To install new banner - reverse procedure.

1. Remove Key from bottom of base.

2. Start with unit fully assembled, then lift Banner Extrusion off the Support Bar and carefully roll the banner until it is close to the base.

3. When rolled banner is near the base, pull to the front until the connecting extrusion on the bottom of the banner comes out of the slot a few inches. Fit the key into the hole on the right side of the banner while pulling the rolled banner up and down until the key slides all the way into the hole. This will lock the roller and release the tension on the banner.

3. Once tension is released, slide the banner off the connecting extrusion.