1. Remove key from bottom of base.

2. Place key in hole and pull on graphic at the bottom edge until the key goes in all the way.

3. Remove graphic from top of pole and roll it up. Remove pole from stand.

4. Slide banner out and remove it completely from housing.

5. Insert bottom extrusion of new banner into slot. Printed side should be facing bottom of housing.

6. Slide new banner all the way into housing. Unroll and attach it to the top of the pole. Be sure to keep graphic taut. Remove key and place it back in holder in bottom.

CAUTION: Do not remove key until banner is taut.

When retracting banner, lower it slowly and keep it centered.

If fabric folds upon itself inside the housing, it will crease.

NOTE: This is a top to bottom order.