**Skyline**

**Banner Stand 3000-R Set Up**

1. Remove shockcorded pole by partially loosening thumbscrew and sliding out of base. Connect pole sections.
2. Rotate the stabilizing foot 90° and turn the Banner Stand base right side up.
3. Stand on base support in back of the stand to stabilize.
4. Pull up graphic slightly and hook pole onto clip at the top of the graphic. Use pole to extend graphic.
5. Raise the graphic up completely. Place the bottom of the pole into the hole on the base, making sure it is fully seated.

To disassemble: Reverse set-up procedure. Lower the graphic slowly and keep it centered – do not allow graphic to scrape the sides of the base!

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**Skyline**

**Banner Stand 3000-R Exchange Graphic Replacement**

Graphics are most easily changed using a two-person process.

1. Remove key from bottom of base.
2. Assemble shockcorded pole and hook pole onto clip at the top of the graphic.
3. Stand on base support in back of the stand and use pole to extend graphic until the plastic connecting parts pull up and out of the stand housing, and the graphic will pull no further.
4. Person 2: Place the key into the hole on the side of the base and slowly let graphic rewind until the key goes in all the way.
5. Put pole in stand, and slide the bottom of the old graphic off of the plastic connector. Keep connecting pieces curled to slide easily.
6. Slide the bottom of the new graphic onto the plastic connector making sure the graphic is aligned on both sides.
7. Stand on the base support and use the pole to lift the new graphic up. Hold graphic taut.
8. Person 2: Remove the locking key from the base. Slowly allow the graphic to retract into the base. Replace key on base bottom.

To keep your graphic looking great, lower the graphic slowly and keep it centered – do not allow graphic to scrape the sides of the base!