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 banner and the sticker on the bar is facing the back side of 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.

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